
STEP ONE – LOG IN TO BLACKBOARD

You can log in through the portal (myMCCKC) or using the direct Blackboard URL: <https://bboard.mcckc.edu>. We recommend bookmarking the direct URL for access should the portal log in be unavailable.

1. Enter your employee ID number (capitalize the E)
2. Enter your password
3. Click **Login**

STEP TWO – DOWNLOAD THE COURSE ESSENTIALS TEMPLATE

After logging in to Blackboard, go to the **Faculty Resources** tab and find the **Course Essentials** module.

1. Right-click (PC) or Control-click (Mac) on the **ExportFile_Course_Essentials.zip** file.
2. Choose **Save Link As...** (Firefox and Chrome) or **Save Target As...** (IE)
3. In the Save As File Download dialog box choose to save the file to your desktop.

STEP THREE – IMPORT THE TEMPLATE FILE INTO YOUR COURSE SHELL

Courses are listed in the **My Courses** section on the **Welcome** page and under the **Courses** tab. Click on the course title to access the course.

1. Locate the Control Panel section in the left column
2. Click **Packages and Utilities**
3. Click **Import Package / View Logs**
4. Click the blue **Import Package** button
5. In **Select a Package**, click **Choose File** and navigate to the saved Course Essentials file.
6. In **Select Course Materials**; check **Content Areas**, **Announcements**, and **Settings**.
7. Click **Submit**.

STEP FOUR – CUSTOMIZE THE TEMPLATE

Add an Announcement

Announcements are displayed on the opening page of the course. You can use them to deliver time sensitive updates and information to your class. You can also have the text of your announcement sent as an email to MCC email accounts.

1. Click the **Announcements** link in the course menu.
2. Click the blue **Create Announcement** button.
3. Under **Announcement Information**
 - a. Type a subject (required)
 - b. Type your message
4. Under **Web Announcement Options**
 - a. **Duration**
 - i. Select **Not Date Restricted** if you want the announcement to be displayed until you manually delete it or set an end date.
 - ii. OR, select **Date Restricted**
 1. Check the boxes for Display After and Display Until, and enter dates/times.
5. **Override User Notification Settings:** check to email the announcement to all students.
6. **Submit**

Add a Syllabus

You can add your syllabus as text or as a file. HTML files work best; students can view them directly in Blackboard. If you use Word files we recommend saving them as PDFs.

1. Click **Syllabus** in the course menu.
2. Type or copy-and-paste your syllabus into the textbox or scroll to the **Attachments** section and click **Browse My Computer** to upload a file.
3. **Permit Users to View this Content** = Yes
4. **Track Number of Views** = your choice
5. **Select Date and Time Restrictions** = your choice
6. **Submit**

Add Course Materials

You can use a variety of different file types in your course. HTML and PDF are the ones most accessible to students.

1. Click **Course Materials** in the course menu.
2. To enter text or add a file click **Build Content**.
3. Click **Item**.
4. Enter a **Name**.

5. Type or copy-and-paste into the textbox AND/OR attach a file.
6. Choose your options.
7. **Submit**

NOTE: When you click any of three buttons in Course Materials, **Build Content**, **Create Assessment**, or **Add Interactive Tool** you will see all your options for adding content.

Send Course Email

1. Click **MCC Email** in the course menu.
2. Select **All Student Users** to send email to the entire class or **Single/Select Users** to send to only selected students.
3. Enter a **Subject** and a **Message**.
4. **Submit**

Add a Grade Column

Instructors use the Grade Center to enter grades for the course. Students can view their grades using the My Grades button on the Course Menu. Instructors cannot access My Grades.

1. Click **Grade Center** in the Control Panel.
2. Click **Full Grade Center**.
3. Click the blue **Create Column** button.
 - a. Enter a Name, a description is optional.
 - b. Primary and Secondary display:
 - i. Only the Primary display is shown to students. **Score** is the default.
 - ii. Use **Text** to enter a letter grade. (The Letter display type is associated with a set grading schema).
 - c. Designate a category, if desired.
 - d. Enter the total points possible.
 - e. Enter a Due Date, if desired. This does not control access to the column.
 - f. **Include this column in Grade Center Calculations** = Yes, if you are using a Total column.
 - g. **Show this Column to Students** = Yes.
 - h. Show Statistics? No.
4. **Submit**

Making the Course Available

By default, your course **will not** be visible to students. You will see it with the notation (*unavailable*) after the course title. When you are ready to open the course to students follow these steps:

1. Click **Customization** in the Control Panel.
2. Click **Properties**.

3. In Set Availability change **Make Course Available** to Yes.
4. **Submit**

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SUPPORT OPTIONS

At MCC

For questions about training call or email Deanna Snyder 816 604 4507.

To enroll in training or for general Distance Education questions contact Kenneth Peters 816 604 4490.

MCC email and MyMCCKC (portal) questions can be answered by the TechLine 816 604 1212.

Each campus has Blackboard mentors available to help with Blackboard. They are listed by campus under the Faculty Resources tab in Blackboard.

Distance Education Services has two instructional designers on staff to help with course design questions, content creation, and Blackboard: Kathryn Barker 816 604 4508, and Joel Shaw 816 604 4695.

DES Wiki - <http://mcckcdes.pbworks.com>

Blackboard Resources

On Demand Learning Center - <http://ondemand.blackboard.com/>

Blackboard Help Manual - <http://help.blackboard.com/instructor/index.htm>