HOW TO USE BLACKBOARD

Blackboard is an interactive web-based organizational tool, created by the teacher of a specific course, for their students. It is meant to keep the student up to date with information presented by the instructor and includes all of the supplemental materials for the course such as syllabus, schedule, handouts, quizzes, etc. You will be expected to use the web tool on a regular basis to stay current with this course content.

LOGIN

http://bb.sduhsd.net

To access Blackboard you will need your Novell username and password. This is the same username and password you use to log into any computer on campus. If you do not know your username it is usually your full last name and first initial of your first name. If you have never logged into a computer at school your password is typically your ID number or birthday.

Have an account?

Please enter your credentials and click the **Login** button below.

Username: [   ]

Password: [   ]

Forget Your Password?

[Login]

ENROLLING

Once you are logged into Blackboard you will need to enroll in the proper course. Your teacher may or may not provide you with an "Access Code".
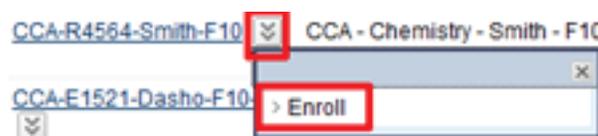
1. Select the tab titled "My Classes"

My Institution   My Classes
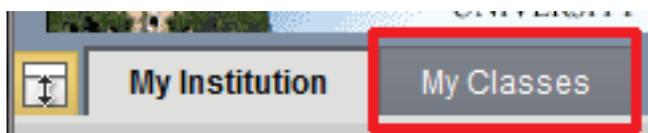
2. Enter the class title in the box labeled "Class Search"

Class Search

[   ] [Go]

3. Find your course and select the double down arrows to "Enroll" inthe class.

CCA-R4564-Smith-F10 [⌄]   CCA - Chemistry - Smith - F10

CCA-E1521-Dasho-F10   > Enroll

4. You will be prompted to enter in the "Access Code". Enter the code and select "Submit". You are now enrolled in the class.

Access Code   [   ]

[Submit]

NAVIGATION

Navigation will vary from Blackboard site to Blackboar site because of the instructor's preference. It will be up to you to visit each part of the web page to become familiar with the different components.

To the right is an example of the navigation boxes which are always located on the left side of the main content.

⌃ CCA - Chemistry - Smith - F10   »

Home Page

Class Information

Schedule

Units of Study
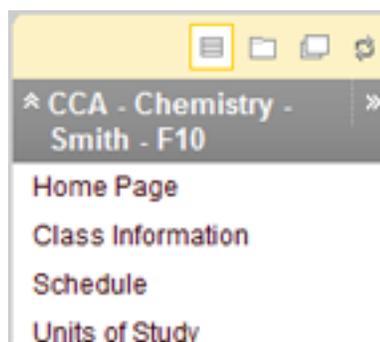
COMMON ICONS

Document- This picture symbolizes a document for download or viewing. The documents can be in many forms such as: Word, Excel, PowerPoint, PDF, JPEG, etc.

Folder- This picture symobolizes a folder which can contain multiple items such as Documents, Folders, Links, Quizzes, etc.

External Link- This picture symobolizes a link to the World Wide Web. When the link is selected a new browsing window will open to view the content.

Internal Link- This picture symobolizes a link to an exisiting page within Blackboard. Clicking on the link will take you to the page of interest for viewing.

Test (Quiz)- This picture symobolizes a exam or quiz which is ready for you to take. Most tests or quizzes have a specific time they are open, therefore do not wait to the last minute to take a quiz or test. Most intructors give specific instructions for exam or quiz.

Keys to success

To be successful using Blackboard it would be best to do the following:

- **Check the Blackboard site often. Check it after every class session.**

- **Spend time getting to know the layout of the information on the Blackboard web site. Be able to find items the instructor wants you to examine**

- **Get used to reading material on the computer. Many univeristies and colleges are pushing for more students to take classes online, plus you save a few trees.**

- **Ask others. If you have a question about where the information is located, ask another person in the class or the instructor.**