Accessing Blackboard Courses

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 also decide availability after the semester ends.

1. After logging in to Blackboard, select the desired course from the Course List
2. From the Control Panel, choose Customization, then Properties
3. Under Set Availability, 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 Announcements
2. Click the Create Announcement button
3. Enter the announcement Subject
4. Type the Message
5. Specify whether the announcement is date restricted and if it is, select Date Restrictions
6. Choose to e-mail Announcement to students
7. Click the Browse button if you want to create a Course Link to an area in the course
8. 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. With Edit Mode ON, click Course Content 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 button to attach a file
5. Specify Date and Time Restrictions if desired
6. Click the Submit button

Need Help? Visit http://coursessupport.gmu.edu