Blackboard Quick Start

Log into Blackboard at the following address:
https://nchstimes.blackboard.com/

Click on the title of the course you want to add information to.

Once you are in your course, turn edit mode on to add items. You can view the student view when the edit mode is turned off.

How to add your Syllabus.

1. Click on the Syllabus menu item in the course.
2. Click Build Content and select Item.
3. Provide a name and enter any text you would like to provide into the text area.
4. Attach the syllabus file/doc with the Browse My Computer button.
5. Under Standard Options and Track Number of Views select “Yes” if you would like to keep statistics on this item.
6. Click the Submit button.

How to add the First Class Assignment.

1. Click on the First Class Assignment menu item in the course.
2. Click Build Content and select Item.
3. Provide a name and enter any text you would like to provide into the text area.
4. Attach word docs with the Browse My Computer button.
5. Under Standard Options and Track Number of Views select “Yes” if you would like to keep statistics on this item.
6. Click the Submit button.

How to add Course Materials.

1. Click on the Course Materials menu item in the course.
2. Click Build Content and select Content Folder or other appropriate content type.
3. Provide a name and enter any text you would like to provide into the text area.
4. Attach word docs with the Browse My Computer button.
5. Under Standard Options and Track Number of Views select “Yes” if you would like to keep statistics on this item.
6. Click the Submit button.

How to add an Announcement.

1. Click on the Announcement menu item in the course.
2. Click Create Announcement.
3. Provide a subject and enter any text you would like to provide into the text area. Make sure to specify to students if you need them to review any information within Blackboard.
4. Set the duration of the announcement and select “Send a copy of this announcement” if you would like the announcement emailed to your class.
5. Selecting a Course Link is optional (this provides a way to link to other parts of the course in Blackboard).
6. Click the Submit button.

How to send an Email.

1. Click on the Email menu item in the course.
2. Click which recipients you want to send the email to.
3. Provide a subject and enter any text you would like to provide into the text area.
4. Click “Attach a file” and “Choose a file” if you wish to include an attachment.
5. Click the Submit button.