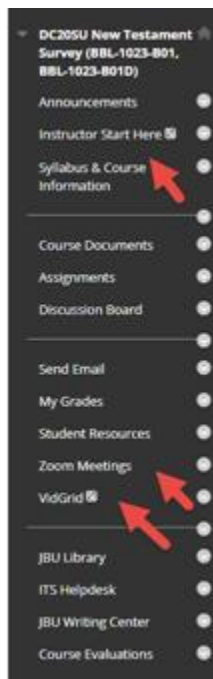


Blackboard template includes the following menus:

- Instructor Start Here
  - Blackboard Tutorials
  - Zoom Tutorials
  - VidGrid Tutorials
- Zoom Meetings (for synchronous, live sessions)
- VidGrid link (for creating mini lectures, recorded)



Open the attached document and follow the steps to submit your midterm and/or final grades from Blackboard to the main JBU system



#### **Blackboard Instructor Help**

This link takes you to the Blackboard instructor help website. You will find a list of topics that you can expand on and find various how to's from adding course content, creating assignments, using the grade center and more.



#### **Blackboard Tutorial Videos**

This link will take you to a Youtube site maintained by Blackboard. The site contains short tutorial videos on topics such as:

- How to Create Announcements
- How to add Content
- How to Create a Rubric
- Many more

If you are going to do synchronous sessions through Zoom or record video lectures with VidGrid you will need access to a webcam, microphone and internet. If working from off campus you should verify those work.

Blackboard can be used to:

- Email your students, create announcements
- Add content such as readings, videos, PowerPoints, web links
- Assess students with projects, quizzes, discussions, papers
- Provide feedback through the grade center.

Tutorials for all of these functions are found under **Instructor Start Here, Blackboard Tutorial Videos and Blackboard Instructor Help**

The JBU Help Desk website has instructions on how to access the M Drive and Q drive from home here: <https://help.jbu.edu/support/home>. You can also save documents to Office 365 for easy access off campus.

The Blackboard template gives students a link to the JBU Library, the ITS Helpdesk, Student Resources(tutorials for Blackboard, Zoom and more)

If you or your students have technical problems contact the help desk. There is a link to that on the Blackboard template (ITS Helpdesk)

[Kathy Hogan](#) (524-7340) and [Kim Johnson](#) (524-7476) are happy to help if you need help organizing content in Blackboard, or tutorials on using the software.