Blackboard Course Set Up Instructions (Key Points):

To allow students to get a more consistent presentation of course materials and college resources, use the Blackboard Menu as it is set up for your courses. Some courses will use more features than others, so you can adjust as needed to match your course.

**To set up your course:**

- Review the Blackboard Menu.
- For Links you intend to use, update the content as needed for your course. As a minimum, consider:
  - Update Start Here
  - Update Contact the Instructor
  - Post a Syllabus to the Syllabus Link
  - Add Learning Modules or Assignments
- Revise Links as needed (select the arrow next to the link):
  - Hide Links you do not intend to use
  - Rename Links if needed
  - Show Hidden Links you intend to use

**Indicate where you want students to start:** (Typically Home Page or Announcements) If you are using the UC Custom Home Page (see notes below), you will probably want the Home Page to be your Entry Point.

- Select Control Panel, Customization
- Select Teaching Style
- See #2, Select Course Entry Point
  - Typically Announcements (Default) or Home

**Make the course available:**

- Select Control Panel, Customization, Properties
- Set Availability

**A few additional notes:**

- The calendar feature will display all Due Dates you have used in Blackboard (assignments, tests, journals, blogs, discussions, etc.) Consider using Due Dates to help your students manage their work.
- The Course Overview link gives you a model for updating key information about your course. (If you choose to use this, Unhide it)
- There is a new optional UC Custom Home Page which allows you to provide an entry point with announcements, getting help, current learning modules or assignments, etc. *(to learn more, attend one of the training sessions or see the instructor resource section of the UCBA Blackboard Menu)*
  - To use this – unhide and update the Course Overview link and unhide the Home Link
- If you need help, ask! *(pam.rankey@uc.edu, ruth.benander@uc.edu, brad.mallory@uc.edu, Anupama.shanbhag@uc.edu)* There are training sessions being held through the UCBA Learning and Teaching Center and CET&L on main campus.
Expanding the tool bar:

- If you only see this tool bar in an edit box:
- Click the “Show More” arrow on the right side of the tool bar to expand the tool bar.