Blackboard
New Faculty Orientation - 2015

Teaching and Learning Technology
Faculty Innovation Center | M201

Updated 6/3/15
Objectives
At the end of this session, you will be able to:

1. Describe how you use Blackboard to support teaching and learning.
2. Identify Blackboard’s technical requirements and how to log in to access courses.
3. Identify methods of adding your course materials to a semester course shell.
4. Use key tools in Blackboard to support student success.
5. Identify resources to support your and your student’s use of Blackboard.
What is Blackboard?
MATC’s [online] learning management system.

All classes have a course shell in Blackboard

- **Face-to-Face Courses**: Minimum requirement is to add syllabus to course & make course available to students, but you may use course tools to support students in their learning.

- **Online Courses**: Course site is primary means of course delivery.

A course is not available to students until the instructor makes it so!
What Does Blackboard Do?

Blackboard provides you with tools to:

Communicate with Students
- Schedule weekly announcements
- Send e-mail to students
- Feedback through Grade Center

Provide Course Content
- Upload files
- Share links and media
- Assign collaborative activities

Assess Learning
- Collect assignments online
- Conduct online testing
- Discussions, journals, wikis
Blackboard Technical Requirements
For all faculty and students, access to a desktop or laptop is required.

Requirements:
Desktop PC or laptop, Web Browser, Internet Connection.

For more information about technical requirements see: http://goo.gl/7yUNi0

Supported OS:
Windows: Vista, 7, or 8
Mac: OSX 10.7, 10.8, or 10.9

Supported Browsers:
Google Chrome 34 or higher * Recommended
Mozilla Firefox 28 or higher
Safari 6 or 7
Internet Explorer 9,10, or 11

Required Browser settings:
Java installed/enabled
JavaScript enabled
Cookies and Pop-ups allowed
MATC faculty and current students use a single MATC network username and password to access the MATC portal, Gmail, Blackboard, MATC computers, and more.

- Log into portal to click links to semester courses OR log Blackboard.matc.edu directly
- Help with initial Blackboard login here available at http://goo.gl/oKRLk0

Login Problems are Resolved by the Help Desk
Call 414-297-6541 or use online Password Manager
Courses can be built using different techniques:

- Uploading your files into a course ([http://goo.gl/U09zX5](http://goo.gl/U09zX5))
- Importing Archive file of Department/Personal Master into a new course ([http://goo.gl/QyTZP2](http://goo.gl/QyTZP2)).
- Connecting a course to a publisher website ([http://goo.gl/7yIL1c](http://goo.gl/7yIL1c)) or course cartridge (contact your publisher for more information).

ALL MATC FACULTY ARE REQUIRED TO ADD COURSE SYLLABI TO ALL COURSES AND MAKE COURSES AVAILABLE TO STUDENTS.

See the Blackboard Faculty Support site for tutorials ([http://goo.gl/wGTj41](http://goo.gl/wGTj41))
Organizing Course Content
Use content area buttons and folders to organize weekly content for students.

COURSE MENU - You can add the following types of buttons to your course’s menu:

- Content Area
- Module Page
- Tool Link
- Web Link
- Course Link

See these tutorials for adding content to your course:

✓ Creating Content Area Buttons (http://goo.gl/5zFxRQ)
✓ Creating Content Area Folders (http://goo.gl/qxfxUh)
✓ Creating Learning Modules (http://goo.gl/MWtmkL)
✓ Creating Tool Links (http://goo.gl/iNi7N3)
Managing Your Course
A course’s Control Panel contains tools and settings for managing the course.

CONTROL PANEL
Contains tools for course settings, grading online assignments, and more. Only the instructor can view/access the course’s Control Panel.

Common Areas Faculty Use:
- Evaluation – Tools to review student or class activity.
- Grade Center – Tools for giving grade feedback to students.
- Customization – Tools for customizing course settings.
Before you release content to students:

- Are syllabi, course schedules, & due dates accurate?
- Is content logically organized & accessible?
- Are course Grade Centers organized & accurate?
- Are you providing students with support resources?

Preview your course with Student Preview Mode!

Quickly and easily enroll a test student in your course with the click of a button. See for details: http://goo.gl/3TxAaq
Introducing Qwickly
You may use the tools in Blackboard’s Qwickly module to easily make your courses available, post announcements, and send all-class emails.

To learn more, see: http://goo.gl/1Ev1Gr

REMINDER
Always make courses available to students by the 10 AM of the course’s start date!
Course Communication Tools
To support student learning in your courses, use these tools often:

○ Announcements tool (http://goo.gl/IVPb5V)
○ Faculty Information tool (http://goo.gl/Bau1ZL)
○ Email tool (http://goo.gl/Z2r3Dd)
○ Discussion Board tool (http://goo.gl/nZPvIS)
○ My Grades tool (http://goo.gl/WcJ6mW)
**Faculty Blackboard Resources**

New faculty are encouraged to complete Blackboard training courses and review these resources for additional information.

**FACULTY SUPPORT**

Click the *Faculty Support button* to view tutorials, request forms, and more.

**Additional Support**

Faculty Support Guide (Training Courses, support hours etc.)
http://goo.gl/nDPgGF

New Faculty Quick Start Orientation
http://goo.gl/QJruHx

Login Problems– Call 297-6541, see
http://goo.gl/x0kMs0

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Student Blackboard Resources

Students are encouraged to attend the in-person or online Blackboard orientation to review basic Blackboard navigation and course tools for online learning.

STUDENT SUPPORT

Students click the Student Support tab to view self-help resources and to contact Student Support.

Additional Support

Spring Live Blackboard Orientations
http://goo.gl/jbBdke

Online Blackboard Orientation
http://goo.gl/upkRjq

Login Problem – Call 297-6541, see
http://goo.gl/x0kMs0

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