




## BLACKBOARD Quick Reference for Faculty

### FIND YOUR BLACKBOARD SITE:

1. Login to Blackboard at: <http://jtsa.blackboard.com>
2. Enter your **JTS NETWORK** username and password.

### ACCESS THE CONTROL PANEL:

The  Control Panel link is located in the left hand navigation area, below the content navigation buttons. This is where "everything" happens. In order to add, modify or remove any content please locate the control panel.


### CHECK CLASS LIST

1. Click "**List/Modify Users**" under the heading "**User Management**"
2. Click the "**List All**" tab
3. Click "**List All**" button


### MANAGE COURSE MENU

1. Click "**Manage Course Menu**" under the heading "**Course Options**"
2. Click **MODIFY** to rename an item or **REMOVE** to remove an item. (Adding <b> in front of the name will add **boldface** to the font)
3. Change the number of each item to reorder them.


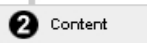
### ADD AN ANNOUNCEMENT:

1. Click on "**Announcements**" under the heading "**Course tools**"
2. Click on the  button.
3. Fill out the form, and click the Submit button in the bottom right corner.

### ADD FACULTY INFORMATION:

1. Click on "**Staff Information**" under the heading "**Course Tools**"
2. Click on the Add  button.
3. Fill out the form, and click the Submit button in the bottom right corner.


### ADD A COURSE DOCUMENT: (e.g. syllabus, assignments, and PowerPoint files)

1. Under "**Content Areas**," select the area where you would like to add a document (i.e. Syllabus, Course Documents, and Assignments.)
2. Click on the Add  button.
3. Select a name or type a new name for the item you are adding (this is a required field).
4. Enter a description in the text box if you wish (optional).
5. To add a document from your computer:
  - a. Scroll down the page until you see . Then locate where it says "attach local file". To the right of that text is a box, click on the Browse button.




- b. A second button will pop up that displays your local and network drives. Find and highlight the file you would like to add and click the "Open" button.
- c. Click the Submit button in the bottom right corner.


#### ADD AN EXTERNAL LINK:

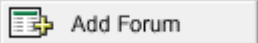
1. Click on "**External Links**" under the heading "**Content Areas**"
2. Click on the **Add**  **External Link** button.
3. Under "Link Information," enter the name of the site you want to link in the "Name" box and type or paste the URL of the site in the URL box.
4. Under "Options," it's generally preferable to click "No" for the "Launch Item in External Window" option.
5. Click the Submit button in the bottom right corner.

#### SEND E-MAIL:



1. Under "Course Tools" click on "Send E-mail" OR click on the  link on the front page of the course website and select "Send E-mail".
2. You can send e-mail messages to everyone in your class or select specific students (choose one or the other).
3. Enter a subject line and the text of your message.
4. Click the Submit button in the bottom right corner.

#### DISCUSSION BOARD:

1. Under "**Course Tools**" click on the "**Discussion Board**" OR click on the  link on the front page of the course website and select "Discussion Board".
2. Step One: Create a forum for discussion (e.g., one forum for every assignment/topic or one general forum).

- a. Click on the  button.
- b. Type in a forum title and description.
- c. Under forum settings:
  - i. Uncheck the box labeled "Allow anonymous posts."
  - ii. Uncheck the box labeled "Allow file attachments."
- d. Click the Submit button in the bottom right corner.

#### 3. Step Two: Use a discussion forum

- a. Go to the "Discussion Board" area (see 1. above).
- b. Select a forum.
- c. To write a message about a new topic: Click on the  button. Type in a title and the text of your message and then click the Submit button.
- d. To read a message: Click on the title of the message you want to read.
- e. To reply to a message: While you are viewing a message, click on the  button. Write a new message and then click the Submit button.

**Questions: Please contact Blackboard Support [blackboard@jtsa.edu](mailto:blackboard@jtsa.edu) or at ext. 6114**