

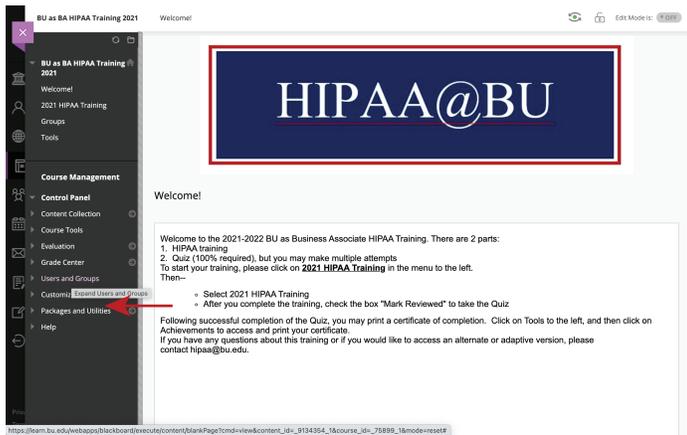
Blackboard Guide for Instructors

How to add and remove students:

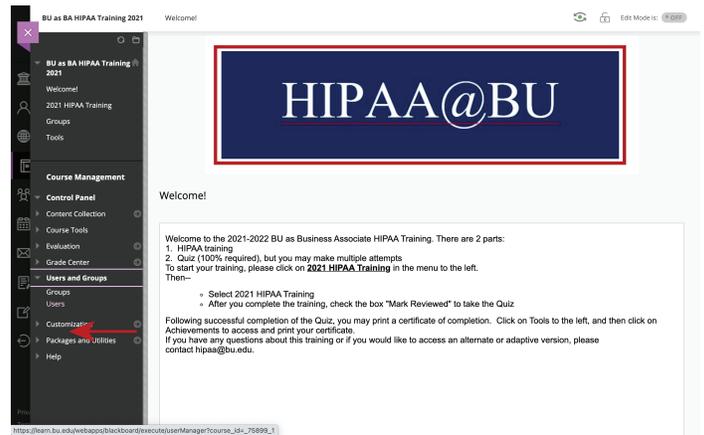
Enroll students:

1. On the left navigation panel, expand Users and Groups under Course Management.
2. Next, click on Users and this will bring you to the Users page, where you can access all users in your course.

1.

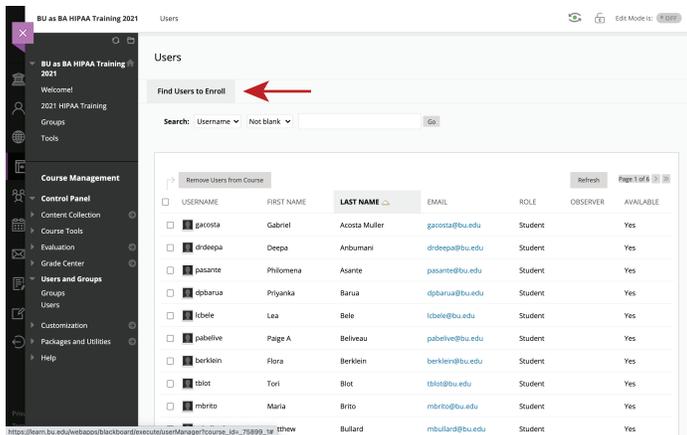


2.

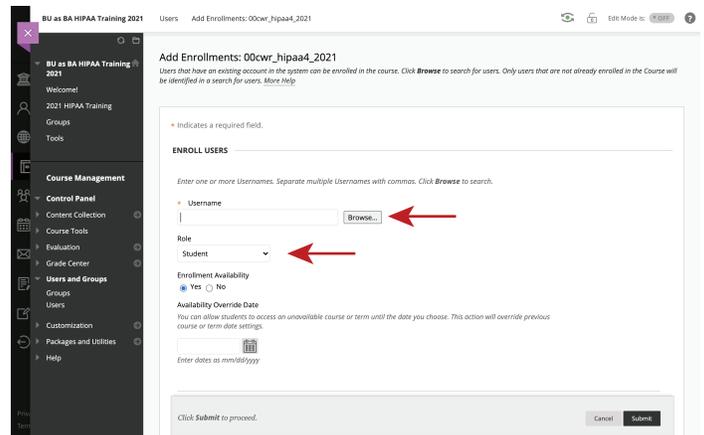


3. Select Find Users to Enroll at the top of the page to open the Enroll People panel.
4. In the search box, type a name, username, or at least two letters to reveal a list of matches. People already enrolled in your course don't appear in the search results.
5. Select one or more people. They immediately appear in the roster list. To reverse a selection, select a person's name again.
6. Choose a role for that person.

3.



4-6.



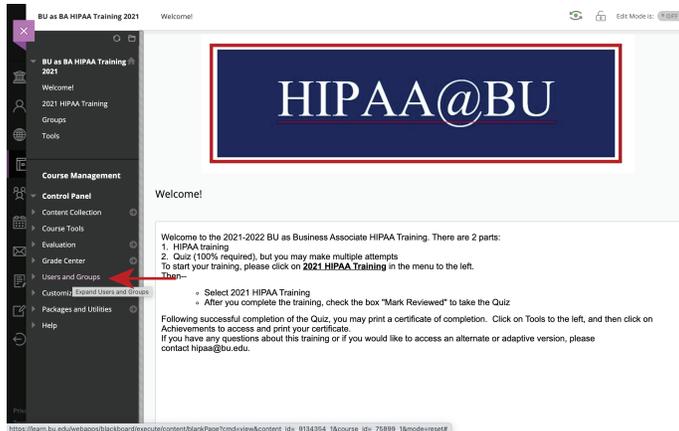
7. Select Save. The panel closes. At the top of the Users page, a message indicates if you added user(s) successfully.

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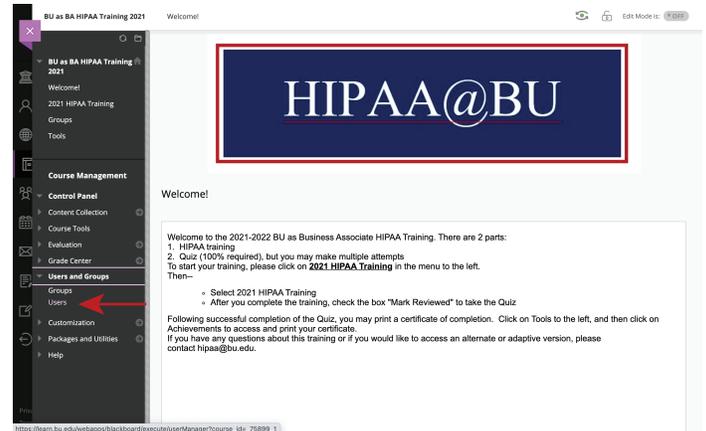
Remove students:

1. On the left navigation panel, expand Users and Groups under Course Management.
2. Next, click on Users and this will bring you to the Users page, where you can access all users in your course.

1.



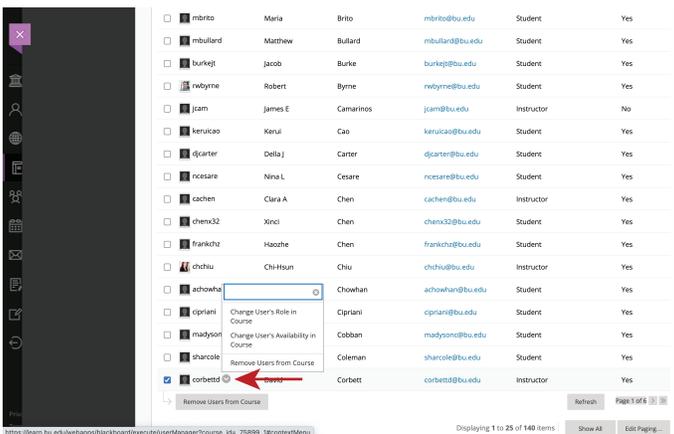
2.



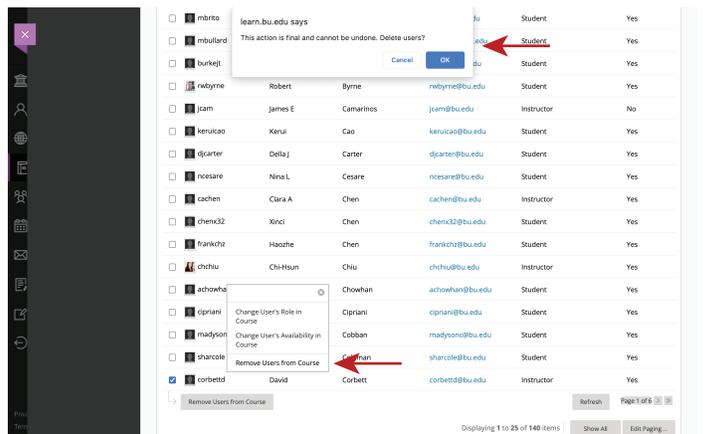
Method 1 (best when just removing one or few student(s)):

3. Click the downward arrow next to someone's name to access that person's menu. (Change User's Role in Course, Change User's Availability in Course, Remove Users from Course)
4. Select Remove Users from Course, will receive a confirmation alert to verify your decision.

3.



4.



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Method 2 (best when removing lots of students):

3. Click on the square to the left of a user's name.

4. After selecting all the users you want to remove from the course, click on Remove Users from Course (two locations: top and bottom).

5. This action also deletes all data and grades associated with the person. You'll receive a pop-up confirmation window. To keep the data, you can cancel and deny the person's access to your course instead.

3-4.

The screenshot shows the Blackboard Course Management interface. A table lists users with columns for USERNAME, FIRST NAME, LAST NAME, EMAIL, ROLE, OBSERVER, and AVAILABLE. A red arrow points to the 'Remove Users from Course' button at the top of the table. Several rows in the table are highlighted in yellow, indicating they are selected.

USERNAME	FIRST NAME	LAST NAME	EMAIL	ROLE	OBSERVER	AVAILABLE
<input type="checkbox"/>	gacosta	Gabriel Acosta Muller	gacosta@bu.edu	Student		Yes
<input type="checkbox"/>	dridepa	Deepa Anbumani	dridepa@bu.edu	Student		Yes
<input checked="" type="checkbox"/>	pasante	Philomena Asante	pasante@bu.edu	Student		Yes
<input type="checkbox"/>	dpbanua	Priyanka Banua	dpbanua@bu.edu	Student		Yes
<input checked="" type="checkbox"/>	lcbelle	Lea Bele	lcbelle@bu.edu	Student		Yes
<input type="checkbox"/>	pabellve	Paige A Bellveau	pabellve@bu.edu	Student		Yes
<input checked="" type="checkbox"/>	berklein	Flora Berklein	berklein@bu.edu	Student		Yes
<input type="checkbox"/>	tblot	Tori Blot	tblot@bu.edu	Student		Yes
<input checked="" type="checkbox"/>	mbrito	Maria Brito	mbrito@bu.edu	Student		Yes
<input type="checkbox"/>	mbullard	Matthew Bullard	mbullard@bu.edu	Student		Yes
<input type="checkbox"/>	burkejt	Jacob Burke	burkejt@bu.edu	Student		Yes
<input checked="" type="checkbox"/>	rwbyrne	Robert Byrne	rwbyrne@bu.edu	Student		Yes
<input type="checkbox"/>	jcam	James E Camarinos	jcam@bu.edu	Instructor		No
<input checked="" type="checkbox"/>	keruciao	Kenul Cao	keruciao@bu.edu	Student		Yes
<input type="checkbox"/>	djcarter	Delta J Carter	djcarter@bu.edu	Student		Yes

5.

The screenshot shows the same Blackboard Course Management interface as the previous one, but with a confirmation dialog box overlaid. The dialog box contains the text 'learn.bu.edu says This action is final and cannot be undone. Delete users?' and two buttons: 'Cancel' and 'OK'. A red arrow points to the 'OK' button. The table in the background is the same as in the previous screenshot.

learn.bu.edu says
This action is final and cannot be undone. Delete users?

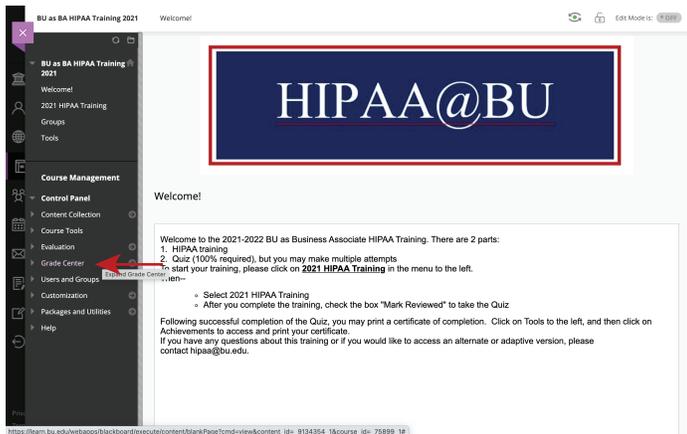
Cancel OK

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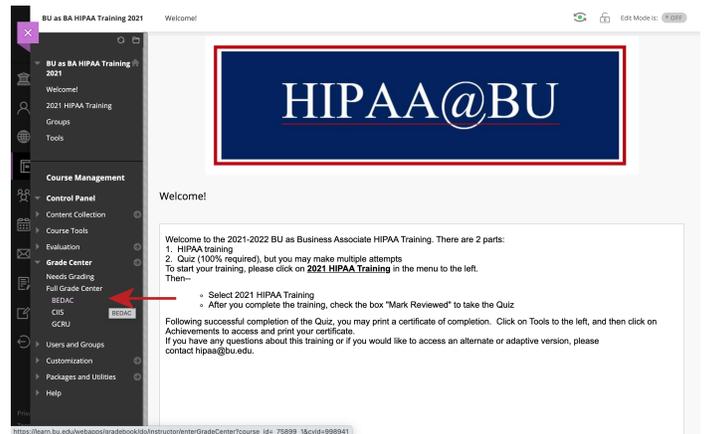
How to check quiz completion (grade center - 10 points for each quiz question - need 100% to pass)

1. On the left navigation panel, expand Grade Center under Course Management.
2. Next, click on your group name from one of the subcategory under Full Grade Center and this will bring you to the Grade Center specifically for that group.

1.



2.

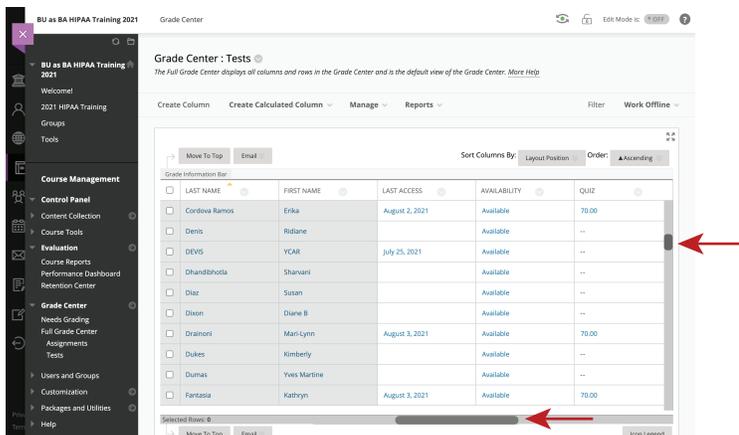


3. In the Grade Information Bar, use the horizontal scroll bar and scroll to the very right to find the last horizontal column which is Quiz.

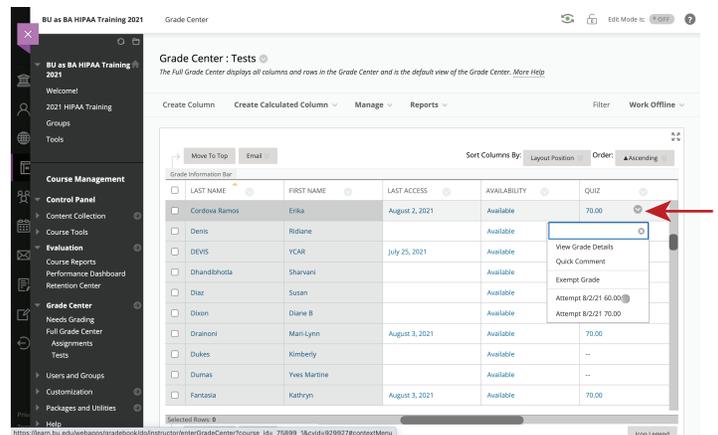
4. Use the vertical scroll bar to find users who have completed the Quiz and their scores.

5. Selecting the downward by the score allows the instructor to see all the attempts the user made.

3-4.



5.

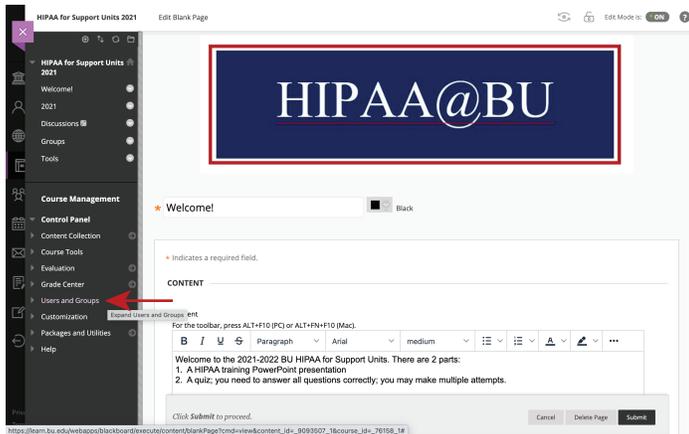


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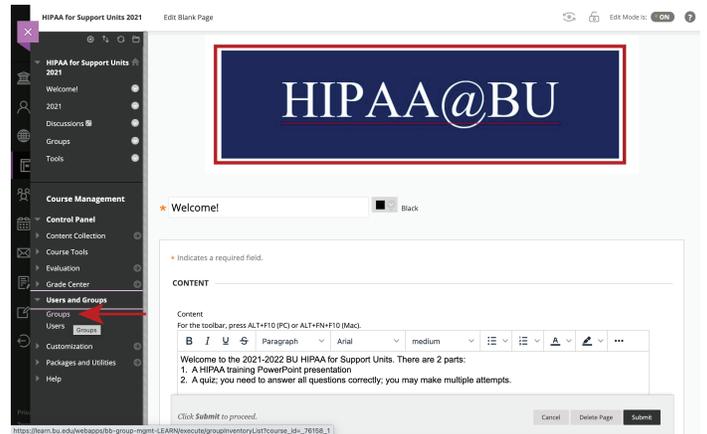
How to add students to groups:

1. On the left navigation panel, expand Users and Groups under Course Management.
2. Then, click on Groups to bring you to the Group page, where you can access all your groups and edit them.

1.

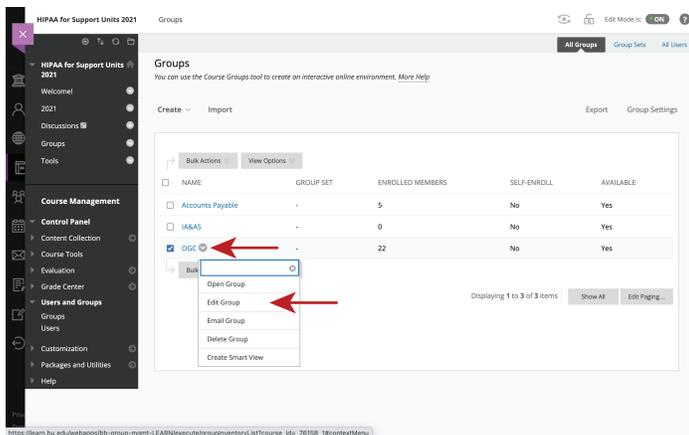


2.

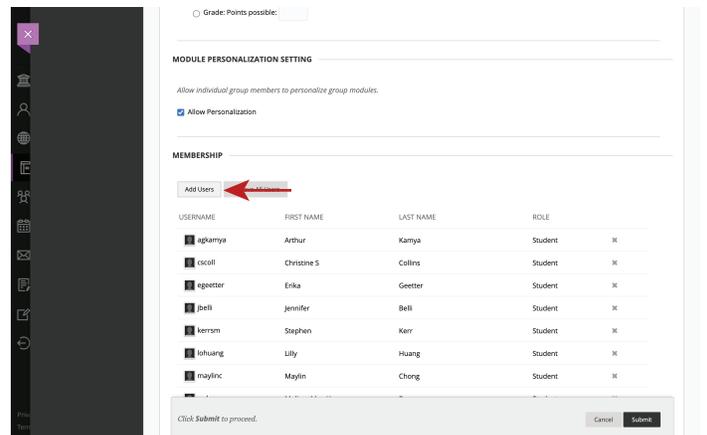


3. Click the downward facing arrow next to the groups name and select Edit Group to open the Group Information.
4. Scroll to the very bottom of the page to find Membership.
5. Select the Add Users icon to add people to your group. A pop up screen will open where you can individually select users or you can search up specific people to add.

3.



4.



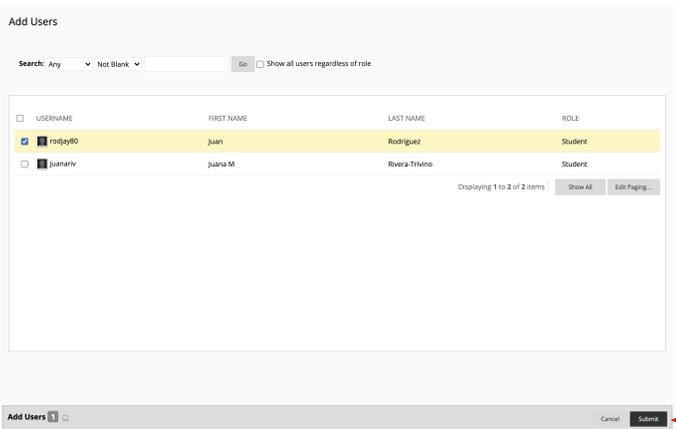
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6. Once selected, click submit and it should bring you to the Membership section on the Group Information page.

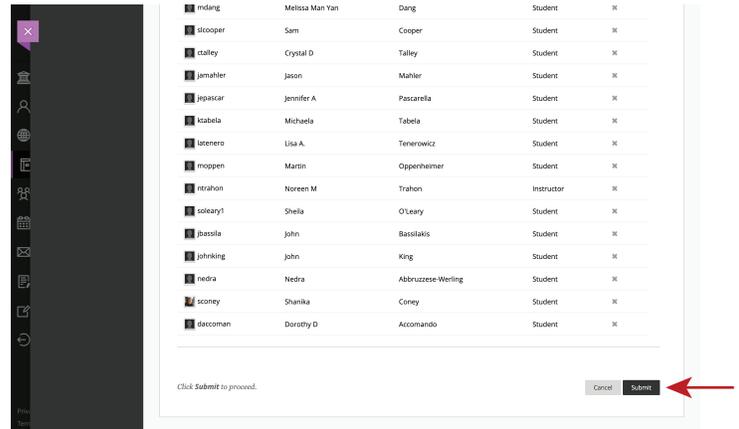
7. Must click on submit again at the bottom right when back on the Group Information page.

8. Upon clicking it would take you to all your groups.

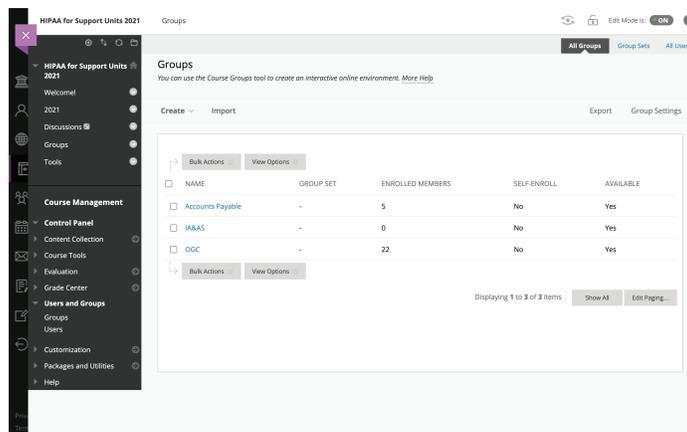
5-6.



7.



8.



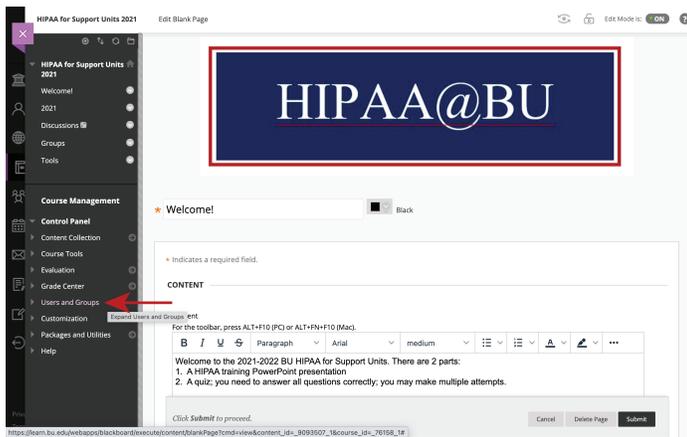
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How to send an email using Blackboard in a group:

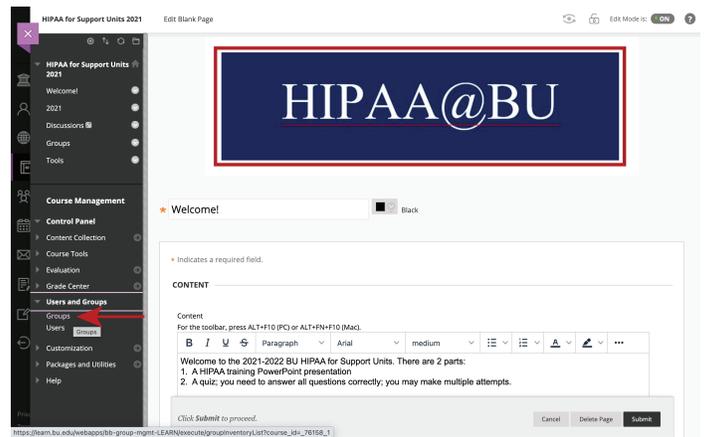
Method 1:

1. On the left navigation panel, select Users and Groups under Course Management .
2. Next, select Groups to bring you to the Group page, where you can access all of your groups and edit them.

1.

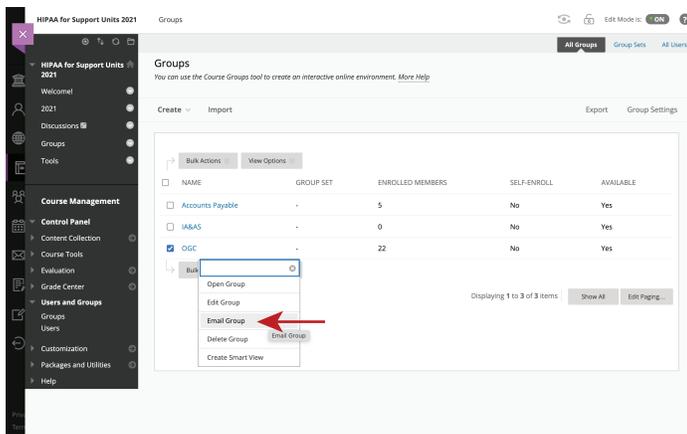


2.

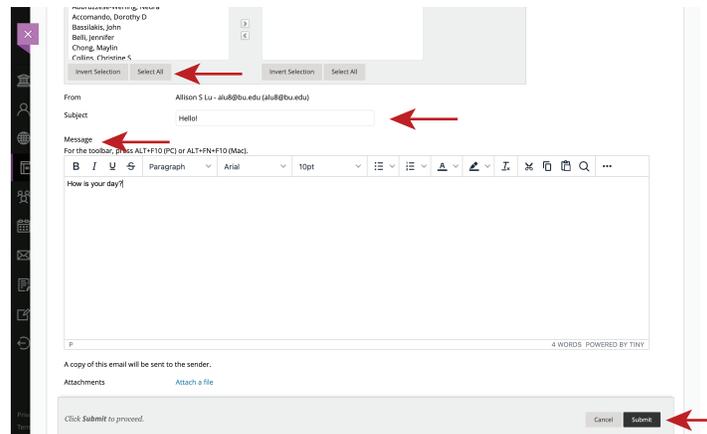


3. Click on the downward facing arrow next to the groups name.
4. Select Email Group to open the Email Information.
5. Under the to section, click Select All if you want to email the entire group.
6. Write subject and message respectively under such section found on page.
7. Once written, click the submit button.

3-4.



5-7.



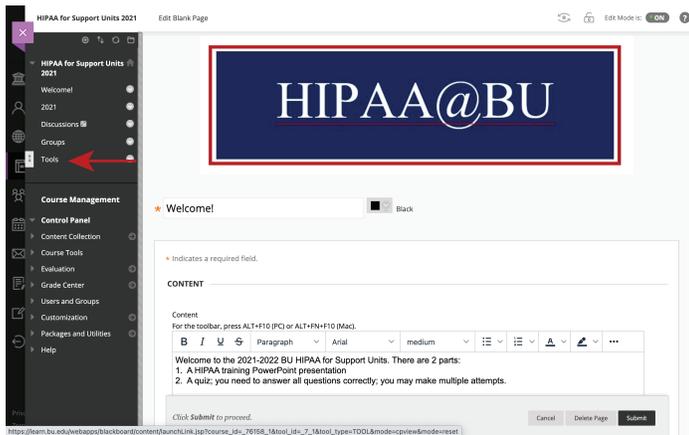
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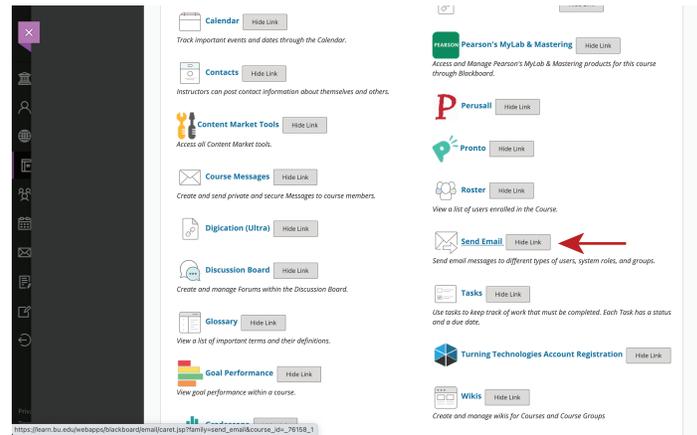
Method 2:

1. On the left navigation panel, select Tools.
2. Then click on Send Email to find a selection of recipients to send your email to.

1.

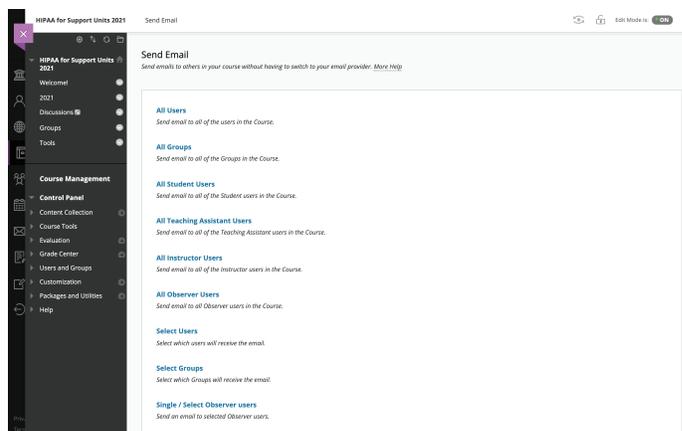


2.



Recipients:

- All Users: All users in your course
- All Groups: All groups in your course
- All Teaching Assistant Users: All teaching assistants in your course
- All Student Users: All students in your course
- All Instructor Users: All instructors in your course
- All Observer Users: All of the observers in your course
- Single/Select Users: Select the users from a list
- Single/Select Groups: Select groups from a list



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How to send an email using Blackboard in a group:

3. Write subject and message respectively under such section found on page.
4. Once written, click the submit button.

