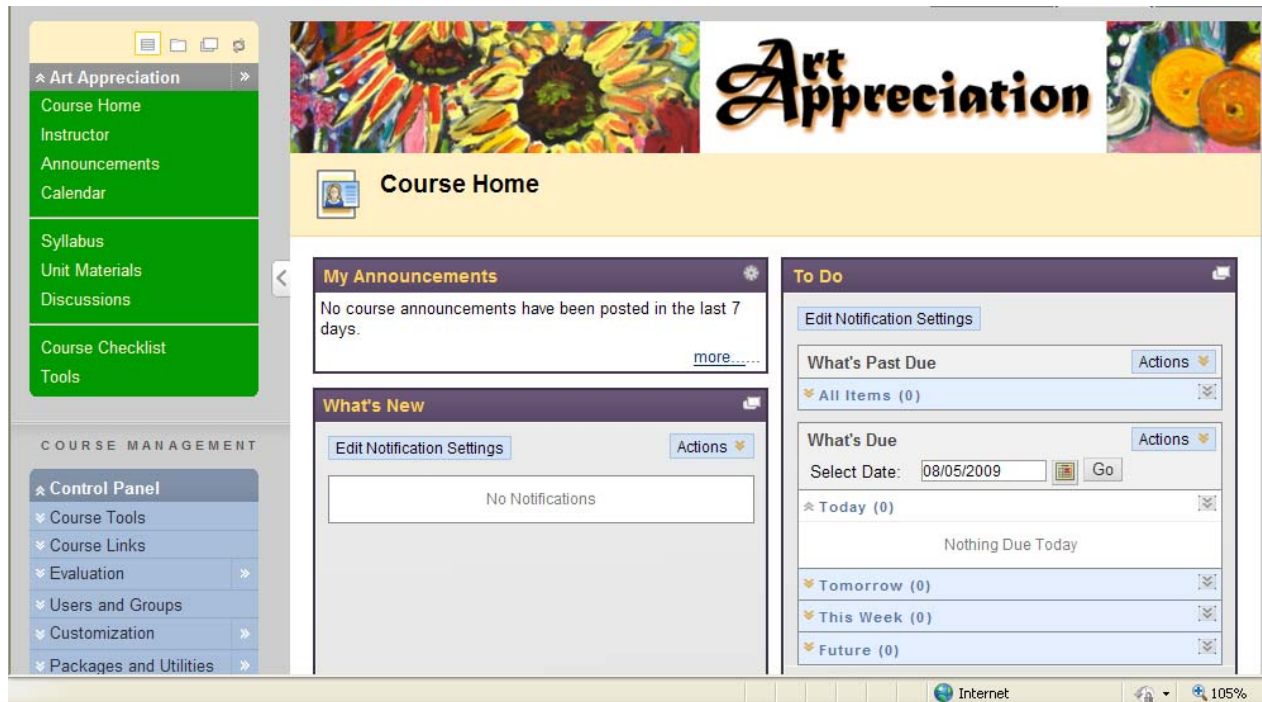


Navigating a Blackboard Course Site

You have now entered your Blackboard course site. Where do you begin? When you login to your course, you will always see the **Announcements** page with **View Last 7 Days** announcements. You have a choice of the number of announcements you would like to view. Click the tabs, **View Today**, **View Last 30 Days**, or **View All** to see announcements posted in those time periods by your professor.



Using the Navigation Buttons

You can navigate your course by using the menu on the left. Simply click on the item you would like to view. You can expand the menu by clicking **Detail View**.

The Course Map is a site map for all of the information your professor has in the Blackboard course. Simply click on **Course Map** to see a collapsible tree directory. The Course Map will open in a new window, so if you have your pop-up blocker on you will have to disable it or hold the **Ctrl** key while clicking on the link.

BSCC Navigating Blackboard



The following is a brief description of the menu items you might see and how your professor may use them.

Menu Item	Description
Announcements	Always read your announcements. This is where your professor will post critical information, reminders, etc.
Course Information	This area contains the course syllabus.
Staff Information	Not sure what your professor's phone number is? Check here for your professor's contact information and office hours.
Course Documents	Looking for information? Your professor will use this area to share content with you. The content may be in folders or learning units.
Assignments	Your professor may use this area to list your assignments. You may also be required to submit assignments through here. Don't forget to check out the due dates!
Communication	The communication center allows you to send email, read and post messages to discussion boards, enter Collaboration center, and view group pages.
Discussion Board	Your professor may want you to answer questions outside of class. You can post messages and read other student postings in this area. This can also be accessed through the Communication link.
External Links	The professor may use this area to share links to web sites for outside learning materials.






BSCC Navigating Blackboard

Tools	This area contains the tools you can use in the Blackboard course site. You can edit your home page, submit files, add deadlines to your calendar, view your grades, and view your tasks.
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Note: Your professor may rename, delete, or rearrange these menu items. Now let's take a look at how you navigate the course content area.

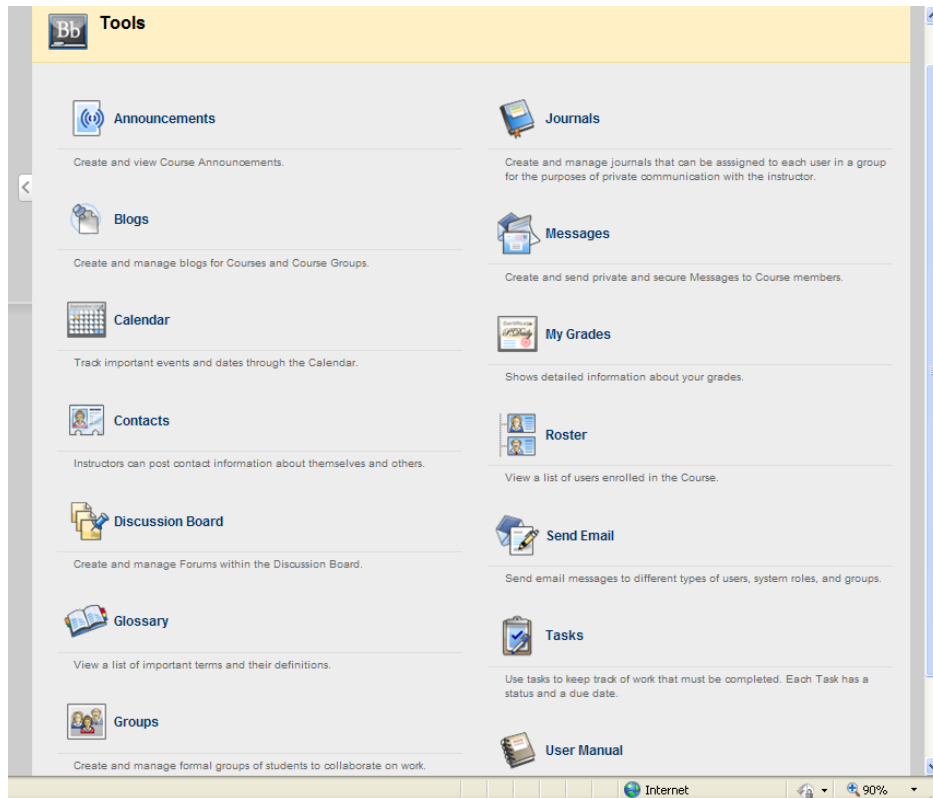
Navigating the Content Areas

Content areas are arranged as a series of nested folders where each folder can contain items and other folders. Each content area folders page includes the location at the top, a navigation path, and the items the professor has included in that folder. The following icons will be in the content areas.

Name	Icon	Description
Learning Unit		A learning unit allows you to follow a path to progress through content. The professor may include content items, files, and assessments in a learning unit. Use the next and back arrows to move through a learning unit.
Folder		Your professor may use folders to organize course content. A folder may contain other folders, content items, assignments, or files.
Content Item		A content item may contain text on the screen or a link to a file.
Assignment		Take note of this icon because it means you have an assignment to complete.
Quiz		Your professor may post quizzes/exams in Blackboard. Recommend using Internet Explorer when taking quizzes.

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Navigating the Tools Area



A description of a few items you will find in the Tools section:

Tool	Description
Calendar	The Calendar allows you to view course calendar items by day, week, month or year.
My Grades	Your professor may enter your grades in the Blackboard course site. You can keep track of your progress in the course.
Tasks	The Tasks page organizes projects, defines tasks priorities, and tracks tasks status. You can create tasks and post them to the Task page. You can also post personal tasks to your page.
User Manual	If you are having trouble using Blackboard, use this student manual to find out how to complete different functions.

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Technical Support

Blackboard Helpdesk for Bishop State Community College – Toll Free Number: **1-866-940-8994**.