

Nestor Basic Instructor Manual

Blackboard 9.1 2014 – Rijksuniversiteit Groningen – Faculty of Arts

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university of
 groningen

nestor

Nestor Local Support Desk Faculty of Arts

Address

Faculty of Arts
Harmonie Building
Room 1313.0224

Do you have any questions after reading this manual?
Please do not hesitate to contact the Nestor Local SupportDesk.
Phone: 050 363 5197
Email: nestor.letteren@rug.nl

1. Introduction

1.1 What is Nestor?

Nestor is the virtual (online) learning environment of the University of Groningen. A learning environment is a web-based tool designed to help manage and improve student learning. It can be used as a communication platform between student and instructor.

Nestor makes use of Blackboard Learn, Version 9.1 – April 2014 Release.

This manual contains some general information on managing your Nestor course, such as editing the Course Menu and adding Content. This manual covers the Blackboard 9.1 April 2014 release.

Next to this manual, the Nestor Knowledge Base contains documentation about Nestor. Furthermore, you can find (video) tutorials. They cover the following topics among others:

- Announcements and sending emails
- Assignments and Ephorus
- Tests, Surveys and Pools
- Collaboration and Group Tools
- Grade Centre

1.2 Browser compatibility

Blackboard 9.1 is compatible with the following web browsers:

- Internet Explorer 9/10/11 (depending on Windows version)
- Firefox
- Safari 6/7 (depending on OS X version)
- Google Chrome

Note that Internet Explorer 7 and 8 are not supported anymore. When using other browsers you may experience technical problems.

Nestor is a complex piece of software. If you experience any difficulties when working with Nestor in your web browser, you may want to use another browser.

We recommend Google Chrome and Firefox. These browsers are automatically updated and give few to no problems when using Nestor.

1.3 Known Issues

Problem

"I cannot see my list of courses when using Internet Explorer."

Solution

This problem is caused by Internet Explorer set to behave like an older version. To solve this: Open settings (the cog) -> Compatibility View Settings -> select rug.nl -> Remove -> OK.

download-probleem

2. Help

At large organizations like the University of Groningen, it is important to know who to contact in case of problems. For your convenience we made an overview.

Nestor coordinator

Each faculty has its own Nestor coordinator. The Nestor coordinator has the following responsibilities:

- Course enrollments
- Creation of new courses
- Creation of guest accounts
- Support on site

Contact details for the Nestor coordinator for the Faculty of Arts:

Nestor coordinator: Peter de Groot
Desk: Harmonie building H.1313.0224
Phone: 050 363 5197
E-mail: nestor.letteren@rug.nl

Nestorsupport

Nestorsupport is the support desk for Nestor users. The most important tasks are:

- Technical problems related to Nestor
- Login problems
- Problems with video lectures

Contact details for Nestorsupport:

Phone: 050 363 8282
E-mail: nestorsupport@rug.nl
Twitter: @nestorsupport
Facebook: fb.com/nestorsupport

CIT

For the following problems you can contact the CIT Servicedesk:

- Email problems
- Problems with university computers
- Login problems (if you are unable to login to any system)

CIT Servicedesk

Knowledge base <http://myuniversity.rug.nl/cit/servicedesk/kennisbank>
Online question form <http://myuniversity.rug.nl/cit/servicedesk/ictvragenformulier>
City centre desk Harmonie building H.1313
Phone 050 363 3232
Email citservicedesk@rug.nl
Twitter @CITservicedesk

3. Login

3.1 Access to Nestor

1. Go to <https://nestor.rug.nl> (note: without "www"!)
2. Enter your Username and Password
3. Click **Login**. You will now be redirected to your personal Nestor Home Page.

3.2 Single Sign On (SSO)

From November 8th 2015, Nestor uses the so called "Single Sign On Environment". The log-in page looks as follows:

The screenshot shows the Nestor login page for Rijksuniversiteit Groningen. The header includes the university logo, the name 'rijksuniversiteit groningen', the year '2014 | 400 jaar', and 'founded in 1614'. The main content area is titled 'Inloggen bij Nestor' and contains a login form with fields for 'Gebruikersnaam' and 'Wachtwoord', and a blue 'Login' button. To the right of the form is a 'Nestorsupport' section with contact information: an email address 'nestorsupport@rug.nl', a phone number '+31 (0)50 363 82 82', and a Twitter icon. Below the login form is a 'Hulp bij inloggen' section with four columns: 'Studenten' (Gebruik uw s-nummer: s1234567), 'Docenten' (Gebruik uw p-nummer: p123456), 'Overige accounts' (Gebruik de gebruikersnaam en het wachtwoord dat u eerder via e-mail heeft ontvangen.), and 'Gasttoegang' (Probeer Nestor als gast. U kunt geen wijzigingen aanbrengen.). There is also a link to 'Nestor Kenniscentrum'.

What does this entail?

Single Signon

The single sign-on environment has the advantage that when you log-in to one of the RUG-systems that use the single sign-on environment (e.g. Google Apps or Nestor), you are automatically logged in to all connected systems once you visit them. Hence, you do not have to log-in separately to each system.

Which systems use the Single Sign-on environment?

The following RUG-systems make use of the single sign-on environment:

- Nestor;
- Google Apps (Email, Calendar, etc);
- Presentations2Go;
- MyUniversity;
- Self-serviceportal (staff only);
- Aclospart;
- Pure;
- Edugroepen;
- Scorion (Medical Sciences);
- RechtenOnline;
- and more.

What exactly changed?

- **Students** (s1234567) and **staff** (p123456) are, after logging in to one of the aforementioned systems, automatically logged in to all the connected systems;
- Nothing changes for **guestaccounts**;
- You can only log-in to Nestor with an s- or p- account and **not** with an f- or g-account. This means that if you are logged in with your f- or g-account to Google Apps / My University etc., you will first be logged out.
- You are able to switch between accounts on Nestor. However, if you are logged in to other connected systems as well, you will remain logged in. To logout there, you have to close your browser.

3.3 Accept Cookies

You have to accept cookies in order to use Nestor.

Why?

Since June 2012 the Dutch law states that websites need permission before they may use not-essential cookies. Although the cookies from Nestor are necessary, we allow our users to make use of external sources. An example is YouTube. When a user embeds a YouTube video, YouTube is allowed to decide which cookies are created. These cookies could be used for not-necessary tracking or advertising purposes. As administrators from Nestor we are also responsible for those external cookies. For this reason as of June 7th 2012 a popup is displayed when you visit Nestor for the first time.

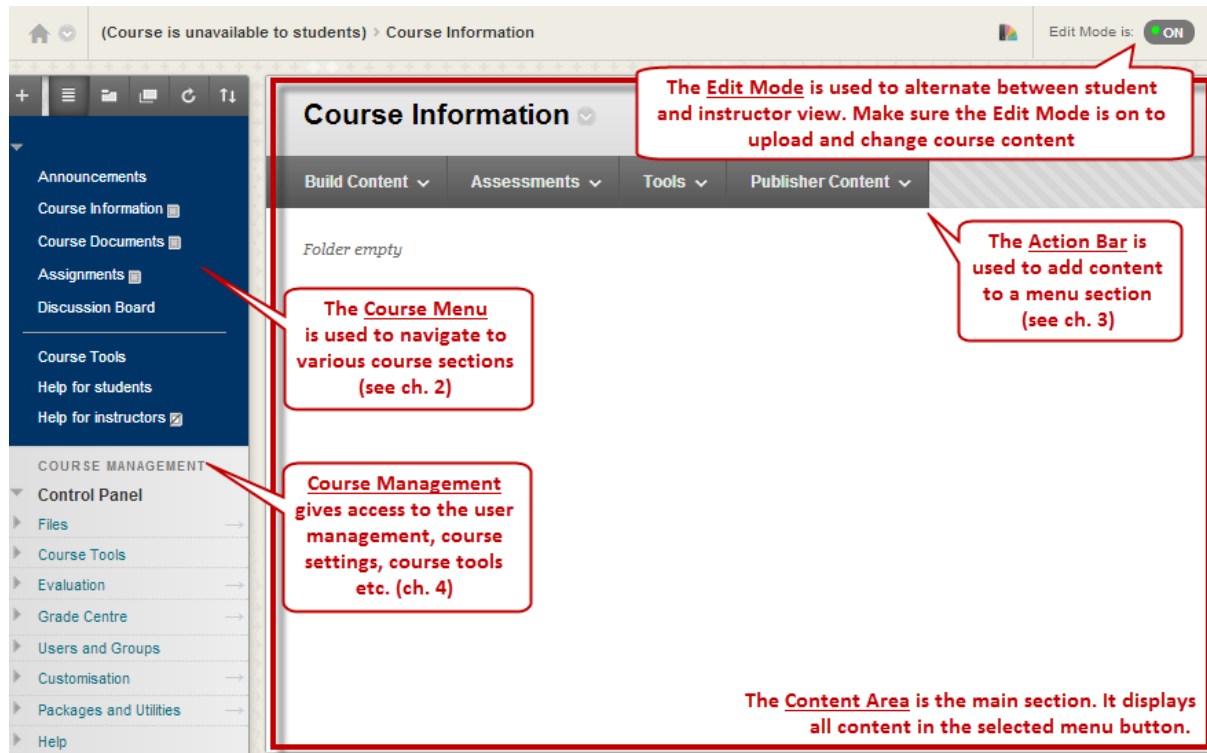
Cookie details

Nestor makes use of Blackboard Learn. Blackboard has an extensive overview of the cookies it uses.

4. Course Menu

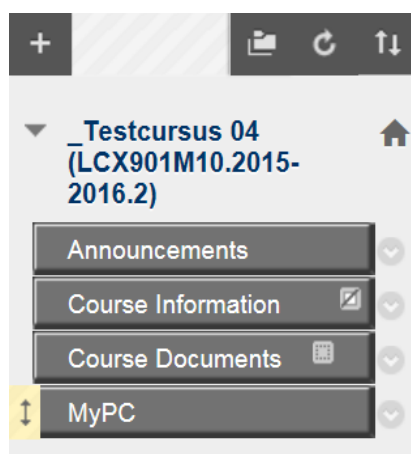
4.1 Edit Mode and Course Components

Once you have accessed a course you will see the five areas highlighted in the image below. The **Edit Mode** (upper right corner) is necessary to edit course content. Make sure it is set to **ON**.



4.2 Course Menu

The Faculty of Arts works with a default course template. This means all new Nestor courses will have the same layout. Students will expect to find certain information in your Nestor course behind certain menu buttons. The following list explains what each area is used for:



- **Announcements:** Announcements is the home page of your course. Here, you can place announcements, welcome messages, notifications and reminders. For instance: a change in classroom, an ill instructor, a change in the course schedule, etc.
- **Course Information:** Students will find here links to the online course catalog *Ocasys* and to *Timetable*. This is the place to give general information regarding the course, such as: course description, teaching objectives, literature information, weekly schedule etc.
- **Course Documents:** Here, students will look for documentation and course related information provided by the instructor, for instance: PowerPoint presentations, handouts etc.
- **MyPC:** MyPC enables students to book a PC in the independent study room in the Harmonie Complex (1313-0240). This means the PC will then be available to him or her only.

4.3 Icons and their Use

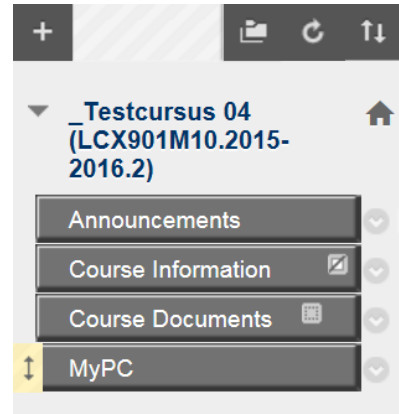
Once the **Edit Mode** is **ON**, various icons will appear in the course menu that allow you to add or modify the Menu. The image to the right highlights the icons that are displayed below.



Add a menu button: A menu button can be added by clicking the plus in the upper left corner of the course menu. You then pick the course menu button you want to add, fill in the form and click **Submit**. You can use this for example to create an additional folder for all your Powerpoint Presentations, or all relevant articles.



Drag and Drop: change the menu button order. Changing the order of menu buttons can be done quite easily by using the drag and drop function. When you click and grab the button at the symbol shown left you can easily drag it to the desired location, and drop it in another place in the course menu.



Options for Menu Button: Clicking the arrow behind the course button name will show you a menu with options for the concerned course menu button. The options are:

- **Rename Link:** Use Rename Link to change the name of your button.
- **Hide Link / Show Link:** make a menu button visible or invisible for students.
- **Permit / Deny Guests:** makes a certain menu button visible or invisible for guests.
- **Delete:** removes a menu button.



No content in button: Menu buttons without content ('empty') can be recognized by this symbol. These menu buttons will be automatically invisible for students. This provides them with a much clearer course: they will never unnecessarily open empty menu buttons.



Hidden menu buttons: It is also possible to hide menu buttons that do contain content. You can recognize hidden menu buttons by the grey symbol with a square and a diagonal black line. In Section 4.5 is explained how to make menu buttons visible or invisible. Items posted in hidden menu areas will not be visible for students, neither will they get any notifications about these items.

4.4 Changing the order of the Menu buttons: using Drag and Drop

Changing the order of menu buttons can be done quite easily by using the drag and drop function.

1. Move the mouse pointer to the arrow at the left of your menu button.
2. Click on the arrow and keep the mouse button depressed.
3. Move the menu button to the desired place.
4. Drop the menu button on the desired place by releasing the mouse button.

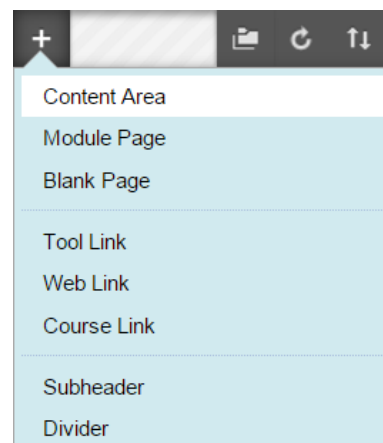
Drag and drop can be used to relocate various items in your course, for instance Course Content, Announcements etc. This can only be done when the **Edit Mode** is **ON** (Section 1.4).

4.5 Adding Menu buttons

To add a menu button, follow these steps:

1. Click the grey **plus** in the upper left corner of the menu
2. Pick the course menu button you want to add
3. Fill in the form that appears (see below)
4. Click **Submit**.

The new Menu Button will appear at the bottom of the course menu. It can be moved to the desired location using drag and drop. Below is a list with an explanation of the main options. It explains what has to be filled into the form that might appear in step 3.



Add Content Area: This will create a button in which you can place content items (e.g. Course Documents). Walk through the steps above. The form that is displayed on the right will appear at step 3. Fill in a **Name** and make the area **Available to Users**.

Add Tool Link: A tool link provides a direct access to a certain Tool (e.g. Discussion Board). Walk through the steps above. Fill in a name for the menu button, select the kind of tool it has to link to and make the form available.

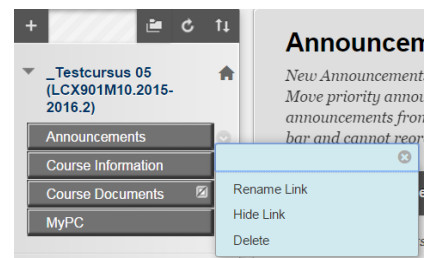
Add Web Link: This is a button that contains a hyperlink to an external website on the internet. Walk through the steps at the beginning of this paragraph. The form that is displayed on the right will appear at step 3. Fill in a display **Name** and the **URL** of the website and make the form **Available to Users**.

Add Subheader/Divider: A subheader or divider will help organize the course menu. For a divider (straight line that can be used to create sections in the Course Menu), no form will appear. To create a Subheader or a Divider, walk through the steps explained at the beginning of this paragraph. When creating a Subheader, a form will appear at step 3. Fill in the **Name** and click **Submit**.

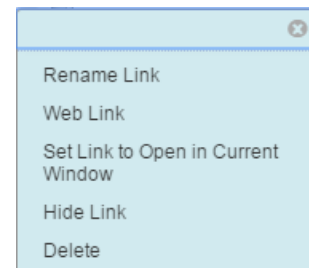
4.6 Managing Menu buttons: Edit, Rename, Hide/Show and Delete etc.

To display the options for editing a menu button, click on the arrow next to the name of the menu button. In Blackboard a Menu button is called a Link.

- **Rename Link:** Use Rename Link to change the name of your button.
- **Hide Link / Show Link:** Make a menu button visible or invisible for students.
- **Delete:** Removes a menu button.



Note: The editing menu for Web Links contains a mistake: the option **Set Link to Open in Current Window** doesn't work properly. In fact the only correct option is: **Set Link to Open in New Window**. This will enable students to return to the original page in Nestor by closing the newly opened window.



For that reason Nestor denies the option and gives a warning in the Action Bar:

Web Link has been set to open in a new window as it may not display correctly to others unless opened in its own window.

5. Course content: Filling your course with content

This section will discuss how to fill your course with content. When filling your course with content, it is important to know the difference between **Course Content** and **Course Tools**. Buttons designed for course content will lead to a page where you can upload files, for instance the buttons Course Information and Course Documents. Besides this, Blackboard offers an extensive selection of Tools that can be put to use in your course. It is possible to make a link to these tools in the course menu (such as Announcements and Discussion Board) or in a certain Content button (for instance Wikis and Ephorus Assignments).

Note: Before you enter any content, check if your content meets the copyright regulations. See the final chapter of this manual.

5.1 Creating an Announcement

Announcements is the home page of your course. Here, you can place welcome messages, notifications and reminders. Often, these are short references to new or modified items elsewhere in the course, or notifications about the absence of an instructor etc.

1. Navigate to **Announcements** in the Course menu.
2. Choose **Create Announcement**.

A form will now appear you have to fill out in order to place the announcement:

3. In field 1, enter a Subject and Message text.
4. In field 2, select duration options. By selecting Date Restricted instead of Not date restricted (posted immediately), it is possible to let Blackboard place the announcement after and/or until a certain time and date.
5. To send the announcement to all enrolled users (students, instructors etc.) by e-mail, check the box of Email Announcement.
6. If desired, make a link to a location elsewhere in the course. To do so, search and select the location using **Browse...**
7. Finally, click **Submit**. The announcement will now be displayed in your course. To delete an announcement, see Section 5.4.

* Indicates a required field.

Cancel Submit

ANNOUNCEMENT INFORMATION

1 * Subject [text input] [Color: Black]

Message

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Audio, Table, Insert Table of Contents, Print, Undo, Redo, Refresh, Full Screen, Help.

Path: p Words: 0

WEB ANNOUNCEMENT OPTIONS

2 Duration Not Date Restricted Date Restricted

Select Date Restrictions Display After [calendar icon] [text input] [calendar icon] Display Until [calendar icon] [text input] [calendar icon]

Email Announcement Send a copy of this announcement immediately

COURSE LINK

Click Browse to choose an item.

3 Location [text input] [Browse...]

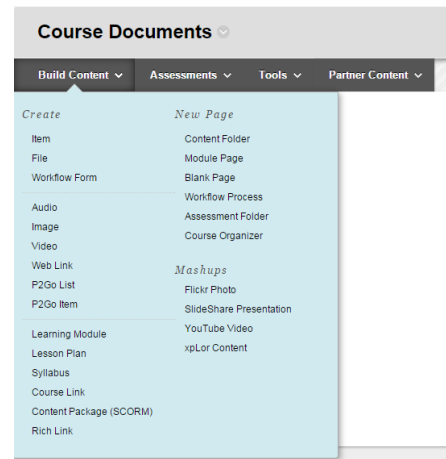
Cancel Submit

Note: New Announcements appear directly below the repositionable bar. Reorder by dragging Announcements to new positions. Move priority Announcements above the repositionable bar to pin them to the top of the list and prevent new Announcements from superseding them. The repositionable bar is not visible for students.

5.2 Build Content

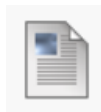
Blackboard offers an extensive amount of options to build various types of course content. Once the **Edit Mode** is **ON**, every menu button for Course Content will show the following buttons in the (grey) **Action Bar: Build Content, Assessments, Tools, Partner Content**. In this manual, we will cover some basic functions that Blackboard offers under **Build Content**.

The following image shows all the possible content items that can be created, ordered in three categories: **Create, New Page** and **Mashups**.



5.2.1 Creating Items

Items are general pieces of content: any type of file, text or image that appears to users in a Content Area, Learning Module, Lesson Plan or folder is an item. Items can be recognized by the icon shown on the right.



To create an item, walk through the following steps:

1. Open the menu button in which you want to place an Item, e.g. Course Information.
2. Click **Build Content** in the action bar.
3. Click **Item** (category: *Create*).

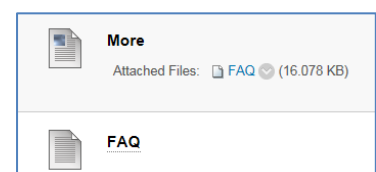
A form will appear that you have to fill out. This is displayed in the image on the right.

4. Enter a **Name**.
5. Enter your **Text** in the Text box. If desired, use the Visual Text Editor (see section 5.3).
6. It is possible to upload a file such as a PDF or PowerPoint. To do so, click **Browse My computer** (see section 5.2.2 for a further explanation).
7. In the last section you can choose special options for the item.
 - a. **Permit users to View this Content** makes sure that the item is visible (yes) or invisible (no) to students.
 - b. **Track Number of Views** will record the number of times the Item is viewed, when it is viewed, and by whom.
 - c. **Select Date and Time Restrictions** can be used to make items visible for a certain period.
8. When finished, click **Submit** to upload the item.

A screenshot of the 'Create Item' form in Blackboard. The form is titled 'Create Item' and has a 'Cancel' button and a 'Submit' button. It is divided into three sections: 'CONTENT INFORMATION', 'ATTACHMENTS', and 'STANDARD OPTIONS'. In the 'CONTENT INFORMATION' section, there is a required field for 'Name' and a 'Color of Name' dropdown menu set to 'Black'. Below this is a 'Text' box with a rich text editor toolbar. In the 'ATTACHMENTS' section, there are two buttons: 'Browse My Computer' and 'Browse Content Collection'. In the 'STANDARD OPTIONS' section, there are three options: 'Permit Users to View this Content' (Yes/No), 'Track Number of Views' (Yes/No), and 'Select Date and Time Restrictions' (Display After/Display Until).

5.2.2 Uploading Files

Uploading files can be done in two ways. The difference is an aesthetic one and is displayed in the image on the right. The upper option is created via 'Item'. This is explained in the previous paragraph. The second one is created via 'File'.



1. Open the menu button in which you want to place an Item.
2. From the action bar, select **Build Content > File** (category: *Create*). There will now appear a form you have to fill out.
3. Under **File Information**, **Browse** for the file you want to upload and enter a Name.
4. Under **File Options**, select **Open in New Window: Yes** (see note below).
5. Under **Standard Options**, optionally enter Date and Time restrictions.
6. Finally, click **Submit**.

Note: When uploading an attachment, always choose Set **Open in New Window** to Yes to reduce open/download problems for students.

5.2.3 Uploading media files

When you want to add audio or video files to your course, please upload them as mp3 or mp4 files resp. Mp3 (mp4) files are files that occupy less storage space, but still have (almost) the same quality as original WAV (AVI, WMA, WMV) files. You can use one of the many free on-line available conversion tools to save your WAV file to an mp3 file, *e.g.* Audacity.

5.2.4 Creating a Hyperlink

A URL is a shortcut to a Web resource. Add a URL to a Content Area to provide a quick access point to relevant materials.

1. Open the menu button in which you want to place the URL.
2. From the action bar, select **Build Content > Web Link**. Fill out the form that appears. It is very similar to the one shown whilst creating an Item.
3. Enter a **Name** and the **URL** of the hyperlink
4. If desired, enter a **Description** of the link in section 2.
5. Section 3 allows you to attach a file.
6. Under **Web Link Options**, select **Open in New Window: Yes** (see note below).

In section 5 you can choose special options for the item.

- a. **Permit users to View the Content Item** makes sure that the item is visible (yes) or invisible (no) to students.
 - b. **Track Number of Views** will record the number of times the Item is viewed.
 - c. **Select Date and Time Restrictions** can be used to make items visible for a certain period.
7. Finally, click **Submit** to create the hyperlink.

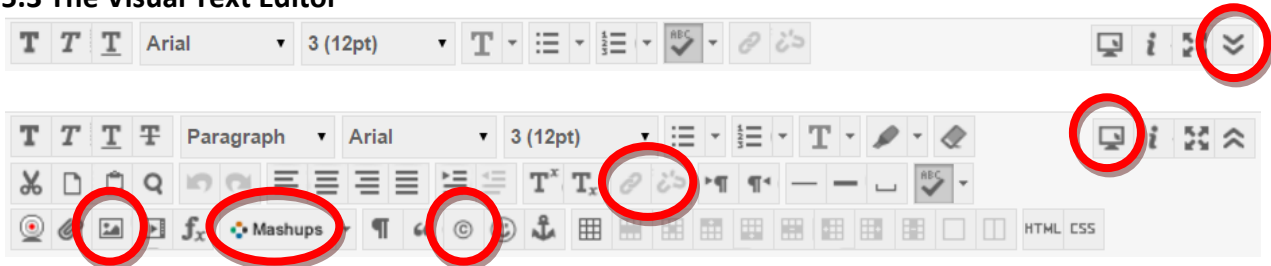
Note: When creating a web link, always choose Set **Open in New Window** to Yes to enable students to return to the original page in Nestor by closing the newly opened window.

5.2.5 Creating a Folder

A Content Folder is a way of organizing content items. Content Folders set up a hierarchy to group related material together based on for instance theme or a schedule. Using folders to organize content items can make materials easier to find and reduce the length of a Content Area page. To create a folder, follow the following steps:


1. Navigate to the Content Area in which you want to place the URL by clicking on its Menu button.
 2. From the **Action Bar**, select **Build Content > Content Folder** (under *New Page*). Fill out the form that appears:
 3. In field 1, enter a **Name**, and, if desired, a (short) summary of the content that can be found in the folder in the field **Text**.
 4. Section 2 allows you to choose options:
 - a. **Permit users to View the Content Item** makes the item visible (yes) or invisible (no) for students.
 - b. **Track Number of Views** will record the number of times the Item is viewed.
 - c. **Select Date and Time Restrictions** can be used to make items visible for a certain period.
 5. Finally, click **Submit** to create the Folder.
- Section 5.5 will explain how to copy (and move) folders.

5.3 The Visual Text Editor




When building content, you will be confronted with the Visual Text Editor. Hover your mouse over the icons for an explanation. The Text Editor is available in a 'light' (see the upper figure) or extended version (the lower one). You can switch between these versions by clicking the double arrow on the top right. In the top row of the *Visual Editor* you will find options regarding font and styles. We will highlight a few additional functions:


Embedding a YouTube Video

 Click the **Mashups** button and select **YouTube Video**. A popup screen will show you a search bar in which you can search for videos. Click **Select** under the video thumbnail to select the video you would like to add. In the next screen you can edit the options for the video. Click **Submit** to add the video.


Making a hyperlink

 You can link to other websites. You can do this by typing a text, selecting it and clicking on the *link icon* (the icon is only active when text is selected). In the popup that will appear, insert the link.


Adding symbols

 In Blackboard 9.1 you can add (a limited amount) of special symbols to your text. Most of them are Greek characters. To do so, click the icon displayed on the left.

Preview

 Click this button to preview a text before you submit it.

Adding an image


 By pressing this icon you can upload or add an image by submitting its **Image URL** or clicking **Browse My Computer** to select an image. Under the tab *Appearance* you can edit the size of the image.

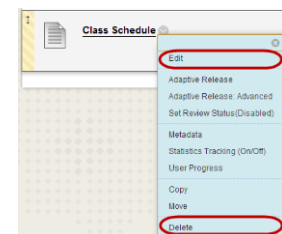
5.4 Content in Menu buttons: (Re)Order, Edit, and Delete

It is possible to edit, reorder or delete created content items.

1. You can change the **order** of items easily by using drag and drop (see Section 4.4).

To edit or delete content Items:

2. Click the arrow behind the content item. 
3. Choose **Edit** to change the content text or options. You will see a form similar to creating a Content Item.
4. Choose **Delete** to delete a specific item. You will be asked to confirm your action before deleting the content from the course permanently.



Note: Deleted files will remain available via the course's Content Collection. To really delete a file from a course, you also have to remove the files from the Content Collection.

5.5 Copy or Move Course Content

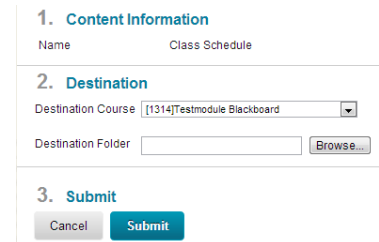
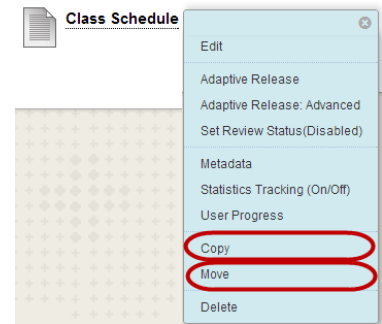
Many Content Items, including Links, URLs, Content Folders, Learning Modules, Offline Content and Tools can be moved between menu buttons or folders inside the course and in between Courses. To move content to another Course, the user must be enrolled as an Instructor in both Courses. Copying content will make a copy of the content in the destination folder. Moving content deletes the content from the original location.

1. Click the **arrow** behind the content item
2. Choose **Copy** or **Move**.

The form that appears will be similar for both options.

3. Select the **Destination Course**. The dropdown list will display all courses in which you are enrolled. Do not change the destination Course if you want to copy or move the content inside the current course.
4. Select the **Destination Folder** by clicking **Browse...** The popup will show a list of all menu buttons and underlying folders of the Destination Course.
5. Click **Submit**.

Note: Section 6.4 will explain **how to copy all course content at once**.

A screenshot of a form for copying or moving content. The form is divided into three sections: 1. Content Information: Name: Class Schedule. 2. Destination: Destination Course: [1314]Testmodule Blackboard (dropdown menu), Destination Folder: [empty text box] [Browse... button]. 3. Submit: [Cancel button] [Submit button].

6. Course Management: the Control Panel

Each course has a **Control Panel** that can be used to access various tools. In this chapter, some most used Tools will be discussed.

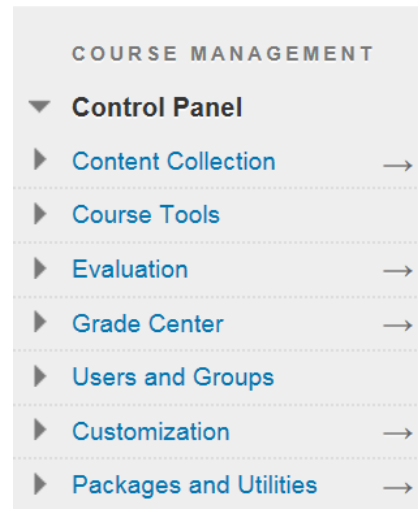
Expand / Collapse the Control Panel

If the Control Panel menu is collapsed, click in the Control Panel title area to expand the menu.

1. To collapse the Control Panel, click "Control Panel" or the "down arrow" directly to the left of it.
2. When you are ready to expand the Control Panel, click "Control Panel" or the arrow to the left of it, which is now pointing right.

Expand / Collapse the Control Panel Areas

Each option within the Control Panel can also be expanded in order to view the available sub-menus below. To expand a given option, click on the menu option title or the arrow directly to the left of it. Once a menu area has been expanded, the options included within can be accessed by clicking on the option title.



Overview Page

The Content Collection (if available), Evaluation, Grade Center, Customization, and Packages and Utilities also contain an **overview page**. To access this overview page, click on the right arrow button (→) for the options. Once the arrow button is clicked, the options within that menu will appear in the main content frame.

6.1 User management

Blackboard can generate an overview of all enrolled users. This overview will have the following appearance (see picture below). The important buttons have been highlighted.

The screenshot shows the 'People in this Course' page. At the top, there are buttons for 'Enroll Users', 'Batch', and 'Show All'. Below that is a search bar with 'Search: Username', 'Starts with', 'Show: available persons', and a 'Go' button. The main area contains a table of users with columns for 'Availability', 'Remove from Course', 'Enable', 'Enrollment Date', 'First Name', 'Last Name', 'Username', 'E-mail', and 'Role'. The first row shows a user with enrollment date 2015-10-22, role 'Coordinator', and a dropdown menu for 'Instructor' highlighted with a red circle. The second row shows a user with enrollment date 2015-11-06, role 'Instructor'. At the bottom, there are buttons for 'Availability', 'Remove from Course', and 'Enable', and a status bar showing 'Displaying 1 to 2 of 2 items' with 'Show All' and 'Edit Paging...' buttons.

6.1.1 Generate an overview of all Users and/or Change User roles

You can change the role of a user by taking the following steps:

1. Open your Blackboard course
2. Switch the **Edit Mode** to **ON**
3. Go to Course Management > **Control Panel** > **Users and Groups** > **Users**
4. Click **Show All** on the People in this Course page

At the bottom of the page you see "Displaying 1 to x of y items". By default only 25 users are shown. To see more or all users, use the **Edit Paging** or **Show All** button next to it.

5. Select the desired Role

The **Role successfully updated** icon will show up



6.1.2 Add Users

It is possible to enroll students and co-instructors. To enroll users, take the following steps:

1. Click **Enroll Users** (on the left in the Action Bar). In the next screen select the user:
2. Search the user

You can search for the user by typing in his/her Username, Email, Last Name or First Name (select from the first dropdown menu) and by specifying the search method (Starts with, Equal to, Contains – select from the second dropdown menu)

3. Click **Go**
4. Check the **box** in front of the user
5. Select the desired **Role**
6. Click **Enroll to Course**

Change will take effect immediately.

Add Enrollments: LCX901M10.2015-2016.2

People who have an account in Blackboard can be enrolled in the course. Only people who are not already enrolled in the course will listed in the search results. The search results will show a maximum of 1,000 people.

Show Users in Course

Search: Username Starts with let.student Show: available persons Go

<input type="checkbox"/>	First Name	Last Name	Username	E-mail	Role
<input type="checkbox"/>	Letteren	Student	let.student	p.m.de.groot@rug.nl	Student

Enroll to Course Enable

Displaying 1 to 1 of 1 items Show All Edit Paging...

6.1.3 Delete students

Note: It is often not desirable to delete students from a course, since with the student you will also delete all his/her in this course submitted (group-)work. If you are not sure if a student should be deleted, please contact the helpdesk or your secretariat.

It is possible to delete students from a course. To delete a student, please take the following steps:

1. Navigate to the User Management: **Control Panel > Users and groups > Users**.
2. Check the box in front of the user. It is possible to delete multiple users at once.
3. Click on **Remove Users from Course**

6.2 Course availability

The Blackboard helpdesk will make all courses for the new semester available at the start of the new semester. All new courses are available. It is possible to make an existing course available or unavailable yourself at any time. To do so, take the following steps:

1. In the Control Panel navigate to **Customization > Properties**.
2. In the form that appears, change the availability in the section **Set Availability**. To make the course available, choose Yes. Choose No to make the course unavailable.
3. Click **Submit** to save the new settings.

SET AVAILABILITY

Make this course available to users?

Make Course Available Yes No

Note: When a course is made unavailable, this means it is unavailable *for students*. Instructors can always enter their own courses.

6.3 Managing the Course Style

The Style settings control how the Course appears to users. Settings include changing the first page users see when they open the Course, the appearance of the Menu and how Content Items appear in folders. In addition, a banner may be added to the top of the Course home page (the first page students see when entering the course). To change the style, navigate to **Control Panel > Customization > Teaching Style**.

6.4 Copy Course

Section 5.5 explained how to copy or move a single Course Content Item. This subsection will discuss how to copy an entire course, via **Control Panel > Packages and Utilities > Course Copy**.

1. First, select the **Destination Course ID**. This has to be an existing course in which you are an instructor. You can enter the ID directly or search for it by clicking the button **Browse....**
2. Select the Course Content you want to copy by checking the respective boxes. Usually you do not want to copy the **Announcements** (as these are dated).
3. In the Section Enrollments it is possible to copy the Enrollments. This will result in copying all students from the current course into the new course and is usually **not** desired.
4. Finally, click **Submit**.

You will receive an e-mail when the course copy process is completed.

Note: You can only copy (items from) a course when you are enrolled as instructor in both the source as well as the destination course!

6.5 Export / Import Course

You can export courses when course materials will be reused at a later time to teach a new class of students. This is helpful when changing jobs to another institution that also uses Blackboard. Another reason to export is wanting to archive and save a course to your computer. The data will be compressed into a .zip file. User data (such as: Adapted Release Rules, Users, Grade Center) is not included.

How to Export

1. Login to Blackboard and go to your course.
2. Go to the **Control Panel** and click on **Packages and Utilities > Export/Archive Course**.

(**Note:** Archive – The archive option saves more user data, but **you cannot import an Archive file yourself**, which makes this option not convenient.)

3. Click on **Export**.
4. Check all the boxes of the Course Materials.
5. Click on **Submit**. An e-mail will be sent when the export process has completed.
6. When you have received the e-mail go to the **Control Panel > Export/Archive Course**.
7. The exported course will be saved as a .zip file and be named with a time stamp: "ExportFile_ID_yyyymmddhhmmss.zip".
8. Click once on the name of the .zip file in order to download it and store it on your computer.

How to Import

1. Login to Blackboard and go to your course.
2. Go to the **Control Panel** and click on **Packages and Utilities > Import Package/View Logs**.
3. Click on **Import Package**.
4. Use Browse to select the Package (.zip file)
5. Select the Materials to include.
6. Click Submit.

7. Copyright, Plagiarism, Preservation, Code of Conduct

- Copyright law ('Auteursrecht') not only applies to hardcopy readers, but also to online materials, and consequently to the materials in your Blackboard course. This means that you must be aware of the rules that apply to articles, pdf's, PowerPoint presentations etc. that you upload to your Blackboard course.
- Linking to external content on websites, movies on YouTube.com, images on Flickr.com, slides on Slideshare.com etc. is always allowed; linking, which includes embedding, is the preferred method of pointing to external sources;
- Using/presenting copyrighted materials in your class is allowed because of the 'onderwijsexceptie'; you may only use the materials in your classroom and only when the materials, like images, are functional with respect to your course ('vertoningsrecht'); always include acknowledgements;
- For further reference, please see the site from SURF on behalf of the whole Dutch higher education sector at <http://auteursrechten.surf.nl/Auteursrechten/en/Pages/Default.aspx> (only in Dutch).
- By law, on-line materials, like Blackboard course materials, must be preserved for 1 year ('wettelijke bewaarplicht'). This applies to *e.g.* submitted papers and grades of students. For administrative reasons Groningen University even keeps Blackboard courses and their full contents for at least 5 years on the so-called production server at <https://nestor.rug.nl>. This also meets the demands of reviewing committees ('visitatie-commissies'). After 5 years courses can be archived if you wish. Courses will NOT be automatically removed, unless you indicate to do so (send us an e-mail).
- Finally, take a look at the Code of Conduct ('Gedragscode', 'netiquette', in Dutch) for teachers and students that use ICT means. You may use this Code as a reference when it comes to problematic situations, for example when students use Blackboard as a spam server.