

This guide will address the following tasks for getting started in Blackboard CE 6:

1. Manage Course Tools.
2. Add content to the Course Content page.
3. Create an Assignment.
4. Create an Assessment.
5. Find Blackboard Assistance.

## Detailed Instructions

### 1 Manage Course Tools.

- a. Click **Manage Course** under the Designer Tools tool bar (Fig. 1).
- b. Click the **Tools** link.
- c. Select the tools you want to display on the course menu.
- d. Click **Save** to submit your changes.

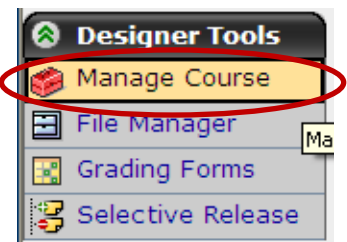


Fig. 1

### 2 Add content to the Course Content page.

- a. Click **Course Content** under the Course Tools tool bar (Fig. 2).
- b. To add a file, click the **Add File** button. You may browse for a file on your computer or create a new file.
- c. To add a folder, click the **Create Folder** button. After a folder is created, you can add content to that folder.
- d. To add a content link, click the **Add Content Link** button. You can add content links to web sites, assignments, assessments, discussion boards, chats, or the Syllabus.
- e. Each content item you add can be modified by clicking the **Action menu** button next to the item (Fig. 3). You can edit the properties, hide, move, or delete any content item by using this menu.
- f. You can modify how the content is displayed on the Course Content page by clicking the **Page Options** button and selecting **Customize Page Display**. Select the desired modifications and click **Apply** at the bottom of the page.

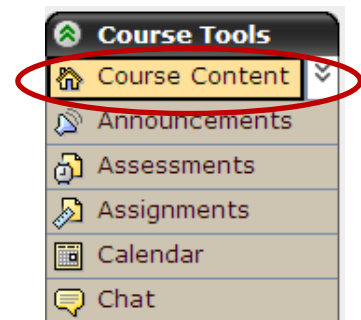
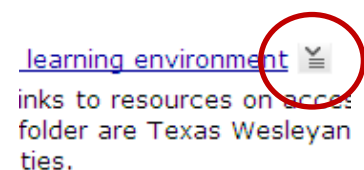


Fig. 2



links to resources on access  
folder are Texas Wesleyan  
ties.

Fig. 3

3

### Create an Assignment.

- Click **Assignments** under the Course Tools tool bar (Fig. 4).
- Click the **Create Assignment** button.
- Provide a title for the assignment and type any descriptions or instructions for the students.
- Select the submission format, assignment recipients, dates, and grading for the assignment.
- Click **Save** to create your assignment.

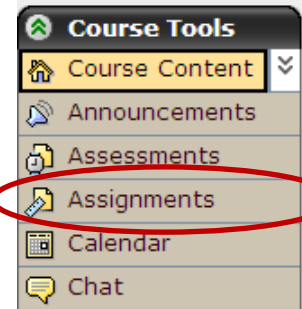


Fig. 4

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### Create an Assessment.

- Click **Assessments** under the Course Tools tool bar (Fig. 5).
- Click the **Create Assessment** button.
- Provide a title for the assessment and type a description for the students.
- Type a name for the Grade Book column that will be generated for the assessment and select the type of assessment.
- Click **Save** to create your assessment.
- Click the name of the assessment you created and then click the **Create Questions** button.
- Select the type of question you want to add. Type the question information and click **Save** to add the question. Continue with this procedure until you have added all of the questions.
- To edit the availability of the test or to modify any properties, click the Action button (Fig. 6) next to the test name and select **Edit Properties**.

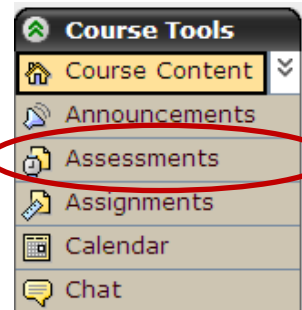


Fig. 5

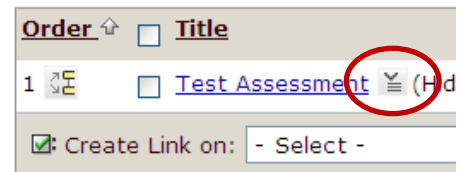


Fig. 6

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### Find Blackboard Assistance.

Texas Wesleyan University provides 24/7/365 assistance to Blackboard faculty and students through the Embanet Help Desk. Contact the Embanet Help Desk:

Via phone – Local: (817) 531-4428 ext. 1  
Toll free: 1-877-362-2638

Online - <http://www.txwes.edu/distanceeducation/technicalresources/helpdesk.htm>

Frequently Asked Questions can be found at the Embanet Support Center website:  
<https://supportcenter.embanet.com/twu/faq.asp>