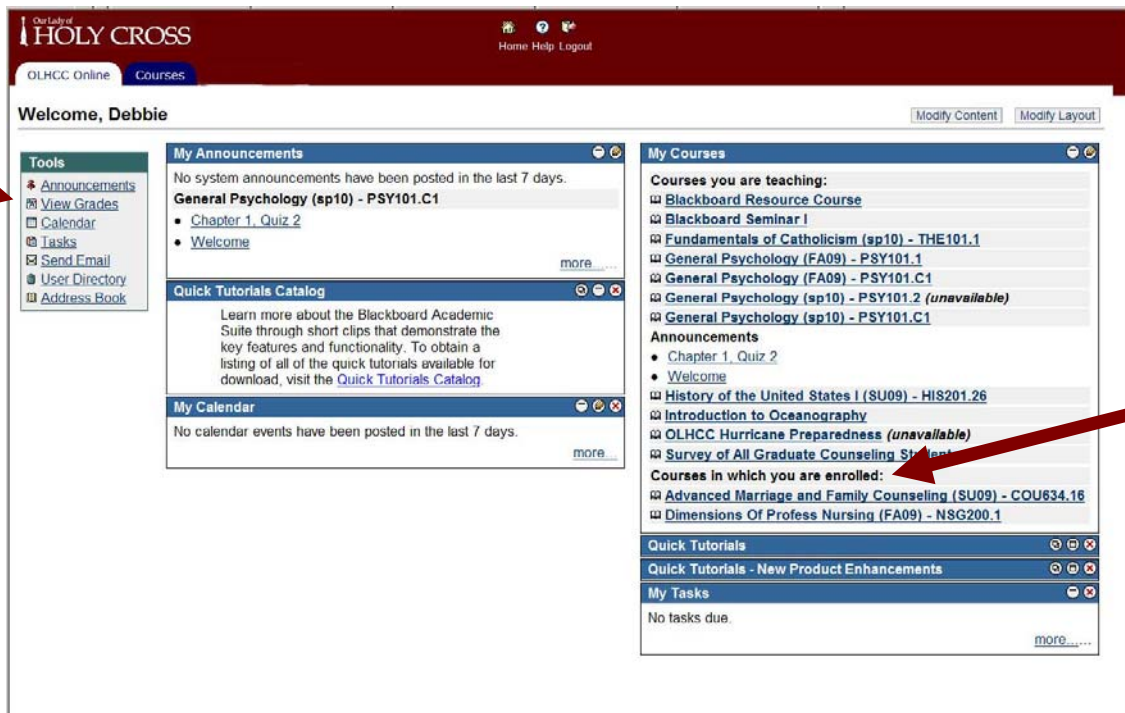


Blackboard is an online course management software that allows you to easily access materials for your course and communicate with your professor and fellow students.

## To get into your Blackboard courses:

1. Go to [www.olhcc.edu](http://www.olhcc.edu) and click on the 'Blackboard' link at the top of the page.
2. Click on the *User Login* button.
3. You'll be prompted for a username and a password.
  - a. Your Blackboard login *username* is the same as your login for your e-mail account. Be sure to **include** the @olhcc.edu
  - b. Your default password is your date of birth in the following pattern mmddyyyy. No dashes or slashes. If you were born February 5, 1983, your default password would be 02051983.

## Here's what you'll see when you get into Blackboard:



Click on *View Grades* to see your grades.

Look under *Courses in which you are enrolled* for courses you are taking. Click on the course to access the materials

## Here's what a sample course looks like in Blackboard:

The screenshot shows a Blackboard course interface. At the top, there's a header with the 'Loyola Holy Cross' logo and navigation links like 'Home', 'Help', and 'Logout'. Below this is a navigation bar with tabs for 'OLHCC Online', 'Courses', and 'System Admin'. A left-hand navigation menu contains several links: 'Announcements', 'Syllabus', 'Instructor Info', 'Chapter Info See Chapter 7', 'Discussion Bd', 'Virtual Chat Groups', 'My Grades', 'External Links', and 'Text Web Site'. Below these are buttons for 'Course Map', 'Control Panel', 'Quick Unenroll', and 'Refresh'. The main content area is titled 'Announcements' and features a banner for 'Introductory Oceanography'. Below the banner are filters for 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL'. The date range 'January 14, 2010 - January 21, 2010' is displayed, followed by the message 'No announcements found.' At the bottom, there is a copyright notice for Blackboard Inc. and a link to 'Blackboard Academic Suite'.

These are the main navigation links/buttons. They may vary from class to class. Click on them to find course content.

### Using the Discussion Board:

To add a new comment:

1. On the course's navigation bar, click on *Discussion Board*.
2. Click on the discussion forum in which you wish to post.
3. Click on *Add New Thread* to add your comments. Remember to add a subject line.
4. Click *Submit* when you're done.

To respond to someone else's posting:

1. Go to the *Discussion Board* and to the appropriate discussion forum.
2. Click on the subject line of the message to which you'd like to respond
3. On the right side of the screen, click on the *Reply* button; type your message.
4. Click *Submit* (bottom right side of the screen).

If you need assistance with your Blackboard account, call the IT helpdesk at 504.398.2106.