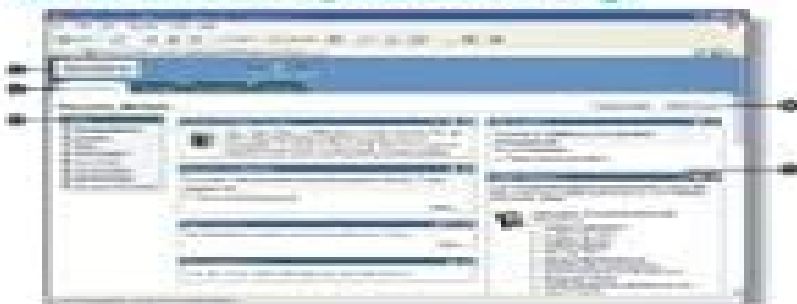




Getting Started

The Blackboard My Institution Page



- 1. **Header Frame** – contains your institution logo and buttons to log out or to navigate to other Web pages.
- 2. **Title** – navigation elements that access different areas of Blackboard.
- 3. **Tools Menu** – contains shortcuts to common tasks.
- 4. **Modify Content/Modify Layout Buttons** – allow you to customize your My Institution page view.
- 5. **Content Frame** – displays modules that contain user specific information.

Note: The Blackboard Learning System is a highly customizable application. Many of your views and features may differ from the ones mentioned in this guide.

Logging In

User and Roles will supply you with the URL for your institution's Blackboard site, a user name, and a password.

1. Enter the URL of your institution's Blackboard site in your Web browser.
2. Click the **Go** (or **Log In**) button.
3. Enter your user name in the **Username** box.
4. Enter your password in the **Password** box. (The password is case sensitive.)
5. Click the **Log In** (or **Go**) button. (Your My Institution page will be displayed.)

Customizing the My Institution Page

- To customize what is included on your page, click the **Modify Content** (or **Modify Content**) button, select the modules you want to display, click **Yes** below the modules you want to remove, click the **Submit** (or **Save**) button, and click the **OK** button. (Note that you cannot remove modules with no **OK** option.)
- To customize how your page is displayed, click the **Modify Layout** (or **Modify Layout**) button, make changes to layout options, click the **Submit** (or **Save**) button, and click the **OK** button.

Note: To quickly customize what is included on your page, click the **Minimize the results** (M), **Modify the Module** (M), or **Remove the Module** (R) button in the upper-right corner of the module. To edit a module in a new window, click the **Default the module** (D) button in the upper-right corner of the module.

Opening a Course Page

1. In the **My Institution** page view, click on the **Courses** tab.
 2. In the **Course List** section, click the name of the course you want to open.
- Note: To quickly open a course page from the My Institution page, click the name of the course in the My Courses module.

The Blackboard Course Page



- 1. **Course Menu** – contains shortcuts to content areas of the course web site.
- 2. **Navigation Path** – contains hyperlinks of the page. The user has clicked to get to the current page.
- 3. **Content Frame** – displays course content. (By default, the **Announcements** page is displayed when you access your course page.)

Viewing the Course Menu

By default, the Course Menu is displayed in Quick View. To change the Course Menu to a detailed view, click the **Detail View** shortcut at the bottom of the Course Menu. Click the plus sign (+) next to a folder to open the folder and display its contents. To return to the default view, click the **Quick View** shortcut at the bottom of the Course Menu.

Using the Course Map

The Course Map allows you to quickly view the contents of a course in a hierarchical folder view. The Course Map opens in its own window.

1. Click the **Course Map** shortcut at the bottom of the Course Menu.
2. Do any of the following:
 - To expand a folder and view its contents, click the plus sign (+) next to the folder.
 - To go to a specific section of the course, click on the content link in the Course Map.
 - To view items in the course content, click the **Expand All** (E) button or **Collapse All** (C) button.
 - To save the most recent changes, click the **Refresh** (R) button.
3. When you are finished, click the **Close** (X) button to close the Course Map window.

Blackboard Learning System Student Edition Quick Source Guide

Charles A. Temple



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