



UNIVERSITY OF HARTFORD

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> and click **User Login**.
- In the login text box, type in the first part of your University of Hartford email (jdoe if your email is jdoe@hartford.edu).
- Your Blackboard password is set to the last four digits of your University ID.
- Click **Login**. You will now see your Blackboard Homepage.

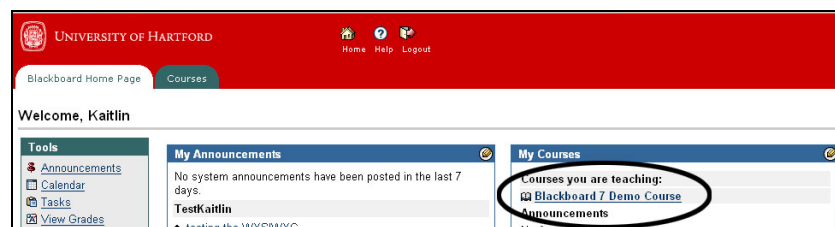
Note: Forgot your Password? Click on “Forgot Password?” on the login page and Blackboard will send a reminder to the email address you have registered in Blackboard.

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) using the **Enroll User** menu option in the Control Panel (see page two). 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 **Settings** → **Course Availability**, select **yes** or **no**, 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 button displayed near the bottom called the **Control Panel**. Click here to begin adding content to courses. *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.

Content Areas Syllabus Course Documents	Course Assignments External Links	User Management List / Modify Users Enroll User	Remove Users from Course Manage Groups
Course Tools Announcements Course Calendar Staff Information Tasks Send Email Discussion Board Collaboration	Digital Dropbox Glossary Manager Messages Quota Usage Course Objectives SafeAssign	Assessment Test Manager Survey Manager Pool Manager Course Statistics	Grade Center Performance Dashboard Early Warning System
Course Options Manage Course Menu Course Design Manage Tools Settings Recycle Course	Course Copy Import Course Cartridge Import Package Export Course Archive Course	Help Support Manual	Contact System Administrator Quick Tutorials

Control Panel: Communicating with Students

Send Email

To send email within Blackboard, go to the **Control Panel** → **Send Email** (under Course Tools). 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 your Control Panel, click on the **Announcements** button under Course Tools.
2. Click on **Add Announcement**.
3. Fill in both the *Subject* and *Message* sections.
4. Under options, do not select dates to display the announcement. If you do not choose any dates, the message will display for only seven days, starting the day you added it. After seven days, students can review the announcement by selecting the *View All* tab.
5. To modify an existing announcement, select the **Modify** button to the right of the announcement you want to change, make changes, then resubmit.

Adding Course Content to your Blackboard Course

Add Item: Adding Course files

1. Enter a course, and select Control panel.
2. Find a content area (e.g., Course Information, Course Documents, etc.).
3. Select **Add Item**.



Options for Adding Course Materials to Content Areas

4. Select a name from the dropdown menu or create your own name in the empty text box.
5. Choose a name color (black is always clear and easy to read).
6. Text: Enter a brief paragraph describing the file for your students.
7. Attaching your content: Tell Blackboard where to find the file you want to upload.
 - Click **Browse** 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 *Special Action* and *Options* sections, leave the default settings.
8. Click on **Submit**. Blackboard will give you a receipt, letting you know the file was added. Click **OK**. Your students should now be able to see the file.

Online Blackboard Help

Instructions are available from any screen in Blackboard. Select the **Help** icon at the top of the page next to the logout button.

Help is also available from the Control Panel under “Help”:

Manual – Written Instructions

Tutorial – Video Tutorials

Contact System Administrator - generates an e-mail to FCLD.

Should University staff be unavailable to help, use an Internet search tool (e.g., Google) to search for answers to common Blackboard questions. There are many how-tos and technical support documents on other University websites.



Call: (860) 768-4661
M-F, 8:30 am – 5:00 pm

Email: fclid@hartford.edu

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: 768-4661

Email: fclid@hartford.edu

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

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

Website: www.hartford.edu/mts