Changing the Course Title:

1. Make sure you are in “Edit Mode” (Upper right-hand corner).
2. Scroll down to the “Course Management” module on the left-hand side of the screen.
3. Click the arrow next to “Customization” to expand the options.
4. Click “Properties”, the third option down.
5. In the “Course Name” field, insert what you would like to name the course.
6. Click “Submit” at the top or bottom of the menu to save changes.

Changing the Course Theme:

1. Make sure you are in “Edit Mode” (Upper right-hand corner).
2. Scroll down to the “Course Management” module on the left-hand side of the screen.
3. Click the arrow next to “Customization” to expand the options.
4. Click “Teaching Style”, the fifth option down.
5. Find the “Select Course Theme” Sub-Header.
6. Scroll through theme options and click to select the desired theme.
7. Click “Submit” at the top or bottom of the menu to save changes.

Adding an Image Banner:

1. Make sure you are in “Edit Mode” (Upper right-hand corner).
2. Scroll down to the “Course Management” module on the left-hand side of the screen.
3. Click the arrow next to “Customization” to expand the options.
4. Click “Teaching Style”, the fifth option down.
5. Find the “Select Banner” Sub-Header.
6. Click the “Browse My Computer” button and locate the image file you’d like to use on your hard drive. This image should be a .jpeg file and approximately 480 x 80 pixels
7. After selecting the image file click “Open” to upload the file to Blackboard.
8. Click “Submit” at the top or bottom of the menu to save changes.

Adding Menu Items:

1. Make sure you are in “Edit Mode” (Upper right-hand corner).
2. Hover the mouse over the Plus Icon.
3. Click “Content Area”
4. Type in name of desired content area. A list of required areas and their order can be found in the SM Handbook ‘Blackboard’ section.
5. Click the “Available to Users” checkbox.
6. Click “Submit” to create content area.
7. Repeat until all required content areas are present.

NOTE: Sections (aka Content Areas) are invisible to users until there is content in them. This will be signified by a grey box symbol next to the section name while viewing in ‘Edit Mode’
**UNCSA Blackboard Cheat Sheet**

**Setting Entry Point (aka Home Page):**

1. Make sure you are in “Edit Mode” (Upper right-hand corner).
2. Scroll down to the “Course Management” module on the left-hand side of the screen.
3. Click the arrow next to “Customization” to expand the options.
4. Click “Teaching Style”, the fifth option down.
5. Find the “Select Course Entry Point” Sub-Header.
6. Use the drop-down menu to select an existing Menu Item to set as the ‘Home Page’ (It is recommended to make the “Schedules” area the entry point)

**Adding Folders:**

1. Make sure you are in “Edit Mode” (Upper right-hand corner).
2. Click a menu item on the left side to open the desired section.
3. Hover mouse over “Build Content” button.
4. Click “Content Folder” in the Right-Hand column.
5. Type desired folder name into “Name” box.
6. Click “Submit” to create folder.

**“Items” vs. “Files”**

Blackboard has two ways of uploading documents to the course. An ‘Item’ can hold multiple attachments. This can be useful for keeping old versions on display for reference. A “File” can only hold one attachment at a time, this is useful for having one file listed in any given section.

**Adding an Item or File:**

1. Make sure you are in “Edit Mode” (Upper right-hand corner).
2. Click a menu item on the left side to open the desired section.
3. Hover mouse over “Build Content” button.
4. Select either “File” or “Item”. See ‘Items vs. Files’ note above to determine which is better for what you are trying to upload.
5. Type desired folder name into “Name” box.
6. Click “Browse My Computer” to select a file to upload from your hard drive. (It is recommended that any files you are posting be .pdf files to avoid changing formats or content when downloaded by a user.)
7. After selecting the desired file click “Open” to upload to blackboard.
8. If creating an “Item” repeat Step 7 for each file you wish to attach.
9. Click “Submit” to create File or Item.

**Moving Content:**

To move content in any given section hover your mouse over the icon or text, then click and hold the grey bar on the left side of the box. While holding the mouse button drag up or down to reorder the content. Holding the content at the top or bottom of the page will force the page to scroll.
**Adding Individual Users:**

1. Make sure you are in “Edit Mode” (Upper right-hand corner).
2. Scroll down to the “Course Management” module on the left-hand side of the screen.
3. Click the arrow next to “Users and Groups” to expand the options.
4. Click “Users’.
5. Click the “Find Users to Enroll” button.
6. Next to the “Username” box click “Browse…”. This will open a new pop-up window.
7. Using the drop down menus search using First Name or Last Name to find available users. (NOTE: Users already enrolled in course will not show up in searches.)
8. Locate and click the desired user.
9. Click “Submit” to add username to list.
10. Repeat Steps 6 – 9 for each user to add to blackboard.

**About Batch Enrollment:**

There are certain users that are required to be added to the blackboards for every show. These include faculty for each producing school, CPF/House Staff, and all Stage Management students. Batch enrollment files allow you to speed up the enrollment process by adding mass users simultaneously. These files are located on the D&P server under “Current Productions” in the “Blackboard Batch Enrollment” folder. File Abbreviations are as follows: DA = Dance, DP = Design and Production, DR = Drama, MU = Music. The SM students are grouped by class, noted by graduating year in the file title.

**Adding Users through Batch Enrollment:**

1. Make sure you are in “Edit Mode” (Upper right-hand corner).
2. Scroll down to the “Course Management” module on the left-hand side of the screen.
3. Click the arrow next to “Users and Groups” to expand the options.
4. Click “Users’.
5. Click the “Batch Enroll Users” button.
6. Click “Browse” next to ‘File Location’
7. Navigate to “T:\Blackboard Batch Enrollment” (The folder is located on the “Current Productions” server)
8. Select desired batch to enroll. (NOTE: You should enroll the Faculty of both producing schools, the house staff responsible for your performance space, and all the SM students)
9. Check result message for errors (usually shown in red). Consult upperclassmen for troubleshooting if you don’t understand the error message.
10. Click “Ok” to return to previous menu.
11. Repeat Steps 6 – 10 for each file to batch enroll. You should upload at least 7 files (2 Faculty, 1 house staff, and 4 SM)
**Adding Groups:**

1. Make sure you are in “Edit Mode” (Upper right-hand corner).
2. Scroll down to the “Course Management” module on the left-hand side of the screen.
3. Click the arrow next to “Users and Groups” to expand the options.
4. Click “Groups’.
5. Hovering your mouse over the “Create” button, click “Manual Enroll”.
6. Assign a name to the group.
7. Click “Submit” to create group.

**NOTE:** It is generally recommended to create two groups, ‘Cast’ and Production for use in Adaptive Release.