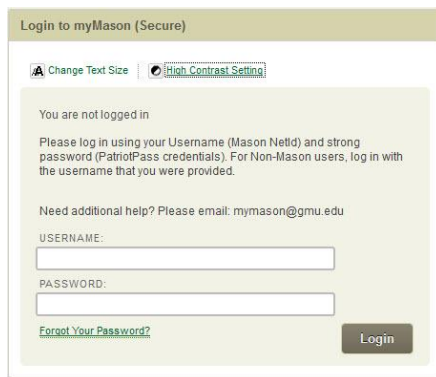


Getting Started with Courses/Blackboard

Blackboard is a course management system used campus-wide at George Mason University. Courses are automatically generated each semester based on faculty assignment in PatriotWeb. The system allows faculty to post course materials, deliver tests and surveys, host discussions, and facilitate many other course-related functions.

Accessing Courses/Blackboard

1. To access Courses, go to the myMason portal, <http://mymason.gmu.edu>.
2. Enter your Mason Net ID into the user name field and Strong Password (Patriot Pass credentials) into the Password field.
3. Click the log in button or press Enter.



4. Select the Courses Tab.



5. Select your course from the Course List.

Making the Course Available

All courses need to be manually made available for students to access each semester. Instructors decide availability after the semester ends.

1. After logging in to Blackboard, select the desired course from the *9.1 Course List*
2. From the *Control Panel*, choose **Customization**, then **Properties**
3. Under *Set Availability*, (Option 3) select **Yes**
4. Click the **Submit** button

Creating an Announcement

Announcements are an ideal tool for communicating time-sensitive material to students, such as reminders about upcoming due dates or changes to the syllabus.

1. From the *Control Panel*, click **Course Tools**, then click **Announcements**
2. Click the **Create Announcement** button
3. On the *Create Announcement* page, enter the announcement **Subject**
4. Type the **Message**
5. Specify whether the announcement is date restricted and if it is, select **Date Restrictions**
6. Click the **Browse** button if you want to create a link to an area in the course
7. Click the **Submit** button

Adding Content to the Course

Numerous options exist for storing and deploying course content in Blackboard. Content Areas exist in the *Course Menu* by default, but faculty can create additional content areas.

1. In Edit Mode, click **Course Content** or **Information** in the course menu
2. On the *Action Bar*, click **Build Content** and select **Item** or **File** (**Item** will have an additional **Text** field while **File** only allows to attach a file)
3. On the *Create Item/File* page, enter **Name** and **Text**
4. Click the **Browse My Computer** or **Browser** button to attach a file
5. Specify **Date and Time Restrictions** if desired
6. Click the **Submit** button