

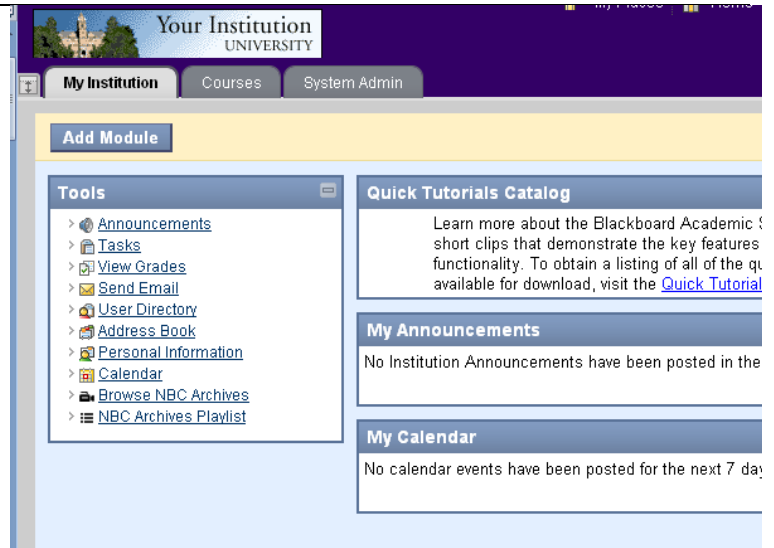


Student Quick Guide for Getting Started with Blackboard Learn 9.1

Blackboard Learn is the upgrade to Blackboard CE. The easiest way to get to the Blackboard Learn 9.1 login page is to go to myJSCC, from the JSCC homepage. After logging in through Campus Pipeline, select the link 'Blackboard Learn.' Note: Review JSCC Resources link for computer requirements and other helpful Handouts.

My Institution Tab

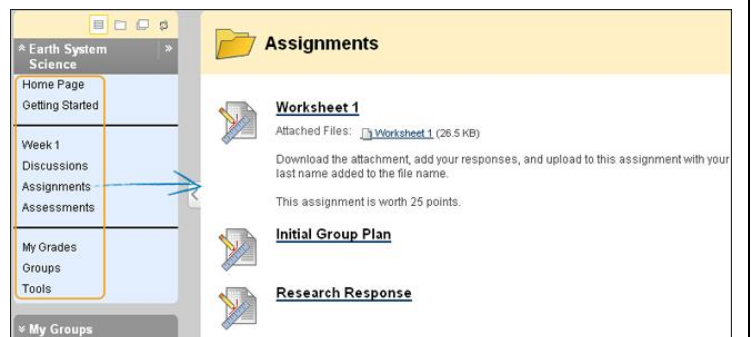
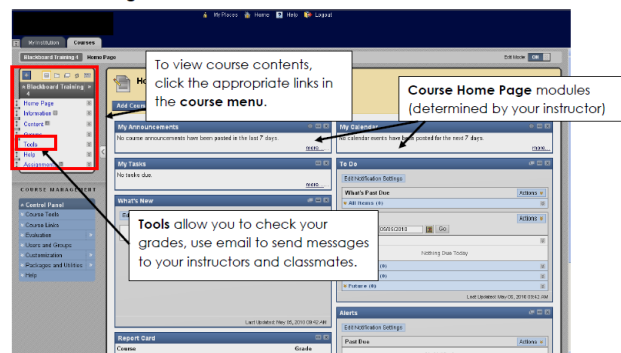
- List of Courses
- Tools
- Allows users to view information (i.e. announcements, calendar) from all courses
- Set Privacy Options
- Customize



A **Course Home Page** may contain modules or contain the main content area (determined by your instructor).

The Course Menu appears on the left side of a course and contains links to materials and tools within the course. To navigate the course areas, click on the desired link in the Course Menu.

Course Home Page

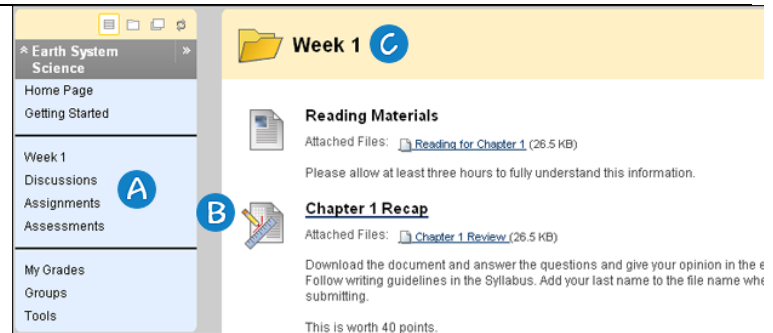


Course Materials

A Course Menu: The Course Menu appears on the left side of a course and contains links to materials and tools within the course.

B Content Frame: The content frame occupies most of the screen to display the current view. You will interact with content from this screen.

C Content Area: Content Areas are top-level containers that organize and store course content, such as lecture notes, assignments, and tests. The content appears in the content frame.

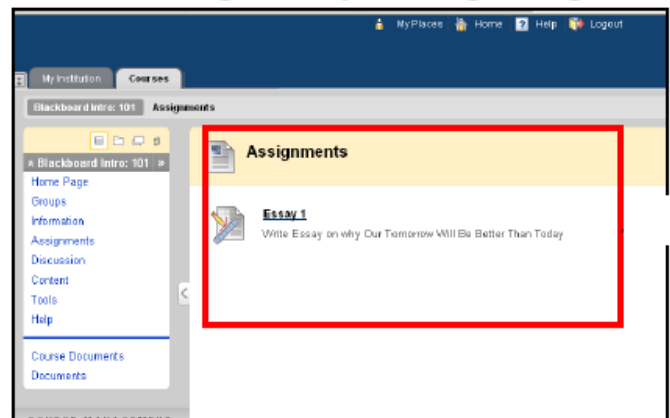


Assignments

Instructors may place assignments in any of their content areas, such as Course Documents or Assignments. **View and/or download Assignment:**

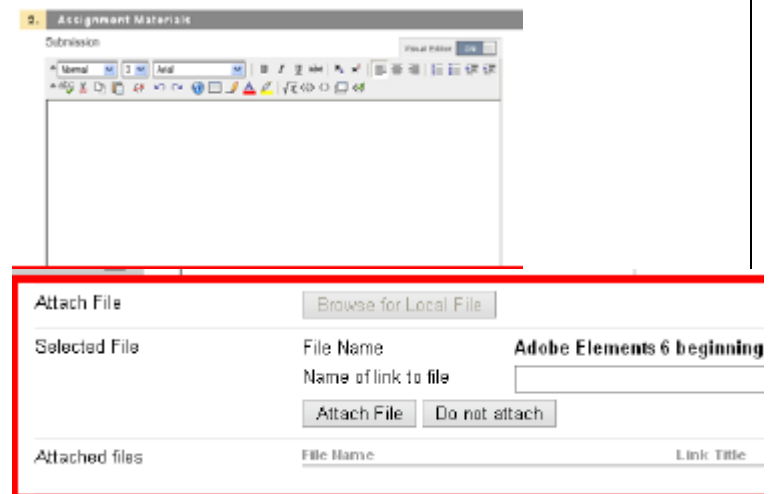
1. To view assignment, go to content area with assignment and click on assignment link.
2. If there is a file to download, there will be a download link to click on.

Downloading and Uploading Assignments



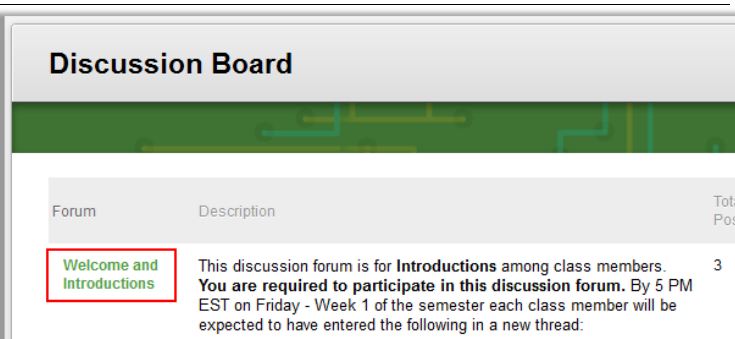
To Upload Assignment (to send to instructor)

1. Click on assignment and go to the upload assignment page. In the Your Files section, type your comments in the text box provided. To upload your completed assignment file, click on the **Browse** button.
2. In the Choose file dialog box, select your file and click the **Open** button.
3. Enter name of link to file.
4. Choose **Attach file** (important)
3. Choose the **Submit** button only when you are ready to turn in the assignment. Then **OK** button.



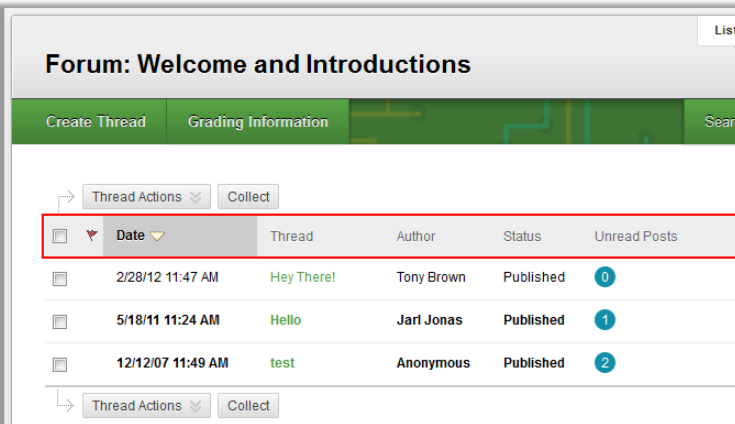
The main **Discussion Board** page displays a list of available discussion forums. A Discussion Board can contain one or more forums. A forum is an area where a topic or a group of related topics are discussed. For each forum, the page displays the total number of posts, the number of unread posts, and the total number of participants.

Click the Forum Name to enter it so that you can read the posts and make posts of your own.



Within a forum, a list of posts called threads is displayed either in Tree View or List View. To enter a thread to review related responses, click on the thread name. To create a new thread, click Create Thread. To manage which threads you see, make a selection from the action menu of the Display button.

Note: When using the Discussion Board to interact, you can keep your posts organized by changing their order and by marking them to further organize your collection.



Course Tools appear throughout Blackboard Learn. You can access tools from inside a course or from a tab.

Note: Your instructor controls which tools are available. If a tool is not available, your instructor may have disabled it.



Note: If you have a question about assignments, course content, or other course activities, you should direct those questions to your instructor.

For Blackboard technical assistance contact webcthelp@jeffstateonline.com

For information concerning Pipeline Login/Password and/or Enrollment Services contact: help@jeffstateonline.com / (205) 856-7704, (800) 239-5900 ext. 7704. [You may also leave a message on the evening voice mail (205) 856-7775. **All questions during normal business hours will receive a response as soon as possible.*]

For more information about Distance Education contact: (205) 856-7824