

BLACKBOARD 9.1 QUICKSOURCE GUIDE

FINDING YOUR COURSE

Blackboard Short Reference Guide

FACULTY
EDITION

FINDING YOUR COURSE ON BLACKBOARD

- 1 Access Fordham Blackboard through the University Portal <http://my.fordham.edu>
After logging in, click on the **Blackboard** icon on the top right of the page.



- 2 On the Welcome Screen you should see a list of the courses you are teaching in the **My Courses** module.
** Remember: Course shells will appear on Blackboard at least one week before the start of the new semester.*

- 3 Click on a course name to enter your course site.
** Remember: Course shells listed as unavailable do not appear for your students.
You will have to make the course available when you are ready.*

My Courses

- ▼ Fordham University Fall 2016
 - Courses where you are: Instructor**
 - MATH1100R01201710: Finite Math**
Instructor: Li Ka; Lindsay Karp; Lindsay Karp;
 - COMM1100L01201710: Intro to Media Studies**
Instructor: Li Ka; Lindsay Karp; Lindsay Karp;
- ▶ Fordham University Spring 2016
- ▶ Fordham University Fall 2015

- 4 When you enter the course, you will see the same view of the course as your students.

** Only Faculty have access to the **Control Panel** menu.*

A screenshot of the Blackboard course interface. At the top, it shows 'FNDMNTLS OF COMM & MED STUDIES' and '(Course is unavailable to students) > Home Page'. On the right, 'Edit Mode is: ON'. A dark sidebar on the left contains a 'Control Panel' menu with options like Files, Course Tools, Evaluation, Grade Center, and Users and Groups. The main content area shows 'Home Page' with sections for 'My Announcements', 'My Tasks', and 'What's New'. On the right, there's a 'To Do' section with 'What's Past Due' and 'What's Due' (selecting 11/17/2017). A red arrow points from the 'Control Panel' menu to the 'Edit Mode is: ON' button.

Use the **Control Panel to modify your course, bulk upload documents, add students.*

*To make changes, make sure the **Edit Mode** button is on.* Edit Mode is: ON