

Mail

Mail allows the instructor to communicate privately with students enrolled in their course. Students can also use the Mail tool to communicate with their classmates. Mail includes features common to most standard email programs.

1. Under **Course Tools**, click **Mail**.
2. Click **Create Message**.
3. Click **Browse for Recipients** and select them.
4. **Complete** the **Subject** and **Message** fields.
 - * If you are sending an attachment, click **Add Attachments**.
 - * Click on **My Computer** and navigate to the location where you have the attachment saved, select the file and click **Open**.
 - * Click **Add Attachment**.
5. Click **Send**. The Message screen appears and your message is moved to the Sent Mail folder.

To read a message, click its hyperlinked subject title.

Discussions

The Discussions tool provides an ideal forum for interpersonal interaction between students and with the instructor. Instructors, teaching assistants, and students can post messages about a topic in a public forum, at their own leisure, benefiting from each other's opinion and input.

1. Under **Course Tools**, click **Discussion**.
2. Click **Create Topic**. Select **Threaded Topic**.
3. Enter a title, Description, and select if you want to Show or Hide the topic.
4. To add a topic to a category, choose one or create one from the drop-down menu.
5. Select the desired grading option (not gradable, numeric, alphanumeric, or by Grading Form.)
NOTE: Grading creates a column in the Grade Book, allowing you to mark students' contributions to the topics. You can choose to release the grade to students. If you make a topic gradable, you **cannot** revert back to non-gradable.
6. Select the options desired:
 - a. Peer Review—allow students to review and evaluate messages posted by their peers using a simple rating scale or grading form.
 - b. Student Posting Rules—define the limits of students' participation in a topic.
 - c. Author identification—indicate whether posts to this topic will exclude the author's name.
 - d. Journal Privacy—determine if the journal entries will be shared with the entire class.
7. Click **Save**. The Discussion screen appears and the topic is created.



Blackboard Basics

1604 Campus Support Center:

MS 3.02.28
210-458-4057
webct@utsa.edu

SB 4.03.04
210-458-7376
tamara.popescu@utsa.edu

Downtown Campus Support Center:

FS 2.416
210-458-2951
sylvia.vassell@utsa.edu

*We provide personal consultations with instructors.
To request an appointment please call 458-4057.*

Login to Blackboard

1. Go to <http://webct.utsa.edu>
2. Use the following to login:
WebCT ID: **UTSARR ID** (the same username you use to log into your computer at work.
Password: **Banner ID** (@XXXXXXXXX where x is the last 8 digits of your Banner ID)
3. Once you login to MyWebCT, click on the link that says **Click Here for your Courses on Blackboard**.
4. Your courses will appear on My Blackboard.

My Blackboard

My Blackboard provides a single point of access to your courses. It enables you to read campus announcements, access tools such as Mail, File Manager and more.

File Manager

File Manager is the area where all your course files are stored. A file stored here can be linked to the Home Page, folders, and learning modules. File Manager provides a central location to work from, although you can create and edit files from other locations within your course. You can use File Manager to:

- **Manage** files – create folders, copy or move files to folders, preview, delete, zip, and sort your stored files.
- **Create** HTML files - which you can later add to the Home Page, folders, and learning modules.
- **Edit** HTML files.
- **Upload** files from your local computer, which you can later add to the Home Page, folders, and learning modules.

Add Files to the Homepage or Folder

Any file type can be added, including HTML, doc. txt, .jpg, .ppt. Your students may require appropriate software to view the file if it is not in HTML format.

To add a file to the Home Page:

1. From Home Page, click **Add File**. The Add File menu appears.
2. Choose *Browse for Files*. The File Manager appears.
3. Click **My Computer**. Your computer's file browser appears.
Note: You may also select files that already exist in File Manager rather than browsing your local computer.
4. **Double-click** the desired file (or select the file and click **Open**). The file automatically uploads and appears as a link on the Home Page.

Importing a Syllabus File

1. From the Syllabus screen, under Select Syllabus Type, select *Use File*.
2. Under Select Syllabus, click **Browse** and locate and select the file. The Syllabus screen updates and the file is displayed.
3. To view the printable version of the Syllabus, from the Syllabus screen, under Preview, click **Printable Version**. The syllabus is previewed in a pop-up window.

Folders

Folders enable you to visually group related course content. For example, a folder called *Virtual Office* could include a chat room for virtual office hours, a discussion topic for posting homework questions, and a content file containing course policies.

To create a folder:

1. From the Home Page, click **Create Folder**.
2. Enter a Title and optional description on the Create Folder screen.
3. Click **Save**. The folder is added to the Home Page.

After a folder has been created, you can add content to it. This process is the same as adding content links to the Home Page, except you must first go to the folder.

To add content to a folder:

1. Click the **ActionLinks** menu for the folder you created previously and select **Go to Folder**. The empty folder is displayed.
2. Click **Add Content Link** and select Discussions to display its inventory.
3. Select the desired Discussions topic from the inventory and click **Add Selected**. The Discussions topic is added to the folder.

Announcements

You can use the Announcements tool to create and send course-wide notices to students and other section members.

1. Under Course Tools, click **Announcements**.
2. Click **Create Announcement**.
3. Enter a title that identifies and summarizes the announcement.
4. In the Message text box, enter the body of the announcement.
5. Under *Recipients*, select each role you want to receive the announcement.
6. Under *Delivery Dates*, select a date and time to start and end displaying the announcement.
7. If you want the announcement to appear as a pop-up message when individuals log in to the course, select *Also deliver as a pop-up message*.
8. Click **Send**. The announcement is created and delivered to the selected roles on the delivery dates.