

# Blackboard Quick Start Checklist for Staff Users

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## Target audience:

New Blackboard Course Instructors / TAs / Supporting Staff

## Estimated time for going through this checklist:

30 minutes

## About

This checklist lists out basic features of Blackboard. If you would like to go through the tasks in a sandbox (testing course), please send your sandbox request to [elearning@cuhk.edu.hk](mailto:elearning@cuhk.edu.hk) ()

## Checklist

### 1. Access Blackboard

1. Check [Browser Support](https://help.blackboard.com/Learn/Student/Ultra/Getting_Started/Browser_Support) ([https://help.blackboard.com/Learn/Student/Ultra/Getting\\_Started/Browser\\_Support](https://help.blackboard.com/Learn/Student/Ultra/Getting_Started/Browser_Support))

✳ *Internet Explorer is not unsupported.*

2. Go to <https://blackboard.cuhk.edu.hk> (<https://blackboard.cuhk.edu.hk/>). Login with:

- Username: Your CUHK email
- Password: OnePass password

✳ *For more: [How to login Blackboard?](https://cuhk.service-now.com/sp?id=kb_article&sys_id=904b7b72db2087400b2f5fa0cf9619bb) ([https://cuhk.service-now.com/sp?id=kb\\_article&sys\\_id=904b7b72db2087400b2f5fa0cf9619bb](https://cuhk.service-now.com/sp?id=kb_article&sys_id=904b7b72db2087400b2f5fa0cf9619bb))*

✳ *You can also install Blackboard Instructor App and access Blackboard in your mobile device following the instruction [here](https://help.blackboard.com/Blackboard_Instructor/Quick_Start) ([https://help.blackboard.com/Blackboard\\_Instructor/Quick\\_Start](https://help.blackboard.com/Blackboard_Instructor/Quick_Start)).*

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### 2. Notification Settings

1. On your [Activity Stream](#) page, select the [Stream Settings \(Gear\) icon](#) to open the Notification Settings panel.

2. Edit your Notification Settings.

✳ *For more: [Notification Settings](#)*

([https://help.blackboard.com/Learn/Instructor/Ultra/Courses/Set\\_Up\\_Notifications/Notifications\\_Settings](https://help.blackboard.com/Learn/Instructor/Ultra/Courses/Set_Up_Notifications/Notifications_Settings))

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### 3. Explore Courses page

1. Access [Courses](#) page.

✳ *For more:*

Questions: [elearning@cuhk.edu.hk](mailto:elearning@cuhk.edu.hk)

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*Navigate Outside a Course* ([https://help.blackboard.com/Learn/Instructor/Getting\\_Started/Navigate\\_Outside\\_a\\_Course#ultra-easy-navigation\\_OTP-2](https://help.blackboard.com/Learn/Instructor/Getting_Started/Navigate_Outside_a_Course#ultra-easy-navigation_OTP-2))

*Find Your Courses* ([https://help.blackboard.com/Learn/Instructor/Getting\\_Started/Find\\_Your\\_Courses#ultra-explore-the-courses-page\\_OTP-2](https://help.blackboard.com/Learn/Instructor/Getting_Started/Find_Your_Courses#ultra-explore-the-courses-page_OTP-2))

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#### 4. Create an Announcement

1. Access a Blackboard Course. Access [Announcement](#) > [Create Announcement](#).

2. Set *No Date Restricted* for [Web Announcement Options](#).

✧ *For more: [Announcements](https://help.blackboard.com/Learn/Instructor/Original/Interact/Announcements)* (<https://help.blackboard.com/Learn/Instructor/Original/Interact/Announcements>)

✧ *You can also create Announcements using Blackboard Instructor App: [Announcements in Blackboard Instructor](https://help.blackboard.com/Blackboard_Instructor/Announcements)* ([https://help.blackboard.com/Blackboard\\_Instructor/Announcements](https://help.blackboard.com/Blackboard_Instructor/Announcements))

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#### 5. Add Content (e.g. Item)

1. Access [Course Content](#) > [Build Content](#) > [Item](#).

2. Name the Item. Attach one (or more) file(s). [Submit](#).

✧ *For more:*

*Types of Course Content*

([https://help.blackboard.com/Learn/Instructor/Original/Course\\_Content/Create\\_Content/Create\\_Course\\_Materials/Types\\_of\\_Course\\_Content](https://help.blackboard.com/Learn/Instructor/Original/Course_Content/Create_Content/Create_Course_Materials/Types_of_Course_Content))

*Create Content Items or Documents*

([https://help.blackboard.com/Learn/Instructor/Original/Course\\_Content/Create\\_Content/Create\\_Course\\_Materials/Create\\_Content\\_Items\\_or\\_Documents](https://help.blackboard.com/Learn/Instructor/Original/Course_Content/Create_Content/Create_Course_Materials/Create_Content_Items_or_Documents))

*Edit and Manage Content*

([https://help.blackboard.com/Learn/Instructor/Original/Course\\_Content/Create\\_Content/Edit\\_and\\_Manage\\_Content](https://help.blackboard.com/Learn/Instructor/Original/Course_Content/Create_Content/Edit_and_Manage_Content))

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#### 6. Create a Discussion

1. Access [Discussions](#) > [Create Forum](#). Check the appropriate settings and [Submit](#).

2. Access the Forum that you have just created. [Create Thread](#) and [Submit](#).

✧ *For more:*

*Create Forums* ([https://help.blackboard.com/Learn/Instructor/Original/Interact/Discussions/Create\\_Discussions/Create\\_Forums](https://help.blackboard.com/Learn/Instructor/Original/Interact/Discussions/Create_Discussions/Create_Forums))

*Create Threads* ([https://help.blackboard.com/Learn/Instructor/Original/Interact/Discussions/Create\\_Discussions/Create\\_Threads](https://help.blackboard.com/Learn/Instructor/Original/Interact/Discussions/Create_Discussions/Create_Threads))

✧ *You can also create and participate in Discussions using Blackboard Instructor App: [Discussions in Blackboard Instructor](https://help.blackboard.com/Blackboard_Instructor/Discussions)* ([https://help.blackboard.com/Blackboard\\_Instructor/Discussions](https://help.blackboard.com/Blackboard_Instructor/Discussions))

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#### 7. Add an Assignment

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1. Access [Course Content](#) > [Assessments](#) > [Assignment](#).
2. Input the *Name*, *Due Date* and *Points Possible* for the assignment.
3. Select the settings under [Submission Details](#) and [Display of Grades](#).
4. [Make the assignment available](#) or select date for [Limit Availability](#). [Submit](#).

※ *For more:*

[Create and Edit Assignments](https://help.blackboard.com/Learn/Instructor/Original/Assignments/Create_and_Edit_Assignments) ([https://help.blackboard.com/Learn/Instructor/Original/Assignments/Create\\_and\\_Edit\\_Assignments](https://help.blackboard.com/Learn/Instructor/Original/Assignments/Create_and_Edit_Assignments))

[Rubrics](https://help.blackboard.com/Learn/Instructor/Original/Grade/Rubrics) (<https://help.blackboard.com/Learn/Instructor/Original/Grade/Rubrics>)

[Download Assignments](https://help.blackboard.com/Learn/Instructor/Original/Assignments/Download_Assignments) ([https://help.blackboard.com/Learn/Instructor/Original/Assignments/Download\\_Assignments](https://help.blackboard.com/Learn/Instructor/Original/Assignments/Download_Assignments))

[Assignment Inline Grading](#)

([https://help.blackboard.com/Learn/Instructor/Original/Assignments/Grade\\_Assignments/Assignment\\_Inline\\_Grading](https://help.blackboard.com/Learn/Instructor/Original/Assignments/Grade_Assignments/Assignment_Inline_Grading))

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## 8. Add a Test

1. Access [Control Panel](#) > [Course Tools](#) > [Tests, Surveys, and Pools](#) > [Test](#).
2. Click [Build Test](#). On the Test Information page, type a name. Click [Submit](#).
3. On the Test Canvas, from the [Create Question](#), select [Multiple Choice](#).
4. On the Create/Edit page, provide the necessary information to create a question. Select [Submit](#).
5. Access [Course Content](#). Select [Assessments](#) > [Test](#).
6. Select the test under [Add an Existing Test](#). Select [Submit](#).
7. Select Yes under [Test Availability](#) > [Make the link available](#). Input *Due Date*. Select [Submit](#).

※ *For more:*

[Create Tests and Surveys](https://help.blackboard.com/Learn/Instructor/original/Tests_Pools_Surveys/Create_Tests_and_Surveys) ([https://help.blackboard.com/Learn/Instructor/original/Tests\\_Pools\\_Surveys/Create\\_Tests\\_and\\_Surveys](https://help.blackboard.com/Learn/Instructor/original/Tests_Pools_Surveys/Create_Tests_and_Surveys))

[Test and Survey Results](https://help.blackboard.com/Learn/Instructor/original/Tests_Pools_Surveys/Test_and_Survey_Results) ([https://help.blackboard.com/Learn/Instructor/original/Tests\\_Pools\\_Surveys/Test\\_and\\_Survey\\_Results](https://help.blackboard.com/Learn/Instructor/original/Tests_Pools_Surveys/Test_and_Survey_Results))

[Can I control when students see their grades and feedback?](#)

([https://help.blackboard.com/Learn/Instructor/original/Grade/Grade\\_Columns#can-i-control-when-students-see-their-grades-and-feedback\\_OTP-4](https://help.blackboard.com/Learn/Instructor/original/Grade/Grade_Columns#can-i-control-when-students-see-their-grades-and-feedback_OTP-4))

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## 9. Manually enroll a user in your course

1. Access [Control Panel](#) > [Course Tools](#) > [CUHK User Management](#).
2. Click [Enroll User](#).
3. Input the *Staff ID* or *Student ID* of the user who you would like to enroll in your course.

Questions: [elarning@cuhk.edu.hk](mailto:elarning@cuhk.edu.hk)

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4. Select *Role*.

5. Click Submit.

\* *For more:*

*Using "CUHK User Management" tool to manually manage users in your original course*

(<https://help.edtech.cuhk.edu.hk/docs/using-cuhk-user-management-tool-to-manually-manage-users-in-your-original-course>)

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## 10. Set Course Availability

1. For Instructor: Access Notifications page. Click the Lock icon in the top right-hand corner.

2. For TA/Support Staff: Access Control Panel > Customization > Properties > Set Availability. Select Yes for Set Availability, and Submit.

\* *For more:*

*Set course availability* ([https://help.blackboard.com/Learn/Instructor/Original/Courses/Course\\_Availability#set-course-availability\\_OTP-1](https://help.blackboard.com/Learn/Instructor/Original/Courses/Course_Availability#set-course-availability_OTP-1))

*Find Your Courses* ([https://help.blackboard.com/Learn/Instructor/Getting\\_Started/Find\\_Your\\_Courses#ultra-explore-the-courses-page\\_OTP-2](https://help.blackboard.com/Learn/Instructor/Getting_Started/Find_Your_Courses#ultra-explore-the-courses-page_OTP-2))

*For more features, please refer to [Blackboard Instructor Guide \(Original Course View\)](#)*

(<https://help.edtech.cuhk.edu.hk/docs/blackboard-instructor-guide-original-course-view>)

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