

**Charles R. Drew University**  
**Blackboard Instructions**  
**Spring 2020**

Below is brief information to help faculty continue teaching courses if students are unable to attend classes.

**Where to go:** <https://cdrewu.blackboard.com/> or go to [www.cdrewu.edu](http://www.cdrewu.edu), locate the current students tab and scroll down to Blackboard.

**How to sign in:** Use your CDU email (without @cdrewu.edu) and password.

**How to communicate with students within the course: use Email and/or Announcements.**

**Emailing from Course**

- Click Course Tools (left side of screen) -> Send Email -> Click Recipient Group to send to
- Follow on screen instructions to compose email.
- Click "Submit"

**Creating Announcements in Course**

- Click on "Announcements" (left side of screen) -> click "Create Announcement"
- Fill in Subject and Message of announcement
- Set announcement options (duration, course link, etc.)
- Click "Submit"

**Creating a Discussion Board**

- From Course Home Page -> click "Discussions" (left side menu)
- Click "Tools" -> "Discussion Board"
- Select "Link to Discussion Board Page" or "Select Discussion Board Forum" (select discussion board)
- Click "Next"
- Fill in information and click "Submit"

**Creating an Assignment**

- From Course Home Page -> add an "Assignment" content area
- Click "Assessments" -> "Assignment"
- Fill in information on page (make sure to enter points and to make available)
- Click "Submit"

**Blackboard Support Contacts**

- CDU Blackboard Support: [cdublackboardsupport@cdrewu.edu](mailto:cdublackboardsupport@cdrewu.edu)
- CDU Blackboard Telephone Number: **323.563.4866**
- Reset Password – please send an email or call.