

Getting Started with IIT Online and Blackboard

Logging to Blackboard

IIT Online Internet courses are delivered via Blackboard, IIT's course management system. You can login to Blackboard via the *myIIT* portal at <http://my.iit.edu>. Instructions for logging-in are available at portal homepage. Once in Blackboard, under "My Courses", click the respective course to access its site.

Viewing online lectures and materials

The course site contains several content areas including Course Information, Assignments, IIT Online, and more. IIT Online will post only the course videos and, if available, slides of materials shown in the live class session as a .PDF file within the IIT Online tab. (See the faculty packet for additional information.) All other material postings are the responsibility of the faculty. To access the videos and IIT Online prepared materials, click the IIT Online tab. A list of links to the course videos (camera icons), and accompanying .PDF files with printable slides, if available, will be shown. You will need to provide your UID (as username) and CWID (as password) to view course videos. *Please note that all online materials are removed from Blackboard on the Friday after final exam week. All other content is set as "hidden."*

Adding content

Several course site areas, including Course Information, Course Documents, Assignments, and External Links, can host various files, links to websites, and other content.

- 1 To add a new file, click the **Control Panel** button  **Control Panel** at the bottom of the site menu. Then click one of the content area links at the top-left of the control panel page e.g. Course Information.

- 2 From the button bar on the Course Information page, click the **+Item** button:



- 3 On the Add Item page, enter a name for the content item you are about to add in the Name field e.g. Course Syllabus. If desired, you can enter a description of the content item in the Text field. Next, click the **Browse** button located next to the **Attach local file** field, which appears below the Text field. Navigate to the file on your computer which you would like to upload. You cannot select more than one file at this step.
- 4 If desired, you can specify more options for this content item, such as availability dates.
- 5 After entering the necessary information for the item, scroll down to the bottom of the page and click the **Submit** button. Depending on your connection speed and specified file, it may take some time to upload it.
- 6 A confirmation page will be displayed when the content item has been added successfully. Click **OK** to return to the Course Information page, where the newly-uploaded item will appear. Buttons for **modifying** or **removing** this content item appear next to the item.

Viewing grades

To view the grades of the enrolled students, go to the **Control Panel** and click **Gradebook** under the Assessment area on the right.

Viewing enrolled students

- 1 To view a list of the currently (and previously) enrolled students, go to the **Control Panel** and click **List/Modify Users** under the User Management area.
- 2 To see a list of all users, leave the search field blank and click **Search**. Currently enrolled students will be listed in black text, while previously enrolled students who have left the course will appear **grayed out**.

Sending e-mail

- 1 To send an e-mail to all currently enrolled students, go to the **Control Panel** and click **Send Email** under the Course Tools area.
- 2 A list of options will appear, including All Users, Select Users, etc. Click **All Users**.
- 3 Type the message subject and body, attach a file if you like, and finally, click the **Submit** button.

Learning more about Blackboard

If you would like to learn more about Blackboard, you can refer to the Instructor Manual available from the Control Panel or the "Blackboard Faculty Manual" course within Blackboard itself (check "My Courses"). If you have a Blackboard issue or question, contact the OTS Support Desk by phone at (312)567-3375 or by email at supportdesk@iit.edu.