

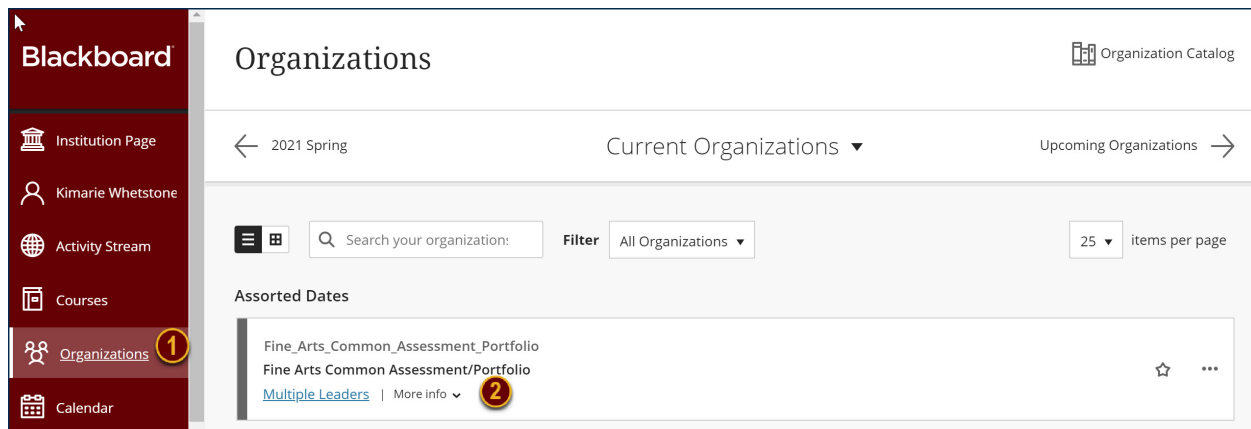
Blackboard Organization Instructions

Overview

This tutorial will explain how instructors work within a Blackboard Organization. The Org leader role can enroll participants and build content within the organization.

Step 1

To access the organization, once you are logged into Blackboard, click the Organizations link [1] on the left navigation menu, then click on the name of the organization to open it [2].



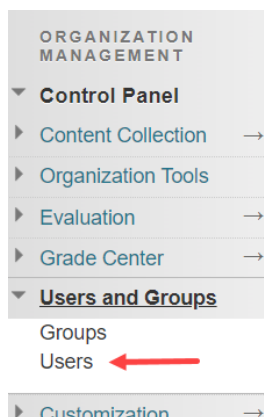
Step 2

Once an organization is created, the Org Leader will enroll participants manually.

Manual Enrollment: To set up an organization for manual enrollment, go to the 'Control Panel' inside the organization.

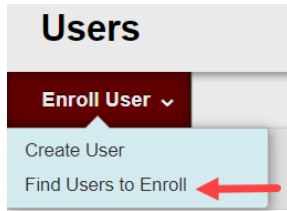
Step 3

Select Users and Group. Click Users.



Step 4

Under the Enroll User dropdown menu, Click the Find Users to Enroll button.



Step 5

Enter the person's Winthrop Username in the 'Username' field. Separate multiple usernames with a comma. Select the 'Role' (Participant or Org Leader) for the user that you are adding.

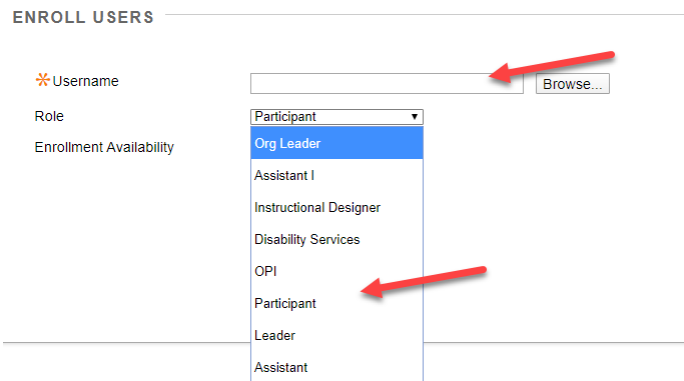
ENROLL USERS

* Username

Role

Enrollment Availability

- Org Leader
- Assistant I
- Instructional Designer
- Disability Services
- OPI
- Participant
- Leader
- Assistant



The image shows the 'ENROLL USERS' form. The 'Username' field is empty, and the 'Role' dropdown menu is open, showing a list of roles. A red arrow points to the 'Username' field, and another red arrow points to the 'Role' dropdown menu.


Step 6

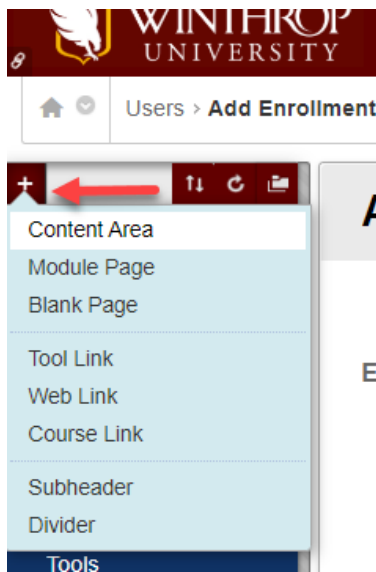
Enrollment Availability should be set to Yes then click Submit.

Customizing the Navigation Menu

New Organizations in Blackboard all have the same basic Navigation Menu. You can customize the Navigation Menu to suit the needs of your organization, and make it easier for your participants to follow.

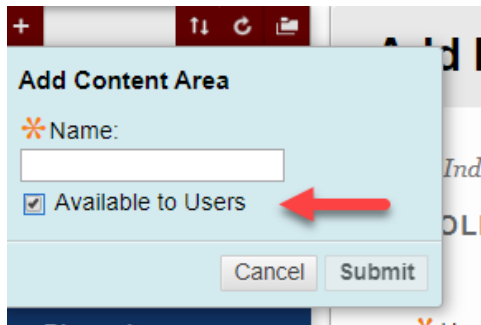
Step 1

To add, click on the  in the course menu. Choose the type of Menu Link that you would like to add. (Instructions are provided below for creating a blank content area page, where you can add files, folders, and other materials.)



Step 2

Enter a Name for the Menu Link you are adding and Click the 'Available to Users' checkbox. (Name your content area page according to the content you intend to add to that page.)

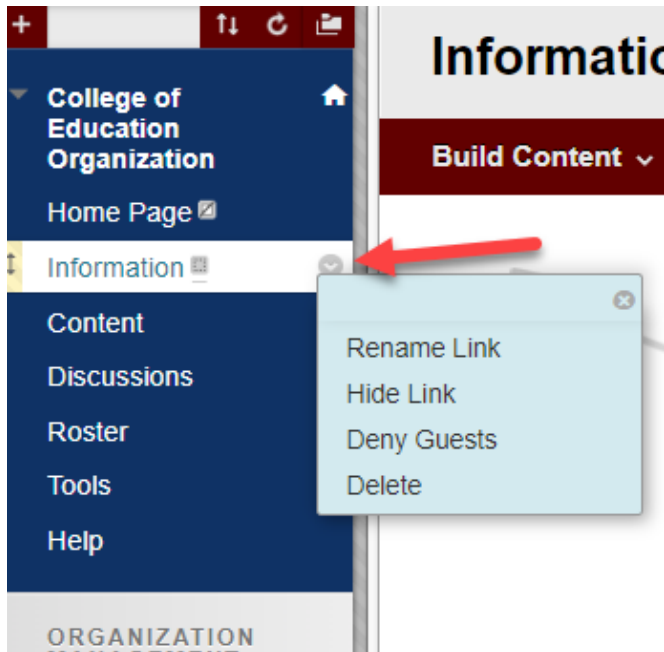


Step 3

Click Submit

Note

From the drop down menu beside the existing links you can rename a link, delete a link or hide a link. (See Below)

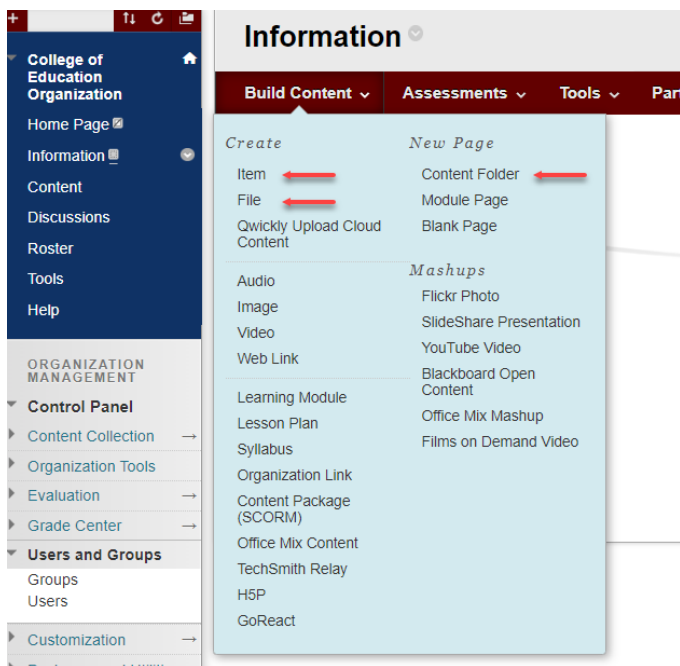


Creating Content in an Organization

Once you have your Organization Menu setup, you can add content to the different Organization links that you created

Step 1

Select the Organization Menu Link where you would like to add content (The most common types of content created are Item, File, and Content Folders. Content Folders allow you to organize your content within a content area page.)



Step 2

From the 'Build Content' dropdown menu, select the type of content you wish to add. (Instructions are provided below for creating an 'Item'.)

Step 3

Click on Item

CONTENT INFORMATION

*Name 4

Color of Name

Text

Paragraph Arial 3 (12pt)

5

Path: p Words: 0

ATTACHMENTS

6

Attach Files

STANDARD OPTIONS

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After

Display Until

8

Step 4

Type a name for the content item

Step 5

You can type instructions or any type of information about the item in the text box.

Step 6

Attach files by clicking on Browse My Computer

Step 7

Select the file you want to add

Step 8

Click 'Submit'. Your 'Item' will now appear on your content page.