



## GETTING STARTED

This section explains the steps to log into Blackboard, upload a syllabus and make course available to students.


### ACCESS & LOGON TO BLACKBOARD

1. Open an internet browser. (Google Chrome/Firefox recommended).
2. Go to the following website: [blackboard.usc.edu](http://blackboard.usc.edu)
3. Click **Sign in using your USC NetID**.
4. If prompted, input your USC netID and password, and then click **Sign in**. You should now be logged into Blackboard.

### SORT COURSES BY SEMESTER

1. Access your course under **My Courses module**.
2. Hover your mouse over the **My Courses module**.
3. Click the **gear icon** in the upper right-hand corner of the module.
4. Select the **Group by Term** check box.
5. Click **Submit**. Courses are now grouped by semester.

### UPLOAD SYLLABUS

1. Access your course under **My Courses module**.
2. Turn edit mode on .
3. Click **Syllabus** on Course Menu, click **Build Content**.
4. Click **Item**.
5. In the **Name** field, enter the name of the file (e.g., Anthropology 101 Syllabus). This is the title of the file that your students will see.
6. Click **Browse My Computer** to find the syllabus file.
7. Under Standard Options select **Yes** next to **Permit User to View this Content**.
8. Click **Submit**.


### MAKE COURSE AVAILABLE TO STUDENTS

1. From the Home screen, in the **Tool** module on the left side of screen.
2. Click **Quickly (Faculty/ TAs)**
3. Click **Course Availability**.
4. Click the **On/Off** button next to course. This will turn the course on and allow students to access the course.


## CONTENT

This section explains the steps to upload course materials and files to Blackboard and organize them in folders.

### ORGANIZE FILES IN FOLDERS

1. Navigate to your course in **My Courses**.
2. Turn edit mode on .
3. Click **Content** or **Assignment** from Course Menu on left side.
4. Click **Build Content**.
5. Under the **New Page** heading, select **Content Folder**.
6. In the **Content Information** section of the **Create Item** page, input: **Name**, **Color of Name** and **Text**.
7. In the Standard Options section:
  - a. Select **Yes** next to **Permit Users to View this Content**.
  - b. **Date and Time Restrictions** (optional): Select a date and time range for folder to be visible.
8. Click **Submit**.
9. Confirm you can see new folder in the content area where you added it. To enter folder, click link.
10. Once a folder has been created, you can move other documents into it.
  - a. Click the down arrow next to any document, select **Move** and follow online instructions to move documents to the appropriate folder.

### UPLOAD COURSE CONTENT AND FILES TO COURSE


1. Navigate to your course in **My Courses module**.
2. Turn edit mode on .
3. Click **Content** or **Assignments** from Course Menu on the left side.
4. Click **Build Content**.
5. Click **Item**.
6. In the **Content Information** section of the **Create Item** page, input **Name** of Item (required) and **Text** with description of the item (optional).
7. In the **Attachments** section, click **Browse My Computer** to add a file. Follow instructions on screen to add a file to Blackboard. Repeat this step if needed.
8. In the **Standard Options** select **Yes** next to **Permit Users to View this Content**.
9. Click **Submit**.
10. Click **Content** to confirm that the files have been uploaded to the course.

## COMMUNICATION

This section explains the steps to create announcements, send e-mail students, and use discussion boards.


### CREATE ANNOUNCEMENTS

Use announcements to inform students' exam schedules, assignment due dates, changes to the syllabus and corrections/clarifications of materials.

1. Navigate to your course in **My Courses module**.
2. Turn edit mode on .
3. In the course menu on the left-hand side of the screen, click **Announcements**.
4. On the **Announcements** screen, click **Create Announcement**.
5. In the **Announcement Information** section of the **Create Announcement** page, input:
  - a. **Subject** (required): Subject of the announcement.
  - b. **Message**: The text of the announcement.
6. In the **Web Announcement Options** section:
  - a. **Duration**: Select whether you wish to restrict the dates of the announcement. If you do, input the dates.
  - b. **E-mail Announcement**: Select if you wish to send an e-mail copy of the announcement to all course users.
7. Click **Submit**. The announcement will be posted and distributed based on your selections.

### SEND EMAIL


Use the e-mail feature in Blackboard to contact students, TAs, staff, co-instructors, or groups of students. You will receive a copy of the e-mail, but Blackboard does not keep a record of sent e-mails. Nor does Blackboard recognize file or e-mail addresses with special characters.

1. Navigate to your course in **My Courses module**.
2. Turn edit mode on .
3. In the course menu on the left-hand side of the screen, select **Course Tools → Send Email**.
4. On the **Send Email** page, select the group of users to receive the e-mail. This may be all users, or you may select individual recipients.
5. Click **Select Users** to select individual users.

### SEND EMAIL (continued)

6. In the **Email Information** section of the **Select Users** screen, the names or groups of users you may include on the e-mail are displayed in the **Available to Select** field.
  - a. Double-click the name(s) you wish to include on the e-mail.
  - b. These names will appear in the Selected field.
7. In the **Subject** field, input the subject of your message.
8. (Optional) At the bottom of the screen, click **Attach a file** to add an attachment to the e-mail.
9. Click **Submit**. Your e-mail will be sent.


### CREATE A DISCUSSION BOARD FORUM

1. Navigate to your course in **My Courses module**.
2. Turn edit mode on .
3. Click **Content** or **Assignments** from Course Menu on the left side.
4. Click **Tools → Discussion Board**
5. On the Discussion Board page, click **Create Forum** on the **Action Bar**.
6. On the **Create Forum** page:
  - a. Input the name of the forum in the **Name** (e.g., Discussion forum for the week of 3/16). Users click this name to access the forum.
  - b. In the Description field, enter a description of the forum. (Optional)
7. Under **Forum Availability**, select **Yes**.
8. Under **Forum Settings**, select the settings for your forum:
  - a. Choose whether to allow anonymous posts, file attachments, thread creation, subscription, and member rating of posts.
  - b. Choose whether to grade discussion posts. Once grading has been enabled, a Grade Center item is created.
  - c. Select the Grade Forum option and type a point value to evaluate students on performance throughout the forum.
  - d. Select the Grade Threads option to evaluate students in each thread chosen.
9. Click **Submit**.


## ADMINISTRATION

This section explains the steps to create course assignments and enter grading.


### CREATE ASSIGNMENT

1. Navigate to your course in **My Courses module**.
2. Turn edit mode on .
3. In the course menu on the left-hand side of the screen, click **Assignments**.
4. On the **Assignments** screen, Select **Assessments** → **Assignment**.
5. In the **Assignment Information** section of the **Create Assignment** page, input:
  - a. **Name** (required): Name of the assignment.
  - b. **Color**: Select a color for the assignment or accept the default.
  - c. **Instructions**: Instructions for completing the assignment.
6. (Optional) In the **Assignment Files** section, use the buttons to upload any files that students need to the assignment.
7. In the **Due Dates** section, enter the date and time that the assignment is due.
8. (Required) In the **Grading** section, enter the number of points a student can earn for the assignment in the **Points Possible** field.
9. In the **Availability** section, select the **Make the Assignment Available** check box or set a date range to limit when the assignment will be displayed.
10. Click **Submit**.

### ENTERING GRADES

1. Navigate to your course in **My Courses module**.
2. Turn edit mode on .
3. In the course menu on the left-hand side of the screen, select **Grade Center** → **Full Grade Center**.
4. Each student enrolled in the course is listed vertically, and assignments are displayed in columns. Click in the cell in a student row that corresponds to the column with the assignment you wish to grade.
5. Enter the number of points the student received for the assignment, and then press **Enter**.
6. Repeat the process for the remaining students. Once you have entered all grades, the task is complete.

### CREATE TEST

1. Turn edit mode on .
2. Click **Course Tools** from the Control Panel.
3. Click **Tests, Surveys, and Pools**.
4. Select **Tests**.
5. Select **Build Test** in the Action Bar.
6. Enter a **Name**, **Description**, **Instructions** and click **Submit**.
7. Click **Question Settings** in the top right of your window.
8. Check the appropriate settings for your test questions,
  - a. These question settings control the options available to you when creating test questions.
  - b. Not all options are available for all question types.
  - c. Then click **Submit**.
9. Select the question type you want to add to the test from the action bar.
10. Create the question.
11. Continue to add questions to your test until you have achieved the desired total points and number of questions.
12. Select **OK**. This will return you to Tests, Surveys, and Pools.
13. You must can deploy or make the test available to your students.

### HELP

- Blackboard Help Line – 24/7/365 – 213.740.5555 Option 2
- Blackboard Support – [blackboard@usc.edu](mailto:blackboard@usc.edu)
- Faculty Book a Callback – <https://uscbbhelp.youcanbook.me/>
- Reset Password – <http://itservices.usc.edu/uscnetid/>
- USC Faculty Support Page – <https://blackboardhelp.usc.edu/>