

BLACKBOARD: QUICK START GUIDE

ACCESSING YOUR COURSE

Access your current and previous courses in a snap from the Blackboard homepage!

1. Log in to Blackboard at blackboard.cmich.edu.
2. Click the **Courses** tab on the left-hand side.
3. Once you locate the course desired, you may click the **Star** icon to move it to the top of your course listings under Favorites.
4. Access your course by clicking the **Course Title** or **Course Image**.

Note: Courses are organized by semester. Course shells are released in Blackboard approximately 8 weeks prior to the start of the semester.

POSTING AN ANNOUNCEMENT

Announcements are an ideal way to communicate time-sensitive material to the entire class, such as reminders about upcoming due dates or changes to the syllabus.

1. From within the course, select **Announcements** in the top banner menu.
2. Click the **Plus** icon in the upper right to create a new announcement.
3. Give your announcement a title and type your message.
4. To display your announcement immediately, click **Post**. Click the check box next to **Send an email copy to recipients** to also send as email.
5. To schedule your announcement to post later, check the box next to **Schedule Announcement** and select the date(s) you would like the announcement to be visible and click **Post**.

ADDING MODULES & CONTENT

You can add content to any Course, Module, or Folder by hovering your cursor where you would like to add content and clicking the Purple Plus icon.

1. Within the course, hover your cursor over the gray line where you wish to add content and click the **Purple Plus** icon that appears, then:
 - Click **Create** to add module or a folder; build an assignment, test, Document, or link.
 - Click **Upload** to upload a file from your computer or click **Cloud Storage** to access cloud service.
 - Click **Content Market** to connect to external tools such as those provided by publishers.
2. To place content inside a Learning Module or folder; open the module or folder by **clicking on the title**, click the **Purple Plus** inside the module/folder; then make desired selection (e.g. Create, Upload, etc.)

NOTE: Graded activities built in the course automatically have a corresponding column added to the Gradebook for the activity.

SETTING UP YOUR GRADEBOOK

Set the Overall Grade for the course in order to use the many customizable features of Blackboard Gradebook.

1. From within the course, click the **Gradebook** tab in the top menu bar.
2. Click the **Gear Icon** in the upper-right-hand.
3. Scroll down and click on **Manage Overall Grade Settings**.
4. Choose **Points** or **Weighted** grade options; click **Next**.
5. Review your assignments or assignment categories, make any necessary changes.
6. Turn on **Automatic Zeros** to give students the most accurate view of their academic standing.
7. Click **Save**.

ACCESSING STUDENT PREVIEW

Ensure content is organized and displayed in the way you intended using the student preview.

1. The student preview option is available in the upper right area of the main tabs from the top menu. To access, click the **Student Preview** icon.
2. At the next screen click **Start Preview**. You will then pass into Student Preview mode to view the content as a student in the course. If you are unable to view content a student should see, check the visibility of the item in the course.
3. To exit Preview Mode, click **Exit** in the upper right corner. Then, select **Discard** to remove your preview user from the course.

MAKING YOUR COURSE AVAILABLE

You must open each course to allow students access to the content. Here are two ways to open your course.

1. From the Blackboard homepage, click the **3 Dots** on a course card's menu and change to **Open Course**.
2. From inside a course, click on **Course Settings** in the upper right corner. Check the **Open** radial button.

COPYING CONTENT TO YOUR NEXT BLACKBOARD COURSE

The next time you teach your course, content can be copied to your new Blackboard course shell.

1. Access the Blackboard course shell for which content is needed.
2. Omit any content items inside the course that are not needed because they will copy in from your Source Course (the course you are copying content from). To omit, click the **3 Dots** to the right of the item, then select **Delete**.
3. Next, click either **Add Content** or the **Purple Plus**, then **Copy Content**.
4. At the next screen locate your Source Course from the list provided or type the section number of the course in the **Search By** box at the top.
5. **Check the box** next to the Source Course, then **Start Copy** in lower right corner.

GETTING TECHNICAL HELP

Resources are available when a technical issue arises or to learn more about the various features and capabilities of Blackboard.

1. When help is needed, the first step is to contact the CMU Help Desk at (989) 774-3662.
2. To learn more about the features of Blackboard, use the self-help tutorials found at <https://bit.ly/3AauASn> or by scanning the QR code.



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