

**Video Tutorials**  
**Easy to Follow Instructions**

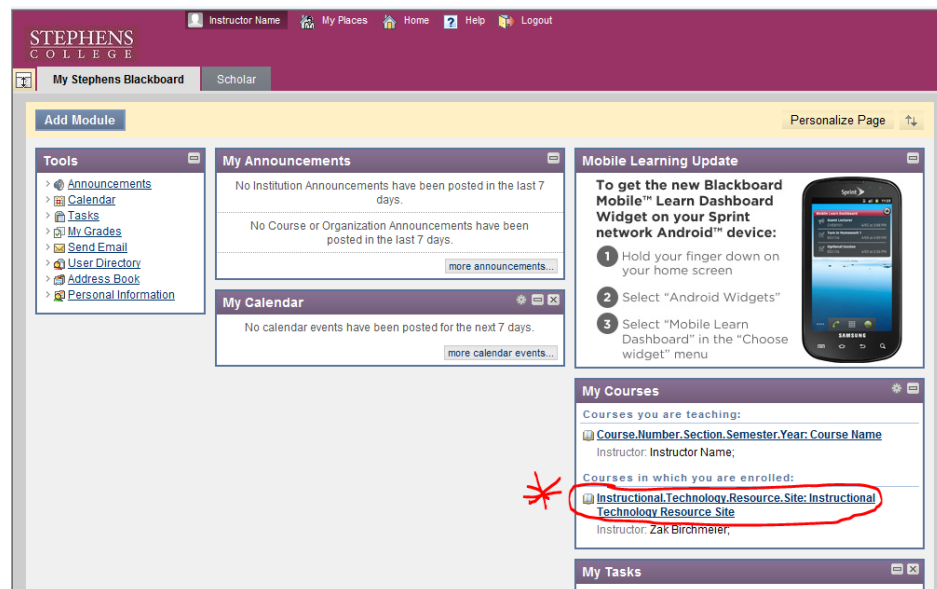
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# New Faculty Resources

**Located Under**  
**"My Courses" in**  
**Blackboard:**  
[Instructional](#)  
[Technology](#)  
[Resource Site](#)

Instructor:  
Dr. Zak Birchmeier

What is Blackboard, and How do I get Started?  
How do I Change the Course Menu or Appearance?  
How Do I Add Contract to the Course Site?  
How do I post Announcements?  
How do I add Students to the Course Site?  
How Do I Remove Students From My Site?  
How Do I Copy Contract Into My Site For Next Semester?  
How Do I Post An Assignment That Links to The Grade Center?  
Getting Started With the Grade Center  
Plagiarism Detection (i.e. Safe Assign)  
Discussion Boards  
Group/Collaborative Projects/Portfolios (I.E., Wikis, Like GoogleDocs)  
Instant Messaging and Voice-Over-Internet System (Wimba)  
Using the Visual Editor in Blackboard to Insert Pictures, Fonts, Etc.



**Have Questions?** Email [blackboard@stephens.edu](mailto:blackboard@stephens.edu) or call Zak at (573) 876-2392