

Instructor Guide to Continuity of Learning in the Event of Campus Closure

TAMU-Corpus Christi's Blackboard Learning Management System allows you to continue to teach your course or courses in the event of a campus evacuation or closure. Below are some steps and information to help you place your course online so that you can continue to teach in the event the campus closes.

I. Getting started and locating your course online:

1. Prepare your computer for Blackboard in order for you to be able to use all the features available with your online course. Visit the Office of Distance of Education Blackboard [Technical Requirements](#) page for information on how to get your computer prepared. Read all the Steps to Prepare Your Computer for Blackboard.
2. Locate the Bb version of your course by opening up a browser and navigating to the [TAMUCC Blackboard website \(https://bb9.tamucc.edu/](https://bb9.tamucc.edu/) and linked from <http://iol.tamucc.edu>). Log in using your Active Directory information (your User ID and Password that you use to log onto a campus computer or email). Locate your course/s in the list of courses that you teach and open one you wish to work on. Use the [Blackboard Interface](#) guide to help you log in and navigate Blackboard.

II. Guides to help you get your online course prepared for student use with needed interactions to engage learning:

- **Adding Announcements:** Use Blackboard's Announcements tool to update students on important things happening in the course. Reassure your students that they can continue learning by logging into your course at <https://bb9.tamucc.edu/>. Once they are logged into Blackboard, they can locate your course in the course listing and continue learning.
 - [Creating Announcements](#)
- **Sending messages and email:** Use Blackboard's communication tools to keep in contact with your students using the email and messaging feature in Blackboard.
 - [Email](#) is a send-only tool. When you send an email from your Blackboard course, replies will be received in your campus email account.
 - [Messages](#) is an email-like tool that can be used to communicate with your students within your Blackboard course.
- **Adding a Syllabus:** One of the essential components of an online course is the class syllabus. Upload a copy of your syllabus to your course so students will know what is expected of them in the course.
 - [Adding a Syllabus](#)
- **Adding Content:** (Notes, lessons, PowerPoint, instructions) Use Blackboard's content tools to add content and organize a variety of media items such as text, graphics, videos, audio, files, and links to create an interactive lesson to help your students succeed. Use the guides below to help you add content to your course.

- The more organized your online class is the easier it will be for your students to use. Begin by mapping out your course content. Use the [Mapping a Course for Online Delivery](#) presentation to help guide you.
- Create topic or unit folders for your lessons to contain the content you will use (notes, instructions, readings, videos, images, etc).
 - [Creating Folders](#)
- View the features of the [text editor](#) to learn how to use it to create content.
- Helpful guides to add other content to your course.
 - [Creating Various Types of Content](#)
 - [Creating YouTube Mashups](#)
 - [NBC Learn Tutorial](#)
- **Creating and Managing Interactive Tools:** Use Blackboard's interactive tools to involve students in class discussions and other forms of interactions to help promote learning.
 - [Comparison Chart for Blackboard Interactive Tools](#)
 - [Creating Discussion Forums](#)
 - [About Forums and Threads](#)
 - [Grading Discussions](#)
 - [Creating Journals](#)
 - [Creating Blogs](#)
 - [Creating Wikis](#)
 - [Creating Chats](#)
 - [Creating Groups](#)
- **Creating Assignments:** Use Blackboard's assignment tool to create activities and have the students submit them within Blackboard to be graded and recorded into the gradebook.
 - [Creating Assignments](#)
 - [Grading Assignments](#)
- **Creating Assessments:** Use Blackboard's assessment tool to create quizzes and exams to be graded and recorded into the gradebook.
 - [Creating Assessments](#)
 - [Grading Assessments](#)

IV. Additional Blackboard resources available to help you get your course prepared:

1. [iTeach Online](#) - Other helpful items can be found on the left menu under Bb Learn 9.1 Instructor Guide, Tutorials, and Certificate Workshops.
2. [Blackboard general help](#) - While logged into your online course shell, click the Blackboard Help link found on the bottom left Control Panel menu.
3. [Office of Distance Education](#) - Staff will make every effort to support you as you continue to teach your students in the event of campus closure. The best way to contact staff during campus closure would be through [email](#). Please phone the office under normal conditions at (361) 825-2122 if you have questions or need help.

I. Getting Ready Before Evacuation: How to Create and Upload Multimedia to Blackboard

1. Narrate PowerPoint Files ([Tutorial for Mac](#) | [Tutorial for Windows](#))
2. Capture Narrated PowerPoint with Camtasia ([Tutorial for Windows Only](#))
3. [Capture Video with Camtasia](#)
4. [Create and Use a YouTube Channel \(Includes Closed Captioning Tutorial\)](#)
5. [Use WebEx to Record and Archive Video Conferences](#)
6. [Show or Hide Files, Folders, or Media Objects in Blackboard](#)

V. Additional tutorials and guides to help you teach online:

- [Creating Presence in Your Course](#)
- [Adding a Test Student](#)
- [Creating rubrics in Blackboard 9.1](#)
- [Managing instructor workload](#)

College of Science and Engineering Lecture Archive

- [College of Science and Engineering lecture archive](#)