DISTANCE EDUCATION
Blackboard Getting Started Guide for Students

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Are you ready for online learning? Is online learning right for you? Review the Future Online Students page to determine if Internet courses are a good fit.

Is your computer ready for online learning? Blackboard is the learning management system (LMS) used to access online courses at CGTC. For information regarding browser and computer requirements to run Blackboard, complete a Computer Check.

Accessing the Blackboard Portal

Blackboard works best in Google Chrome but will also work in Mozilla and Safari. Internet Explorer does not work well with Blackboard and is not recommended. Microsoft Edge is not compatible with Blackboard and should not be used.


Google Chrome   Mozilla Firefox   Safari

Blackboard Login Directions

If this if your first time logging into a CGTC resource, you will need to reset your password before proceeding. This password will be used for all CGTC resources including email, Student Portal, BannerWeb, Blackboard, campus computers.

If you have not completed the initial setup of CGTC Single Sign On (SSO), please follow the new Single Sign On Setup directions**. You will only need to complete this setup once.**

**Once you complete the** CGTC Single Sign On Setup**, l**ogin to CGTC Single Sign On.

Open a browser and access the Central Georgia Technical College homepage. Select the Single Sign On link, found at the top of homepage.
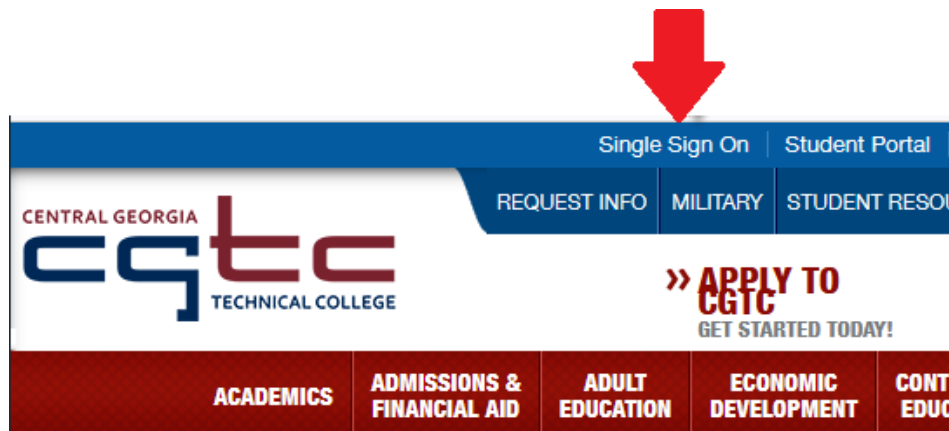
Select the "Blackboard" icon/tile to open the CGTC Blackboard Homepage. Select the eCampus icon/tile (not pictured) to open the eCampus Homepage.
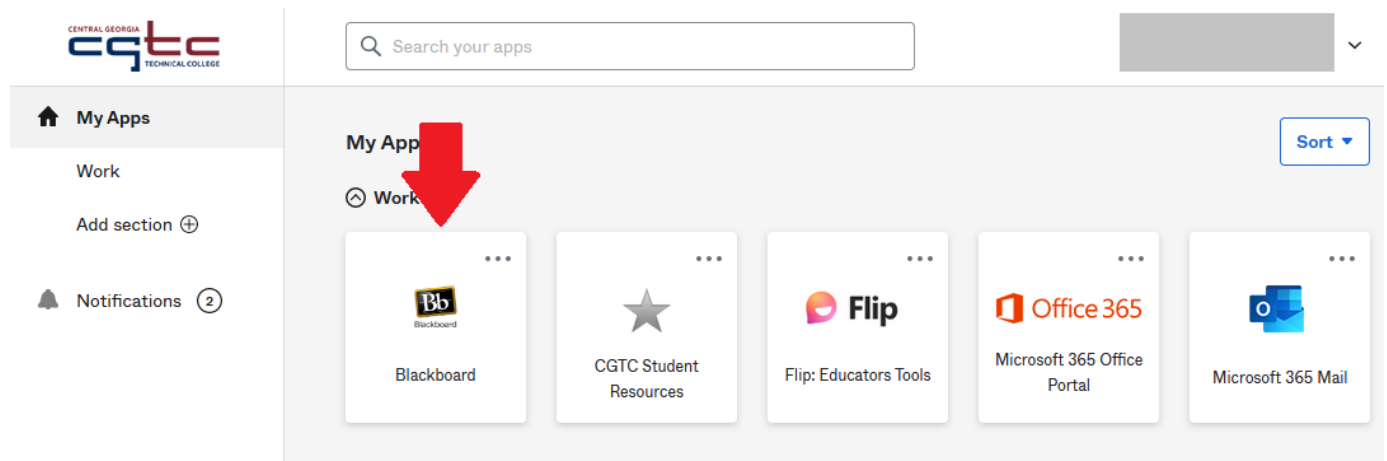
Blackboard Homepage
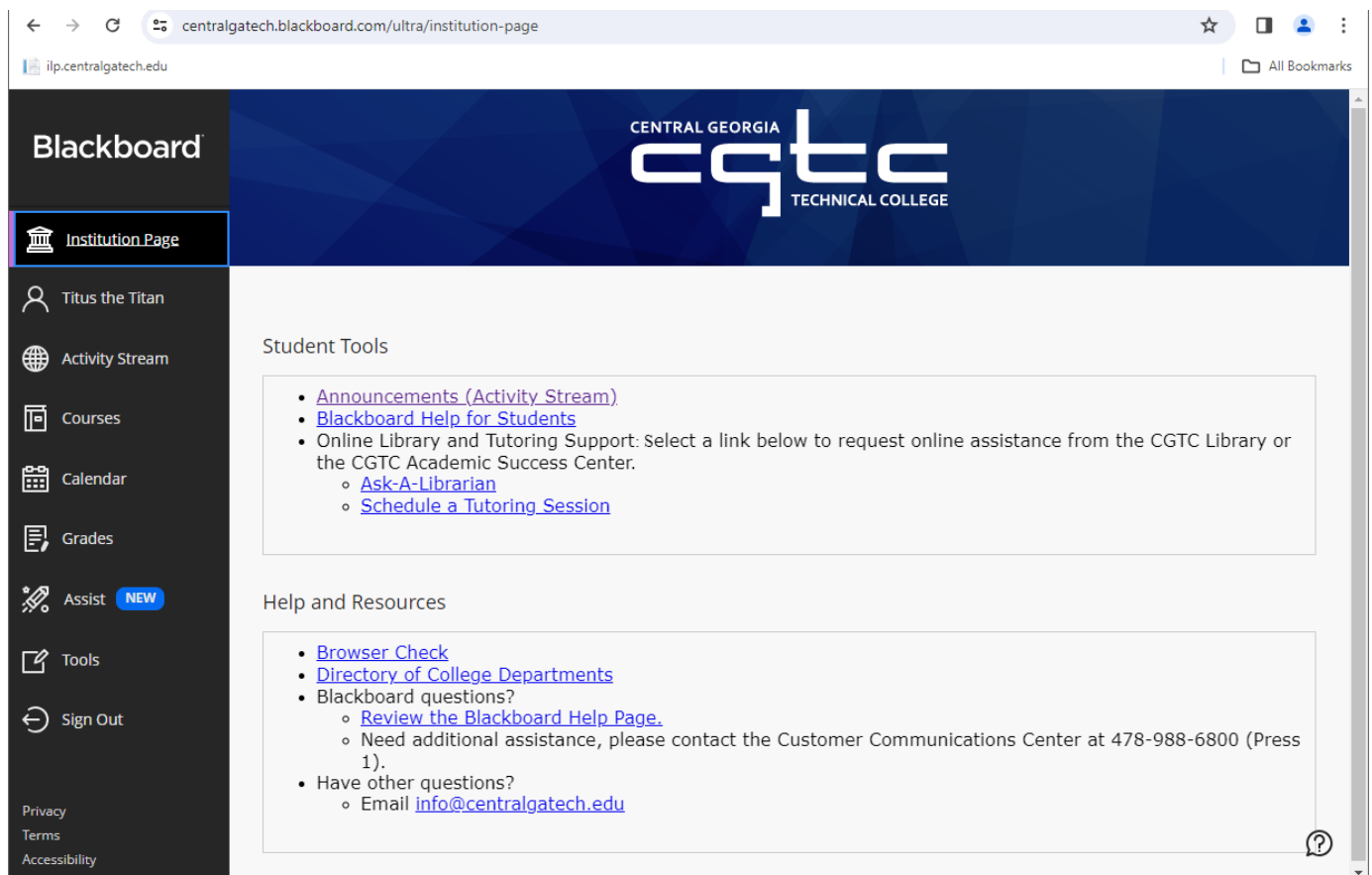
Finding Your Courses

You will need to complete the following steps to find your courses (screenshot below):

1. Select the "Courses" link in the left-hand menu.

2. The default screen opens to "Current Courses" - this screen will only show courses where the ***current date is on/within the course start/end dates***. If the course start date hasn't been reached yet, the course will not show on this screen. Ex: If the current date is Jan 8 and the course starts Jan 9. The class will not show on this screen.

   If courses are not showing, select the "Current Courses" dropdown and change to the current semester (Ex: 202414. Selecting 202414 will show all courses for 202414 regardless of start/end dates) or "Upcoming Courses." Current semester is preferred.

3. Select the course name to open the course. If the course start date has not been reached, you will receive an error. See next section for more details.

If you select the "Current Courses" dropdown and select the semester, all courses for the semester, regardless of start/end dates, will show on the screen. If the start date of a course has not been reached, you will receive the following when attempting to open the course: "You can't access this course right now. Your instructor will allow access with the course is ready. Please try again later."

Note: if you receive this message, the course either hasn't started or has ended. **The instructor does _not_ control access to the course.** The course will open and/or close based on the start/end dates in Banner. The course will show when the course will be available or was last available. See screenshot below for an example.

Reducing Email Notifications from Blackboard

If you are receiving too many email notifications from Blackboard and/or eCampus, these can be stopped/reduced using the following steps.

1. Select the your name in the left-hand menu to access your profile
2. Select "Email Notifications."
3. Uncheck notifications to stop sending.
4. Save.

Blackboard Email Tool

The Blackboard Email tool will allow you to send an outgoing message to your course instructor and/or classmates. This link is for sending messages only and is not an internal messaging system in Blackboard. There will **not** be anywhere in Blackboard to "check emails." Once a message is sent, it will go to CGTC College Email and all replies will be managed through college email (either Outlook or Office 365 Outlook Web Access). Watch the Blackboard Email How-To video for directions on sending email using the Blackboard Email tool. You must access your CGTC College Email to check for messages from your courses.
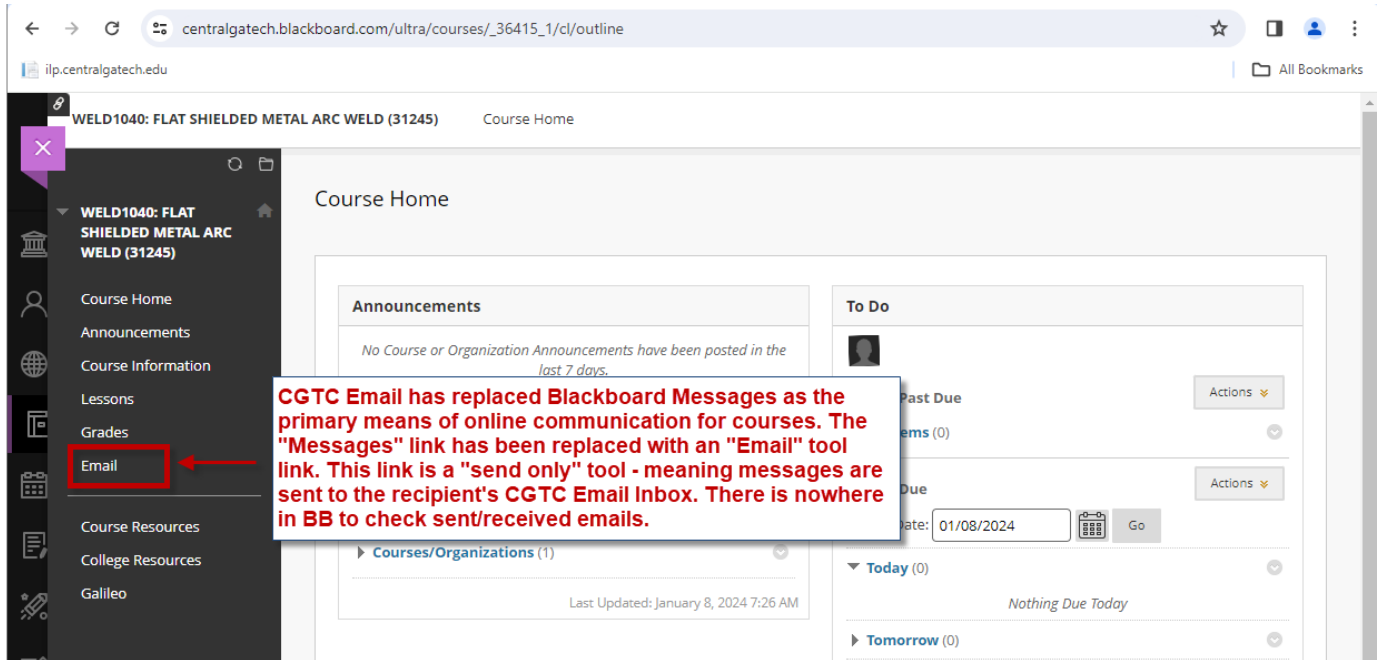
A video tutorial of the Blackboard/eCampus homepage and navigation links is available. As well as a Blackboard Tour with video tutorials for completing tasks inside your course including submitting assignments and checking assignment grades.

For an overview of the remaining links on the updated left-hand menu, a Getting Started Guide from The Technical College System of Georgia (TCSG) for the upgrade begins on the next page. The first and second screenshots will vary slightly from what you will see on our college site, but the rest will be the same.

# Blackboard – UBN – Getting Started

Blackboard Ultra Base Navigation (UBN) provides an easy navigation interface that provides access to a side menu that shows constant activity updates from all your courses. The side menu is always available, no matter where you are in Blackboard. This document describes the functions of each feature in the UBN side menu.
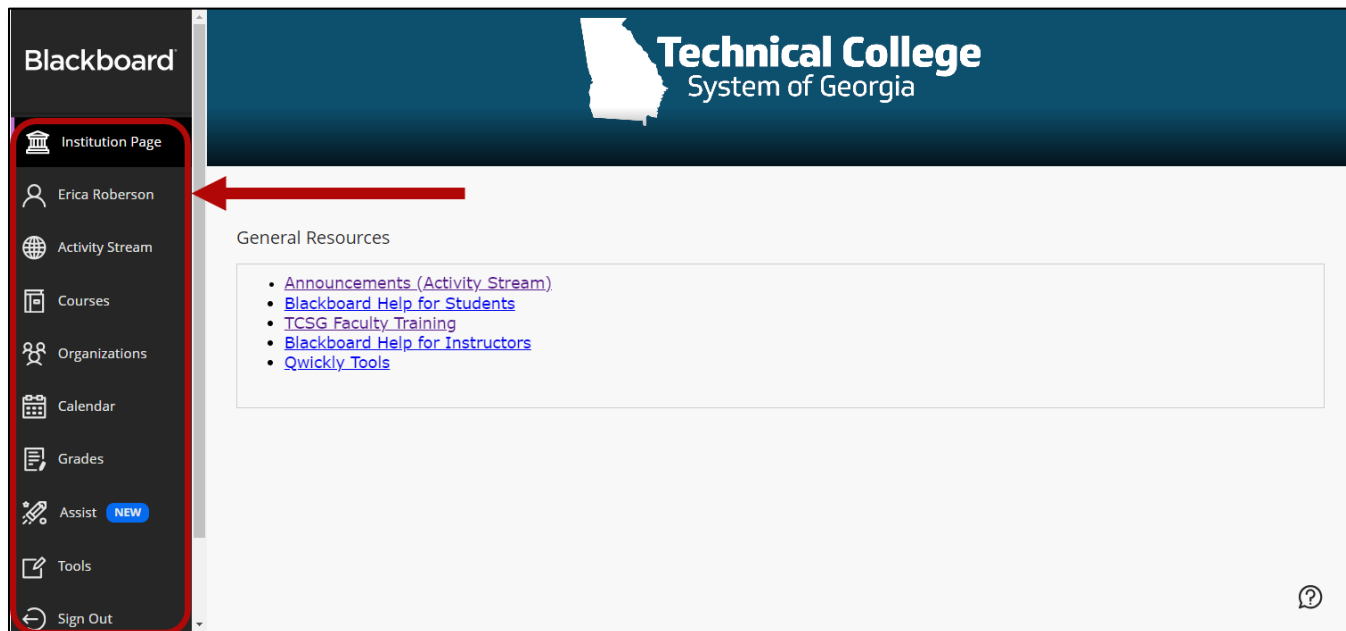
Institution Page

The institution page provides information related to your institution. Here you may find resources, links or important content related to the institution. *Modules* appear below the banner and institution information. The modules contain helpful links and custom content.
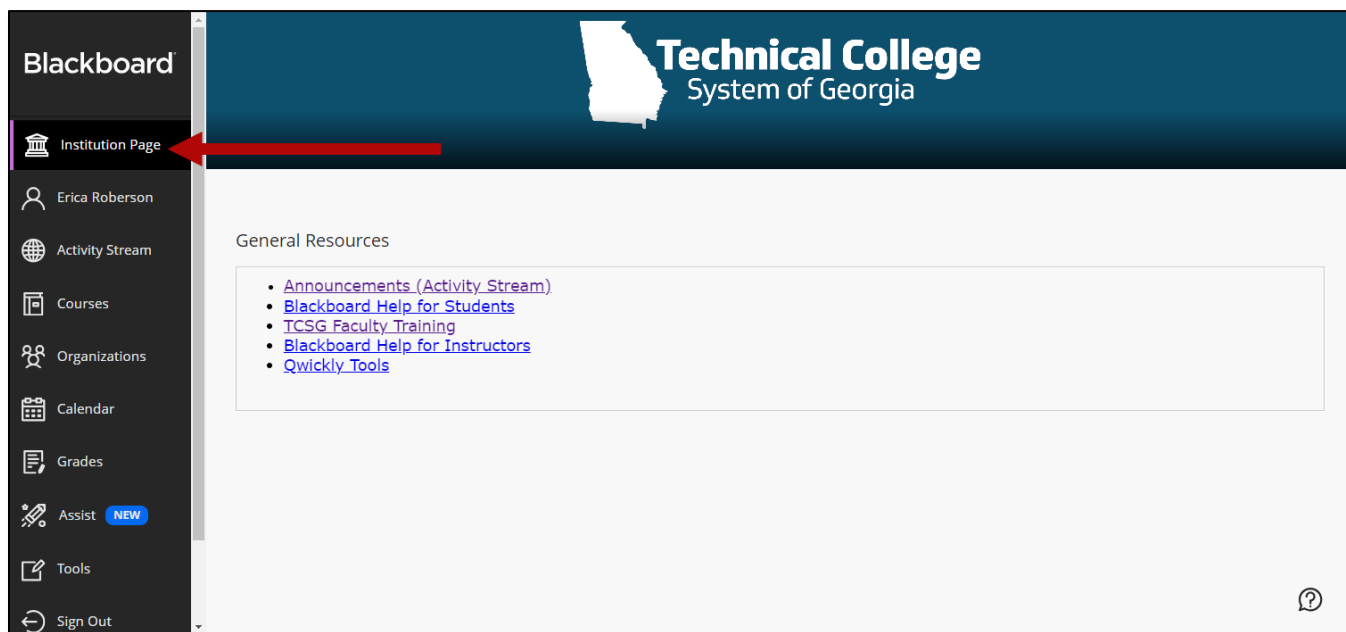
Profile

Underneath the Institution Page you'll see your name. This is where you can view your profile. From the profile you can change global notification settings.


Activity Stream

The activity stream shows what's new in all your courses. The stream captures action up to the minute. Select an item in the list to jump directly to the activity. Items are prioritized by what's relevant to you and are grouped into four categories, *Important, Upcoming, Today, Recent*.

Filtering Options

The filtering options allow viewing of assignments and tests, and grades and feedback from all courses.
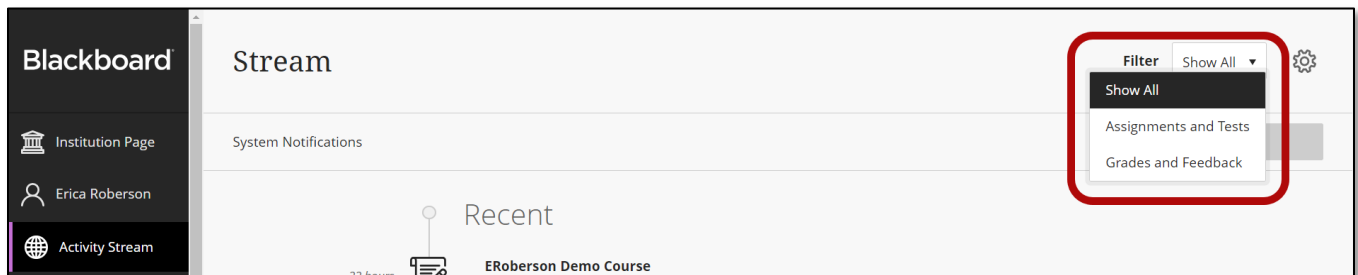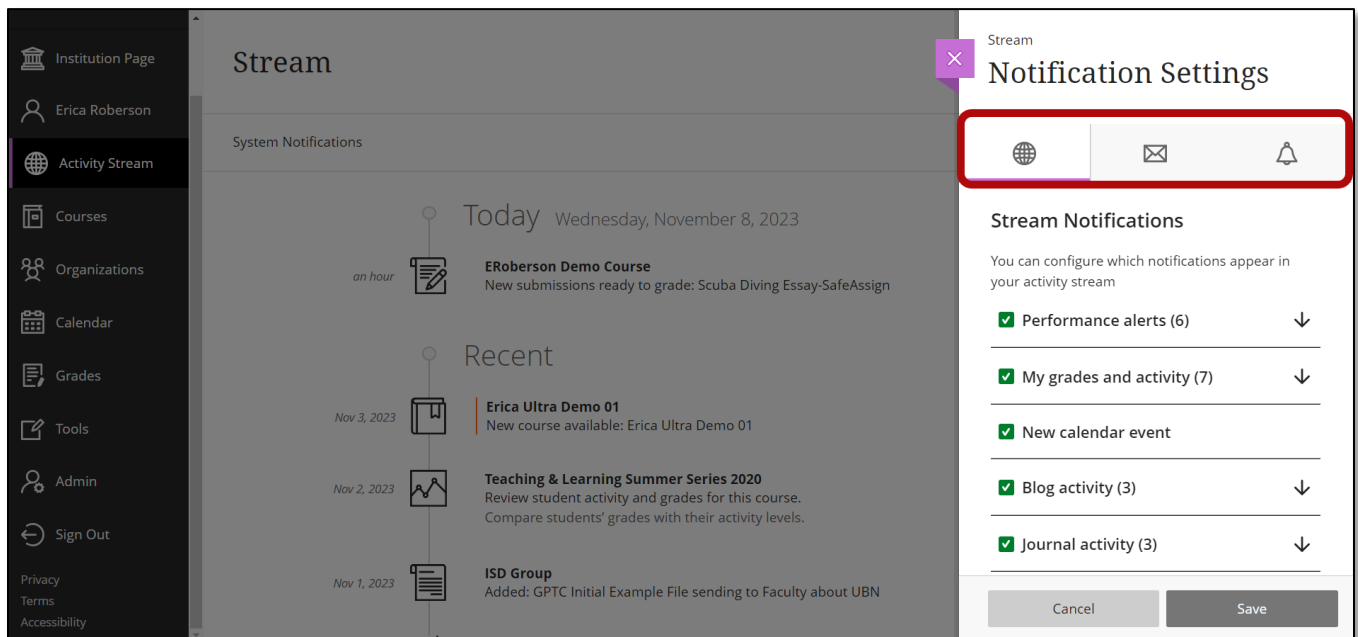

Notifications Settings

Select the **Settings** icon in the top-right corner to view and edit notifications settings.

Edit stream notifications, email notifications and push notifications. Be sure to select **Save** at the bottom to apply any changes.

Courses

From the side menu, select the Courses link to view a list of the courses you are enrolled in (past, present, and future). Courses can be viewed in two ways, list view or grid view.

List View
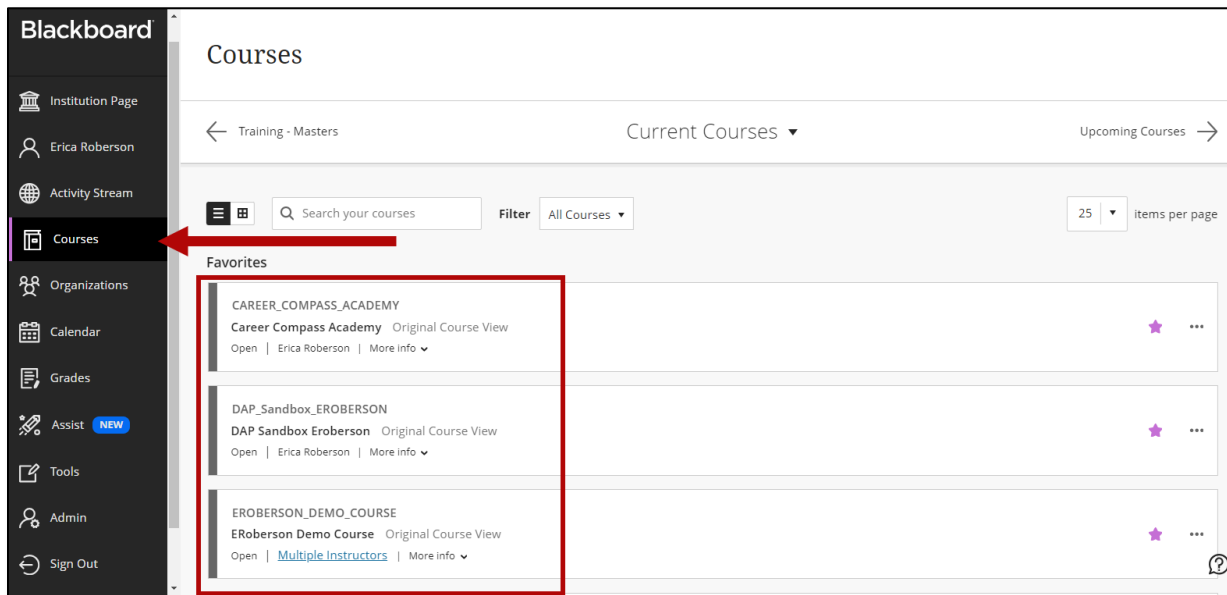
Grid View
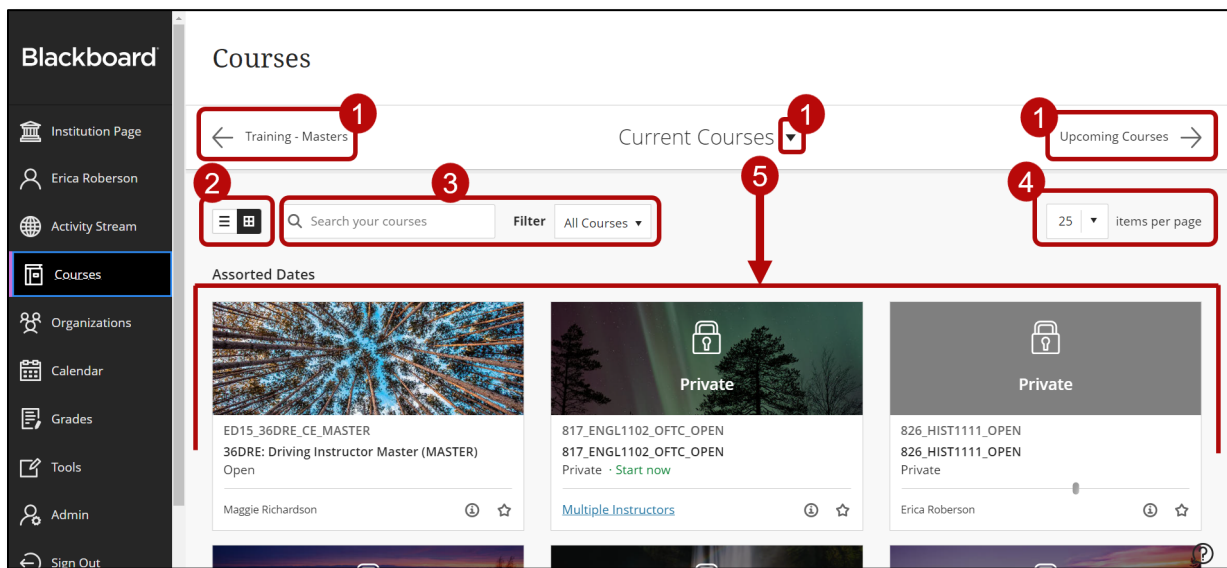
The Courses page has many features and options such as those listed below.

1. **Browse by Term** – Use these options to browse for courses by term. Select the middle down arrow to view the menu and choose a term. Use the left and right arrows as a slider to view different course terms.

2. **Course List View** – Courses may be viewed in a grid or a list. Grid view shows courses as cards, as shown in the screenshot below.

3. **Filter or Search** – Use the Filter menu to choose what you would like to view on the page. While viewing courses from the filtered list, it will remain the same. If you navigate to another page, all courses will return. Use the search bar to locate courses on the current page.
4. **Items Per Page** – Determine the number of courses you would like to view on the current page.
5. **Courses** – View the list of courses on the current page.

Cards

In grid view, courses appear as cards. Select the card to access the course. Select the **Options** icon [...] to view additional options such as:
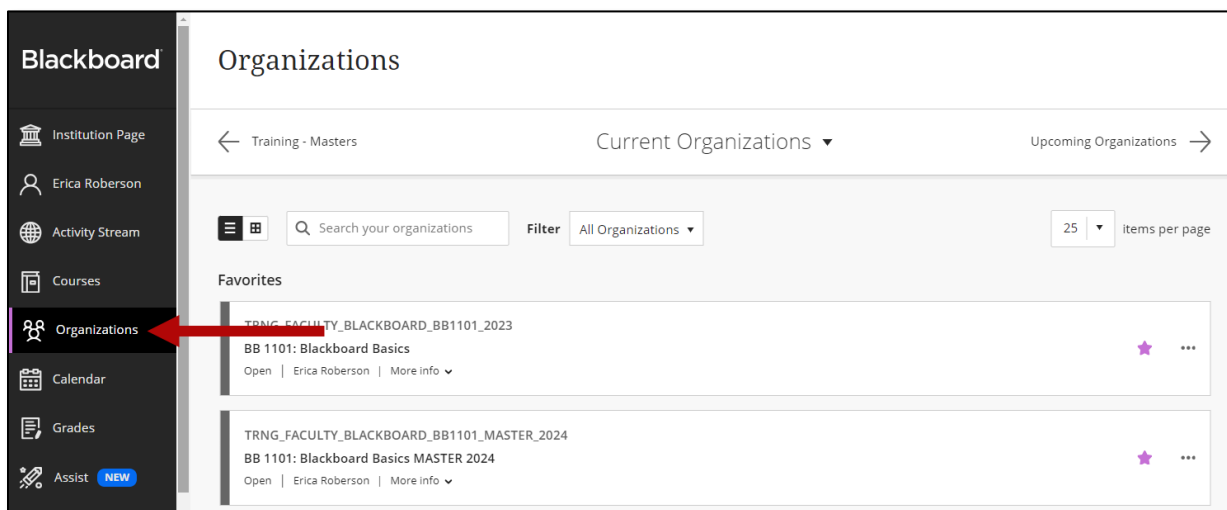
- Customize the image on your cards. *Note: The minimum size for images is 1200 x 240 pixels.
- Hide course

You can also Favorite a course or view course information such as the course ID.
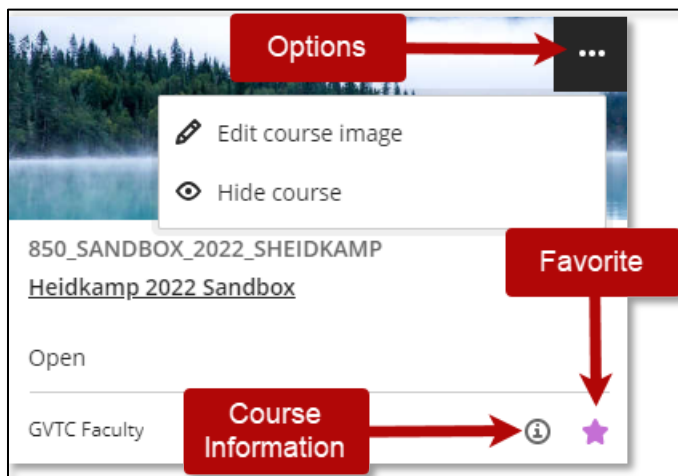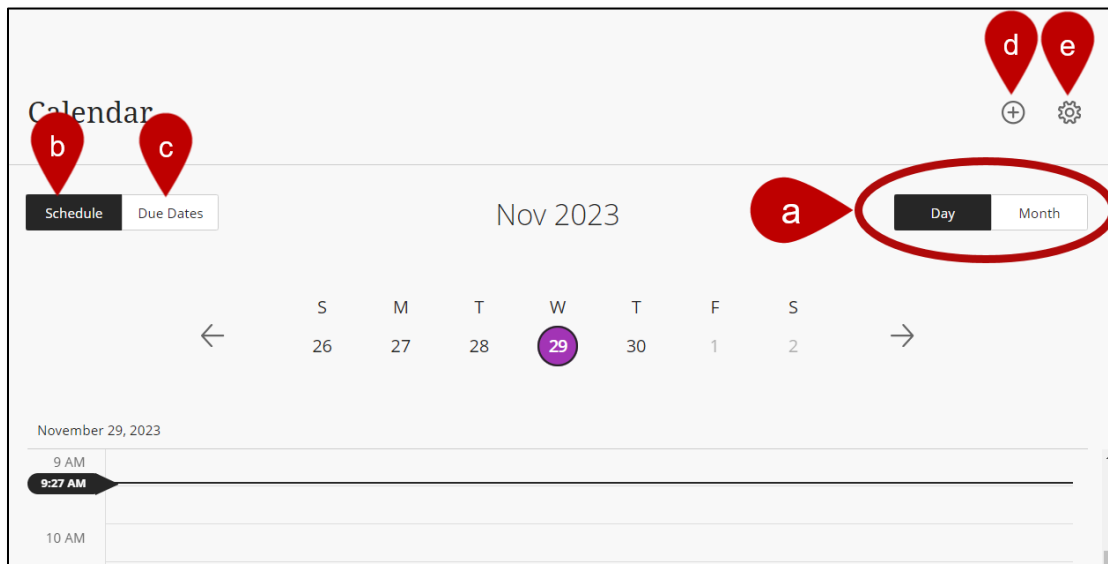

Organizations

From the side menu, select **Organizations** to view a list of the organizations you lead and are a member of. The Organizations area work the same way as Courses.

Calendar

This view of the calendar shows a global look at course events, meetings, and upcoming due dates for all courses. **Note**: When accessing the calendar from inside a course, it shows events for that course only. The calendar has several views to choose from.

a. **Day or Month** – Choose the Day view or Month view to see events scheduled for a specific day or for the weeks ahead.
b. **Schedule** – This view shows events that have been scheduled.
c. **Due Dates** – This view shows a list of upcoming deadlines.
d. **Add calendar event** – Select the New Event button to add events for personal calendars and for courses.
e. **Calendar Settings** – Select the Calendar Settings button in the upper right corner to choose the calendars you want to see.

Grades

Select **Grades** in the side menu to view submissions that need to be graded in all your courses/organizations. All tasks are organized by course. You'll see items that are ready to grade or how many students have overdue assignments, tests, and graded discussions. Select an item's title to be directed to the gradebook and begin grading.
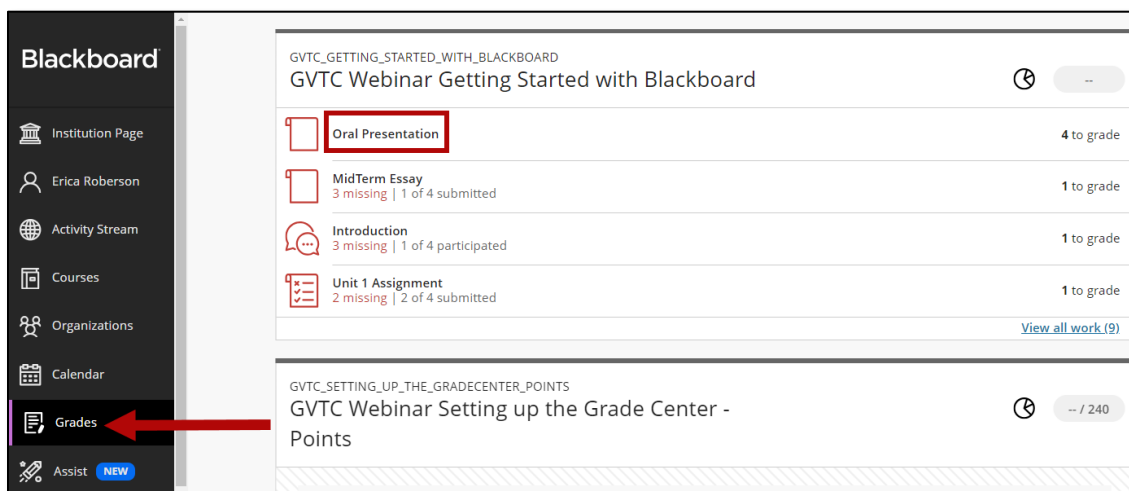
Here you can view *all graded items* and access the *Course Activity Related to Grades* report. This report shows how well participants performed and the activity in the course/organization.

Course Activity Related to Grades Report

The *Overall Grade* and *Hours in Organization* columns update every 24 hours.

Select the **pie chart** next to a course to access the *Course Activity Related to Grades Report*.

a. There are two views for the report, table and scatter plot.
b. Filter students by All students, Students with Alerts, Students without Alerts.
c. Send an email to students who may be scoring below average or missed assignments.
d. Download the report.
e. Select the Alert Settings to customize your alert settings.

Tools

In the Tools section is the tools to access global functions outside a course. Some Blackboard Tools are available here as well. You'll only see tools you have access to.
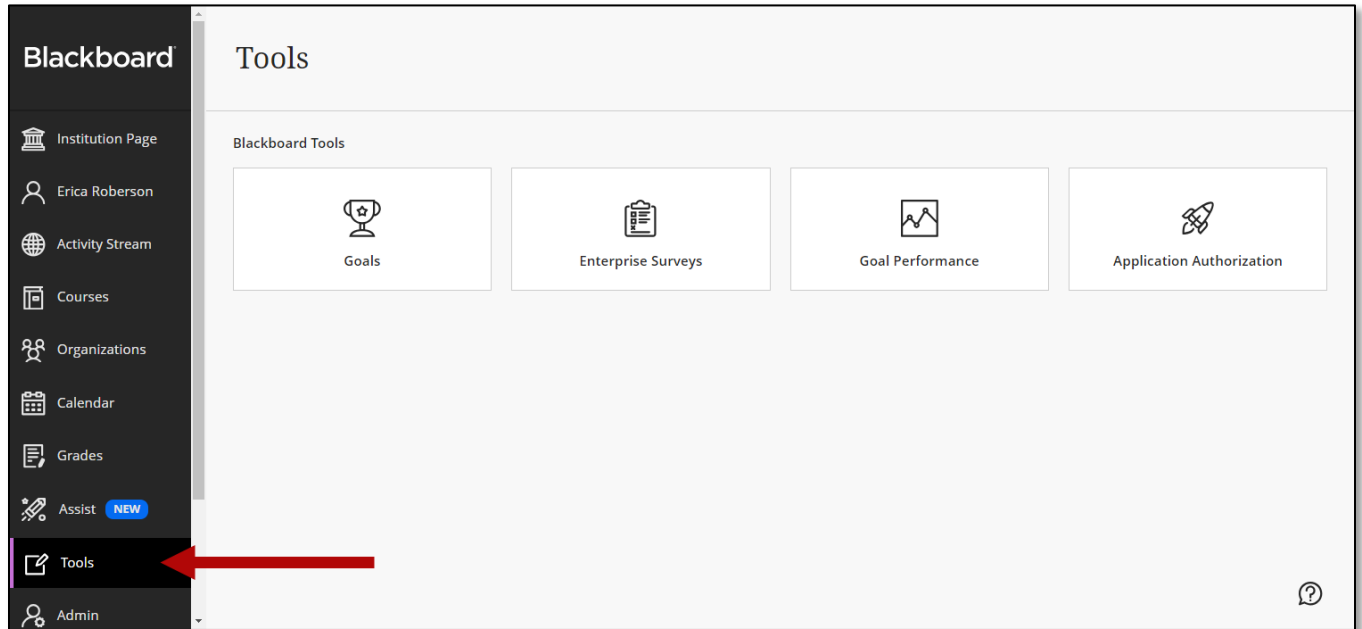
Sign Out

Select the Sign Out button to log out of Blackboard.