

Blackboard for Students: The Basics

How Students use Blackboard

Overview

This Quick Guide covers the basic tools of Blackboard from a student's perspective. It is important students understand how to navigate around the Blackboard interface. Some important tools include My Grades, Assignments, Assessments and Calendar. In order to access your classes online in Blackboard you must be registered in the class via HomerConnect.

Log In

To log into Blackboard go to courses.ithaca.edu. You will be able to access your course 10 days before classes begin, however, you will be denied access to the course 10 days after grades are submitted. Find out which system your professor is using for the class. Enter your Ithaca Netpass username and password to login.

Homepage

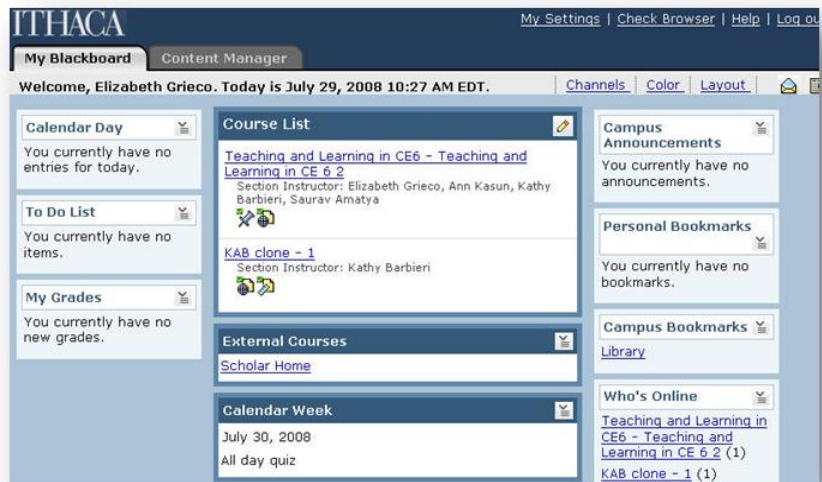
After logging in, you are directed to your homepage. You will see a list of courses in which you are enrolled.



You can add different tools to your homepage and also remove them by going to the Channels tab (top right corner).

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Pop-up Blocker

Many tools in Blackboard use web browser pop-ups. For Blackboard to work properly, you need to make sure your web browser allows pop-ups from the Blackboard site.

Windows Users

To turn off your pop-up blocker in Firefox for Windows:

1. Navigate to the menu bar at the top of the window.
2. From the **Tools** drop-down menu, select **Options**.
3. Select **Content**.
4. Uncheck the **Block Popup Windows** checkbox.

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To turn off your pop-up blocker in Internet Explorer for Windows:

1. Navigate to the menu bar at the top of the window.
2. From the **Tools** drop-down menu, select **Pop-up Blocker**.
3. Select **Turn Off Pop-up Blocker**.

Mac Users

ITS recommends and supports using Safari for access to Blackboard from a Mac. Follow these instructions to turn off your pop-up blocker

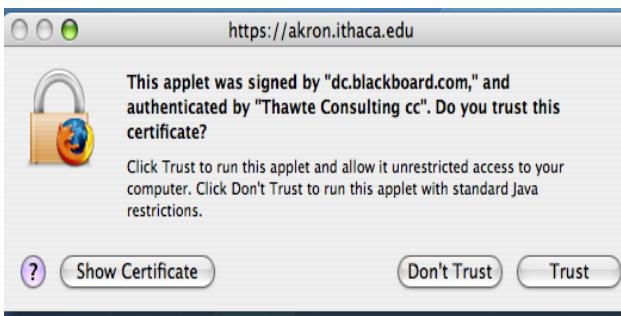
1. At the menu bar select Safari.
2. In the drop down menu there is an option Block Popup Windows. Click on it.
3. Or, go to Preferences and select Security.
4. Uncheck the Block Popup Windows check box.

Accept Certification



Windows Users

Once you log into Blackboard make sure to check the Browser settings by selecting **Check Browser** (upper right hand corner). In order to upload files from your desktop Java must be present and working. Once you log into Blackboard, wait for the pop up window to open. Select **Run**.




Mac Users

A pop up window will open once you log into Blackboard. Select **Trust**.

How to use Blackboard

Tools

Once you are in a course, you will see the course content on the homepage and the course tools located on the left hand side. The tools available to you are decided by the professor.

If you see a green symbol  next to one of the tools, this means the professor added something new. My Grades is where your grades for the course are located. When a professor sends you a message using the mail tool, the message is sent directly to your Ithaca webmail account. **Do not reply** back to this message because it will not go anywhere. Make sure to send your message back to your professor's webmail address.

For More Information

A variety of support services are available from ITS if you would like additional help:

Computer training on a variety of topics is available to faculty, staff, and students at no charge through the Technology Learning Center (TLC). Check out the current TLC training schedule online at <https://www.ithaca.edu/its/workshops>

Online documentation and tutorials on IC-supported computing software and systems are available at <https://www.ithaca.edu/its/traindoc>

Frontline computing support is available through the ITS Helpdesk in 104 Job Hall; send e-mail to helpdesk@ithaca.edu or call 607-274-1000.

Backline consulting support is available in the Technology Learning Center, room 101 Friends Hall.

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