

Teaching Remotely: Provide Your Course Resources Online

An empty course shell is automatically created in Blackboard for every course sections for the term. If you have not been using Blackboard, we have a number of [quick start guides for instructors](#) on how to use many of the features in Blackboard. If you need assistance with Blackboard, click on the following link to access a directory of campus Blackboard Help

<http://www.cuny.edu/about/administration/offices/cis/core-functions/cuny-blackboard/helpsupport/faculty/>

Where Do I Start?

First, make sure Blackboard is using your right CUNY email address.

- [Changing my email address in Blackboard](#)

Setting up your course

- [Course Menu](#) allows you to easily edit items and change options that affect how students interact with your course.
- [Course entry point](#) is the first area students see when they enter your course. The default course entry point is the Home Page and contains modules that alert students to activity in your course.
- [Add content](#) such as your class notes, weekly materials (readings, presentations, etc.).
- [Groups](#) provides the ability to organize students into groups so they can interact with each other.

Communicate with your class through Blackboard

- [Announcements](#) are an ideal way to post time-sensitive information, such as announcements for due dates for assignments and projects, changes to your syllabus, corrections/clarifications of materials, and exam schedules.
- [Course messages](#) are a private and secure text-based communication that occurs within your course among course members. Although similar to email, you must be logged into a course to read and send course messages. Message activity remains inside the system, and you do not have to worry about email addresses that may be incorrect or outdated.
- [Online discussions](#) allow students to interact and the professor to observe how students grasp the material and to correct misunderstandings. You can extend your office hours and reach students throughout the week for continuous learning.
- [The email tool](#) allows you to send email to other people in your course without launching a separate email program, such as Outlook. You can send email to individual users or to groups of users.
- [Blackboard Collaborate](#) provides a robust platform for online collaboration and meetings, pairing full video and audio conferencing capabilities with content sharing and cloud

recording. In short, Blackboard Collaborate Ultra allows you to replicate the classroom experience including screen sharing, whiteboards, breakout rooms, and sharing videos with sound.

Assess your students

- [Assignments](#) allow you to [create and edit assignments](#) as well as [grade assignments](#) submitted by students.
- [Tests and surveys](#) functionality allows you to measure student knowledge, gauge progress, and gather information from students.
- [Turnitin Assignment](#) Turnitin Building Block extension gives users of the Blackboard Learning System the ability to use Turnitin products within their Blackboard interface. Turnitin provides plagiarism prevention services, class management tools, and paperless digital grading products to educational institutions around the world.