

What is Blackboard?

Blackboard Learn is a learning management system available to instructors and students at Crowder College. Blackboard Learn is an application for online teaching, learning, community building and knowledge sharing.

Accessing Crowder College Blackboard

1. Open a browser.
 - a. Firefox and Chrome are the recommended browsers
 - b. Avoid Internet Explorer.
2. Type in crowder.blackboard.com in the address bar and press Enter.
3. If this is the first time logging in type in your Crowder ID in the username and password boxes.
4. Click Login.
5. *Note:* If this is the first time logging in it is strongly recommended that you change your password.

Getting an Account

A Blackboard account is created automatically for every faculty and staff member when they begin employment at the University. Once employed by Crowder College the Educational Technology Department receives an email and the Educational Technology Department emails the employee the information needed to log into Blackboard

Removal of Courses

You cannot be removed from a course until the instructor has disabled the course. However, you can remove them from your initial screen (My Institution).

1. Login to Blackboard account.
2. Hover over the My Courses module and click the gear in the top right corner.
3. Uncheck the Courses box for any courses you no longer wish to have listed.
4. Click Submit.
5. Click OK to return to the My Institution page.

Expanding Course Menu

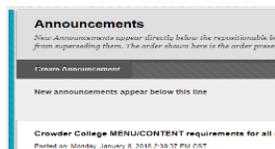
Depending on the browser being used and the type of computer being used the Course Menu can disappear. Follow the instructions below to show your Course Menu.

If your screen looks similar:



Click the arrow button. This will expand the course menu

If you don't see an arrow to the left you should be able to move your mouse down the left side of your window and the arrow should appear for you to click.



Browser Support

It is important that the browser works well with Crowder College's version of Blackboard Learn. To check browser compatibility navigate to crowder.blackboard.com and click Test Your Browser at the login page.

Supported browsers

	Desktop browser	Mobile browser
Chrome	49+	49+
Edge	20+	20+
Firefox	48+	48+
Internet Explorer	Unsupported	Unsupported
Safari	9+	with iOS 11+

Editing Personal Information

After the first login it is strongly recommended to change password. The Personal Information section allows instructors and students to make certain changes to their account.

1. Open the Global Navigation Menu by clicking on your name in the upper right corner. (For more on the Global Navigation Menu see page 4).
2. Click Settings at the bottom of the Global Navigation Menu.
3. Click Personal Information under the Settings menu.
4. Description of each option
 - a. Edit Personal Information – Change contact information, name, address, email address, etc.
 - b. Change Password – Change password in this setting
 - c. Personalize My Settings – Set which links appear on your My Settings navigation menu
 - d. Change Personal Settings – Set language, calendar, and help text options
 - e. Set Privacy Options – Select which fields of your personal information can be seen by others
5. Click Submit to confirm any changes made.

For More Information

More resources can be located from either Blackboard or the Educational Technology Department at Crowder College.

On Demand videos

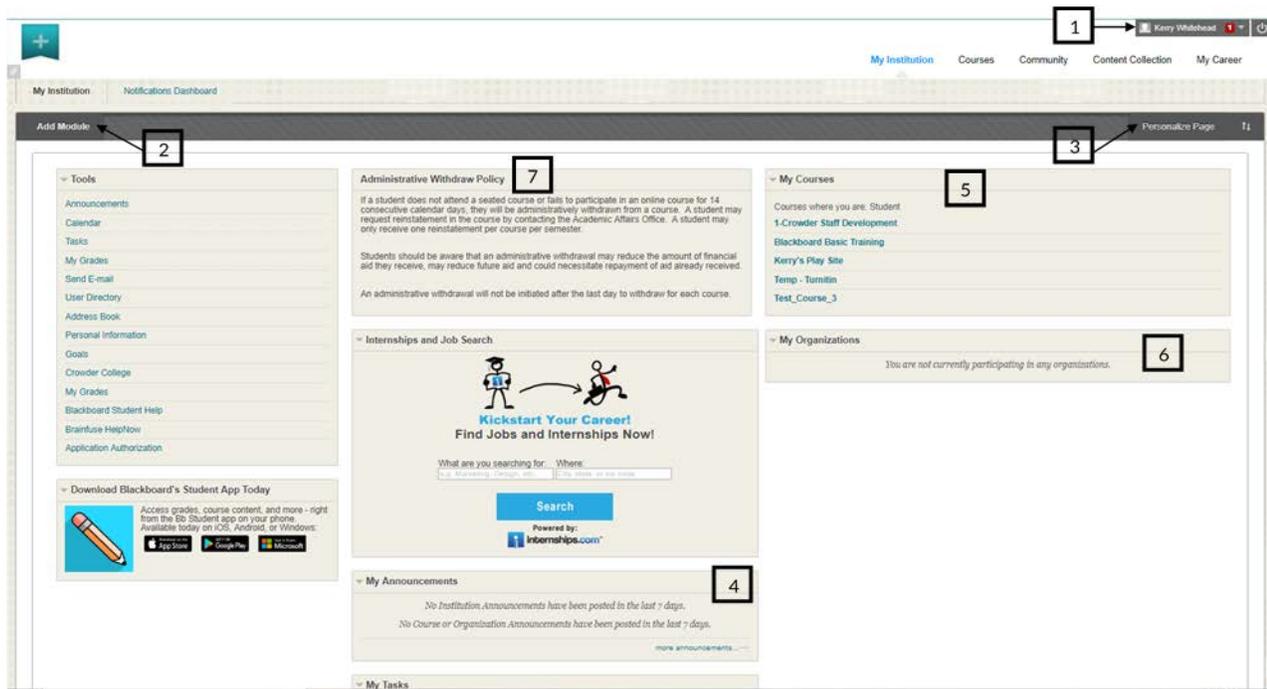
1. Log into Blackboard and maneuver to 01-Student How To's for current semester
2. Click Blackboard Help in the Course Menu on the left.
3. Click the folder that contains the information desired. Each folder has a handout and a list of videos.

Contact Educational Technology Department

1. The Educational Technology Department provides assistance with the technical aspects of Blackboard
2. Email EdTech@Crowder.edu or call (417-455-5518) the EdTech Department with Blackboard questions

Blackboard User Interface

Crowder Collge Blackboard Learn users have the ability to customize their view. Some of the features are shown below.



- 1 Global Navigation Menu** – Provides access to tools in Blackboard Learn. It provides one-click access to courses, settings, and help information. See page 4 for more information on the Global Navigation Menu.
- 2 Add Module** – Each of the sections on the My Institution page. Modules contain information about what's happening in courses and may be used to access commonly used tools. Examples of modules include My Announcements, What's New, My Courses, etc. Some modules are set by the institution and may not be modified.
- 3 Personal Page** – Users have the ability personalize the theme of their My Institution page. Click the Personalize Page button and choose desired theme. Click Submit.
- 4 My Announcements** – This module shows the announcements that have been posted for the courses in which the user is enrolled.
- 5 My Courses** – This module shows all the courses a user is enrolled in. The courses are grouped according to those in which the user is an instructor and the user is a student. See page ___ for more information on showing/hiding courses.
- 6 My Organizations** – This module shows all the organizations in which a user is enrolled. Organizations are reserved for non-academic purposes. The organizations are grouped according to those in which the user is a leader and the user is a participant.
- 7 Administrative Withdraw Policy** – This module explains the administrative withdrawal policy. This module can not be moved, removed, or edited.

My Blackboard

My Blackboard provides easy access to information about the institution and courses. Personal information can be changed in My Blackboard. Users can create their profile in My Blackboard.



Default Tools

Tools	Description
	Bb Home: Provides an overview of the items that need to be graded and recent posts.
	Calendar: Keep track of upcoming assignments, events, and other due dates.
	Posts: Displays recent posts, comments, and replies from discussions, blogs, journals and wikis
	Updates: View a list of notifications that alert to important events and information in enrolled courses/organizations
	Retention Center: This is an instructor-only tool. Check the overall academic health of courses
	Help: Go to Behind the Blackboard for manuals, tutorials and more.

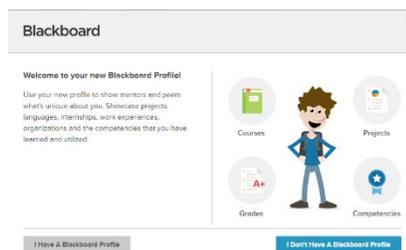
Social Tools

Tools	Description
	Profile: Define user's personal identity to share with the people in user's academic network. After uploading image, it replaced the empty profile icon.
	People: Find and interact with the user's students and peers.
	Messages: Communicate with anyone in user's Blackboard learning network, even those outside of the course environment.
	Spaces: Work and communicate collaboratively with the people in the user's academic network.

Creating a Profile

A profile allows the user to show how they want to be presented to peers and students. In the Blackboard profile, the user decides what they want to be called, share academic interests, a profile picture, and more.

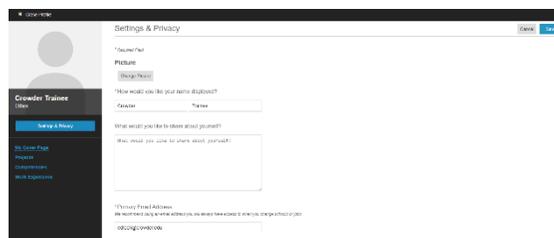
1. Open the Global Navigation Menu and click on the blank profile icon. If you hover over it with your mouse, it will read Edit My Blackboard Profile.
2. You will need to check that you have read and agree to the terms of service. Click Agree.
3. Enter an address in the My Primary Email Address box. Click Submit.
4. If this is the first time you are setting up your profile, click I Don't Have A Blackboard Profile.



5. Complete the information for the profile. Click Done.
6. Privacy Settings – decide on how the profile will be displayed. Click Done.
7. Click View Your Profile. You will be returned to Crowder College Blackboard My Institution page.

To change profile picture

1. Open Global Navigation Menu and click on the blank profile icon.
2. Click Settings & Privacy button.
3. Click Change Picture
4. Click Upload New
5. Locate desired image.
6. Click Save to save the image.
7. Click Save to save the changes to profile.



Blackboard Learn Course Environment

The screenshot shows the Blackboard Learn Course Environment interface. At the top, there is a navigation bar with 'My Institution', 'Courses', 'Community', and 'Content Collection'. Below this is a green header area with 'Announcements' and a search icon. On the left, there is a course menu with various links like '01-Student How To's Spring 2019', 'Announcements', 'TK20-Course Evals+', etc. The main content area is titled 'Announcements' and contains two posts. The first post is titled 'Blackboard Updates' and is dated 'Updated January 3, 2019'. The second post is titled 'Preparing your computer to work well with Blackboard' and is dated 'Posted on: Wednesday, July 18, 2018 11:50:34 AM CDT'. There are four numbered callouts: 1 points to the breadcrumb 'Announcements'; 2 points to the course menu; 3 points to the main content area; and 4 points to the user profile 'Kerry Whitehead' in the top right corner.

- 1 Breadcrumbs** – The breadcrumbs appear at the top of the page and provide a path of how the user navigated to current page.
- 2 Course Menu** – This is the user's access point for all course content. The instructor controls which links appear on the course menu.
- 3 Content frame** – This is the main area of the browser window where content items and tools are displayed. At Crowder College, the default view for the Content Frame is the Announcements page.
- 4 Global Navigation** – Provides access to tools in Blackboard Learn. It provides one-click access to courses, settings, and help information. See page 4 for more information on the Global Navigation Menu.