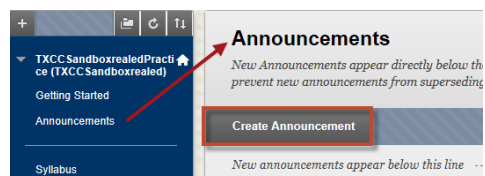


**Communication tools** (you may opt to 'add' any of the following tools to your **Course Menu**):

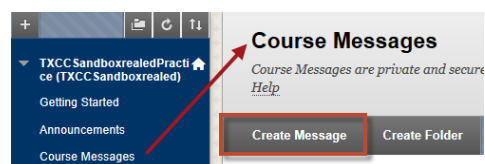
### Announcements

Announcements from the instructor to the class (use Create Announcement button):



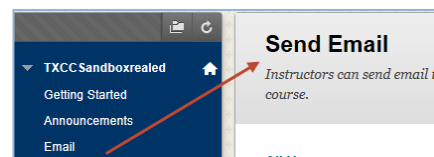
### Course Messages

A tool for enrolled members in the course to communicate with each other. You must log on to Blackboard to send and receive course messages (use Create Message button).



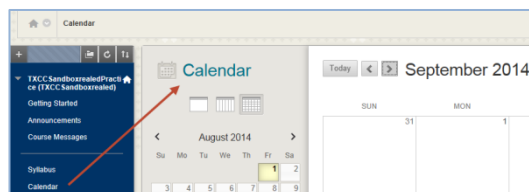
### Email

This tool allows enrolled members in the course to communicate with each other using email. However, email messages to students will be sent to their Office 365 email addresses. Email messages to the instructor will be sent to their 'preferred email address'. (Use appropriate link.)

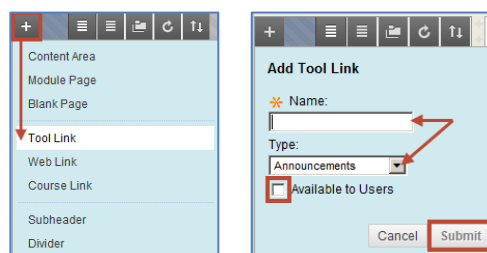


### Calendar

The instructor can use this tool to provide a visual of the events and due dates for the course (create an entry by clicking on a date):

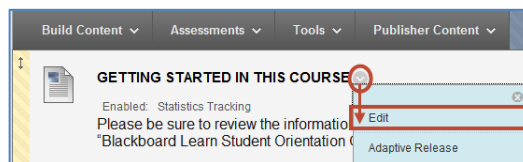


**Add a Blackboard tool to your course** (click the '+' button to add tools mentioned above or others):

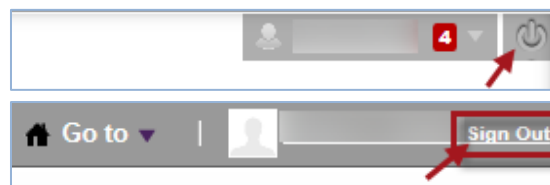


Afterwards, drag the ↑↓ icon associated with the item up or down (or use the 'Keyboard Accessible Reordering' button ↑↓) to change the location of the item on the Course Menu.

**Edit an item on a page** (click on its 'item options'):



**Logout of Blackboard and myCommNet:**



# Blackboard Learn

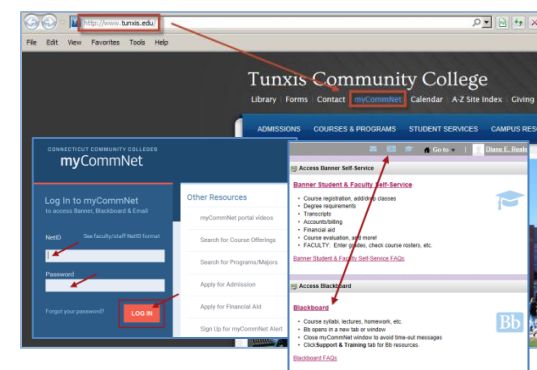
## Quick-Start for Faculty

**Get your course up and running online in an hour!**

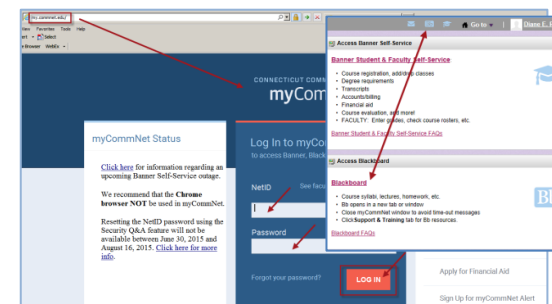
**Tunxis Community College - 2015**

**Logging on to Blackboard (three ways):**

- 1) Tunxis website (<http://www.tunxis.edu>)
  - a. Select the **myCommNet** link.
  - b. Log on with your NetID and password—e.g. 12345678@txcc.commnet.edu).
  - c. Click on the **Blackboard** link (or **Bb** icon).

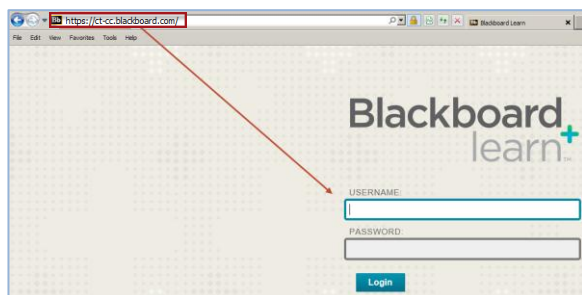


- 2) myCommNet (<http://my.commnet.edu>)
  - a. Log on with your NetID and password.
  - b. Click on the **Blackboard** link (or **Bb** icon).



### 3) Blackboard (<https://ct-cc.blackboard.com/>)

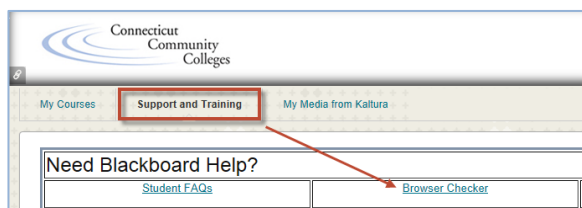
- Log on with **only** your 8-digit **Banner ID** and NetID password)



*(Note: Use this third option when the Tunxis website and/or myCommNet are down.)*

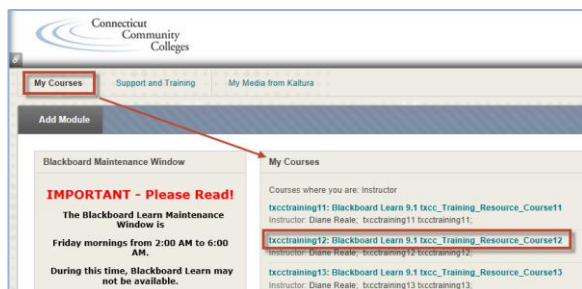
### Browser Checker

Once logged on to Blackboard, click on Support and Training and select Browser Checker to ensure your browser is compatible with Blackboard:

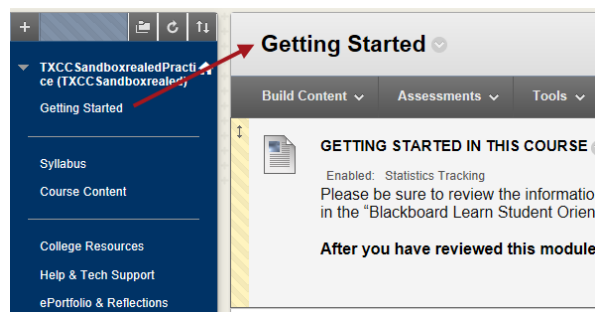


### My Courses

Access your courses on the **My Courses** tab:



### Course Menu (blue menu in course template)



<b>Getting Started</b>	Content Area page that contains introductory information (which an instructor can edit).
<b>Syllabus</b>	Content Area page where the instructor can post a Syllabus, Course Outline, or Course Schedule.
<b>Course Contents</b>	Content Area page where the instructor can post various course content (and organize the content into Content Folders or Learning Modules).
<b>College Resources</b>	Links to college resources such as the College Catalog, Student Handbook, the Library, Academic Support Center, etc.
<b>Help &amp; Tech Support</b>	Links to CSCU   Board of Regents for Higher Education online and telephone support for Blackboard.
<b>ePortfolio &amp; Reflections</b>	Content Area page that contains related information and links to ePortfolio.

### Best Practice (for course materials)

Convert all documents you plan to upload to Blackboard to PDF (for easier student viewing and document protection—unless you want the students to have an ‘editable’ document that they can complete).

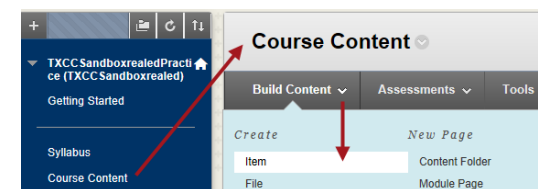
### Convert a file to PDF:

- Open the saved file (in Word, Excel, PowerPoint, etc).
- Then use the File/Save As ribbon command to save the document to PDF...
- Select PDF from the ‘Save as Type’ drop down bar.
- Click on the Save button.

*(Note: This will save the PDF version of the document right next to the original document. Later, if you want to update the PDF, you will need to update the original document—in Word, Excel, or PowerPoint—first, then re-convert the updated document to PDF—overwriting the original PDF.)*

### Upload a File (make sure Edit Mode is ):

- Select the page in your course that you wish to upload the file to (Syllabus, Course Content, or other Content Area page—or Content Folder or Learning Module within those pages).



- From the Build Content drop down menu, select either Item or File (select Item if you want to include instructions directly beneath the link to your document, select File if you just want to provide an appropriately named link to your document). Submit when done.