![tess TECHNOLOGY & EDUCATIONAL SUPPORT SERVICES San Bernardino Community College District]
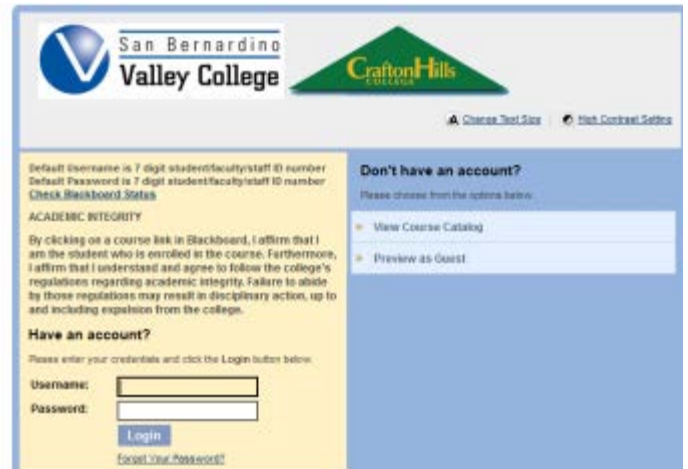
SBCCD Blackboard Student Quick Guide

TOPICS

THIS GUIDE IS A GENERAL OVERVIEW OF HOW TO NAVIGATE THE BLACKBOARD LEARNING MANAGEMENT SYSTEM. PLEASE BE ADVISED THAT EACH COURSE MAY APPEAR DIFFERENT AND USE ADDITIONAL FEATURES. YOU SHOULD CONTACT YOUR INSTRUCTOR FOR SPECIFIC QUESTIONS ABOUT YOUR COURSE.

Logging into Blackboard

1. Go to https://sbccd.blackboard.com
   a. You can also access Blackboard from the SB Valley College or Crafton Hills College Webpage
   b. Hover over Quick Login, and select Blackboard from the dropdown
2. Enter your Username and Password, and click Login
   a. Your default Username is your 7 digit student ID number
   b. Your default Password is your 7 digit student ID number
   c. It is advised that you change your password after your initial login.

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Changing your Blackboard Password

You can edit your personal information and settings from the user menu in the global navigation menu located in the upper right hand corner of the webpage.

1. From the global navigation menu, click *Settings* and select *Personal Information.* You can also access Personal Information on the Tools panel.
2. On the Personal Information page, select *Change Password*. On the Change Password page, type a new password for the account. The password must be at least one character and contain no spaces.
3. Type the password again to ensure accuracy.
4. Click *Submit*.
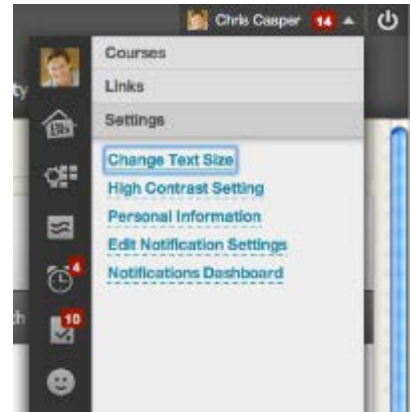
[View the Blackboard Video on How to Change Your Password.](#)

Explore the My Institution Tab

After logging in to Blackboard, you "land" on the My Institution tab. Across the top of that page, other tabs might be available to you. For example the Learning Resources tab includes information from the Valley College Library.
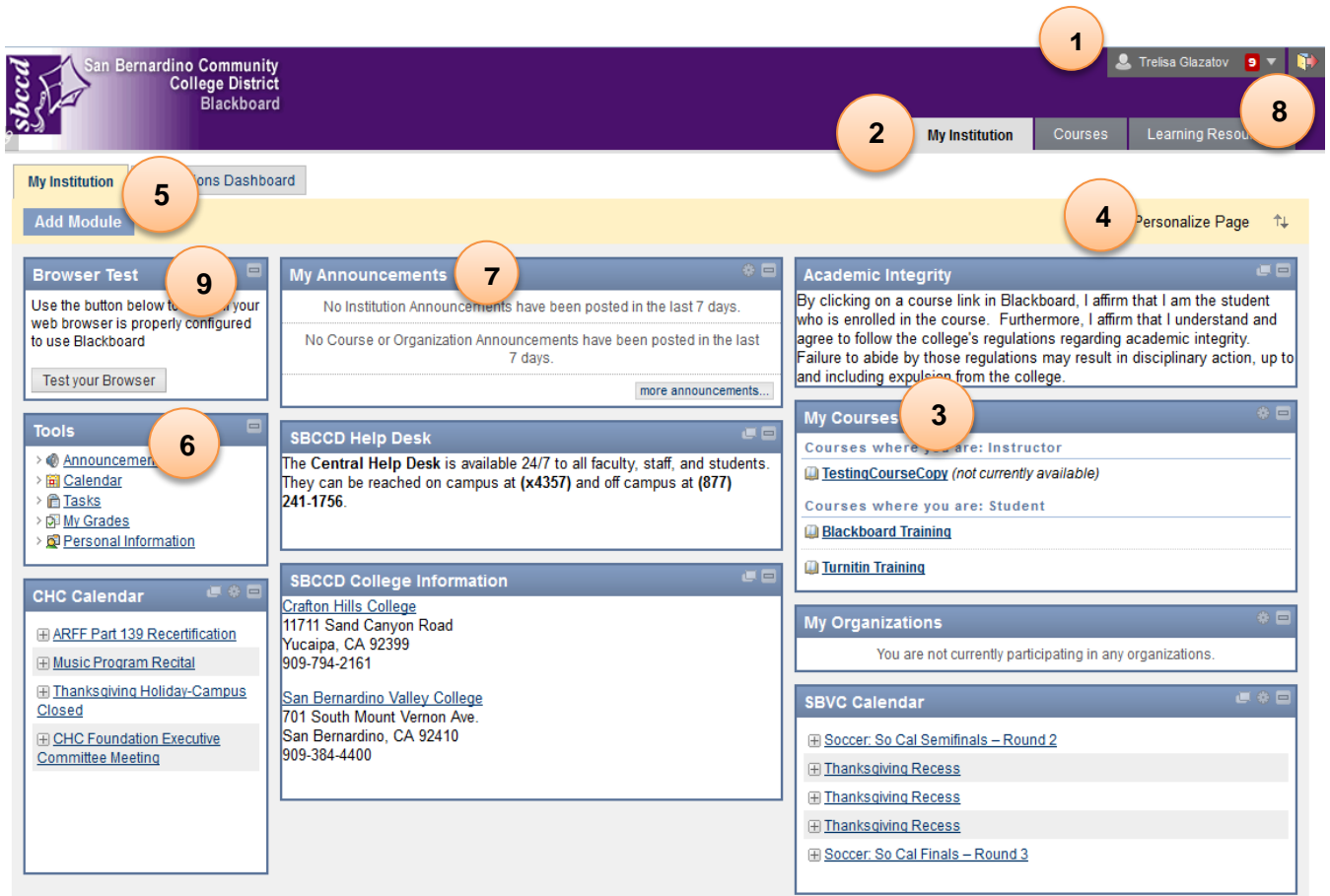
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1. Your Name, Account Settings, and Logout button
2. My Institution – Clicking this link will always bring you back to this homepage screen
3. My Courses. You will see the courses you are currently enrolled in. Click on the Course Name to access the course.
4. Personalize Pages allows you to edit the background theme of your profile
5. Add, Edit, Remove, or Rearrange the individual homepage modules (boxes)
6. The Tools module provides access to available course-wide tools such as course announcements, Calendar, Tasks, My Grades, and Personal Information.
7. My Announcements displays announcements posted by your course instructors
8. Learning Resources includes library information from Valley College.
9. Browser Tests link can be used to check if your web browser is compatible with some Blackboard features.

Navigating a Course

1. "Home" link to the course homepage plus the ability to jump to your other courses
2. Course Menu provides the links to navigate through the course content made available by each instructor. Instructors may choose to use different tools than the ones displayed here. Instructors should inform the class of any Blackboard Tools students are expected to use for the course.
   a. Announcements - important reminders or notices from the instructor
   b. Content – Instructor may choose to post course material and assignments in various content folders

    c. Grade – Link to your gradebook
    d. Discussion Board - the class discussion board
3. Content Window displays the content of the links in the navigation bar. Notice the screenshot above currently displays the Announcements page

<u>View the Blackboard Video How to Navigate from Course to Course.</u>

Viewing and Submitting Class Assignments

Instructors may require you to submit assignments directly into Blackboard.

1. Use the Course Menu to navigate to the assignment link. Click on the assignment name to view the instructions and to submit your assignment.
2. Depending on the assignment instructions, either
    a. complete the assignment in the submission box by clicking the Write Submission Button or
    b. Upload your assignment using the Browse My Computer button and uploading your assignment file.
3. Click Submit once you are done. You can click Save as Draft if you are not ready to submit it yet.

<u>View the Blackboard Video How to Submit an Assignments.</u>

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Viewing and Replying to Class Discussions

Instructors may choose to use the Discussion Board for class assignments.

1. Access the Discussion Board using the Discussions link provided by your instructor through the course menu.
2. The main Discussion Board page appears with a list of available discussion forums. A forum is an area where users discuss a topic or a group of related topics.
3. Click a forum title to view the messages. Forum titles in bold contain unread posts.
4. Click the number in the Unread Posts column for one-click access to a forum's unread messages.
5. Access a forum and select a thread. On the thread page, you can view the text of the post and information, such as the author and posted date. All replies appear on the same page with the parent post.


6. For the first post, click Reply. Point to the post to see Quote. The Quote function includes the post's text as part of your reply. For other posts on the page, point to the message and Reply and the other functions appear. The page expands below the post you are responding to, allowing you to view the post and access the content editor. If needed, edit the Subject. Provide your reply in the Message box. Optionally, use the content editor functions to format the text and include files, images, web links, multimedia, and mashups.

[View the Blackboard Video How to Use Blackboard Discussions](#)

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Accessing Your Grades

Instructors may choose to keep grades in Blackboard. If so you will be able to access your grades, links to completed assignments, and any instructor comments.
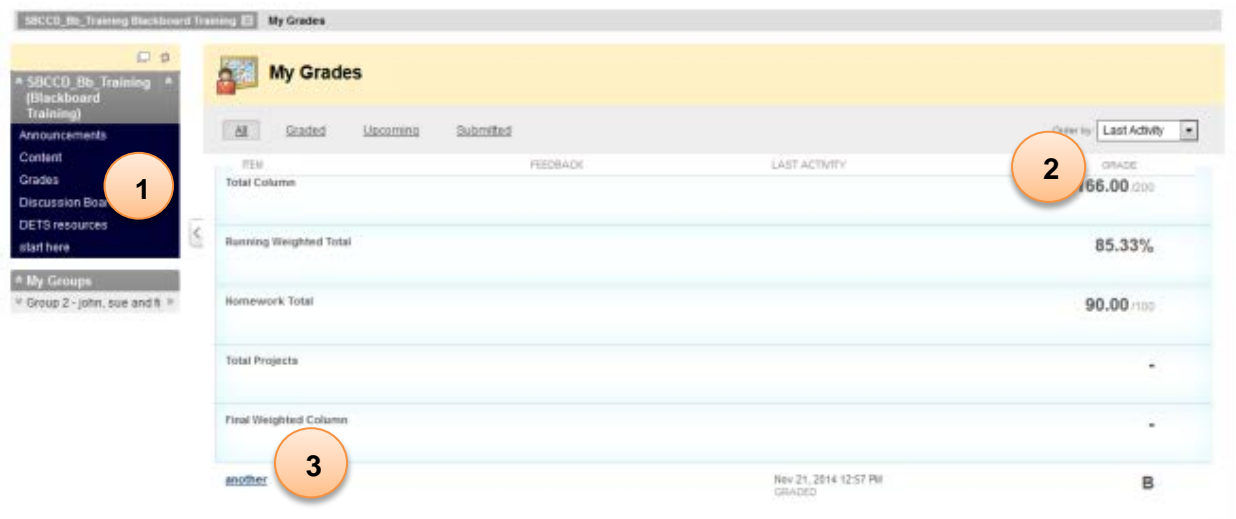
1. Access the Grades area by using Grades link provided by your instructor through the course menu.
2. If your assignment has not been graded, the Grade column contains a symbol indicating its status. If your assignment has been submitted and graded, the grade appears in the Grade column.
3. To view more detail, click the link to see the assignment's Review Submission History page. This page includes:
   a. Instructor Feedback: This section lists your grade and any feedback provided by your instructor.
   b. Attached Files: This section provides links to open or download any files attached by you or your instructor. For example, your instructor might provide comments in a file that you submitted with your assignment.
   c. If you see feedback for an item but do not see a grade, contact your instructor.

The following table describes the symbols appearing on the My Grades page.

Symbol	Description
-	Item has not been completed. No information is available.
✓	Item is completed, but will not have a grade (for items such as surveys).
!	Item has been submitted. This item is waiting to be reviewed by your instructor
Grade	Item has been graded. Click the grade to view detailed feedback.
◐	Attempt is in progress. This item has not been submitted. To submit the item, see Submitting an Assignment.
⊘	Grade is exempted for this user. If you do not complete this assignment, it will not affect your grade.
!	Error has occurred. Contact your instructor.

View the Blackboard Video How to Check Grades