

# Blackboard Quick Start Checklist for Staff Users

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## Target audience:

New Blackboard Course Instructors / TAs / Supporting Staff

## Estimated time for going through this checklist:

30 minutes

## About

This checklist lists out basic features of Blackboard. If you would like to go through the tasks in a sandbox (testing course), please send your sandbox request to [elarning@cuhk.edu.hk](mailto:elarning@cuhk.edu.hk) ()

## Checklist

### 1. Access Blackboard

1. Check **Browser Support** ([https://help.blackboard.com/Learn/Student/Ultra/Getting\\_Started/Browser\\_Support](https://help.blackboard.com/Learn/Student/Ultra/Getting_Started/Browser_Support))

2. Go to <https://blackboard.cuhk.edu.hk> (<https://blackboard.cuhk.edu.hk/>). Login with:

- Username: Your CUHK email
- Password: OnePass password
- **2FA (DUO Two Factor Authentication)** (<https://www.itsc.cuhk.edu.hk/all-it/information-security/two-factor-authentication-2fa/>) is required.

※ *For more: [How to login Blackboard?](https://cuhk.service-now.com/sp?id=kb_article&sys_id=904b7b72db2087400b2f5fa0cf9619bb)* ([https://cuhk.service-now.com/sp?id=kb\\_article&sys\\_id=904b7b72db2087400b2f5fa0cf9619bb](https://cuhk.service-now.com/sp?id=kb_article&sys_id=904b7b72db2087400b2f5fa0cf9619bb))

※ *You can also install Blackboard Instructor App and access Blackboard in your mobile device following the instruction [here](https://help.blackboard.com/Blackboard_Instructor/Quick_Start)* ([https://help.blackboard.com/Blackboard\\_Instructor/Quick\\_Start](https://help.blackboard.com/Blackboard_Instructor/Quick_Start)).

※ *Demo video* (<https://cuhk.ap.panopto.com/Panopto/Pages/Viewer.aspx?id=a8b6e85c-fcf3-4149-b59e-af570066b0d7>)

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### 2. Notification Settings

1. On your [Activity Stream](#) page, select the [Stream Settings \(Gear\) icon](#) to open the Notification Settings panel.

2. Edit your Notification Settings.

※ *For more: [Notification Settings](#)*  
([https://help.blackboard.com/Learn/Instructor/Ultra/Courses/Set\\_Up\\_Notifications/Notifications\\_Settings](https://help.blackboard.com/Learn/Instructor/Ultra/Courses/Set_Up_Notifications/Notifications_Settings))

※ *Demo video* (<https://cuhk.ap.panopto.com/Panopto/Pages/Viewer.aspx?id=3ea6d0d1-8809-46ee-9e59-af5700672fa9>)

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### 3. Explore Courses page

## 1. Access Courses page.

✳ *For more:*

*Navigate Outside a Course* ([https://help.blackboard.com/Learn/Instructor/Getting\\_Started/Navigate\\_Outside\\_a\\_Course#ultra-easy-navigation\\_OTP-2](https://help.blackboard.com/Learn/Instructor/Getting_Started/Navigate_Outside_a_Course#ultra-easy-navigation_OTP-2))

*Find Your Courses* ([https://help.blackboard.com/Learn/Instructor/Getting\\_Started/Find\\_Your\\_Courses#ultra-explore-the-courses-page\\_OTP-2](https://help.blackboard.com/Learn/Instructor/Getting_Started/Find_Your_Courses#ultra-explore-the-courses-page_OTP-2))

✳ *Demo video* (<https://cuhk.ap.panopto.com/Panopto/Pages/Viewer.aspx?id=3a792609-a7c2-44d3-bd2e-af570067dc96>)

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## 4. Create an Announcement

1. Access a Blackboard Course. Access Announcement > Create Announcement.

2. Set *No Date Restricted* for Web Announcement Options.

✳ *For more: Announcements* (<https://help.blackboard.com/Learn/Instructor/Original/Interact/Announcements>)

✳ *You can also create Announcements using Blackboard Instructor App: Announcements in Blackboard Instructor* ([https://help.blackboard.com/Blackboard\\_Instructor/Announcements](https://help.blackboard.com/Blackboard_Instructor/Announcements))

✳ *Demo video* (<https://cuhk.ap.panopto.com/Panopto/Pages/Viewer.aspx?id=8a446b9d-92d8-491e-ac70-af570069bc04>)

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## 5. Add Content (e.g. Item)

1. Access Course Content > Build Content > Item.

2. Name the Item. Attach one (or more) file(s). Submit.

✳ *For more:*

*Types of Course Content*

([https://help.blackboard.com/Learn/Instructor/Original/Course\\_Content/Create\\_Content/Create\\_Course\\_Materials/Types\\_of\\_Course\\_Content](https://help.blackboard.com/Learn/Instructor/Original/Course_Content/Create_Content/Create_Course_Materials/Types_of_Course_Content))

*Create Content Items or Documents*

([https://help.blackboard.com/Learn/Instructor/Original/Course\\_Content/Create\\_Content/Create\\_Course\\_Materials/Create\\_Content\\_Items\\_or\\_Documents](https://help.blackboard.com/Learn/Instructor/Original/Course_Content/Create_Content/Create_Course_Materials/Create_Content_Items_or_Documents))

*Edit and Manage Content*

([https://help.blackboard.com/Learn/Instructor/Original/Course\\_Content/Create\\_Content/Edit\\_and\\_Manage\\_Content](https://help.blackboard.com/Learn/Instructor/Original/Course_Content/Create_Content/Edit_and_Manage_Content))

✳ *Demo video* (<https://cuhk.ap.panopto.com/Panopto/Pages/Viewer.aspx?id=8095c90d-53a2-4716-9684-af57006c2933>)

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## 6. Create a Discussion

1. Access Discussions > Create Forum. Check the appropriate settings and Submit.

2. Access the Forum that you have just created. Create Thread and Submit.

✳ *For more:*

*Create Forums* ([https://help.blackboard.com/Learn/Instructor/Original/Interact/Discussions/Create\\_Discussions/Create\\_Forums](https://help.blackboard.com/Learn/Instructor/Original/Interact/Discussions/Create_Discussions/Create_Forums))

*Create Threads* ([https://help.blackboard.com/Learn/Instructor/Original/Interact/Discussions/Create\\_Discussions/Create\\_Threads](https://help.blackboard.com/Learn/Instructor/Original/Interact/Discussions/Create_Discussions/Create_Threads))

※ You can also create and participate in Discussions using Blackboard Instructor App: *Discussions in Blackboard Instructor* ([https://help.blackboard.com/Blackboard\\_Instructor/Discussions](https://help.blackboard.com/Blackboard_Instructor/Discussions))

※ *Demo video* (<https://cuhk.ap.panopto.com/Panopto/Pages/Viewer.aspx?id=8c9bc52a-f78c-4c90-9699-af57006d4763>)

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## 7. Add an Assignment

1. Access *Course Content* > Assessments > Assignment.
2. Input the *Name*, *Due Date* and *Points Possible* for the assignment.
3. Select the settings under Submission Details and Display of Grades.
4. Make the assignment available or select date for Limit Availability. Submit.

※ *For more:*

*Create and Edit Assignments* ([https://help.blackboard.com/Learn/Instructor/Original/Assignments/Create\\_and\\_Edit\\_Assignments](https://help.blackboard.com/Learn/Instructor/Original/Assignments/Create_and_Edit_Assignments))

*Rubrics* (<https://help.blackboard.com/Learn/Instructor/Original/Grade/Rubrics>)

*Download Assignments* ([https://help.blackboard.com/Learn/Instructor/Original/Assignments/Download\\_Assignments](https://help.blackboard.com/Learn/Instructor/Original/Assignments/Download_Assignments))

*Assignment Inline Grading*

([https://help.blackboard.com/Learn/Instructor/Original/Assignments/Grade\\_Assignments/Assignment\\_Inline\\_Grading](https://help.blackboard.com/Learn/Instructor/Original/Assignments/Grade_Assignments/Assignment_Inline_Grading))

※ *Demo video* (<https://cuhk.ap.panopto.com/Panopto/Pages/Viewer.aspx?id=67a09d94-462b-4bff-9d20-af57006faafc>)

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## 8. Add a Test

1. Access Control Panel > Course Tools > Tests, Surveys, and Pools > Test.
2. Click Build Test. On the Test Information page, type a name. Click Submit.
3. On the Test Canvas, from the Create Question, select Multiple Choice.
4. On the Create/Edit page, provide the necessary information to create a question. Select Submit.
5. Access *Course Content*. Select Assessments > Test.
6. Select the test under Add an Existing Test. Select Submit.
7. Select the test options ([https://help.blackboard.com/Learn/Instructor/Original/Tests\\_Pools\\_Surveys/Test\\_and\\_Survey\\_Options](https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Test_and_Survey_Options)). Select Submit.

※ *For more:*

*Create Tests and Surveys* ([https://help.blackboard.com/Learn/Instructor/Original/Tests\\_Pools\\_Surveys/Create\\_Tests\\_and\\_Surveys](https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Create_Tests_and_Surveys))

*Test and Survey Results* ([https://help.blackboard.com/Learn/Instructor/Original/Tests\\_Pools\\_Surveys/Test\\_and\\_Survey\\_Results](https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Test_and_Survey_Results))

*Grade Columns: Can I control when students see their grades and feedback?*

([https://help.blackboard.com/Learn/Instructor/Original/Grade/Grade\\_Columns](https://help.blackboard.com/Learn/Instructor/Original/Grade/Grade_Columns))

✳ *Demo video* (<https://cuhk.ap.panopto.com/Panopto/Pages/Viewer.aspx?id=b6426ce0-ba66-4b39-a3b7-af57007148d6>)

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## 9. Manually enroll a user in your course

1. Access [Control Panel](#) > [Course Tools](#) > [CUHK User Management](#).
2. Click [Enroll User](#).
3. Input the *Staff ID* or *Student ID* of the user who you would like to enroll in your course.
4. Select *Role*.
5. Click [Submit](#).

✳ *For more:*

*Using "CUHK User Management" tool to manually manage users in your original course*

(<https://help.edtech.cuhk.edu.hk/docs/using-cuhk-user-management-tool-to-manually-manage-users-in-your-original-course>)

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## 10. Set Course Availability

1. For Instructor: Access [Notifications](#) page. Click the [Lock icon](#) in the top right-hand corner.
2. For TA/Support Staff: Access [Control Panel](#) > [Customization](#) > [Properties](#) > [Set Availability](#). Select [Yes](#) for *Set Availability*, and [Submit](#).

✳ *For more:*

*Set course availability* ([https://help.blackboard.com/Learn/Instructor/Original/Courses/Course\\_Availability#set-course-availability\\_OTP-1](https://help.blackboard.com/Learn/Instructor/Original/Courses/Course_Availability#set-course-availability_OTP-1))

*Find Your Courses* ([https://help.blackboard.com/Learn/Instructor/Getting\\_Started/Find\\_Your\\_Courses#ultra-explore-the-courses-page\\_OTP-2](https://help.blackboard.com/Learn/Instructor/Getting_Started/Find_Your_Courses#ultra-explore-the-courses-page_OTP-2))

✳ *Demo video 1* (<https://cuhk.ap.panopto.com/Panopto/Pages/Viewer.aspx?id=a6051da1-9bad-4c3b-ad53-af570074752f>), *Demo video 2* (<https://cuhk.ap.panopto.com/Panopto/Pages/Viewer.aspx?id=c7f6239b-d716-4b2f-9670-af570074bb5d>)

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*For more features, please refer to [Blackboard Instructor Guide \(Original Course View\)](#)*

(<https://help.edtech.cuhk.edu.hk/docs/blackboard-instructor-guide-original-course-view>)

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