

# Getting Started with Blackboard


Per district mandate, instructors are required to use Blackboard. Instructors must, at the minimum,

- upload their syllabus to Blackboard and
- make their course available for students.

We recommend that you explore Blackboard as it has many useful and powerful features. Instructors can create discussion boards for their students, or use Blackboard to securely communicate (or even keep) student records on Blackboard. Another very useful feature is that instructors can send e-mails to the entire class by just the click of the mouse.

## Uploading your syllabus

- 1) Login at <https://ccc.blackboard.com/webapps/login>  
Use the username and password for your CCC account (CCC e-mail, MyFacultyCCC, etc.). There are also links to Blackboard on the CCC web site, both under “**Student Tools**” and under “**Faculty & Staff**”.
- 2) Once your courses are visible, click on the link of the course whose syllabus you wish to upload.
- 3) On the upper left side of the screen, there are several links. They are permanent links, always visible, no matter what screen you are on. Click on “**Syllabus**”. You are then taken to a screen titled Syllabus.
- 4) Click on the first tab titled “**Build Content**”. From the pop-up menu, select “**Syllabus**”.
- 5)
  - A) Fill out the the text filed, specifying “Name”- that will be the name displayed with the link to the file. You can simply use syllabus or syllabus118 etc.
  - B) Select the choice “**Use existing file**” and then “**Browse my Computer**”. Select the file that is the syllabus to be uploaded. Double click on the file or single click and select “**Choose**”.
  - C) Click on “**Submit**”.
- 6) The next screen allows you to control settings about the syllabus - how long is it visible, is there an explanation or description you want to add to the link, do you want to track how many times students access the syllabus, etc. The questions marked with an orange star are mandatory. After you choose your settings, select “**Submit**”.

You can delete or edit the syllabus or its settings at any time. For these options, just click on the  image that appears if you move your curser on the name of the syllabus.

## Making your Course Available

- 1) Login at <https://ccc.blackboard.com/webapps/login>  
Use the username and password for your CCC account (CCC e-mail, MyFacultyCCC, etc.). There are also links to Blackboard on the CCC web site, both under “**Student Tools**” and under “**Faculty & Staff**”.
- 2) Once your courses are visible, click on the link of the course whose syllabus you wish to make available to your students.
- 3) On the upper left side of the screen, there are several links. They are permanent links, always visible, no matter what screen you are on. Click on “**Customization**”. It is among the last few links, so look for it around the bottom of the menu.
- 4) Once you selected Customization, a menu opens up right under the link. Select “**Properties**”.
- 5) You are taken to a screen with several parts. To make your course visible for students, select “**Yes**” in 3., titled “Set Availability”. You can use 1. “Name and Description” to give your course a friendlier name than what Blackboard has assigned to the class. Once you made all changes, click on “**Submit**”.

You are done!

Note: It might be interesting for you to explore with “**Teaching Style**” under “**Customization**”. It provides an easy and quick way to give your Blackboard class a very beautiful appearance. A wide variety of themes and colors are available there.