Introduction to Blackboard 9.1
Self-paced Faculty Tutorial

This tutorial was created as a self-paced option for faculty who either prefers this method of training or has difficulty attending face-to-face workshops.

This is a hands-on self-paced tutorial that will provide you with instruction on how to use the basics of Blackboard 9.1 also known as Blackboard Learn. You will learn how to navigate, create new buttons for new content areas, add your textbook information, create announcements, and see some of the new features within the new version to which Jacksonville University will be upgrading to.

This is a great chance for JU Faculty to see and experience how the new version of Blackboard looks like and feels like!
General Objective

The main purpose of this self-paced tutorial is to give the user a general overview of what our new Blackboard LMS in Jacksonville University is going to be like after the upgrade over the summer of 2012. The user will have a glance of what the user interface will be and how the new Blackboard feels and looks like in a hands-on environment.

What Training Topics are Covered?

- The Course Environment in the Blackboard 9.1
- The Blackboard Learn New 2012 Theme
- Using the Control Panel
- Adding a Banner to Your Course
- Announcements
- Menu Items
- Content Areas
- Tool Links
- Textbook Information
- Mashups
- Adding a YouTube Mashup
- Intro to Journals, Blogs and Wikis

How Does it Work?

First, in order for you to follow all the topics covered in this tutorial it's important that you have access to the Blackboard Learn Preview Server. To set you up with your own Blackboard Learn Preview Server user account please send an email to Jacksonville University's Blackboard administrator, Arturo Cole (acole1@ju.edu), with your name, your email and phone information.

You will then be provided with a course shell and will be enrolled as an instructor so you can experience the environment from a course level. Instructions on how to access the Evaluation server, the time frame for your access and also the rules and regulations of this service will be send to you by email. Your access will be valid for 30 days. After the initial 30 day period you can request a new account but you cannot renew an existing account. We hope you will use this preview to prepare for our future Blackboard upgrade.

You will be enrolled in the following courses:
- Preview Account Sample (Student Access)
- Preview Account Orientation (Student Access)
- Preview Account Personal Sandbox (Faculty Access)
Please be advised:
• Use of these accounts is for evaluation purposes only. You may not use the account for production purposes.
• We cannot guarantee the security of any data uploaded to the preview server as it is not an official JU server. This includes the possibility that your content and/or data may be lost at any time.

What This Tutorial Does Not Include

While this short course provides you with instruction on how to access, navigate and use the basics of the learning management system known as Blackboard Learn, it does not teach you how to develop an online course neither does it gives you instruction on all the tools and components available for you to develop an online course. You should pursue further instruction and assistance with course development, as needed.

A list of resources is provided at the end of the course to help with course development and with using Blackboard.

IMPORTANT: Blackboard created the videos included in this workshop in support of the previous version of Bb, version 9.1. However, we will be getting the latest version, 9.1-SP8. There are some small and subtle differences between what you will see in these videos and the Blackboard Learn Preview Server that you will be able to manipulate and explore.

Let’s begin!

Timeline of General Blackboard Releases
About Blackboard 9.1

Blackboard 9.1, also called Blackboard Learn, provides the features and tools available in version 8.0, plus significant enhancements to the user interface, new social learning tools and easier navigation throughout.

The interface has been redesigned for an intuitive Web 2.0 look-and-feel. In this new version instructors can drag-and-drop course content, turn edit mode ON (instructor view) or OFF (student view), and customize their course home page.

The newly redesigned Assignment tool replaces the Digital Dropbox tool, providing a better submission workflow process.

Blackboard Learn:

• Provides a simple, polished user experience
• Offers access to a wide range of learning content
• Engages students in exciting new ways on their preferred devices
• Helps you improve performance and measure learning outcomes

Blackboard Learn is a comprehensive online technology platform for teaching and learning, community building, content management, and outcomes assessment. It’s flexible and easy to use.
Bb 9.1 Course Environment

Let’s see a brief video tutorial about the Blackboard 9.1 course management environment:

- **Your Course Environment** (movie, 3:46 min)
  [http://ondemand.blackboard.com/r91/movies/bb91_your_course_environment.htm](http://ondemand.blackboard.com/r91/movies/bb91_your_course_environment.htm)

The movie will provide you with an overview of the Blackboard 9.1 course environment, including the menu, edit feature, and home page.
What's New in Blackboard 9.1?

Blackboard 9.1 has been completely redesigned with the same type of navigation that was introduced in the Grade Center in Blackboard 8. This interface requires fewer clicks to access data, thereby making it faster and easier to navigate than version 8. Instructors will find that all the functionality is still available; it has just been retooled, relocated, rearranged and enhanced.

Basic Functions
There are some fundamental navigation changes in Blackboard 9.1 as shown on the previous video and images:

The **Course Menu**, previously only editable from the Control Panel, now provides faculty with the ability to:

1. Add new menu items on the fly.
2. Personalize the menu view.
3. Rearrange the menu items using drag and drop
4. Edit the menu item name and availability using the Action Link menu (chevron sign)

*Note:* In version 9.1, Blackboard automatically hides empty Content Areas. Content Areas that are hidden are excluded from the Student view; however, hidden content areas are displayed in the Instructor view with a “hidden” icon 📶.

The **Course Homepage**, new to Blackboard 9.1, is the default entrance page for a course. Customizable by the instructor, the page presents students with modules that emphasize:
1. **My Announcements**  
   Produces a quick view of recent course announcements each of which link to the Announcements page.

2. **To Do**  
   Linked to the Due Dates set within the Grade Center, To Do provides students with notices about assignments due within the course as well as items that are past due.

3. **What’s New**  
   Provides students with a quick view of recent activity within the course including new Announcements, Course Content, Assignments, and Discussions postings.

**Edit Mode in Content Areas and Folders**

In Blackboard 9.1, a variety of content can be added to courses from within a Content Area or Content Folder. Previously done primarily through the Control Panel, Instructors can now go directly to the Content Area from the Course Menu, click on the Edit Mode button and begin adding content.

Instead of the select items menu available in Blackboard 8, version 9.1 presents instructors with a four-tabbed Action Link menu. Interface comparison seen below.
The redesigned interface decreases the number of clicks, adds drag and drop functionality, and an edit button that allows you to quickly switch between instructor view and student view.

Here are a few course environment enhancements we think will improve your experience in Blackboard.

**Fewer Clicks Everywhere**
Users will enjoy using fewer clicks to navigate the system and complete tasks.

**Inline confirmations**
Blackboard Learn now displays a confirmation note on the user’s editing page whenever a task is completed; eliminating frequent “OK” confirmation page clicks.

**Reorganization of Course Management Actions**
Course Management features, such as the Control Panel and action bars, have been re-organized to align with the day-to-day tasks performed by instructors, increasing efficiency and becoming more task-appropriate.

**Edit in Place**
The ability to easily edit the course menu and switch back and forth between student and instructor view saves time. Instructors also no longer need to switch to a separate control panel to perform course editing functions.

**Course Pages**
Courses can have a start page that provides a portal like environment with various modules, instead of the typical announcements list. Items such as announcements, what’s new, calendar, and tasks as well as other modules can appear on the course home page.

**Easily Accessible Control Panel**
All options in the Control Panel are now available from the main course menu. Instructors no longer have to navigate to a separate area of the course to access these options.

**In-line Add, Edit, and Drag and Drop**
In-line actions and drag and drop results in quicker Course Menu set up and management; instructors no longer have to navigate to multiple areas of the course to access these controls and they can complete each action with fewer clicks.
The Blackboard Learn New 2012 Theme for Service Pack (SP) 8

Now let’s tour the new 2012 theme available in Blackboard Learn Service Pack 8, the one to which JU will upgrade to. The changes on this latest release of Blackboard allow for a more updated look and feel as well as make faculty workflow much easier. This modern and efficient interface has all the functions of Blackboard 9.1 with a streamlined workflow.

- **Blackboard Learn 2012 Theme** (movie, 2:50 min) [http://ondemand.blackboard.com/r91/movies/bb91_tools_2012_theme.htm](http://ondemand.blackboard.com/r91/movies/bb91_tools_2012_theme.htm)

This latest release of Blackboard has a simpler user interface.

**The Blackboard 9.1 SP8 Interface**

SP8’s interface changes will be immediately noticeable and more in-line with today’s Web 2.0 experience. Most apparent, will be the missing editing icons that allow users to drag-and-drop, access, make changes and add content to their course.

These functionalities, of course, will remain but will be replaced by *rollover editing*, meaning that editing icons are visible only when your mouse cursor hovers over certain areas. The result will be a cleaner, less cluttered, and contemporary interface.
Login Page

Before

After

Simpler User Interface
What differs in BB9.1 SP8?

- Delight in a modern experience with the New 2012 SP8 Theme
- The user interface has been updated to a more modern and cleaner default theme. This has been done to enhance usability and make the interface more intuitive
- You will notice subtle changes between the two versions, most notably the absence of all the control features up front on the new version. These control features are still available but will only be made visible when a user hovers over the item they are looking to edit. So for example, if an instructor is looking to edit an item that they have uploaded to one of their content areas, they will need to hover the mouse over the item in order for the item options dropdown menu to appear.
Activity to Complete

Open a web browser (Internet Explorer) on your computer and type in the Blackboard Learn Preview Server's URL:

http://bblearn-preview1.blackboard.com/

Log in using the **username** and **password** that you received in your email.

As stated earlier before, in order for you to follow all the topics covered in this tutorial it’s important that you have access to the Blackboard Learn Preview Server. To set you up with your own Blackboard Learn Preview Server user account please send an email to Jacksonville University’s Blackboard administrator, Arturo Cole (acole1@ju.edu), with your name, your email and phone information.

Once logged in you will see the Blackboard Learn environment.
The Blackboard environment includes:

- A page header that displays information about the current screen
- A control frame that allows quick access to common areas
- An action bar to manage the contents of a screen
- A menu area containing options that can interact with the screen
- A view toggle that allows specific users to edit the screen

**Page Header**

The page header displays information about the current screen. Its purpose is to orient the user.

**Control Frame**

The Control Frame contains navigation elements that allow the user to access the Institution home page, My Places, Help, and Logout.
Menu Area

The Menu Area contains navigation elements that allow the user to access specific areas of a course or other parts of Blackboard Learn. The Menu Area changes depending upon where the user is in Blackboard Learn.

Tabs

Blackboard Learn and Blackboard Learn - Basic Edition include two common tabs:

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Institution</td>
<td>The My Institution tab (in this case My Preview) contains tools and information specific to each user’s preferences. Tools and information are contained in modules. Users can add and delete modules from their My Institution tab. The System Administrator may restrict access to or require specific modules.</td>
</tr>
<tr>
<td>Courses</td>
<td>Users click a link from the Courses tab to access a Course and the Course Catalog.</td>
</tr>
</tbody>
</table>

If your school licenses community engagement you also have access to the following tabs:

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community</td>
<td>The Community tab lists Organizations specific to each user, the Organization Catalog for the Institution, and Institution Discussion Boards. Users click a link from the Community tab to access an Organization.</td>
</tr>
<tr>
<td>Content Collection</td>
<td>If your school licenses content management, you will have access to the Content Collection. These topics apply to all end-users of the Content Collection and content management including Students, Instructors, librarians, and other members of an educational community. Content management allows users to manage learning content, digital assets, and ePortfolios in an enterprise learning environment. If the Content Collection is available, a Content Collection tab will appear in the Blackboard Learn user interface.</td>
</tr>
</tbody>
</table>
You were provided with a course shell: **Preview Account Personal Sandbox** and you are enrolled as an instructor in it so you can experience the environment from a course level.

To get into the course just click on the link of the course on the **My Courses** module in the initial page:

![My Courses](image)

or you can click on the Courses tab to see the list of all the courses that you are enrolled in.
Remember that you will be enrolled in the following courses:
• Preview Account Sample (Student Access)
• Preview Account Orientation (Student Access)
• Preview Account Personal Sandbox (Instructor Access)

WORKING IN THE COURSE ENVIRONMENT:
Print a copy of the following handouts

- Getting Started with Your Course Environment!

http://library.blackboard.com/d/?5ba5f8c8-0840-46cd-9eb2-d48d1c00c401

Please navigate through the interface of the course environment and items that were mentioned on the previous tutorial videos to familiarize with some of the major features and functions of Blackboard 9.1 Service Pack 8.
Using the Control Panel

About the Control Panel

The Control Panel is the area in your course where you can manage your course. There are eight menu items in the Control Panel and each item expands to reveal sub-menus by clicking the chevrons next to the selected item.

Below is a description of each of the areas in the Control Panel. Please navigate through these items to familiarize yourself with the features and functions.

- **Files**: This is the central file storage. You can upload files to be used to this area, where they will be available as needed in your course.
- **Course Tools**: This area identifies the available tools that can be added to your course; you can add or remove more tools in the Tool Availability section under Customization.
- **Evaluation**: Use this section to track user activity and user performance.
- **Grade Center**: Access different views of your Grade Center from this section. The Full Grade Center is the default view. Smart Views can be created and added as favorites to show up in this menu item.
- **Users and Groups**: This area lists users enrolled in your course and allows you to create small groups for collaborative work.
- **Customization**: Use this section to change course properties, course appearance, and tool availability.
- **Packages and Utilities**: This area allows you to copy, import, export, and archive the course.
- **Help**: Find documentation, tutorials, and contact support contact information here.

You will be returning to the Control Panel throughout the tutorial to complete activities and will start with a few simple exercises.
Activity to Complete

You will return to the Control Panel several times to complete activities and you will start with a simple task: change the course menu colors.

Change the Course Menu Colors

Instructors frequently want to adjust the look of their course, including the menu background and text colors. For instance, when teaching two or more sections of one course, it is often helpful to use different colors as a visual method to distinguish between them.

Important: Always ensure that you have strong contrast between the background and text colors to enable ease in viewing, especially for users with vision disabilities. Avoid strong patterns if using buttons.

1. Under **Customization** in the **Control Panel**, select **Style** (now known as **Teaching Style**).

2. Under Select Menu Style, with the "Text" radio button selected, select a different Background Color and Text Color by using the chevron next to each.

3. Click the Submit button in the upper or lower right to save the changes.
You should now see your selected colors in the course menu.

You should open each main area of the Control Panel to familiarize yourself with the various functions of each area.

**Add a Banner to Your Course**

You will add your banner by navigating to the **Style** option under **Customization** in the Control Panel. The short movie below will guide you through this process.

- **Adding a Banner to Your Course Entry Point** (movie, 1:52 min)
  http://ondemand.blackboard.com/r91/movies/bb91_course_design_adding_course_banner_entry_point.htm

**Add a Welcome Announcement**

**About Announcements**

For this activity, you will create a welcome announcement for the course. This is a good place to include information about where students should start. For example, you might tell them to
access the Introduction and Syllabus sections. Be specific and do not assume that students have taken an online course before or have used Blackboard.

In addition to a welcome announcement, courses should include at least one weekly announcement to help students stay on task, remind them of assignments due, etc.

If you do not know how to create an announcement in Blackboard, view the short movie tutorial below:

- Creating Announcements (movie, 2:00 min)
  [http://ondemand.blackboard.com/r91/movies/bb91_tools_creating_announcements.htm](http://ondemand.blackboard.com/r91/movies/bb91_tools_creating_announcements.htm)

**Activity to Complete**

Create a Welcome Announcement that includes information about where students should start in the course and that informs students about the enrollment verification activity. A sample welcome announcement is included below:

View Sample Welcome Announcement:

Welcome to the summer section of Web Design. You should all have previously completed ETEC5213. The Web Design course will build on your current coding skills and much more.
This course focuses on developing web pages that meet current standards for usability and accessibility, and on working with a web team to identify what content will be included and how you will present that content. YOU will be the designer. The web design team (at least one other person) will be subject matter experts and/or target users. You should meet with the team (live or virtually) at least 5 times throughout the semester.

You will start the semester by completing a few introductory activities to introduce yourself to the class and your instructor. You will then review some code and learn a bit more. This course will mandate to that you create valid code (xhtml and css) so it is important that you understand proper syntax. You will also be required to validate your sites for Section 508 accessibility and we will spend some time on this topic.

Please follow the steps below to get started on your course:

1. **Before attempting any activities, please read the Syllabus, Introduction, Guidelines** for activities (under Lessons & Assignments), and view the Intro Video. Use the course navigation links to access these items. These items will provide you with a good overview of the course activities and requirements.

2. **Complete the Enrollment Verification** activity by the end of Friday, January 20. The Introduction provides instructions for this activity.

3. **Click on the Lesson 1 folder to begin course activities** after you have completed the activities above. Feel free to contact me with any questions.

So, with all that said, take the course a step at a time, keep up with assignments (note that no late assignments will be accepted) and ask questions if you are confused. I hope that you not only learn a great deal this semester, but have fun as well.

Arturo Cole

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**Managing the Course Menu**

**About the Course Menu**

The course menu includes the links to content, Blackboard tools, and external resources. You can add, delete, rename, and show/hide items for students. There are different types of menu items, including content areas items and tool links.
Quick Start Guide

The Course Menu, previously only editable from the Control Panel, now provides faculty with the ability to:

1. Add new menu items on the fly.
2. Personalize the menu view.
3. Rearrange the menu items using drag and drop.
4. Edit the menu item name and availability using the Action Link menu (chevron sign).

Note: In version 9.1, Blackboard automatically hides empty Content Areas. Content Areas that are hidden are excluded from the Student view; however, hidden content areas are displayed in the Instructor view with a “hidden” icon. Once content is added to a Course Menu item Blackboard automatically makes that Menu item visible to students.

Managing the Course Menu

Accessing the Course Edit Mode

The Edit Mode toggle switch located in the upper-right corner of every page shows or hides contextual editing menus throughout the course. (In Blackboard 8, Edit View was only available in the Content Areas.)

By default Edit Mode is set to OFF. When the Edit Mode is OFF, the course is presented in the Student View. Viewing content in this mode allows you to assess what students will see when viewing a course.

When the Edit Mode is ON, contextual menus and other editing tools will be available to manage the course content.

Click on the Edit Mode toggle switch to turn the edit view off and on.
Navigating & Reordering Menu Items

Blackboard now uses a drag-and-drop method that allows for a quick rearranging of menu items. When Edit Mode is on, these appear as double-headed arrows. To rearrange menu items:

- Simply hover over the vertical, double-headed arrow, click and hold down the left-mouse button and drag the item to a new location in the menu bar (new locations will be indicated by a set of dotted lines.)
- Next release the mouse button. The item will now be locked into its new location.

Expandable contextual menus denoted by a chevron sign indicate items that have sub menus. Clicking these items expand the menu item to reveal an options menu. Click on the menu again to collapse the menu.

The options for the majority of the other Course Menu items are:

**Rename Link** - Clicking on this link will open a text box over the current menu item title. Type a new name in the field then click on the green check icon to the right of the edit text field. To keep the current link name, click on the red "x" to the right of the edit text field.

**Hide Link** - Clicking on this link will hide the menu item in "Student View" but keep it available to instructors in the "Edit" view. A small box with a line through it is displayed to the right of all hidden menu items.

**Deny guests** - Click this link to hide items from course guests if Guest access is enabled in your course.

**Delete** - Clicking on this link will delete the menu item and all items associated with the item. Be careful not to "Delete" items that you do not intent to remove. If you simply mean to hide an item or are not sure, select "Hide Link". If you delete a menu item, all content inside of the item will be deleted.
Adding Resources to the Course Menu

Files and tools can be added within content areas or directly to the course menu. If you wish to add a resource to the Course Menu:

1. Turn Edit Mode on by clicking on the Edit Mode icon on the upper right-hand-side of the screen.
2. Next click on the black [+ ] button in the upper left-hand-corner of the course menu. A selection Menu will be displayed.
3. Click on the item to be added. A data form popup window will be displayed.
   - **Create Content Area** - Creates a course area where you can upload files, media, post links and create sub folders and modules.
   - **Create Blank Page** - creates a blank web page that can be edited to display text, media and links.
   - **Create Tool Link** - creates a direct link to a course tool like Announcements and e-mail.
   - **Create Course Link** - creates a direct link to another area of the course.
   - **Create External Link** - used to provide a direct link to web resource outside of Blackboard.
   - **Create Module Page** - Similar to the Home Page -can add different boxes or modules to the page.
   - **Create Sub Header** - New tool that creates non-clickable headers that can be used to divide the menu into sections.
   - **Create Divider** - New tool that creates bars that allow menu content to be chunked into related segments.

Note: The "Available to Users" check box must be clicked on the Create Content Area, Create Tool Link, Create Course Link, Create External Link and Create Module Page data forms in order for students to see the resources.

Add Menu Items

Please note that there are different types of menu items. You will be adding a Tool Link and a Content Area to the course menu. Blackboard tools are built-in tools; the link created will simply point to the tool. If you delete the link, the tool still exists and you can re-link to it at any
time. However, when you create a link to a Content Area in the course menu, you have created an empty content area that you will build out. If you delete the link to a content area, all content associated with it will be removed and you will not be able to re-link to it.

**Important:** Please note that you must provide students with links to any course tools that they need to access for your course. For example, if you use Groups in your course, you must provide students either with a direct link to this tool or a link to the general Tools Area, where they can access any of the course's available tools.

**Activities to Complete**

You will complete two tasks for this section: 1) create a Content Area and 2) create a Tool Link.

1. **Create a Content Area**

Create a content area link in your course menu that has your name as the link name. If you do not know how to complete this task, follow the instructions below:

1. Click the plus sign above the course menu.
2. Select **Create Content Area**.
3. Check the checkbox next to **Available to Users** to make the link available to students.
4. Type your name into the textbox under **Name**.
5. Click the **Submit** button.

A graphic illustration of the steps described above is below:
You should see your link at the bottom of the menu. If you want to move the link, you can drag and drop the link to a new location (click and hold down while dragging the double-headed arrow to the left of the item).

2. Create a Tool Link

A tool link is another common course menu item in Blackboard. The method to create a tool link is basically the same as a content area, but you must select the specific tool to which you want the menu item linked. You will see a selector for "Type". You can rename the link, as you would with a content area, but the tool to which the item is linked will always be the selected tool.

Follow the instructions below:

1. Click the plus sign above the course menu.
2. Select **Create Tool Link**.
3. Check the checkbox next to **Available to Users** to make the link available to students.
4. Type **My Calendar** into the textbox under **Name**.
5. Select **Calendar** from the Type dropdown list.
6. Click the **Submit** button.

Below is a graphic of the **Add Tool Link** window:
New in BB 9.1

New/enhanced tools and features that you can expect to see in Blackboard Learn:

- Content Area (enhanced) – The content areas have changed considerably (more aesthetically than functionally).
  The content building menus are reorganized and rearranged. There are also new content types including: blank pages, assign textbook, and mashups. Let’s see some of these new elements in BB 9.1

Add Textbook Information

About the Assign Textbook Tool

Blackboard has a built-in tool that allows instructors to search for textbooks by ISBN, author, title, or subject. This search tool results in a list of possible books. When the book is selected, the book information and image (if provided) will be inserted into the selected content area.

To learn how to use the Assign Textbook tool, view the short movie below:

- Adding Textbook Information (movie, 2:21 min)
  http://ondemand.blackboard.com/r91/movies/bb91_course_content_adding_textbook_information.htm
**Activity to Complete**

Add a textbook to Textbooks section in the course:

1. Click on the **Textbooks** link in the course navigation to open the textbooks page.
2. Click the **Assign Textbook** button.
3. Select **Search for Textbook**.
4. Select a search parameter (ISBN, Title, Author or Subject) from the Search dropdown menu.
5. Enter the text you will use to search for the book.
6. Click the **Go** button.
7. **Select the book** from the resulting list of books.
8. Edit any of the optional settings that you want to use.
9. Click the **Submit** button.

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**Mashups (new)**

Mashups allow Instructors to easily integrate rich media learning content into a Course using Web 2.0 resources from an external Web site. The new Mashup integrations with popular services such as YouTube, Flickr and SlideShare allow Instructors and Students to discover, select, and embed content from those services without ever leaving the Blackboard Learn interface.

**Add YouTube Mashup**

Faculty can deliver more engaging course content in a convenient and powerful way by searching, finding, and inserting in a few clicks. Blackboard has added an accessible wrap around the YouTube player to make it accessible to everyone.

Now that you have created a content area in your course, you will add a YouTube mashup. A mashup involves integrating two or more tools together. In this case, you will "mash" YouTube with Blackboard.
To learn how to add a mashup, view the short movie below:

- **Adding a Mashup to Your Course** (movie, 3:15 min)
  http://ondemand.blackboard.com/r91/movies/bb91_course_content_creating_a_mashup.htm

**Activity to Complete**

Add a YouTube mashup to your New Content Area.

1. Open your New Content Area
2. Click **Build Content**
3. Under the **Mashups** section, select **YouTube Video**
4. Search for a video with the search feature
   - Type in search words
   - Click the **Go** button
5. You will see a results page with videos that matched the search criteria
6. Preview videos by selecting the **Preview** button under the video thumbnail images
7. Select a video by clicking the **Select** button under the thumbnail
8. Optional: make selections from the optional settings
9. Click the **Submit** button
You will see your selected video thumbnail and a description at the bottom of your New Lesson folder. You can use the four-headed arrows to the left of the item to drag and drop to a new location in the list of items.

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**Journals, Blogs and Wikis**

In addition to Discussion Boards, Blackboard 9.1 includes other exciting tools to help increase communication and collaboration in your online courses. Asynchronous tools (discussion boards, wikis, blogs and journals) allow students to communicate at different times. They are not required to be using the tool at the same time.

While the asynchronous communication tools have similarities, there are some important differences. In order to determine which communication tool would best meet the lesson objectives, you should familiarize yourself with the features and potential uses for each.

**Important:** As with all tools in your course, when using these tools in your course, make sure you include a link in the course menu either directly to the tool used or to the general tools area so students can access them.

There are two ways that students can access these tools. If you provide a Tools link, students can access the item, provided you it set to "Show". You can also provide a link in a course content area. The activities in this section guide you through the process to both create and link the items directly in a content area in the course.

Now, just as an introduction to this topic let's look at how journals can be created in Blackboard 9.1.

**Journals**

A Journal is generally used as a reflective tool, where students might report their progress or learning experiences, and while it can be shared with other students, the journal is usually shared with the instructor only.
The following tutorial shows you how to create a journal:

- **Creating a Journal** (movie, 3:25)
  [http://ondemand.blackboard.com/r91/movies/bb91_blogs_journals_create_journal.htm](http://ondemand.blackboard.com/r91/movies/bb91_blogs_journals_create_journal.htm)

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**After You Complete All Activities**

If you have completed all of the self-paced training and activities in this tutorial, you should now feel confident enough with the new version of Blackboard learning management system. You should now be familiar with what our new Blackboard LMS is going to be like after the upgrade over the summer.

We, on the CTL, are very glad you had the chance to experience Blackboard’s 9.1 user interface and some of its new social learning tools.

We encourage you to keep practicing and playing around with your own Blackboard Learn Preview Account and use it to prepare for our future JU upgrade.

We also would like to point out to you that on the CTL webpage we have put out for you some links to Blackboard 9.1 Tutorials for Faculty:

[http://www.ju.edu/ctl/Pages/Blackboard-9.1-Tutorials-for-Faculty.aspx](http://www.ju.edu/ctl/Pages/Blackboard-9.1-Tutorials-for-Faculty.aspx)
Some of the data, images, graphics and videos in this tutorial were provided by:

- **Blackboard’s On Demand Learning Center**
  http://ondemand.blackboard.com/
  Select from over 50 movie (close captioned and most under 3 minutes long) or text tutorials for specific Blackboard features.

- **Blackboard Manual for Instructors**
  http://library.blackboard.com/ref/ab5e0a54-5095-456f-8738-3df64311417a/index.htm
  The full Bb manual includes all features. It is text-based with few images so this might not be a favorite for visual learners.

- **Blackboard Help**
  http://help.blackboard.com/

This tutorial was last modified on 5/23/2012