

Using the Blackboard Organizer

Organizer Overview The Organizer is a special Blackboard feature that allows you to see and manage assignments from all of your classes in one place. Searching for multiple syllabuses or course schedules is now a thing of the past! Whether you need to find assignment details, submit your assignments, or keep track of due dates, you can do it all from the Organizer! You can submit your assignments and access course documents directly from the Organizer, or use it to navigate directly to your Blackboard classes.

When you log in to Blackboard you will notice an additional tab entitled Organizer in the green blackboard banner at the top of your screen as shown below.

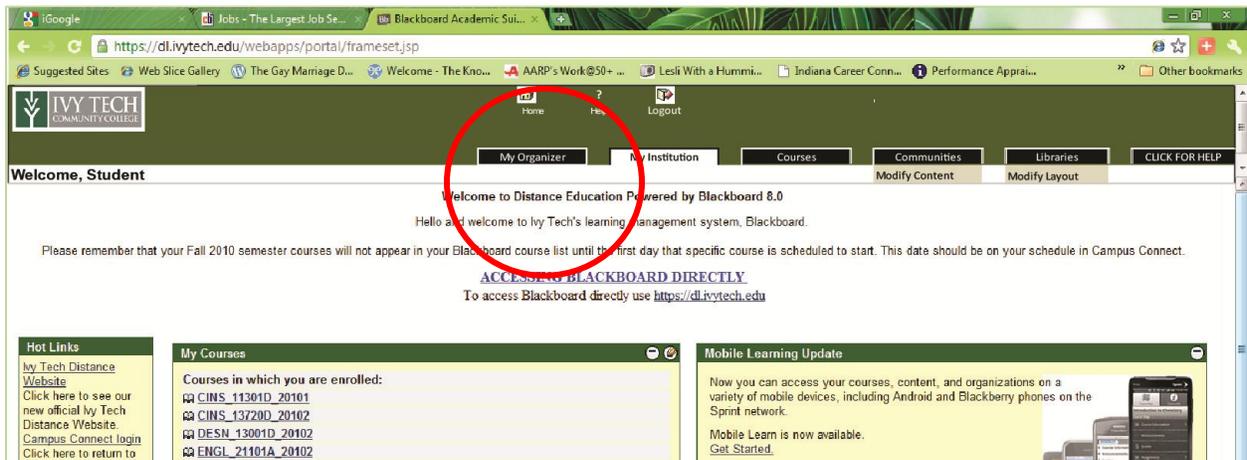


Figure 1: Blackboard Home Screen with new Organizer Tab

1. Accessing the Blackboard Organizer

Steps

To access the Organizer, click on the Organizer tab as shown in the illustration below.



Results

This action will bring you to the Organizer Screen which is presented to you in full on the next page.



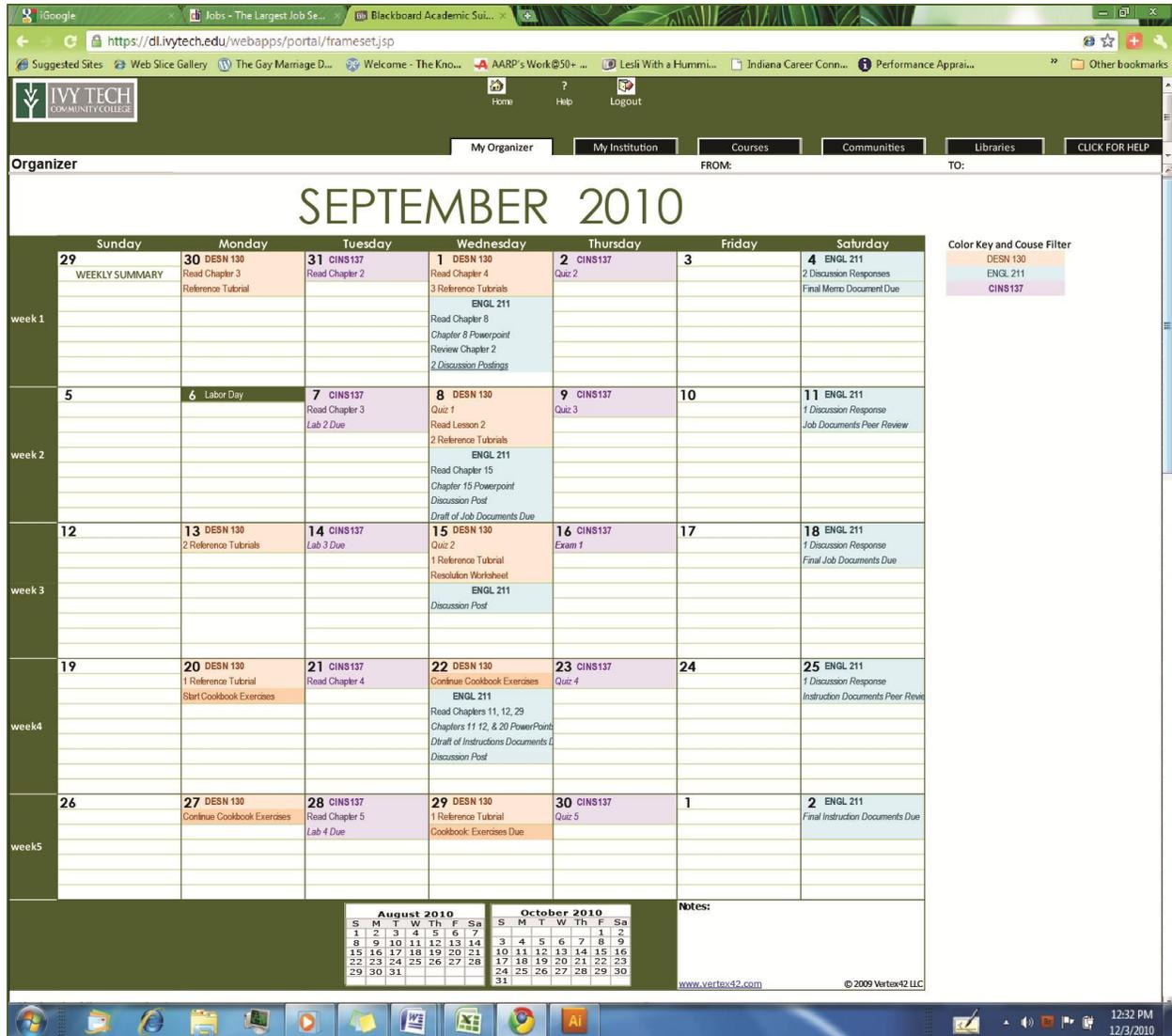


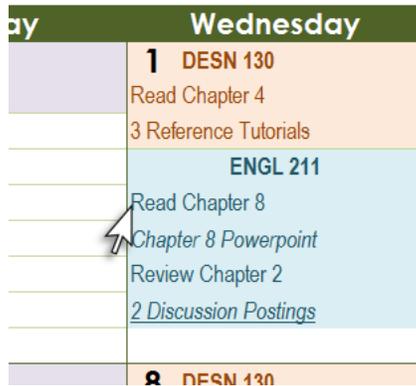
Figure 2: Full Screen Shot of Blackboard Organizer

At first glance, the Organizer appears to be a simple calendar. It is indeed that and *much more*. And *simple* is the operative word. In the next few pages you will learn how to use the Organizer to view your assignments, submit your assignments, and track due dates using different Organizer views.

2. Viewing Assignment Details

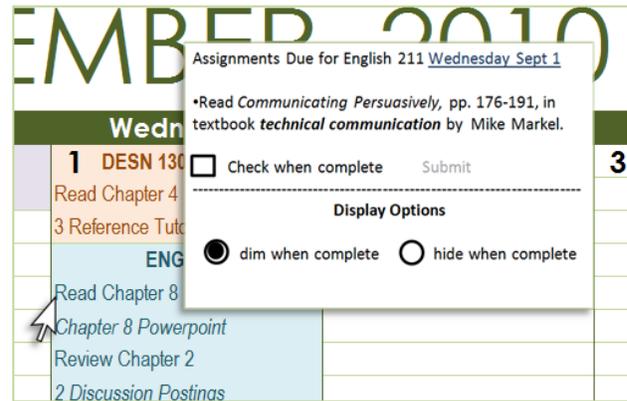
Steps

2.1 To view and manage assignment details, right click on the assignment in the Organizer as shown in the illustration below.



Results

A context window will pop up showing details and links needed to complete the assignment.



2.2 Click your mouse anywhere off the context window to close it.

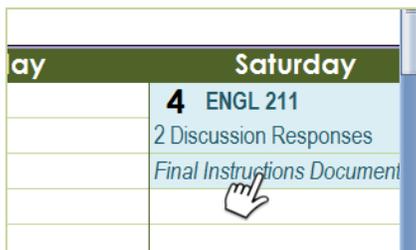
The context window will disappear.

3. Submitting Completed Assignments

All “submissible” assignments in the Blackboard Organizer are directly linked to the corresponding class’s Blackboard Submission Window.

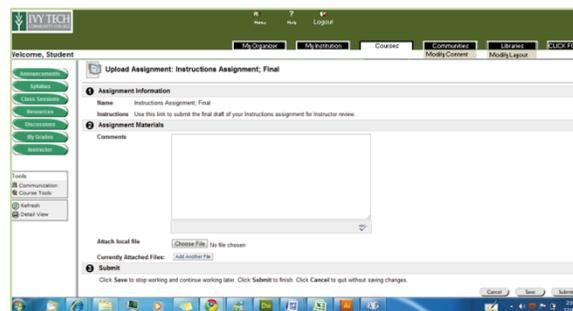
Steps

To submit an assignment from the Organizer, click directly on the assignment with your mouse as shown in the illustration below.



Results

This action will switch your Browser window to your Course Tab which will display your class’s Blackboard Submission Window for that assignment.



Note: Once you have submitted your assignment, you will automatically be returned to the Organizer tab.

4. Managing Completed Assignments

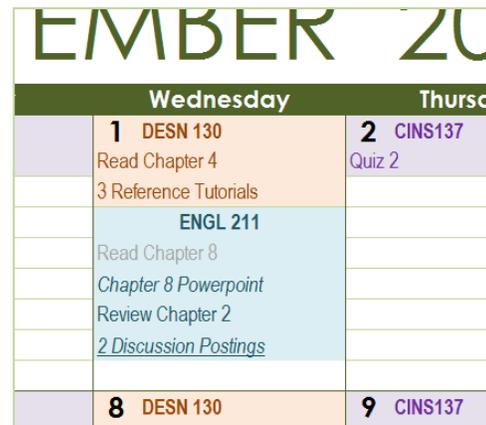
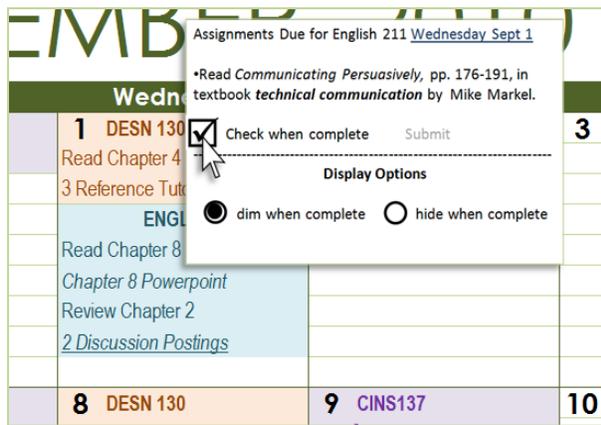
The Organizer automatically marks submitted assignments as completed. However, you can also check off other types of assignments in the Organizer, and it will either drop them from the view or display them as dimmed out.

Steps

To tell the Organizer that an assignment is finished, right-click on the assignment to get the pop-up *context window*. Click on the check box in the context window as shown below.

Results

When you click off the context window, the window will disappear and the assignment will appear grayed out in the Organizer.



Note: The Display Options pane of the context window allows you to specify how a completed assignment is displayed in the Organizer. If you tell the Organizer to “drop” or hide a completed assignment from view, you can always get it back by double-clicking the course header on that date. Doing this will display all assignments for the course for that day.

5. Tracking Due Dates with Different Views

Perhaps the real value in Organizer lies in its flexibility to allow you to view assignment due dates in a way that makes most sense to you. You can filter your Organizer by Time Views and by Class Views. Time Views filter the Organizer by time periods such as a week, a month, or a specified date range. Class Views show assignments only for selected classes. Time Views and Class Views work in tandem.

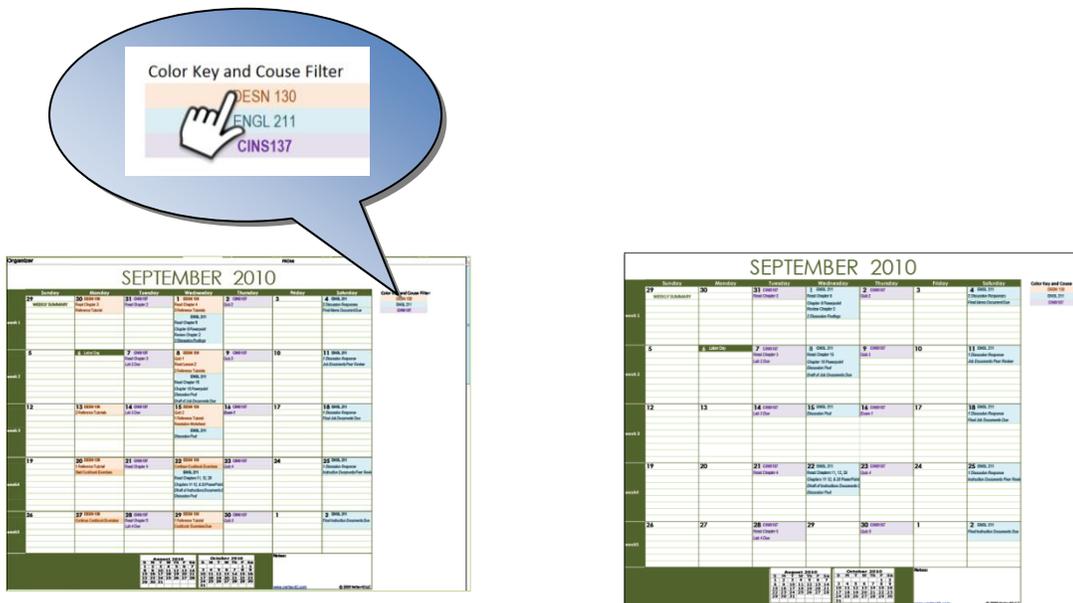
Following are instructions for filtering your Organizer by Class View.

Steps

- 5.1 To show only selected classes, click the class names in the Color Key to the left of the calendar to toggle their display in the calendar on or off.

Results

This action will help you focus on tasks at hand without distracting screen clutter.



Following are instructions for filtering your Organizer by Time View.

Steps

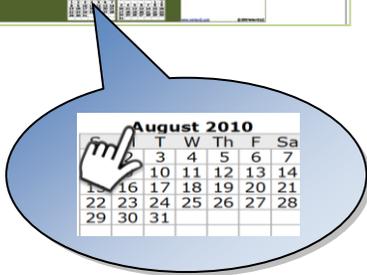
Results

5.2 Viewing by month

To view your Organizer by month, click on the month icons at the bottom of the Organizer to toggle the display of one or more months.

A scrollbar will appear at the side of the Organizer if two or more months are selected.

(note to instructor:
No visual available - I ran out of time.)



5.3 Viewing by week

Click on the Week Buttons in the leftmost column of the calendar to view only that week.

Just that week you clicked will be displayed.



Note: To get back the weeks you hid, click on the month icon at the bottom of the Organizer.

Following are instructions for filtering your Organizer by a custom date range.

Steps	Results
5.4 Viewing a custom date range To select a custom date range for your Organizer, enter the beginning and end dates in the From: and To: fields at the top of the screen.	The Organizer will display assignments only for the range of dates that you specified.

(note to instructor:
No visual available - I ran out of time.)

Conclusion These instructions have illustrated how to use the Blackboard Organizer to keep track of your assignments for all your courses. It is hoped that this Blackboard feature will greatly facilitate your educational experience. These instructions are also downloadable under the Blackboard Help Menu at your institution's website.

Resources used in the Production of this Document:

1. Templates for the Organizer were adapted from 2010 calendar spreadsheets available from <http://www.vertex42.com/>.
2. Elements from the Ivy Tech Blackboard website at dl.ivytech.edu were adapted to obtain realistic Blackboard illustrations.
3. The hand mouse cursor image was obtained from <http://www.macthemes.net/forum/viewtopic.php?pid=690260>.
4. The white mouse pointer image was obtained from <http://lockergnome.net/questions/20205/do-you-prefer-using-a-white-mouse-cursor-or-a-black-mouse-cursor>.