

# Blackboard Quick Start Guide

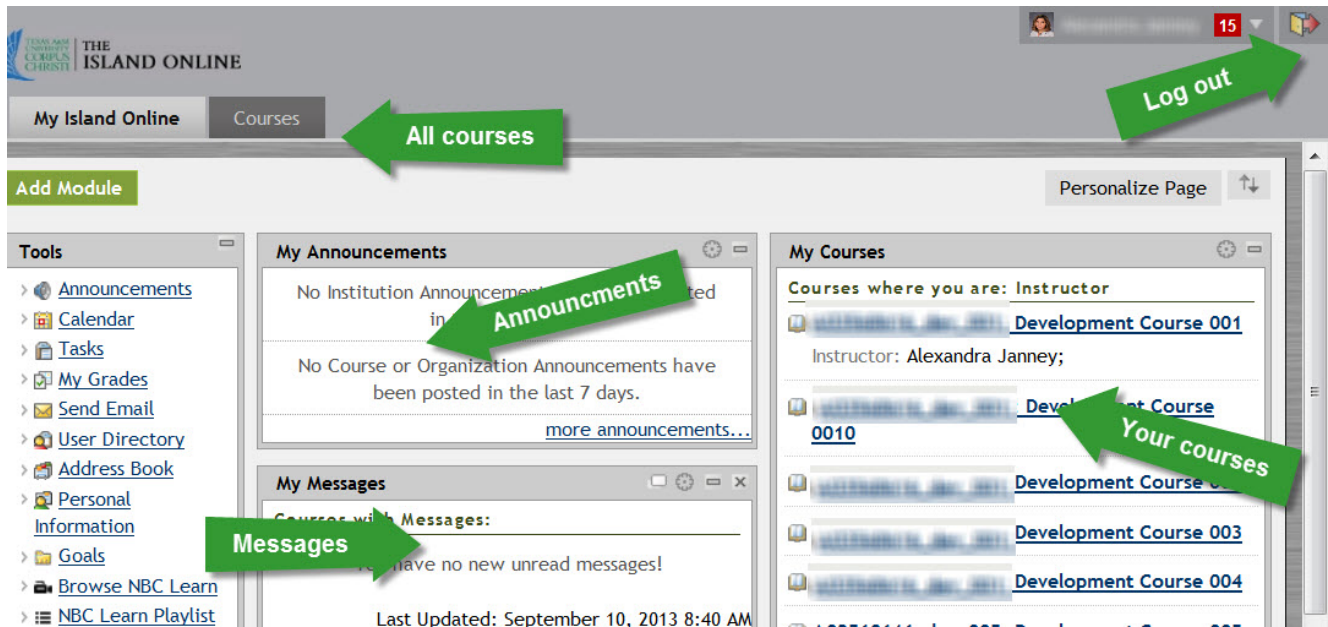
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1. Access Blackboard at <https://bb9.tamucc.edu/>
2. Login using your active directory credentials (same as Outlook, webmail, etc).
3. Your courses are available in the My Courses module (more on page 2).
  - Courses become available to you for editing and adding content about 2-3 months before semester starts.
  - Courses become available to students on the 1<sup>st</sup> day of class.
  - If you do not see your course after 24 hours since you were associated with it in Banner – email [ithelp@tamucc.edu](mailto:ithelp@tamucc.edu)
4. Your course contains university template (nursing template for nursing faculty) – you are responsible for adding content to it and later, copying it into the next semester shell (if you decided to do it).
5. You should also have development shells – they are for your practice or for content storage, there are no students enrolled in them. Use those to store additional content or experiment with tools without affecting current course and student grades.
  - If you do not see your development shells – email [ithelp@tamucc.edu](mailto:ithelp@tamucc.edu) and ask for create them for you.
6. In your Blackboard shell you can:
  - Create items and folders
  - Add files, images, videos
  - Insert lectures, presentations, PowerPoints
  - Create and deploy digital tests
  - Add digital content from publishers
  - Grade submitted digital assignments using digital rubrics
  - Maintain confidential students' grade center
  - Track students at risk
7. Tutorials are available at
  - <https://iol.tamucc.edu> – Instructors link
  - iTeach\_Online Blackboard course (you should see it in the courses that you are enrolled in).
  - [https://iol.tamucc.edu/bb\\_resources\\_instructors.html](https://iol.tamucc.edu/bb_resources_instructors.html) - has tutorials and “how-tos” for creating course content areas, course components, assignments, tests, course tools, and other options.
8. We will provide individual consultations as needed - call 361-825-2122 for an appointment.

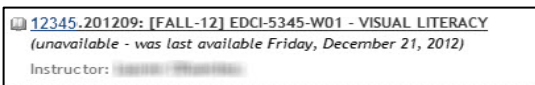
# Blackboard Learn 9.1 - basics

Online tutorials are available at: [https://iol.tamucc.edu/bb\\_resources\\_instructors.html](https://iol.tamucc.edu/bb_resources_instructors.html)

I. Login to Blackboard at <https://bb9.tamucc.edu/>



- ❖ **My Announcements** module displays all announcements in all courses
- ❖ **My Messages** module shows all courses with messages
- ❖ **My Courses** module shows all courses that you are in in any roles: instructors, students, TAs, course builders, unlisted instructors, etc.
- ❖ You have your **active delivery shells** that will have students in them. First five digits is a unique course number.



- ❖ You should also have **5 development shells** for your personal use with no students. If you do not have them – call 361-825-2692 or email to [ithelp@tamucc.edu](mailto:ithelp@tamucc.edu)

## II. Course Access: Click that course you are teaching.

1. Entry point – Homepage with modules.
2. Menu on the left is a university template:
  - a. Content area – adjust to reflect your course content
  - b. Communication tools
  - c. Collaboration tools
  - d. Help & Resources
3. Add links by clicking “green” plus sign in the top left corner.
4. Rename or hide links by clicking **chevrons** by each link’s title

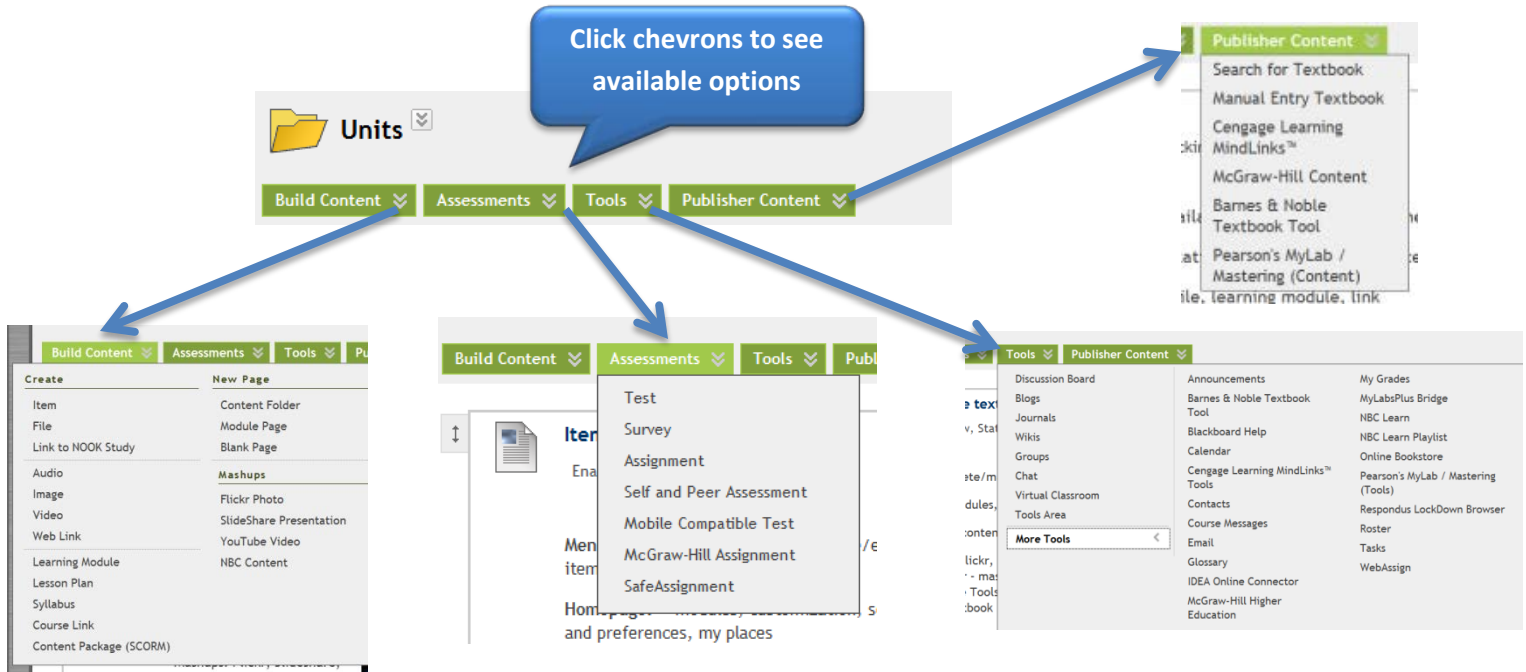


5. Switch edit mode On or Off to see what will be available to students

### III. Adding Content to Your Course

Now that you have adjusted the menu: you can start adding your content by click Course Content link in the blue menu.

New blank page opens in the main area – use green buttons to start adding/building your content.

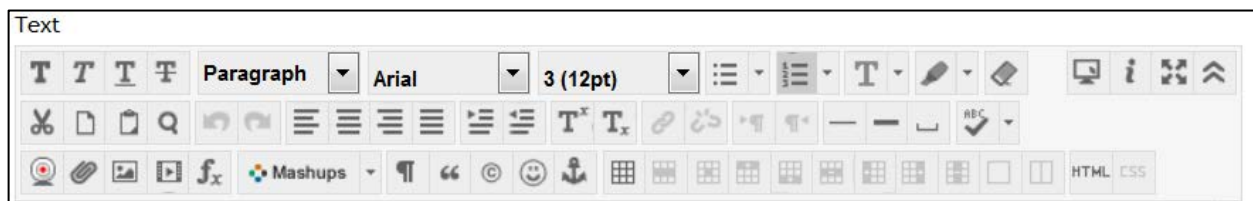


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#### Notes:

- Your content is added to the page in a linear manner: newer items are added to the bottom of the page. You can drag and move them to the desired location on the page.
- Content items may be unavailable to students while you work on them. Check the appropriate option in the settings.
- Consider creating folders for items that may contain more information to eliminate excessive scrolling.
- Review options for each item to be sure that you are selecting the desired settings.

### III. Using the text editor:



❖ Hover over icons to see Tool Tips