# Blackboard: Get Started – for Instructors

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Log in to Blackboard

1. Open a web browser and go to blackboard.gwu.edu.

2. Enter your **GW NetID** (username) and **password** and click **Login**.
   
   Your GW NetID is the part of your GW email address before the “@” symbol.

   ![Blackboard Login Form]

   **Note:** For assistance with logging in, please contact the [GW Division of IT](tel:202-994-4948) at 202-994-4948.

3. After successfully logging in, you will see a list of courses to which you have access. To open a course, click on the name.

![GWU Blackboard Courses]

   "Courses You Are Teaching"

   - **Spring 2021**
     - **Training Course 34**
   - **Summer 2020**
     - **Training Course 34**
View and Print a Student Roster

View the roster of students enrolled in your Blackboard course. Students are automatically enrolled in Blackboard courses based on their registration status in the GWeb Information System. Enrollments are updated in Blackboard once a day in the early morning.

1. Open your Blackboard course.

2. Go to the Control Panel, click on Course Tools, and then select More Tools (GW).


4. On the resulting page, view a list of enrolled students. You can download this as an Excel spreadsheet, print it, or view and print a photo roster.
Upload a Syllabus

The following method also adds your syllabus to the Blackboard Syllabus Bank so that students who aren’t enrolled in your course can see more information about it before registering.

1. Open your Blackboard course.

2. On the Course Menu, click on the Content Area where you’d like to add your syllabus, such as Syllabus.

3. Select Build Content and then click GW Syllabus Upload.

4. Choose a Listing Preference and then click Browse Local Files to attach your syllabus file.

5. Click Submit to finish.
Add Files

Adding files to Blackboard is a great way to distribute documents to students. You can upload any type of file, but students may need to download some types, such as Microsoft Word, to view them. The steps below outline how to add a single file to a Content Area.

1. Open your Blackboard course and click on the Content Area in which you want to add files, such as Electronic Reserves. You can add files to any Content Area (e.g., Outline, Assignments, etc.).

2. Select Build Content and then choose File.

3. Type a Name for the file and click Browse Local Files to choose a file saved on your computer. To choose a different file, you can click Select a Different File.

4. Click Submit to finish. Students can click on the link to the file to view or download it.
Setup a Discussion

The Discussion Board tool can be used to hold asynchronous, threaded discussions. You must first create one or more Forums before students can start their discussion threads.

1. Open your Blackboard course and click on Discussions in the Course Menu.

2. On the Discussion Board page, click Create Forum.

3. Enter a Name and type the discussion question or topic in the Description textbox. Students see the Description next to the Forum name on the Discussion Board page.

   - Name
     Week 1 Discussion

   - Description
     Answer this question prompt for week 1's discussion.
     Response Requirements:
     1. You must pick a side: agree or disagree with the statement.
     2. Give 3 to 5 valid and well-explained reasons for your opinion.
     3. Reply to at least one classmate.

4. Set the Forum Availability. If you want the discussion to be available during a specific date range, use the Date and Time Restriction fields to limit availability for students.

   **FORUM AVAILABILITY**

   - Available
     Yes  No

     Enter Date and Time Restrictions

     Display After 06/01/2021 08:00 AM
     Enter dates as mm/dd/yyyy. Time may be entered in any increment.

     Display Until 06/13/2021 11:59 PM
     Enter dates as mm/dd/yyyy. Time may be entered in any increment.

5. Modify the Forum Settings based on your specific needs.

6. Click Submit to finish.
Create an Assignment

Collect files from students using the Blackboard Assignment tool. Students upload their files through the link created by this process, and you can then view, comment on, and grade them right in Blackboard.

1. Open your Blackboard course and click the **Content Area** (e.g., Assignments) in which you want to place the assignment.

2. In the Content Area, click on **Assessments** and choose **Assignment**.

3. Provide a **Name** for the assignment.

4. **(Optional)** Add **Instructions**, a **Due Date**, and any **Files** students may need to complete the assignment.

5. In the **Grading** section, enter the **Points Possible**.

6. **(Optional)** Click on **Submission Details**, **Grading Options**, and **Display of Grades** to make selections such as the number of attempts, use of plagiarism tools and anonymous grading, or how to display grades to students.

   **Note:** To learn more, see **Assignment Grade Settings**.

7. **Make the Assignment Available** and, if needed, limit when students can access it using the **Display After** and **Display Until** options.

8. Click **Submit** to finish. To upload their files, students click on the Assignment’s name.

9. After students submit, you can view and grade their submissions from the Grade Center’s **Needs Grading** page.
Preview a Course as a Student

Use Student Preview mode to view a Blackboard course from the student’s perspective. While in Student Preview mode, you can review course content, submit assignments, take tests, participate in discussions, or view student tools like My Grades.

1. Open your Blackboard course and select the **Enter Student Preview** icon in the top-right corner.

2. An orange bar appears across the top of the screen, indicating that you are Entering Student Preview.

3. After entering Student Preview mode, the student preview bar indicates Student Preview mode is ON.

4. In Student Preview mode, use the Course Menu to navigate through the course. You can submit assignments, take tests, participate in discussions, or view student tools like My Grades.

   **Note:** You cannot preview student groups or any group activities unless you add your preview user to a group.

5. When finished, click **Exit Preview** at the top of the course to return to the instructor view.

   **Note:** If you leave a course without exiting Student Preview mode, you will still be in Student Preview mode when you return to the course.

6. Select **Delete the preview user and all data** in the Exit Student Preview window and click **Continue**.

   **Note:** You can select **Keep the preview user and all data** to test how a student activity presents itself to an instructor, such as grading. When you’re ready to remove the preview user, enter Student Preview mode again, click Exit Preview, and choose to Delete the preview user.
Make a Course Available to Students

Instructors and teaching assistants can always access their Blackboard courses; however, a course must be made available before students can access it. Both instructors and teaching assistants can make a course available or unavailable at any time.

1. Open the Blackboard course you want to make available.

2. Scroll down to the Control Panel, click on Customization, and then select Properties.

3. Under Set Availability, click Yes.

4. Click Submit to save your changes. Students can now access your course.
Post an Announcement

The Announcements page, by default, is the first page students see upon entering a course. Use this tool to post helpful updates and course information.

1. Open your Blackboard course and click on **Announcements** on the Course Menu.

2. Click **Create Announcement**.

3. Enter a **Subject** and type a **Message** to students in the textbox.

4. *(Optional)* Select the **Email Announcement** check box to also send it as an email. **Note:** Blackboard does NOT keep a record of sent emails. A copy will be sent to your GW email.

5. Click **Submit** to finish.
Send an Email

You can send email messages to individual students or groups of users in your Blackboard course. Emails are sent to the recipient's GW email address.

1. Open your Blackboard course, go to the Control Panel, click Course Tools, and select Send Email.

2. On the Send Email page, choose the recipients of your message:
   - **All Users**: Send email to all the users in the course.
   - **All Groups**: Send email to all the groups in the course.
   - **All Teaching Assistant Users**: Send email to all the teaching assistants in the course.
   - **All Student Users**: Send email to all the students in the course.
   - **All Instructor Users**: Send email to all the instructors in the course.
   - **Single/Select Users**: Select which users will receive the email.
   - **Single/Select Groups**: Select which groups will receive the email.

3. If you chose Single/Select Users or Groups, select the recipients in the Available to Select box and use the right arrow to move them into the Selected box.

4. Enter a Subject and Message. Do not leave the email subject blank, the message may not be delivered.

5. (Optional) Check the Return Receipt box to receive a copy of the email with a list of the recipients.

6. (Optional) To attach files, click on Attach a file.

7. Click Submit to send your email message.

   **Note**: Blackboard does NOT keep a record of emails, so keep a copy of important messages in your GW email inbox if you need them later.
Get Help

Faculty Assistance

*Instructional Technology Lab*
(202) 994-0485  
[itl@gwu.edu](mailto:itl@gwu.edu)  
[itl.gwu.edu](http://itl.gwu.edu)  

**Support Hours:** Monday – Friday, 9 am – 6 pm

*Online Resources for instructors*

- [How-to Guides](#)  
- [Blackboard FAQs](#)  
- [Blackboard’s Official Help Website](#)  
- [Blackboard Guides](#) page in Blackboard

Student Assistance

*GW Information Technology*
(202) 994-4948  
[ithelp@gwu.edu](mailto:ithelp@gwu.edu)  
[it.gwu.edu/support](http://it.gwu.edu/support)  

**Support Hours:** Monday – Friday, 7 am – 10 pm

*Online Resources for students*

- [How-to Guides](#)  
- [Blackboard FAQs](#)  
- [Blackboard’s Official Help Website](#)  
- [Blackboard Guides](#) for Students on the Courses page in Blackboard