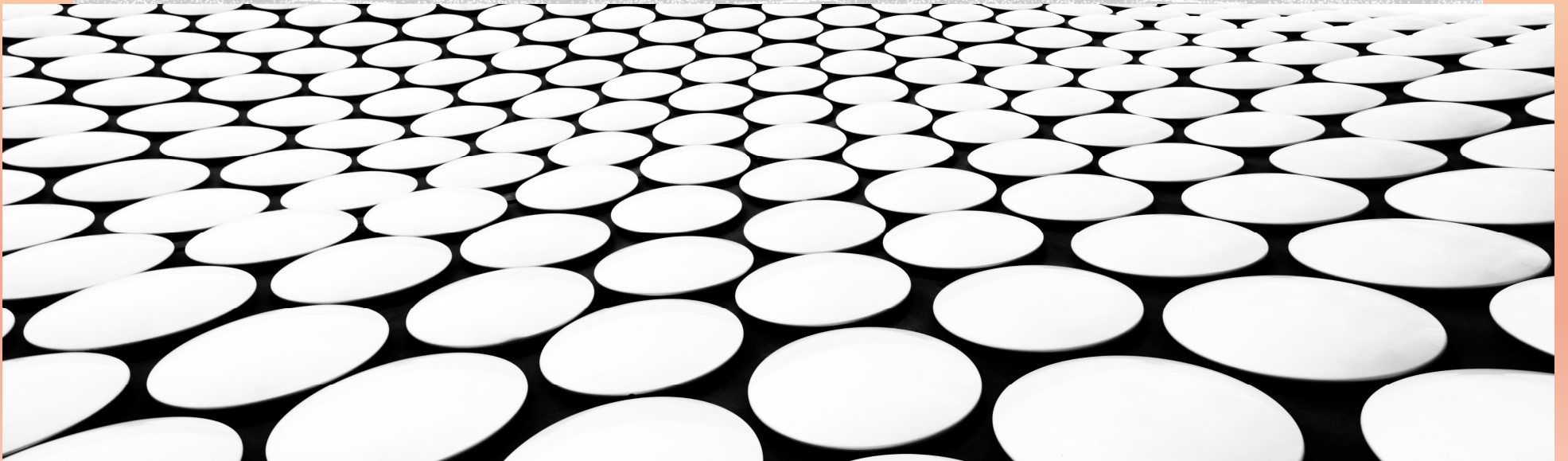


AUSTIN COMMUNITY COLLEGE

# BASIC BLACKBOARD



## NOTE ADDITIONAL TRAINING AVAILABLE:

Workshops are available at:

<https://eapps.austincc.edu/workshops/www/login.php>

Log in with your ACCeID and search for “Blackboard”

You will find these workshops

Blackboard 1: Building a Course Site – 2 hrs

Blackboard 2: Assignments and Assessments – 2 hrs

Blackboard 3: Grade Center – 2 hrs

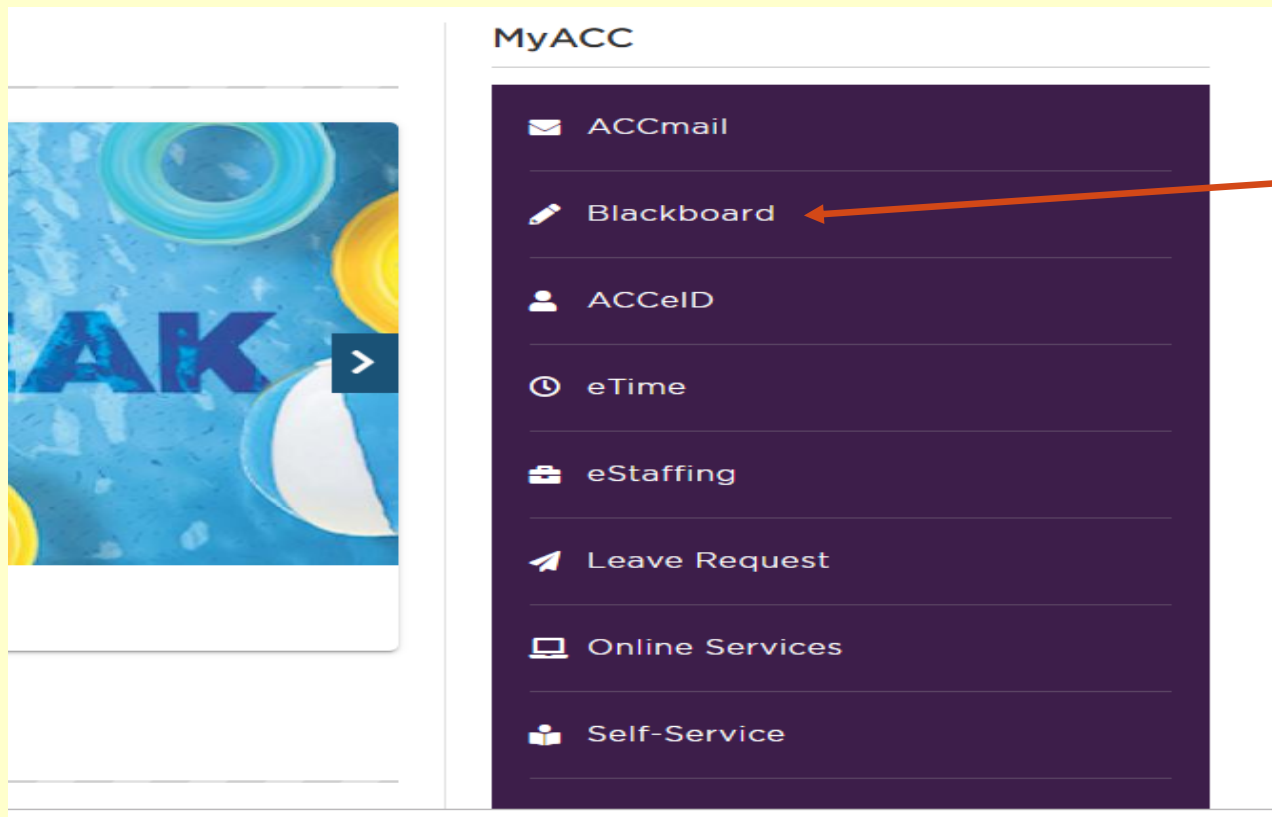
Blackboard 4: Interactive Tools – 2hrs

Blackboard Collaborat Ultra Training – 1.5 hrs

Total of 9.5 hrs online and self-paced



# GETTING TO BLACKBOARD



# SIGN IN USING YOUR ACEID

## ion Systems

on the Use of College Information Systems, and to  
FERPA). Proceeding to use college information  
ply with the above-referenced guidelines. If you are  
ected to exit now and consult with your supervisor

arch 16th

(Wednesday, March 13, 2019)

maintenance from 6am to 10am on Saturday,  
ple to students and faculty during this time, but  
erience degraded performance during this

# Blackboard®



Enter your ACCEID login information below.

You must **Activate Your ACCEID** before you can access Blackboard.

**You've been logged out due to inactivity. Log in again to continue.**

Username

Password

Login

[Forgot Your Password?](#)



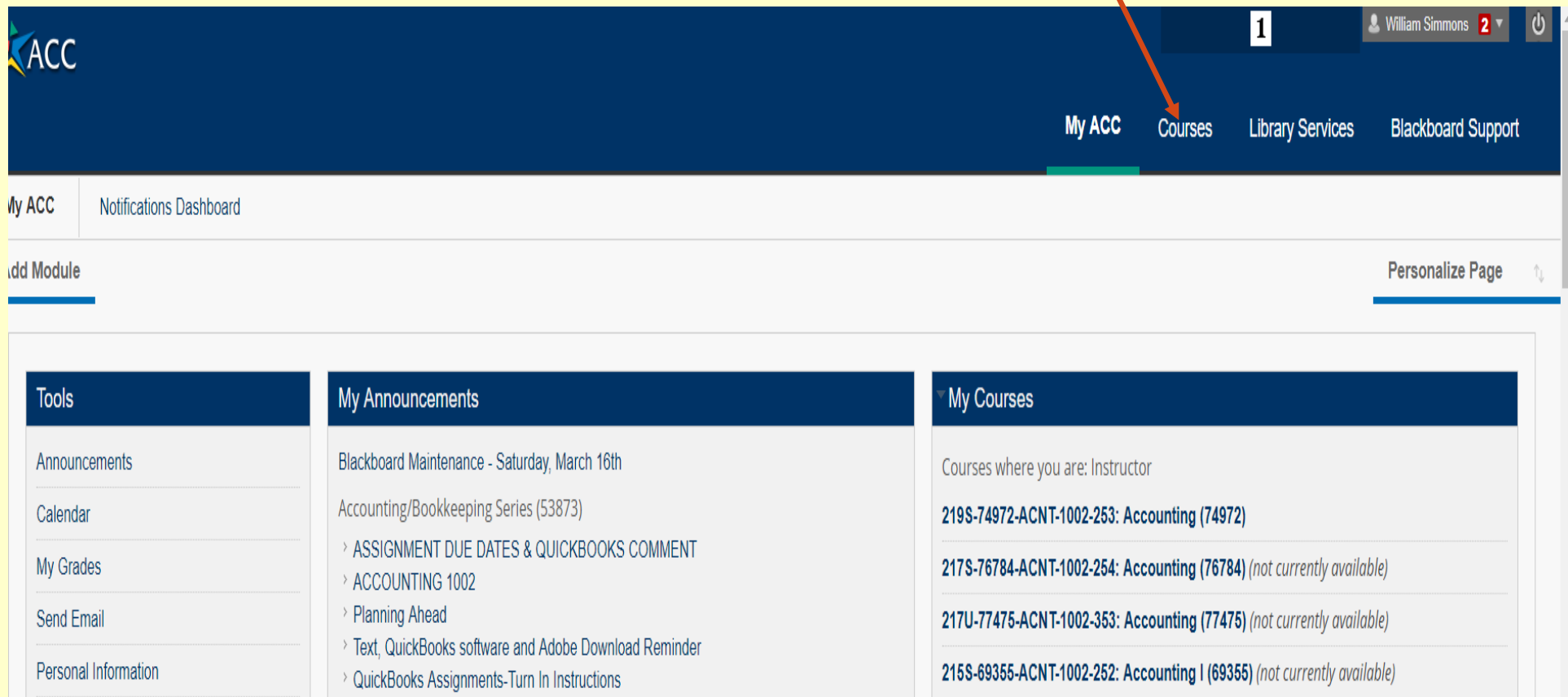
# YOUR COURSE LISTINGS

The screenshot displays the ACC Blackboard dashboard. At the top, the ACC logo is on the left, and a user profile for William Simmons is on the right. Below the header, a navigation bar includes links for My ACC, Courses, Library Services, and Blackboard Support. The main content area is divided into three columns: Tools, My Announcements, and My Courses. The My Courses column is highlighted with a red arrow, showing a list of courses where the user is an instructor. The Tools column lists various utility links, and the My Announcements column shows recent system and course-related notices.

Tools	My Announcements	My Courses
Announcements	Blackboard Maintenance - Saturday, March 16th	Courses where you are: Instructor
Calendar	Accounting/Bookkeeping Series (53873)	<b>219S-74972-ACNT-1002-253: Accounting (74972)</b>
My Grades	› ASSIGNMENT DUE DATES & QUICKBOOKS COMMENT	<b>217S-76784-ACNT-1002-254: Accounting (76784)</b> <i>(not currently available)</i>
Send Email	› ACCOUNTING 1002	<b>217U-77475-ACNT-1002-353: Accounting (77475)</b> <i>(not currently available)</i>
Personal Information	› Planning Ahead	<b>215S-69355-ACNT-1002-252: Accounting I (69355)</b> <i>(not currently available)</i>
	› Text, QuickBooks software and Adobe Download Reminder	
	› QuickBooks Assignments-Turn In Instructions	



# YOUR CURRENT COURSES



The screenshot shows the ACC Blackboard dashboard. At the top, there is a dark blue header with the ACC logo on the left. On the right side of the header, there is a user profile for William Simmons with a notification badge showing '2'. Below the header, there is a navigation bar with four links: 'My ACC', 'Courses', 'Library Services', and 'Blackboard Support'. The 'Courses' link is highlighted with a red arrow. Below the navigation bar, there is a section titled 'My ACC' with a 'Notifications Dashboard' link. To the right of this section, there is a 'Personalize Page' link. The main content area is divided into three columns: 'Tools', 'My Announcements', and 'My Courses'. The 'Tools' column lists links for Announcements, Calendar, My Grades, Send Email, and Personal Information. The 'My Announcements' column shows a 'Blackboard Maintenance - Saturday, March 16th' announcement and a list of assignments for 'Accounting/Bookkeeping Series (53873)'. The 'My Courses' column shows a list of courses where the user is an instructor, including '219S-74972-ACNT-1002-253: Accounting (74972)' and several other courses marked as 'not currently available'.

ACC

1

William Simmons 2

My ACC Courses Library Services Blackboard Support

My ACC Notifications Dashboard

Add Module Personalize Page

Tools	My Announcements	My Courses
Announcements	Blackboard Maintenance - Saturday, March 16th	Courses where you are: Instructor
Calendar	Accounting/Bookkeeping Series (53873)	219S-74972-ACNT-1002-253: Accounting (74972)
My Grades	> ASSIGNMENT DUE DATES & QUICKBOOKS COMMENT	217S-76784-ACNT-1002-254: Accounting (76784) (not currently available)
Send Email	> ACCOUNTING 1002	217U-77475-ACNT-1002-353: Accounting (77475) (not currently available)
Personal Information	> Planning Ahead	215S-69355-ACNT-1002-252: Accounting I (69355) (not currently available)
	> Text, QuickBooks software and Adobe Download Reminder	
	> QuickBooks Assignments-Turn In Instructions	

# SELECT THE COURSE TO WORK ON

[My ACC](#) [Courses](#) [Library Services](#) [Blackboard Support](#)

Course Search

Go

Course List

▼ Summer 2020

**Courses where you are: Instructor**  
**220U-11382-ACNT-1002-350: Accounting (11382)**  
Instructor: William Simmons;  
**220U-11379-ACNT-1003-350: Accounting/Bookkeeping Series (11379)**  
Instructor: William Simmons;  
**220U-11385-ACNT-4008-350: Business Tax Forms (11385)**  
Instructor: William Simmons;  
**220U-11386-ACNT-1010-350: Computerized Accounting (QuickBooks) (11386)**  
Instructor: William Simmons;  
**220U-11383-ACNT-4007-350: Financial Statement Analysis (11383)**  
Instructor: William Simmons;  

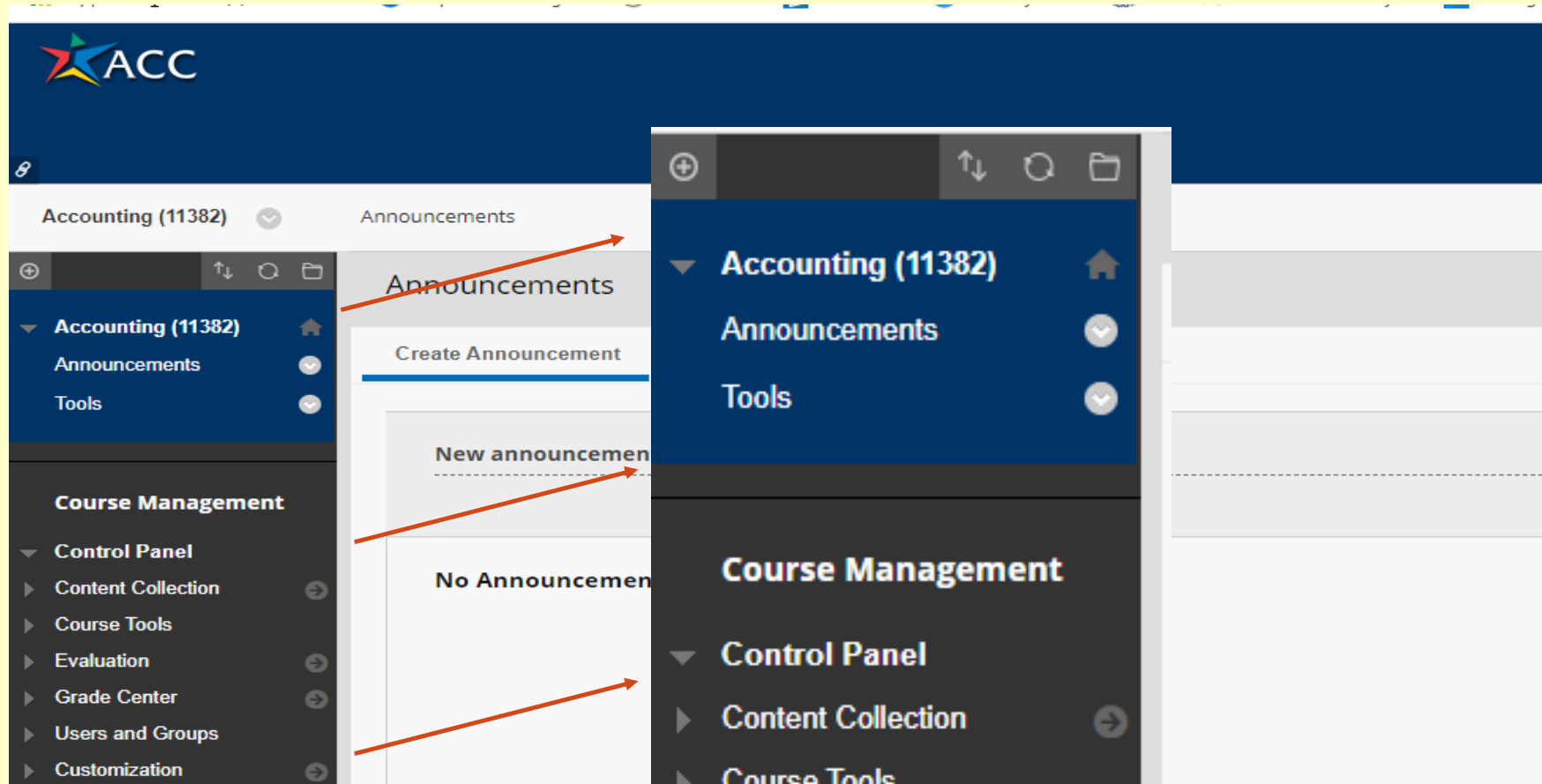
▼ Spring 2020

**Courses where you are: Instructor**  
**220S-02369-ACNT-1002-251: Accounting (02369)**  
Instructor: William Simmons;  
**220S-02368-ACNT-1003-251: Accounting/Bookkeeping Series (02368)**  
Instructor: William Simmons;

Support and Services

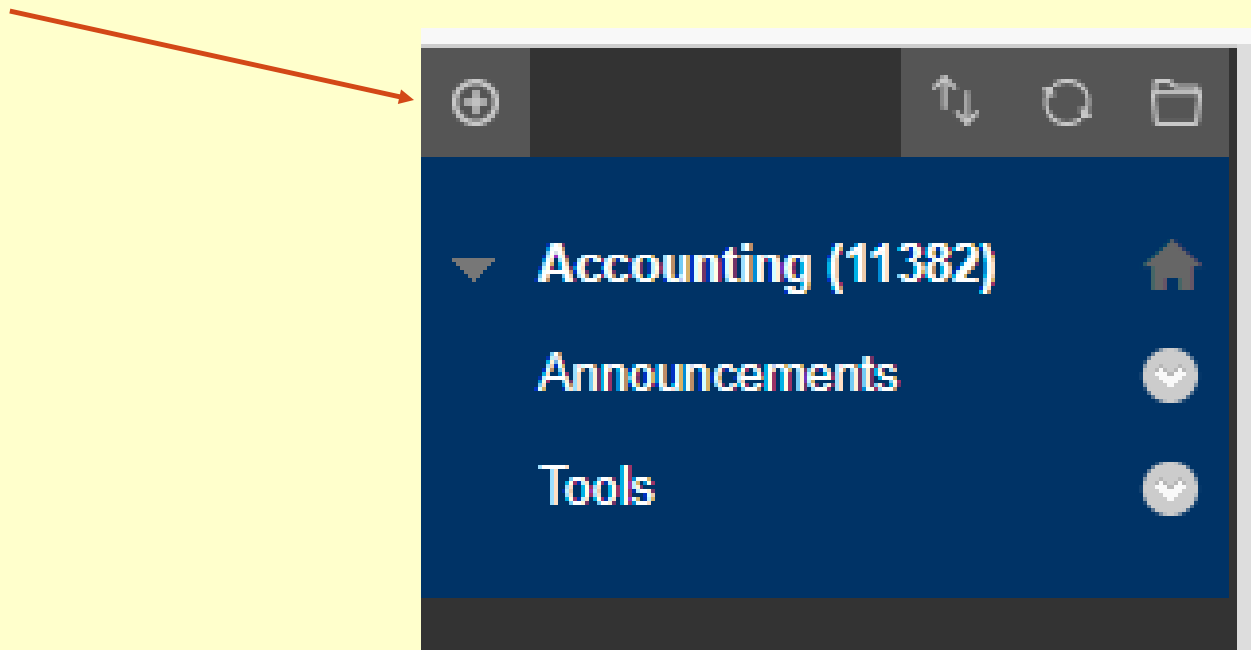
[Online Services](#)  
[Student Support](#)  
[Faculty Support](#)

# MENU BAR FOR INTERACTIVE TOOLS OPENS

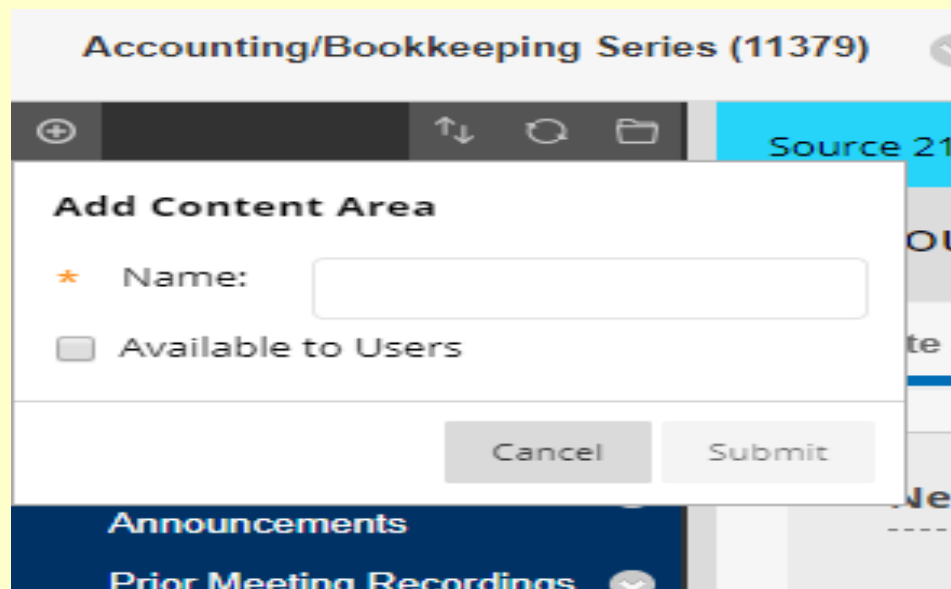




## ADDING A MENU ITEM



# CREATING A NEW CONTENT AREA



The screenshot shows a web application interface for the 'Accounting/Bookkeeping Series (11379)'. A modal dialog box titled 'Add Content Area' is open. It contains a text input field for 'Name:' and a checkbox for 'Available to Users'. At the bottom of the dialog are 'Cancel' and 'Submit' buttons. The background shows a sidebar with 'Announcements' and 'Prior Meeting Recordings' and a main content area with 'Source 218'.

Accounting/Bookkeeping Series (11379)

Source 218

**Add Content Area**

\* Name:

☐ Available to Users

Cancel Submit

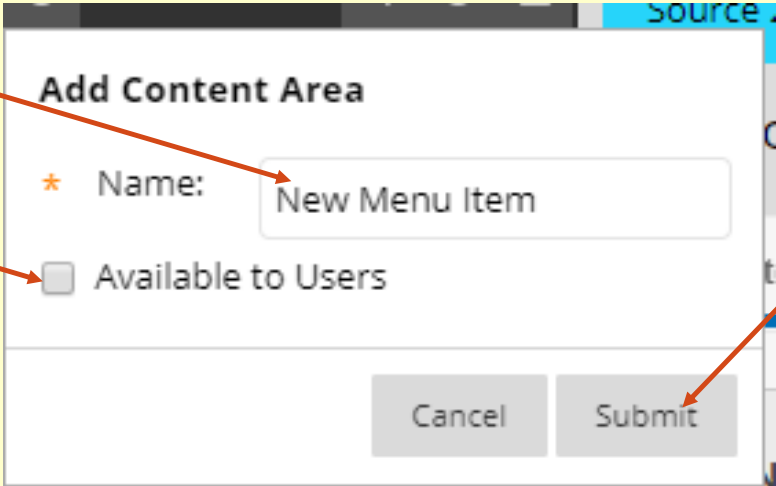
Announcements

Prior Meeting Recordings



## CREATING A NEW MENU ITEM - CONT

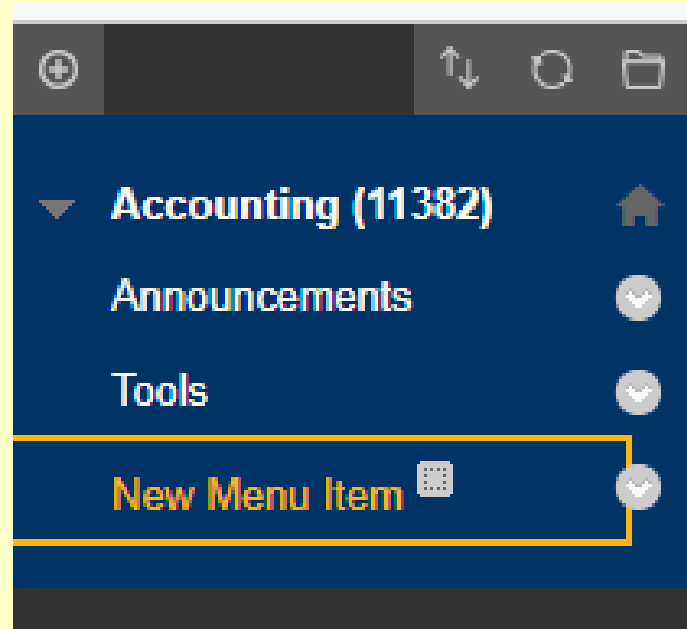
A list of types of menu items opens.  
We select "Content Area"



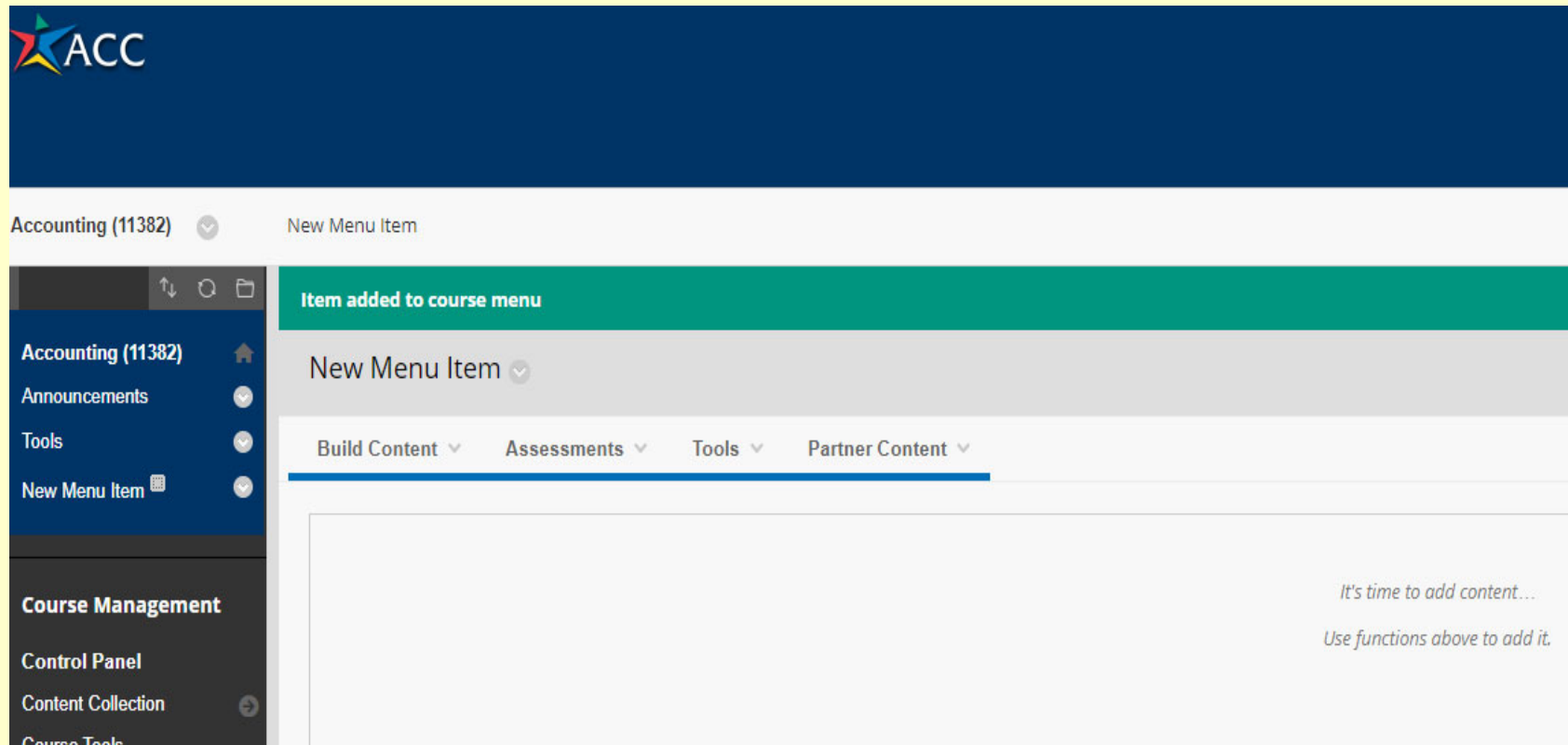
The screenshot shows a dialog box titled "Add Content Area". It contains a text input field labeled "Name:" with the text "New Menu Item" entered. Below this is a checkbox labeled "Available to Users" which is currently unchecked. At the bottom right of the dialog are two buttons: "Cancel" and "Submit". Three red arrows are overlaid on the image: one points to the "Name:" label, another points to the "Available to Users" checkbox, and a third points to the "Submit" button.



## NEW MENU ITEM IS NOW LISTED



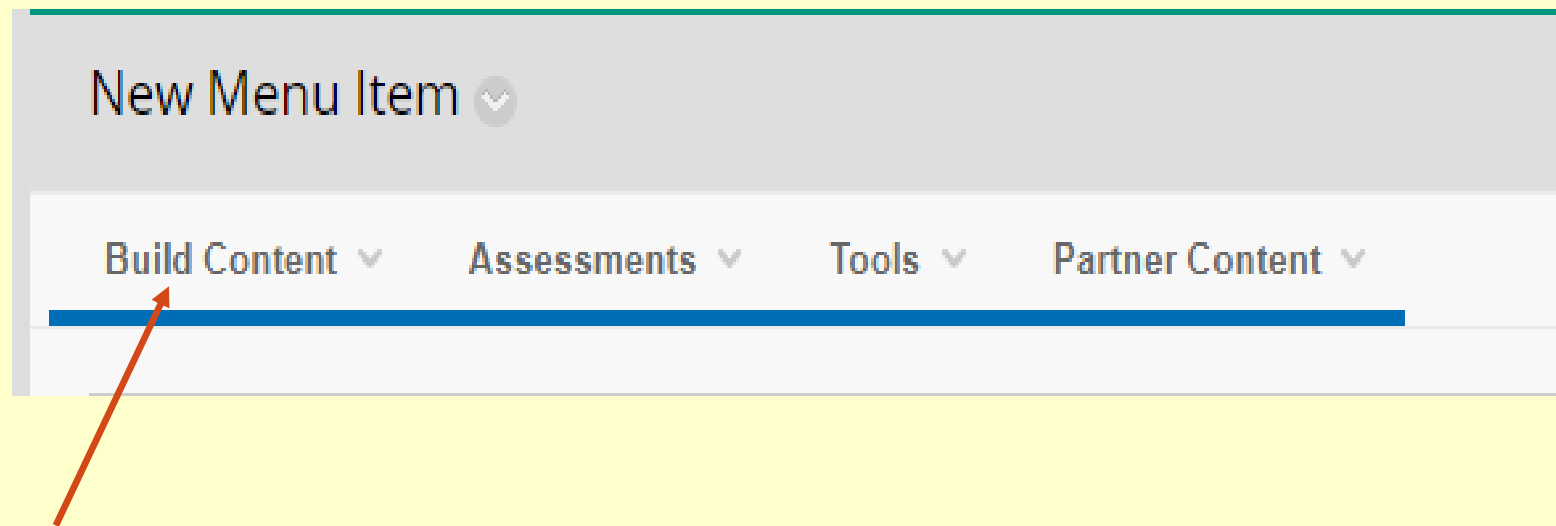
## BY CLICKING ON THE NEW MENU ITEM – ITS CONTENT AREA OPENS



The screenshot displays the ACC (Angel Course Center) interface. At the top, the ACC logo is visible on a dark blue header. Below the header, the course name "Accounting (11382)" is shown with a dropdown arrow, followed by the text "New Menu Item". A green notification bar states "Item added to course menu". The main content area is titled "New Menu Item" with a dropdown arrow. Below this, there are four tabs: "Build Content", "Assessments", "Tools", and "Partner Content". The "Build Content" tab is currently selected, indicated by a blue underline. The content area below the tabs is mostly empty, with a faint message on the right side that reads: "It's time to add content... Use functions above to add it."

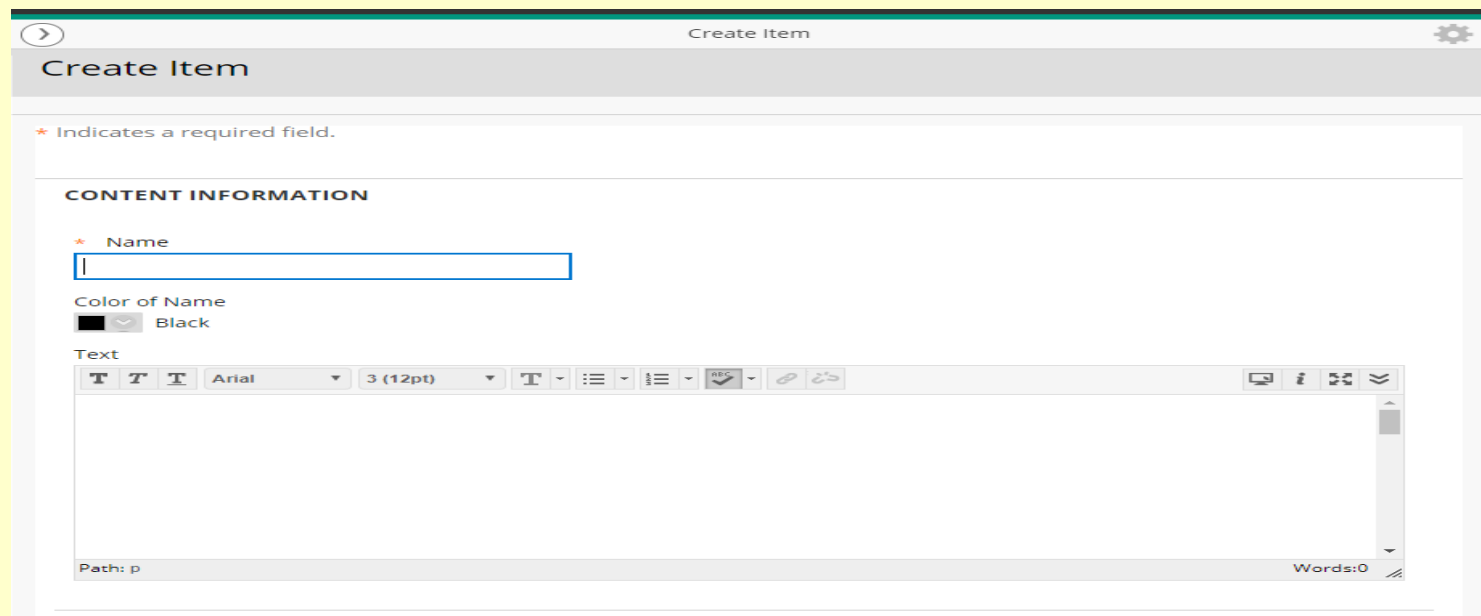


## WE SELECT THE “BUILD CONTENT” OPTION



# SELECT “ITEM” FROM THE MENU

We then enter the name of the item: “Handouts” and create instructions in the text area for our students telling them these handouts are for the class



The screenshot shows a web interface titled "Create Item". At the top, there is a navigation bar with a back arrow, the title "Create Item", and a settings gear icon. Below the title bar, a red asterisk indicates a required field. The main section is titled "CONTENT INFORMATION". It contains a "Name" field with a red asterisk, which is currently empty. Below the name field is a "Color of Name" dropdown menu set to "Black". Underneath is a "Text" area with a rich text editor toolbar. The toolbar includes buttons for bold, italic, underline, font color, background color, text color, font size, bulleted list, numbered list, link, unlink, and a "NEW" button. The text area is currently empty. At the bottom of the form, there is a "Path" field with the value "p" and a "Words:0" counter.

Create Item

\* Indicates a required field.

**CONTENT INFORMATION**

\* Name

Color of Name

Black

Text

Path: p Words:0



Your new menu item now looks like this.

Below the “text” area is the “attachment area”

\* Indicates a required field.

---

**CONTENT INFORMATION**

\* Name

Color of Name  Black

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

**B** *I* U Arial 3 (12pt) **T**

The following handouts will be used for the Accounting classes.





# ATTACHING HANDOUTS/FILES

Path: p

**File location on your computer**

**ATTACHMENTS**

Attach Files

Browse My Computer Browse Course Browse Cloud Storage

**STANDARD OPTIONS**

Permit Users to View this Content ☒ Yes ☐ No

Track Number of Views ☐ Yes ☒ No

Select Date and Time Restrictions


☐ Display After

☐ Display Until

**Additional options to consider**



# CREATING ASSIGNMENT INFORMATION


Accounting (11382)  New Menu Item **Create Assignment**

---





## Create Assignment

\* Indicates a required field.

### ASSIGNMENT INFORMATION

\* Name and Color   Black

Instructions

**T** **T** **T** Arial ▼ 3 (12pt) ▼ **T** ▼ ☰ ▼ ☷ ▼    

Path: p



### ASSIGNMENT FILES

Attach Files



# ENTER DUE DATE AND AVAILABILITY DATES

**DUE DATES**

Due Date ☐    

**GRADING**

★ Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------



[Submission Details](#)



[Grading Options](#)

[Display of Grades](#)

**AVAILABILITY**

☒ Make the Assignment Available

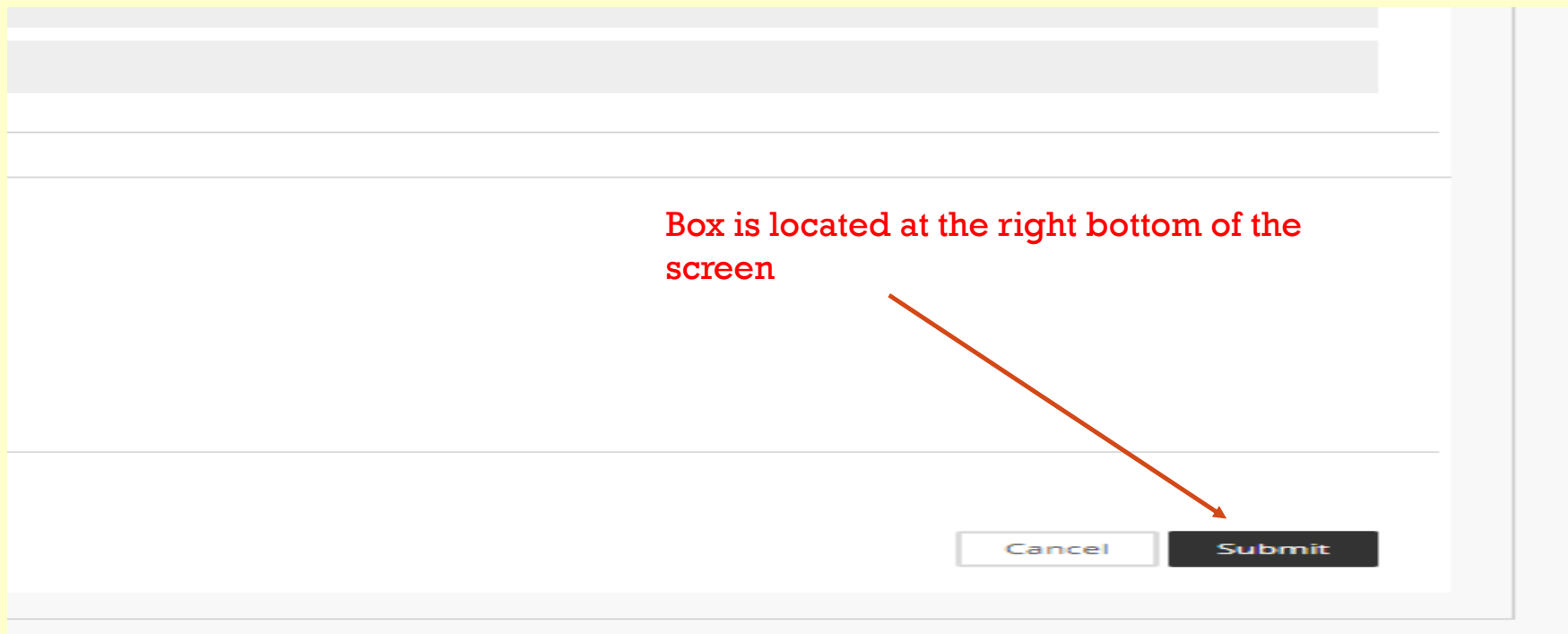
Limit Availability ☐ Display After    

☐ Display Until    

☐ Track Number of Views



# YOU MUST SUBMIT TO SAVE THE CONTENT



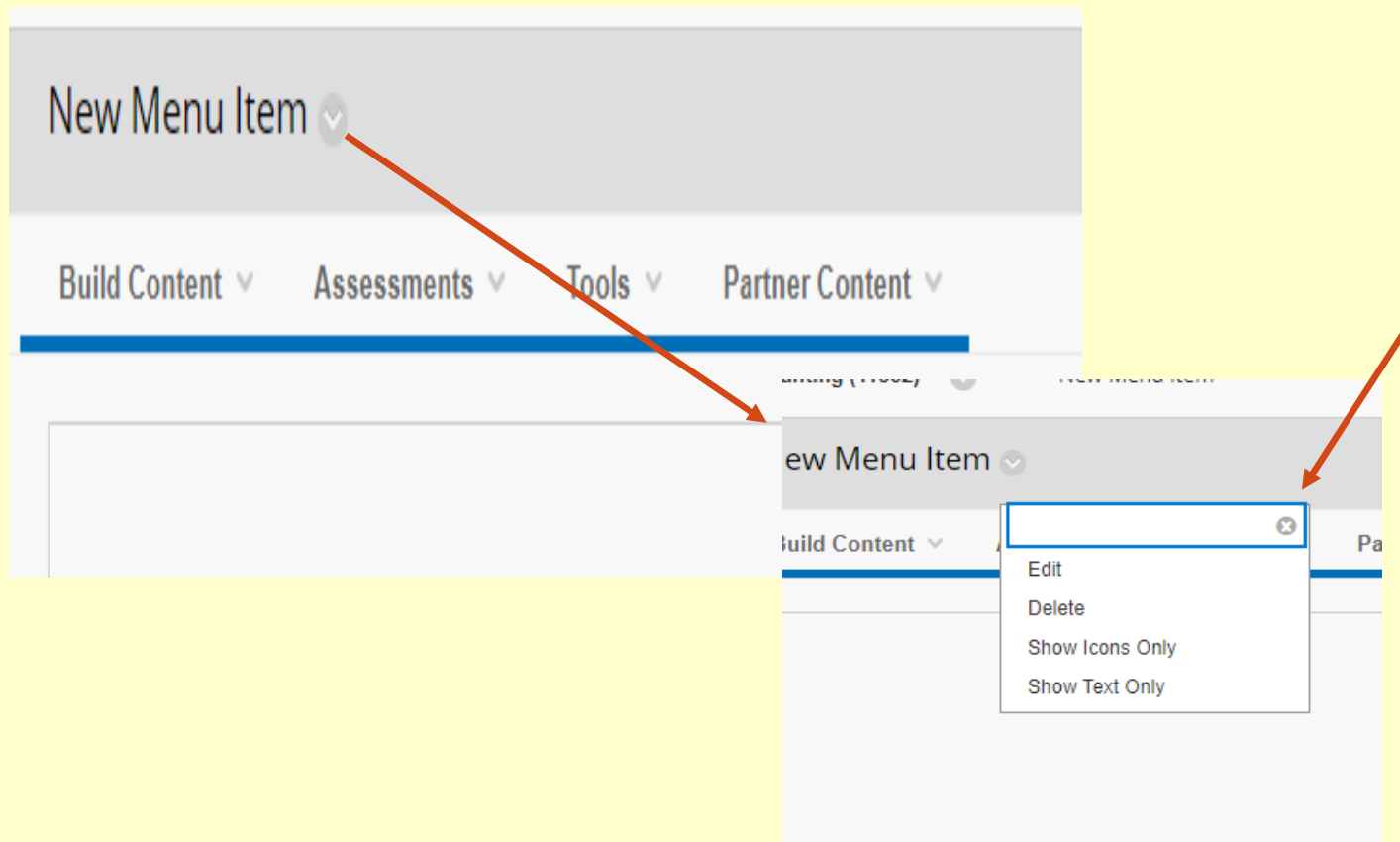
Box is located at the right bottom of the screen

Cancel Submit

The image shows a web form with a light gray border. At the bottom right of the form, there are two buttons: a light gray 'Cancel' button and a dark gray 'Submit' button. A red arrow points from the text 'Box is located at the right bottom of the screen' to the 'Submit' button.



# EDITING CONTENT



# CONCLUSION

- To learn more about how Blackboard works – explore
- I recommend you also attend the online training available at:  
<https://eapps.austincc.edu/workshops/www/login.php>
- You may also consider attending the additional sessions for the Basic Blackboard training now being offered
- In order to present your classes online, you will need to attend the Basic Collaboration training being offered

