

Introduction to Blackboard 9.1



Getting Started

WHERE DO I ACCESS BLACKBOARD?

You may access Blackboard through the quick link on the MATC homepage, the Blackboard module when you are logged into the [MATC Portal](#), or by typing this URL in your browser's address bar: **Blackboard.matc.edu**.



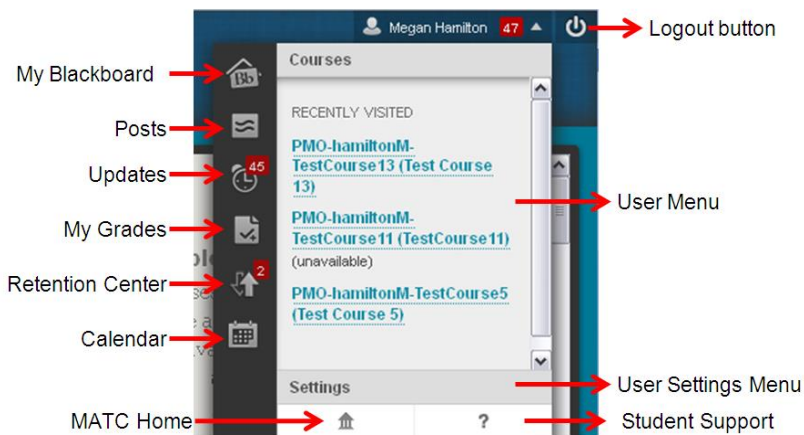
WHAT IS MY LOGIN INFORMATION?

Username: Your username will be your **text-character MATC network ID** (i.e. your myMATC portal username).

Password: Your password will be the same password you use to log into the myMATC portal.

GLOBAL NAVIGATION

Always present in the top right corner of Blackboard when you are logged in, this is the entry point to your [My Blackboard](#) area. It is a shortcut menu that provides one-click access to your Courses, Organizations, Settings, and tools to support managing your courses.



BASIC COURSE LAYOUT AND NAVIGATION ELEMENTS

When viewing your course, you may see this menu at the top of the page:

Course-to-Course Navigation – Quick links to access the same page or tool in other courses you teach.

Course Theme Tool – Customize course with pre-set background image and menu colors.

Student Preview Mode – Click this button to view your course as a test student!

Edit Mode – Toggle Edit Mode on/off to edit or preview content.

The screenshot shows a navigation bar with a home icon, a dropdown arrow, and the text "Announcements". Below this is a "Recently Visited" section listing "PMO-hamiltonM-TestCourse11 (Test Course 11)" and "PMO-hamiltonM-TestCourse10 (Test Course 10)". A "My Other Courses" section lists "BB-Universal-Design-for-Accessibility (Universal Design and Accessibility for Online Learning)". To the right, there are icons for a camera, a theme tool, and a toggle switch labeled "Edit Mode is: ON".

Your course's menu will provide you the following buttons and control panel tools:

"Add" Menu – Use to add buttons to your course

Button Reordering – Roll mouse over button and it will highlight. Click and drag button to reorder them (Edit Mode must be on).

Control Panel – The instructor's tools for managing the course. Students do not see this.

Course Tools – Announcements, Blogs, Collaboration, Contacts, Course Calendar, Discussion Board, Glossary, Journals, Send Email, Tests Surveys & Pools etc.

Course ID and Name

Context Controls – These icons appear next to any button or content item to display context menus that give you editing options.

Menu Collapse/Expand Control – Roll mouse over the course menu's right margin and click on this icon to collapse or expand the course menu.

Evaluation – Course Reports, Retention Center, Performance Dashboard.

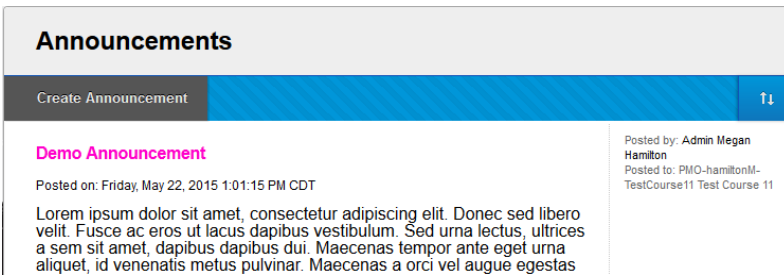
Grade Center – Full Grade Center; Needs Grading Smart view

Customization – Guest/Observer Access, Properties, Teaching Style, Tool Availability.

Packages and Utilities – Bulk Delete, Course Copy, Export/Archive, Import Package

The screenshot shows a vertical course menu for "FA2013-PSYCH-999 (Adv. Physiological Psych)". At the top is an "Add" menu (+) and a list of icons. Below are buttons for "Announcements", "Faculty Information", "Syllabus", "Documents", "Assignments", and "Tests". A "Menu Collapse/Expand Control" icon is on the right. Below the buttons is a "COURSE MANAGEMENT" section with a "Control Panel" button and a list of tools: "Content Collection", "Course Tools", "Evaluation", "Grade Center", "Users and Groups", "Customization", and "Packages and Utilities".

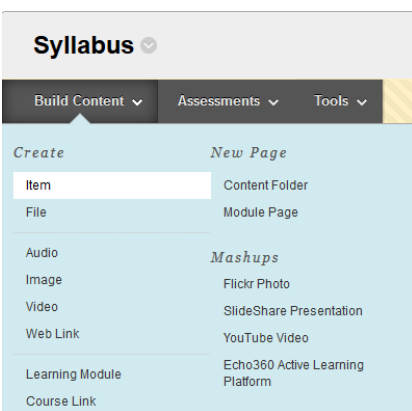
CREATING ANNOUNCEMENTS



On the “Announcement Page”, click the “Create Announcement” button and complete the simple form that appears.

To learn more, see [Creating Announcements in Your Blackboard Course](#).

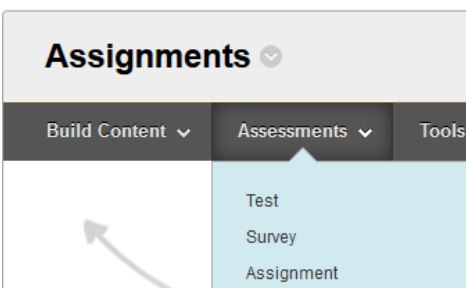
ADDING CONTENT (FILES, WEB LINKS, AND FOLDERS ETC.)



Documents and files can be added to any content area page through the “**Build Content**” menu. Commonly used options include:

- [Item](#): A general purpose container to post files or other content to the page.
- [File](#): A single file-download link for one document.
- [Content Folder](#): Folders to group and organize materials.
- [Learning Module](#): An organized unit of study.
- [Web link](#): A link to web-based content (ex: YouTube Video, Google Doc, website etc.).

CREATING ASSESSMENTS



Assessments, such as Tests and Assignments, can be added to any content area page through the “**Assessments**” menu. To learn more about creating these types of assessments, please see:

- [Creating an Assignment](#)
- [Grading an Assignment](#)
- [Clearing an Assignment Attempt](#)
- [Creating a Test](#)
- [Making a Test Available to Students](#)
- [Tips of Student Success in Online Testing](#)
- [Clearing a Test Attempt](#)
- [Viewing Test Results](#)



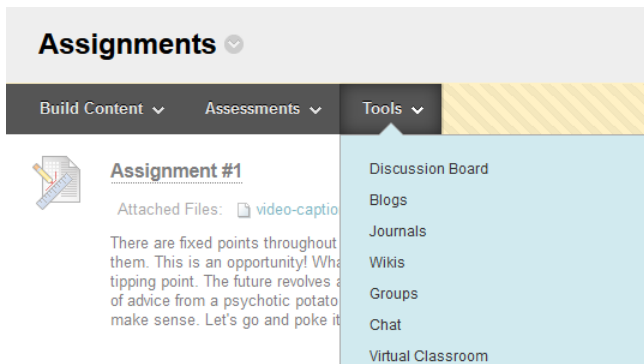
Quiz 1



Assignment #1

Attached Files:  video-captions

ADDING INTERACTIVE TOOL LINKS

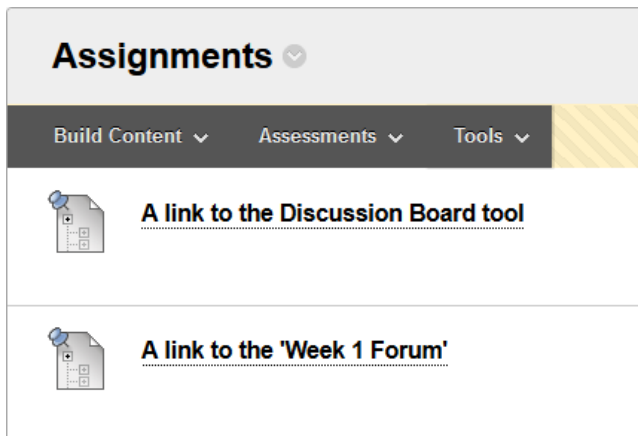


The screenshot shows the 'Assignments' section of a course. The 'Tools' menu is open, displaying options: Discussion Board, Blogs, Journals, Wikis, Groups, Chat, and Virtual Classroom. The assignment page behind the menu shows 'Assignment #1' with an attached file 'video-caption' and a paragraph of text starting with 'There are fixed points throughout them. This is an opportunity! Wha'.

Links to interactive features of the course can be added to content area pages through the “**Tools**” menu. These include: links to discussion board forums, blogs, journals, group pages, wikis, podcasts, and more.

Please see these tutorials to learn more:

- [Adding Tool Link Buttons to Course Menu](#)
- [Changing Tool Availability](#)



The screenshot shows the 'Assignments' section with two assignment items. The first item is titled 'A link to the Discussion Board tool' and the second is 'A link to the 'Week 1 Forum''. Both items have a document icon with a blue pin and a small grid icon, indicating that a tool link has been successfully added to the content.