Blackboard Instructions for Course Masters

Go to https://blackboard.umaryland.edu to sign-on. Your username and password are the same as your myUMB or Webmail accounts. If you do not know them, please contact the helpdesk at help@umaryland.edu or 6-HELP.

Under “My Courses” on the right side of the screen you should see your courses. Click on the course title to open.

See Registered Students:

- Go to the Control Panel on the bottom left-hand side of the screen
- Click on “Users and Groups” to expand
- Click on “Users”
- This will show you a list of everyone that is part of the course. Be aware that this lists faculty as well so the total listed is not the total number of students only.

Upload Lecture Materials:

- Make sure Edit Mode is on. Button on the top part of the grey area on the right side of the screen.
- Click button on left side of screen labeled “Course Documents or Materials”
- Go to your relevant lecture folder (Click on title of lecture or name to open)
- Move your mouse over the blue button on the top labeled “Build Content” or you may need to click on it depending on your computer
- Click on “Item”
- Enter the type of document (Lecture notes, Lecture Powerpoint, etc.) in the name box
- Scroll down to #2 Attachments and click on “Browse Computer”
- Find your document(s)
- Click on submit at the very bottom of the screen

Change Name of Course

- Go to the Control Panel
- Click on “Customization” to expand
- Click on “Properties”
- Under Number 1 “Course Name” put in the name you want
- Click on “Submit” on the bottom of the screen

Make Course Available

- Go to the Control Panel
- Click on “Customization” to expand
• Click on “Properties”
• Under Number 3 “Set Availability” select “Yes”
• Click on “Submit” on the bottom of the screen

Send E-Mail to Student or Faculty

• Go to the Control Panel
• Click to expand “Course Tools”
• Click on “Send Email”
• Select the option you would like to use. To send to an individual click on “Single/Select Users”. Otherwise, click on “All Users, Groups or Instructors”
• Once you click on the option you want, Blackboard will populate the To field.
• Type in your subject and e-mail. If you need to attach a file, click on “Attach a file” on the bottom of the e-mail
• Click on “Submit”
• Your e-mail will be sent to the appropriate people and a copy of the e-mail will be sent to your campus e-mail address

Upload Permalinks

• Click button on left side of screen labeled “Course Documents or Materials”
• Go to your relevant lecture folder (Click on title of lecture or name to open)
• Move your mouse over the blue button on the top labeled “Build Content” or you may need to click on it depending on your computer
• Click on “URL”
• List name or author of article in the name box
• Paste article link in the URL box (make sure it starts with http:// or https:// and has no spaces)
• Click on submit at the very bottom of the screen