

# Blackboard Basics . . .

*. . . Creating an account and enrolling in course sites.*

## Locating the JALC Blackboard Site

The direct URL for the John A. Logan College Blackboard server is <http://logan.blackboard.com>. Just type the URL listed above into your web browser’s address or location bar and press “enter” on your keyboard to access Blackboard. Also, you can always get to Blackboard from the JALC homepage by clicking on the Blackboard link in the left-hand column or by clicking on the Distance Learning Link in the yellow menu bar near the top of the page.

## Blackboard Technical Requirements

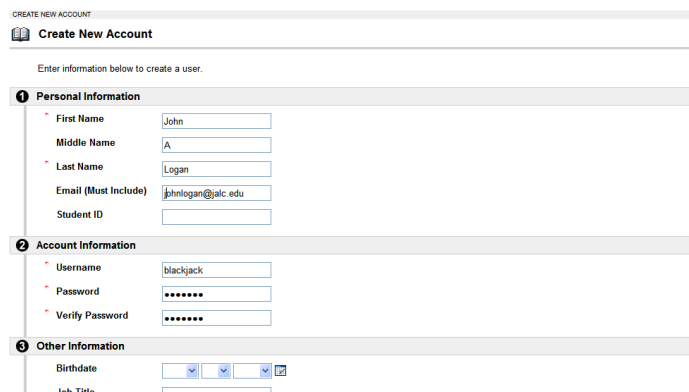
The only technical requirements for using Blackboard are an Internet connection and a supported web browser. While it is possible to use Blackboard over a dial-up Internet connection, a broadband (DSL, cable, or access provided at most schools, libraries, or businesses) is recommended.

## Supported Web Browsers

Supported browsers for Windows include Internet Explorer 6.0 and higher, Firefox 1 and higher, and Netscape 7.1 and higher. For Macintosh OS X supported browsers include Safari 1.1 and higher, Firefox 1.0 or higher, or Netscape 7.1 or higher.

## Account Creation

If you have never used Blackboard at John A. Logan College, you will need to create an account. Please note: If you already have an account but cannot login, contact Blackboard Support Team or use the lost password link on the login page to automatically recover your password. From the JALC Blackboard page, click on the “Create Account” link on the left-hand side of the screen to go to the Create New Account page.



CREATE NEW ACCOUNT

**Create New Account**

Enter information below to create a user.

**1 Personal Information**

- First Name: John
- Middle Name: A
- Last Name: Logan
- Email (Must Include): jhrllogan@jalc.edu
- Student ID: [Empty]

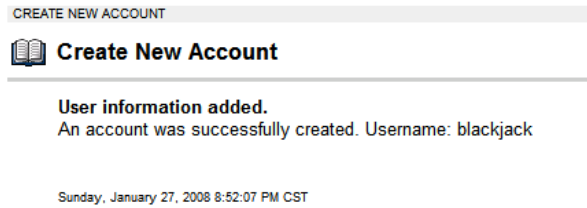
**2 Account Information**

- Username: blackjack
- Password: [Masked]
- Verify Password: [Masked]

**3 Other Information**

- Birthdate: [Dropdowns]
- Job Title: [Empty]

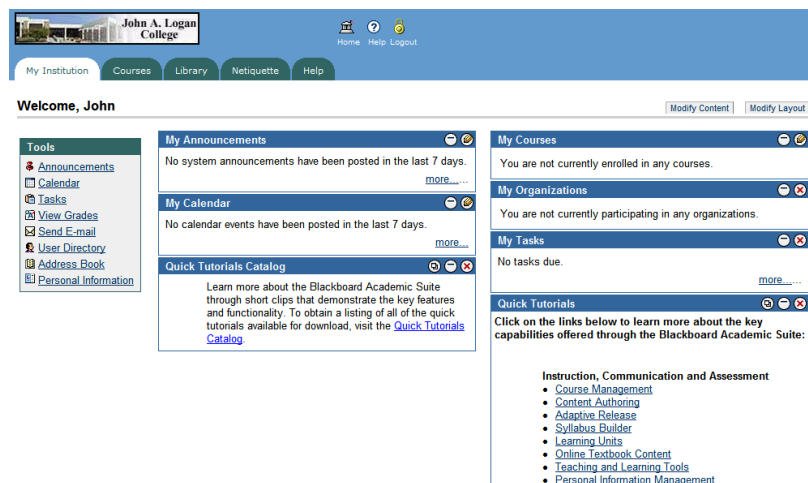
In section one (Personal Information) enter the appropriate information in the First Name, Last Name, and Email fields. Also, enter your student ID to ensure you receive credit for any orientation courses in which you enroll. In section 2 (Account Information) enter a Username and Password fields.



When Blackboard has successfully created your account you will see a “receipt” that indicates the process was successful and shows your new username. Clicking the OK button should either take you into Blackboard or to the login screen, where you may then login to the system.

### The “Welcome” Page

Once you login, the first screen you will see is the “Welcome” page. Some refer to the Welcome page as the “My Institution” page as this page appears when you click on the “My Institution” tab.



The My Institution or Welcome Page provides users with instant access to any new announcements posted to any courses in which they are enrolled in Blackboard as a student.

### Navigating with the Tabs

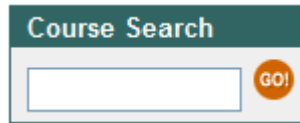


The tabs at the top of the welcome screen are always visible in the Blackboard Window. Just click on a tab to navigate to the particular areas associated with the tab. The tabs on the John A. Logan Blackboard site are: My Institution, Courses, Library, Netiquette, and Help.

**The “My Intuition” Tab:** Clicking on this tab will bring you back to the default or Welcome page that you see when you login to Blackboard. This tab is handy when you want to switch to a difference course or access any of your personal tools.

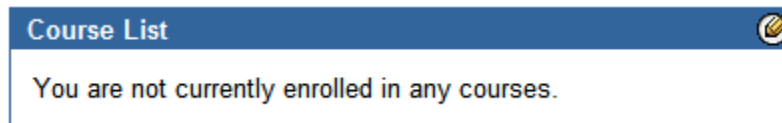
## The “Courses” Tab

This page contains three elements.



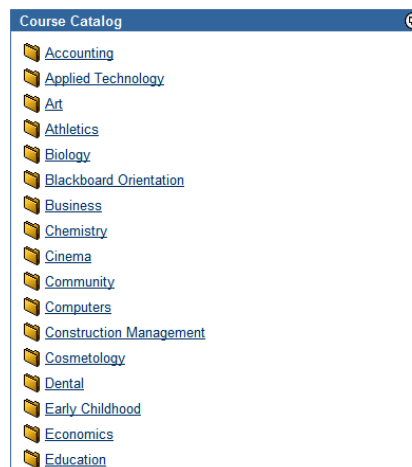
### Course Search Box

First, on the left-hand side of the screen is the “Course Search” box. This feature searches for course sites available in the Blackboard course catalog using the keywords entered in the search box.



### Course List Pane

Second, in the center column is the list of all course sites in which you are enrolled as a student. If you have no courses associated with your account that are available, the box will contain the message “You are not currently enrolled in any courses”.



### Course Catalog Pane

Third, in the right-hand column is the course catalog, which lists available courses by predefined categories. Only courses that have been “made” available by the instructor are listed in search results and in the course catalog.

## The “Library” Tab

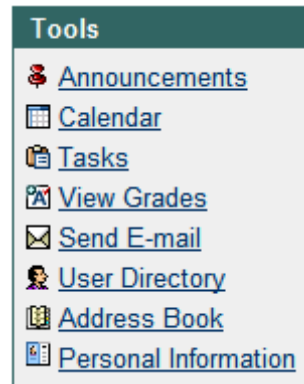
This tab takes you to the John A. Logan Library homepage.

## The “Netiquette” Tab

This tab takes you to the John A. Logan College statement on appropriate online etiquette—or Netiquette—for online instruction. Please note: Instructors may have a more specific netiquette statement regarding what they expect, and their specific policy supersedes the general policy statement specified on this page.

## The “Help” Tab

The Help tab takes you to the JALC Blackboard Support Team page containing contact information for the Blackboard administrators and to links to more information about Blackboard, training sessions, etc.



## The Tools Panel

The Tools panel is located on the left-hand side of the screen. There are a number of useful, but under-utilized, tools located in this area. While the Personal Information link is probably the most used link at this time, the others could prove useful to some students. Among the tools are:

- ❖ The **Announcements** link provides a place where all of the announcements from all of the courses in which you are enrolled can be viewed together in one place.
- ❖ The **Calendar** link provides a place where users can see all course events that have been entered in course calendars together in one place.
- ❖ The **Tasks** tool provides a place where users can see all of the tasks associated with their courses collected together in one place.
- ❖ The **View Grades** link provides a place where students can see grades for courses in which the instructor is utilizing the gradebook feature and has made the grades in it available for student viewing.
- ❖ The **Send E-mail** link allows users to send email messages to participants in each of their classes (providing that option is allowed by the instructor or each class).
- ❖ The **Address Book** link provides users with a personal address book.
- ❖ The **Personal Information** link allows users to change their password, edit their privacy settings, update their personal information, and to change their email address.

## Enrolling in a Course Site

To enroll in a course site, click on the Courses tab and either search for the proper course title or click on the appropriate subject area in the Course Catalog pane. When you see in which you need to enroll, click on the “enroll” button on the right-hand side of the screen. Please note: you might have to scroll to the right to see the enroll button. If there is no enroll button and it is after 12:00 PM on the first day of classes, please contact the instructor of the course or the Blackboard Support Team in room C230 or at extension 8278.