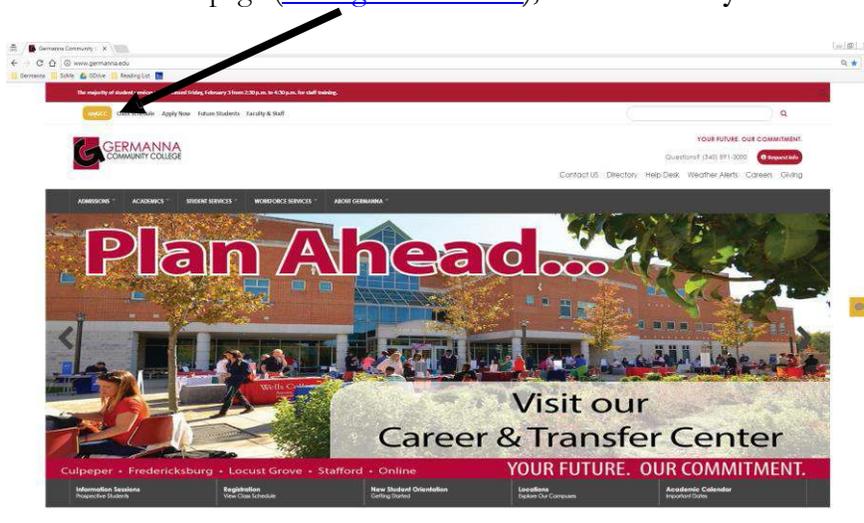


Introduction to Blackboard

Blackboard is the Learning Management System software used for the online delivery of course material at Germanna. Blackboard allows instructors to put their syllabus, lecture notes, PowerPoint presentations, and assignments online, giving students 24/7 access to the material. It also includes interactive features such as discussion boards and video conferencing via Blackboard Collaborate Ultra.

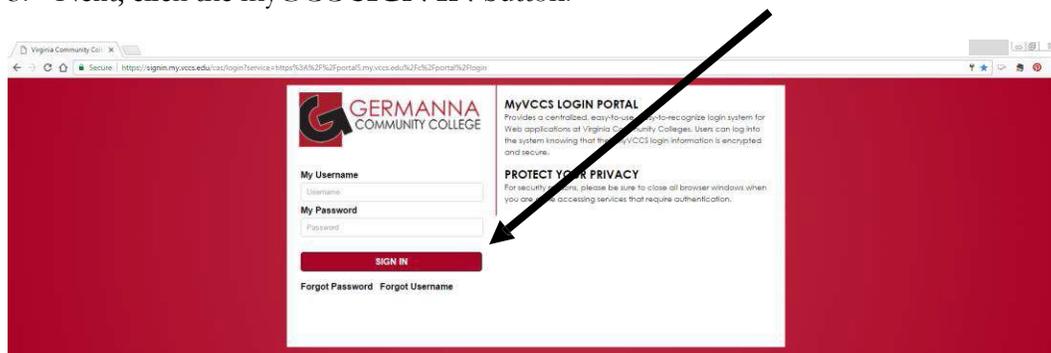
A. How to look up student login information for VCCS online (Blackboard, email, etc.):

1. On the GCC home page (www.germannna.edu), click on the **myGCC** link.



2. 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 or password, you can click on the link below the **SIGN IN** button that says **Forgot Password** or **Forgot Username** and follow the directions.

3. Next, click the myGCC **SIGN IN** button.



B. How to connect to Blackboard:

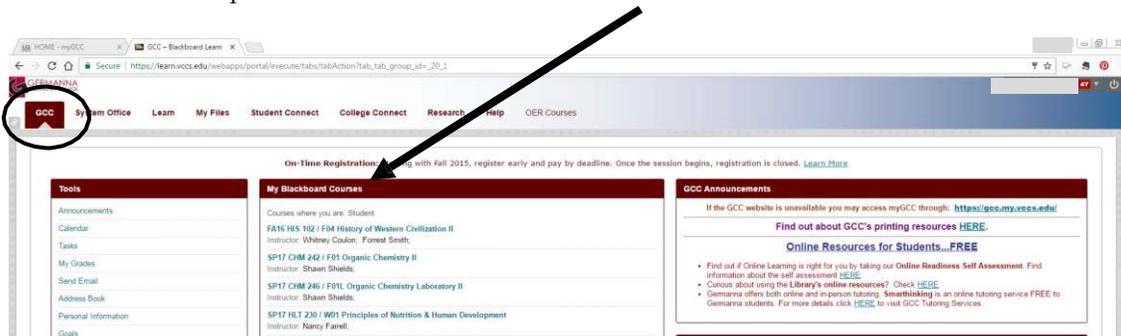
1. Go to GCC home page: www.germannna.edu.
2. Follow the steps in Section A, steps 1, 2, and 3 to log into Blackboard.
3. Once you have logged into myGCC, you will see the screen below. Click on **Blackboard learn**.



Once you log in, you should see the main Blackboard screen under the **GCC** tab. Many different options are presented here since the layout can be customized. The most commonly used options are displayed by default, including courses you are enrolled in (for which Blackboard is available; some courses may not have content yet). Please note that MTE classes may not be available in Blackboard. MTE professors will send welcome emails to students the first week to give them directions on accessing course content.

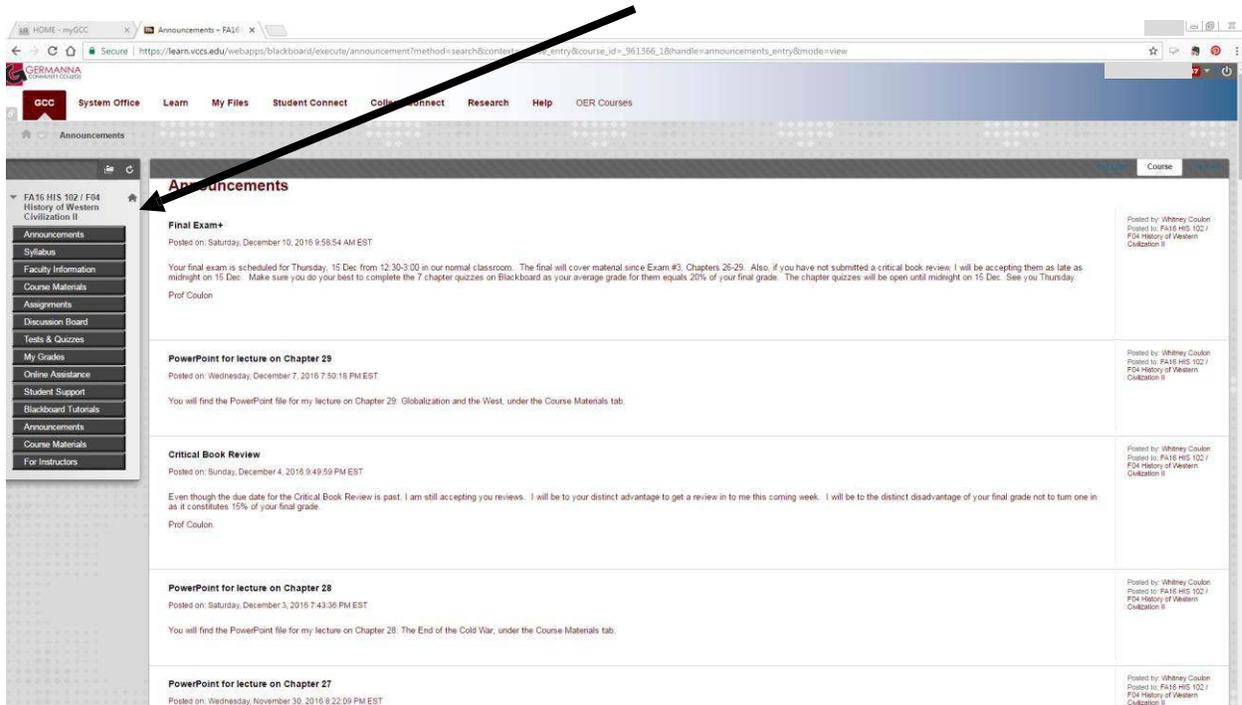
You will see your individual Blackboard page displaying the following headings:

- Tools
- My Blackboard Courses
- My Organizations
- GCC Announcements
- GCC Course Evaluations
- GCC Helpdesk



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. The menu options may vary in different courses because it is customizable by the professor. Use the course menu to navigate within the course.



The screenshot displays the Blackboard interface for a course. On the left, a course menu is visible with the following items: Announcements, Syllabus, Faculty Information, Course Materials, Assignments, Discussion Board, Tests & Quizzes, My Grades, Online Assistance, Student Support, Blackboard Tutorials, Announcements, Course Materials, and For Instructors. The main content area is titled 'Announcements' and contains a list of five announcements:

- Final Exam***: Posted on Saturday, December 10, 2016 9:58:54 AM EST. Your final exam is scheduled for Thursday, 15 Dec from 12:30-3:00 in our normal classroom. The final will cover material since Exam #3, Chapters 26-29. Also, if you have not submitted a critical book review, I will be accepting them as late as midnight on 15 Dec. Make sure you do your best to complete the 7 chapter quizzes on Blackboard as your average grade for them equals 20% of your final grade. The chapter quizzes will be open until midnight on 15 Dec. See you Thursday. Prof Coulon.
- PowerPoint for lecture on Chapter 29**: Posted on Wednesday, December 7, 2016 7:50:18 PM EST. You will find the PowerPoint file for my lecture on Chapter 29: Globalization and the West, under the Course Materials tab.
- Critical Book Review**: Posted on Sunday, December 4, 2016 9:49:59 PM EST. Even though the due date for the Critical Book Review is past, I am still accepting your reviews. I will be to your distinct advantage to get a review in to me this coming week. I will be to the distinct disadvantage of your final grade not to turn one in as it constitutes 15% of your final grade. Prof Coulon.
- PowerPoint for lecture on Chapter 28**: Posted on Saturday, December 3, 2016 7:43:36 PM EST. You will find the PowerPoint file for my lecture on Chapter 28: The End of the Cold War, under the Course Materials tab.
- PowerPoint for lecture on Chapter 27**: Posted on Wednesday, November 30, 2016 8:22:09 PM EST.

***Note:** Not all courses have the same menu; your instructor decides which menu items to display. Frequently used menu items are described below.

Menu Item	Description/Function
Announcements	Provides important course announcements. This is the page you will see each time you click on a Blackboard course.
Syllabus	Provides an outline of the course.
Faculty Information	Provides background and contact information on course instructors.
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. This is also where you will submit assignments.
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 resource.
Tests & Quizzes	This is where you will access any tests and quizzes that are proctored via Blackboard.
My Grades	Provides your current grade and grades for assignments and tests.
Online Assistance	Provides online help, such as the Student Technical Helpdesk, Distance Learning Resources, Atomic Learning Tutorials, and Smarthinking Tutoring Services.
Start Here	Provides distance learning resources, such as a readiness test, tutorials, and a post test.
Blackboard Tutorials	A list of tutorials for using some of the student tools and features in Blackboard.
Student Support	A list of student resources including Tutoring, Counseling, and Financial Aid.