

Stony Brook Instructors,

What is Blackboard?

Blackboard is a web based course management system that many Stony Brook faculty use.

This message is intended for instructors who are interested in using Blackboard. If you are not interested in using Blackboard for the Fall 2007 semester, then you do not need to do anything!

I am interested in using Blackboard, what do I need to do?

If you would like to use your Blackboard site, point your web browser to:
<https://blackboard.stonybrook.edu> and follow the guidelines posted on that page for logging in.

I've logged into Blackboard, now what?

If you have never used Blackboard before, detailed information about getting started can be found at: <http://www.sinc.stonybrook.edu/blackboard/faculty.shtml>

******* Your class is not available for the students until YOU make it available! ***** This does not apply to SPD Online faculty . .**

To make your class available: Click on the course that you would like to make available and go to the Control Panel, choose: Settings in the Course Options Area. Then choose: Course Availability and choose Yes to make your course available.

******* Frequently asked questions *******

1. How can I remove courses that I do not wish to use?

Since the classes are automatically created, you cannot delete a course that has not been cancelled.

However, you can remove the course from your view.

Once you've logged into Blackboard, Click on the Pencil icon located to the far right of the My Courses Panel

Your screen will change to the "Customize My Courses" view :

You will see your courses listed and you can uncheck those courses that you do not wish to see in your My Courses Panel

2. I am teaching multiple sections, what should I do?

If you are teaching multiple sections of a course and would like to combine them into one Blackboard site, you will need to submit a request. You may do so on-line at:

http://naples.cc.sunysb.edu/DoIT/bbreq.nsf/bbaccountreq_mutliplesection

3. I'm teaching a large course with 1 main section and then there are recitations and/or labs, can I remove the ones I don't want?

You can remove them from your view,.

Click on the Pencil icon located to the far right of the My Courses Panel

Your screen will change to the "Customize My Courses" view :

You will see your courses listed and you can uncheck those courses that you do not wish to see in your My Courses Panel

4. Will TAs be put into Blackboard?

The Blackboard support team does not add TA's or Instructors other than the requestor of the account to Blackboard sites. This is something that Instructors need to do.

If you would like your TA's or Co-Instructors to automatically have access, you will need to ask your department to add them to the class via PeopleSoft

If you would like to add either a TA or another Instructor to your class, please be aware that it is a 2 step process. For more information visit:

<http://www.sinc.stonybrook.edu/blackboard/managingaccesscontent.shtml#taaccess>