

# Blackboard Orientation for Students



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# Accessing & Using Blackboard

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## Learning Module Objectives

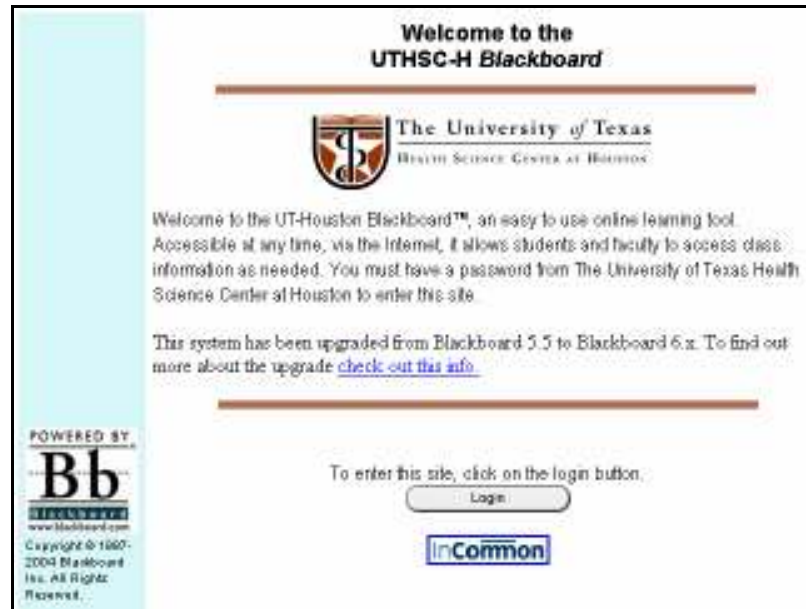
- Log into Blackboard.
- Use the Navigation Buttons.
- Navigate the Content Areas.
- Navigate the Communication Area.
- Navigate the Tools Area.

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## Getting Started

### Accessing Blackboard

1. Go to the following address: <https://bb.uth.tmc.edu/>
2. You will see the following page:

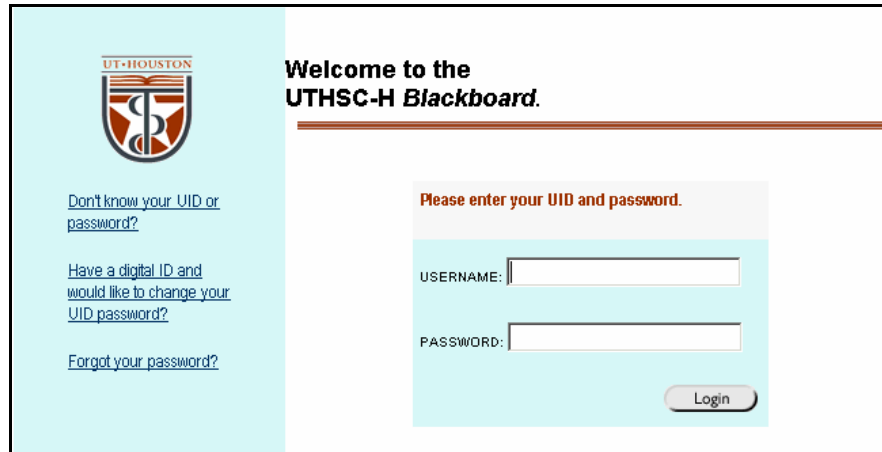


3. Click the **Login** button.

## Logging In

### Logging In

1. After clicking the **Login** button, you will see the box below.



UT-HOUSTON

**Welcome to the  
UTHSC-H Blackboard.**

[Don't know your UID or password?](#)

[Have a digital ID and would like to change your UID password?](#)

[Forgot your password?](#)

Please enter your UID and password.

USERNAME:

PASSWORD:

Login

2. Enter your **USERNAME** and **PASSWORD**. Remember that passwords are CASE SENSITIVE. Therefore, if you included any uppercase letters in your password, you will need to enter them as uppercase. This **USERNAME** and **PASSWORD** is the same as your UT e-mail.

Note: If you are unsure of your UT username/password, contact the Help Desk at 713-500-4848. If you need to change your password, visit the *Changing your Password* page at [http://www.uth.tmc.edu/netcenter/change\\_pass.htm](http://www.uth.tmc.edu/netcenter/change_pass.htm)

3. Click the **Login** button.
4. If your attempt at logging in is successful, you will see the page below:



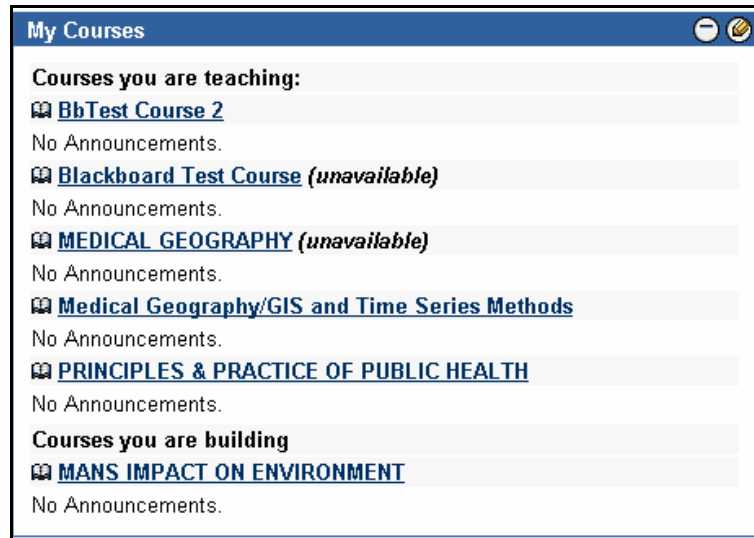
The screenshot shows the Blackboard user interface. At the top, there is a navigation bar with 'My Institution', 'Courses', 'Community', 'Support', 'Completed Training Data', and 'Logout/Help'. Below this, a 'Tasks' sidebar lists various actions like 'Announcements', 'Calendar', 'Tasks', 'View Calendar', 'Send Email', 'View Questions', 'Address Book', and 'Personal Information'. The main content area is titled 'Welcome, Judith' and includes a 'My Announcements' section with a message: 'No system announcements have been posted today.' To the right, the 'My Courses' section lists several courses with expandable options: 'Bio Test Course 2', 'Blackboard Test Course (new/old)', 'MEDICAL GEOGRAPHY (new/old)', 'Medical Geography/GIS and Data Series Methods', and 'PRINCIPLES & PRACTICE OF PUBLIC HEALTH'. Each course entry includes a 'No Association' link.

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## Accessing a Blackboard Course Site

### Accessing the Course Site

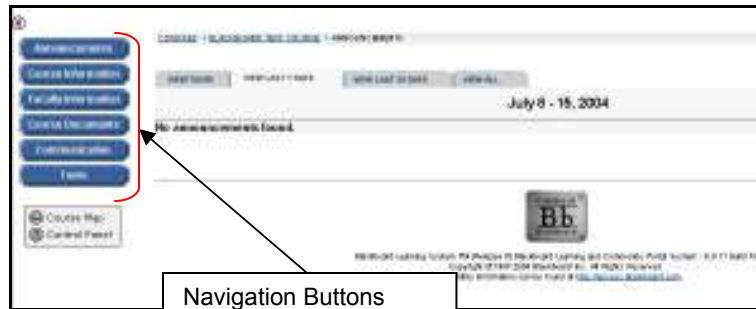
1. Click on the name of the course found under the **My Courses** section. The course name is a link that will take you to the course site. This section shows all of the courses you are taking that are using Blackboard.
2. If you do not see your course site listed, check with the instructor to confirm that they are using Blackboard and that they have made the course available.



## Navigating a Blackboard Course Site

### Using the Navigation Buttons

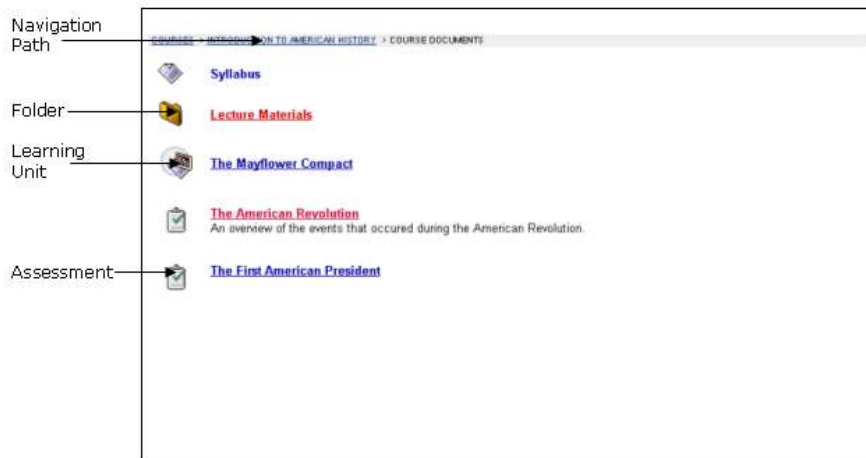
1. Once you have found the appropriate course, you will need to navigate through it to find readings, assignments, tests, etc.



2. Navigation buttons are found along the left side of the screen. Click on each one to access different areas of the Blackboard course site.
3. By default, the **Announcement** area should be visible when you log in. Your instructor may post reminders, updates, etc. in this area. Your instructor has the option of changing the default first page to some other area.
4. Instructors normally post content in areas such as **Course Information**, **Course Documents**, and **Assignments**.
5. The **Communication** button will allow you to access communication tools such as e-mail, chat and the Discussion Board.
6. The **Tools** button will allow you to access student tools such as the Digital Drop-box, grades, and the personal homepage.

### Navigating the Content Areas

- Content areas are arranged as a series of nested folders where each folder can contain items and other folders. Each content area folder page includes the location at the top, a navigation path, and whatever items the Instructor has included in that folder.



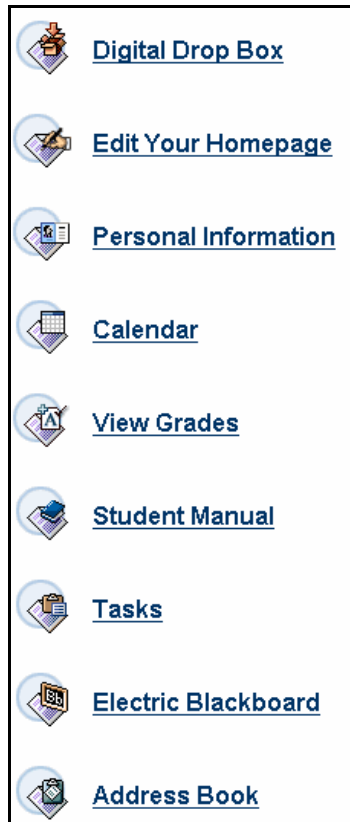
- To return to a previous folder or to the beginning of the content area, click the appropriate folder in the navigation path. To open a folder, Learning Unit, Assessment, or file, click the links that appear in the folder contents.

### Navigating the Communication Area

- Students are encouraged to communicate with fellow classmates and Instructors as part of the learning process. The Communication Center allows users to:
  - send email
  - access course Discussion Boards
  - use the Collaboration Tools
  - review the Student roster
  - access Student group pages



**Navigating  
the Tools  
Area**



The Student Tools button enables you to upload files, edit your personal information, view the course calendar, check grades, view the Blackboard 5 student manual, view course tasks and access the electric blackboard.

1. **Digital Drop Box - Submitting your assignments with ease**

Digital Drop Box page allows you to exchange files with your instructor. Please note that a file added to the Drop box will not appear to your instructor until it has been sent. Once a file has been sent to your instructor, it cannot be removed from the Drop box.

2. **Edit Your Homepage - It's all about you**

Edit Your Homepage screen allows you to edit your homepage. Every registered student has a course web site homepage where they can post information about themselves. This area is created by default, each time a new student registers for the course. The default page is blank until the user edits the page.

3. **Personal Information - Your options**

You can access functions to edit personal information, change password, set CD-ROM drive and set privacy options from the Personal Information page.

4. **Calendar - Constant reminders are always helpful**

The Calendar tool allows you to view course calendar items by day, week, month, or year.

5. **Check Grade - Checking your progress**

You can check your grades from within the course web site.

6. **Tasks - Keeping track**

The Tasks page organizes projects, defines task priority, and tracks tasks status. You can create tasks and post them to the Tasks page. You can also post personal tasks to your page.

7. **Electric Blackboard - Taking notes online**

The Electric Blackboard allows you to take notes for a particular course within the Blackboard environment.

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## Technical Support

### Technical Support

If you cannot log into Blackboard, you may need to change your password:

- Contact the Help Desk: 713-500-4848

If you are able to log in but do not see your course listed, please contact your Course Director or Course Coordinator.