

Blackboard Organization Instructions for CSO Leaders:

Instructions for Enrolling, Deleting or Changing the Roles of Members:

Find/Modify a User's Role

1. Go to "Control Panel" of the Organization of which you are a Leader.
2. Click on "List/Modify Users".
3. Search for the member by typing the last name, username or email and clicking Search.
4. In the resulting list, click the "Properties" button corresponding to the appropriate member.

Enroll users

- 1) Go to "Control Panel" of the Organization of which you are a Leader.
- 2) Click on "Enroll User".
- 3) Search for a member by typing the last name, username or email and clicking "Search".
- 4) Check the box corresponding to the appropriate user.
- 5) Click "Submit" for changes to take effect.

Remove any user except President

- 1) Go to "Control Panel" of the Organization of which you are a Leader.
- 2) Click "Remove Users from Organization".
- 3) Search for the member by typing the last name, username or email and clicking "Search".
- 4) Check the box corresponding to the appropriate user.
- 5) Type the word "Yes" in the text box provided at the bottom of the screen.
- 6) Click "Submit" for changes to take effect.

Remove a (previous) President

- 1) Follow "Find/Modify a User's Role" procedure.
- 2) At the bottom of the screen, change the "Role" to "Member".
- 3) Follow the "Remove any user except President" procedure.

Adding a President of Organization

- 1) Follow the "Enroll users" procedure to enroll the new officers as members of the organization.
Note: This step is unnecessary if the user is already a member of the organization.
- 1) Follow "Find/Modify a User's Role" procedure.
- 2) At the bottom of the screen, change the "Role" to "Leader".

Adding other Officer Members:

- 1) Follow the "Enroll users" procedure to enroll the new officers as members of the organization.
Note: This step is unnecessary if the user is already a member of the organization.
- 2) Follow "Find/Modify a User's Role" procedure.
- 3) At the bottom of the screen, change the "Role" to "Assistant".

Using the Communication Features of Blackboard:

Using the Bb Calendar:

1. Go to the Control Panel and choose Organization Calendar
2. Find the correct day and choose +Add Event.
3. Fill out the information and Submit.
4. Members will find the Calendar under the Tools link.

Using the Announcements Feature:

1. Go to the Control Panel and choose Announcements
2. Choose +Add Announcement button.
3. Fill in the information requested. Notice that you can make an announcement permanent or use the date restrictions. You can also use the Permanent Announcement setting and then come back at a later date and change it to No to take the announcement away.
4. Members will see the announcements right away when they enter the organization, and they'll see the first line of a new announcement on their My Blackboard tab area.

Using the Discussion Board:

1. Take the Communication link from the main organization link.
2. Choose the Discussion Board from the list of tools.
3. Leaders will see a +Forum button at the top of the window. Use that to start a new discussion forum.
4. Note: In the Forum Settings as you create a forum, if you choose "Force moderation of posts," the member's additions won't show up in the tool until you "moderate" each one, so only use that if you have some reason to keep tight control over what is displayed.
5. Members will use the Communication > Discussion Board link, too. Then they click on the title of a discussion forum that they want to read or add to. They'll see a +Thread button at the top where they can add their own response to your forum. Members and leaders can also reply to other people's threads.

Using Sub-Groups within the bigger Group:

1. You can organize your larger member group into smaller sub groups for committee or project work.
2. Go to the Control Panel and choose Manage Groups.
3. Choose + Add Group button at top.
4. Give the group a name and optional description. Normally you would choose all the group options available and make the group available. Submit.
5. Click Modify. There you can add users to the group, list the members, remove people from the group and set the group properties.
6. An easy way to add users to the group if your main group isn't too large is to choose "Add Users to Group" and click on the "Search" button. This will list all the members in the organization at large. Pick and choose who you want to put in the sub group and Submit. Note: There might be more than one page – the links for Results: are very small.
7. Your members that are in sub groups can find their group work area by going to Communication > Group Pages.

Customizing your Blackboard Course Settings:

Populating Your Menu Area:

1. Choose Control Panel and then Manage Organization Menu.
2. There you will see all the default choices for Bb Organization Menus. You can delete any one of them by choose the Remove button.
3. You can change the wording on the menu choice by choosing the Modify button. (max 18 characters)
4. You can add new entries by using the choices on the tool bar at the top. For instance, the discussion board is normally found under the Communication menu choice, but if you wanted a separate menu choice for the discussion board because you use it a lot, the + Tool Link button would allow you to create a new menu item just for the discussion board.

Design of Your Menu Area:

1. Choose Control Panel and then Organization Design.
2. Organization Menu Design lets you choose between a text menu or a menu with buttons. You can also set the color and style of the menu entries.
3. Choose Control Panel and then Quick View Tool Panel Options to decide what should appear in the box below the menu.
4. Choose Control Panel and then Organization Banner to upload a customized banner for your organization that will display on the announcements page.

Choose what Tools will be Available for your Members:

1. Choose Control Panel and then Manage Tools.
2. Choose Tool Availability.
3. Use the "Available" checkboxes to choose which tools will display in your organization.

General Organization Settings:

1. Choose Control Panel and then Settings.
2. Organization Name and Description lets you change the name and description of your organization that displays in the Organization catalog and other various places.
3. Organization Availability allows you to hide the organization while you're getting it ready.
4. Enrollment Options: Either the leader can enroll all the members manually, or you can let the members self enroll into the organization. Organizations that need tight control over who can join will probably use leader enrollment, and other more "loose" organizations might use Self enrollment to save time.

Content Areas of the Bb Organization:

1. Information: You can store information about your organization here, like the mission, usual meeting times and dates, etc.
2. Staff Information: Put contact information of the officers here.
3. Documents: You can share any type of document with the group here, including Word files, Powerpoints, pictures, etc.
4. External Links: Put links to outside sources that relate to your organization here.
5. For all of these content areas, once you click on the link to the area, you'll see "Edit View" if you are a leader. This is how you can add content to the area. You can upload files, type directly or copy/paste into the text editor given, and many other things. It's a good idea to use + Folders to organize your content if there will many entries. + Item let s you add the actual piece of content. Under the "+ Select:" choice, you can even add a survey to find out anonymously how things are going.