

3Rs: Review, Refresh, and Refine Your Blackboard Skills



You're spending much time online using Blackboard to build and teach your fall courses. How comfortable are you with the skills needed to teach your course? Now's time for the **3 Rs**, to **Review, Refresh, & Refine** your Blackboard skills. Check the list of basic skills and links in the table, "**Check & Master Your Blackboard & Technology Skills**" below.

If you aren't sure if you've mastered these basic skills, or if you wish to review other advanced Blackboard functions for your course, please contact ITS Blackboard Courses Support at Mason (courses@gmu.edu).

Check & Master Your Blackboard & Technology Skills

Here is a list of the basic skills needed to teach most courses in Blackboard (click on each link to review Blackboard Help Information for instructors):

- ✓ [Post the course syllabus](#)
- ✓ [Access the course roster](#)
- ✓ [Create and update course content pages](#)
- ✓ [Add announcements](#)
- ✓ [Send email and private course mail messages](#)
- ✓ [Create and post to discussion forums](#)
- ✓ [Manage student assignment submissions](#)
- ✓ [Create and add questions to tests, surveys and quizzes](#)
- ✓ [How to set-up and use online proctoring tools \(such as Respondus LockDown Browser\)](#)
- ✓ [Set-up and use the gradebook](#)
- ✓ Hold online office hours (using [Collaborate Ultra](#) or [Zoom](#))



If You're New to Online Teaching, Keep It Simple!

If you are new to online teaching, focus on mastering the basic Blackboard skills. **Keep It Simple!** Don't get bogged down or overwhelmed by including lots of technology tools and functions, just for technology's sake. Make sure that the technology tools you make use of in your course serve and support the learning outcomes, and also enhance the student learning experience.

Keep it simple the first time around!

At first, don't try to incorporate all possible tools all at once. Keep it simple and basic. However, if a particular tool is critical or essential for teaching and learning in your discipline, then please make sure that you learn how to use and incorporate such tools skillfully.

For example:

If you teach modern languages, you'll likely need to use or record synchronous sessions (**using Collaborate Ultra or Zoom**) in order to converse with individual students and/or with entire class. If online quizzes or tests are important for your discipline, then make sure you master how to create, edit and auto-grade **online quizzes or tests in Blackboard**. Also learn how to use **online proctoring tools** (e.g., Respondus Monitor and Lockdown Browser).

Finding Blackboard Help at Mason

Where to get Blackboard Technical Help at Mason? The **Blackboard Courses Support Team** (ITS Online Learning Resources) is available to assist you and your students with Blackboard technical questions.

Contact Information for Courses Support (ITS Online Learning Resources)

E-mail: courses@gmu.edu; Phone: 703-993-8870.

Website: [GMU ITS Blackboard Instructional Support for Faculty](#)

FAQs: [Blackboard FAQs \(Faculty & Staff\)](#), [GMU ITS](#)

Blackboard Training for Faculty: [Blackboard Self-Paced Training Course \(for Faculty\)](#)

Blackboard Learn Help Videos: [For Faculty \(Instructors\)](#) | [For Students](#)

Where to Find Help for How to Teach in Blackboard? Please contact **The Stearns Center** for help integrating technology tools (including Blackboard tools) into teaching of your online, hybrid, and remote courses (see our contact info below). You may also submit your questions to the Stearns Center [here](#) to our questions portal; our Team will respond to you via email.

Contact Us!

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