

# Opening Documents in a New Window

Learn how to open certain documents within Blackboard within a new window.

## Blackboard Documents

The screenshot shows the Blackboard Academic Suite interface. The main content area is titled "Getting Started with the Grade Center" and contains several sections:

- Action Bar:**
  - Add Grade Column:** Click to add a column that represents a gradable item in the course.
  - Add Calculated Column:** Calculated Columns perform functions such as weighting grades. Calculated Columns can also perform averages and totals on sets of grades.
  - Manage the Grade Center:** Customize the Grade Center by adding Categories, Smart Views, Grading Periods and Grading Schemas.
  - Send Emails:** Send emails to Users and Observers.
  - Create Reports:** Generate Reports on one or many students using Grade Center data. Reports are generated and printed out for the individual students in the report.
  - Grade History:** Display history of all grade changes in the course.
  - Sort Columns By:** Sort the spreadsheet by: Categories, Creation Date, Display Name, Due Date, Layout Position, and Points Possible.
- Interactive/Non-Interactive Views:**
  - Interactive View:** The default view that allows inline editing of entries and freezing/unfreezing of columns.
  - Non-Interactive View:** Displays the data in a simplified grid with no inline editing and no freezing/unfreezing of columns. This view is designed for accessibility: it is easy to navigate using only the keyboard and is accessible by screen readers.
- Other Grade Center Views:** Use Current View to toggle back and forth between the Full Grade Center, Smart Views, and Grading Periods.

At the bottom, there is a "Grade Center" table with the following data:

Last Name	First Name	Assignment 1	Unit 1 Test	Assignment 2	Unit 2 Test	Debate	1st Quarter
Brown	Tony	✓	10.00	10.00	A-		97.14%
Casper	chris	✓	9.00	9.00	B-	4.00	85.00%
Dubois	Alyssa	✓	9.00	9.00	A+		94.29%

Certain documents within Blackboard such as pdfs open within Blackboard itself. There are certain cases where you as an instructor would want these documents to open in a new window. Unfortunately there is no easy way to do this within Blackboard. However there is a work-around that you can show your students when they view your course.



### Blackboard 8.0 Documents



#### Getting Started with the Grade Center

[Getting Started with the Grade Center](#)

This document will help you get started with Blackboard 8.0



#### Creating Course Content

[Creating Course Content](#)

Included within this document



#### Organizing Your Course

[Organizing Your Course](#)

Learn about the best practices



#### Presenting Content to Students

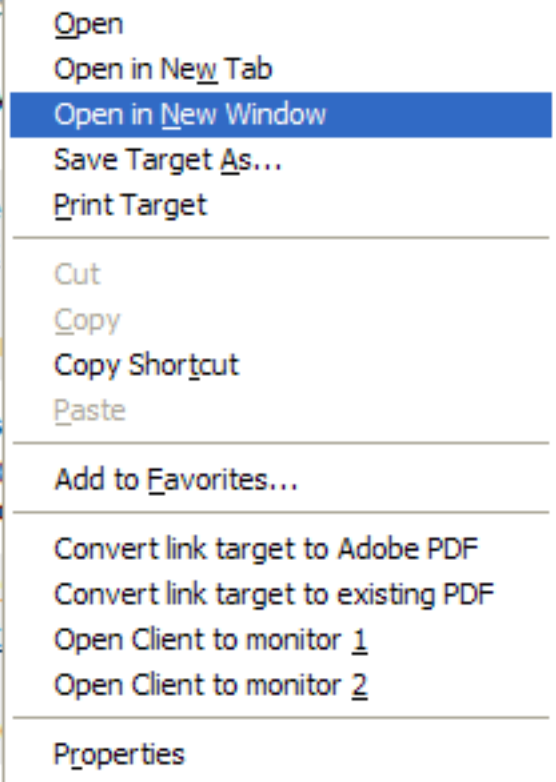
[Presenting Content to Students](#)

Presentation is the key to success



#### Universal Design and Accessibility

[Universal Design and Accessibility](#) (807.307 Kb)



Navigate to a section of your Blackboard course where there is a document that you would like to open. Hover your mouse over the desired link and right click to bring up the context menu. Within the context menu select "Open in New Window".

# Success!

The screenshot shows a web browser window displaying a document from Blackboard Academic Suite. The document title is "Getting Started with the Grade Center". The document content includes an "Action Bar" with the following items:

- Add Grade Column**: Click to add a column that represents a gradable item in the course.
- Add Calculated Column**: Calculated Columns perform functions such as weighting grades. Calculated Columns can also perform averages and totals on sets of grades.
- Manage the Grade Center**: Customize the Grade Center by adding Categories, Smart Views, Grading Periods and Grading Schemas.
- Send Emails**: Send emails to Users and Observers.
- Create Reports**: Generate Reports on one or many students using Grade Center data. Reports are generated and printed out for the individual students in the report.
- Grade History**: Display history of all grade changes in the

Other sections include "Interactive/Non-Interactive Views" and "Other Grade Center Views".

The browser window shows the URL: [http://bb.gcccd.edu/courses/1/BB\\_WORKSHOP\\_RODGERS/content/\\_95613\\_1/Getting\\_Started\\_With\\_the\\_Gra...](http://bb.gcccd.edu/courses/1/BB_WORKSHOP_RODGERS/content/_95613_1/Getting_Started_With_the_Gra...)

The background shows the Blackboard 8.0 interface with a navigation menu on the left and a list of documents in the main content area.

As you can see the document opens successfully within a new window which provides the student greater accessibility to the content you provide to them.

## Questions, Comments, or Requests

The screenshot shows a web browser window with the address bar displaying <http://www.grossmont.edu/chrisrodgers/contact.asp>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a search bar, and a toolbar with icons for home, print, page, and tools. The page content features the Grossmont College logo and navigation links: [home](#), [site index](#), and [campus email](#). A search box is also present. The main heading is "Chris Rodgers - Instructional Design Technology Specialist". A sidebar on the left contains a list of links: [Home](#), [Workshops](#), [Blackboard](#), [FrontPage](#), and [Contact](#). The "Contact Information" section includes a paragraph: "Need assistance with your website, Frontpage, or Blackboard? I will be more than happy to answer any questions you may have. Feel free to contact me with the information listed below. My hours are Monday thru Friday 8am to 5pm." Below this are three bullet points: 

- **Phone:** (619)644-7385
- **Email:** [chris.rodgers@gcccd.edu](mailto:chris.rodgers@gcccd.edu)
- **Location:** Room 70-215 on the second floor of the Tech Mall

At the bottom of the page, there are several footer links: [Apply & Enroll](#), [Departments](#), [Help for Students](#), [Find People](#), [Online Services](#), [Campus Information](#), [Student Activities](#), [Grossmont College](#), [8800 Grossmont College Dr.](#), [El Cajon, CA 92020](#), [\(619\) 644-7000](#), [Send feedback](#), [Cuyamaca College](#), [Grossmont-Cuyamaca District Offices](#), [Legal Disclaimer](#), and [Last Revised 03/03/2008](#).

Have any questions regarding Blackboard or would like to request a tutorial to be written. Feel free to contact me and I will be more than happy to assist you.

**Phone:** 619-644-7395

**Email:** [chris.rodgers@gcccd.edu](mailto:chris.rodgers@gcccd.edu)

**Website:** <http://www.grossmont.edu/chrisrodgers>