

The Blackboard Learning Management System provides instructors with tools for classroom management in three key areas: Instruction, Communication and Assessment. Blackboard's intuitive and easy-to-use tools can be used with your course whether you are teaching totally online, web-enhancing a course or teaching a traditional course.

Every NKU faculty member automatically receives a Blackboard account. All classes listed in the schedule of classes automatically receive a new Blackboard course shell each semester.

How to access Blackboard:

Step 1: Open your browser and go to the NKU Home Page at <http://www.nku.edu>. Click the Quick links drop-down list at the top of the NKU Home Page and select Blackboard from the list or you can go to <http://learnonline.nku.edu>.

Step 2: Click the Login Button. 

Step 3: Enter your NKU Username and NKU Password.

- ❖ **Username:** NKU email name (i.e. *mousem* – **DO NOT** include @nku.edu)
- ❖ **Password:** NKU password (same password that you use for the NKU network and email)
- ❖ To find your NKU email name or change your NKU password, go to <http://www.nku.edu/password>. Enter the last 8 digits of your ISO number along with the last 4 digits of your social security number. The results will include your username and email address.

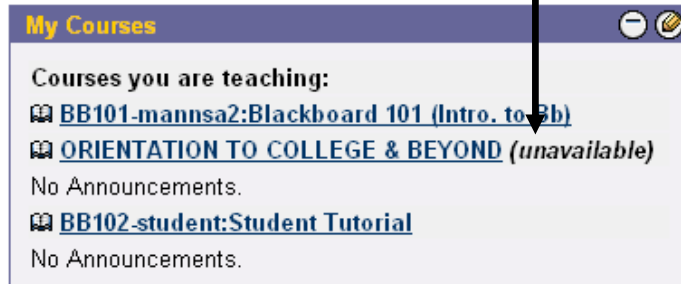
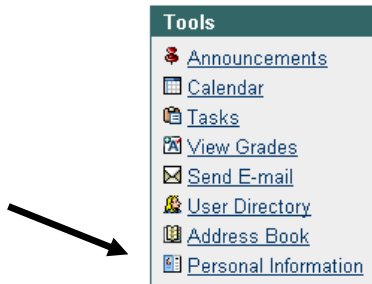
***Note: Use lowercase letters when entering a Blackboard username and password.**

Blackboard Welcome Page

After you have successfully logged in to Blackboard, you are on the Blackboard Welcome Page.

To view and/or modify your personal information in Blackboard, click on the Personal Information link in the Tools box located on the left side of the Welcome Page.

On the right side of the Welcome Page is an area entitled "My Course". All of the courses which you are teaching should be displayed here as "unavailable". "Unavailable" means unavailable to student access. Click the title of the course that you want to enter.



The Blackboard Course Shell

The Blackboard course shell contains content and tools for teaching and learning. The instructor who is assigned to a course can customize the course to meet their teaching needs and style. By default, the Blackboard course shell contains the following components (the names of these areas can be changed by the instructor):

Area	Description
Announcements	Announcements post timely information critical to course success. Announcements occupy the Main Frame upon entry to a course Web site and also appear in the My Announcements area on the system Welcome Page.
Faculty Information	Faculty Information provides background and contact information on course instructors. Information included on this page can include: office location, office hours, office phone number, and any other information that you wish to share with your students.
Content Area	Content area titles can be customized by individual instructors. The current defaults are Course Information and Course Documents. Content areas can contain a wide-range of content items including: <ul style="list-style-type: none"> • Course Information - Course Information may display descriptive materials about the course including the syllabus and course objectives. • Course Documents - Course Documents include learning materials and lesson aids, such as lecture notes and Powerpoints.
Assignments	Assignments list the due date and description for class work. Students may attach files to an Assignment and submit them to the instructor.
Communication	Course users communicate through the Communication Center. The Communication Center allows users to: <ul style="list-style-type: none"> • send email • read and post messages to Discussion Boards • enter Collaboration Sessions (Lightweight chat or Virtual Classroom) • view Student roster • view Group pages
Assessments	Assessments allow instructors to test student knowledge, measure student progress, and gather information from Students. There are two types of Assessments: <ul style="list-style-type: none"> • Tests -Tests are created to check the knowledge and skill level of users enrolled in the course. When a student completes a Test it is submitted for grading, and the results are recorded in the Gradebook. • Surveys - Surveys are useful for anonymous polling purposes, evaluations, and random checks of knowledge. Surveys function in the same way as Tests and offer most of the same options. Questions on Surveys are not assigned a point value, and Surveys are not graded.

External Links	External Links connects course users to outside learning materials. Instructors may select outside materials and post a hyperlink and brief description for each external source.
Tools	Tools that can be used in the course include: Digital Drop Box, Edit Home Page, Personal Information, View Grades, and Student Blackboard Manual.
Control Panel	Instructors use the Course Control Panel is used to set up and administer a course Web site.

Email – By default, your NKU email is entered in Blackboard. Email addresses cannot be changed in Blackboard. If you prefer to receive email at a different email address, please set your NKU email to be forwarded to your preferred email account. To set email forwarding, go to NKU home at <http://www.nku.edu>, click WebMail, then click the link for Email forwarding. When you send an email to your students through Blackboard, that email also goes to their NKU email account unless they have forwarding set up.

Getting Started

After logging into your Blackboard course, you can begin adding your course materials. The full Blackboard Manual is available by clicking the Manual link located on the Control Panel inside each course. The NKU customized Blackboard Manual is available on the POD Blackboard Faculty Support site located at <http://pod.nku.edu>. Select Resources > Blackboard Resources > Blackboard Faculty Support.

Course Availability

By default, all Blackboard courses are “unavailable” to student access. After adding your course content, you need to make the course “available”.

To make your course "available":

1. Click Settings on the Instructor's Control Panel.
2. Click Course Availability.
3. Select "Yes".
4. Click Submit.

Blackboard Help

1. Blackboard training is highly recommended. To view trainings and/ or register for a training, visit <http://pod.nku.edu>. Click Activities > Event Registration.
2. Contact Sarah Mann at manssa@nku.edu or (859) 572-1388.