

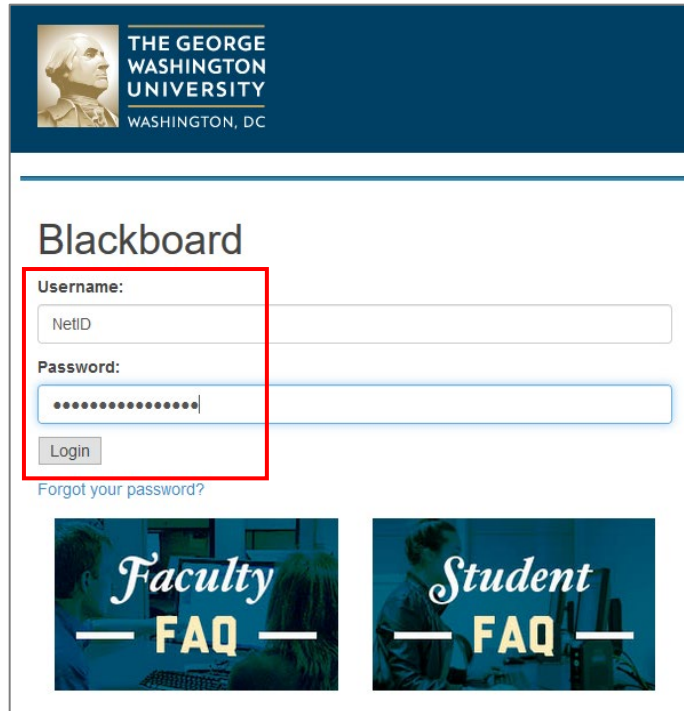


Get Started with Blackboard – For Instructors

Log in to Blackboard	2
View a Student Roster	3
Upload a Syllabus	4
Upload Files	5
Set up a Discussion	6
Create an Assignment.....	7
Preview a Course as a Student.....	8
Make a Course Available to Students	9
Post an Announcement.....	10
Send an Email.....	11
Get Help.....	12
Faculty Assistance.....	12
Student Assistance	12

Log in to Blackboard

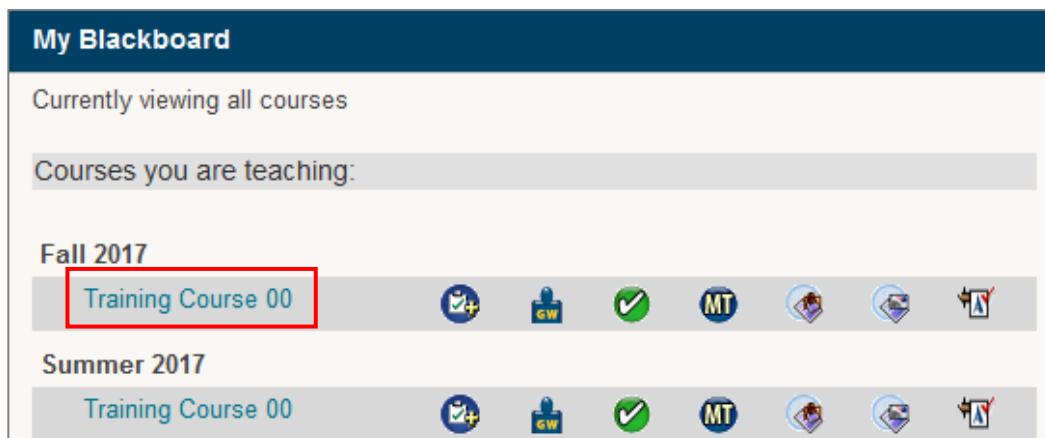
1. Navigate to <https://blackboard.gwu.edu/>.
2. Enter your **GW NetID** (username) and **password** and click **Login**.



Note: Your GW NetID is the part of your GW email address before the “@” symbol.

For assistance with logging in, please contact the [GW Division of IT](#) at 202-994-4948.

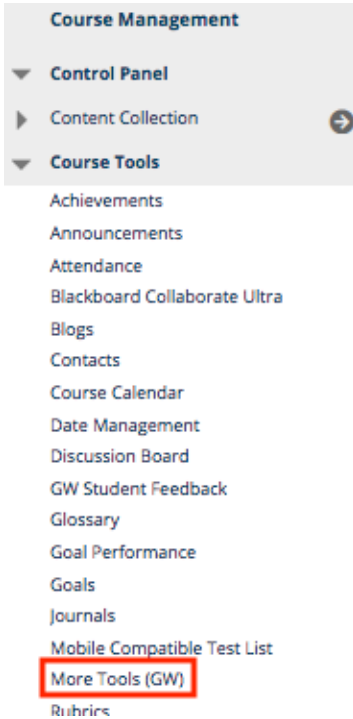
3. After successfully logging in, you will see a list of courses to which you have access. To open a course, click on its name.



View a Student Roster

View the roster of students enrolled in your course from within Blackboard.

1. Scroll down to the **Control Panel** menu, click on **Course Tools**, and then select **More Tools (GW)**.



2. On the *More Tools* page, click **Roster Information**.

Roster Management

Add TA
Add a user as a TA to this course

Add Guest Lecturer
Add a Guest Lecturer to your course

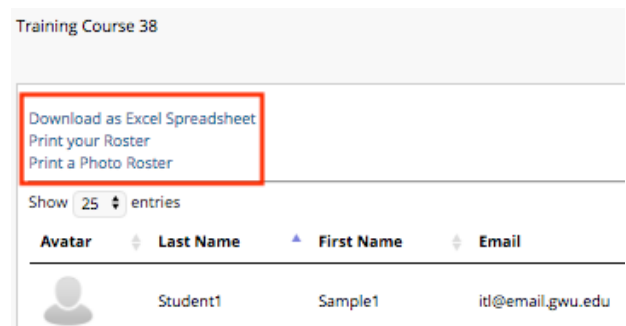
Add or Remove Reference Librarians
Add or remove Reference Librarians to your course

Roster Information
View a searchable and filterable roster of students in this course

Photo Roster
View an easily printable roster highlighting student photos

3. On the resulting page, view a list of enrolled students.

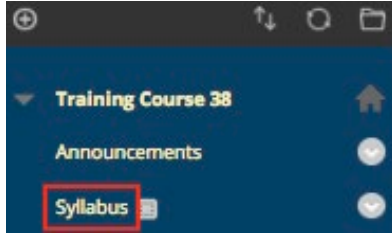
You can **download** this as an Excel spreadsheet, **print** it, or view and print a **photo roster**.



Upload a Syllabus

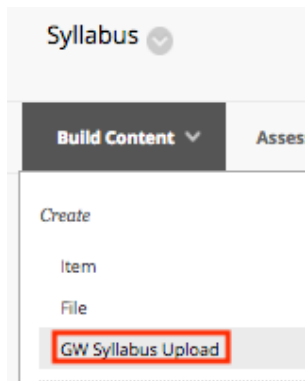
Upload a syllabus file into a Blackboard course for your students to view. The following method also adds your syllabus to the [Blackboard Syllabus Bank](#) so that students who aren't enrolled in your course can see more information about it before registering.

1. On the *Course Menu*, click on the Content Area named **Syllabus**.



Note: You can add a syllabus file to any [Content Area](#), not just Syllabus. (e.g., Electronic Reserves, Outline, Week 1, etc.)

2. Select **Build Content** and then click **GW Syllabus Upload**.



3. On the next page, click **Browse My Computer** and select your saved syllabus file. Click **Submit** to finish.

Note: Uncheck the box to include your syllabus in the GW Repository if you want to opt-out.

UPLOAD YOUR SYLLABUS

This tool allows you to upload a .pdf file or Word document that will be made available to all GW users to assist students in the course selection process. The document can be a syllabus from a prior semester, a draft syllabus for the upcoming term marked as "tentative and subject to revision" or something else that you feel will help a student better understand the course content and the expectations of enrolled students.

Listing preference: Include in the GW Syllabi Repository
 Uncheck this box to opt-out of having your syllabus included in the GW Repository.

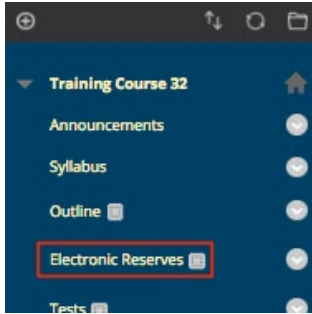
* Attach Syllabus

Click **Submit** to proceed.

Upload Files

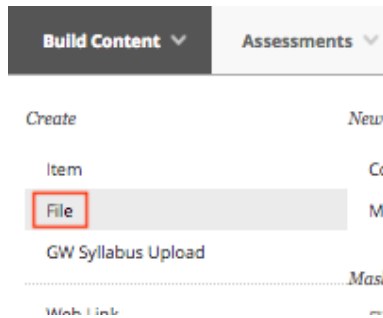
Upload files into a Blackboard course for your students to download and view. The process outlined in this section is applicable when uploading files of any type.

1. On the *Course Menu*, click on the **Content Area** in which you want to add files.



Note: You can add files to any [Content Area](#). (e.g., Outline, Assignments, Week 1, etc.)

2. Select **Build Content** and then choose **File**.



3. Type a **Name** for the file and click **Browse My Computer** to choose a file saved on your computer.

SELECT FILE _____

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Content Collection**. Click **No** to display the file within the Course environment or **Yes** to display it as a separate page.

* Name

Color of Name Black

* Find File

Selected File
File Name **file.docx**
File Type **DOCX**

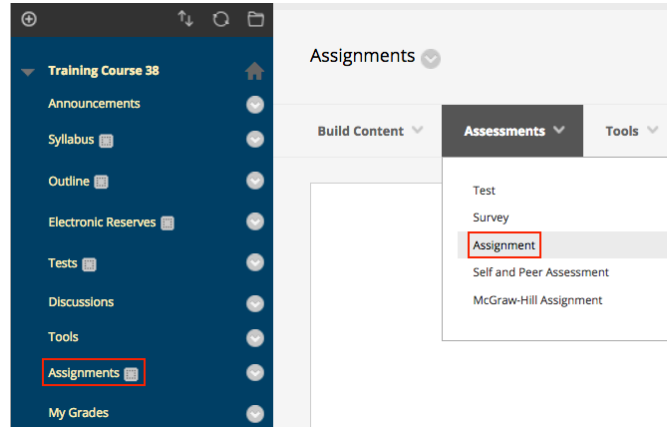
Note: Click Select a Different File if you want to change the file.

4. Click **Submit** to finish.

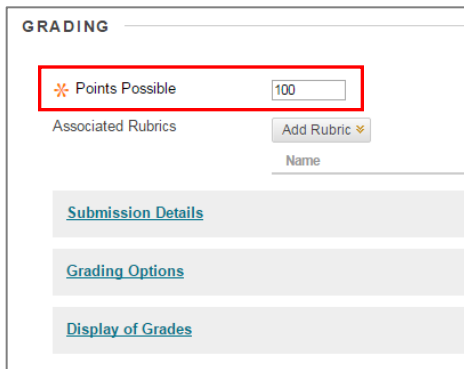
Create an Assignment

Collect files from students via Blackboard using the Assignment tool. Students upload their files through the link created by this process, and you can view, comment on, and grade them right in Blackboard.

1. Click the **Content Area** (e.g., *Assignments*) in which you want to place the assignment.
2. In the *Content Area*, click on **Assessments** and choose **Assignment**.
3. Provide a **Name** for the assignment and optionally add **Instructions**, a **Due Date**, and any **Files** students may need to complete the assignment.
4. In the **Grading** section, enter the **Points Possible**.



4. In the **Grading** section, enter the **Points Possible**.



5. Click on **Submission Details**, **Grading Options**, and **Display of Grades** to make selections such as the number of attempts, use of plagiarism tools and anonymous grading, or how to display grades to students.

Note: To learn more see [Assignment Grade Settings](#).

6. **Make the Assignment Available** to students and limit when they can access it using the **Display After** and **Display Until** options if needed.

Note: If you limit availability with these options, leave Make the Assignment Available checked.

AVAILABILITY

Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

Limit Availability

Display After

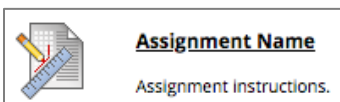
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

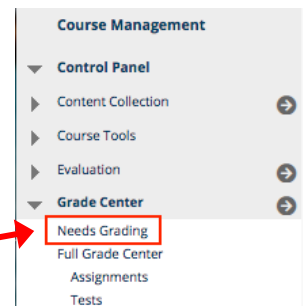
*Click **Submit** to finish. Click **Cancel** to quit without saving changes.*

7. Click **Submit** to finish.



To submit, students click on the Assignment name and browse their computer to upload files.

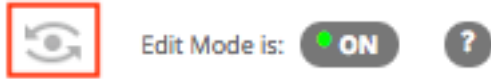
8. After students submit, you can view and grade their submissions from the Grade Center's **Needs Grading** page.



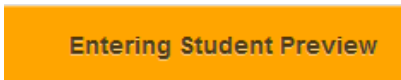
Preview a Course as a Student

Use Student Preview mode to view a Blackboard course from the student's perspective. While in Student Preview mode you can review course content, submit assignments, take tests, participate in discussions, or view student tools like My Grades.

1. In your Blackboard course, select the **Enter Student Preview** icon in the top-right corner.



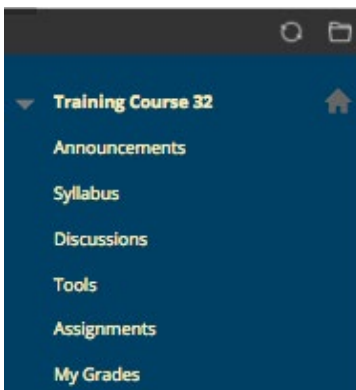
2. An orange bar appears across the top of the screen indicating that you are *Entering Student Preview*.



3. When you enter *Student Preview mode*, the student preview bar shows that *Student Preview mode is ON*.



4. In *Student Preview mode*, use the *Course Menu* to navigate through the course. You can submit assignments, take tests, participate in discussions, or view student tools like My Grades.



Note: You cannot preview student groups or any group activities unless you add your preview user to a group.

5. When finished, click **Exit Preview**  at the top-right of the course to return to instructor view.

Note: If you leave your course without exiting Student Preview mode, you will still be in Student Preview mode when you return to the course.

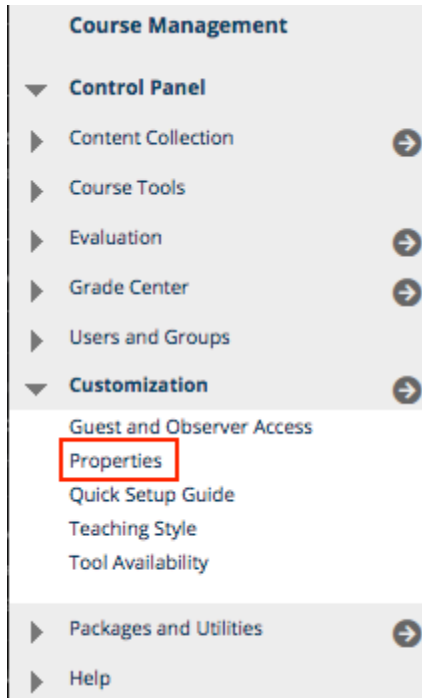
6. In the *Exit Student Preview* window, select **Delete the preview user and all data** and then click **Continue**.

Note: Select Keep the preview user and all data if you want to test how a student activity presents itself to the instructor, such as grading Assignment or Test submissions. If you keep the preview user, it appears on the course roster, in the Grade Center, and anywhere you did something as this user. To remove it, re-enter Student Preview mode, exit, and choose to Delete the preview user and all data.

Make a Course Available to Students

Courses are initially hidden from students until the instructor chooses to make it available. Follow the steps below to make a course available to students.

1. Scroll down to the **Control Panel** menu, click on **Customization**, and then select **Properties**.



2. Under **Set Availability**, click **Yes**.

SET AVAILABILITY

Make this course available to users?

Make Course Available

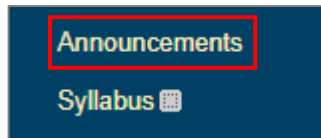
- Yes
 No

3. Click **Submit** to save your changes.

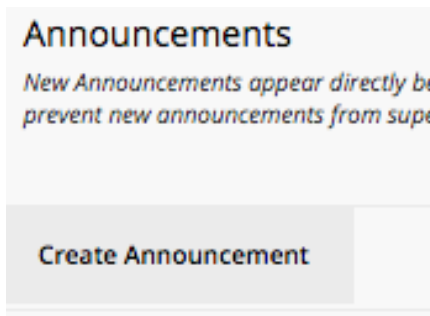
Post an Announcement

The Announcements page, by default, is the first page students see upon entering a course. Use this tool to post helpful updates and course information.

1. On the *Course Menu*, click on **Announcements**.



2. Click **Create Announcement**.



3. Enter a title in the **Subject** field and type a message to students in the **Message** field.

ANNOUNCEMENT INFORMATION

* Subject

Message
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

T T T T
Paragraph Arial 3 (12pt)
☰ ☰

✂ 📄 📋 🔍
↶ ↷
☰ ☰ ☰ ☰
☰ ☰ ☰
T^x T_x
🔗 🔗
↶ ↷

📺 📷 📹 📺
f_x
Mashups
🗣 “ © 😊 📍
📱 📱 📱 📱

Message to students

4. Optionally, select the **Email Announcement** check box to also send this announcement as an email to students' GW email accounts.

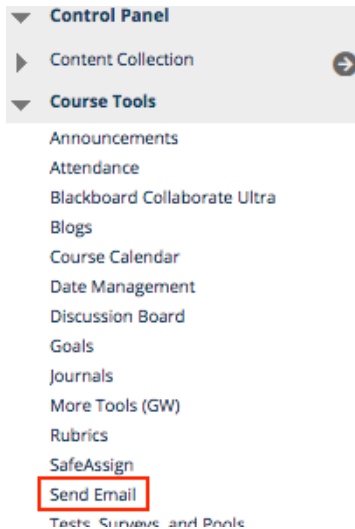
Email Announcement Send a copy of this announcement immediately

5. When finished, click **Submit**.

Send an Email

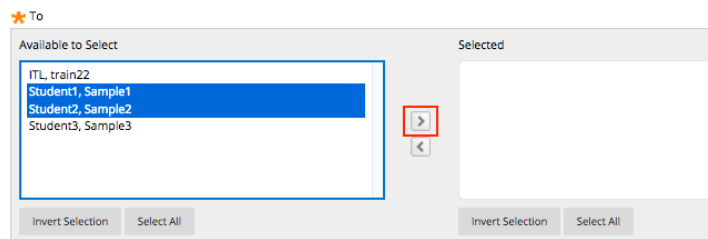
Email individual students or groups of users in your Blackboard course using the Send Email tool. Recipients receive the email messages in their GW email inbox.

1. Scroll down to the **Control Panel**, click **Course Tools** and then **Send Email**.



2. On the *Send Email* page, choose the **recipients** of your message. For example, selecting **All Users** sends the message to everyone in the course and **Single/Select Users** provides a list from which you can choose specific recipients.

3. For *Single/Select Users or Groups*, select your recipients in the *Available to Select* box and then click on the right arrow to move them into the *Selected* box.



4. Enter the email **Subject** and a **Message**.
5. To attach files, click on **Attach a file** and then select **Choose File** to browse your computer.

Choose File No file chosen
[Attach Another File](#)

[remove](#)

Note: Click **Attach Another File** to attach multiple files.

6. Click **Submit** to send your message. You will receive a copy of the email in your GW email inbox.

Note: Blackboard keeps no record of your email, whether you send or receive it. You should keep a copy of important messages in your GW email inbox in case you need them at a later date.



Get Help

Faculty Assistance

Instructional Technology Lab

Gelman Library, Room B05

Phone: (202) 994-0485

Email: itl@gwu.edu

Web: <https://itl.gwu.edu/>

Support Hours: Monday through Friday, 9:30 am – 5:30 pm

Online Support

- Instructor Blackboard FAQs: <https://itl.gwu.edu/get-started>
- Blackboard's Help Site: <https://help.blackboard.com/Learn/Instructor>
- **Blackboard Guides for Instructors** (on the *My Blackboard* page in Blackboard)

Student Assistance

Division of IT Support Center

Academic Center (Rome/Phillips Hall), Room B154

Phone: (202) 994-4948

Email: ithelp@gwu.edu

Web: <https://it.gwu.edu>

Support Hours:

Walk-in: Monday through Friday, 10:00 am – 6:00 pm

Phone: Monday through Friday, 7:00 am - 10:00 pm

Online Support

- Student Blackboard FAQs: <https://itl.gwu.edu/student-blackboard-faqs>
- Blackboard's Help Site: <https://help.blackboard.com/Learn/Student>
- **Blackboard Guides for Students** (on the *Courses* page in Blackboard)