

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.

The screenshot shows the University of Toronto Portal interface. At the top, there is a navigation bar with 'My Places', 'Home', 'Help', and 'Logout'. Below this is a 'PORTAL' header with 'My Page', 'Community', and 'Content' tabs. The 'My Page' tab is circled in red. A red arrow points from the 'My Page' tab to the 'My Organizations Plus' section, which is also circled in red. Within this section, the link 'Faculty of Arts and Sciences Teaching Technology Resources' is underlined and circled in red. Other sections visible include 'Tools', 'Hot Links', 'Hot Spots', 'My Announcements', 'News@UofT', 'Ivan Semeniuk's Embedded Universe', 'My Courses', and 'Important Notice Regarding Academic Planning for H1N1'.

UNIVERSITY OF TORONTO
PORTAL

My Places Home Help Logout

also available here from CTSI

My Page Community Content

My Page Notifications Dashboard

Add Module Person

Tools

- Announcements
- Calendar
- View Grades
- Personal Information

Hot Links

Hot Spots

- Degree Navigator
- Old Exam Repository
- ROSI
- U of T Libraries
- UTORid Password
- Webmail
- Work at U of T

In The Loop

- RFP for Display Screen Configurations Posted
- Big Gifts in Little Packages
- The Wizard of Oz
- Book a Next Generation Student Information System Roadshow
- The dreaded "C" word — Communications

Rotman News

- University of Toronto Teams Take Two out of

My Organizations Plus

Organizations in which you are participating

- Apprentissage expérientiel
- Blackboard Users Group [Organization Builder]
- UT Blackboard Training and Workshops [Organization Builder]

Organizations you are leading

- FAS LMS [Unavailable] [Edit Users]
- Faculty of Arts and Sciences Teaching Technology Resources [Edit Users]
- French Studies, University of Toronto [Edit Users]
- KBerry Demo Organization [Unavailable] [Edit Users]
- NMR @ Chemistry [Edit Users]

My Announcements

News@UofT

- RBC conference to explore breakthroughs in homecare policy & practice
- UNIVERSITY OF TORONTO VOLCANO EXPERTS
- UNIVERSITY OF TORONTO EARTH DAY EXPERTS
- Brownies for Bednets Bake-a-thon builds bridges
- U of T reappoints Innis College principal

Ivan Semeniuk's Embedded Universe

- Are Kepler's Finds "Lite" White Dwarfs?
- Close encounters make asteroids go pale
- Why are we here? Astrophysics has an answer.
- A Mammoth Confusion Complicates Comet Theory
- Carbon Atmosphere Solves Supernova Mystery

My Courses

Courses you are teaching:

- ArtsSci-KBerry: BB 9.0 Training
- Orientation149: KB's Training Shell

Instructor

Kenneth Berry

Courses in which you are enrolled:

- IFP Language
- Theory Hist Equity
- training UTM

Courses on other systems:

- Webmail

Browsing Courses as a Guest

Some instructors have enabled guest access so that members of the UofT (external visitors) can view material in their course. Click the link below to browse catalogue for courses made available to guests.

[Browse Course Catalogue](#)

Important Notice Regarding Academic Planning for H1N1

Please read this important memo from the Office of the Vice President regarding academic planning for H1N1.

<http://www.provost.utoronto.ca/public/pdadc/200910/8.htm>

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)