

TURN THE PAGE
FOR **INSTRUCTIONS**



WANT TO KNOW MORE?
At **bbsupport.au.dk** you can find
information, courses and instructions etc.

BLACKBOARD

QUICK START GUIDE ...



- Log in with WAYF
(Blackboard runs best in browsers like Chrome, Firefox or Safari.
Internet Explorer can cause problems with the speed)

bb.au.dk

- You can find **BLACKBOARD** here:
LOG IN

BLACK BOARD FOR TEACHERS

– Quick start guide

1. MY INSTITUTION

- Click **My Institution** 1. in **MAIN MENU** to access your personal front page

2. FIND COURSE

- Click **Courses** 2. in **MAIN MENU**
- Choose required course in **Course Catalogue**

You can also find your course in My Institution 1.

3. EDIT MENU

- Click on the **+** sign 3.
- Click on Content Area to create a content area where you can post content
- Give the content area a name and choose if it must be available
- Move the menu in place

Please be aware that the menu is not visible before it is made available **and** content is created and added

4. CREATE CONTENT

- Click on a content area you have created in the menu
- Add content through **ACTION MENU**
 - a) **Build Content:** Create folders, modules, files, video, images etc. 4.
 - b) **Assessments:** Create assignments, tests and surveys etc. 5.
 - c) **Tools:** Create discussion boards journals, blogs, wikis etc. 6.

5. EDIT MODE

- Click to toggle **edit mode ON/OFF** 7.

Please be aware that edit mode must be **ON** before you can create and edit content

6. STUDENT VIEW

- Click on **Go To Student View** to see your course as seen by your students 8.
- Click again to go back to **Teacher View**

7. OPTIONS ICON

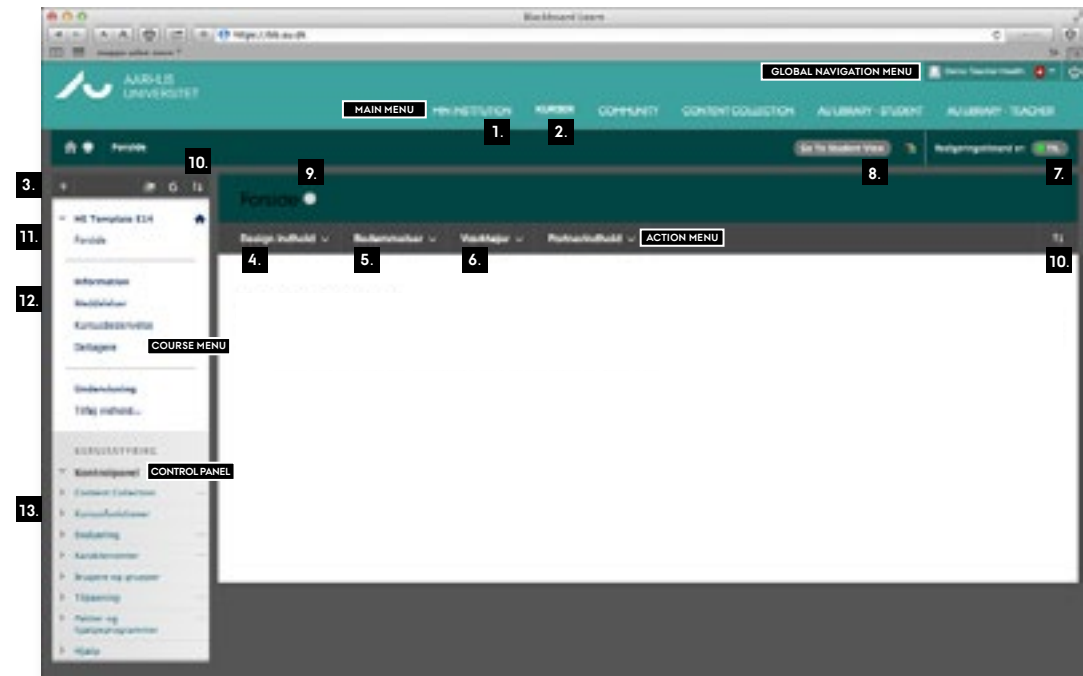
- You will find the options icon many places in Blackboard
- Click to get useful functions and editing options for that element, the icon is next to 9.

8. DOUBLE ARROWS

- Click on the double arrows to rearrange menu items or content 10.

9. COURSE HOME PAGE

- Click **Home Page** to get to the course's home page 11.
- Build the home page with the content that is the most important for your students



BLACKBOARD LEARN

10. CREATE MESSAGE

- Click **Messages** 12. in **COURSE MENU**
- Click **Create Message** in **ACTION MENU**

11. SEND EMAIL

- Click **Course Tools** 13. in **CONTROL PANEL**
- Click **Send email**
- Choose to whom your email must be sent to. (Eg. individuals, groups/teams or the entire course)

Please be aware that a copy of your email will not be saved

12. CHANGE LANGUAGE

- Choose **GLOBAL NAVIGATION MENU**
- Click on **Personal Information** under **Settings** in the drop down menu

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SUPPORT

If you need assistance you can contact your super user

TAP-super users answers administrative questions, and VIP-super users answers educational questions.

At bbsupport.au.dk you can find updated information on support, telephone numbers and email addresses.