

Blackboard Support for Faculty

Teaching & Technology Center (TTC)
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Blackboard Faculty Resources

Bridgewater State University (BSU) uses Blackboard (Bb) as the campus learning management system (LMS). To use Blackboard, go to <http://blackboard.bridgew.edu> and log in with your BSU Username and Password.

Blackboard Accounts

When a BSU account is created for faculty and they are assigned to a course for the first time, their Blackboard account is automatically created. When students claim their BSU User accounts, their Blackboard student accounts are automatically created as long as they are registered for classes. There is no separate account claim process for Blackboard.

Blackboard Enrollment

Blackboard is integrated with the student registration system (InfoBear). Students do not need to self-enroll in Blackboard.

Blackboard Course Sites

While students are automatically enrolled in course site(s) in Blackboard, faculty members must make the course site(s) “available” for students to view.

Making Your Course Available

Expand the Customization section under the Control Panel on the left and click Properties. Scroll down to the Set Availability section, click Yes, and then click Submit.

Upload Course Content

Click the content area you want to add to from the left side (Course Content or Syllabus). Move your mouse cursor over the Build Content heading and select the content type (Item). Enter Name in the field provided. Select Browse My Computer and select your file. Click Submit.

Copy Content from One Course to Another

Expand the Packages and Utilities section under the Control Panel on the left and select Course Copy. Click the Browse button next to the Destination Course ID field. In the popup window, check the box next to the new blank course site you are copying into, and click the submit button at the bottom of the page. Click the Select All button or choose specific content to copy. Click the Submit button. You will receive an email when the course copy is complete.

Resources

Blackboard Support: YouTube

<https://www.youtube.com/user/BlackboardTV>

Blackboard Training: Atomic Learning

<https://my.bridgew.edu/departments/TTC/SitePages/AL.aspx>

IT Support Services for Faculty and Students

Support Counter East: Moakley Center, Rm 130
Support Counter West: Maxwell Library, Rm 011

Tel: 508.531.2555

Email: itsupport@bridgew.edu