What is Blackboard?

Blackboard is an online course and learning management system available to the entire USC community. Every course offered at USC has a Blackboard course generated for it. All instructors of record and registered students have access to Blackboard and their course sites.

**Log in to Blackboard**

Use your USC Network Username and Password (also used for USC email) to log into Blackboard. If you do not know your USC Network Username and Password, you can get the information through [my.sc.edu](file:///\\COSSLAOthello.ds.sc.edu\MIRROR\CTE1\THOMASGY\Profile\Documents\CTE\My%20Technology%20Directions\my.sc.edu).

1. Go to <http://blackboard.sc.edu>.
2. Click the **Login** button at the top of the screen.
3. On the next screen type your Username and Password in the appropriate fields, and then click **Login**.

**Blackboard Help**

If you have any questions about Blackboard, you can contact University Technology Services (UTS) Help Desk at 777-1800 or email Blackboard support at [servicedesk@sc.edu](mailto:servicedesk@sc.edu).

**Change Your Email Address in Blackboard**

By default Blackboard uses your official University email address. You can change the email address for email sent through Blackboard.

1. Click the **Personal Information** link in the **Tools** area on left side of the Blackboard home page.
2. Click the **Edit Personal Information** link.
3. Enter your desired **email address**. (For example, johndoe@gmail.com).
4. Click **Submit** to finish and to save changes.  If you decide to use your USC email address in the future, you must manually change your Blackboard email address.
5. Click the **X** on the Success bar at the top of the page.

**Access Your Class**

From the **My USC** tab, under **My Courses**, click a class link to access the class. Or, click the **Courses** tab, and then click a class link under **Course List**.

**Edit Mode**

Make sure **Edit Mode** is **On**. . **Edit Mode** MUST be **ON** in order to perform functions as an instructor.

**Create an Announcement**

Use the announcements feature to communicate with your students (i.e. post time-sensitive material such as assignment due dates, changes in the syllabus, corrections or clarifications of materials, and exam schedules).

1. From within a course, click the **Announcements** link on the **Course Menu**. *If the Announcements link is not present on the Course Menu, you need to add this Course Tool. Click the* ***+*** *sign above the Course Menu.*
2. Click the **Create Announcement** button.
3. Under **Announcement Information**, type a **Subject** (name for announcement) and a **Message** (text of the announcement).
4. Under **Web** **Announcement** **Options**, set the **Duration**, **Select** **Date Restrictions**, and check the **Email Announcement** check box. *To permanently display the announcement, select* ***Not Date Restricted****.*
5. Optionally, to link content in the course to the Announcement, click the **Browse** button under **Course Link**, and then click the specific course link.
6. Click **Email this announcement to all course users** to send an email to all Course users with the contents of the Announcements. If a user does not login in to the Course, he/she will be made aware of the Announcement through email.
7. Click **Submit**, and then click the **X** on the Success bar at the top of the page.

**Create a Content Area**

You can create content areas on the course menu to serve as containers for your course content.

1. Point to the **+ (plus sign)** above the course menu.
2. Click **Content Area** on the drop-down list.
3. Type a **Name** for the new content area.
4. Select the **Available to Users** check box.
5. Click **Submit**. A link to the new content area appears at the bottom of the course menu. You can drag and drop it to another location on the course menu.

**Create a Content Folder**

You can create content folders to organize content. After you create a content folder, you can add content. For example, you can create folders for each week of your course within a content area.

1. From within the content area, point to **Build Content** on the action bar, and then click **Content** **Folder**.
2. On the **Create Content Folder** page, type a **Name**.
3. Optionally, in the Text box, type instructions or a description.
4. Select the **Standard Options**.
5. Click **Submit**. *The newly created folder is empty.*
6. Click the **X** on the Success bar to close it.

**Create a Content Item**

You can create content (e.g. readings, lecture videos, links to websites, tests, and assignments) within content areas. These are non-graded items.

1. From within the content area or content folder, point to **Build Content** on the action bar, and then click **Item**.
2. On the **Create Item** page, type a **Name**.
3. Optionally, type instructions or a description in the Text box.
4. Optionally, **Attach File** and select the **Standard Options**.
5. Click **Submit**.
6. Click the **X** on the Success bar at the top of the page.

**Create an Assignment**

The **Assignment** feature in Blackboard allows instructors to accept coursework, manage grades, and provide feedback for each student separately. You can add Safe Assignments through the Assignment feature.

1. From within a content area point to **Assessments** on the action bar, and then click **Assignment**.
2. On the **Create Assignment** page, type a name for the assignment (required) and instructions (optional).
3. Optionally, **Attach File** that students need to complete the assignment and set a **Due Date**.
4. In the **Grading** section, type **Points Possible** (required) and **Add Rubric** (optional).
5. Optionally, expand the **Grading** section (**Submission Details**, **Grading Options**, and **Display of Grades**) to make selections such as number of submission attempts, anonymous grading, how the grade is displayed, and use SafeAssign.
6. In the **Availability** section, check the check box to **Make the Assignment Available**, if necessary. Optionally, **Limit Availability** and **Track Number of Views**.
7. Click **Submit** and then click the **X** on the Success bar at the top of the page. *The assignment will be added to the content area you specified and a column is created in* ***Grade Center****. To view a completed assignment, go to the* ***Grade Center****. Click the* ***!*** *in the row next to a student's name to grade an assignment for that individual, add comments, and send a file attachment back to the student.*

**Create a Discussion Board**

You can add discussion board forums to a content area or folder and link the forum to the Discussion Board area.

1. From within a content area or content folder, point to **Tools** on the action bar, and then click **Discussion Board**.
2. On the **Create Link: Discussion Board** page, click the **Create New Forum** button.
3. On the **Create** Forum page, complete the **Forum Information**, **Forum Availability**, and **Forum Settings**, click **Submit**, and then click the **X** on the Success bar at the top of the page.
4. Back on the **Create Link: Discussion Board** page, the newly created forum is highlighted, click **Next**.
5. On the next **Create Link: Discussion Board** page, modify the link name (optional), type instructions in the **Text** box (optional), make sure it is **Available** (required), **Track Number of Views** (optional), and set **Date Restrictions** for display (optional).
6. Click **Submit**, and then click the **X** on the Success bar at the top of the page.

**Other Blackboard Features**

For instructions on how to use other features, go to: <https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor>.