

# Getting Started Working on Your Blackboard Course



This is a quick guide to getting started working on your course in Blackboard. Refer to the last page for additional assistance.

1. From the Stockton home page ([stockton.edu](http://stockton.edu)), click **Go** (top right).
2. At the GoStockton Portal Login page, click **Blackboard**.

The screenshot shows the GoStockton Portal Login page. At the top, there is a navigation bar with links like 'About Stockton', 'Academics', 'Admissions, Scholarships & Aid', 'Campus Life', 'Athletics & Recreation', 'Arts & Culture', and 'Alumni & Friends'. Below this is the 'GoStockton Portal Login' section. It includes the 'go STOCKTON UNIVERSITY' logo and a 'Login to goStockton Portal' button. A blue arrow points to the 'Blackboard' link in the 'Stockton Services' list. Other services listed include Proxy Access Login, Employee Email, Stockton WP Blog, Banner 9 Pages, Workflow, and Argos Reports. There are also sections for 'Resources for Virtual Teaching & Learning', 'Free WiFi & Internet Access Resources', and 'Additional Support'.

3. If you login to the goStockton Portal, you can also access Blackboard in the Portal by clicking the Bb icon on the top right.

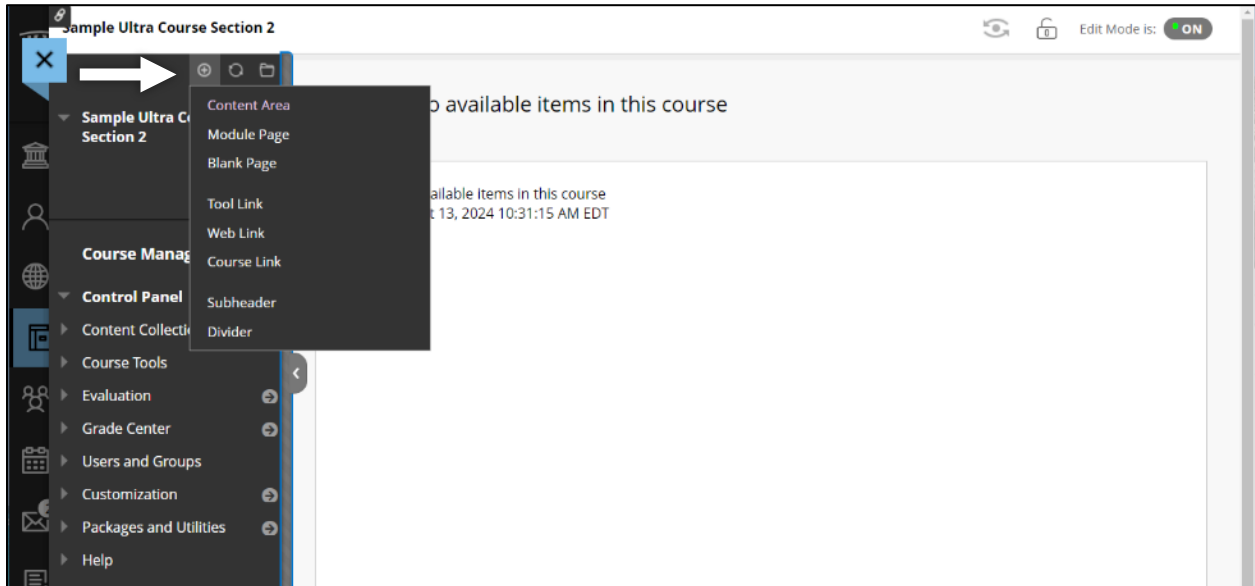
The screenshot shows the goStockton Portal home page. The user is logged in as Roberto Castillo@stockton.edu. The page has a navigation bar with links like 'Welcome', 'Home', 'Student Life', 'Student Services', 'Financial Aid', 'Bursar', 'Faculty', 'Employee', and 'Alumni'. A blue arrow points to the 'Bb' icon in the top right corner. The main content area includes 'Important Notices' with a 'Confirm Your Enrollment for Fall 2024' button, 'Next Steps for Admitted Students' with a 'TAKE THE NEXT Step!' graphic, and 'Quick Links' with a list of services like 'Academic Advising', 'Academic Calendar', 'Additional Stockton Locations', etc. There is also a 'Students First' section at the bottom.

- Next, click **Login with Stockton Account**. In Blackboard, find your courses listed under Fall 2024. Click on the course you would like to work on to open it.

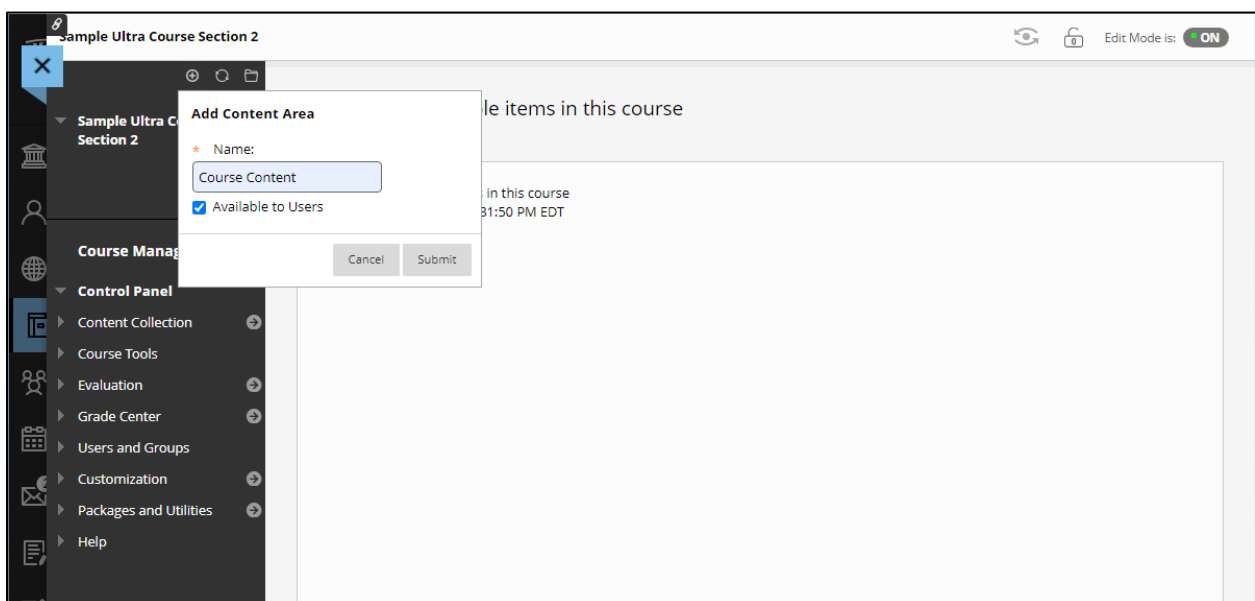
## Working in Blackboard Original View

By default, your course will open in Original View. Skip to page 4 for Blackboard Ultra View.

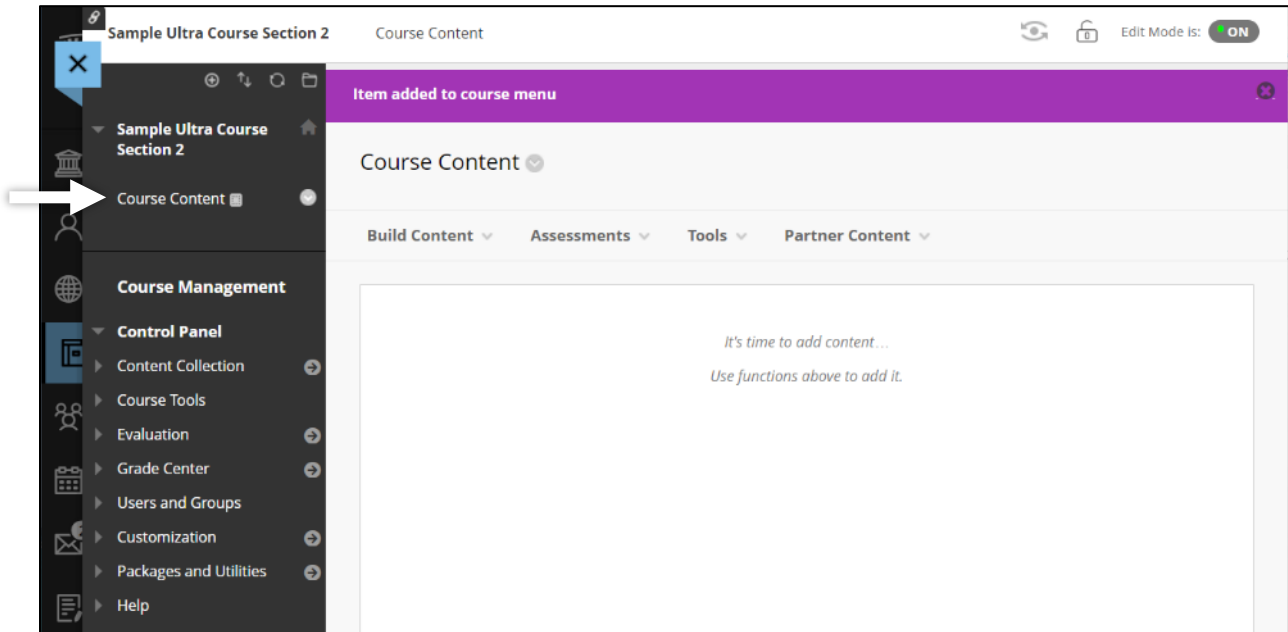
- To place materials in your course, you'll need to create a **Content Area** first. With your mouse, point at the plus sign icon on the top left, above the left menu.
- Click **Content Area**.



- Enter a name. We recommend *Course Content*.
- Make sure **Available to Users** is selected and click **Submit**.



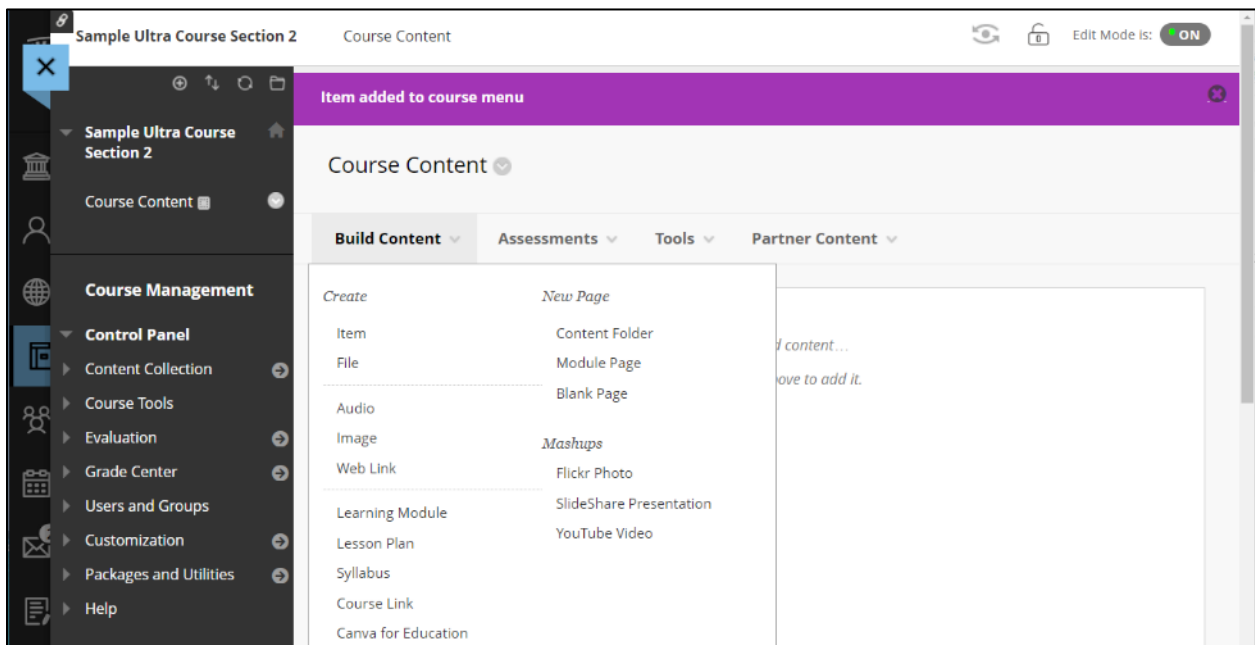
5. Click **Course Content** on the left menu.



6. Use the following options in **Build Content** to add your course's instructional materials.

- **File** – Upload and post documents such as your course syllabus.
- **Content Folder** – Create folders to help you organize your course content.
- **Web Link** – Add links to open educational resources on the web such as articles, YouTube videos, etc.

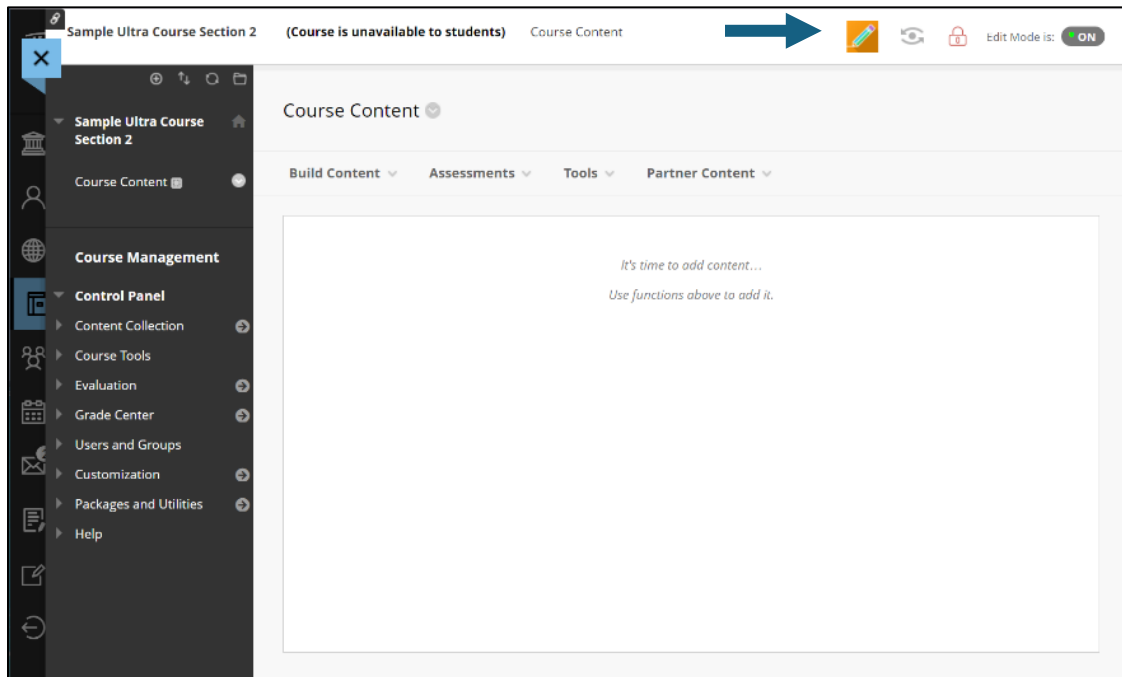
Use **Assessments** to add tests and assignments to your course. Use **Tools** to add discussions, blogs, journals, wikis, etc.



## Working in Blackboard Ultra View

Stockton faculty have the option of switching their Blackboard courses from Original to Ultra View.

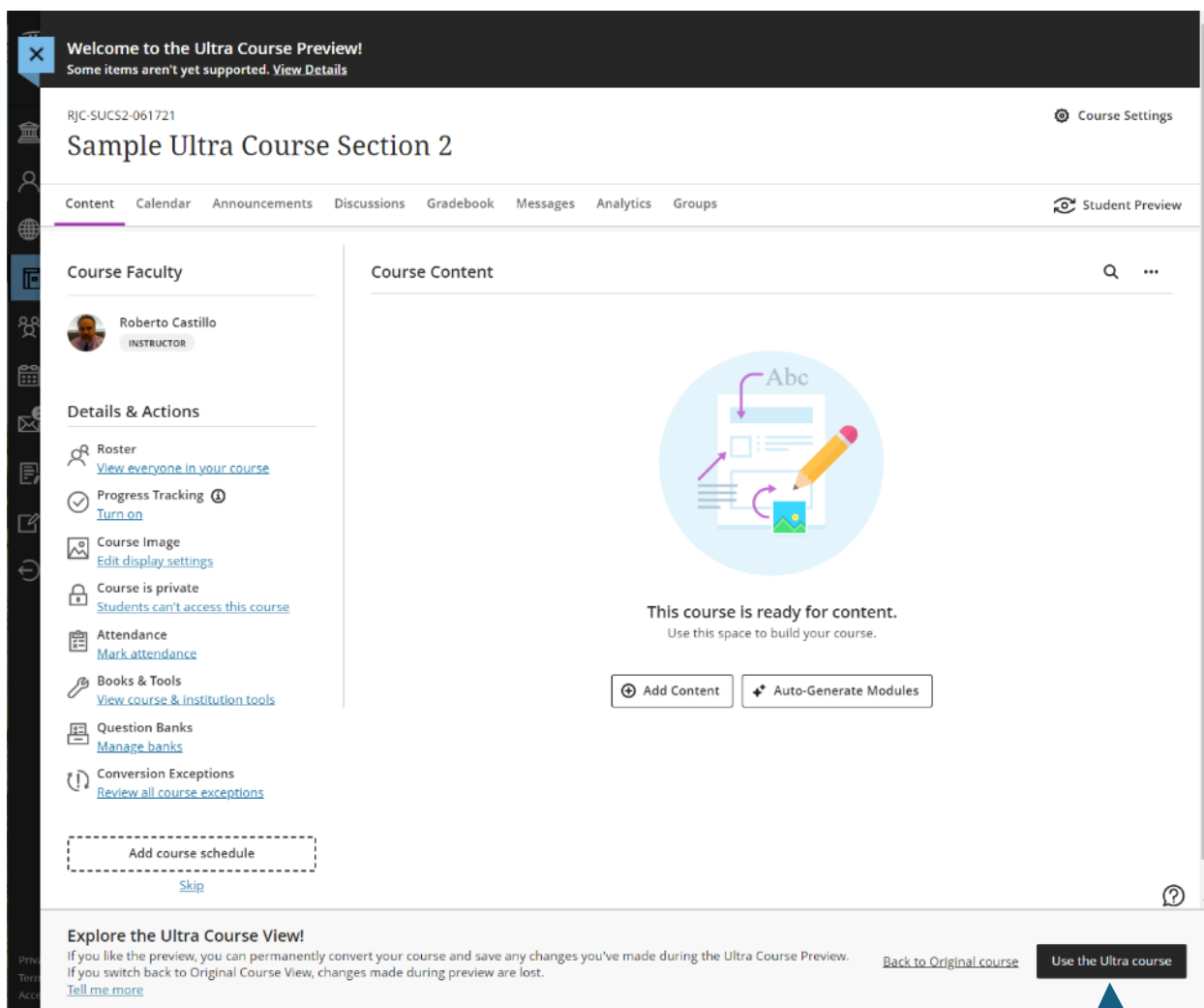
1. In your Blackboard course, click the **open lock icon** on the top right.
2. Click the **yellow icon with a pencil** that appears to the left of the lock icon.



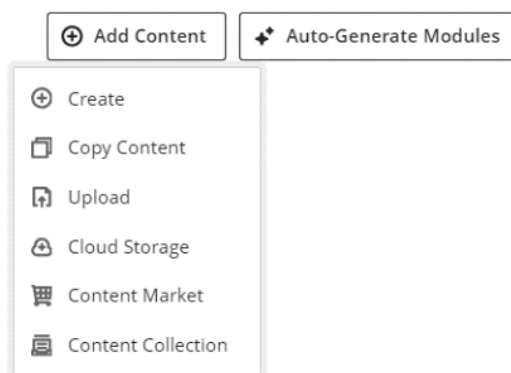
3. A message now displays asking to try the Ultra Course View. Click **Try the Ultra Course View**.



4. Blackboard will take you back to your course list. Give it about a minute, then click on the course again to open it.

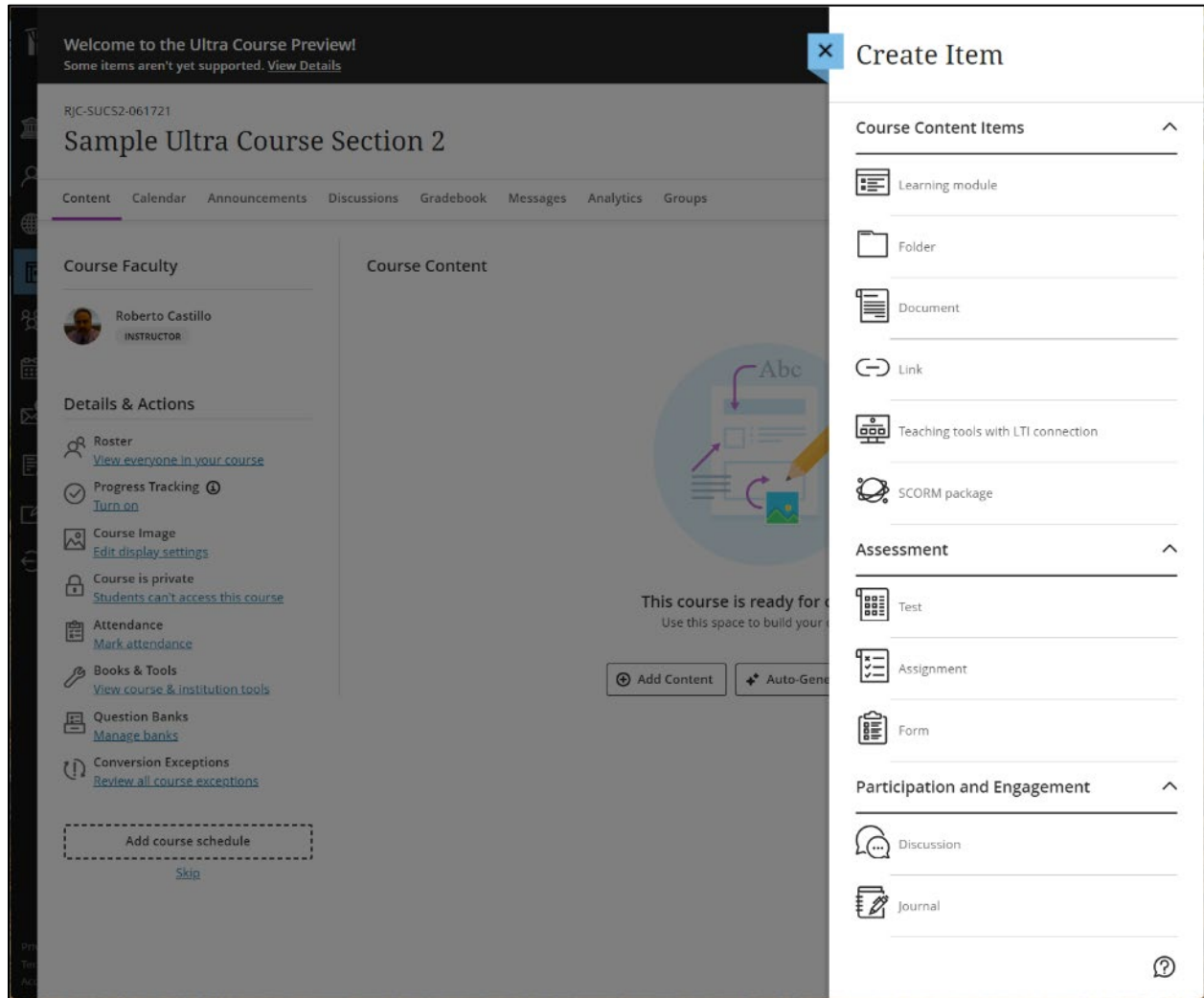


5. Blackboard is now previewing your course in Ultra View. To make the switch permanent, click **Use the Ultra course** at the bottom right.
6. Click **Add Content**.



7. Click **Upload** to post documents like your syllabus.
8. Use **Copy Content** to copy content from previous courses.

9. Select **Create** to add any of the following items:
- **Learning Modules** and / or **Folders** to help you organize your course content
  - **Links** to web open resources like articles, YouTube videos, etc.
  - **Assessments** such as Assignments and Tests
  - **Participation and Engagement** items such as Discussions and Journals



After posting the first item, use the plus sign above or below the item to continue adding content to your course



For further assistance, please visit the Blackboard Tutorials page at <https://www.stockton.edu/blackboard-tutorial/instructor-tutorials/index.html> or contact a CTLD staff member at <https://www.stockton.edu/ctld/app-req.html>