

Blackboard Quick Start Guide



This quick start guide to Blackboard will enable you to:

1. Gain **Access** to Blackboard and your Course in Blackboard
2. Create Course **Announcements** and **Email** Students
3. Post Files/**Content** (including your **Syllabus**)
4. Create **Folders** and **External Links** in your Blackboard Course
5. View the Course **Roster**
6. Manage the Course **Menu**.

Getting Started

Getting or modifying a USF netID

A USF netID is essential to access Blackboard at USF. Not all instructors have a USF netID. Additionally if you have a netID but do not remember the password, follow the instructions below:

1. Go to: <http://una.acomp.usf.edu>
 - a. Click **Activate your USF netID** if you have never created or used a netID before. You will need your USF ID Card for this. Once you create your netID, you will be able to log in to Blackboard within a day
 - b. Click **Reset your USF netID Password** if you have forgotten your USF netID password.
2. Follow the instructions on the respective web pages to complete the tasks. Call 974-1222 for troubleshooting.

Accessing Blackboard and your Course at USF

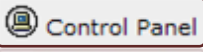
You can access Blackboard and your course with your netID as follows:

1. Go to <http://my.usf.edu>
2. Click the **Login** button.
3. Type your netID and password to log in.
4. Click the **Courses** tab at the top of the page
5. In the course list, pay attention to the semester names at the end of your courses and then click your **course link**.

Communicating with Students

Creating an Announcement

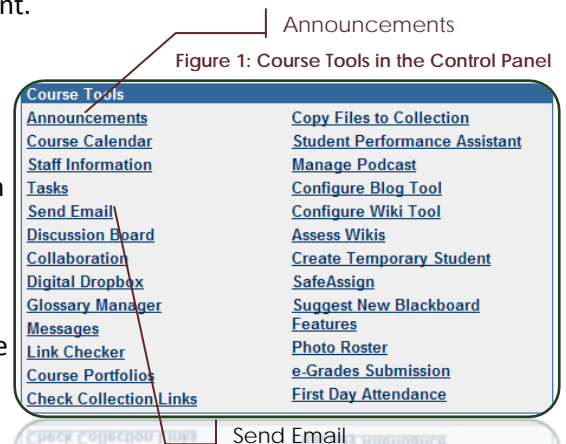
The first page that is displayed in a Blackboard course is the announcement page. This page can be used to post periodic course announcements and to welcome students to the course. To post an announcement:

1. While in your course in Blackboard, click the **Control Panel** button in the main navigation bar. 
2. In the **Course Tools** module, click the **Announcements** link.
3. Click the **Add Announcement** button and on the next page; provide a Subject and Message, schedule Appearance, link to a Course Item, and/or Email the announcement.
4. Click the **Submit** button when you are done.

Emailing all your Students

You can email all your students in your course via Blackboard as follows:


1. While in your course in Blackboard, click the **Control Panel** button in the main navigation bar.
2. In the **Course Tools** module, click the **Send Email** link.
3. Click the **All Users** link and on the next page; type a Subject and Message, opt to receive a return receipt (not advisable if you have several students), and attach a file/multiple files.
4. Click the **Submit** button when you are done.



Working with Content



Posting a File (Presentation, Syllabus, Document, PDF, etc.)

Blackboard is a Learning and Content Management System and can be used to store and retrieve files such as presentations, syllabi, etc. and various file types such as Word documents, Adobe Acrobat PDF files, PowerPoint presentations, etc. Files are stored in content areas in Blackboard. To post a file in Blackboard :

1. While in your course in Blackboard, click the **Control Panel** button in the main navigation bar.
2. In the **Content Areas** module, click the area you would like to post a file (e.g. Syllabus or Course Documents).
3. Click the  button and on the next page; type an Item Name (e.g. Syllabus), description (in the **Text** box), select a file from your computer (click the **Browse** button next to the field: **Attach Local File**), opt to make the file available to all students, track the number of student views, and schedule availability (if you use this feature, also select the check-boxes above the dates). Leave all other options as is (defaults).
4. Click the **Submit** button when you are done. To modify or remove the item/ file after it has been posted, go back to the content area via the Control Panel and use the Modify or Remove buttons to the right of the file.

Creating Folders and Posting External Links to Content Areas

You can organize your content areas by creating folders (e.g. a folder for each week) and storing items/files within the folders in Blackboard the same way you do on your computer. The process is similar to posting a file:

1. Perform steps 1 and 2 as above with the intention of posting a folder or an external link instead of an item/file.
2. Instead of clicking the **Item** button, click the  or the  button.
3. Follow the instructions on the page (similar to posting an item) and click the **Submit** button when done. You can modify or remove the folder/external link after posting – the same way as an item (see step 4 above).
4. To post an item/file to a folder; go to the Control Panel, select the Content Area with the folder, click the folder's name in the Content Area and follow steps 3 and 4 under Posting a File (above).

Course Management

Viewing the Student Roster

Students are added or removed from your Blackboard course automatically as they register or drop the course respectively via OASIS (takes a day or two for a change to reflect in a course). To view your course's student roster:

1. While in your course in Blackboard, click the **Control Panel** button in the main navigation bar.
2. In the **Course Tools** module, click the **Photo Roster** link. Click the **Back** button when you are done.

Manage your Course Menu

To change your Blackboard Course Menu (main navigation menu to the left in your course shell):

1. While in your course in Blackboard, click the **Control Panel** button in the main navigation bar.
2. In the **Course Options** module, click the **Manage Course Menu** link.
3. Click the **Modify** or **Remove** buttons to the right of the existing Menu Items to modify or remove them.
4. Change the ordering by using the **Number Drop-downs** to the left of the Menu Items.
5. You can add new **Content Areas**, **Tool Links**, **Course Links**, and **External (Web) Links** to your Course Menu by clicking the appropriate buttons in the **Add Menu** bar at the top of the Manage Course Menu page.

Learn more about Blackboard at the Center for 21st Century Teaching Excellence's (C²¹TE) Blackboard Tutorials page (www.c21te.usf.edu/resources/blackboard) and register (www.c21te.usf.edu/workshops) to attend the C21TE's Blackboard workshops in the spring and fall semesters. Blackboard 8 Instructor Manual: www.tinyurl.com/bb8instrman