Blackboard Tutorials

Welcome to the Blackboard Tutorials page

We have created screen-based tutorials to step you through the functions in Blackboard, and have organized them by the categories below. To learn more about Blackboard through step-by-step guides which demonstrate key features and functionality, please reference the tutorials in this section.

Getting Started

Logging In

Making My Course Available

Editing Your Course

The Student View

Creating an Avatar for your Personal Profile

Using the Show/Hide Arrow

Viewing a Course Roster

Viewing Course Users

Managing the Course Menu

Adding New Items to the Course Menu

Adding a Blank Page to the Course Menu

Communication

Adding an Announcement

Sending Email

Differences between Email and Messages

Working With Content

Adding files and documents

Adding a YouTube Video

Adding an Image from Flickr

Adding a Folder

Copy a Course

Exporting a Course

Importing Course Content

Working with Assignments

Creating an Assignment

Creating a SafeAssignment

Student View of Completing an Assignment

Tests, Quizzes, and Surveys

Creating a Test

Deploying a Test and Setting Test Options

Allowing a Student Additional Time on a Test

Creating a Survey

Using the Grade Center

Grading Assignments

Downloading Submitted Assignments

If you cannot find the answer to your question among the tutorials, please ${\sf contact}$ us.