



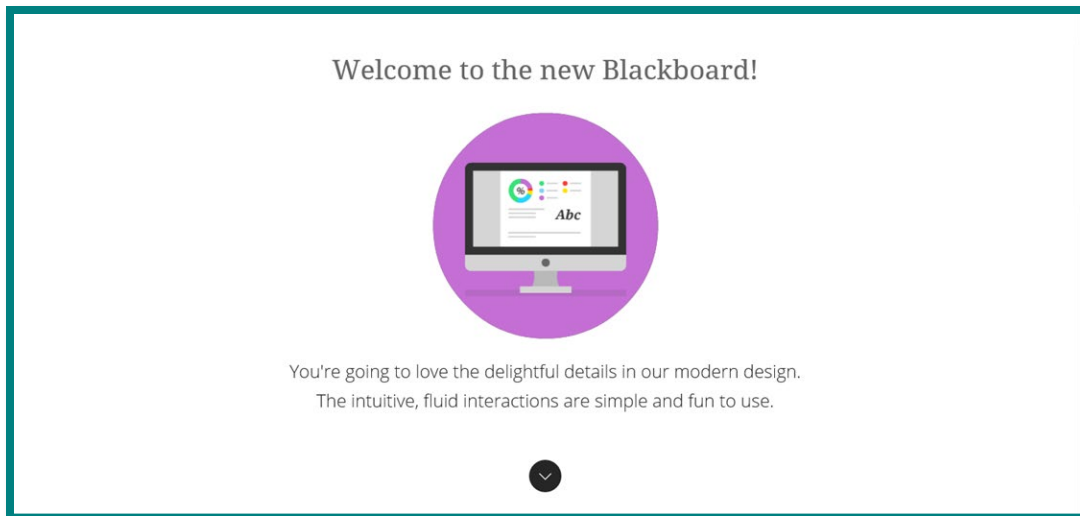
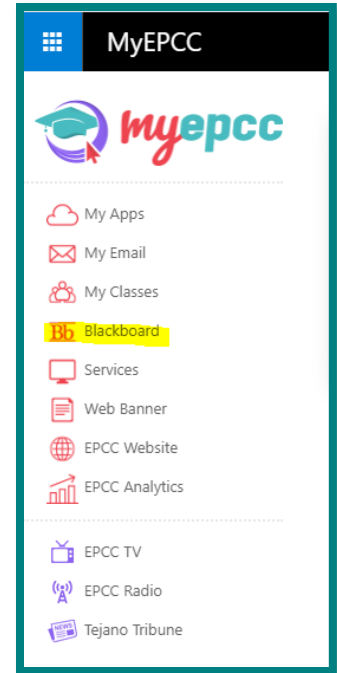


# Instructional Continuity Blackboard Guide for Faculty

## Logging in to Blackboard

1. Open your browser and go to my.epcc.edu
  -  Google chrome
  -  Mozilla Firefox
  -  Apple Safari
  -  Microsoft Edge
2. Log in using your EPCC credentials
  - a. EPCC email
  - b. EPCC email password
3. Click on the **Blackboard** link located on the menu on the left
4. You will be prompted to log in again using your EPCC credentials
  - a. EPCC email
  - b. EPCC email password
5. If this is the first time you are logging into Blackboard, you may see the message below.
  - a. Simply scroll down the page and click **Get Started**



You are now logged into Blackboard!

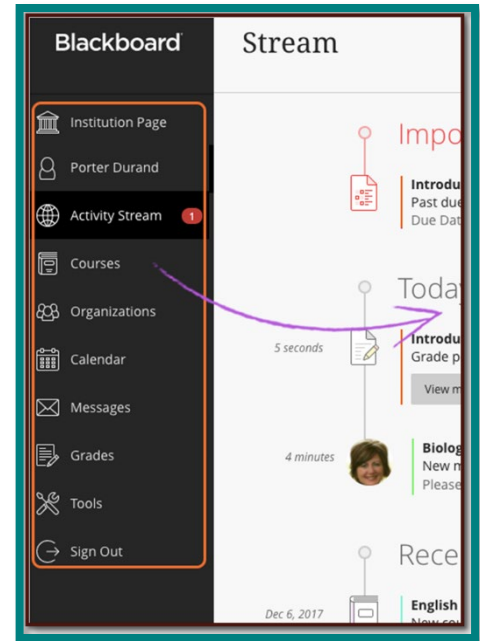
## Ultra Base Navigation

From the moment you log in, you have access to core features in the menu where your name appears. You can easily return to the menu from wherever you are—even if you're in a course. The menu peeks from behind the other layers you have open.

## Courses

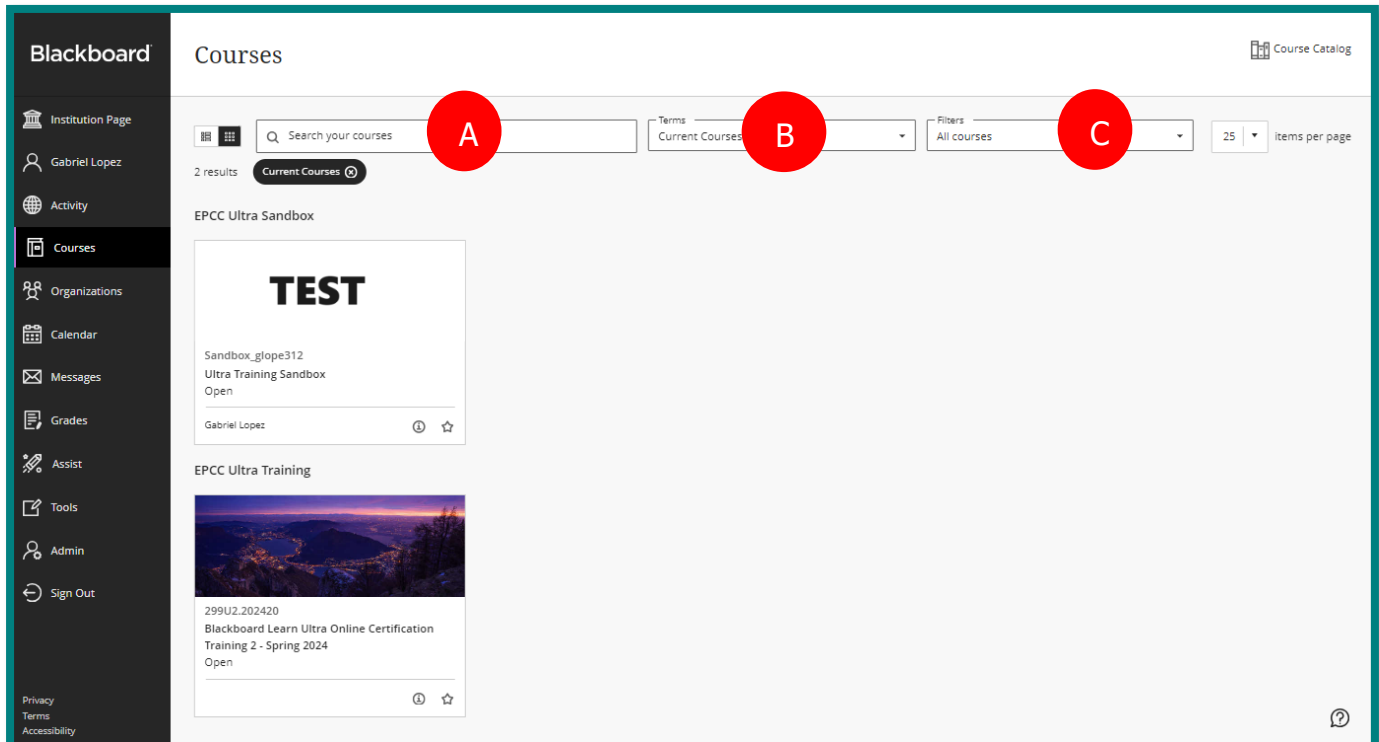
On the Base Navigation menu, select **Courses** to access your course list.

The **Courses** page will open. Your courses will appear in order by term, then in alphabetical order. If teaching multiple courses with the same name, they will appear in order by CRN.



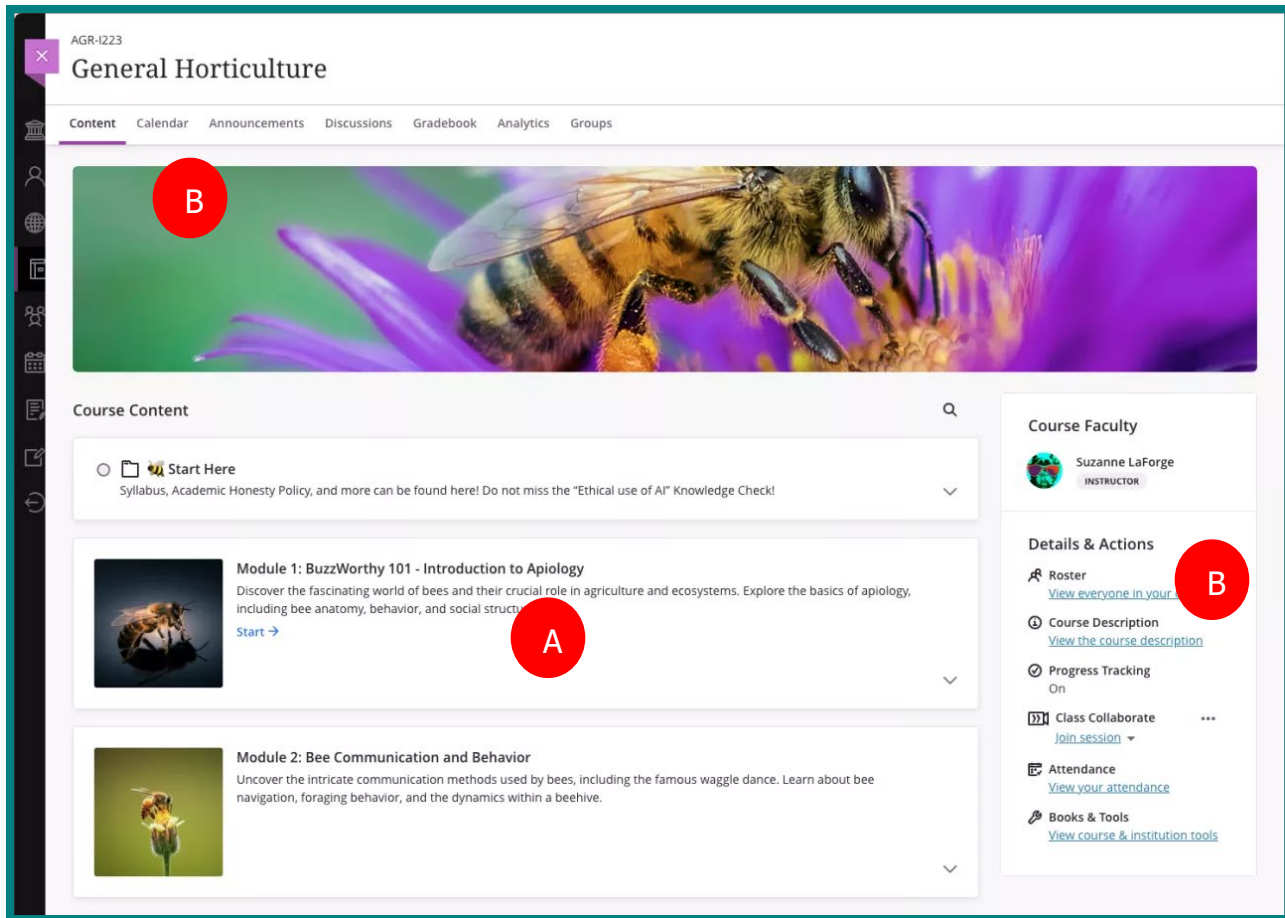
- A. **Search** – You can search by CRN or Course name
- B. **Terms** – You can filter by term, by default all terms will show  
To show only Current Courses
  1. Click on **Terms**
  2. Select **Current Courses**
- C. **Filters** – You can also have additional filters, for example if you only want to see courses that are complete or only open courses

**Click** on the course card to enter the course.



## Course Interface

- A. **Course Content** – Create content containers such as Learning Modules and Folders to store instructional content
- B. **Navigation Bar** – The most commonly used tools to help you manage your course
- C. **Details & Actions** – Additional tools including access to 3<sup>rd</sup>-party integrations

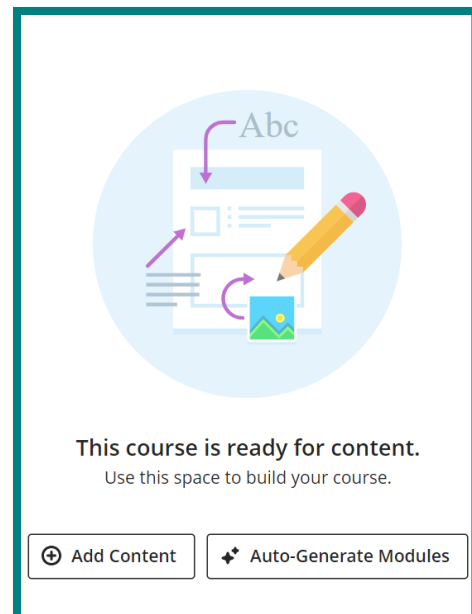


## Building Content

To add content

1. Click the **Plus** icon  
If you have content already in your course it will be between the Content Items.
2. Select **Create**
  - a. A menu will appear on the right. Select the Content Item you want to add.

We'll cover a few of the main Content Items here but you are always welcome to call DLSS (915) 831-3111 for help, there will also be resources with additional information at the end.

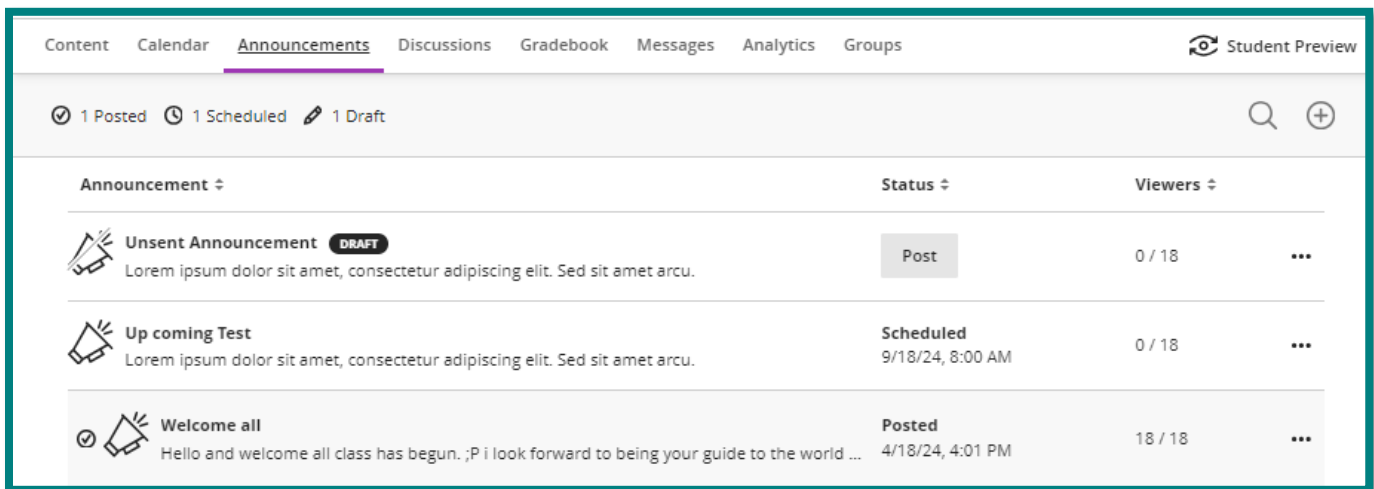


## Content Items




1. **Learning Module** – a top-level container that allows you to organize instructional content into folders. Learning Modules allow you to add a decorative image. You can require that students progress through the content in order.
2. **Folder** – a folder to help organize your course.
3. **Assignment** – You can create online assignments with instructions and a space for students to submit files.
4. **Discussion** – Instructional writing activity that requires students to respond to a prompt created by the instructor.

## Announcements

You can use the Announcements tool to communicate with your class. Watch [Create Announcements in Blackboard](#) to learn how.



The screenshot shows the Blackboard Announcements interface. At the top, there is a navigation bar with tabs for Content, Calendar, Announcements (selected), Discussions, Gradebook, Messages, Analytics, and Groups. A 'Student Preview' icon is on the right. Below the navigation bar, there are statistics: 1 Posted, 1 Scheduled, and 1 Draft. A search icon and a plus sign are also present. The main content area is a table with three columns: Announcement, Status, and Viewers. The table contains three rows of announcements:

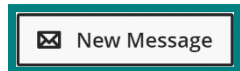
Announcement	Status	Viewers
 Unsent Announcement <b>DRAFT</b> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed sit amet arcu.	Post	0 / 18
 Up coming Test Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed sit amet arcu.	Scheduled 9/18/24, 8:00 AM	0 / 18
 Welcome all Hello and welcome all class has begun. ;P i look forward to being your guide to the world ...	Posted 4/18/24, 4:01 PM	18 / 18

## Course Messages

On the navigation bar you will see another tab, Messages. This is for messages between you and students. Students may message you through Blackboard with any questions they have. Any preexisting messages will show in the main part of the page.

To send a new message click the handy 'New Message' button. It will ask who you want to send the message to.

**Important!** – *Blackboard Course Messages are NOT email.* Course messages are private and secure text-based communication that occurs within courses among course members. Although similar to email, users must be logged in to a course to read and send course messages. Messages activity remains inside the Blackboard system.



Watch [Messages in Blackboard Learn](#) to learn more.

## Upload the Course Syllabus

There is no specific place for your syllabus, but we recommend you have it at the top of your course for easy access. To do so:

1. Select **Add content** or the **Plus +** symbol in your course content area.
2. Select **Upload**
3. Find your syllabus, click on it
4. Click **Open**
5. Give it a **Display Name**

This will be the name that students see

### File Options

- a. View and Download (recommended)
  - b. View only, students will only be able to view in Blackboard
  - c. Download only, students will not be able to view unless they download and view outside of Blackboard
6. Click **Save**

Your syllabus is now uploaded to the course. For students to access it make sure it is visible.

1. Click **Hidden from students**
2. Select **Visible to students**



Follow the same steps to upload any other files you want students to access.

## Creating Course Work for Students

Before you create coursework for students, we recommend you create Learning Modules and Folders in which to place them. Refer back to pages 3 and 4 to review creating Learning Modules and Folders.

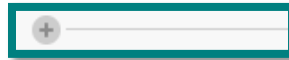
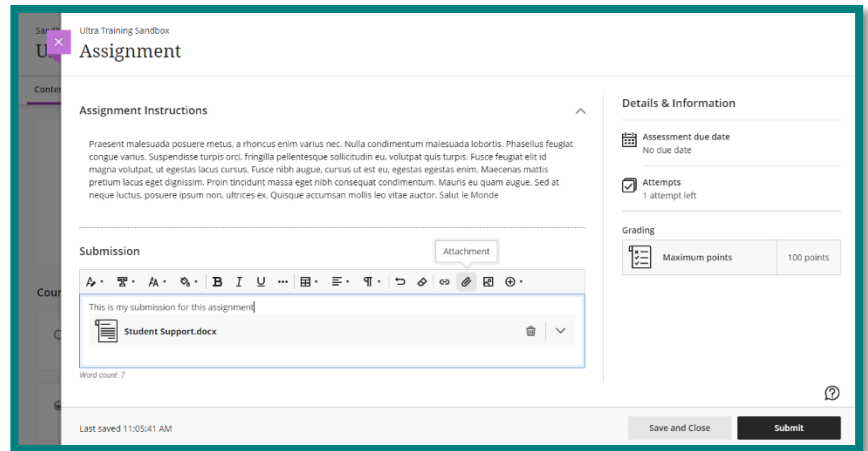
Create Learning Modules and Folders with descriptive names such as *Chapter 1: A New World* or *Chapter 11: Teaching Reading*. This will make content easy for students to find. Inside these you can upload files (Word notes pages, PDF's, PowerPoints), create Documents, embed YuJa videos, create Assignments and more.

## Assignments

When you create an assignment, a Gradebook column is created automatically.

Blackboard assignments allow students to upload their finished product for grading (essay, research paper, etc.)

1. In *Content*, under *Course Content*, click the *Plus*
2. Click *Create*
3. Click *Assignment*
  - a. Provide the assignment an intuitive title
  - b. Provide clear, concise, and complete instructions and directions
    - i. For best results, instruct students to upload their assignment using Microsoft Word
    - ii. Click *Save*
  - c. Set a due date
  - d. Provide the number of points possible
  - e. Set the number of attempts
4. Once you are done
  - a. Click *Hidden from students*
  - b. Select *Visible to students*



As students submit assignments, you can grade them online and provide feedback.

Watch [Grading Assignments in Blackboard](#) to learn more.

## Discussions

Online discussions provide unique benefits. Because students can take time to ponder before they post ideas, you may see more thoughtful conversations. You can observe as students demonstrate their grasp of the material and correct misconceptions. A sense of community among students is crucial for a successful online experience. With online discussions, course members can replicate the robust discussions that take place in the traditional classroom.

Discussions are a good way to encourage students to think critically about their coursework and interact with each other. You can create discussions around individual course lessons or for your course in general. As the instructor, you own the discussions. After you start a discussion, you can post comments of your own to guide students.

The most common form of interaction in an online course is through discussions started by an instructor. Participation and interaction in discussions don't occur naturally. You must intentionally design it into your courses. To encourage engaging, quality discussion, craft discussion questions carefully and create inquiry.

[How to create Discussions](#) to learn how to create discussions.

Visit the [Discussions](#) page on Blackboard Help to learn how to create, respond to, manage and grade discussions.

## Class for Web

Class for Web, formerly Class Collaborate, is a powerful all-in-one platform web conferencing tool that offers you an immersive human experience through your computer, tablet, or mobile device anywhere, anytime. You can use a robust tool set that allows you to web conference and connect with one student or your entire class. You and your students can collaborate using audio, video, and recording capabilities. You can also use private and public chat, a whiteboard, application sharing, and add and edit content at any time.

### Access Class for Web

You can find Class for Web under the Details and Actions menu. Click *Join Session* to bring up a list of open sessions. By default, the only session will be the *Course Room*. The course room is an open session dedicated to your course. It provides you and your students with a convenient launch point for classes or impromptu meetings.

To learn more about using Class for Web, formerly Class Collaborate, to communicate with your students, visit the [Collaborate Ultra Help for Moderators](#) page.

## YuJa Videos

You also may wish to share videos with your students. The YuJa Enterprise Video Platform is an all-in-one video experience to securely create, manage and share video content across any device. You can record your own videos inside YuJa or upload videos if you have the file for them or directly from YouTube.

### Accessing YuJa

To access YuJa:

1. In the *Details & Actions* menu, click *View course & Institution tools* under *Books & Tools*
2. Select *My YuJa - Platform*



### Recording

You can record directly from your browser without having to install anything. To learn how to, visit [Using the Browser Capture Studio](#)



## Uploading Media

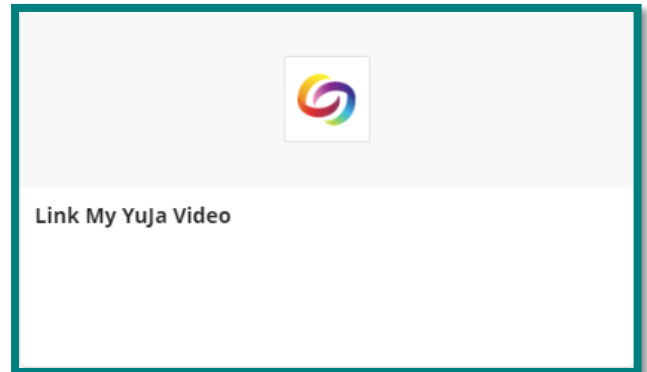
YuJa allows you to upload videos you record outside of YuJa. This allows you to record from a camera or by phone and upload the video to YuJa for use in your course. This also allows you to save any recorded lectures you may have from the past.

To learn how to upload, watch [Uploading Media](#)

## Adding Videos to Blackboard

To add a video:

1. In *Content*, under *Course Content*, click the *Plus*
2. Select *Content Market*
  - a. All third-party content will be accessed through the content market.
3. Select *Link My YuJa Video*
4. Select your video
  - a. If it does not appear on the list, you can search for the video through the search bar at the top.
5. Click *Insert Content* (bottom right corner)



You can also edit your videos and create video quizzes. You can find videos on how to do so on the Blackboard Institution page. You can also read about how to do so here: [Overview of Video Platform Video Quizzes](#) and here: [Video Editor Overview](#)

## Attendance

In order to keep attendance, have students submit an assignment or participate in a discussion on a weekly basis.

## Additional Resources

It can be overwhelming to teach online if you have never done so. Distance Learning Support Services is here to help. We have video resources on the Blackboard Institution page and trainings every semester. Keep an eye out for the emails with the registration links, or call us at (915) 831-3111, Monday through Friday from 8 am to 5pm.

## Blackboard Help

If you need technical assistance with Blackboard, call the EPCC Blackboard Help Desk at 1-888-296-0863. They are available 24 hours a day, 7 days a week.

Visit the [Blackboard Learn Help for Instructors](#) webpage for help with everything Blackboard.