Blackboard staff how to guide
Staff First Steps

Topics
- Logging into the Blackboard Application
- Navigating
- Toggling the Edit and Display Views
- Control Panel
- Using the Online Instructor Manual

Logging into the Blackboard Application
1. To access the RMIT Online Learning Hub home page:
   - type the URL in the address field http://www.rmit.edu.au/online
   - either click on the Go button or press Enter.

2. Type in your RMIT ID and password, then click on the Login button to display the Learning Hub Login screen.

   **Note:** The first time you login a policy screen is displayed.
   Read this screen and indicate if you agree to observe the policy or not.
3 Check if there are any **Announcements** on the Learning Hub screen.

![Learning Hub screen with Announcements](image)

4 Click on the relevant **Blackboard** link under Programs or Courses to open the Blackboard.

5 The announcements page is the home page of the Blackboard application.

![Announcements page](image)
Navigating
You can navigate between the different areas in Blackboard using the side menu or the navigation path sometimes referred to as breadcrumbs.

• **Side Menu**
The side menu is displayed on the left side of the screen. Click on the specific area you require to display it on the screen.

  **NOTE:** You may have different Menu options to those displayed.

• **Navigation Path (breadcrumbs)**
The navigation path (breadcrumbs) is displayed across the top of the screen. Click on the specific area or section you require to display the screen.

  **NOTE:** **Do not use the Back button** within Blackboard. Always use the appropriate button such as OK or Submit within the Blackboard screen, or if no button option is provided use the navigation path.
Toggling the Edit and Display Views

You can toggle between the Edit and Display views of a Blackboard content area. The Display view is what students would see while the Edit view is only available for course coordinators so they could modify and update their Blackboard content areas.

- **Edit View**
  When in Display View, click on the Edit View link `EDIT VIEW` on the top right corner of the screen. This will change your view to the Edit View where you can make changes to the content area.

- **Display View**
  When in Edit View, click on the Display View link `DISPLAY VIEW` on the top right corner of the screen to return to the Display View.
Control Panel
The Control Panel area is used for the creation and managing of a number of activities.

1. Open your Blackboard course.

2. Select **Control Panel** from the left menu.

3. The Control Panel screen is displayed.
   NOTE: You may have different Menu options to those displayed.

   The ones you will use most with minimum online presence are:
   - **Content Area**
     - Course Information
   - **Course Tools**
     - Announcements
     - Staff Information
     - Discussion Board
   - **Assessment**
     - Gradebook
Using the Online Instructor Manual

Blackboard comes with an online Instructor Manual.

**Note:** RMIT provides an extra interface to Blackboard, so some of the instructions may differ.

1. Open your Blackboard course.
2. Select **Control Panel** from the left menu.
3. Select **Manual** from the Help block to display the **Blackboard Instructor Manual** in a window.
4 The Contents on the left side displays a list of topic areas you can select from for more information.

5 The Search link at the left top allows you to type in a topic you wish to view.

6 Select the window close icon when you no longer require the Manual.