



# **Technical College** System of Georgia

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## **Blackboard Communication Tools**

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# Blackboard Reminders

- Our webinars are conducted for all three groups, Technical Education, Economic Development and Adult Education. Each group may be at different places in Blackboard so keep in mind that you may not have access to all of the tools/features that we cover in the webinars.
- If you do not yet have access to Blackboard or do not have access to a Blackboard course, please reach out to your contact person for Economic Development or Adult Education.
- Your contact person will let you know when your access will be available.
- If your course is copied from a Master, go into the course before the start of the term to make sure everything looks correct and is working the way it should.

# What will we cover?

- Announcements
- Instructor Contacts
- Calendar Events
- Email

# Announcements

- Announcements help instructors get important course information to students.
- Announcement Examples
  - Due Date Reminders
  - Changes to your syllabus
  - To correct or clarify information

# Announcements Example

COURSE MANAGEMENT

- ▼ Control Panel
- ▶ Content Collection →
- ▼ Course Tools
  - Accessibility Report
  - Achievements
  - Announcements**
  - Attendance
  - Blackboard Collaborate Ultra
  - Blogs
  - Contacts
  - Content Market Tools
  - Course Calendar
  - Course Materials Hub
  - Data Sense Building Block

## Announcements

*New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.*

Create Announcement ↑↓

**Welcome to TCSG 1101!**

Posted on: Thursday, March 19, 2020 1:19:27 PM EDT

Welcome to the course!

Posted by: Erica Roberson\_inst  
Posted to: GVTC Webinar  
Getting Started with Blackboard

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New announcements appear below this line

# Contacts

- Use the contacts tool to add information about yourself and other staff for students.
- Provide Information such as:
  - Office Location
  - Office Hours
  - Phone Numbers
  - Profile Pictures
  - Contact information for others who have important roles in your course


# Contacts Example

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## Contacts

Create Folder Create Contact ↑↓



**Jane Doe**  
Email [jdoe@tcsg.edu](mailto:jdoe@tcsg.edu)  
Work Phone 000-000-1234  
Office Location 1800 Century Blvd. Atlanta, GA 30345 Office 123  
Office Hours Monday & Wednesday: 2:00pm - 5:00pm Tuesday & Thursday: 10:00am - 12:00pm  
Personal Link <https://gvtc.tcsg.edu>





**Teaching Assistants**  
Teaching Assistants Contact Information

# Calendar

- The course calendar can be used to provide students with dates for course-related events.
  - Upcoming Tests, Due Dates for Assignments, or Special Lectures/Presentations.
- Course items with due dates appear automatically in the course calendar.
- Non-graded items with due dates don't appear in the calendar automatically. You'll have to add these directly to the course calendar for students see them.
- Only instructors can create course calendar events.



# Calendar Example

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Calendar

Today < > May 2020 +

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30 11:59p Chap ✓ 8:30a Webinar	1	2
3	4	5 11:59p Unit ✓ 11:59p Scub ✓	6	7	8	9
10	11	12 11:59p Unit ✓ 11:59p Live ✓	13 12:00a Mobi ✓ 3:00p Webin ↻	14	15	16
17	18 1:12p Turniti ✓	19 3:00p Webin ↻	20	21	22	23
24	25	26 3:00p Webin ↻	27	28	29	30
31						

CALENDARS

Select All / Unselect All

- Institution
- Personal

# Email

- Email in Blackboard is one-way. You can not receive emails, you can only send them.
- You can send email to individual users or to groups of users.
- Blackboard does not keep records of your emails, whether you send or receive it.
- Emails you receive from Blackboard will appear in your external email inbox, including those you send.
- Keep a copy of important messages in your external email inbox in case you need them later.
- Recipients of sent emails won't see the email addresses of other recipients.

# Email Example

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  - Course Materials Hub
  - Data Sense Building Block
  - SafeAssign
  - Self and Peer Assessment
  - Send Email**
  - SoftChalk - Synchronize

## Send Email

Send emails to others in your course without having to switch to your email provider. [More Help](#)

### All Users

Send email to all of the users in the Course.

### All Groups

Send email to all of the Groups in the Course.

### All Teaching Assistant Users

Send email to all of the Teaching Assistant users in the Course.

### All Student Users

Send email to all of the Student users in the Course.

### All Instructor Users

Send email to all of the Instructor users in the Course.

### All Observer Users

Send email to all Observer users in the Course.

### Single / Select Users

Select which users will receive the email.

### Single / Select Groups

Select which Groups will receive the email.

### Single / Select Observer users

Send an email to selected Observer users.

## Single / Select Users

\* Indicates a required field.

### EMAIL INFORMATION

\* To

Available to Select

Jackson, Debra  
Roberson, Erica  
Roberson\_inst, Erica  
Roberson\_PreviewUser, Erica  
Trainer1, Erica  
Trainer2, Erica

Selected

Invert Selection Select All

Invert Selection Select All

Invalid Email

Roberson\_ta, Erica

From

Erica Roberson\_inst - robersoninst@gmail.com (robersoninst@gmail.com)

Subject

Message

Rich text editor toolbar with options for text formatting (bold, italic, underline), paragraph alignment, font color, background color, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert table of contents, and HTML/CSS source code.

Path: p

Words: 0

A copy of this email will be sent to the sender.

Return Receipt

Attachments

[Attach a file](#)

# Communication Tools - Resources

- [Blackboard – Getting Started – Quick Guide](#)
- [Course Settings – Student Email – Configuring Options](#)
- [GVTC Previously Recorded Webinars](#) (Select the *GVTC Rapid Deployment Webinar Recordings* link)