

ACCESSING YOUR BB SITE

1. Browse to Southeastern’s homepage (<http://www.se.edu>). Select **System Login** (left side of page) > **Blackboard**. You can also login at: <http://blackboard.se.edu>.
2. Select the **User Login** link on the left side of the page, and enter your Bb **Username** and **Password**.

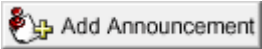
CHANGE PASSWORD

1. Your entry page is the **My SE** tab. This is where you can easily change your password and where you will access your individual Bb classes.
2. To change your password, click on the **Password Change** link, located on the left side of the page, under **Tools**.
3. To access a Bb class, click on the name of the course, located under **My Courses**.


THE CONTROL PANEL

1. The **Announcements** page is the entry page of your Bb class. Notice the navigation buttons on the left side of the page. This is exactly what your students see and how they access your course content.
2. Below the navigation buttons is the **Control Panel** link. The **Control Panel** is only available to instructors and is how you modify your course’s content.
3. Use the student-navigation buttons to view your course as a student.
4. Use the **Control Panel** button for the following tutorials.
Note: When accessing content areas from the student view, the **Edit View** button is a shortcut to the **Control Panel**.


ADD AN ANNOUNCEMENT



1. Click on **Announcements**, under **Course tools** (middle left side).
2. Click on the  button.
3. Enter your information in the text box.
4. **Optional:** Check the box to email the Announcement to students.
5. Click the **Submit** button in the bottom right corner.

ADD YOUR CONTACT INFORMATION

1. Click on **Staff Information**, under the heading **Course Tools** (middle left side).
2. Click on the **Add**  button.
3. Enter your information and then click the **Submit** button in the bottom right corner.

ADD A COURSE DOCUMENT (Word document, PPT, etc.)

1. Through the **Control Panel**, select **Content Areas**, then select the area where you want to add a document, such as **Course Documents**. Upload your syllabus using the steps below.
2. Click on the **Add**  **Item** button.

Note: If you plan to add several related documents, you should **Add**  **Folder** first, then open the folder and add related items to the new folder using the **Add**  **Item** button.

3. Select a name or type a new name for the item you are adding.
4. Enter a description in the text box if you wish (optional).
5. To add a document:
 - a. Click on the **Browse** button (to the right of **Attach local file**).

Note: Mac users will need to add the appropriate file extension before selecting the file (.doc, .ppt, .xls, .html).
 - b. Find and highlight the file you want to add and then click the **Open** button.
 - c. Enter the **Name of Link to File**. This is what the students will see for the link's name.
 - d. Click the **Submit** button in the bottom right corner.
 - e. Follow the same procedure for adding additional items in the **Content Areas**.

TRACKING ASSIGNMENTS – CREATING AN ASSIGNMENT LINK FOR STUDENTS TO SUBMIT ASSIGNMENTS ELECTRONICALLY

1. Through the **Control Panel**, select **Assignments**.
2. Select **Assignment** from the drop-down menu, located on the far right side, and then click **Go**.
3. Enter the **Assignment Information** in Section 1. The length of the item's name determines the width of the column, so it's a good idea to use abbreviations. **ONLY use letters, numerals, and/or spaces in the Assignment name.**
4. If necessary, complete Section 2, attaching your file(s) for the students.
5. If necessary, set **Options** in Section 3, and then click **Submit**.
6. Go to your **Gradebook** to view and/or retrieve assignments submitted *via* this link. Notice that a column is automatically created in your **Gradebook**, just as columns are automatically created when you deploy tests in Bb.
7. When students submit their assignment *via* this link, you should see an exclamation mark in your gradebook, indicating it needs grading.
8. If you see a padlock instead of an exclamation mark, this indicates the student saved the assignment instead of submitting it, in which case **the student must** return to the link and click **Submit** in order for you to access it for grading.

GRADING ASSIGNMENTS SUBMITTED VIA THE ASSIGNMENT LINK


1. Grading Within the Gradebook

- a. Click on the student's exclamation mark and then select **View** for the student's submitted work.
- b. View their submitted work via the **Comments** box or by opening an attachment.
- c. Enter their grade and/or comments, then click **Submit**.

2. Downloading Assignments for Grading

- a. From the Gradebook, click on the column name of the assignment.
- b. Select **Item Download > Select All > Submit**.
- c. At the next screen, you'll see a link for the zipped file of downloaded assignments. Click on the link, select **Save**, and save the zipped file to the location of your choice. I usually save it in a folder on my flash drive.
- d. Open the folder to view the assignment documents. There is a text version, along with the actual documents, each containing the students' username, which is **very** helpful.
- e. You can add comments to the actual document, return to the student's exclamation mark in the **Gradebook** and upload the doc. Or you can return to the **Gradebook**, enter the grade, comments, etc., and click **Submit**.

GRADEBOOK ITEMS – MANUALLY ADDING COLUMNS AND GRADES




1. You can also manually add columns and grades to your **Gradebook**. Through the **Control Panel**, select **Gradebook**.
2. Select the  **Add Item** link and enter the **Item Name**.
Note: The length of the item's name determines the width of the column, so it's a good idea to use abbreviations.
3. Choose a **Category** from the drop-down menu.
4. Enter **Points Possible**, accept the default settings of **Yes** in Section 2, and then click **Submit**.
5. To manually add grades, go to your **Gradebook** and click on the column's name of a **Gradebook** item, select **Item Grade List**, and enter the grades, pressing the Tab key twice to advance.
6. When you have entered all the grades, click **Submit**.
7. **Adding Comments** – After enter grades, you have the option to **Add Comments** directly through the **GradeBook**. Once a comment has been added, students will see a **View Comments** button beside their grade.

SEND EMAIL

1. To send an email to users within your Bb course site, through the **Control Panel**, select **Send Email**.
2. You can send e-mail messages to everyone in your class or select specific students (choose one or the other). For example, select **All Users**.

3. **Note:** To ensure that you also receive a copy of the message, always include yourself as a recipient.
4. Enter a subject line and the text of your message.
5. Click **Submit**.

DISCUSSION BOARD FORUMS

1. Through the **Control Panel**, select **Discussion Board**, and then select the class-name link.
2. **Forum Information** - First, you must create a forum for discussion (e.g., one forum for every assignment/topic or one general forum).
 - a. Select the  link and enter the forum title and description.
3. **Forum Availability** – By default, the forum is available.
 - a. **Optional:** Set the availability dates.
4. **Forum Settings** – For manageability, uncheck **Allow members to create new threads**.
 - a. For convenience, check **Allow members to subscribe to threads**. This allows each user to receive an email when a new post has been added.
5. Now you are ready to create your discussion topic in the forum.
 - a. Select the forum you just created and click the  button.
 - b. Enter a **Subject**, the text of your **Message**, and then click **Submit**.
 - c. You have now created a **Thread** to which students can reply.
 - a. To read the threads, click on the thread's title.
 - b. To reply to a thread, while you are viewing it, click on the  button. Enter your response and then click **Submit**.

MAKE YOUR COURSE AVAILABLE ON OR BEFORE THE FIRST DAY OF CLASSES

1. Through the **Control Panel**, select **Settings > Course Availability > Yes > Submit**.

BB SUPPORT

Bb support is available **during regular office hours** and every attempt will be made to address your issues in a timely manner. There are several ways to contact us.

1. Visit the CIDT (Center for Instructional Development and Technology) in Rm 317-A of the Russell Building (John Massey School of Business), M-F, 8 a.m. – 4:30 p.m.
2. Call the CIDT at 745-3081.
3. Send an email to blackboard@se.edu and include “Faculty Bb Technical Support Request” in the Subject line.
4. **Please schedule a time for consultations that require more than 10-15 minutes.**