Getting Started with Blackboard

http://courses.smcm.edu

Tutorials for Faculty can be found at:

http://faculty.smcm.edu/dstoti

Building and Managing your course

Control Panel

The Control Panel is the primary location that faculty use to build and manage their course. Access to all controls for the course is located here.

Edit View

While navigating a course through the same view that a student sees, the upper right corner of the main browser window has a small link for 'Edit View' that allows instructors to jump straight into the management functionality for that page. This can be a great time saver when building a course.

Add Students & Users

At the beginning of the semester, students are added to courses by the BlackBoard administrator. Faculty can always use the Enroll User function of the Control Panel to manually add a student. A more detailed set of instructions can be found here.

Drop Students & Users

Students who drop your class are NOT dropped automatically. Therefore, after the end of the Add/Drop period, please go to the Control Panel and select 'Remove Users from Course' and manually remove any student that has dropped your class.

Change Role and Permissions for users

Have a Teaching Assistant? Have a colleague collaborating with you? After enrolling them in your course, you can change their abilities and role in your course by go to the Control Panel, click on List / Modify User, find the user you want to modify, click on Properties. At the bottom of the resulting page, you will be able to promote a user of your course from Student to Course Builder, Teaching Assistant, Instructor, etc.

Copy Materials from one course to another

Have materials in a course and want to copy it over to another course? Open the Control Panel for the course you want to copy materials from. Click on Copy Course. Select Copy Course Materials into an Existing Course. Tell Bb which course you want to copy materials to and which materials you want to have copied.

Who to call for help

Doug Toti – dstoti@smcm.edu ext. (x4192)
Help Desk – helpdesk@smcm.edu ext. (x4357) – (xHELP)

Basic Bb Course - What goes where?

Announcements

Announcements is a place to post information briefs and directions for students taking your class. Examples: new information posted, class is meeting in the library, assignment due date changed, etc.

Course Information

Course Information is a place to post your syllabus and general information about the course that students will need to have to be successful. This is great place to post expectations, course evaluation rubrics, expected skills, safety manuals, etc.

Staff Information

Listing of all contact information for anyone involved in your class that the students may need to contact as a resource. Examples: All instructors, Librarian, Learning Systems Specialist, Writing Center, Teaching Assistants, etc.

Course Documents

This is the primary repository of information and course materials that you wish to distribute to the students electronically. Often organized in a hierarchy of folders such as chapters, sections, modules, learning objects, etc. Any kind of document format can be posted here including: Word, Excel, PowerPoint, PDF, Images, Audio, Video, Animations, etc.

Assignments

This is a place to post work assigned to the students that needs to be turned in and will be graded. Examples: Homework, Tests, Quizzes, Projects, etc.

Discussion Boards

A private discussion board for your class where students can carry on asynchronous conversations, exchange papers for peer review, gather feedback, exchange ideas, etc.

Communications

Send email – is a ready-made email communication tool for your class that is pre-populated with all email account information for all users of your course.

Tools

Digital Drop Box – is a *private* exchange between the student and the faculty member. A great place to have students hand in assignments electronically.

My Grades – the electronic grade book that is built into Bb, which allows each student to view and keep track of his or her own grades for the course.