

## **Blackboard Instructor Guide**

### **1. Login**

1. [Staff | Student](#)
2. [Blackboard Instructor \(Mobile App\)](#)

### **2. Understand the interface**

1. [Profile](#)
2. [Activity Stream](#)
3. [Courses](#)
4. [Organizations](#)
5. [Navigate Inside a Course](#)

### **3. Course and User Management**

1. Course Management
  1. [Course Combine Request](#)
  2. [Non-CUSIS Course Request](#)
  3. [Batch Copy Course Request](#)
2. User Management
  1. [CUHK User Management Tool](#)
  2. [Batch Enrollment Request](#)
  3. [Course Access Request](#)

### **4. Create a supportive learning environment**

You could create a supportive e-learning environment and engage students starting from the very beginning of the term.

The welcome page introduces the course, the teacher, and TA. Students can grasp the basic information at a glance once logged in the course.

1. [Create Content \(Types of Course Content\)](#)
2. [Design your course entry point](#)
3. Create [Forums](#) & [Threads](#)

You could set up space for students to introduce themselves and know each other. You could then have a better understanding of your students (e.g. their background knowledge, the reason why they take the course, etc.)

## 5. Share course materials and create class activities

You are going to prepare content and online activities before the term starts.

1. You would like to share pre-lecture documents to students. The items should be well-organized and grouped by week/topic. You are going to set up shells for coming weeks as well.
  1. [Create Content Items or Documents](#)
  2. [Course Copy](#)
  3. [Add Files, Images, Audio, and Video](#)
  4. [Link to Websites](#)
  5. [Create Containers for Content](#)
  6. [Create Learning Modules](#)
  7. [Edit and Manage Content](#)
2. You would like to set up online assignment for students to reflect on what they have learnt in class. Also, online assessment for students to perform self-revision after class.
  1. [Create and Edit Assignments](#)
  2. [Create Tests and Surveys](#)
  3. [Best Practice for Online Assessments](#)
  4. [Test and Survey Options](#)
3. You would like to set up groups for collaboration.
  1. [Create a Group Set](#)
4. You would also like to schedule web conferencing sessions.
  1. [Blackboard Collaborate Ultra](#)
  2. [Schedule Sessions in Blackboard Learn](#)

## 6. Allow students to access the course

Suppose the course settings, content, and activities are ready now. It is time to allow students to access the course.

1. So you have to preview the course in student role and release the course for student access.
  1. [Student Preview](#)
  2. [Open Your Courses](#)
2. Furthermore, you want to let students know that it is time to take part in the online activities (e.g. the self-introduction forum, go through the video and documents before class).
  1. [Announcements](#)

## 7. Track traffic of the course

You would like to have an idea of student engagement. You could then remind students, or encourage them to keep the good work up depending on their participation.

1. [Course Reports](#)
2. [Performance Dashboard](#)

## 8. Check assessment results and Grade Assignment

You are going to review student performance in the online assessment and assignment. You will also provide them feedback.

Through the review, you can have an idea on how students understand the topic. You may then reiterate some points in the coming lesson if necessary. Your feedback would be helpful for students' learning as well.

1. [Download Assignments](#)
2. [Assignment Inline Grading](#)
3. [Test and Survey Results](#)
4. [Grade Tests](#)

## 9. Help

1. [Knowledge Base](#)
2. [Blackboard Help](#)
3. [eLearning Assistant](#)
4. [eLearning Clinic](#)