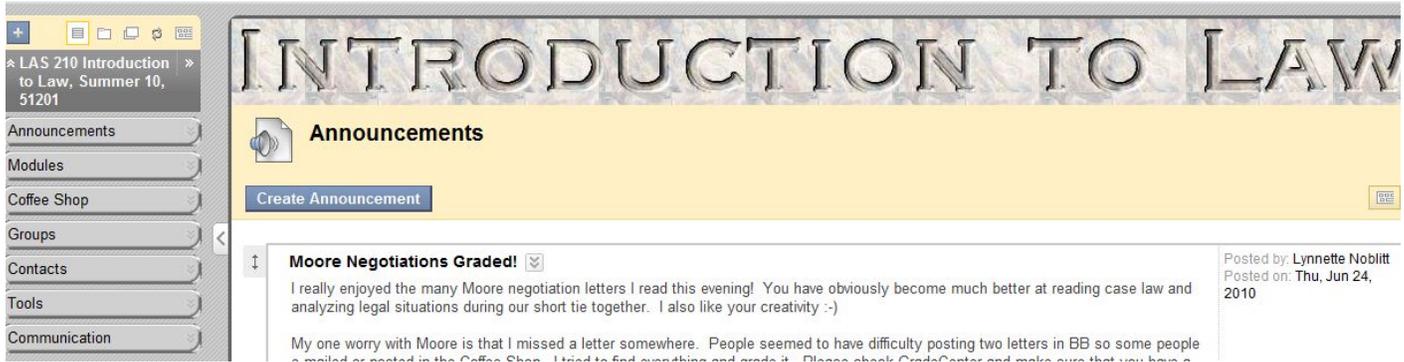


Get Started with Blackboard!

- Blackboard, at <https://learn.eku.edu>, is a Web-based course management system that . . .
 - Provides a Web site for every class, and lets students and instructors participate in class activities online.
 - Offers online storage for course materials, discussion boards, virtual chat, online quizzes, grades, and more.
- Your instructor USERNAME for Blackboard is your “E-key,” with the lastnamefirstinitial pattern, and your PASSWORD matches what you use for email.
- We strongly recommend using Mozilla **Firefox** for Bb.
- Get HELP with Blackboard!
 - Look for the Bb Help tab, near the top of every page in Bb, and click into the section for Instructors.
 - Inside your course site, in the links below the course menu, click Help > Blackboard Help for Instructors.
 - **Call our helpdesk at (859) 622-3000.**
- Your course sites are automatically populated with your students, ready for your use.
 - All course sites are **UNAVAILABLE to students** until **YOU** make them Available.
 - When you are ready, you turn your class on through links in your Course Management area: Customization > Properties > click “Yes” in section 3, then click Submit.
- We have made it easy for you to see your classes from the student’s view, by giving you a “pretend-student” account, which is automatically enrolled in each of your courses.
 - This username has a zero prefixed to your ordinary account, like **0smithj**, and the **password is the last four digits of your Social Security number.**
 - Log in with this account to observe how every element of your course behaves from the student’s point of view. It is especially useful to practice submitting files, taking online tests, and viewing grades.
- To post your syllabus:
 - Click Course Information > Build Content > Create “Item.”
 - Type the “Name” for the item, then click “Browse” to locate your file. Click Submit. You will get a green bar that says you have succeeded, and you will see the link to your file.
- To post an Announcement:
 - Click Create Announcement, fill in the boxes, and click Submit.
 - You control the order of Announcements by drag-and-drop.
- To post other kinds of files (handouts, PowerPoint files, study guides, etc.), and keep them well organized:
 - Plan to use folders and subfolders for easy storage and navigation.
 - Open the Course Documents area (or any content area).
 - Click Build Content > Content Folder (under “New Page”), type the Name for the folder and any descriptive information, and click Submit.
 - Click into your folder, then click Build Content > Create “Item” to upload your file.
 - While you could nest folders endlessly, good practice limits nesting to three levels.
- You can modify the course menu items, using the left-margin vertical arrows to drag-and-drop the order you prefer, using the “plus sign” at the top to add new menu items, and using the down arrow at the right end of each item to rename or delete it. You control the basic color and design of the course menu through Customization > Teaching Style.
- To send email, click Tools > Send Email. Or, click Grade Center > Full Grade Center, and use the checkboxes and the “Email” button above all the names. When you send email from the GC, you can get the recipients listed on YOUR copy of the message.
- To post grades for your students, click Grade Center > Full Grade Center > Create Column.
 - Type a “Name” for the column, set the Points Possible, and click Submit.
 - Click the first student’s box, type the score and press Enter. This moves the entry point to the next student.
 - Note that the Grade Center row with your name is your own pretend-student account.

- To create a link for students to submit files to you, for grading:
 - Inside any content area, such as Assignments, click Assessments > Assignment. Type a "Name" and the Points Possible, and click Submit. This creates a link for the students and a Grade Center column for you.
 - The Safe Assignment option (from the Assessments menu) includes anti-plagiarism scanning of students' texts.
 - In the Grade Center, look for green exclamation points, which indicate student submissions.
 - The "Needs Grading" page (linked under Grade Center) tracks what students have submitted.

A sample course page in Blackboard:



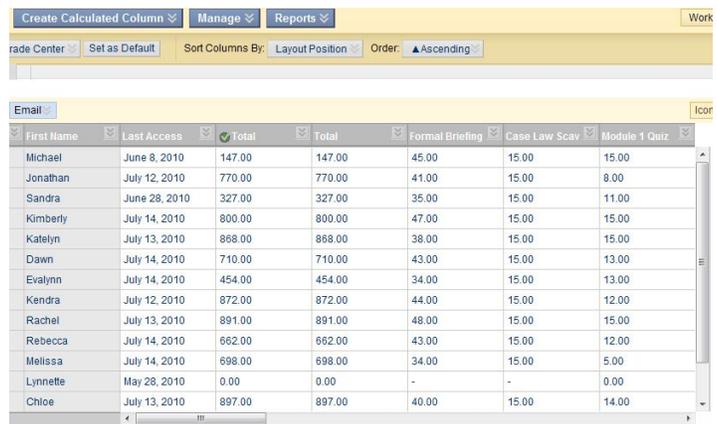
The Course Menu Holds...

- Announcements
- Content areas such as Course Documents, Assignments, Modules, etc.
- Links to Tools such as Discussion Boards, Email, text chat



Use your Content Areas to manage...

- Course documents & folders
- Different kinds of documents
- Access to tests and assignments



In the Grade Center, you can...

- Create columns for students' scores
- Access students' files and tests
- Employ various options to deal with grades