

Opt-in to Use Blackboard for Your Class

An opt-in process has been created to allow instructors the ability to choose what courses need to be created. This process takes place OUTSIDE of Blackboard,

1. Log in to DataVU at <https://datavu.valpo.edu> by clicking on the Login button in the upper right hand portion
2. Click on the Faculty button to access the Faculty Menu.
3. Click on My Class Schedule.
4. Select the term from the menu.
5. Click on the Submit button.
6. Check the box in the first column for every class that you would like to create a course shell for in Blackboard.
7. Click on the Submit button to add your course to the course creation list. Course creation may take up to 2 hours for your request to be completed during the day and longer if you opt-in during the evening or overnight.

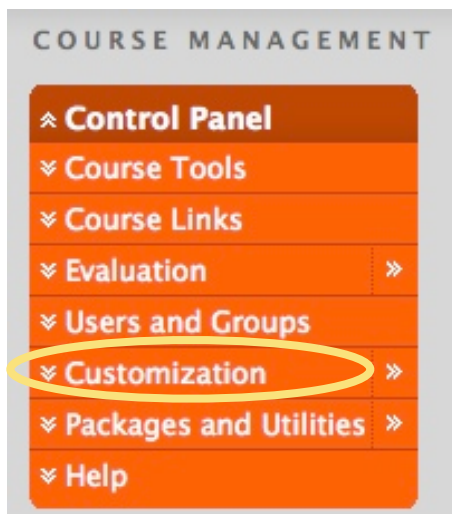
Courses are still created as unavailable in Blackboard, which means that you can build your course without allowing students access until you are ready.

Activating Your Class in Blackboard

You will need to login to the Blackboard Server at: <http://blackboard.valpo.edu> using your email username and password. Once you are logged in to Blackboard, you will see a section for My Courses with your course listed as (unavailable):



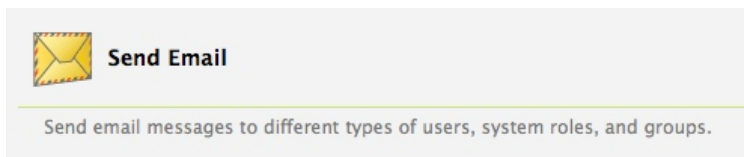
Click on the Course name in the My Courses section and you will open up that course. On the lower left side, you will find the control panel:



1. From the Control Panel menu, click on the **Customization** heading.
2. Click on the **Properties** link
3. In section 2, click the **Yes** option to make the course available
4. Click on the **Submit** button.

Email Your Class using Blackboard

From within your class, click on the Tools link in the Course Menu:



A long list of tools will be available to you. You will want to select the Send Email tool.

From within the Send Email tool, you have the choice to send to All Users in the course, All Groups (if you have created separate groups), All Teaching Assistants or All Instructors.

Also available is the ability to email a select group of students or groups.

