All material is accessible from the “Faculty Resource Center” in Blackboard.

Please login to Blackboard to access the “Faculty Resource Center” from “My Courses”. If you need assistance contact Elizabeth Pachella.

Useful Utilities

“Useful Utilities” is found under Blackboard Learn (LMS) in the “Faculty Resource Center” and is recommended for intermediate level users.

1. Why can’t I change my course?
   a. “Edit Mode” must be on to have full instructor capabilities.
   b. Watch the (1 minute) “Edit Mode” video by Tulsa Community College to learn more.

2. What’s in the instructor’s Control Panel?
   a. Course Tools and the Grade Center are the most frequently used items in the control panel.
   b. Read about the control panel in the Blackboard Help “Instructor Features”.

3. How do I update my Blackboard profile?
   a. Your Blackboard profile is controlled from “Settings” in the Global Navigation Menu. Your default Blackboard email address and your personal avatar can be changed in your Blackboard profile.
   b. Read “Where does Blackboard email get delivered?” to learn how to change your default Blackboard email address.
   c. Watch the (1 minute) SILENT video “Adding a Profile Pic (Avatar) to Blackboard” to see how to add an image to your Blackboard profile. A small thumbnail size version of your personal avatar is displayed next to your posts and at the top of the Blackboard window next to your name.

4. What’s on the My Institution page?
   a. Watch the (3 minute) video “How to Customize Your My Institution Page” to learn how to add, delete and reposition modules.
   b. Note: The Notifications Dashboard operates the same way.

5. How do I manage the My Courses module?
   a. When the semester is over you may hide the courses from your My Courses list, to keep it at a reasonable length. Watch the (2 minute) video “Managing Your My Courses Module” to see how.
   b. To organize your courses by term watch the (3 minute) video “Organising My Courses List in Blackboard”.

6. How do I give my course a unique name that includes the section id?
   a. When you teach more than one section of the same course they look alike. Add the section id to the course name to distinguish them. Read the tip on how to “Uniquely Identify a Course”.

7. Summary – The Course Environment
   a. Become familiar with the look and feel of Blackboard. Read Getting Started with the Course Environment. A few of these features have already been introduced.
Recommended Blackboard Training Path