1. **Topics to Cover**
   - What is Blackboard?
   - Tabs and Modules
   - Understanding the Course Layout
   - Understanding the Control Panel
   - Various Features of Blackboard

2. **Bb/CMS VS Website**
   - Centrally administered
   - Secure (FERPA) + One place access to all the courses
   - No need to download/install software
   - No need to learn HTML/programming skills
   - Automatic course creation
   - Automatic enrollment (instructor and students)
   - Uniform looking courses (helpful for students)
   - Comes with various features
   - Someone at CCC will be available to help you

3. **Logging in to Blackboard**
   - ccc.blackboard.com
   - If both username/password are correct, it takes you to the Blackboard portal. Your name will appear in the top middle.
   - In case of incorrect Username/password: “Could not login. Valid authentication credentials were not provided.”
   - Support Options (also pass these to your students)
     - Retrieve CCC Username (apps.ccc.edu/passwordreset/StudentUsername.aspx)
     - Reset Password (ccc.edu/password)
     - Contact Support (ccc.edu/help)

4. **Tabs and Modules**
   a) **Tab:** My Blackboard Homepage and Courses
   b) **Module:** Tools, Announcement, and My Courses

5. **Customizing Modules**
   a) Drag and drop (use 4 headed arrow to move modules)
   b) Minimize (use down facing arrow)
   c) Add/remove modules (use “Add Module” button)

6. **Homepage Settings**
   a. My Courses: Use “Manage my courses module setting” button, top right of “My Courses”
   b. Home, Help, and Logout: (links are located on the home page)

7. **Understanding the Course Layout**
   a) Course Menu (course navigation or add content)
   b) Control Panel (edit course – only available to instructor of the course)
   c) Content Area
      - If empty, hidden by default (box next to them)
Once content is added, automatically available to students

d) Manually hide/show Content areas (downward arrow)
e) **Breadcrumb:** Tells your current location in the course

8. **Course Menu (Hide/Unhide)**
   a) Useful with small screens
   b) Sometimes students will accidently hide

9. **Understanding the Control Panel**
   a) Only available to instructors
   b) Used for administrative functions
   c) Files and search
   d) Course Tools
   e) Grade Center
   f) Student Preview
   g) Course Themes

10. **Questions?**