



Getting Started with Blackboard

As a GTA, you might be responsible for adding and editing content in the Blackboard component of a course. Below are steps on ensuring that you have access to the course. For further assistance, please contact the CITL to make an appointment, or stop by during our walk-in hours (see our website). Online Blackboard demonstrations and hands-on practice steps are available on <http://citl.gwu.edu/bbtour>.

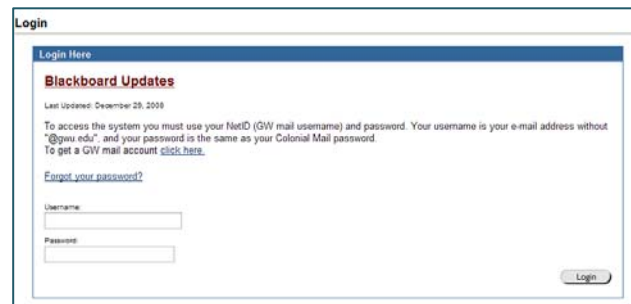
Blackboard access (<http://blackboard.gwu.edu>)

Internet Explorer is the recommended browser for using Blackboard.

The Blackboard login username and password are the same as those for your GW NetID.

A) If your GW NetID username and password do NOT log you into Blackboard:

Please contact: **GW Information Systems and Services** (<http://helpdesk.gwu.edu> | 202-994-5530) to verify that you do have a NetID username and password and that they are functioning properly.



B) If you ARE able to log into Blackboard but do not have access to the course:

Ensure that your professor has manually added you as a TA in Blackboard (please see “Add TA” PDF on <http://citl.gwu.edu/pages/gta.html>).

C) If your professor has done the above but you still are unable to access the course:

Please email bbadmin@gwu.edu.

Common functions

Instructors and GTAs make changes from the Control Panel – the “driver’s seat,” so to speak. Below are several frequently-used functionalities in a Blackboard course. How-to information is covered during the “All About Blackboard” sessions and also is accessible for online viewing and practice on: <http://citl.gwu.edu/bbtour>.

- Modifying course menu
- Adding course content
- Creating an assignment
- Creating/deploying a test
- Working with Grade Center
- Creating Discussion Boards
- Blogs & Wikis

