






Introduction to Blackboard


Take Note: Use of the browser's **“Back”** button within Blackboard **is to be avoided**. Back track through the Collection using the breadcrumbs located at the top of the content frame in which you are working, or use the  and  buttons located in the lower right corner of data entry screens, followed by the  button.



My Blackboard Tab

This is the first tab you see when you log into Blackboard.

1. You can **configure the screen** to meet your content and design preferences.



 Click on this icon to *minimize* the content area. *Maximize* it again by clicking on .


 Click on this icon to edit the content area. You can choose where or not a course, course ID, course announcement, or calendar is displayed by checking or deselecting appropriate boxes.

1 Modify Courses List		Display Course	Display Course ID	Display Announcements	Display Tasks	Display Calendar Events
Courses you are teaching:						
Introduction to Blackboard Practice Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Courses in which you are enrolled:						
Introduction to Blackboard	 <input checked="" type="checkbox"/>	<input type="checkbox"/>	 <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Click  button.

The changes will appear in the My Blackboard Tab.

 Click on this icon to remove the content area. Removing the content area will make it **unavailable** in the future. If you wish to make this item available again, see the [Modify Content](#) information below. If an area does not display an  icon, it has been defined by the Blackboard Collection administrator as one that cannot be removed.

[Modify Content](#) Click on this button to *select the content areas* that will appear on your screen. Once selected, be sure to click the  button in the lower right corner of the screen. If you deselect a content area, it will not appear on your screen. If you remove an area from view and later want to see it, simply go back in and reselect the item. Items with a red check mark are controlled by the Blackboard administrator and will always appear on your screen.

[Modify Layout](#) Click on this icon to *select the page layout and the order of the items* that appear on the screen and/or the *color scheme*. The default color scheme is “State”.

2. You can **access a number of tools** from the Tools bar on the left side of the screen. *These are your personal items.* The tool bar is set up by the Blackboard Collection administrator.

The settings for most of these items are self explanatory:



Announcements are view only.

- In the **Calendar**, you may view items and/or add new calendar items, one at a time.
- In **Tasks**, you may view tasks and/or add new tasks one at a time.
- In **View Grades**, select the course you want, and be able to view your grades in that course.