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# ITIBB-0100-WEB: INTRODUCTION TO BLACKBOARD UNIT 1: INTRODUCTION

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## UNIT ONE – INTRODUCTION

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This unit will kick off the Introduction to Blackboard online course. This unit will introduce what Blackboard is and how it's used at CSCC. This unit will also review how to locate/login to Blackboard and provide a quick tour of CSCC's Blackboard portal.

### UNIT 1 - OBJECTIVES

Upon completion of this unit you will be able to:

- Define what Blackboard is and how it's being used at CSCC.
- Provide information on who faculty should contact for help with Blackboard
- Provide information on who students should contact for help with Blackboard.
- Login/logout to Blackboard.
- Access your assigned Blackboard courses.
- Describe the purpose of the following portal areas: My CSCC tab, Tools area, My Courses module and tab, and My Organization tab.
- Access the CSCC email system via the Blackboard Portal.

## WHAT IS BLACKBOARD?

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Blackboard is a course management system that supports teaching and learning and also serves as a repository for CSCC course materials and activities. Blackboard is accessed online, making it available from any computer connected to the Internet.

### **Blackboard provides an integrated environment which enables:**

- Course materials (syllabus, lecture handouts, slides, reading lists, and web links) to be published in a course shell facilitating easy access by students
- Asynchronous online communication between students using discussion boards, wikis, and blogs.
- Synchronous online student communication using chat rooms.
  - CSCC does offer WebEx accounts to current employees.
- Online assessments with automatic marking and feedback

### **Administratively, Blackboard can also be used for tasks such as:**

- Displaying course announcements on the course site with the option of sending e-mails to all enrolled students in a particular course
- Scheduling course tasks and deadlines using an online calendar
- Tracking students' online activities within the course
- Submission and automatic receipt of course work done electronically
- Administration of online surveys, such as module questionnaires

### **Who Uses Blackboard?**

Because Blackboard is versatile, it is used extensively in all areas of our college. Its main purpose is to serve the college's academic needs, however Blackboard is used for other purposes as well. Currently Blackboard is being utilized in the following areas of Columbus State:

- Online courses
- Support tool for traditional face-to-face courses.
- Academic and non-academic departments
- Various Columbus State committees
- Various student clubs and organizations

## WHERE DO FACULTY & STAFF GET HELP WITH BLACKBOARD?

Contact the Faculty Assistance Center if you ever have any questions or need assistance with Blackboard's Grade Center.



**Location/Contact:**

Columbus Campus  
339 Cleveland Ave. Room 108.

Phone: 614.287.5991

Email: [teaching@csc.edu](mailto:teaching@csc.edu)

**Hours of Operation:**

Monday – Thursday

○ 8:00 AM - 6:00 PM

Friday

○ 8:00 AM - 5:00 PM

Web address to submit an online help request directly to the Faculty Assistance Center:

<http://teaching.csc.edu/Support/request.asp>

## WHERE DO STUDENTS GET HELP WITH BLACKBOARD?

Students contact the IT Support Center (ITSC) for help with Blackboard



**Location/Contact:**

- Columbus Campus
- Columbus Hall 104 - Library building
- 614.287.5050
- [helpdesk@csc.edu](mailto:helpdesk@csc.edu)

Visit the ITSC website for information on hours of operation & support:

<http://www.csc.edu/services/itsc/>

## HOW TO LOGIN INTO BLACKBOARD?

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1. Open an Internet Browser that is supported by Blackboard (ie. Firefox, Chrome, or Safari) and go to Columbus State Community College's Blackboard website: [courses.csc.edu](https://courses.csc.edu).
2. Login into Blackboard using the same credentials used to login into our college email system.

## HOW DO I LOGOUT OF BLACKBOARD?

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Click on the "Power Button" located in the upper-right-hand area of Blackboard.



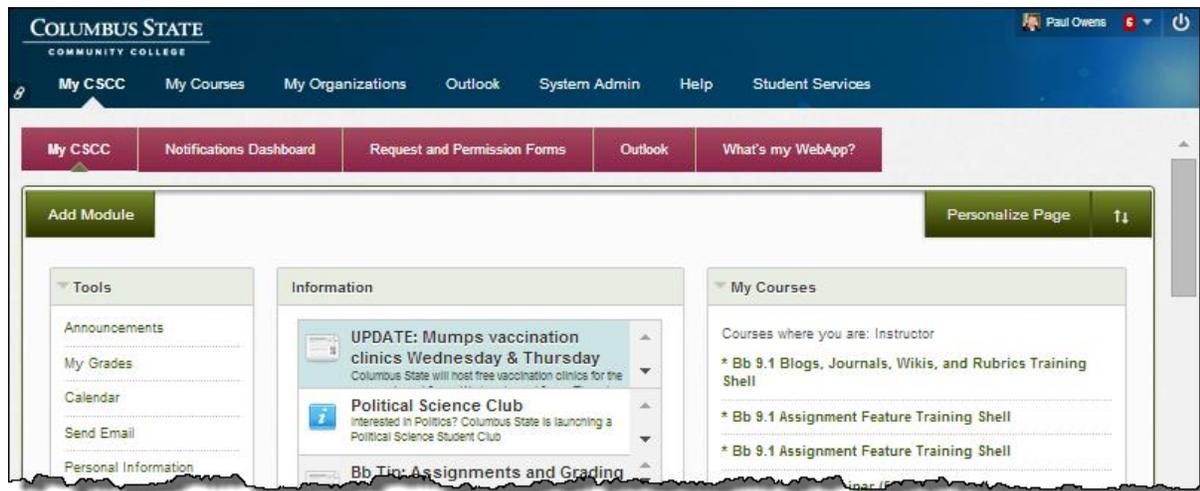
## HOW DO I ACCESS THE COURSES I'M TEACHING?

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1. Login to Blackboard – [courses.csc.edu](https://courses.csc.edu).
2. From the My CSCC landing page, locate the module area labeled My Courses and then click on the desired course name link.



## BRIEF BLACKBOARD PORTAL OVERVIEW



### Global Navigation Menu Area

*My CSCC Tab* Provides a central area displaying news and activities related to the courses you are teaching and/or enrolled.

*My Courses Tab* Allows instructors (and students) to locate and enter assigned courses.

*My Organization Tab* This area is used to access Blackboard areas being used to centralize information related to departments, student groups, college committees, or other non-course related topics.

Access to Blackboard Organizations is managed by each individual group or department.

*Outlook Tab* Use the Outlook tab to login to Columbus State's email system.

*Help Tab* This area will contain a variety of Blackboard help related information pertaining to both faculty and students.

*Student Services Tab* This area provides Student Services related information and updates from areas such as Financial Aid, Registration, and etc.