

Barebones Blackboard FAQ
eLearning Blackboard Learn 9.1 for Faculty

1. How do I make my course available to students?
 - a. Courses by default are not available for students to access. This is because of a number of reasons, including some professors will never use the course, so there's no reason to give students access.
 - b. To make your course available, from your course, find the **Control Panel** on the bottom left, go to **Customization** and **Properties**. Option 3 is where you will make your course available. It is possible to make your course available, but keep individual items unavailable from your students.

2. How do I upload a syllabus?
 - a. Access the **Information** folder and point to **Build Content**. Then click **File**. Follow the steps to upload the file and click **Submit** when finished. The file option will accept any file type. For documents, we recommend using **PDF** as they're a universal format.

3. How do I upload a file?
 - a. Access the **Content** folder and point to **Build Content**. Then click **File**. Follow the steps to upload the file and click **Submit** when finished. The file option will accept any file type. For documents, we recommend using **PDF** as they're a universal format.

4. How do I create and upload a banner?
 - a. Creating a banner is simple. There are two ways to create a banner
 - i. SUNY Cortland's Banner Creator
<http://webapps1.cortland.edu/bbanner/>
 - ii. Use the tutorial found here to create one in Powerpoint:
 - <http://www2.cortland.edu/library/elearning/tutorials/faculty-tutorials.dot>
 - Getting Started > Working in the Course Environment
 - b. To add the banner, find the **Control Panel** and click **Customization** and then **Teaching Style**. The bottom of the page will allow you to upload a banner. Browse for the file you created in the previous step and click **Submit**. The banner will appear on the homepage of your course.

For more tutorials, including pictures and videos, go to www.cortland.edu/elearning and select **Faculty Tutorials** or select the second link on the eLearning Channel in MyRedDragon under the **Academics Tab**.

Further questions can be asked at our **semester-long** Tech Help Walk-In sessions, Monday and Tuesday from 1PM – 4PM or Wednesday and Thursday from 9AM – 12PM in room A-118 of the Library. You can also email ITDS@cortland.edu.