How do I . . . ?

Set up a class on Blackboard?
Fill out the “Blackboard Online Course Form” on your MyNU homepage. IT will set up Blackboard and add your students for you.

Log on to Blackboard?
Blackboard requires a username and password that are different than your MyNU login. Call Information Technology at X8040 to get your Blackboard username and password. You can access Blackboard through the following URL: http://blackboard.niagara.edu.

Access the control panel?
When you logon to Blackboard, you are automatically taken to the Portal homepage, where you can access your classes and online tutorials. Click on the course you’d like to work on, and the control panel link will appear on the menu on the course homepage.

Post a course announcement?
Click on “announcements” on the control panel, and compose your announcement to the class. You can also email individual students or the entire class through Blackboard; the email will go to their Niagara email address.

Start an online discussion?
Click “Discussion Board” on the control panel.

Monitor my students’ use of Blackboard, including how many times they check their grades?
“Course Statistics” under the control panel will give you plenty of data about your students’ activities on Blackboard.

Post my office hours or picture online?
Click on “Staff Information” or “Course Information.” You can also post useful websites for your students through “External Links.”

Set up student groups?
On the control panel, click “Manage Groups” to set up online working groups for your students. You can select among various “Group Properties,” including group email capability, discussion boards, virtual classroom, and/or file exchange.

Develop and administer a test or survey online?
“Test Manager” and “Survey Manager” on the control panel will help you develop and administer online examinations or surveys to your students.

Use the online gradebook?
You can set up, enter, and monitor your students’ grades through the online gradebook in the control panel. If you allow your students access, they will be able to view their grades (but no one else’s) through Blackboard.

Find out whether my students like me?
Blackboard can’t tell you that! Try visiting www.ratemyprofessor.com!

Get more help?
If you have a technical question about Blackboard, please call IT at X8040. If you would like to schedule a Blackboard training or one-on-one tutoring session, please contact Instructional Support at X8186.