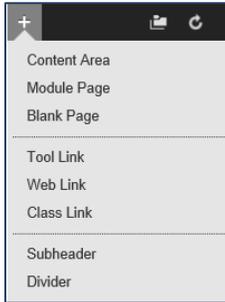


TUHSD TECH QUICK GUIDE: Blackboard Course Page

1. Add pages and links to the course.



4. Edit Home Page by choosing permission options and adding text or images.



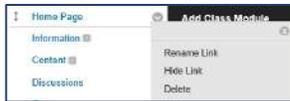
5. Add or remove home page modules.



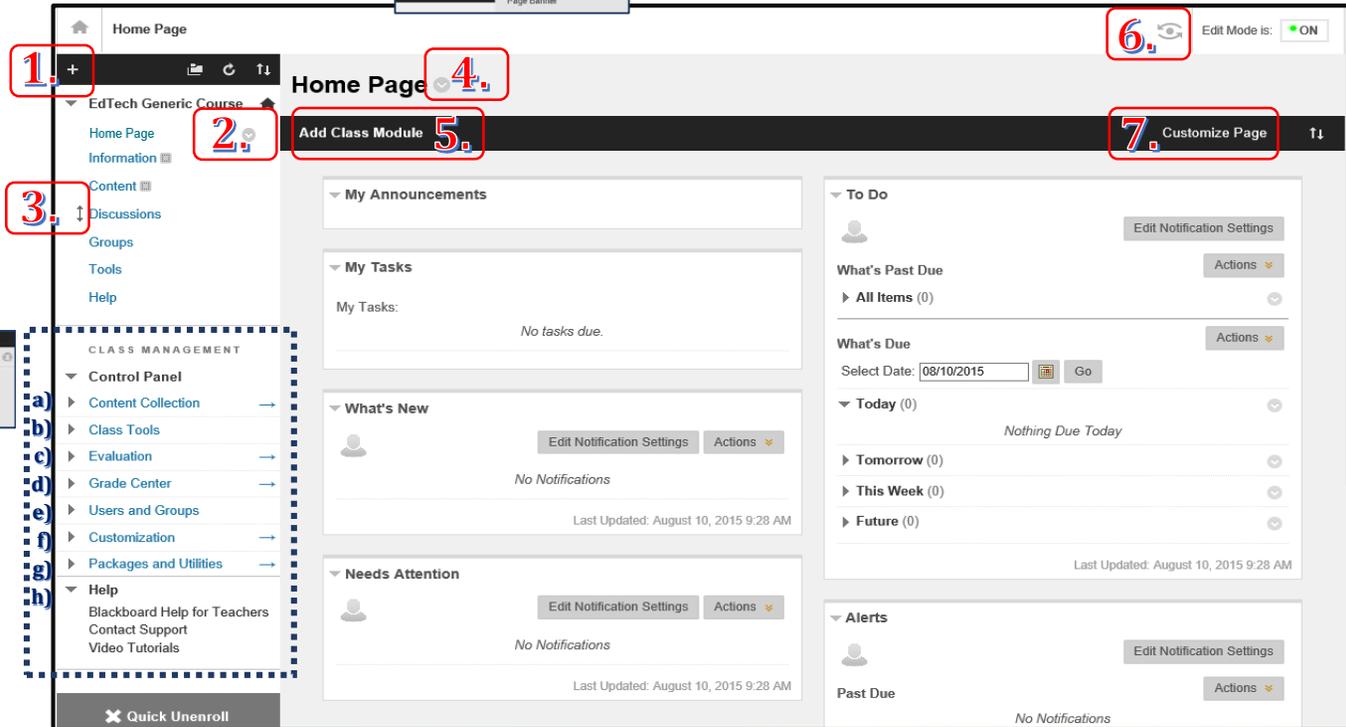
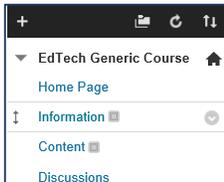
6. Preview the student view of the page.



2. Customize/edit course link.

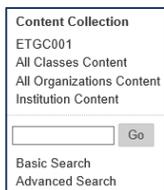


3. Rearrange course links.



7. Customize the page theme/color scheme.

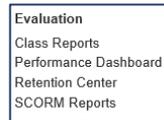
a) Upload/access content for courses.



b) Access various class tools:



c) Access assessment reports:



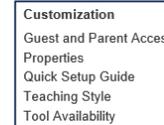
d) Access grades and assignments that need to be graded:



e) Enroll students or create class groups:



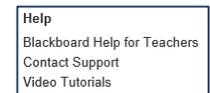
f) Customize course setup:



g) Import and export courses, content, and resources:

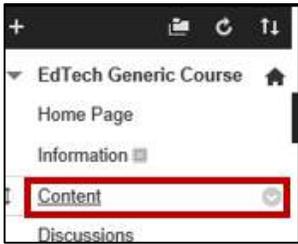


h) Additional help for teachers:

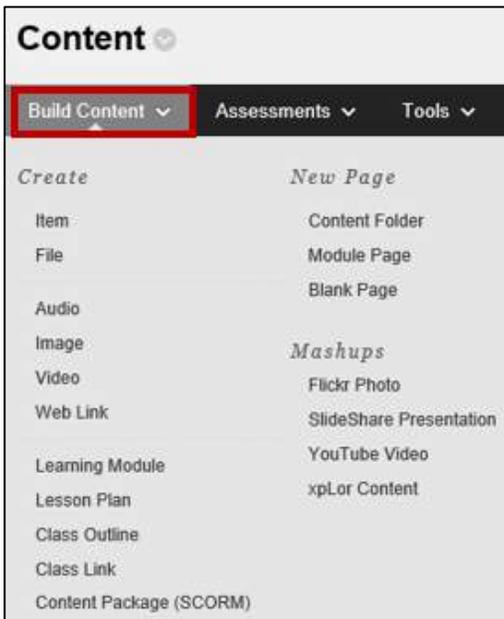


Adding Resources

1. To add resources on a course, select the page that will contain the resource. You can rename pages by clicking on the .



2. Place cursor over the **Build Content** item. Select a resource to create/add.



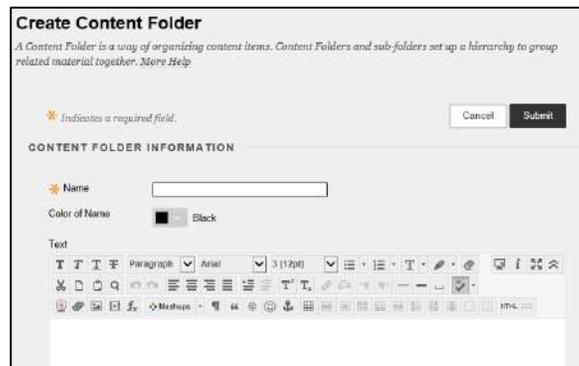
- a) Adding files: click **File** from the **Build Content** menu. Name the file and select it from your computer or from a class if you already uploaded it onto Blackboard.



Select file and standard options and then click **Submit**.

- b) Adding a folder: select **Content Folder** from the **Build Content** menu. Name the folder, add a description, select standard options, and click **Submit**.

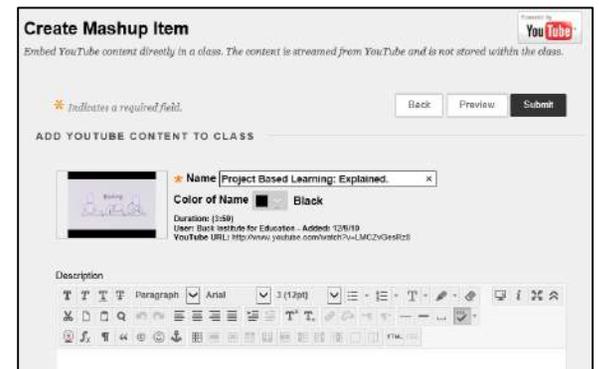
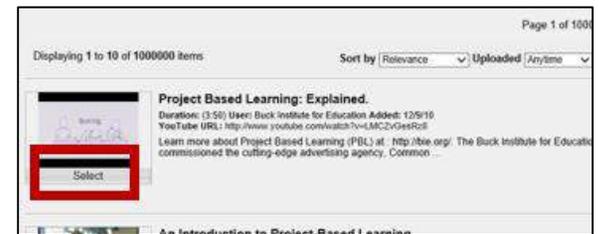
Select the folder and repeat the process to add items to the folder.



- c) Adding YouTube videos: select **YouTube Video** from the **Build Content** menu. Type in key words or an exact title within the search field and click **Go**.

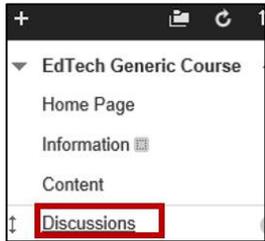
Select the video to add.

Add additional details or complementary resources and options. Click **Submit** when finished.



Adding Discussions

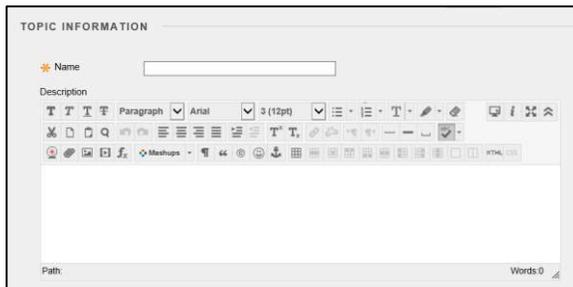
1. To add a discussion to the course, select the **Discussions** link.



2. Click **Create Topic** within the action bar.



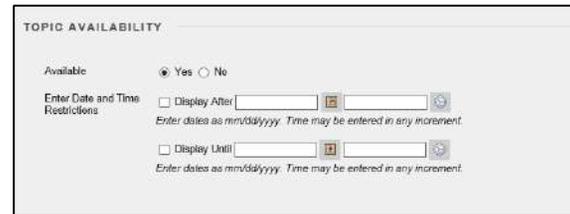
3. Give the topic a name/title.
4. Type the discussion prompt in the Description section.



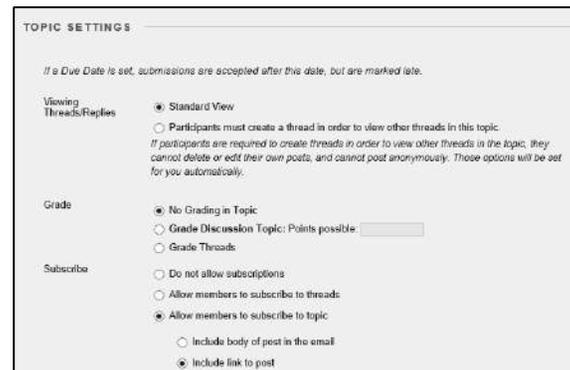
Note: There are various tools to customize your text and to add resources (files, videos, photos, etc.).



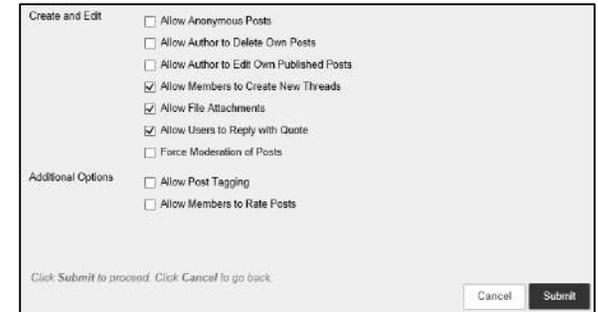
5. Select the topic availability.



6. Select topic settings. To have students post their response before reading other responses, select **Participants must create a thread in order to view other threads in this topic**.
7. Select grading options.

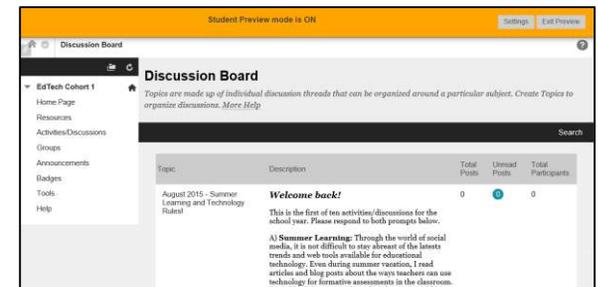


8. Choose creating and editing options.
9. Click Submit when finished.



Student View:

- To preview what students see on the course page, click the  icon on the top-right corner of the page.
- Select the pages or items you wish to preview.



- Click **Exit Preview** when finished.

TUHSD TECH QUICK GUIDE: Logging onto Blackboard and Accessing Courses

Blackboard is the Tolleson Union High School District's adopted learning management system, in which teachers and students may participate in online class discussions, assignments, and assessments. It is also a virtual space that fosters communication and collaboration.

1. To log onto Blackboard, open an internet browser and type <https://blackboard.tuhsd.org/> in the address bar.
2. Use your computer/email credentials to log onto the system.



Blackboard learn+

USERNAME:

PASSWORD:

[Forgot Your Password?](#)

Blackboard learn+

USERNAME:

PASSWORD:

[Forgot Your Password?](#)

3. Locate the My Classes section to access the classes assigned to you.

▼ My Classes

Classes where you are: Teacher

EdTech Cohort 1

EdTech Cohort 2

EdTech Generic Course

Announcements:

> First meeting date

Classes where you are: Student

Five Ways to Blend your course with Blackboard

Getting Started with Blackboard

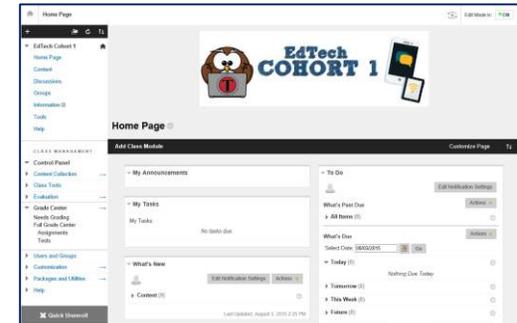
4. Click on a course title to enter the course page.

You may receive a quick setup guide pop-up upon accessing a course page. To prevent future pop-ups of this screen, select "Hide Quick Setup Guide when I enter this class," and select **Apply Changes**.

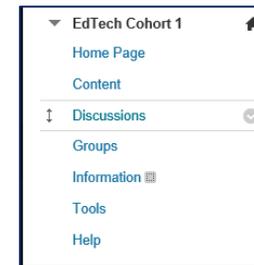


Working in the Course Page:

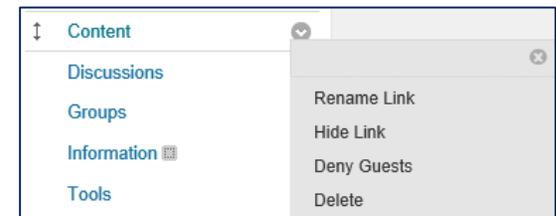
The first page shown is known as the entry point of the class. The screen and content options are customizable at any time.



Rearrange links on the left column by dragging the link up or down on the list.

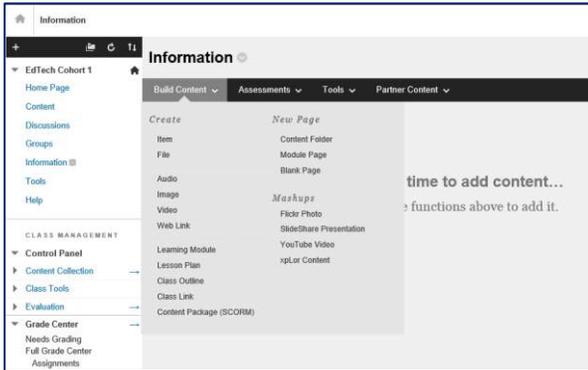


To customize each link, place cursor over the link and click on the arrow.

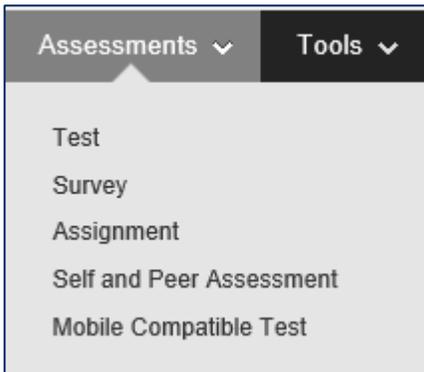


Course page features:

1. Select a link to begin adding course content.



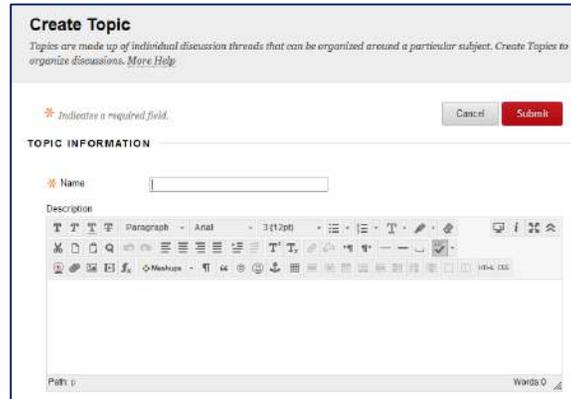
2. Place cursor over the Assessments link to add assessments, surveys, or assignments to a page.



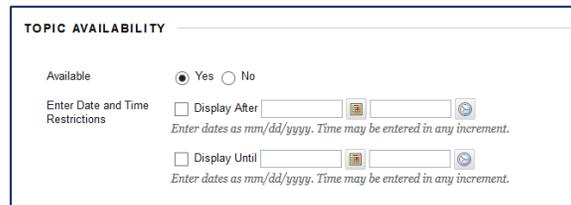
Teachers can create discussion boards within the course. Click on the Discussions link to begin.

Select **Create Topic**.

Complete the form and use rich-content tools to customize the page and add additional resources such as attachments, images, videos, or math equations.

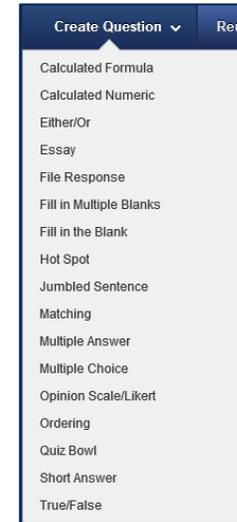


Select the dates of the topic's availability.

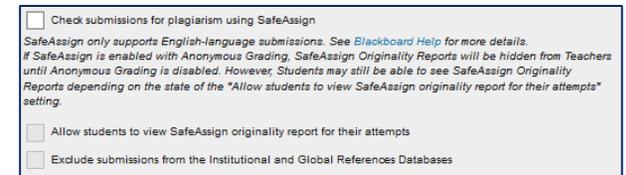


Add additional features, included grading options. Click **Submit** when finished.

Once a test is created, Blackboard provides teachers a variety of assessment question types and features including the following.



For assignments, Blackboard also includes a plagiarism tool under **Submission Details**.



Blackboard also has a mobile app that is available in the App Store and on Google Play.

