

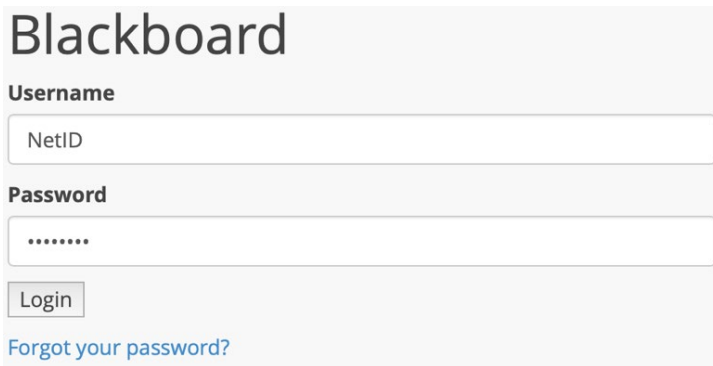
Get Started with Blackboard – For Instructors

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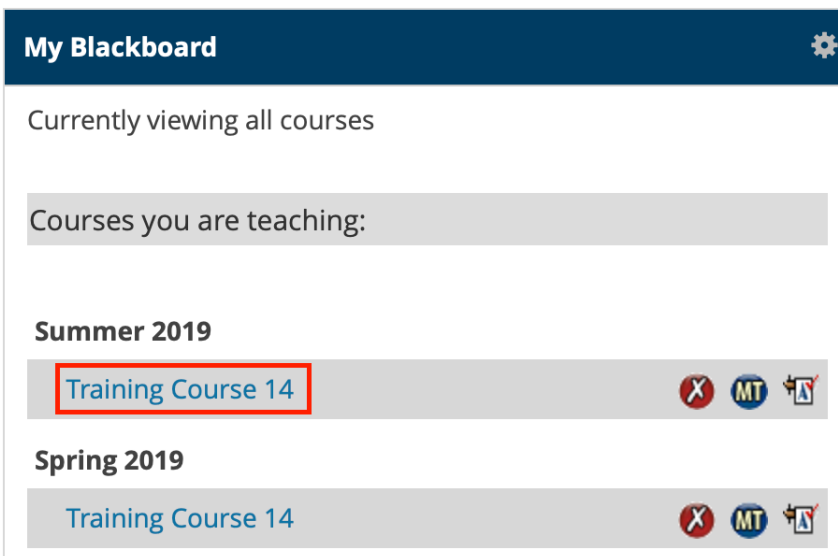
Log in to Blackboard

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.



Note: For assistance with logging in, please contact the [GW Division of IT](#) 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.



View and Print a Student Roster in Blackboard

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 the Blackboard course for which you want to view the Roster.
2. Go to the **Control Panel**, click on **Course Tools**, and then select **More Tools (GW)**.

Course Management

- ▼ **Control Panel**
- ▶ Content Collection →
- ▼ **Course Tools**
 - Achievements
 - Announcements
 - Attendance
 - Blackboard Collaborate Ultra
 - Blogs
 - Contacts
 - Course Calendar
 - Date Management
 - Discussion Board
 - GW Student Feedback
 - Goals
 - Journals
 - More Tools (GW)**
 - Rubrics

3. On the *More Tools* page, click **Roster Information**.

Roster Management

[Manage Guest Lecturer](#)
Create, update, or delete the Guest Lecturer account for this course.

[Manage Reference Librarians](#)
Add or remove Reference Librarians to/from this course.

[Manage Teaching Assistants \(TA\)](#)
Add or remove TAs to/from this course.

Roster Information
View a searchable and filterable roster of students in this course.

[View Photo Roster](#)
View an easily printable roster of this course highlighting student photos.

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.

Download as Excel Spreadsheet Print this Roster Print a Photo Roster

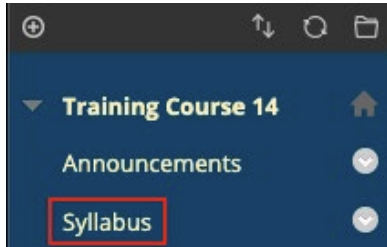
Show 25 entries Search:

Avatar	Last Name	First Name	Email	Group(s)	Enrollment Date
	Student1	Sample1	itl@email.gwu.edu		2019/05/09 17:05:24
	Student2	Sample2	itl@gwu.edu		2019/05/09 17:05:24
	Student3	Sample3	itl@gwu.edu		2019/05/09 17:05:24

Upload a Syllabus to a Blackboard Course

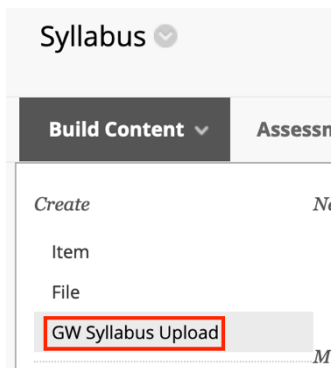
The following method also adds your syllabus to the [Blackboard Syllabus Bank](#) so that students who aren't enrolled in your course can see more information about it before registering.

1. On the *Course Menu*, click on the Content Area named **Syllabus**.



Note: You can add a syllabus file to any [Content Area](#), not just Syllabus. (e.g., Electronic Reserves, Outline, Week 1, etc.)

2. Select **Build Content** and then click **GW Syllabus Upload**.



3. Choose a **Listing Preference** and then click **Browse My Computer** to attach your syllabus file.

UPLOAD YOUR SYLLABUS

This tool allows you to upload a .pdf file or Word document that will be made available to all GW users to assist students in the course selection process. The document can be a syllabus from a prior semester, a draft syllabus for the upcoming term marked as "tentative and subject to revision" or something else that you feel will help a student better understand the course content and the expectations of enrolled students.

Listing preference: Include in the GW Syllabi Repository
Uncheck this box to opt-out of having your syllabus included in the GW Repository.

* Attach Syllabus

Click **Submit** to proceed.

4. Click **Submit** to finish.

Add Files to a Blackboard Course

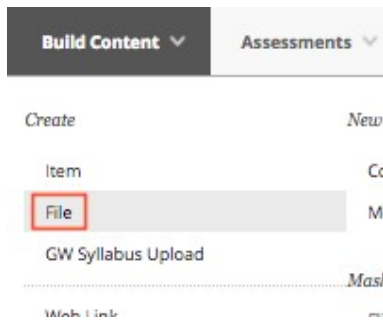
Adding files to Blackboard is a great way to distribute documents to students. You can upload any kind of file, but students may need to download some types, such as Microsoft Word, to view them. Files can be added to a Blackboard course in a variety of ways. The steps below outline how to add a single file.

1. In a Blackboard course, go to the *Course Menu* and click on the **Content Area** in which you want to add files such as *Electronic Reserves*.



Note: You can add files to any [Content Area](#) (e.g., *Outline, Assignments, Week 1, etc.*).

2. Select **Build Content** and then choose **File**.



3. Type a **Name** for the file and click **Browse My Computer** to choose a file saved on your computer.

SELECT FILE _____

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Brows content**. Click **No** to display the file within the Course environment or **Yes** to display it as a separate p

* Name

Color of Name Black

* Find File

Selected File
File Name **file.docx**
File Type **DOCX**

Note: Click *Select a Different File* to upload a different file.

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

Setup a Blackboard 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 title in the **Name** field and the discussion question or topic in the **Description** field.

Students see the Description next to the Forum name on the Discussion Board page.

FORUM INFORMATION

* Name

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

4. Set the **Forum Availability**. If you want the discussion to be open only 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

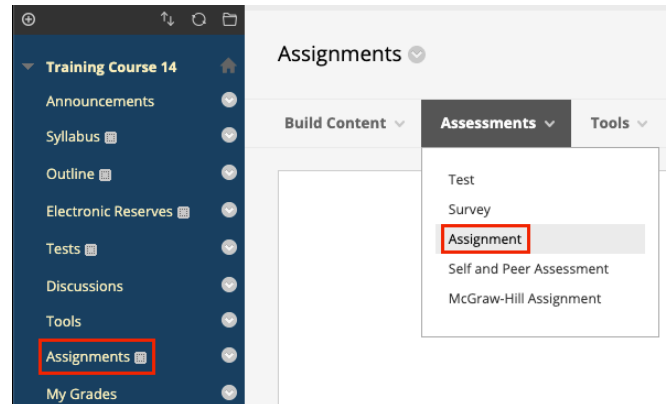
Display Until

5. Select the [Forum Settings](#) based on your specific needs.
6. Click **Submit** to finish.

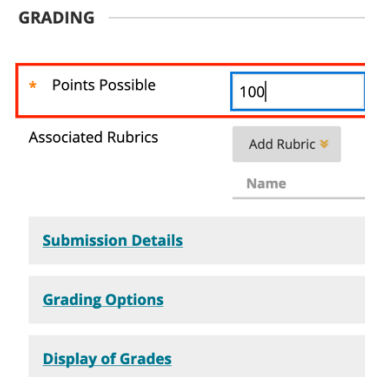
Create a Blackboard Assignment

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. If needed, add **Instructions**, a **Due Date**, and any **Files** students may need to complete the assignment.



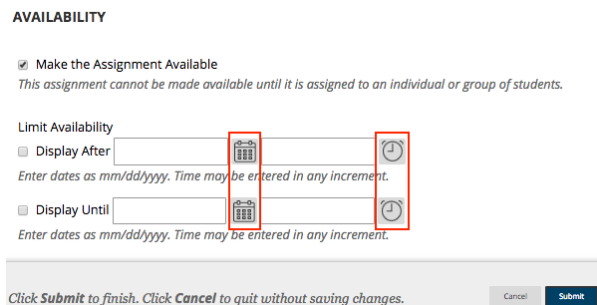
4. In the **Grading** section, enter the **Points Possible**.
5. Click on **Submission Details**, **Grading Options**, and **Display of Grades** to make selections such as the number of attempts, use of plagiarism tools and anonymous grading, or how to display grades to students.



Note: To learn more, see [Assignment Grade Settings](#).

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

Note: If you limit availability leave *Make the Assignment Available* checked.



7. Click **Submit** to finish.



Assignment Name
Assignment Instructions.

Note: To submit, students click on the *Assignment name* and browse their computer to upload files.

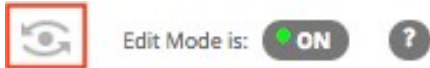
8. After students submit, you can view and grade their submissions from the Grade Center's **Needs Grading** page.



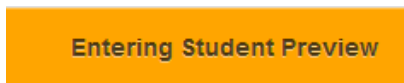
Preview a Blackboard Course as a Student

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. In your Blackboard course, 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-right of the course to return to 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.

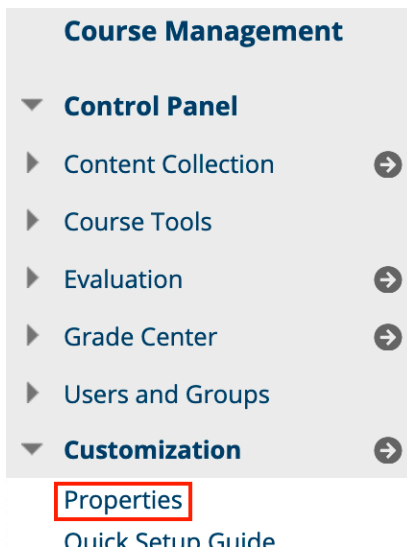
6. In the *Exit Student Preview* window, select **Delete the preview user and all data**, and click **Continue**.

Note: Select **Keep the preview user and all data** to test how a student activity presents itself to the instructor, such as grading. If you keep the preview user, it appears in the Roster, Grade Center, and anywhere you interacted as this user. To remove the preview user, enter Student Preview mode, click Exit Preview, and choose Delete the preview user and all data.

Make a Blackboard 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. Log in to Blackboard and open the 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**.

SET AVAILABILITY

Make this course available to users?

Make Course Available

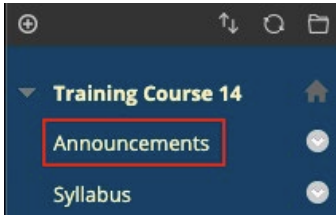
- Yes
 No

4. Click **Submit** to save your changes. Students can now view your course.

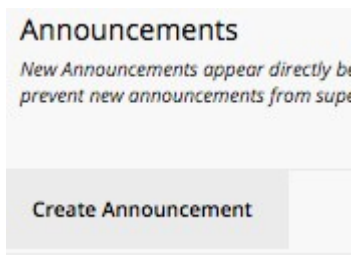
Post a Blackboard Announcement

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. On the *Course Menu*, click on **Announcements**.



2. Click **Create Announcement**.



3. Enter a title in the **Subject** field and type a message to students in the **Message** field.

* Subject

Message
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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Announcement message to students.

4. Optionally, select the **Email Announcement** check box to also send it as an email.

Email Announcement Send a copy of this announcement immediately

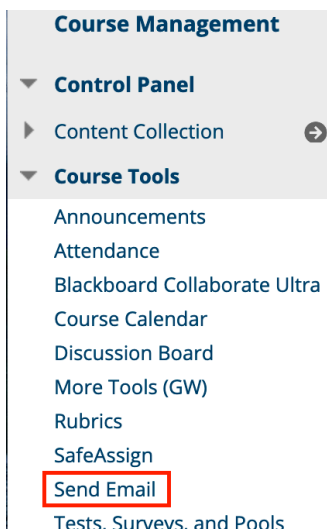
Note: Blackboard does NOT keep a record of sent or received emails.

5. When finished, click **Submit**.

Send Email using Blackboard

The Blackboard email tool allows you to send email messages to individual students or groups of users in a Blackboard course. Emails are sent to the recipient's GW email address.

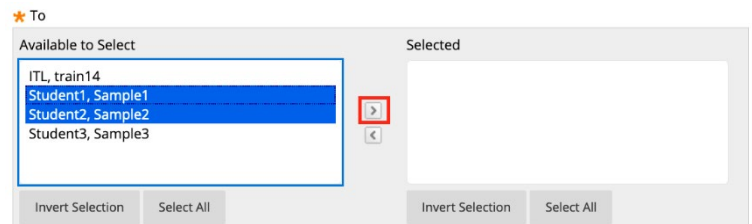
1. Open the Blackboard course from which you want to send an email.
2. Go to the **Control Panel**, click **Course Tools** and then **Send Email**.



3. On the *Send Email* page, choose the **recipients** of your message:

- **All Users:** Send email to all of the users in the Course.
- **All Groups:** Send email to all of the Groups in the Course.
- **All Teaching Assistant Users:** Send email to all of the Teaching Assistants in the Course.
- **All Student Users:** Send email to all of the Students in the Course.
- **All Instructor Users:** Send email to all of 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.

4. For *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.



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

6. Check the **Return Receipt** box to receive a copy of the email with a list of the recipients.

A copy of this email will be sent to the sender.

Return Receipt

7. To attach files, click on **Attach a file** and then select **Choose File** to browse your computer.

Attachments [Attach a file](#)

8. Click **Submit** to send your message.

Note: Blackboard does NOT keep a record of your email so be sure to keep a copy of important messages in your GW email inbox in case you need them at a later date.

Get Help

Faculty Assistance

❖ Instructional Technology Lab *Gelman Library, Room B05*

Phone: (202) 994-0485

Email: itl@gwu.edu

Web: itl.gwu.edu

Support Hours: Monday through Friday, 9:30 am – 5:30 pm

❖ Online Support

- [Blackboard Instructor FAQs](#)
- [Blackboard's Help Website](#)
- Blackboard Guides on the My Blackboard page in Blackboard

Student Assistance

❖ Division of IT Support Center *Academic Center (Rome/Phillips Hall), Room B154*

Phone: (202) 994-4948

Email: ithelp@gwu.edu

Web: it.gwu.edu

Support Hours: Walk-in: Monday through Friday, 10:00 am – 6:00 pm
Phone: Monday through Friday, 7:00 am - 10:00 pm

❖ Online Support

- [Blackboard Student FAQs](#)
- [Blackboard's Help Website](#)
- Blackboard Guides for Students on the Courses page in Blackboard