

# + Blackboard First Aid

## Got Questions?

## Get Help!

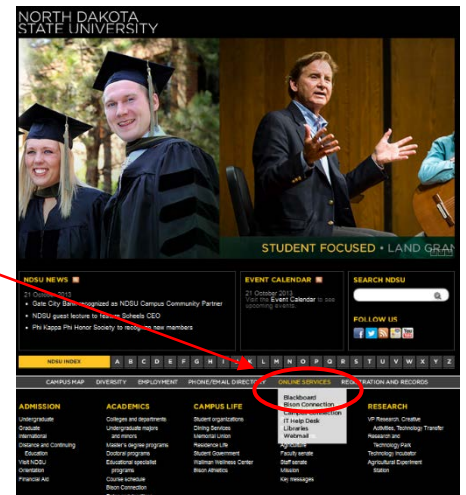
### + How do I get started?

To access all IT services at NDSU (Blackboard, NDSU email, cluster login access, etc.) you must activate your electronic ID (your e-ID). Your e-ID is usually your Firstname.Lastname:

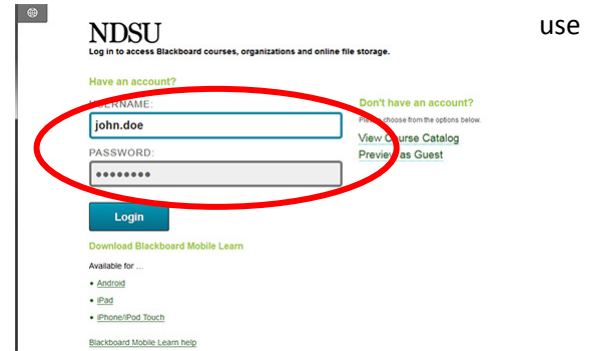
1. Visit [www.ndsu.edu/enroll](http://www.ndsu.edu/enroll) from any computer
2. Read the State Board of Higher Education Policy 1901.2 and NDUS Procedures 1901.2, then click **Continue**
3. **If you don't know your electronic ID and password**, enter your last name and your Emplid/Student ID in the lower group of text boxes, then click **Continue**
4. Enter your **default password** – in the **Xxx##YYYY** format
  - a. **Xxx** = the first three letters of your **birth month** with the **first letter capitalized**
  - b. **##** = the **last two digits** in your **Student ID/Emplid**
  - c. **YYYY** = your **birth year** (4 digits)
5. Follow the instructions to complete the Acceptable Use Quiz (15 questions) and create your new password when prompted
6. After successfully creating your new password **use this new password** to access IT services such as Blackboard – **the default password above will no longer work!**
7. Click the **Quit** link on the right side of the screen, then **Close the browser**
8. If the initial default password does not work contact the ITS Help Desk at 231-8685, Option 1, or stop by the Help Desk in QBB 150 with a picture ID

### + How do I access Blackboard?

1. Go to [www.ndsu.edu/blackboard](http://www.ndsu.edu/blackboard)  
(or click the **Blackboard** link from the Online Services menu at the bottom of the NDSU Home Page at <http://www.ndsu.edu> )

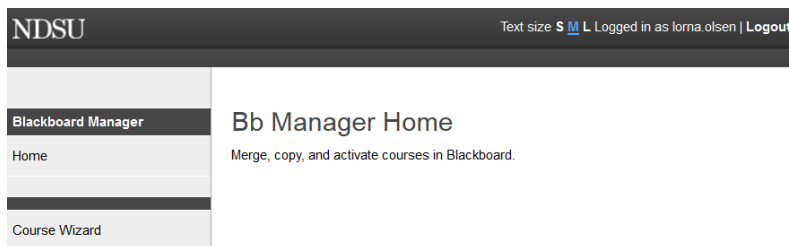
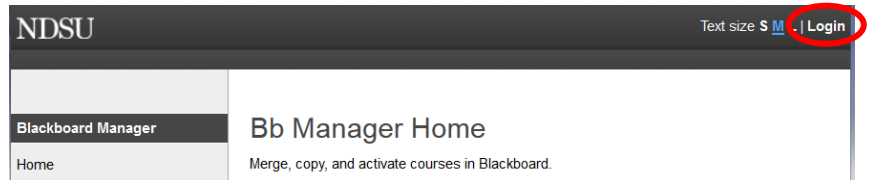


- Enter your Username (your electronic ID – usually firstname.lastname) and Password (the same password you to access other electronic services at NDSU)  
\*Remember, **passwords are Case Sensitive!**
- Click the Login button
- If you don't know your Username and/or Password, we can help! Contact the ITS Help Desk (150 QBB – 231-8685), or contact the Blackboard Support Team via email to: NDSU.Blackboard.Support@ndsu.edu



### + How do I create my courses in Blackboard?

- New course shells must be created each semester to allow the automatic enrollment of students into your Blackboard courses – you can activate your courses and/or copy the course content from a previous semester into the new course shell using **Bb Manager**
- Go to <https://apps.ndsu.edu/bb-manager> to open Bb Manager  
-- OR --
- Log in to Blackboard and locate the **Bb Manager** module on the "Home" page tab (click the **My Blackboard tab** at the top-left, if necessary) – click the link listed in the module to open Bb Manager
- Click the **Login link** in the upper-left corner – log in using your NDSU userid and password
- Click the **Course Wizard** link on the left



Courses you are teaching should be listed in the Bb Manager utility before the start of the next semester – if not, contact the Blackboard Support Team

Access your course shell(s) from *either* the Home tab (look for the My Courses module) or from the Courses tab (look for the Course List module)

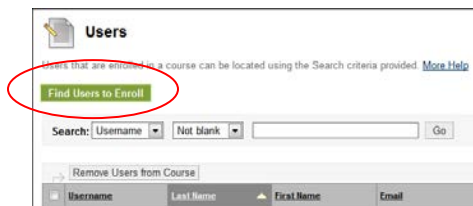
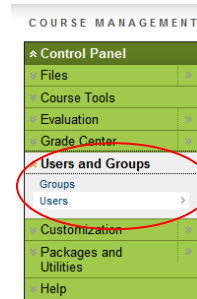
**+** How do I enroll students in my courses in Blackboard?

- The number(s) at the end of the Blackboard course id for your course correspond to the course's class number in Campus Connection – this number is used to "pull" student enrollments from PeopleSoft into your course

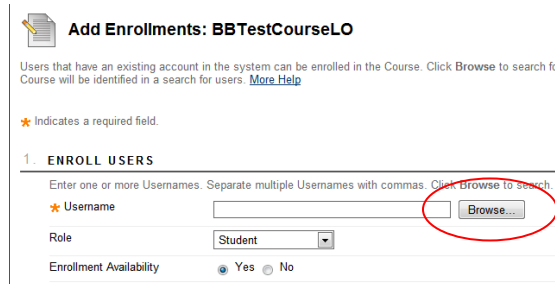
[101-NDSU-2223: Comm 260 - Principles of Internet Web-Based Design](#)

**Note: These class numbers change for each course for each semester – this is NOT the course catalog number!** Each course must be re-created as a new course shell each semester for this reason.

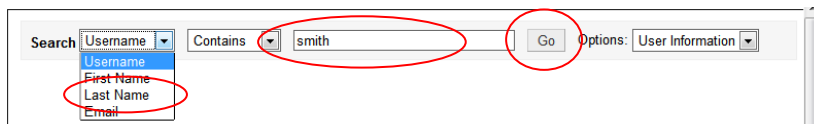
- Students appear in the course automatically after the course is created, based on this class number from PeopleSoft (the enrollment program runs hourly at the beginning of the semester, less frequently later in the semester)
- You can also add students to your course manually, if necessary:
  - Locate the Control Panel
  - Click **Users and Groups**, click **Users**
  - On the Users page, click the **Find Users to Enroll** button



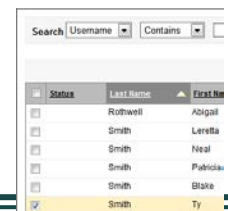
- On the Add Enrollments: page, click the **Browse** button to locate the student's Username (the Username is **not** the student's *firstname.lastname* electronic ID!)



- In the pop-up window that appears, click the drop-down list arrow next to Username, select Last Name, then type the student's last name in the text box provided. Click Go.



- When the list of all students matching that last name appears, locate the desired student, then **check** the box to the left of their name to select it



- g. Scroll to the bottom of the window and click **Submit**
- h. When you return to the Add Enrollments: page, the student's username is filled in for you
- i. Select the proper role for this course from the Role drop-down list, then click **Submit**

The screenshot shows the 'Add Enrollments: BBTesCourseLO' interface. At the top, there is a note: 'Users that have an existing account in the system can be enrolled in the Course. Click Browse to search for users. Only users that are not already enrolled in the Course will be identified in a search for users. [More info](#)'. Below this, there is a section titled 'ENROLL USERS' with a 'Cancel' and 'Submit' button. The 'ENROLL USERS' section contains a search bar with the text 'Enter one or more usernames. Separate multiple usernames with commas. Click Browse to search.' Below the search bar, there is a 'Username' field with the value 'john' and a 'Browse...' button. Below that, there is a 'Role' dropdown menu currently set to 'Student'. At the bottom, there is an 'Enrollment Availability' section with radio buttons for 'Yes' and 'No', with 'No' selected.

### + OK, so what can I do with Blackboard?

- Communicate! – post announcements and easily send email to individual students or all students in the course
- Provide course content students can view online and on-demand
- Use the Assignments feature to collect, grade, and/or distribute all files related to an assignment
- Use SafeAssignments to check for plagiarism in assignments and manage grading
- Easily grade, manage, and post all student grades using Blackboard's Grade Center
- Facilitate ongoing discussion and collaboration between students with the Discussion Board
- Use Blackboard's built-in Wiki, Journal, and Blog tools to foster social communication and collaboration between class members
- Conduct synchronous or asynchronous class sessions from a remote location using Blackboard Collaborate to enhance learning
- Give assessments and/or surveys online, and let Blackboard manage the grading via the Tests, Surveys, and Pools tools
- Use Tegrity Lecture Capture to record and post lectures and other video
- Collaborate with organization members or groups and make information available via a Blackboard Organization
- Store your files in Files (Blackboard's virtual file store) to access them anywhere, anytime!
- Use Blackboard IM (instant messaging) in Blackboard to hold virtual Office Hours or communicate with students in real-time!

### + Where can I get **HELP** when I need it?

1. Login to Blackboard, then click the **Bb Help tab** at the top of the screen to see answers to common questions, and/or request help
2. Contact the Blackboard Support Team via email to: [NDSU.Blackboard.Support@ndsu.edu](mailto:NDSU.Blackboard.Support@ndsu.edu) (Instructional Services - 204 QBB)
3. Contact the ITS Help Desk at 231-8685 (150 QBB)
4. Visit these Instructional Services Web pages:  
[http://www.ndsu.edu/its/instructional\\_services](http://www.ndsu.edu/its/instructional_services)  
<http://www.ndsu.edu/its/>
5. Find information about upcoming Blackboard training and other available training, and/or register for classes at:  
<http://www.ndsu.edu/its/training/facstaff>