Support and Help

Central support:

https://portal.utoronto.ca

portal.help@utoronto.ca

Divisional support:

tts@artsci.utoronto.ca

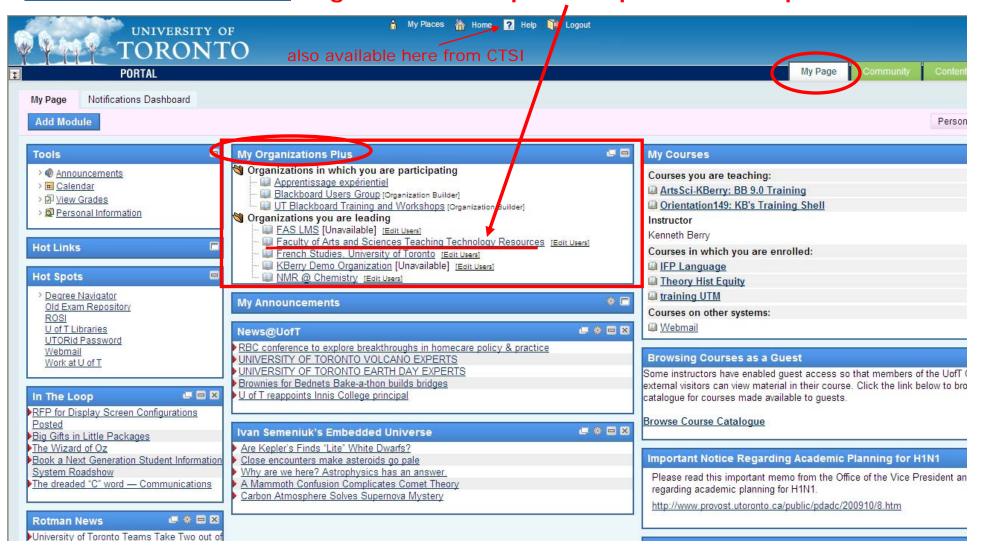# *Faculty of Arts and Science Teaching Technology Support Blackboard Clinic*

**Sid Smith room 560
(cafeteria level; east side)**

Just email: tts@artsci.utoronto.ca to book a spot

bring your Bb course material on a memory stick (or put it on Bb) and we'll help you set it up!

Faculty of Arts and Science Teaching Technology Resources

All teaching staff should see this link from their My Page tab; if not, contact tts@artsci.utoronto.ca to get access to tip sheets plus other helpful resources.

also available here from CTSI

Need more help?
Contact...

TTS: Arts & Science

- **Kenneth Berry,** *MSc*
  tts@artsci.utoronto.ca

  416-978-8354

- **Lena Paulo Kushnir,** *PhD*
  tts@artsci.utoronto.ca

  416-946-5408

CTSI: central support

- **Ryan Green**
  portal.help@utoronto.ca
  ryan.green@utoronto.ca

  416-946-7729

- **Saira Mall,** *M.L.I.S.*
  portal.help@utoronto.ca
  saira.mall@utoronto.ca

  416-946-8661

Top 11 steps to get your course started in Blackboard:

1. View & download your class list

2. Add a TA (or other course staff, (so they can help manage/deliver your course)

3. Add a student auditor

4. Add & organize course content (syllabus, reading list, lecture slides, *etc.*)

5. Add a file to the content collection

6. Add an external link (*e.g.,* web resource outside your course, e.g., discipline specific databases, archives, government resources, *etc.*)

7. Post announcements

8. Create a discussion forum (so that classroom discourse can continue outside the class… online)

9. Send email (and/or disable this function for students)

10. Add a contact (office hours/location, bio, *etc.*)

11. Make your course available (for students to see; the default is off/unavailable)