ACCC-ITL QUICK GUIDE
Getting Started with Blackboard

Blackboard Learn is a web application that allows the creation, administration, tracking, and delivery of digital content via course sites, to assess learning in online courses. A course shell for all CRN-based courses are automatically created 90 days before the beginning of each semester. An active netID and password is required to access Blackboard. Go to uic.blackboard.com to access the portal.

1. Access Blackboard

Access uic.blackboard.com. Click Login in the middle of the page to access your portal.

2. Log in to Blackboard

Enter your netID as your Username, and a password associated with your netID. Then, click Login.

3. Access your course

Locate the My Courses Plus module. Expand the appropriate semester folder as needed. Click on the course you want to access.
4. Navigate course site

Here are the different areas within the course page. See the appropriate letter to learn more about a panel.

A. View Mode

B. Course Menu

C. Control Panel

D. Content Area

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A. View Mode

**View mode** provides with options the course page preview. When editing the course, make sure that the **Edit Mode** is on (c). See the appropriate letter to learn more about a panel.

a. **Student Preview**
   
   You can edit the view that students see.

b. **Course Theme**
   
   You can edit the appearance of the course.

c. **Edit Mode**
   
   Edit Mode enables you to edit the course. Make sure it is **On** when editing the course.
B. Course Menu

The **Course Menu** consists of links students use to navigate the course site.

Hover over the **plus sign** to add items in the area. Click the **chevron** that appear when you hover over each item to **delete** or **rename** them. You can also **hide** the item from the students from here.

*Note:* Pages hidden from students will have this crossed-out sign next to the item. For example:

![Blank Page](image)

C. Control Panel

The **Control Panel** allows you to access all the instructional and customizing tools.

a. **Course tools**
   - You can edit, store, and gain information on various third party and external tools.

b. **Users and Groups**
   - You can view and edit the status of students and instructors enrolled in the course. You can also create groups within your course.

c. **Customization**
   - You can customize, edit, and view the course information such as **Course ID** and **Course name**.

d. **Packages and Utilities**
   - You can **copy** and **merge courses** from here.

D. Content Area

The **Content Area** is located at the top of the page for all content. You can **create content**, **assessments**, and attach **tools**.

![Assignments](image)