

# Adding the PNC Blackboard Student Tutorial to your Class

## *A Quick Reference for Faculty & Staff*

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### What is the PNC Blackboard Student Tutorial?

The PNC Blackboard Student Tutorial is a **Learning Module** created to give your students an overview of commonly-used tools in Blackboard. The Learning Module includes a basic overview of the system, links to video tutorials that display how students can use the various tools, and two activities. The **Email Assignment** directs the students to send you an e-mail using the Blackboard Mail tool. The **Blackboard Overview Quiz** gives the students an opportunity to practice taking online quizzes in Blackboard.

After importing the tutorial, you can remove any of the components that you will not be using in your class. You can also edit all of the individual pages to add or revise information on those pages.

### Importing the PNC Blackboard Student Tutorial to Your Class

1. First, download the PNC Blackboard Student Tutorial file to your computer's hard drive.
2. Log on to Blackboard and navigate to the course where you would like to add the tutorial.
3. Under the **Build Tab**, click on **Manage Course** under Designer Tools. Select **Import** and the Content Browser should appear.
4. In the **Content Browser** window, click on the **My Computer** icon. Navigate to where the file is saved on your hard drive.
5. Select the file **PNC Blackboard Student Tutorial.zip**. Then click the **Open** button.
6. The **Content Import in Progress** screen will appear and process the file. When the process is finished, click on the **Return** button.
7. Follow the instruction in the next section to make the PNC Blackboard Student Tutorial available to your students.

**Note:** Through this process Blackboard will create a folder titled Imported Resources in your File Manager. All the files associated with the learning module will be placed in a subfolder titled *PNC Blackboard Student Tutorial*.

### Adding a Link to the PNC Blackboard Student Tutorial

After the import process described above is finished:

1. While in the **Build Tab**, go to the **Folder** where you would like to place the PNC Blackboard Student Tutorial. If you would like to place the link on the **Home Page**, go directly to step 2.
2. Under the **Add to Homepage/Organizer Page** section of the Build Tab, click on the **Learning Module** link.
3. Choose **PNC Blackboard Student Tutorial**, and then click on **Add Selected**.

### Previewing and Editing the Learning Module

To view the PNC Blackboard Student Tutorial learning module under the **Build Tab**, click on the title of the module and then choose **Preview**. Alternatively, you can switch to the **Student View** and simply click on the title of the module.

To edit the PNC Blackboard Student Tutorial learning module, you have to be in the **Build Tab**.

1. Click on the title of the module, and then select **Edit**.
2. To **delete** any of the components you do not want your students to view, **select the checkbox** in front of the item, and then click on the **Delete** button at the bottom of the screen.
3. To **edit the text** in any of the content pages linked to the module, click on the **Page** icon under the **Linked To** column next to the file you want to edit.

Linked to



Introduction

4. Select the "On" button for the HTML creator. The page will open in the HTML Editor and you can make all of the changes directly on that screen. Click **Save** to apply all of the changes.

**Note:** There is a hidden css style sheet in the learning module. Do not remove it; students will not see it, and it will provide a polished format to the PNC Blackboard Student Tutorial.