BB Quickstart: The Basics

This guide will get you started using Blackboard 8.

There are many more features you may choose to learn after you have mastered these basics. For more information, login to the ACC workshop database to register for Blackboard Workshops 1-5. (https://www3.austincc.edu/it/workshops/www/login.php)

Each semester, Blackboard Course Sites are automatically created for every synonym number. Login to Blackboard: http://acconline.austincc.edu

Use your ACCEid and password. For help with your ACCEid, call the help desk at 223-help.

The Blackboard “main menu” is on the left of your Blackboard Course Site. Most editing of the Blackboard course can be done from the Control Panel, which is only available to Instructors.

There are two types of areas in Blackboard: Content Areas and Course Tools.

Content Areas are buttons which link to blank pages onto which content can be added.

Course Tools are buttons which link to preformatted pages which have unique functions such as the Discussion Board, Announcements, Email etc...
Select **Control Panel > Manage Course Menu** to add areas to your main menu.

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1. **Add Content Area Button to Menu**

1. Add **Content Area**
2. Choose **Course Information** from pull-down menu or type a name
3. Select **Submit > Ok**
4. Repeat these steps to create **Assignments** content area

2. **Add Tool Link to Menu**

1. Add **Tool Link**
2. Choose **Discussion Board** from pull-down menu
3. Select **Submit > Ok**
4. Repeat these steps to create **My Grades** tool link.
5. Repeat these steps to create **Faculty Info** menu item

3. **Reorder Menu Items**

1. Pull down number to reorder menu items
How to Use Course Tools

1. **Add Announcements**
   1. **Course Tools** > Select > Announcements >
   2. **Add Announcement** > Click in the box to type information >
   3. Select **Submit** > **Ok**

2. **Add Staff Information**
   1. **Course Tools** > Select Staff Information
   2. **Add Profile** > Click in box to type information >
   3. Select **Submit** > **Ok**

3. **Send Email**
   1. **Course Tools** > Select Send Email >
   2. Select either **All Users** or Single/Select Users > Click in box to type information >
   3. Select **Submit** > **Ok**

4. **Use The Discussion Board**

   **Add Forum to Discussion Board**
   1. **Course Tools** > Select Discussion Board >
   2. **Add Forum** > Click in the box to type >
   3. Select **Submit** > **Ok**

   **Add a New Thread of discussion**
   1. Select Discussion Board > select a Forum >
   2. Select **Add a New Thread** > Click in the box to type >
   3. Select **Submit** > **Ok**

   **Reply to a message**
   1. Select Discussion Board > select a Forum >
   2. Click on the message to read it >
   3. Select **Reply** > Click in the box to type >
   3. Select **Submit** > **Ok**
How to Add Content to Content Areas

Tip: Think about how to organize the contents in folders: ie. Topic, Unit, Module etc...

1. On Control Panel> Choose Course Information (or other content area)
2. Click Edit View (for instructor view of page)
3. Click Display View (for student view of page)

Add Folder into Content Area
1. Select Add Folder > Type folder name into Name text box > Select Submit > Ok
2. Click DISPLAY VIEW for student view of page

Add Item into a Folder
1. Click on Title of Folder to open it
2. Choose Add Item

Add Content into Item
1. Type in name of item.
2. Type in or Paste in copied text. Format Text using tools on Visual Text Box Editor.
3. Add Media by selecting appropriate icon for media
How to Use the Grade Center

1. On the Control Panel> Assessment > Select Grade Center>

1. **Add Grade Column**
   1. Click Add Grade Column
   2. Name the column
   3. Enter total points for column
   4. Click Submit > Ok

2. **Enter a grade**
   1. Click on the cell in the column >
   2. Enter the grade in the grade box > press enter key
   3. Click ok

For Help with Blackboard, contact one of the Instructional Design Specialists below

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<tr>
<th>ID Specialist</th>
<th>Campus</th>
<th>Phone:</th>
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<tbody>
<tr>
<td>Terry Arzola</td>
<td>South Austin</td>
<td>1214.1</td>
</tr>
<tr>
<td>Tina Buck</td>
<td>Rio Grande</td>
<td>201.8</td>
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<tr>
<td>Jimmy Clark</td>
<td>Cypress</td>
<td>2121.1</td>
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<tr>
<td>Jennifer Gray</td>
<td>Northridge</td>
<td>1226</td>
</tr>
<tr>
<td>Martha Meacham</td>
<td>Riverside</td>
<td>A1122</td>
</tr>
<tr>
<td>Peg Raiford</td>
<td>Eastview</td>
<td>2203.3</td>
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