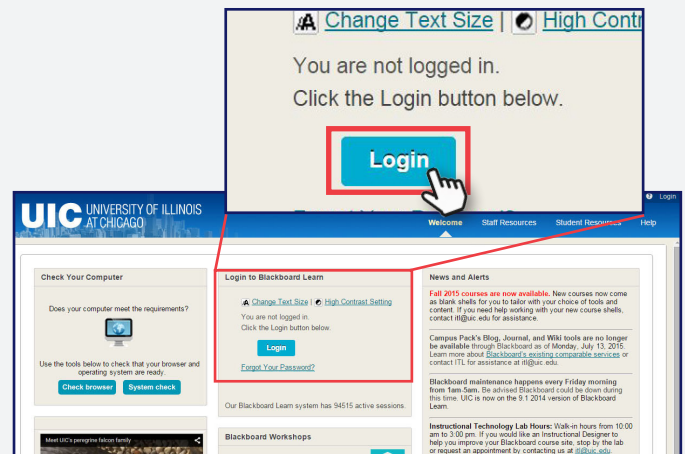


# Getting Started with Blackboard

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](http://uic.blackboard.com) to access the portal.

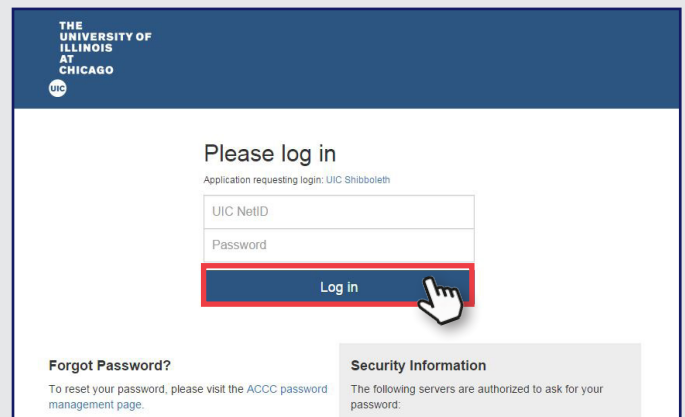
## 1. Access Blackboard

Access [uic.blackboard.com](http://uic.blackboard.com). Click **Login** in the middle of the page to access your portal.



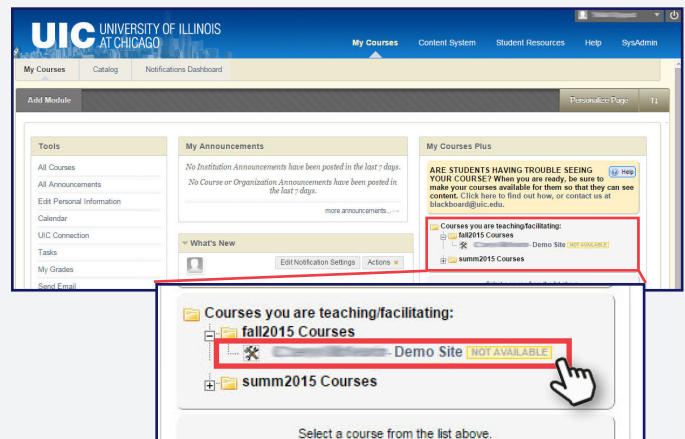
## 2. Log in to Blackboard

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

### C. Control Panel

### B. Course Menu

### D. Content Area

The screenshot shows the Blackboard course site interface for the University of Illinois at Chicago. The top navigation bar includes 'My Courses', 'Content System', 'Student Resources', 'Help', and 'SysAdmin'. Below this, the 'Announcements' panel is visible, with a 'Create Announcement' button and a list of announcements. The left sidebar contains a 'Course Menu' (B) and a 'Control Panel' (C). The main content area (D) displays the 'Announcements' section. A red box (A) highlights the 'View Mode' controls at the top right, including a refresh icon, a theme icon, and an 'Edit Mode is: ON' toggle switch.

## 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

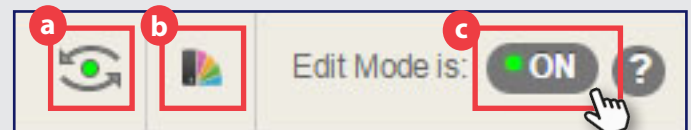
You can edit the view that students see.

### 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.



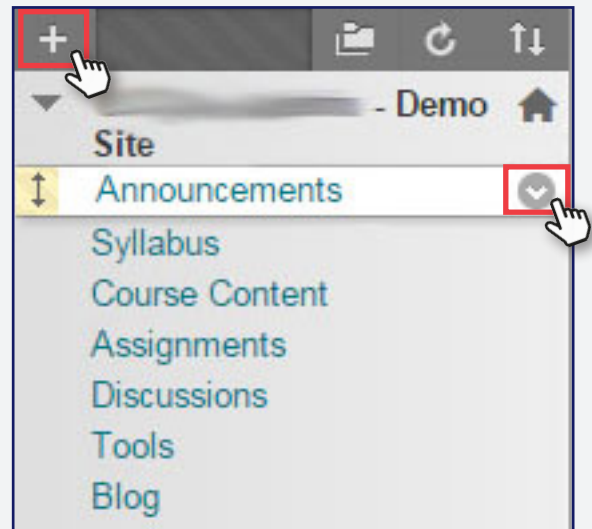
## B. Course Menu

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 



## 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**.

