



BUILDING YOUR BLACKBOARD COURSE

Step by step instructions

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Upload your syllabus in a Blackboard Item

It is recommended that you save your syllabus in PDF format. To add to Blackboard, it is suggested that you create *an Item* in Blackboard. Having *an Item* in Blackboard, allows you to upload multiple files if needed, include additional information/instructions for the students and, identifies the format for the files.

Create an item and upload your syllabus

1. Log on to your **Blackboard** course
2. Once you are in your desired course, look to the upper right hand corner of your screen and ensure that your **Edit Mode is On**
3. Navigate to the left, and from the **Course Menu**, select the **Syllabus** link
4. From the **Syllabus** page, click on **Build Content**
5. From the **Build Content** page, select **Create Item**
6. From the **Create Item** page, do the following:
 - a. Type name of item in the **Name textbox**
 - b. In the **text** box area, type any information that you would like to share with the students.
 - c. Now scroll to the **attachments** link
 - d. Select **Browse My Computer**
 - e. Navigate to the **desired location on your computer** where you have saved your syllabus
 - f. Select the **file**, and click **Open**
7. You may leave the **Standard Options** at the default setting but be sure that the

- a. The check box for **Permit Users to View this Content** is selected
- b. Track Number of Views** is set to **off**
- c. Select **Date and Time** Restrictions is blank (unless you desired restrict your students)

8. Now click **Submit**

View your syllabus

1. Navigate to the upper right hand corner of your screen and click to toggle **Edit Mode Off** – has a toggle effect and allows you see your Item with the attached file and instructions exactly as viewed by your student

*Note: Creating an item allows you to add multiple files **with additional instructions or information** for your students. Another advantage is that the students are aware of the type(s) of file(s) that is (are) attached. Having an item, you can attach any other files such as a PowerPoint presentation, PDF etc.*



Expectations of Online Teaching

Summary of Expectations of Online Teaching – Retrieved from <https://online.uga.edu/faculty-resources/teaching-online>

These teaching expectations are based on the Southern Regional Educational Boards Standards for Online Teaching and were developed by national experts backed by extensive research. Hopefully these guidelines will help you find success as you step into your virtual classroom.

1. Before stepping into the online world, you need to be comfortable and qualified in the discipline of the course but be conscious of basic teaching strategies.
2. Be able to conduct simple troubleshooting for all technologies in your online course.
3. Acknowledge that learning is not just listening to lectures and repeating the material but rather you will need to create a comfortable, learning environment using a learner-centered approach, encouraging active learning, participation and collaboration.
4. Providing timely feedback and responding promptly to students are ways that promote student success.
5. Online instructors should be able to guide students to practice legal, ethical, safe and healthy behavior related to technology use.
6. Help students be successful by recognizing and understanding online learning from their perspectives.
7. Recognize that all students have the ability to succeed and be proactive and to address special needs students in a prompt and responsive manner.
8. Be creative in implementing assessments that ensure validity and reliability of the measurements.
9. Provide assessments that are aligned with objectives, content and activities and are fair and appropriate.
10. Be willing to use the university's tools to collect and analyze data on student learning so that modifications can be made if needed.
11. Must consistently apply effective strategies that allow for both instructor and students to complete self and pre-assessments.

Here is the [Expectations of Online Teaching.docx](#) 

Figure 1: Example of an Item with additional information and an attached file

Upload a File in Blackboard

1. From your **Blackboard course**, navigate to the **Content area/folder** where you will be uploading the desired file
2. Once in the content area/folder, select **Build Content**
3. From the **Build Content** drop down menu, select **Create File**
4. From the **Create File page**, type name of file (this will be seen by the students) in the **Name** text box
5. Click on **Browse My Computer** in the **Find File** area and navigate to the location on your computer where your file is saved
6. Select **Open**
7. Under **File Options**, choose:
 - a. **Open in New Window** – Yes
 - b. **Add Alignment to Content** – No
8. Under **Standard Options**, choose
 - a. **Permit Users to View this Content** – Yes
 - b. **Track Number of Views** – No
 - c. **Select Date and Time Restrictions** – you may leave blank
9. Click **Submit**



Using the file Option in Blackboard

Figure 2: Example of a file in Blackboard

Post a Video – Add as a Web Link

1. Navigate to the **page/section** where you will add link to video
2. Click on **Build Content**, from the drop down menu, select **Create Web Link**
3. From the **Create Web Link** page, type the name of the video in the **Name** text box
4. Now paste or type the URL address of your video in the **URL** text box
5. You may also add additional information relating to the video in the **Text** box
6. Under **Attachments**, you may include any additional files
7. Under **Web Link Options**, select **Yes** to **Open in New Window**
8. Now, click **Submit**

Note: This option not only allows for a link to a video but also you may use the above listed steps to add link(s) to any other resource(s) that has a valid URL.

Create a Tool Link on your Course Menu E.g. Announcements

1. From the **Course Menu**, navigate to the + sign on the left hand side
2. Select **Tool link**
3. Type the name of the link in the name text box e.g. **Announcements**
4. Click on the **drop down arrow in the type of tool text box** – select **Announcements** (note that tools are listed alphabetically – in this example, we are creating the Announcements tool link.
5. Place a **check mark** in the box titled **Available to Users**
6. Click **Submit**

Note: Any new link added to the course menu, will appear at the bottom of the course menu and you may drag the link and reposition in the desired location on your menu.

Create a Content Area (Lessons/Resources) Link on your Course Menu

1. From the **Course Menu**, navigate to the **+ sign** on the left hand side
2. From the drop down menu, select **Content Area**
3. From the **Content Area** dialog box, type name of content e.g. **Resources**
4. Select **Available to Users**
5. Click **Submit**

Note: Any new link added to the course menu, will appear at the bottom of the course menu and you may drag the link and reposition in the desired location on your menu.

Create an assignment

1. From the **Course Menu**, navigate to the content link where you will be placing the assignment, and select the link e.g. **Lessons**
2. From the **Lessons** page, select **Assessments**
3. From the **Assessments** drop down menu, select **Assignment**
4. From the **Create Assignment** page, in the **Name and Color** text box, type the name of the assignment
5. In the **Instructions** text box, type any relevant information for the successful completion of the assignment (you may also copy and paste the information from your syllabus)
6. If needed, you may attach supplemental files by browsing your computer

7. Under **Due Dates**, select date and time as well as place a check mark
8. In the **Grading** area, add the points possible.
9. Under **Availability**, select date and time for assignment to be available (you may choose a beginning and an end time.)
10. Place a check mark if you would like to **track the number of views**.
11. Click **Submit**

Note: An assignment created using the assignment tool will automatically generate a graded column in the Grade Center. When you are ready to grade this assignment, access the Grade Center, retrieve and grade submissions.

Change the Course Entry Point

Using this option allows instructors to customize the entry point for the course. This means that at the beginning of the course, instructors may wish the students to see the Syllabus link first. Then, during the semester, instructor may wish to change the entry point to the Lessons link.

1. Once you are logged on to your **Blackboard** course, navigate to the **Control Panel** under **Course Management** on the **Course Menu**
2. From the **Control Panel**, select **Customization** to expand this menu
3. From the **Customization** menu, select **Teaching Style**
4. From the **Teaching Style page**, under **Select Entry Course Point**, click on the drop down arrow next to **Entry Point**
5. Make your selection (these are the links on your course menu)
6. Scroll down to **Submit**

Note: You may verify that you have successfully completed this task by exiting the course and re-enter.

Use Student View

Instructors can view content, verify that due dates and grades are accurate in the grade center. This tool is useful if an instructor has made changes and wants to verify that the changes are accurate. Follow these steps to use the **Student View** tool:

1. Once you are in your **Blackboard** course, look over to the upper right hand corner of the screen.
2. Click on the image that “**looks like an eye in the sky**”



Figure 3: Student view icon

3. An orange banner across the screen indicates **Student Preview mode is ON**
4. When finished, click on **Exit Preview** at the upper right hand corner of the screen
5. From the **Exit Student Preview** dialog box, choose the appropriate selection:
 - a. Delete the preview user and all data (recommended)
 - b. Keep the preview user and all data
 - c. Remember this choice and do not ask me again
6. Now click **Continue**