



Instructional Technology Support - VITRC 248.204.3750 [vitrc@ltu.edu](mailto:vitrc@ltu.edu)

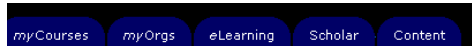
## Blackboard Faculty FAQs

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**Question:** How do I create a workflow?

**Answer:**

1. Log in to your Blackboard account.



2. Select the Content tab.
3. Select folder from **folder view column**.
4. Select **checkbox** in front of the folder/file to be part of the workflow. Multiple items may be selected.
5. Select **down arrow on drop-down menu** in the top right section of the page. Choose **Workflow**, click **GO** button.
6. Complete **(1) Activity Information** section.
7. Complete **(2) Send Activity to Users** section to share the workflow with others (enter Bb usernames).
8. Select **email notice to users** (email message will contain web link to access workflow after user logs into Bb).  
**NOTE: Alternative for Faculty** - Complete **(3) Send Activity to Courses** section. Select course(s) to share workflow with students, instructors, etc. in the course. Select **email notice to users**. The only way that students will be able to access the workflow is with the web site address.
9. Select options in **(4) Permissions** section, **(5) Submit**.
10. **Workflow Created** page appears, select **OK**.
11. **Workflow Activities: Sent Activities** page appears (lists workflows sent to other users).

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## For Further Support Please Contact

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