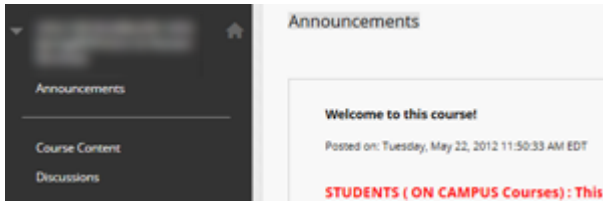


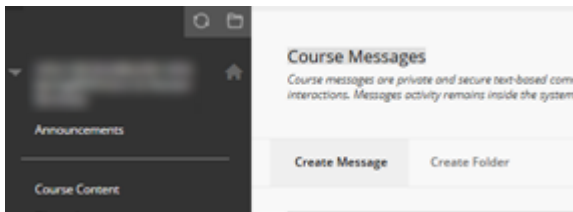
Course Menu – Announcements

Announcements from the instructor to the class (use **Create Announcement** button).



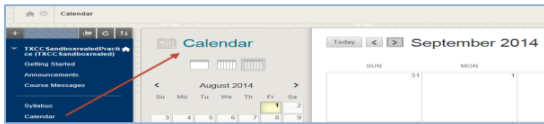
Course Menu – Course Messages

A tool for enrolled members in the course to communicate with each other. You must log on to Blackboard to send and receive course messages (use **Create Message** button). A file may be attached to a **Message**.



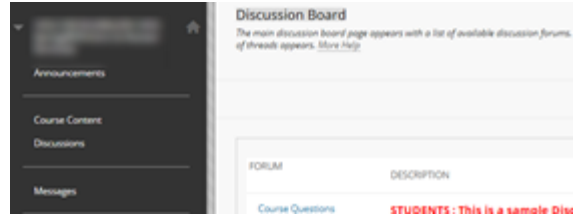
Course Menu – Calendar

The instructor can use this tool to view events and due dates for the course. Create an entry by clicking on a date. [Graded **Assignments** and **Assessments** are added automatically].



Course Menu – Discussions

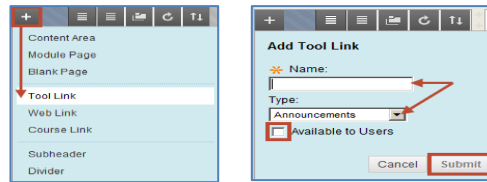
The instructor can use this tool to create forums and threads (within forums) that students can or are required to respond to.



Course Menu – My Grades

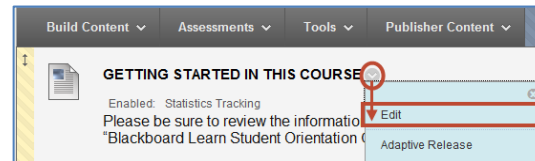
This tool allows your students to access any grades that you have made available to them via the Grade Center.

Course Menu – Add a tool to your course (click the '+' button at the top of the menu to add and name any of the tools in the list; check the box to give students access to the tool):

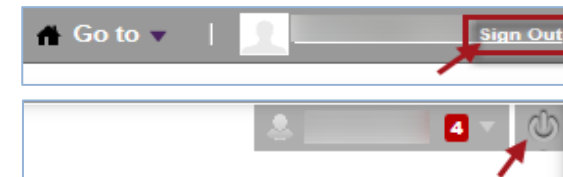


Next, drag the \updownarrow icon next to the item up or down to change its location on the Course Menu.

Edit an item on a page in its content area or learning module (click on contextual or 'drop down' menu):



Log out of BB Learn, (& maybe myCommNet), depending on how you initially logged in.



Blackboard Learn

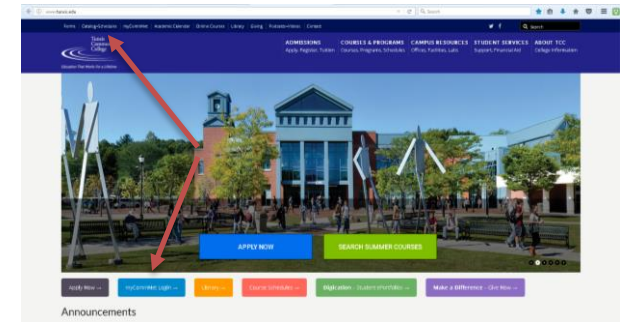
Quick-Start for Faculty

Get your course up and running online in an hour!

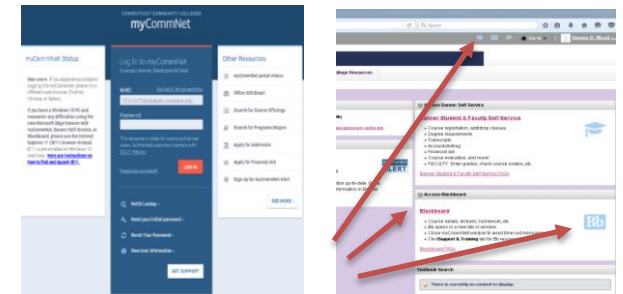
Tunxis Community College – 2018/19

Logging on to Blackboard (three ways):

- 1) Enter the URL for the Tunxis website home page (<http://www.tunxis.edu>), and select the **myCommNet** link:
 - a. Top left ribbon menu
 - b. Lower left (Blue bar – **myCommNet** Login)



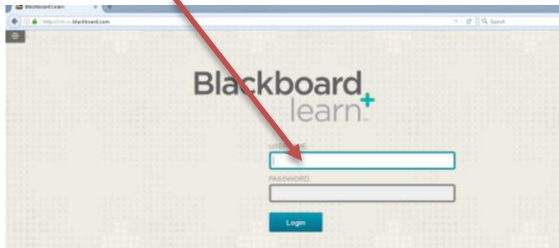
- 2) Type the URL: (<http://my.commnnet.edu>), then
 - a. Log on with your NetID & password.
 - b. On the next page, click on **Blackboard** or either **Bb** icon.



3) Go directly to the Blackboard login page:

(<http://bit.ly/Bb2018>)

a. Log on with **only** your 8-digit **Banner ID** (e.g., 12345678) and NetID password)



Note: This third option is useful when the Tunxis website and/or **myCommNet** are down.

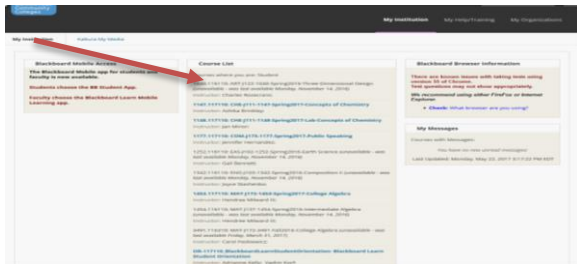
You can add it to **Favorites** for frequent access.

Browser Checker

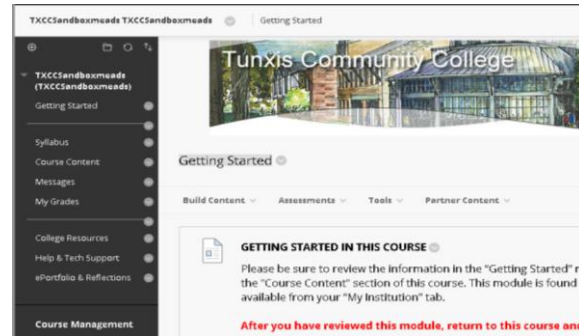
Once logged on to Blackboard, click on **My Help / Training**, select **Check: What browser are you using?** (lower left). Your browser will be automatically checked for compatibility and a list of information will be displayed to ensure your browser is compatible with Blackboard. Close the window and return to your Blackboard account (**My Institution** tab).

Course List

Access your courses by clicking on the appropriate course name listed under the **Course List** tab on the **My Institution** main tab:



Course Menu (black/grey – top left strip)



Course Menu Options

Announcements	Tool link to provide quick or updated information for students
Syllabus	Content Area where a Syllabus, Course Outline, or Course Schedule can be posted
Course Contents	Content Area page where the instructor can post various course contents (and organize the content into Content Folders)
Discussions	Tool link provided for access to Discussion Board Forums
Help & Tech Support	Links to CSCU Board of Regents for Higher Education online and telephone support for Blackboard
Academic Resources	Links to college resources such as the College Catalog, Student Handbook, the Library, Academic Support Center, etc.

Best Practice (for course materials):

Convert all documents you plan to upload in Blackboard to PDF (for easier student viewing and document protection—unless you want the students to have an ‘editable’ document that they can complete).

Convert a file to PDF:

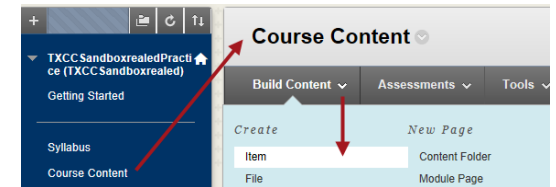
1. Open the saved file (in Word, Excel, PowerPoint, etc).
2. Then use the File/Save As ribbon command to save the document to PDF.
3. Select PDF from the ‘Save as Type’ drop down bar.
4. Click on the Save button.

(Note: This will save the PDF version of the document right next to the original document.)

Later: if you want to update the PDF, you will need to first update the original document created in Word, Excel, or PowerPoint, then convert the updated document to PDF, which overwrites the original PDF file.

Upload a File in BB (be sure Edit Mode is):

1. Navigate to the area in your course that you wish to upload the file to (Syllabus, Course Content, or other Content Area page—or Content Folder within those pages).



2. From the **Build Content** drop down menu, select **Item** or **File** (select **Item** if you want to include instructions directly beneath the link to your document; select **File** if you just want to provide an appropriately named link to your document). Click **Submit** when done.