BLACKBOARD – INCLUDE A LIBRARIAN

Faculty Adding a Librarian To a Course

To Add a New User to Your Course

1 Click on Users and Groups within the Control Panel of the course to expand the dropdown menu and click on Users.

2 In the main portion of the screen, click on Find Users to Enroll.

3 Enter the Username of the individual you are enrolling or click Browse to search for the person by first or last name.

4 Select from the dropdown menu the role you would like the individual to have in your course. In this case, select the Librarian role.

5 Leave the Enrollment Availability option set to Yes.

6 Click Submit.

Changing the Role of Librarian in a Course

The Librarian role by default does not allow access to any student grade data. If the Librarian is involved in any graded activities within Blackboard (ie. quizzes, assignments, etc.), their role in Blackboard will need to be elevated to Support Staff in order to be able to support the graded activities taking place.

1 Click on Users and Groups within the Control Panel of the course to expand the dropdown menu and click on Users.

2 Roll over the appropriate username that needs to be changed and click icon.

3 Select ‘Change User’s Role in Course’ from the dropdown list.

4 On the next screen, select Support Staff from the list and click Submit.

Getting Into Blackboard

Step 1
Go to https://blackboard.sjfc.edu or http://home.sjfc.edu and click on the Blackboard link on the left side of the page.

Step 2
Enter your username and password. You will use the same credentials used to access campus email or when logging into a campus computer.

Step 3
Locate your courses in the My Courses module in the center of the window on the St. John Fisher College tab OR go to the Courses tab. The Courses tab will show you a full list of your courses. Click on the course title to enter the course.

You may want to bookmark the Blackboard site in your preferred web browser for quick access throughout the semester.

For help with Blackboard, contact the OIT Help Desk at 585.385.8016 or helpdesk@sjfc.edu