

UWindsor Blackboard Quick Reference Guide

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

Login - <http://blackboard.uwindsor.ca>

Ensure that

Edit Mode is: **ON**

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**

Make my Course Available

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

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**

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**

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**

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**

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

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**

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

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 be 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

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 is 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**

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**

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.