

Concordia University Blackboard Use (as of January 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 quizzes, tests, projects, papers, class participation, etc. This helps students keep track of their progress and allows academic advisors to intervene when students have trouble. Advisors receive reports on student progress 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. These reports to advisors replace mid-term progress grades. Final grades are posted to the Registrar in the Faculty Grading tool on the portal.

For each course, faculty:

- **Post the syllabus** prior to the beginning of the semester (in pdf format) in the Content area (for Spring 2021 on Wednesday Jan 20): [link to directions for uploading syllabus](#)
- **Open the course for students** by at least the Friday before classes begin (for Spring 2021 on Wednesday Jan 20): [link to 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 every assignment and can see their overall percentage or letter grade for the course. This column should be marked as the External Grade: [link to 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/> Other Handouts and resources are available here:

- On the CELT blog: <http://celt.cuw.edu/blackboard-learn-general-information-for-cuw-faculty/blackboard-learn-for-instructors/>
- On the Portal:
 - “Blackboard for Faculty” and “Blackboard Learn for Students” portlets on the Faculty and Student tabs of the portal.
 - The “Instructional Continuity Resources” portlet (Faculty and Employee tabs) for Blackboard and Zoom resources related to teaching during the pandemic (virtual or polysynchronous).

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 (OCDE) at blackboardsupport@cuw.edu or call 262-243-4327.