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.

2. Enter your username and password
3. Click the “Login” button

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Blackboard 9.0 online resource: [http://www.fhsu.edu/ctelt/bb9/](http://www.fhsu.edu/ctelt/bb9/)
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:

Blackboard 9.0 online resource: [http://www.fhsu.edu/ctelt/bb9/](http://www.fhsu.edu/ctelt/bb9/)
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.

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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.

**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.

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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.

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