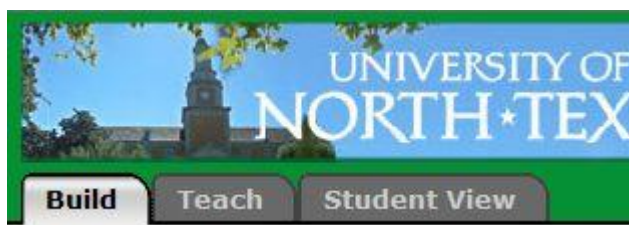


Uploading Files to Blackboard

Note: If you are already familiar with navigating in Blackboard, you can go directly to #10 to read how to create folders and upload files.

1. Go to following URL (web site address): <http://ecampus.unt.edu/>. Wait for a few seconds while the web site does a couple of things. (It will basically do a quick check to see if your pop-up blocker is on or off. You need to make sure that it is off for this site.)
2. It would be a good idea to select the link **Popup blocker and Cookie Test** in the System checker box on the left. When you do this, the system will run a check to see if your browser is configured correctly. Once you do the Browser Check, your computer should be fine when you use Blackboard in the future. (Of course, if you decide to use a different computer, you should run the browser check again.) You can use either the Microsoft browser (Internet Explorer) or the Mozilla browser (Firefox), but since all computers and all networks have different configurations, a good strategy is to change browsers if something is not working. If you need additional help, you can often find good tutorials on line if you use "Blackboard tutorial" as a keyword search in Google, Yahoo!, or some other search engine. If you want to contact someone on campus, you can use the Faculty Help Desk phone number, which is (940) 369-7394, or this e-mail address: vistafac@unt.edu .
3. Log in to Blackboard with your EUID and your EUID password. Depending on the computer that you're using, you may need to select RUN once or twice after you enter your user ID and password. By selecting RUN, you allow the computer to activate or install a plug-in that is needed for Blackboard. If you have any doubts about computer viruses or installing plug-ins/software, please consult the Faculty Help Desk or a computer professional.
4. Once you have logged in, before you have added anything or changed anything, you should spend some time learning how to navigate around by clicking on a lot of different things, just to see what happens. You will (most likely) not ruin anything or cause a system failure. This is simply one of the best ways to become familiar with any software.
5. Select the course from your Course List. (You should see your course on the list if you have already requested a course and received confirmation that the request has been received and that the course has been created.) The first time you enter a course, you might get a message about the different kinds of tools available. You have to select **Done** in order to continue. You can select **Do not show me this page again** if you don't want to see that page every time you enter your course.
6. Note that once you have selected a course, you are "inside" that course, and everything you do is related to that course. If you ever want to return to the main entry page where you can see your list of courses, just click on the link **My Blackboard** (at the top of the screen).

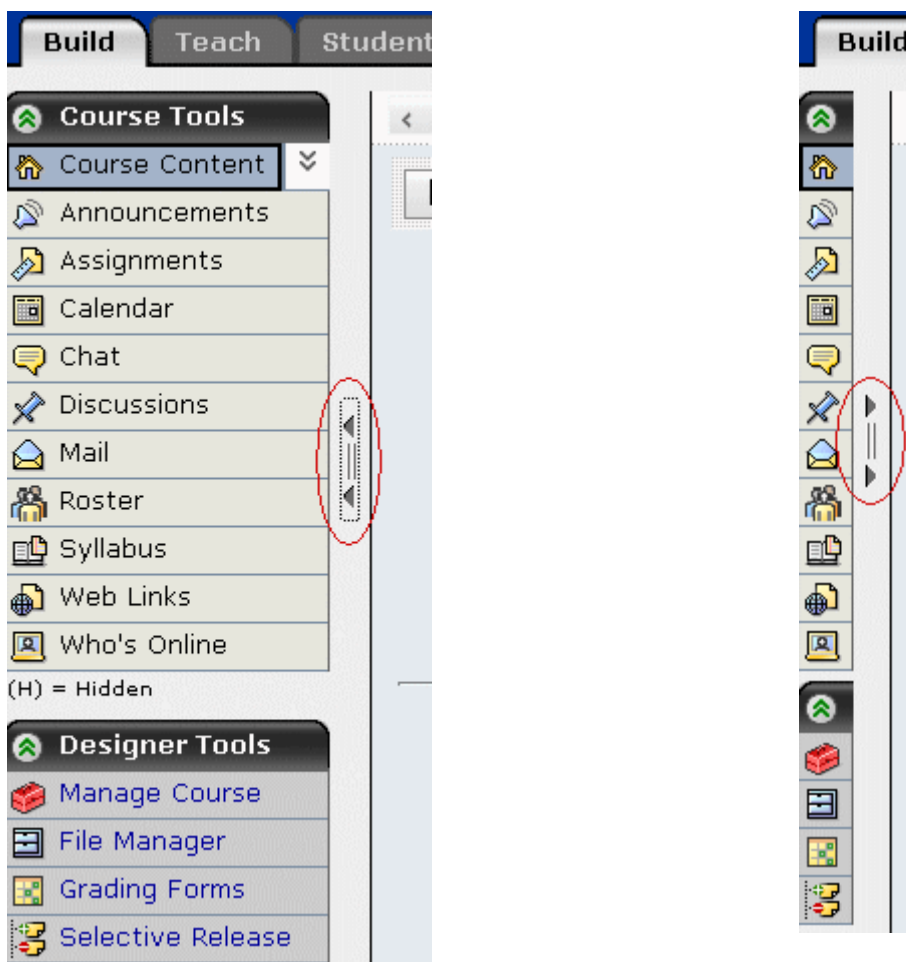
7. When you enter the area for a specific course, you will see 3 tabs: Build, Teach, Student View (below) that will allow you to do different things. If you are the owner/teacher and builder/designer of a site, you will see all three tabs. If you are only a builder/designer, you'll only see Build and Student View tabs. If you are only a teacher or an owner, you'll probably only see the Teach and Student View tabs. (If you've requested a course of your own, then you should see all 3 tabs, and you'll be able to build, teach, and have access to student view.) The screen capture below shows the tabs in one of my courses for Fall 2008. I can see all 3 tabs because I requested the course. The silver color represents the area of your current location within the course. The dark gray color represents the tabs that are available, but these are the areas that you are currently not using. You can click on the Student View tab to see what students will see when they visit the course.



8. When you enter a course for the first time, there will be 3 items present that were created automatically by the system: Faculty Resources; UNT Libraries Resources for Distributed Learning; and ZIP Code Survey. You do not need these, and you do not have to do anything to them. I normally change their status to "do not show" because my students don't need them. Even if you want to leave them visible, this would be a good opportunity to practice making things viewable or not viewable (i.e., *hide* or *show*). In order to edit the properties of any icon/folder (or to remove it completely), click (one time only) the symbol with a downward-facing arrow and three lines that is at the end of the name of the icon/folder. You can select **Delete** or **Edit Properties**. If you decide to edit the properties, you will notice that there is a choice for **Show Item** or **Hide Item**.



9. Before learning the process of uploading a file, there is one more piece of navigation-related information to note: the vertical bar. If you look at the main viewing area and the vertical bar with Course Tools and Designer Tools, there is a gray vertical bar between the two main areas of the page. In this gray vertical bar there are two arrows with two lines between them. If you click on the arrows or the lines, this will reduce the size of your vertical "control panel", and you'll just see the icons. You can change the "control panel" back to its original size by clicking on the arrows again (the arrows will be pointing in the direction indicating that the "control panel" will be expanded outward). Look at the images on the next page, and you'll see the difference between the two control panel sizes.

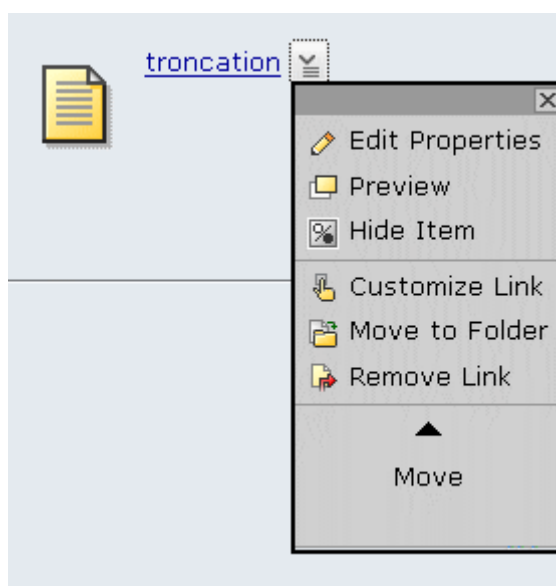


10. You should decide how you want your course to be organized before you start adding folders and files to the course. In the image below (Home Page for History of the French Language), a folder has been added, before adding individual files, in order to keep files related to *la morphologie* together.



In order to add a folder, simply select **Create Folder**, then type the title of the folder in the box, then click **Save**. In order to add a file inside this folder, you first have to go inside the folder in one of the following ways: 1) click on the title/link of the folder or 2) click on the action arrow and chose **Go to Folder**. Once you are inside the folder, you can add a file by clicking on **Add File** then **Browse for Files**. After clicking on **Browse for Files**, a new window will open, and you will probably have to wait a few seconds for a Java application to load, but you will eventually see the icon and words **My Computer**. Click on **My Computer** so that you can locate the file that you want to add. Once you have found and selected the file, it will be uploaded into Blackboard automatically.

11. If you want to edit the settings for any file you have added, click on the action arrow next to the file title/link (as shown below).



If you want to edit something like the name of the file/link, select **Edit Properties**. If you want to preview the document, select **Preview**. The option **Hide Item** will allow you to keep the file where it is, but the students won't be able to see it. If you choose **Customize Link**, you can choose, for example, to have the file open in a separate/new window. If you want the file to be put in a different location, just select **Move to Folder**, then select the new folder. You can select **Remove Link** if you want to remove the link to it within WebCT/Blackboard without deleting the document.

12. Once you have added a file to WebCT, it will stay in WebCT until you delete it. (Reminder: *deleting* a file is not the same as *removing a link* to your file.) Whenever you upload a file to WebCT, the software stores the actual file in the File Manager. The name/link that you see in your course is simply a link (created automatically by the software) from the file in File Manager to the spot in Blackboard where you decided to make it accessible to students. In order to use the File Manager (for deleting files or in order to upload several documents even if you won't need them right away), just click on the **File Manager** icon or words (shown below), located on the bottom-left side of your window.



USING VOICE TOOLS

1. If you'd like to add a voice recording or any kind of voice-based item to your Blackboard course, make sure you're in the BUILD area, then go to the folder where you would like to add the item. Select **Add Content Link**.
2. If you want to add an audio message/lecture for students, select **Voice Recorder**, and the menu will expand, and you will see **Create Voice Recorder**. Select **Create Voice Recorder**, then you will have to enter a title for this particular item.
3. Once you have added the title, select **Continue**, then you will see a screen where you can change the audio settings. You then need to select **Continue** (again).
4. In order to record your message/lecture in the Voice Recorder, select the **Teach** tab so that you're in the Teaching area of your course.
5. Click once on the icon/title of the item that you want to record.
6. Select Launch Voice Recorder.
7. You should then see a new window open with a "record" button, which is red.



8. Click once on the red "record" button to record your message/lecture, then click on the **stop** button (a black square) when you've finished. (You can also use the **pause** button just to the left of the **stop** button. While you are recording, you should see some yellow, orange, and/or green lines in the "input" bar located to the right of the **stop** button. Once you have stopped recording, you can click the green play arrow to see how the recording sounds.

NAVIGATING AROUND BLACKBOARD

If you are in the Build area of the course, you can click on the Page Options button, and you'll have several choices for Power View or customizing the Blackboard course.

PROBLEMS?

Please remember that you can contact the Faculty Help Desk for all questions and problems related to Blackboard. Contact information is provided above in #2.

If your students have problems, they will need to contact the **Student** Help Desk at (940) 565-2324 or <mailto:vista@unt.edu> .