



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

# Blackboard Overview - Training Session

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# Overview of Session

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- Brief introductions
- Aims of the session
- Overview of Trinity's teaching & learning technologies, Blackboard being the primary Virtual Learning Environment.
- This session is being recorded.

# Aims of Session

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In this session we will cover:

- What is Blackboard?
- Accessing Blackboard
- Navigating Blackboard
- Finding your Blackboard Modules
- Finding your way around your modules
- Adding content to your modules
- Third Party Tools
- Getting support

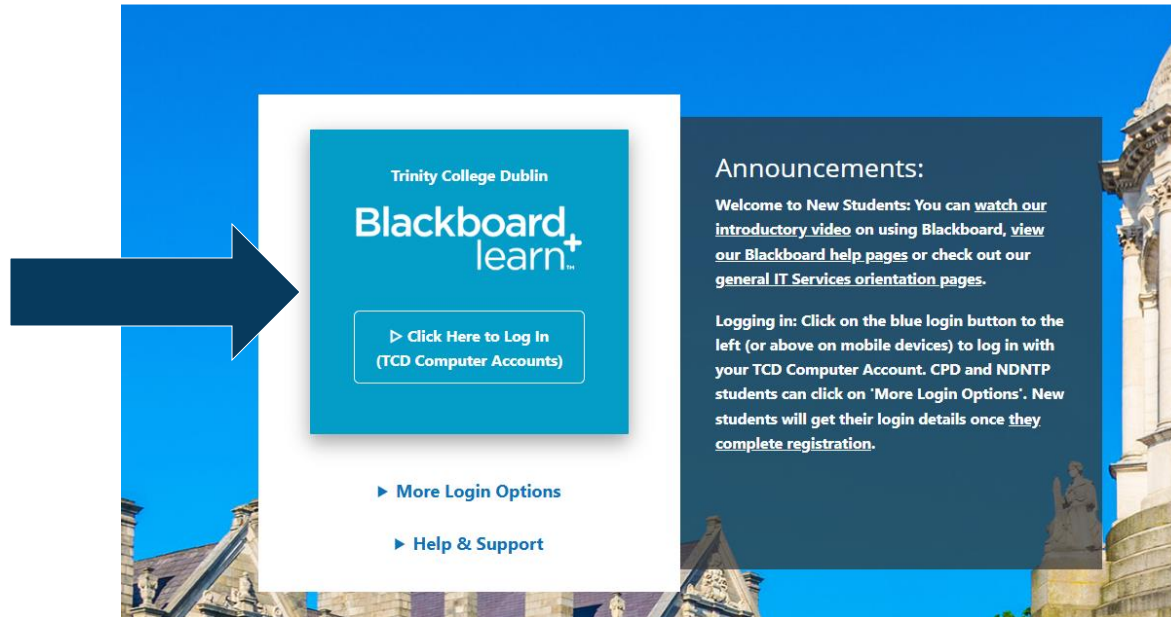
# What is Blackboard?

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- Blackboard is Trinity's Virtual Learning Environment (VLE).
- Students can use Blackboard to access lecture notes, videos, online assignments and other activities.
- Lecturers can use Blackboard to distribute learning material, communicate with their students, create online assessments and use third party tools such as Turnitin and Panopto.

# Accessing Blackboard

<https://tcd.blackboard.com/>



# Accessing Blackboard

## College Systems for Staff and Students

- **CMIS** – The College Timetabling System. This enrolls academics on Blackboard modules. If you are not enrolled on a module, check with your school office to ensure you are timetabled for it in CMIS.
- **SITS** – Student Information System also accessed through [my.tcd.ie](http://my.tcd.ie). Do not manually enrol students who are taking your module for credit directly via Blackboard. Instead, if a student is not enrolled on your module, contact your school administrator to ensure your SITS record is accurate.

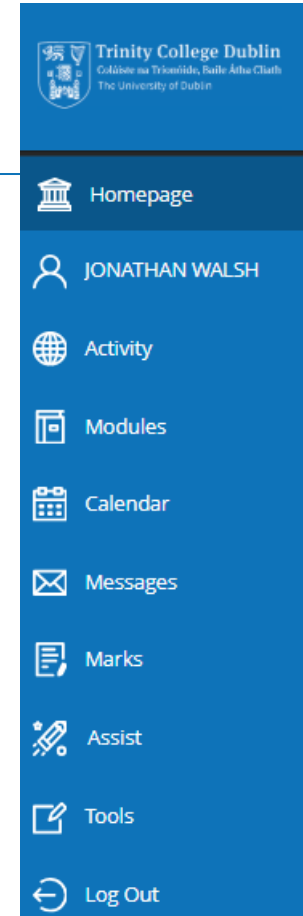
# Blackboard Terminology

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- **Blackboard Learn/Original:** This is the version of Blackboard available in College prior to 2024/25 with the introduction of the new version of Blackboard.
- **Blackboard Ultra:** The new version of Blackboard introduced for all modules this semester.
- **Blackboard Ultra Sandbox Modules:** These are staff only Blackboard modules created to provide a training space for academic staff during Blackboard Ultra training.

# Navigating Blackboard

- **Homepage:** In this area, both staff and students will be able to find links to our Blackboard help pages and alerts/messages from Teaching & Learning IT, IT Services.
- **Activity Stream:** is a centralised feed that provides an up-to-the-minute list of all course activities, including new content, announcements, due dates, assignments, tests, and graded items. This can be configured using the Notification Settings icon on the top right.
- **Modules:** view the modules you are enrolled in and contains useful filters.





# Navigating Blackboard

**Profile:** You should see a link displaying your name on the left-hand side, located in the blue navigation menu.

- Profile Picture – Upload an image to replace the generic image.
- Password: This will not work for staff and students who log in via their TCD Computer Account; please use **password.tcd.ie** to update your College password across all services.
- Global Notification Settings: Set up notifications for module activities.

**More information:** <https://www.tcd.ie/itservices/vle/>

# Finding your Blackboard Modules

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- The Modules button will show you all the modules you are enrolled in.
- You can use the filters at the top of the page to find the module you are looking for.
- The search bar lets you search by name of module ID.
- Terms allows you to filter modules by academic term.
- Filters allows you to select only modules you are enrolled on as an instructor.
- You can mark modules as favourites, and they will always be at the top of the page.

# Finding your way around your modules

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- Module ID and Name
- Top menu
- Side Menu
- Module Image
- Batch Edit
- Module Settings

- **Adding content to your modules**

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The two main methods of adding content to your module are:

1. Create it in the module
2. Copy it into the module from another module you are enrolled in.

Let's now take a quick look at both methods.

# Older Blackboard Learn Modules

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- This semester we will use Blackboard Ultra for all 202526 modules. However, existing modules are still in the Blackboard Learn format and you may be enrolled in an old module to view older content.
- There are significant differences, and we will now quickly view an older module.
- [https://tcd.blackboard.com/ultra/courses/\\_88270\\_1/cl/outline](https://tcd.blackboard.com/ultra/courses/_88270_1/cl/outline)

# Third party tools

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Third party tools available within Blackboard include:

- MyReadingList – library reading list management
- Panopto – lecture recording
- Turnitin – Academic integrity tool
- Grades Journey – allows staff to transfer assessment marks and grades directly from Blackboard into SITS.

You can access these tools from the side menu and the Create content menu.

# Blackboard Support

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- If you require support with using Blackboard for teaching and learning, instructional design and development of modules, professional development, please contact the Teaching & Learning IT team at **itservicedesk@tcd.ie**. Please ensure you fill in the Subject field with “Ultra:”
- The **Blackboard Ultra Staff Training Module** contains training videos on all aspects of managing your Blackboard modules. All academic staff are enrolled on the module.
- Please also visit the IT Services Teaching and Learning website <https://www.tcd.ie/itservices/vle/> for user guides and other VLE support documents.

# General Advice

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- Check all your links (both external and internal) on your module to make sure they are linking to the correct module. Remember an incorrectly pointed link may still work you but not your students.
- Particularly check all Panopto links and content as this may be pointing towards the previous year's Panopto content and your students won't be able to access it.
- Check all of your Blackboard documents/pages to ensure important formatting has not been removed.





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**Q & A**

