What’s Blackboard and how to get started?

- Blackboard is a Web-based course-management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.

- Login? Use the same username and password as you use to get into the cluster machine and webmail. Your username is firstname.lastname. Can’t login? Contact the ITS Help Desk.IACC150, telephone 231-8685.

Accessing Course Modules Materials

- Select the “My Course” tab next to “My Blackboard”. Then select the course link under “Course List.”
Accessing My files

Select the “Files” tab in between “Organizations” and “Bb Help”

Make a new folder to organize files into by clicking "Create Folder"

This is the amount of space you have left. You are given 300.00 MB of free, online storage. If you need more storage, ask the help desk.

Best Practices for Blackboard success (students)

- **DO NOT** use special characters (e.g. #, %, $, !, etc.) when naming (saving) files you plan to upload to Blackboard for grading for assignments, when taking tests or quizzes, or when posting files to the Discussion Board
- Keep file names short and simple (8 – 10 characters)
- Instructors may not be able to open files containing special characters in the file name, and/or files with long file names!

- Files uploaded to a Blackboard course by the instructor cannot be modified in Blackboard – download the files to your computer:
- Right-click on the link to the file
- Select "Save", "Save As", or "Save Target As" (option depends on your browser)

- Printing files directly from Blackboard will include ALL of the navigation buttons and tabs:
- Download a file to print it, OR
- Right-click the file link and select "Open in new window"

Troubleshooting Blackboard

- Check your browser version (Open your browser, go to Help | About)
- Firefox – 3.5 or 3.6
- Internet Explorer - 8
- Safari - 3 or 4
- Other browsers may work, but are not recommended

- Add Blackboard as a **trusted** site in each browser you use:
  - Internet Explorer 8
    1. Click **Tools | Internet Options | Security**
    2. Click on the "Trusted Sites" icon, then click on the "Sites" button
    3. Type [http://bb.ndsu.nodak.edu](http://bb.ndsu.nodak.edu) in the box provided
    4. Click Add, click Close, click OK
  - Firefox 3.5/3.6
    1. Click **Tools | Options | Content**
    2. Click the Exceptions button next to "Block pop-up windows"
    3. Type [http://bb.ndsu.nodak.edu](http://bb.ndsu.nodak.edu) in the box provided
    4. Click Allow, click Close, click OK

- **AOL users note:**
- AOL uses its own proprietary browser to view web pages – this browser can cause sporadic problems with Blackboard!

  - We strongly recommend using another browser (Internet Explorer or Firefox) to work with Blackboard