

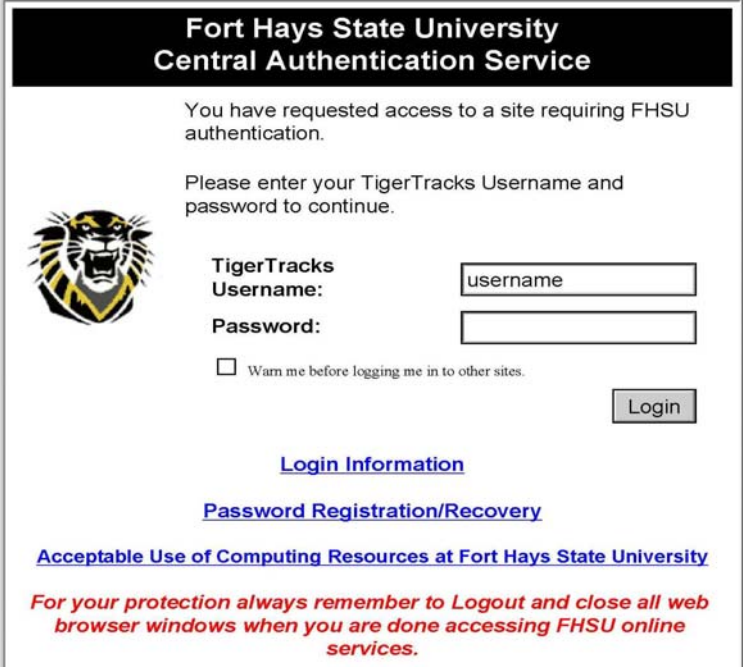
Getting Started with Blackboard

My Blackboard

Once you Log in, you are at the **Welcome** screen which is made up of two parts — the Tabs at the top, and the Tools down the left side.

Tabs

1. **Welcome** provides access to Tools, courses, calendar, tasks and announcements.
2. **Courses** provide access to browse or search for courses.

<ol style="list-style-type: none">1. Go to http://bb9.fhsu.edu2. Enter your username and password3. Click the “Login” button	 <p>The screenshot shows the Fort Hays State University Central Authentication Service login page. At the top, it says 'Fort Hays State University Central Authentication Service'. Below that, it states 'You have requested access to a site requiring FHSU authentication.' and 'Please enter your TigerTracks Username and password to continue.' There is a tiger logo on the left. The login fields are labeled 'TigerTracks Username:' and 'Password:'. There is a checkbox for 'Warn me before logging me in to other sites.' and a 'Login' button. At the bottom, there are links for 'Login Information', 'Password Registration/Recovery', and 'Acceptable Use of Computing Resources at Fort Hays State University'. A red warning message at the bottom reads: 'For your protection always remember to Logout and close all web browser windows when you are done accessing FHSU online services.'</p>
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Tools

Most of the items also appear in each course Web sites, but from here you can access them on a system-wide scale

1. **Announcements:** Displays announcements posted for each course.
2. **Calendar:** Personal and course.
3. **Tasks:** Status, due date, and priority.
4. **View Grades:** A list of enrolled courses. Select a course to see grades.
5. **Send E-mail:** Click on a course to email individuals/groups/instructors.
6. **User Directory (searchable):** Users appear only if they agree to the privacy agreement. User may enter information unique to him- or herself.
7. **Address Book:** Empty until user enters his/her own data.
8. **Personal Information:** To add or edit personal information, including email.

The **Welcome** tab displays quick links to your current courses, your course announcements, any Blackboard System announcements, and links to often-used tools and resources.

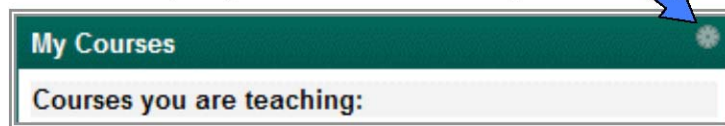
For quick access to courses you are teaching or in which you are enrolled, click a link on the **My Courses** module. For a more detailed listing of your courses, click the **Course List** tab.

Shorten the List of Course Sites Displayed on your My Blackboard tab

1. In the **My Courses** module on the My Blackboard tab, click the **gear** icon in the upper-right corner, as shown below:

Manage My Courses Module Settings icon

Manage My Courses Module Settings icon

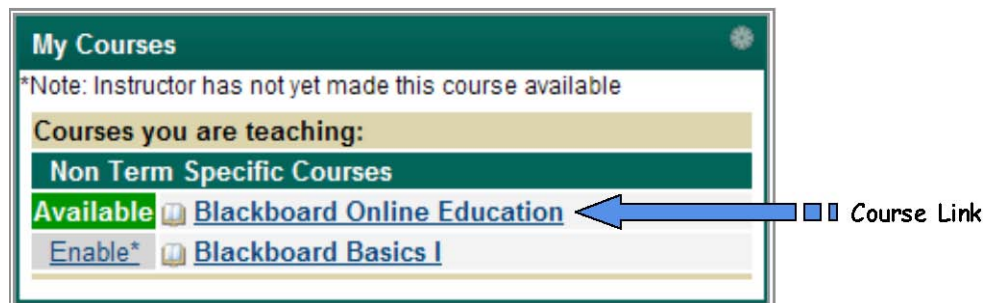


2. Remove check marks from those courses you **do not want to display** in your course list.
 - Click inside the check box to remove the check mark.



Access a Course Site

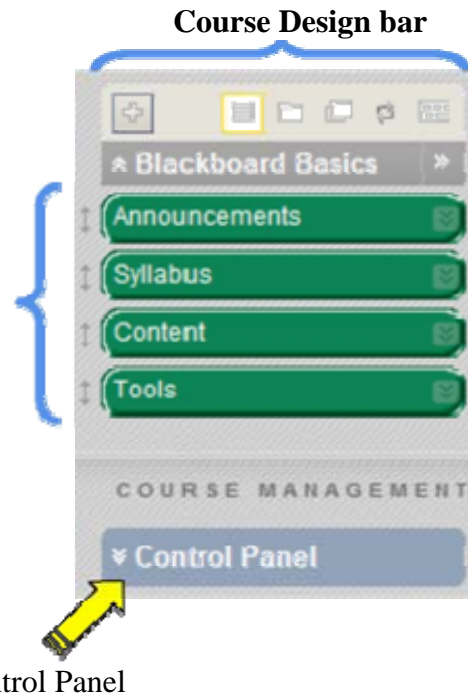
Once inside Blackboard, on the My Blackboard tab, you can access your Blackboard course sites in the **My Courses** module (see below). Look for the course and click the **Course Link**.



You also can access your courses by clicking the **Course List** tab on the My Blackboard tab.

The **Blackboard Course Menu** area provides faculty with all student features plus access to the Course Design bar (at the top) and Control Panel (underneath). This is where you can begin developing your course site.

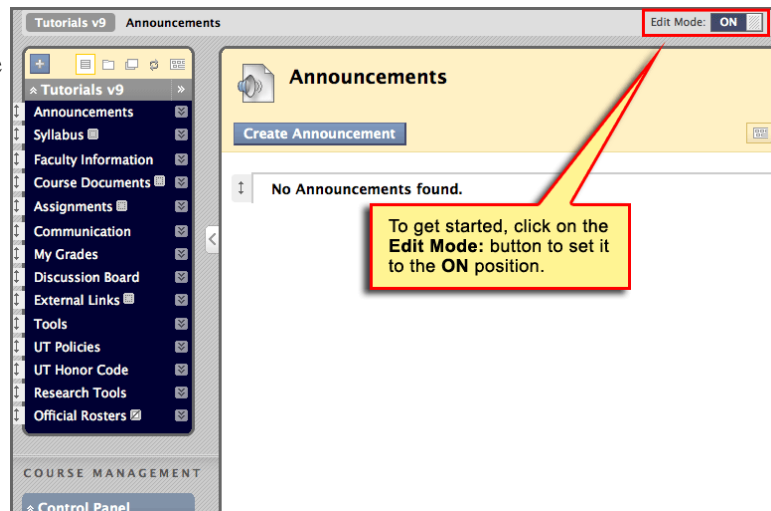
Sample
Course
Menu
Content
Areas



Note: Only the course instructor (and anyone with the appropriate privileges) can view or access the Course Design bar and the Control Panel.

An instructor has two options for viewing a course. By default a course is set to **Edit Mode: Off**. This is a student's view of a course. In this view an instructor will not see empty Content Areas or any of the editing tools in the course menu. To start editing your site the **Edit Mode** button must be switched to **On**. In this tutorial you will learn how to turn **Edit Mode: On**.

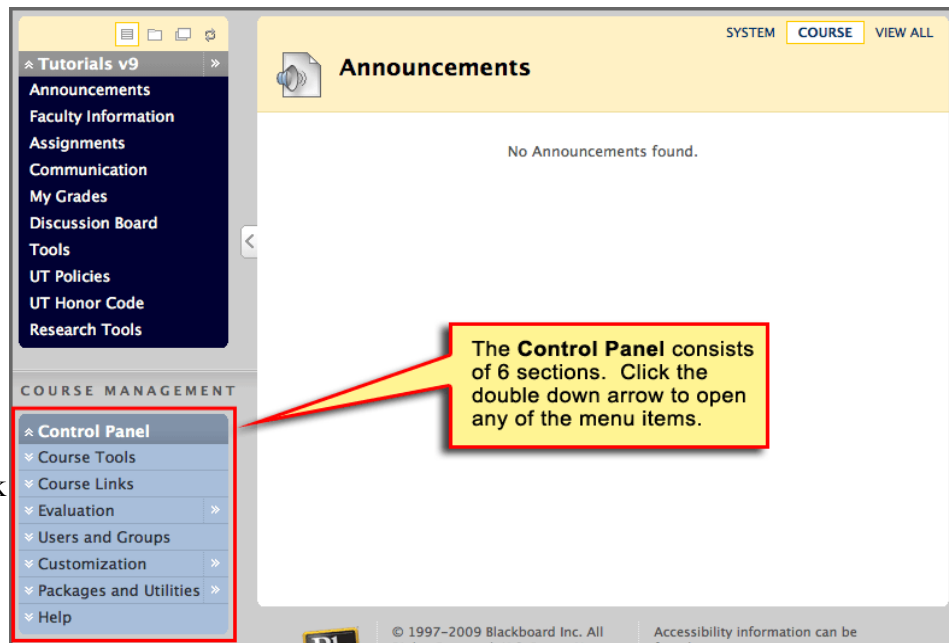
1. To start editing your Blackboard site click the **Edit Mode:** button.



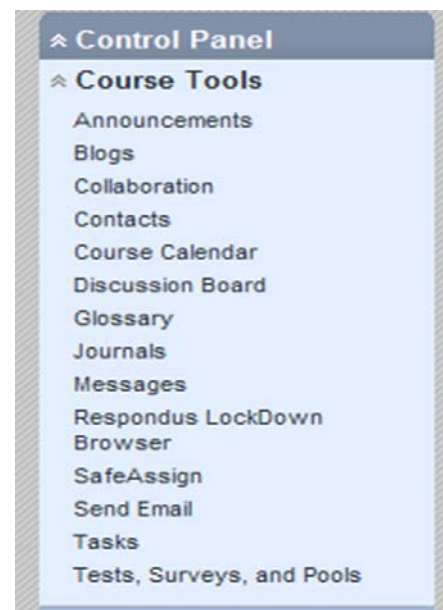
Blackboard Control Panel

The Control Panel is located in the navigation bar on the left, below the course menu buttons.

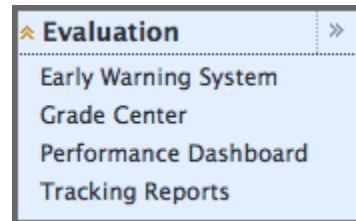
The **Control Panel** consists of 6 sections. Click the double down arrow to open any of the menu items.



Course Tools includes the communication tools, Faculty Information section (Contacts), Respondus lockdown browser, safe assign, test manager, survey manager, and pool manager.

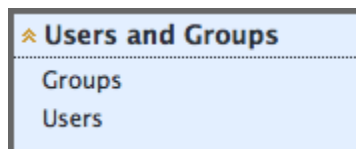


Evaluation includes the Grade Center, Performance Dashboard, tracking reports, and the Early Warning System.

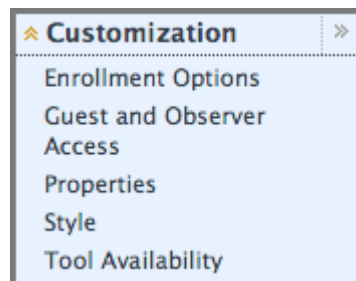


Users and Groups includes the group tool, adding, removing, and listing users.

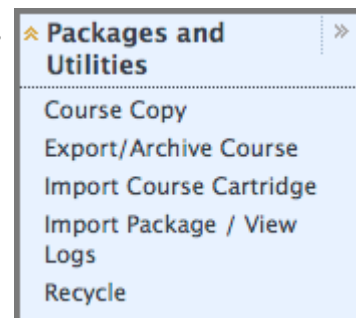
*Note: When listing students make sure to choose **Not blank** in the **Starts with** pull down menu.*



Customization includes the properties of your course site. You can change the style of your course, guest access, or remove any tools from student view.



Package and Utilities includes the course copy tool, import, export, and archive tools.



Help includes the links and contact information for help.

