

OISE Faculty – Getting Started with Blackboard



Login to Blackboard / The UofT Online Learning Portal at:

portal.utoronto.ca

or click the “Portal” link on any UofT web page:



- An active UTORid login account is required – www.utorid.utoronto.ca
- Courses and enrolments are automatically updated through ACORN/ROSI – the student registration system.
- If your course is not showing in Blackboard, verify your department has informed the Office of the Registrar that you are designated as the instructor.

Help pages for Blackboard can be found at

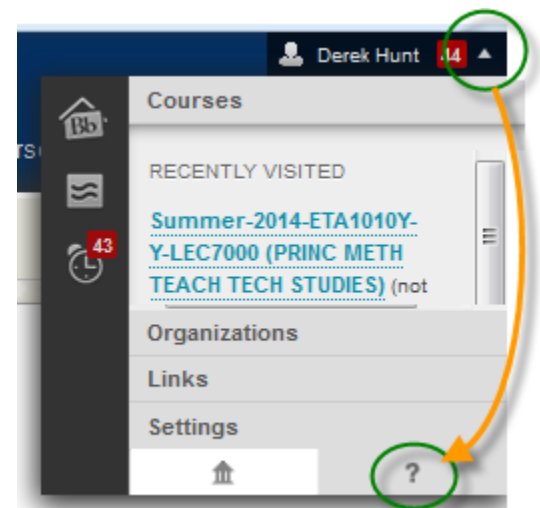
portalinfo.utoronto.ca

or by clicking on the ? button in the top right corner menu:

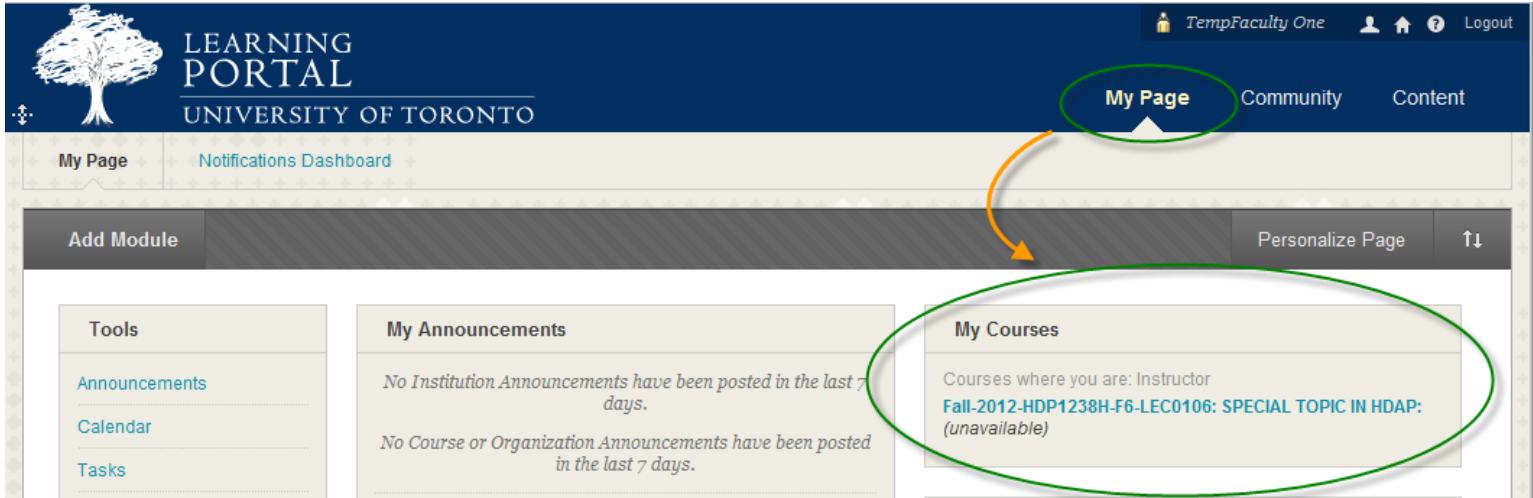
<http://portalinfo.utoronto.ca/content/portal-access>

<http://portalinfo.utoronto.ca/content/course-lifecycle>

EC Education Commons



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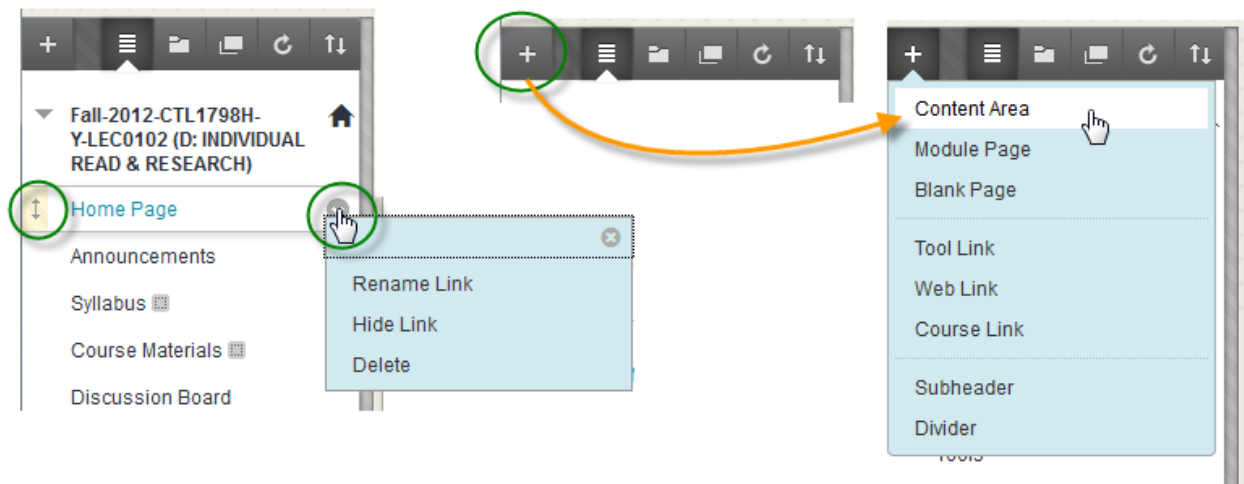


All courses for Student and Faculty will be listed under “My Courses”.


Click on “My Page” to return to this home page.

Your course menu (where students access your content):

The [+] button will add items to the Course Menu.

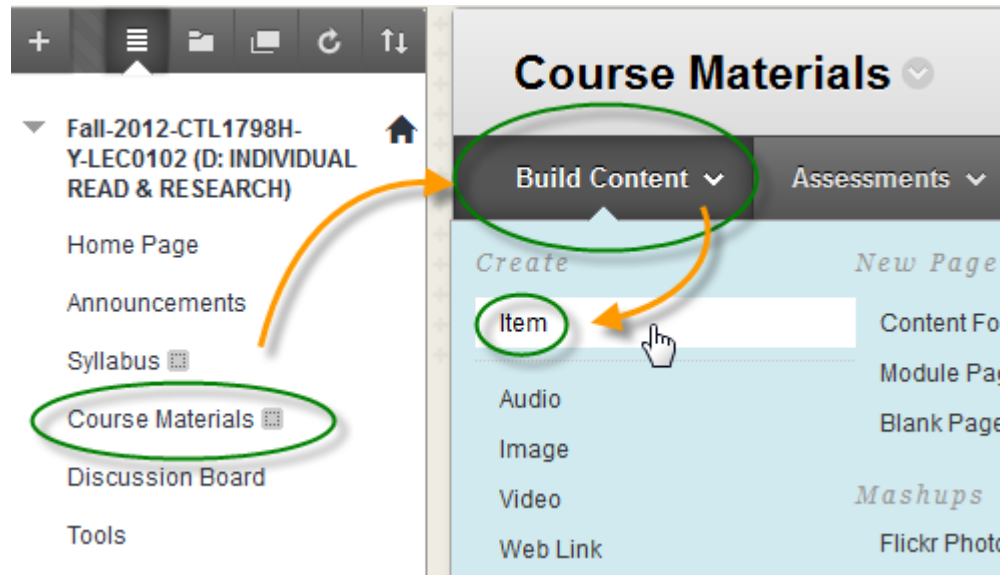


The  up/down arrows will re-order an item.

The  down arrow will change an item.
(It will become visible once you hover your mouse over an item)

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Adding your own files:

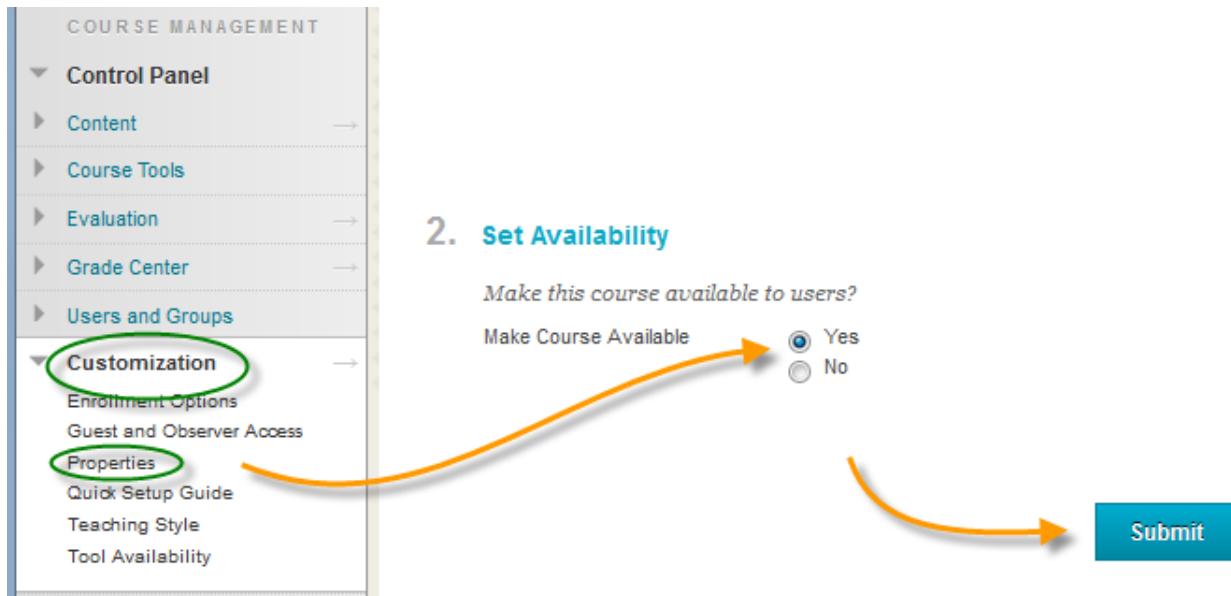


Adding files to your Blackboard course can be done in 5 easy clicks:

1. In your course, click on "Course Materials" in the left menu area.
2. Hover your mouse over the "Build Content" button, and select Create "Item".
3. Enter a heading/title in the "Name" field.
(3a. Type or copy/paste any additional text you wish to add).
4. In the "Attachments" section, click the "Browse My Computer" button. This will allow you to select the file from your computer.
5. Click the blue "Submit" button

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Make your course available to students:



2. Set Availability

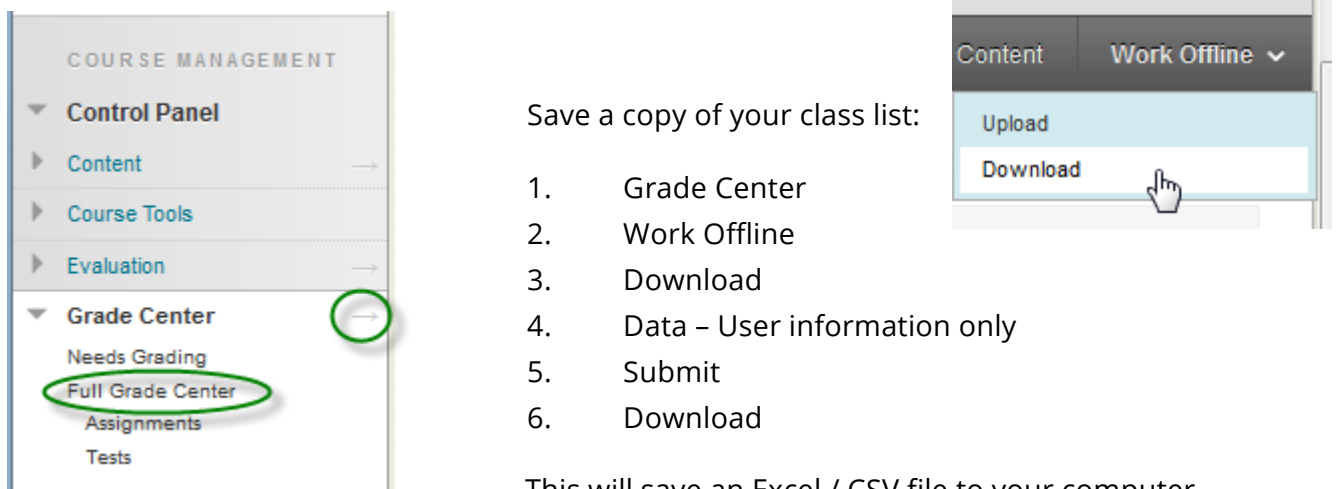
Make this course available to users?

Make Course Available Yes No

Submit

The screenshot shows the 'COURSE MANAGEMENT' sidebar with 'Customization' and 'Properties' circled in green. An orange arrow points from 'Properties' to the 'Set Availability' form, and another orange arrow points from the 'Submit' button to the right.

View your class list:



Save a copy of your class list:

1. Grade Center
2. Work Offline
3. Download
4. Data – User information only
5. Submit
6. Download

This will save an Excel / CSV file to your computer.

The screenshot shows the 'COURSE MANAGEMENT' sidebar with 'Grade Center' circled in green. To the right, a 'Work Offline' dropdown menu is open, showing 'Upload' and 'Download' options, with a hand cursor pointing to 'Download'.

Sending email to students:

1. Announcements
2. Create Announcement
3. Duration – select “Not Date Restricted”
4. Email Announcement - check off “Send a copy of this announcement immediately”
5. Click Submit

Send a copy of this announcement immediately
Students are still notified of this announcement even if this option is not selected