

## *Using Blackboard*

### **I. How to log in:**

1. From the Stony Brook website ([www.stonybrook.edu](http://www.stonybrook.edu)), click the “Faculty and Staff” link in the white tab at the top of the page (above the Stony Brook logo).
2. To the right of the photo of the Wang center fountain at the top of the page is a list of links under the heading “Useful Links.” Click the second link down to access Blackboard.
3. At the blackboard login page, you will see a beige box under the list of available languages, with the heading, “Have an account?” Your user name is your “Net ID,” and your password should be the same as the password you use to access SOLAR.

### **II. How to activate your course**

1. If your course says (unavailable) in the *My Course* box, students will not see it when they log in. To activate your course you must complete the following steps:
  - a. Click on the name of your course in the *My Course* module.
  - b. In the *Control Panel*, select *Customization*, then *Properties*.
  - c. Scroll down to *Set Availability*. Switch *Make Course Available* to *Yes*.
  - d. Scroll to the bottom of the page and click *Submit*.

### **III. How to post an announcement**

Announcements are a great way to get important messages out to your entire class! Their benefit over mass emails is that announcements can remain on the course page for as long as the instructor wants it to.

1. On the blackboard main page (following log in), you will see a grey box with the heading “My courses” (under “Announcements for Faculty and Staff”). Click the title of your course.
2. The main course page opens onto “Announcements” (it’s icon is a piece of paper with a tack through it). In the beige heading box is a smaller grey box, with the words “create announcement.” Click this box.
3. The create announcement page allows you to type your announcement, change the font and style, and set date restrictions (i.e., how long the announcement will remain displayed before disappearing). There will also be an option for an additional email announcement to be sent to your class listserv alerting them to whatever you’ve posted.

#### IV. How to use discussion boards

Discussion boards can help keep class discussion going while students are out of the classroom. They're also an excellent way to ensure students are keeping up with the readings, by assigning weekly questions pertaining to the textbook.

1. On the main course page, you will see a grey box at the top left corner, with the title of the course written across the top. These are your Blackboard options.
2. Click the sixth heading from the top, "Discussions."
3. You will be taken to the discussion board main page. Any previous forums you've made will appear here. In the beige heading box, you will see a grey box marked "Create Forum." Click this box.
  - a. **Forum Information:** This is where you would write up the Forum title and your initial post, along with any other relevant information.
  - b. **Forum Availability:** This sections allow you to set date restrictions limiting when students can and cannot post to the specific forum.
  - c. **Forum Settings:** This section controls how students interact with the forum. You can decide whether students can edit posts they've already posted, rate the posts of their classmates, tag posts in their posts, and so on.

#### V. Additional Blackboard Support

For more information about features and frequently asked questions about Blackboard, visit: <https://tlt.stonybrook.edu/Services/Blackboard/Pages/aboutbb.aspx>