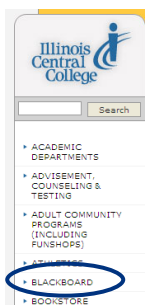




Getting Started Blackboard for ICC Students

August 2011

Accessing Blackboard 9.1

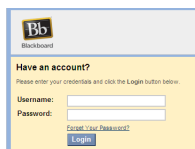


Blackboard can be accessed from the link on the ICC Home Page or by using the following link —

<http://courses.icc.edu/>

Because Blackboard is a web-based product it can be accessed from any computer with an Internet connection.

Each ICC student has a username for Blackboard. The Blackboard username is the same userid that is used to login to other ICC systems.



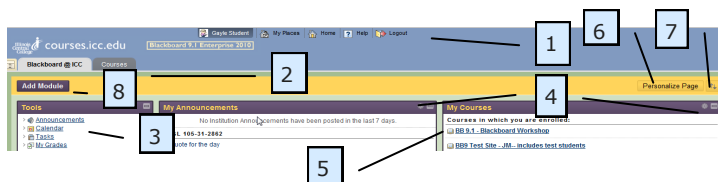
It is usually the first initial of your first name, the first initial of your last name and 3 numbers. If all of the numbers have been used for other students there will be another letter at the end of the userid. For example, Jamie Jones would have a userid of jj123.

Passwords for new students will be ICC + the last 5 characters of their Social Security numbers. Existing students will **either** have their old passwords or will have a reset password created using ICC + the last 5 characters of their Social Security numbers.

Enter the appropriate information and click on **Login**. Click on the [Forgot Your Password?](#) link to reset your password.

Blackboard Home Page

The first screen displayed is the Blackboard Home Page which defaults to the **Blackboard @ ICC** tab.



- Header Frame**—access to My Places, Home, Help, Logout
- Tabs**—navigation shortcuts — used to return to the home page or to list your courses
- Tools Menu**—shortcuts to common tools — use the Personal Information link to change passwords
- Modify Content**—allows customization of display modules — click on the icon and use the checkboxes to indicate which items you want to display in the module
- My Courses** - lists the courses you are enrolled in as a student click on the name of the course to open it
- Personalize Page** -- provides access to different color scheme settings

- Reorder Modules** - allows you to move the modules on the page and change the layout
- Add Module** - displays a list of available modules that can be added to the home page

Personal Information

You can change your personal information in two places — from the **Tools Menu** on the left of the screen or by clicking on the **My Places** link in the **Header Frame**.

Tools Menu -

Click on **Personal Information** - this opens a frame with the following options:

- [Edit Personal Information](#) (name, email, address, phone)
- [Change Password](#) (creates a new password)
- [Change Personal Settings](#) (controls text edit on/off)
- [Set Privacy Options](#) (choose what personal information others can see)

Select the areas you wish to change and click **Submit**.

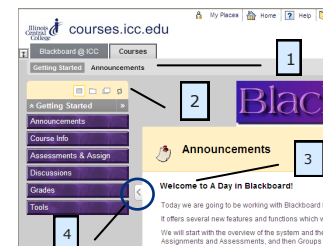
Opening a Course

Click on the link to a course in the **My Courses** module on the **Blackboard @ ICC** page. Courses can also be accessed by clicking the **Courses** tab and then selecting the course.

Note — If a course is not displayed in the module, click on the settings icon to if there is a check in the box next to the course name. If the site still is not listed contact your instructor to see if there is a Blackboard course site for your class.

Screen Layout

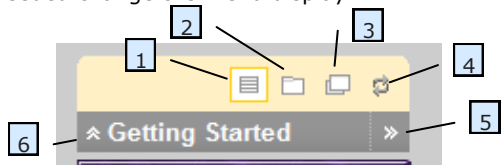
- Breadcrumbs**- this is the bread crumbs trail (think Hansel & Gretel), clicking on the links will return you to previous screens — remember that the **Home** icon at the top of the screen and the **Blackboard @ ICC** tab will return you to the main entry page.
- Course Menu** - the course menu includes each of the buttons that have been created for the course
- Content Frame** - main area of the window where materials are displayed.
- Hide Menu**— click on this to hide/show the course menu as needed — hiding the menu will allow more content to show in the content area



Many instructors use email as a the main method of communication with students when they have a Blackboard course site. Check your personal information and make sure your email address information is accurate.

Course Menu

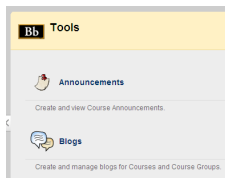
The links on the top of the **Course Menu** provide tools needed change the menu display.



1. **List View** - displays the menu as buttons or text (depending on your preference)
2. **File View** - lists menu items in a tree structure which can expand or collapse
3. **Display Menu in a New Window** - opens a new window to display the menu
4. **Refresh** - refreshes the display to show changes
5. **Go to Entry Page** - takes you to the entry page for the course (the default is the Announcements page)
6. **Collapse Menu** - this will collapse the menu — click it again to expand the menu

Course Tools

A course **Tools** link may be provided for you on the main menu. This link will take you to the page where all of the tools available for the course are listed.



Instructors can allow access to many different tools and not all courses provide the option to use all of the available tools -

Announcements - displays announcements provided by the instructor

Blogs - links to the blogs which are communications tools to share thoughts - there are three types of blogs: course, individual, and group

Collaboration - provides access to virtual classrooms and office hours

Contacts - allows entry of personal contact information for instructors and students

Discussion Board - links to the discussion boards for the course

Glossary - provides access to a glossary of terms and definitions

Groups - links to any groups created for class assignments and projects.

Journals - provides access to this self-reflective tool — only the you and the instructor are able to view journal entries.

My Grades - links to your grades that have been recorded by the instructor, status of assignments submitted through Blackboard can also be viewed through this link

Send Email - allows you to send emails to the instructor or other classmates

Tasks - allows you to create a task list with statuses and due dates to keep track of assignments

Wikis - links to the area of Blackboard where wikis can be created and reviewed

Content in Courses

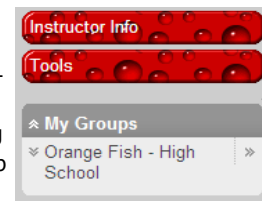
Instructors put materials into course sites for you to review. Materials can be added as documents, presentations, or external links. Clicking on the link associated with the material will open the file or access the external link.

Groups

Groups can be created to give you opportunities to work collaboratively with other students. Some instructors will assign students to groups and some will ask students to pick their own groups.

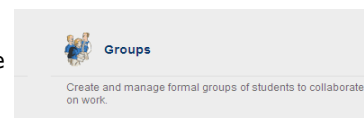
Manually Assigned Groups

Any groups that you are assigned to will be displayed below the Course Menu. Clicking on the arrows to the right of the group name will open the group page and clicking on the down arrows on the left of the group name will display the list of group tools that have been provided by the instructor.



Self-Enroll Groups

To sign up for groups, click on the **Tools** button on the **Course Menu**.



Click on the **Groups** link. Any group that you are already enrolled in will be displayed along with any self-enrollment options.

Orange Fish - High School

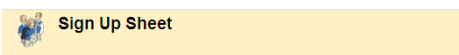
Post your Webliography assignments to this area AND comment on at least two of them.

Click on the **View Sign-up Sheet to Join a Group** link.

Technology Demonstrations

These demonstrations are available for you to see how technology is used in a classroom.

[View Sign-up Sheet to Join a Group](#)



Sign Up Sheet Name : Technology Demos

Sign Up Sheet Instructions : Select the time you can attend.

Technology Demonstrations 10:00 am Friday 1/29

These demonstrations are available for you to see how technology is used in a classroom.

Group Members : None

Max Members Allowed : 6

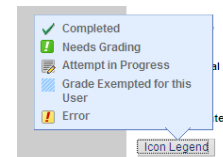
[Sign Up](#)

Each of the options will be listed. Click on the **Sign Up** link for the desired group and it will be listed in the **Groups** list under the **Course Menu**.

My Grades

Students can access grades in Blackboard through the **Course Menu** -- either from a **My Grades** button or the **Tools** button.

Numeric grades will be listed in the grade book for items that have been graded. Other options for entries are the icons listed to the right.



Links are provided in the grade column for assignments, quizzes and tests submitted through

Blackboard. Click on the link to see the details about the submitted materials.

Item Name	Details	Due Date	Last Submitted, Edited, or Graded	Grade	Points Possible	Comments
Orient02	Details	Jan 25, 2010		15.00	15	
Introductions	Details	Jan 26, 2009		6.00	6	
Word Processing	Details	Jan 27, 2010		12.00	15	
Gradebook	Details	Jan 29, 2010		15.00	15	
DB#1 - Standards	Details	Feb 5, 2010		7.00	8	

Questions?

helpdesk@icc.edu

Contact the Help Desk

(309)694-5457