Blackboard:
Belmont’s Online Course Management System

What is Blackboard?
Blackboard enables faculty to expand learning beyond the classroom. It is accessible from a Macintosh or from a PC using a validated web browser. We recommend using Internet Explorer (IE).

Here's a preview of the tools offered in Blackboard…

Communication and Collaboration Tools
1. Email Tool – primarily a one-one, asynchronous communication medium.
2. Discussions Tool – primarily a group oriented, asynchronous communication medium.
3. Calendar Tool – enables important course dates/deadlines to be viewed by students.
4. Chat Tool – primarily a group oriented, synchronous communication medium.
5. Whiteboard Tool – primarily a group oriented, synchronous drawing tool.
6. Roster Tool - All users enrolled in a course can use the new Roster tool to view the personal profile (including a photo if uploaded by user) of all members in the course (including instructor).

Content Tools
8. Manage Files – the instructor’s online filing cabinet for the course.
9. Zipping/Unzipping – zipping enables easy transfer of multiple files; unzipping enables files to be broken apart so that they can be used in the course area.
10. Syllabus Tool – enables the creation of a customizable syllabus.
11. WebLinks Tool – enables access to outside websites.
12. Learning Module Tool – the primary tool for presenting course materials to students.
13. Self Test Tool – provides non-graded, instant feedback to instructor-created study questions.
14. Glossary Tool – provides a central location for all terms and definitions pertinent to the course.
15. Search Tool – enables student searches for keywords in content modules, discussions, glossary, image database and mail.
16. Media Library Tool – Create a glossary or image collection and enable student access to detailed visual information through an accessible, searchable database.

Assessment and Evaluation Tools
17. Assignments Tool – enables the instructor to create, distribute, receive, and grade course assignments.
18. Quiz and Survey Tool – enables access to quizzes containing any of the following question types: multiple choice, short answer, essay, matching, calculated, combination, fill in the blank, true/false, jumbled sentence.

Tools for Measuring Students’ Progress and Study Tools
19. My Grades Tool – enables students to check their grades at any point during the semester.
20. Take Notes Tool/Annotations – enables students to make electronic notes about any one page of content.
21. My Progress Tool – shows the students how much of the course they have viewed (logs pages visited, number of times visited, etc.).
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22. **Announcements** – upon visiting the homepage of the course, it enables a pop up window containing instructor-entered text relative to the course.

**Tools for Managing the Course and Students**

23. **Selective Release** – a tool for instructors to create customized learning pathways for students based on their performance on tests or other criteria.

24. **Gradebook/My Grades** – the instructor’s gradebook is located in the Instructor Tools menu within the Teach tab on Blackboard and enables a space in the course for the instructor to record, compute and ultimately, download grades. My Grades is a tool made available for students to track their academic progress in the course.

25. **Tracking** – viewable to the instructor, it shows when the student accessed certain pages of the course area (e.g., tracking of initial student logins, first/last access date, total # of hits for the course, number of discussion postings read and posted, breakdown of each student’s progress through the content pages, etc.).

26. **Backup Course Tool** – creates a backup of the course that should be downloaded regularly by the instructor and archived to access student data in the future.

**FERPA and Blackboard…**
Your use of Blackboard assumes that you are aware of the university’s obligations under the Family Educational Rights and Privacy Act of 1974 (FERPA). For clarification on this topic, please view the FERPA tutorial available from the HR website: [http://www.belmont.edu/hr/ferpa/](http://www.belmont.edu/hr/ferpa/)
FERPA is federal legislation that Belmont University employees are required to follow. Because FacultyWeb offers easy, anytime, anywhere access to student data, it is very important that you understand our responsibilities under FERPA.

**Getting to Blackboard…**

1. Open an internet browser window (preferably Internet Explorer)
2. Log into the campus intranet, BIC, at [http://bic.belmont.edu](http://bic.belmont.edu) (All campus users may create their own screen name and password in BIC. Before you can create an account here, you must be set up in the university’s Banner payroll and scheduling systems.)
3. Click the **Blackboard** link

You must be set up in Banner as an employee, an active faculty member and as the professor in your course in order to use Blackboard via BIC. Should you have difficulty accessing Blackboard please contact the Dean's office of your College or School for assistance. For technical assistance with and/or training on Blackboard, contact Claudia Myrick at 615.460.6699.