**Creating Threads**

Students answer the questions by creating threads. Students click the forum's link and once inside, they click on Create Thread to type in their answer.

To read and reply to a thread, you need to access the forum and click on the thread's name. Click the Reply (or Quote) button to reply to the thread. After you type in the response in the Message box, click Submit.

**COURSE COPY**

1. In the Control Panel, click Packages and Utilities and in the submenu click Course Copy.
2. Select “Copy Course Materials into an Existing Course”
3. Click Browse to find the destination course.
4. In the new window, find the course you wish to copy materials into, select the radio button, and then click Submit.
5. Then select all boxes you wish to copy into the new course. Don’t select Enrollments.
6. Click Submit.

**GRADE CENTER**

All gradable items created for a Course through Blackboard automatically generate columns in the Course’s Grade Center.

**Manually Creating Grade Center Columns**

To create a column in the Grade Center, follow these steps:

1. In the Control Panel area, click the Grade Center, and then the Full Grade Center link
2. Click Create Column button.
3. Enter a Column Name. This is a formal name for the column.
4. Enter a Description. A description will help instructors identify the column.
5. Select a Primary Display and a Secondary Display from the drop-down menu.
6. Enter Points Possible (mandatory field).
7. Choose if you want to include this column in the Grade Center calculation column (Weighted Total), make this column visible to students, or Show Statistics (average and median) for this column in students’ “My Grades” section, so that they can compare their results with the class average.
ACCESSING BLACKBOARD AND FINDING YOUR COURSE

1. In your web browser, navigate to our e-Campus.
2. Click the Log-In link to the right hand side of the page.
3. Enter your username and password and click the OK button.
4. Click on the Blackboard link on the left of the page.
5. Blackboard page will open with the Home tab active.

Note: If you are teaching a class and it does not show under My Courses module, please verify that you are listed as “Instructor of Record” for the course.

MAKING YOUR COURSE SITE AVAILABLE

All course sites are created unavailable by default at the beginning of each semester. Until a course is made available by the instructor, it cannot be viewed by students or visitors. Courses that have not yet been made available on the system will have the (unavailable) label appear next to the course in the My Courses module. To make a course active, follow these steps:

1. In the Control Panel area, click the Customization link.
2. In the submenu click on Properties link to open the Properties page on the right.
3. In the Set Availability section, select the “Yes” radio button and click Submit when done.

EDIT MODE

Turn the Edit Mode ON to add or edit course content or to modify the layout of the course menu. 

Note: In order for you to follow these short tutorials you should have Edit Mode on.

ADD A CONTENT AREA

Content areas in the course are places where you can put course content. They are displayed in the course menu on the left of the course page. You may want to add other content areas that you think will be helpful to the teaching process.

Adding a Content Area (Course Menu) to a Course

1. From the Course menu on the left, hover your mouse over the “Plus” button and in the list that appears, click on Content Area item.
2. Type the name of the content area, set the availability by checking the box below, and click Submit.
3. The new content area appears at the bottom of the Course Menu.
4. To change the order of items, click on handle button (the vertical double-headed arrow) on the left of the content area, and drag it up or down to where you want this area to be.
5. To delete a content area, click on the double-chevron on the right of the area and select Delete on the list. Confirm by clicking OK.

Note: A small dotted rectangle next to the name of the content area/course menu shows that the content area is empty.

CREATING A FOLDER

Folders are useful for organizing and structuring content in a Content Area. For example, instructors may add folders for each week of the course to a Content Area, or organize the Content Area by topic.

Once a folder is created, content and additional subfolders may be added to it. Follow the steps below to learn how to create a folder:

1. Click on the Content Area you wish to add the folder.
2. Press the Build Content Action Link button and from the drop down list, click Content Folder under New Page.
3. Type a Name for the folder and enter text in the textbox.
4. Set any date and time availability if necessary, and when finished click Submit.

ADDING SYLLABUS AND OTHER DOCUMENTS

To upload a syllabus or any other type of document (such as: Word, PDF, PowerPoint, Spreadsheet or image) do the following:

1. Click on the Content Area you wish to add the file.
2. Hover your mouse over the Build Content Action Link button .
3. Under : ➕ Create column click the Item link.
4. Complete the Content Information fields.
5. In the Attachments section, click Browse My Computer to locate the file you want to upload.
6. Click Submit.

SENDING EMAIL TO STUDENTS

Instructors can use the Blackboard course site to communicate with students in the course by using the Send Email feature.

To send an email:

1. Click Course Tools content area and then click Send Email.
2. Select the group you want to send the email to by clicking on the respective link.
3. Enter the title and the text of the email and click Submit.

LIST / MODIFY USERS

Instructors can view students’ names and their email addresses in Blackboard.

1. Click Users and Groups section of the Control Panel and then click Users.
2. All users in the course will appear in the display area.
3. To change a user’s role, click on the button next to the username and click Change User’s Role in Course.
4. Then, select the role you want to assign and click Submit.

ADDING GROUPS

There are several options for group creation: self-enroll groups, manual enroll groups, randomized enrollment in groups, group set creation and student created groups.

To create a group:

1. Click Users and Groups section of the Control Panel and then click Groups.
2. To create a single group click Create then under Single Group click Self-Enroll or Manual Enroll.