Blackboard Quick Start Checklist for Staff Users

Last Modified on 31/08/2026 8:21 pm HKT

Target audience:

Blackboard Course Instructors / TAs / Supporting Staff.

Estimated time for going through this checklist:

30 minutes

About

This checklist lists out basic features of Blackboard Ultra Course View. If you would like to go through the tasks in a sandbox (testing course), please send your sandbox request to elearning@cuhk.edu.hk () / ITSC Service Desk (https://servicedesk.itsc.cuhk.edu.hk).

Checklist

1. Access Blackboard
    1. Check Browser Support (https://help.blackboard.com/Learn/Student/Ultra/Getting_Started/Browser_Support)
    2. Go to **https://blackboard.cuhk.edu.hk** (https://blackboard.cuhk.edu.hk/). Login with:
        - **Username: Your CUHK email**
        - **Password: OnePass password**
        - **2FA (DUO Two Factor Authentication)** (https://www.itsc.cuhk.edu.hk/all-it/information-security/two-factor-authentication-2fa/) **is required.**
    - *Demo video* (https://cuhk.ap.panopto.com/Panopto/Pages/Viewer.aspx?pid=5f0b9a9b-e426-4b22-93ae-af57007535a8)

    For more:

    - *How to login Blackboard?* (https://cuhk.service-now.com/sp?id=kb_article&sys_id=904b7b72db2087400b2f5fa0cf9619bb)
    - *You can also install Blackboard App and access Blackboard in your mobile device following the instruction here* (https://help.blackboard.com/Blackboard_App).

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2. Notification Settings
    1. On your Activity Stream Page, select **Stream Settings (the gear icon)** to open the Notification Settings panel.
    2. Edit your Notifications Settings.
    - *YouTube video* (https://youtu.be/xD_AJ--IXsw?si=gfKV5heodTQ_i5y1)

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3. Explore Activity Stream
    1. Access **Activity Stream** page after signing on Blackboard.

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- *YouTube video* (https://youtu.be/J0MRMl-0Wqg?si=FCrUpQO6RgTum-8K)

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4. Set Course Availability

You can set course availability on the Courses page or inside a Blackboard course.

On the Courses page

1. Access **Courses** page after signing on Blackboard.
2. Open a **course card's menu (the three dots)** to change your course availability (e.g., choose **Open course**).

Inside a Blackboard course with Ultra Course View

1. In the Details & Actions panel, check the course availability.
2. If the course is private and you would like to open it to students, click **Students can't access this course**.
3. Then **Open to Students** to open the course.

- *YouTube video* (https://youtu.be/QErkHV7G8tg?si=5wh8JDy5de_xT7bv)

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5. Create an Announcement

1. Access a Blackboard Course with Ultra Course View.
2. On the Content Page, select **Announcements**.
3. Click **Create Announcement (the plus button)** to open the New Announcement page.
4. Enter a title and message for the announcement. Use the options in the message editor to format text.
5. You can send an email copy to all course members, including yourself. Select the **Send an email copy to recipients** check box.
6. Select **Save draft** to save your announcement as a draft. The announcement is still not visible to your students yet.
7. On the Course Announcements page, click **Post** when you're ready to post announcements. Please note that you can only post announcements when the course is open to students.

- *YouTube video* (https://youtu.be/3ERB4_70tzY?si=KMuic74ANwyv8NYX)

You can also create Announcements using Blackboard Learn App: Announcements in the Blackboard Learn App (https://help.blackboard.com/Blackboard_App/Announcements#instructors)

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6. Add Content

1. On the Content page, select **the plus sign**.
2. Click **Create** to add content, such as learning module, folder, document and link.
3. Select an item's visibility (e.g., click **Hidden from students**) to change it. You can also create rules to release content.

- *YouTube video* (https://youtu.be/rrHGHGPNUVw?si=gtOR1m4IhOTvNFKP)

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7. Create a Discussion

You can create a discussion directly on the Content page, or on the Discussion page.

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On the Content page

1. On the Content page, select **theplus sign**.
2. Select **Create**.
3. Select **Discussion**. You could make an initial post to start a discussion.
4. You could also click the **Discussion Settings (the gear icon)** to check and update the settings.
5. Select the discussion's visibility (e.g., click **Hidden from students**).

On the Discussion page

1. Select the **Discussions** tab on the navigation bar to open the course discussions page.
2. Click **New Discussion**. You could make an initial post to start a discussion.
3. You could click **Add Folder** and organize the discussions with folders.
4. You could also click the **Discussion Settings (the gear icon)** and select **Allow students to create discussion topics**.

- *YouTube video* (https://youtu.be/cz4Yad2H9s8?si=A_pCGC63SfjVFtih)

You can also create and participate in Discussions using Blackboard App:Discussions in the Blackboard app (https://help.blackboard.com/Blackboard_App/Discussions)

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8. Add an Assignment

1. Access the Content page. Select **the plus sign** wherever you want to add an assignment.
2. Select **Create**.
3. Select **Assignment** under Assessment.
4. Click the assignment name and input a new name.
5. Go through Assignment Settings. You could click **Settings (the gear icon)** to edit and view more options.
6. When you finish updating the assignment settings, click **Save**.
7. Select the assignment's visibility (e.g., click **Hidden from students**).

- *YouTube video* (https://youtu.be/Hp7RYCmZU4s?si=piRNq9Ds9vl0qX1n)

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9. Add a Test

1. On the Content page, select **the plus sign** wherever you want to add a test.
2. Select **Create**.
3. Select **Test** under Assessment.
4. Click the test name and input a new name.
5. Go through Test Settings. You could click **Settings (the gear icon)** to edit and view more options.

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6. When you finish updating the test settings, click **Save**.

7. Select **the plus icon** to add questions.

8. Select the test's visibility (e.g., click **Hidden from students**).

- *YouTube video* (https://youtu.be/bew0pICXYxE?si=vVRUH-JWKDsLWTiI)

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10. Manually enroll a user in your course

1. On the Content page, under Details & Actions and Books & Tools, click **View course & institution tools** .

2. Select **CUHK User Management - LTI**.

3. Click **Enroll User**.

3. Input the Staff ID or Student ID of the user who you would like to enroll in your course.

4. Select Role.

5. Click **Submit**.

For more features, please refer to:

- *Blackboard Teaching Guide - Getting Started* (https://help.edtech.cuhk.edu.hk/docs/blackboard-teaching-guide-getting-started)
- *Blackboard Help* (https://help.blackboard.com/Learn/Instructor/Ultra)

Contact us: elearning@cuhk.edu.hk () / ITSC Service Desk (https://servicedesk.itsc.cuhk.edu.hk)

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