



Quick Start Guide to American University Blackboard

Purpose of this Guide

This guide is meant to help you navigate American University Blackboard. If you have previously worked with any version of Blackboard you will find that most of its features are the same. Many of the changes in navigation are cosmetic and designed to offer a more streamlined experience. There are also new features that will allow you to do more in a more generous interface.

What is Blackboard?

Blackboard Learn is an online multimedia content management which professors can use to host video, audio and text documents relevant to your class. Professors can also use Blackboard to collect assignment, give online tests and quizzes, and even hold live lectures.

Step 1: Technology Advice

Preferred Browsers:

Here in the Blackboard Support office strongly suggests that you use the most up-to-date versions of Apple's Safari, Mozilla Firefox, or Google Chrome (all free). These browsers have no known issues. Internet Explorer does not properly render Blackboard's Grade Center, and we do not advise you use Internet Explorer with Blackboard.

Accessing Blackboard:

There are two ways to access Blackboard:

1. Go to the AU Portal at <http://myau.american.edu> and click on the link under **SHORTCUTS** on the right hand side of the screen that says: "Blackboard."
 2. Point your browser directly to <http://blackboard.american.edu>
 - We suggest you "Bookmark" <http://blackboard.american.edu> in your browser for easy access. **Please note:** You cannot bookmark pages within Blackboard after you've logged in as you will receive an error when trying to access them.
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Step 2: Logging In

Blackboard uses the same username and password created by students and faculty for the University's network accounts so **new students first need to create network accounts**. These can be created at <https://my.american.edu>. If you have not yet created this university network account, you will need your AU ID number to create this account which is obtained during the orientation or through mail in your acceptance packet.

After you create your network account, you will be in the Blackboard system. Please note that you must change your password for your network account every 90 days, or you can opt-in for a 1-year password. If you are unable to log in to Blackboard, you should reset your password at <http://myau.american.edu> or by clicking the "Reset an expired or forgotten password" link on the login page.

To Login:

Note: Before you can login you will need to set up an account on AU system by going to <https://myau.american.edu/> and clicking the “New students, faculty, and staff: Create your account” link. You will need to have your AUID number to do this.

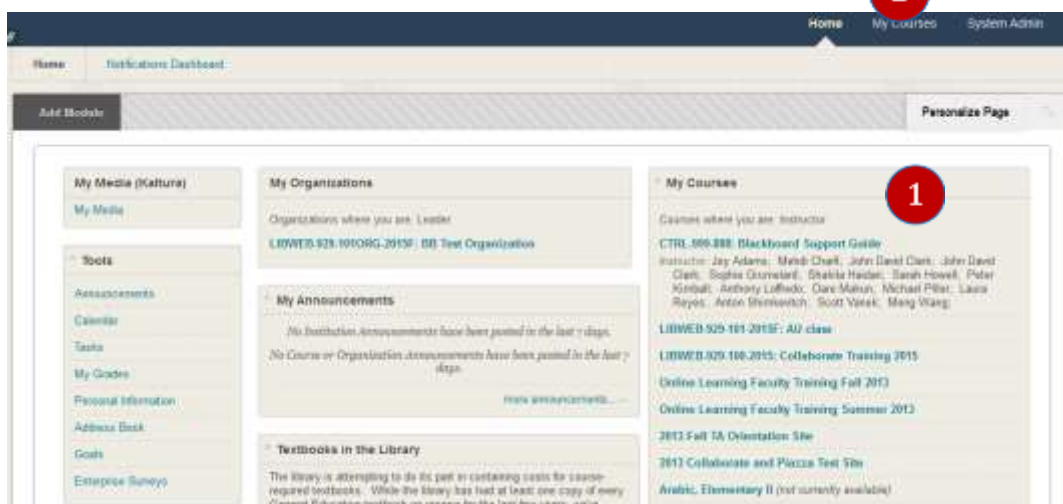


1. On the blackboard.american.edu page click the blue “Login” button.
2. Enter your username and password. **DO NOT type in @american.edu after your username or the login will fail.**
3. Click the “LOG IN” button to access Blackboard environment.
4. You can reset an expired or forgotten password by clicking the “Reset an expired or forgotten password” link on this page.

Step 3: Navigating Blackboard

Main Page

1. When you log in to Blackboard, you will see what is called the “Home” page/tab. It shows several modules which you can personalize. The most important is the “My Courses” module which lists the courses in which you are enrolled.



2. To get into the unique Blackboard Page for your course, you will find the course in your list and click on the name of the course. If your list is very long, and features courses with the same name,

you can alternatively click on the “Courses” page which offers a complete “Course List” which includes Course IDs, e.g. IBUS-100-001-2015F.

⌵ Merge test (LIBWEB-929-002)

Announcements

Information

Content

Discussions

Groups

Tools

Help

Syllabus Template

Send Email

Course Reserves

🏠 Navigating your Course Page

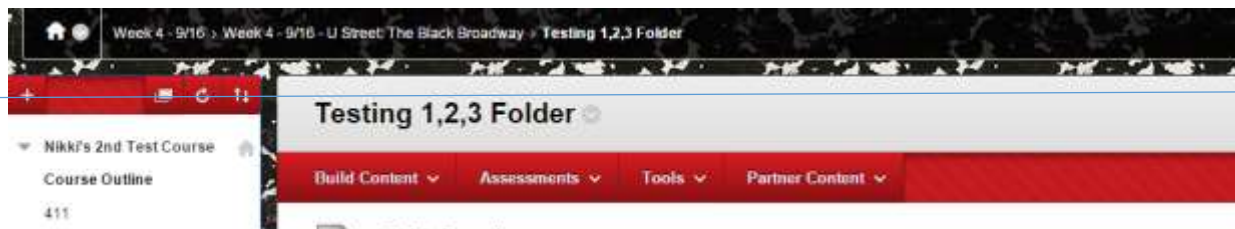
Menu – On the left hand side of the screen, you’ll see a menu containing buttons that students can click on to access Content Areas or Tools.

Content Areas – Blackboard pages which contain items such as Assignment, Reading and other documents that the Instructor wants you to see. In the example on the left, the content areas are “Content,” and “Information.”

Course Tools or **Tools** – A link to applications within Blackboard. On the left, the course tools are “Announcements,” “Groups,” “Discussions,” “Course Reserves,” and “Tools.” The difference between Content Areas and links to Course Tools is that Content Areas usually contain documents or links, where Course Tools are specific links to applications within the Blackboard environment.

Navigation (“Breadcrumbs”—use the breadcrumbs under the tabs to speed up your navigation).

See below, the breadcrumbs at the top which read: Week 4 - 9/16 > Week 4 9/16 - U Street: The Black Broadway > Testing 1,2,3 Folder



Step 4: Navigating your Course

Submitting Your Work

Submitting an Assignment

1. The assignment link should look something like the example below:



This is an assignment

Please click the title above to submit your assignment.

2. Click the bold text to enter the assignment submission page.
3. Your instructor will probably want you to submit the assignment in a Word or PDF so you will need to click use the “Browse My Computer” button to find and attach your file.
4. Then click the blue “Submit” button to finalize and submit your assignment. **If you have made a mistake and submitted the wrong assignment, please talk to the Instructor in the course before contacting us.**

ASSIGNMENT INFORMATION

4

Points Possible
100

Please click the title above to submit your assignment.

ASSIGNMENT SUBMISSION

Text Submission

Write Submission

Attach File

3

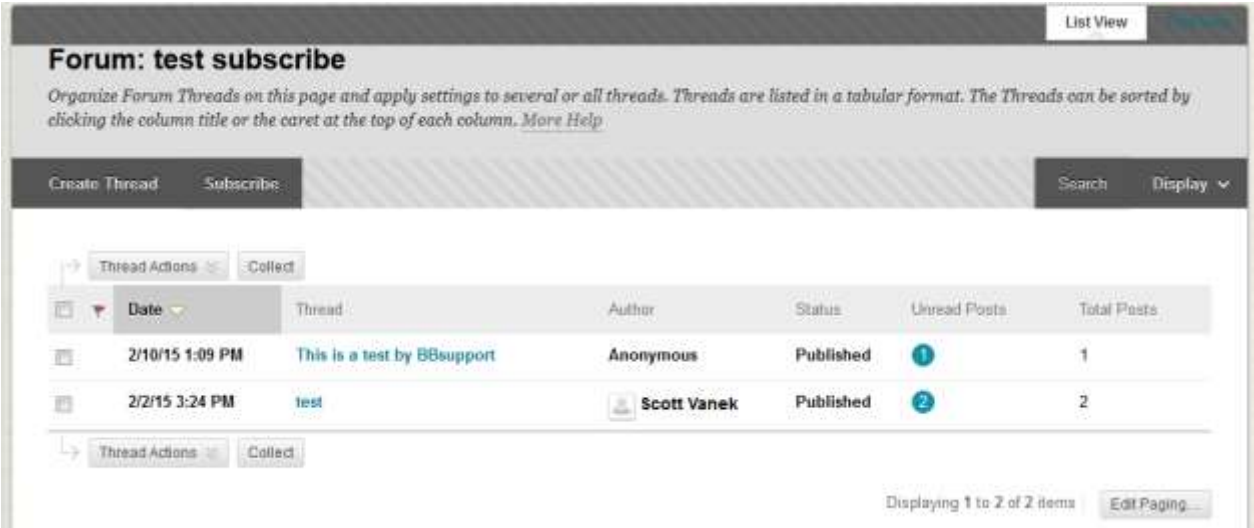
Browse My Computer

Browse Course

Posting in Discussion Board

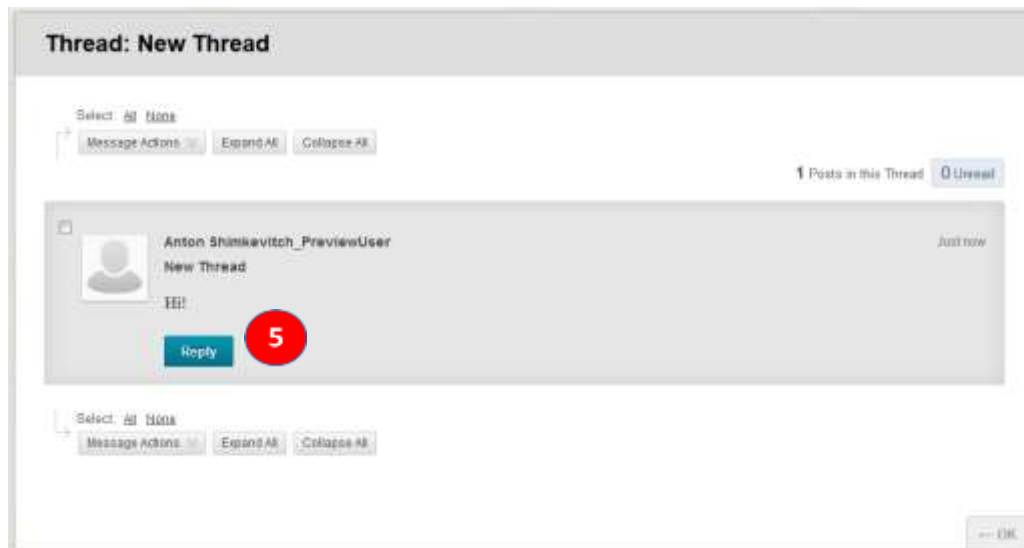
Your Instructor might ask you to make posts on topics in something called Discussion Board. You can access this tool either through “Discussion Boards” under “Tools” or “Discussions” link on the course page if available.

1. Click on “Tools” and then click “Discussion Boards” or click the “Discussions” link if available.
2. Click on the Forum you need to post in.
3. There are two ways you can posts. The most common is that you will see a “Create Thread” button. Click the button and you will be on your way to making the post. Click submit when you are done
4. The second way to post is if Instructor wants you to reply to a topic thread instead of making your



own. Simply click the thread link.

5. Then click the “Reply” button for the thread you want to reply to.



6. Once you are finished, press “Submit.”

View Your Grades

There are two ways to look at your grades in Blackboard. If you want to see all your grades for all your course en masse you can do so from the “Home” tab in Blackboard by clicking on the “My Grades” link in the “Tools” box on the left hand side.

You can also look at an individual course grades from inside your course by going inside the course clicking the “Tools” link and clicking the “My Grades” link. This view will be specific to that course.

Send email to other persons in the class

There are two ways to send emails to students:

- 1) Click on “Tools” and then select “Send Email” or the “Send Email” link if one is available. There you’ll be able to select what group of Blackboard users you’d like to send an email to. If you’d like to make sure that you and any Teaching Assistants receive a copy of the email, select “All Users.”
- 2) Go to the Control Panel. Select “Send Email” and follow the same steps as listed above.

Please note: Blackboard does not maintain a log of your emails. The only record will be the copy of the email sent to you, the sender.

Need More Help?

For face to face support, please visit the Blackboard Support Center in Room 321 in the Library. We are open from 9 AM to 5:30 PM M-F.

For telephone support for Blackboard, Collaborate and Kaltura please call (202) 885-3904. This support is now available 24/7. Or email blackboard@american.edu.

For help with passwords and access: helpdesk@american.edu

Other Sources of Help:

1. **Further Blackboard documentation for faculty and students is at:**
<http://www.american.edu/library/technology/blackboard/index.cfm>
2. **Official Blackboard Tutorial for Students to get Started:**

[https://en-us.help.blackboard.com/Learn/9.1 Older Versions/9.1 SP 14/Student/030 Nav My Blackboard](https://en-us.help.blackboard.com/Learn/9.1%20Older%20Versions/9.1%20SP%2014/Student/030%20Nav%20My%20Blackboard)