

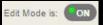


UWindsor Blackboard Quick Reference Guide

Ask for Support at http://www.uwindsor.ca/bbhelp

Login - http://blackboard.uwindsor.ca

Ensure that



Add Course Staff (Instructor, GA/TA)

- Control Panel -> Users and Groups -> Users
- Find User to Enrol
- Enter UWin ID, (without @uwindsor.ca) in
 Username field (avoid using Browse button)
- Select Role, Availability Yes
- Submit

Getting a Course Site

Course Sites are automatically produced when:

- A course is listed in SIS
- You are assigned as instructor of record
- **Note: Updating may take up to 24 hours**
 For speciality requests (i.e. course merges) please submit a service request at uwindsor.ca/bbhelp

Add Course Announcement

- Go to Course Menu
- Announcements -> Create Announcements
- Enter Subject and Message

To send as an email instantly

- -> Not Date Restricted -> Send copy of this announcement immediately
- Submit

Add a Tool

- Top left of Course Menu, click "+"
- Tool Link -> enter Name e.g. Discussions
- Choose a Type from drop down list
- e.g. Discussion Board
- Check Available to Users
- Submit

Make my Course Available

- Control Panel ->Customization ->Properties
- Scroll down to Set Availability
- Select Yes
- Submit

Download a Class List

Grade Center - to obtain a Class List

- Control Panel -> Grade Center
- Full Grade Center -> Work Offline
- Download
- Select User Information Only
- Submit
- Download

Send Email To Students

- Control Panel -> Course tools
- Send Email
- Select from All Student Users, All Users, Instructors, Teaching Assistants, Groups or Individuals
- Select the Recipient(s) for your Email (depending on your selection above)
- Enter a Subject and Message.
- Attach Files (if needed)
- Submit

Organizing My Courses (Home Tab)

To reorganize courses in My Courses module

- Hover over the top right corner of the and click the gear icon. Check what you want visible, or uncheck what you want hidden.
- Check Select All to hide course
- Click **Submit**. (Note this does not delete
- Repeat in Courses tab

Request Help: uwindsor.ca/bbhelp Training: uwindsor.ca/bbworkshops Revised 2017-04-17

Add a File like Course Syllabus or Resources

- Course Menu ->Access a Content Area like
 Syllabus or Resources
- Build Content -> Item
- Enter Name and Text that describes the file
- Browse My Computer or Browse Content Collection to attach a file
- A small window will open -> select file
- Choose Availability, Date and Time (optional)
- Submit

Give Student Grades

Add a Grade Center Column

- Control Panel-> Grade Centre ->
 Full Grade Centre -> Create Column
- Enter Column Name and Description
- Assign the Points Possible value
- Choose a **Primary Display** type
- Under **Options**, determine if the entry should visible for student viewing
- Submit

Enter Grades

- Control Panel -> Grade Center -> Full Grade Center
- Click on the cell beside the student you wish to grade below the appropriate
- Enter the grade and click **Enter** to save and move to the next student

Creating Groups

Create Groups

- Control Panel-> Users and Groups-> Groups
- Select single group or group set (to auto-divide your class into groups).
- Choose Random, Manual (to enroll yourself) or Self-Enrol (for students to self-select)
- Choose group tools, Smart View and customization options
- Submit

Import CLEW Content into Course

From CLEW - copy into Blackboard course

- Course Menu -> Course Tools
- CLEW Import
- Select CLEW course -> Submit
- Select tool(s) with content to copy. (Read instructions per tool)
- Find content under similarly named Menu links (e.g. Resources)
- Check over for accuracy and errors

Export Content / Course Archive

Export Content - Package

- Control Panel -> Packages and Utilities
- Export/Archive Course -> Export Package
- Select appropriate settings and select course materials
- Submit
- Email will be sent when file available
- Click **Download** to reveal the .zip file link
- Save file on your computer
 This Export Package contains only the parts of the course that were selected.

Import Package into New Course

- Control Panel -> Packages and Utilities
- Import Package/View Logs-> Import Package
- Browse for .zip file
- Select all course materials as above
- Submit

Auto SIS Groups

Each Section has an automatic group created in the site. Access these groups through

Control Panel -> Users and Groups -> Groups
Group membership is automatically synced with SIS

These groups allow you to manage a class with multiple sections combined into one site.