

# BLACKBOARD

## HOW TO GET STARTED QUICKLY

### 1. MY INSTITUTION

- Click **My Institution** to enter your course menu

### 2. FIND COURSES

- Click **Courses** and select the course you want to work with  
You can also find your courses in **My Institution**

### 3. EDIT MENU +

- Click on the plus symbol
- Click **Content Area**
- Name the content area and decide whether it should be available
- Move the area to a suitable position ↑  
Notice that the menu item is not visible until you have made it available and added content

### 4. CREATE CONTENT

- Select a menu option and start designing your content:
  - a) **Build Content:** Create folders, elements, files, videos, images, etc.
  - b) **Assessments:** Create assignments, tests, surveys, etc.
  - c) **Tools:** Create blogs, discussion boards, wikis, groups, etc.

### 5. EDIT MODE

- Click to turn **Edit Mode ON** and **OFF**

Notice that edit mode needs to be enabled for you to create and edit content

### 6. STUDENT PREVIEW

- **Enter student Preview** to see what your course look like to your students

### 7. EDITING DOTS ⋮

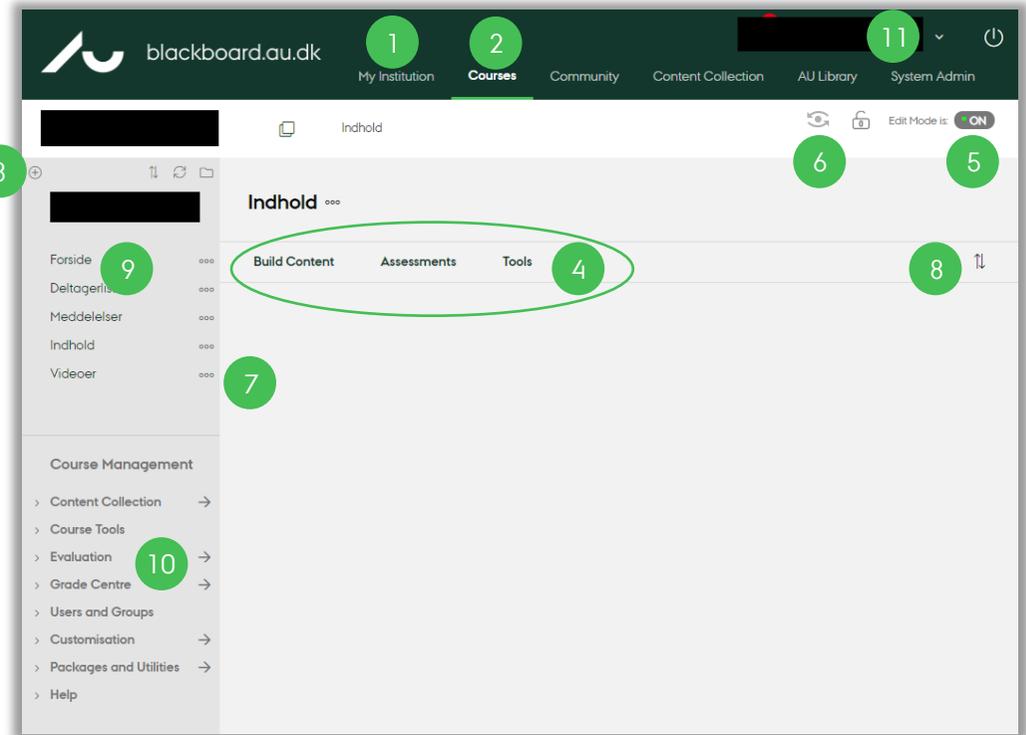
- You will find the editing dots next to most items in Blackboard
- Click the dots for useful editing options connected to the item that they appear with

### 8. DOUBLE ARROWS ⇕

- Click the double arrows to move about your content or menu items

### 9. COURSE HOME PAGE

- Click **Home Page** to see the front page of your course
- Design the front page with the content which is most relevant to your students



### 10. SEND MESSAGES

- Click **Course Tools** and then **Course Messages** if you want to post information via Blackboard
- Click **Course Tools** and find **Send Email** if you want to reach students directly through their inbox (you can send messages to, e.g., all users, single or selected users, groups, etc.)  
Notice that a copy of your email will not be saved

### 11. CHANGE LANGUAGE

- Go to your **profile menu**
- Select Settings, Personal Information, and Change Personal Settings

### WANT TO KNOW MORE?

At [au.dk/blackboard](http://au.dk/blackboard) you can find information, courses, manuals, tutorials, contact information, etc.



Learning Lab