



# UVM Center for Teaching & Learning

## Blackboard at UVM:

### Getting Help

Blackboard How-tos:

[www.uvm.edu/ctl/blackboard/howtos](http://www.uvm.edu/ctl/blackboard/howtos)

E-mail: [ctldoc@uvm.edu](mailto:ctldoc@uvm.edu)

CTL Event Registration:

<http://uvm.edu/ctl/events>

“Dr Is In” walk-in help:

303 Bailey/Howe,

M and R 10:30-1:00,

W, T and F 1:00-3:30

See schedule at:

<http://uvm.edu/ctl/doctor>

### Frequently Asked Questions

#### 1) What is Blackboard?

Blackboard is an online space where you can place materials for your classes, post your students' grades, and use a suite of tools for student communication, interaction, and assignments. Only the students who are registered for the course can access blackboard course spaces. (See FAQ #6 for adding TA's)

#### 2) What can I do with Blackboard?

In addition to uploading and organizing materials for your course, Blackboard has several tools: tests, assignments (for students to submit work), discussion board, blogs, journals, wikis (for collaborative or individual writing), a rubric tool, a grade center, and a variety of communication tools.

#### 3) Do I have to request a Blackboard course every semester?

No. All courses that have a CRN will automatically be given a Blackboard course space. All students registered for your course will be added automatically, as will those students who drop/add. Students will not see the course until you choose to make it available.

#### 4) How do I learn to use Blackboard?

You can come to a workshop offered by The Center for Teaching & Learning or check out the Blackboard help and how-tos online (see link at top of page) to get you started.

#### **5) How do I access my course?**

In a web browser (we recommend Firefox or Chrome), go to <http://bb.uvm.edu>. Log in with your UVM NetID and click the link to the course you want to edit. (Course names include the year, semester start month and 5 digit CRN. Example: 201209-56789 is the Fall 2012 course numbered 56789)

#### **6) How do I give TAs access to my course?**

You can add TA's, course builders, and students who have incomplete status to your course through the MyUVM portal. Instructions are in the Blackboard "how-tos" online (see link at top of page).

#### **7) How long will the course be available once the semester is over?**

Courses are available to faculty for two consecutive semesters following the semester the course was taught, including the summer semester. Faculty can make their courses unavailable to students at any point. Once that two-semester period is over, the course and all material in it will be permanently deleted. For this reason, we strongly recommend that you archive your courses at the end of each semester. (See how-to link at top of page.)

#### **8) Can I begin building my course now?**

Yes, as long as: it is in the Banner system, you have an active UVM NetID, and you are listed as the "instructor of record" with the Registrar. Log in to Blackboard to see if the course is listed. If it is not, write to [ctldoc@uvm.edu](mailto:ctldoc@uvm.edu).

#### **9) How do I back up the Grade Center?**

If you are using Blackboard's Grade Center, you can create a backup of the grades through the "Work Offline" button in the Grade Center. (See how-to link at top of page.)

#### **10) What about ongoing help?**

For Fall 2012, basic support is available from the UVM Computing Helpline 802-656-2604, or from the CTL "Dr. Is In" program at 802-656-4460, or send an e-mail message to [ctldoc@uvm.edu](mailto:ctldoc@uvm.edu). On any Blackboard screen, click the "Help" icon at the top center of the screen or the Help tab near the top of the screen or by going to the CTL home page and clicking on Blackboard ([www.uvm.edu/ctl](http://www.uvm.edu/ctl))