

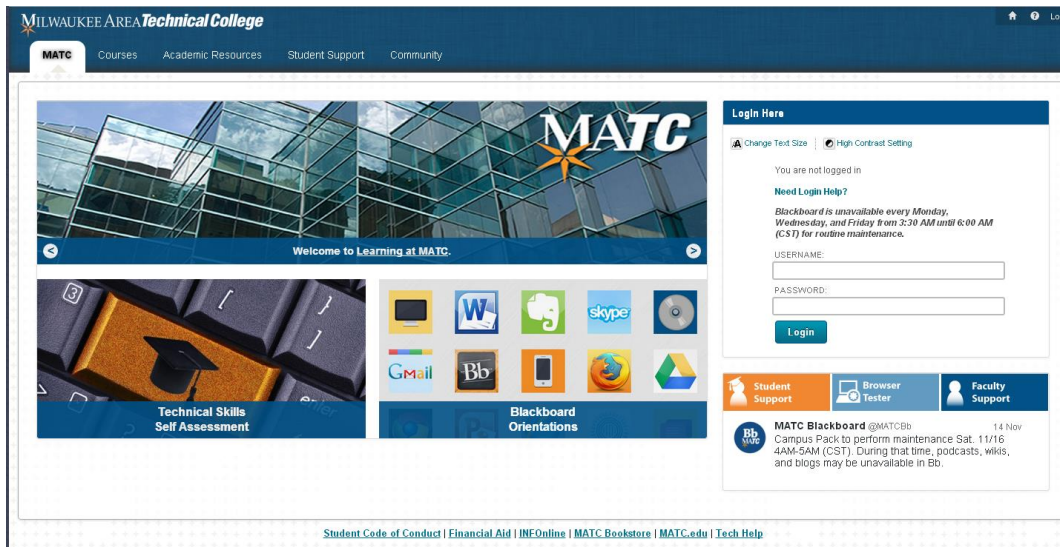
# Introduction to Blackboard 9.1



## 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**.



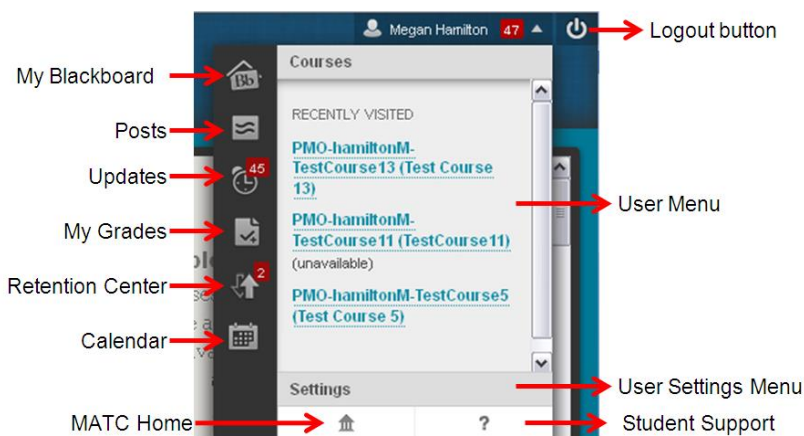
### WHAT IS MY LOGIN INFORMATION?

**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:

The screenshot shows the top navigation bar for a course titled "hamiltonM-testcourse10 TEST COURSE 10". The status "(Course is unavailable to students)" is displayed. To the right are "Announcements" and "Edit Mode is: ON". A dropdown menu is open, showing "Recently Visited" and "My Other Courses".

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

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

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

**Recently Visited**

- hamiltonM-TestCourse5 (TEST COURSE 5)
- hamiltonM-TestCourse1 (Test Course 1 - Hamilton)
- hamiltonM-TestCourse4 (Test Course 4 - Hamilton)
- hamiltonM-TestCourse3 (Test Course 3 - Hamilton)
- hamiltonM-testcourse11 (Test Course 11)

**My Other Courses**

- FA2017-COMPUB-798-001

Your course's menu will provide you the following tools and menus:

The screenshot shows the course menu for "hamiltonM-testcourse10 (TEST COURSE 10)". The menu items are: Announcements, Syllabus, Faculty Information, Discussion Board, My Grades, and Goal Performance. Below these is the "Course Management" section, which includes: Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, and Packages and Utilities.

**"Add" Menu** – Use to add links to menu.

**Button Reordering** – Items in menu can be re-ordered through drag-handles.

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

**Content Collection** – When the instructor uploads files in the course, they are stored here for reuse.

**Customization** – Tools for customizing tool availability and course style.

**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.

**Course Tools** – All tools available to instructor.

**Evaluation** – Tools for monitoring student performance.

**Grade Center** – Tools for providing ongoing grade feedback.

**Users and Groups** – Tools for managing user access and creating collaborative groups.

**Packages and Utilities** – Tools for downloading, importing, or deleting course content in bulk.

## CREATING ANNOUNCEMENTS

Announcements  
*New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.*

**Create Announcement**

Posted by: Blackboard Administrator  
Posted to: hamiltonM-TestCourse5 TEST COURSE 5

Posted on: Thursday, February 23, 2017 4:14:40 PM CST

**MILWAUKEE AREA Technical College**

**Welcome to Online Student Readiness!**

**Course Overview**

To help our students succeed, all students who plan to register for an online course for the first time at MATC are required to complete the Online Student Readiness course (COMPUB-798), which provides skill development on a number of topics that are essential to online learning success.

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.)

Weekly Lessons

**Build Content**

Create New Page  
Item Content Folder  
File Module Page  
Audio Mashups  
Image Flickr Photo  
Video SlideShare Presentation  
Web Link YouTube Video

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

Weekly Lessons

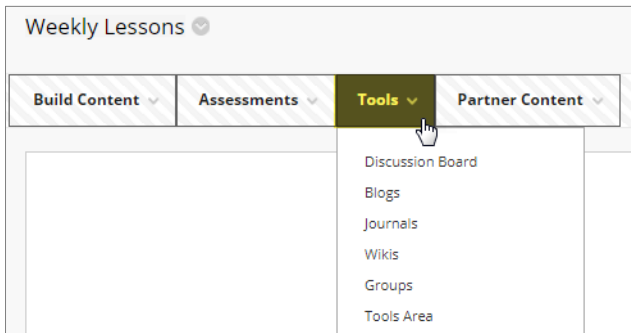
**Build Content** **Assessments**

Test  
Survey  
Assignment  
Self and Peer Assessment  
Mobile Compatible Test  
McGraw-Hill Assignment

**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](#)

## ADDING INTERACTIVE TOOL LINKS



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](#)