


Working with the Communication Tools

For information on how to create one-click access to the communication tools listed below, click here to open the link Creating Links on the Course Menu.

Email: This tool allows faculty to send email to students without launching an external email program. Emails can be sent to individual users or to groups of users.

Announcements: Announcements are brief messages for things like recapping a week's activities or reminders for upcoming activities. Sending announcement can be an easy way to stay in touch with your student, and faculty may consider posting an announcement every week as part of their communication strategy. Announcements can be sent to the students' email to ensure that students receive the information even if they do not log in to the course. Here is how to create an Announcement:

- Course Menu > Announcements > Create Announcement.
- Announcement Information > Subject (e.g., Welcome to My Course).
- Type your message In the Message Textbox.
- **Web Announcements Options** > Select **Date Restrictions**.
- For Email Announcement, click on **Send a copy of this announcement immediately** if you wish students to also receive this notice by email.
- You can link your announcement to a document or quiz using **Course Link**.
- Click on **Submit** to see the posted Announcement.
- To **edit an Announcement**, click on the downward chevron and select Edit.
- Blackboard's text editor does have a **spell check** , though it checks for American spelling.

Calendar: This optional tool provide students with dates for course-related events such as meetings, instructor office hours, exams and course items with due dates. It displays a consolidated view of all the student's courses. Course items with due dates automatically appear in the course calendar. Only instructors may create course calendar events.

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My Grades: Instructors can access My Grades under Course Tools but this it is intended for students only. Under My Grades, students can see their results for all the gradable items, instructor's comments and if used, links to rubrics.

Note about the Grade Centre (under Course Management): It is a College requirement that instructors post in the Grade Centre a minimum of one mid-term and the final grade for each course they teach.

Collaboration Tools: Faculty interested in using the Collaboration tools (Blogs, Discussion board, Wikis, Journals) can click on the link to open Blackboard Essentials: Working with Collaboration Tools.

For more information on Blackboard, click on the link to open Blackboard Standards: A Guide for Faculty Members

For Blackboard Assistance, please Contact your eLearning Specialists:

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