

Blackboard 101

Quick, official resources for faculty who are brand-new to Blackboard.

If you are a faculty member or instructor new to Blackboard at your institution, begin by selecting two or three links below that best align with your immediate teaching needs. Each resource connects directly to Blackboard's official help site or video library, and you can access them without needing to log in or create an account.

START HERE

► **Getting Started**

Walks new instructors through signing in, setting up a profile, and finding their way around Blackboard LMS, with a short intro video included.

<https://help.anthology.com/blackboard/instructor/en/getting-started.html>

► **Quick Start Checklist: Course Setup**

A step-by-step checklist for getting an account and a course ready before students begin participating in the course.

<https://help.anthology.com/blackboard/instructor/en/getting-started/quick-start.html>

► **Navigate Inside a Course**

Introduces the Content, Calendar, Discussions, Gradebook, and Messages tabs inside a Blackboard course.

<https://help.anthology.com/blackboard/instructor/en/getting-started/navigate-inside-a-course.html>

► **Blackboard LMS App**

Shows how to check on courses, grade, and message students from a phone or tablet.

<https://help.anthology.com/blackboard/instructor/en/blackboard-app.html>

► **Accessibility Overview**

A quick primer on the accessibility tools built into Blackboard LMS and how they support every learner.

<https://help.anthology.com/blackboard/instructor/en/accessibility-overview.html>

► **Batch Edit**

Update due dates, visibility, or delete settings across many content items at once instead of editing them one by one. Video demonstration available here: <https://vimeo.com/1042941122?fl=pl&fe=sh>

<https://help.anthology.com/blackboard/instructor/en/course-and-content-management/edit-and-manage-content/batch-edit.html>

BUILD A COURSE

► **Types of Course Content**

Explains the tools and workflows available for organizing a course, including documents, folders, and learning modules.

<https://help.anthology.com/blackboard/instructor/en/course-and-content-management/types-of-course-content.html>

► **Add Content**

Covers the different ways to bring materials into a course, from typing text to uploading files and linking cloud storage.

<https://help.anthology.com/blackboard/instructor/en/course-and-content-management/add-content.html>

► **AI Design Assistant**

Generates a starting course structure, content, and questions directly inside a course to speed up setup.

<https://help.anthology.com/blackboard/instructor/en/course-and-content-management/ai-design-assistant.html>

SEE IT LIKE A STUDENT

► **Student Preview**

Let's an instructor access a course as a student to check content, grades, and activities exactly as a learner would see them.

<https://help.anthology.com/blackboard/instructor/en/course-and-content-management/set-up-courses/student-preview.html>

ENGAGE WITH STUDENTS

► **Announcements**

Post course-wide updates that appear to every student as soon as they log in.

<https://help.anthology.com/blackboard/instructor/en/interact-with-students/announcements.html>

► **Discussions**

Set up threaded conversations where students respond to a prompt and to each other.

<https://help.anthology.com/blackboard/instructor/en/interact-with-students/discussions.html>

► **Messages**

A built-in messaging tool for one-on-one or group conversations with students, separate from email.

<https://help.anthology.com/blackboard/instructor/en/interact-with-students/messages.html>

► **Groups**

Covers creating and managing student groups for projects, discussions, and group assignments.

<https://help.anthology.com/blackboard/instructor/en/interact-with-students/groups.html>

GRADE WITH CONFIDENCE

► **Gradebook**

Introduces the Blackboard Gradebook, where instructors view, calculate, and post grades.

<https://help.anthology.com/blackboard/instructor/en/grading/gradebook.html>

► **Rubrics**

Explains how to build or auto-generate a rubric and attach it to an assignment for consistent grading.

<https://help.anthology.com/blackboard/instructor/en/grading/rubrics.html>

► **Create Assignments**

Walks through setting up an assignment, including due dates, attempts, and accepted file types.

<https://help.anthology.com/blackboard/instructor/en/assessments/assignments/create-assignments.html>

► **My Grading Action Items**

A single page that lists everything currently waiting to be graded across all of a faculty member's courses.

<https://help.anthology.com/blackboard/instructor/en/grading/my-grading-action-items.html>

WATCH & LEARN

► **Blackboard Instructor Video Library**

Short, official Blackboard videos that demonstrate features in action, organized into topic-based playlists.

https://www.youtube.com/playlist?list=PLbgtAgfuLLmJfcL_nnItFgUv3Sn6LofvG

► **Blackboard Tutorials – Instructors (YouTube)**

A curated YouTube playlist of official Blackboard instructor tutorials — a good option for a lunch-break crash course.

https://www.youtube.com/playlist?list=PLontYaReEU1tCbsCDP-u_wsKdkDBegIhH

HAVE MORE QUESTIONS? *Contact your institution's Blackboard support team.*