

# Blackboard Interface

1. Log into Blackboard at <http://bb9.tamucc.edu/> using the same username and password that you use to log into computers on campus or to get into your campus email.
2. Once you are logged on you will see the Island Online main page with a page header containing a logo, My Island Online tab, and Courses tab on the top left and a log out icon and your name, a number, and an arrow on the top right, known as the global navigation panel.

**Have an account?**

Please enter your credentials and click the Login button below.









Username:

Password:

[Forgot Your Password?](#)



3. **Global Navigation Panel** contains the user menu that provides access to your courses and personal settings and My Blackboard menu that rolls up timely information about all of your courses. See table below for a description of each tool. [https://help.blackboard.com/en-us/Learn/9.1 SP 10 and SP 11/Instructor/020 My Blackboard](https://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Instructor/020_My_Blackboard)

Tools	Description
	Profile: A profile enables you to define your personal identity to share with those in your academic network. This icon image is replaced when your avatar is updated.
	Bb Home: The Bb Home gives you an overview of the items that are due and have recently been graded. Move your cursor over View to reveal your grade. The Bb Home displays the five most recent activities relevant to you.
	Posts: This page displays the latest posts in the courses and organizations you are enrolled in and follow. For example, you can see when a classmate submits a blog post in your course.
	Updates: Review a list of notifications alerting you to important events and information. For example, you can see when an assignment has been graded.
	My Grades: View your grades for each assignment, test, or activity in all of your courses. Sort the grades by date or course.
	Retention Center: Is an instructor-only tool that enables you to give focused attention to students who need it. It replaces the Early Warning System.
	My Calendar: Review everything you have due and be reminded of when you need to complete it.
	People: Find and interact with peers, classmates and instructors.

**Courses**

RECENTLY VISITED

[A03674234\\_dev\\_003](#)  
(Development Course 003)

[A03674234\\_dev\\_001](#)  
(Development Course 001)

[MobileLearn\\_BB \(Is my course ready for Mobile?\)](#)

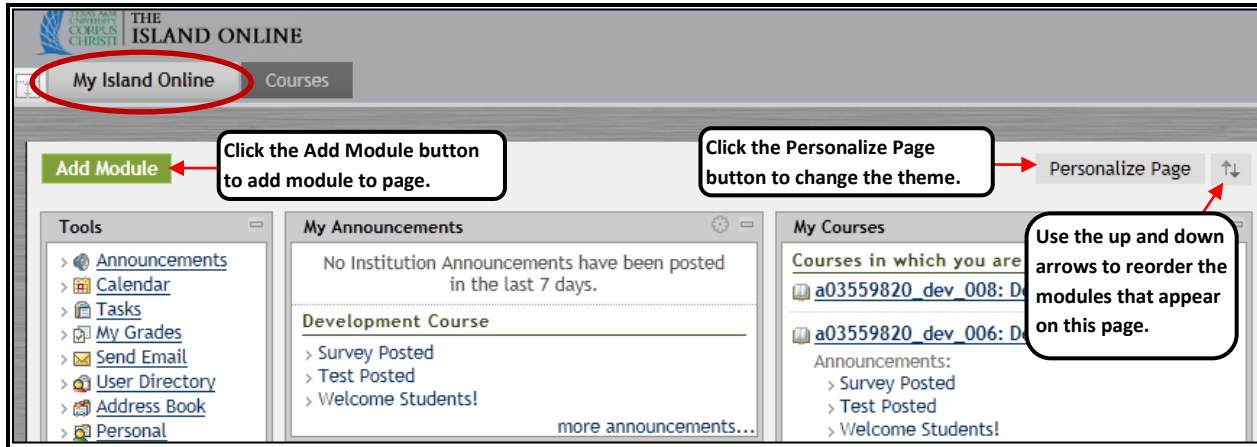
[Helpdesk\\_Support\\_Sandbox](#)  
(Helpdesk Support Sandbox)


[A03540036\\_dev\\_002](#)  
(Development Course 002)

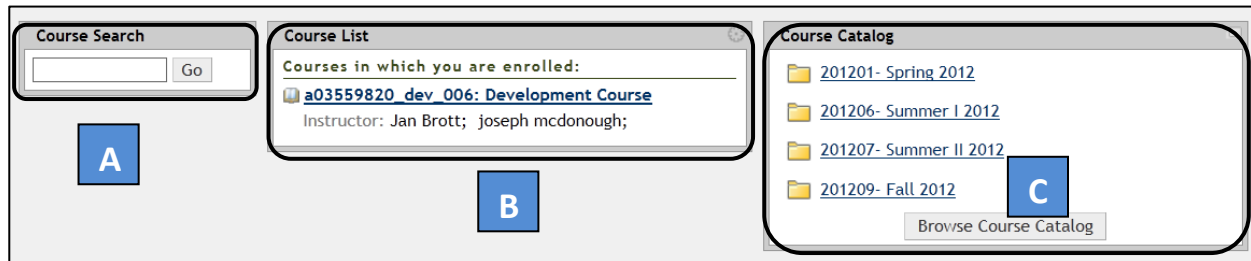
MY OTHER COURSES

[A03674234\\_dev\\_002](#)  
(Development Course 002)

4. **My Island Online** tab contains tools to access content such as Announcements, Tasks, My Grades, Send Email, My Messages, Personal Information, and more. In the image below, there are several modules that appear on this page. Modules are items that include content, links, or tools that can be added to personalize a page. You can choose which modules appear on this page. Keep in mind that the institution's Blackboard administrator can restrict or require modules that appear on this page.

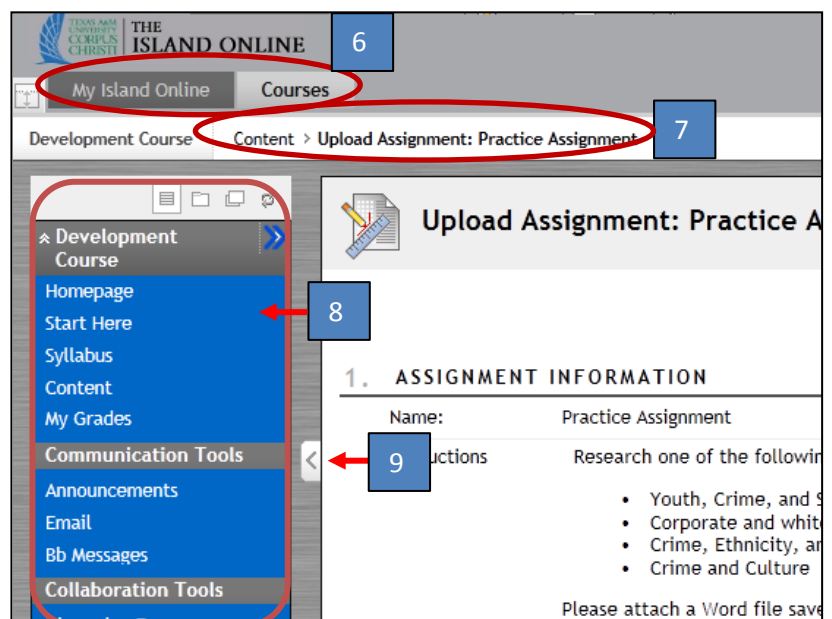


5. **Courses Tab** provides access to other components where you can **A.** perform course searches, **B.** view and access your courses under the Course List section, and **C.** browse the Course Catalog. For both the Course tab and My Island Online tab you can use settings  feature to modify what is displayed.

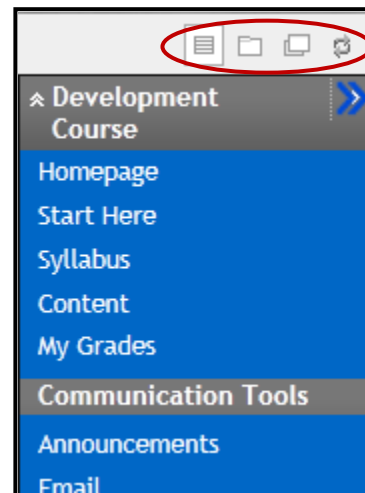


6. Courses can be accessed from either the courses tab or My Island Online tab. Click on the course you wish to visit to open it. Once in a course you will have additional navigation features.

7. **Breadcrumbs** are another way to navigate in the Blackboard environment. The breadcrumb trail is located under the Page Header area below the My Island Online and Courses tab. Breadcrumbs are created as you access different sections of the course and allow you to quickly return to a previously visited location. Please remember not to use the "back" button in your browser's toolbar and use the breadcrumbs instead.



8. **Course Menu** appears on the left side of a course and contains links to materials and tools within the course. The instructor can customize the style of the Course Menu and the content and tools available to you. Therefore, course menus may vary from course to course.
9. The size of the Course Menu frame may be expanded or collapsed. Hover your mouse cursor between the right side of the course menu and left side of the content frame until a double sided arrow appears – refer to image above. Click the doubled-sided arrow icon to collapse the Course Menu so it is out of sight or expand it to its fullest size.
10. **Course Menu** can be displayed as a list of options or as a folder tree.
  - In the image on the right, **List view** represents the first icon at the top and contains text links that lead to course materials and tools.
  - The second icon, **Folder view** contains icons and expandable folders to access content and tools.
  - The third icon, allows you to display the course menu in a **new window**.
  - The fourth icon, **Refresh** allows you to refresh the page. When content is added to the Course Menu or the Course Map it takes 20 minutes for it to cache. This means that new content in the Course Menu and Course Map does not appear for 20 minutes. To view content within the first 20 minutes after it has been added click **Refresh**.



11. **Course Management Control Panel** is located at the bottom left of the screen and is not viewable by the students. This section allows you to manage your course using the tools listed below.

<b>Files</b>	links to the area in which files that are uploaded from your computer are stored.
<b>Course Tools</b>	contains a list of the tools available to instructors manage the course and interact with students. NOTE: Course Tools contains some of the same tools as the Tools Area located at the bottom of the Course Menu; however, each has several unique items. Together, Course Tools and the Tools Area contain a complete list.
<b>Evaluation</b>	links to pages that allows you to run course reports, create Early Warning System rules, and view the Performance Dashboard, which tracks student activity in the course.
<b>Grade Center</b>	contains options to access the Full Grade Center, assignments or tests only, and all items that need grading.
<b>Users and Groups</b>	allows you to create and view Groups, and view users in the course.
<b>Customization</b>	provides options to set the course availability, select the page entry point for the course, and other customizable settings for the course. NOTE: The default entry point setting is Homepage.
<b>Packages and Utilities</b>	contains options to export and import content, move files from one course to another, etc.
<b>Help</b>	links to a searchable Bb help document and video tutorials for instructors, as well as a link to email IOL Support.

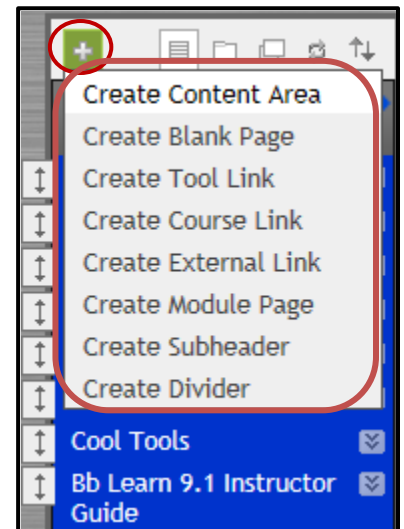


12. **Edit Mode** is located in the top right of the course screen and needs to be on for you to make edits to the course. Turning Edit Mode off is to see what the students potentially see from their view.

Edit Mode is:  ON

### 13. Creating links on the Course Menu

- Ensure Edit Mode is ON.
- Point to the plus sign above the Course Menu. The Add Menu Item drop-down list appears.
- Select the type of content to create.
- Type a Name for the link. Complete any other required boxes, such as URL for External Link.
- Select the Available to Users check box to enable users to see the link on the Course Menu.
- Click Submit. A link to the new content appears on the Course Menu at the bottom.



### 14. Reordering and Managing links on the Course Menu

- Move Menu item:** Use the drag-and-drop function to reorder Course Menu links by hovering over the double sided arrow to the left of the menu item, hold down the left mouse button and drag to new location.
- Rename Menu item:** Click a link's Action Link (⌵) and select Rename to change its title.
- Hide or Show Menu item:** Click a link's Action Link (⌵) and select Hide Link to make it unavailable to students. Click Show Link to make it available to students.
- Delete Menu item:** If you delete a Content Area, all content items within it are also permanently deleted. This action is final.

