How to Access Your Courses on Blackboard – Logging On To Blackboard

• Access Odessa College’s website (http://www.odessa.edu) and click on the link to access Blackboard (Bb). Or you can enter the Blackboard URL directly into your browser (http://blackboard.odessa.edu). Be sure to add this link to your Bookmarks/Favorites!

• Once at Bb (http://blackboard.odessa.edu/), enter your Username and Password.

  o Username is the initials of your First & Last name followed by your OC ID without the leading zeroes.

  Example: Name: John Doe & student ID is 00123456 then your username = jd123456

  Not sure what your OC Student ID is? Go to Odessa College’s WebAdvisor (Register/Pay) link on the Odessa College Home Page (http://www.odessa.edu). To find your student ID, click "Prospective Students" & choose "What’s my User ID”?

  o Your Password is the lower case characters "oc" plus the last 4 digits of your Social Security #.

  Example: SSN = 123-45-6789, password = oc6789

• Click Login (http://blackboard.odessa.edu/).

• Once logged in you will see a welcome message & your courses listed on the right-hand side.

• All college communication between instructors & students is done with OC student email (http://www.odessa.edu/gmail).

• If your course is not listed or your login does not work, please contact your instructor first.
Blackboard – How To Access Your Odessa College Courses

What is What in Blackboard?

1. In the screen shot above, **area 1 (My Courses)** shows you the courses that you are taking. 14SP = 2014, Spring. If you do not see any courses listed, you may need to click the arrow next to 14SP to expand the selection.
   - If the arrow is pointed **down**, you will see courses listed.
   - If the arrow is pointed to the **right**, your courses are hidden. Just click the arrow to show them.
   - Access your class by clicking on the name of the course in the **My Courses** area.

2. **Area 2 (My Announcements)** shows you announcements from your instructor and from the institution that are important for your classes. Be sure to read them! Course Announcements will also appear within each course.

3. **Area 3 (Tools)** gives you access to grades, course calendars (with due dates for assignments and tests!), announcements and much more.
Navigating in Blackboard

When you click on one of your courses, your course will display in **Blackboard**.

The area in the **BLUE PANEL** has **COURSE NAVIGATION LINKS**. Click on the links to move to any section of your course.

What happens when you click on the Navigation links in your course?  
*A link-by-link guide*

**Announcements**    
The *Announcements* page typically displays first when you enter your *Blackboard* course. But sometimes your instructor may have selected a different page that shows first. That’s okay... just remember that *Announcements* is an area where your instructor may tell you about assignments, changes to the syllabus, upcoming deadlines and other important information.

So it’s really important to read the announcements. Click on the **Announcements** link at any time to return to the *Announcements* page.

**Faculty Information**    
The *Faculty Information* section of your course will provide you with information about your instructor, including his or her name, how to contact him or her, and other important info. Any time you need to contact your instructor, you can click on the **Faculty Information** link!

Please read Ch. 13. Write an essay about the two pieces of art discussed, comparing and contrasting the artists' points of view. Make sure that your work is typed, double spaced, using Arial, Calibri or Times New Roman, 12 pt.

**This is due Friday, 7-February-2014, by 11:30 pm.**
What happens when you click on the Navigation links in your course?

_A link-by-link guide (Continued)_

The **Course Information** section of your course contains your **Syllabus**, as well as other information, such as a course outline and schedule. Some instructors have also included a welcome video in this section, to tell you a little more about the course, the program, or the College.

The **Syllabus** is very important if you want to do your best in your class! The **Syllabus** provides information about the course, including the description (which you may have read in the Course Catalog), what books and materials you will need, topics to be covered, what you are expected to learn throughout the course, when you might expect to cover certain topics, as well as due dates for assignments and tests. Also you will find **Course Policies**, such as what happens when you miss an assignment or turn in an assignment late, **College Policies**, such as what happens if you get caught cheating on a test;

The **Syllabus** really outlines what is expected of you in the course, and provides a roadmap for success to your course.

To access the **Syllabus**, you will click the **Course Syllabus** link. Be sure to click the **underlined text**! Not all icons are clickable links in **Blackboard**.

The **Course Syllabus** in **Blackboard** has a **Table of Contents** that you can click on to move from section to section.

Click on any of these links to access that page!

*In the **Upper Right Corner** of each page of the **Course Syllabus**, you will see page numbers. You can click the arrow to move through the pages too!*

**Welcome to the Course! (Video Introduction)**

_Replace this video with YOUR Welcome video._

**Course Syllabus**

**Syllabus Quick Links**

_Stroke out the course syllabus carefully._

*The latest information that you will need to know for successfully completing this course.*

**Faculty Information**

**Table of Contents**

_Stroke out the course syllabus carefully._

*The latest information that you will need to know for successfully completing this course.*

**Course Syllabus in Blackboard**

- has a **Table of Contents** that you can click on to move from section to section.
- Click on any of these links to access that page!
What happens when you click on the Navigation links in your course?
A link-by-link guide (Continued)

**Coursework**
The **Coursework** section of your course contains all assignments, reading materials, tests, links to discussion boards... pretty much everything that you will be graded on is located in this section! Your instructor might post materials in modules, by weeks, or in other formats. This should match what your **Syllabus** says that you will be doing in the course.

In the example above, you can see that my **Coursework** area has a link to a discussion board, where you are expected to complete an assignment. Often your instructors will require that you interact with other students through discussion boards, such as in the example shown. To access the **Discussion Board** called **Introductions**, you would click on the underlined text (Introduction)

This example also shows a **folder** for **Module 1**.
To access the content in **Module 1**, you would click on the underlined text (Module 1)

**My Grades**
The **My Grades** section of your course allows you to see the grades you have received for submitted/graded assignments, quizzes and tests you have taken, and anything else that you have received a grade for. Your grades should follow the **Course Syllabus**.

In the example shown, the student has a grade of 18 out of a possible 20 points for Chapter 1; 10 points out of a possible 10 for Module 1, etc. Total shows the total points and total possible points so far.

For some assignments, such as tests, you can click the name for more info.

When you click on the assignment name, if you are allowed to see more info, a **View Attempts** screen opens, which will offer more info about your score. Click on the score for more info.
What happens when you click on the Navigation links in your course?

A link-by-link guide (Continued)

The **Communication** section provides links to important communication links within your **Blackboard** course.

**Course Messages** are like e-mail messages sent to your instructor or your classmates. Click on **Course Messages** (underlined text) to access this area.

**Blackboard Collaborate – Office Hours Link** – Click on the underlined text to access this area.

**Blackboard Collaborate** is a tool that allows your instructor to schedule face-to-face time with students online. **Collaborate** allows you to see your instructor (via web cam) and to talk to him/her if you have a computer with speakers and a microphone... or even a computer and a telephone. **Collaborate** also has a chat area, and a screen-share area where your instructor can share presentations, how-to videos, and much more.

The **OC Resources** area of your course provides links to valuable resources that can help you succeed in your course. In this area, you will find a link to Odessa College’s **Student Success Center (SSC)**, where you will find access to tutoring resources, including real live people to provide tutoring assistance to you. Click on the **Chat** link to visit with our **SSC** tutors! They can also work with you to help you improve your study skills, note-taking skills, effective reading strategies, essay writing skills, and much more!

Links to Odessa College’s **Learning Resource Center** (Library or LRC) provides you with access to online resources for research.

Links are also available to provide you access to support with your Odessa College e-mail, **Blackboard** questions you may have, and answers to other **Frequently Asked Questions**.
How Do I Submit Work in *Blackboard*?

**Using the Assignment Drop Box**

An Assignment Drop Box is a place within your course that you can submit your assignments. When your instructor places a link to an Assignment Drop Box in your Coursework area, you are expected to submit your assignment through that drop box. The drop box allows you to browse your computer, to locate a document, spreadsheet, image file, or other types of saved files, which can be uploaded to Blackboard.

Click **Browse My Computer**

Navigate to where you saved your assignment on your computer. Click on the file you want to attach, and click **Open**.

When your file is attached, you will see the file name listed under **Attached Files**.

If you realize that you attached the wrong file, click **Do Not Attach**.

You can add **Comments** – this will send a message with your assignment to your instructor.

When you are ready to submit the assignment, click **Submit** (there’s a button at the bottom of the screen, and at the top!)

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**Participating in Discussion Boards**

A Discussion Board or Forum in *Blackboard* is a place where you can interact online with your teacher and with your classmates. Your instructor may give you an assignment that involves posting something to a discussion board; this may also involve a requirement that you respond to posts by your classmates.

To post to a discussion board, click on the **underlined text** to open the Discussion Board.

Then, click **Create Thread** for your initial post. (Your initial message will start a thread of messages)
Participating in Discussion Boards (continued)

Type a **Subject** for your post in the **Subject** line.

Type your message in the **Message** area. If you need to paste a web address (URL) in this area, you can use the paste button from the tool bar, or hold down the **CTRL** key (on your keyboard) and press **V**.

When you are ready to submit your message, click the **Submit** button at the bottom or top of the screen.

Remember, this is a college class, and might be for a grade (check the information from your instructor). Make sure that your message is appropriate, grammatically correct, and free of spelling errors. You can type your message in a Word Processing application, and copy/paste to the message area after reviewing it!

Also remember to apply general rules of **Netiquette**! **Examples of rules of Netiquette:**

- Don’t use all capital letters in your message (THIS CAN LOOK TO OTHERS AS THOUGH YOU ARE SHOUTING OR ANGRY!)
- When you have submitted your message to the board, be sure to read posts of your classmates. This is a way for you to interact with other students… learn different perspectives about the material… and share thoughts and ideas. Be sure to comment on the posts of others, but make sure that your comments are appropriate and constructive! (Don’t be mean!)

To make read and comment on your classmates’ posts, click on a **thread** title

In my forum example to the right, only one participant has created a message thread. As more participants post, more threads will appear here!
Participating in Discussion Boards (continued)

This is the initial message for the thread Prezi Intro.

After reading this message, if you wanted to reply to it, you would click the Reply button.

The Quote button allows you to reply to the message too, but your message will copy the initial message as a quote into your reply.

Be sure your responses are appropriate, constructive, grammatically correct, and that they follow any guidelines your instructor may have provided you! These often count as part of your grade!

Taking Tests/Quizzes in Blackboard

Click on the underlined title of the test/quiz to access it in Blackboard.

Your instructor will have instructions for you before you begin. This tells you how long you have and any other special instructions for the test.

Click the Begin button when you are ready to start. The timer will begin when the test loads.

This tells you how long you have to complete the test. Make sure that you have that amount of time scheduled for yourself!

Click Submit when you are ready to start the test.
Taking Tests/Quizzes in Blackboard (continued)

For Fill in the Blank questions, click in the space provided and type your answer. Spelling and capitalization are important. Be sure to enter your response accurately.

Save Answer and proceed to the next question. If questions do not all appear on your screen at once, you may have to navigate to the next question with << >> buttons.

For Multiple Choice questions, select the correct response by clicking the appropriate button(s) (or check boxes) here.

Click Question Completion Status to find out how many questions the test has, and how you still need to answer!
Some **Blackboard** Tips and Tricks

What does this stuff mean?

1. Click on **My Blackboard** to return to the initial screen after you log in to blackboard. You will have access to your other **Blackboard** courses, announcements, and tools.

2. Click on **Courses** to return to a list of your courses

3. Your info – might have your name and a picture placeholder...

4. The number in the red block here shows you the number of alerts/messages you might need to address.

5. Click the **Logout** button to logout of **Blackboard** and close your browser window.

6. Opens **Global Navigation Menu** – which gives you access to messages, grades, updates, and much more information. Additionally this menu will give you access to **Personal Settings** -- where you can change some information that **Blackboard** displays to others, and where you can change your profile picture (or **avatar**)

To add a picture to your **Blackboard** profile, Click on **Settings** to change personal, then select **Personalize My Settings**

*Select *Use Custom Avatar Image* * Browse on your computer to the image you want to use  * Click *Submit*