

Getting Started with Blackboard For Instructors

Log into Blackboard at
<http://nuigalway.blackboard.com>

Blackboard is an ideal way to stay connected with today's students – whether they're around the world or just across the campus. This short guide aims to help academic staff get started with this virtual learning environment.

1. Logging in

Your user ID and password are the same as those you use to access your email at NUI Galway.

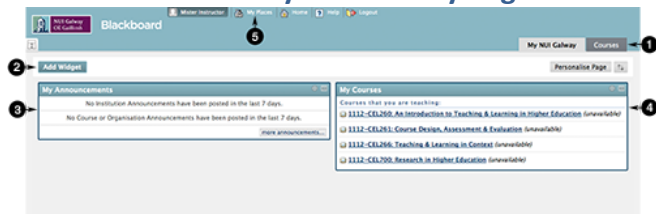
Have an account?
Please enter your credentials and click the Login button below.

Username:

Password:

If you have difficulty logging in, follow online instructions on the login page. Call the ISS User Support Helpdesk on 091-495777 if you require more assistance.

2. The Blackboard My NUI Galway Page



1. **Tabs** – these top tabs are navigation shortcuts to your Courses and the My NUI Galway page.
2. **Add Widget** – button to add optional “boxes” that include content, links or tools used to personalise your page.
3. **My Announcements** – widget which shows all your course and institution announcements.
4. **My Courses** – directly access courses on which you are teaching.
5. **My Places** – edit your personal information, upload a custom avatar and access your most frequently viewed courses.

3. Getting into Your Courses

Once you log in you will be in the **My NUI Galway** tab. Both the **My NUI Galway** and the **Courses** tabs display a list of your courses. The **My NUI Galway** tab has other modifiable content in the form of widgets.



The **My Courses** widget within the **My NUI Galway** tab displays a list of courses which you are teaching.

4. The Blackboard Course Interface

From your **My Courses** list, select one of your courses and you will see the **Home Page** of your course. When **Edit Mode** is on, you will be in the instructor view. To see a student view of your course, switch **Edit Mode** off.

Instructor View: Edit Mode is: ON **Student View:** Edit Mode is: OFF

Home Page is a course overview for students in your course, encompassing Announcements, Calendar items and Notifications.

Staff Details is a space to put your own profile, along with others involved in the course delivery.

Learning Outcomes is an area for you to define what a learner should understand and be able to do after taking your module.

Course Information is a content area for module information.

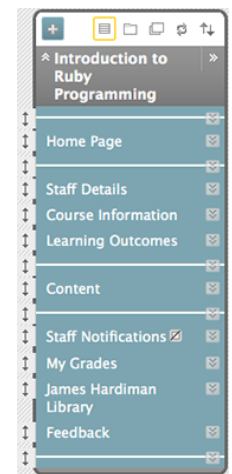
Content is an area for you to upload student resources such as lecture notes, assignments and videos.

Staff Notifications is like **Home Page**, but only relevant and visible to instructors.

My Grades is a link for students to access their course grades.

James Hardiman Library is a direct link to the campus library website.

Feedback is a place for you to place student surveys, course feedback, etc.



COURSE MANAGEMENT

Control Panel

Control Panel: Students do not see the **Control Panel** on the bottom of the course menu on the left. This feature is for instructors only. It is the **Control Panel** that enables you to edit your Blackboard course site.

Note: If you would like to further customise your site by changing the name of these menu items, or by adding or deleting additional tools, see more information on:

<http://www.nuigalway.ie/blackboard>

5. Navigating

Notice the **Bread Crumb Trail** on the top of your pages within each Blackboard course (see an example below).



This is a great way to browse in Blackboard. Use the **Bread Crumb Trail** rather than the back button to navigate.

6. Adding Content to Your Course

Within your module, ensure sure you have Edit Mode switched on. 

Open the **Content** area on your Course Menu. The four buttons displayed below allow you to create/upload various content to your course.



Build Content  **Create Assessment**  **Add Interactive Tool**  **Assign Textbook** 

- **Build Content:** Add content to your course.
 - **Create:** Upload PDFs, Word Docs, audio, video, etc. to your course.
 - **New Page:** Add folders and pages to better organise your course.
 - **Mashups:** Add Web 2.0 content, such as YouTube videos, Slideshare presentations and Flickr photos.
- **Create Assessment:** Add tests, surveys and assignments (including Turnitin assignments) to your course.
- **Add Interactive Tool:** Add tools such as Blogs, Journals, Wikis and Discussion Boards to your course.
- **Assign Textbook:** Assign a textbook (either required or recommended) for your course.

Adding an Item (Quick Guide)

In the **Build Content** menu, choose **Item**.

1. Content Information

Type in a name. Select a colour for the name if you wish.

★ Name
Colour of Name

Enter or paste a description of this item into the text box.

2. Attachments

Attach a file by **browsing** and selecting the file.

Attach File

Then put in a name that will be the link to that file.

For Mac users: Use file extensions for your attached file

- For Word files add **.doc** to the end of the file name.
- For Excel files add **.xls** to the end of the file name.
- For PowerPoint files add **.ppt** to the end of the file name.
- For PDF files, add **.pdf** to the end of the file name.

This allows PC and Mac computers to identify the type of file you have attached in Blackboard and open it with the appropriate application.

3. Options

You can leave the default options settings alone unless you want to time release material or track how often students browse this content.

4. Submit

Select the Submit button and the material will be uploaded.

7. Make the Course Available to Students

By default, your course is not available to students. In the **Control Panel**, under **Customisation**, choose **Properties**. Within **Properties**, under **Set Availability**, choose **Yes** for **Make Course Available** and click **Submit**.

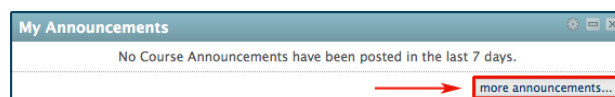
2. Set Availability

Make this course available to users?
Make Course Available Yes No

Now your students can access your Blackboard course. Other students who are not enrolled in your course cannot view your content

8. Post an Announcement

On your course **Home Page**, in the **My Announcements** widget, click **more announcements...**

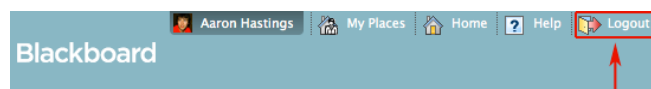


Click the **Create Announcement** button and enter the announcements details. Then click **Submit**.

Create Announcement

9. Log Out

Don't forget to log out when you are finished.



To learn more about Blackboard visit <http://www.nuigalway.ie/blackboard>