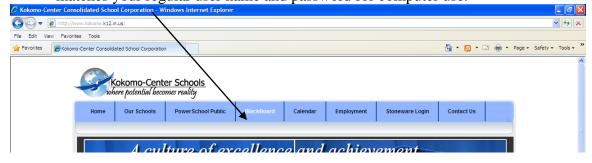
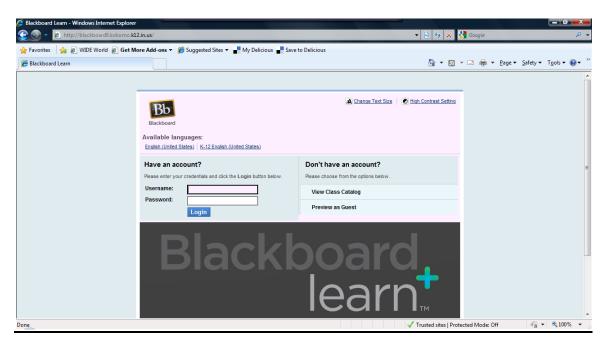
# Blackboard 9 Overview

### Login

 Use the Blackboard button on the Kokomo Schools website. Your Blackboard user name and password matches your regular user name and password for computer use.

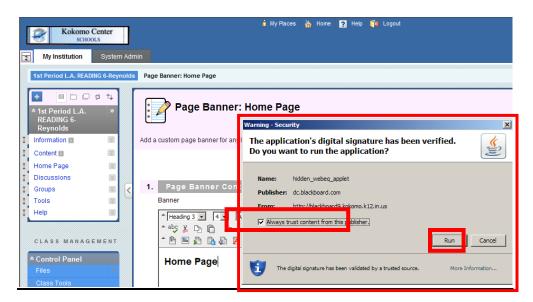


# **Blackboard 9 Login Screen**



# **Digital Signature Warning**

You (and your students) will get this security warning (application's digital signature) when you edit for the first time. Check the checkbox "Always"...and "Run" to prevent it from popping up again (as long as you are on the same computer).

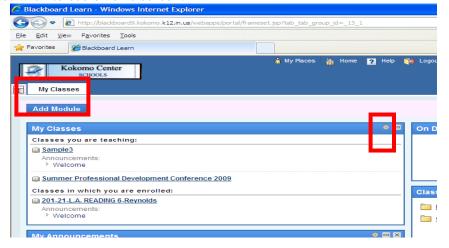


### **PowerSchool/PowerTeacher Integration**

- Once logged in, your class list is shown.
- Your classes shown are automatically updated from PowerSchool.
- When you receive new students, they will automatically be enrolled in your Blackboard course and will have access to that course!
- If you teach a semester long course, your class list will show all of your first semester AND second semester courses.
- Course data can be transferred from one course to another so once you have done the work; it will be easy to move it from one course to another!

### How to hide/show classes under Classes tab – FOR TEACHERS ONLY

- Since class information is pulled from PowerSchool, you may see many classes in your class list on Bb9.
- In "My Classes" module/box, click on the tiny gear icon, then check/uncheck the boxes to display for classes you do not wish to see on this screen.



## How to make classes Available/Unavailable for STUDENTS

- Teachers will have to follow these directions for each class they wish to make unavailable to students.
- Go to Class you would like to make unavailable to students.
- From Control Panel, select "Customization".
- Select "Properties".
- Scroll Down "Properties" page. Item #3 allows the teacher to set availability of class.
- Select Yes to make this class available, select No to make this class unavailable to students and guests.

# Adding a file

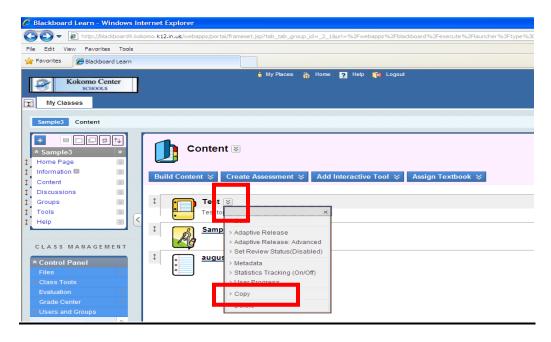
- Select a button (i.e. Content).
- Click Build / Create Folder / Name it / Submit.
- Add content (such as assignments) within the file by selecting from the dropdown menus.
- See more detailed instructions on the Bb9 resource page or during our Getting Started with Bb9 Training!

## Adding an assignment - Formerly known as Digital Dropbox

- Using the Assignment Tool, students can submit work online!
- This feature can be found in the "Create Assessment" button within a content section of your course.
- Fill in empty fields as you see fit for the assignment.
- Name Assignment, indicate point value, browse to an attachment (if you'd like), set dates, and Submit.
- Students can now submit the assignment in this same area of your Course. (This function was called Digital Dropbox in Blackboard 7.)
- See more detailed instruction on the Bb9 resource page or during our Getting Started with Bb9 Training!

# What if I teach the same course multiple times? Copy course content from one class to another!

• Copy individual documents, assignments, etc. one at a time.



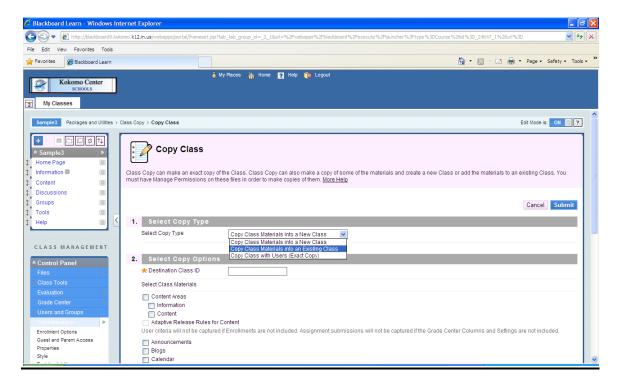
- Select content item you would like to copy.
- O Click down arrows next to item name to open a menu.
- Select Copy.
- Select Class to copy to and click Submit.
- o NOTE: Not all items can be copied in this manner.

# KCSC IT Blackboard 9

OR, YOU CAN...

# • Copy all course material in mass.

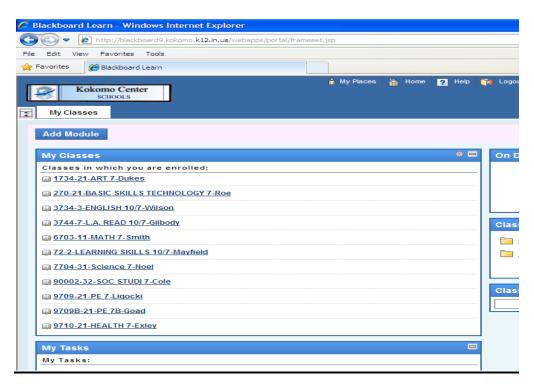
- o Go to your class Control Panel.
- Select Packages and Utilities.
- o Select Class Copy.



- Select "Copy Class Materials into an Existing Class"
- o Check boxes indicating what content you would like to copy.
- o Click Submit!

# What does a student see when they login to Blackboard 9?

- Let's take a look!
- With PowerSchool integration, students will automatically see all of their classes as individual Blackboard courses.
- As you use your Bb class, show students which class is yours and where they can find information on your class page.



### Where can I access all of the Bb9 materials and resources to help me get started?

- Bb9 resources are online at the Kokomo Schools homepage.
  - o Click on Staff Resources button on the left-hand side of the Kokomo Schools website.
    - Materials will be available under the heading "Blackboard".