About Blackboard

Blackboard™ is the learning management system used by Temple University. The system allows the Temple University community to meet the needs of today’s learners and drive institutional performance. Blackboard allows faculty to post materials, deliver tests and surveys, hold online discussion and many other course-related functions. All current students, faculty and staff have access to the Blackboard system.

Start of Semester Blackboard Reminders

1. **How do I create my Blackboard courses?** – All Banner-issued Blackboard courses are automatically created in the new Blackboard hosted environment 4 weeks prior to the start date of the semester.

2. **How do I add students to my course?** – All students will be automatically enrolled in your Blackboard course 2 weeks prior to the start date of the course. However, the enrolled students won’t be able to see your course until you make it available.
3. **How do I make my course available to students?** – By default, all Blackboard Courses will be unavailable. To make your course available:

- Go to the Qwickly module on your Blackboard homepage.
- Select “Course Availability”
- Switch the toggle from "off" to "on"
- Alternatively, you can make your course available inside the course shell by going to “Customization” and then “Properties” on the left side Course Management panel.

4. **Can I add multiple course references numbers (CRNs) to my Blackboard course?** – Course owners may combine multiple CRN’s into one course shell via the Course Tools tab in Blackboard.

5. **How do I create a non-Banner issued Blackboard course?** – Blackboard users may submit a request to have a non-Banner issued course shell created via the Course Tools tab in Blackboard.

Login to Temple University’s Blackboard site at: learn.temple.edu

**Getting Started**

On this page you will find information about the basics of setting up a Blackboard course.

**Course Creation**

All Banner-issued Blackboard courses will be automatically created in the new Blackboard hosted environment 4 weeks prior to the start date of the course.

**Availability**

By default, all Blackboard Courses will be unavailable. To make your course available, follow these steps:
1. Go to the Qwickly module on your Blackboard homepage and select “Course Availability.”

2. Next, switch the toggle from “off” to “on.”

All students enrolled in Blackboard weeks prior to the start date of the course will be automatically enrolled in your Blackboard course 2 weeks prior to the start date of the course.
However, the enrolled students won’t be able to see your course until you make it available.

**Enrolling Students in Advance**

Instructors may enroll students before the default auto-enrollment date. To enroll students in advance, follow these steps:

1. Click on the Course Tools tab on your Blackboard homepage.

2. Click on the blue gear to the left of the course in which you’d like to enroll students in advance.

3. In the pop-up window, change the Enrollment Start Date from the default date to the date on which you’d like your students to be enrolled.
Combining CRN’s
Course owners may combine multiple CRN’s into one course shell via the Course Tools tab in Blackboard. To combine CRN’s, follow these steps:

1. Click on the Course Tools tab on your Blackboard homepage.

2. Click on the blue gear to the left of the course in which you’d like to combine the CRN’s.

3. In the pop-up window, select the blue plus sign to the right of “Associated CRN’s.”
Creating a Non-Banner Issued Blackboard Course

Blackboard users may submit a request to have a non-Banner issued course shell created via the Course Tools tab in Blackboard. Beginning with the Summer II 2016 semester, Blackboard Learn will automatically create and enroll all Banner issued Blackboard courses. Should a faculty or staff member wish to create a Blackboard Course that was not issued from Banner and has no associated Course Reference Number, the course should fall under one of the following:

1. Template Course – A Template course is a non-Banner issued Blackboard course in which an instructor can build, develop and customize course content that he or she could ultimately copy into a Banner-issued Blackboard course on a per semester basis. A Template course is not associated with a particular CRN.

2. Sandbox Course – A Sandbox course is a non-Banner issued Blackboard course that allows users to test and explore the Blackboard Learn environment. A Sandbox Course contains all of the basic features and functionality of an “official” Banner issued Blackboard course, with the exception of an associated CRN. A Sandbox Course allows users to explore, practice and utilize all the available tools in Blackboard Learn in a private space. A Sandbox course is to be used for testing purposes only.

3. Administrative Course- An Administrative course is a non-Banner issued Blackboard course that may be used as an alternative to Blackboard Organizations. An Administrative course is not associated with a particular CRN, however, users have the option to enroll students or other users in the course. An Administrative course can be used to share content, collaborate or deploy surveys and tests.

4. Blackboard Organization – A Blackboard Organization is similar to a Blackboard course but it is designed for use by community groups such as committees, departments, faculty and staff, and is not necessarily academic in nature. Organizations should be used when you need to provide content for or collaborate with a particular group. Organizations cannot be associated with a CRN.
To request creation of a non-Banner issued Blackboard Course, follow these steps:

1. Click on the Course Tools tab on your Blackboard homepage.

2. Click on the “Request Shell” tab, fill out the form fields below and press submit.

Creating Blackboard Courses in Advance
Although all Blackboard courses will be created and enrolled automatically, the courses will not populate until the default date (two weeks prior to the start of the semester) or until they are manually populated. To populate your already created course in advance, follow these steps:

1. Click on the Course Tools tab on your Blackboard homepage.
2. Click on the tab “Banner Class Lists” tab and then select the blue gear to the left of the course you’d like to create in advance.

3. In the new window, click on the date field next to “Courses will be Created on:” and change the date from the default date to today’s date.
Adding Content Areas
Blackboard courses will have a default template that includes one already created content area called “Announcements.” In order to create additional content areas, please follow these steps:

1. Click on the course to which you'd like to add content areas. Once inside the course, click on the “+” sign at the top left corner of the course management panel and select “Content Area.”
2. Once you’ve named your content area, click on submit. You can either make this content available to users now by checking off the box that says “Available to Users,” or, you can make the link available at another time by selecting the grey drop down arrow to the right of the link and clicking on “Show Link.”

What is Qwickly?
Qwickly is a user-centric productivity platform for Blackboard Learn™. Qwickly allows faculty to make courses available, send emails, post announcements, and post content to multiple courses at once. Qwickly connects students together, facilitating group interaction.
Getting Started with Qwickly

The Qwickly module can be found on your Blackboard homepage. The module includes drop-down links including Course Availability, Post Announcement, Send Email and Needs Grading.

Make a Course Available using Qwickly

1. To make a Blackboard course available using Qwickly, go to the Qwickly module on your Blackboard homepage and click on the “Course Availability” link.
2. Next, find the course you’d like to make available and switch the toggle on the left from “off” to “on.”

Send an Email using Qwickly

1. To send an email using Qwickly, go to the Qwickly module on your Blackboard homepage and click on the “Send Email” link.

2. In the new window, select the course or organization to which you’d like to send an email. You can then specify the users who will receive the email based on their role in the course or organization.
3. Fill out the required form fields and press submit. You may also choose to send this email to yourself or upload a file as an email attachment.

**Post an Announcement using Qwickly**

1. To post an announcement using Qwickly, go to the Qwickly module on your Blackboard homepage and click on the “Post Announcement” link.

2. In the new window, select the course or organization to which you’d like to post an announcement.

3. Fill out the required form fields and press submit. You may also choose to send a copy of this announcement immediately as an email, or to edit the time at which you’d like the announcement to be posted.
Grade Assignments using Qwickly

1. To grade assignments using Qwickly, go to the Qwickly module on your Blackboard homepage and click on the “Needs Grading” link.

2. In the drop-down window, you’ll see a list of gradable items from which to choose.

3. Once you select the item you’d like to grade, you’ll be directed to the location of the item within your Blackboard course and begin grading.
Course Management

On this page, you will find information about the basics of managing your courses in Blackboard.

Copy Content in Blackboard

To copy content from one Blackboard course to another, follow these steps:

1. On your Blackboard homepage, select the course from which you'd like to copy content.
2. On the left side panel under "Course Management," click on "Packages and Utilities" and then select "Course Copy."

3. In the Select Copy Type section, click on the drop down menu and choose "Copy Course Materials into an Existing Course."
4. Under Select Copy Options, click on the "Browse" button to select the course to which you'd like to send the content.

5. In the pop-up window, select the course and press submit."Select All" Course Materials and scroll down to the bottom of the page to submit. You will receive a notification when the process is complete.
**Import, Export & Archive in Blackboard**

Blackboard allows users to import, export, and archive their course content through downloadable zip files. To export content from one course and import the content file into another, please follow these steps:

1. On your Blackboard homepage, select the course that you’d like to export.

2. On the left side panel under "Course Management," click on "Packages and Utilities" and then select "Export/Archive Course."
3. On the next page, select "Export Package."
4. Then, select the content you'd like to Export and press submit. Once you've submitted the action, you'll receive an email notification when the process is complete.

5. Once you've received the notification, hit refresh on the Export page and click on the grey drop down button to the right of the file. Download the file by selecting "Open" in the blue pop-up box.
6. Once you've downloaded the file, go back to your Blackboard homepage and select the course in which you’d like to import the file. On the left side panel under "Course Management," select "Packages and Utilities" and then select "Import Package/View Logs."
7. Next, select the "Import Package" tab and then "Browse My Computer" in order to upload the zip file.

8. Once you’ve located the file in your downloads, upload the file and select the course materials from the file that you’d like to import.
9. Finally, scroll down and press submit. You'll receive a notification when the process is complete.

10. To Archive a course, follow steps 1 and 2 outlined above. Then, select “Archive Course.”
11. On the next page, be sure to check the box that allows you to include enrollments and press submit.

12. You'll receive a notification when the process is complete. You can then download a copy of the Archive file.

**Migrate Content from the old Blackboard Self-Hosted System to the new Blackboard Cloud-Hosted System**

Users can migrate content from the old system to the new system by either Archiving or Exporting the course in Blackboard.
To copy content from a legacy course to a new semester course shell, use the Export option outlined above. Exporting a course creates a ZIP file of course content that can be used to import a Banner-issued course (or a template, sandbox, or administrative course shell). The export course feature does not include any users or user interactions (e.g. blog posts, grades, etc.) with the course.

To preserve a record of a previously taught course, including user activity, use the Archive Course option outlined above. Archiving a course creates a ZIP file of the course content and user interactions, such as blog posts, discussions, and grades. You should only archive a course if you need to preserve a record of user activity beyond the normal university retention period.

**Group Courses by Term**

Blackboard provides users with the option to organize their "My Courses" module by grouping each course by term. In order to group your courses within their respective terms, follow these steps:

1. Click on the gear at the top right corner of the "My Courses" module.
2. Select the box next to the "Group by Term" option and select submit.
3. Once this grouping is selected, you may then filter your displayed courses by hiding or collapsing terms by default. A hidden term will not show up on the module page. A collapsed term will show up in a collapsed state.