

# Faculty Get Started Guide for Blackboard

## Creating Course Shells

Courses offered each semester are first determined by the respective academic departments. These courses are then assigned CRNs and entered into Banner. Each course with a CRN has a shell automatically generated in Blackboard, even though instructor assignments may not be finalized.

Upon request, additional course shells may be created by Blackboard Coordinators. These course shells may serve as a temporary work area until the CRN based courses are available. Course shells may also be created for non-academic purposes such as departmental committees, forums and special topics.

## Adding Content

Instructors use the tools available through the Course areas section of the Control Panel to manage information, materials, Assignments, and Assessments used in the course. For additional information, see Quick Start Guides.

### Example: Adding an Announcement

Go to the control panel. Under Course Tools, choose Announcements and click Add Announcement. Type in the subject and your message. Click submit.



## Making Courses Available for Your Students

### Course Availability

**1 Set Availability**

Make this course available to users?

**Make Course Available:**  Yes  No

Go to the Control Panel. Under Course Options, choose Settings. Within Settings, select Course Availability and change the button to Yes. Click Submit.

## Requesting Course Copies

Course content is not automatically copied from semester to semester. If you teach the same course in a later semester, you may request a Course Copy by emailing your Blackboard Coordinator. The request should include the following:

- Your name
- Name and CRN of old course
- Name and CRN of new course

### **Getting Help/Reporting Problems**

For hardware and Internet connectivity problems, contact the Blackboard Help Desk at 1-877-708-2934.

If you experience problems with Blackboard which you are unable to resolve, please contact the Blackboard Coordinator for your campus.

- **Florissant Valley** Jim Bone (314) 513-4496 [jbone@stlcc.edu](mailto:jbone@stlcc.edu)
- **Forest Park** Randy Malta (314) 644-9207 [rmalta@stlcc.edu](mailto:rmalta@stlcc.edu)
- **Meramec** Linda Hubble (314) 984-7952 [lhubble@stlcc.edu](mailto:lhubble@stlcc.edu)
- **Meramec** Lisa Stepanovic (314) 984-7075 [lstepanovic@stlcc.edu](mailto:lstepanovic@stlcc.edu)
- **Wildwood** Abby Deshane (636) 422-2012 [adeshane@stlcc.edu](mailto:adeshane@stlcc.edu)

### **Office Viewers**

To open Microsoft Office files, you either need Microsoft Office installed on your computer or you may download a free viewer. The viewer will only allow you to read the file.

- [Microsoft Viewers for Word \(Windows\)](#)
- [Microsoft Viewers for Excel \(Windows\)](#)
- [Microsoft Viewers for PowerPoint \(Windows\)](#)
- [Microsoft Viewers for Macintosh Users](#)

### **Course Life Cycle**

Courses will remain on the Blackboard server for 18 months. You are strongly encouraged to archive your courses. Contact your campus Blackboard Coordinator if you need a temporary course shell.

Courses are disabled approximately two weeks after grades are due each semester. New courses are made available on the following schedule:

Fall: July 15                      Spring: November 15                      Summer: April 15

Check with your Campus Blackboard Coordinator for further details.

### **Archiving Your Own Courses**

To archive a course:

- Select the course to be archived
- Go to the Control Panel
- Choose Course Utilities
- Select Archive Course
- Select the content areas you want to archive
- Choose Blackboard 6 package format- Click Submit
- Under the Receipt page, choose click here to download the course or archive
- Choose to save the zipped file to a location you will remember, preferably your hard drive
- If you need to import an archived course, contact your campus Blackboard Coordinator