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# Quick Start Guide for Blackboard

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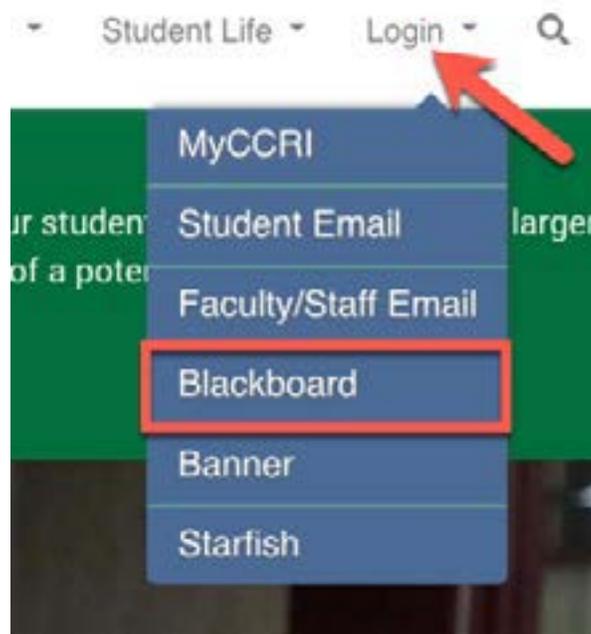
For more information about how to transition your course to digital teaching, please visit [Quick Start for Blackboard](#) on the [e.co website](#).

CCRI has extensive resources for learning Blackboard including workshops, tutorials and step-by-step instructions, as well as virtual and in person meetings. To learn more about the resource available to you, visit the [Center for Instruction and Technology](#).

# Logging In to Blackboard

Blackboard is located on the CCRI web site.

1. Go to <https://www.ccri.edu>.
2. In the upper right hand corner, click on **Login**.
3. Choose **Blackboard** from the drop down list.
4. On the **Secure Login Page** type in your username and password.



5. Click **Sign in**.



# Set Up Your Course in 1 Hr.

## The Quickest Start to Your Course

### Find Your Course

1. Log into Blackboard with your CCRI email credentials.
2. Find your course in the **My Courses** on the right of the screen.
3. Click on your course title to open the course.
4. Import the course template file. (If you haven't worked with a course template previously, see **Import the Course Template** for instructions.

### Add Your Syllabus

1. Check that Edit mode is **ON** (top right of course area).
2. Click **Get Started** (menu on the left).
3. Hover your mouse over **Read Course Syllabus**.
4. Click the drop down and choose **Edit**.
5. Scroll down to **Attachments**.
6. Browse your computer to find your syllabus file.
7. Click **Open**.
8. Then **Submit**.

### Make an Announcement

1. Click **Announcements** (menu on the left).
2. Click **Create Announcement** button
3. Add a Subject.
4. Enter your announcement text in the text box editor.
5. Scroll down and check the **Email Announcement** box.
6. Click **Submit**.

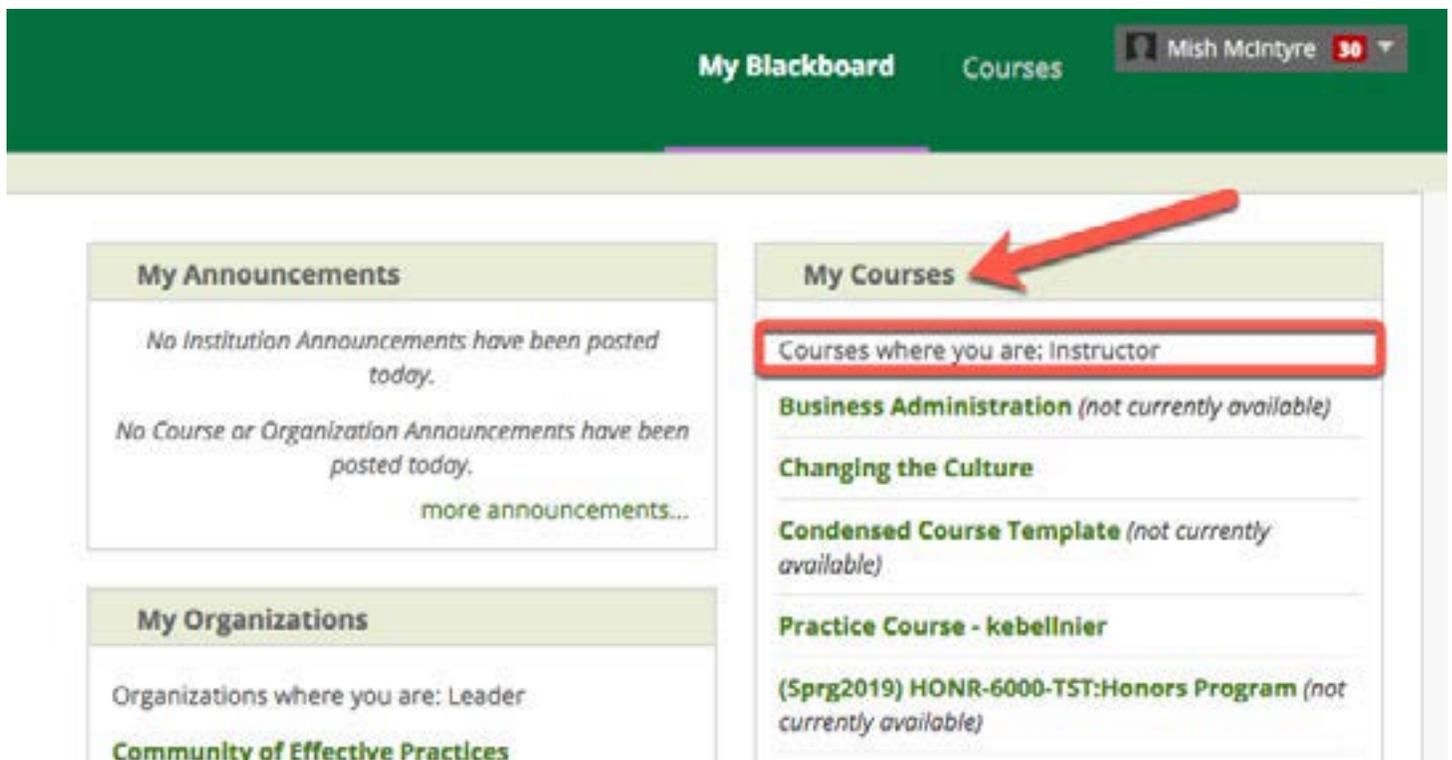
### Add Content

1. Click **Weekly Sessions**.
2. Choose appropriate folder, such as Week 1.
3. Choose **Build Content** button.
4. Click **Item**, or **Web Link** for the type of content you want.
5. Follow the steps and **Submit**.
6. Repeat to add more content.

# Find Your Course

## Blackboard Landing Page

Your courses are located in the My Courses Tool, located on the right side of the screen. Locate the title "Courses where you are an instructor" in My Courses. Scroll through the list to find the 2020 Spring courses.



The screenshot shows the Blackboard landing page with a green header. The header contains "My Blackboard" and "Courses" links, and a user profile for "Mish McIntyre" with a "90" notification badge. The main content area is divided into two columns. The left column has "My Announcements" and "My Organizations" sections. The right column has a "My Courses" section, which is highlighted with a red arrow. Inside the "My Courses" section, the link "Courses where you are: Instructor" is highlighted with a red box. Below this link are several course titles, some of which are marked as "not currently available".

**My Blackboard** Courses Mish McIntyre 90

**My Announcements**

*No Institution Announcements have been posted today.*

*No Course or Organization Announcements have been posted today.*

[more announcements...](#)

**My Organizations**

Organizations where you are: Leader

**Community of Effective Practices**

**My Courses**

**Courses where you are: Instructor**

**Business Administration** *(not currently available)*

**Changing the Culture**

**Condensed Course Template** *(not currently available)*

**Practice Course - kebellnier**

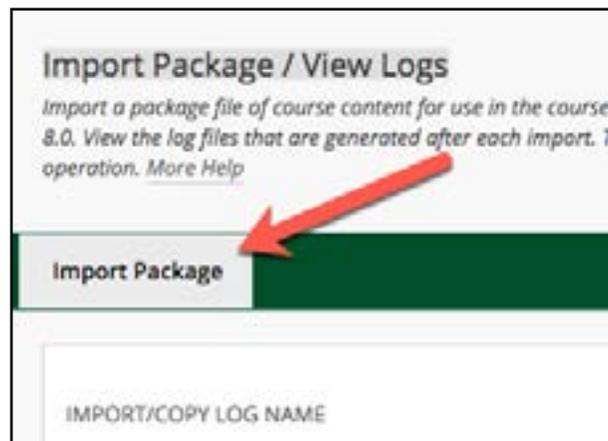
**(Sprg2019) HONR-6000-TST:Honors Program** *(not currently available)*

# Import the Course Template

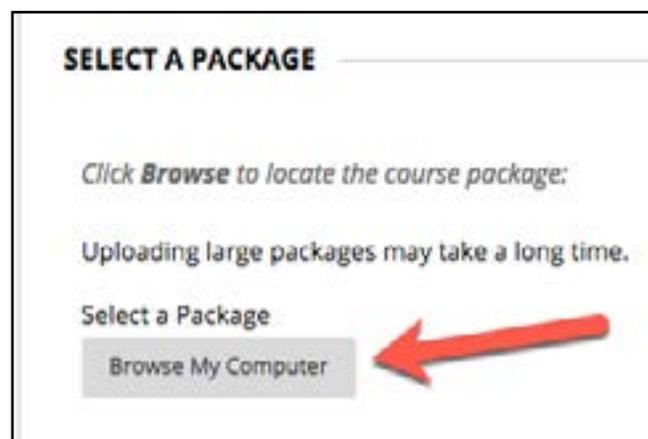
## Import the Course Template into Blackboard

Uploading the template to an empty Blackboard course takes only a few steps:

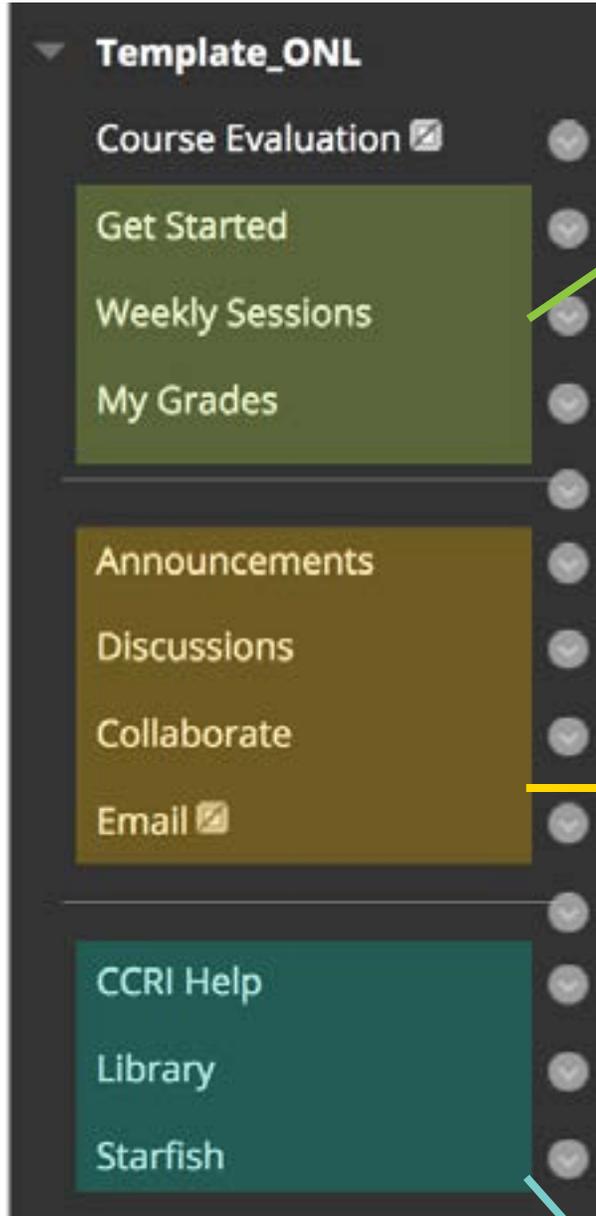
1. Download the [Course Template zip file](#) to your computer. (Do not open, rename or extract the zip file).
2. Log into Blackboard and navigate to the course in the **My Courses** panel.
3. On the **Control Panel** located under Course Management, click on **Packages and Utilities**.
4. Select **Import Package/View Logs**.
5. Click on the **Import Package** button.



6. Scroll down to **Select a Package**.
7. Choose **Browse My Computer**, navigate to and choose the downloaded file (it will be a .zip file).
8. Scroll down to **Select Course Materials**.
9. Choose **Select All** and **Submit**.



# The Standard Course Template



**Get Started** contains syllabus, schedule and contact information.

**Weekly Sessions** contains the content for the course including files, videos and links.

**My Grades** is a tool in which students to see their grade and your feedback.

**Announcements** allow you to easily send a message to all students on the roster.

Post guiding questions to **Discussions**. Students will be able to post responses.

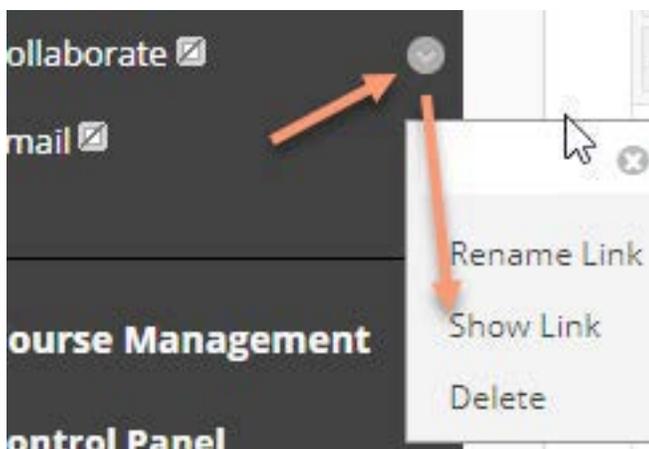
Hold a live class remotely using **Collaborate**.

**Email** students individually or in groups.

**Starfish** will help you communicate with students and recommend student services like tutoring and technical help.

**CCRI Help** will connect students directly with technical help with Blackboard.

Use the **Library** link to connect with Library resources.

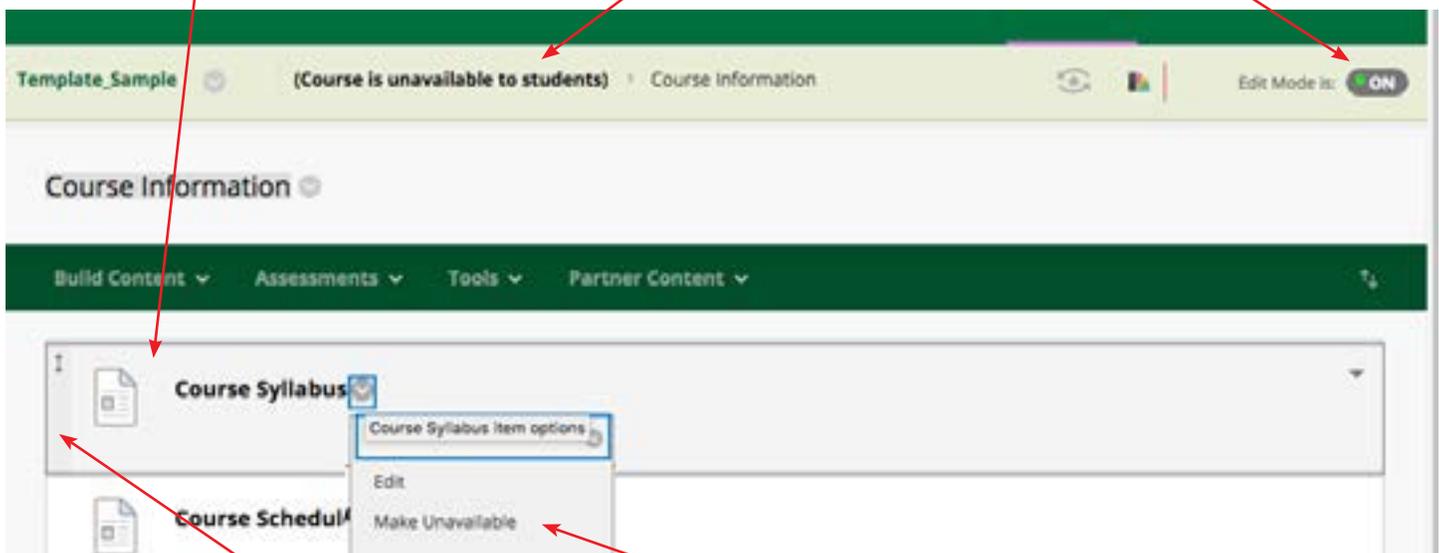


# Five Fundamentals of Blackboard

Selected items appear as a grey bar

**Breadcrumbs** help you know where you are in the course.

**Edit Mode** must be **ON** to do anything in Blackboard.



**Drag and Drop** your content using the grey side bar.

Hover or an item and the Down Arrow will appear. click to access options like **Edit** or **Make Unavailable**.

## And One Secret...

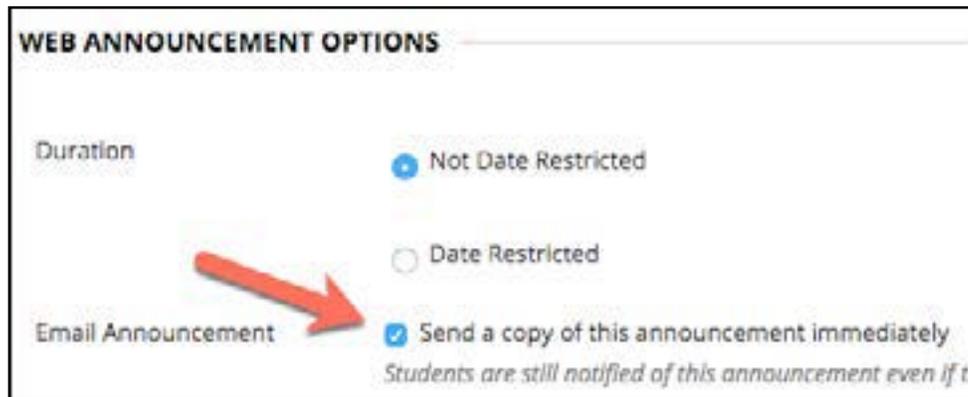
Blackboard is a responsive software, meaning it will collapse and expand depending on the size of the computer screen. On small laptops, Blackboard will collapse the left main menu automatically. Just hover on the blue bar on the left edge of the screen. The blue bar will turn dark gray and an arrow tab will appear. Click of the tab or bar and the menu will expand.



# Communicating with Students

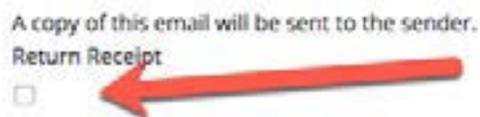
You can quickly email a note to students using the Announcement Tool.

1. Simply click on the **Create Announcement** button at the top of the menu.
2. Check off the **Send a copy of this announcement immediately** option in the Web Announcement Options to send an email to students with the full text.



## Send an Email to a Student/s

Email one student, a group, or all students in your course. Email is flexible. However, there isn't an inbox in the email tool, so make sure to CC yourself. The emails will be delivered to CCRI email addresses.

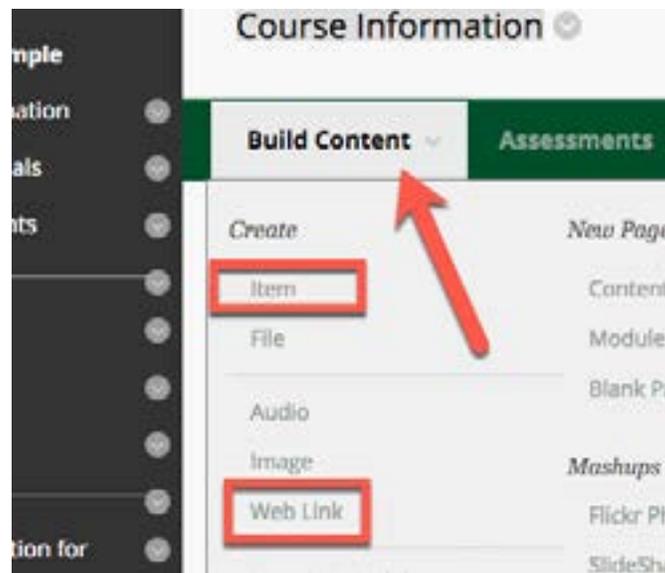


# Adding Content

Organize course materials into logical and consistent folders. For many courses, weeks will be the most logical way to organize materials, where everything a student needs is in one folder. Other courses may organize by topics, though providing dates will be very useful for students. You can rename and reorganize these folders as you need, deleting those that are unnecessary.

To upload materials, click on a folder's name to open the folder.

1. On the menu bar, select Build Content.
2. Choose Item from the drop down box.
3. Add text and instructions for students.
4. Scroll down to the Attachments section to upload files.



5. For web links, choose Web Link instead of an Item from the Build Content drop down box. Paste in the URL and submit.

Find more information about building content:

- [How to Edit Content Items](#)
- [How to Edit Text](#)
- [How to Add Files to Items](#)
- [How to Create Content Area \(e.g., files, folders\)](#)
- [How to Create a Web Link](#)

# Holding a Collaborate Session

## Live Meetings Through Blackboard

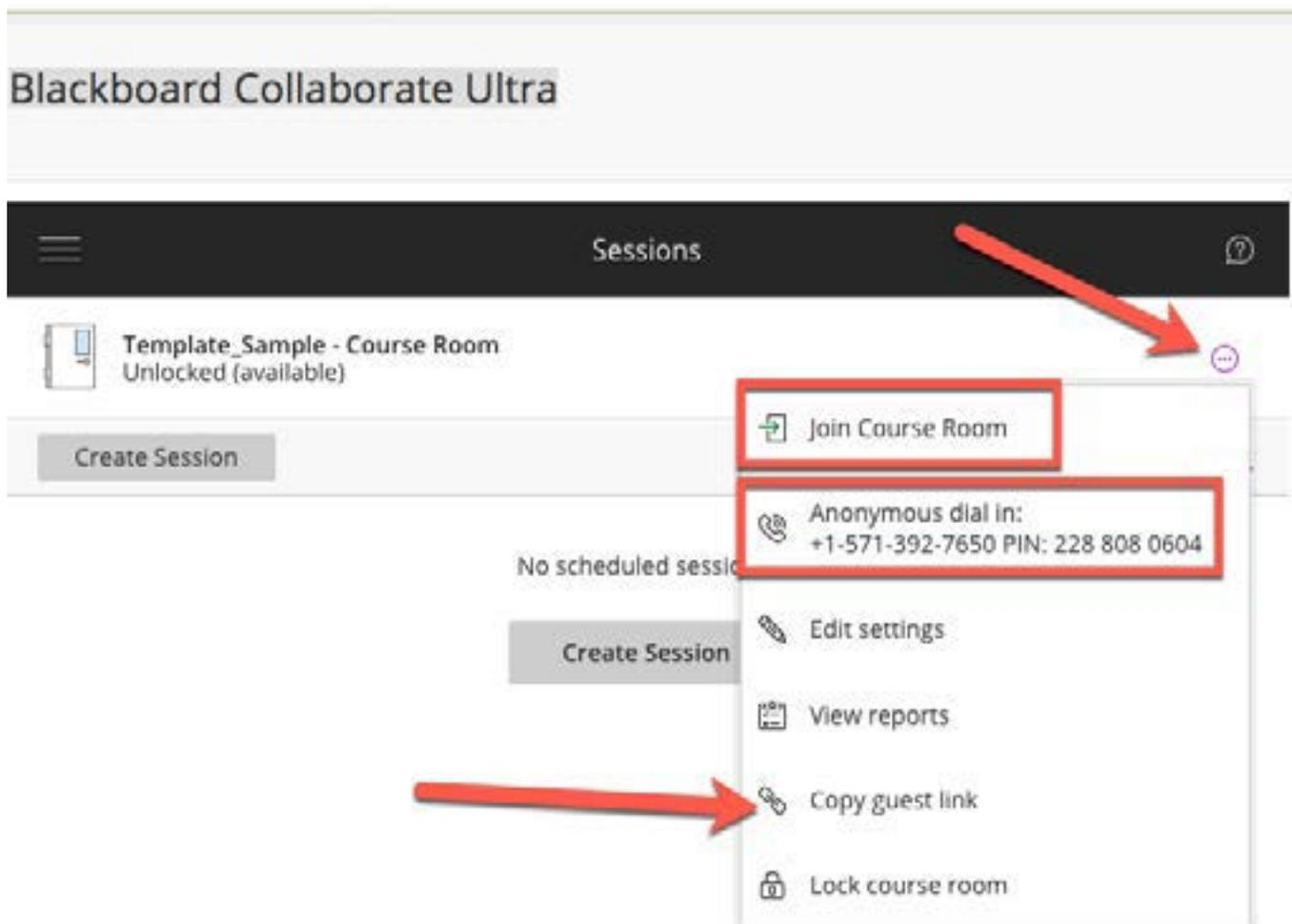
The Collaborate tool in Blackboard allows for in-person meetings through video conferencing with the option to record sessions. Some common course activities that you could use Collaborate for include class lectures, office hours, group collaboration, and student presentations.

To learn more about Collaborate visit the links below:

- [How to create a Collaborate session](#)
- [How to join a Collaborate session](#)

Join the **Course Room** to enter Collaborate. If your computer audio doesn't work you can use the **telephony** option to dial in. Copy **guest link** and send to your students. Students and guests will be able to enter the room with a guest link.

Make sure to use the **Chrome Browser** for Collaborate.





# Quick Start Guide for Blackboard

