

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

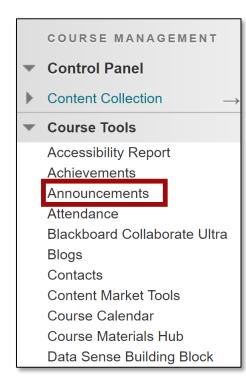


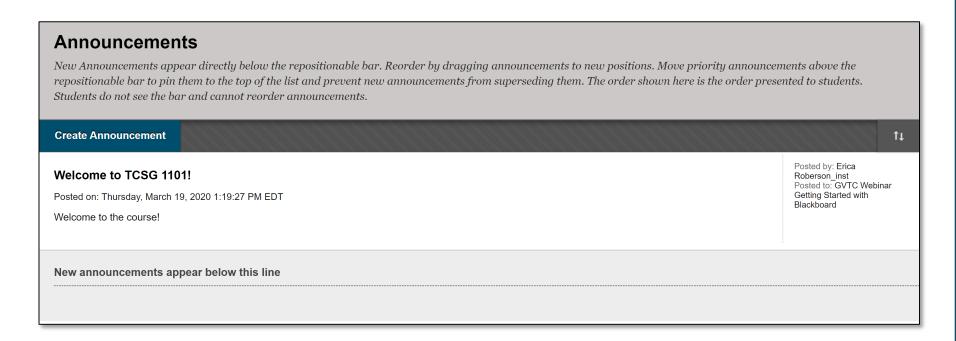
Announcements

- 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





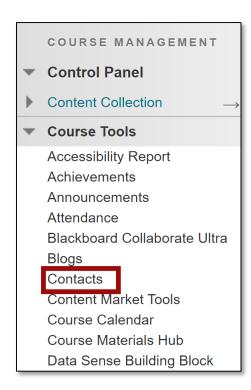


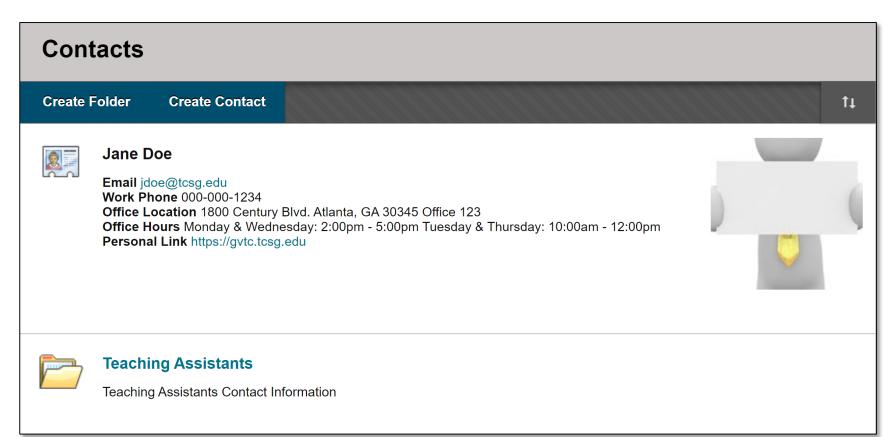
Contacts

- 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





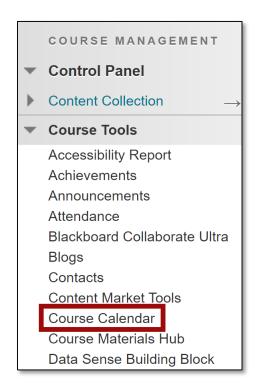


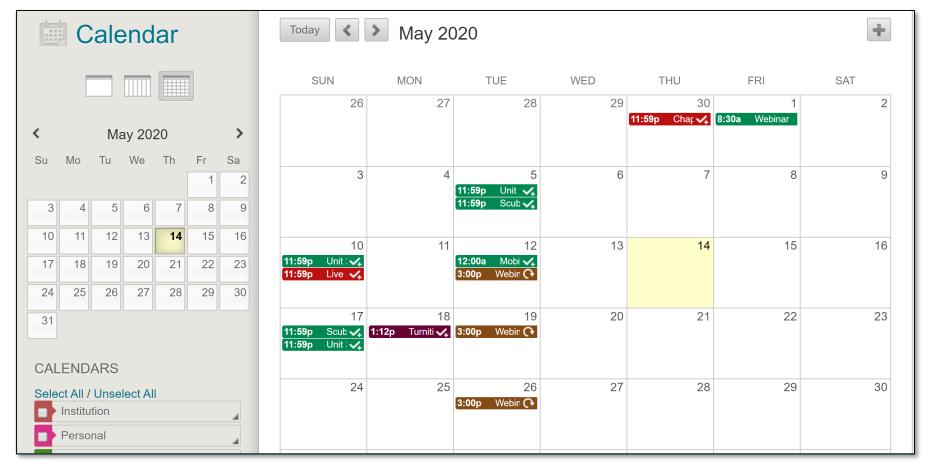
Calendar

- 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





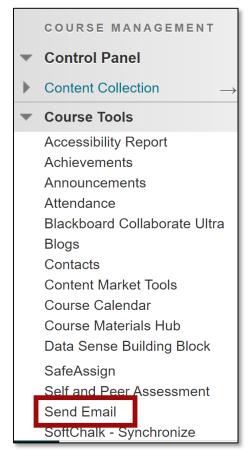


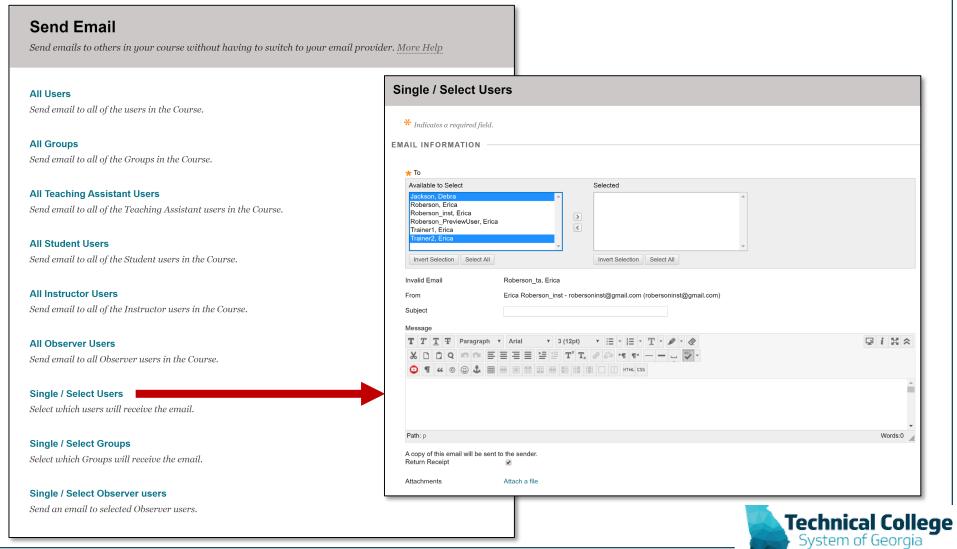
Email

- 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





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)

