

# Faculty Blackboard Getting Started Quick Guide

Blackboard (Bb) is a Web-based Learning Management System that allows instructors to deliver course materials, communicate with students, and create learning activities. Bloomfield College currently uses the latest Blackboard platform – Blackboard Learn 9.1 to support online courses and classroom-based instruction.

## Accessing BC Blackboard

1. Open a Web browser
2. Type [bb.bloomfield.edu](http://bb.bloomfield.edu) in the address bar and click **Go** or press **Enter**
3. Type your Blackboard Username in the **Username** field
4. Type your Password in the **Password** field
5. Click the **Login** button to log in to Blackboard



## Remember!

- All currently enrolled students and teaching faculty have access to the Blackboard system
- BC currently uses Blackboard Learn 9.1
- All users should perform a Browser Compatibility Check to ensure Web browser settings support Blackboard. The Browser Check link is located in the upper right side of the Blackboard login page.
- All courses for the upcoming semester are created two weeks after the official course schedule is posted. Students are enrolled into their courses by the batch process according to the Registration records. Roster is updated before classes start.
- Students will not see their courses until instructors make courses available.
- Contact Blackboard Administrator:  
[Yifeng\\_bai@bloomfield.edu](mailto:Yifeng_bai@bloomfield.edu) | campus ext. 1790  
Room L09, Library Lower Level

## Navigating within Blackboard

- Once logging in, you are in Blackboard landing page
- My Blackboard link is located at the upper right corner next to your name, click down-arrow to open **My Blackboard**.
- All your courses will be listed under **My Courses** Module
- Course Information displayed includes Term, Year, Course ID & Section and Course Title.
- Click on a course to access that course.
- Always logout from Blackboard when finished with your session

## Changing Blackboard Password

Blackboard password is randomly generated initially within WebAdvisor. For the security of user account, all Blackboard users should change the password periodically.

1. After logging in to Blackboard, select **My Institution** Tab, click **Personal Information** in the Tools Module on the left
2. In Personal Information page, click **Change Password** link
3. In Change Password page, **enter new password**
4. **Verify new password**
5. Click the **Submit** button

## Making the Course Available

By default, all courses need to be manually made available for students to access.

1. After logging in to Blackboard, select the desired course from **My Courses**
2. From the **Control Panel**, click Customization, and then click **Properties**
3. Under Set Availability, (Option 3) select **Yes**
4. Click the **Submit** button

## Creating an Announcement

Announcements are an ideal place to keep student updated with important class information, and post reminders about upcoming due dates or changes to the syllabus.

1. From the Control Panel, click **Course Tools**, then click **Announcements**
2. Click the **Create Announcement** button
3. On the Create Announcement page, enter the announcement **Subject**
4. Type the **Message**, format text as needed
5. Specify whether the announcement is date restricted, and if it is, select **Date Restrictions**
6. Click the **Browse** button if you want to create a link to an area in the course
7. If you want the announcement to be sent to student mailbox select checkbox next to Email Announcement
8. Click the Submit button

## Sending Email

Blackboard email is a tool designed to help faculty communicate with students, co-instructors and TAs. Email can be sent to selected students, TAs or an entire class. By default, the email goes to student's college's email address.

1. From the **Control Panel**, click **Course Tools**, then click **Send Email**
  2. Select the Recipients
  3. Enter the **Subject**
  4. Type the **Message**
- Note:** avoid attachment in the email. Sometimes, the email attachment is stripped during the email transmission. A better way is to post the file somewhere in the course and remind students of accessing it
5. Click the **Submit** button

## Checking the Course Roster

1. From the **Control Panel**, click **Users and Groups**
  2. Click **Users**, you should see your course roster listed on the right-hand side
- If you don't see the roster, use search user tool to list all users in your course
3. Set **Username** to **Not Blank**, leave search textbox field blank, click **Go**. The entire class roster should be listed.

## Adding Content to the Course

There are many ways to store and post course content in Blackboard. Content Areas exist in the Course Menu by default, but faculty can create additional content areas. by default, but faculty can create additional content areas.

1. In **Edit Mode**, click **Course Documents** in the course menu
2. On the Action Bar, click **Build Content** and select Item or File (Item will have an additional Text field while File only allows to attach a file)
3. On the Create Item/File page, enter **Name** and **Text**
4. Click the **Browse My Computer** button to attach a file
5. Specify **Date and Time Restrictions** if needed
6. Click the **Submit** button

## Recording Grades

The Blackboard Grade Center allows faculty to record grades for various assessments, post grades to students in a safe and quick way, keep track of grading history and generate reports that can be used for backup or shared with students.

1. From the **Control Panel**, click **Grade Center**, then click **Full Grade Center**
2. Click the **Create Column** button
3. On the Create Column page, enter **Column Name**
4. Enter **Points Possible**
5. Select the Options for displaying the grades to students
6. Click the **Submit** button
7. To record a grade, under the added column click in the cell for a particular student, type the grade and press **Enter**

## Enrolling an User

Instructors can manually add a student or a co-instructor during the Add/Drop period so that student can have instant access to the course information.

1. From the **Control Panel**, click **Users and Groups**
2. Click **Users**
3. Mouse over to the **Enroll User** button and select **Find Users to Enroll**
4. On next page, **Add Enrollments**, type in exact user name or click **Browse** to search for the user
5. From the Role drop-down list, select a user role in the course. The default role is student
6. Click **Submit**.