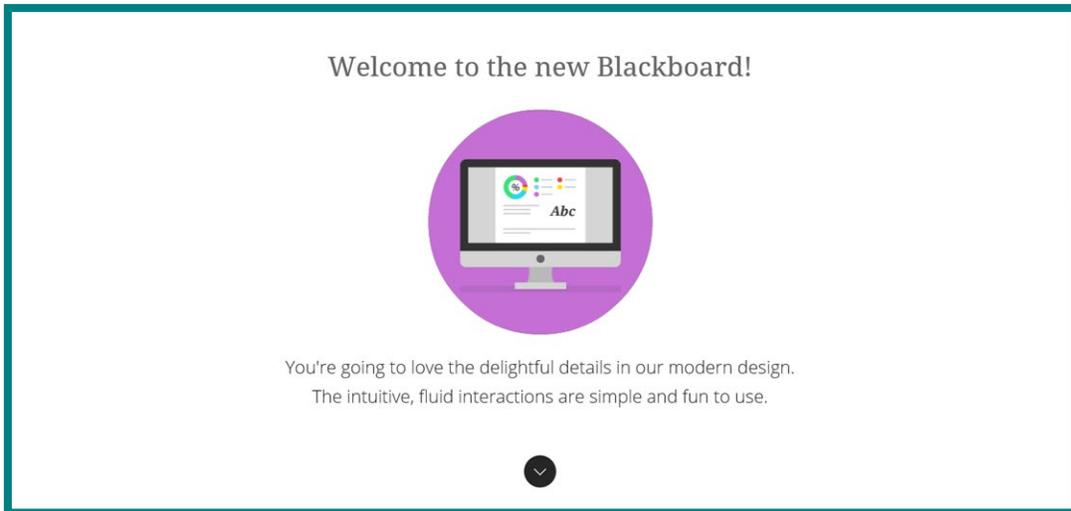
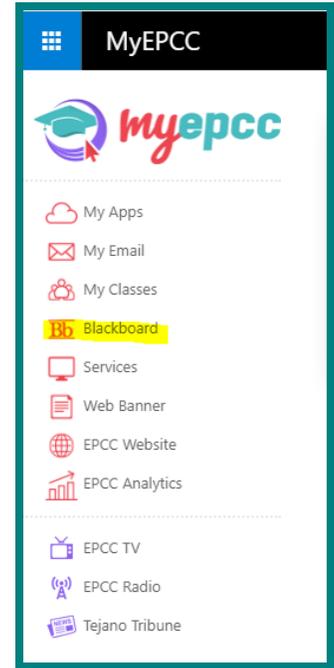


Instructional Continuity Blackboard Guide for Faculty

Logging in to Blackboard

1. Open Google Chrome and go to my.epcc.edu
2. Log in using your EPCC credentials
 - a. EPCC email
 - b. EPCC email password
3. Click on the **Blackboard** link located on the menu on the left
4. You will be prompted to log in again using your EPCC credentials
 - a. EPCC email
 - b. EPCC email password
5. If this is the first time you are logging into Blackboard, you may see the message below.
 - a. Simply scroll down the page and click **Get Started**



You are now logged into Blackboard!

Ultra Base Navigation

From the moment you log in, you have access to core features in the menu where your name appears. You can easily return to the menu from wherever you are—even if you're in a course. The menu peeks from behind the other layers you have open.

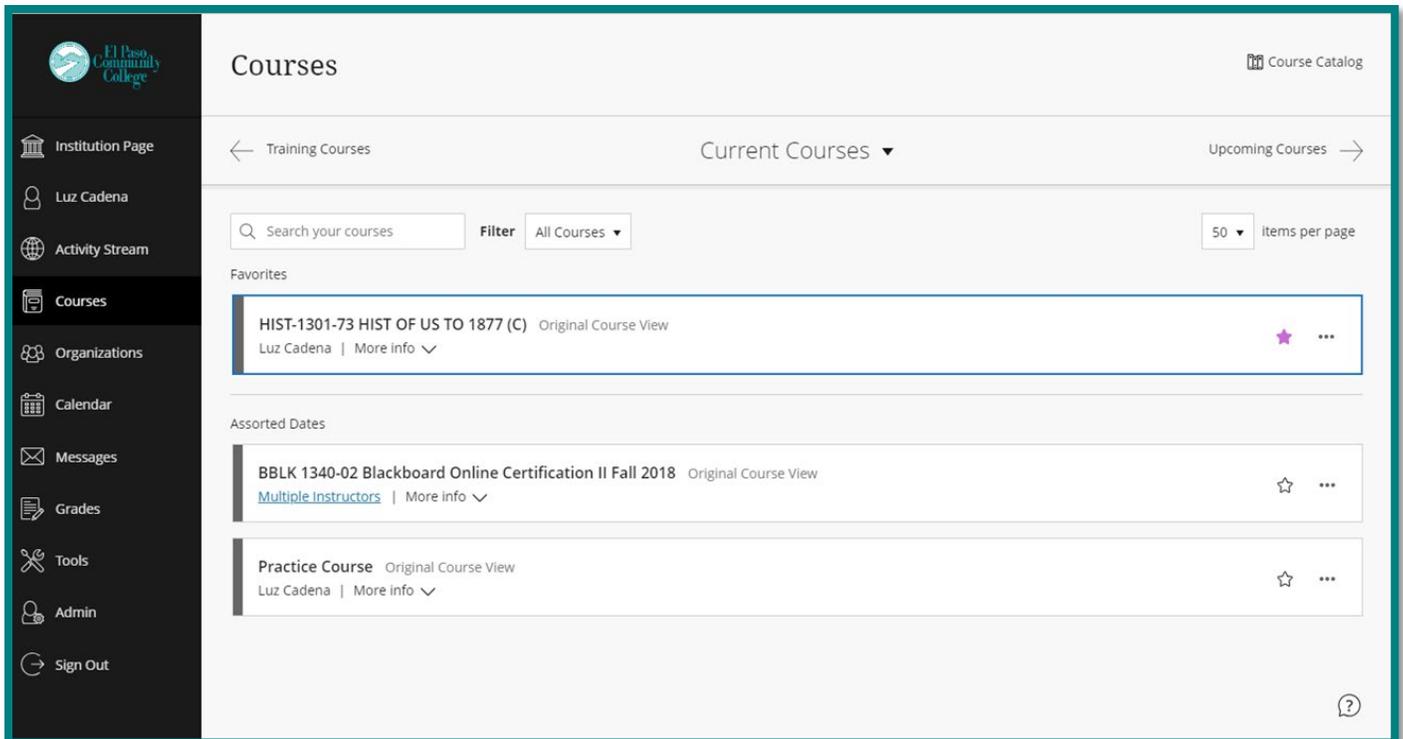
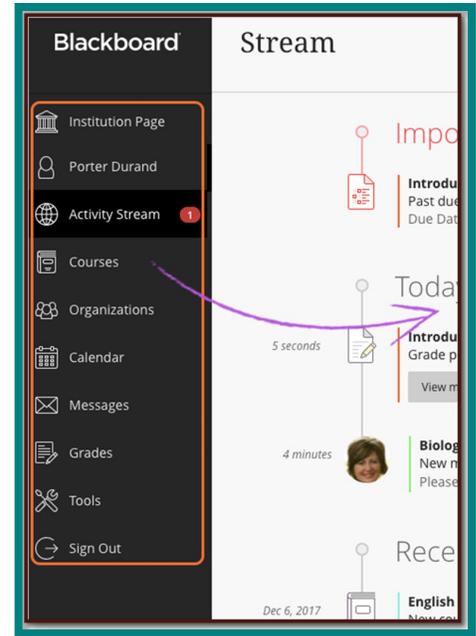
Courses

On the Base Navigation menu, select **Courses** to access your course list.

The **Current Courses** page will open. The courses you are currently teaching will appear in alphabetical order. If teaching multiple courses with the same name, they will appear in order by CRN.

To view the course CRN, click **More info** on the course card.

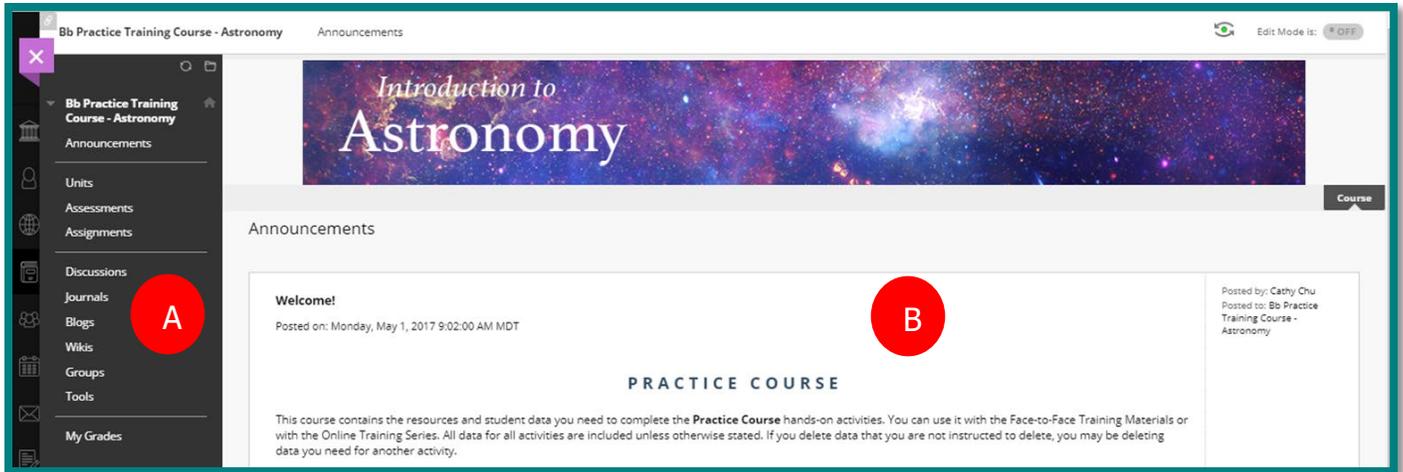
Click on the course card to enter the course.



Let's begin building content in the course.

Course Interface

- A. **Course Menu** – Access points for all content added by instructor.
- B. **Content Frame** – Displays the selected tool or content area.



Building Content

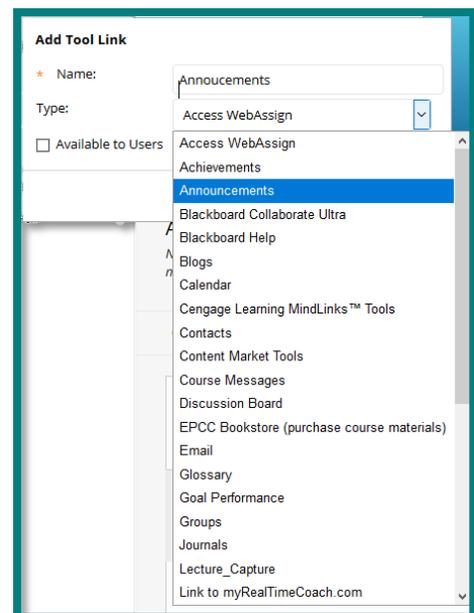
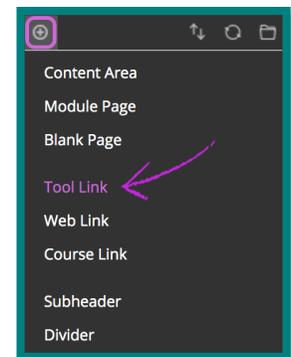
Before you begin building content, ensure that the **Edit Mode** button on the top right-hand side of the content frame is **ON**.

Announcements Tool

At the top of the course menu, select the Add Menu Item icon (circle with plus sign) and follow these steps.

1. In the menu that opens, select **Tool Link**
2. In the **Add Tool Link** box
 - a. Name: Announcements
 - b. Type: use the drop down menu to select **Announcements**
 - c. Check the box: **Available to Users**
 - d. Click **Submit**

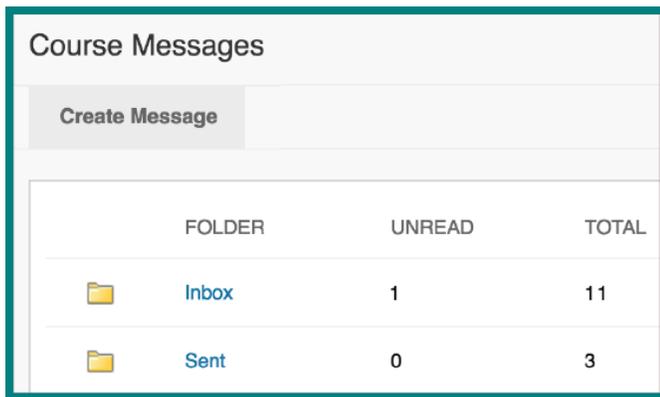
You can now use the Announcements tool to communicate with your class. Watch [Create Announcements in the Original Course View](#) to learn how.



Course Messages

At the top of the course menu, select the Add Menu Item icon (circle with plus sign) and follow these steps.

1. In the menu that opens, select *Tool Link*
2. In the *Add Tool Link* box
 - a. Name: Course Messages
 - b. Type: use the drop down menu to select *Messages*
 - c. Check the box: **Available to Users**
 - d. Click **Submit**



	FOLDER	UNREAD	TOTAL
	Inbox	1	11
	Sent	0	3

Important! – *Blackboard Course Messages are NOT email.* Course messages are private and secure text-based communication that occurs within courses among course members. Although similar to email, users must be logged in to a course to read and send course messages. Messages activity remains inside the Blackboard system.

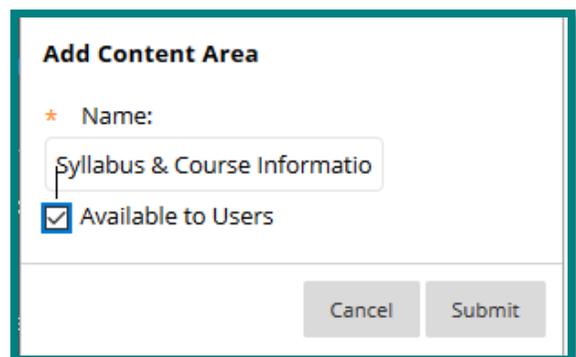
You can now use the Course Messages tool to communicate with your class. Watch [Course](#)

[Messages in the Original Course View](#) to learn how.

Syllabus & Course Information Content Area

At the top of the course menu, select the Add Menu Item icon (circle with plus sign) and follow these steps.

1. In the menu that opens, select *Divider*
 - a. A divider will appear in your course menu so that you can create a new menu section
2. Select the Add Menu Item icon and select *Content Area*
 - a. Name: Syllabus & Course Information
 - b. Check the box: **Available to Users**
 - c. Click **Submit**



Add Content Area

* Name: Syllabus & Course Informatio

Available to Users

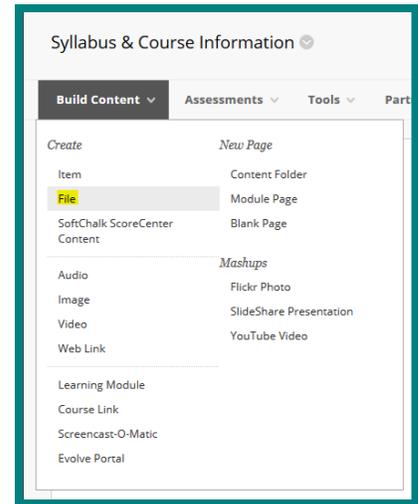
Cancel Submit

The Syllabus & Course Information content area is now available for you to upload content.

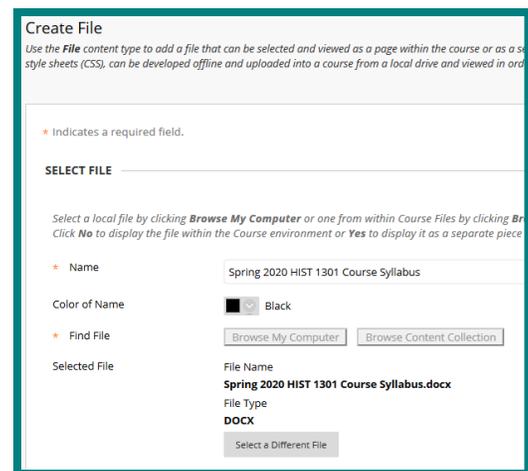
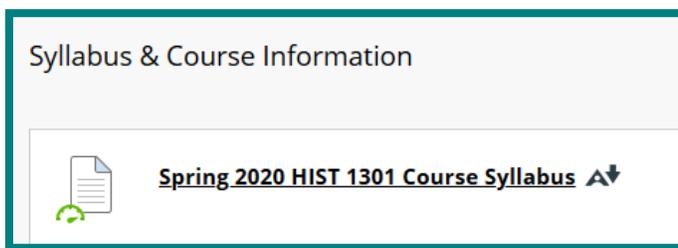
Upload the Course Syllabus

Click on the Syllabus & Course Information content area. The empty folder will open in the content frame on the right.

1. Select **Build Content**
2. Select **File**
3. On the **Create File** page
 - a. Name: provide the file an intuitive name
 - b. Select **Browse My Computer** and attach your syllabus
 - c. Permit Users to View this Content: **Yes**
 - d. Track Number of Views: **Yes**
 - e. Click **Submit**



Your syllabus is now uploaded to the course for students to access.



Follow the same steps to upload any other files you want students to access.

Content Items

You can create content that combines a variety of materials to view together, such as text, multimedia, and attachments. You can create content items that are as simple as one line of text or include many elements. For example, in one content item, you can include introductory text for a lesson, an image, a table of data, and links to web resources. The materials are all presented together in the content list. The longer your content item is, the more your students have to scroll to see all the other materials in the content area.

Watch [Blackboard Items](#) to learn how to create items and the types of content you can add or visit the [Create Content Items](#) page on Blackboard Help.

Creating Course Work for Students

Before you can begin creating coursework for students, you need to create Content Areas in which to place them. Refer back to page 4 to review creating Content Areas.

Create Content Areas with descriptive names such as Chapter 1: A New World or Chapter 11: Teaching Reading. This will make content easy for students to find. Inside these Content Areas you can upload files (Word notes pages, PDF's, PowerPoints), create information items (objectives), embed YouTube videos, and create assignments.

YouTube Videos

In a Content Area, you can also add a YouTube video from the Build Content menu. When you add a video from the menu, the element appears as a standalone piece of content.

1. In the *Content Area*, select **Build Content**
2. Select **YouTube Video** in the Mashups section
3. Type in the name of the video or video subject in the **Search** box and click **Go**
4. Search results will appear on the page
5. Preview the video by clicking the blue URL
6. Click **Select** of the video you wish to use
7. On the **Create Mashup Item** page, add a description to introduce students to the video, communicate why they should watch the video, and to provide any instructions (take notes, etc.)
8. Mashup Options:
 - a. View: Thumbnail
9. Standard Options:
 - a. Permit Users to View this Content: Yes
 - b. Track Number of Views: Yes
10. Click **Submit**

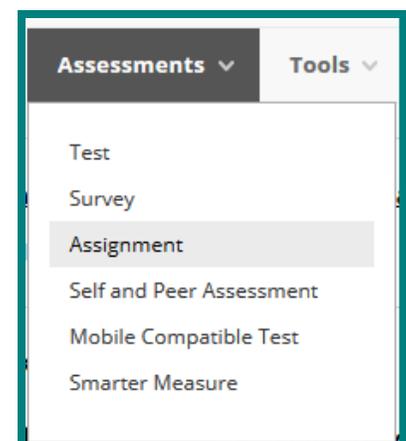
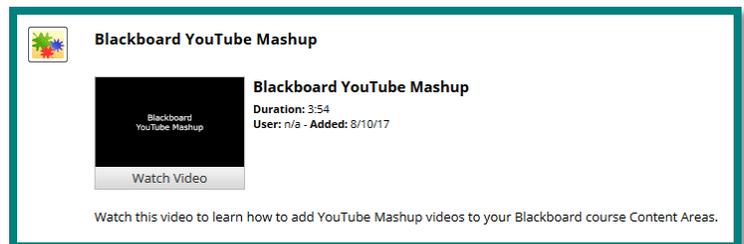
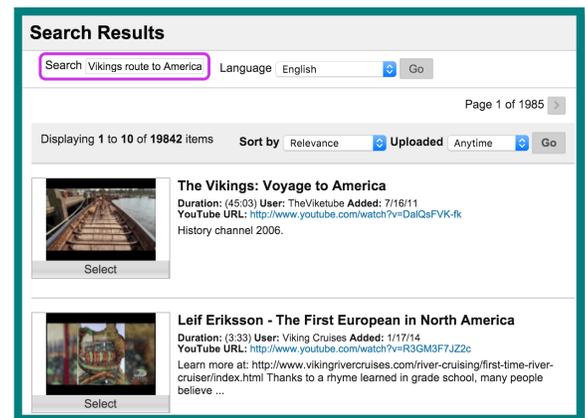
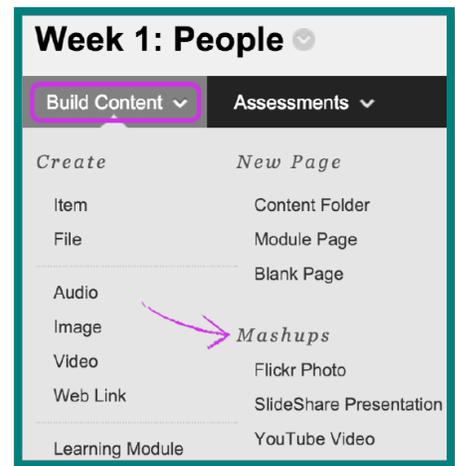
Your video will appear in the Content Area. Watch [Blackboard YouTube Mashup](#) for a demonstration.

Assignments

When you create an assignment, a Grade Center column is created automatically. From the Grade Center or Needs Grading page, you can see who has submitted their work and start grading.

Blackboard assignments allow students to upload their finished product for grading (essay, research paper, etc.)

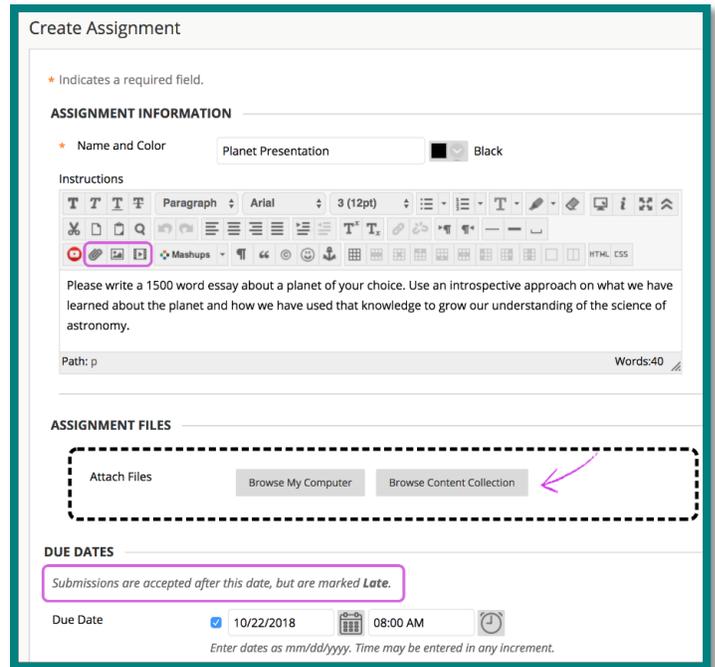
1. In the Content Area, from the **Assessments** menu, select **Assignment**
2. **On the Create Assignment** page
 - a. Provide the assignment an intuitive title
 - b. Provide clear, concise, and complete instructions and directions



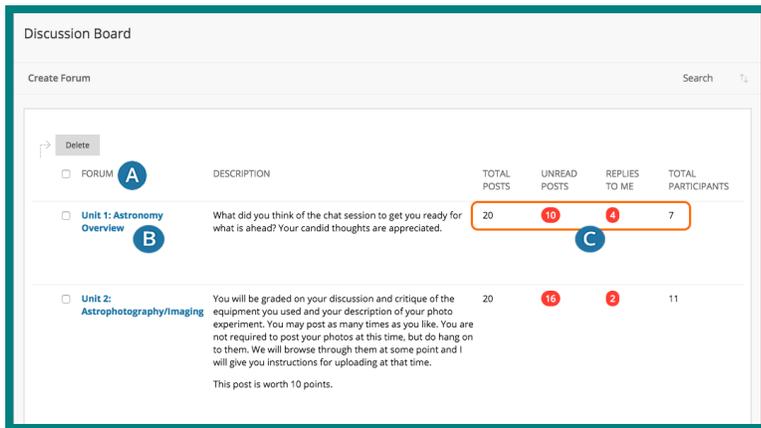
- i. For best results, instruct students to upload their assignment using Microsoft Word
- c. Set a due date
- d. Provide the number of points possible
- e. Set the number of attempts
- f. Make the assignment available
- g. Turn on tracking
- h. Select *Submit*

As students submit assignments, you can annotate and grade them online.

Watch [Inline Grading in the Original Course View](#) to learn more.



Discussions



Online discussions provide unique benefits. Because students can take time to ponder before they post ideas, you may see more thoughtful conversations. You can observe as students demonstrate their grasp of the material and correct misconceptions. A sense of community among students is crucial for a successful online experience. With online discussions, course members can replicate the

robust discussions that take place in the traditional classroom.

Discussions are a good way to encourage students to think critically about your coursework and interact with each other. You can create discussions around individual course lessons or for your course in general. As the instructor, you own the discussions. After you start a discussion, you can post comments of your own to guide students.

The most common form of interaction in an online course is through discussions started by an instructor. Participation and interaction in discussions don't occur naturally. You must intentionally design it into your courses. To encourage engaging, quality discussion, craft discussion questions carefully and create inquiry.

Before you begin creating discussions, you need to make the Discussion tool link available to students on the course menu. Refer back to page 3 and 4 to review how to add a tool link or watch [How to Add a Tool Link to Your Course](#).

[Use Discussions in the Original Course View](#) explains how to use discussions in the Original Course View.

[Watch Create Discussion Forums in the Original Course View](#) to learn how to create discussions.

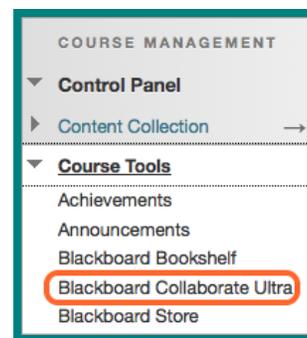
Visit the [Discussions](#) page on Blackboard Help to learn how to create, respond to, manage and grade discussions.

Additional Tool Links

Add the *My Grades* tool link to the Course Menu so that students can check their course progress and view feedback.

Blackboard Collaborate Ultra

Blackboard Collaborate is a powerful all-in-one platform web conferencing tool that offers you an immersive human experience through your computer, tablet, or mobile device anywhere, anytime. You can use a robust tool set that allows you to web conference and connect with one student or your entire class. You and your students can collaborate using audio, video, and recording capabilities. You can also use private and public chat, a whiteboard, application sharing, a clip art library, and add and edit content at any time.



Access Blackboard Collaborate Ultra

You can find Blackboard Collaborate in your Course Tools. Select the link to open the *Sessions* page.

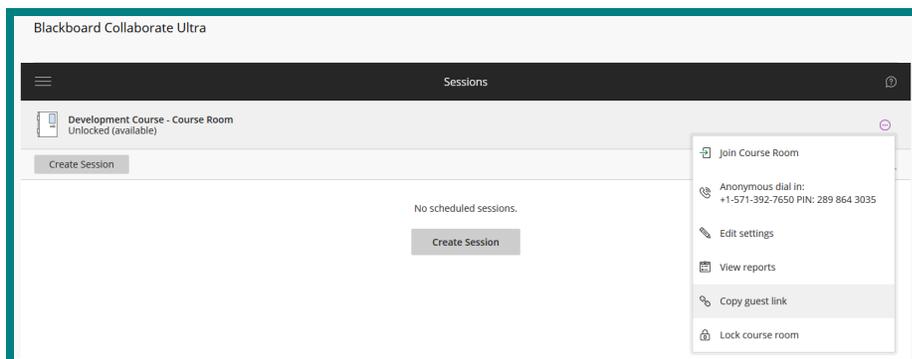
Course Room

The course room is an open session dedicated to your course. It provides you and your students a convenient launch point for classes or impromptu meetings.

Allow Students to Join the Room

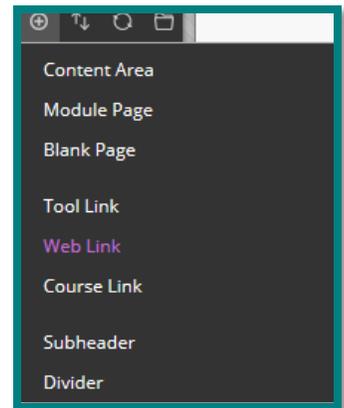
Every Collaborate room has its own unique link. You must make the link available to students to allow them to access the room.

1. On the Blackboard Collaborate Ultra



Sessions page, trigger the menu for the Course Room (circle with 3 dots)

2. Select **Copy Guest Link**
3. Back on the Course Menu, select the Add Menu Item icon (circle with plus sign)
4. Select **Web Link**
5. In the **Add Web Link** box
 - a. Name: provide the link an intuitive name; calling it your virtual office is best
 - b. URL: paste the course room link you copied from Collaborate
 - c. Check the box to make the link available to users
 - d. Click **Submit**
6. Your link now appears on your Course Menu. Trigger the arrow beside your link and select **Set Link to Open in a New Window**
7. Students can now access your course room by clicking the link. Remind students to use Google Chrome or Mozilla Firefox.

A screenshot of the 'Add Web Link' form. The form has a title 'Add Web Link' and two required fields: 'Name' and 'URL'. The 'Name' field contains 'Ms. Cadena's Virtual Office'. The 'URL' field contains 'https://us.bbcollab.com/guest/548'. Below the URL field, there is an example URL 'http://www.myschool.edu/' and a checkbox labeled 'Available to Users' which is checked. At the bottom right, there are 'Cancel' and 'Submit' buttons.

To learn more about using Collaborate to communicate with your students, visit the [Collaborate Ultra Help for Moderators](#) Blackboard Help page. Watch the [Blackboard Collaborate with the Ultra Experience User Interface Tour](#) for a review of the features organized within Collaborate.

Attendance

In order to keep attendance, have students submit an assignment or participate in a discussion on a weekly basis.

Blackboard Help

If you need assistance with Blackboard, call the EPCC Blackboard Help Desk at 1-888-296-0863. They are available 24 hours a day, 7 days a week.

Visit the [Blackboard Learn Help for Instructors](#) webpage for help with everything Blackboard.