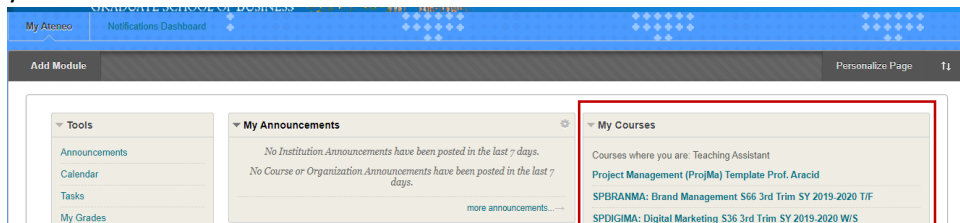


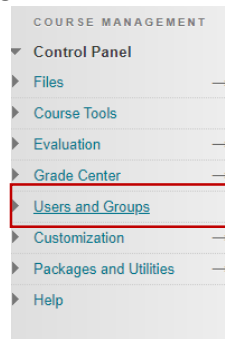
Quick Guide in using Blackboard Learn (Faculty)

Before you start, please perform browser compatibility checking by clicking this [link](#) and view the quick [Introduction to Blackboard Learn video](#).

1. Login to <https://gsbonline.blackboard.com> with the following credentials: (user credential sent to your email):
2. Change your password upon login – [Changing Password Video Tutorial](#).
3. Edit your personal Information and privacy options using this [video tutorial](#)
4. Under **My Courses** (located at the right side of the screen). Click the name of the course to enter your online course module.



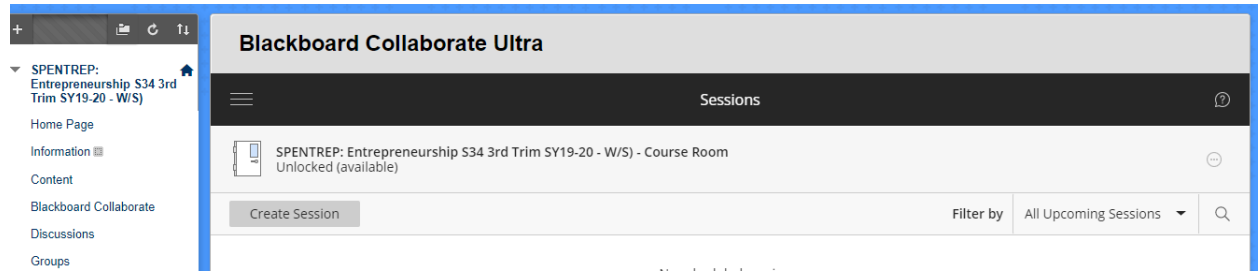
5. View your enrolled students by clicking the **Users and Groups**, then click **Users**.



Below are the available tools in Blackboard that you can use and a quick video tutorials (ranges from 1-4 minute) to guide you in setting up your course:

- **Announcements** [Creating Announcement Video Tutorial](#)
- **Assignments** – [Create an Assignment Video Tutorial](#)
- **Attendance** - [Mark Attendance Video Tutorial](#)
- **Blog** - [Creating Blog Video Tutorial](#)
- **Content Uploading** (used to upload file such as documents, presentation materials, audio and video files, web links, and embed Youtube videos. You can also organize the materials by creating folders inside Blackboard)
[Adding Content to a Learning Module Video Tutorial](#)
[Add a Content Area Video Tutorial](#)
- **Calendar** – [Use Calendar Video Tutorial](#)
- **Collaborate Ultra** (used to conduct videoconferencing sessions with your students)
[How to access Blackboard Collaborate \(website\)](#)

[Blackboard Collaborate with Ultra Experience Video tutorials](#)
[Collaborate Ultra Help for Moderators \(website\)](#)



- **Discussion Board**
 - [Creating Discussion Board Video Tutorial](#)
 - [Use Discussion Video Tutorial](#)
- **Journal** – [How to Create a Journal Video Tutorial](#)
- **Tasks** – [Create and Manage Task Video Tutorial](#)
- **Tests, Survey and Pools**
 - [How to Set Test Options Video Tutorial](#)
 - [Create a Test Question Video Tutorial](#)
 - [Create a Fill in a Blank Question Video tutorial](#)
 - [How to Build a Pool of Test Questions Video Tutorial](#)
- **Wikis** – [Creating and Managing Wikis Video Tutorial](#)

You can find the rest of the available video tutorials at this [link](#).

You can also view your course as a student so that you know what items are available in the student - [Student Preview Video Tutorial](#)

For more information in using Blackboard Learn, visit <https://help.blackboard.com/Learn/Instructor>

For assistance, you may contact the following IT Personnel assigned to your department.

- **Renan Sulit** (rsulit@ateneo.edu) - Strategic and Marketing Department
- **Renemark Bacani** (rbacani@ateneo.edu) - Economics and Finance Department
- **Orlando Cruz** (ocruz@ateneo.edu) - Operations and IT Department
- **Roden Balagtas** (rbalagtas@ateneo.edu) - Leadership, Ethics and Human Resource Department, CCE