

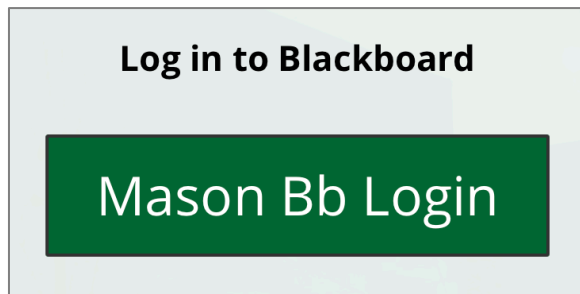
Blackboard Faculty Quick Start Guide

Getting Started with Blackboard

Blackboard is a course management system used campus-wide at George Mason University. Courses are automatically generated each semester based on faculty assignment in PatriotWeb. The system allows faculty to post course materials, collect assignments, host discussions, keep a gradebook, and facilitate many other course-related functions.

Accessing Blackboard Courses

1. To access Courses, go to:
<http://mymason.gmu.edu>.
2. Click the green Mason Bb Login button. Enter your Mason username and password and Login. Accept information agreement.

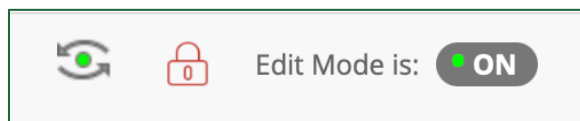


3. Select the Courses on the left menu.
4. Select your course from the Course List. If you do not see your course, contact your department for more information.

Making the Course Available

Students cannot access your course until it is manually made available. Instructors also decide availability after the semester ends.

After entering your course, click the lock icon to open the course to students.



Creating an Announcement

Announcements are an ideal tool for communicating to students, such as reminders about upcoming due dates or changes to the syllabus. Post and email.

1. From the course *Control Panel*, click **Course Tools**, then **Announcements**
2. Click the **Create Announcement** button
3. Enter the announcement **Subject**
4. Type the **Message**
5. Specify whether the announcement is date restricted and if it is, select **Date Restrictions**
6. Choose to e-mail Announcement to students
7. Click the **Browse** button if you want to create a Course Link to an area in the course
8. Click the **Submit** button

Adding Content to the Course

Numerous options exist for storing and deploying course content in Blackboard. Content Areas exist in the *Course Menu* by default, but faculty can create additional content areas.

1. With Edit Mode ON, click **Course Content** in the left course menu
2. On the *Action Bar*, click **Build Content** and select **Item** or **File** (**Item** will have an additional **Text** field while **File** only allows to attach a file)
3. On the *Create Item/File* page, enter **Name** and **Text**
4. Click the **Browse My Computer** button to attach a file or drag files from your computer
5. Specify **Date and Time Restrictions** if desired
6. Click the **Submit** button

Teaching with Technology Quick Reference

Getting Started Teaching with Technology

George Mason University has many resources to assist faculty in their instruction. In addition to the campus course management system, Blackboard, there are other technologies, tools and support services available to faculty including support for technology enhanced classrooms and Collaborate Ultra, a live online meeting tool.

Accessing Blackboard:

Access Blackboard via the Courses link on myMason: <http://myMason.gmu.edu>

App downloads free for iOS and Android: “Blackboard” for students and “Blackboard Instructor” for faculty

Blackboard Assistance:

- Help & FAQs: <https://tinyurl.com/MasonBbHelp> and <http://help.blackboard.com>
- Email: courses@gmu.edu | Phone: 703-993-8870
- Training Workshops: Find/Register at <http://masonleaps.gmu.edu> or watch recorded training webinars at <https://its.gmu.edu/knowledge-base/bbreadly/>
- Walk in Consultations: Collaborative Learning Hub (CLUB) in Johnson Center 311, Fairfax Campus
- Start of Semester Blackboard Checklist: <https://tinyurl.com/MasonBbStart>

Additional Instructional Technologies Available at Mason

These, and other tools, are all available within your Blackboard courses

Kaltura Media Creation/Management | Collaborate Ultra Web Conferencing | Portfolios |
Respondus Lockdown Secure Testing | WordPress Course Blogs | SafeAssign Plagiarism Detection |
LinkedIn Learning Video Training | Qwickly Attendance Tracking | Gradescope | Zoom | MatLab Grader |
Harmonize (Pilot) | VoiceThread (Pilot)
Publisher Connections: Wiley, McGraw-Hill, Macmillan, Wiley, Cengage, Pearson, and Others

Additional Resources:

Stearns Center for Teaching & Learning / Instructional Design Consultations:
<http://stearnscenter.gmu.edu/>

ITS Support Center: <http://its.gmu.edu>

Patriot Web: <http://patriotweb.gmu.edu>

