

# Blackboard Getting Started Guide

Use this guide to help you better understand how your online class works.

## Tour of an Online Classroom

### Upper Tool Bar



Notice the Home Tab is always available. It is especially useful, if you are taking more than one course. Selecting the Home Tab will give you access to your other classes without having to exit and re-entering.

### Leaving Course Correctly

The upper banner area of your virtual classroom will always be visible to you. This is where you exit your course. Always remember to do it here and not the upper "X" of your browser. This way you will not fill up the temporary memory of your computer which can slow your computer down.

The Blackboard Help tab area offers you links that will help you better understand how to do things in your online classroom. It is there to "Help" you.



## Three Parts of Your Classroom

When you enter your class, you will notice it is divided into 3 main parts:

1. Left Navigation Bar
2. Banner
3. Announcements

Make sure you are in the COURSE view; if you are not in this view, you will not see the announcement.

**Navigation Bar**

**Banner**

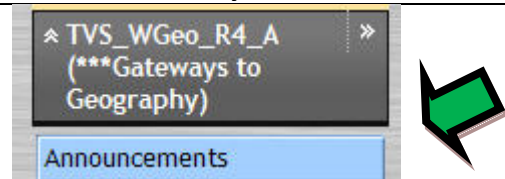
**Announcements**

Because of multimedia, this course is best viewed using Internet Explorer 8.0 or higher. [Click here for a link to a free download for this browser.](#)

The study of Geography is more than just maps and knowing the location of countries and capitals. Geography is a dynamic discipline that, when coupled with problem-solving skills, results in greater insight and deeper understanding.

## Announcements

Announcements are extremely important and should be read daily. This is where your teacher communicates expectations for the day or for the week. Often instructions are listed that will change a due date or guide you to something new or unexpected in your class for that day or week. It is your responsibility to check these daily. These are located directly under the Announcements banner in the main center screen of your classroom. The default page of your classroom is the Announcements button.



When you click on this button it will always bring you back to the opening page of your classroom.

## Banners



### Gateways to Geography

Check your messages daily

Always notice the banner...many times it will change and relay to you important information from your online teacher. Notice this banner tells you to read your messages daily.

Sometimes banners introduce a new unit or topic.



### PRESENTATION

(how not to bore your audience)



**¡Felicitaciones,  
¡legamos al fin!**

Other times these may be in the foreign language that you are taking.

Finally, it is a way your teacher can convey a message to the entire class at one time. Make sure you notice these because teachers sometimes give you extra point opportunities and clues may be located within these banners.



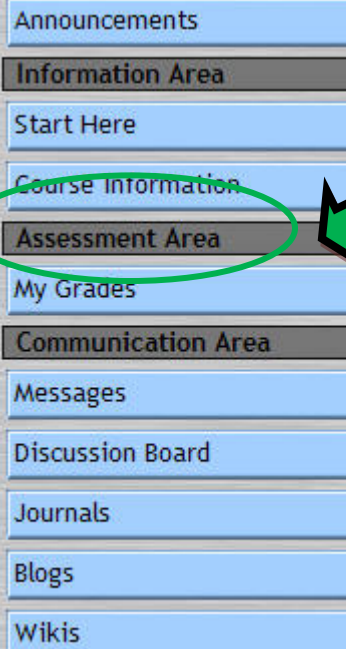
It has been great having all of you in class!  
Congratulations on successfully  
Completing Spanish !!



## Navigation Bar

The left navigation bar is your access to all parts of your online course. Notice there are gray subheadings that tell you what is found within this area. In this portion of this example course you have the following classroom areas:

- **Information Area** – location of important materials such as course syllabus.
- **Assessment Area**- location of your personal grade book (My Grades) when you open this area, you will see the grades you receive on all assignments and tests
- **Communication Area**-location of areas you will use to communicate with your teacher and other members of this class. **(Note: if you are told to do a Blog assignment, can you guess which button on the right you would select to perform this task?)**



Notice the gray subtitle, it tells the location of course materials by category.



Other areas you will find in your course would be

- **Content Area** – location of your curriculum. Often your teachers will only make available the unit, chapter, or module you are working in and will not open the next one until you have satisfactorily completed the first one. **We are not a race to finish early but here to learn the curriculum.**
- **Other areas** – Many courses will have areas that are unique to that course.