

## Getting Started with Blackboard 9

---

### Accessing Your Blackboard Course

1. Log into Blackboard at <https://www.usna.edu/Blackboard/>.
2. Click on the course you want to access in your **Course List** module.

**Note:** If you do not see your course in the Course List check to make sure you are the instructor in MIDS. Also you can check your course by clicking on the gear button at the upper right of the module; this will allow you to adjust your module link display options.

---

### Making the Course Available

1. After logging in to Blackboard, select the desired course from the **Course List** module.
2. From the **Control Panel**, click **Customization**, and then click **Properties**.

3. Under **Set Availability**, (Option 3) select **Yes**.
4. Click the **Submit** button.

**Note:** Setting the availability is an immediate process.

---

### Sending Email

Blackboard email is a tool designed to help faculty communicate with students, fellow staff members and TAs. Email can be sent to select students, TAs or an entire class.

1. From the **Control Panel**, click **Course Tools**, then click **Send Email**
2. Select the **Recipients**
3. Enter the subject and type the message.

4. (Optional) Click **Attach a file** to attach a file in the email.
  5. Click the **Submit** button
- 

### Adding Content to the Course

Numerous options exist for storing and displaying course content in Blackboard.

1. In **Edit Mode**, click **Course Documents** or **Course Information** in the course menu.
2. On the action menu, click **Build Content** and select **Item** or **File** (Item will have an additional Text field while File only allows to attach a file).

3. On the **Create Item/File** page, enter name and text.
  4. Click the **Browse My Computer** button to attach a file.
  5. Specify **Date and Time Restrictions** if needed.
  6. Click the **Submit** button.
- 

### Recording Grades

The Blackboard Grade Center allows faculty to record grades for various assessments, keep track of grading history and generate reports .

1. From the **Control Panel**, click **Grade Center**, then click **Full Grade Center**
2. Click the **Create Column** button

3. On the **Create Column** page, enter **Column Name**
  4. Enter **Points Possible**
  5. Select the options for displaying the grades to students
  6. Click the **Submit** button
  7. To record a grade, under the added column click in the cell for a particular student, type the grade and press **Enter**.
-