

How to upload your documents to CNM Learn (Blackboard)

Every course at CNM automatically has a Blackboard space created for it. You may load your documents into these areas using the procedures below.

Blackboard is very powerful and allows myriad functions such as testing, surveys, assignment submission, discussions, grade keeping, etc. **If you would like assistance** in file uploading, or using any of these other features:

- See the helpful information at http://help.blackboard.com/en-us/Learn/9.1_SP_14
- Watch the CNM Calendar for Blackboard trainings and open help labs
- Contact the DL Department at DL@cnm.edu for individual assistance from DL Staff members.

- **Step 1: Planning**

If you have more than a few documents, it is highly recommended that you plan how you wish them deployed. Two methods of organization are to use Content Folders or to use Learning Modules.

Content Folders are just that—computer file folders that can group related documents together. Each folder can be named, and all files they contain will displayed as links. Students can scroll through the list and download documents as desired.

Learning Modules are similar, but will have an automatically-created hyperlinked (clickable) table of contents to allow quick navigation to particular items.

ACTION STEP: Choose which method you will use, and plan how many you need and how you will name them so students can easily navigate your content.

- **Step 2: Log into CNM Learn (Blackboard)**

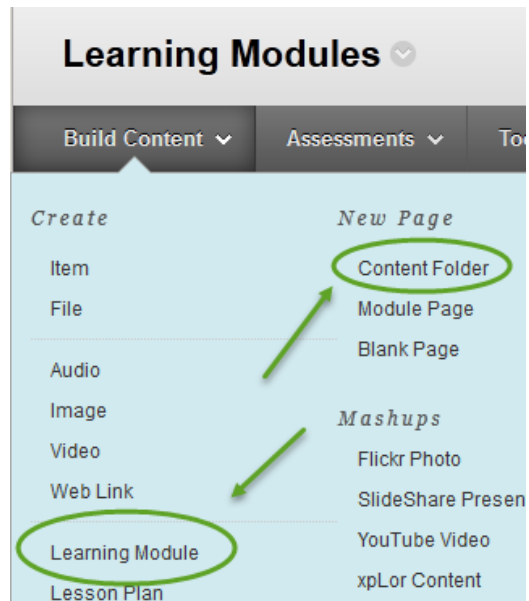
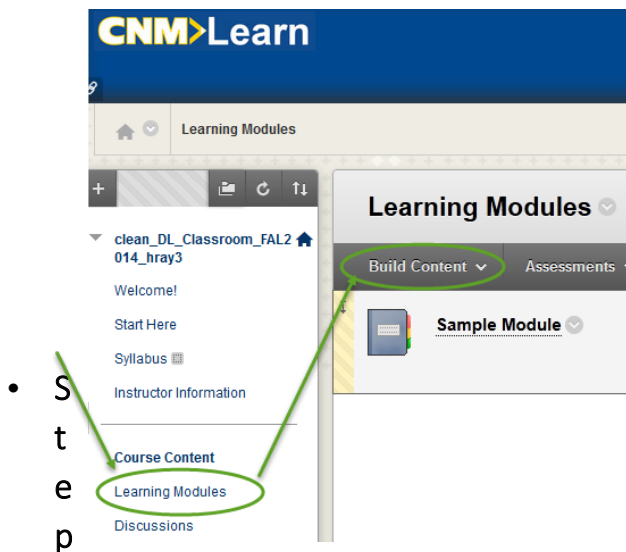
ACTION STEPS:

1. Go to <http://cnm.blackboard.com> or to <http://learn.cnm.edu>. Alternatively you may use the CNM Learn link at the top of the main cnm.edu web page.
2. Log in using the same Username and Password you would use to enter MyCNM.
3. Choose a course in your course listing, and click its name to enter.
4. You will see that your course is pre-populated with the CNM Learn Classroom items.
5. See the FAQ at the end of this document for more information about the CNM Learn Classroom.

- Step 3: Create Content Folders or Learning Modules

ACTION STEPS:

1. Click on **Learning Modules** in the menu at the left of the window. The learning modules area will open.
2. Click **Build Content** (large gray button.)
3. Choose **Content Folder** or **Learning Module** from the options.
4. Name the Folder or Module. All other settings may be left at the defaults.
5. Click Submit.



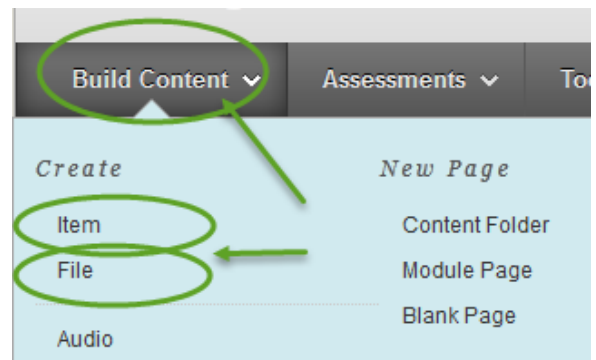
• Step 4:

4: Add content

Your content files may be added by creating an Item or File within the appropriate folder or module.

Items allow you to add text descriptions in addition to file links, and to add multiple files at once.

Files provide only a file link to an individual file. Choose whichever suits your course material.



ACTION STEPS:

1. Click on the appropriate folder or module to open it.

2. Click on **Build Content**.
3. Choose **Item** or **File**.
4. If creating an **Item** (see screen shot below)
 - a. Name the Item
 - b. Add text in the Text editor box as desired.
 - c. Choose Browse my Computer. Locate and double-click the file.
 - d. Repeat (c.) for additional files.
 - e. All other settings may be left at defaults.
5. If creating a **File** (see screen shot below)
 - a. Name the file.
 - b. Choose Browse my Computer. Locate and double-click the file.
 - c. In File Options, select the radio button to Open in New Window (Yes)
 - d. All other settings may be left at defaults.
6. Click **Submit**.
7. Repeat steps 1-6 for additional content.

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

6

1. Content Information

* Name

A

Color of Name

 Black

Text

Text Editor Toolbar: Bold, Italic, Underline, Paragraph, Arial, 3 (12pt), Bulleted List, Numbered List, Indent, Decrease Indent, Undo, Redo, Link, Unlink, Text Color, Background Color, ABC, Spell Check, Image, Video, Audio, Mashups, Table, Table of Contents, HTML, CSS

B

Path: p

Words: 0

2. Attachments

If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.

Attach File

C

Browse My Computer

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

6

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.

* Name **A**

Color of Name Black

* Find File **B**

2. File Options

Open in New Window **C** Yes No

Add alignment to content Yes No

FAQ:

Can I change the course structure?

The CNM Learn Classroom is required for CNM courses using Blackboard. Some modification is allowed but the basic structure, especially items in the Welcome, Course Communication and Help areas should remain intact.

What about just loading my syllabus?

The CNM Learn Classroom has a default Syllabus link. Click it, and follow the instructions as above for **Add Content**.

If you choose to do this please do **not** use Build Content > Syllabus; instead, load your syllabus file as a **File** or **Item** link.

Can I edit?

Yes. To edit items in CNM Learn, mouse over the name of the item to make an Action Arrow (drop down arrow) appear. Click the arrow, then click Edit in the drop-down menu that will appear. When finished with edits, click Submit.

Do I have to do this every term?

CNM Learn courses may be copied from section to section and term to term. See the Distance Learning Faculty page <http://www.cnm.edu/student-resources/distance-learning/faculty> for the course copy request form. Send your completed form to dl@cnm.edu.

What about the extra menu links?

You are encouraged to fill in information in the Welcome, Start Here, Syllabus and Instructor Information areas rather than just deleting them.

If you will not be using other links, it is a best practice to delete so students are not confused by them.

What are Messages? Is that Email?

The Messages tool uses an in-Blackboard feature for individual or group communication. Messages stay within Blackboard, and are accessed by entering Blackboard or via one of the Blackboard Learn Mobile Apps.

You may replace the Messages tool with a CNM Email link, which will automatically send communication out of Blackboard and into the CNM Email system. See the <http://help.blackboard.com> information to do this, or contact dl@cnm.edu for assistance.