

Blackboard

Basics

What is Blackboard?

Blackboard is a system at SDSU that creates course web sites where you can place content, communicate with your students, and more!

How do faculty access Blackboard?

The SDSU Blackboard site is located at the following web address: <http://blackboard.sdsu.edu>

Use your SDSUid and password to access Blackboard. Questions about course assignments and teaching status should be directed to your department coordinator. If you're a new faculty member you can obtain a login and password for Blackboard from your department coordinator. Go to <http://sdsuid.sdsu.edu> to activate your SDSUid.

How do I get a course in Blackboard?

If your course has been scheduled for this semester, the course will be created automatically in Blackboard. New faculty should use their SDSUid and password to access Blackboard.

How do my students enroll in my Blackboard course?

Students are placed in your Blackboard course(s) automatically using data sent to our system daily from the student registration system. Students who add your course will appear in your Blackboard course. Students who drop your course will be dropped from your Blackboard course.

Five Steps to Get You Started in Blackboard

Step One – Add Your Current Email Address to Blackboard

In order to use Blackboard's email tools and receive notices about Blackboard, faculty must enter an email address into Blackboard.

1. Log into Blackboard.
2. Click the **Personal Information** link, located in Tools box on the left of the page.
3. Click **Edit Personal Information** and make your changes. (You can use any email address).
4. Click the **Submit** button to save.

Step Two – Add Content to Your Course

A variety of file types (such as syllabi or PowerPoint lectures) can be added to your Blackboard course and downloaded by students. In the Blackboard system, this is called, "Add Item."

1. Enter your course.

2. Click on a Content Area in your Course Menu (Assignments, Course Documents, etc.).
3. Click the “**Build Content**” button then “**Item**” from the drop-down menu.
4. Name the document in the **Name** field.
5. Enter text and/or attachment(s).
6. Click the **Submit** button to save.

Step Three – Share Your Information with Students

Faculty are encouraged to share information about themselves such as their office hours and location.

1. Enter your course.
2. Click on the **Faculty** button in the Course Menu.
3. Click on **Create Contact**.
4. Fill out the desired fields.
5. Optionally, you may select an image of yourself by clicking **Browse**. (Note: Images should not be larger than 150 x 150 pixels in size.)
6. Click the **Submit** button to save.

Step Four – Make Your Course Available to Students

By default, your students cannot access your course or your course content. When ready, you must “turn on” your course by making it available. See the following procedure to make your course available to students:

A new tool called Quickly allows you to make multiple courses available quickly.

The procedure for how to do so can be found here: <https://youtu.be/Q67u60jBE5A>

The previously used procedure for making courses available can be found here: <https://youtu.be/MH0-BExpzpw>

Step Five – Send Email

You can quickly send email to all students, individual students, or groups in your course using the Send Email tool. This replaces the need to keep a list of student email addresses in your favorite email program. This is a useful and popular tool in Blackboard. See the following procedure to Send Email via Blackboard:

A new tool called Quickly allows you to send an email to multiple courses.

The procedure for how to do so can be found here: <https://youtu.be/1dHVnkXPpD0>

The previously used procedure for sending email can be found here: <https://youtu.be/znPR4uzEM7M>

Note: A copy of this email will be sent to you, the sender. There is no way to track whether students received or read your email.

Additional Instructional Resources

[Accessible Syllabus Template](http://it.sdsu.edu/accessibility/instructional-materials/accessible-syllabus-template.docx)

<http://it.sdsu.edu/accessibility/instructional-materials/accessible-syllabus-template.docx>

[Universal Design for Learning Resources](http://www.washington.edu/doit/universal-design-instruction-udi-definition-principles-guidelines-and-examples)

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