

Remember to use Blackboard for all other materials and to make your life easier. Here's why:

1. By providing these documents in a central location, your students learn quickly to go to Blackboard to get everything they need for your class. Also, when students forget something that is in the syllabus, you can simply say, "Go to Blackboard and review the syllabus again." Having all of your course documents in a central location saves you and your students' time.
2. With Blackboard you don't have to key in every students' email address. You simply go to the Communication button and you can select whether to email all students or select students from a list. Also, you can create announcements for your course. You may create an announcement to remind students of a due date or a test they will be taking next week. Whatever announcement you create, it will appear on the first page students see when they log into your class and with one click you can also email the announcement to all students. What a time saver.
3. Students prefer to see grades immediately. This electronic access reduces the number of inquiries - phone calls and emails - from students wanting to know a grade on a specific assignment or their overall grade in the course. Students can then be responsible for tracking their own performance in the class.
4. You can develop quizzes and tests students can take through Blackboard. When students complete an electronic test/quiz through Blackboard, it is automatically scored and placed in the grade book. This feature is a great time-saver for faculty, particularly in large classes. Blackboard time-stamps each test/quiz so you know whether the student took it within the allotted time. Tests/quizzes can also be designed to cut off at a certain time and date. Therefore, if students do not take the test/quiz at the allotted time, they cannot get access at a later time. Faculty can set up the test/quiz to provide detailed feedback on each question or simply the right/wrong answer for each question.
5. Assignments can be submitted on Blackboard electronically. Faculty can then open the assignment, grade it, enter comments and corrections easily and quickly, and enter a grade for the student. This saves time and paper because the student or you do not have to print the assignment. To tell if a student has submitted an assignment, look in your grade book. An exclamation point notes that the student has submitted the assignment and a pad lock indicates that the student has saved the assignment, but it is not ready for grading.

All Baruch students have printing accounts that allows them to print about 1,000 pages per semester and many do not even come close. I inform everyone so that when students give the excuse that they cannot print at home because of ink and paper, you can tell them to use their printing account at Baruch. Students have access to computer labs in the vertical campus and library building. Now there is wireless printing available for students who use their own laptops.