

# Blackboard Instructor Guide (Original Course View)

Last Modified on 20/02/2025 4:46 pm HKT

## Overview

- Blackboard is a full-featured learning management system (LMS). It provides an integrated set of tools to support course delivery, learning communities, content management, and assessment. Teachers can set up courses in Blackboard for students to access learning materials, submit assignments, take part in discussions, take quizzes, etc., online.
- In addition to core features in Blackboard, teachers can also use systems and tools integrated with Blackboard conveniently from their Blackboard courses to support their teaching and students' learning needs.

## Integrations

- Online Meetings
  - **ZOOM Integration** (<https://help.edtech.cuhk.edu.hk/docs/blackboards-zoom-integration>)
  - **MS Teams Integration** ([https://help.blackboard.com/Learn/Instructor/Interact/Microsoft\\_Teams](https://help.blackboard.com/Learn/Instructor/Interact/Microsoft_Teams))
  - **Blackboard's ZOOM Panopto Integration** (<https://help.edtech.cuhk.edu.hk/docs/blackboards-zoom-panopto-cloud-integration>) ("Automatic upload of ZOOM cloud recording to Panopto Cloud" feature; requests Blackboard, ZOOM, and Panopto Cloud)
- Video and Video Assignment (Panopto Cloud)
  - **Panopto Instructor Guide** (<https://help.edtech.cuhk.edu.hk/docs/panopto-instructor-guide>)
  - **Create Video Assignment Folder on Panopto** (<https://help.edtech.cuhk.edu.hk/docs/create-video-assignment-folder-on-panopto>)
  - **Submit Video Assignment (Panopto)** (<https://help.edtech.cuhk.edu.hk/docs/submit-video-assignment-panopto-cloud>)
- Hand Written Assignment
  - **Gradescope** (<https://help.edtech.cuhk.edu.hk/docs/gradescope-for-teachers-2020-aug>)
- Questions & Answers
  - **Piazza** (<https://piazza.com/>)
- VeriGuide
  - **VeriGuide for CUHK** (<https://academic2.veriguide.org/portalcuhk/>)
  - **VeriGuide Integration with Blackboard Quick User Guide for Instructor and Students** ([https://lms.veriguide.org/cuhk-blackboard/documents/VeriGuide\\_Blackboard\\_Teacher\\_QuickUserGuide.pdf](https://lms.veriguide.org/cuhk-blackboard/documents/VeriGuide_Blackboard_Teacher_QuickUserGuide.pdf))
- Test & Exam
  - **Respondus Lockdown Browser & Monitor** ([https://www.cuhk.edu.hk/eLearning/c\\_systems/Respondus/lockdown-teacher.html](https://www.cuhk.edu.hk/eLearning/c_systems/Respondus/lockdown-teacher.html))
- Test/Exam question management
  - **Respondus 4.0** (<https://web.respondus.com/he/respondus/>)
- Library's Reading List (<https://libguides.lib.cuhk.edu.hk/ReadingList>)
  - Further questions: Please contact the **Faculty Liaison Librarians** (<https://www.lib.cuhk.edu.hk/en/learning/faculty-liaison>) of your Department / School
- Interactive Content Authoring
  - **H5P Integration** (<https://help.edtech.cuhk.edu.hk/docs/blackboards-h5p-integration>)

## Blackboard Challenge (a.k.a. 30min Quick Start)

- We encourage all new academic staff and TAs to first go through [the quick start checklist](#)

Questions: [elarning@cuhk.edu.hk](mailto:elarning@cuhk.edu.hk)

Copyright © 2020 The Chinese University of Hong Kong. All rights reserved.

(<https://help.edtech.cuhk.edu.hk/docs/blackboard-quick-start-checklist-for-staff-users>) to get familiar with the Blackboard system.

- <https://emojipedia.org/film-frames/>) **Blackboard Quick Start Demo Videos**  
(<https://cuhk.ap.panopto.com/Panopto/Pages/Viewer.aspx?pid=5f0b9a9b-e426-4b22-93ae-af57007535a8>)

## Blackboard Instructor Resources

- CUHK Blackboard Instructor Guide (this article)
- **Quick Start Videos** (<https://www.youtube.com/playlist?list=PLontYaReEU1tBMzGoA17iFCRsdGxezJKP>) (YouTube videos)
- **Quick Start Checklist for Staff** (<https://help.edtech.cuhk.edu.hk/docs/blackboard-quick-start-checklist-for-staff-users>)
- **Blackboard Assignments and Tests Training**
  - **Summary** (<https://www.cuhk.edu.hk/eLearning/support/BlackboardAssignmentsTests-Summary.pdf>) (PDF)
  - **Recordings: Cantonese** (<https://panopto.cuhk.edu.hk/Panopto/Pages/Viewer.aspx?id=1821dd03-9937-4f44-84c4-ab8e007759de>), **English** (<https://panopto.cuhk.edu.hk/Panopto/Pages/Viewer.aspx?id=184c7b9e-e2b2-4a7d-9fef-ab8e00376d56>) (Panopto videos)
  - **Blackboard Exam Trial Course (CU-ITSC-EXAM-TRIAL)**  
([https://blackboard.cuhk.edu.hk/ultra/courses/\\_133650\\_1/outline](https://blackboard.cuhk.edu.hk/ultra/courses/_133650_1/outline))
    - **Self-enrollment instructions** ([https://www.cuhk.edu.hk/eLearning/c\\_systems/blackboard/Blackboard-OnlineCourse-CU-ITSC-EXAM-TRIAL.pdf](https://www.cuhk.edu.hk/eLearning/c_systems/blackboard/Blackboard-OnlineCourse-CU-ITSC-EXAM-TRIAL.pdf)) (PDF)
- **Blackboard Test Quick Start Guide** (<https://help.edtech.cuhk.edu.hk/docs/blackboard-test-quick-start-guide>)
- **Blackboard Online Test Best Practice for teachers and supporting staff**  
(<https://help.edtech.cuhk.edu.hk/docs/blackboard-online-test-best-practices-for-teachers-and-supporting-staff>)
- **2020 November: The Updated Content Editor in Blackboard Learn** (<https://help.edtech.cuhk.edu.hk/docs/the-updated-content-editor-in-blackboard-learn-original-experience-original-course-view-2020-nov>)

## Blackboard Online Training

- **Introduction to Blackboard, Panopto, and Zoom** (<https://help.edtech.cuhk.edu.hk/docs/introduction-to-blackboard-panopto-and-zoom>)
- **Introduction to Blackboard, Zoom and Panopto** (**Recording - 2022 Aug**)  
(<https://cuhk.ap.panopto.com/Panopto/Pages/Viewer.aspx?id=a22255bb-8f9d-4674-84b8-ae0083324e>)
- **Blackboard: Quick Start for Original** (<https://help.edtech.cuhk.edu.hk/docs/blackboard-quick-start-for-original-2022-itsc-bl-ole-qs>) (2 hours, online, self-paced)
- **Blackboard Level One: Learn Teaching Essentials for Original** (<https://help.edtech.cuhk.edu.hk/docs/blackboard-learn-teaching-essentials-for-original-2022-itsc-bl-ole-te>) (6 hours, online, self-paced)
- **Blackboard Level Two: Learn Advanced Teaching for Original** (<https://help.edtech.cuhk.edu.hk/docs/blackboard-learn-advanced-teaching-for-original-2022-itsc-bl-ole-at>) (6 hours, online, self-paced)

## Detailed step-by-step walk-through of everything

### 1. Access CUHK Blackboard system

- **Web** ([https://cuhk.service-now.com/sp?id=kb\\_article&sys\\_id=904b7b72db2087400b2f5fa0cf9619bb](https://cuhk.service-now.com/sp?id=kb_article&sys_id=904b7b72db2087400b2f5fa0cf9619bb))
- **Mobile App (Blackboard Instructor)** ([https://help.blackboard.com/Blackboard\\_Instructor/Quick\\_Start](https://help.blackboard.com/Blackboard_Instructor/Quick_Start))
- **2FA (DUO Two Factor Authentication)** (<https://www.itsc.cuhk.edu.hk/all-it/information-security/two-factor-authentication-2fa/>) is required.

### 2. Understand the interface

- **Activity Stream**

([https://help.blackboard.com/Learn/Instructor/Ultra/Getting\\_Started/Navigate\\_Outside\\_a\\_Course/Activity\\_Stream](https://help.blackboard.com/Learn/Instructor/Ultra/Getting_Started/Navigate_Outside_a_Course/Activity_Stream))

- **Courses** ([https://help.blackboard.com/Learn/Instructor/Ultra/Getting\\_Started/Find\\_Your\\_Courses](https://help.blackboard.com/Learn/Instructor/Ultra/Getting_Started/Find_Your_Courses))
- **Navigate Inside an Original Course**  
([https://help.blackboard.com/Learn/Instructor/Original/Getting\\_Started/Navigate\\_Inside\\_a\\_Course](https://help.blackboard.com/Learn/Instructor/Original/Getting_Started/Navigate_Inside_a_Course))
- **Profile** ([https://help.blackboard.com/Learn/Instructor/Ultra/Getting\\_Started/Profile](https://help.blackboard.com/Learn/Instructor/Ultra/Getting_Started/Profile))

### 3. Common user management requests

- **CUHK User Management Tool** (<https://help.edtech.cuhk.edu.hk/docs/using-cuhk-user-management-tool-to-manually-manage-users-in-your-original-course>) - **Would like to add TAs / Co-teachers / Sit-in students / Audit students?**
- **Batch Enrollment Request** ([https://cuhk.service-now.com/sp?id=sc\\_cat\\_item&sys\\_id=b136a4d20f6b7200eb3dc19ce1050e84](https://cuhk.service-now.com/sp?id=sc_cat_item&sys_id=b136a4d20f6b7200eb3dc19ce1050e84)) - **Would like to add users to a large number of Blackboard courses?**
- **Course Access Request** ([https://cuhk.service-now.com/sp?id=sc\\_cat\\_item&sys\\_id=f10febca0fe77200eb3dc19ce1050ef1](https://cuhk.service-now.com/sp?id=sc_cat_item&sys_id=f10febca0fe77200eb3dc19ce1050ef1)) - **Need access to a Blackboard course? If you are the course TAs or the course supporting staff, request here.**

### 4. Common course management requests

- **Course Combine Request** ([https://cuhk.service-now.com/sp?id=sc\\_cat\\_item&sys\\_id=b92f449a0f2b7200eb3dc19ce1050efc](https://cuhk.service-now.com/sp?id=sc_cat_item&sys_id=b92f449a0f2b7200eb3dc19ce1050efc)) - **Would like to use ONE Blackboard course to serve multiple class sections?**
- **Non-CUSIS Course Request** ([https://cuhk.service-now.com/sp?id=sc\\_cat\\_item&sys\\_id=00a198da0f2b7200eb3dc19ce1050ee3](https://cuhk.service-now.com/sp?id=sc_cat_item&sys_id=00a198da0f2b7200eb3dc19ce1050ee3)) - **Would like to have a Blackboard course for teaching non-CUSIS listed courses?**
- **Batch Copy Course Request** ([https://cuhk.service-now.com/sp?id=sc\\_cat\\_item&sys\\_id=29b9a8160f6b7200eb3dc19ce1050e3a](https://cuhk.service-now.com/sp?id=sc_cat_item&sys_id=29b9a8160f6b7200eb3dc19ce1050e3a)) - **Need to copy content from the course template to a large number of Blackboard courses?**

### 5. Share course materials

- Please refer to CUHK EdTech Help Center: **Sharing course materials on Blackboard**  
(<https://help.edtech.cuhk.edu.hk/docs/sharing-course-materials-on-blackboard>)

### 6. Create a supportive learning environment

- Please refer to CUHK EdTech Help Center: **Creating a supportive learning environment on Blackboard**  
(<https://help.edtech.cuhk.edu.hk/docs/creating-a-supportive-learning-environment-on-blackboard>)

### 7. Open the Blackboard course to your students

- Suppose the course settings, content, and activities are ready now. It is time to allow students to access the course.
- Final review
  - **Student Preview** ([https://help.blackboard.com/Learn/Instructor/Original/Courses/Student\\_Preview](https://help.blackboard.com/Learn/Instructor/Original/Courses/Student_Preview)) - **preview the course in student role and release the course for student access**
- Double check the user list
  - **CUHK User Management Tool** (<https://help.edtech.cuhk.edu.hk/docs/using-cuhk-user-management-tool-to-manually-manage-users-in-your-original-course>)
- Make the Blackboard course available to students
  - **Make Course Available to Students**  
([https://help.blackboard.com/Learn/Instructor/Original/Courses/Course\\_Availability](https://help.blackboard.com/Learn/Instructor/Original/Courses/Course_Availability))
- Inform the students
  - **Announcements** (<https://help.blackboard.com/Learn/Instructor/Original/Interact/Announcements>) - **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)

## 8. Online assessment and evaluation

- Please refer to CUHK EdTech Help Center: [Online Assessment and Evaluation on Blackboard](https://help.edtech.cuhk.edu.hk/docs/online-assessment-and-evaluation-on-blackboard)  
(<https://help.edtech.cuhk.edu.hk/docs/online-assessment-and-evaluation-on-blackboard>)

## 9. Backup course

- [Download Folders and Files under Content Collection](https://help.blackboard.com/Learn/Instructor/Original/Course_Content/Course_Files/Manage_Files_and_Folders_in_Course_Files)  
([https://help.blackboard.com/Learn/Instructor/Original/Course\\_Content/Course\\_Files/Manage\\_Files\\_and\\_Folders\\_in\\_Course\\_Files](https://help.blackboard.com/Learn/Instructor/Original/Course_Content/Course_Files/Manage_Files_and_Folders_in_Course_Files))
- [Export and Archive Courses](https://help.blackboard.com/Learn/Instructor/Original/Course_Content/Reuse_Content/Export_and_Archive_Courses)  
([https://help.blackboard.com/Learn/Instructor/Original/Course\\_Content/Reuse\\_Content/Export\\_and\\_Archive\\_Courses](https://help.blackboard.com/Learn/Instructor/Original/Course_Content/Reuse_Content/Export_and_Archive_Courses))

## Additional Resources

- Related resources on [eLearning@CUHK](https://www.elearning.cuhk.edu.hk/) (<https://www.elearning.cuhk.edu.hk/>):
    - [Teaching with Tech](https://www.cuhk.edu.hk/eLearning/download/TeachingWithTechOverview2021.pdf) (<https://www.cuhk.edu.hk/eLearning/download/TeachingWithTechOverview2021.pdf>) [Overview](#)
    - [Learning with Tech](https://www.cuhk.edu.hk/eLearning/download/LearningWithTechOverview2021.pdf) (<https://www.cuhk.edu.hk/eLearning/download/LearningWithTechOverview2021.pdf>) [Overview](#)
-