



Blackboard Quick Reference Guide for Faculty and Staff

How to Request a Password:	<p>To request a new Blackboard password: MIDAS password can be activated online at https://midas.odu.edu, or the ITS Help Desk by email (itshelp@odu.edu) or phone (757-683-3192). To pick up your new password at ITS, University ID is required.</p> <p>NOTE: Please allow up to 24 hours for the new account or new password to become active in Blackboard. While email may begin functioning immediately, other online applications may take 24-48 hours.</p>
Technical Recommendations for Blackboard:	<p>Platform: Windows XP, Vista and Windows 7; MacOS9, or MacOSX 10.5 Hardware: 64 MB ram, 1 GB of free disk space Software: Microsoft Word, Adobe Reader Browser: Blackboard Inc. maintains information about compatible and certified browsers on their website. As of August 2014 compatible and certified browsers included Internet Explorer, Firefox, Safari, and Chrome. Please read the Faculty Information module in Blackboard or contact the ITS Help Desk if you have questions about your browser.</p>
How to Find Blackboard:	<p>University Portal: http://my.odu.edu Faculty & Staff Page: http://www.odu.edu > Click Faculty & Staff Blackboard: You can access Blackboard from the university portal, the university home page, the university directory, or you can go directly to https://www.blackboard.odu.edu</p>
How to Log in:	<p>User Name = Your Monarch-Key Web ID. Please remember that you need to create your MIDAS ID first, in order to use your Monarch-Key Web ID. Password = Your MIDAS password</p>
How to Find Your Course:	<p>Course List: Log in to Blackboard and view the "My ODU Courses" module on the My Blackboard & Courses tab.</p>
How to Add a TA to Your Blackboard Course:	<p>Add TA: In the course Control Panel click Course Tools > Manage TAs. NOTE: You will need the MIDAS ID of the person being added. This may NOT be the same as the email ID. Also, you can add only one TA at a time.</p>
How to Combine Blackboard Course Sections:	<p>Combine multiple course sites into one: If your courses cannot be cross-listed but you want to share one site, contact the ITS Help Desk by email at itshelp@odu.edu with course ID (Course ID: ex. 201310_FALL_TLED403_12345) for all sections. The lowest CRN is retained in Blackboard.</p>
How to Make Your Blackboard Courses Available/Unavailable to Your Students:	<p>Set Course Availability: Control Panel > Customization > Properties > Set availability > Yes to make the course site available; No to make the course site unavailable > Submit</p>
How to Copy, Backup, or Import Your Course Content:	<p>Copy your course: In the Control Panel expand Packages and Utilities and click Course Copy. Follow the screen prompts to copy the content you need to another course. Backup your course: In the Control Panel, expand Packages and Utilities and click Course Export/Archive Course. Export your course and download the zip file to a safe place on your computer. Import content into your course: If you have an exported copy of a course, you can import some or all of it into another course. In Control Panel, expand Packages and Utilities and click Import Course. Follow the screen prompts to select some or all of the content to be imported.</p>
Where to Find Help:	<p>Online Help Resources: See the Resources and Help tabs after you log into Blackboard for quick guides and tutorials. Technical Support: ITS Help Desk: itshelp@odu.edu; Webb Center on Norfolk Campus; 757-683-3192 or 877-348-6503 Instructional Support: Center for Learning and Teaching (CLT): clt@odu.edu; Gornro 138; 757-683-3172; http://clt.odu.edu; http://www.odu.edu/its Workshops: Log in to CLT at http://clt.odu.edu and select Events or the <i>teach</i>ODU module. Blackboard Help: Help for Blackboard is available in each course control panel or you can go directly to http://help.blackboard.com</p>

Bb Task Time Table		The time table represents a cycle of developing, delivering, and closing course sites. The time table begins mid-semester, since course sites for the upcoming semester typically become available at mid-semester for the following term.	
First Time Use of Blackboard			
When	Task	Who	How
Prior to using Bb for the first time and ongoing as needed thereafter	Assess readiness, seek consultation, attend seminars and workshops as needed	Faculty and CLT	To register for CLT workshops, visit http://clt.odu.edu and look under <i>teach</i> ODU module or click Events.
Mid-semester prior to semester of delivery	Create Course Sites for Next Semester	Bb Admin	Automated, based on Banner Schedule data.
Continuing Use of Blackboard			
When	Task	Who	How
Second half of semester prior to delivery	Verify access to the next semester course site(s)	Faculty	Faculty should notify the ITS Help Desk if their courses do not appear under their My ODU Courses list, e.g. missing sections, too many sections, etc.
	Add teaching assistants, course builders, and graders	Faculty	Control Panel > Course Tools > Manage TAs. Type in MIDAS ID and submit. NOTE: University Teaching and Graduate Assistants are named in Banner as instructors and are not added to courses using this feature.
	Develop Course	Faculty	Organize course site, apply course settings, add content
Prior to first day of class	Open Course Site (set availability)	Faculty	Control Panel > Customization > Properties > Set Availability > Yes
Ongoing	Maintain course	Faculty	Regular course updates and revision.
Mid-semester	Gather mid-semester student feedback	Faculty	http://clt.odu.edu > Tools for Teaching > Mid-Semester Evaluation and Module Feedback Forms
	Create courses for next semester	Blackboard Admin	Automated based on Banner Schedule data
End-of-semester ALERT: If you teach your course every 2 years you MUST export and save your course to your local computer. Courses are purged from Blackboard periodically.	Gather end-of-semester student feedback	Faculty	http://clt.odu.edu > Tools for Teaching > Mid-Semester Evaluation and Feedback (Option: reuse the same survey as end of semester evaluation)
	Close Course Site (set availability)	Faculty	Control Panel > Customization > Properties > Set Availability > No
	Export Course site	Faculty	Control Panel > Packages and Utilities > Course Export
Before the next time the course is taught	Copy or import course site; then make updates	Faculty	Copy: In your source course, click Control Panel > Packages and Utilities > Course Copy (See drop down box. Do not include enrollment.) To Import: see step 2 in Control Panel > Packages and Utilities > Course Export