Concordia University Faculty Blackboard Use (as of August 2021)

All faculty members are using the Blackboard learning management system to post syllabi, create Assignments, provide feedback through grading assignments, and overall course grades. The Center for Excellence in Learning and Teaching (CELT) has a variety of ways to support faculty teaching in-person and virtual courses at the Mequon and Ann Arbor campuses and the Centers.

Use the Grade Center in Blackboard to enter grades promptly for all assessment activities (including participation, quizzes, tests, projects, papers, etc.) This provides your students with an accurate understanding of their academic standing in the course. The Blackboard gradebook must align with the grading policy stated in the syllabus. Advisors receive reports on student overall grades based on the Weighted Total or Total Column that is marked as the External Grade. This column should show a percent (for programs using Aviso) or a letter grade as the primary display. These reports to advisors replace mid-term progress grades. Official final grades are posted to the Registrar in the Faculty Grading tool on the portal and should align with the overall grades displayed to students in Blackboard and the grading policy in the posted syllabus.

For each course, faculty:
- **Post the syllabus** prior to the beginning of the semester (in pdf format) in the Content area (for Fall 2021 on Friday Aug 27): link to directions for uploading syllabus
- **Open the course for students** by at least the Friday before classes begin (for Fall 2021 Friday Aug 27): link to how to open the course instructions
- **Create Blackboard Assignments** ("drop boxes") for students to submit assignments and faculty grade them right in Blackboard: link to video instructions
- **Develop and use the Grade Center** so that students promptly see their percentage, score, or letter grade on each assignment and can see their overall percentage or letter grade for the course. The Weighted Total or Total Column marked as the External Grade is how students see their overall grade as the course proceeds and at the end of the course. link to grade center instructions

CELT's Four Foundational Blackboard Videos cover these points in more detail here
http://celt.cuw.edu/four-videos-to-set-up-your-course-in-blackboard/ and
- On the CELT blog: http://celt.cuw.edu/blackboard-learn-general-information-for-cuw-faculty/blackboard-learn-for-instructors/
- Use the A to Z search feature for Blackboard helps for Instructors here http://celt.cuw.edu/blackboard-tutorials-a-to-z/

Retain All Student Course Submissions and Keep Courses Open at Least 90 Days
Everything in the Blackboard course becomes part of the university record of each course taught and is not to be deleted when the course ends. Faculty keep courses open a minimum of 90 days from the end of the course. Any student work not submitted to Blackboard which is retained by the instructor can be destroyed 90 days after the student's course grade is posted by the Registrar's office.

How to Get Blackboard Help
For help at either campus or at centers for face-to-face courses, or courses which are now virtual due to COVID-19, please submit a request to celtsupport@cuw.edu or call 262-243-2358 (CELT). Submit Blackboard Learn help requests for fully online and dual credit courses to Extended Campus Operations at blackboardsupport@cuw.edu or call 262-243-4327.