

Getting Started with Blackboard Learn

Here are the basic steps necessary to get a Blackboard Learn course up and running. For this example, we will assume that the course shell has already been created. So far, the Firefox browser has yielded the most trouble-free results.

There are many ways to access UA's Blackboard Learn. One way is through the myBama Academics or Faculty tab. The Blackboard Learn link is visible under the "Blackboard Learn Courses" channel. Click on the appropriate course link. You can also click the "Blackboard" link at the top of the page.

myBama - Academics More... Sign Out

Banner Self Service

- My Banner Links
 - Class Schedule
 - Exam Schedules
 - Course Catalog
 - Transfer Credit
 - Order Textbooks Online
 - Letter of Transiency
 - Personal Information
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Registrar

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- FERPA and Privacy Guidelines
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Office of Provost

Dr. Kevin Whitaker
Interim Provost

I offer you a warm welcome to The University of Alabama academic programs. The Office of the Provost and Vice President for Academic Affairs is responsible for overseeing all academic and research programs and a variety of academic services at UA more.....

DegreeWorks

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Blackboard Learn

Courses

- 2013, Spring
 - 201310-TCF-461-320
- 2013, Fall
- 2012, Spring
- Other Courses

Bama By Distance

- Bama By Distance Homepage
- Degree Programs
- Military Resources
- Policies
- Proctored Exam Information
- Team
- Technical Support
- Tuition

The Center for Academic Success

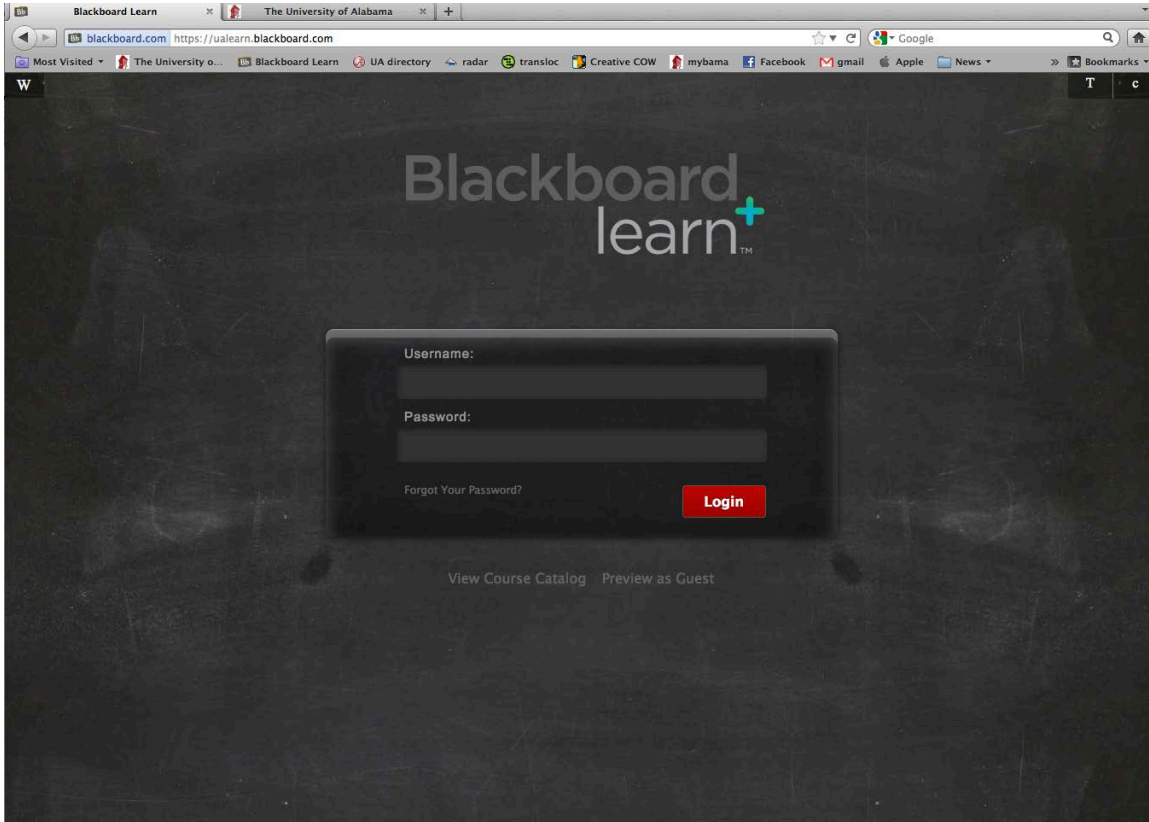
- Center for Academic Success
- Reading and Study Skills Workshops
- Tutorial Services
- Walk-in and Non-Appointment based Tutorial and Supplemental Assistance

Faculty Resource Center

Faculty Resource Center • frc.ua.edu

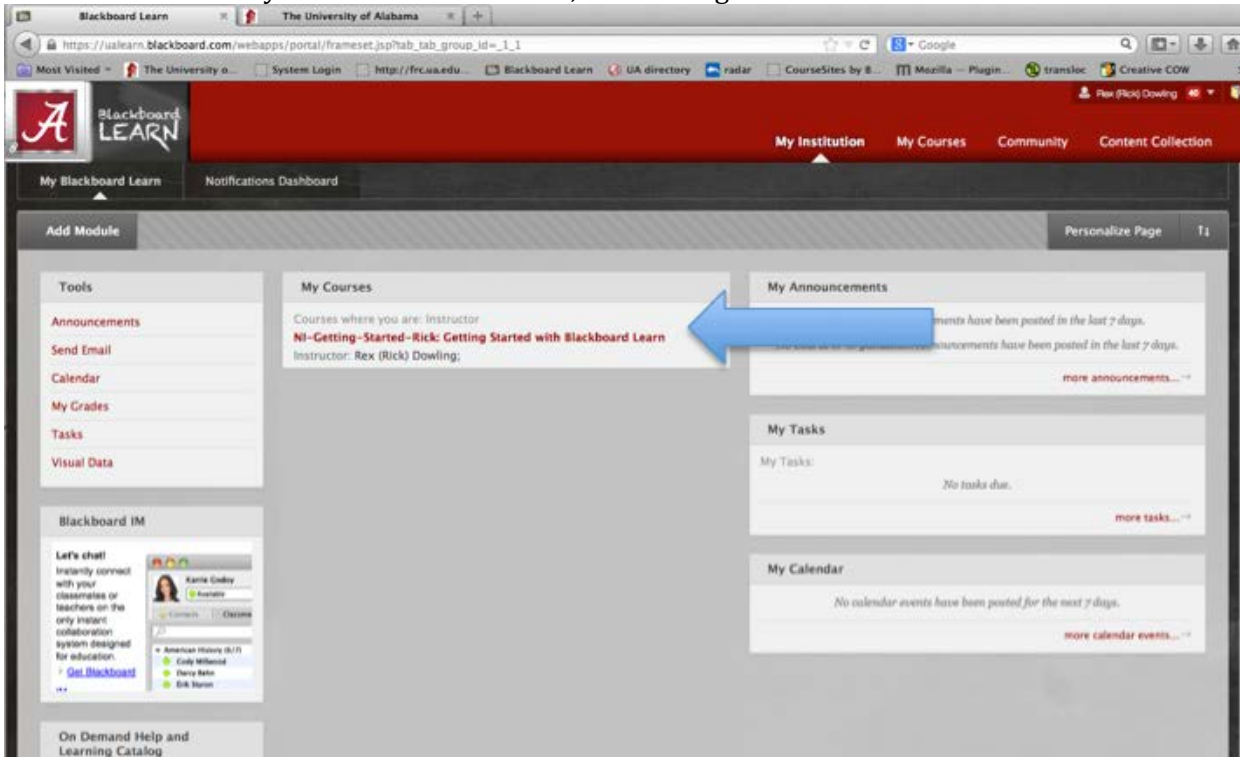
Faculty Resource Center
Partners: Center for IT, Classroom Resource Center, Technology Center

The second way to access UA's Blackboard Learn site is to go to:
<https://ualearn.blackboard.com/>

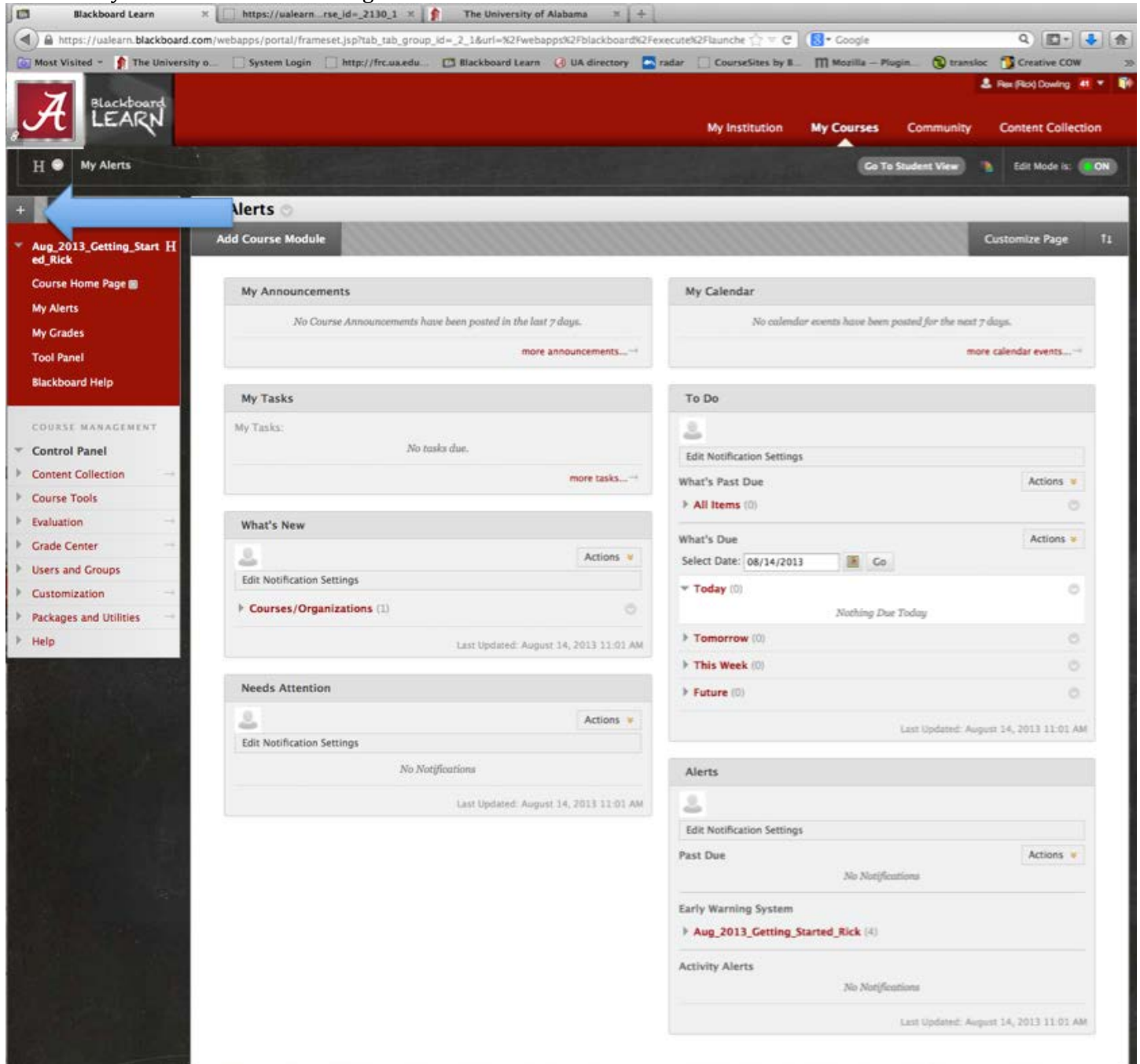


Log in with your Bama username and password. This will take you to the My Institution page in Blackboard Learn.

Click on the name of your course. In this case, it's "Getting Started with Blackboard Learn."

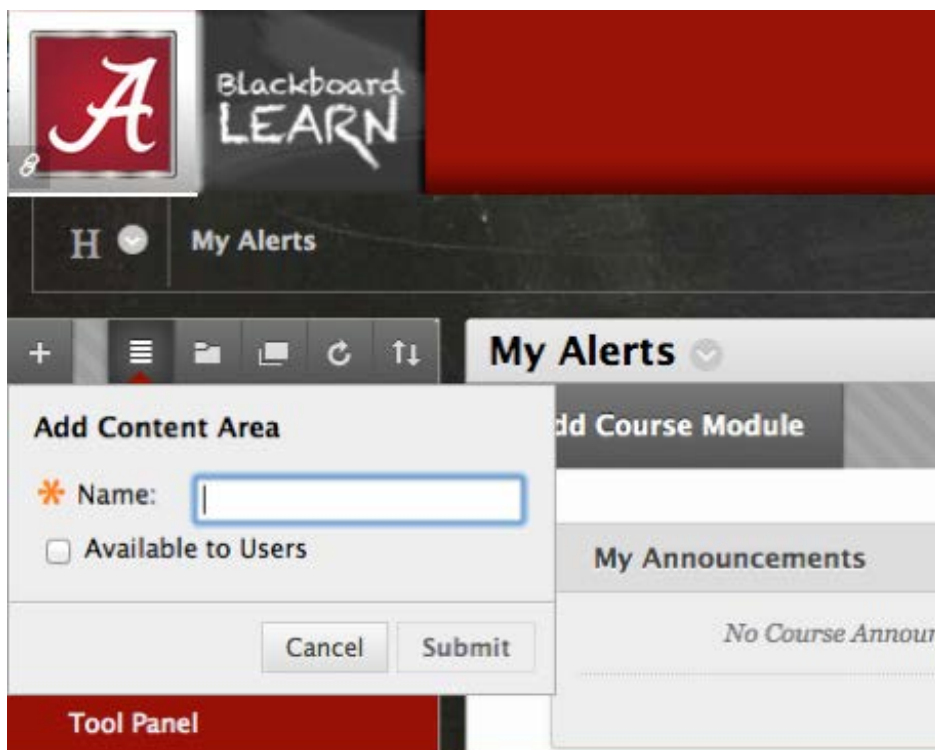
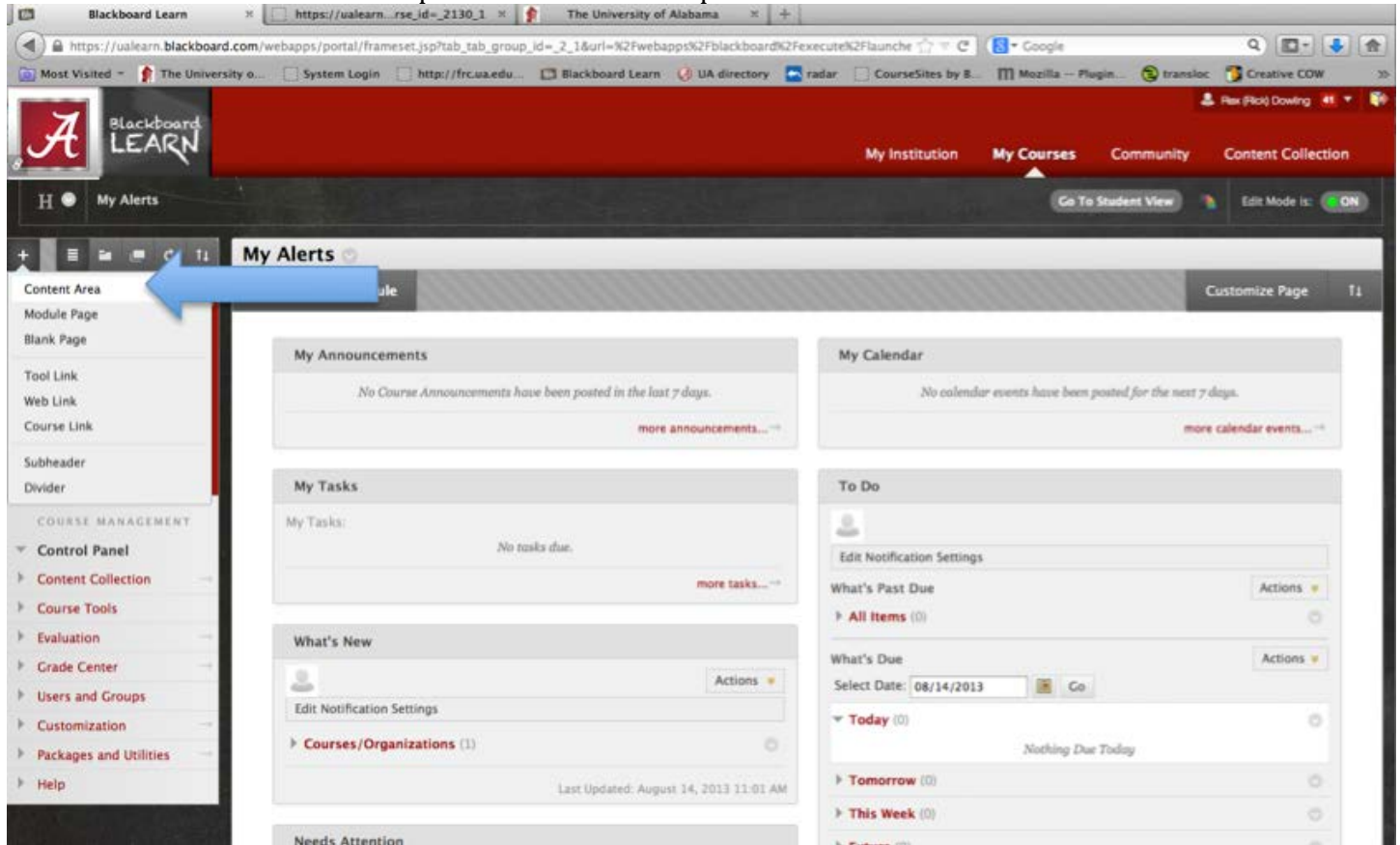


This takes you to the course Start Page.

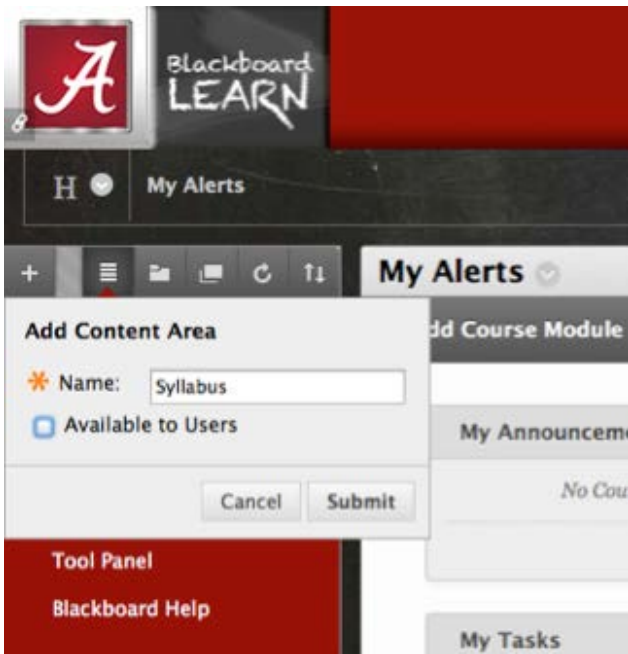


For this example, we want to include a syllabus and our class notes, both of which are pdf files. To do this, we need to add a couple of Content Areas. Add the first Content Area by clicking on the + in the top left corner of the Course Menu.

Choose Content Area from the drop-down box. This will open the “Add Content Area” box.

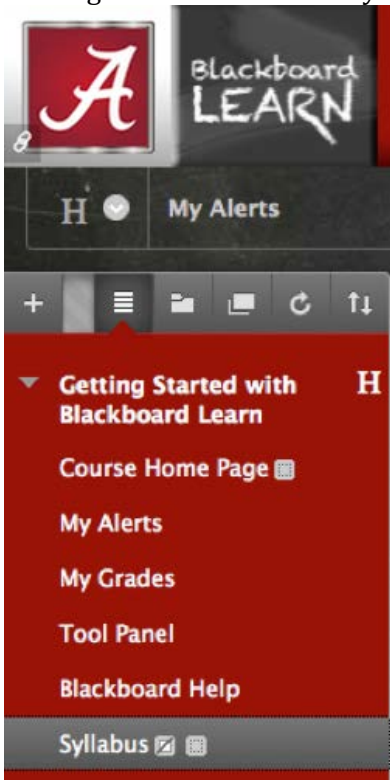


You may enter any name you want in this box. Let's call ours "Syllabus."

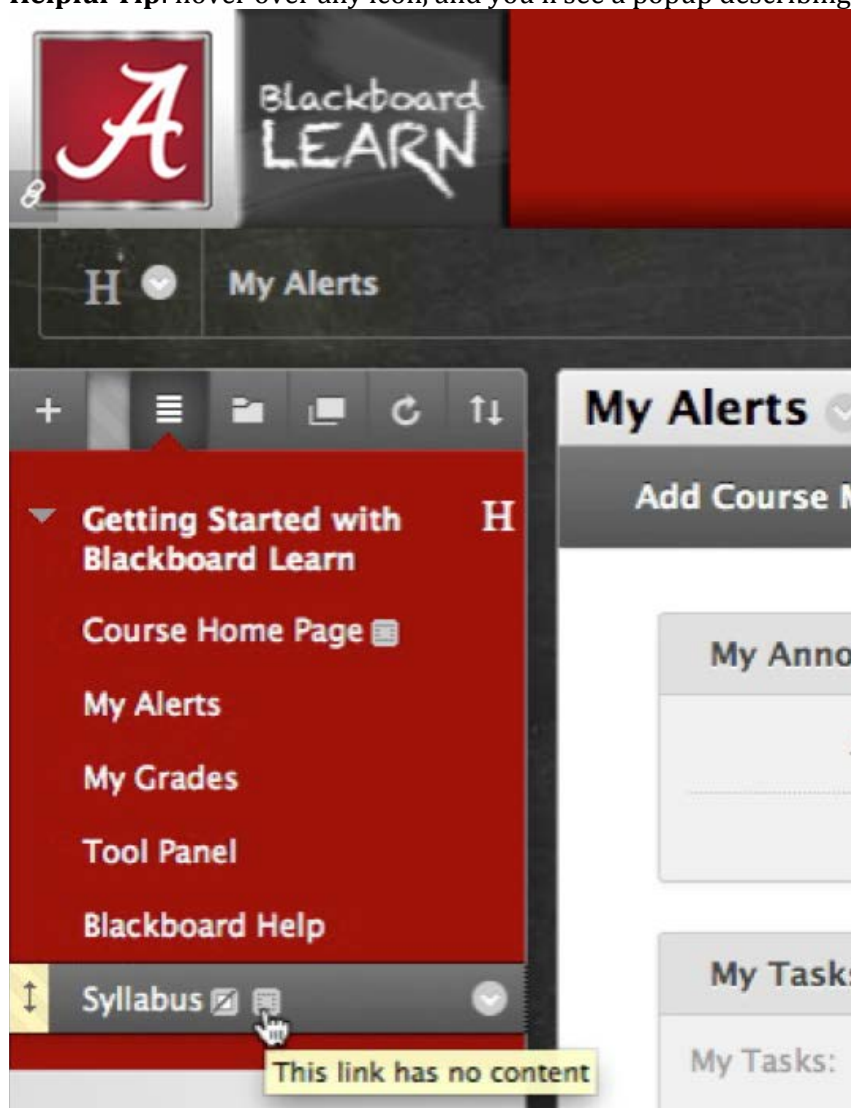


Checking the “Available to Users” box will make the Content Area visible to your students. We do not have to do that at this time.

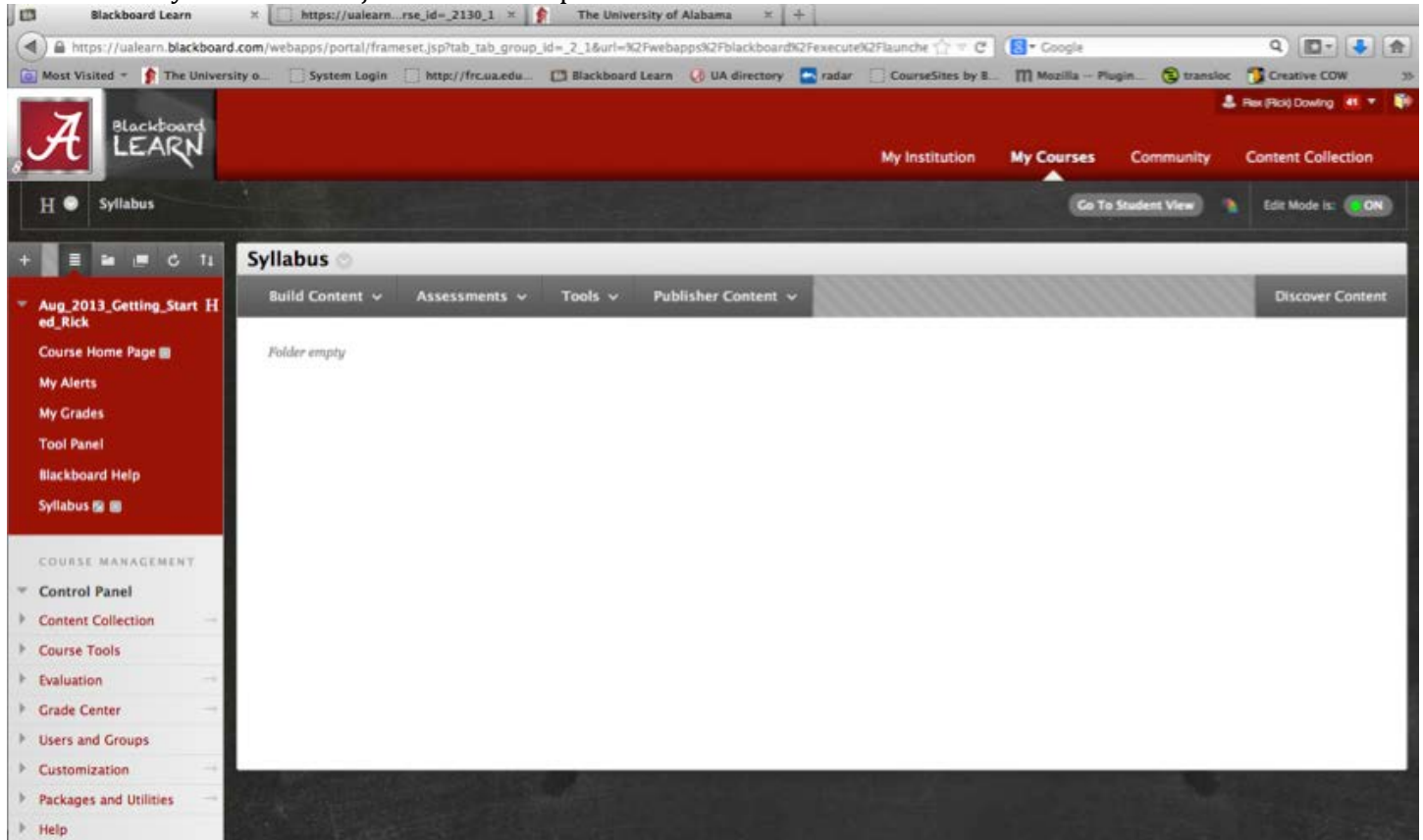
When you click “Submit,” the Syllabus link will be added to your Course Menu. The gray square to the right of it indicates that it is not available to students. The gray dashed square to the right of that indicates that there is nothing in this Content Area yet.



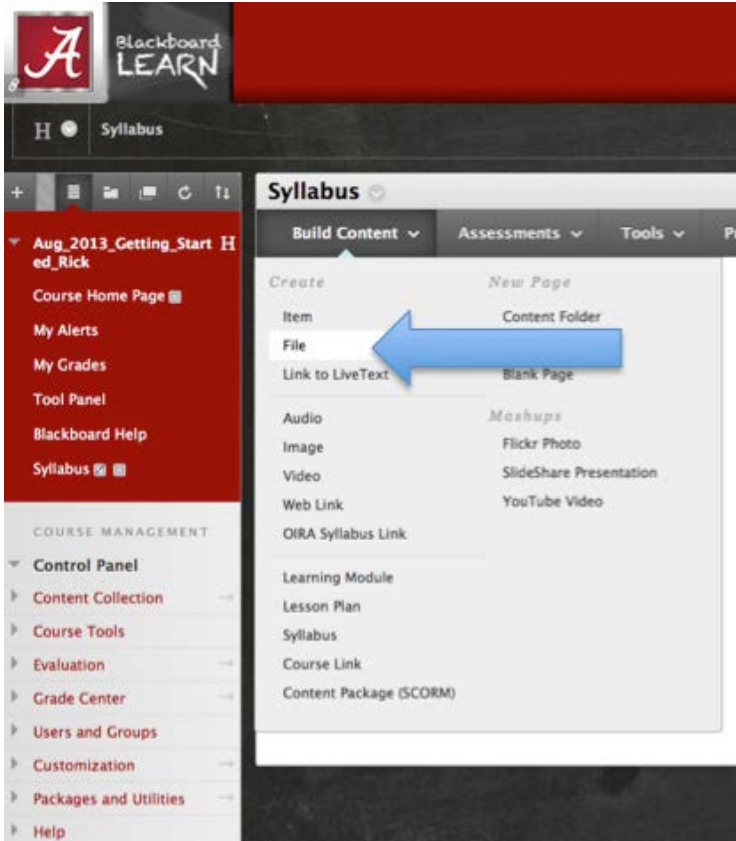
Helpful Tip: hover over any icon, and you'll see a popup describing what it is.



Click on the Syllabus link we just created to open it.



Click “Build Content” and select “File” from the menu that appears.



This will open the “Create File” dialog box.

Create File

Use the **File** content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a course from a local drive and viewed in order. [More Help](#)

* Indicates a required field. Cancel Submit

1. Select File

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

* Name

Color of Name Black

* Find File Browse My Computer Browse Content Collection

2. File Options

Open in New Window Yes No

Add alignment to content Yes No

3. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

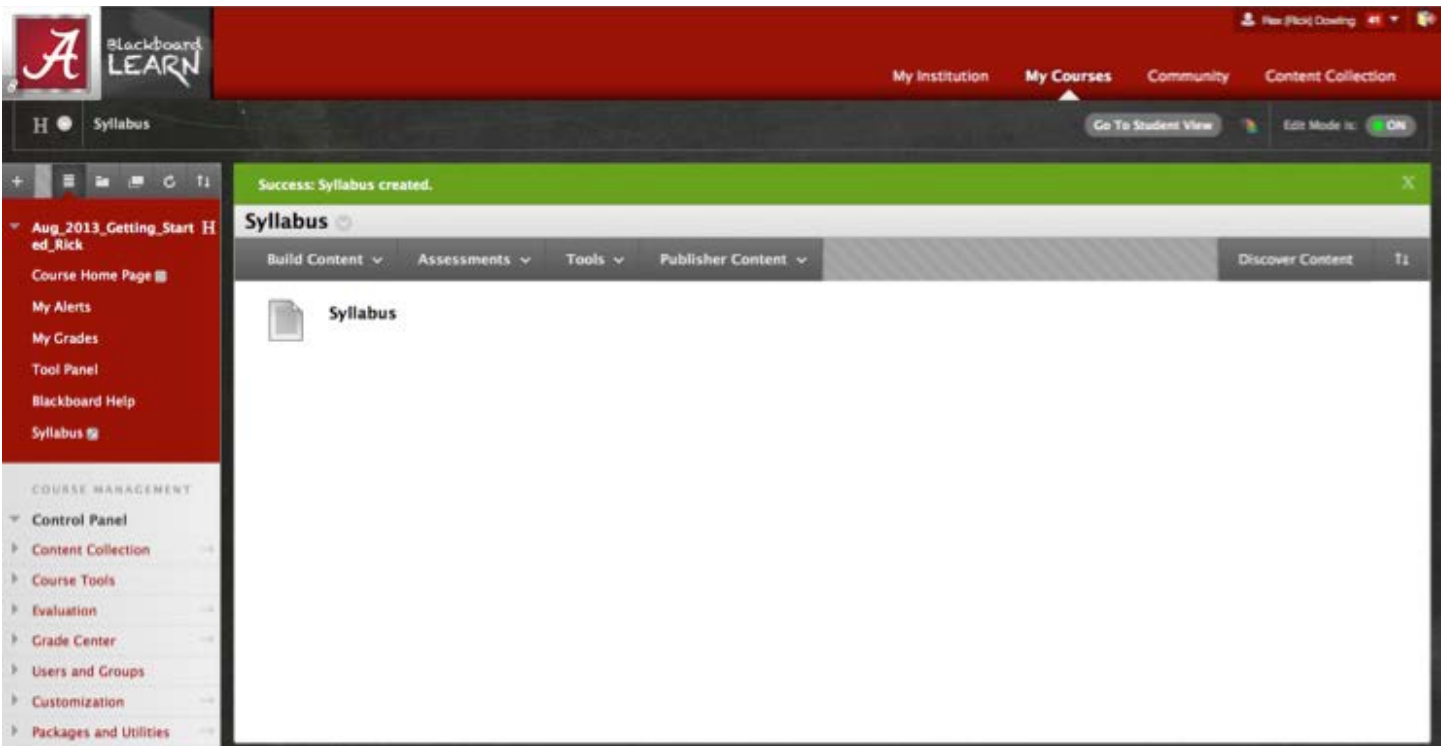
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

4. Submit

Click **Submit** to proceed. Click **Cancel** to quit. Cancel Submit

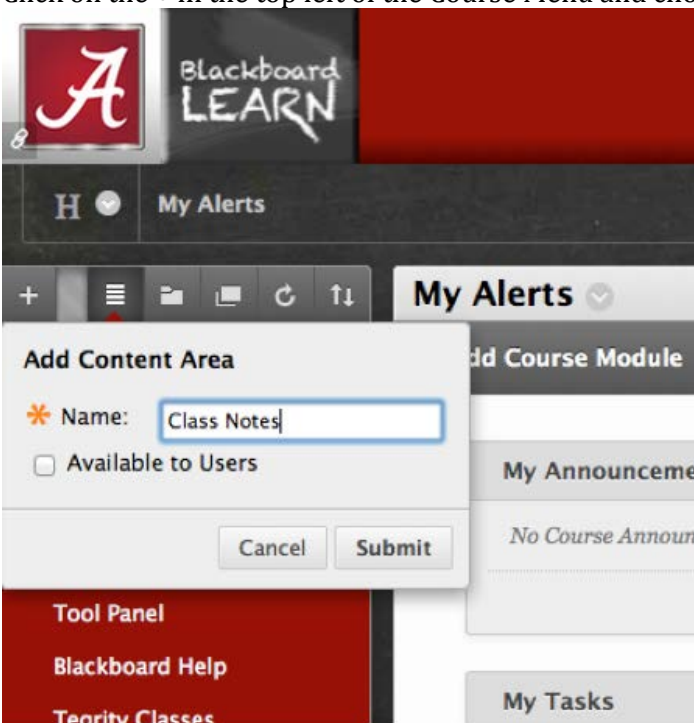
NOTE: We recommend uploading files into the course, rather than using the Content Collection at this time. Locate your file using the “Browse My Computer” button. Click on it, and you can navigate to the folder on your computer that contains your syllabus. In the Name field, you can enter whatever you like. **We do not recommend having the file open in a new window, as this has been shown to cause issues with some screen reader applications.** The “Add alignment to content” button is mainly for K-12 applications. In the “Standard Options” section, you can determine whether the file will be visible to students, track the number of views and specify release dates.

Once you have made those decisions, click on Submit.



Now, let's add a Content Area called Class Notes.

Click on the + in the top left of the Course Menu and choose Content Area. Name it Class Notes, and click Submit.



Click on the Class Notes link in the Course Menu, select Build Content>Create File.

Click the Browse My Computer button and select the desired file. Enter a name in the Name box. Just as we did with the Syllabus file, **we do not recommend having the file open in a new window, as this has been shown to cause issues with some screen reader applications.** The “Add alignment to content” button is mainly for K-12 applications. In the “Standard Options” section, you can determine whether the file will be visible to students, track the number of views and specify release dates.

Create File

Use the FILE content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a course from a local drive and viewed in order. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Select File

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

* Name

Color of Name Black

* Find File

2. File Options

Open in New Window Yes No

Add alignment to content Yes No

3. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

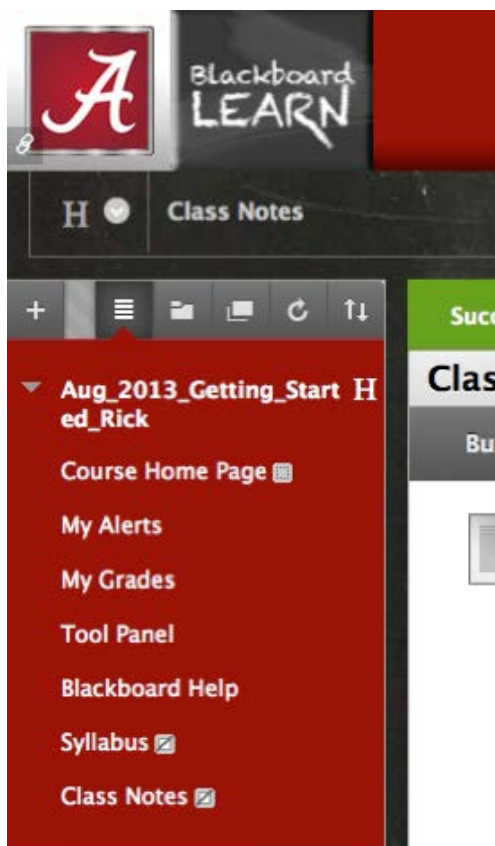
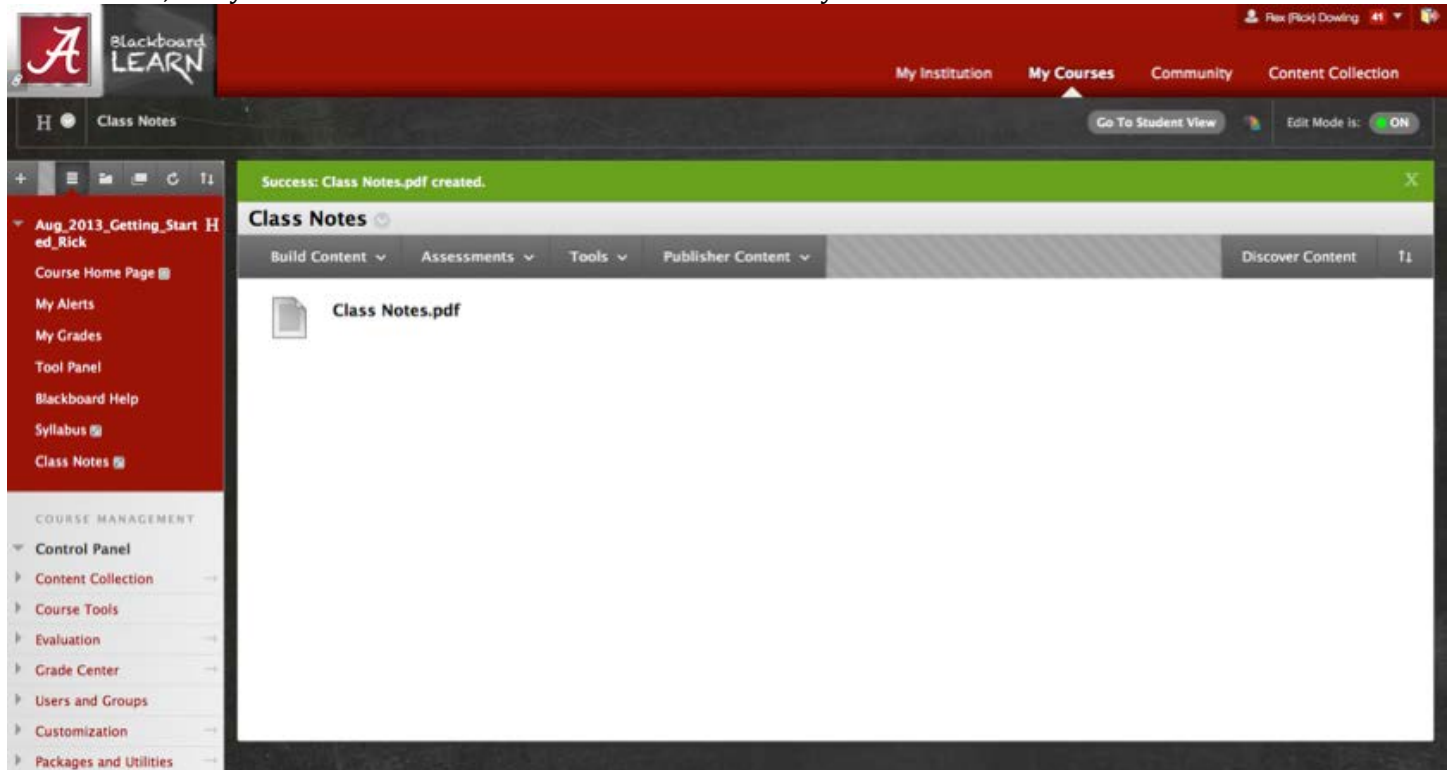
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

4. Submit

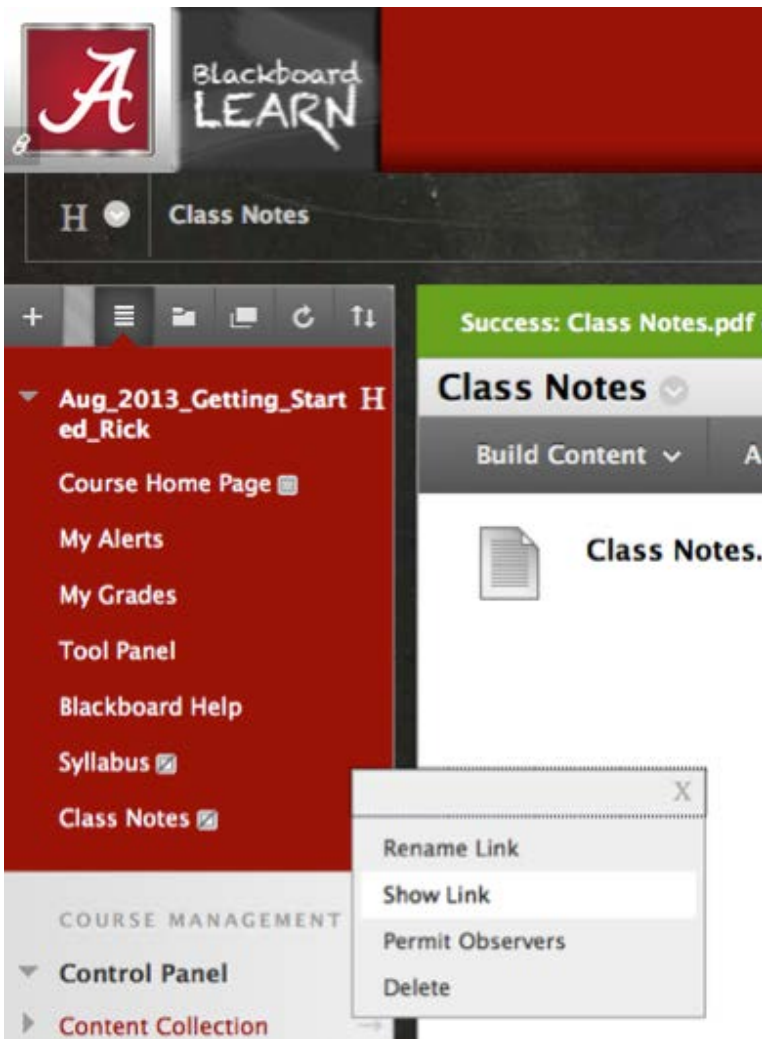
Click **Submit** to proceed. Click **Cancel** to quit.

Cancel Submit

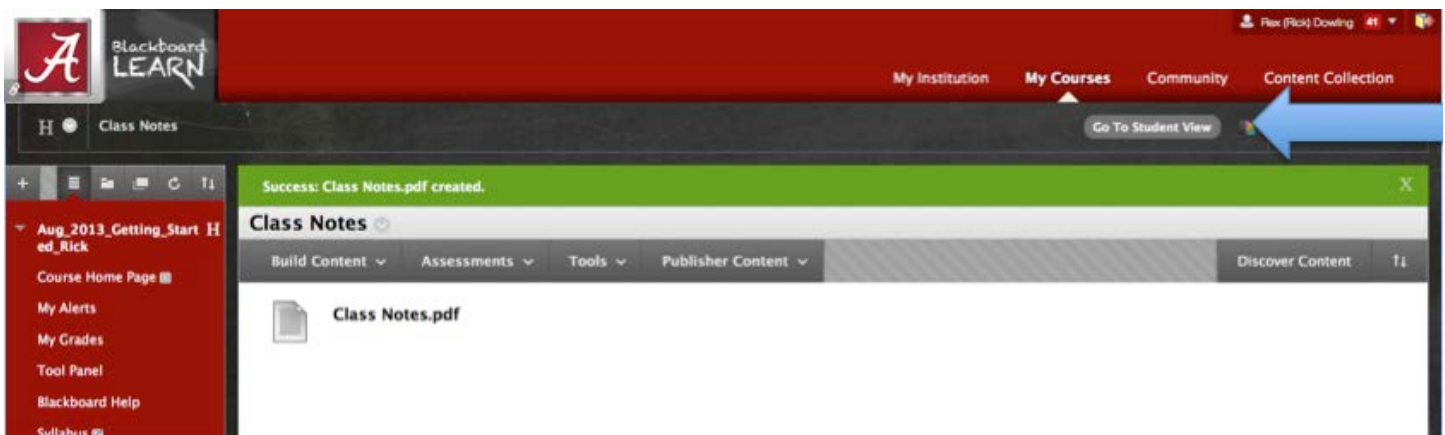
Click Submit, and your Class Notes Content Area will be added to your Course Menu.



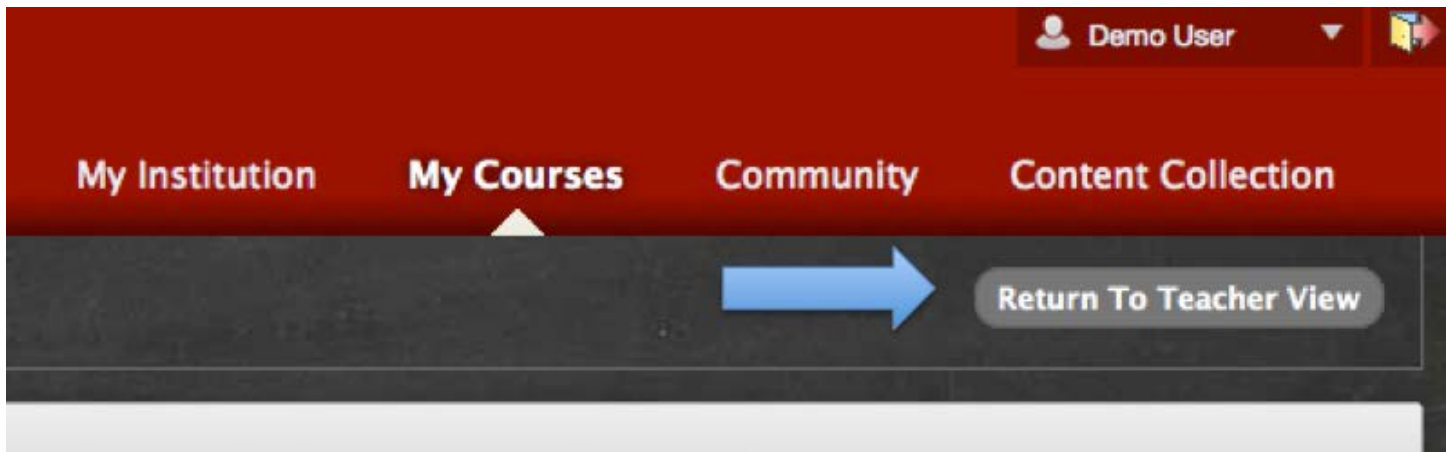
At this point, notice that both the Syllabus and Class Notes items are not visible to students. Hovering over the link, clicking the down-arrow and selecting the “Show Link” option can change this. Once this is done for both links, they will be visible to your students.



To see what your students will see when they access your course, click on the “Go To Student View” button near the top right-hand corner of the page.



To return to Teacher View, click on the “Return To Teacher View” button at the top of the window.



For more information, contact the Faculty Resource Center at 205.348.3532
or frc@ua.edu
or visit our website at <http://frc.ua.edu>.

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