Logging In and Navigating Your Bb 9.1 Courses - Faculty

Logging In:
To access your course in Bb 9.1 go to: http://bb9.tamucc.edu/

To log in, use your **Net ID** (Outlook/Active Directory) account which is the username and password that you use to log into computers on campus.

Navigating the Course: To navigate the course, use the **Course Menu** and **Course Management Control Panel** on the left of the screen.

Each course shell created contains a set of starter features in the Course Menu. NOTE: Content areas can be edited and adapted, and links shown or hidden to address requirements specific to your class.

### Homepage
- A module page that includes notifications such as Announcements.

### Start Here
- A content area that contains information that will prepare students for taking a class using Blackboard.

### Syllabus
- A content area in which to place your syllabus.

### Course Content
- A content area in which to organize content into learning modules or content folders containing units of instruction.

### Assessments
- A content area in which tests, quizzes or other types of assessment can be placed.

### My Grades
- A page on which students can view their grades.

### Communication Tools
- **Email** is used to send messages from Blackboard to the user’s email address listed in SAIL.
- **Bb Message** tool to send/receive messages within the Blackboard.

### Collaboration Tools
- **Groups** is a tool that allows you to create groups, then assign tools such as the discussion forum, wikis, etc. for students to use together for group assignments.
- **Chat** is a synchronous text communication tool.
- **Wikis** is a tool that allows users to create and edit a document in Blackboard.
- **Blogs** is a tool that allows users to create documents individually, is viewable by all users and allows users to comment on each other’s blog.
- **Journals** is a tool that allows users to create documents individually that can be set as viewable to all or only to the instructor.

### Help & Resources
- **Bell Library** links to the library’s webpage.
- **Student Services A-Z** links to the university’s list of student services with links to access each service.
- **Accessibility** is a content area that contains statements from Blackboard and TAMUCC regarding accessibility.
- **Bb Video Tutorials** links to Blackboard tutorials for students.
- **Bb Video Tutorials for Faculty** links to Blackboard Tutorials for faculty.
- **Tools Area** links to the Bb page that contains tools available for the student to use in Blackboard.
Other Course Menu navigational items to note include;

- This symbol next to the item in the Course Menu indicates the content area is empty.
- This symbol next to the item in the Course Menu indicates the item is hidden from student view.
- The contextual menu link expands to reveal items options, including show, hide and delete.
- Collapses and expands the Course Menu and the Course Management Control Panel.
- Collapses and expands the Course Menu only. It is located next to the title of the course at the top of the menu panel.

The 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 following:

- **Files** - links to the area in which files that are uploaded from your computer are stored.
- **Course Tools** - 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.
- **Evaluation** - 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.
- **Grade Center** - contains options to access the Full Grade Center, assignments or tests only, and all items that need grading.
- **Users and Groups** - allows you to create and view Groups, and view users in the course.
- **Customization** - 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.
- **Packages and Utilities** - contains options to export and import content, move files from one course to another, etc.
- **Help** - links to a searchable Bb help document and video tutorials for instructors, as well as a link to email IOL Support.