



Helpful Blackboard Tips

For Faculty

Logging in

- If you've never logged in, click on the link in the right-hand box to learn your password or click the "Forgot your Password" link below the login box.
- **Note:** You must have access to your Bryn Mawr email account to retrieve your password. Call the help desk at 7440 if you need help with email.
- Fill in your first name, last name and your username. Your username is the same as your email username except that it is appended with "bmc." (e.g. if your email username is lblanken, your Blackboard username is bmc.lblanken).
- You will receive an email with a link that takes you to a screen to set your password. Be patient. It may take a while for this email to arrive.
- Click on the link and then type in your desired password and click the submit button.

Making your course available

- By default, Blackboard courses are visible by instructors, but not by students until the instructor makes the course available to students.
- To allow students to see the course, click on the course you want to make available and then click on Control Panel.
- Under "Course Options," click on "Settings"
- Click on "Course Availability"
- Choose "yes" and then click the Submit button.

Enrollments

- Blackboard enrollments are synced with Virtual Bryn Mawr enrollments several times a day during the first part of the semester.
- To add a student to a course, go to the Control Panel, then to "Enroll User". Search for the student by last name.
- **Note:** If the student is already enrolled, her name will not show up on the list. To check your list of enrollments, click on "List/Modify Users."

Uploading documents into Blackboard

- Documents of various kinds may be uploaded to Blackboard for your students to access.
- File types that Blackboard accepts include .pdf, .doc, .xls, and many more.
- To upload these documents, click on Control Panel, then click on the Content area that you want to add the documents to (e.g. "Course Documents").
- Click on the "Add Item" icon on the far left.
- Fill in the appropriate information, then click the Browse button to locate the document you wish to upload.
- Click the Submit button.