

# Accessing Microsoft Education in Blackboard

## Access content link in Blackboard course:

### Ultra:

After signing into the Blackboard course, OR select **Enable Microsoft Education** option OR access the Books & Tools link in the Details & Actions menu to add Microsoft Education to your Course Content area. If you add to your Content page, be sure to make the tool "Visible to students".

The image illustrates the process of adding Microsoft Education to a Blackboard course in Ultra mode. It shows three key steps:

- Details & Actions Menu:** The 'Microsoft Education' option is highlighted in a red box, indicating it should be selected from the menu.
- Books & Course Tools Page:** The 'Microsoft Education' tool is highlighted in a red box, showing it is available for addition to the course content.
- Course Content Page:** The 'Microsoft Education' tool is added to the content area. A dropdown menu is shown with 'Visible to students' selected, ensuring the tool is accessible to learners.

A large 'OR' is placed between the first two screenshots, indicating that either path can be used to reach the final state.

**Blackboard Questions?**

Email: [blackboard@govst.edu](mailto:blackboard@govst.edu) Phone: (708) 534-4115

You will be directed to a Microsoft Education page, which begins the syncing process. Select **Sync with Microsoft Education**.

Student-Orientation\_NAC

## Microsoft Education



Let's get you set up with Microsoft Education

Microsoft Education includes Teams, a collaborative workspace you can use in your course

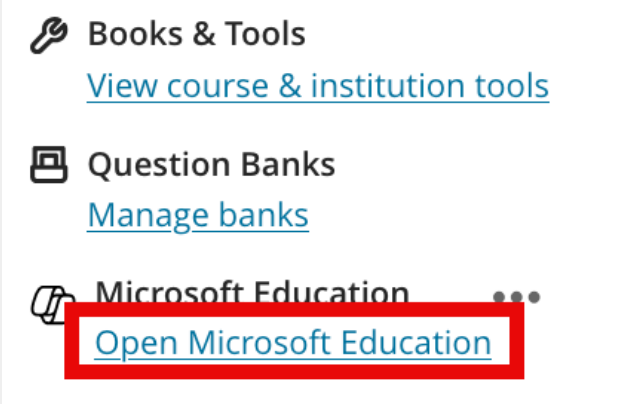
- Your class roster will sync automatically with Microsoft
- Upload or create shared Office documents for collaborative work
- Create class discussions and class notebooks


You just need to sync your course and get started exploring the tool.


[Sync with Microsoft Education](#)



[Learn more on how to use Microsoft Education within Blackboard](#)

The window will close and begin the roster synchronization process. This can take up to 15 minutes to complete. You may need to refresh the page after completion. Once complete, select **Open Microsoft Education**.



 Books & Tools  
[View course & institution tools](#)

 Question Banks  
[Manage banks](#)

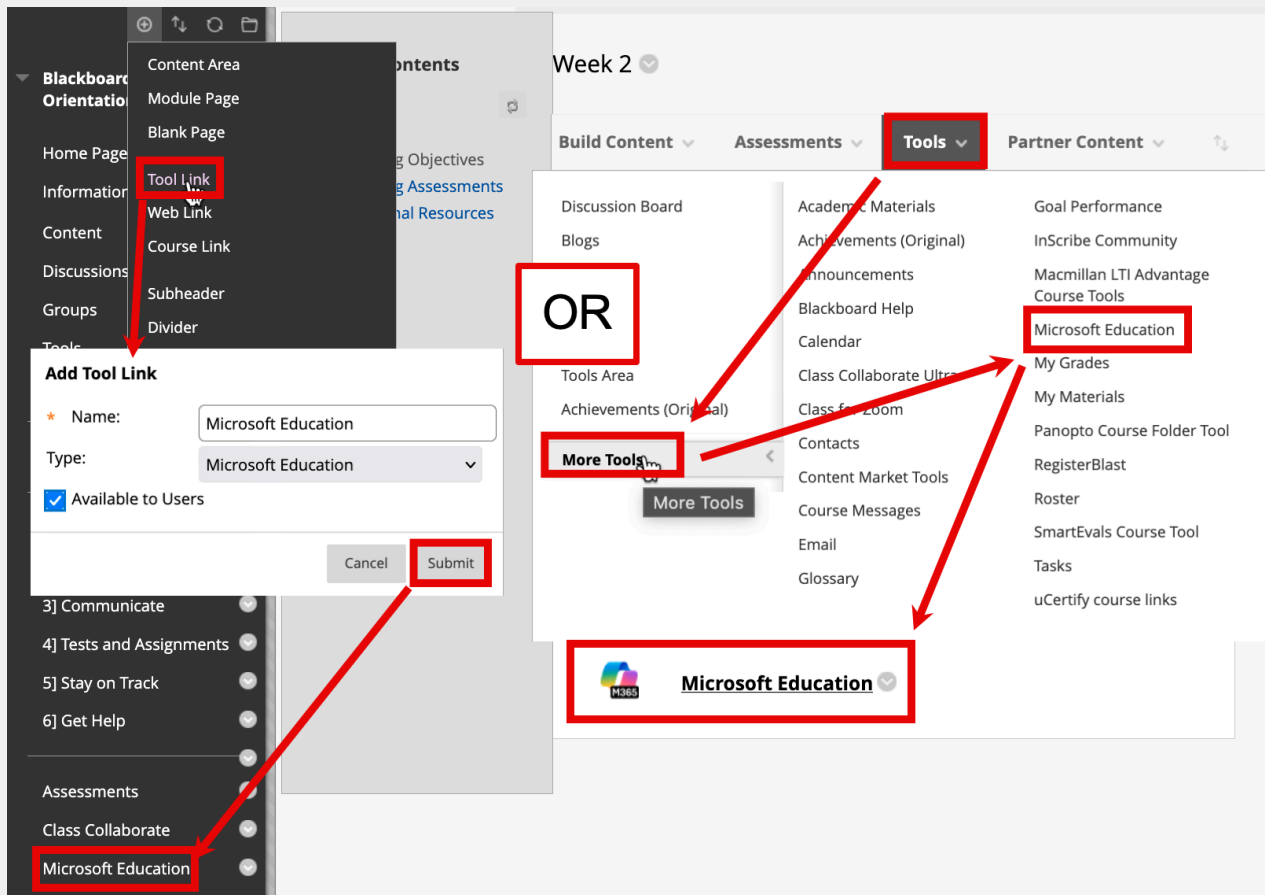
 Microsoft Education   
[Open Microsoft Education](#)

### Original:

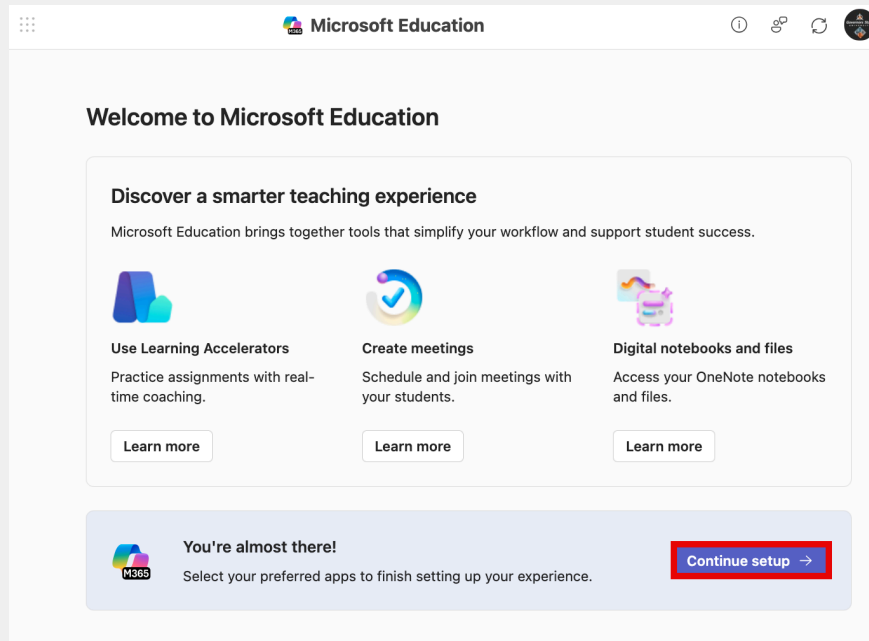
After signing into the Blackboard course, you may either add a new Tool link within the course menu or navigate to a content area and select Tools > More Tools > Microsoft Education. Once setup, select the newly created link.

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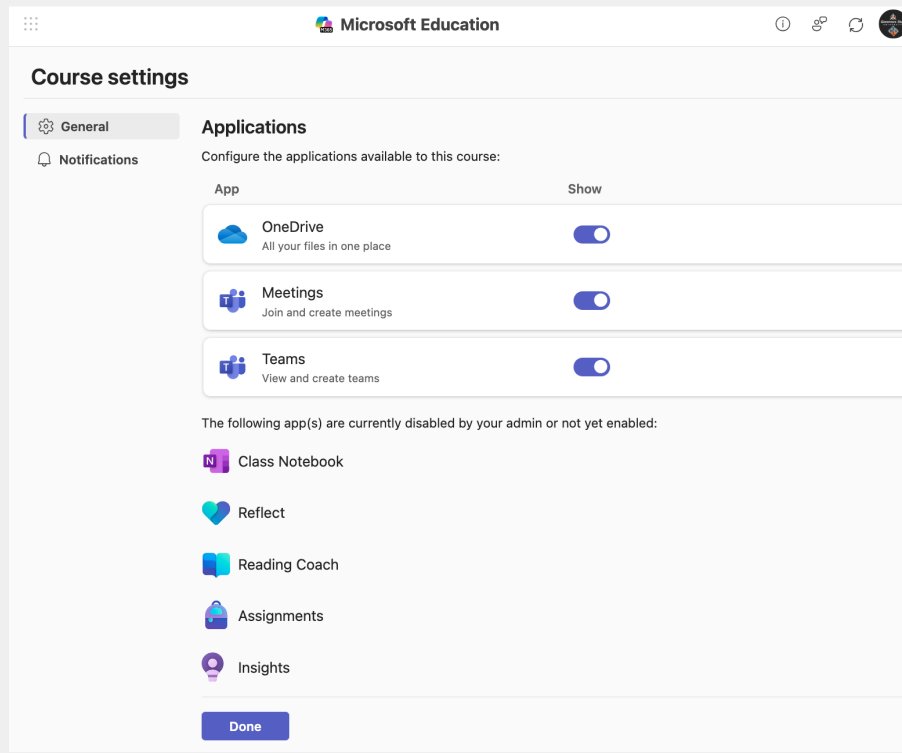
You may need to sign-in if this is your first time accessing Microsoft Education. Once you are signed in, you're directed to a Welcome to Microsoft Education page, which provides more information regarding this tool. Select **Continue setup**.



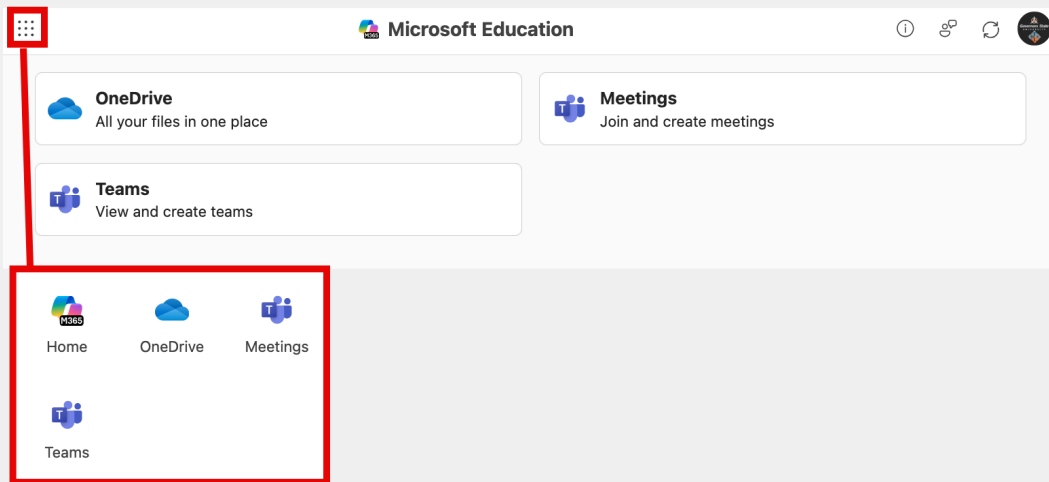
The Applications page will provide which Microsoft Education tools are available. By default for GovState, OneDrive, Meetings and Teams are the only tools available at this time. You as the Instructor can choose to leave all three tools enabled or disable what is not needed. Select **Done**, when complete.

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Once complete, you will be directed to the Microsoft Education Dashboard, which contains a menu to toggle between the various tools and the list of tools to select directly.

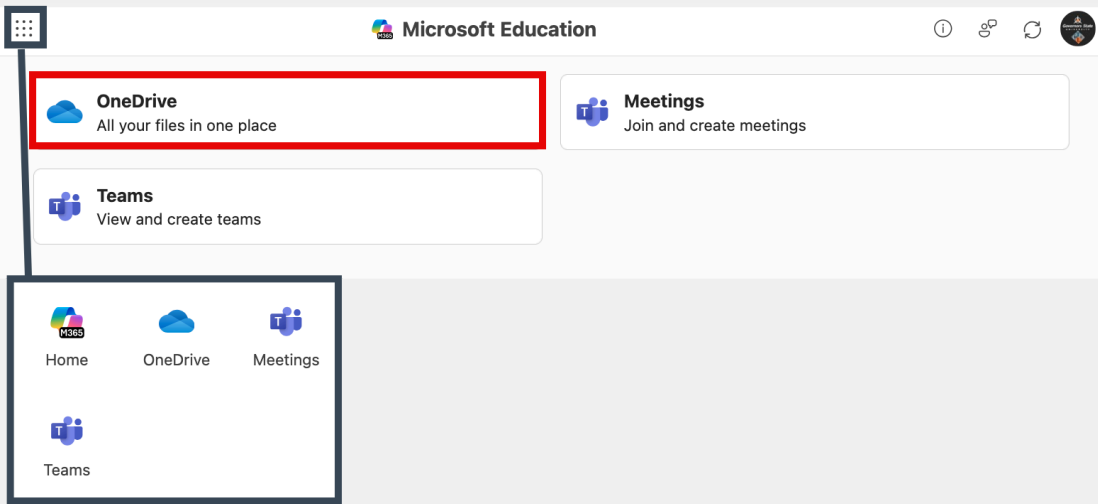


## OneDrive

In Microsoft OneDrive, manage, add or create files for your course. From the Microsoft Dashboard, select OneDrive.

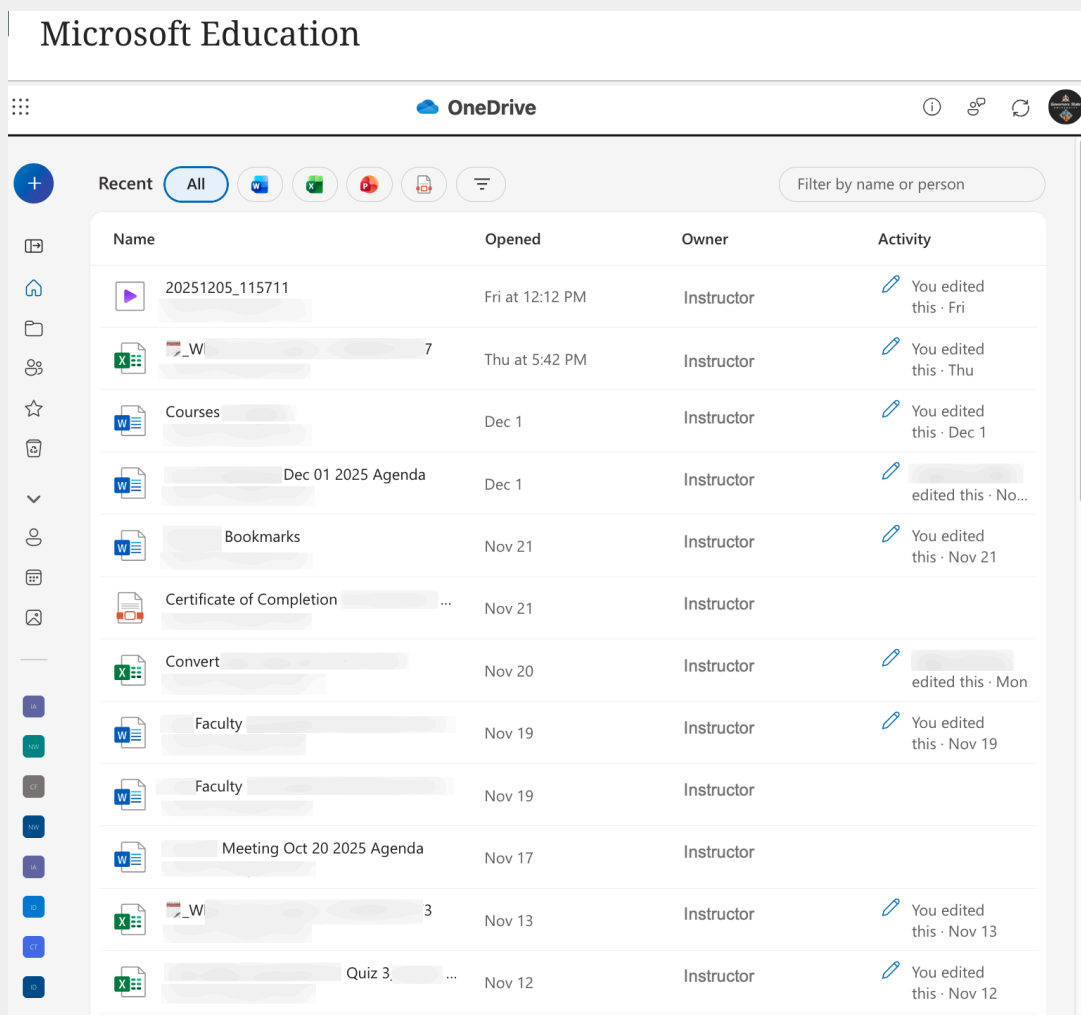
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To use Microsoft OneDrive:

1. To add or create a file, select Create or Upload from the top of the side panel of the dashboard.
  1. Select Add to upload an existing file from your device.
  2. Select Create to make a new file (Word, Excel, PowerPoint, etc.).
2. Sort and organize files as needed using the available filters and sorting options.



**Blackboard Questions?**

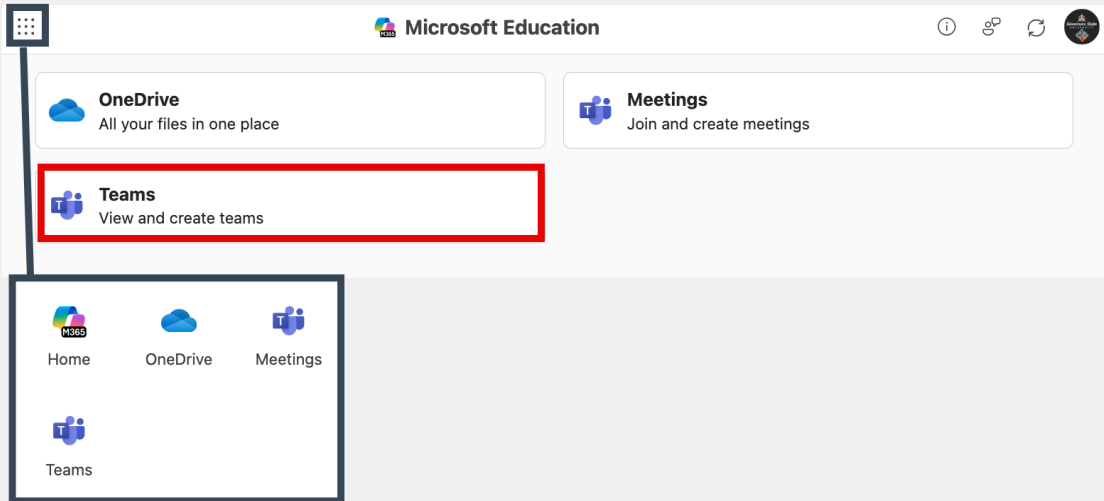
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## Teams

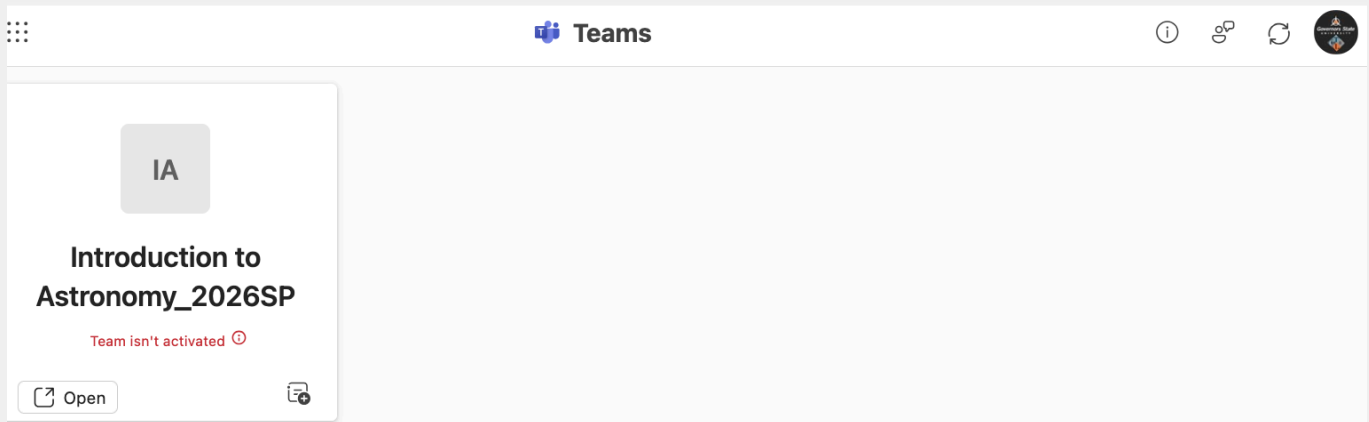
Teams provide a collaborative space for your class in Microsoft Teams.

When you enable Microsoft Education in your course, a team is created and synced with your Blackboard course roster.

From the Microsoft Dashboard, select Teams.



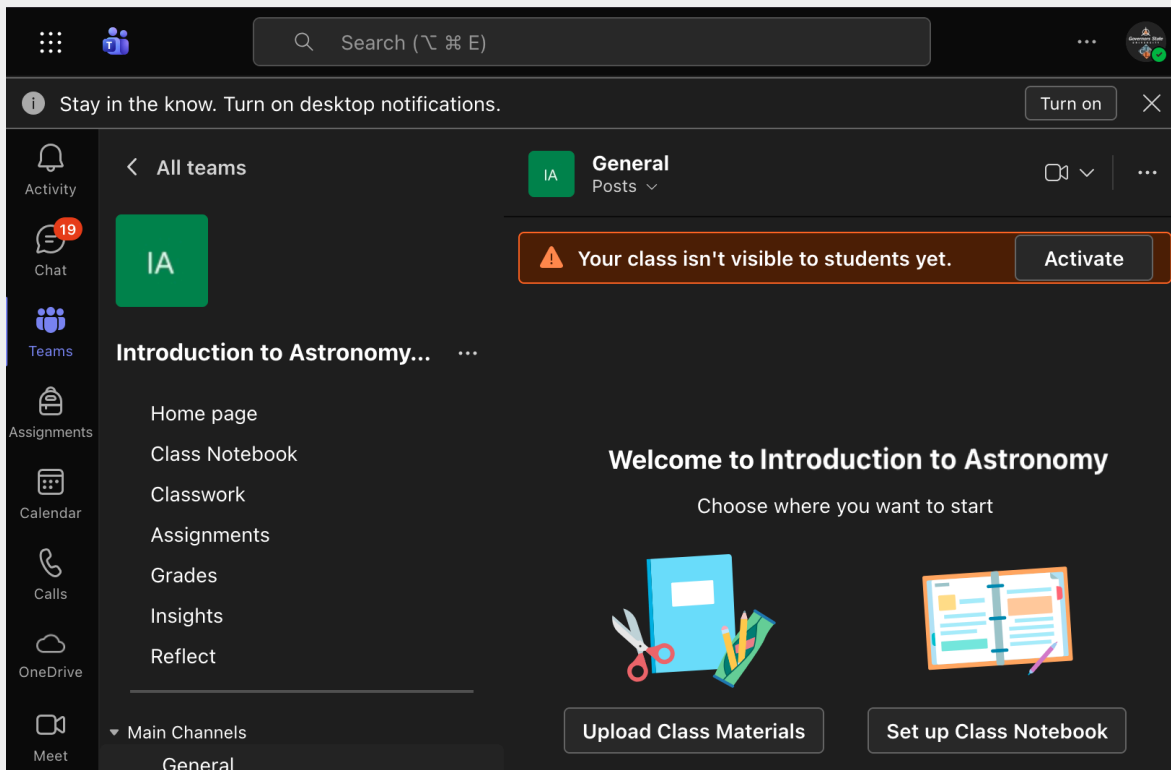
You may select the Teams tile available within this section. Please note that Teams are not automatically created. The Team will need to be activated in order for Students to access. Select Open.



You may select the Activate button to make available to students.

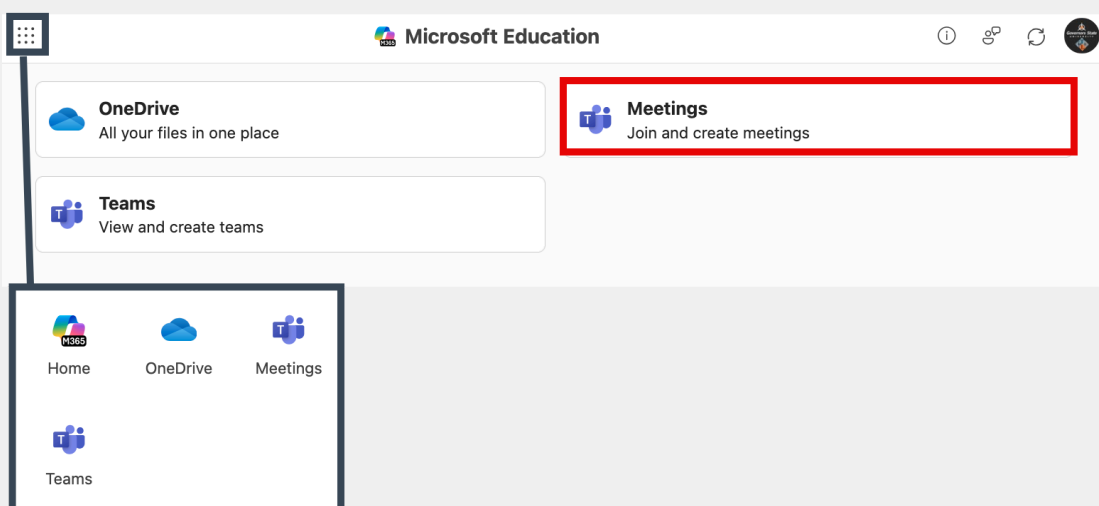
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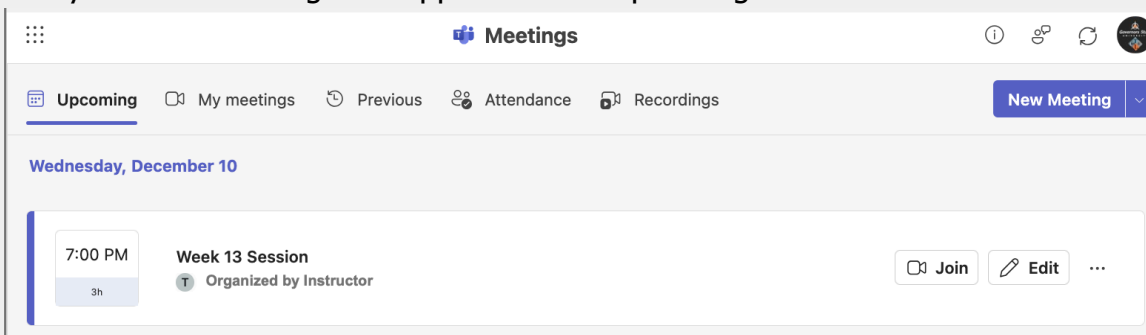


## Meetings

From the Microsoft Dashboard, select Meetings.



The Meetings page displays several tabs, such as Upcoming, My meetings, Previous, Attendance and Recordings. You will also have the ability to create a New Meeting using the button near the upper right corner of page. Any created meetings will appear on the Upcoming tab.



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