# **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 contact us.