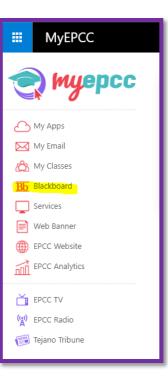
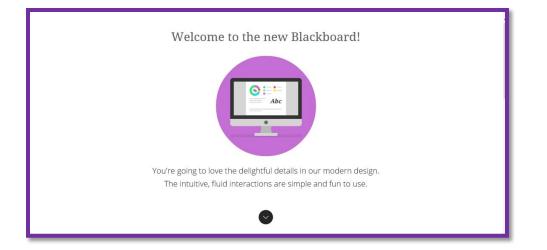
# **Instructional Continuity Blackboard Guide for Students**

### Logging in to Blackboard

- 1. Open Google Chrome and go to my.epcc.edu
- 2. Log in using your EPCC credentials
  - a. EPCC email
  - b. EPCC email password
- 3. Click on the *Blackboard* link located on the menu on the left
- 4. You will be prompted to log in again using your EPCC credentials
  - a. EPCC email
  - b. EPCC email password
- 5. If this is the first time you are logging into Blackboard, you may see the message below.
  - a. Simply scroll down the page and click *Get Started*
- 6. You're logged in!





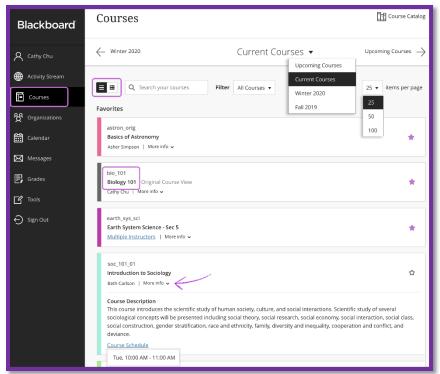
#### **EPCC Login Help**

Need help with your EPCC login credentials. Call the EPCC IT Department at 915-831-6440 or visit the <u>EPCC Account Recovery</u> page.

### **Easy Navigation**

From the moment you log in, you have access to core features in the menu where your name appears. You can easily return to the menu from wherever you are—even if you're in a course. You'll see the menu peeking from behind the other layers you have open.

# **Find Your Courses**



From the menu where your name appears, click on **Courses** to go to the Courses page.

On the **Current Courses** page, you will see the courses you are currently taking.

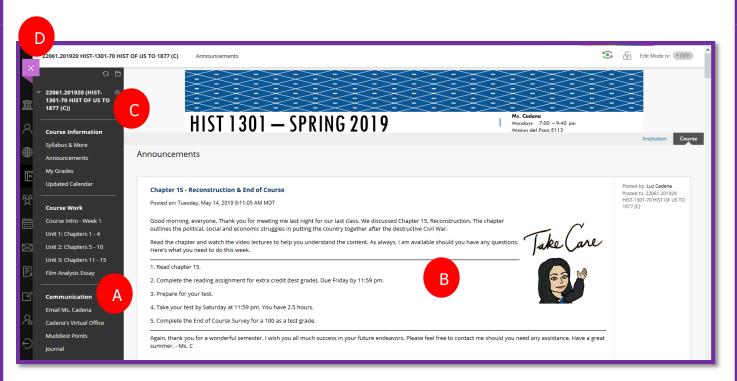
Click on **More info** on the course card to view the CRN.

Click on the course card to enter the course.

# **Inside a Course**

Let's orient you to the course interface.

- A. **Course Menu**: The access point for all course content. Your instructor controls which links appear.
- B. **Content frame**: The larger area of the screen next to the course menu that displays the selected content area, tool, module page, or material. Instructors choose the page that appears here when you enter a course.
- C. Course information: Course name and CRN
- D. Purple X: Close the course



### **Course Menu**

From the course menu your instructor will provide links to Blackboard tools, web links, and content areas.

### **Blackboard Tools**

Common Blackboard tools are course messages, announcements, and My Grades.

#### **Course Messages**

You can view messages in each of your courses. You can also create and reply to messages. **Blackboard Course Messages are NOT EPCC email**. Messages activity remains inside the Blackboard system. You can't view or send messages outside of your course. To view the messages for the course you're in, select the Messages link on the course menu.

Watch Course Messages in the Original Course View to learn more.

#### Announcements

Your instructor may use the Announcements tool to share important information and course updates. Your instructor may have set the course home page to Announcements and it may be the first thing you see when you enter the course. You can also access announcements by selecting the announcement link on the course menu.

#### **Web Links**

Your instructor might add web links to the menu to allow you to access resources outside of Blackboard. Simply click on the link to open it. Note that the link may open in a new browser window or tab.

#### **My Grades**

Your instructor may add the **My Grades** tool link to the course menu. On the My Grades page, you can view all the coursework and grades for the course you're in. If your work hasn't been graded, grade status icons appear.

Select an item's title to review your submission. For example, your instructor can type comments and highlight text in your document. Select an assignment's title to access the assignment's Review Submission History page and review the grade,

My Grades						
	All	Graded	Upcoming	Submitted		Order by: Course Order
	ITEM				LAST ACTIVITY	GRADE
	What d Survey	o you know?			Jun 3, 2017 12:24 PM GRADED	0
	Unit 1 ( Test	Quiz			Jun 5, 2017 4:53 PM GRADED	<b>30.00</b> /30.00000
	Unit 2 ( Test	Quiz			Jun 12, 2017 4:40 PM SUBMITTED	- 🔒
	Group Journal		nexpected Fact?		Jun 15, 2017 3:19 PM SUBMITTED	<b>30.00</b> /30.00000
	Space Journal	Exploration			Jun 19, 2015 5:40 PM SUBMITTED	- 😣
	Group Journal		nexpected Fact?		Jun 20, 2017 3:19 PM SUBMITTED	- 😣
	Group Assignr				Jun 24, 2017 9:56 AM SUBMITTED	- 🕒
					Jun 27, 2017 10:54 AM GRADED	<b>89.00</b> /100.00000
	Attend Attend				Jun 27, 2017 3:08 PM GRADED	<b>90.00</b> /100.00000

annotations, and feedback in context. If your file doesn't open automatically in the browser, your institution hasn't turned on inline viewing.

### **Course Work**

Your instructor will create content areas (folders) on the course menu. The content areas will have descriptive names allowing you to easily determine what content is inside.

Inside the content areas you may find a variety of content such as files, items, assignments and YouTube videos. Your instructor will provide instructions and directions to help you engage with the content.

#### Assignments

Your instructor will incorporate assignments into each week's content. Ask your instructor if you have questions about how your course is organized. Your instructor may make some assignments available after a certain date or after you complete a certain task. Contact your instructor if you don't see an assignment you think you should. If you submit after the due date, your submission is marked LATE and penalties may apply.

Your instructor will have you attach/upload your assignment or have you type it directly into the Text Submission box. If assignment instructions are not clear, contact your instructor.

Watch <u>Assignments Overview</u>, <u>Submit an Assignment</u>, and <u>Check Assignment Grades in</u> <u>Blackboard Learn with the Original Experience</u> to learn more.

#### **Discussions**

In discussions, you can share thoughts and ideas about class materials. In Blackboard Learn, course members can have the thoughtful discussions that take place in the traditional classroom, but with the advantages of asynchronous communication. Participants don't need to be in the same location or time zone, and you can take the time to consider your responses carefully.

Your instructor will pose a question or provide a prompt for the discussion. Follow instructions and answer the question or prompt to the best of your abilities. Remember to check for grammar and apply the basic rules of <u>Netiquette</u> (Internet etiquette).

#### **Access & Participate in Discussions**

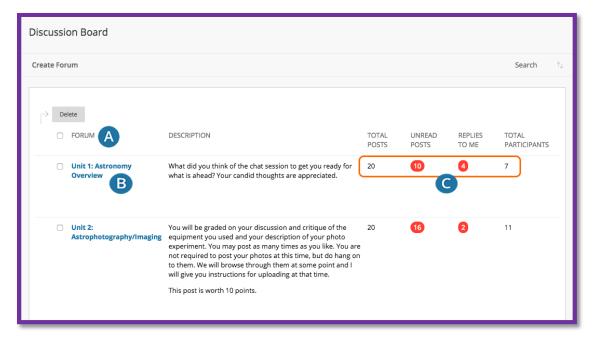
Your instructor will add a Discussion tool link to the Course Menu. Click on the link to access the Discussion Board.

On the Discussion board you will see the *Forums* in blue. These are the discussions your instructor created. Click on the blue link to open it.

Read the prompt or question, give it some thought, then click *Create Thread* when you are ready to post.

If you cannot see anyone else's post it is because no one has posted yet or your instructor is not allowing you to see other posts until you post your own.

The Discussion Board dashboard (below), will provide information such as the total number of posts per forum, unread posts, replies to you, and total participants.



Watch Use Discussions in the Original Course View to learn more about discussions.

### **Collaborate Ultra**

Your instructor may hold live web conferencing sessions to teach or communicate with you using Blackboard Collaborate Ultra. Blackboard Collaborate is a real-time video conferencing tool that lets users add files, share applications, and use a virtual whiteboard to interact.

You must access the Collaborate session room via a link provided by your instructor. Contact your instructor if you cannot find it.

For the best experience, access Collaborate using Google Chrome or Mozilla Firefox. You can also access Collaborate using your mobile device. Visit the <u>Collaborate Ultra</u> <u>Help for Participants</u> Blackboard Help page for information or assistance.

Watch Blackboard Collaborate with the Ultra Experience User Interface Tour.

# **Blackboard App**



Blackboard is a free student-only mobile app that provides access to Blackboard courses on smartphones and tablets. Blackboard is available for iOS, Android, and Windows. Visit the Google Play Store, Windows App, or Apple App Store on your device to download.

Log into the app using your EPCC login credentials (username & password).

Watch <u>Introducing the Blackboard App</u> to learn more or visit the <u>Blackboard App Help</u> page.

# **Blackboard Help**

Your first resource for assistance is always your instructor. Reach out for clarification, with questions, or when you need help.

If you experience technical issues, contact the **EPCC Blackboard Help Desk** at 1-888-296-0863. The Blackboard Help Desk is available 24 hours a day, 7 days a week.

Visit the Institution Page on the Blackboard Ultra Base Navigation menu for

information on tutoring, the Blackboard Help Desk, and more!

Stop by the <u>Blackboard Learn Help</u> <u>for Students</u> site for support with everything Blackboard.



# **EPCC Email**

Make sure to log into your EPCC

email often to check for College news and updates.