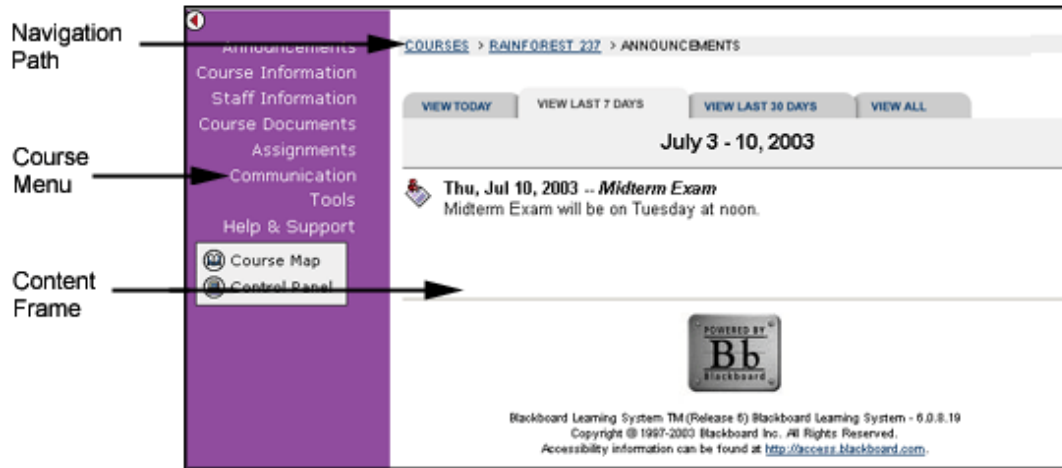


Northwestern University Course Management Quick Tutorial

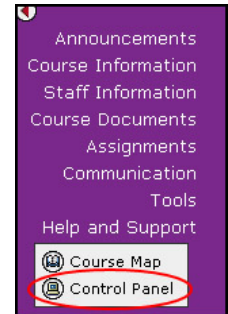
This is a quick tutorial to outline the basics of Northwestern University's Blackboard-based Course Management System and allow you to begin using your course site as quickly as possible.

Navigating the CMS



Using the Control Panel

The Control Panel is where Instructors and TA's add, delete, or modify the layout of the course site as well as the materials residing in it.



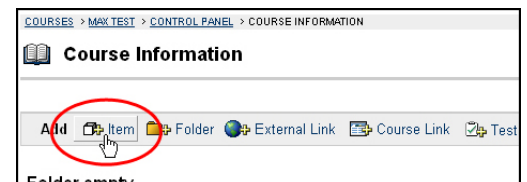
Adding Course Documents- When adding items in Course Documents, as well as other content areas in the site, you have the following options

Item – Documents, PowerPoint Presentations, pictures, etc. Information to enter includes Title of link and description. Browse and select the file for upload. Options include displaying in the browser, or just showing a link to the file being uploaded.

Please use short names, and avoid symbols other than '-' and '_' as much as possible.

Folder – Use folder to organize your content. Create the folder, and then click to enter it to add more content such as files, links, etc.

External Link – URL links to sites or resources on the Internet outside of Blackboard, such as links to streaming media.

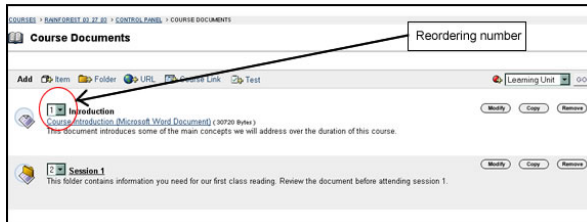


Course Link– Links to other areas of your course site, possibly linking to something at the begging of the quarter during the end of the quarter

Test – Create tests and quizzes that would then post grades in the Gradebook

Other – Use this drop down to create your syllabus or a Safe Assignment (plagiarism tool). Select the tool, then hit ‘go’.

Organize your site by using the drop down numbers to change the item order



Other Control Panel functions:

Course Availability -- Course sites are automatically created for all courses taught at Northwestern University. Course sites are “unavailable” to students until the instructor makes the course site available.

To make your course site available, navigate to: control panel>settings>course availability. Select yes, and then submit. The roster will be filled in within 5 hours.

Adding/Modifying Users – adding students, or adding TA’s is done in control panel>Enroll User and >List / Modify Users. Search the system using the last name, netid, or e-mail address of the user

Organizing menu – You can change the layout and links in your main menu in control panel>Manage Course Menu. Here you can add and /or remove items and change the order of the items in the menu.

Copying content – It is easy to copy content from a previous quarter to a current course. In the source site, navigate to control panel>Course Copy. Select copy to existing course, and enter the course id of the destination course (ex 2007WI_eng_201-0_SEC21)

Browser tips –

Currently Internet Explorer 7 on Windows is the most compatible browser with Blackboard 7. Other browsers that work the majority of the time are:

Mozilla Firefox 2 on Windows and Macintosh

Apple Safari 2 on Macintosh

Important URLs

<http://course-management.northwestern.edu> - Support site with tipsheets and FAQs

<http://courses.northwestern.edu> - Blackboard login page

For more support

e-mail course-management@northwestern.edu or call 1-847-49(1-4044)