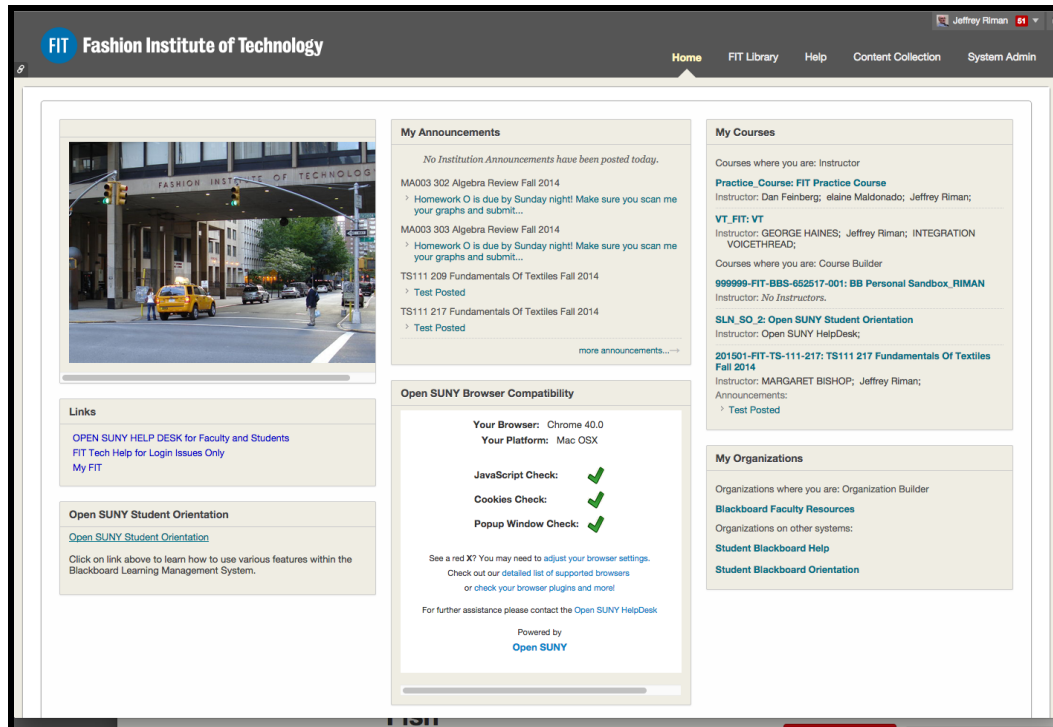


Blackboard Introduction

Intro: Angel Migration followed by a basic orientation, including but not limited to: Orientation on self-help resources, the Open SUNY helpdesk. Functions covered include: uploads, links, assignments, linking to google drive and lynda, mail and basic course management.

Setting up: Please do the following:

1. Using your FIT login credentials: **Sign into Google Chrome.** 
2. Login to Blackboard: <https://fitnyc.open.suny.edu/>



Please note the following:

1. **Tabs** along the top: Home. Library, Help
2. **Modules** on the Home Page:
 - a. **Browser Compatibility**-Check
 - b. **Global Navigation**
 - c. **My Announcements**
 - d. **My Courses**- Personal Sandbox
 - e. **My Organizations**- **Blackboard Faculty Resources** for your reference
 - f. **Links**- Open SUNY Help Desk, FIT Tech Help, My FIT.
 - g. **Quickly**-Manage availability, Announcements and Broadcast Email.

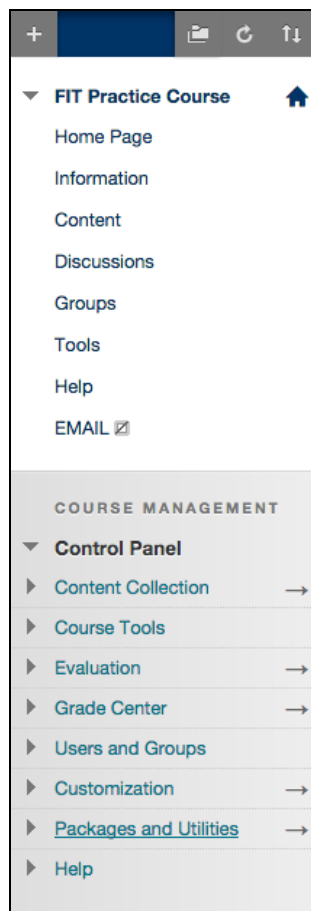
Go to My Organizations and Open **Blackboard Faculty Resources**

Blackboard Introduction

How to get Help!

- Can't Login or FIT Password or System Failures:
FIT Tech Help-<http://it.fitnyc.edu/>
212-217-TECH (8324) TechHelp@fitnyc.edu
- Blackboard Related Issues:
Open SUNY Help Desk for all Blackboard related problems (7 days a week)
<http://open.suny.edu/support/contact-us/current-students/>
- CET Calendar for Training <http://fitnyc.edu/5958.asp>
- Arrange for group or department training 212-217-4064
- Use the Blackboard Faculty Resource Organization.

Click on your Personal Sandbox under My Courses



Review Navigation Menu The purpose of each item

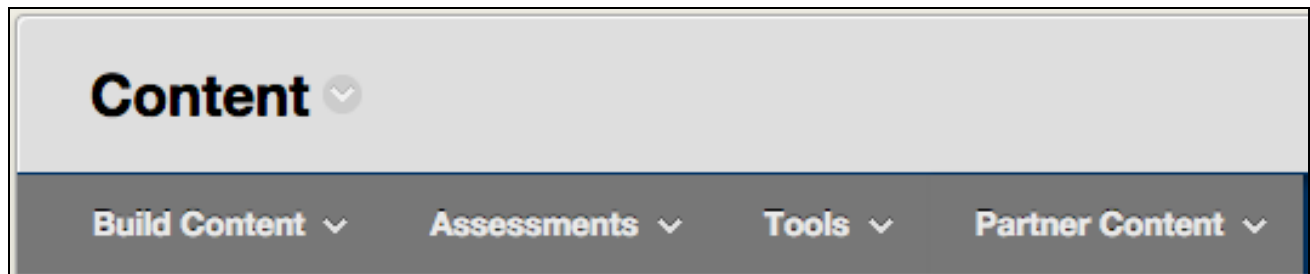
- Home
- Information
- Content
- Groups
- Tools
- Help
- Email

Control Panel

- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities

Blackboard Introduction

Explore the Content Creation Menus



- **Build Content:**
 - Pages, Files, Links, Mashups, Voicethread, lynda.com....more
- **Assessments**
 - Test, Survey, Assignment...more
- **Tools**
 - Discussion Boards, Blogs, Journals and more.
- **Partner Content**
 - Text books

How to's: See more on these tasks in the Blackboard Faculty Resources

1. **Announcement/email it**
2. **Email** (Uses FIT Gmail)
3. **Add File** (any format)
4. **Add Link** (Set to open a new window)
5. **Add lynda.com** (account required)
6. Add **Voicethread** (automatic login) see separate tutorial
7. Add **assignment.** (also a dropbox)
8. Add a **video** Using search tools. embed code or creation.