Getting an Account

A Blackboard account is created automatically for every faculty and staff member when they begin employment at the University. Your Blackboard username and password will be the same as your WebID username and password. Your Blackboard account will allow you to access and modify courses within Blackboard.

Enabling a Class

In order to post materials to Blackboard, a course space must be created. This is what we refer to as ***Blackboard Enabling*** your course. To enable your course, go to my.olemiss.edu and log in using your WebID and password. Click on the Faculty Tab, and choose Course Administration => Class Rolls and Grades. Select the appropriate semester, and click Submit. You should see a list of the courses which you are teaching. ***If any of your courses are missing from the course list, you will need to contact the Registrar's Office to have them list you as instructor of record for that course.*** Once you see the course that you want to enable in Blackboard, click the ***Set Blackboard Options*** link for that course.

You will then be presented with a new browser window in which you can choose to enable a single section of your course; or if you are teaching multiple sections of the same course, you can choose to combine your sections into a single Blackboard course or create a customized course containing only select sections.

Course Listing for Instructor - Fall Semester

*Return to **Class Rolls and Grades**.*

This interface allows instructors to view /download class rolls, to submit midterm and final grad The "Submit Midterm Grades" and "Submit Final Grades" links will be displayed and enabled window for each term. For assistance with this interface, please contact the **Faculty Technolo** 7918).

You may **Request To Receive All Class Rolls Via E-mail**. By selecting this link, all class rolls be sent to your e-mail account as a tab-delimited text file that can be easily imported into Exce normal conditions the e-mail will arrive within about two hours.

You may manage Course Materials for an individual section by selecting the option from the dr **Course Materials for All Sections You Are Teaching** for this term and year.

The "Attendance" option in the drop-down list includes support for **automated attendance tra Attendance Based Initiative** (FABI) program.

Course listing generated on 09/23/2014 at 1:50:38 PM. Number of sections found: 5.

CHEM 101 CHEMICAL CONCEPTS - SECTION 2 (OXFORD CAMPUS)

Number of students enrolled / waitlisted: **192** / 0. (**More Info** | **Course Materials**)

Set Blackboard Options

[Class Roll ▾] [**Go**]

To Enable a Single Course Section

1. Select the *Enable* radio button.

2. Check the box for *Guest Access* if you want to allow guests to access your course content.

3. Check the box for *Make Available* if you want your students to be able to see the course in Blackboard.

4. Click *Submit for This Section Only*.

SAP — Set Blackboard Options

Main   Customize

This service allows instructors to "Blackboard Enable" sections they are teaching. Under the Main tab, you can choose to enable a single section individually or choose to combine all of the sections that you are teaching into a single Blackboard course. Under the Customize tab, you can choose any 2 or more of your sections to create a custom Blackboard course. Once a section is enabled, it will be automatically created in Blackboard, and students who have added or dropped the section in SAP will be updated in Blackboard through a nightly synchronization process. Under normal circumstances, courses that have been enabled will appear in Blackboard within an hour of being requested.

Math 121 Section 1

This section has not been enabled for Blackboard synchronization.

○ Enable   ○ Disable   ← *Creates course*

☐ Allow Guest Access

☑ Make Available   ← *makes available to students*

[Submit for This Section Only]

Submitting this option will create a course in Blackboard that contains students from this section only.

To Enable a Combined Course of All Sections

If you are teaching multiple sections of the same course, you will be presented with a second option on the Main Tab of the Set Blackboard Options Page (see image below). Use this option only if you wish to combine all of your sections into a single course in Blackboard.

1. Select the *Enable* radio button.
2. Set *Guest Access* preference.
3. Check *Make Available* if you want your students to see the course in Blackboard.
4. Click *Submit for a Combined Course of All Sections*.

It appears that you are teaching 2 sections of Math 121

A combined course, containing all sections taught by you, has not been enabled for Blackboard synchronization.

○ Enable ○ Disable *This will combine ALL sections you are teaching into one course on Blackboard*
(If you need special combined sections, use the Customize tab at the top of this page.)

☐ Allow Guest Access

☑ Make Available

Submit for a Combined Course of All Sections

Submitting this option will create a combined course in Blackboard that contains students from all sections of this course that you are teaching.

To Enable a Custom Blackboard Course

If you are teaching multiple sections of the same course and would like to create custom groupings of these courses in Blackboard, you may do so under the Customize Tab (see image below).

1. Choose the **Customize** tab.

2. Enter a four character key that in some way identifies your grouping of courses. For example, if grouping sections that meet in Tupelo, Southaven, Grenada, and Booneville, you might choose TSGB. (Letters, numbers, dashes, and underscores are allowed.)

3. Select the sections that you want to be included in this custom Blackboard course.

4. Select the *Enable* radio button.

5. Set *Guest Access* preference.

6. Check *Make Available* if you want your students to see the course in Blackboard.

7. Click *Submit to Create This New Custom Grouping*.

SAP   Set Blackboard Options

Main   Customize

This option allows instructors to create a custom grouping of sections they are teaching.

˅ Create A New Group

* Enter four character key: [   ] This key will appear in the Blackboard course name.   * You will need to enter a four character key that in some way identifies your grouping of courses. For example, if grouping sections that meet on Tuesday and Thursday you might choose TuTh. (Letters, numbers, dashes, and underscores are allowed.)

Section List

Check Into Group	Course	Section	Course Text	Campus
☐	Math 121	Section 1	College Algebra	Oxford Campus
☐	Math 121	Section 2	College Algebra	Oxford Campus

○ Enable ○ Disable

☐ Allow Guest Access

☑ Make Available

Submit to Create This New Custom Grouping

Once you choose the Submit button to enable your course, the course space will be created in Blackboard and your course will be synchronized with the Campus Management System. **Note that it may take up to fifteen minutes after you enable the course before it becomes available in Blackboard.** Each night, your Blackboard course enrollment will be updated appropriately as students add or drop your class.

Course Formats

The University is currently in a transition period between the Original course format and Ultra course view. Currently the courses are enabled in Blackboard in the Original course view. However, the Ultra Course format offers a streamlined, more intuitive interface and workflows for maximum efficiency. The Ultra Course View is also fully responsive for optimal use on any device, and new functionality and enhancements are added regularly.

How to request Ultra Course View for your course(s):

• Enable your course in myOleMiss

• Email blackboard@olemiss.edu to request your course be enabled for to Ultra Course View

• We will enable Instructor Choice which allows you to preview ultra course view before deciding to permanently switch to Ultra.

More information:

[Course View Feature Comparison](#)

[Bb Ultra Guides (How-to)](#)
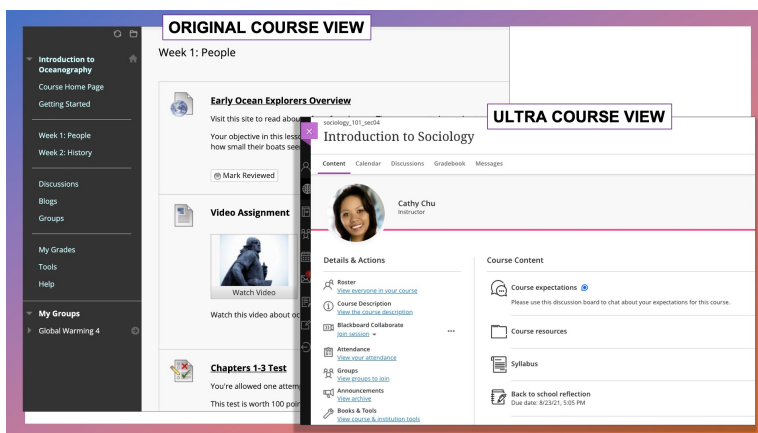
Enrolling Your Students

Because Blackboard is a secure space for your students to access the materials posted in your course, they will need to be granted access to your Blackboard course—this is done by enrolling them. When you Enable your course in Blackboard, any students enrolled in the course will automatically be added to your Blackboard roster. After that, any student who adds/drops the course is added/dropped in Blackboard through automated synchronizations that take place several times daily. However, if you need to add students, such as teaching assistants, that are not on your official class roll, you will need to do so manually.

Posting Course Materials

Now that your course has been enabled in Blackboard, you can begin posting materials. To post/access course materials in Blackboard, you will need to do the following:

- Go to blackboard.olemiss.edu.
- Enter your WebID and password information and choose *Login*. You are now at your personalized Blackboard page.
- On the left menu, select Courses to see the courses you are teaching.
- Select the course you want to access.

Detailed instructions covering the most frequently asked questions, are available on the Blackboard Help Pages at www.olemiss.edu/blackboard. If you are unable to find the answer to your question at this site, please call the Faculty Technology Development Center at 915-7918 or email blackboard@olemiss.edu.

Adding a Teaching Assistant

If you would like to add someone, who is not on your official class roll, to your Blackboard course, you may do so at any time. You can also grant them special permissions in the course.

- Under the course Control Panel, choose *Users and Groups – Users*.
- Select the *Find Users to Enroll* button.
- Enter the username of the person you wish to add, or *Browse* to search by first name, last name, or username.

Users

Find Users to Enroll
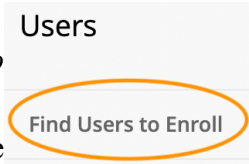
- Choose the Role that you wish the user to have in your course.
  - *Course Builder* - Can upload and edit course content but cannot enter or edit grades.
  - *Grader* - Can access the Grade Center and enter, edit, and delete grades.
  - *Instructor* - Can access all areas of the course.
  - *Student* - Can participate in the course but cannot access any Control Panel options.
  - *Teaching Assistant* - Can access all areas of the course. The only limitation is that a TA cannot remove an Instructor from a course.
- Click *Submit*.

For More Information

For additional information about how to use Blackboard, How-to guides on various topics are also available on the Blackboard Help Pages at www.olemiss.edu/blackboard.

There are also training opportunities available for Blackboard. The FTDC offers frequent Blackboard seminars throughout each semester.

Removing Old Classes

Blackboard courses will be deleted 4 years after the course has been completed in order to free up system resources. If you have courses that are less than 4 years old that you no longer need, let us know and we can remove them prior to the 4 year period. To have an old class removed from Blackboard, simply email the request to blackboard@olemiss.edu.