# Getting Started with Blackboard

## 1. Organize the Blackboard Environment

* Manage Course Menu and available tools
* Make unused folders and tools unavailable
* Make courses available
* Post course outline

## 2. Post Documents to Blackboard

* Post documents to Blackboard
* Create folders to organize documents
* Make documents and folders available and unavailable to users
* Use statistics to track the use of documents
* Copy documents within and between Blackboard courses
* Create Learning Units to sequence learning activities

## 3.  Manage directories, files, data and email

* Use images and file types effectively
* Use tools to mark and return online assignments

## 4. Use Groups in Blackboard

* Use the ‘Groups Tool’ to create private discussion threads for groups of learners, project groups, etc.

## 5. Use the Discussion Board in Blackboard

* Manage email
* Provide peer learning opportunities
* Answer learners questions
* Provide feedback

## 6. Use Blackboard Collaborate

* Use Blackboard Collaborate, a web conferencing tool for learning to host virtual “Online Office Hours” for learners
* This tool can also operate as “a virtual classroom”

## 7. Use Powerpoint effectively

* Use PowerPoint to promote active learning
* Post print-friendly outlines and handouts to help learners organize for active learning

## 8. Create online Quizzes and Surveys

* Use the quiz tool in Blackboard to give learners opportunities to demonstrate their learning
* Create online quizzes from word-processor documents and question banks
* Use the survey tool to solicit information from learners

## 9. Use the Blackboard Grade Centre

* Use the Blackboard Grade Centre to display results of tests and assignments for learners
* Back-up the Blackboard Grade Centre to excel
* Manage grades in Excel
* Import grades from Excel into the Blackboard Grade Centre

## 10. Create External links to Internet resources

* Use external links to provide learning resources
* Linked resources open in a new window
* Create assignments based on the use of these resources

## 11. Use Digital Resources

* Provide links to digital resources held by the Library
* Create assignments based on the use of these resources