



Login at <http://blackboard.highline.edu>

## Orientation: Tour

### Demonstration and Guide to Features

- Login screen
- Home (Entry) page
- Sample course (content, communication, assignments, testing and grade book)
- Control Panel

### Login Screen

Users must login to access their BlackBoard courses. The page shown in fig. 1, below, appears after clicking the login button on the initial page at <http://blackboard.highline.edu>. (Note that on this initial page, users can select alternate languages in which to view their BlackBoard shell. Instructors can enforce a particular language in their own courses.) Users enter their username and password at the login screen. They can find a reminder about HCC's default login; and the "Forgot Password" link, in case they need to reset their password. They can also find announcements from the BlackBoard Administrator and a link to the IC help page.



Welcome to  
*Blackboard 7*  
at Highline Community College

Login to Highline's Blackboard here

Enter login information here and click the Login button below.

Username:

Password:

[Forgot password?](#)

Login

### Emergency Blackboard Downtime

We will be having emergency downtime today, Thursday 3 January 2007, off and on in order to attempt to correct the ongoing issues with Blackboard content. Please refrain from using the system until further notice.

**HCC Blackboard Help:** <http://flightline.highline.edu/ic/help/bb.php>.

### HCC Blackboard Default Logins:

**Blackboard Student Username:** The first seven (7) letters of your first name and the first seven (7) letters of your last name.

- If either your first or last name is shorter than 7 letters, then we will use as many letters as are in your name.

Figure 1. Login screen

## Home Page

The Home page (fig. 2) is the user's home base. It features Tool links that aggregate all courses and allow users to add their own events and items (e.g. Calendar and Tasks). Users can see all new announcements, and can select from their courses. They can also use the Modify Content and Modify Layout buttons on the upper right to customize the appearance of this page.

Figure 2. Home page

## Course Overview

Building your course is a matter of organizing and placing different teaching tools and your existing materials into the BlackBoard platform. Your course site is organized into functions located on the navigation panel (see fig. 3 below).

You can label these buttons or links according to your approach to teaching your class. You can also add and remove buttons or links. For example, if you want a link directly to your syllabus, you can add one. Figure 3 below shows a course menu that has been customized.


FEATURE	DESCRIPTION
 <p>Home Highline</p>	<p><b>Announcements</b> - Post important information for your students -- especially information about dates or deadlines. Go to the Control Panel to add an Announcement.</p>
<p>Announcements Course Information Assignments Quizzes Communication Discussion Board Instructor Information External Links Dictionary Objectives</p> <p><b>Tools</b></p> <ul style="list-style-type: none"> <li>Communication</li> <li>Course Tools</li> <li>Course Map</li> </ul> <p>Control Panel</p> <p>Refresh</p> <p>Detail View</p>	<p><b>Course Information</b> - Use this section for your course syllabus, testing requirements, policies, tech support information, etc...</p>
	<p><b>Course Documents</b> – A content page. You can change the page label, if desired.</p>
	<p><b>Assignments</b>- This is a good section to list assignments, quizzes, surveys, and other assessment pieces.</p>
	<p><b>Instructor Information</b>- Place information about the instructors in this section. Go to the Control Panel to access the form for posting your information here.</p>
	<p><b>Communication</b>- This section contains all the communication tools including e-mail, threaded discussion, virtual chat, etc...</p>
	<p><b>Discussion Board</b>– You can add a direct link to the discussion boards.</p>
	<p><b>Groups</b>- If groups are assigned as part of a course, members can access group homepages and other tools in this area.</p>
	<p><b>External Links</b>- An optional section for links such as reference material, the library catalog, etc.</p>
	<p><b>Course Tools</b>- Students can view and update their personal information, create personal web pages, see the course calendar, and more.</p>
	<p><b>Dictionary</b>– Example of a direct link to an external web page, added by the instructor.</p>
	<p><b>Course Map</b>- Gives immediate access to the directory of documents and tools in a course.</p>
	<p><b>Control Panel</b>- This is where you make changes to course materials and course design. You will also use this section to create quizzes and other assessments, update student information, enroll students, access the grade book, and more.</p>

Figure 3. Navigation panel (left)

## Control Panel

The Control Panel can be accessed only by the Instructor. Students will not see the “Control Panel” link, as visible in fig. 3. There are six areas to the control panel. The Content and Tools areas reflect what you have chosen to make available in your course. The Course Options area is where you can customize your course (see “Customization” module). Other areas are also covered in separate modules.

The screenshot shows the BlackBoard Control Panel for the course "TEST\_JADAMS: jadams test course - Janice Adams (Instructor)". The interface includes a navigation bar with "Home" and "Highline" buttons, and a breadcrumb trail: "JADAMS TEST COURSE (TEST\_JADAMS) > CONTROL PANEL".

Content Areas		User Management	
<a href="#">Course Information</a>	<a href="#">Quizzes</a>	<a href="#">List / Modify Users</a>	<a href="#">Enroll User</a>
<a href="#">Assignments</a>	<a href="#">External Links</a>	Create User	<a href="#">Remove Users from Course</a>
		Batch Create Users	<a href="#">Manage Groups</a>
Course Tools		Assessment	
<a href="#">Announcements</a>	<a href="#">Collaboration</a>	<a href="#">Test Manager</a>	<a href="#">Gradebook</a>
<a href="#">Staff Information</a>	<a href="#">Glossary Manager</a>	<a href="#">Survey Manager</a>	<a href="#">Gradebook View</a>
<a href="#">Send Email</a>	<a href="#">Messages</a>	<a href="#">Pool Manager</a>	<a href="#">Performance Data</a>
<a href="#">Discussion Board</a>	<a href="#">Course Health Check</a>	<a href="#">Course Statistics</a>	<a href="#">Early Warning System</a>
Course Options		Help	
<a href="#">Manage Course Menu</a>	<a href="#">Course Copy</a>	<a href="#">Support</a>	<a href="#">Contact System Administrator</a>
<a href="#">Course Design</a>	<a href="#">Import Course Cartridge</a>	<a href="#">Manual</a>	<a href="#">Quick Tutorials</a>
<a href="#">Manage Tools</a>	<a href="#">Import Package</a>		
<a href="#">Settings</a>	<a href="#">Export Course</a>		
<a href="#">Recycle Course</a>	<a href="#">Archive Course</a>		

Figure 4. BlackBoard Control Panel

Note the sixth area, labeled “Help.” There are links there to the BlackBoard manual and to Quick Tutorials, (also available on your home page). “Contact System Administrator” is an email link directly to Highline’s IC Help hotline. You can also get help using BlackBoard from Instructional Design, at [id@highline.edu](mailto:id@highline.edu).