

CourseSites Quick Start Guide



CourseSites Quick Start Guide

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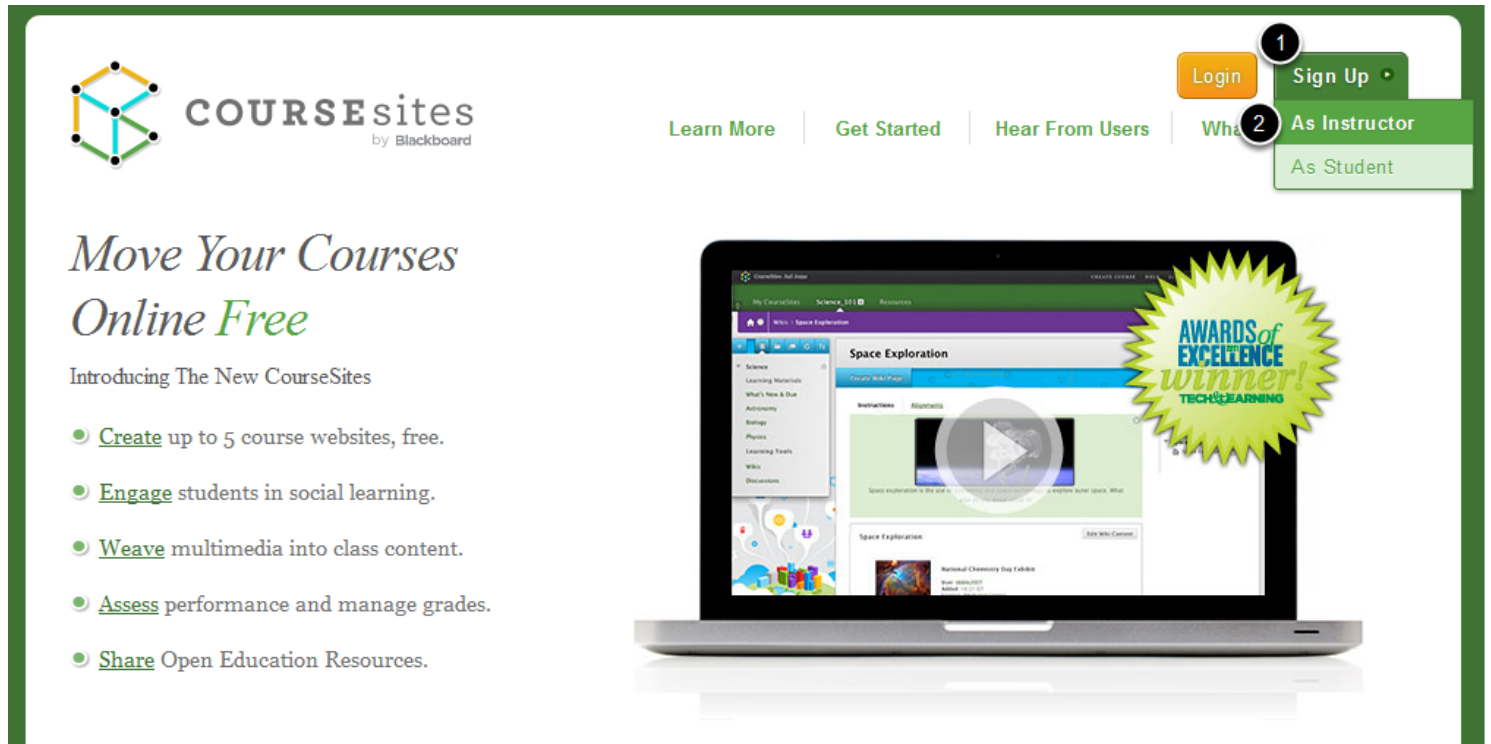
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Part 1: Creating an Account

Creating a New Account

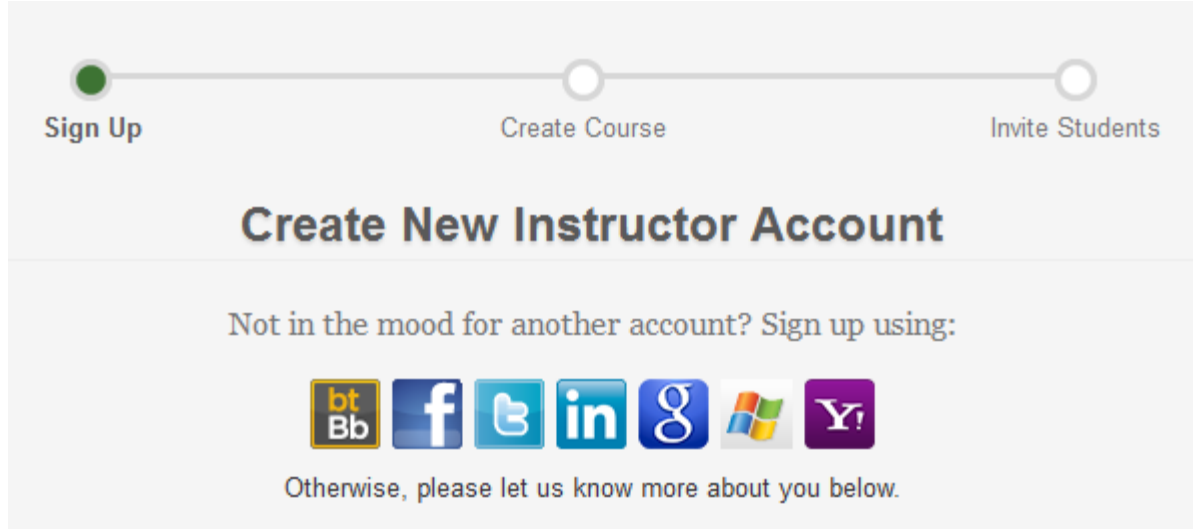
Creating an account on CourseSites is as easy as 1-2-3. Follow the simple steps to get started!

1. Sign up as a Instructor, first, access www.CourseSites.com. Using the mouse hover over Sign Up and then click on As Instructor.



The screenshot shows the CourseSites website interface. At the top left is the CourseSites logo, which consists of a stylized hexagon made of colored dots (orange, green, blue) and the text "COURSEsites by Blackboard". To the right of the logo are navigation links: "Learn More", "Get Started", "Hear From Users", and "What's New". In the top right corner, there is a "Login" button and a "Sign Up" dropdown menu. The "Sign Up" menu is open, showing "As Instructor" (highlighted with a green background and a circled "2") and "As Student". A circled "1" is placed above the "Sign Up" button. Below the navigation links, the main heading reads "Move Your Courses Online Free". Underneath, it says "Introducing The New CourseSites" and lists five key features: "Create up to 5 course websites, free.", "Engage students in social learning.", "Weave multimedia into class content.", "Assess performance and manage grades.", and "Share Open Education Resources." To the right of the text is a laptop displaying a course page titled "Space Exploration". The course page includes a video player with a play button, a sidebar menu, and a section titled "National Chemistry Day Exhibit". A yellow starburst graphic on the right side of the laptop screen says "AWARDS of EXCELLENCE winner! TECH&LEARNING".

2. You can sign up using credentials from popular web services, such as Facebook, Twitter, and LinkedIn. To do so, click on the icon of your favored service, enter your credentials for that service, and complete the subsequent account creation page.




Note: This registration process uses the Open ID protocol, which helps lower the number of accounts you have across the web. Personal information is not shared with these services from Blackboard, nor from these services to Blackboard. The systems conduct a "handshake" to verify your credentials and then Blackboard lets you in if your account information matches.

3. As an alternative, sign up by entering your new instructor account information.

Create New Instructor Account

Not in the mood for another account? Sign up using:



Otherwise, please let us know more about you below.

First Name

Last Name

Email Address

Country

Institution / District

User Name

Note: The Institution/District field is currently connected to a database of all U.S.-based and International Higher Education institutions, as well as K12 Districts. When you begin to type the name of your school/district, first check to see if it comes up on the list and select from there. If not, type the full name and that will be saved to the database.

4. Review and agree to the Terms of Use, complete the CAPTCHA field, and then finally click Save and Continue.

CourseSites Instructor Home Page URL

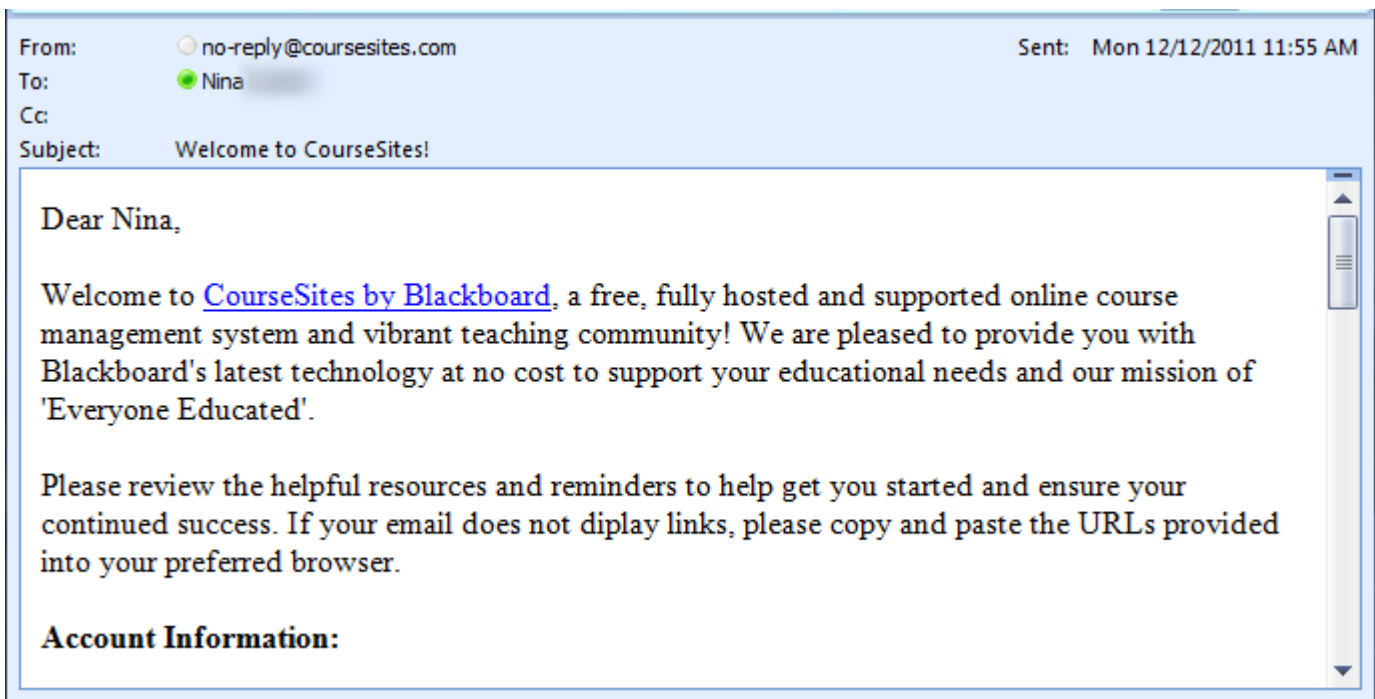
.coursesites.com

[Terms of Use](#) Accept Deny

that *ndaid*

Enter the words above:

5. You will receive a confirmation email which will include your user name, along with important CourseSites training and support resources.

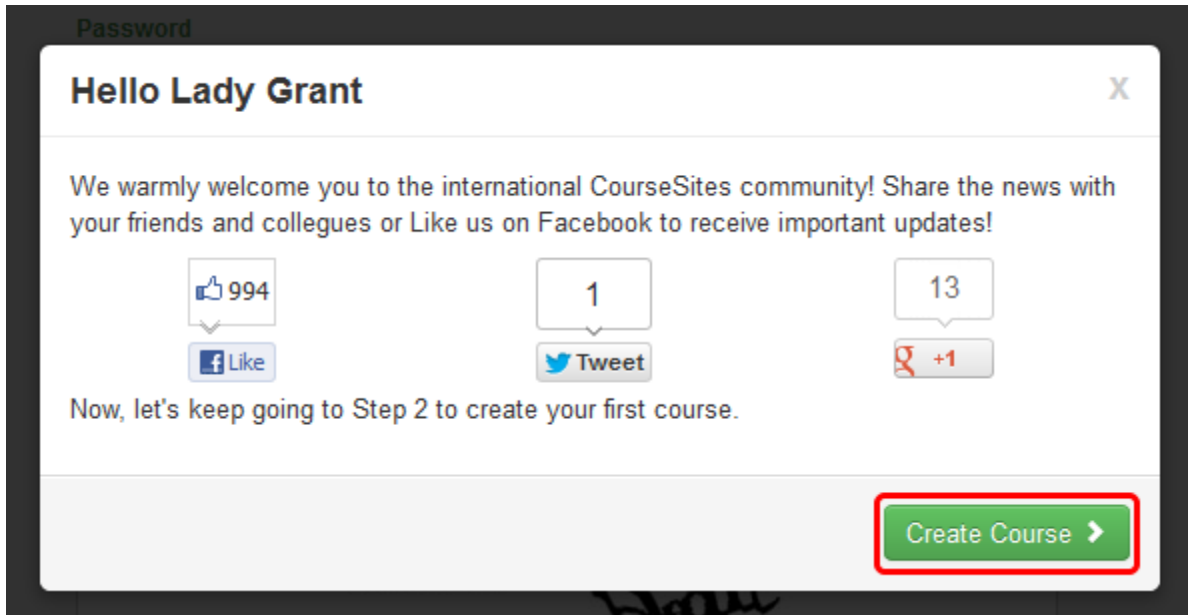


Part 2: Creating a Course

Creating a New Course

After creating your new account, you will be taken immediately to a course creation page. Follow the steps below to create a course with CourseSites!

1. After creating your course a welcome message will appear, click on Create Course.



2. Click on the Create New Course button to get started.

Sign Up Create Course Invite Students

Create Course

How would you like to proceed?

Already have a course package? Let's get started!

Import Course Package

No course package? Then lets create one!

Create New Course

Skip

2a. Optionally, select the Import Course Package button to import a pre-existing Blackboard or Common Cartridge course package.

Sign Up Create Course Invite Students

Create Course

How would you like to proceed?

Already have a course package? Let's get started!

Import Course Package

No course package? Then lets create one!

Create New Course

Skip

3. On Course Creation page, enter the General Course Information.

Sign Up Create Course Invite Students

Create Course: New

Course Name:

Course ID:

Course Description:

4. Under Enrollment Options select the preferred enrollment type and then click Save and Continue.

Enrollment Options

Enrollment Type

Instructor-led

Open Enrollment

Email Requests

Allow ?

Go Back

Save and Continue

Note: Click the checkbox next to Allow, will permit users to request enrollment via email.

5. (Placeholder) Invite students to join your course using any of the links provided. Click on Customize Course to enter your newly created course.

Sign Up Create Course Invite Students

Invite Students

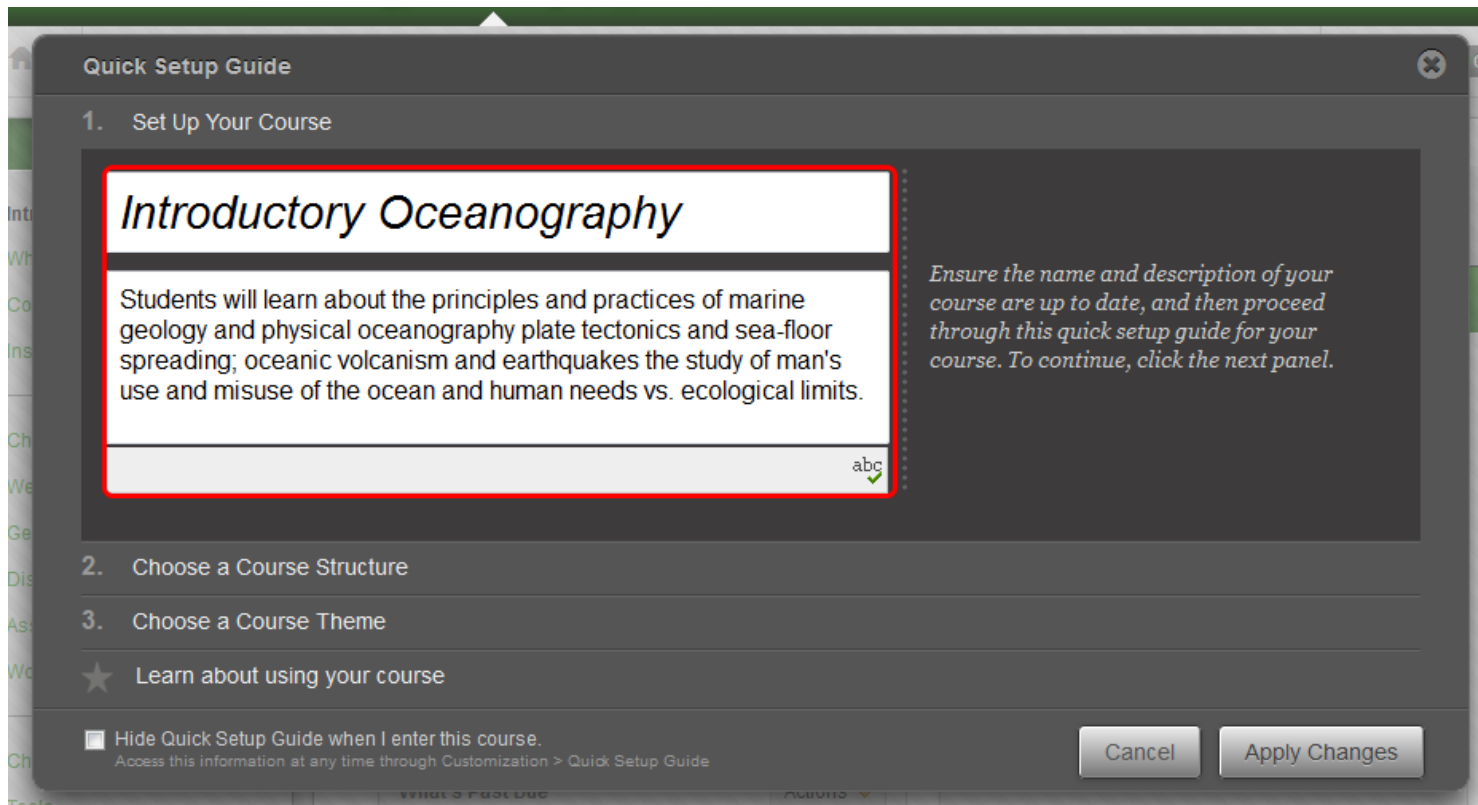
Congratulations! You created your course and are almost finished! Now, it's time to let your students know about your course! Below are a few ways to get them started.

1. Have them visit your CourseSites Instructor Home Page at:
<https://learningisfund.coursesites-dev.com>
2. Have them enroll, request enrollment or login from the Course Home Page at:
<https://www.coursesites->
3. Invite, Enroll, or Create students from within the course.
[View Tutorial](#) [Download Instructor Guide](#)

Not yet ready to get students involved? Proceed to customize your course.

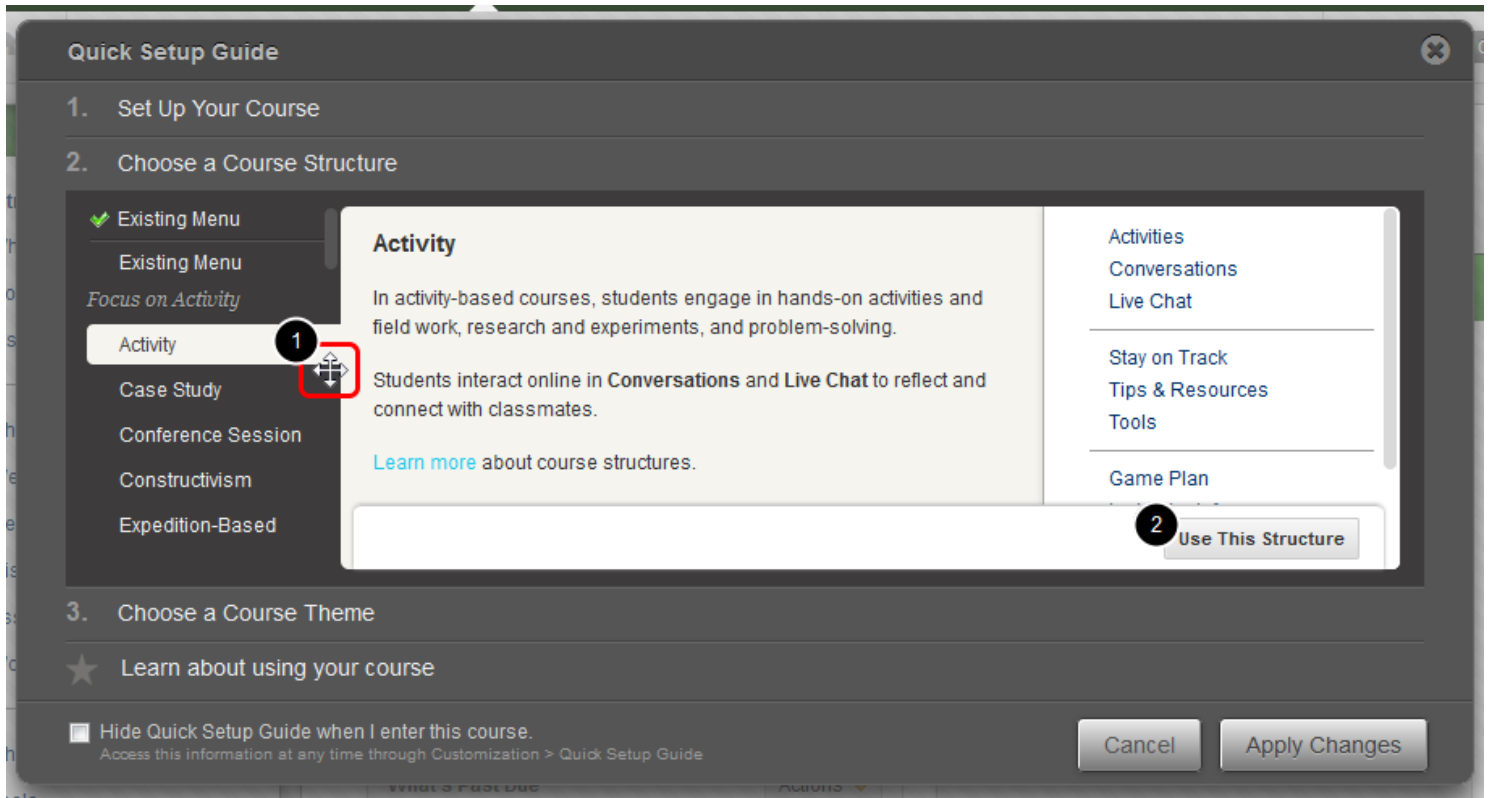
[Customize Course](#)

6. Once inside your newly created course the Quick Setup Guide will appear. Set Up Your Course allows instructors to ensure the course name and description or up to date.



Note: To continue, click the next panel.

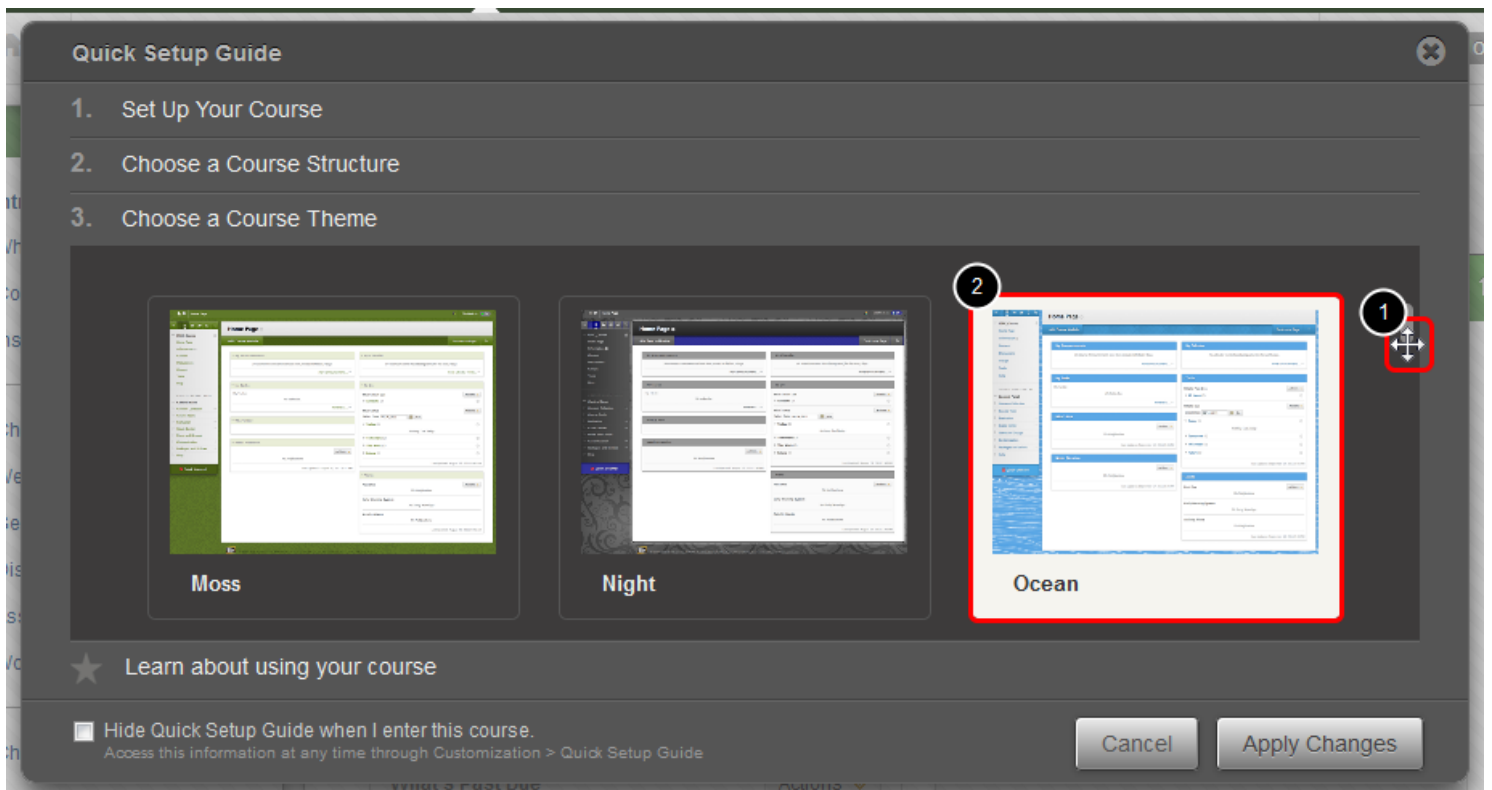
7. Using the double arrow scroll, after selecting appropriate structure for your course click Use This Structure.



Note: Course Structures provide a pre-built, pedagogically-driven course menu to help expedite the course building process. The Course Structure choices enable you to align the layout of your course with your instructional approach and/or your syllabus, as well as your experience with other systems.

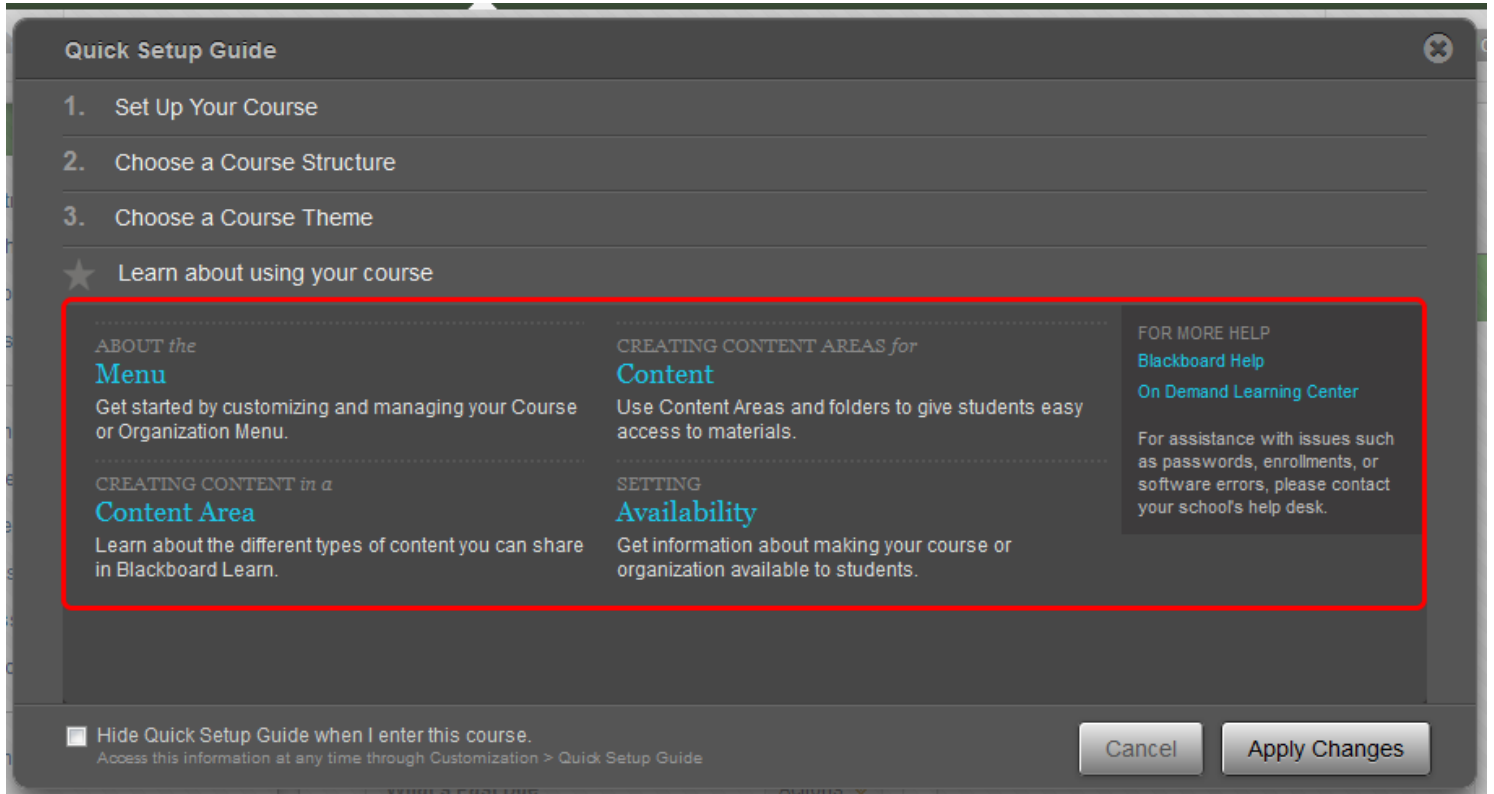
To continue click the next panel.

8. Optionally, use the double arrow scroll, then click on the Course Theme of your choice.



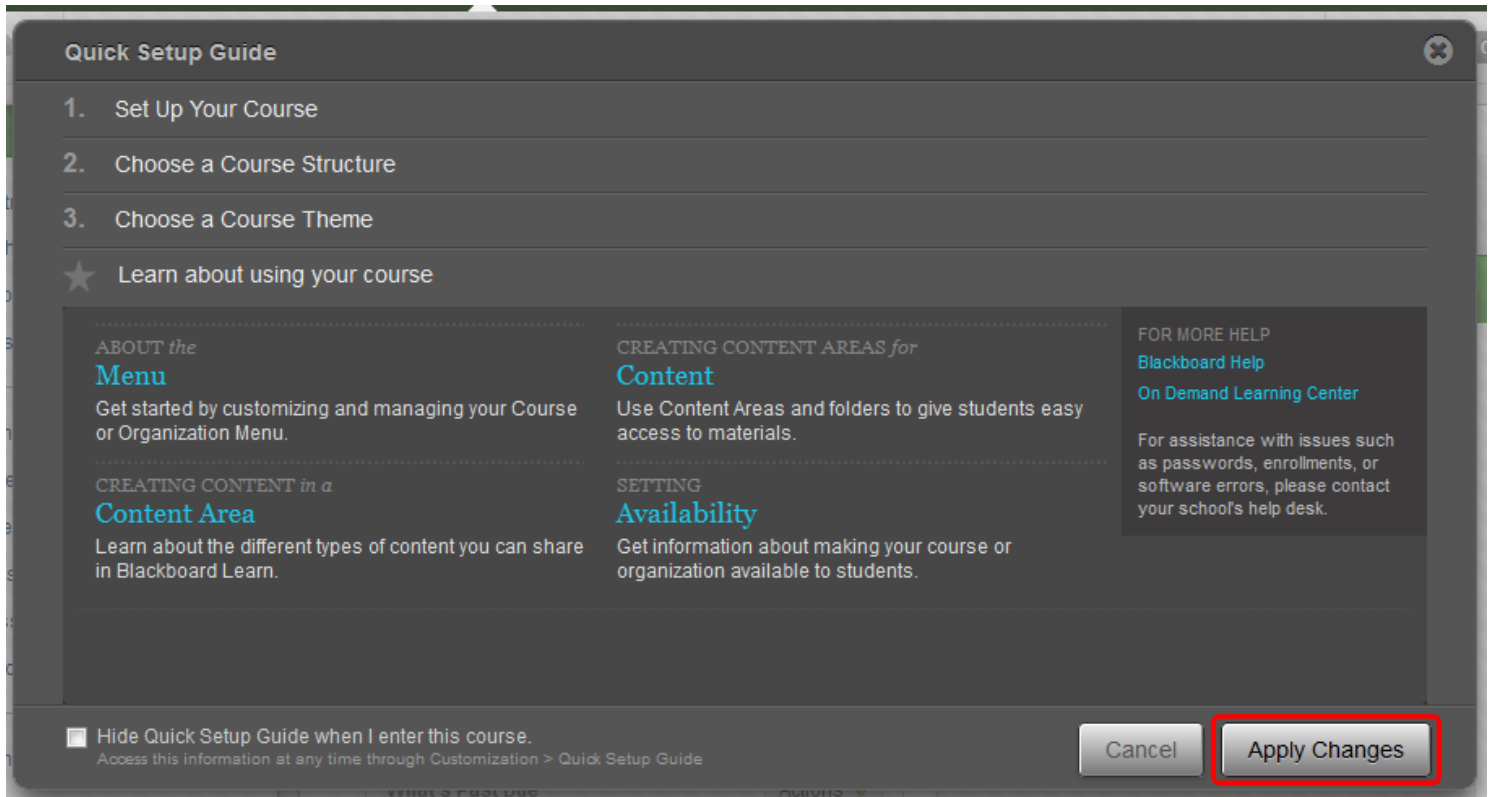
Note: To continue click the next panel.

9. Optionally select the last panel 'Learn about using your course,' for resource links on how to get started using your course and support.



Note: To avoid having this pop-up appear upon each entry to your course, be sure to select the check box next to "Hide Quick Setup Guide when I enter this course" before selecting Apply Changes.

10. Click Apply Changes to save your selections to the course.



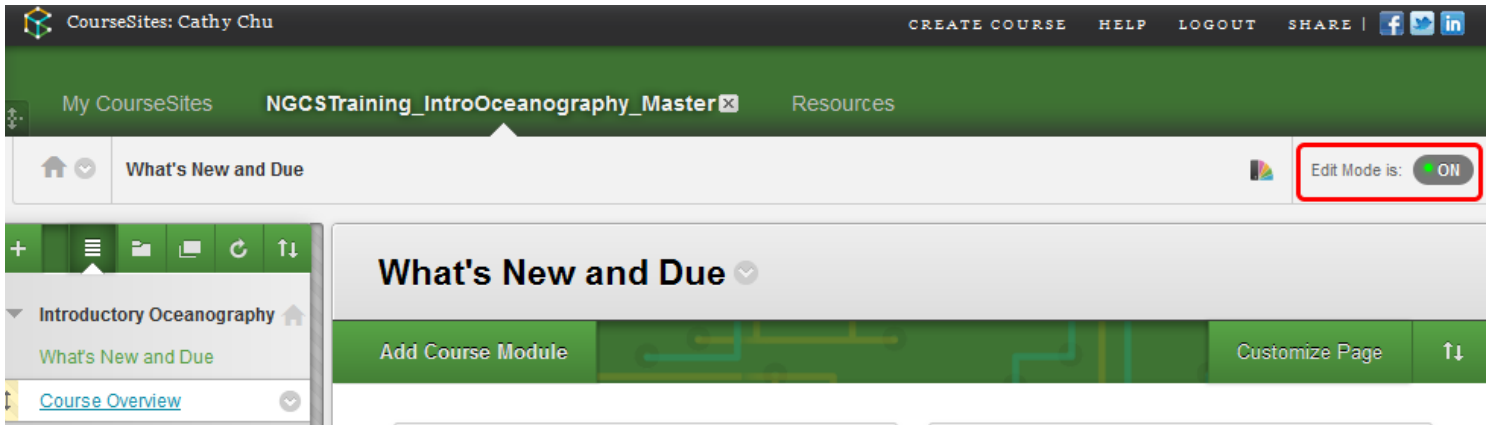
Congratulations, you are finished! Now you can begin to set up your course for when it's to begin and take advantage of all the new powerful tools to enhance the course experience for students.

Part 3: Course Building Basics

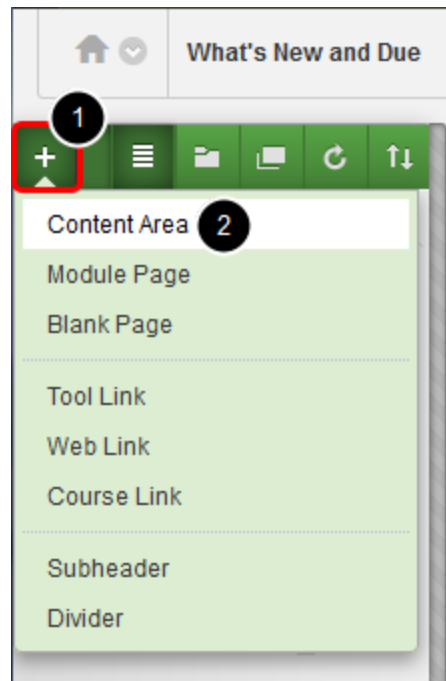
Adding Items to the Course Menu

You may want to add items to the course menu when editing your course. Follow the steps below to customize your own course menu.

1. Turn Edit Mode On.



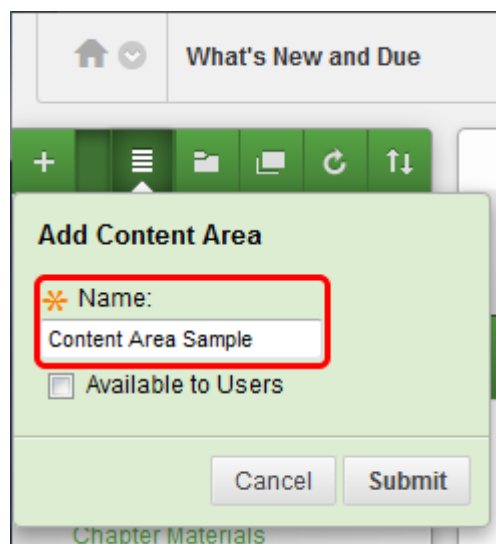
2. Expand the Add Item menu using the plus icon to select desired Content Menu Item Type.



Note: Descriptions of the menu item types are as follows:

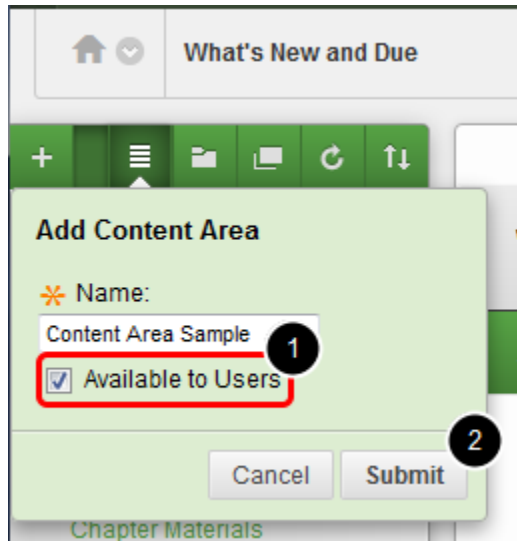
Menu Item Type	Description
Content Area	An area where you can create Folders, publish course content, and issue assignments and tests.
Blank Page	A blank HTML page which you can use to reveal important course information.
Tool Link	A link to one of the Blackboard tools such as the Discussion Board, Announcements, or Calendar.
Course Link	A link which would lead to another area within your CourseSite.
External Link	A link which would lead to a public web address (URL) outside of your CourseSite.
Module Page	A dashboard where you and students can view up-to-date course information such What's New and what needs to be graded.
Sub Header	A text header you can use to help categorize your menu items.
Divider	Horizontal lines which can help create sections on your menu. This best viewed with the link menu type and not recommended when using a button-style menu.

3. Enter a Name for the new menu item.



Note: Menu item names should be clear and self-evident. Names can be changed at any point; however, it's best that decisions be solidified prior to student enrollment to avoid confusion.

4. Select the check box next to Available to Users, or leave it blank to hide from students. Next, click Submit to complete the addition.

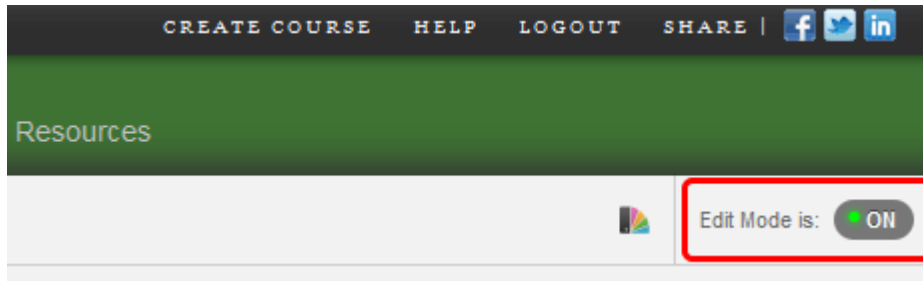


Note: Hidden menu items are visible to instructors and can be made available to students at any time.

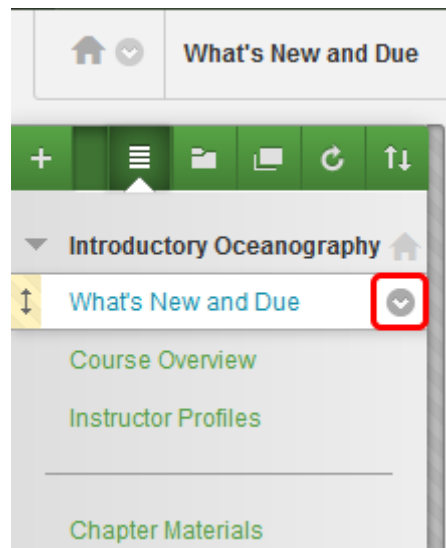
Renaming Menu Items

After creating menu items, you may want to rename them when needed. Follow the steps below to rename a menu item.

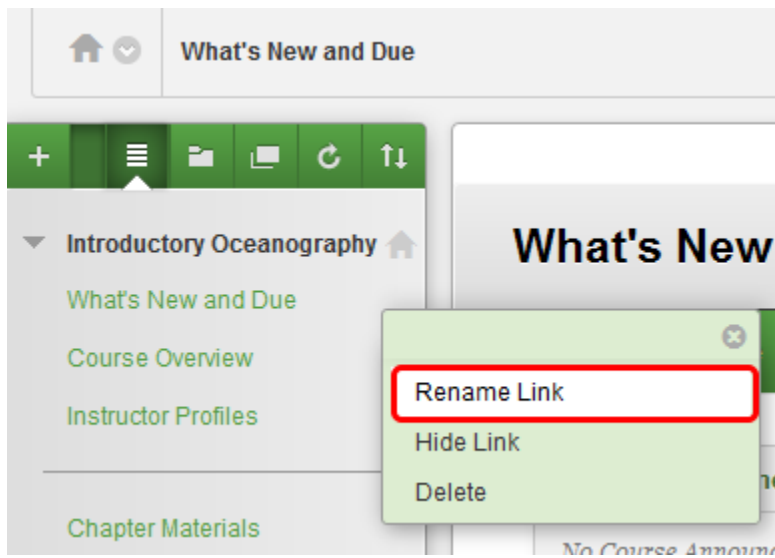
1. Turn Edit Mode On.



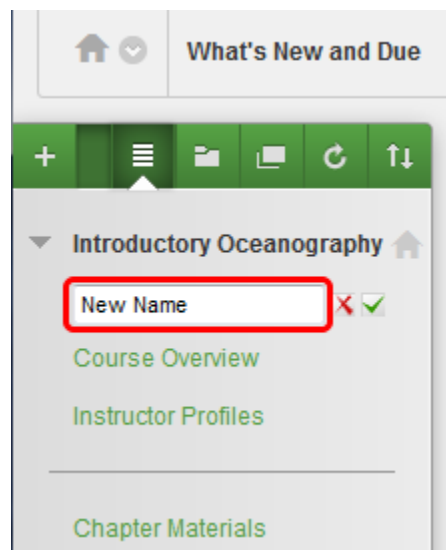
2. Expand the contextual menu (down arrow) next to the menu item you wish to rename.



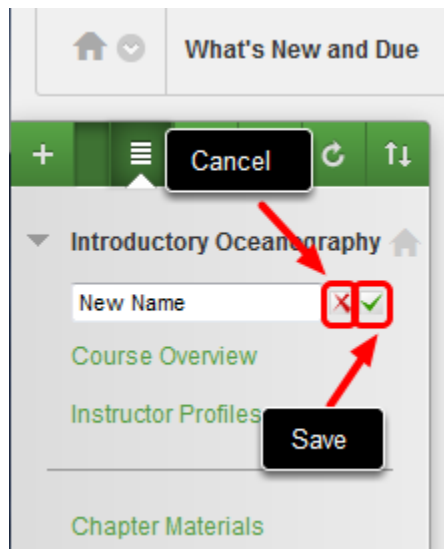
3. Select Rename Link to change the name.



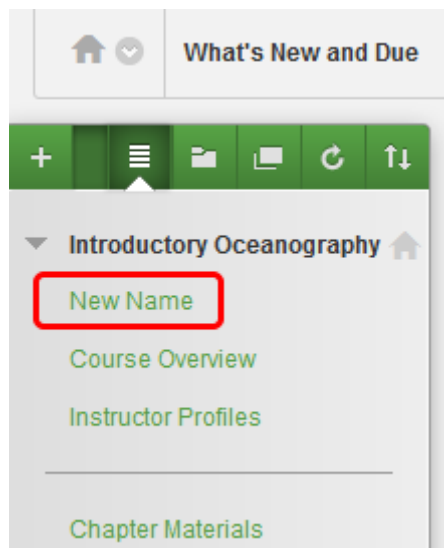
4. Enter a new name to replace the original one.



5. Click the green check mark to save the change or the red X to cancel.



6. The new name will appear on the course menu when you are done.

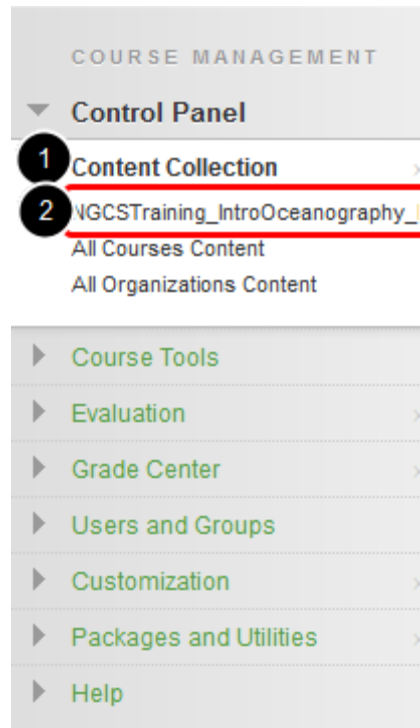


Note: This change will be seen immediately by students; however, you should turn **Edit Mode OFF** to check how students will see the menu.

Uploading a Single File to the Content Collection

It's possible to upload a single file to the Content Collection or upload multiple files at once. Please follow the quick steps below to upload an individual file to your course's Content Collection.

1. On the Control Panel, click Content Collection to expand. Next, select the folder link labeled with the Course ID.



Note: This link is typically the first one within the series.

2. Select a sub-folder to where the file will be stored if desired, create a new folder, or upload to the top level.

The screenshot shows a file management interface. At the top, there is a green toolbar with three buttons: 'Upload' (with a dropdown arrow), 'Create Folder', and 'Set Up Web Folder'. Below the toolbar, there is a row of action buttons: 'Download Package', 'Copy', 'Move', 'Recycle', and 'Refresh'. Below these buttons is a table with the following columns: 'File Type', 'Name', 'Edited', 'Size', and 'Permissions'. The table contains four rows of data:

File Type	Name	Edited	Size	Permissions
Folder	Chapter Material	Apr 13, 2011 10:20:54 AM	19.5 MB	
Folder	Chapter Material (1)	Aug 26, 2010 4:27:37 PM	30.5 MB	
Folder	Recycle Bin	Feb 6, 2012 10:11:32 AM	1 KB	
Folder	Syllabus	Aug 26, 2010 4:27:09 PM	4.73 MB	

Note: In this tutorial, we choose to stay at the top level.

3. Select Upload at the top left to expand and then click Upload Files.

The screenshot shows the same file management interface as above, but with the 'Upload' dropdown menu expanded. The 'Upload Files' option is highlighted with a red box. The 'Upload Package' option is also visible. The table below the menu shows the same data as in the previous screenshot:

File Type	Name	Edited	Size	Permissions
Folder	Chapter Material	Apr 13, 2011 10:20:54 AM	19.5 MB	
Folder	Chapter Material (1)	Aug 26, 2010 4:27:37 PM	30.5 MB	

4. Select the **Browse** button and navigate to the desired file on your local computer or storage device.

Single File Multiple Files

Upload Single File

Upload a single file to this folder.

* Indicates a required field.

Cancel Submit

1. File Information

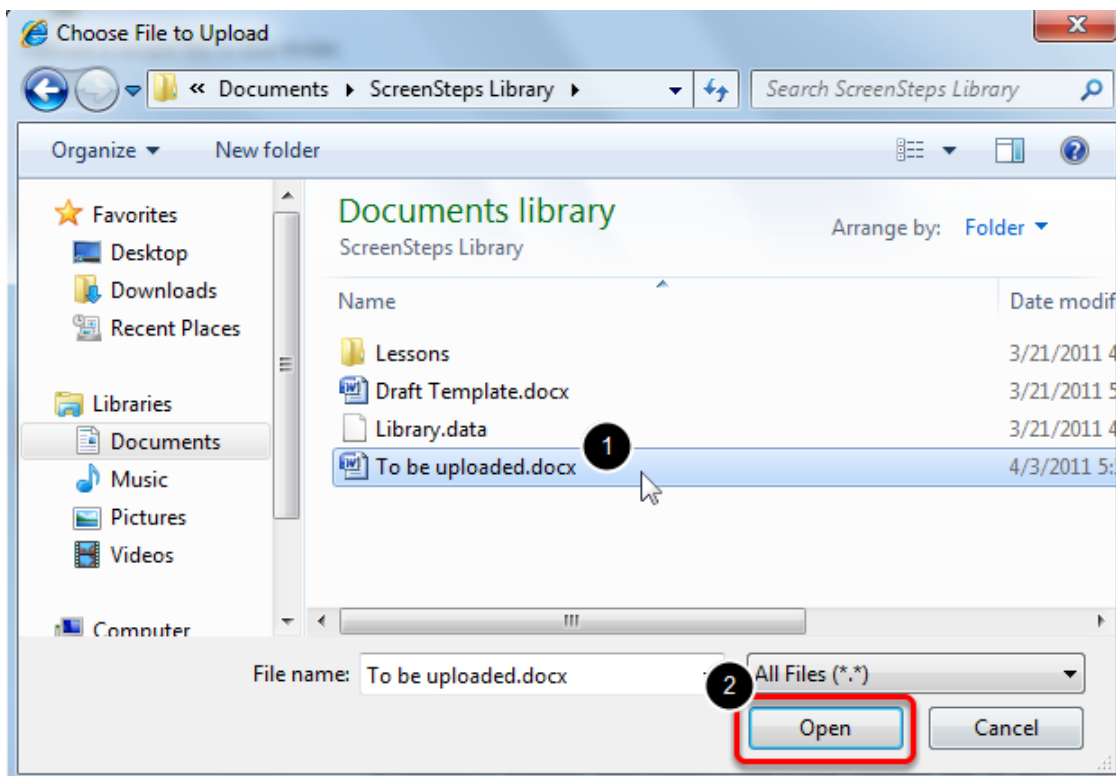
Browse to select a file to upload.

* File **Browse...**

If selected, the system automatically overwrites the existing file with the same name.

Note: The "Single File" option at the top right should be active.

5. Select the desired file and click the **Open** button in the browser's window.



6. Select Submit to upload.

Single File Multiple Files

Upload Single File

Upload a single file to this folder.

** Indicates a required field.*

1. File Information

Browse to select a file to upload.

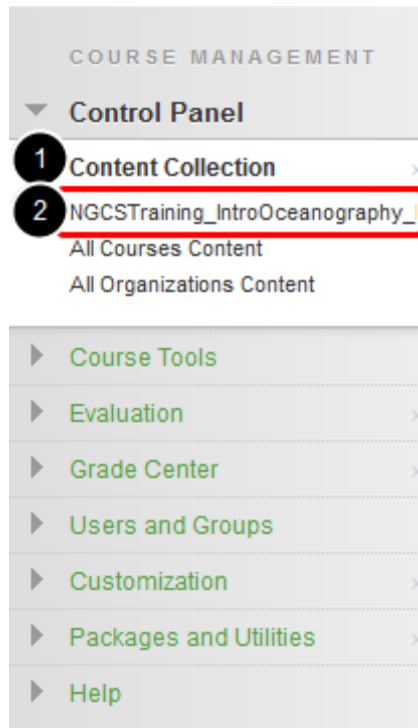
** File*

If selected, the system automatically overwrites the existing file with the same name.

Uploading Multiple Files to the Content Collection

It's possible to upload a single file to the Content Collection or upload multiple files at once. Please follow the quick steps below to upload multiple files to your course's Content Collection.

1. On the Control Panel, select Content Collection to expand. Next, select the folder link labeled with the Course ID.



Note: This link is typically the first one within the series.

2. Select a sub-folder to where the file will be stored if desired, create a new folder, or upload to the top level.

Download Package Copy Move Recycle Refresh

File Type	Name ▲	Edited	Size	Permissions
Folder	Chapter Material	Apr 13, 2011 10:20:54 AM	19.5 MB	
Folder	Chapter Material (1)	Aug 26, 2010 4:27:37 PM	30.5 MB	
Folder	Recycle Bin	Feb 6, 2012 10:11:32 AM	1 KB	
Folder	Syllabus	Aug 26, 2010 4:27:09 PM	4.73 MB	

Note: In this tutorial, we choose to stay at the top level.

3. Click Upload at the top left to expand and then select Upload Files.

Upload Files
Upload Package Copy Move Recycle Refresh

File Type	Name ▲	Edited	Size	Permissions
Folder	Chapter Material	Apr 13, 2011 10:20:54 AM	19.5 MB	
Folder	Chapter Material (1)	Aug 26, 2010 4:27:37 PM	30.5 MB	

4. Be sure to click the **Multiple Files** option at the top right.

Single File **Multiple Files**

Upload Multiple Files and Folders

After adding files to the list, click **Submit** to upload the files. If an upload fails, click **Undo** to remove all uploaded files and return to the parent folder. Uploading multiple files and folders requires the Java plugin, version 1.5 or later. If the plugin is not available, use the **Single File** option to add files one at a time.

5. Click the **Browse** button to select multiple files and/or folders from your computer or storage device.

Single File **Multiple Files**

Upload Multiple Files and Folders

After adding files to the list, click **Submit** to upload the files. If an upload fails, click **Undo** to remove all uploaded files and return to the parent folder. Uploading multiple files and folders requires the Java plugin, version 1.5 or later. If the plugin is not available, use the **Single File** option to add files one at a time.

1 **Browse**

2

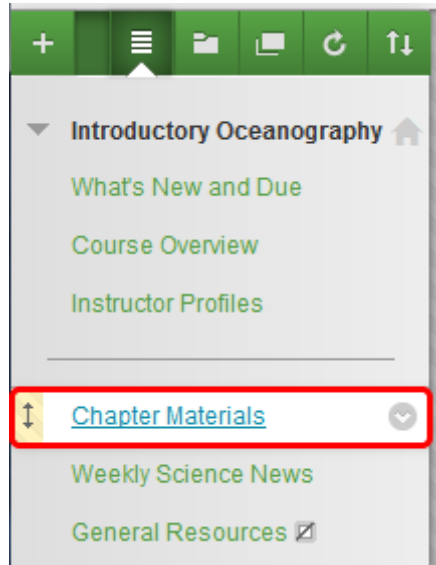
3 **Open**

Note: Alternatively, you can drag and drop files from your computer onto the upload area. Also, uploading multiple files and folders requires the Java plugin, version 1.5 or later. The Java plugin can be downloaded from <http://www.java.com>. If the plugin is not available, use the Single File option to upload files one at a time.

Publishing a File from the Content Collection

You may link to files within the Content Collection from different places within a course, for example, to an Item within a Content Area. Follow the quick steps below to publish a file from Content Collection to a Content Area.






1. Select a Content Area on the Course Menu to access.




Note: In this tutorial, we use Chapter Materials as an example. Your course may have different names, such as Lesson Materials, Course Documents, or Resources.

2. Select and open a content sub folder.

Chapter Materials

Build Content  Assessments  Tools  Publisher Content  





Introduction - Read Me First

Welcome to *Introductory Oceanography*. This section of the course is comprised of weekly chapters that contain the following resources:

- Objectives
- Lessons
- Key Terms
- Suggested Reading
- Web Resources

All of your assignments, handouts, and chapter exercises will be integrated within the individual lesson folder(s). After reviewing the material, please be sure to complete and submit your required assignments by the specified date.



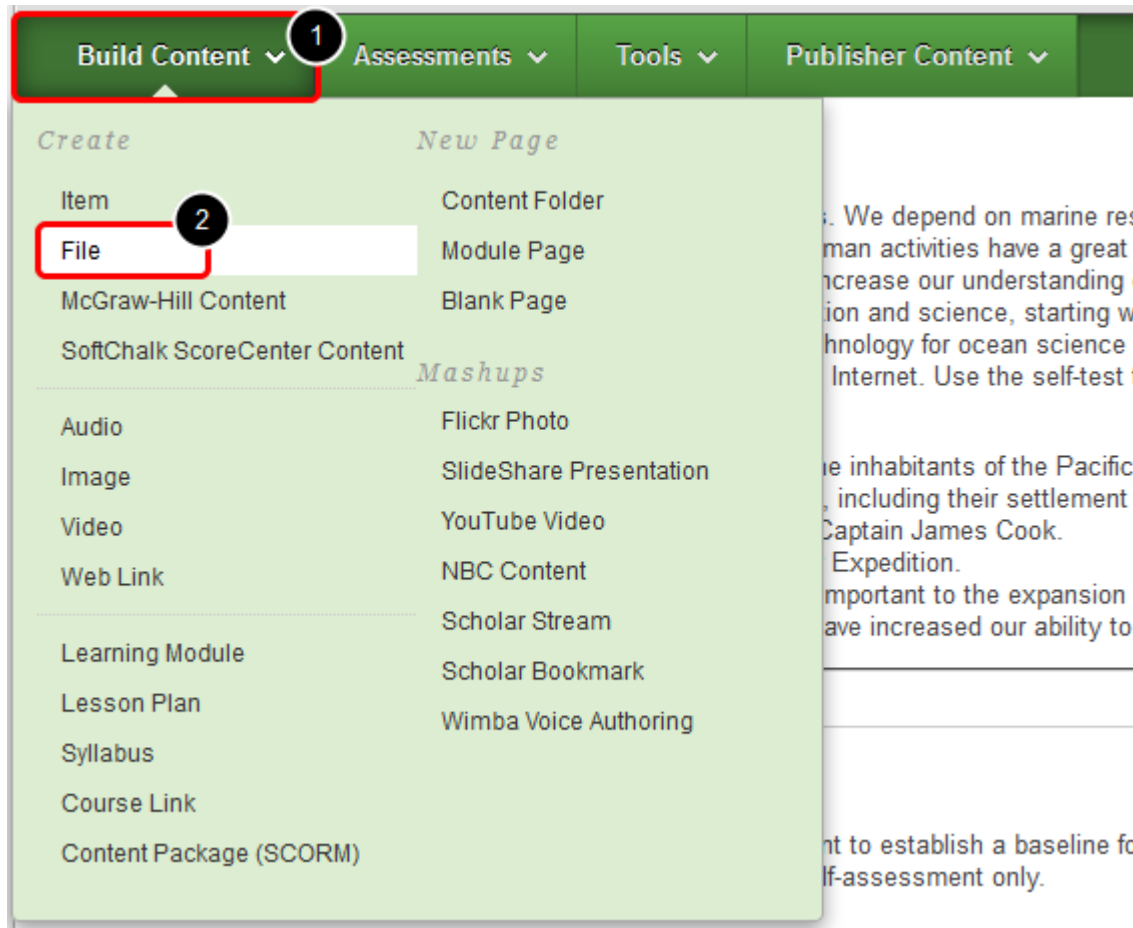
Chapter 1: The History of Ocean Exploration and Ocean Science

Enabled: Review

This chapter introduces you to the history of ocean exploration and science, starting with the earliest evidence of ocean travel and ending with our present ideas and technology for ocean science and exploration.

Note: We are using a folder as an example for this lesson, but you can also add content at any level.

3. Click on Build Content menu to expand, and then select File from the Create column.



Note: You can also select the **Item** option should you want to publish multiple files, or combine the link to the file with text. Also, should this be an assignment for which students need to submit something, you should use the Assignment tool as covered in Lesson 4.

4. Select Browse Content Collection.

Create File

Use the **File** content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a course from a local drive and viewed in order.

[More Help](#)

* Indicates a required field.

Cancel

Submit

1. Select File

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

* Find File

Browse My Computer

Browse Content Collection

* Name

Color of Name

Black



Open in New Window

Yes No






Add alignment to content

Yes No

5. Locate the file to publish. Should the file be stored in a folder, click the folder Name to access.

File Type	Name ▲	Edited	Size
	Chapter Material	Feb 6, 2012 10:29:33 AM	19.6 MB
	Chapter Material (1)	Aug 26, 2010 4:27:37 PM	30.5 MB

6. Click the radio button to the left of the file that you wish to publish, and then select Submit to confirm your selection.

File Type	Name ▾	Edited	Size
<input checked="" type="radio"/> 	Oceanography_Banner.jpg	Apr 13, 2011 10:20:54 AM	54.7 KB
<input type="radio"/> 	OceanographyBanner.jpg	Aug 26, 2010 4:27:05 PM	54.7 KB
	Chapter 7_ The Chemistry of Seawater	Aug 26, 2010 4:27:22 PM	1.73 MB
	Chapter 3_ Global Plate Tectonics	Aug 26, 2010 4:27:17 PM	11.1 MB
	Chapter 1_ The History of Ocean Exploration and Ocean Science	Aug 26, 2010 4:27:19 PM	6.63 MB

Displaying 1 to 5 of 5 items

7. Optionally, enter a descriptive Name instead of the original File Name for the file link.

1. Select File

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

* Find File

Selected File File Name **Oceanography_Banner.jpg**

* Name

Color of Name Black

Open in New Window Yes No

Add alignment to content Yes No

Note: This is what the students will see as the link to the file. The **Name** should be clear and self-evident.

8. Click the Yes radio button next to Permit Users to View this File.

2. Standard Options

Permit Users to View this Yes No
Content

Track Number of Views Yes No

Select Date and Time Restrictions Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Note: The Content Collection utilizes permissions to manage access to files and folders. Selecting **Yes** provides Read access for all course users to view the file, as well as download as necessary.

9. Select Submit to publish.

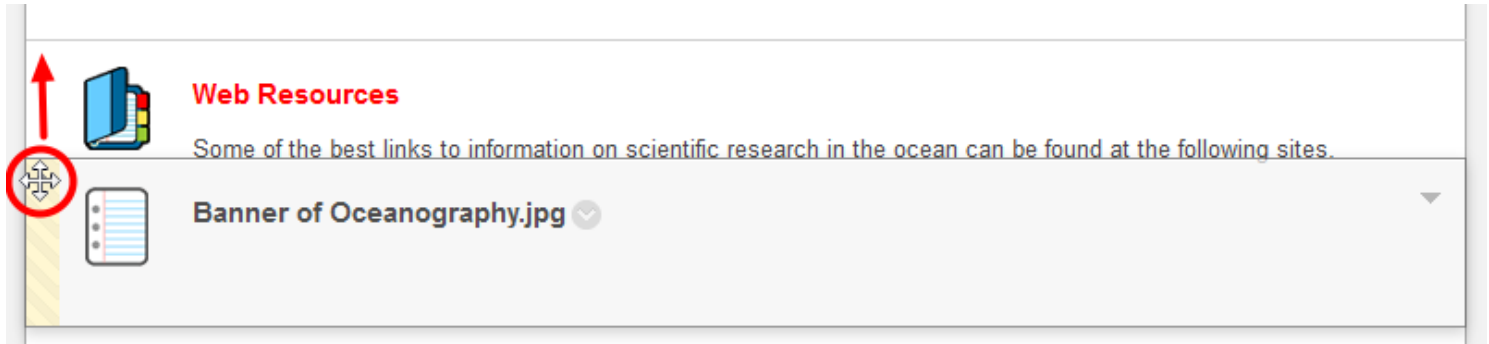
3. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel

Submit

10. The newly created item will appear at the bottom of the designated page.



The screenshot shows a Blackboard course page with a newly added item at the bottom. The item is titled "Banner of Oceanography.jpg" and is located below a "Web Resources" section. A red circle highlights a four-way arrow icon on the left side of the item, indicating that it can be moved. A red arrow points upwards from the icon, suggesting the item can be moved to a higher position on the page. The "Web Resources" section contains the text: "Some of the best links to information on scientific research in the ocean can be found at the following sites." The "Banner of Oceanography.jpg" item has a dropdown arrow on its right side.

Note: The new item can be moved to any position on the page by dragging and dropping it to the desired location.

Adding a Google Document to Your Course

To lessen the number of different web site student need to visit while being enrolled in a course, instructors can now import Google Documents (Google Docs) into their courses for student viewing. There will be no need for students to have a Google account as a copy of the document is placed into the course. This local copy can be synchronized with the source Google Document at any time. See the *Edit Google Document Item* lesson.

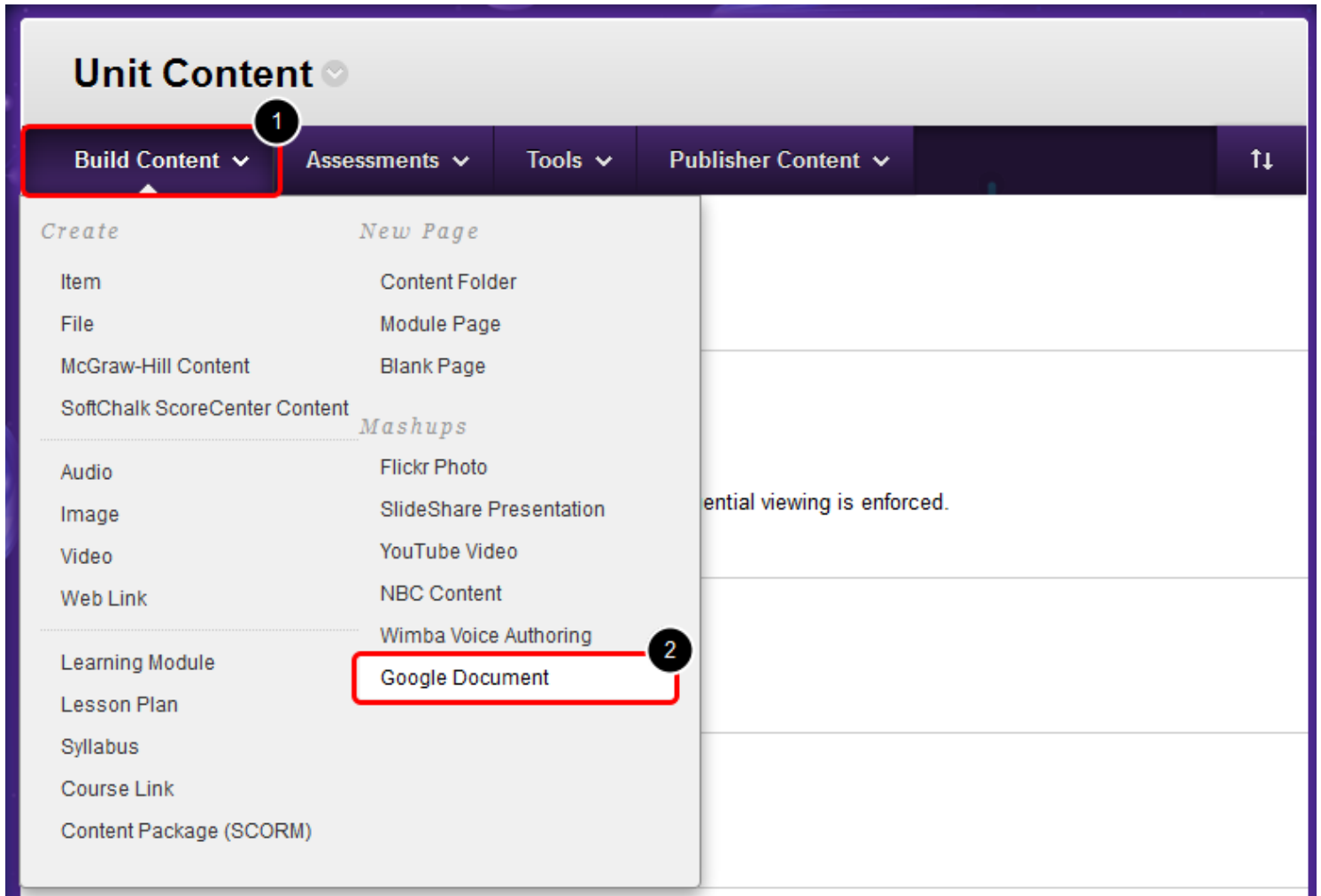
1. When Edit Mode is ON, choose the Content Area from the Course Menu to where you'd like to add Google Doc(s).



The screenshot displays the CourseSites interface for a course titled "ASTRONOMY 101". The top navigation bar includes "My CourseSites", "CS.Practice.Course", and "Resources". The main header area features a "What's New and Due" section with a dropdown arrow and an "Edit Mode is: ON" indicator. The left sidebar menu is expanded, showing various content areas: "Introductory Astronomy", "What's New and Due", "Announcements", "Information", "Unit Content" (highlighted with a red box), "Assignments", "Assessments", "Discussions", and "Glossary". The main content area is divided into sections: "Add Course Module" and "Customize Page" buttons, "My Announcements" (with a message: "No Course Announcements have been posted in the last 7 days."), and "What's New" (with a "Discussion Board (38)" link).

Note: Google Docs can be placed in *any* Content Area at *any* level if Folders or Learning Modules are being used. For this example, we will use the **Unit Content**, content area. Your menu may differ.

2. Click Build Content menu to expand, and then select Google Document from the Mashups category.



3. Click Connect Accounts to associate your CourseSites and Google accounts.

Associate Accounts



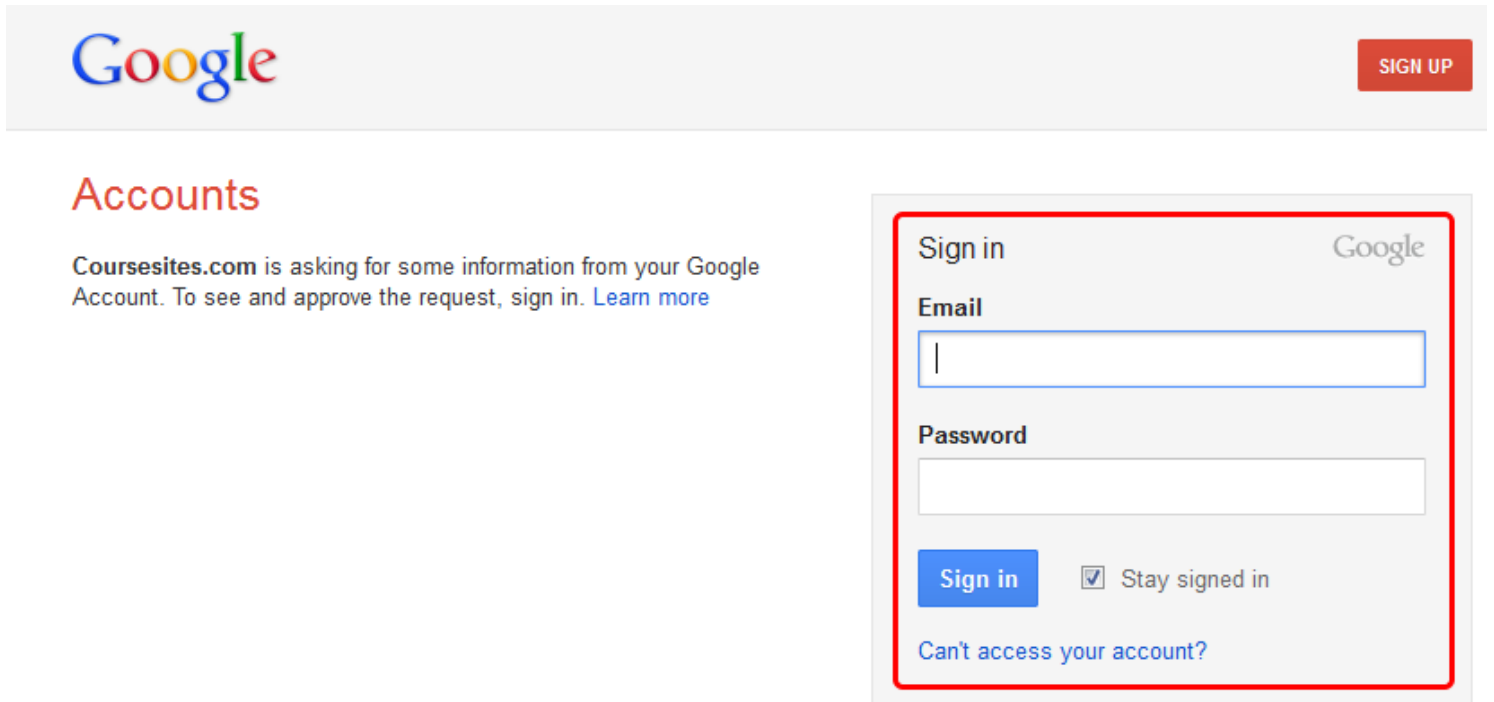
To present Google documents in your course(s) first you must connect a Google account with your CourseSites accounts.

Associating your CourseSites and Google accounts enables you to present Google Documents in your course(s), and allows you to login using Google credentials. No other information is shared between these services once you link the accounts. You can disconnect your accounts in the Social Settings area of Personal Information, found on the My CourseSites tab.

[Connect Accounts](#)

Note: If your CourseSites and Google accounts are already associated, skip to Step 6. Steps 4 and 5 only need to be completed once.

4. On the Google Accounts page enter your credentials.



Google

SIGN UP

Accounts

Coursesites.com is asking for some information from your Google Account. To see and approve the request, sign in. [Learn more](#)

Sign in Google

Email

Password


Sign in Stay signed in

[Can't access your account?](#)

5. Click Grant Access to allow Coursesites.com to access your Google Docs.

Google accounts

The site **www.coursesites.com** is requesting access to your Google Account for the product(s) listed below.

 Google Docs

Google is not affiliated with **www.coursesites.com**, and we recommend that you grant access only if you trust the site.

If you grant access, you can revoke access at any time under 'My Account'. **www.coursesites.com** will not have access to your password or any other personal information from your Google Account. [Learn more](#)

Grant access

Deny access

If you are not **2250@gmail.com**, you can [sign in as a different user](#).

6. On the Select a Google Document page, expand the contextual menu next to the Google Document you want to import, and then select Import.

Select a Google Document Google Docs

The selected Google Document will be imported into the Content Collection within this course enabling students to view without the need for a Google account.

Search Go Search by document title

Refresh

File name ▲	Type	Owner	Last Modified
Gas Giants	Document	2250	03/23/2012 10:03 AM
Part II Leading With Authority(use this one)	Document	2250	03/22/2012 01:38 PM
Terrestrial Planets	Presentation	2250	03/23/2012 10:03 AM

Refresh

Open

Import

Displaying 1 to 3 of 3 items Show All Edit Paging...

7. On the Edit Google Document Item page, the Title will populate with the name of the Google Docs. Optionally, change the Title and enter a Description.

Edit Google Document Item

Embed Google Documents directly in a course.

* Indicates a required field.

Back Cancel Submit

1. Item Title and Description

* Title **1** Terrestrial Planets

Color Black

Description Text Editor is: ON

2

Review the Terrestrial Planets presentation from last weeks (3/5) class before starting the Unit 2 module.

Path: body

Note: If you need to import a different Google Doc click the **Back** button to select a different document.

8. Under Mashup Options optionally change the Link Title and then select the Google Docs, Import Type.

2. Mashup Options

The selected Google Document will be imported into the Content Collection within this course enabling students to view without the need for a Google account. We recommend you use Google Documents to manage and revise the document. Edit this item after the initial import to synchronize the file between Google and CourseSites.

* File Name Terrestrial Planets

1 Link Title Terrestrial Planets

Document Type Google Presentation

2 Import Type PowerPoint
PDF
PowerPoint

Note: Import Type selections will differ depending on the Document Type. The table below displays those options:

Document Type	Import Type
Google Document	PDF Word Document Open Office Rich Text
Google Drawing	PDF PNG (Portal Network Graphics)
Google Presentation	PDF PowerPoint
Google Spreadsheet	PDF Excel Open Office CSV File



9. Optionally, select Availability and Tracking settings.

3. Availability and Tracking

Permit Users to View Item Yes No

Track Number of Views Yes No

Limit Availability Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.






10. Click Submit.


4. Submit




Click Submit to proceed. Click Back to back. Click Cancel to quit.


11. The newly created Google Docs Item will appear on the designated page and can be dragged to the location of your choice.

Unit Content


Build Content  Assessments  Tools  Publisher Content  


 **Unit 1: Astronomy Overview**
Enabled: Review

 **Terrestrial Planets**  

Attached Files:  [Terrestrial Planets \(508.678 KB\)](#)

Review the Terrestrial Planet Presentation from last weeks (3/5) class before starting the Unit 2 module.

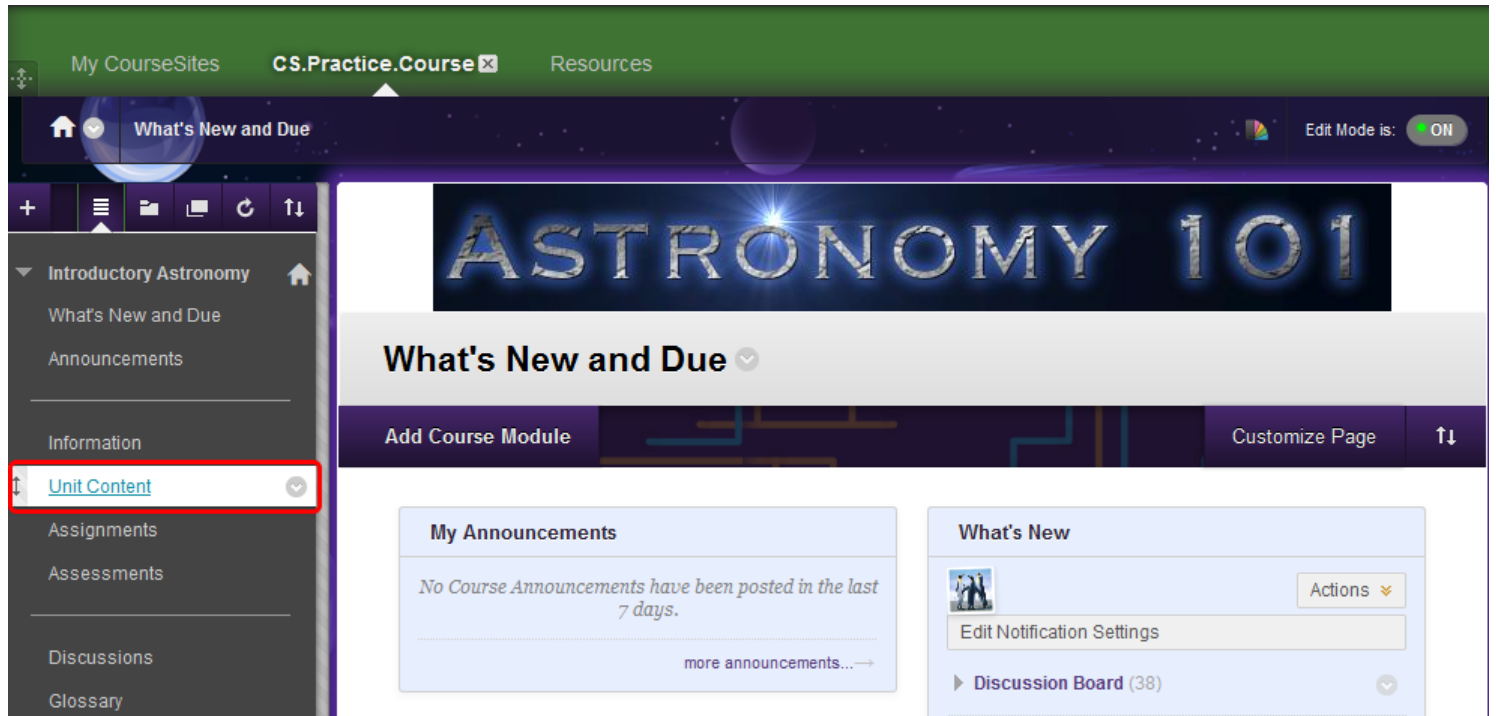
 **Unit 2: Terrestrial Planets**
Enabled: Statistics Tracking
This unit is organized into a Learning Module and sequential viewing is enforced.

 **Unit 3: Gas Giants**
Enabled: Statistics Tracking

Editing a Google Document Item

Follow the steps below to edit your Google Document Item.

1. When Edit Mode is ON, enter the area where the Google Document Item is located.



The screenshot shows the Blackboard CourseSite interface for a course titled "ASTRONOMY 101". The top navigation bar includes "My CourseSites", "CS.Practice.Course", and "Resources". The "Edit Mode" is set to "ON". The left sidebar menu is expanded, and the "Unit Content" item is highlighted with a red box. The main content area displays "What's New and Due" with a "What's New and Due" dropdown menu. Below this, there are two panels: "My Announcements" and "What's New". The "My Announcements" panel shows a message: "No Course Announcements have been posted in the last 7 days." with a "more announcements..." link. The "What's New" panel shows a "Discussion Board (38)" link.

2. Expand the contextual menu next to the Google Document Item you want to update, and then select Edit.

The screenshot displays the 'Unit Content' interface in Blackboard. At the top, there are navigation tabs: 'Build Content', 'Assessments', 'Tools', 'Publisher Content', and a sort icon. Below these, the 'Unit 1: Astronomy Overview' is shown with a status of 'Enabled: Review'. The main content area lists three units: 'Unit 1: Astronomy Overview', 'Unit 2: Terrestrial Planets', and 'Unit 3: Gas Giants'. The 'Unit 2: Terrestrial Planets' item is selected, and its contextual menu is open. The menu items are: 'Edit', 'Adaptive Release', 'Adaptive Release: Advanced', 'Add Alignments', 'Set Review Status(Disabled)', 'Metadata', 'Statistics Tracking (On/Off)', 'User Progress', 'Copy', 'Move', and 'Delete'. The 'Edit' option is highlighted with a red box and a circled '2'. A circled '1' points to the dropdown arrow next to the unit name.

3. Optionally, change the Item Title and Description.

Edit Google Document Item

Embed Google Documents directly in a course.

* Indicates a required field.

Cancel

Submit

1. Item Title and Description

* Title

Terrestrial Planets

Color

Black

Description

Text Editor is: ON

Normal 3 Arial | **B** *I* U abc | x_2 x^2 | [List icons] | [Link icon] | [Unlink icon] | [Table icon] | [Image icon] | [Embed icon]

Review the Terrestrial Planet Presentation from last weeks (3/5) class before starting the Unit 2 module.

Path: body

4. Optionally, change the Link Title.

2. Mashup Options

The selected Google Document will be imported into the Content Collection within this course enabling students to view without the need for a Google account. We recommend you use Google Documents to manage and revise the document. Edit this item after the initial import to synchronize the file between Google and CourseSites.

* File Name	Terrestrial Planets
Link Title	<input type="text" value="Terrestrial Planets"/>
Document Type	Google Presentation
Import Type	<input type="text" value="PowerPoint"/>
Last Updated	03/20/2012 12:41 PM <input type="button" value="Update"/>

5. Optionally, change the Import Type.

2. Mashup Options

The selected Google Document will be imported into the Content Collection within this course enabling students to view without the need for a Google account. We recommend you use Google Documents to manage and revise the document. Edit this item after the initial import to synchronize the file between Google and CourseSites.

* File Name	Terrestrial Planets
Link Title	<input type="text" value="Terrestrial Planets"/>
Document Type	Google Presentation
Import Type	<input type="text" value="PowerPoint"/>
Last Updated	03/20/2012 12:41 PM <input type="button" value="Update"/>

6. Optionally, use the Update button to synchronize the copy of the Google Document in the course with any changes made to the source Google Doc.

2. Mashup Options

The selected Google Document will be imported into the Content Collection within this course enabling students to view without the need for a Google account. We recommend you use Google Documents to manage and revise the document. Edit this item after the initial import to synchronize the file between Google and CourseSites.

* File Name	Terrestrial Planets
Link Title	<input type="text" value="Terrestrial Planets"/>
Document Type	Google Presentation
Import Type	<input type="text" value="PowerPoint"/>
Last Updated	03/20/2012 12:41 PM <input type="button" value="Update"/>

7. When the Google Doc has been newly updated, a gray Updated button will appear.

2. Mashup Options

The selected Google Document will be imported into the Content Collection within this course enabling students to view without the need for a Google account. We recommend you use Google Documents to manage and revise the document. Edit this item after the initial import to synchronize the file between Google and CourseSites.

* File Name	Terrestrial Planets
Link Title	<input type="text" value="Terrestrial Planets"/>
Document Type	Google Presentation
Import Type	<input type="text" value="PowerPoint"/>
Last Updated	<input type="button" value="Updated"/>

8. Click Submit, and the edited Google Document Item will appear on the designated page.

4. Submit

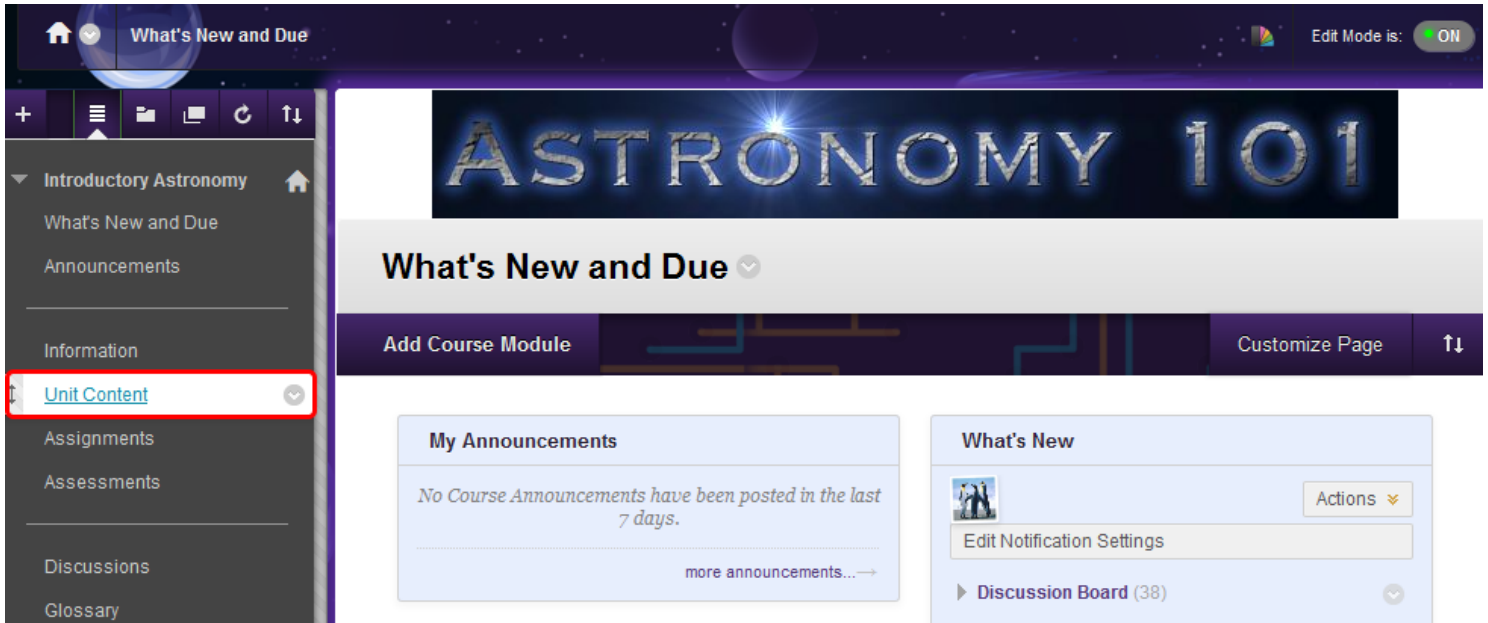
Click Submit to proceed. Click Cancel to quit.

<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>
---------------------------------------	---------------------------------------

Attaching Google Documents to an Item with the Text Editor

Follow the quick steps below to create an Item with a Google Documents (Google Docs) Mashup attached.

1. When Edit Mode is ON, choose the Content Area from the Course Menu to include one or more of your Google Docs.



The screenshot displays the CourseSite interface for a course titled "ASTRONOMY 101". The top navigation bar includes a home icon, the text "What's New and Due", and an "Edit Mode is: ON" indicator. A left-hand navigation menu is visible, with "Unit Content" highlighted in red. The main content area features a header with the course title "ASTRONOMY 101" and a "What's New and Due" section. Below this, there are two panels: "My Announcements" (showing no announcements) and "What's New" (showing a discussion board with 38 items).

Note: Google Docs can be placed in *any* Content Area at *any* level if Folders or Learning Modules are being used. For this example, we will use the **Unit Content**, content area. Your menu may differ.

2. Click Build Content menu to expand, and then select Item from the Create category.

The screenshot shows the Blackboard interface for a course titled "Unit 3: Gas Giants". The top navigation bar includes "Build Content", "Assessments", "Tools", and "Publisher Content". The "Build Content" menu is expanded, showing a "Create" section with options like "Item", "File", "McGraw-Hill Content", and "SoftChalk ScoreCenter Content". The "Item" option is highlighted with a red box and a circled "2". A circled "1" is also present above the "Build Content" menu. The main content area shows a document titled "Saturn (14.621 KB)" with a preview of text: "of each of the four planets, including topographical,".

3. Enter a Name and any desired Text to accompany the Google Doc.

Create Item

A Content Item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or Content Folder. [More Help](#)

* Indicates a required field.

Cancel

Submit

1. Content Information

* Name

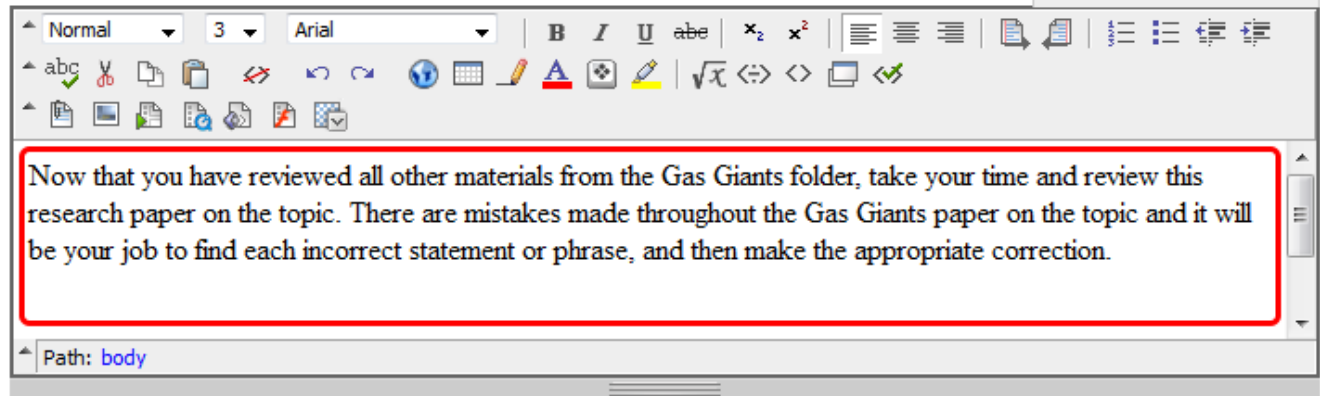
Gas Gaints Research Paper

Color of Name

Black

Text

Text Editor is: ON



Now that you have reviewed all other materials from the Gas Giants folder, take your time and review this research paper on the topic. There are mistakes made throughout the Gas Giants paper on the topic and it will be your job to find each incorrect statement or phrase, and then make the appropriate correction.

Path: body

4. Place your cursor in the desired location where you'd like to display the link to the Google Docs.

1. Content Information

Name

Color of Name Black

Text

Text Editor is: ON

Now that you have reviewed all other materials from the Gas Giants folder, take your time and review this research paper on the topic. There are mistakes made throughout the | on the topic and it will be your job to find each incorrect statement or phrase, and then make the appropriate correction.

Path: body

Note: The link to the Google Doc can be placed anywhere within the text editor.

5. Click the Mashup icon, and then select Google Document.

1. Content Information

Name Gas Gaints Research Paper

Color of Name Black

Text

Text Editor is: ON

Now that you have reviewed the research paper on the topic, find each incorrect statement in the Gas Giants folder, take your time and review this throughout the course on the topic and it will be your job to make the appropriate correction.

Path: body

6. Click Connect Accounts to associate your CourseSites and Google accounts.

Associate Accounts

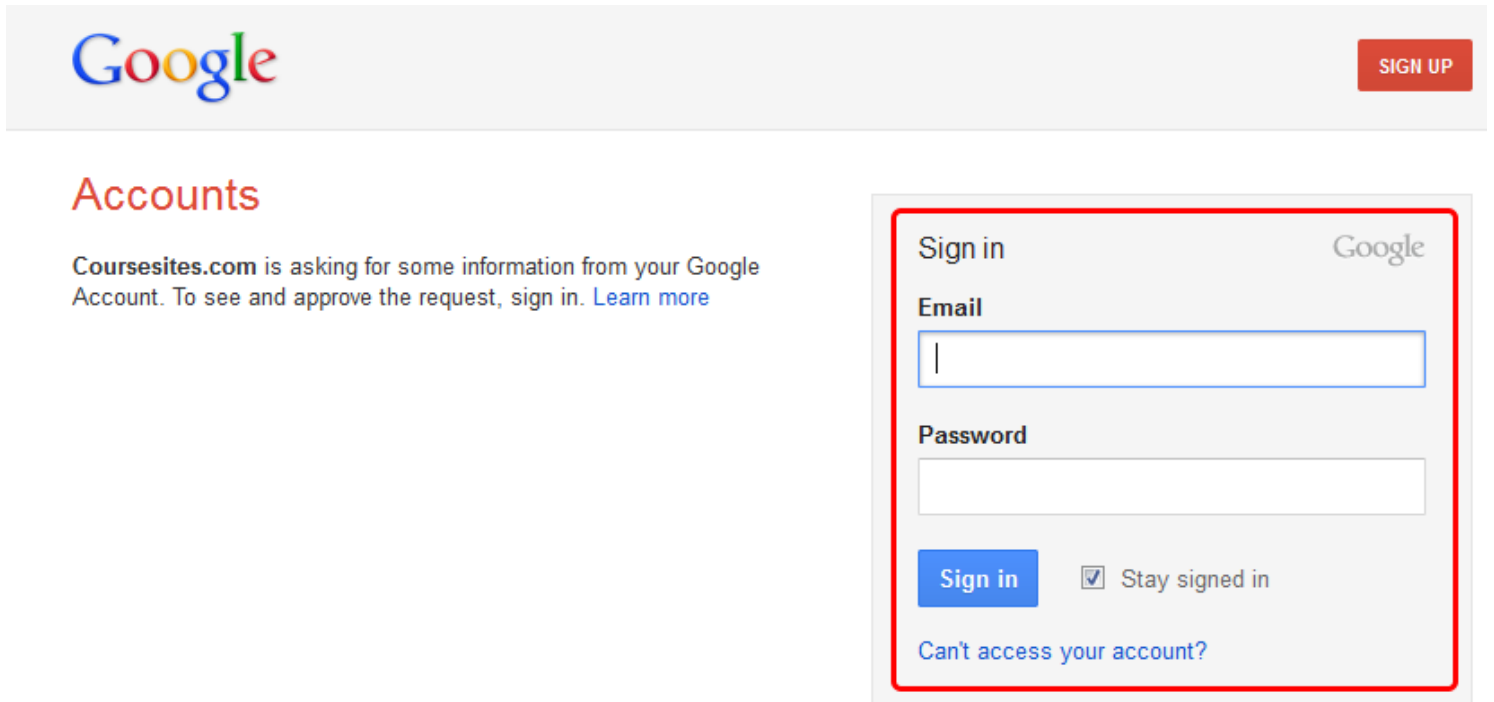


To present Google documents in your course(s) first you must connect a Google account with your CourseSites accounts.

Associating your CourseSites and Google accounts enables you to present Google Documents in your course(s), and allows you to login using Google credentials. No other information is shared between these services once you link the accounts. You can disconnect your accounts in the Social Settings area of Personal Information, found on the My CourseSites tab.

[Connect Accounts](#)

7. On the Google Accounts page enter your credentials.



Google

SIGN UP

Accounts

Coursesites.com is asking for some information from your Google Account. To see and approve the request, sign in. [Learn more](#)

Sign in Google

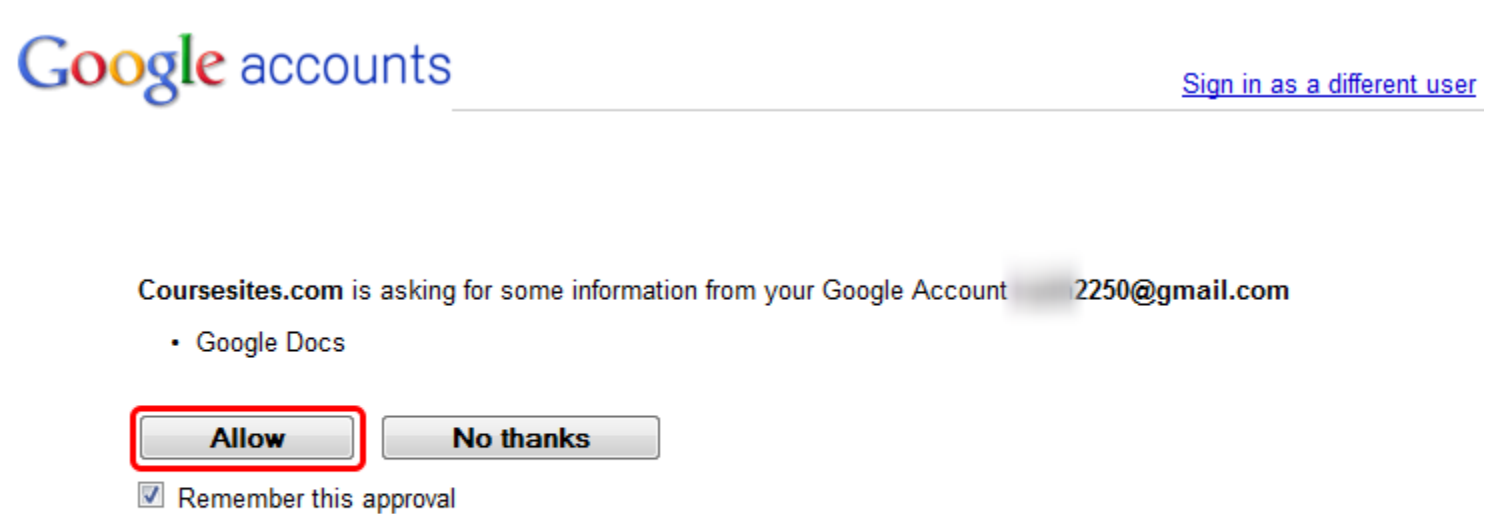
Email

Password

Sign in Stay signed in

[Can't access your account?](#)

8. Click Allow to permit Coursesites.com to access your Google Docs.



Google accounts [Sign in as a different user](#)

Coursesites.com is asking for some information from your Google Account 2250@gmail.com

- Google Docs


Allow **No thanks**

Remember this approval

9. Click Grant Access to allow Coursesites.com to access your Google Docs.



The site **www.coursesites.com** is requesting access to your Google Account for the product(s) listed below.

 Google Docs

Google is not affiliated with www.coursesites.com, and we recommend that you grant access only if you trust the site.

If you grant access, you can revoke access at any time under 'My Account'. www.coursesites.com will not have access to your password or any other personal information from your Google Account. [Learn more](#)

If you are not [2250@gmail.com](#), you can [sign in as a different user](#).

10. Select a Google Document page will appear in a new window. Expand the contextual menu next to the Google Doc you want to import, and then select Import.



Select a Google Document

Google Docs

The selected Google Document will be imported into the Content Collection within this course enabling students to view without the need for a Google account.

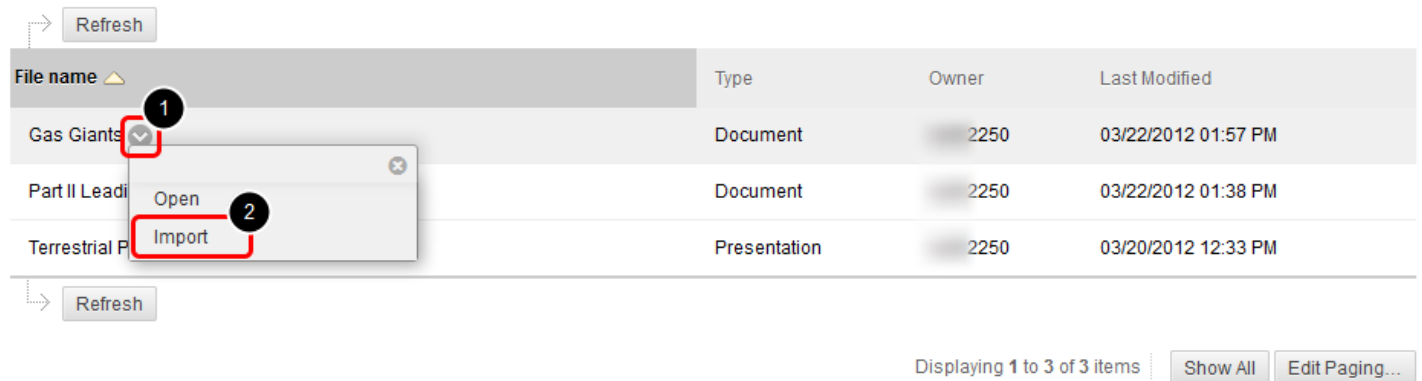
Search Go Search by document title

Refresh

File name 	Type	Owner	Last Modified
Gas Giants 	Document	2250	03/22/2012 01:57 PM
Part II Leadi	Document	2250	03/22/2012 01:38 PM
Terrestrial P	Presentation	2250	03/20/2012 12:33 PM

Refresh

Displaying 1 to 3 of 3 items | Show All Edit Paging...



11. On the Add Google Document page, optionally change the Link Title and then select the Import Type. Click Submit to import the Google Doc link within the item.

Add Google Document

Back

Cancel

Submit

1. Mashup Options

The selected Google Document will be imported into the course Content Collection enabling students to view without the need for a Google account. If a Google Document is updated, please edit this item and re-link to the document.

File Name	Gas Giants
Link Title	1 Gas Giants Paper
Document Type	Google Document
Import Type	2 Word Document PDF Word Document Open Office Rich Text

2. Submit

Click Submit to proceed. Click Back to back. Click Cancel to quit.

Back

Cancel

3 Submit

12. The link to the Google Doc will appear in the chosen location.

1. Content Information

Name

Color of Name

Text

Text Editor is: ON

Now that you have reviewed all other materials from the Gas Giants folder, take your time and review this research paper on the topic. There are mistakes made throughout the [Gas Giants Paper](#) on the topic and it will be your job to find each incorrect statement or phrase, and then make the appropriate correction.

Path: body

Note: To add more than one Google Doc, repeat steps 5, 10-11.

9. Optionally, attach any additional files.

2. Attachments

*Attach a file from a local drive, Course Files, or the Content Collection. All attached files are saved in Course Files. Click **Do Not Attach** to remove the attachment. The file itself is not deleted.*


Attach File



10. Optionally, set availability options for this Item.

3. Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

11. Click Submit.

4. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel

Submit

12. The newly created Item with the Google Doc link will appear on the designated page.



Readings

Attached Files: [Jupiter](#) (15.831 KB)
 [Neptune](#) (16.703 KB)
 [Saturn](#) (14.621 KB)
 [Uranus](#) (14.964 KB)

Click each link to read about the four gas giants. In the breadcrumbs, click **Readings** to return here.



Gas Giants Research Paper

Now that you have reviewed all other materials from the Gas Giants folder, take your time and review this research paper on the topic. There are mistakes made throughout the [Gas Giants Paper](#) on the topic and it will be your job to find each incorrect statement or phrase, and then make the appropriate correction.



NASA Photo Essay of Saturn

Watch a photo essay of the planet Saturn. A new window or tab will open. Close the window or tab to return here.

Note: To change the Google Doc(s) or to include a more updated version, Edit the Item, remove the link and repeat steps 5, 10-11.

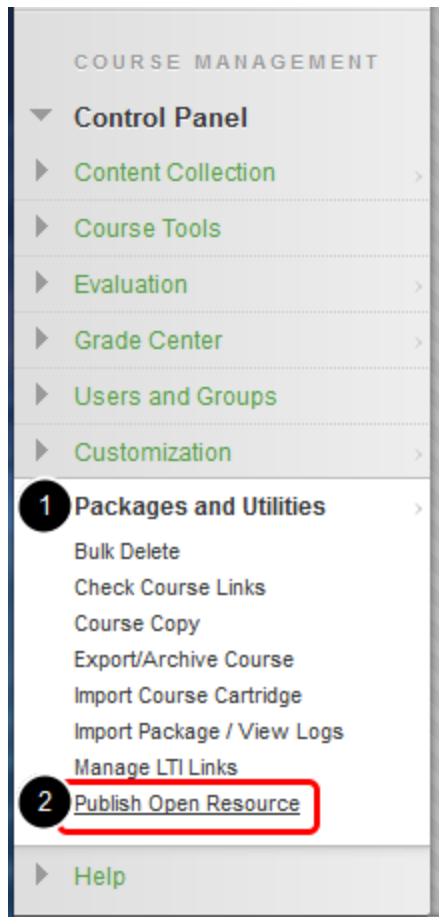
Publishing a Course as an Open Educational Resource

Make your course available as an open educational resource (OER). Publishing your course as an open resource will allow others to download course materials as a Blackboard Course Package and Common Cartridge 1.1 package from the public course home page.

1. On the My CourseSites tab, enter the course you want to publish.



2. On the Control Panel, select Packages and Utilities to expand, and then click Publish Open Resource.



3. Set the Open Educational Resource availability.

Publish Course as an Open Educational Resource

Make your course available as an open educational resource. Publishing your course as an open resource will allow others to download course materials as a Blackboard Course Package and Common Cartridge 1.1 package from the public course home page shown below.

* Indicates a required field.

Cancel

Submit

1. Set Resource Availability

Make this resource available for download from the Course Home Page (See URL listed below.) When set to Yes, all download types become available.

Make Resource Available: Yes No

4. Optionally, edit the existing Open Educational Resource information.

2. Open Educational Resource Information

* Title	<input type="text" value="Introductory Oceanography"/>
Description	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
* Author(s)	<input type="text" value="Jarl Jonas, Linas Laucys, Cathy Chu"/> <i>Use a comma to separate multiple entries</i>
Contributor(s)	<input type="text"/> <i>Use a comma to separate multiple entries</i>
Keywords/Tags	<input type="text"/> <i>Use a comma to separate multiple entries</i>

Note: Provide as much meta data as possible in each field. The more rich information provided about the published course (or Open Educational Resource) the easier it will be when searches are conducted.

5. Click Submit.

3. Submit

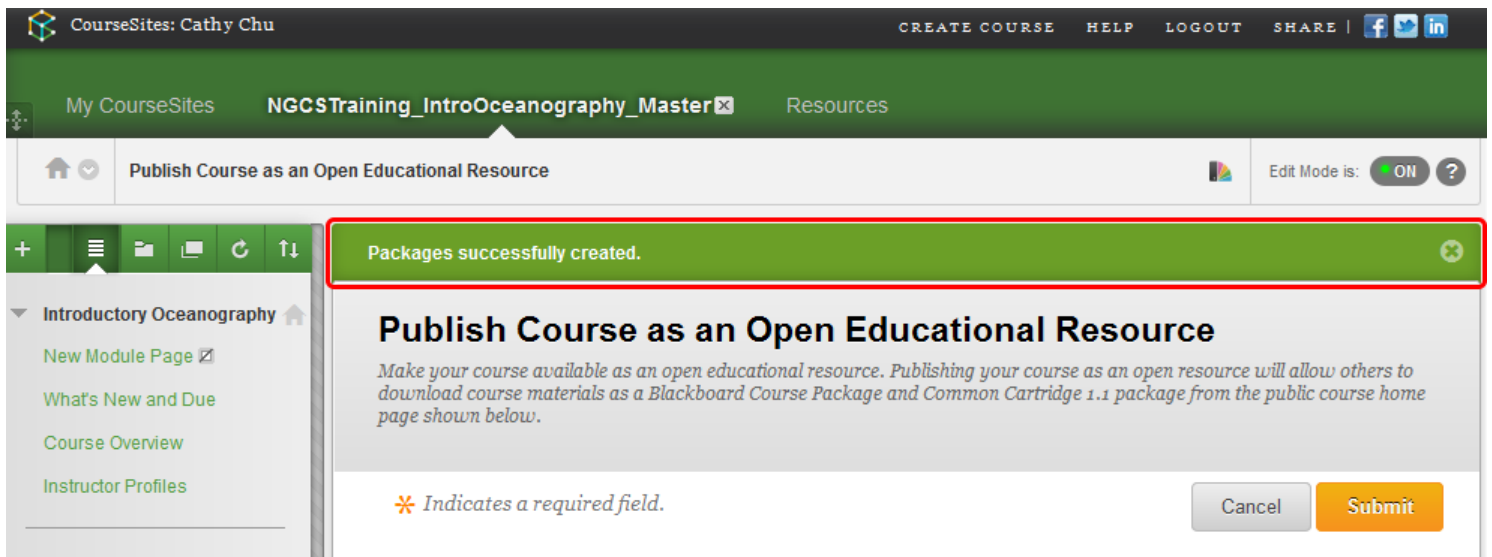
Click Submit to proceed. Click Cancel to quit.

Submit to publish or update the Open Educational Resource settings and packages for download.

Cancel

Submit


6. A success message will appear at the top of the page.



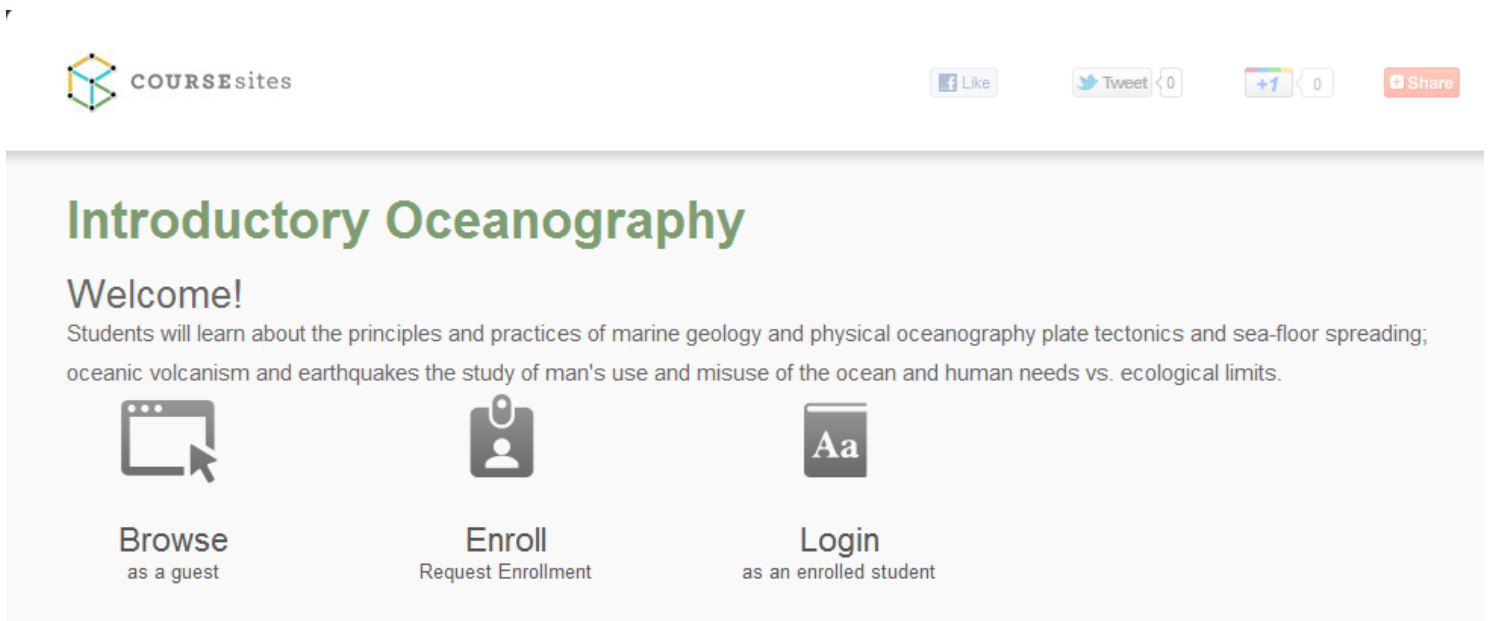
The screenshot shows the CourseSites interface for Cathy Chu. The top navigation bar includes 'CREATE COURSE', 'HELP', 'LOGOUT', and 'SHARE' with social media icons. The main header shows 'My CourseSites' and 'NGCSTraining_IntroOceanography_Master'. Below the header, there is a 'Publish Course as an Open Educational Resource' button and an 'Edit Mode is: ON' toggle. A green success message banner at the top reads 'Packages successfully created.' Below this, the 'Publish Course as an Open Educational Resource' section is visible, containing instructions and a 'Submit' button. A sidebar on the left lists course navigation options like 'New Module Page', 'What's New and Due', 'Course Overview', and 'Instructor Profiles'.

Note: This message will appear only if the creation of the OER was successful.

7. After the success message appears, scroll down to the Open Educational Resource Information section and click on the URL link.

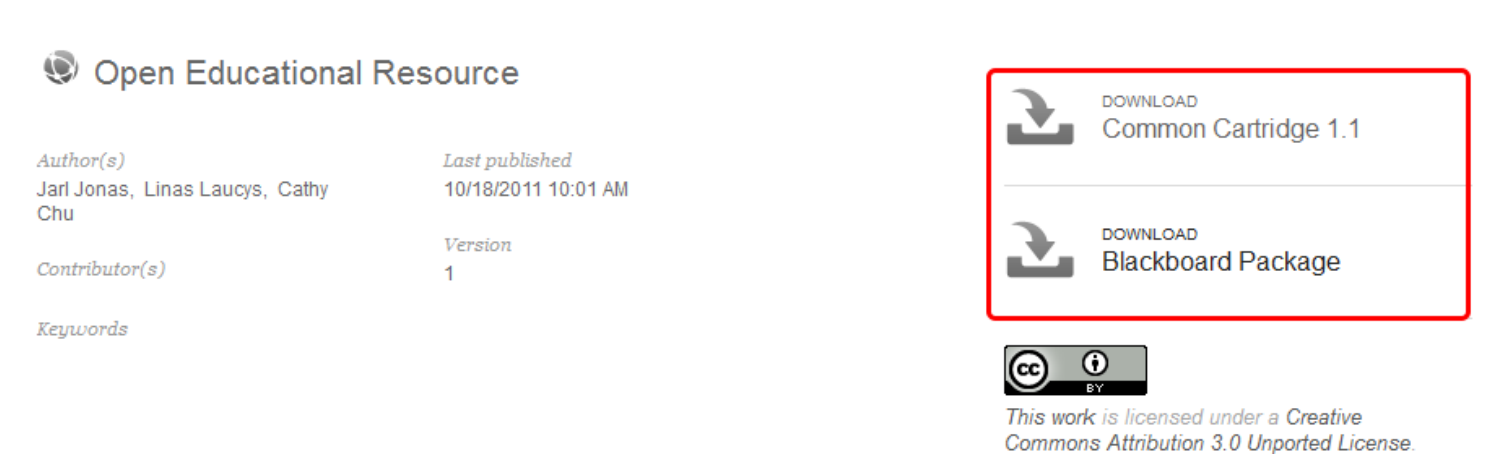
URL	http://www.coursesites-stage.com/s/_NGCSTraining_IntroOceanography_Master
Last Updated	10/18/2011 10:01 AM
Version	1
Supported Download Types	Blackboard Package Common Cartridge 1.1
Licensed By:	Creative Commons Attribution 3.0 Unported License 

8. The course page will appear.



The screenshot shows the CourseSites interface for a course titled "Introductory Oceanography". At the top left is the CourseSites logo. To the right are social media sharing buttons for Facebook (Like), Twitter (Tweet 0), a plus sign for more options, and a Share button. The main heading is "Introductory Oceanography" in a large green font. Below it is a "Welcome!" message followed by a paragraph: "Students will learn about the principles and practices of marine geology and physical oceanography plate tectonics and sea-floor spreading; oceanic volcanism and earthquakes the study of man's use and misuse of the ocean and human needs vs. ecological limits." Below the text are three main navigation options, each with an icon and a label: "Browse as a guest" (with a monitor icon), "Enroll Request Enrollment" (with a person icon), and "Login as an enrolled student" (with an "Aa" icon).

9. Under Open Educational Resource end users will be able to download the course material.



The screenshot displays an "Open Educational Resource" page. On the left, there is a table of metadata:

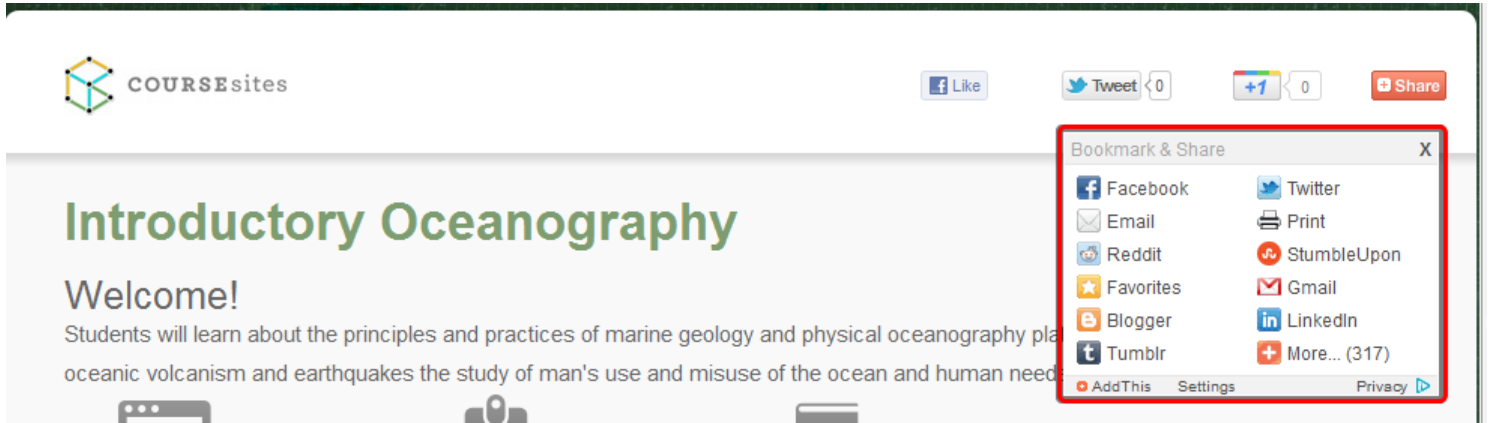
Author(s) Jarl Jonas, Linas Laucys, Cathy Chu	Last published 10/18/2011 10:01 AM
Contributor(s)	Version 1
Keywords	

On the right side, there is a red-bordered box containing two download options, each with a download icon and the text "DOWNLOAD":

- Common Cartridge 1.1
- Blackboard Package

Below the download options is a Creative Commons Attribution 3.0 Unported License logo (CC BY) and the text: "This work is licensed under a Creative Commons Attribution 3.0 Unported License."

10. Return to the top of the course page and share your resources with all your friends and colleagues using any of the available social media services.

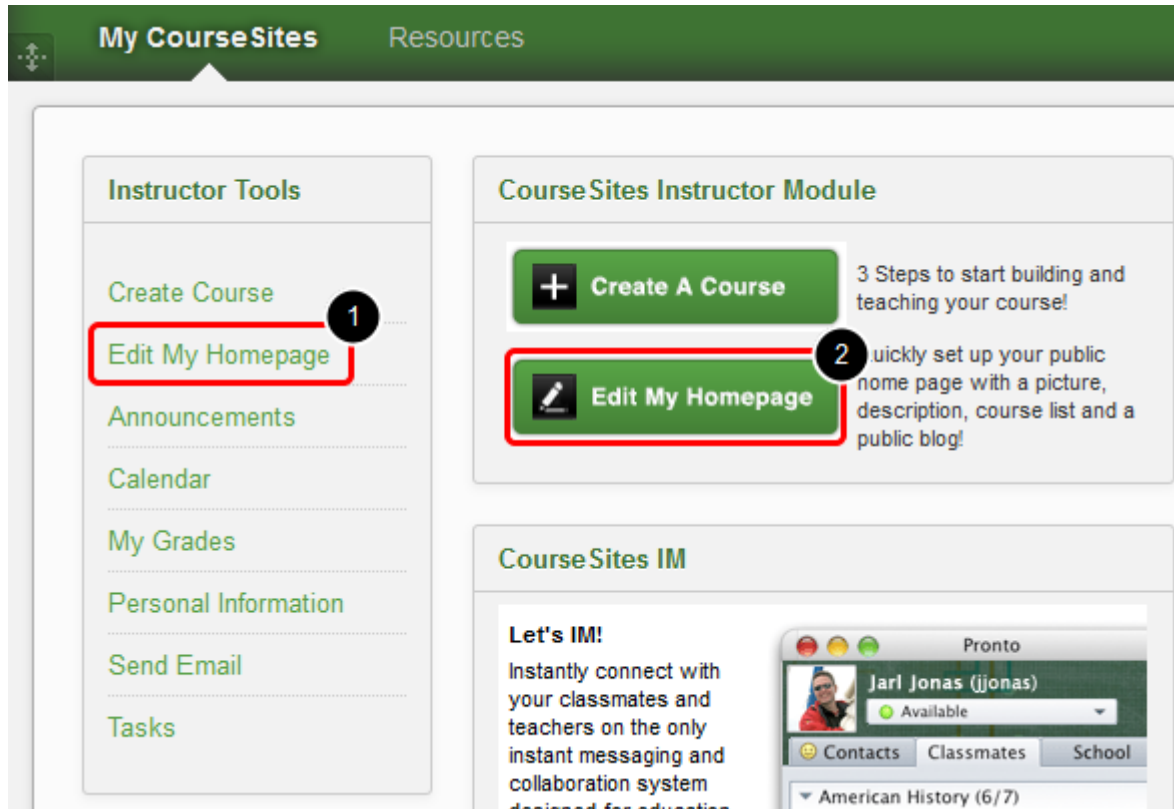


Part 4: Setting Up the Instructor Home Page

Adding a Picture to the Instructor Home Page

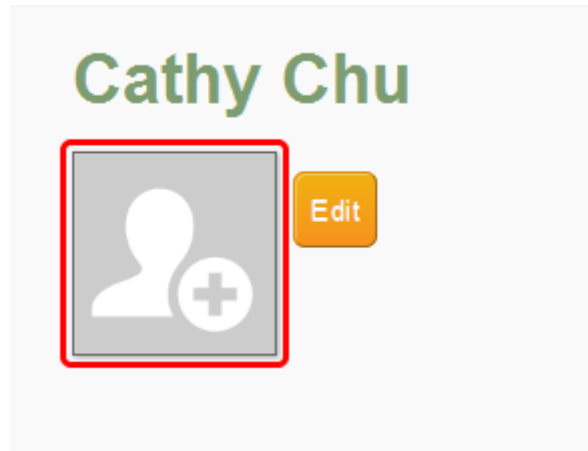
Editing the Instructor Home Page takes place from the My CourseSites tab. Follow the steps below to add a picture.

1. From the My CourseSites tab, click one of the Edit My Homepage options.

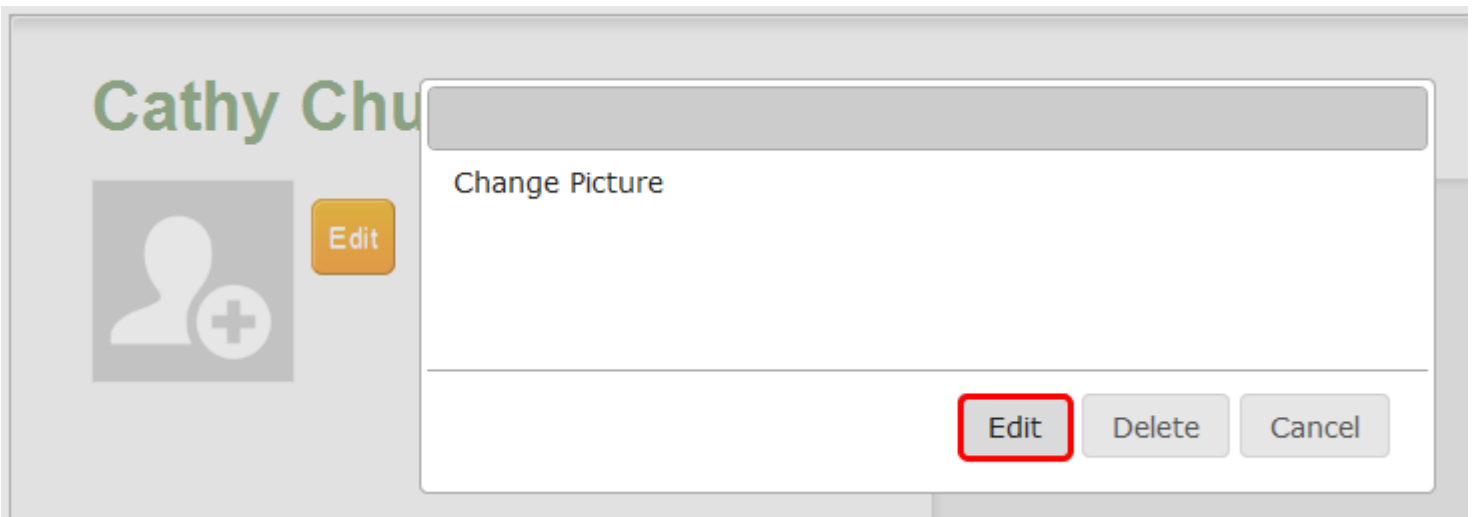


Note: From the My CourseSites tab you can access the Instructor Home Page two ways: using the Edit My Home Page link within the Instructor Tools module (top left); or using the Edit My Home Page button within the CourseSites Instructor Module (top center).

2. Select the gray picture icon.



3. On the Change Picture pop-up, click Edit.



4. Click Browse to locate and select the image.

1. Browse

Please specify a image file:



Note: Recommended pixel size for an image is 50 by 50, otherwise the picture will distort.

5. Click Submit to save changes.

2. Submit

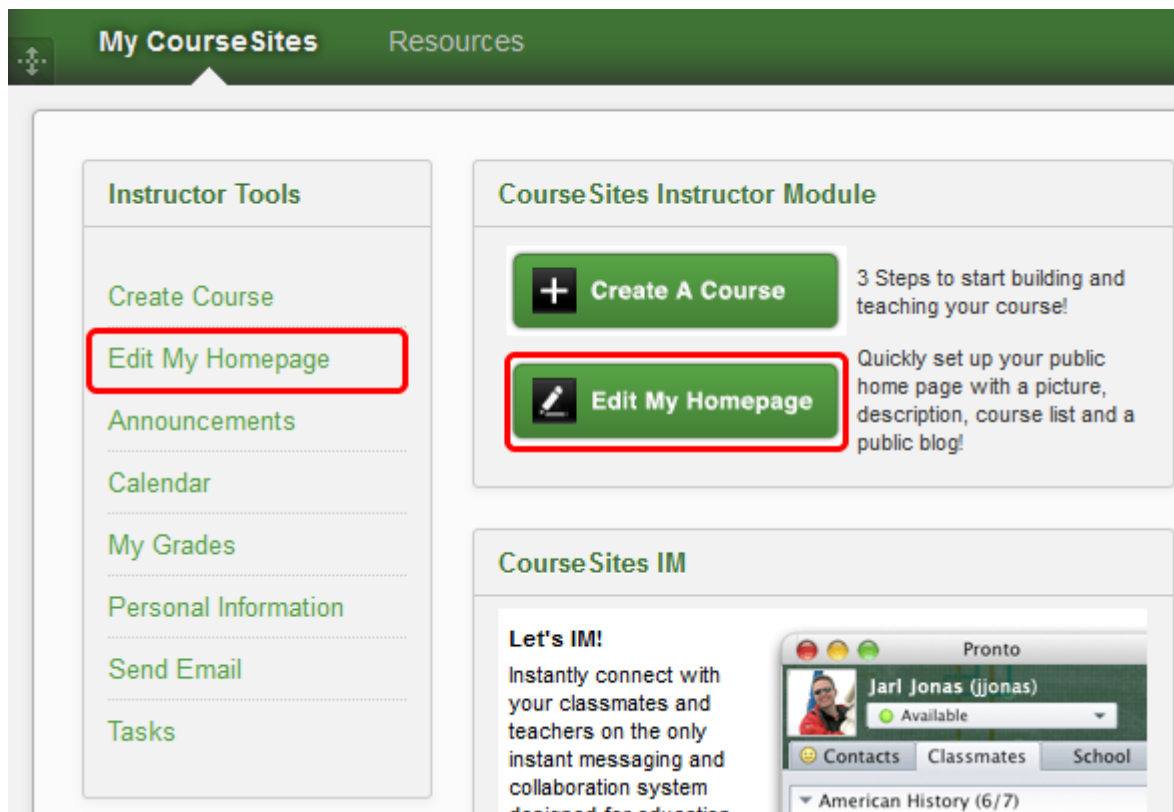
Click Submit to proceed. Click Cancel to quit.



Editing the Description on the Instructor Home Page

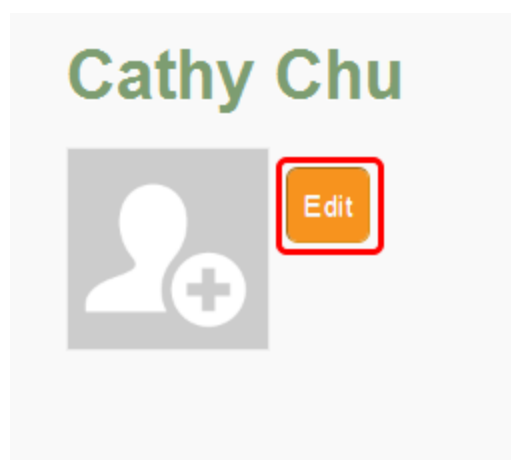
From the Instructor Home Page you can also add or edit a brief description.

1. From the My CourseSites tab, click one of the Edit My Homepage options.



Note: From the My CourseSites tab you can access the Instructor Home Page two ways: using the Edit My Home Page link within the Instructor Tools module (top left); or using the Edit My Home Page button within the CourseSites Instructor Module (top center).

2. Select Edit, located beneath your name.



3. On the Update Profile Description page, enter a small introduction and/or personal message.

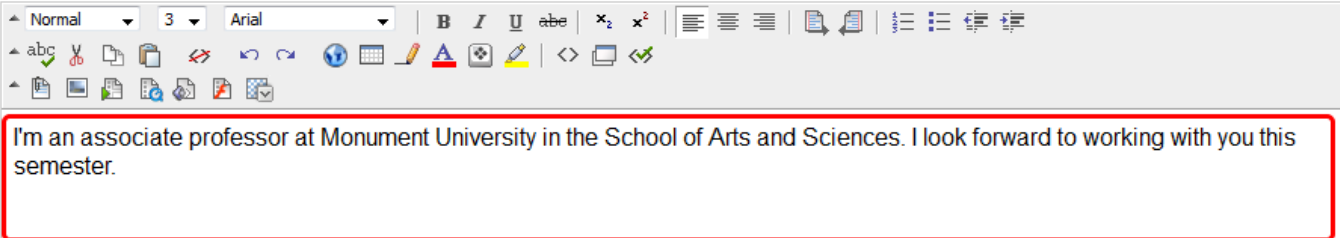
Update Profile Description

Cancel Submit

1. Personal Information

Small introduction / profile you want to see on your personal home page

Text Editor is: ON



I'm an associate professor at Monument University in the School of Arts and Sciences. I look forward to working with you this semester.

Note: Uploading documents or multimedia files to this area is not possible at this time. Please ignore the third row of tools in the text editor until further notice. Alternatively, you can use hyperlinks to present further information.

4. Click Submit to save the Description.

2. Submit

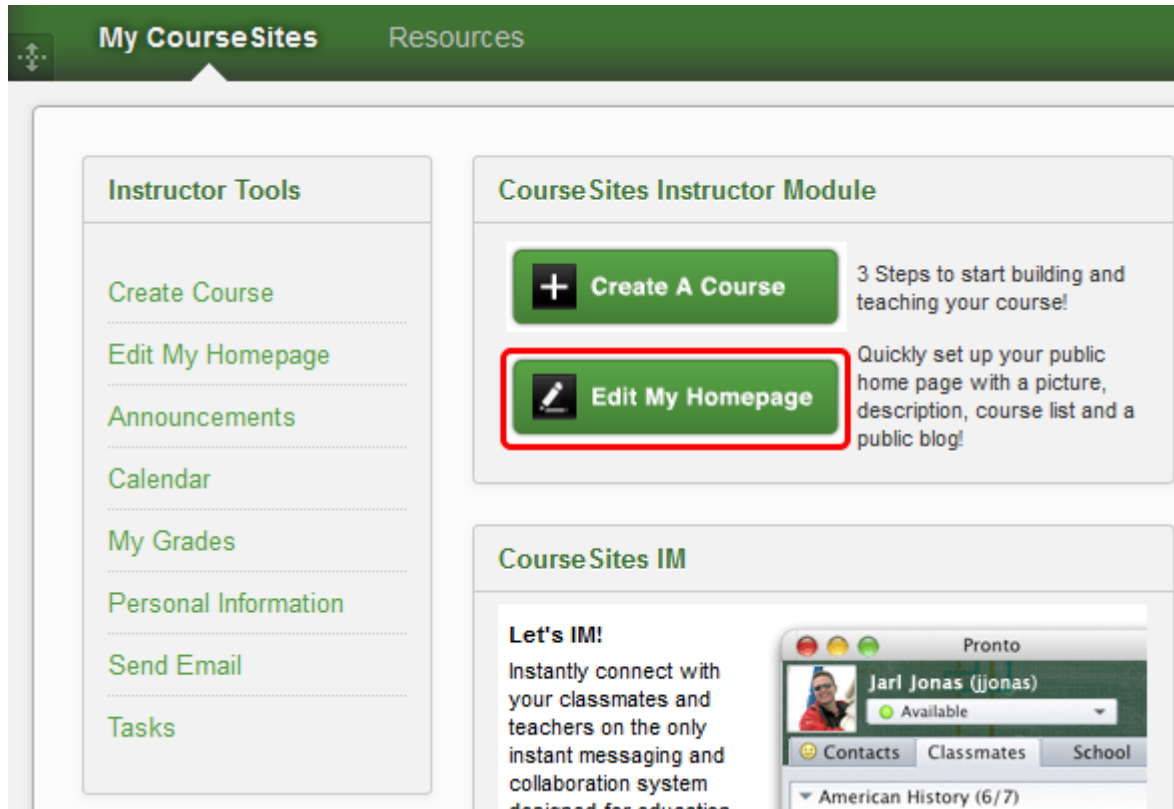
Click Submit to proceed. Click Cancel to quit.

Cancel Submit

Managing Your Blog on the Instructor Home Page

A blog can be added to your homepage as an interactive way to engage students. To manage your blog follow these steps below.

1. From the My CourseSites tab, click Edit My Homepage.



2. Under My Latest Blogs, select Edit Blog Settings.

 My Latest Blogs



3. On the Update Blog Information page, select to use the CourseSites blog tool, or to link to one of your own.

Update Blog Information

** Indicates a required field.*

1. Blog Feeds

Provide the blog to be used for instructor home page

Use CourseSites Blogging Tool
Manage Blog
Add New Blog Posting

Link to My Existing Blog
RSS URL

4a. If using the CourseSites blog, you can click Add New Blog Posting to add a new blog entry immediately, or wait.

1. Blog Feeds

Provide the blog to be used for instructor home page

Use CourseSites Blogging Tool

Manage Blog

Add New Blog Posting

Link to My Existing Blog

RSS URL

4b. If linking to your own blog, enter the RSS URL.

1. Blog Feeds

Provide the blog to be used for instructor home page

Use CourseSites Blogging Tool

Manage Blog

Add New Blog Posting

Link to My Existing Blog

RSS URL

Note: Be sure to click the **Link to My Existing Blog** radio button first.

5. Click Submit to save changes.

2. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel

Submit

Posting a Blog Entry to the Instructor Home Page

If choosing the CourseSites Blog tool for your Instructor Home Page you can either manage your blog or add a new post. To post a new blog entry, follow the steps below.

1. From the My CourseSites tab, click Edit My Homepage.



2. Under My Latest Blogs, select Edit Blog Settings.

 My Latest Blogs



3. Click Add New Blog Posting.

Update Blog Information

** Indicates a required field.*

1. Blog Feeds

Provide the blog to be used for instructor home page

Use CourseSites Blogging Tool

Link to My Existing Blog

Note: Clicking **Manage Blog** also allows you to add a new post, as well as Edit and Remove posts.

4. From the Blog Entry page, enter a blog Title and Excerpt.

1. Blog Entry

* Title

Excerpt

abc ✓

Note: The Excerpt should be a preview of the full blog post. Within Excerpt the character limit is 150. The characters more than 150 will be truncated after clicking **Submit**.

6. Enter the full blog post into the Post Body.

Post Body

Text Editor is: ON

Normal 3 Arial | **B** *I* U abc | x₂ x² | [List Icons]

[Rich Text Editor Icons]

Welcome to CourseSites by Blackboard. This is my first blog post. From now on, I will post my blog entries about the use of CourseSites here and share them with you. Hope you can enjoy using CourseSites to create your own courses.

Path: body » span

7. Enable/Disable the blog viewers' ability to leave comments.

Comments Enabled Disabled

Tags

Date/Time [Calendar Icon]
Enter dates as mm/dd/yyyy

Time Zone

8. Optionally, add Tags to help you label posts.

Comments Enabled Disabled

Tags


Date/Time [Calendar Icon]
Enter dates as mm/dd/yyyy

Time Zone

9. Add a Date/Time stamp and choose your Time Zone.

Comments Enabled Disabled

Tags

Date/Time 
Enter dates as mm/dd/yyyy

Time Zone

Note: Red boxes and numbers 1 and 2 highlight the Date/Time and Time Zone fields respectively.

10. Click Submit to save changes.

2. Save

Click Submit to proceed. Click Cancel to quit.

11. The new blog entry will be posted.

 My Latest Blogs

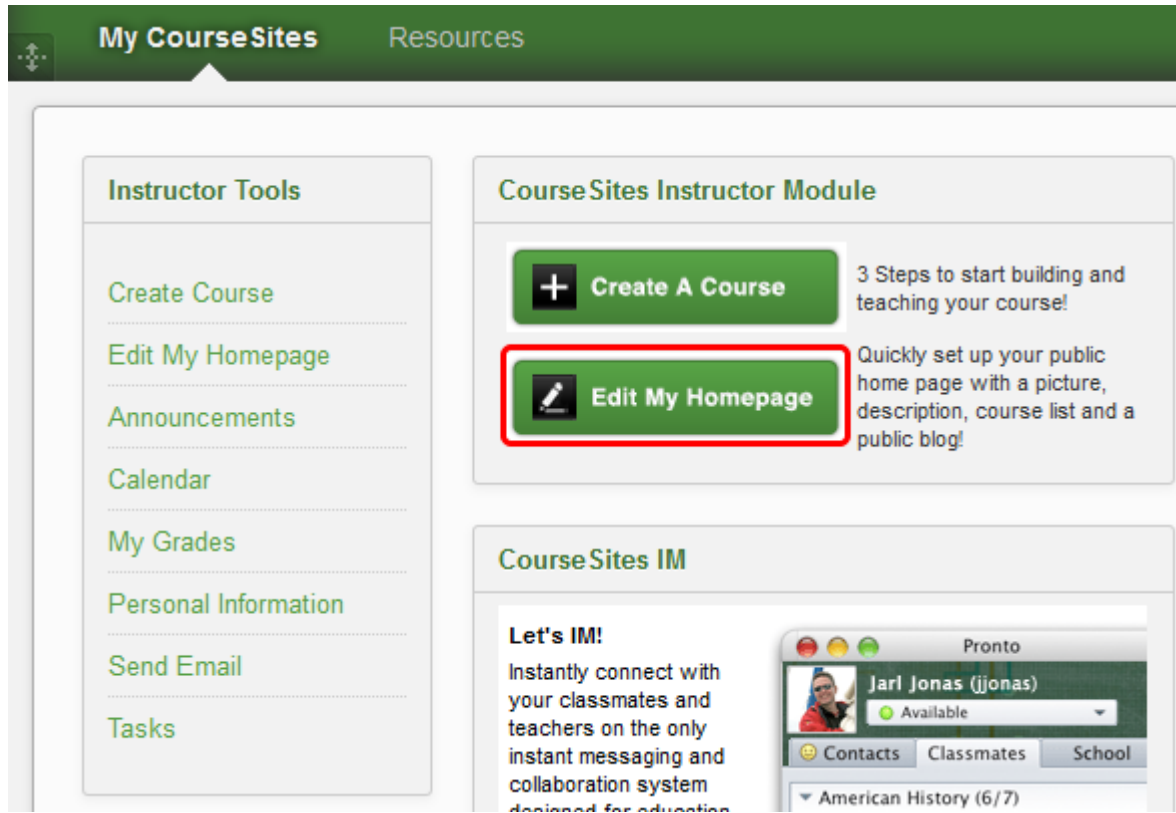
[Edit Blog Settings](#)

Welcome to My Course!
Mon, 06 Feb 2012 16:57:10 GMT
Thank you for joining my course and welcome!
[Read more...](#)

Adding Affiliations to the Instructor Home Page

From the Instructor Home Page you also can add affiliations so that your students and other homepage visitors are aware of other groups or organizations to which you belong. To manage your affiliations follow these steps:

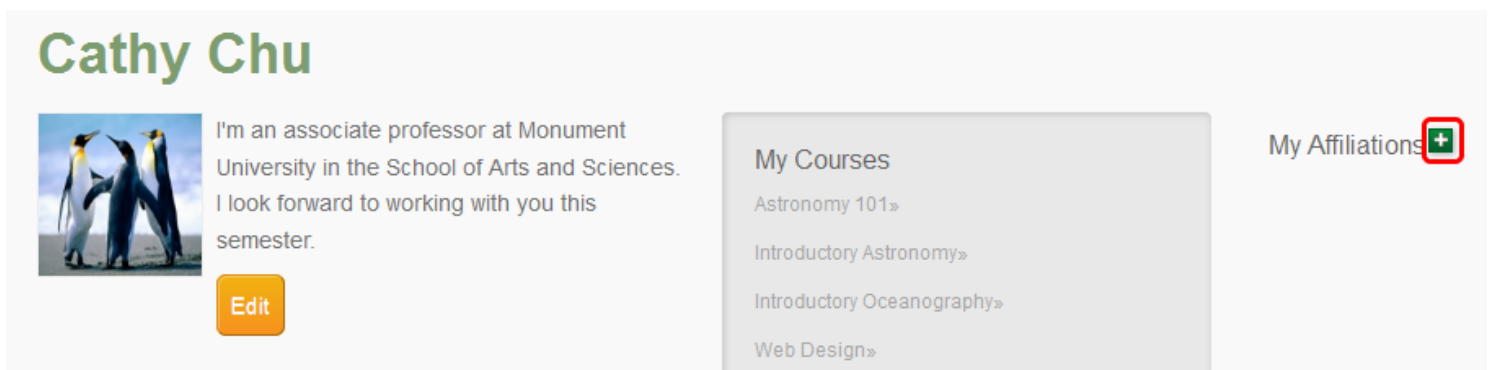
1. From the My CourseSites tab, click Edit My Home Page.



The screenshot shows the 'My CourseSites' interface. At the top, there are two tabs: 'My CourseSites' (selected) and 'Resources'. Below the tabs, there are three main sections:

- Instructor Tools:** A vertical list of links including 'Create Course', 'Edit My Homepage', 'Announcements', 'Calendar', 'My Grades', 'Personal Information', 'Send Email', and 'Tasks'.
- CourseSites Instructor Module:** Contains two buttons: 'Create A Course' (with a plus sign icon) and 'Edit My Homepage' (with a pencil icon). The 'Edit My Homepage' button is highlighted with a red border. To the right of these buttons are descriptive text blocks: '3 Steps to start building and teaching your course!' for 'Create A Course' and 'Quickly set up your public home page with a picture, description, course list and a public blog!' for 'Edit My Homepage'.
- CourseSites IM:** Features a 'Let's IM!' section with text about connecting with classmates and teachers, and a screenshot of an instant messaging window for 'Jarl Jonas (jjonas)' with status 'Available' and buttons for 'Contacts', 'Classmates', and 'School'.

2. Click the green plus sign next to My Affiliations.



The screenshot shows the profile page for 'Cathy Chu'. On the left, there is a profile picture of two penguins and a bio: 'I'm an associate professor at Monument University in the School of Arts and Sciences. I look forward to working with you this semester.' Below the bio is an orange 'Edit' button. To the right, there is a 'My Courses' section listing 'Astronomy 101', 'Introductory Astronomy', 'Introductory Oceanography', and 'Web Design'. On the far right, there is a 'My Affiliations' section with a green plus sign icon next to it.


3. Under Add/Edit Professional Affiliation Details, enter your Affiliation Name, Start/End Date and select the Type.


(+) Add a New Affiliation

Name

Type

Professional Education Employment Organization Membership

Start Date 
Enter dates as mm/dd/yyyy

End Date 
Enter dates as mm/dd/yyyy

Description

Note: Optionally, providing a brief description of your affiliation(s).

4. Click Submit to add your affiliation(s).

Description

5. Your new affiliation(s) will appear.

Cathy Chu



I'm an associate professor at Monument University in the School of Arts and Sciences. I look forward to working with you this semester.

Edit

My Courses

- Astronomy 101»
- Introductory Astronomy»
- Introductory Oceanography»
- Web Design»

My Affiliations

Education

New York University

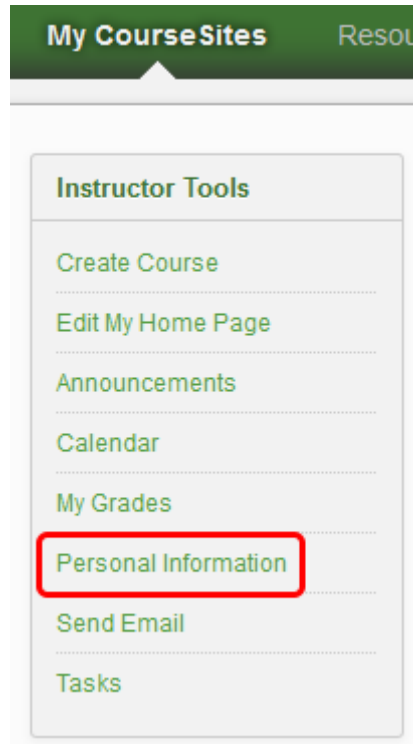
Professional

Blackboard, Inc.

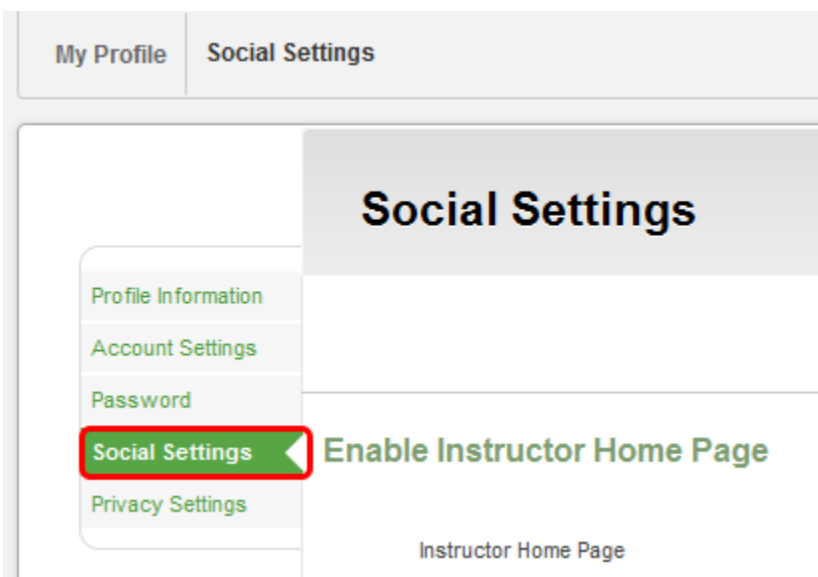
Adding Social Networks to the Instructor Home Page

Allow students or guest to view your social network sites (Facebook, Twitter and LinkedIn) by linking them to your Instructor Home Page.

1. On the My CourseSites tab, within the Instructor Tools menu, click Personal Information.



2. Click Social Settings to access its area.




3. Under Social Single Sign On, click the check box of one or more of the available social networks.

Social Single Sign On


(+) Add new social networks

Associate your account with one or more of the web service options below to enable single sign-on (A new window will open once a choice is selected.)

Instructors Only: After establishing a connection here, edit your Instructor Home Page to enable links to related social network pages. Available networks are noted with an asterisk below. Disabling a single sign-on option will remove the connection and icon from the Instructor Home Page.

 Facebook*


 Twitter*

 Windows Live*

 Yahoo

 Google

 LinkedIn*

 Behind the Blackboard

Note: Only Facebook, Twitter, and LinkedIn can be linked to your Instructor Homepage.

4. Once a service is selected, a new window should appear. Enter your social network credentials and click Sign In.

twitter  Sign up ›

You can use your Twitter account to sign in to other sites and services.
By signing in here, you can use Blackboard without sharing your Twitter password.

Authorize Blackboard to use your account?

This application **will be able to:**

- Read Tweets from your timeline.
- See who you follow, and follow new people.
- Update your profile.
- Post Tweets for you.

[Forgot your password?](#)

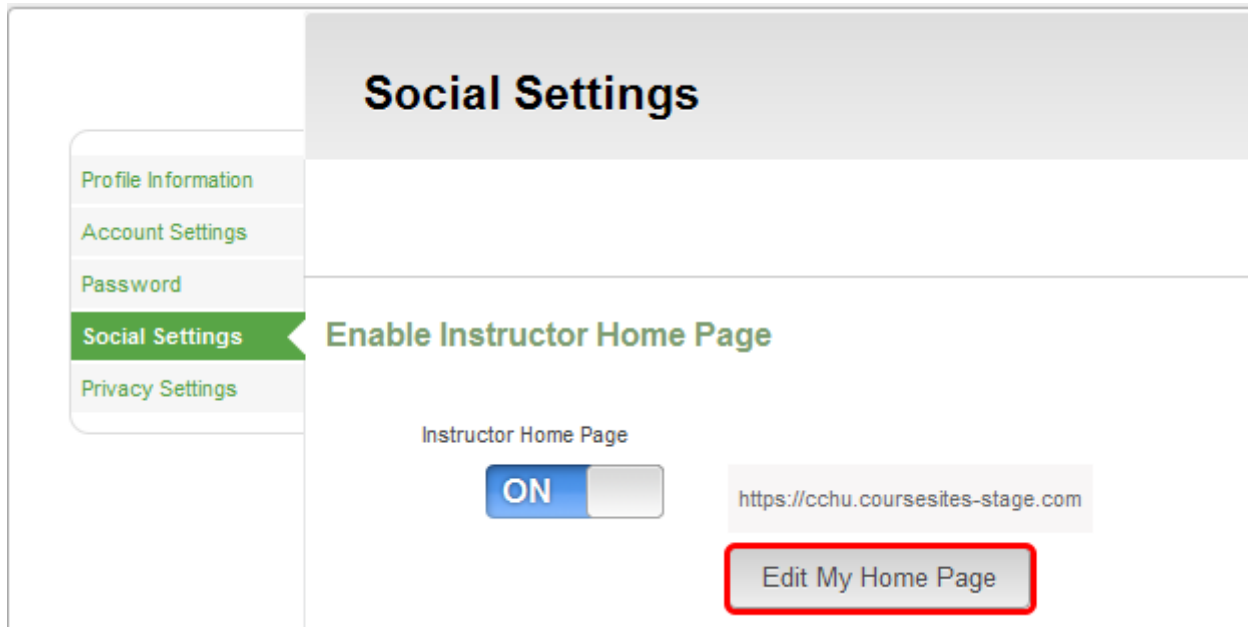
This application **will not be able to:**

- Access your direct messages.
- See your Twitter password.


Blackboard
Blackboard
By Blackboard
blackboard.com
Blackboard Twitter Sign-In
[← Cancel, and return to app](#)

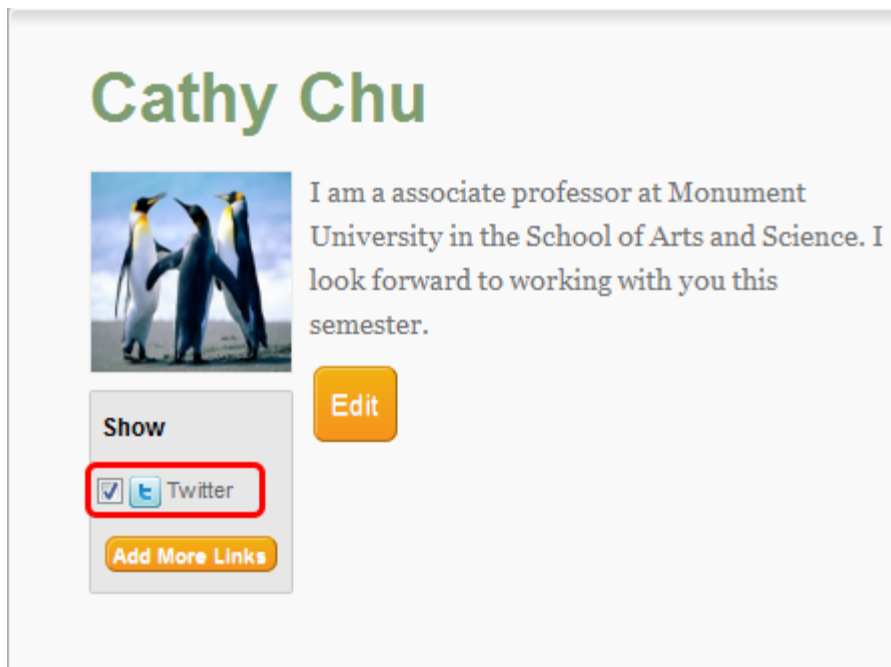
Note: Use the Edit My Home Page button on the current page, or use the Edit My Home Page button/links available on the My CourseSites tab.

5. Once the connection is established (a check mark will appear). Under Enable Instructor Home Page click Edit My Home Page.



Note: Make sure the Instructor Home Page ON/OFF button is switched to **ON**.

6. Once on the Edit Instructor page, select the check box next to the social network you want linked to your Instructor Home Page.



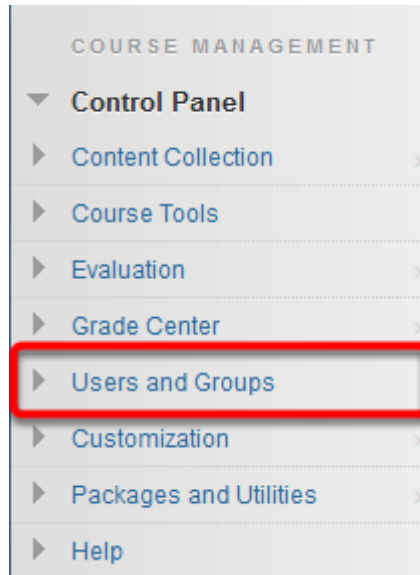
Note: Students can access your social network by clicking on the respective link. Add additional social network links to your Home Page by clicking on the **Add More Links**.

Part 5: Managing and Enrolling Users

Setting Instructor-led Enrollment Type

Choose the Instructor-led Enrollment Type when you want to be directly involved in the enrollment and/or user creation process. This Enrollment Type enables you to invite users to your course, create users in batch, or require users to request enrollment.

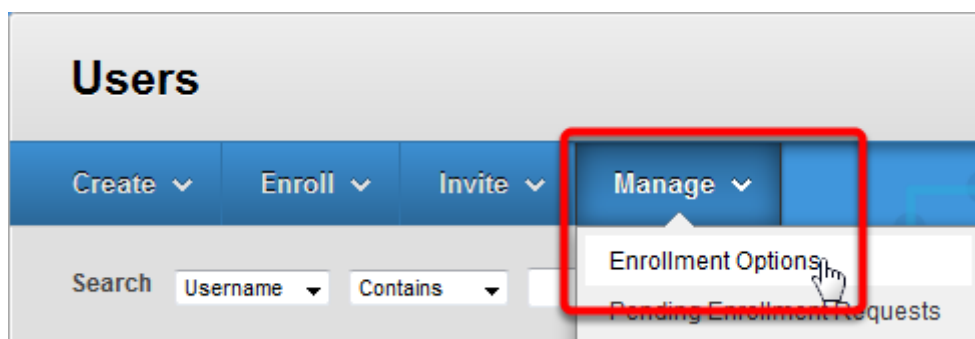
1. Expand the Users and Groups area of Control Panel.



2. Select Users.



3. Expand the Manage menu, and then select Enrollment Options.



4. Select Instructor-led Enrollment Type.

Manage Enrollment Options

* Indicates a required field.

1. Enrollment Type

Choose your preferred enrollment type. Further options will display, based on your selection

* Enrollment Type Instructor-Led Open Enrollment
Email Requests Allow

Note: The Instructor-led Enrollment Type is the default.

5. Optionally, allow Email Requests.

Manage Enrollment Options

* Indicates a required field.

1. Enrollment Type

Choose your preferred enrollment type. Further options will display, based on your selection

* Enrollment Type Instructor-Led Open Enrollment

Email Requests Allow 

5a. When allowing Email Requests, the Request Enrollment button appears on the Course Home Page, available through your Instructor Home Page.

Introductory Astronomy

Welcome!

Astronomy is the science of celestial objects and phenomena that originate outside of the Earth's atmosphere. Over the centuries, civilizations, mankind has studied the stars and have relied on them to help navigate the earth. At the end of this course, you will have a better understanding of our solar system and the basic physics surrounding stars.



Browse
as a guest



Request
enrollment



Login
as an enrolled student

Note: Process pending enrollment requests at the Users>Manage>Pending Enrollment Request page.

6. Click Submit to confirm option selections.

2. Submit

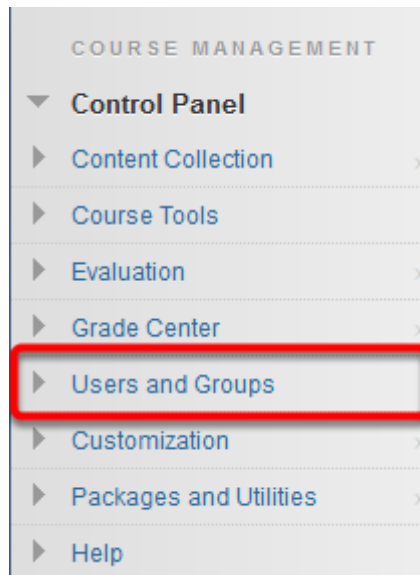
Click Submit to proceed. Click Cancel to quit.



Setting Open Enrollment Type

Choose the Instructor-led Enrollment Type when you want to be directly involved in the enrollment and/or user creation process. This Enrollment Type enables you to invite users to your course, create users in batch, or require users to request enrollment.

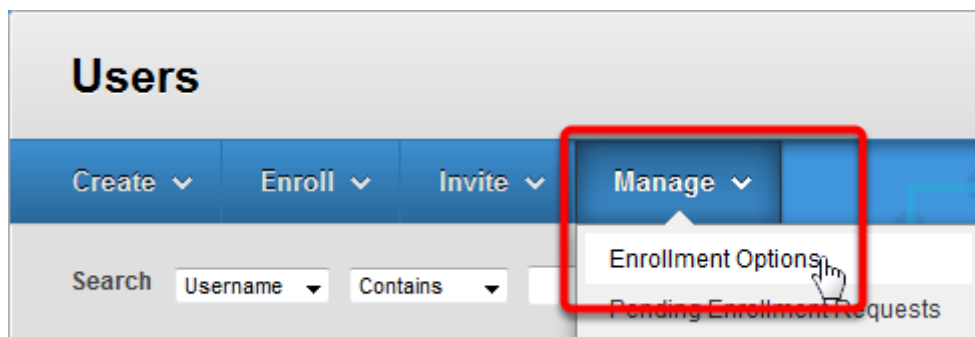
1. Expand the Users and Groups area of Control Panel.



2. Select Users.



3. Expand the Manage menu, and then select Enrollment Options.



4. Select Open Enrollment Type.

Manage Enrollment Options

* Indicates a required field.

1. Enrollment Type

Choose your preferred enrollment type. Further options will display, based on your selection

* Enrollment Type Instructor-Led Open Enrollment


Note: After selecting this type, more options will display.

4a. When selecting Open Enrollment, the Self-Enroll button appears on the Course Home Page, available through your Instructor Home Page.


Introductory Astronomy

Welcome!


Astronomy is the science of celestial objects and phenomena that originate outside of the Earth's atmosphere. Throughout human civilizations, mankind has studied the stars and have relied on them to help navigate the earth. At the end of this course, you will have a better understanding of our solar system and the basic physics surrounding stars.



Browse
as a guest



Self-Enroll
in this course



Login
as an enrolled student

5. Optionally, set a Start and/or End Date, or Require an Access Code.

Start Date 04/11/2012 08:11 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

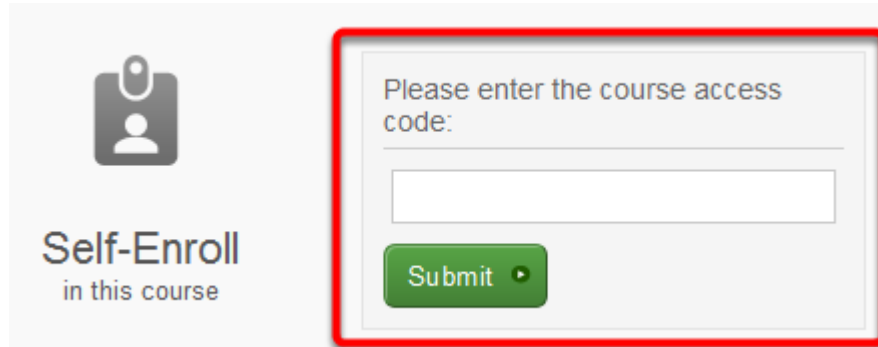
End Date 04/11/2012 08:11 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Require Access Code

Note: Enabling a Start Date and/or End Date will limit the availability of the Self Enroll button for prospective students. If requiring an access code, be sure to distribute the code to students prior to them accessing the course home page.

5a. If an Access Code is required, students will be asked to enter the code after clicking the Self-Enroll button as pictured below.



The screenshot shows a 'Self-Enroll in this course' interface. On the left, there is a person icon and the text 'Self-Enroll in this course'. On the right, a white box contains the text 'Please enter the course access code:' above a text input field. Below the input field is a green 'Submit' button with a right-pointing arrow. A red rectangular border highlights the entire input area, including the text, the input field, and the 'Submit' button.

Note: Once students enter the correct access code, they will be taken to a page where they choose if they have an account, or if they need an account. After initial enrollment, students should return to the course home page and select Login (pictured above), or visit www.coursesites.com and click Login.

6. Click Submit to confirm option selections.

2. Submit

Click Submit to proceed. Click Cancel to quit.

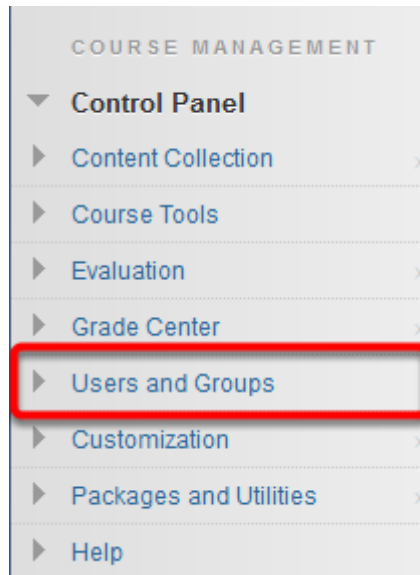


Two buttons are shown: a grey 'Cancel' button and a blue 'Submit' button with a white border. A red rectangular border highlights the 'Submit' button.

Creating Users

When you are unable to collect student email addresses to send Course Invitations, or if you simply want to create student accounts on your own, CourseSites enables you to do so. Follow the steps below to create student accounts and generate usernames and passwords. A prerequisite to this process is the creation of a comma-separated value (.csv) file, or comma delimited file, with students' First Names, Last Names, and Email Addresses (not required). CSV files can be generated easily using Microsoft Excel®.

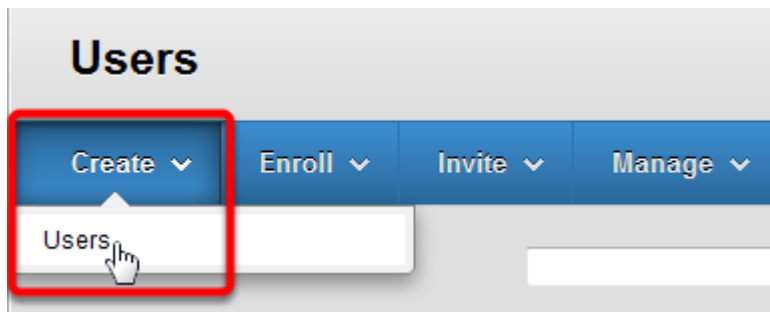
1. Expand the Users and Groups area of Control Panel.



2. Select Users.




3. Expand the Create menu, and then select Users.



4. Click Browse to select Comma Delimited file of student information.

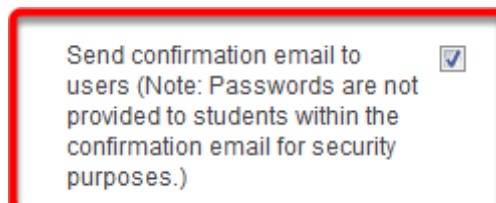
1. Select a CSV file

Select a CSV file with student first name, last name, email (optional) formatted: FIRSTNAME, LASTNAME, EMAIL. Please include only one record per line. Email address is not required. Account usernames and passwords will be randomly generated for download.

A form element for selecting a CSV file. It consists of a text input field with the placeholder text "Browse a CSV file" and a blue button labeled "Browse...". The entire form is enclosed in a red rectangular box.

Note: The comma delimited (CSV) file should contain students' first names, last names, and email addresses (optional) formatted: FIRSTNAME, LASTNAME, EMAIL (no header.) Include only one record per line. (Note: When using Microsoft Excel to generate the CSV file, use columns to separate information and no commas.) Once uploaded, usernames and passwords will be randomly generated for each student and available on the next screen for printing and/or download.

5. Optionally, select the check box to send a confirmation email to the users being created.

A form element for selecting a checkbox. It contains the text "Send confirmation email to users (Note: Passwords are not provided to students within the confirmation email for security purposes.)" followed by a checked checkbox. The entire form is enclosed in a red rectangular box.

Note: Passwords are not included in the confirmation emails. As such, you will need to provide this to students in a separate communication.

6. Click Submit to generate accounts.

2. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel

Submit

7. User accounts will be created. Print the account information or download the resulting .csv file with the account information for your records.

User Accounts Created

User accounts were created for the names you provided. Use the save, or print buttons below to keep a copy for your records.

Print

Download Results to CSV File

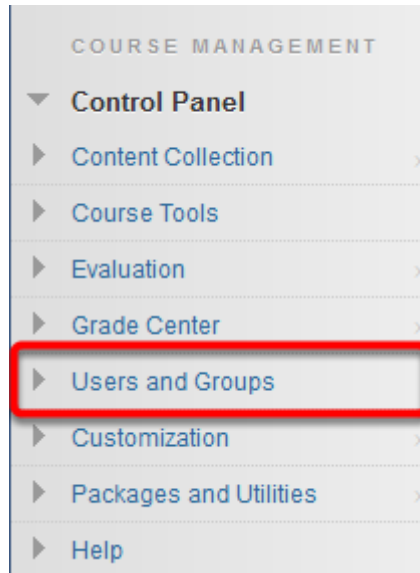
First Name	Last Name	User Name	Password
Layla	Miller	lm1112	WlQefCFj
John	Fontaine	jf1098	OWOBsop1
Jill	Engle	je1071	AGhZYDrQ

Note: Once you navigate away from this page, the account information will no longer be available to you at this location. Should you need to check on a user's information, you can proceed to the *Users and Groups > Users* area, or see related account information in the *Grade Center*.

Enrolling Existing Users

Follow the steps below to enroll existing users from other courses you are instructing into a course.

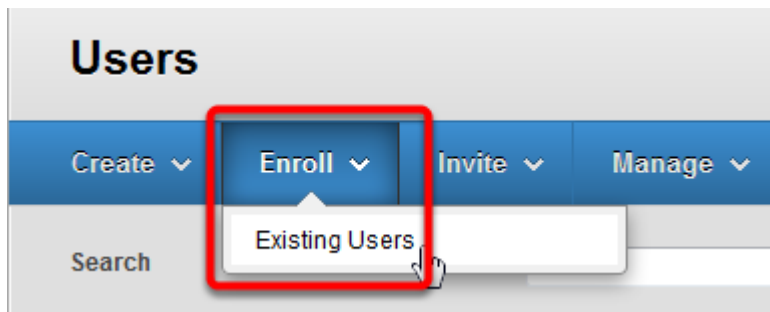
1. Expand the Users and Groups area of Control Panel.



2. Select Users.



3. Expand the Enroll menu, and then select Existing Users.



4. Enter one or more Usernames (separate multiple usernames with commas), or click Browse to search for users.

1. Enroll Users

Enter one or more Usernames. Separate multiple usernames with commas. Click Browse to search.

A screenshot of the user search interface. It features a text input field with a red asterisk icon and the label 'Username'. The input field contains the text 'jarljonas, laylamiller'. To the right of the input field is a button labeled 'Browse'. The entire input field and button area is enclosed in a red rectangular box.

Note: Only students enrolled in your other courses will display for selection. If a student is already enrolled in the current course, they will not be available for selection.

5. Select the Course Role for users listed.

Role

Note: Student Course Role is the default selection. Selected role will be applied to all users listed.

6. Optionally, set Enrollment Availability status for users listed.

Enrollment Availability Yes No

Note: Yes is the default selection. Selected Enrollment Availability will be applied to all users listed.

7. Click Submit to enroll users.

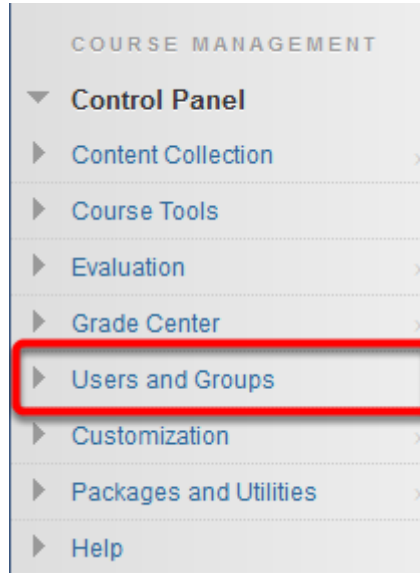
2. Submit

Click Submit to proceed. Click Cancel to quit.



Inviting Users

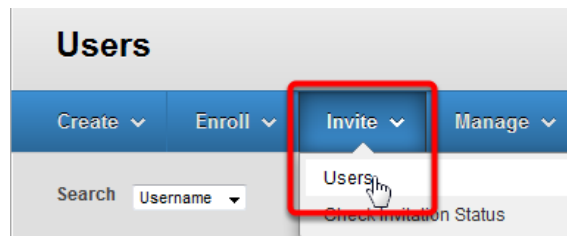
1. Expand Users and Groups area of Control Panel



2. Select Users



3. Expand the Invite menu, and then select Users.



4. Select the desired Course Role for the invited users.

1. Select Role



A dropdown menu labeled "User Role" with a red asterisk icon. The selected option is "Student". A mouse cursor is pointing at the dropdown arrow.

Note: This role will be applied to all users for the current invitation.

5. Type one or more email addresses in the To box, or upload a batch file using the suggested format.

2. Email Information

Enter one or more student email address below. Separate multiple email addresses with a comma.(e.g. user1@school.edu,user2@school.edu)

* To

jarl.jonas@blackboard.com

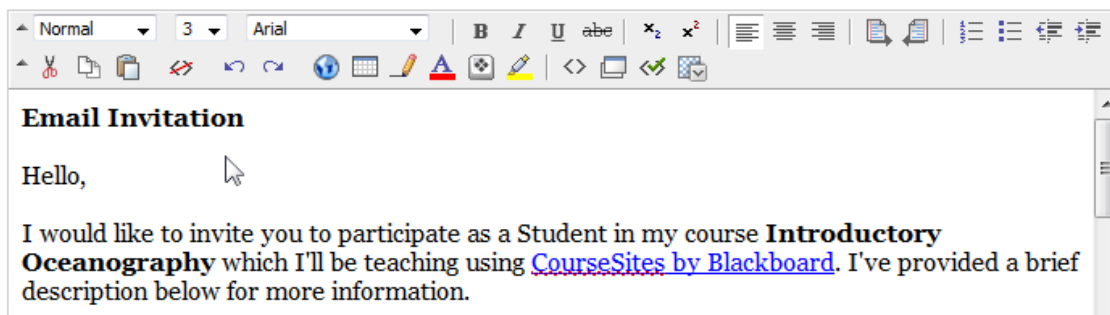
Upload Email Addresses from CSV File

6. Enter the Subject of the course invitation.

* Subject

You are Invited to Join Introductory Oceanography

7. Enter a customized message using the Text Editor, or use the default message.



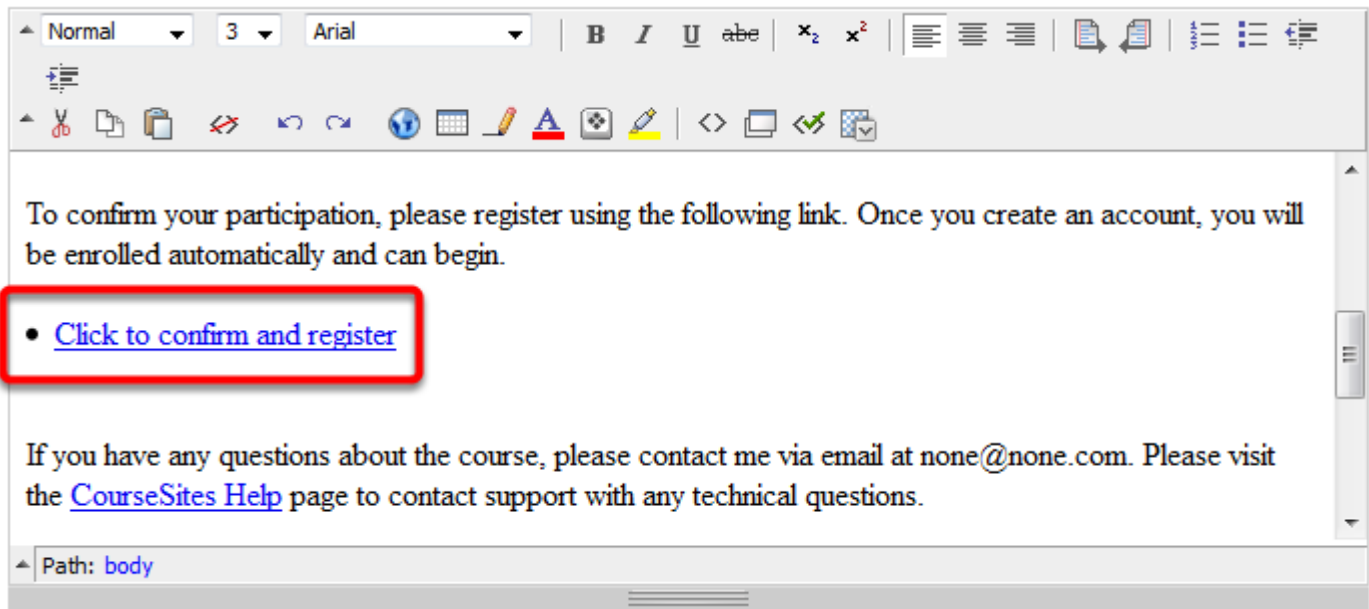
A screenshot of a rich text editor. The toolbar includes options for font style (Normal), font size (3), font family (Arial), bold (B), italic (I), underline (U), text color (abc), background color (x2, x2), bulleted list, numbered list, indent, and link. The text area contains the following message:

Email Invitation

Hello,

I would like to invite you to participate as a Student in my course **Introductory Oceanography** which I'll be teaching using [CourseSites by Blackboard](#). I've provided a brief description below for more information.

Note: Be sure not to remove the Confirm and Register link (pictured below) when customizing the default invitation message as this is what students use to register and enroll into the course.



8. Click Submit to send invitation(s).

3. Submit

Click Submit to proceed. Click Cancel to quit.

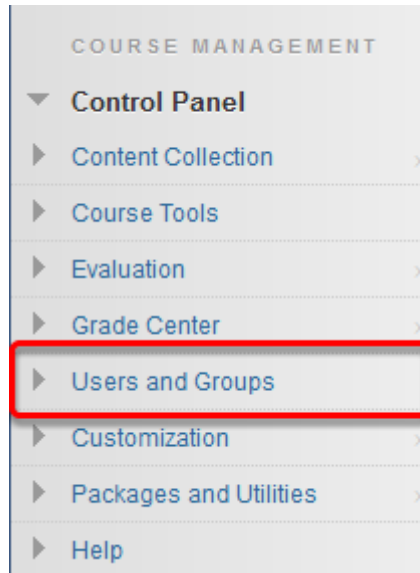


Note: Users receive an email message from you with a link that enables them to create an account and access your course with the selected role. If users are members of CourseSites already, they can use an existing account to enroll when responding to the invitation. There is no need for them to create a new account.

Checking Invitation Status

When sending students invitations to join your course, you can monitor their enrollment enrollment status.

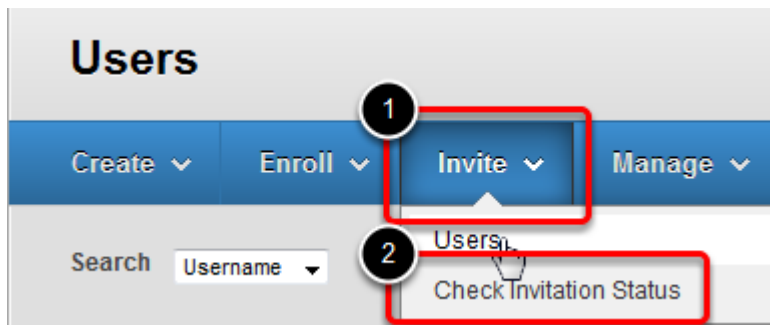
1. Expand the Users and Groups area of Control Panel.



2. Select Users.



3. Expand the Invite menu, and then select Check Invitation Status.



4. Review invited user status information.

Check Invitation Status

Send Invitations DELETED

<input type="checkbox"/>	Email ▲	Accept Status	Accept Date	View Status	View Date	Role	Invitation Date
<input type="checkbox"/>	jjonas@blackboard.com	Accepted	04/11/2011 2:34 PM	Viewed	04/11/2011 2:33 PM	Student	04/11/2011 2:30 PM
<input type="checkbox"/>	sherry.lewis@myschool.edu	Not Accepted	-	-	-	Student	12/12/2011 12:40 PM

Send Invitations DELETED

4a. To resend invitations, select the check box next to the users' email address, and then click Send Invitations.

Check Invitation Status

<input type="checkbox"/>	Email ▲	Accept Status	Accept Date	View Status	View Date	Role	Invitation Date
<input type="checkbox"/>	jjonas@blackboard.com	Accepted	04/11/2011 2:34 PM	Viewed	04/11/2011 2:33 PM	Student	04/11/2011 2:30 PM
<input checked="" type="checkbox"/>	sherry.lewis@myschool.edu	Not Accepted	-	-	-	Student	12/12/2011 12:40 PM

Note: The default email message will be used when resending invitations from this page.

4b. To remove accepted invitations, select the check box next to the users' email address, and then click Delete.

Check Invitation Status

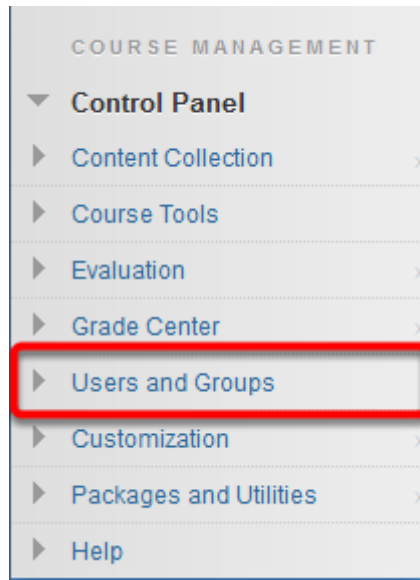
<input type="checkbox"/>	Email ▲	Accept Status	Accept Date	View Status	View Date	Role	Invitation Date
<input type="checkbox"/>	jjonas@blackboard.com	Accepted	04/11/2011 2:34 PM	Viewed	04/11/2011 2:33 PM	Student	04/11/2011 2:30 PM
<input checked="" type="checkbox"/>	sherry.lewis@myschool.edu	Not Accepted	-	-	-	Student	12/12/2011 12:40 PM

Note: Removing unaccepted invitations will cause the original invitation to become invalid, preventing these users from confirming and registering.

Managing Pending Enrollment Requests

When using the Instructor-led Enrollment Type, and you allow Email Requests, students can submit enrollment requests from the course home page. These enrollment requests required review and approval from you within the Manage>Pending Enrollment Request area. Follow the steps below to process pending enrollment requests and

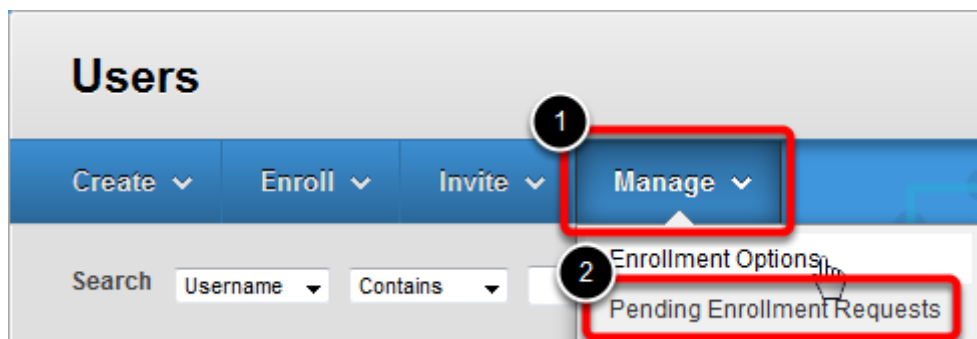
1. Expand the Users and Groups area of Control Panel.



2. Select Users.



3. Expand the Manage menu, and then select Pending Enrollment Requests.



4. Select users to which you want to send an invitation.

Manage Pending Enrollment Requests

Send Invitations Delete

<input checked="" type="checkbox"/>	Student Name	Student Email ▲	Date Requested	Invitation Date	Accepted Date	View Status	Accepted Status
<input checked="" type="checkbox"/>	Jarl Jonas	Jarl.jonas@blackboard.com	04/12/2012 10:04 AM	-	-	-	-

Send Invitations Delete

5. Click Send Invitations.

Manage Pending Enrollment Requests

The screenshot shows a table with the following data:

<input checked="" type="checkbox"/>	Student Name	Student Email	Date Requested	Invitation Date	Accepted Date	View Status	Accepted Status
<input checked="" type="checkbox"/>	Jarl Jonas	Jarl.jonas@blackboard.com	04/12/2012 10:04 AM	-	-	-	-

Buttons for 'Send Invitations' and 'Delete' are visible above and below the table. The 'Send Invitations' buttons are highlighted with red boxes.

Note: Selected users will receive a course invitation to join the course as a student. Recipients should use the Confirm and Register link (as pictured below) to respond to the invitation. Users will then choose to create a new account, or use existing CourseSites credentials to enroll. If users are members of CourseSites already, there is no need for them to create a new account.

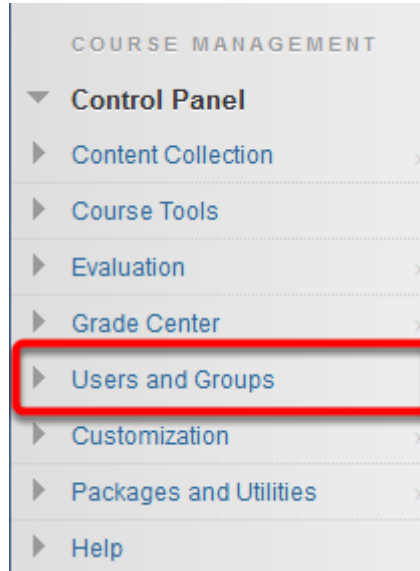
To confirm your participation, please register using the following link. Once you create an account, you will be enrolled automatically and can begin.

- [Click to confirm and register](#)

If you have any questions about the course, please contact me via email at none@none.com. Please visit the [CourseSites Help](#) page to contact support with any technical questions.

Changing a User's Course Role

1. Expand the Users and Groups area of Control Panel.



2. Select Users.



3. Expand the contextual menu next to the desired user, and then select Change User's Role in Course.

Remove Users from Course Refresh

<input type="checkbox"/>	Username ▲	Last Name	First Name	Email	Role	Available
<input checked="" type="checkbox"/>	acooper	Cooper	Ashby	none@none.com	Student	Yes
<input type="checkbox"/>	blopez		ruce	none@none.com	Student	Yes
<input type="checkbox"/>	ccasper		hris	none@none.com	Student	Yes
<input type="checkbox"/>	cchu		athy	jarl.jonas@blackboard.com	Instructor	Yes

Change User's Role in Course
Change User's Availability in Course
Remove User

4. Select desired Course Role.

1. Role and Availability

Role

Available (this course only)

Student
Bb Connections TA
Course Builder
Grader
Guest
Instructor
Student
Teaching Assistant

5. Click Submit to confirm change.

2. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel

Submit

Changing a User's Availability in a Course

At times, it may be necessary for you to change the availability of individual users in your course(s). For instance, a student may have dropped the course, but you want to retain assignment submissions and grade information. Follow the steps below to change a user's availability in a course.

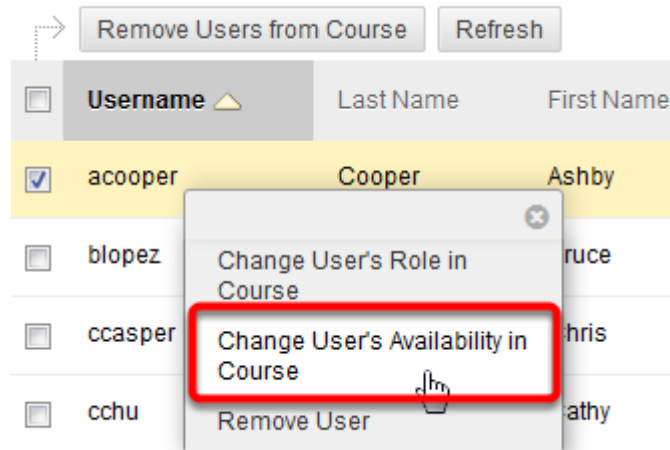
1. Expand the Users and Groups area of Control Panel.



2. Select Users.



3. Expand the contextual menu next to the desired user, and then select Change User's Availability in Course.



4. Select Yes or No for Available status (applies to current course only.)

1. Role and Availability

Role

Available (this course only)

5. Click Submit to confirm change.

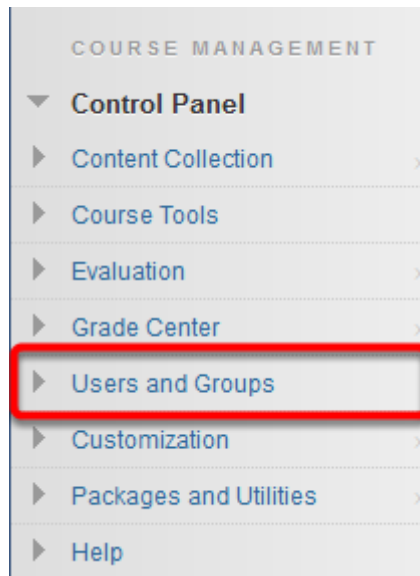
2. Submit

Click Submit to proceed. Click Cancel to quit.

Removing Users

Removing users from a course is final and cannot be undone. All of the information associated with the users, such as Grade Center information, assessment and assignment information, and course statistics are also deleted. Discussion board posts, received messages, and email are not deleted. Deleted users and their corresponding information cannot be restored to the course. However, it is possible to re-enroll the user into the course without any associated data.

1. Expand the Users and Groups area of Control Panel.



2. Select Users.



3. Select desired users to remove.

Remove Users from Course Refresh

<input type="checkbox"/>	Username ▲	Last Name	First Name	Email	Role	Available
<input type="checkbox"/>	acooper	Cooper	Ashby	none@none.com	Student	Yes
<input type="checkbox"/>	blopez	Lopez	Bruce	none@none.com	Student	Yes
<input checked="" type="checkbox"/>	ccasper ▼	Casper	Chris	none@none.com	Student	Yes

4. Click Remove Users from Course.

Remove Users from Course Refresh

<input type="checkbox"/>	Username ▲	Last Name	First Name	Email	Role	Available
<input type="checkbox"/>	acooper	Cooper	Ashby	none@none.com	Student	Yes
<input type="checkbox"/>	blopez	Lopez	Bruce	none@none.com	Student	Yes
<input checked="" type="checkbox"/>	ccasper ▼	Casper	Chris	none@none.com	Student	Yes

5. Select OK on the pop-up to confirm deletion, or Cancel to go back.

This action is final and cannot be undone. Delete users?

OK Cancel

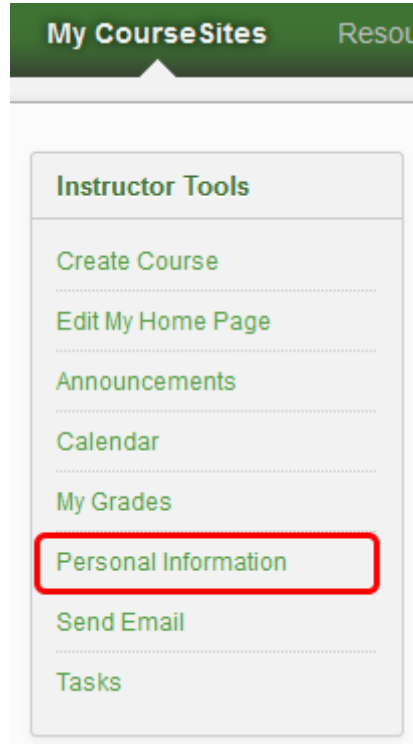
Note: Once again, removing users from a course is final and cannot be undone. All of the information associated with the users, such as Grade Center information, assessment and assignment information, and course statistics are also deleted. Discussion board posts, received

messages, and email are not deleted.

Part 6: Managing Your Personal Information and Account Settings: Instructors

Managing Profile Information

1. On the My CourseSites tab, within the Instructor Tools menu, click Personal Information.



Note: The Personal Information area of CourseSites enables users to edit Profile Information, manage Account Settings, change their Password, enable Blackboard Connect (SMS notifications), add Single Sign-on options, and manage Privacy Settings.


2. Click on Profile Information, then enter and/or edit your Personal information.

Profile Information

** Indicates a required field.*

- Profile Information
- Account Settings
- Password
- Social Settings
- Privacy Settings

Edit Personal Information


* First Name	<input type="text" value="Cathy"/>
* Last Name	<input type="text" value="Chu"/>
Educational Level	<input type="text" value="Not Disclosed"/>
Gender	<input type="text" value="Not Disclosed"/>
Birthdate	<input type="text"/>  <i>Enter dates as mm/dd/yyyy</i>
Student ID	<input type="text" value="76576576576"/>

3. Enter and/or update your Contact Info. Optionally enable Blackboard Connect (SMS notifications).

Edit Contact Info

Email Address	<input type="text" value="none@none.com"/>
Street Address	<input type="text" value="1234 My Place Ave"/>
City	<input type="text" value="Washington DC"/>
State/Province	<input type="text" value="Not Selected"/>
ZIP Code	<input type="text"/>
Country	<input type="text" value="United States"/>
Mobile Phone	<input type="text" value="12025551768"/>

If activating Blackboard Connect, a valid US or Canadian mobile phone number, including country code (1) and area code, must be entered.



Enable Connect

Connect provides Instructors with the ability to send and Students with the ability to receive messages via SMS (text) from the courses in which they are enrolled. Enabling Connect requires a valid cell phone number be entered (US & Canada only) in the Mobile Number field above.

Note: Blackboard Connect provides Instructors with the ability to send and Students with the ability to receive messages via SMS (text) from the courses in which they are enrolled. Enabling Connect requires a valid cell phone number be entered (US & Canada only) in the Mobile Number field.

4. Enter and/or update your Institution Information, then click Submit to save any changes.

Edit Institution Information

1

Institution/District	Monument University
Job Title/Role	Professor
Department	Art & Sciences

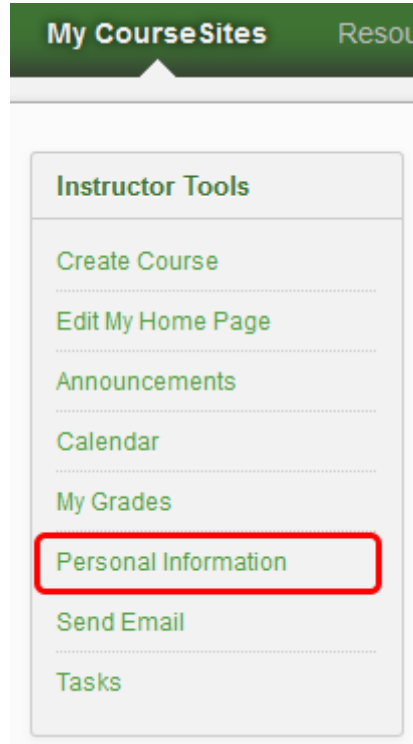
2

Cancel	Submit
--------	--------

Note: As you begin typing the name of your Institution or K-12 District, a drop-down list will appear from which you should select the institution or district to which you are affiliated. If your institution or district does not appear on the list, you can type it in. Please use full names and not acronyms.

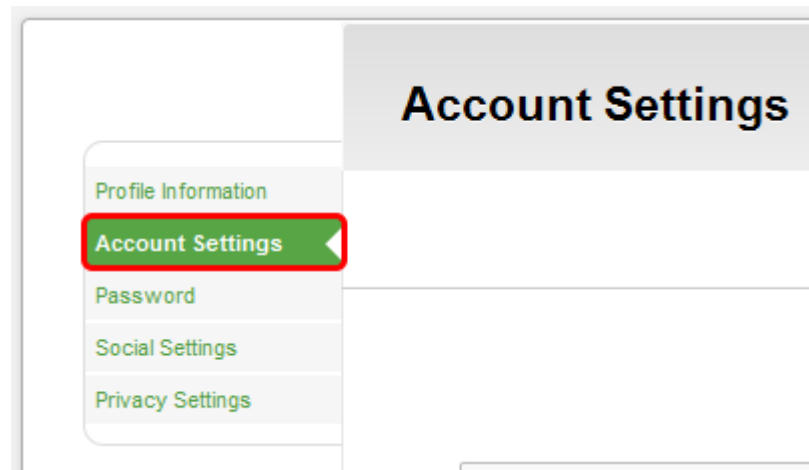
Managing Account Settings

1. On the My CourseSites tab, within the Instructor Tools menu, click Personal Information.

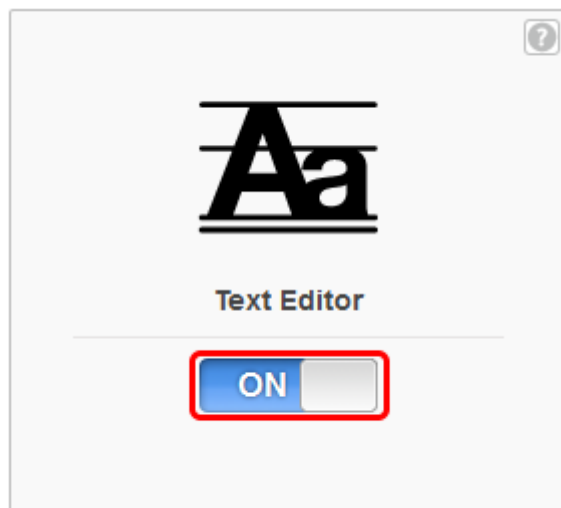


Note: The Personal Information area of CourseSites enables users to edit Profile Information, manage Account Settings, change their Password, enable Blackboard Connect (SMS notifications), add Single Sign-on options, and manage Privacy Settings.

2. Click on Account Settings to access its area.

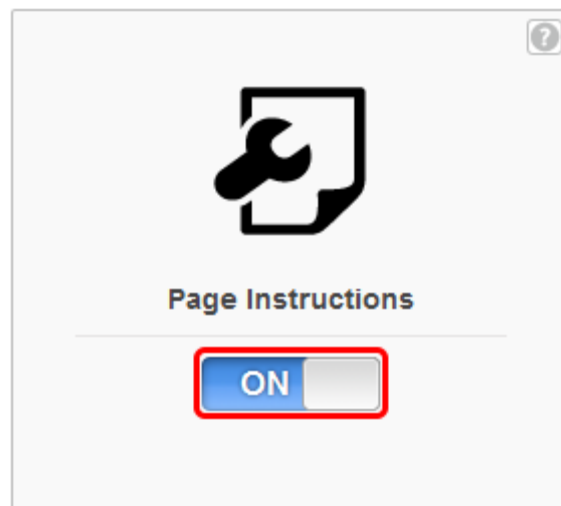


3. Using the ON/OFF button enable or disable the Text Editor.



Note: If the Text Editor is OFF, basic options for entering text will appear. When using Safari 2.0, the Text Editor will only include actions that the browser supports.

4. Using the ON/OFF button enable or disable Page Instructions.



Note: This will show or hide instructions on pages within the course environment for you only.

5. Select preferred Language Pack from the menu and click Submit to save any changes.



A dialog box titled "User Language Pack" with a globe icon. A dropdown menu is open, showing "English (United States)" selected. A red box highlights the dropdown menu, and a black circle with the number "1" is next to it. A question mark icon is in the top right corner.

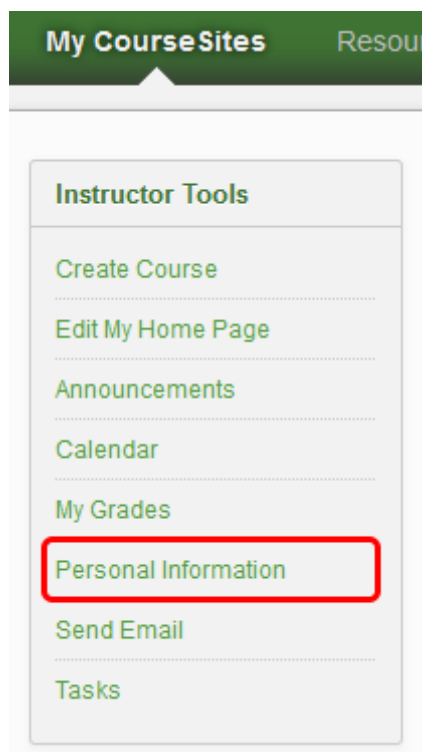


Two buttons are shown: "Cancel" and "Submit". The "Submit" button is highlighted with a red border and a black circle with the number "2" next to it.

Note: Once the Language Pack choice is submitted, the system and course environments will display in the language of choice, with the exception of courses where Instructors may be enforcing another Language Pack at the course level.

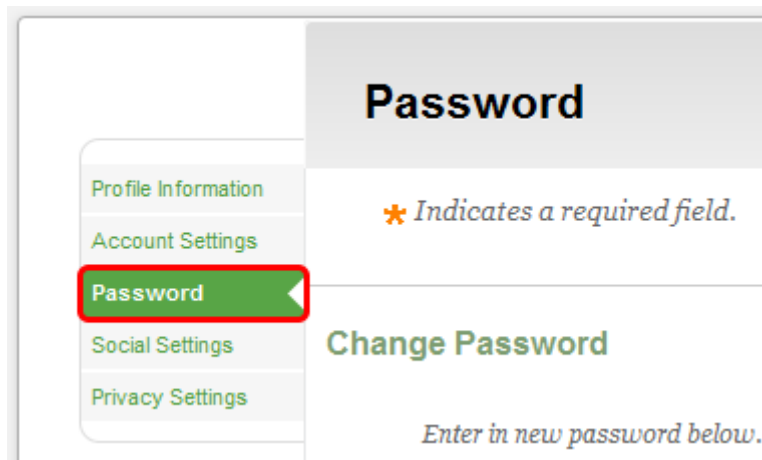
Changing Your Password

1. On the My CourseSites tab, within the Instructor Tools menu, click Personal Information.



Note: The Personal Information area of CourseSites enables users to edit Profile Information, manage Account Settings, change their Password, enable Blackboard Connect (SMS notifications), add Single Sign-on options, and manage Privacy Settings.

2. Click Password to access its area.



3. Enter your existing password.

Change Password

Enter in new password below. Passwords are case sensitive.

* Old Password

Note: If you are signing in using the one of the Social Sign-on services, such as Facebook, Twitter, Windows Live, Yahoo or Gmail, this will not change the password associated with any of those accounts. Please contact Support (888-383-7003) to provide you with a CourseSites password if you signed up using credentials from these web services.

4. Enter your new password and once again to verify. Next, click Submit to save your changes.

Enter in new password below. Passwords are case sensitive.

* Old Password

1 * New Password
Strong

Verify Password

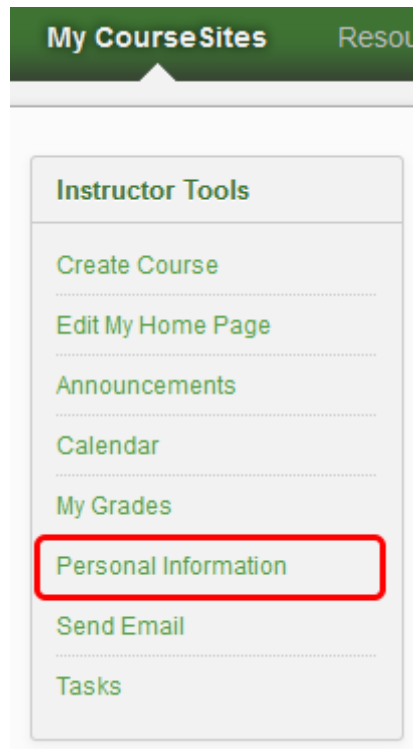
2

Note: A strong password includes more than 6 characters, and should include one numerical character (0-9) and one capital letter (A-Z). Passwords are case sensitive.

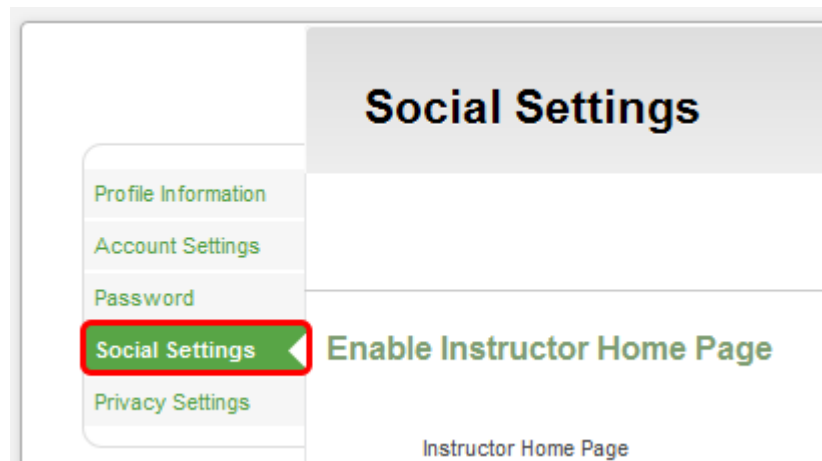
Managing Social Settings

Control personal social settings within your CourseSites account.

1. On the My CourseSites tab, within the Instructor Tools menu, click Personal Information.

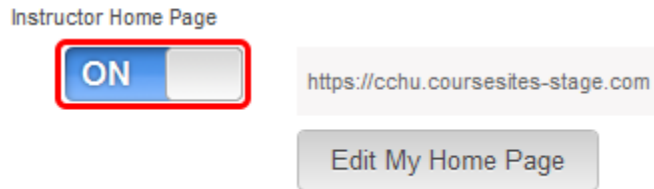


2. Click Social Settings to access its area.



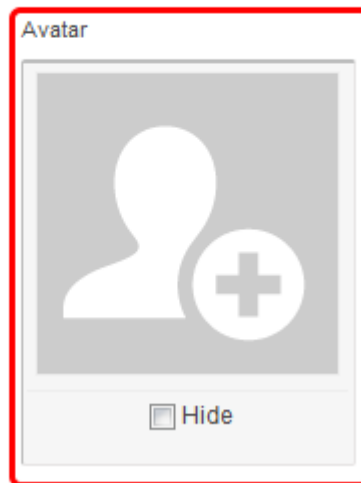
3. Using the ON/OFF button enable or disable your Instructor Home Page.

Enable Instructor Home Page



4. Click on the picture icon to upload, update, hide or delete your Avatar.

Edit Avatar



Note: Your personal avatar is displayed to users in the Blogs, Journals, and within Notifications Modules (including What's New and To Do). The image file needs to be web compatible (.jpg, .gif, or .png) and the recommended size is 50 x 50 pixels. If uploading or updating your picture, there is no need to click Submit on this page again once you see the updated picture.








5. Optionally, add a Social Single Sign-on option.

Social Single Sign On

(+) Add new social networks

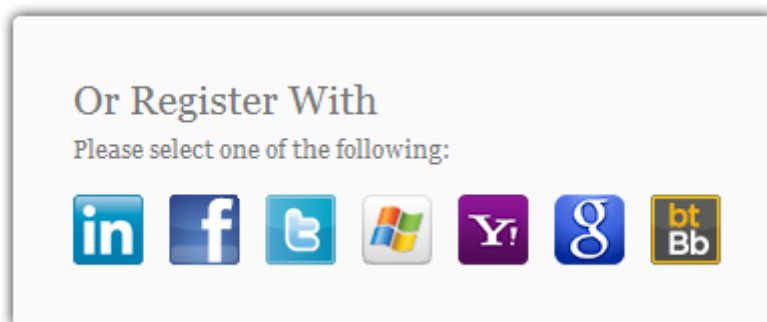
Associate your account with one or more of the web service options below to enable single sign-on (A new window will open once a choice is selected.)

Instructors Only: After establishing a connection here, edit your Instructor Home Page to enable links to related social network pages. Available networks are noted with an asterisk. Disabling a single sign-on option will remove the connection and icon from the Instructor Home Page.

<input type="checkbox"/>		Facebook*
<input checked="" type="checkbox"/>		Twitter*
<input type="checkbox"/>		Windows Live*
<input type="checkbox"/>		Yahoo
<input checked="" type="checkbox"/>		Google
<input type="checkbox"/>		LinkedIn*
<input type="checkbox"/>		Behind the Blackboard

Note: Enabling a Social Single Sign-on option will allow you to login to CourseSites using the corresponding icon of the service (s) which you've associated with your account (see Step 5a below). No information is shared between CourseSites and the web service. When selecting a Social Single Sign-on option, a new window will open. Enter your credentials for the selected web service and submit. You DO NOT need to click Submit on the CourseSites page.

5a. Upon your next login, use the associated Social Single Sign-on options on the login screen.



6. Optionally, add Affiliations and then click Submit to save any changes.

Edit Affiliations

Affiliations are displayed to users in your Instructor Home Page. Add affiliations to inform others more about your current and past experiences.

Current Affiliations

<input type="checkbox"/>	Name	Type	Start Date	End Date	Description
<input type="checkbox"/>	New York University	Education	02/07/2012	02/19/2013	Please provide a brief description your affiliation.
<input type="checkbox"/>	Blackboard, Inc.	Professional	02/07/2012	02/07/2012	Please provide a brief description your affiliation.

1 (+) Add a New Affiliation

Name

Type

Professional Education Employment Organization Membership

Start Date
Enter dates as mm/dd/yyyy

End Date
Enter dates as mm/dd/yyyy

Description

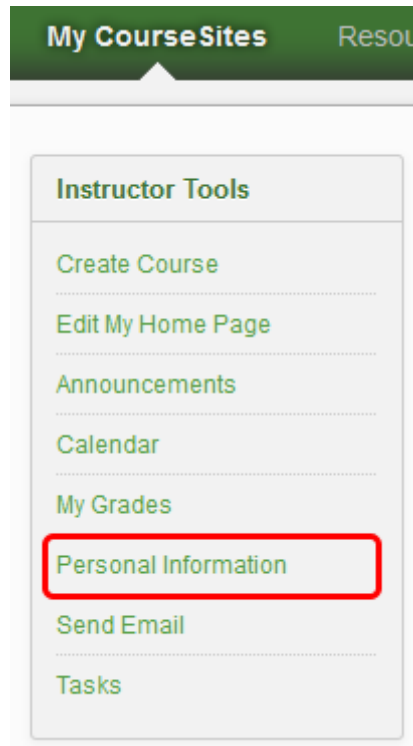
2

Note: Affiliations are displayed to users in your Instructor Home Page.

Managing Privacy Settings

Privacy Settings are mainly for students to manage their own preferences. No matter what students select on these settings, Instructors will always have access to student information. It is good to familiarize yourself with these options and make students aware depending on the needs of your educational environment.

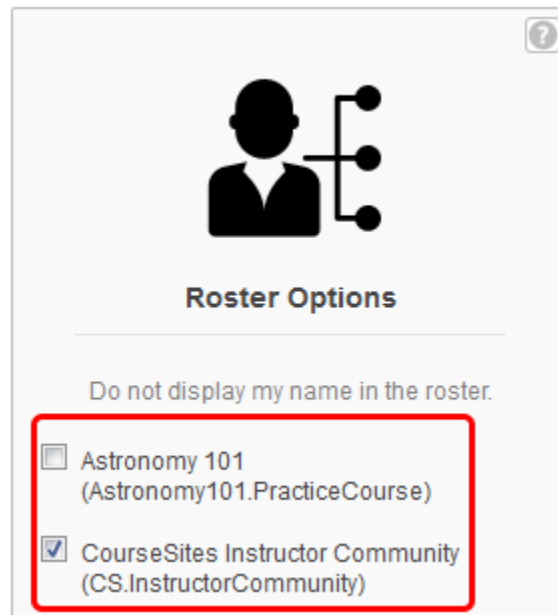
1. On the My CourseSites tab, within the Instructor Tools menu, click Personal Information.



2. Click Privacy Settings to access its area.



3. Optionally, select the course(s) in which you'd like to hide your name from other students on the Roster.



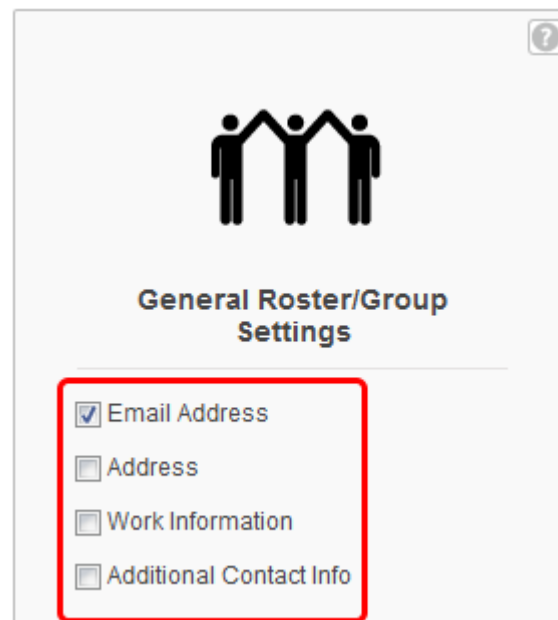
Roster Options

Do not display my name in the roster.

- Astronomy 101
(Astronomy101.PracticeCourse)
- CourseSites Instructor Community
(CS.InstructorCommunity)

Note: Instructors will always be able to see student information.

4. Optionally, display further information about yourself to other students on the course Roster.

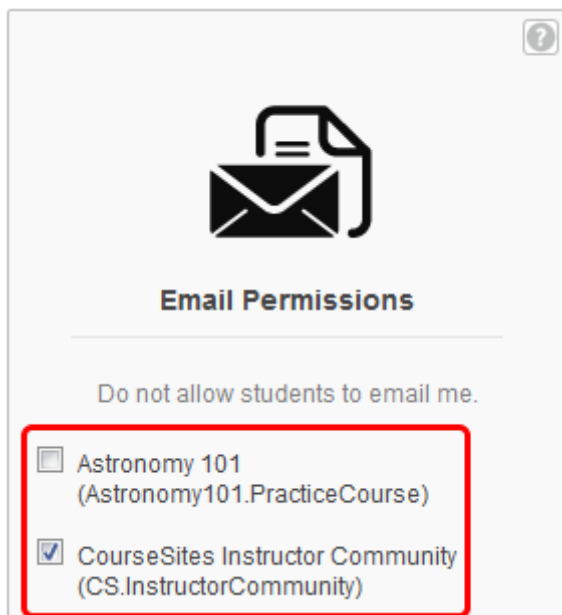


General Roster/Group Settings

- Email Address
- Address
- Work Information
- Additional Contact Info

Note: These settings do not control how your personal information is used or displayed in any systems or tools that are integrated with this system. Review the personal information options or privacy statements for those systems or tools.

5. Optionally, select the course(s) in which you'd like to block other students from sending you email.



The image shows a dialog box titled "Email Permissions" with a help icon in the top right corner. Below the title is an icon of an envelope with a document inside. The text "Do not allow students to email me." is centered below the icon. A red rectangular box highlights a list of two items: "Astronomy 101 (Astronomy101.PracticeCourse)" with an unchecked checkbox, and "CourseSites Instructor Community (CS.InstructorCommunity)" with a checked checkbox.

Note: Instructors will always have the option to send email to student users.

6. Click **Submit** to save changes before navigating away from this area.



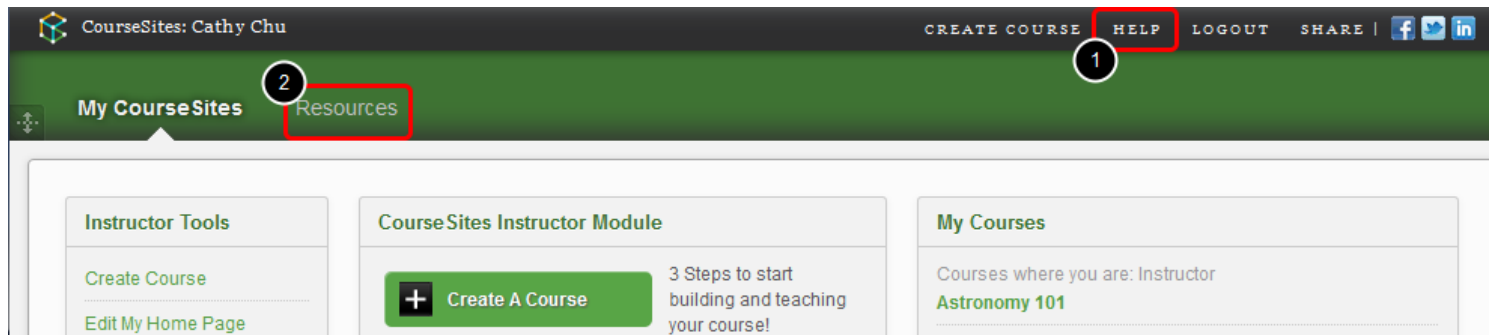
The image shows two buttons side-by-side. The "Cancel" button is a light gray rectangle with rounded corners. The "Submit" button is a yellow rectangle with rounded corners and a red border.

Part 7: Getting Support and Locating Resources

Getting Support

Follow the steps below to access Resources tab and support page through HELP link.

1. Click the HELP link at the top right of the page or select the Resources tab.



Note: You can also click the Resources tab at the top left to access the resources or support.

2. The support page should appear, providing ways to contact CourseSites Support.



Forgot Your Password? ▾

We Are Here To Support You!

CourseSites support is available to both students and instructors at the times listed below. If after hours, we suggest you submit a ticket (requires login) or call and leave a message. A support representative will contact you to discuss your question or issue.



Monday – Friday ~ 8:00 a.m. to 8:00 p.m. EDT

Saturday – Sunday ~ 9:00 a.m. to 5:00 p.m. EDT

Submit
a Ticket



Start Here ▾

Chat Live



Start Here ▾

Phone Us



1-888-383-7003

Search
Knowledge Base



Start Here ▾

Have you already reviewed our [FAQs](#)? Also, be sure to check out the [Resources](#) link for additional information and training.

Note: You can click the buttons above to get help. **Chat Live** will allow you to chat with our support representatives during the business hours listed above. Also, you can submit a ticket (requires login) or call and leave a message if after hours. A support representative will contact you to discuss your question or issue. Frequently asked questions can be found in our **FAQs** link above. And you can **Search Knowledge Base** to review articles or acquire online support.

You can also access the **Resources** tab by clicking the **Resources** link above.

Accessing 'Getting Started With CourseSites' course

1. Click Getting Started With CourseSites link to access the self-paced course.

The screenshot displays the CourseSites user interface for Cathy Chu. The top navigation bar includes the CourseSites logo, the user name 'Cathy Chu', and links for 'CREATE COURSE', 'HELP', 'LOGOUT', and 'SHARE'. Below this, a green header bar shows 'My CourseSites', the current course 'CSTraining.GettingStarted.12012010', and 'Resources'. The main content area is divided into three columns:

- Instructor Tools:** A vertical list of links including 'Create Course', 'Edit My Home Page', 'Announcements', 'Calendar', 'My Grades', and 'Personal Information'.
- CourseSites Instructor Module:** Contains two green buttons: 'Create A Course' (with a plus icon) and 'Edit My Home Page' (with a pencil icon). Text descriptions are provided for each.
- My Courses:** A list of courses where the user is an instructor: 'Astronomy 101', 'Introductory Oceanography', and 'Web Design'. Below this, a section for 'Courses where you are: Student' lists 'Getting Started with CourseSites', which is highlighted with a red rectangular box.

2. On the course landing page Introduction: Start Here, review the course introduction and objective.

The screenshot shows the CourseSites interface. On the left is a navigation menu under 'Getting Started with CourseSites'. The 'Introduction: Start Here' item is highlighted with a red box. The main content area has a header 'Introduction: Start Here' and a large graphic with the text 'Getting started with CourseSites' and a network diagram. Below this is a 'Welcome!' section, also highlighted with a red box. It contains a document icon, a signpost with 'EXCEL BLVD.' and 'PROGRESS AVE.' signs, and the following text:

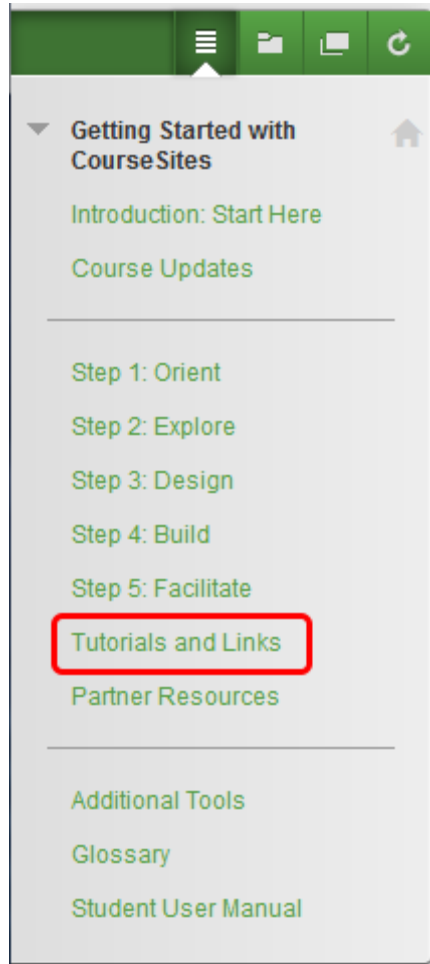
Welcome!

A good start leads to a good finish, and you have just taken your first step on the path toward success in teaching. Our 'Getting Started' course will help you gain the skills necessary to teach well in an online environment. The course will guide you to the essential tools necessary to plan your learning environment; upload materials; create and facilitate discussions; create and collect assignments; create and deploy tests and monitor student performance.

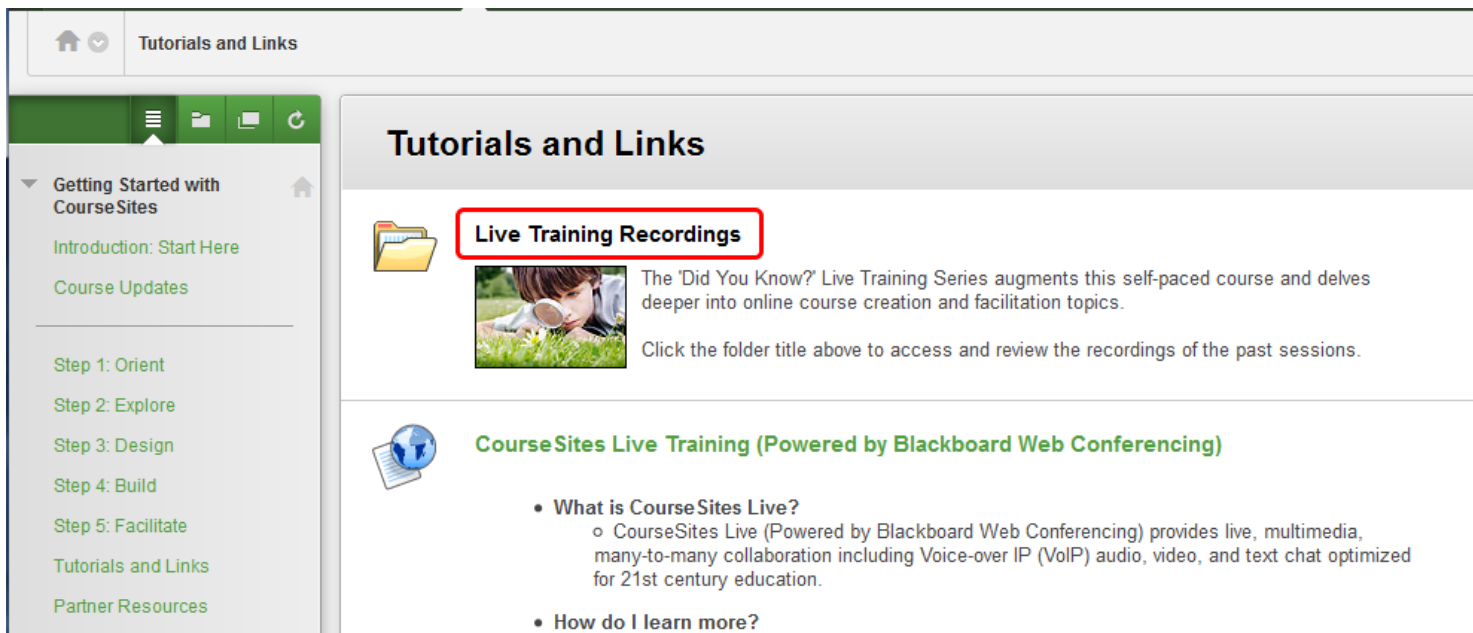
At the start of any journey, it's important that you start off on the right foot, have a sense of where you are going, and that your equipment is ready for the trip. In the module below, you will find the learning outcomes for the course, a course legend to help plot your way through the lessons, hardware and software requirements to ensure a smooth journey, and browser plug-ins just in case you need them.

To get started, click [Course Overview](#) below. Once inside the module, you can use the forward arrows to proceed to the next pages and the back arrow to review.

3. Click Tutorials and Links to access the recorded training.



4. Click the links you are interested to watch the recorded training videos.



Tutorials and Links

Live Training Recordings

The 'Did You Know?' Live Training Series augments this self-paced course and delves deeper into online course creation and facilitation topics.

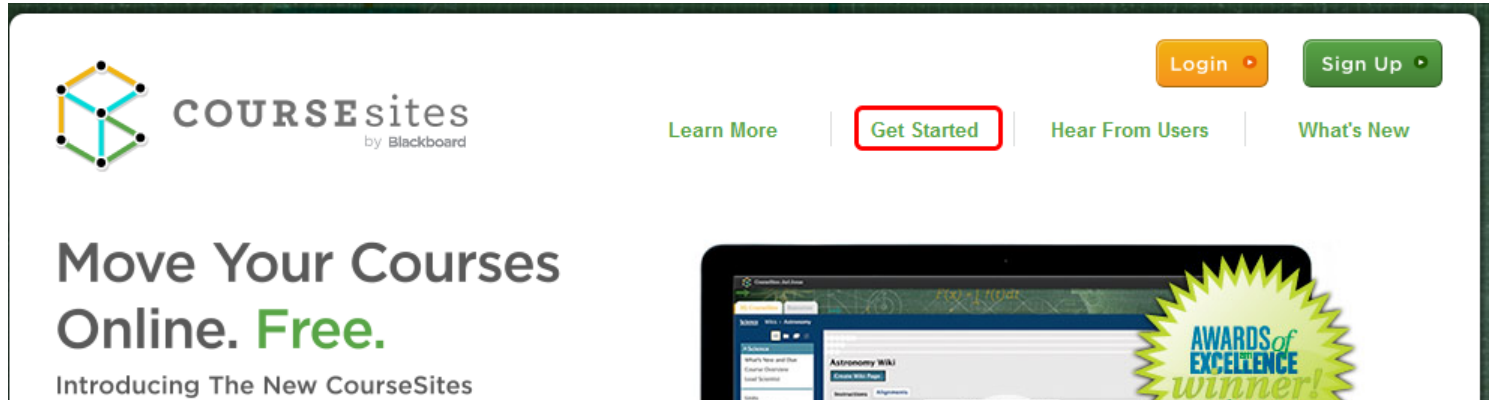
Click the folder title above to access and review the recordings of the past sessions.

CourseSites Live Training (Powered by Blackboard Web Conferencing)

- **What is CourseSites Live?**
 - CourseSites Live (Powered by Blackboard Web Conferencing) provides live, multimedia, many-to-many collaboration including Voice-over IP (VoIP) audio, video, and text chat optimized for 21st century education.
- **How do I learn more?**

Accessing CourseSites YouTube Channel

1. On the Coursesites.com landing page, click the Get Started link.




2. Select the Videos tab and then click on any of video links to tour CourseSites teaching tools.

Get Started Building Your Course Online

3 Easy Steps **1** Videos Webinars Guides


Take a tour of CourseSites online teaching tools

2




Signing Up

Signing up for CourseSites is fast, simple and secure. Instructors can create a regular account, or register using credentials from popular social media services like Facebook, Twitter and Windows Live. When signing up, instructors also designate a CourseSites URL, which leads to their very own public instructor homepage.




Course Themes

In this video, you will take a tour of course themes that enable instructors to customize their course website. Choose a theme that suits your mood, subject, location or season.



Course Invitations

In this video, you will take a tour of the Invitations feature, which enables you to invite students, faculty and guests to your course website.



Course Structures

When setting up courses in CourseSites, instructors have a choice of 42 pedagogically-driven structures which can align with their preferred teaching method, course organization or experience with other online learning platforms.

Note: Click desired on any of the screen shot links to see the videos you are interested in. The link of CourseSites YouTube channel is www.youtube.com/coursesites.

3. Scroll down to view the eLearning Tutorials videos, also available through YouTube on CourseSites channel.

eLearning tutorials



Tutorial 1: How to Build Your Course Online

This tutorial will show Instructors how to build their course online. Instructors will learn how to access the Create a New Course page, choose a structure and a theme for their course, and begin customizing their course.



Tutorial 2: Selecting or Changing a Course Theme

This tutorial will show instructors how to select or change a Course Theme using the Select Course Theme menu or the Control Panel.



Tutorial 3: Selecting or Changing a Course Structure

When setting up courses in CourseSites, instructors have a choice of 42 pedagogically-driven structures which can align with their preferred teaching...

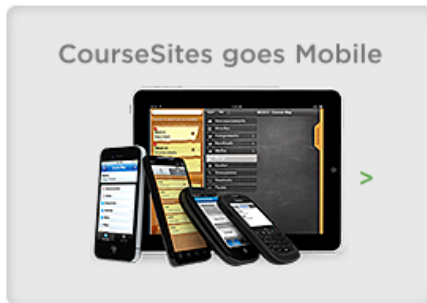


Tutorial 4: Creating an Assignment

This tutorial will show instructors how to create an assignment and upload an associated file for students to use.

Keeping In Touch Via Social Media

1. On the bottom of the CourseSites.com landing page, click the Facebook icon to share the CourseSites link on Facebook.



FOLLOW US

Sign Up to see what your friends like.

TWITTER FEED

Chu_Dizzle Woot! "Next Generation @CourseSites turns 1 today!! Thanks to our community of +25,000 #Instructors : You inspire us! #elearning #edu"
3 days ago · reply · retweet · favorite

georgekroner RT @Chu_Dizzle: Woot! "Next Generation @CourseSites turns 1 today!! Thanks to our community of +25,000 #Instructors : You inspire us! #elearning #edu"
3 days ago · reply · retweet · favorite

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- Students
- FAQ
- Help

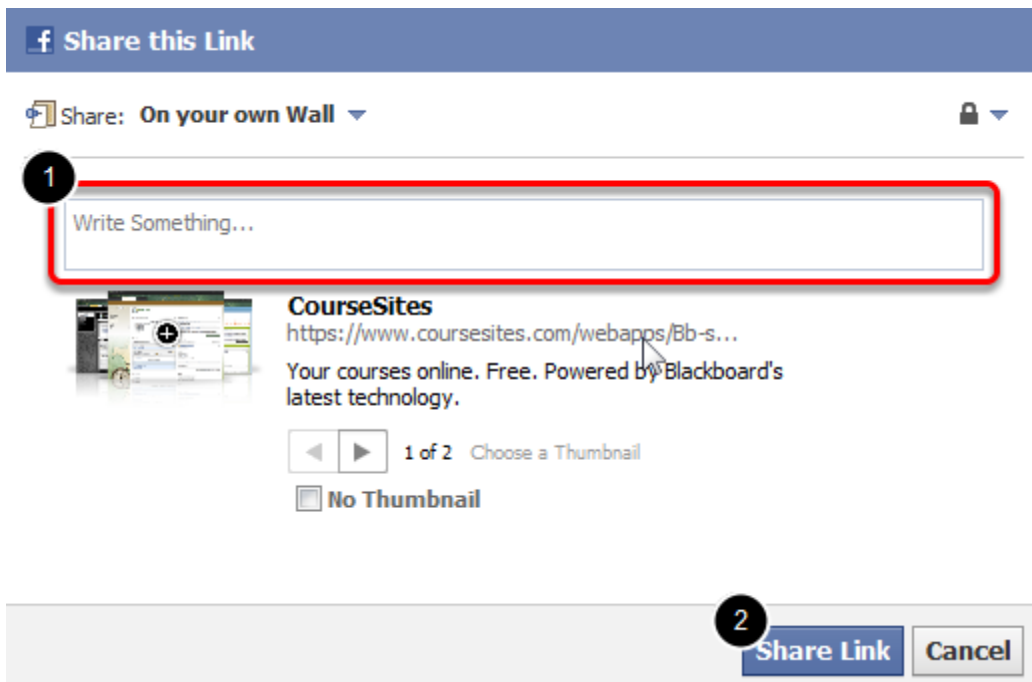
LANGUAGE

- English
- Deutsch
- Español
- Français
- Nederlands
- Português

Powered By **Blackboard**

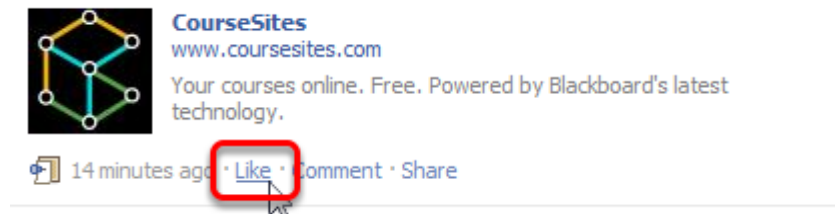
twitter Join the conversation

2. Write something on your own wall and then click Share Link.



Note: You can also choose a thumbnail for CourseSites by clicking the arrow button above.

3. Click Like link to become a fan of CourseSites on Facebook.



Note: You can visit CourseSites Facebook page at <http://www.facebook.com/coursesites>.

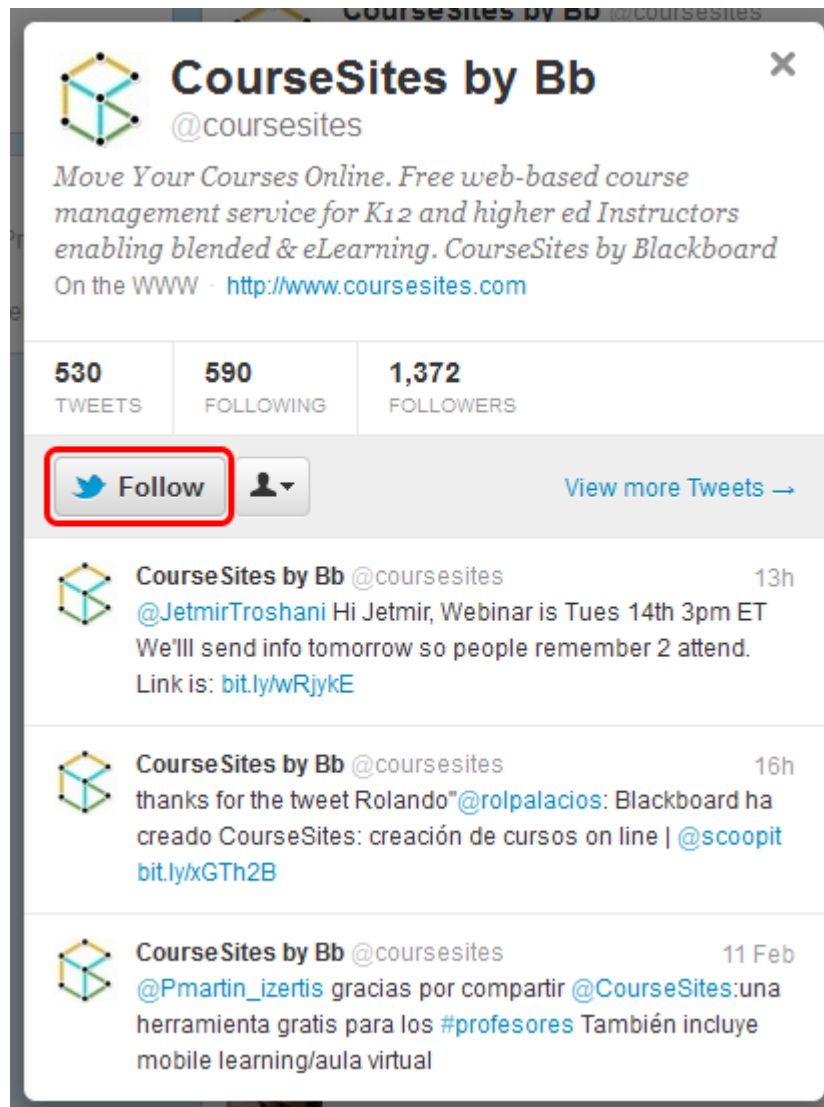
4. Returning to the Coursesite.com landing page, click the Twitter icon to share the CourseSites link on Twitter.

The screenshot shows the footer of the CourseSites website. On the left, there is a 'FOLLOW US' section with icons for Twitter, YouTube, Facebook, and a 'Like' button. Below this is a 'TWITTER FEED' with two tweets from @Chu_Dizzle and @georgekroner celebrating the site's 1st anniversary. In the center, there are 'MORE INFO' links for Company, Contact Us, Privacy Policy, and Terms of Use (PDF). To the right, there is a 'LANGUAGE' menu with options for English, Deutsch, Español, Français, Nederlands, and Português. At the bottom right, it says 'Powered By Blackboard'.

5. Write or add something in the text box if needed and then click Tweet.

The screenshot shows a Twitter tweet composition window for the user 'cchu4'. The text in the text box reads: 'Teach your course for FREE using @coursesites by Blackboard....SP8!!!'. The text '@coursesites' is underlined. Below the text box are icons for adding photos, videos, and a location. To the right of the text box is a '71' character count and a blue 'Tweet' button.

6. Click Follow to become a follower of CourseSites on Twitter.



Note: You can visit CourseSites Twitter page at <http://www.twitter.com/coursesites>.