**ACCESSING YOUR Bb SITE**

- Browse to Southeastern's homepage at [http://www.se.edu](http://www.se.edu), select **Faculty & Staff > Blackboard Login**.
- **Username:** SE Username
- **Password:** 8-digit birth date (if accessing for the first time)
- 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 SUPPORT AND RESOURCES FOR BLACKBOARD** ([HTTP://HOMEPAAGES.SE.EDU/BLACKBOARD/FACULTY-SUPPORT](http://HOMEPAAGES.SE.EDU/BLACKBOARD/FACULTY-SUPPORT))

- **Bb Basic Quick Start Guide** – This guide provides basic orientation information on how to get started using Blackboard.
- **Bb Course Request Form** – Complete this form to request your Bb courses.
- **Grade Center Tutorials** – Video tutorials specific to the Grade Center. A special thanks to Heather Crites, Columbus State Community College, for granting permission to use these comprehensive tutorials.
- **On-Demand Video Tutorials** – These video tutorials are provided by and updated regularly by Blackboard, Inc.,
- **Online Instructor Manual** - This online guide is also easily accessible from within Bb, through the **Control Panel > Help > Guide**.
- **Student Tutorials**
- **Workshops and Handouts**

**THE COURSE HOME PAGE**

- The **Course Home Page** is the default entry page, which 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 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.

- **Hoover your mouse to access** a two-sided arrow giving drag-and-drop capabilities for reordering the **Course Menu** items and/or Chevrons for a drop-down menu.
- 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 the notifications to display in the **To Do** module for students. This gives students quick access to **What's Due** and **What's Past Due**.
  - Dates in the "To Do" list are automatically taken from the due dates in the Grade Center and only apply to students, so items listed in the "To Do" module are visible to students only, and not visible to instructors. **NOTE:** The only way for an instructor to see the "To Do" dates on the Course Home Page is to be added to the course as a student. If you would like to see your course exactly as your students see it, please email me (ehendrix@se.edu) and request to be added to your course(s) as a student.
FOR SPRING 2013 – COURSE TO COURSE NAVIGATION

- This feature allows instructors and students to navigate from one course to another using the drop-down menu (see illustration) without having to exit the current course. For example, if you are in the Grade Center of one course and want to go to the Grade Center of a different course, click the drop-down menu, located in the upper-left corner of the page beside the Home icon, and click on the desired course. The most recently visited course will be listed first.

FOR SPRING 2013 – COURSE THEMES

- This feature allows you to select various course themes by choosing color, design, season, or subject. Click on the colored “fan” icon and then use the scroll bar on the right side of the drop-down menu for selections.

EDIT MODE

- The Edit Mode button is located in the upper-right corner of every Bb page.
- Be sure it is 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 do not see the Control Panel.
- 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. For additional information, reference the Online Instructor Manual, located at http://homepages.se.edu/blackboard/faculty-support/.
- 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, 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 Instructor Manual and/or view the On-Demand Video Tutorials located at http://homepages.se.edu/blackboard/faculty-support/. Select Assessing Learners > Student Performance for The Performance Dashboard and Sending Notifications videos.
- Grade Center – 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 Instructor Manual, located at
***Make Your Course Available*** - All Blackboard courses are Unavailable to students by default. You must make your course available in order for students to access it. To make your course available, go to the Control Panel > Customization > Properties > Make Course Available > Yes > Submit.

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**ADDING AN ANNOUNCEMENT**

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. Announcements can be viewed at any time by clicking More Announcements in the Announcements module and/or accessing the Announcements page, providing the announcements have not been date restricted. Instructors can see Date Restricted announcements.

- 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 Instructor Manual or view the On-Demand Video Tutorials located under Communicating and Collaborating > Announcements and Scheduling > Creating Announcements, accessible at [http://homepages.se.edu/blackboard/faculty-support/](http://homepages.se.edu/blackboard/faculty-support/).

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**ADD FACULTY INFO**

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

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**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 > Item.

![Course Content Build Content Item](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 Instructor Manual and/or view the On-Demand Tutorials, located under Understanding & Building Your Course > Building Course Content, accessible at http://homepages.se.edu/blackboard/faculty-support/**.

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**CREATING AN ASSIGNMENT LINK FOR STUDENTS TO UPLOAD AND SUBMIT ASSIGNMENTS ELECTRONICALLY**

Once created, the link for uploading assignments is the name of the Assignment and a column is automatically generated in your Grade Center.

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

- **Assignment Information** - Enter the name of the assignment. **Use only letters and/or numerals. Do not use special characters such as #, *, /, etc.** This becomes the link students use to submit the assignment.

- In the **Instructions** text box, you may also want to include student instructions such as, "**Click on the name of the Assignment to submit your work.**"
  - 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 > Browse My Computer. Locate and upload your assignment, then click Submit.**"

- **NOTE:** When submitted successfully, students will see a confirmation page, as illustrated below.

- **Assignment Files - Optional:** You can attach one or more files for the students.

- **Points Possible** – Enter the points possible for the **Assignment**. You can also add **Associated Rubrics**.

- **Availability**
  - By default, the assignment is made available when you click **Submit**.
  - 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**.
- You have additional attempt options available, as well as date restriction options.

- **Track Number of Views** - I strongly suggest that you check this box every time it appears as an option! It will allow you to filter specific students' viewing of the specific item. This has been extremely helpful when students claimed they “did not see” a specific item posted.

- **NOTE:** When students submit their assignment via this link, instructors will see an exclamation mark for the submission in your Grade Center. This indicates the assignment needs grading. To view the submission, first, click on the exclamation mark, and then click on the drop-down menu, selecting the Attempt option with the exclamation mark. Expand the Assignment Information to view the same details the students see on their confirmation page.

- 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 an up-to-date report on the activity for all students, access the Control Panel > Performance Dashboard.

- For additional information, reference the Online Instructor Manual and/or view the On-Demand Video Tutorials under Assessing Learners, accessible at http://homepages.se.edu/blackboard/faculty-support/.

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**GRADING ASSIGNMENTS SUBMITTED VIA THE UPLOAD ASSIGNMENT LINK**

- When Assignments are submitted via the Assignment link, a column is added automatically to your Grade Center. For information regarding accessing and grading submitted assignments, refer to the Online Instructor Manual and/or view the On-Demand Tutorials > Assessing Learners, accessible at http://homepages.se.edu/blackboard/faculty-support/.

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**GRADED DISCUSSION BOARDS**

- Bb 9.1 Learn provides instructors the option to grade students at the Forum level or at the Thread level of discussions. For additional information, reference the Online Instructor Manual and/or view the On-Demand Video Tutorials, under Communicating & Collaborating, accessible at http://homepages.se.edu/blackboard/faculty-support/.

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**Bb SUPPORT**

- Bb support is available during regular University 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.