



Blackboard: Get Started – for Instructors

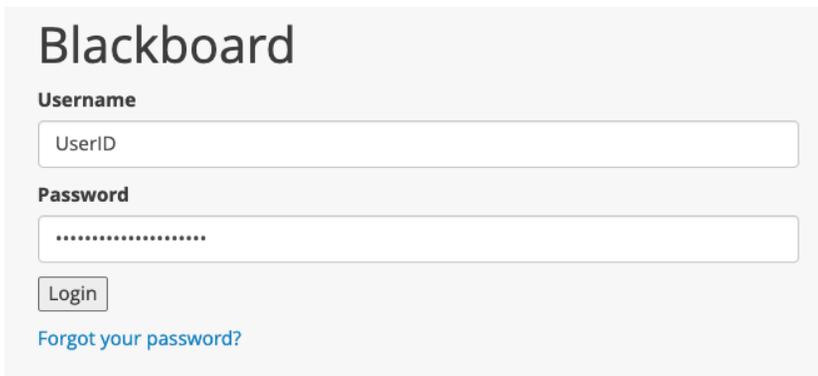
Table of Contents

<i>Log in to Blackboard</i>	2
<i>View and Print a Student Roster</i>	2
<i>Upload a Syllabus</i>	3
<i>Add Files</i>	5
<i>Setup a Discussion</i>	6
<i>Create an Assignment</i>	7
<i>Preview a Course as a Student</i>	9
<i>Make a Course Available to Students</i>	10
<i>Post an Announcement</i>	11
<i>Send an Email</i>	12
<i>Get Help</i>	13
<i>Faculty Assistance</i>	13
<i>Student Assistance</i>	13

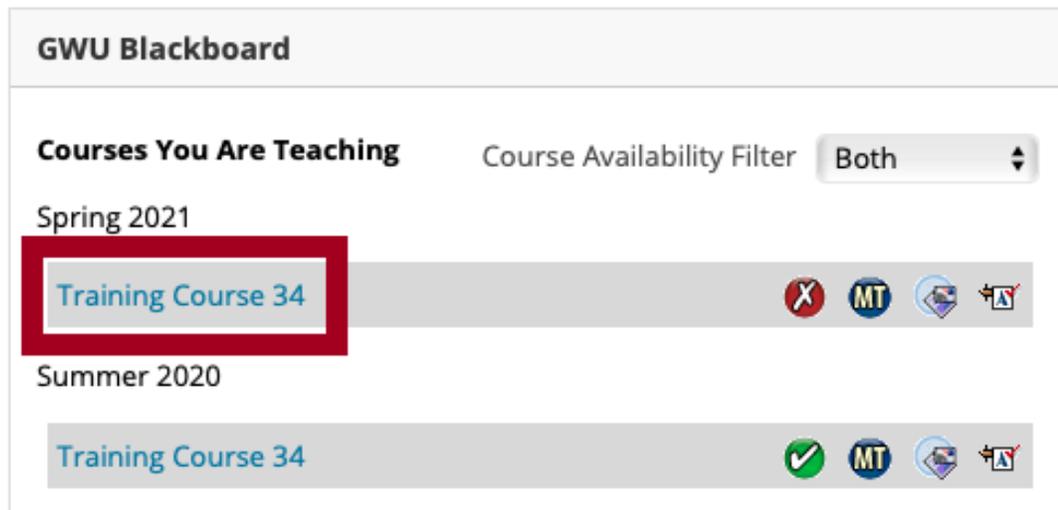
Log in to Blackboard

1. Open a web browser and go to blackboard.gwu.edu.
2. Enter your **UserID** and **password** and click **Login**.

Note: For assistance logging in, please contact [GW IT](mailto:GWIT@gwu.edu) at ITHELP@gwu.edu, 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.

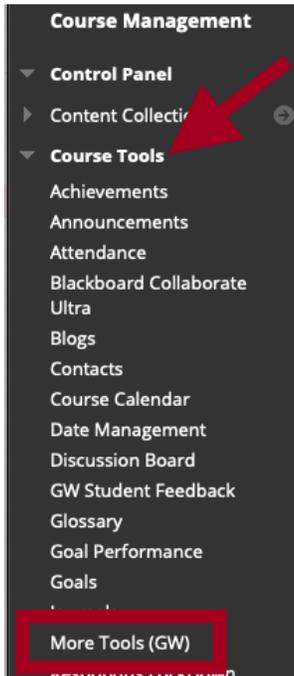


View and Print a Student Roster

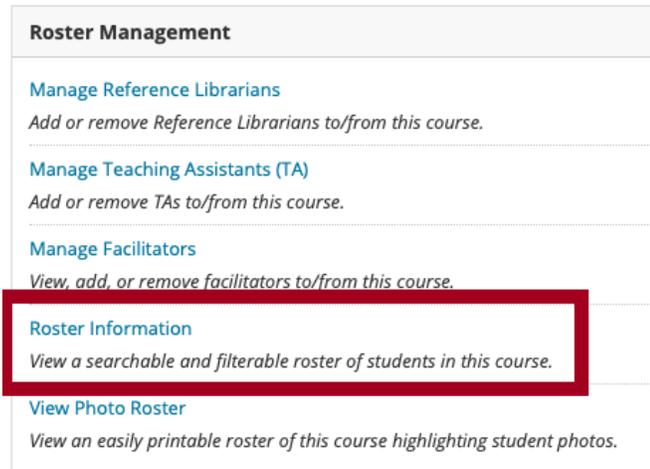
View the roster of students enrolled in your Blackboard course. Students are automatically enrolled in Blackboard courses based on their registration status in the [GWeb Information System](#). Enrollments are updated in Blackboard once a day in the early morning.

1. Open your Blackboard course.

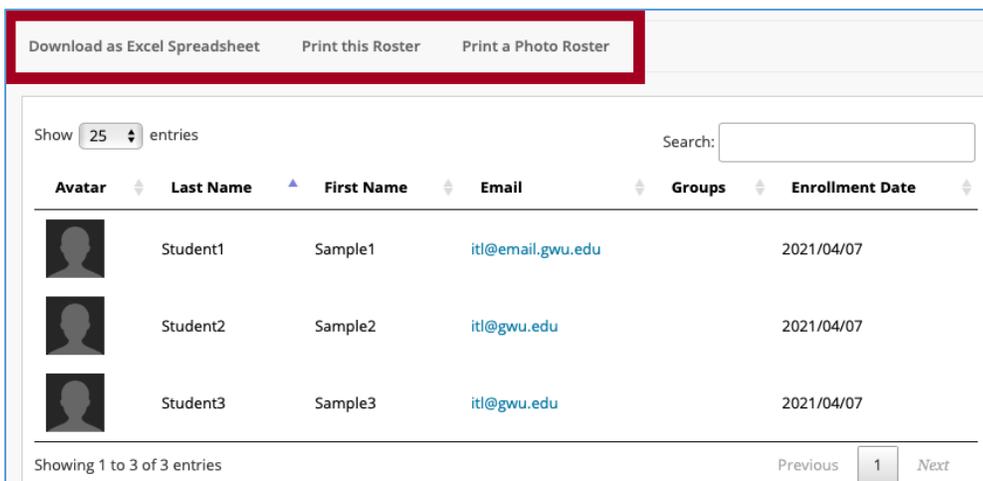
2. Go to the **Control Panel**, click on **Course Tools**, and then select **More Tools (GW)**.



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



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**.



so
see

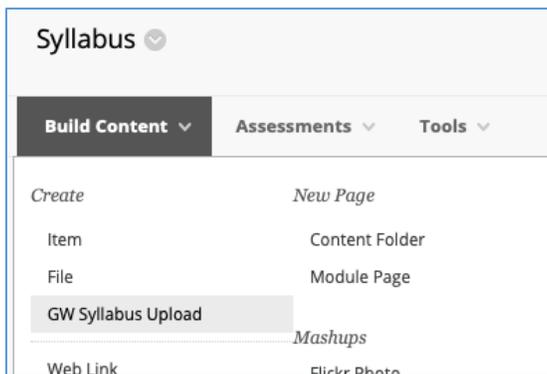
Upload a Syllabus

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

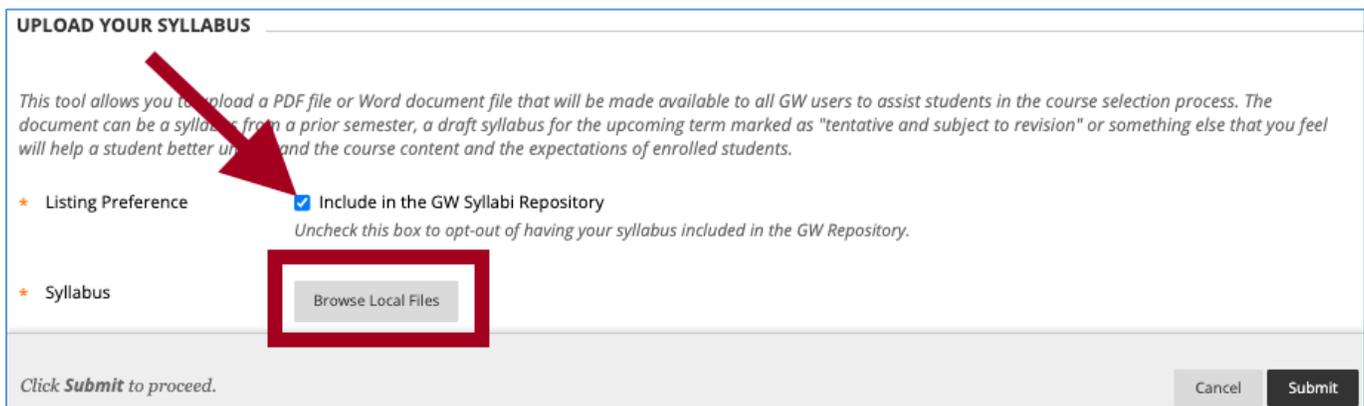
1. Open your Blackboard course.
2. On the Course Menu, click on the [Content Area](#) where you'd like to add your syllabus, such as *Syllabus*.



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.

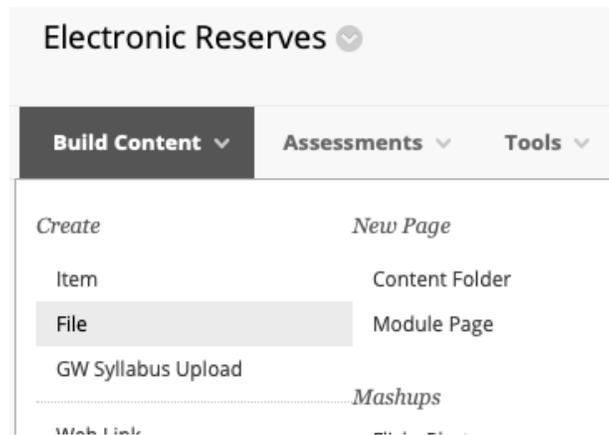
Add Files

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**.*

SELECT FILE

Select a local file by clicking **Browse Local Files** or one from within Course Files by clicking separate piece of content with no Course page heading.

* Name

Color of Name █ Black

* Find File

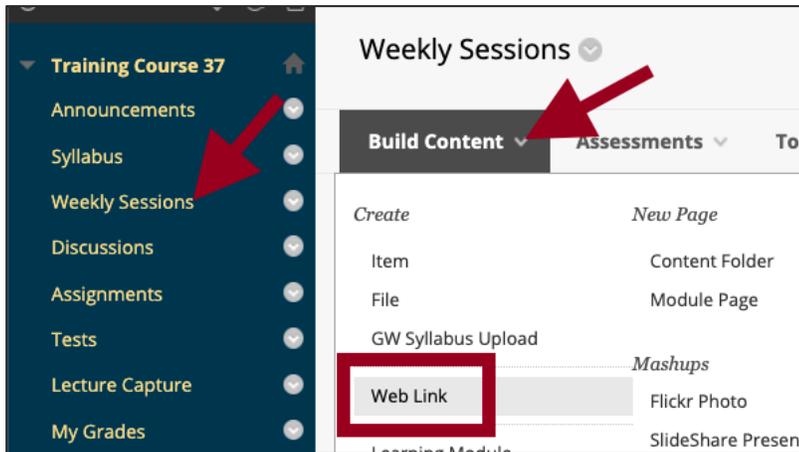
Selected File

File Name	PowerPoint.pptx
File Type	PPTX

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

Add Links to External Websites

1. In your Blackboard course, click on the **Content Area** or folder where you want to add the link.
2. In the Content Area, click on **Build Content** and choose **Web Link**.



3. Enter a **Name** for your link.
The name is the linked text that appears to students.

4. Paste the web address into the **URL** field.
The entire URL must be entered, including the "https://."

A screenshot of the 'WEB LINK INFORMATION' form. It has two main fields: 'Name' and 'URL'. The 'Name' field contains 'GWU Homepage' and has a small icon to its right. The 'URL' field contains 'https://www.gwu.edu/' and has a small icon to its right. Below the URL field is a note: 'For example, http://www.myschool.edu/'. At the bottom of the form, there is a checkbox labeled 'This link is to a Tool Provider.' with a link 'What's a Tool Provider' next to it.

5. (Optional) Add a **Description** and **Attachments** to accompany the link.
6. In the *Web Link Options* section, set **Open in New Window** to **Yes**.

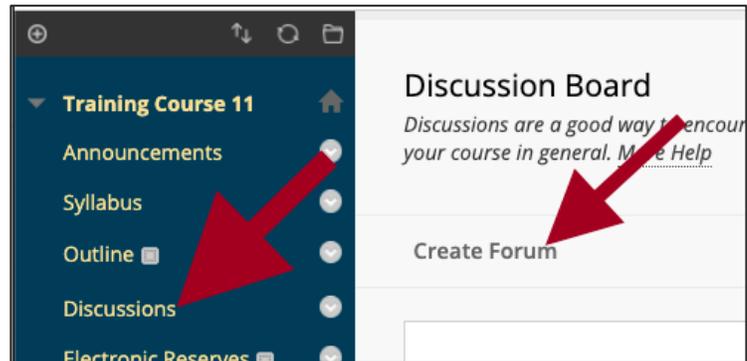
A screenshot of the 'WEB LINK OPTIONS' section. It shows a label 'Open in New Window' followed by two radio buttons: 'Yes' (which is selected) and 'No'.

7. (Optional) Choose from the **Standard Options** available.
8. Click **Submit** to finish.

Setup a Discussion

Instructors can use Blackboard's Discussion Board tool to setup asynchronous, threaded discussions for students. Before students can start their discussions, you must first create one or more Forums.

1. Open your Blackboard course and click **Discussions** on the *Course Menu*.
2. On the *Discussion Board* page, click on **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
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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. Make the Forum **Available**. 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

Display Until 06/13/2021 11:59 PM

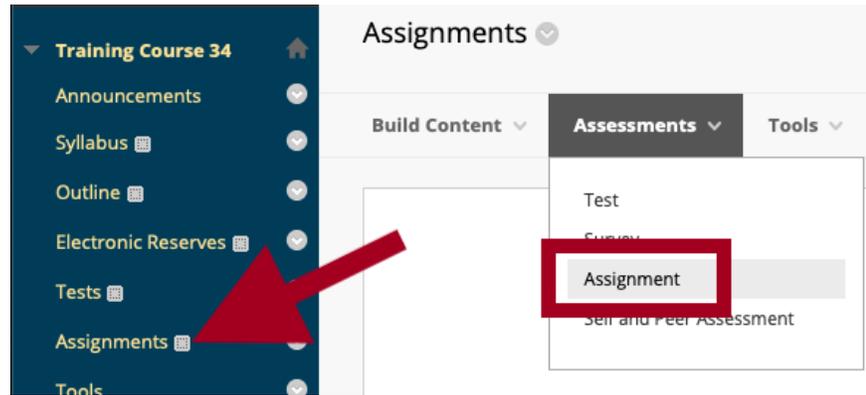
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

5. Modify the [Forum Settings](#) based on your specific needs and 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**.

GRADING

★ Points Possible

Associated Rubrics

Name

[Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

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](#).

AVAILABILITY

Make the Assignment Available

Limit Availability

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

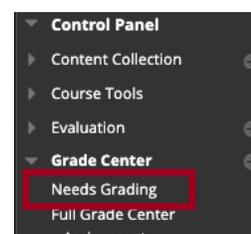
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

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.



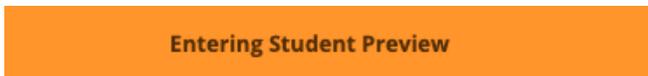
Preview a Course as a Student

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**.



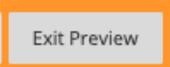
3. After entering Student Preview mode, the student preview bar indicates **Student Preview mode is ON**.



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.

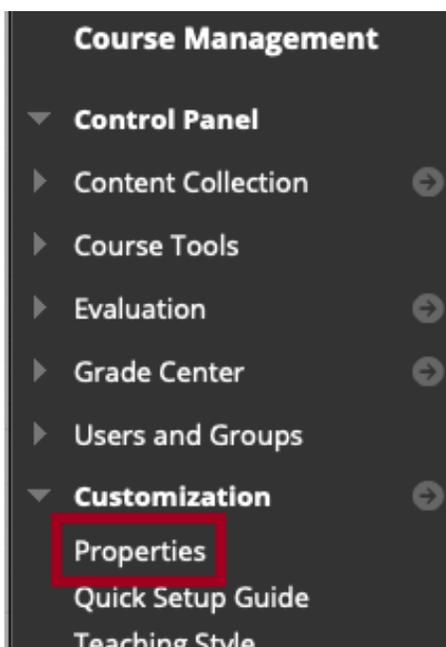
6. Select **Delete the preview user and all data** in the *Exit Student Preview* window and click **Continue**.

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.

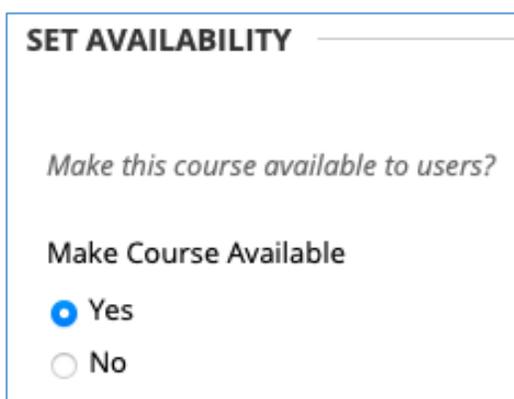
Make a Course Available to Students

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**.

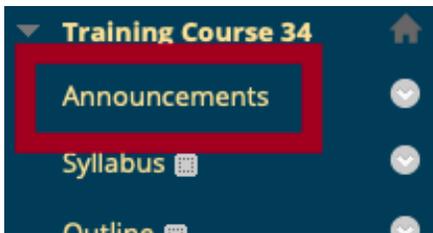
A screenshot of the 'SET AVAILABILITY' dialog box in Blackboard. The dialog box contains the question 'Make this course available to users?'. Below the question, there is a section titled 'Make Course Available' with two radio buttons: 'Yes' (which is selected) and 'No'.

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

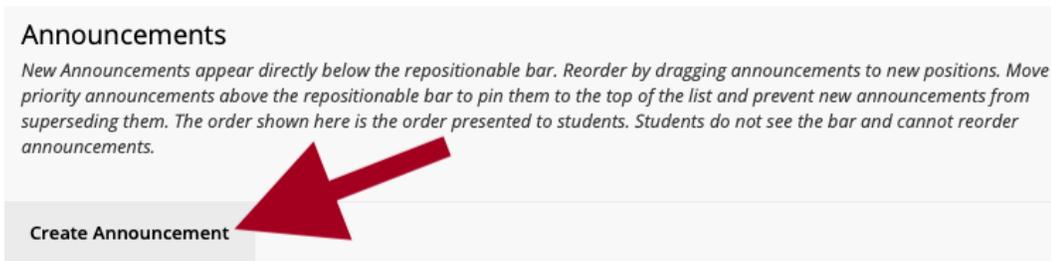
Post an Announcement

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.

ANNOUNCEMENT INFORMATION

* Subject Black

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

The due date for Assignment 1 has been pushed back to Friday!

4. (Optional) Select the **Email Announcement** check box to also send it as an email.

Email Announcement Send a copy of this announcement immediately
Students are still notified of this announcement even if

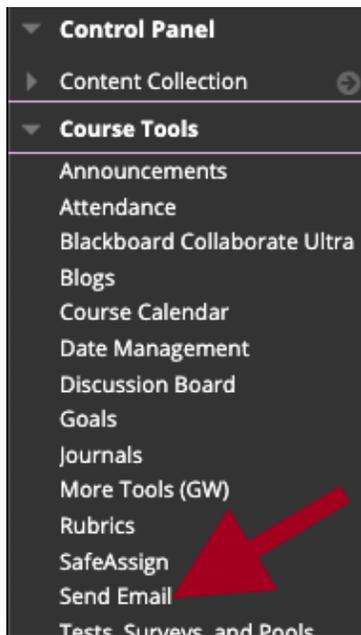
Note: Blackboard does NOT keep a record of sent emails. A copy will be sent to your GW email.

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.

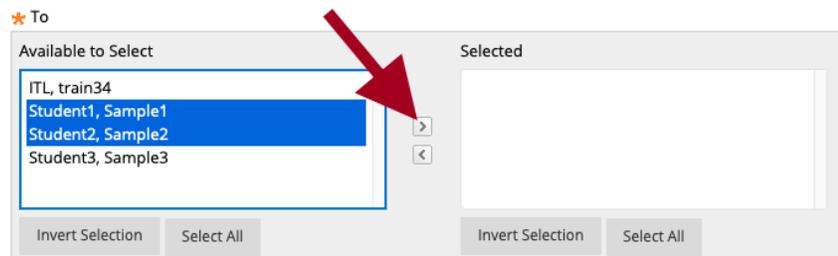
1. Open your Blackboard course, go to the **Control Panel**, click **Course Tools**, and select **Send Email**.



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

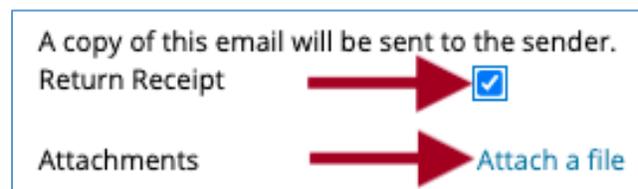
- **All Users:** Send email to all the users in the course.
- **All Groups:** Send email to all the groups in the course.
- **All Teaching Assistant Users:** Send email to all the teaching assistants in the course.
- **All Student Users:** Send email to all the students in the course.
- **All Instructor 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

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

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