**ACCESSING YOUR Bb SITE**

- Browse to (http://bb91.se.edu).
- **Username:** SE Username
- **Password:** 8-digit birth date (or alternate per email from Bb System Admin)
- After gaining access, please change your password.
  - Personal Information > Change Password
- Click on the My SE tab to return to the modules. From the My Courses module, click on the name of your course to access the Course Home Page.

**FACULTY RESOURCES (http://homepages.se.edu/blackboard/announcement)**

- This Quick Start Guide provides only basic information regarding Bb 9.1. Obviously, there is much more to learn, so please access the Bb 9.1 Updates page, http://homepages.se.edu/blackboard/announcement/ and utilize the many resources provided, especially Faculty Tutorials, which contain the Online Guide with Step-by-Step Instructions for Utilizing Bb 9.1, the Online Manual, Faculty FAQs, etc.
- These resources are also easily accessed via the Help link, located in the blue banner at the top of every page when you are logged in to Bb.
- The Online Guide with Step-by-Step Instructions for Utilizing Bb 9.1 is also easily accessible from within Bb, through the Control Panel > Help > Guide. This is the guide that you will probably use the most!
- Locate these resources and reference them often.

**THE COURSE HOME PAGE**

- The Course Home Page replaces the Announcements page as the new course entry page, and contains notification modules for the course.
- The My Announcements module will display announcement notifications for 7 days for announcements that are not date restricted. Click the more announcements link to view all announcements.
- The Announcements page is now a single-page repository for system-wide and course announcements.
- System-wide announcements will also be displayed in the center of the Bb login page.
- A two-sided arrow indicates drag-and-drop capabilities for reordering the Course Menu items.
- Chevrons indicate a drop-down menu.
- Click the less than sign to hide the Course Menu; click the greater than sign to unhide it.
- Click the Course Menu links to access any of the items for adding content. Announcements and Discussion Boards can also be accessed through the Control Panel > Course Tools.
- Be sure to set due dates for applicable items, such as Assignments and Tests, in order for the notifications to display in the To Do module. This gives students quick access to What's Due and What's Past Due.
- For additional information regarding the Course Environment, reference the Online Guide with Step-by-Step Instructions, Online Manual, and/or view the video tutorials listed under Getting Started, located on the Faculty Tutorials page. (http://homepages.se.edu/blackboard/faculty-tutorials/)

**EDIT MODE**

- The Edit Mode button is located in the upper-right corner of every Bb page.
- Be sure it is turned On to edit your course. Turn it off to view the page as a Student. When in Student view, you will still see the Control Panel, but students will not see it.
Click on a Menu Item link to add content.

**THE CONTROL PANEL**

The **Control Panel** is located below the **Course Menu** and allows you to manage your course.

- **Course Files** is a central file storage area for a single course. When you add a file to your course, a copy of the file is stored in **Course Files**. You can also upload files directly to **Course Files** and then link to the files as you build your course. For additional information, reference the **Online Guide with Step-by-Step Instructions, Online Manual**, and/or view the video tutorial, **Tour the Course Files Feature**, located on the Faculty Tutorials page. (http://homepages.se.edu/blackboard/faculty-tutorials/)

- **Course Tools** – In addition to customary course tools, here is where you will also find **Send Email**, and **Tests, Surveys, and Pools**.

**Evaluation – Course Reports** (called Course Statistics in Bb 7.3), **Early Warning System**, and **Performance Dashboard**. The **Performance Dashboard** provides an up-to-date report on the activity for all students, in a table format. For additional information, reference the **Online Guide with Step-by-Step Instructions, Online Manual**, and/or view the video tutorials, **Course Reports, Performance Dashboard and Early Warning System**, located on the Faculty Tutorials page (http://homepages.se.edu/blackboard/faculty-tutorials/) under **Student Performance and Alerts**.

- **Grade Center** – (Called Grade Book in Bb 7.3) – Access the **Full Grade Center** for most of your grading needs. The **Needs Grading, Assignments, and Tests** links are **Smart Views**, which are pre-formatted filters of your grade center. For additional information, reference the **Online Guide with Step-by-Step Instructions, Online Manual**, and/or view the video tutorials under **Grade Center**, located on the Faculty Tutorials page. (http://homepages.se.edu/blackboard/faculty-tutorials/).

**Make Your Course Available**

- **Control Panel > Customization > Properties > Make Course Available > Yes > Submit.**

- For additional information, reference the **Online Guide with Step-by-Step Instructions, Online Manual**, and/or view the video tutorial, **Make Your Course Available to Students**, located on the Faculty Tutorials page (http://homepages.se.edu/blackboard/faculty-tutorials/) under **Getting Started**.

**ADD AN ANNOUNCEMENT**

The **Announcements** page is **no longer** the entry page for your Bb course. It is now a single-page repository of all announcements for the course. When you add an announcement, it will be displayed for 7 days on the **Course Home Page > Announcements** module, provided it is not date restricted. Students can view announcements at any time by accessing the **Announcements** page, providing the announcements have not been date restricted.

- Select **Announcements** and click on **Create Announcement**.

- Enter your announcement in the text box. **Note**: Announcements are now limited to 1000 characters.

- Choose **Not Date Restricted** for the announcement to be available for students throughout the semester.

- Optional: Check the box to send an email notification to students that an announcement has been posted in the course.

- Click **Submit**.

- For additional information, reference the **Online Guide with Step-by-Step Instructions, Online Manual**, and/or view the video tutorial, **Creating Announcements**, located on the Faculty Tutorials page (http://homepages.se.edu/blackboard/faculty-tutorials/) under **Getting Started**.

**ADD FACULTY INFO**

- Click on Faculty Info > Create Contact.
- Enter your information and then click Submit.

**ADDING COURSE CONTENT** (Syllabus, PPT, etc.)

Upload your syllabus using the steps below. Follow the same procedure for adding other content Items.

- From the Course Menu, select Course Content > Build Content.

  ![Course Content](image)

- Enter Syllabus for the Name.
- Optional: Enter instructions for the students in the Text box.
- Select Browse My Computer if your document is saved locally, or select the Browse Course button if you have already added it to the Course Files, as explained above on Page 2.
- Click Submit.
- Follow the same procedure for adding additional items in any of the Content Areas.
- For additional information, reference the Online Guide with Step-by-Step Instructions, Online Manual, and/or view the tutorials under Building Course Content, located on the Faculty Tutorials page ([http://homepages.se.edu/blackboard/faculty-tutorials/](http://homepages.se.edu/blackboard/faculty-tutorials/)).
Creating an Assignment Link for Students to Upload and Submit Assignments Electronically

This feature has been redesigned in Bb 9.1. The link for uploading assignments is now the name of the Assignment, instead of creating a separate View/Complete Assignment link. A column is automatically generated in your Grade Center, as in Bb 7.3. With the redesigned feature, there are additional options when setting up your Assignment.

- From the **Course Menu**, select **Assignments > Create Assessment > Assignment**.

![Assignment Screen Shot]

- Enter the **Assignment Name** in Section 1. **Use only letters and/or numerals. Do not use special characters such as #, *, /, etc.**

- You may want to include student instructions such as, “Click on the name of the Assignment to submit your work.”
  1. Students will see a Submission box where they can add comments or enter the assignment directly into the Text Editor. If you only want the students to attach a document, then your instructions should include, “Scroll to Attach File to upload and Submit your assignment.”

- **Optional**: Complete Section 2, attaching your file(s) for the students.

- **Points Possible** - Section 3 – Enter the points possible for the Assignment.

- **Availability** – Section 4
  1. By default, only one attempt is allowed. However, after that attempt is used, you have the option to allow additional attempts through the Grade Center.
  2. You have additional attempt options available.

- For additional information, reference the **Online Guide with Step-by-Step Instructions, Online Manual**, and/or view the tutorials under Assignments, located on the Faculty Tutorials page ([http://homepages.se.edu/blackboard/faculty-tutorials/](http://homepages.se.edu/blackboard/faculty-tutorials/)).

- When students submit their assignment via this link, you should see an exclamation mark in your gradebook, indicating it needs grading.
  1. If you see a padlock instead of an exclamation mark, this indicates the student saved the assignment instead of submitting it, in which case the student must return to the link and click Submit in order for you to access it for grading.

- For additional information, reference the **Online Guide with Step-by-Step Instructions, Online Manual**, and/or view the tutorials under Assignments, located on the Faculty Tutorials page ([http://homepages.se.edu/blackboard/faculty-tutorials/](http://homepages.se.edu/blackboard/faculty-tutorials/)).

- Access the **Performance Dashboard** for an up-to-date report on the activity for all students.

- For additional information, reference the **Online Guide with Step-by-Step Instructions, Online Manual**, and/or view the tutorial, **Performance Dashboard**, located on the Faculty Tutorials page ([http://homepages.se.edu/blackboard/faculty-tutorials/](http://homepages.se.edu/blackboard/faculty-tutorials/)) under **Student Performance and Alerts**.
**Grading Assignments Submitted via the Upload Assignment Link**

- When Assignments are submitted via the Upload Assignment link, a column is added automatically to your Grade Center. For information regarding accessing and grading submitted assignments, refer to the Online Guide with Step-by-Step Instructions, Online Manual, and/or view the tutorials located on the Faculty Tutorials page (http://homepages.se.edu/blackboard/faculty-tutorials/) under two sections: Assignments and Grade Center.

**Grading Discussion Boards**

- Bb 9.1 Enterprise provides instructors the option to grade students at the Forum level or at the Thread level of discussions. For additional information, reference the Online Guide with Step-by-Step Instructions, Online Manual, and/or view the tutorials under Discussion Boards, located on the Faculty Tutorials page (http://homepages.se.edu/blackboard/faculty-tutorials/).

**Bb Support**

- Bb support is available during regular office hours. If it is an emergency, every attempt will be made to address the issues in a timely manner.
- Please send an email to blackboard@se.edu with your request.