



# 7 things instructors should know about Blackboard

## 1 It's a course management system supported by Academic Technologies.

Blackboard is used by Cornell course instructors to:

- Organize content
- Administer assessments
- Communicate with students

## 2 There are resources to help you set up a course site for each semester.

You can use the Faculty Center to create your Blackboard course site:  
[facultycenter.cornell.edu](http://facultycenter.cornell.edu).

See step-by-step instructions:

[bbhelp.cit.cornell.edu/course-site-creation](http://bbhelp.cit.cornell.edu/course-site-creation)

## 3 You can re-use content from a previous course.

To reuse content, open your older course and copy its content to the new empty course.

To find out how, visit:

[bbhelp.cit.cornell.edu/copy-reuse-content](http://bbhelp.cit.cornell.edu/copy-reuse-content)

## 4 Managed Enrollment automatically adds students and updates enrollment.

The Managed Enrollment system will populate your course with registered students and keep your course enrollment updated throughout the semester. You will need to manually enroll TAs and Course Builders. Course access dates and step-by-step instructions are available at [bbhelp.cit.cornell.edu/enrollment](http://bbhelp.cit.cornell.edu/enrollment).

## 5 You can add many content types and formats.

Include a syllabus, readings, assignments, lecture notes, presentations, lab instructions, and more. Post using any file type (including an HTML document) and include embedded image or media files. Files can be viewed, downloaded, and printed. For details and instructions, see: [bbhelp.cit.cornell.edu/adding-content](http://bbhelp.cit.cornell.edu/adding-content).

## 6 You can use Blackboard for students' grades.

The Grade Center is a sophisticated tool that tracks progress and calculates final grades. If you like, please set up a consultation by emailing [atc\\_support@cornell.edu](mailto:atc_support@cornell.edu) or see the step-by-step instructions at:

[bbhelp.cit.cornell.edu/grade-center](http://bbhelp.cit.cornell.edu/grade-center)

## 7 Get help and more information from Academic Technologies.

Check out [bbhelp.cit.cornell.edu](http://bbhelp.cit.cornell.edu), send us an email at [atc\\_support@cornell.edu](mailto:atc_support@cornell.edu), or call 255-9760 Monday to Friday from 9am to 5pm.

### Tip

You can list your courses by term in the My Courses list. Hover over My Courses and click the gear icon in the top right. Check the box for Group by Term. You'll see a list of terms that you can rearrange.