

## Introduction to Blackboard

“Blackboard is the software used for the online delivery of course material. Blackboard allows instructors to put their syllabus, lecture notes, PowerPoint presentations, and assignments online, giving students access to the material anytime, 24/7. It also includes interactive features such as discussions.

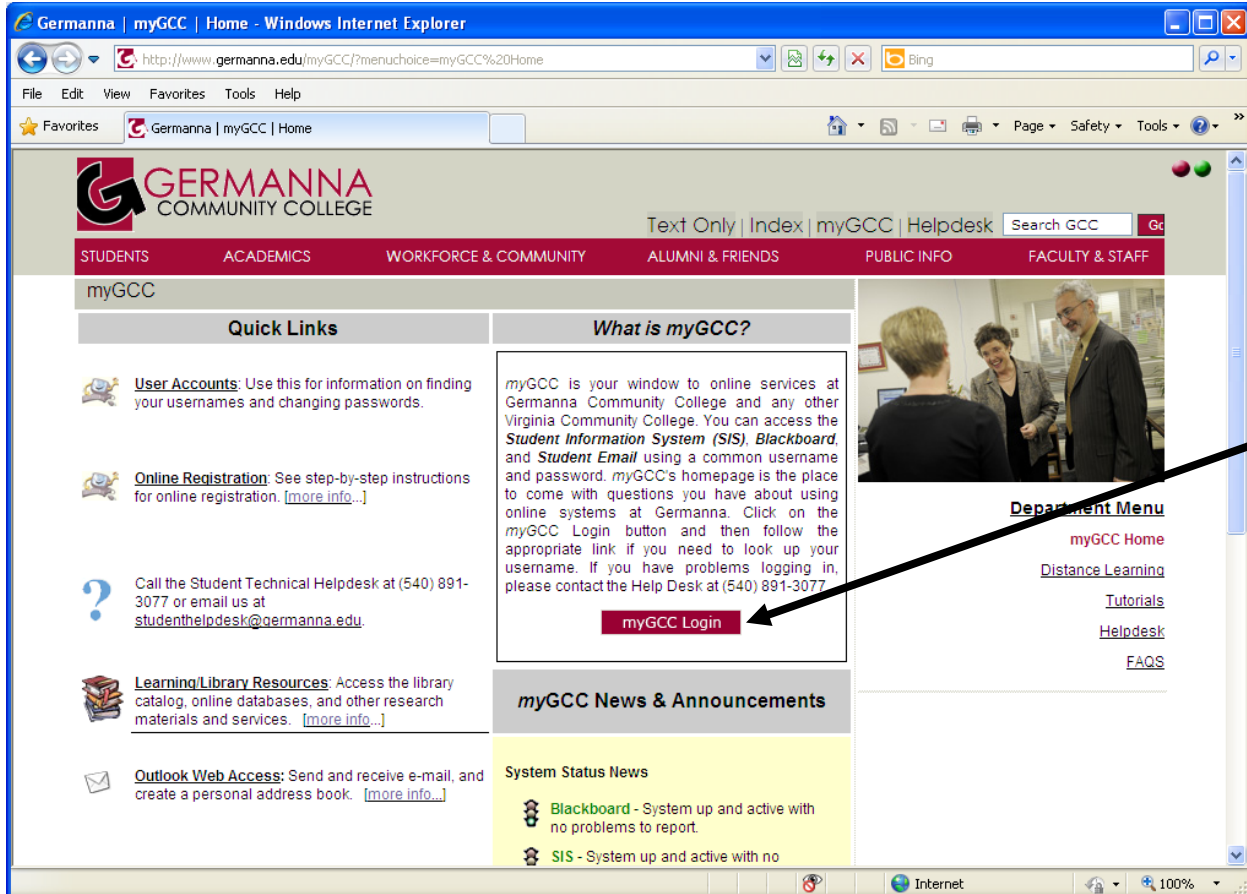
### A. To look up student login information for VCCS online (Blackboard, email, etc.):

1. From the GCC home page ([www.germannna.edu](http://www.germannna.edu)) click on the myGCC link.



The screenshot shows the Germanna Community College homepage in a Windows Internet Explorer browser window. The address bar shows <http://www.germannna.edu>. The page features a navigation bar with links for Text Only, Index, myGCC, Helpdesk, and a search box. Below the navigation bar is a red menu with categories: STUDENTS, ACADEMICS, WORKFORCE & COMMUNITY, ALUMNI & FRIENDS, PUBLIC INFO, and FACULTY & STAFF. A prominent yellow banner advertises 'GERMANNA fest 2010' on October 9, 2010, with the theme 'Workforce Development'. To the right of the banner is a calendar for August 2010. Below the banner are several news items and event listings, including 'Business First Networking Coffee' and 'Financial Literacy Fair'. A black arrow points to the 'myGCC' link in the top navigation bar.

2. This will direct you to myGCC information page displayed below. Next, click the myGCC Login button.



Geranna | myGCC | Home - Windows Internet Explorer

http://www.germannna.edu/myGCC/?menuchoice=myGCC%20Home

GERMANNA COMMUNITY COLLEGE

Text Only | Index | myGCC | Helpdesk Search GCC

STUDENTS ACADEMICS WORKFORCE & COMMUNITY ALUMNI & FRIENDS PUBLIC INFO FACULTY & STAFF

myGCC

**Quick Links**

- User Accounts:** Use this for information on finding your usernames and changing passwords.
- Online Registration:** See step-by-step instructions for online registration. [\[more info...\]](#)
- Call the Student Technical Helpdesk at (540) 891-3077 or email us at [studenthelpdesk@germannna.edu](mailto:studenthelpdesk@germannna.edu).
- Learning/Library Resources:** Access the library catalog, online databases, and other research materials and services. [\[more info...\]](#)
- Outlook Web Access:** Send and receive e-mail, and create a personal address book. [\[more info...\]](#)

**What is myGCC?**

myGCC is your window to online services at Germanna Community College and any other Virginia Community College. You can access the **Student Information System (SIS)**, **Blackboard**, and **Student Email** using a common username and password. myGCC's homepage is the place to come with questions you have about using online systems at Germanna. Click on the myGCC Login button and then follow the appropriate link if you need to look up your username. If you have problems logging in, please contact the Help Desk at (540) 891-3077.

**myGCC Login**

**myGCC News & Announcements**

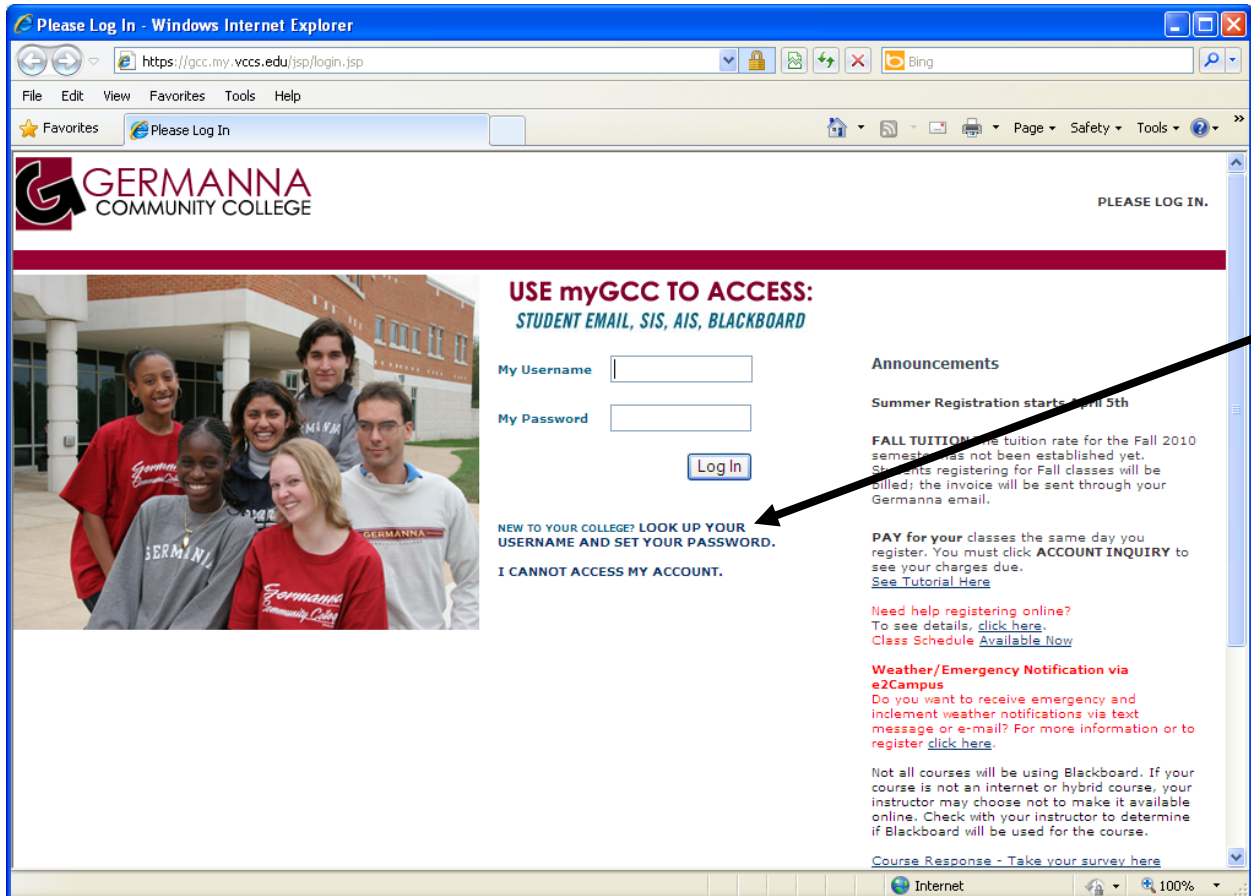
**System Status News**

- Blackboard** - System up and active with no problems to report.
- SIS** - System up and active with no

**Department Menu**

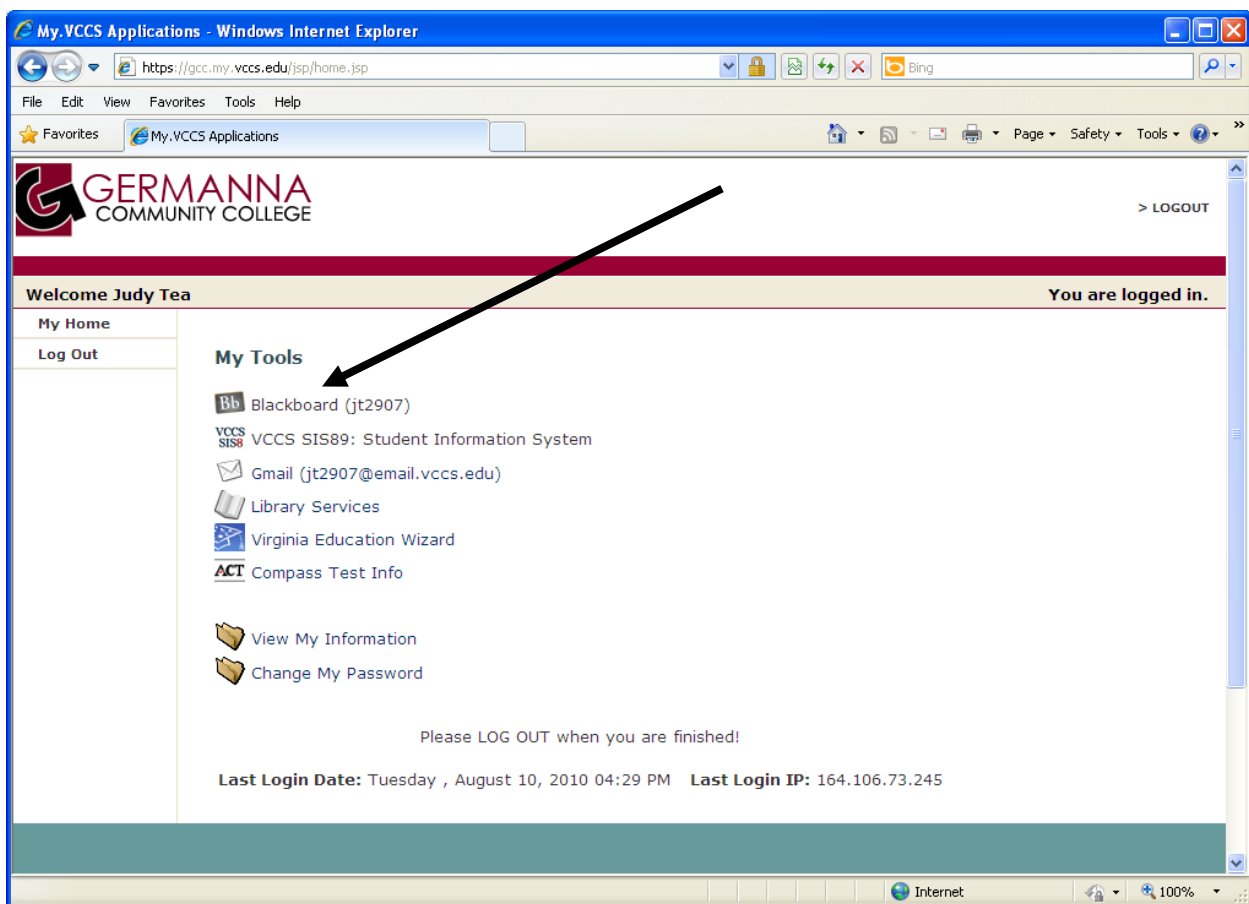
- [myGCC Home](#)
- [Distance Learning](#)
- [Tutorials](#)
- [Helodesk](#)
- [FAQS](#)

- This will open a new window that contains a login screen. If you know your username and password, you can enter them into the respective text boxes to log in. If you do not know your username/password, you can click on the link below the “Log In” button that says “Look up your username and set your password.”



**B. How to connect to Blackboard.**

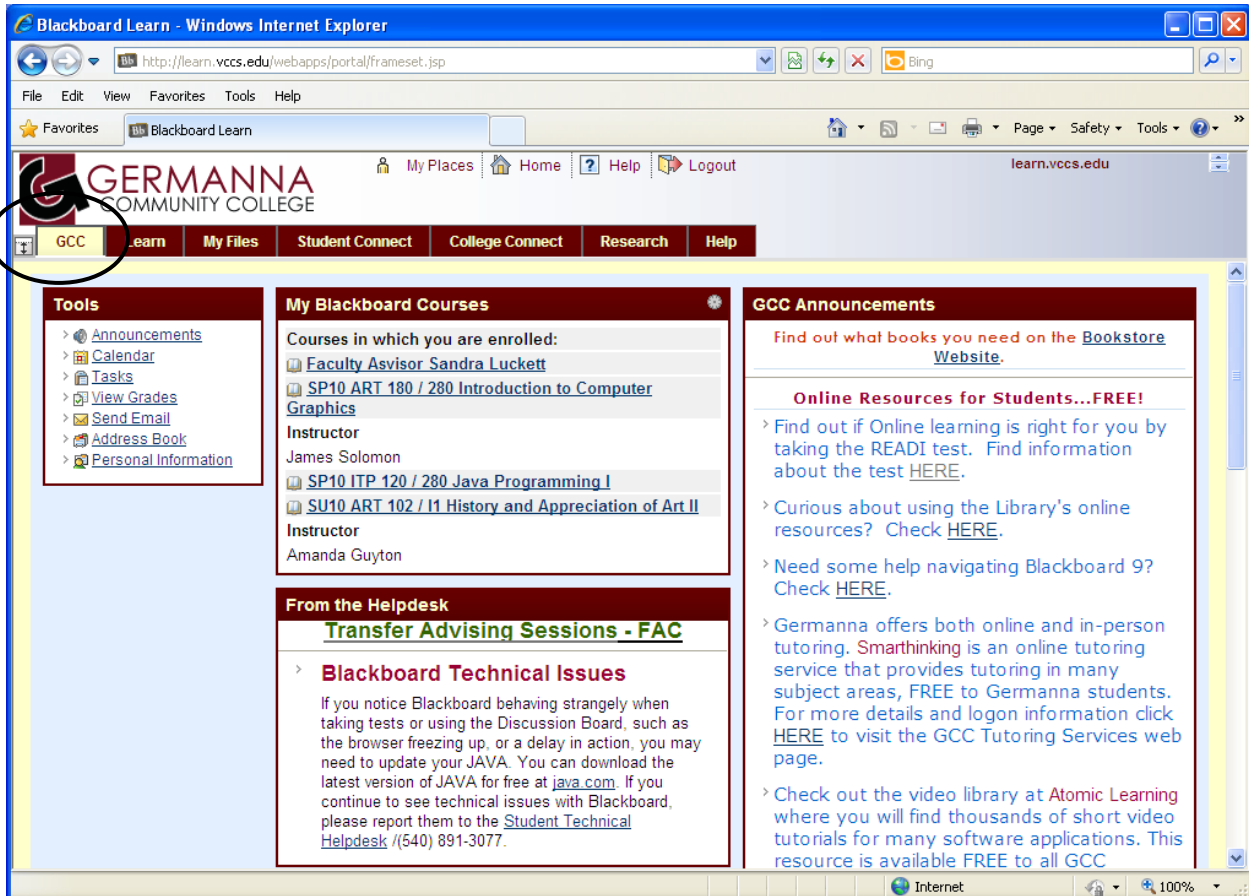
1. Connect to the Internet (if on a dial-up connection at home; GCC school computers are constantly connected to the Internet).
2. Go to GCC home page: [www.germannanna.edu](http://www.germannanna.edu).
3. Follow the steps in Section A, numbers 1, 2, and 3 to log into Blackboard.
4. Once you have logged in, you will see the following screen. Click on Blackboard.



Once you log in, you should see the main Blackboard screen under the GCC tab. Many different options are presented here; the layout can be customized. Many of the most commonly used options are displayed by default, including any courses in which you are enrolled (for which Blackboard is available; some courses may not have content yet).

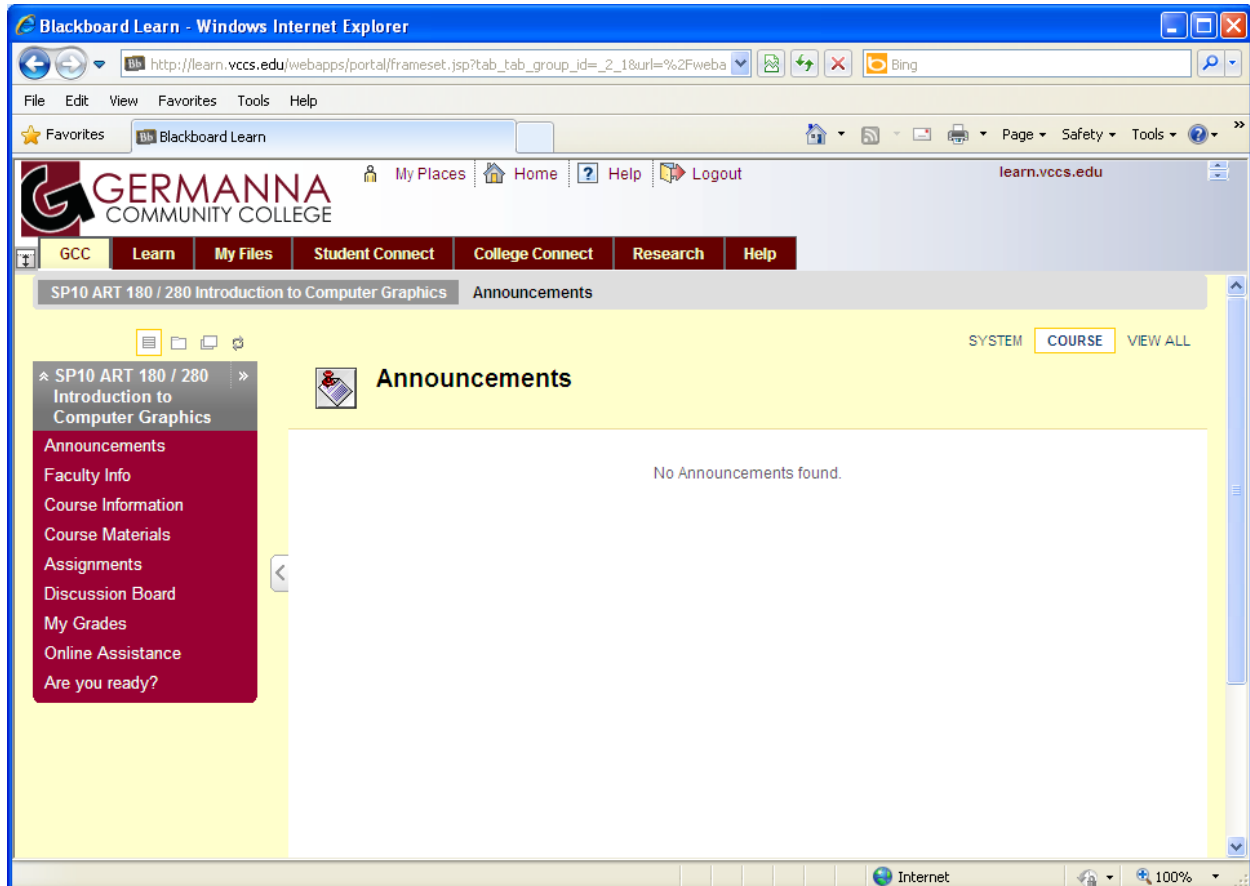
You will see your individual Blackboard page displaying:

- My Blackboard Courses
- GCC Announcements
- From the Helpdesk
- My Organizations
- Etc.



### C. Course Menu Functions and Area Descriptions

To display a course menu, click on one of your courses. All courses in Blackboard have a course menu on the left hand side. Use the course menu to navigate within the course.



**\*Note:** Not all courses have the same menu; your instructor decides which menu items to display.

Menu Item	Description/Function
Announcements	Provides important course announcements. This is the page you will see each time you click on a Blackboard course.
Faculty Information	Provides background and contact information on course instructors and any teaching assistants.
Course Information	Displays descriptive materials about the course. Materials usually posted here include syllabus and course objectives.
Course Materials	Contains learning materials and lesson aids such as lecture notes.
Assignments	Displays the due date and description for class assignments. The instructor posts assignments and can modify the tasks and due dates.
Discussion Board	This is the area to conduct online course discussions. It is also used to post and respond to questions. The Discussion Board is used by both students and instructors as an online help resource.
My Grades	Provides your current grade and grades for assignments/tests.
Online Assistance	Provides online help, such as the Student Technical Helpdesk, Distance Learning Resources, Atomic Learning Tutorials, and Smarthinking Tutoring Services.
Are you ready?	Provides distance learning resources, such as a readiness test, tutorials, and a post test.