

# **Basic Steps to Using Blackboard**

**Center for Online Education & Instructional Technology**

**COLEIT**

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**713-313-7242**

**RJT Library, Suite 500**

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## Getting Started

“Basic Steps to Using Blackboard” contains key steps and information to using Blackboard for the first time. Blackboard is Texas Southern University’s choice for a course Learning Management System. All courses taught at Texas Southern University, whether face-to-face, hybrid, or online, are found in Blackboard. Once an instructor is officially assigned a course to teach, that course is accessible to use by simply typing their username and password at the Blackboard login site. As basic features, instructors can simply post announcements, load course materials, send emails to students, grade submitted assignments, and post grades in the Grade Center.

Texas Southern University’s Blackboard site can be found at <https://texsu.blackboard.com>.

### System Requirements for Using Blackboard:

**Operating System:** Windows Vista, 7, 8, 10 and Mac OSX 10.7, 10.8, 10.9, 10.10

**Memory:** at least 512 MB, but higher is recommended

**Modem/LAN card:** with an internet service provider (56k modem, DSL, cable modems, or Wireless LAN cards preferred).

**Web Browser Support:** <https://goo.gl/TMHFgJ>

**Browser checker:** <https://goo.gl/Pc81c0>

**Java:** Blackboard Learn requires the latest version of Sun JRE 6. The JRE can be downloaded from [https://www.java.com/en/download/windows\\_xpi.jsp](https://www.java.com/en/download/windows_xpi.jsp). Please contact OIT (x4357) if you have difficulty installing Java on your office desktop computer.

### To access Blackboard, you will need the following items:

- Computer system with Internet connection that meets the recommended system requirements
- Supported web browser with plug-ins (Mozilla Firefox *or* Google Chrome - highly recommended)
- URL of Texas Southern University’s Blackboard web portal: <https://texsu.blackboard.com>
- A Texas Southern University Blackboard login account

## Center for Online Education and Instructional Technology (COLEIT)

COLEIT provides Blackboard services to faculty, staff, and students. If you need help in:

- Blackboard logins
- Accessing a course in Blackboard
- Downloading the Respondus Lockdown Browser:  
<http://www.respondus.com/lockdown/information.pl?ID=147113771>
- Problems with accessing any Blackboard tool
- Blackboard training for faculty/staff/students
- Faculty online course creation
- Assistance with instructional tools
- Any additional questions or problems pertaining to Blackboard, please contact:

Phone: **713-313-7242**

E-mail: [coleit@tsu.edu](mailto:coleit@tsu.edu)

Hours of Operations: Mon – Fri: 8am - 5pm

Location: Robert James Terry Library, Rm 500

COLEIT website: <http://goo.gl/7d5AWO>

For **Blackboard Collaborate** after hours support, please call 1-877-382-2293.

For **TSU Technical Support** other than COLEIT services, contact the Office of Information Technology (**OIT Helpdesk**) at **713-313-4357** or [ServiceDesk@tsu.edu](mailto:ServiceDesk@tsu.edu).

## How to Access & Login to Blackboard

1. Go to <http://www.tsu.edu>

The screenshot shows the top portion of the Texas Southern University website. At the top left is the TSU logo and the text 'TEXAS SOUTHERN UNIVERSITY'. To the right, there are links for 'Request Information' and 'My TSU'. Below this is a horizontal navigation bar with links: ABOUT, ADMISSIONS, ACADEMICS, ATHLETICS, ALUMNI, CURRENT STUDENTS, FACULTY & STAFF, and GIVE TO TSU. On the right side, a 'QUICK LINKS' dropdown menu is open, listing various services. A red arrow points from the 'QUICK LINKS' header to the 'Blackboard Login' option in the list.

2. At the top of the page click on **Quick Links**

3. Under **Quick Links** click on **Blackboard Login**

4. Enter **Username** and **Password**

5. For **Username** enter your (lastname+first initial+last four digits of T #) no spaces  
Example: John Doe (T00001234) the username will be **doej1234**

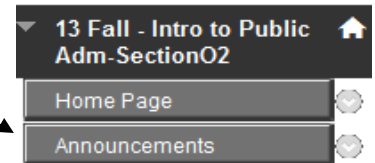
6. For **Password** enter your 6 digit birthdate (mmddy)  
Example: If birthdate is **December 2, 1990**, your Password will be **120290**

\*See example below:

The screenshot shows the Blackboard login page on the TSU website. The header includes the TSU logo and 'TEXAS SOUTHERN UNIVERSITY Center for Online Education & Instructional Technology (COLEIT)'. Below the header is a navigation bar with contact information: CALL 713-313-7242, COLEIT@TSU.EDU, RJT LIBRARY, SUITE 500, and MON-FRI 8AM to 9PM, SAT 9AM to 12PM. The main content area features a 'BLACKBOARD LOGIN' section with a 'Blackboard Login Format' heading. Below this are input fields for 'Username' (containing 'doej1234') and 'Password' (containing six dots). There is a 'Forgot Your Password?' link and a blue 'Login' button. A red arrow points from a box labeled 'Login Information' to the 'Username' input field.

## How to Post an Announcement

1. In your Blackboard course, click on the **Announcements** tab in the **Course Menu**
2. Click on **Create Announcement**
3. Type a subject for your announcement
4. Type a message in the **Message** box



5. **Web Announcement Options:** For Duration, select **Not Date Restricted**. If your announcement post for specific dates only, select **Date Restricted**, check and enter Display dates.

**1. Announcement Information**

\* Subject  Black

Message

*Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Table, and HTML source code.*

Path: Words: 0

is to then

6. To send an **Email** and announcement, check **Email Announcement**

7. Click **Submit**

**2. Web Announcement Options**

Duration  Not Date Restricted  Date Restricted

Select Date Restrictions  Display After

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

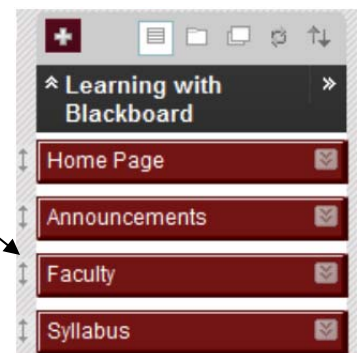
Display Until

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Email Announcement  Send a copy of this announcement immediately  
*Students are still notified of this announcement even if this option is not selected*

## How to Post Faculty Contact Information in Your Course


1. In your Blackboard course, click on the **Faculty** tab in the **Course Menu**
2. Click on **Create Contact**
3. Type your contact information, phone numbers, email address, office location, etc.
4. Click **Yes** to **Make the Profile Available** (to your students)
5. You have the choice to include a self image of yourself by using the **Attach Image – Browse** feature.
6. You also have the choice to include your **Personal Web Link** page if you choose
7. Click **Submit**



**Contacts**

[Create Folder](#) [Create Contact](#)

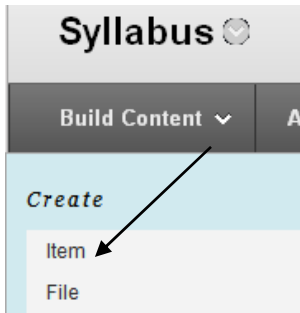
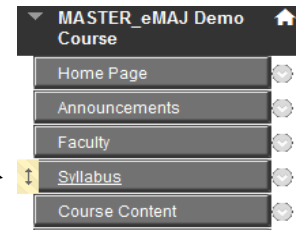
↑

 **Dr. New Professor**

Email [professor@tsu.edu](mailto:professor@tsu.edu)  
 Work Phone 713-297-1275  
 Office Location SE 418  
 Office Hours M/W/F 9:30am - 4:30pm  
 Personal Link <http://>  
 Notes  
 Send me an email to get the quickest response. I am available for phone discussions between 7-9pm CST Mondays, Thursdays and Fridays.

## How to Upload Your Syllabus in Your Blackboard Course

1. In the **Course Menu**, click on the **Syllabus** tab
2. Under **Syllabus**, click on **Build Content** and use the dropdown arrow



3. Select **Create Item**
4. Under **Content Information**, type item **Name** (example: AJ 409 Syllabus) in the **Name** box

5. Add text in the **Text** box (optional)
6. **Attach File** by clicking on the **Browse My Computer** box

**1. Content Information**

Name

Color of Name

Text

Path:

**2. Attachments**

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the course. The file itself is not deleted.*

Attach File

**3. Standard Options**

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After

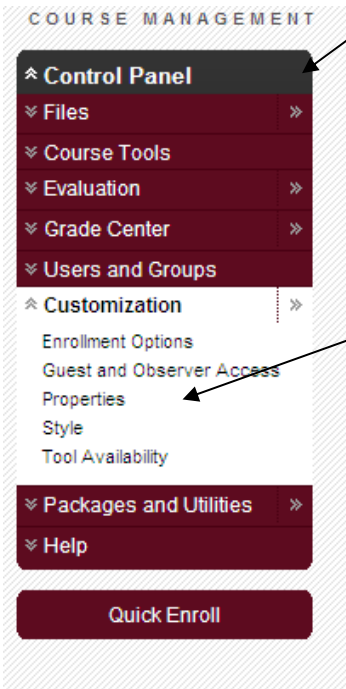
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

7. Under **Standard Options**:
  - **Permit Users to View Content**, set to "Yes"
  - You can also track the number of times your students view the syllabus by setting **Track Number of Views** to "Yes"
  - **Do not restrict date and times for the syllabus** since this should be available continuously through the semester
8. Click **Submit**

## How to Make Your Course Available



1. Go to **Control Panel** in the course you want to make available and click on **Customization**

2. Under customization click on **Properties**

### 3. Set Availability

Make this course available to users?  
Make Course Available  Yes  No

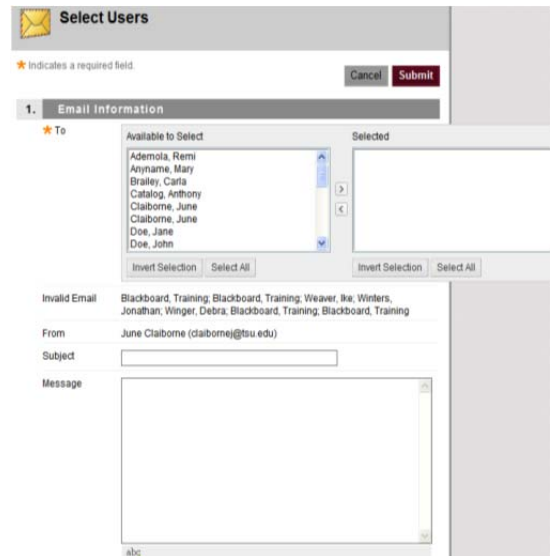
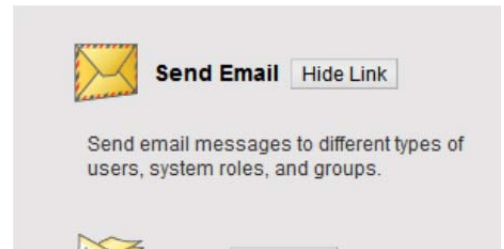
3. In **Option 3 – Set Availability**, click on **Yes** to make course **Available**

(click **No** if you intend to make course **Unavailable**)

4. Click **Submit** and your course is now available to your students

## How to Send an Email to Your Students in Your Blackboard Course

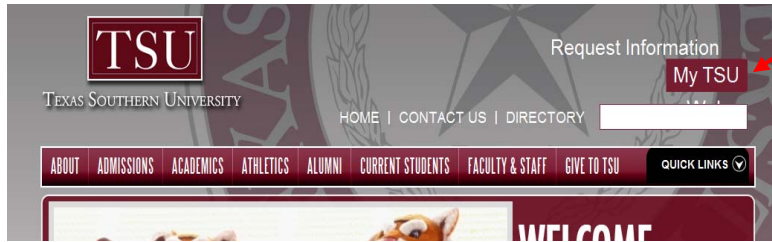
1. In your Blackboard course, click on **Tools** tab in the **Course Menu**
2. Click on **Send Email**
3. Click on **Select Users**
4. Choose the students to send emails
5. Click on **right arrow** to send students' name to **Selected** box
6. Type a **Subject**
7. Type your **Message**
8. Click **Submit**
9. Instructors will also receive a copy of email messages that they send to students.





## Steps for Changing Official TSU email (includes faculty with "noname@tsu.edu" listed in course)

At the TSU website:



1. Click on **My TSU**
2. At **TSU Faculty, Staff & Alumni**, login with your **User ID & PIN #**
3. Login to **My TSU Web**

4. Click on **Personal Information**

- **My TSU Web for Prospective Students**  
Apply for admission, check the status of your application for admission, review your final transfer credit evaluation(s), and view/update your personal contact information.
- **Employee Information**  
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data
- **Personal Information**  
View address(es) and phone number(s), view or update e-mail address(es) and emerge
- **Reporting**  
You can use the reports listed on this page to retrieve data from Banner for self-service

5. Click **Update E-mail Address(es)**

6. At **Type of E-mail to Insert:**  
select **TSU Official Email**

**Type of E-mail to Insert:**

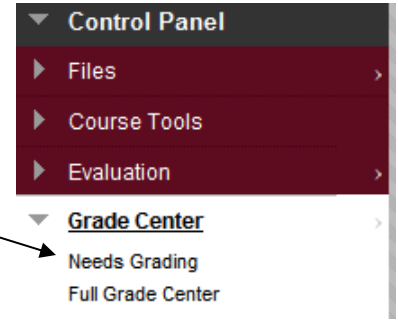
- Select
- Emergency Contact Email
- Personal
- TSU Official Email**

7. Click **Submit**
8. In the box under **TSU Official Email**, enter your TSU email address
9. Click **Submit**
10. You can now **exit My TSU Web**. Your updated email will be listed in Blackboard shortly.



## Retrieving Assignments Submitted From An Assignment Link:

1. In your course, **Under Control Panel**, click on **Grade Center**
2. Click **Needs Grading**
3. As your students submit their work, they are listed by **Category**, **Item Name**, student **User Attempt**, **date and time they submitted** the assignment.



**Needs Grading**

*Instructors can view attempts ready for grading or review on the **Needs Grading** page. Click **Grade All** to begin grading and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)*

**Grade All**

Category: All Categories | Item: All Items | User: All Users | Date Submitted: Any Date

Enter dates as mm/dd/yyyy

Go

### 4. To Open & Grade the Assignment:

- a. Click on the student name

7 total items to grade.

Category	Item Name	User Attempt	Date Submitted
SafeAssignment	Term Paper	John Doe	June 12, 2013 10:06:41 AM
Assignment	Assignment 2	New Student	June 12, 2013 11:13:33 AM
SafeAssignment	Term Paper	New Student	June 12, 2013 11:15:59 AM

- c. You will be able to mark-up, grade, insert comments, and return the graded assignment to the student

### e. Click **Submit**

**\*\*Once the student's grade is entered it will appear in the **Grade Center**, assignment link column. Student grade is also available in the student's Grade Report to be viewed by student.**

**new student (Attempt 1 of 1)**

**Needs Grading**

Assignment Details

**GRADE**  
Last Graded Attempt

**ATTEMPT**  
6/12/13 11:13 AM

**SUBMISSION**  
Overview googledocs.docx

**COMMENTS**

**Grader Feedback**

Character count: 0

Save as Draft **Submit**

Overview – Google Docs

With Google documents, you can easily create, share, and edit documents online. Here are a few specific things you can do:

- Convert most file types to Google Docs format.
- Add fast and format your documents, with options such as paint format, margins, spacing, and fonts.
- Invite other people to collaborate on a doc with you, giving them edit, comment or view access.
- Collaborate online in real time and chat with other collaborators.
- View your documents' revision history and roll back to any version.
- Download Google Docs to your desktop as Word, OpenOffice, RTF, PDF, HTML or zip files.
- Translate a document to a different language.
- Email your documents to other people as attachments.

Read this guide to familiarize yourself with the main features of Google documents and get started creating your own. To start using Google documents, simply sign in with your Google Account at <http://docs.google.com>

**Create and save a document**

There are different ways of getting started using Google documents: you can create a new online document, you can upload an existing one, or you can use a template from our templates gallery.

To create a new document, go to your [Documents List](#), click the red Create button, and select Document from the drop-down menu.

As soon as you name the document or start typing, Google Docs will automatically save your work every few seconds. At the top of the document, you'll see text that indicates when your document was last saved. You can access your document at anytime by opening your [Documents List](#) at <http://docs.google.com>.

To save a copy of a document to your computer, you can download it. In your document, go to the File menu and point your mouse to the Download as option. Select one of the following file types: HTML (zipped), RTF, Word, Open Office, PDF, and plain text. Your document will download to your computer.

**Upload a Document**


You can upload existing documents to Google documents at any time. When you're uploading, you can either keep your document in its original file type or convert it to Google Docs format. Converting your document to Google Docs format allows you to edit and collaborate online from any computer.

## Working in the Grade Center

### To Manually Enter Grades in Grade Center:

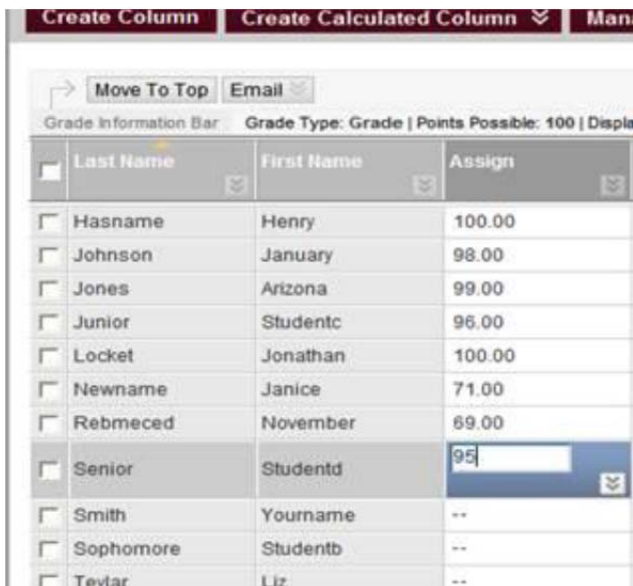
#### To enter grades for an assignment or test that is not listed in the Grade Center:

You will first need to add a column to your Grade Center for the assignment or test that you want to enter grades to, so under the Control Panel:

1. Click on **Grade Center**
2. Then Click on **Full Grade Center**
3. Click on **Create Column** 
4. Type a name in Column Name box
5. Fill in the information that will be unique for this column (**Primary Display, Points Possible**)
6. In #3 **Options**, make sure the “**Include this Column in Grade Center Calculations**” is set to “**Yes**”. Also if you want students to see this column in their **Grade Report**, then check “**Yes**” for “**Show this Column to Students**”
7. Click **Submit**
8. You will see your new column has been added to the **Grade Center**

#### To add a grade to your newly created column:

1. In the **Grade Center**
2. Look for the student name and scroll over to the new column that you added
3. Click in the column cell
4. A box will appear where you can input the student’s grade

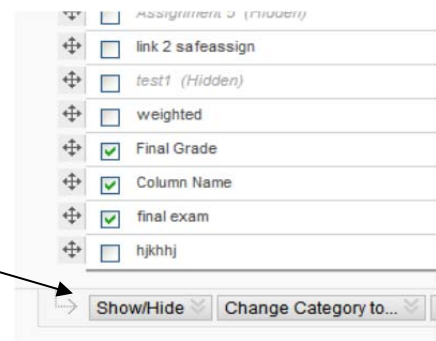


	Last Name	First Name	Assign
<input type="checkbox"/>	Hasname	Henry	100.00
<input type="checkbox"/>	Johnson	January	98.00
<input type="checkbox"/>	Jones	Arizona	99.00
<input type="checkbox"/>	Junior	Studentc	96.00
<input type="checkbox"/>	Locket	Jonathan	100.00
<input type="checkbox"/>	Newname	Janice	71.00
<input type="checkbox"/>	Rebmeced	November	69.00
<input type="checkbox"/>	Senior	Studentd	95
<input type="checkbox"/>	Smith	Yourname	--
<input type="checkbox"/>	Sophomore	Studentb	--
<input type="checkbox"/>	Teylar	Liz	--

5. Once the grade is entered, click the **Enter** key
  6. The grade will be saved in the column & in the Grade Center
- This procedure will work for any grades that you want to manually enter in the Grade Center.

## To Show/Hide Columns in Grade Center

1. In **Grade Center**, click on **Full Grade Center**
2. Select **Manage**
3. Click on **Column Organization**
4. Check the columns to hide/show
5. Select **Show/Hide**, then choose to **Hide Selected Columns** or **Show Selected Columns**
6. Click **Submit**



\*Although hidden, the column values will continue to be included in the **Grade Center Calculations** unless calculation not specified.

## To Reorganize/Move Column Positions

1. In **Grade Center**, click on **Full Grade Center**
2. Select **Manage**
3. Click on **Column Organization**
4. Find the Column to reorganize/move
5. At the **four-sided arrow**, **click and drag** to the desired location

The screenshot shows a list of columns in the Grade Center. Each row has a four-sided arrow icon on the left. The columns listed are: Test 20, respondus\_test - Requires Respondus LockDown Browser, econ232-04 - Requires Respondus LockDown Browser, and Chem 131. An arrow points to the four-sided arrow icon of the first row.

Test 20	Shown in Selected Views Only	Test	None	Apr 7, 2011	10
respondus_test - Requires Respondus LockDown Browser	Shown in Selected Views Only	Test	None	Apr 13, 2011	3
econ232-04 - Requires Respondus LockDown Browser	Shown in Selected Views Only	Test	None	Apr 20, 2011	100
Chem 131	Shown in Selected Views Only	Test	None	Apr 13, 2011	3