Basics of Blackboard

Duration: 1 hour

This workshop will show you what you need to know to get started and how to navigate Blackboard. In this hands-on workshop the participants will learn basic features of Blackboard including how to create or modify a course menu, post class announcements, link their syllabus, and communicate with students. This is a hands-on session.

✓ Logging in to Blackboard
  o Link to Blackboard
  o Enter Logon
    ▪ Faculty userid and password
    ▪ Student userid and password

✓ Dashboard – Blackboard home page
✓ Basic Navigation
  o Global Navigation Menu
  o Notifications Dashboard
    ▪ Needs Attention
    ▪ Alerts
    ▪ What’s New
  o Modules
    ▪ PBSC Library
    ▪ Tools
    ▪ My Tasks
    ▪ My Media
    ▪ My Announcements
    ▪ My Messages
    ▪ Mobile Learning
    ▪ My Courses

✓ Course Homepage
  o Navigation the course Interface
    ▪ Edit Mode Switch
    ▪ Control Panel
    ▪ Link a Syllabus
    ▪ Creating an Announcement
    ▪ Use Course Mail
    ▪ Log Out
  o Best Practices
    ▪ Structuring/Planning your content of your course before building
    ▪ Planning
      • Design with the student in mind
      • Consider course objectives
      • Provide help links
      • Keep things simple
      • Introduce yourself
      • Create a Welcome Page