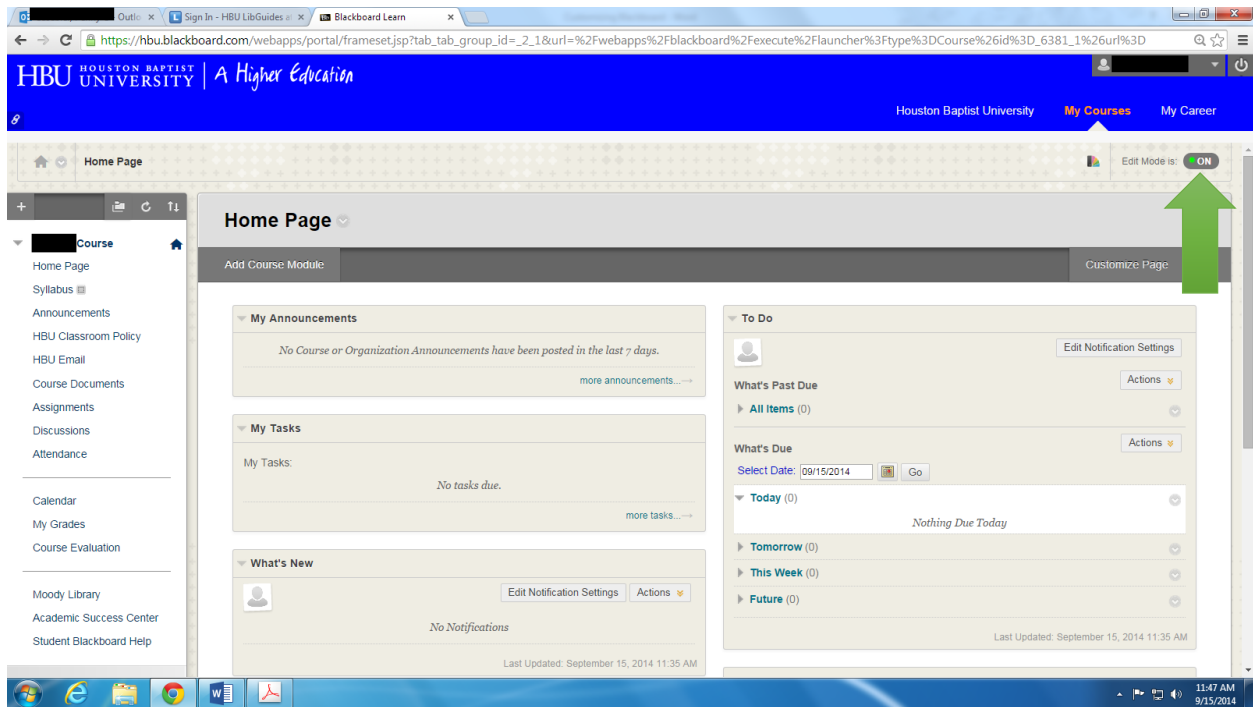# Getting Started with Blackboard for Faculty
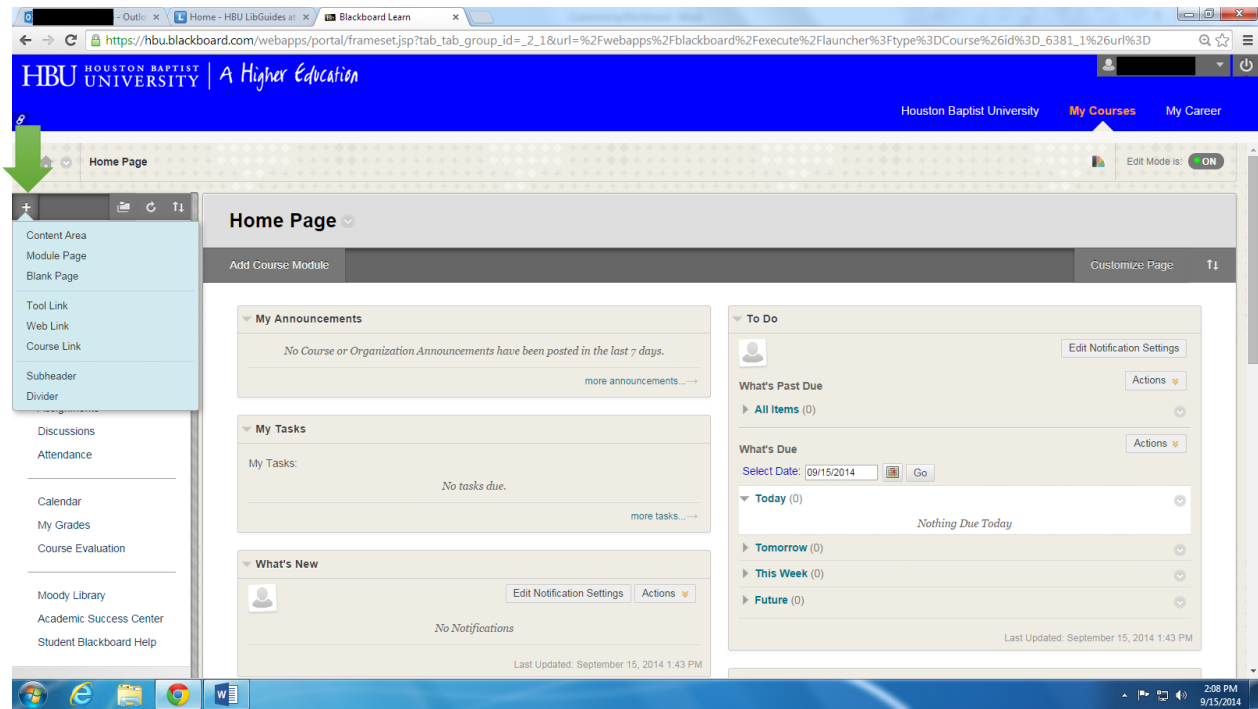
Changing Course Menu Options

1. Make sure that the edit mode is on.
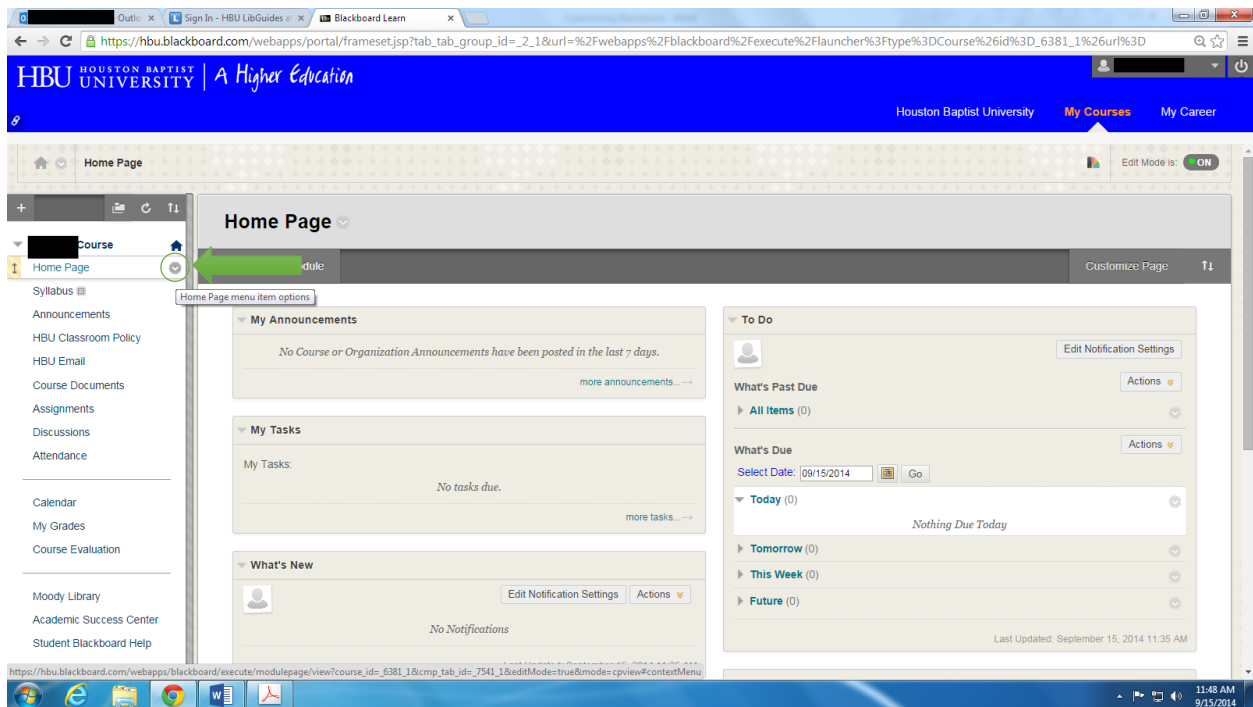
Getting Started with Blackboard for Faculty

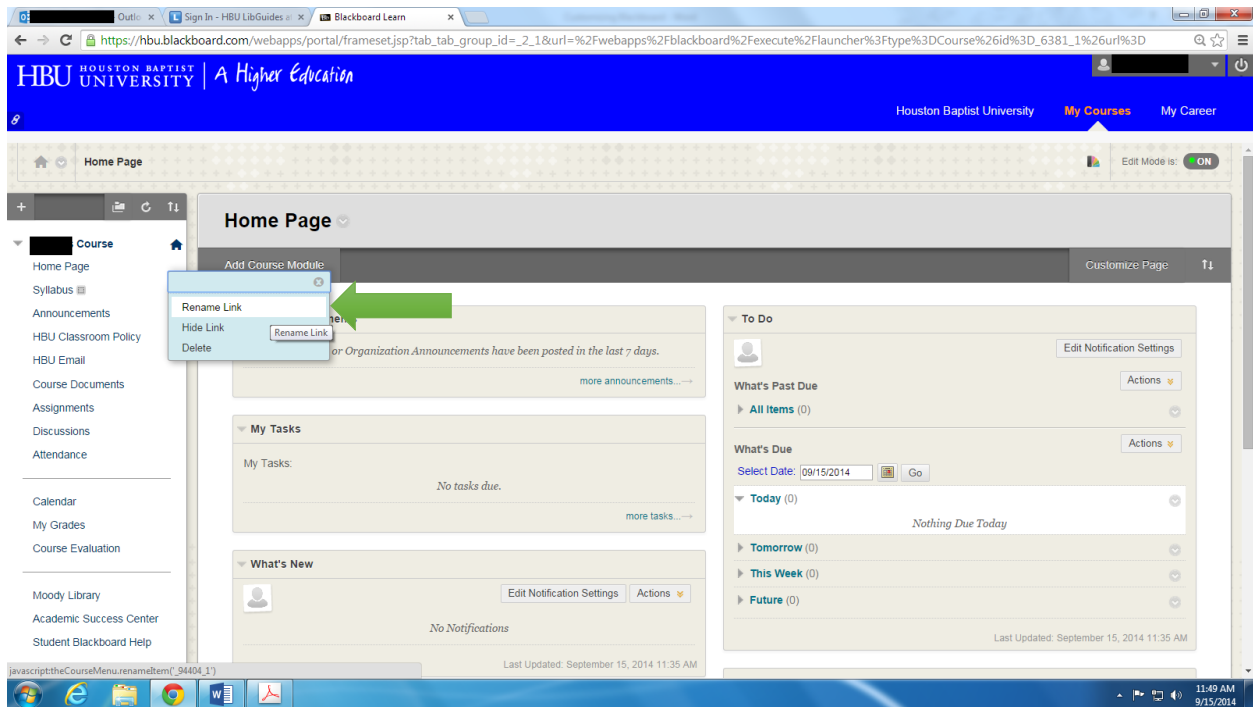2. Select the "Add Menu Item" tool and from there add as desired.

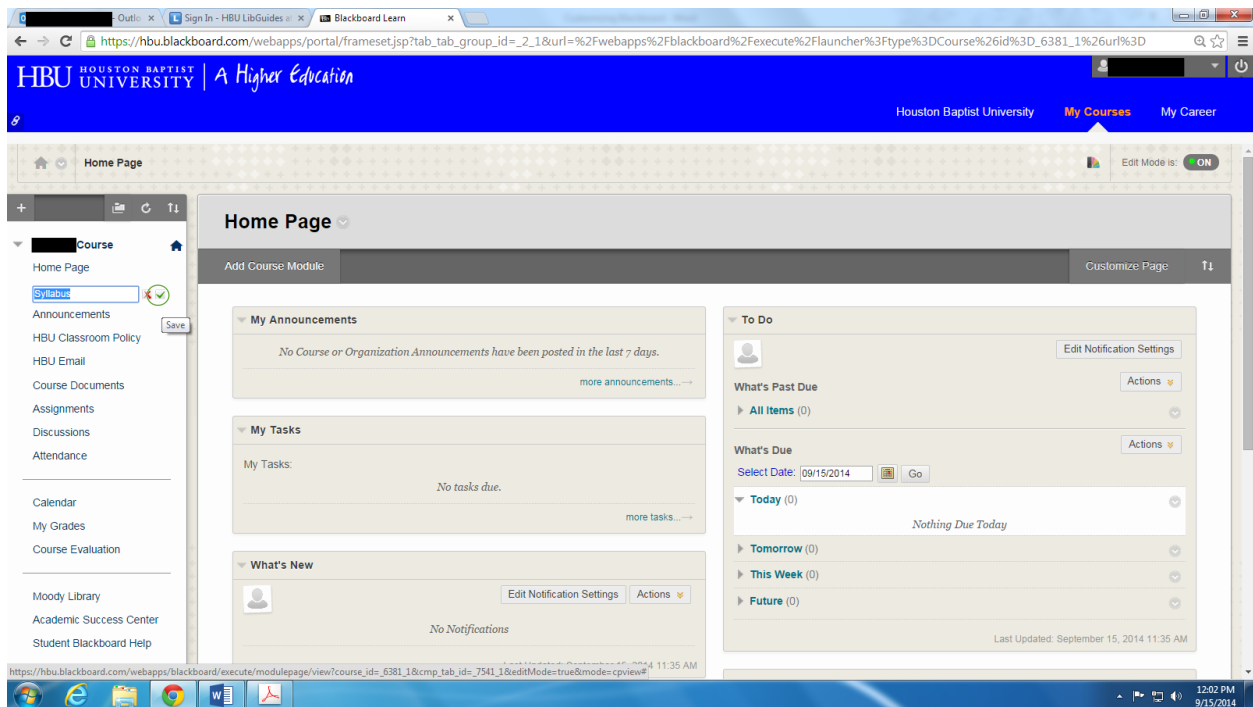3. Select the "Menu Item Options" for the correct menu item you wish to rename.

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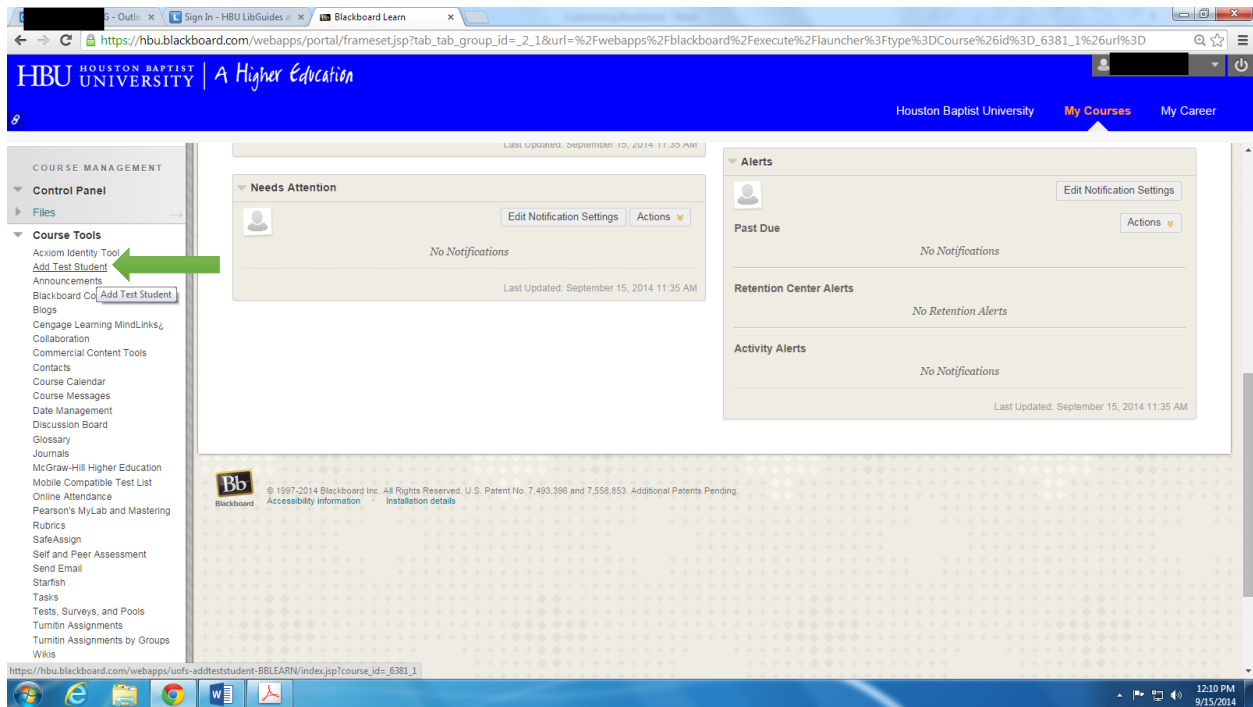4. Click "Rename Link" and type in the desired name in the box.

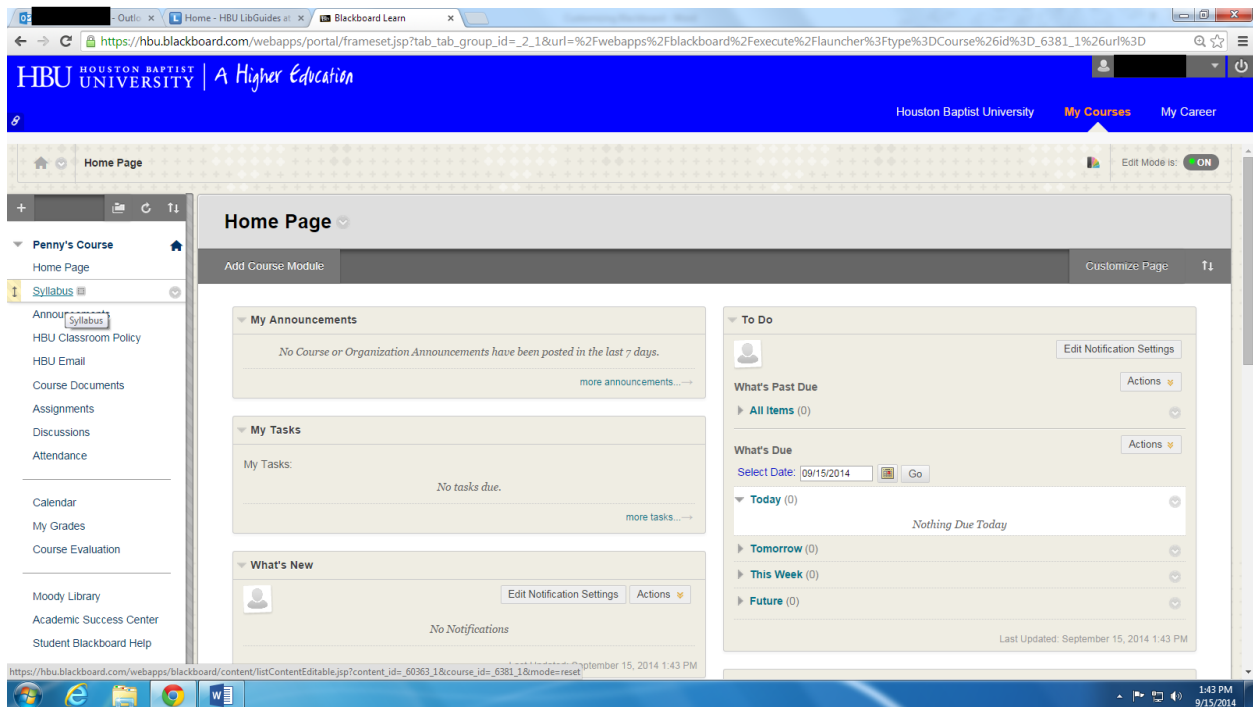Make sure to save all changes made to Blackboard.

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Note: You are able to add test students by clicking on the "Course Tools" under "Control Panel."
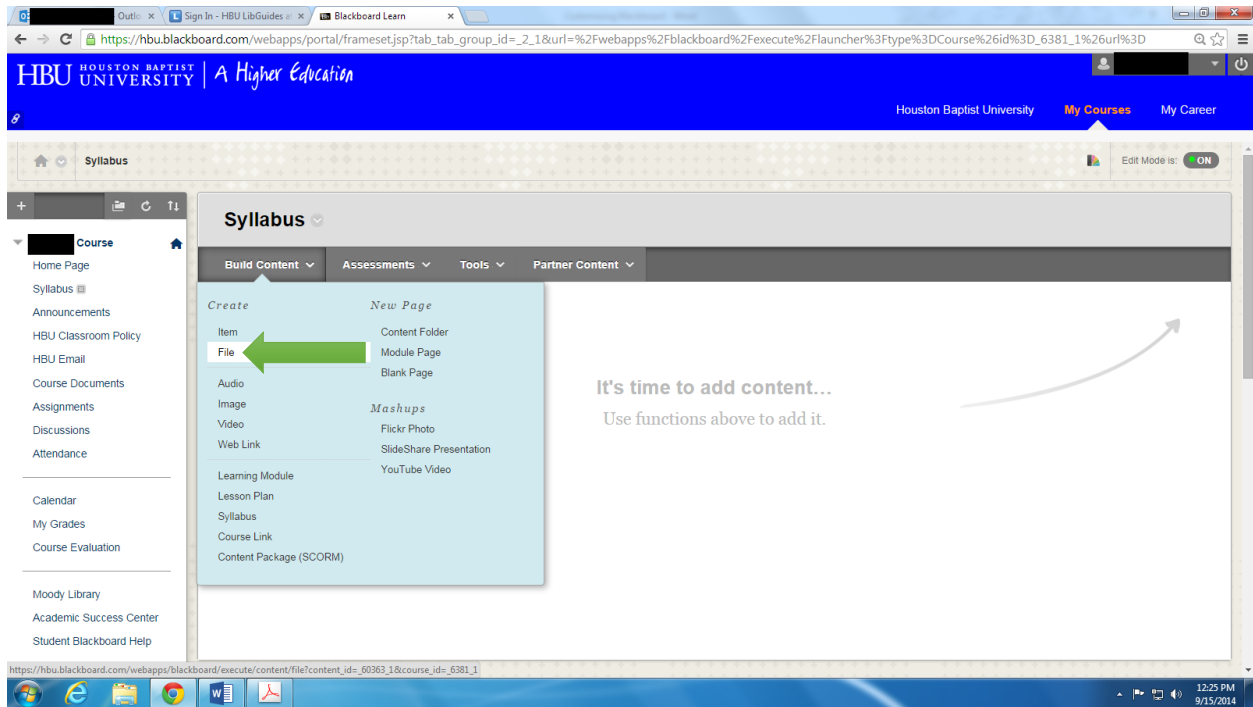

Uploading Your Syllabus

1. Click on "Syllabus" menu item on the course you wish to add the syllabus to.
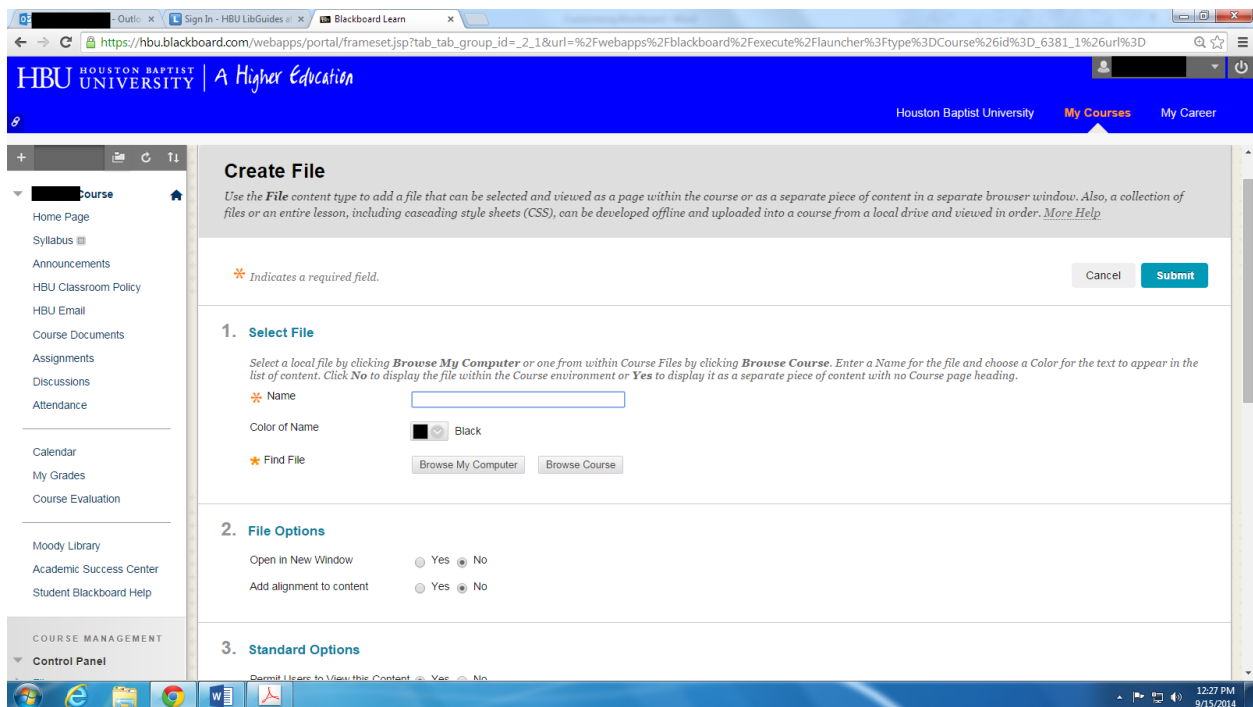
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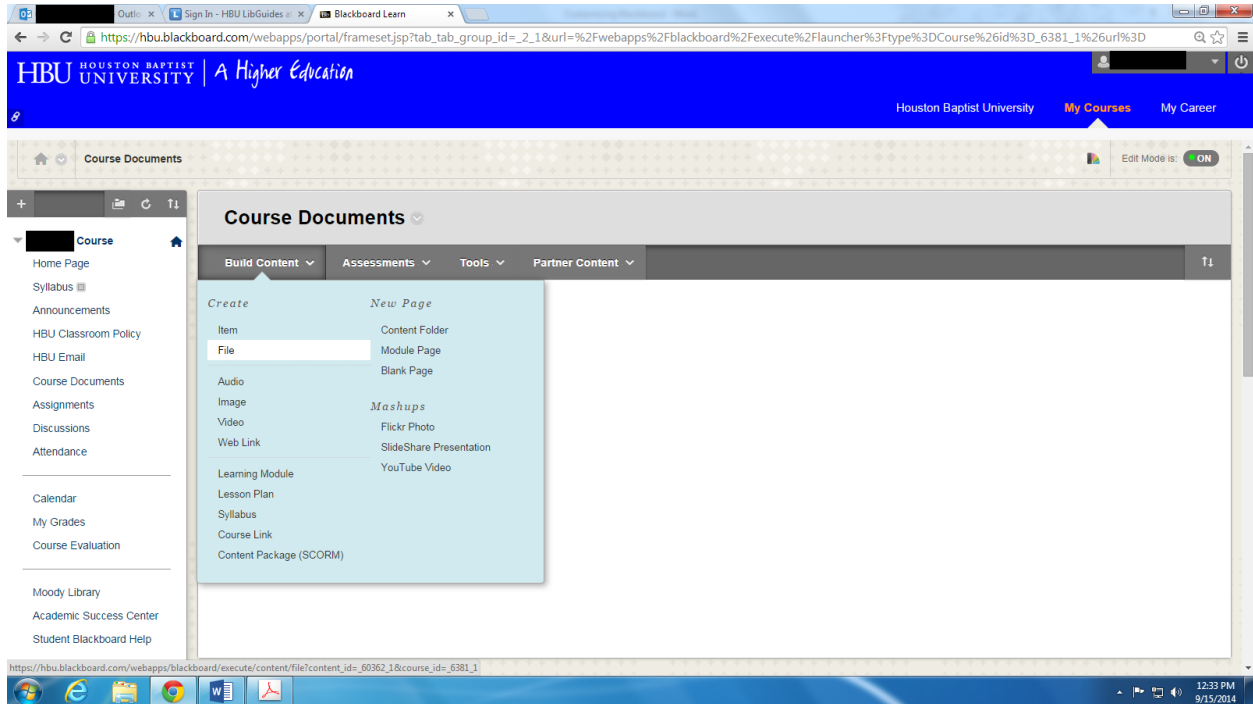2. Select "File" under "Create" in the "Build Content" dropdown menu.

3. Fill out the boxes and attach you syllabus file to the course. Make sure to submit all changes to Blackboard.

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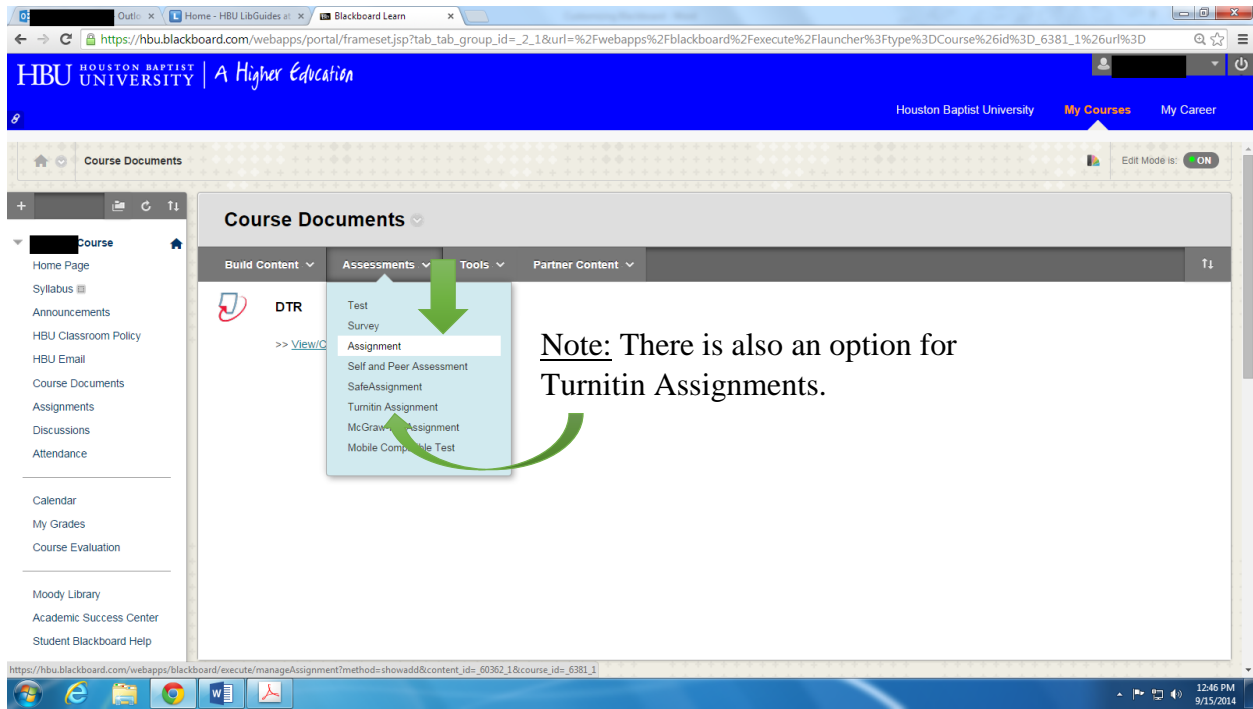
Build Content

1. Select the course menu item you wish to add content to, like "Course Documents."
   - Under "Build Content" select which content you wish to add.

Create Assignment
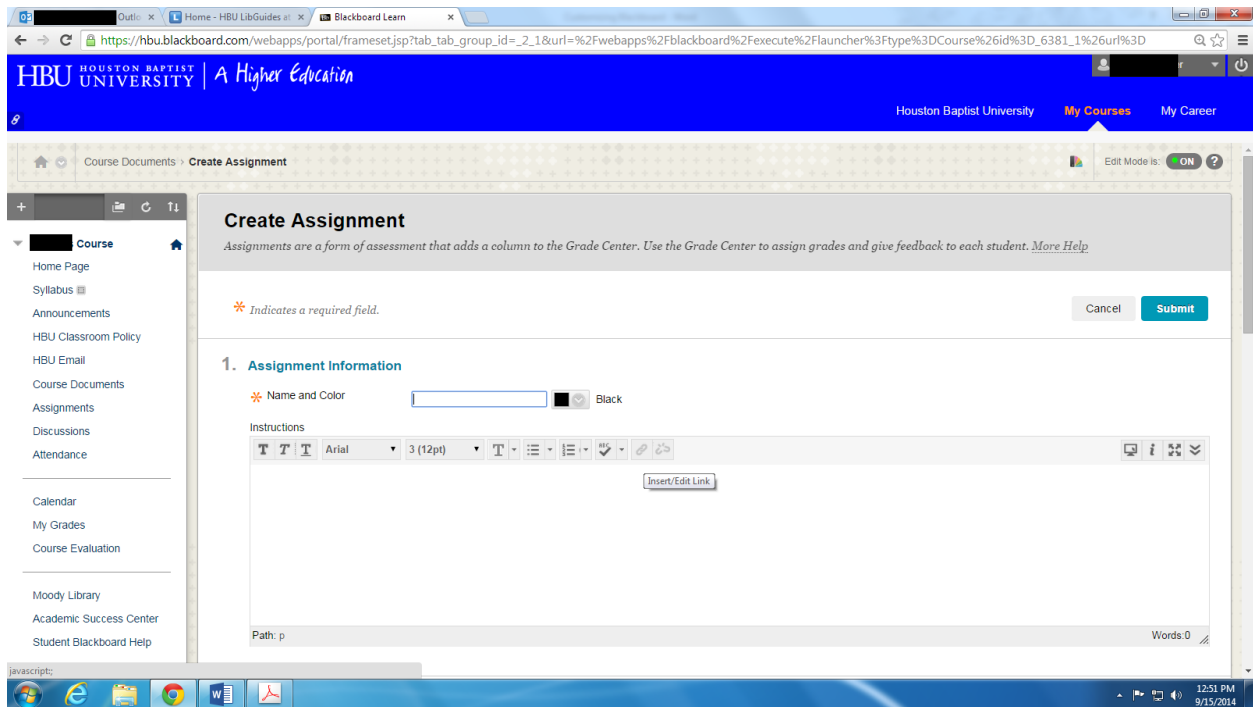
1. Select the course menu item you wish to add content to, like "Course Documents." Look under "Assessments" and select, "Assignment."
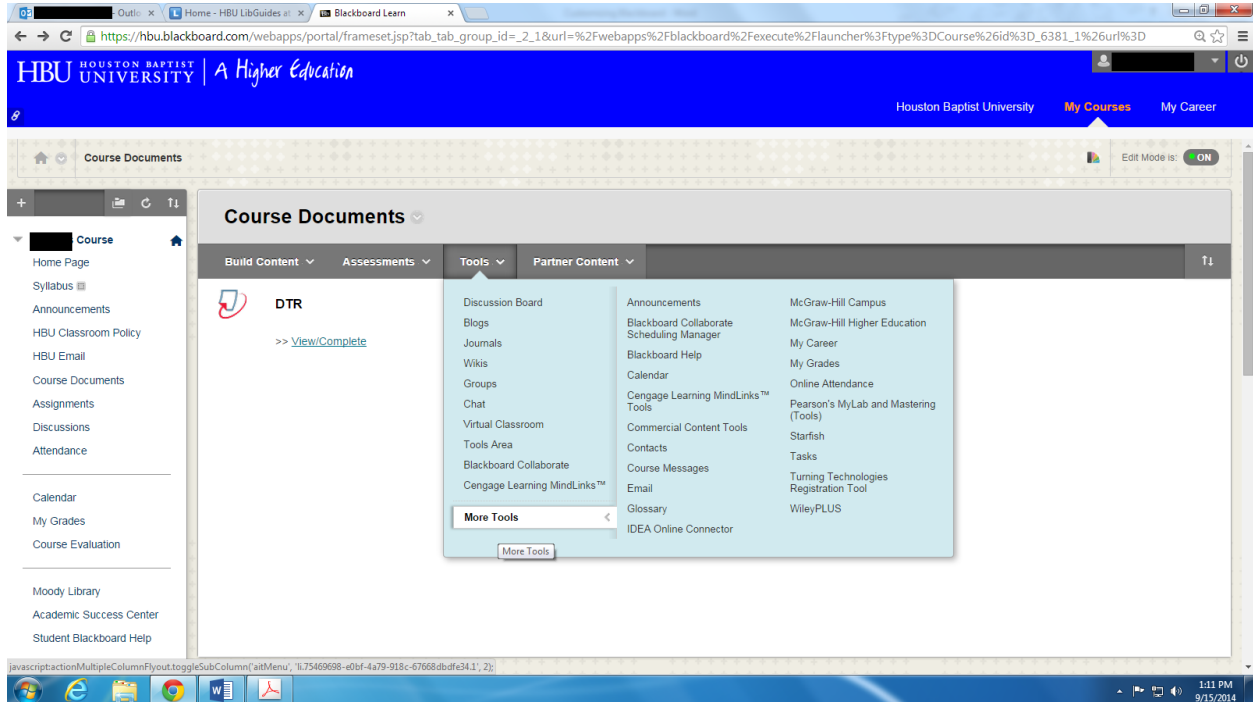

2. Fill out what options you want for the assignment. Make sure to submit all changes to Blackboard.

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Add Interactive Tool

1. Select the course menu item you wish to add content to, like "Course Documents." Look under, "Tools." If you do not see the option you wish, then select, "More Tools." Make sure to submit all changes to Blackboard.
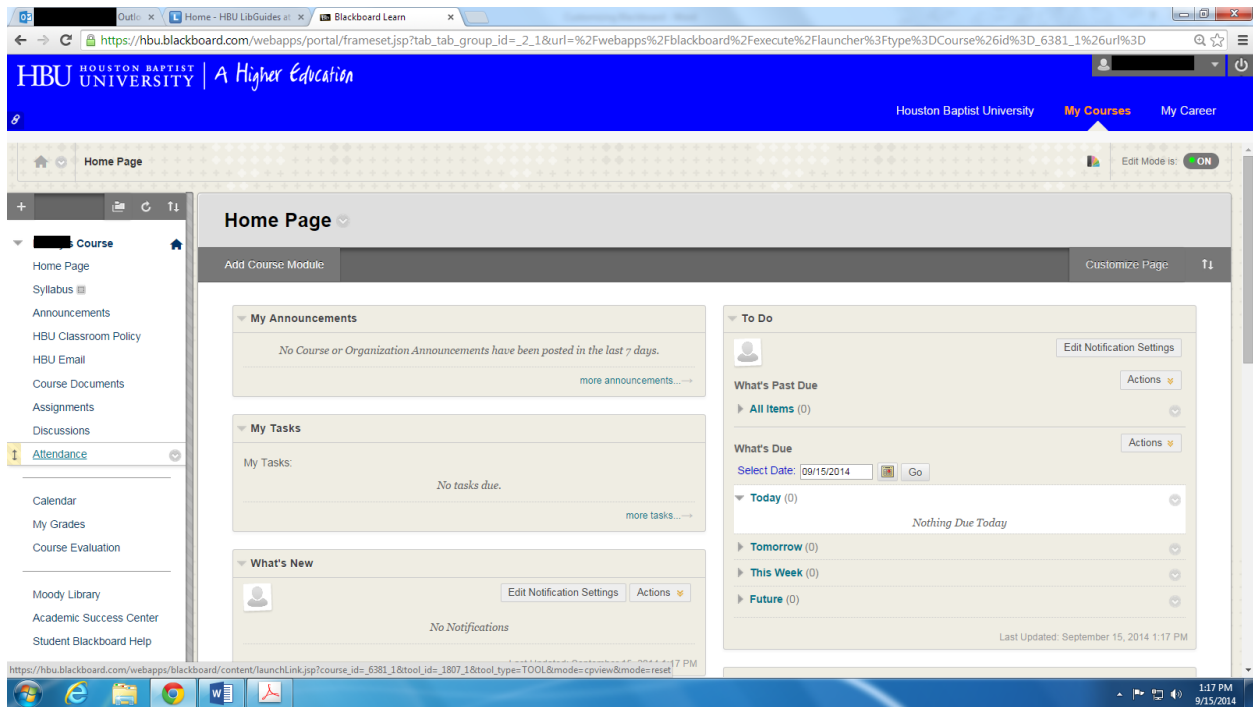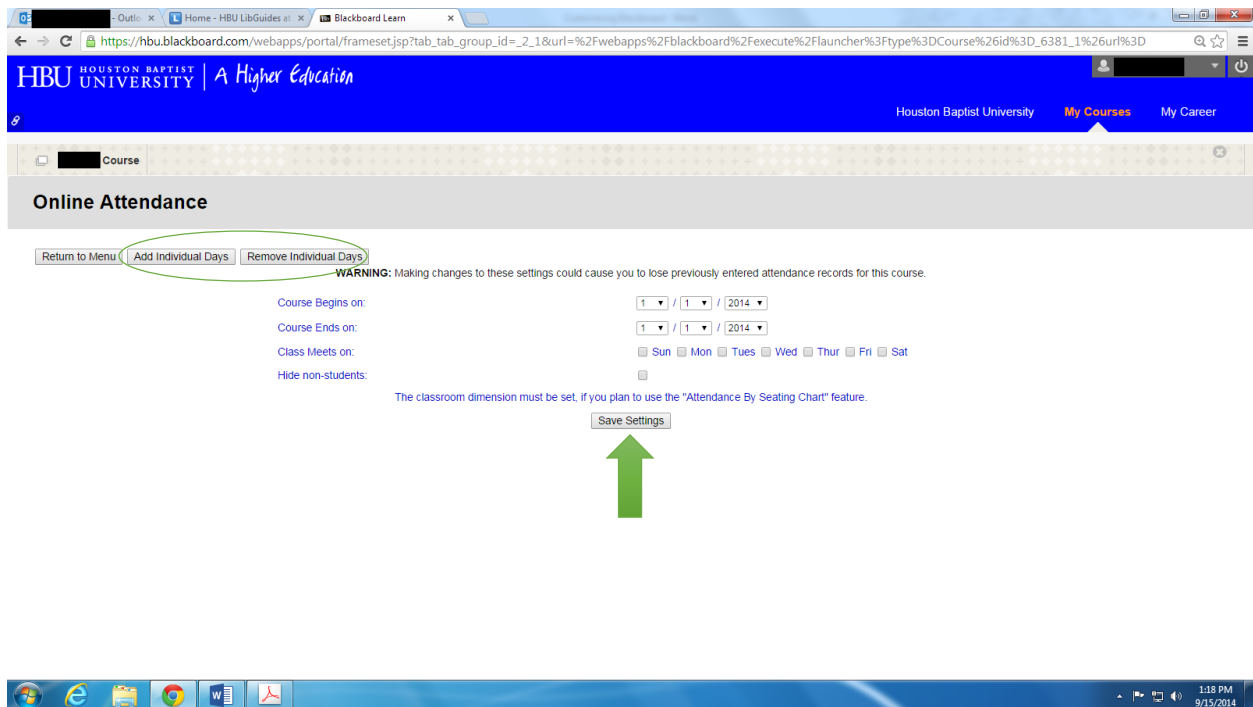
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Setting up Attendance

1. Select "Attendance" course menu option.

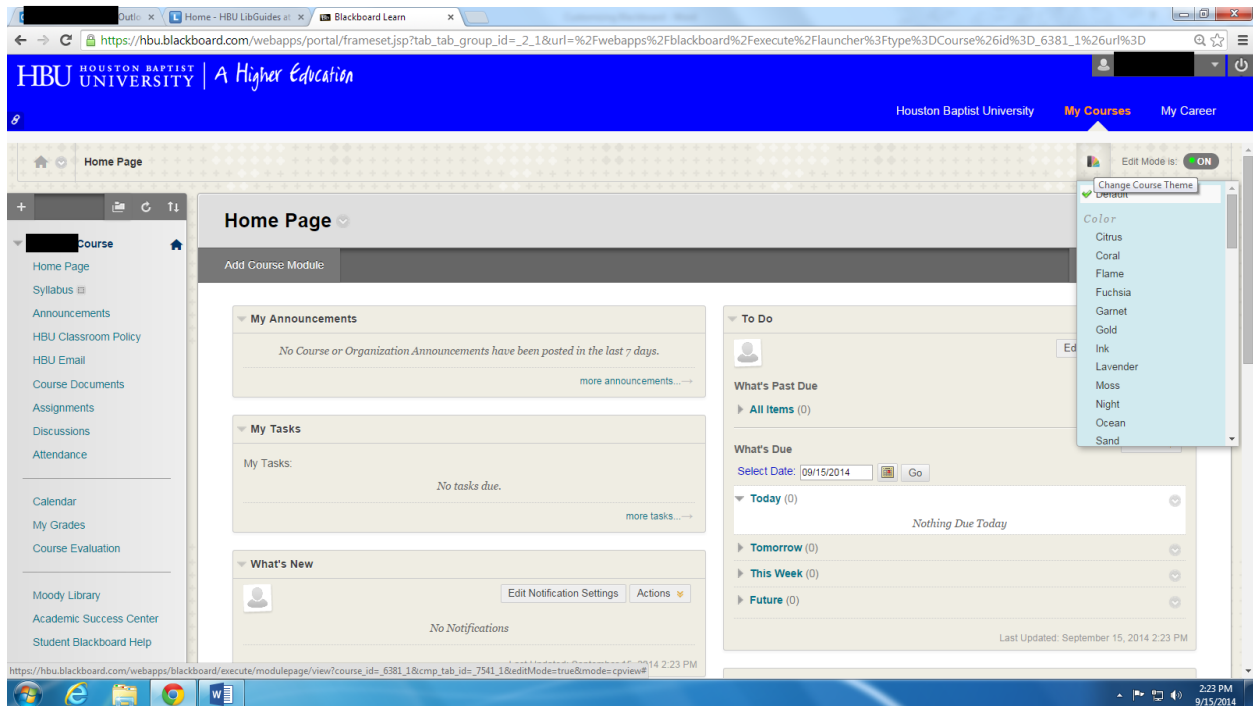2. Select "Dates Setup" and input the course durations and attendance options. Make sure to save all changes.

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Note: Make sure to account for holidays or other specific days your class will not meet. You can do this by selecting, "Add Individual Days" or "Remove Individual Days."

Choosing a Theme for your Course Page

1. Go to the desired course's homepage. Make sure the edit mode is on. Select, "Change Course Theme," and select the desire theme.

Video, Image and Weblink Options

Visit these Blackboard provided links below:

http://ondemand.blackboard.com/r91/movies/bb91_tools_using_text_editor.htm

http://help.blackboard.com/

http://ondemand.blackboard.com/understand.htm