

Blackboard: Quick Start for Original (2022-ITSC-BL-OLE-QS)

Last Modified on 18/07/2022 4:13 pm HKT

Level:

Beginner

Estimated time for study:

2 - 3 hours

Course structure:

This course is designed for absolute beginners. It is composed of three parts:

- **Blackboard Quick Start Checklist for Staff Users:** a step-by-step guide of the following basic tasks.
 - Access Blackboard
 - Notification settings
 - Explore Courses page
 - Create an Announcement
 - Add content (e.g., Item)
 - Create a Discussion
 - Add an Assignment
 - Add a Test
 - Manually enroll a user in your course
 - Set course availability
- **Mastering Grade Center:** Official user guides (Blackboard Help) and Blackboard Videos that introduce the features in Grade Center.
 - Grade Center Basics
 - Grading Assignments
 - Grading Tests
- **Test your understanding:** A 20-question quiz for you to check your understanding on the above topics.

Additional reminders:

- Send a request to elearning@cuhk.edu.hk () if you would like to get a sandbox and/or practice course for practicing.
- Some features mentioned in this online course may be different from / unavailable in CUHK Blackboard environment. If you have questions, please contact us at elearning@cuhk.edu.hk () / ITSC Service Desk (<https://servicedesk.itsc.cuhk.edu.hk> (<https://servicedesk.itsc.cuhk.edu.hk/>)).

Steps to self-enroll to the course and start learning:

1. Access Blackboard

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

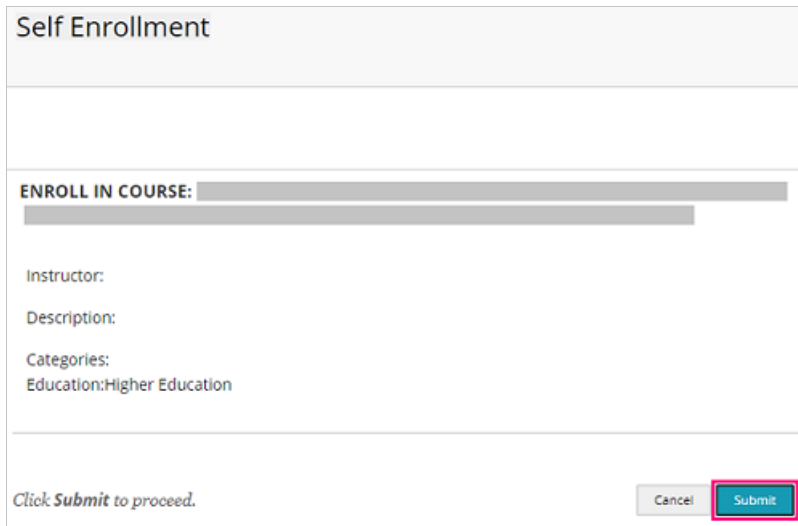
Questions: elearning@cuhk.edu.hk

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- Username: Your CUHK email
- Password: OnePass password
- 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)

2. Self-Enroll

- In the same browser that you have logged in Blackboard, visit the course self-enroll
URL: https://blackboard.cuhk.edu.hk/webapps/blackboard/execute/enrollCourse?context=INMENU&course_id=_166252_1 (https://blackboard.cuhk.edu.hk/webapps/blackboard/execute/enrollCourse?context=INMENU&course_id=_166252_1)
- Click “Submit”.



Self Enrollment

ENROLL IN COURSE: [REDACTED]

Instructor:

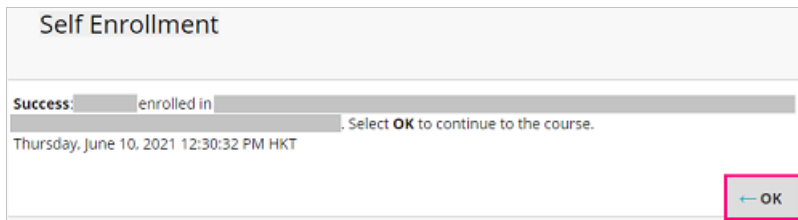
Description:

Categories:
Education:Higher Education

Click **Submit** to proceed.

Cancel Submit

- Click “OK”. You have successfully enrolled in the online course.



Self Enrollment

Success: [REDACTED] enrolled in [REDACTED]. Select **OK** to continue to the course.

Thursday, June 10, 2021 12:30:32 PM HKT

← OK