

Blackboard Quick Start

This tipsheet will cover how to get started in Blackboard. You will learn how to:

- Log in and set up a blank Blackboard course
- Add a syllabus to the course
- Add files/folders to the course

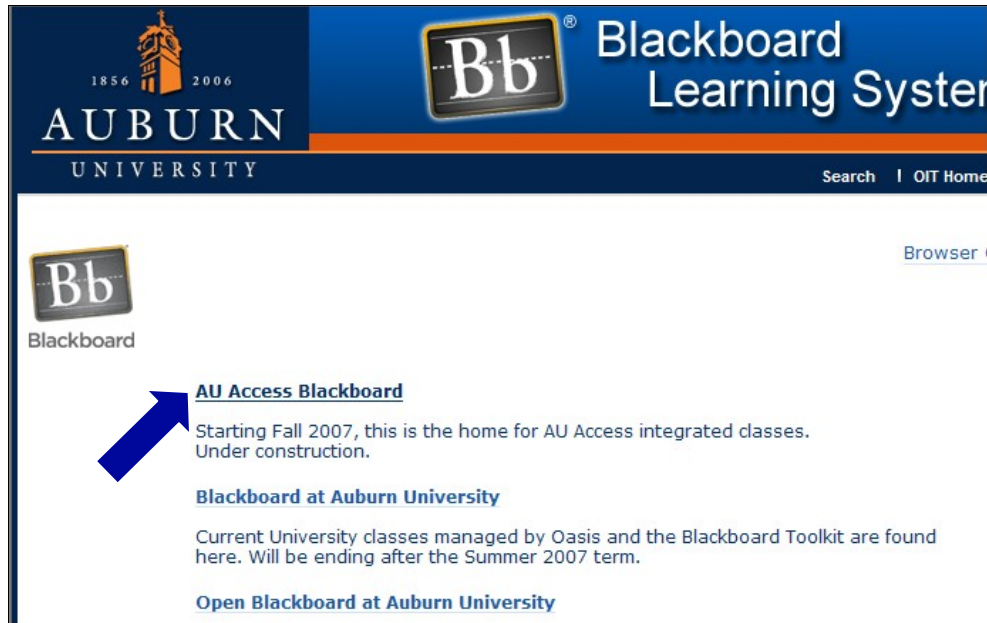
1. Log into **AU Access Blackboard** to access your course. From <http://www.auburn.edu/>, click **Employees**



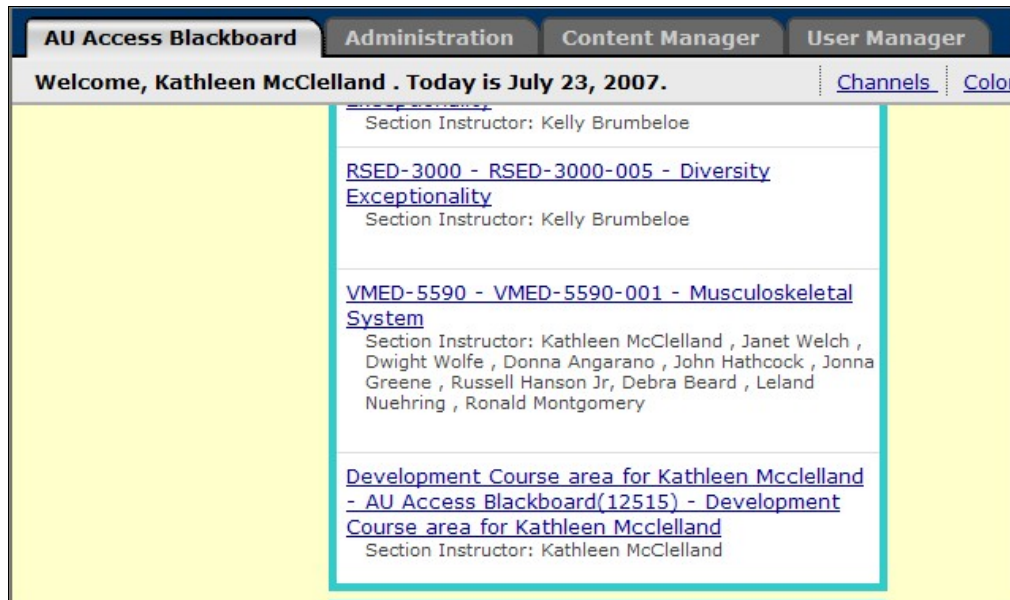
2. Select the **Blackboard** link



3. Select the **AU Access Blackboard** link

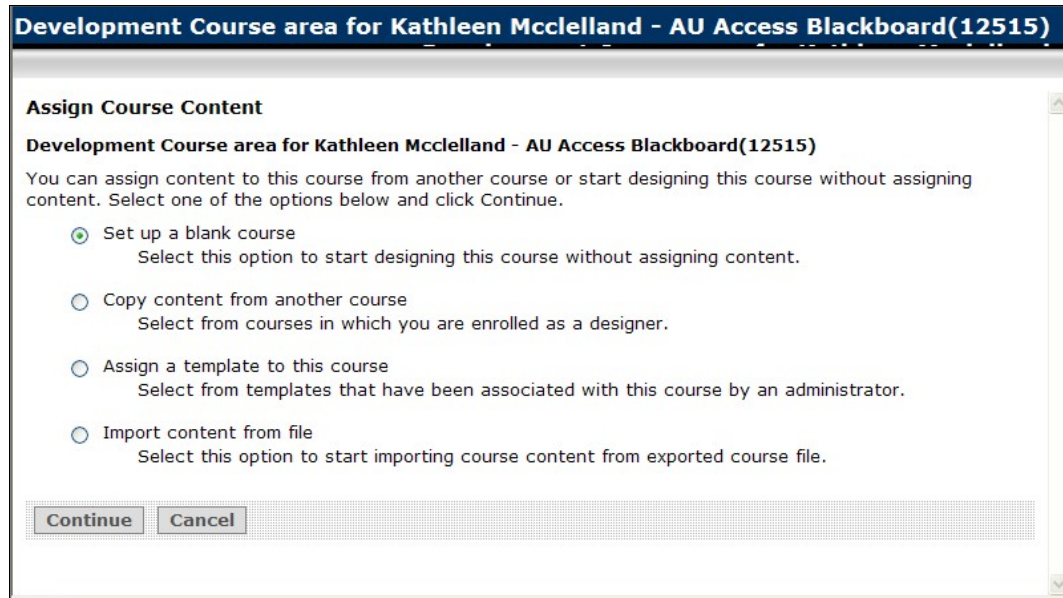


4. Log in with your Auburn user name and password
5. Select the course you would like to set up



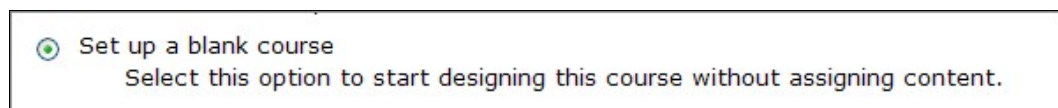
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- This is the **Assign Course Content** page. This is the most important page while creating a new Blackboard course. This page is displayed only once, the first time you log into your new course. Please do not pass this page until you are certain of your choice.



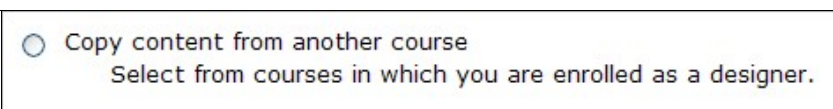
The screenshot shows a web browser window with a dark blue header bar containing the text "Development Course area for Kathleen McClelland - AU Access Blackboard(12515)". Below the header, the page title is "Assign Course Content". Underneath, the same course area name is repeated. A paragraph of text reads: "You can assign content to this course from another course or start designing this course without assigning content. Select one of the options below and click Continue." There are four radio button options: "Set up a blank course" (selected), "Copy content from another course", "Assign a template to this course", and "Import content from file". Each option has a brief description below it. At the bottom of the form area, there are two buttons: "Continue" and "Cancel".

- Set up a blank course:** Choose this option if you would like to put all your content in manually. Starting from scratch.



This block shows a close-up of the first option from the screenshot: a selected radio button next to the text "Set up a blank course" and the subtext "Select this option to start designing this course without assigning content."

- Copy content from another course:** Choose this option if you have another AU Access Blackboard course you wish to copy, such as setting up Banner courses.



This block shows a close-up of the second option from the screenshot: an unselected radio button next to the text "Copy content from another course" and the subtext "Select from courses in which you are enrolled as a designer."

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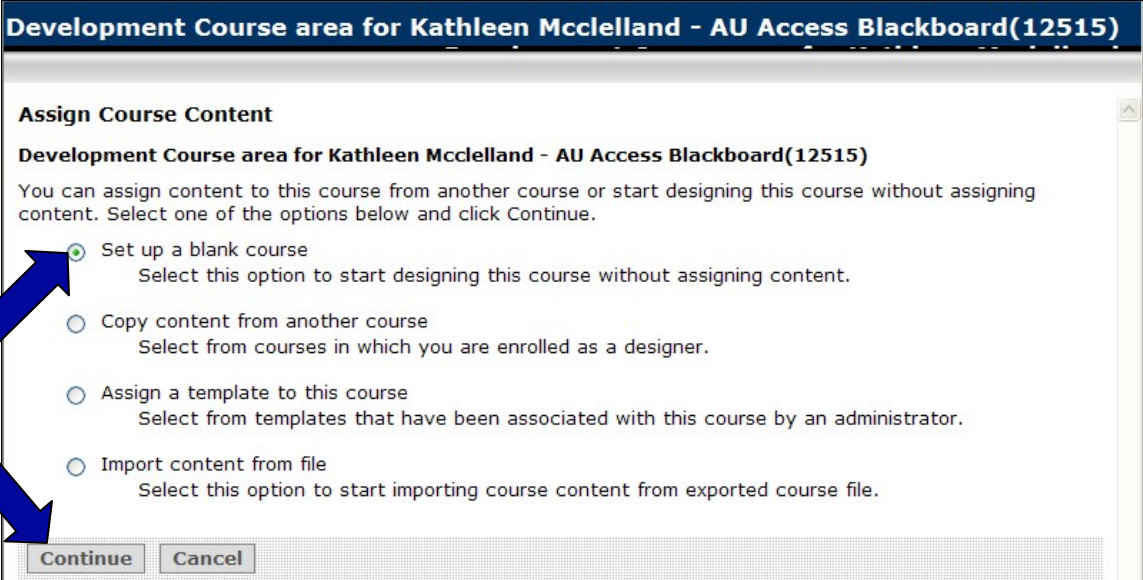
9. **Assign a template to this course:** Please contact IMG (844-5181) for details. Will not be used too often.

Assign a template to this course
Select from templates that have been associated with this course by an administrator.

10. **Import content from file:** Choose this option if you want to import a course pack.

Import content from file
Select this option to start importing course content from exported course file.

11. Select Set up a blank course, then click Continue



Development Course area for Kathleen McClelland - AU Access Blackboard(12515)

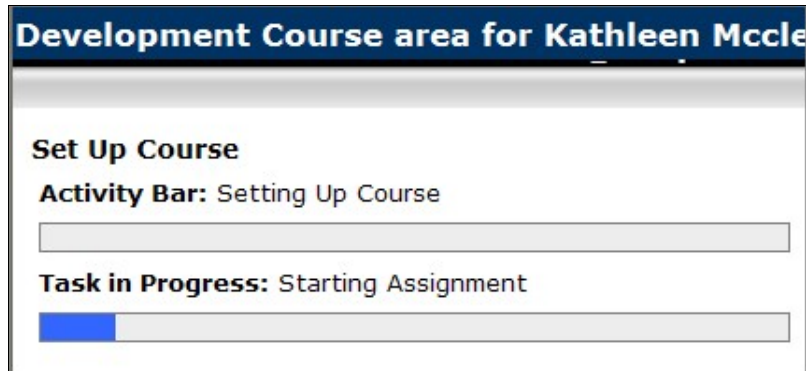
Assign Course Content

Development Course area for Kathleen McClelland - AU Access Blackboard(12515)

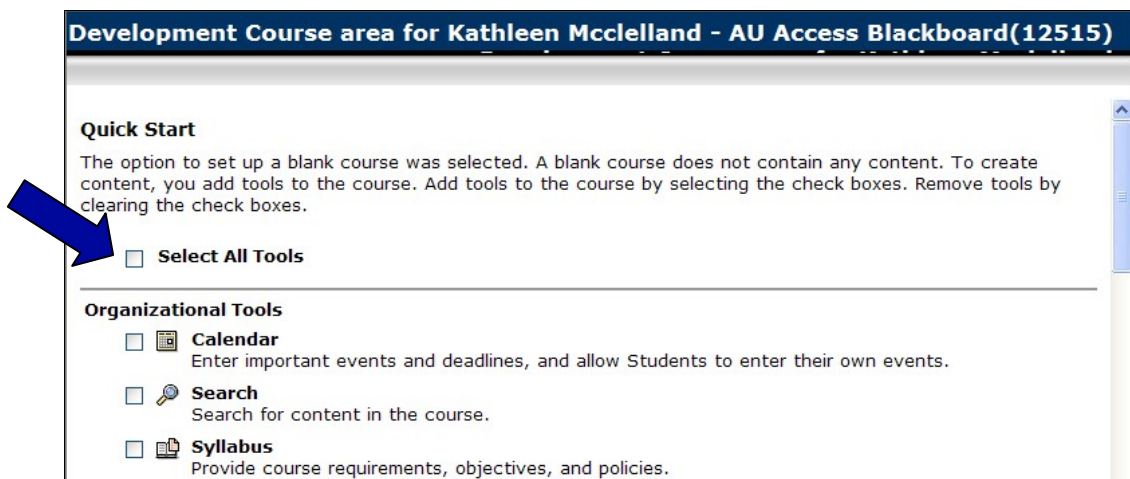
You can assign content to this course from another course or start designing this course without assigning content. Select one of the options below and click Continue.

- Set up a blank course
Select this option to start designing this course without assigning content.
- Copy content from another course
Select from courses in which you are enrolled as a designer.
- Assign a template to this course
Select from templates that have been associated with this course by an administrator.
- Import content from file
Select this option to start importing course content from exported course file.

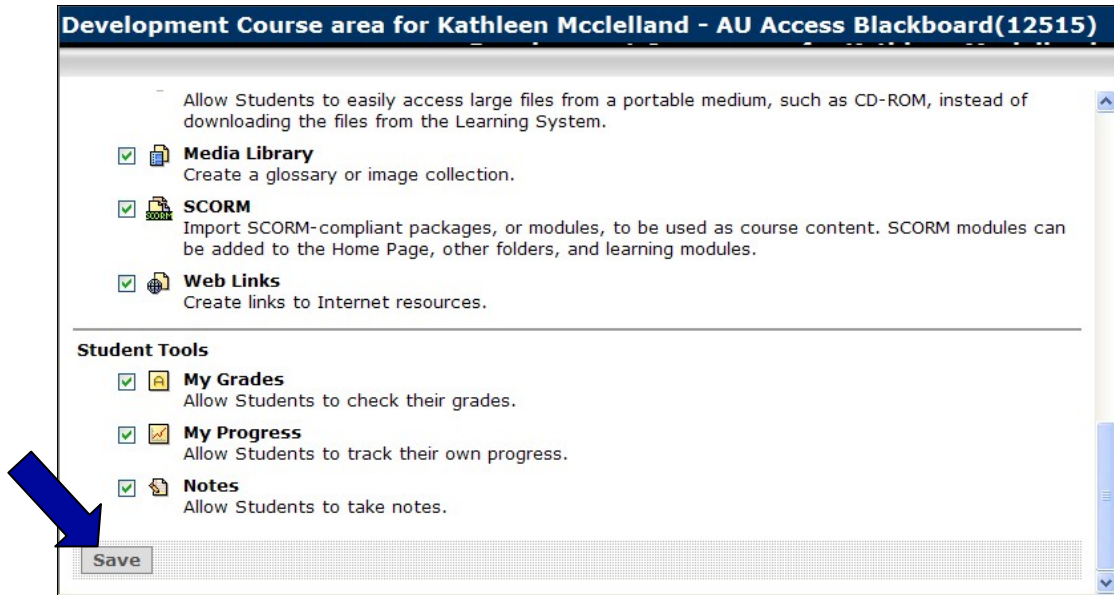
12. Your course will take a few moments to set up.



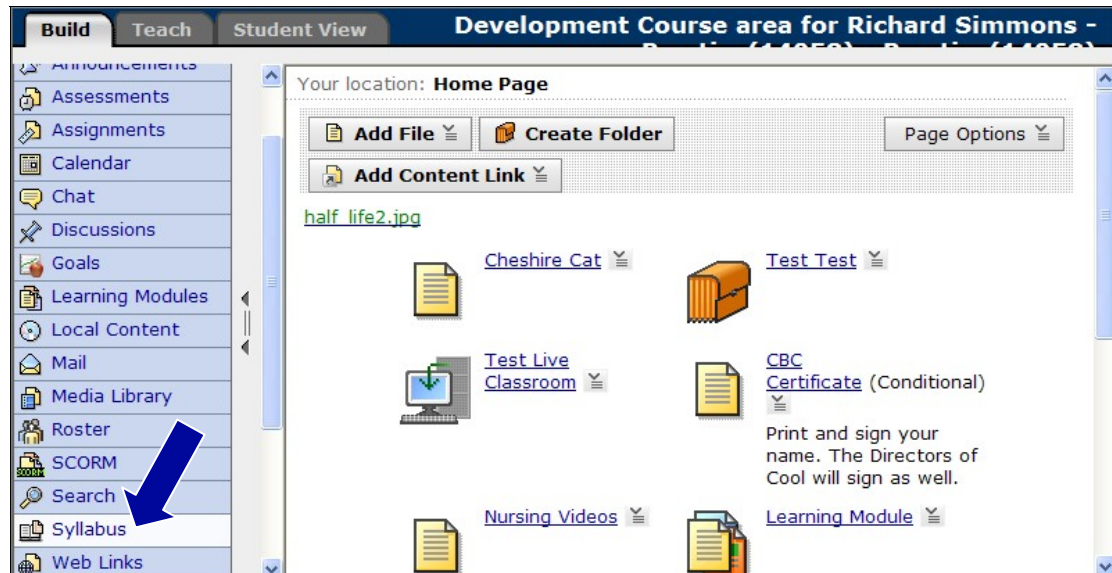
13. For blank courses, you may select which tools you want to use. You may always turn on/off tools in Blackboard as well. If you are new to Blackboard, you may want to turn on all tools and determine which you like. Select the **Select All Tools** check box



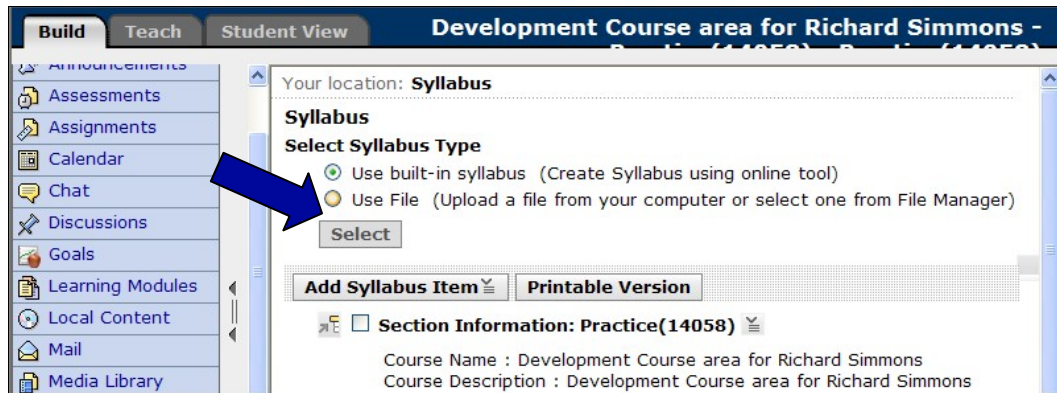
14. Click the **Save** button



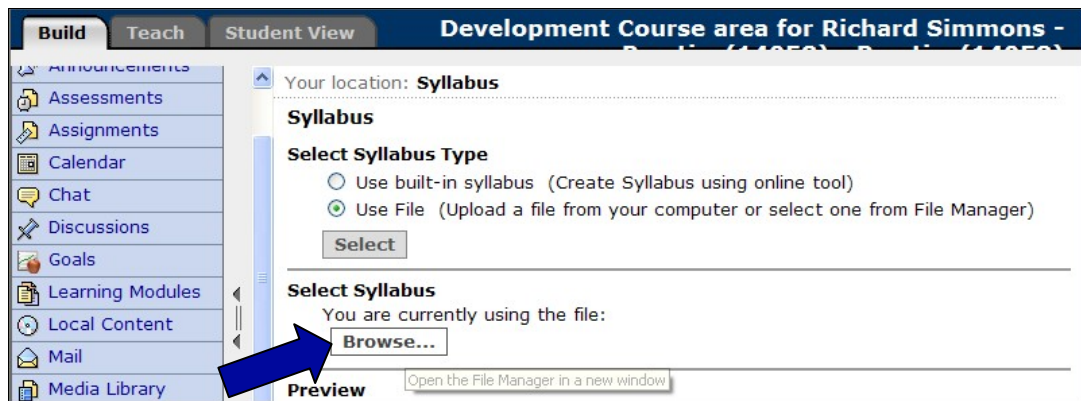
15. The Blackboard course is now ready to be used!
16. To add a syllabus, select the **Syllabus** link



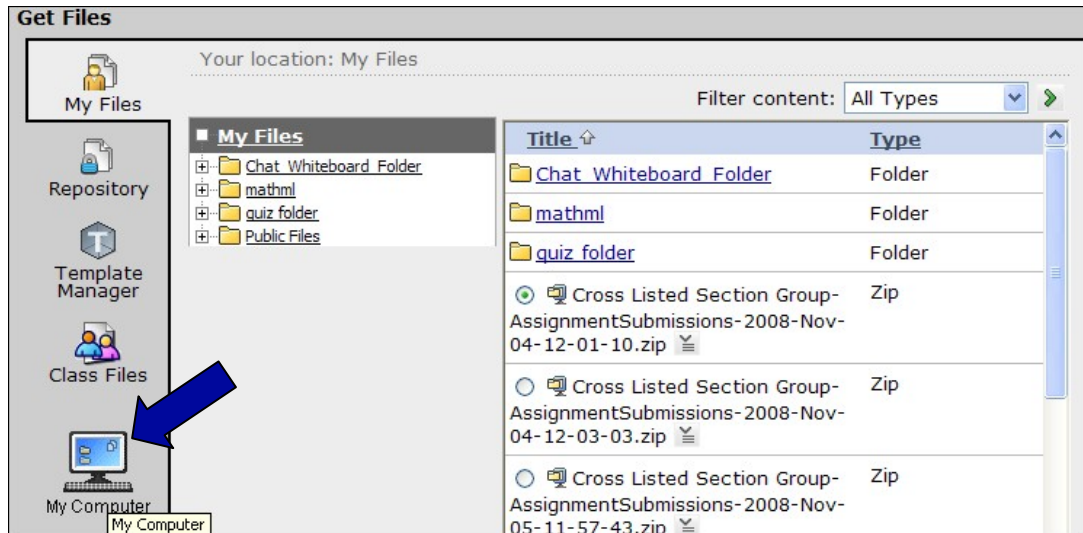
17. Select the **Use File** (Upload a file from your computer or select one from File Manager) radio button, then click **Select**



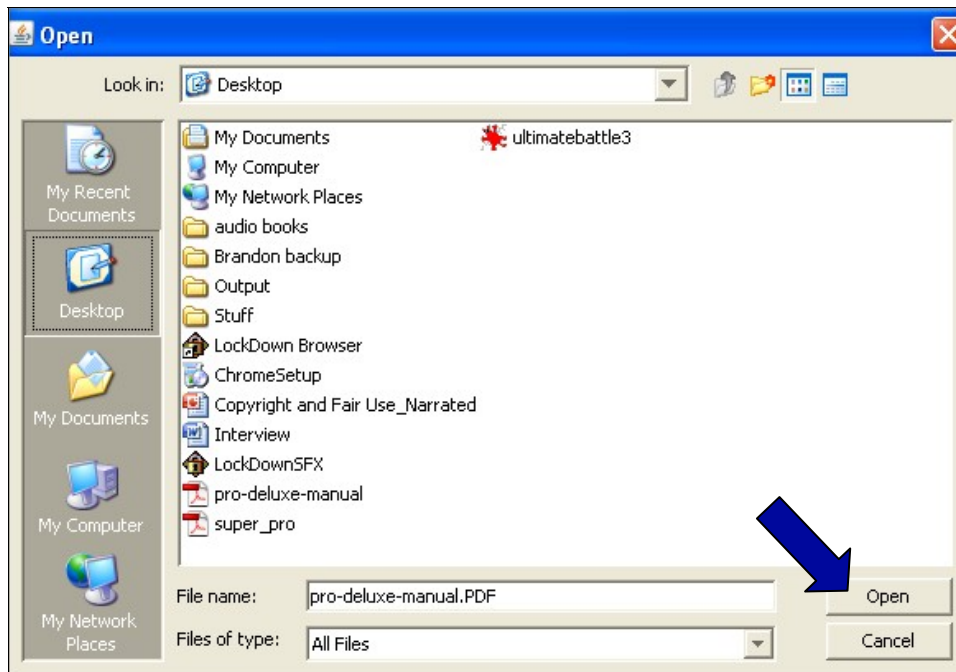
18. Select the **Browse...** link



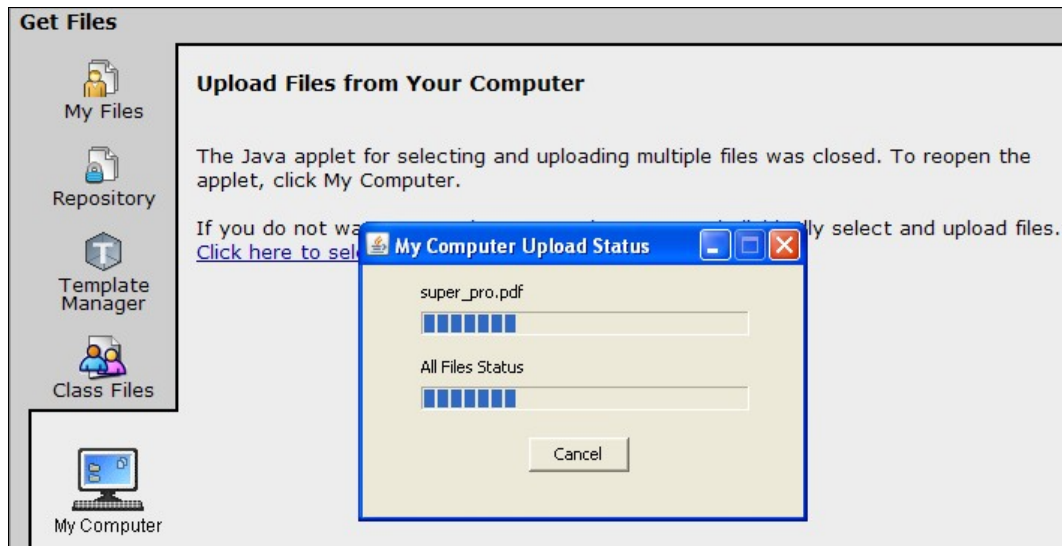
- Click **My Computer** to add a file. If a red X appears instead of My Computer, please uninstall *all* versions of Java and reinstall Java from www.java.com.



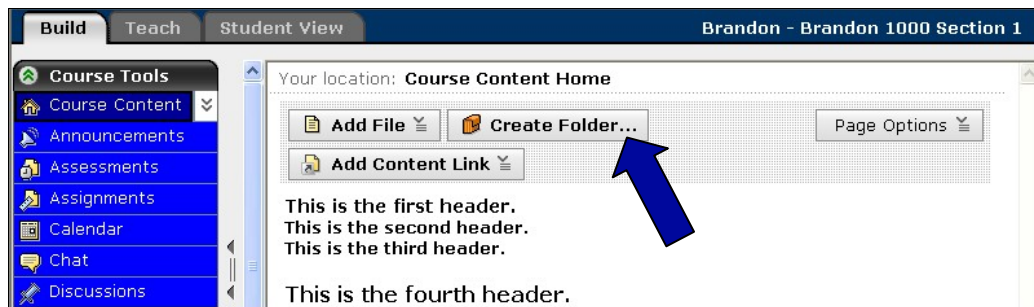
- Navigate to and select your syllabus file, PDF is recommended, and then click **Open**



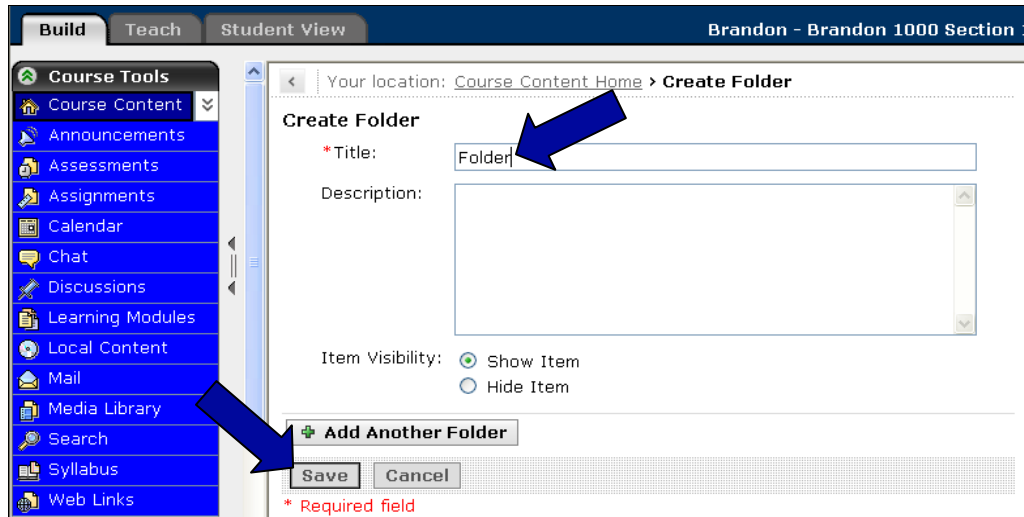
21. Your file will take a few moments to upload.



22. The syllabus is viewable by students now.
23. You may add files to Blackboard's main page or in folders.
24. To add a folder, select the **Create Folder...** link

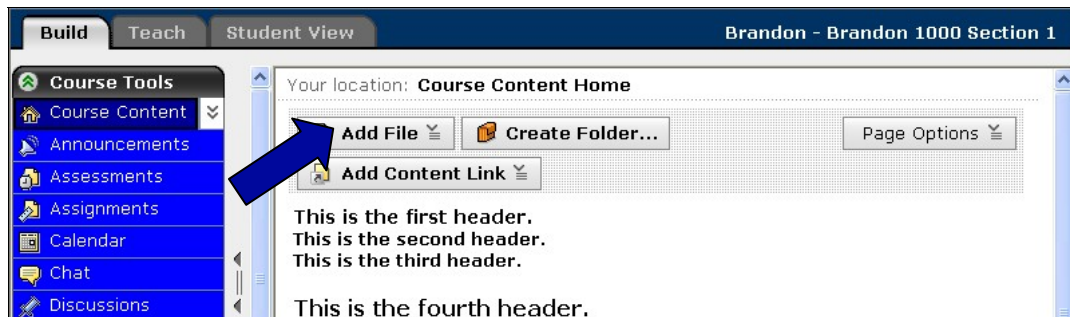


25. Enter a **title** and click the **Save** button

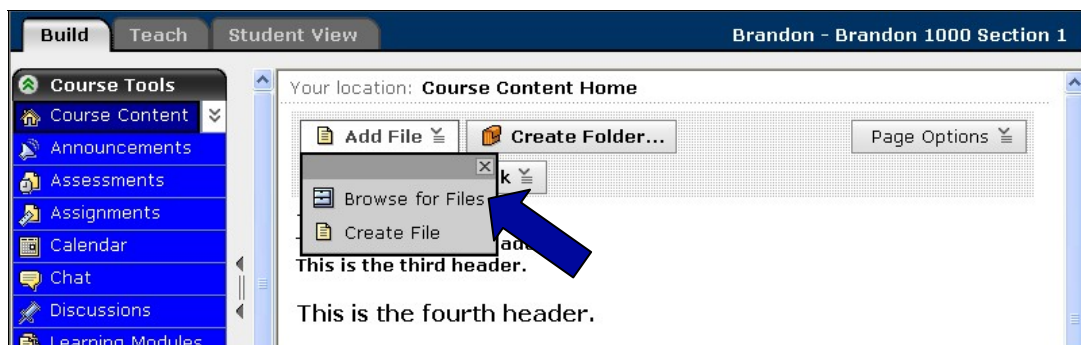


26. The folder is created. If you would like to add a file into the folder, be sure to click the folder first and add the file from within the folder.

27. To add a file, select the **Add File** link

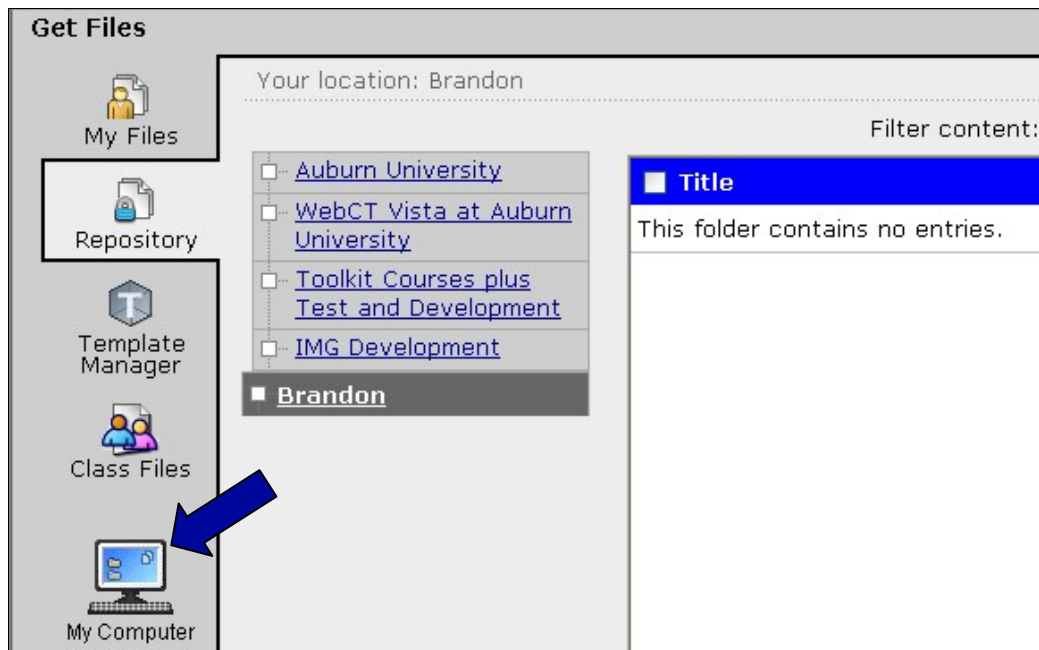


28. Select the **Browse for Files** link

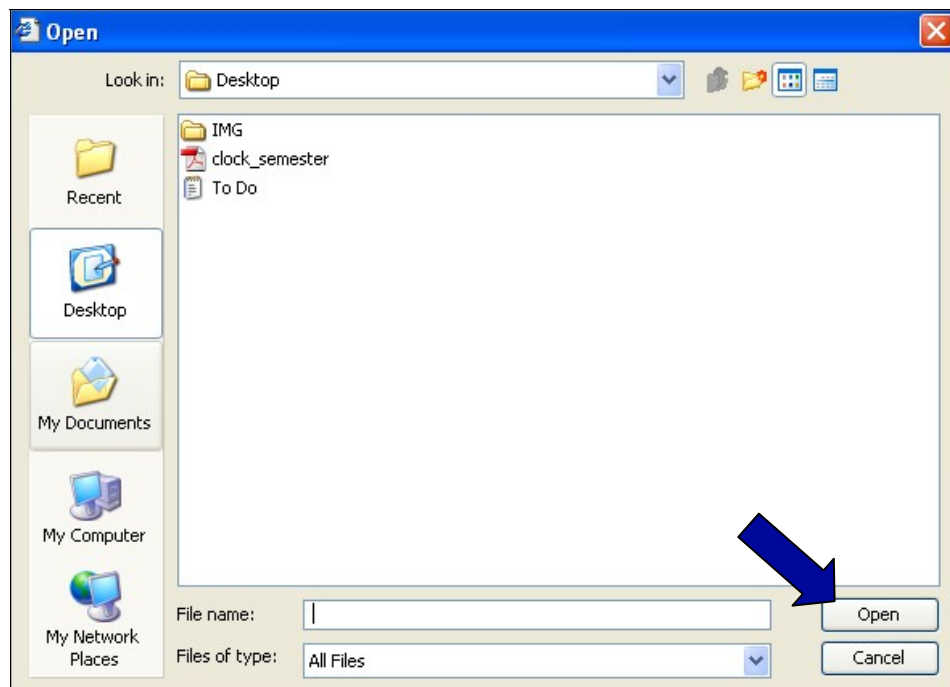


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29. Click **My Computer** to add a file. If a red X appears instead of My Computer, please uninstall *all* versions of Java and reinstall Java from www.java.com.



30. Navigate to the file and select it, then click **Open**



31. The **My Computer Applet** window shows your progress.
32. The yellow box will appear once your files have successfully been added to your folder.

