Getting Started with Blackboard

Access Blackboard with your CUNY login at http://bb.hunter.cuny.edu/

Learn Your Course Interface

A. Course menu: Appears on the left of your course window. **Create links** by pressing the **plus icon** on the upper left of the menu to present tools and materials to users. **Order** links by pressing the up and down arrow icon on the upper right.
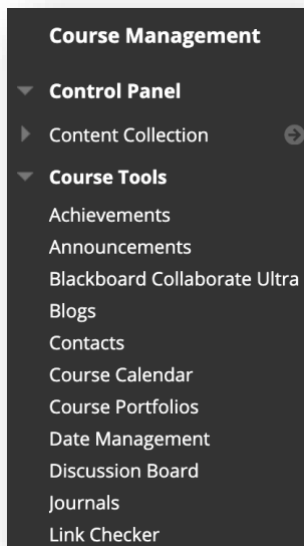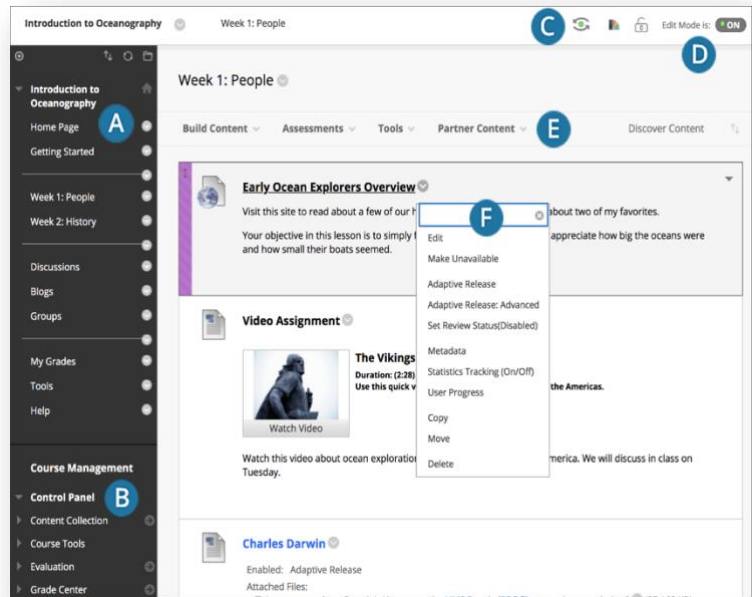
B. Control Panel: Manage course functions, such as **course style, course tools, and users.**

C. Student preview: Preview the course as an enrolled student.

D. Edit Mode: When Edit Mode is ON, instructor **functions** appear, such as **Build Content, Assessments, Tools**. When Edit Mode is OFF, instructor functions are hidden.

E. Functions: In one or more rows above the content, access page-level instructor functions such as **Build Content, Search, Delete, and Upload.**

F. Menus: A **downward arrow icon** for further **options** appears for components with menus, such as content items, course menu links, or Grade Center columns.

Course Tools

Blackboard has several **tools** you can use to create and manage student work. A list of tools can be found in the **Control Panel.**
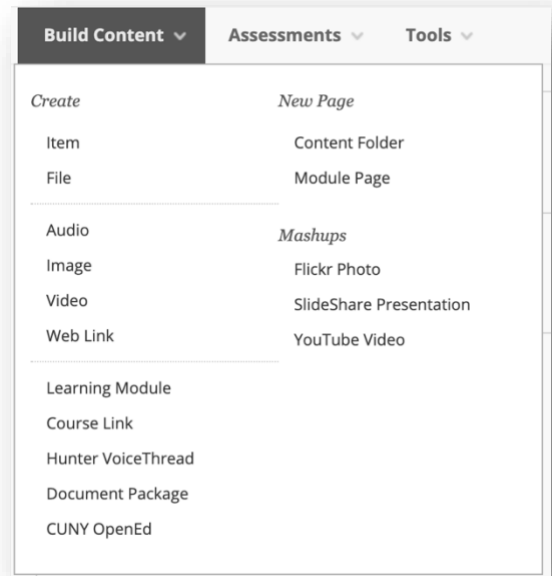
Examples include:

- **Announcements:** Displays announcements for all your courses and from your institution.
- **Blogs:** Allow you or students to openly share their thoughts with the class.
- **Collaborate Ultra:** A tool to hold live virtual meetings.
- **Course Calendar:** Displays course events that you've added.
- **Discussion Board:** A space to encourage students to think critically about your coursework and interact with each other's' ideas.
- **Journals:** A space for students to privately reflect on their own learning, visible only to you and them.

Course Content

In your Blackboard course, you can add a variety of content, such as **online lectures, multimedia, tests, assignments, tools, and links to websites and social media** by selecting a menu in a content area, learning module, lesson plan, or folder.
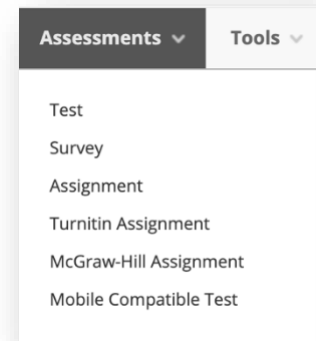

Build Content Menu examples:
- **Item:** Create an item to present a combination of content. You can format text, attach files, embed multimedia, and insert equations, links, and tables.
- **Audio, Image, Video:** Upload multimedia files from your computer
- **Web Link:** You can link to an outside website or resource.
- **Lesson Plan:**   A lesson plan is a content container that holds the content items students need to complete a lesson. You can add lesson profiles, instructional objectives, required materials, and more.
- **VoiceThread**: Create a VoiceThread presentation using images, videos or documents that students can annotate using video, audio or text in threaded conversations on each slide.
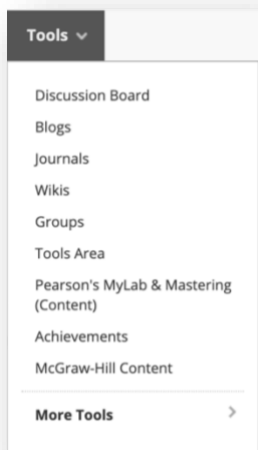
Assessments Menu examples:

- **Test**: Create tests to assess student knowledge. You can add question types, such as Multiple Choice, True/False, Matching, Calculated, and Essay.
- **Assignment**: Create graded coursework, and manage the grades and feedback for each student or group of students.

Course Tools Menus examples:
- **Discussion Board:** Add a link to the discussion board page, or to a specific forum.
- **Journals:** Add a link to the jounrals page, or to a specific journal.
- **Wikis:** Add a link to the wiki page or a specific wiki. A wiki is a document that multiple people can collaborate on.
- **Groups:** Add a link to the groups page or specific groups or group sets. Groups can organize subsets of the class for project work.
- **Blackboard Collaborate:** Located under "More tools" will add a link to a Collaborate session.

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