

Common Tasks in Blackboard Learn



Blackboard 7.2 (Previous Version)

Course Availability

Control Panel → Settings → Course Availability → Yes → Submit

Course Copy

Control Panel (of Old Course) → Course Copy → Copy course materials into an existing course → Choose destination (new) course → Choose materials to copy → Submit

Archiving a Class

Control Panel → Archive Course → Click Archive button → Submit → OK → Wait for Confirmation Email

Upload a file to my course

Control Panel → Choose Content Area → Click Add Item → Name and Upload content

Adding new Course Menu Items

Control Panel → Manage Course Menu → Add Content Area → Name → Submit

Begin a Discussion Board Forum

Communication → Discussion Board → New Forum

Creating Groups

Control Panel → Manage Groups → Add Group → Name → Submit → OK → Modify Group → Add Users to Group

Adding a Student to a class

Control Panel → Enroll User → Search → Check box next to name → Submit

Removing a Student from a class

Control Panel → Remove Users from Course → List All → Check box next to name → Submit

Create a “dropbox” for student papers

Students: Communication → Digital Dropbox
Instructors: Control Panel → Digital Dropbox

Blackboard 9.1 (Current Version)

Course Availability

Control Panel → Customizations → Properties → Set Availability → Yes → Submit

Course Copy

Control Panel (of Old Course) → Packages and Utilities → Course Copy → Choose destination (new) course → Choose materials to copy → Submit

Archiving a Class

Control Panel → Packages and Utilities → Export/Archive Course → Click Archive button → Submit → Wait for Confirmation Email

Upload a file to my course

Choose Content Area → Click Build Content – Create Item → Name and Upload content

Adding new Course Menu Items

Plus Button above Course Menu → Create Content Area → Name → Submit

Begin a Discussion Board Forum

Tools → Discussion Board → New Forum

Creating Groups

Control Panel → Users and Groups → Groups → Create Single or Set Groups → Self or Manual Enroll → Name → Submit

Adding a Student to a class

Control Panel → Users and Groups → Users → Find Users to Enroll → Browse → Submit

Removing a Student from a class

Control Panel → Users and Groups → Users → Check box next to name → Click Remove Users from Course

Create a “dropbox” for student papers

Choose Content Area → Create Assessment – Assignment → Name → Submit