



Centre for Teaching and Learning

401 Sunset Avenue

Windsor, Ontario, Canada N9B 3P4

519-253-3000 Ext 3090 F 519-971-3693

wwwctl.uwindsor.ca

Blackboard Learn

The University of Windsor is using Blackboard Learn as its learning management system (LMS). Blackboard Learn is a proven solution that enables instructors and students to utilize an enriched and diverse, integrated technological environment for their teaching and learning activities, and it can serve as a digital hub for coursework. Blackboard Learn significantly enhances our capacity to offer engaging, high-quality online and blended learning and teaching, and allows for greater support for instructors pursuing new pedagogical approaches.

Blackboard is:

- **Customizable:** Provides customization options to support a range of pedagogical styles, site organization, personal notifications, and adaptive release of materials.
- **Interactive:** Enables instructors to connect and engage with students through blogs, rich video, audio, virtual classrooms, and discussion board options using desktops, laptops, tablets, and smartphones.
- **Intuitive:** Includes extensive online help documentation and videos 24/7/365 to help users find out how to use features.
- **Efficient:** Offers extensive options for providing student feedback and integrated grading.

***Note:** Some of the links below may not yet be functioning after our recent outage.

Getting Training

Training for instructors and assistants is available through synchronous/real-time workshops at uwindsor.ca/bbworkshops or in online, self-paced, non-facilitated courses by Blackboard at uwindsor.ca/bbonline. Register for a session that is right for you and your needs. There is a **Help Me** tab visible at the top of the screen after you log into Blackboard at <https://blackboard.uwindsor.ca> containing information and links to training events and other resources for instructors and their assistants. Essential short "How To" videos at <http://www.uwindsor.ca/bbvideos>

Synchronous Workshops

Please ensure you select the level **closest to your abilities** to ensure that you and your fellow participants get the most out of the workshops available on an ongoing basis at uwindsor.ca/bbworkshops

- **Bb Decaf** - This option will offer a relaxed and slower-paced workshop by placing emphasis on step-by-step learning. This category is suitable for the emerging technical explorer or the learner who is new to using learning management systems.
- **Bb Espresso** - This option will offer a fast-paced, more technically driven workshop. This category is suitable for the learner who is confident using learning management system tools or other online systems and who possesses a high comfort level in learning and adopting new technology.
- **Bb Café Virtual Help Desk** – Stop by to get your questions answered or to find out where more information can be available by visiting the Bb Café Organization site. Find the site in Blackboard's top menu -> **Organizations**, then select Virtual Classroom -> Join the Virtual Help Desk-> Join Session or by emailing bbconsults@uwindsor.ca. All instructors get automatically added to this site.



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Getting Started FAQ's

How do I get my course site?

Blackboard and the **UWinsite Student (Student Information System - SIS)** are integrated. Therefore, an automatic process gets initiated once your course code is entered into the SIS, and you are connected to that course in the SIS as the **Instructor of Record**. Once that occurs, a script runs to automatically create an empty "Course Shell." This shell is not available to students until you make it available.

Clicking the "red lock icon" will open your site to students (if the date you activate falls within the default dates for the term). If during non-standard times before the term, you will need to follow a few more steps – submit a ticket at uwindsor.ca/bbhelp, and we will send you the instructions!



Where will I find my courses?

You will see your newly created courses when you log in to Blackboard at <http://blackboard.uwindsor.ca>. Courses are seen at the top of the Blackboard site under the **Courses** tab, or when you are on the **Home** tab, they appear in **My Courses**. Also, they can be seen from the **Global Navigation** drop-down list up by your name in the top right corner of the Blackboard site. The course will appear with the course code and the course name.

What happens if I don't have a course shell yet?

Chances are, the information hasn't made it into the SIS yet, and you might want to contact your Departmental Support staff to see if that step has been taken care of. Once that happens, your course shell usually appears within 24 hours. If you still don't see it, you will need to submit a Service Request with your course specifics to uwindsor.ca/bbhelp to follow up. Instructors also automatically receive a Sandbox site to practice and learn in.

How does my course site get closed?

Courses will be automatically closed to students by the first day of the next semester. You won't need to do anything to your course site to disable student access. Your instructional team will continue to have access to the course site through the Courses tab, but it will be unavailable to students. If you have a special circumstance where you need to keep the site open, please submit a Service Request via uwindsor.ca/bbhelp containing course details (name, section, number, your UWin ID, as well as the length you need it open for). We will send you instructions on how to enable extended access.

Where can I get help?

To learn more about using the LMS, visit the University of Windsor's online support site at uwindsor.ca/blackboard for help with tools, assessments, FAQs, and support for campus issues. Remember to create a bookmark for quick access!

Below are some helpful resources for a quick start:

- **Blackboard Bare-Bones Basics** – a video detailing, in just over 6 minutes, the essentials of using Blackboard at UWindsor. Found with **other essential videos for using Blackboard at UWindsor** – uwindsor.ca/bbvideos
- If you have any pedagogical needs related to your course design, assessments, high-impact practices to keep your students engaged, or other teaching and learning needs, visit the University of Windsor's **Centre for Teaching and Learning's website** (www.uwindsor.ca/ctl). We can help you!



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How do I add users to my course site?

Registered students will automatically be added and updated within your course. Other users, such as departmental support or GAs and TAs, can be added manually.

What are some of the features of the system?

Notable Blackboard Learn features at the University of Windsor include:

- A **Tests, Surveys, and Pools Centre** with 17 different types of questions.
- Optional **customizable grading rubrics** for assignments.
- **SafeAssign**, a plagiarism checker, embedded into the Assignments tool.
- A one-stop **Grade Centre**, with an additional **"Needs Grading"** feature to filter out work yet to be completed.
- A **Retention Centre**, which provides an easy way to identify at-risk students in your course.
- Robust group work features. Instructors can easily **create groups** and populate them randomly or set up groups for self-enrolment or manual enrolment. In any case, associated **group-friendly tools** are immediately made available to group members.
- Rich grading options, including **one-entry** group grading and **anonymous** grading.
- **Self and peer assessment options** that allow students to provide both visible and anonymous feedback to their peers.
- Optional **discussion board rating feature**, which enables users to employ a five-star rating system to help identify helpful or interesting posts.
- Editable **user notification settings** across the notifications dashboard, mobile devices, and email.
- Integration with the **Blackboard Collaborate** virtual classroom.
- **Journals** for individuals or groups.
- A **date management** feature for adjusting all content and tool dates in your course. Course initiation allows instructors to shift dates for the entire semester by a number of days or in accordance with an expected course start date.
- **Import to Grade Centre** tool. Enables instructors to quickly upload the results of a Scantron assessment.
- **Transfer Final Grades** tool. Instructors can easily transfer final grades to UWinsite Student

Where can I find out more information?

Visit uwindsor.ca/bbproject to find out more about why Blackboard was chosen and access information about updates and upgrades, online self-help, FAQs, governance details, and the BB Tips Blog.

