



Emergency Faculty Guide to Blackboard

<http://blackboard.hartford.edu>

Blackboard is a Learning Management System. It provides you with a ready-made course template so you can put your courses on the Internet without having to be a computer programmer. This guide is designed to get you started with Blackboard in the unlikely event that the University is shut down for an emergency for a short period of time – less than two weeks.

How Do I Log In to Blackboard?

- Go to <http://blackboard.hartford.edu>.
- In the login text box, type the first part of your University of Hartford email (*jdoe* if your email is *jdoe@hartford.edu*).
- Your Blackboard password is initially set to the last four digits of your University ID.
- Click **Login**. You will now see your Blackboard Homepage.

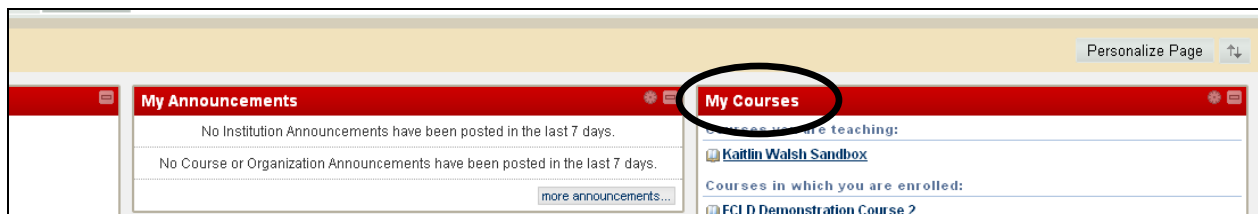
To log out, use the Logout button at the top of the screen.

Administration and Lifecycle of Blackboard Courses

Blackboard course sites are created automatically with enrolled students for all scheduled classes. Dropping, as well as adding is updated daily. In an emergency, if add/drops aren't working, faculty can manually add students as long as the students have accounts (students must have University email) by going to **Users and Groups** → **Users**, clicking on the **Enroll User** button, and selecting **Find Students to Enroll**. All courses are created as 'unavailable' to students (hidden from students). *Instructors using Blackboard must change the course availability setting in order for students to access the course.* From the Control Panel, go to **Customization** → **Properties**, select **yes** or **no** under **Set Availability**, then submit.

Getting to Your Blackboard Course

When you first log into Blackboard <http://blackboard.hartford.edu>, you will see your *Blackboard Home Page*. This is your personal space in Blackboard – students can't access it. To access your Blackboard courses, click onto the course name under "My Courses."



Accessing Courses from the 'Blackboard Home Page'

The Control Panel: Your Menu for Building Blackboard Courses

When you enter a course site, you will see a column of buttons on the left side of the screen. Students use this course menu to access documents related to your course (syllabus, assignments, etc.), as well as course tools.

If you are an instructor, there is an extra column of buttons called the **Control Panel**. From here you can access tools to build and modify your course. *Note: Students do not have access to the Control Panel.*



Communicating with Students: Email & Messages

Blackboard includes a ready-made email distribution list for all students in your Blackboard class. Email in Blackboard is one way; users must read the email using regular email programs.

Email, Messages and Announcements can all be found by clicking on the **Course Tools** tab in the Control Panel.

Send Email

To send email within Blackboard, go to **Course Tools** → **Send Email** under the Control Panel. Select one of the options for recipients (all users, select users, etc.), then:

1. Enter a Subject and Message.
2. Select **Attach a File** if you wish to attach a file (optional).
3. Click **Submit**.

All email addresses in Blackboard are set to University of Hartford email. Although you can send email from your Blackboard course, you must exit Blackboard and read it using your regular email program (e.g., Webmail, Outlook Express, Eudora, etc.). The University email is also available via the Internet and is called Webmail. To access Webmail, go to <http://webmail.hartford.edu> and login using your email username and password.

If University email isn't working, the *Messages* tool provides a "Blackboard only" alternative. Messages are like email, but are sent and stored only within your Blackboard course. The messages tool is also under Course Tools in the Control Panel.

Adding an Announcement

1. From the main page of your course, click on **Create Announcement**.
2. Fill in both the *Subject* and *Message* sections.
3. Under Web Announcement Options, select the duration for which you would like to display the announcement. (We recommend selecting **Not Date Restricted**.)
4. Click **Submit**.
5. To modify an existing announcement, click on the chevron next to the announcement title and select **Edit**. From here you can make changes to the announcement and resubmit it.

Adding Course Content to your Blackboard Course

1. Enter a content area of your course (e.g., Course Information, Course Documents, etc.).
2. Point to **Build Content** button on the Action Bar, and select **Add Item**.



Options for Adding Course Materials to Content Areas

3. Enter a name for the item.
4. Choose a name color (black is always clear and easy to read).
5. Text: Enter a brief paragraph describing the file for your students.
6. Attaching your content: Tell Blackboard where to find the file you want to upload.
 - Click **Browse My Computer** to search your computer for the file you want to upload. A window opens showing you the files on your computer.
 - Select the file you wish to add by double clicking its name. The path name will appear next to Browse. Do not type in the box next to browse. The link name will be the filename being uploaded, unless you type in a name in the text box.
 - Under *Options*, make sure **Permit Users to View this Content** is enabled.
7. Click on **Submit**. Blackboard will give you a receipt, letting you know the file was added. Your students should now be able to see the file.

All files that are uploaded to the course are saved automatically in **Course Files**. To view, modify or download files you have uploaded, go to **Files** under the Control Panel and click on the course ID for your course.

Online Blackboard Help

Instructions are available from any screen in Blackboard for both you and your students. Select the **Help** icon at the top of the page next to the logout button to find a faculty link to support materials, including videos, quick guides, and the FCLD website.



You can also call FCLD at (860)768-4661 or email at fclد@hartford.edu.

Help is also available from any Control Panel in the **Help** area:

- **Contact System Administrator** – sends an e-mail to FCLD staff.
- **Guide** – accesses the Blackboard manual, which has very good step-by-step instructions.
- **On Demand** – accesses Blackboard's On Demand Learning Center containing video tutorials and other written support documentation.
- **Blackboard's Website:** <http://www.blackboard.com/Communities/Overview.aspx>
- **Support** – Mostly help for FCLD staff, but there are some faculty resources here.

If FCLD is unavailable to help, a quick 'Google' search will help locate answers to common Blackboard questions from other University websites.

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty wishing to use the lab may contact FCLD.

Phone: (860) 768-4661

Email: fcd@hartford.edu

Website: <http://uhaweb.hartford.edu/fcd/>

Information Technology Services (ITS)

ITS Help Desk – Computing Center

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, printer not working, Banner, Facebook, and grades).

Phone: (860) 768-5999

Email: its@hartford.edu

Website: <http://uhaweb.hartford.edu/its/>

Media Technology Services (MTS) – Harry Jack Gray Center 111A

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-way video classrooms, Smart Podiums, COWS, laptops, etc.) or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: (860) 768-4643 (Main) or (860) 768-4662 (Tech Line)

Website: <http://www.hartford.edu/mts>