

Blackboard Ultra Quick Start Guide

What is Blackboard?

Blackboard is an online course and learning management system available to the entire UofSC community. Every course offered at UofSC has a Blackboard course generated for it. All instructors of record and registered students have access to Blackboard and their course sites.

Blackboard Help

If you have any questions about Blackboard, submit a request online in the [Self-Service Portal](#) or call the Service Desk at (803) 777-1800.

Log in to Blackboard

Use your USC Network Username and Password (also used for USC email) to log into Blackboard. If you do not know your USC Network Username and Password, you can get the information through my.sc.edu.

1. Go to [Blackboard](#)
2. Click the **Login** button.
3. On the next screen type your Username and Password in the appropriate fields, and then click **Login**.

Ultra Base Navigation Menu


After you log into Blackboard, you will see the new UofSC Blackboard navigation menu. The navigation menu gives you access to core features and provides a global view across all your courses and organizations. As you open a page, it opens as a layer and the navigation menu appears slightly visual behind it. Click on the X to return to the navigation menu.

Access Your Course

Click **Courses** on the navigation menu to access all your courses. All courses are listed in alphabetical order by name. You can also change to the Grid view using the toggle button in the upper left side next to the Search field. To find a specific course, you can type into the search field (e.g. type “Spring-2020”, type the name of the course, or the course ID). Click on the little star to ‘Favorite’ courses so they appear at the top of the Courses page.

Edit Mode

Make sure **Edit Mode** is **On**.

Edit Mode is: 

Edit Mode MUST be **ON** in order to perform functions as an instructor.

Create an Announcement

Use the announcements feature to communicate with your students (i.e. post time-sensitive material such as assignment due dates, changes in the syllabus, corrections or clarifications of materials, and exam schedules).

1. From within a course, click the **Announcements** link on the **Course Menu**. *If the Announcements link is not present on the Course Menu, you need to add this Course Tool. Click the + sign above the Course Menu.*

2. Click the **Create Announcement** button.
3. Under **Announcement Information**, type a **Subject** (name for announcement) and a **Message** (text of the announcement).
4. Under **Web Announcement Options**, set the **Duration**, **Select Date Restrictions**, and check the **Email Announcement** check box to send a copy of the announcement immediately. *To permanently display the announcement, select **Not Date Restricted**.*
5. Optionally, to link content in the course to the Announcement, click the **Browse** button under **Course Link**, and then click the specific course link.
6. Click **Submit**, and then click the **X** on the Success bar at the top of the page.

Create a Content Area

You can create content areas on the course menu to serve as containers for your course content.

1. Point to the **+** (**plus sign**) above the course menu.
2. Click **Content Area** on the drop-down list.
3. Type a **Name** for the new content area.
4. Select the **Available to Users** check box.
5. Click **Submit**. A link to the new content area appears at the bottom of the course menu. You can drag and drop it to another location on the course menu.

Create a Content Folder

You can create content folders to organize content. After you create a content folder, you can add content. For example, you can create folders for each week of your course within a content area.

1. From within the content area, point to **Build Content** on the action bar, and then click **Content Folder**.
2. On the **Create Content Folder** page, type a **Name**.
3. Optionally, in the Text box, type instructions or a description.
4. Select the **Standard Options**.
5. Click **Submit**. *The newly created folder is empty.*
6. Click the **X** on the Success bar to close it.

Create a Content Item

You can create content (e.g. readings, lecture videos, links to websites, tests, and assignments) within content areas. These are non-graded items.

1. From within the content area or content folder, point to **Build Content** on the action bar, and then click **Item**.
2. On the **Create Item** page, type a **Name**.
3. Optionally, type instructions or a description in the Text box.
4. Optionally, **Attach File** and select the **Standard Options**.
5. Click **Submit**.
6. Click the **X** on the Success bar at the top of the page.

Create an Assignment

The **Assignment** feature in Blackboard allows instructors to accept coursework, manage grades, and provide feedback for each student separately. You can add Safe Assignments through the Assignment feature.

1. From within a content area point to **Assessments** on the action bar, and then click **Assignment**.
2. On the **Create Assignment** page, type a name for the assignment (required) and instructions (optional).
3. Optionally, **Attach File** that students need to complete the assignment and set a **Due Date**.
4. In the **Grading** section, type **Points Possible** (required) and **Add Rubric** (optional).
5. Optionally, expand the **Grading** section (**Submission Details**, **Grading Options**, and **Display of Grades**) to make selections such as number of submission attempts, anonymous grading, how the grade is displayed, and use SafeAssign.
6. In the **Availability** section, check the check box to **Make the Assignment Available**, if necessary. Optionally, **Limit Availability** and **Track Number of Views**.
7. Click **Submit** and then click the **X** on the Success bar at the top of the page. *The assignment will be added to the content area you specified and a column is created in **Grade Center**. To view a completed assignment, go to the **Grade Center**. Click the down arrow next to the ! in the cell to grade an assignment for that individual, add comments, and send a file attachment back to the student.*

Create a Discussion Board

You can add discussion board forums to a content area or folder and link the forum to the Discussion Board area.

1. From within a content area or content folder, point to **Tools** on the action bar, and then click **Discussion Board**.
2. On the **Create Link: Discussion Board** page, click the **Create New Forum** button.
3. On the **Create Forum** page, complete the **Forum Information**, **Forum Availability**, and **Forum Settings**, click **Submit**, and then click the **X** on the Success bar at the top of the page.
4. Back on the **Create Link: Discussion Board** page, the newly created forum is highlighted, click **Next**.
5. On the next **Create Link: Discussion Board** page, modify the link name (optional), type instructions in the **Text** box (optional), make sure it is **Available** (required), **Track Number of Views** (optional), and set **Date Restrictions** for display (optional).
6. Click **Submit**, and then click the **X** on the Success bar at the top of the page.

Other Blackboard Features

For instructions on how to use other features, go to: [Blackboard Learn Help for Instructors](#).