

Creating a TBL Instructor Account

Explanation

An instructor account allows you to create and manage courses, student grades, and quiz content.

Prerequisites

You will need:

- A BYU account
- A faculty add code (contact Center for Teaching and Learning for this code)

Steps

1. Navigate to TBL.

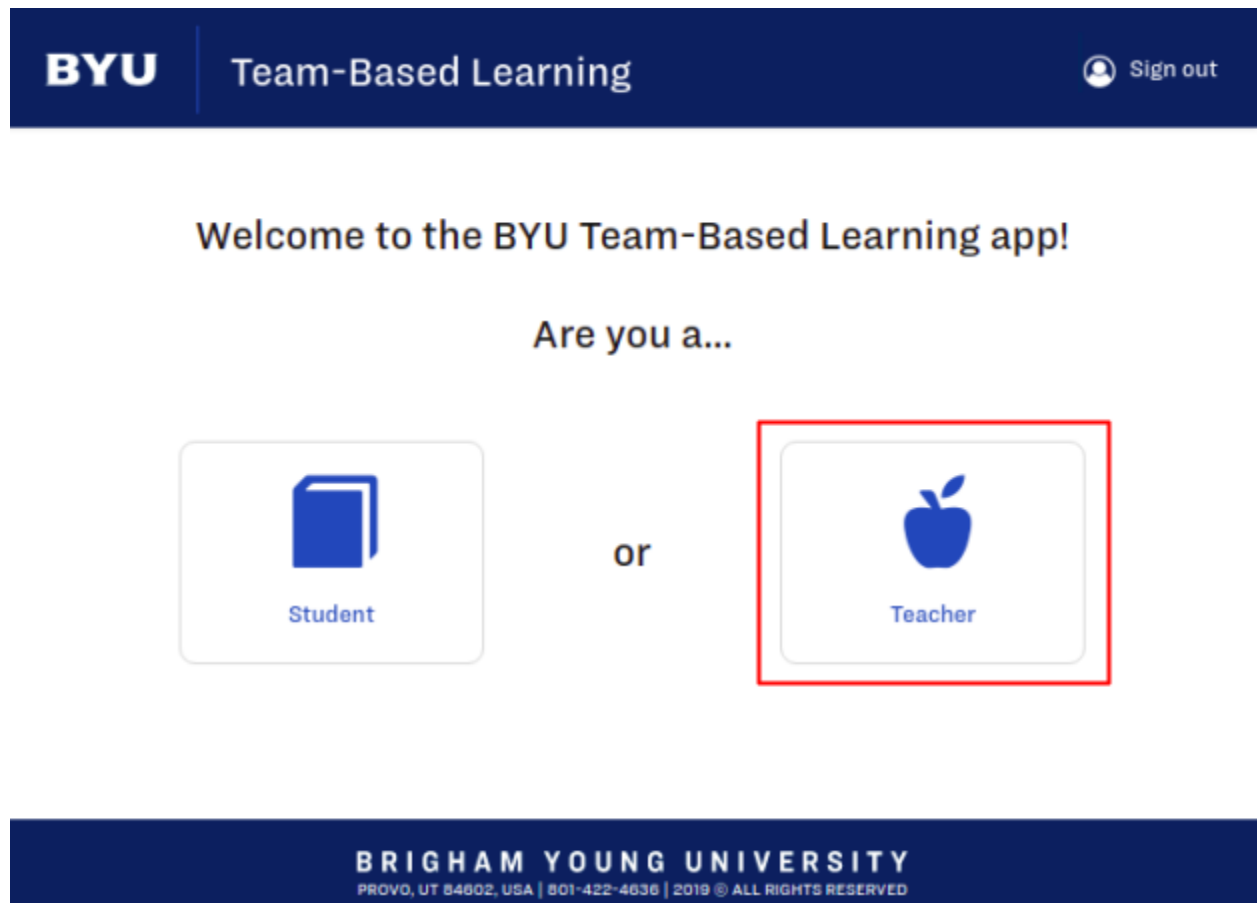
Open your web browser and navigate to the TBL website (<https://tbl.byu.edu>).

2. Log into your BYU account (if applicable).

If you aren't already signed into your BYU account, you will be redirected to the login screen. Sign in to your account.

3. Select Teacher.

After you have signed in and been redirected back to the TBL site, you will see an interface like the one pictured. Click the **Teacher** button.



4. Submit your faculty add code.

Enter your faculty add code into the text box (1) then click submit (2).

Please enter your faculty add code to confirm you are teacher.

1.

2.

That's it! Your BYU account has now been registered as a TBL instructor account. You should now be redirected to the **My Courses** screen, pictured below.

BYU

Team-Based Learning

 Sign out

My Courses

Shared Courses

My Courses

Creating courses allows you to group your students into sections. For each individual section, you can assign teams, view quiz results, and open and close quizzes.

Current Courses

 New Course

View Archived Courses

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Creating a Course:

Explanation

These instructions will guide you through creating a course, which will allow you to add students and manage quiz content for a given course.

Prerequisites

You will need:

- A TBL instructor account (see instructions for creating a TBL instructor account)

Steps

1. Navigate to TBL.

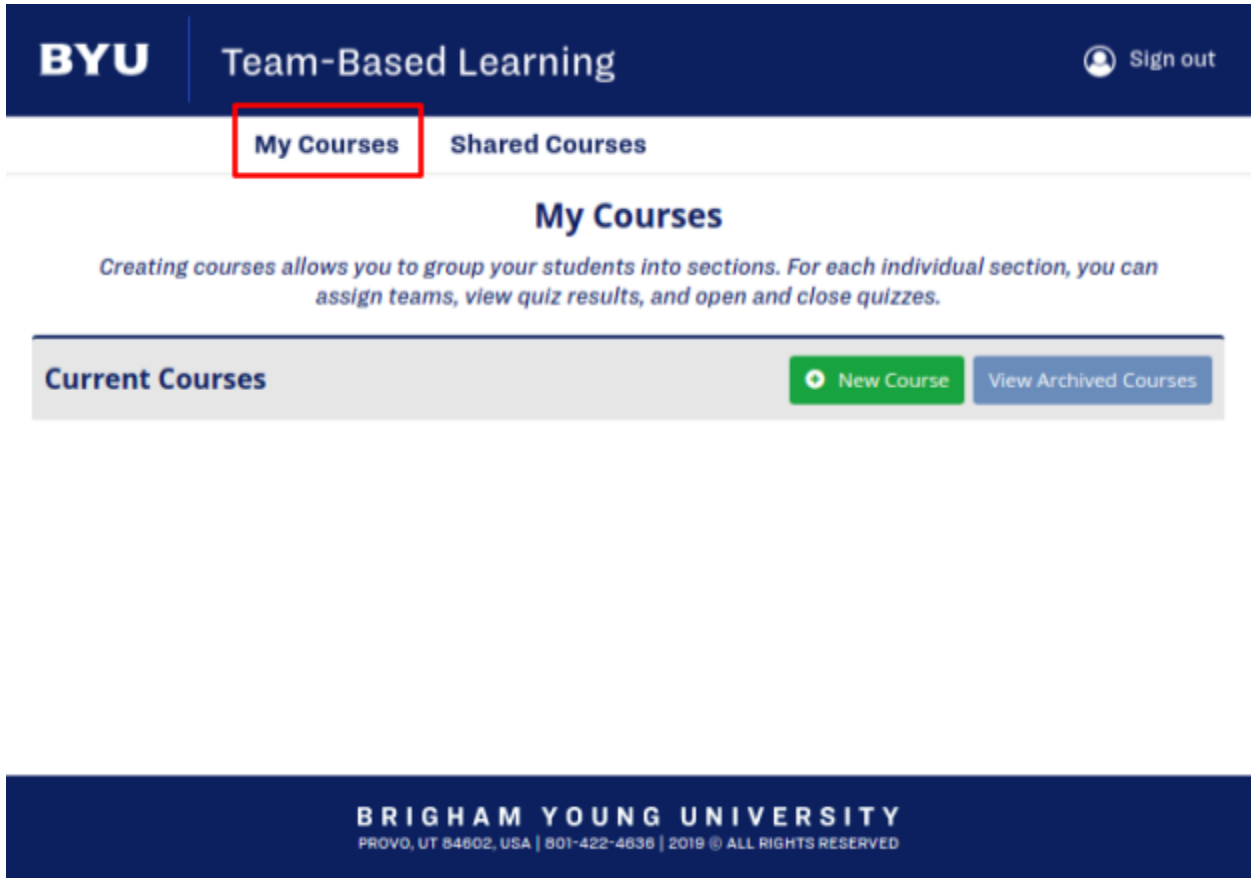
Open your web browser and navigate to the TBL website (<https://tbl.byu.edu>).

2. Log into your BYU account (if applicable).


If you aren't already signed into your BYU account, you will be redirected to the login screen. Sign in to your account.

3. Click on My Courses at the top of the page.

This step may not be necessary if you already see **My Courses** at the top of the page.



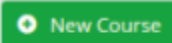
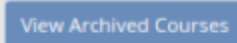
The screenshot displays the top navigation bar of the BYU Team-Based Learning platform. The bar is dark blue with the 'BYU' logo on the left, 'Team-Based Learning' in the center, and a 'Sign out' button on the right. Below the navigation bar, there are two tabs: 'My Courses' and 'Shared Courses'. The 'My Courses' tab is highlighted with a red rectangular border. Below the tabs, the heading 'My Courses' is centered, followed by a descriptive paragraph: 'Creating courses allows you to group your students into sections. For each individual section, you can assign teams, view quiz results, and open and close quizzes.' Below this text is a light gray box containing the text 'Current Courses' on the left and two buttons on the right: 'New Course' (green) and 'View Archived Courses' (blue). At the bottom of the page, a dark blue footer bar contains the text 'BRIGHAM YOUNG UNIVERSITY' and 'PROVO, UT 84602, USA | 801-422-4636 | 2019 © ALL RIGHTS RESERVED'.

BYU Team-Based Learning  Sign out

My Courses Shared Courses

My Courses

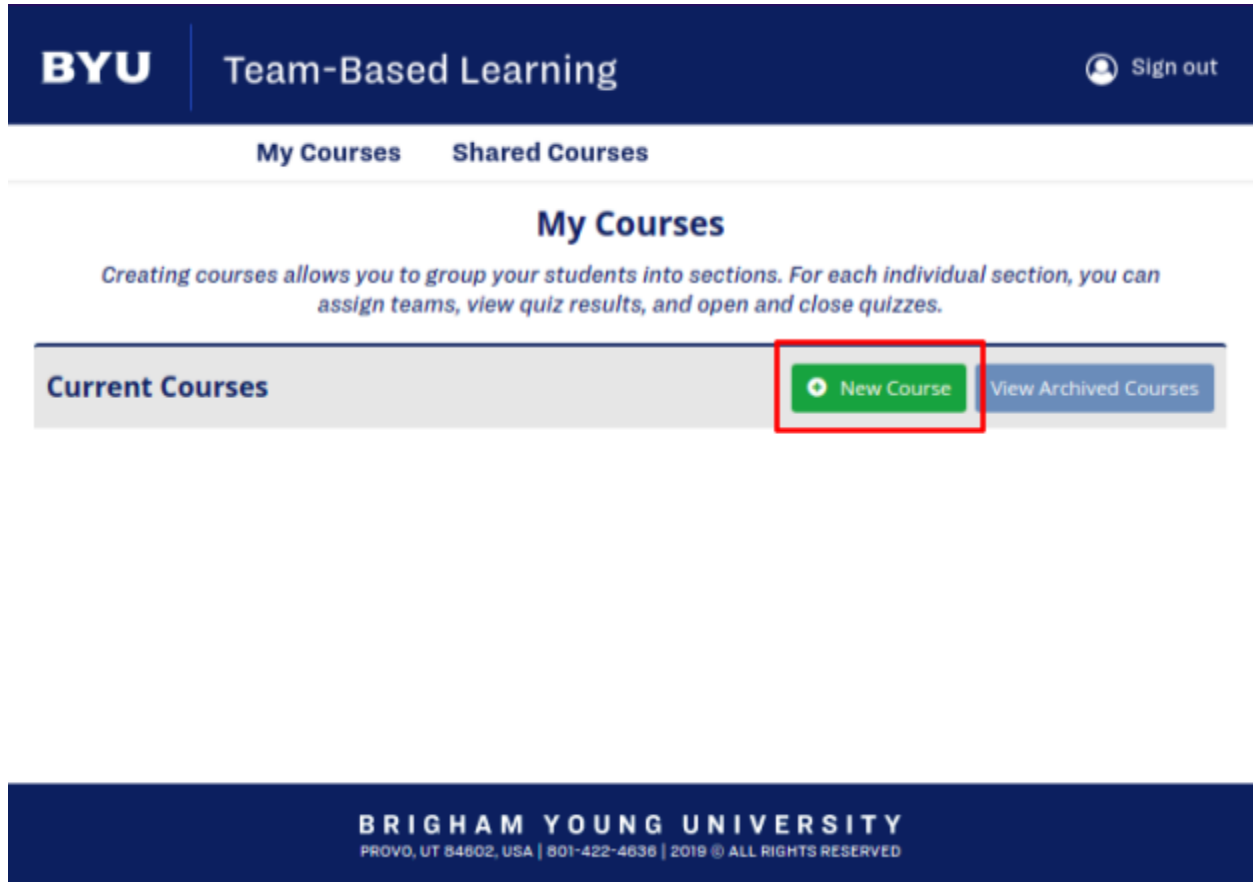
Creating courses allows you to group your students into sections. For each individual section, you can assign teams, view quiz results, and open and close quizzes.

Current Courses  

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4. Click the New Course button.

This will open a dialog box requesting additional details about the course.



The screenshot displays the BYU Team-Based Learning interface. At the top, a dark blue header contains the 'BYU' logo, the text 'Team-Based Learning', and a 'Sign out' link with a user icon. Below the header, there are two tabs: 'My Courses' (active) and 'Shared Courses'. The main content area is titled 'My Courses' and includes a descriptive paragraph: 'Creating courses allows you to group your students into sections. For each individual section, you can assign teams, view quiz results, and open and close quizzes.' Below this text is a horizontal bar with two buttons: 'New Course' (green with a plus icon) and 'View Archived Courses' (blue). The 'New Course' button is highlighted with a red rectangular border. At the bottom of the page, a dark blue footer contains the text 'BRIGHAM YOUNG UNIVERSITY' and 'PROVO, UT 84602, USA | 801-422-4636 | 2019 © ALL RIGHTS RESERVED'.

BYU | Team-Based Learning Sign out

My Courses Shared Courses

My Courses

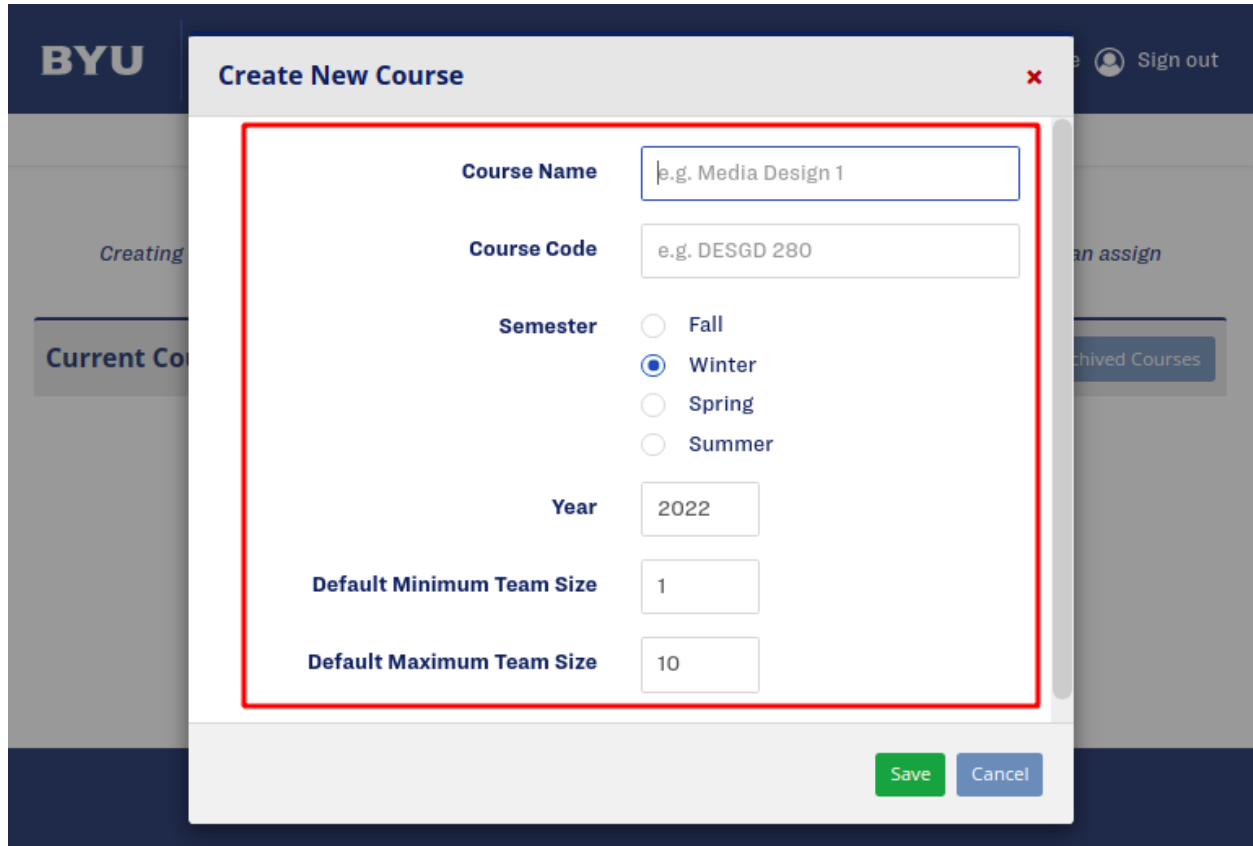
Creating courses allows you to group your students into sections. For each individual section, you can assign teams, view quiz results, and open and close quizzes.

Current Courses New Course View Archived Courses

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5. Enter course information.

Type in the course name, course code, semester, year, and default and maximum team sizes in the respective fields.

A screenshot of the 'Create New Course' form on the BYU website. The form is a light gray modal window with a red border around the input fields. It contains fields for Course Name, Course Code, Semester (radio buttons for Fall, Winter, Spring, Summer), Year, Default Minimum Team Size, and Default Maximum Team Size. The 'Winter' semester is selected. The 'Save' button is green, and the 'Cancel' button is blue. The background shows the BYU website interface with a dark blue header and a sidebar with links like 'Creating', 'Current Co', 'an assign', and 'chived Courses'.

BYU

Create New Course ✕

Course Name

Course Code

Semester

- ☐ Fall
- ☒ Winter
- ☐ Spring
- ☐ Summer

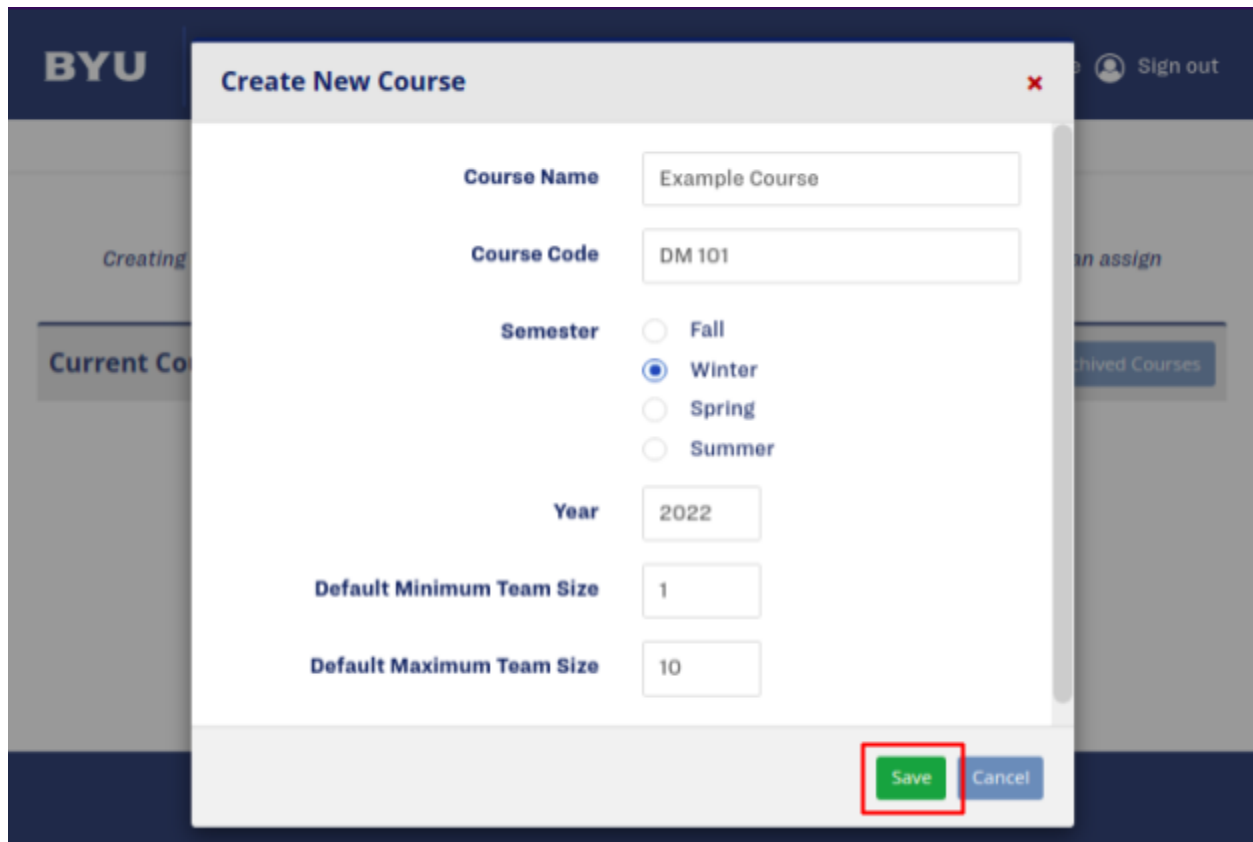
Year

Default Minimum Team Size

Default Maximum Team Size

Save **Cancel**

6. Select Save.



The image shows a 'Create New Course' dialog box from the BYU system. The dialog box is white with a grey border and a close button (X) in the top right corner. It contains several input fields and a list of radio buttons. The 'Course Name' field is filled with 'Example Course'. The 'Course Code' field is filled with 'DM 101'. The 'Semester' section has four radio buttons: 'Fall', 'Winter' (which is selected), 'Spring', and 'Summer'. The 'Year' field is filled with '2022'. The 'Default Minimum Team Size' field is filled with '1'. The 'Default Maximum Team Size' field is filled with '10'. At the bottom right of the dialog box, there are two buttons: a green 'Save' button and a blue 'Cancel' button. The 'Save' button is highlighted with a red rectangular border.

BYU

Create New Course ✕

Course Name

Course Code

Semester

- ☐ Fall
- ☒ Winter
- ☐ Spring
- ☐ Summer


Year

Default Minimum Team Size

Default Maximum Team Size

Save **Cancel**

Done! You should now see your newly created course on the **My Courses** page, shown below.

BYU | Team-Based Learning Joe  Sign out

[My Courses](#) [Shared Courses](#)

My Courses

Creating courses allows you to group your students into sections. For each individual section, you can assign teams, view quiz results, and open and close quizzes.

Current Courses

[+ New Course](#) [View Archived Courses](#)

DM 101 (Example Course) - Winter 2022

[Course Overview](#) [Edit](#) [Duplicate](#) [Move to Archive](#)

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