

UWindsor Blackboard Quick Reference Guide

Ask for Support at <http://www.uwindsor.ca/bbhelp>

Login - <http://blackboard.uwindsor.ca>

Ensure that

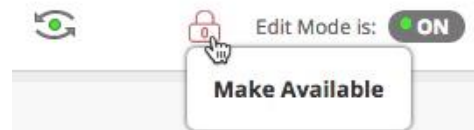
Edit Mode is: ON

Add Course Staff (Instructor, GA/TA)

- **Control Panel** -> **Users and Groups** -> **Users**
- **Find User to Enrol**
- Enter UWin ID, (without @uwindsor.ca) in **Username** field (avoid using Browse button)
- Select **Role, Availability** - Yes
- **Submit**

Make my Course Available

- Toggle lock icon (seen below) top right of site



Getting a Course Site

Course Sites are automatically produced when:

- A course is listed in Uwinsite Student
 - You are assigned as instructor of record
- **Note: Updating may take up to 24 hours****
For speciality requests (i.e. course merges) please submit a service request at uwindsor.ca/bbhelp

Download a Class List

Grade Center - to obtain a Class List

- **Control Panel** -> **Grade Center**
- **Full Grade Center** -> **Work Offline**
- **Download**
- Select **User Information Only**
- **Submit**
- **Download**

Add Course Announcement

- Go to **Course Menu**
 - **Announcements** -> **Create Announcements**
 - Enter **Subject** and **Message**
- To send as an email instantly
-> **Not Date Restricted** -> **Send copy of this announcement immediately**
- **Submit**

Send Email To Students

- **Control Panel** -> **Course tools**
- **Send Email**
- Select from All Student Users, All Users, Instructors, Teaching Assistants, Groups or Individuals
- Select the Recipient(s) for your Email (depending on your selection above)
- Enter a **Subject** and **Message**.
- Attach Files (if needed)
- **Submit**

Add a Tool

- Top left of **Course Menu**, click "+"
- **Tool Link** -> enter **Name** e.g. Discussions
- Choose a **Type** from drop down list
e.g. Discussion Board
- Check **Available to Users**
- **Submit**

Organizing My Courses (Home Tab)

To reorganize courses in My Courses module

- Hover over the top right corner of the module and click the gear icon. Check what you want visible, or uncheck what you want hidden.
- Check **Select All** to hide course
- **Submit**. (Note: does not delete course)
- Repeat in **Courses** tab

Add a File like Course Syllabus or Resources

- Course Menu -> Access a Content Area like **Syllabus** or **Resources**
- **Build Content** -> **Item**
- Enter **Name** and **Text** that describes the file
- **Browse My Computer** or **Browse Content Collection** to attach a file
- A small window will open -> select file

- Choose **Availability, Date** and **Time** (optional)
- **Submit**

Activating a Microsoft Team

(For a Blackboard Course Roster)

- Login to **MS Teams**
- Click on the **Teams** tab
- Select **Join or create team**
- Select **Create team**
- Choose a group

(all Blackboard course rosters appear as groups)

- Click on **Choose Group**
- Click on **Activate** to allow students to access it

Give Student Grades

Add a Grade Center Column

- **Control Panel**-> **Grade Centre** -> **Full Grade Centre** -> **Create Column**
- Enter **Column Name** and **Description**
- **Assign the Points Possible** value
- Choose a **Primary Display** type
- Under **Options**, determine if the entry should be visible for student viewing
- **Submit**

Enter Grades

- **Control Panel** -> **Grade Center** -> **Full Grade Center**
- Click on the cell beside the student you wish to grade below the appropriate
- Enter the grade and click **Enter** to save and move to the next student

Course Copy

Select Source Course from your list (copy FROM)

- **Control Panel** -> **Packages and Utilities**
- **Course Copy** -> **Choose Destination Course ID** (course to copy **TO** - **Browse** to locate)
- Choose **Grade Centre Columns and Settings** if Assessments prepared in Blackboard e.g. test
- Select appropriate settings and select course materials you want to transfer
- Do not copy Enrollments
- **Submit**
- Use default setting for File Attachments
- Email will be sent when operation complete
- **NOTE:** If you copied over Grade Centre contents into new destination course, you should **delete the existing default columns of Total and Weighted Total** in destination course **BEFORE** you activate **Course Copy**

Creating Groups

Create Groups

- **Control Panel**-> **Users and Groups**-> **Groups**
- Select single group or group set (to auto-divide your class into groups).
- Choose **Random, Manual** (to enroll yourself) or **Self-Enrol** (for students to self-select)
- Choose group tools, Smart View and personalization settings
- **Submit**

Auto SIS Groups

Each SIS Section has an automatic group created in the site. Access these groups through

Control Panel -> Users and Groups -> Groups

Group membership is automatically synced with SIS. Multiple sections can be merged into one BB site which can allow you to manage a class with multiple sections combined into one site.

Submit a Service Request with details to get sites merged

Ask for Help!

Submit a Service Request by logging in at <http://www.uwindsor.ca/bbhelp>