

Blackboard Quick Start Checklist for Staff Users

Send your sandbox request to elearning@cuhk.edu.hk.
Go through the tasks in your sandbox when you are ready.

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1. Access Blackboard

1. Check [Browser Support](#)

⚙️ Internet Explorer is not supported.

2. Go to <https://blackboard.cuhk.edu.hk>.

⚙️ Login with:

· Username: Your CUHK email

· Password: OnePass password

⚙️ For more: [How to login Blackboard?](#)

⚙️ You can also install Blackboard Instructor App and access Blackboard in your mobile device following the instruction [here](#).

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: [ULTRA: Choose how and when you get notifications](#)

3. Explore Courses page

1. Access [Courses](#) page.

⚙️ For more: [ULTRA: Easy navigation](#), [ULTRA: Explore the courses page](#)

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](#)

⚙️ You can also create Announcements using Blackboard Instructor App: [Announcements](#)

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](#), [Create Content Items or Documents](#), [Edit and Manage Content](#)

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](#), [Create Threads](#)

⚙️ You can also create and participate in Discussions using Blackboard Instructor App: [Discussions](#)

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](#), [Rubrics](#), [Download Assignments](#), [Assignment Inline Grading](#)

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 *Yes* under [Test Availability](#) > [Make the link available](#). Input *Due Date*. Select [Submit](#).

⚙️ For more: [Create Tests and Surveys](#), [Test and Survey Results](#), [Can I control when students see their grades and feedback?](#)

9. Create a self-enroll group

1. Access [Groups](#) > [Create](#) > [Group Set \(Self Enroll\)](#).
2. Input *Name*.
3. Select *Yes* for *Group is visible to students*.
4. Input and select *Sign-up Options*.
5. Enter the *Maximum Number of Members*. Select *Show Members*.
6. Enter *Number of Groups*. Check *Create smart view for each group in set* as well.
7. Assign group members. [Submit](#).

⚙️ For more: [Create and Manage Groups](#), [Smart Views](#)

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](#), [ULTRA: Explore the courses page](#)