

BLACKBOARD QUICK REFERENCE GUIDE

ENROLL COURSE STAFF

- On the **Control Panel**, click **Course Tools**
- Click on **UT Manage Users**
- Input **UTORid**, then **Go**
- Choose a **Role** for the person
- Click **Add**

ADD A COURSE ANNOUNCEMENT

- Go the **Course Menu**
- Click on **Announcements**
- Click **Create Announcement**
- Enter a **Subject** and **Message**
- Click **Submit**

SEND EMAIL TO STUDENTS

- From the **Control Panel**, click **Course Tools**
- Click on **Send Email**
- Select All Student Users, All Users, Instructors, Teaching Assistants, Groups, or Individuals
- Select the Recipients of your email if necessary (depending on your selection above)
- Type in a **Subject** and **Message**
- Click **Attach** a file beside Attachments (if needed)
- Click **Submit**

ADD A DISCUSSION FORUM

- From the **Course Menu**, click on **Discussion Board**
- Click **Create Forum**
- Enter a Subject in the **Name** field
- Select the Settings that apply to your Forum
- Click **Submit**

VIEW A CLASS LIST

Grade Center Class List

- Click **Control Panel**
- Click **Grade Center**
- Click **Full Grade Center**
- Click **Work Offline**
- Select **Download**
- Select **User Information Only**, click **Submit**
- Select **Download**

UT Manage Group Class List

- From the **Control Panel**, click **UT Manage Groups**
- Select Groups
- Click **View/Download Selected Roster**
- Select **Download** or **Preview** options to download or preview class list

ADD A COURSE SYLLABUS

- From the **Control Panel**, click on the Content Area where you wish your file to appear, for example: **Course Materials**
- Click **Build Content**
- Click **Item**
- Type a **Name** and Text that describes the file
- Click **Browse My Computer** to attach a local file or **Browse Content Collection**
- A small window will open
- Select the file
- Choose **Availability, Date and Time** restrictions (optional)
- Click **Submit**

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MAKE MY COURSE AVAILABLE

- From the **Control Panel**, click **Customization**
- Click on **Properties**
- Scroll down to **Set Availability**
- Select **Yes**
- Click **Submit**

CREATE A COURSE ARCHIVE

- From the **Control Panel**, click **Packages and Utilities**
- Select **Export/Archive Course**
- Click on **Archive Course**
- Select the settings that apply
- Click **Submit**
- You will receive an email when the Archive is ready for download. Click on the zip file link on the Export/Archive page to download the Archive.

GIVE STUDENT GRADES

Add a Grade Center Item

- From the **Control Panel**, click **Grade Center**
- Click **Full Grade Center**
- Click **Create Column**
- Type a Column **Name** and optional description
- Assign the **points possible** value
- Choose a **Primary Display** type
- Under **Options**, determine if the entry should be visible for student viewing
- Click **Submit**

Enter Grades

- From the **Control Panel**, click **Grade Center**
- Click **Full Grade Center**
- Click on the cell beside the student you wish to grade below the appropriate column / assessment
- Enter the Grade and hit the **Enter** key to save and move to the next student