BLACKBOARD
BEGINNING OF THE
SEMESTER PROCESS

Megan Hamilton
TASK 1: LOG INTO BLACKBOARD

- Log into Blackboard
  - Username = 7-digit COSMO ID
  - Password = GroupWise password

- Login Problems
  - Only Help Desk can resolve login problems. Call 297-6541
  - Expired passwords can be reset - Password Manager.
BROWSER CHECK

- Use the **Browser Tester** tool to check your computer and browser’s compatibility with Blackboard.
Mobile Web browsers are not equal to the full versions found on desktop PCS. Why? Because Mobile browsers do not have full Java compatibility and lack support for Flash.
APPS FOR MOBILE ACCESS

- Blackboard Mobile Learn and MATC 2 Go apps can be used to view content and perform light communications tasks.

- To learn more, see:
  - Faculty Guide to Mobile Access
  - Blackboard & Mobile Devices
Not All Blackboard Content Can Be Accessed on Mobile!

Students and faculty will still need access to a standard computer and browser.
Some instructors build their course content directly in their semester shells.

- Adding Your Syllabus (or other documents)
Other instructors develop course content in a **Personal Master**, a best practice of course development.

- Master copy of a course that is permanently stored on BB
- Great for storing and editing content between semesters
- Content is imported into live semester courses
To reuse the contents of a previous course or Personal Master, create and download and archive file.

- Creating an Archive File

Then, import the archive file into your semester course.

- Importing an Archived Course into a Semester Shell

Your Blackboard course will indicate the progress of your import process in an alert box on the page. Be patient and wait for a confirmation alert and e-mail that the process is complete.
COURSE CARTRIDGES

- Pre-packaged educational materials that coincide with course textbooks.

- Instructor contacts publisher to request cartridge. **Requesting and installing a course cartridge** in a course is the instructor’s responsibility.

  - Cartridge must be in format for Blackboard 9.1 Service Pack 8

  - Publisher provides technical support for this content.
TASK 3: REVIEW COURSE CONTENT

Make sure that:
- Due dates are accurate
- Information is up-to-date
- Links to documents and Websites work

Review your course’s Grade Center
- Organize column display
- Check for accuracy to avoid errors
TASK 4: TEST YOUR CONTENT

- Test all areas of your course as a test student.
  - Different from turning Edit Mode On/Off
  - Emulates student role. Helps you ensure that students will be able to access and interact with your content as intended.
  - Can help detect and correct problems.
    - Request NEW Test Student Account
    - Request Test Student Enrollment in Course
TASK 5: WELCOME THE CLASS

- 7 days prior to the start of the class, create a Welcome announcement
  - Introduce yourself, the course topic
  - Identify any "getting started" tasks

- Announcements can be pushed to student’s email when first created.
TASK 6: TURN ON THE COURSE!

- Online courses must be opened to student access **no later than 10:00 AM** on the first scheduled day of class.
  - **Turning On Course Availability**

Students can’t see courses that are “Unavailable”