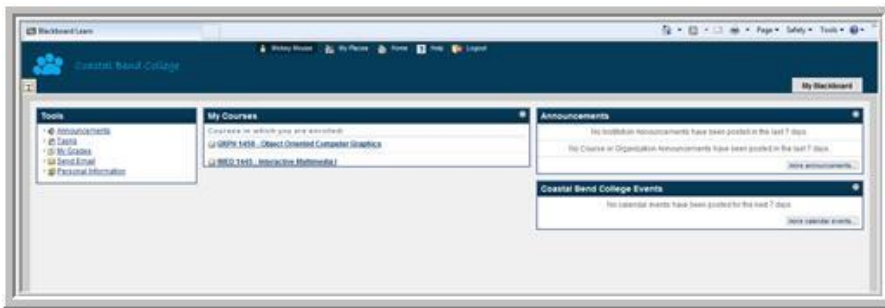


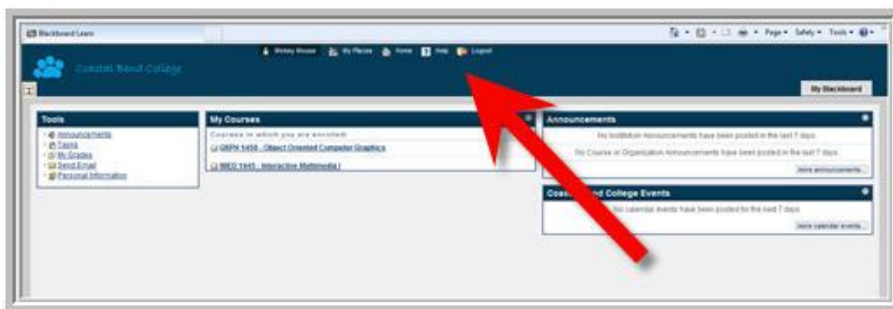
EXPLORING MY BLACKBOARD

When you login to Blackboard, the first screen that appears is the **My Blackboard** screen. My Blackboard provides you with a single point of access to the courses in which you are enrolled.

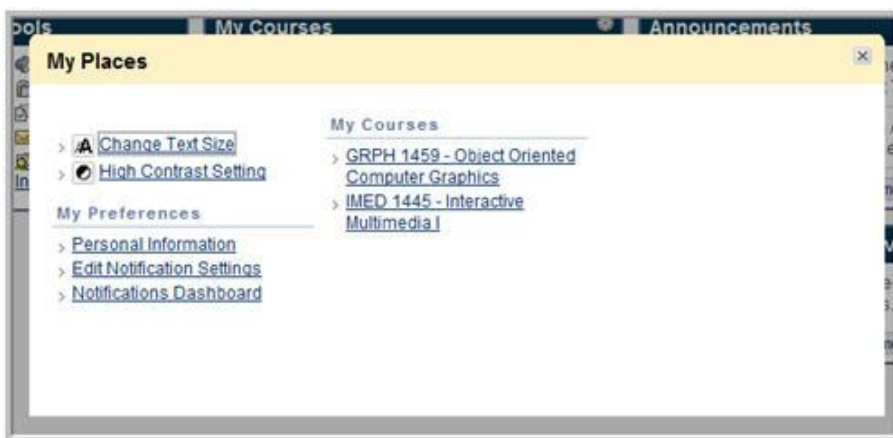


Let's review the **My Blackboard** screen. Beginning at the top, you have an area that displays:

- Your name
- My Places
- Home
- Help
- Logout



Let's explore the **My Places** link. When you click on **My Places**, the following screen appears.



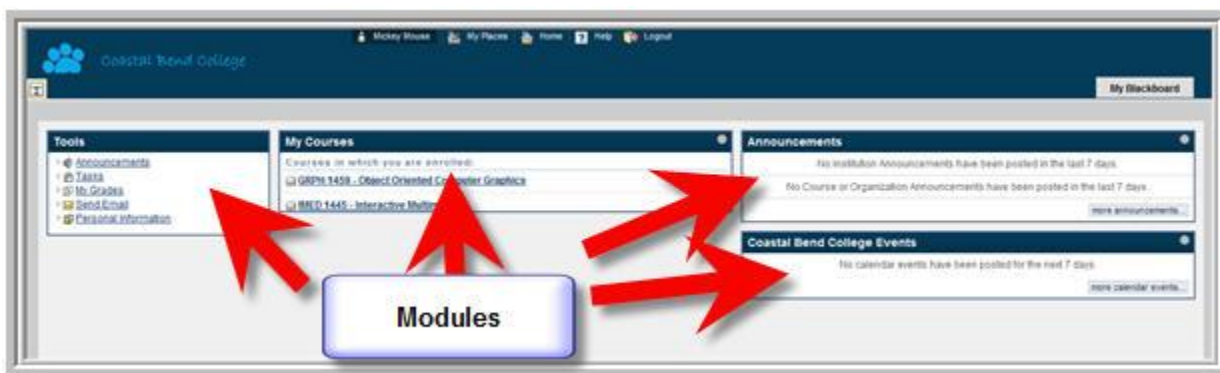
- **Change Text Size** – provides instructions on how to change your text size for Internet Explorer, FireFox, and Safari
- **High Contrast Setting** – defaults to use Blackboard styles versus your operating system’s high contrast setting
- **Personal Information** – allows you to edit your personal information, change your password, Personalize **My Places**, change personal settings, and set privacy options
 - **To change your password click on Change Password and type your new password in the two boxes provided**
- **Edit Notification Settings** – allows you to control the notifications for the following:
 - **Edit General Settings** – defines the general notification settings such as email format, deletion schedule, and reminder schedule for courses and organizations.
 - **Edit Individual Course Settings** – displays the current notification settings for courses in which you are enrolled. Changes to the notification settings for a specific course can be made on this page.
 - **Bulk Edit Notification Settings** – allows you to select a set of courses or organizations to update and change the notification settings for them in one step.
 - **Edit Individual Organization Settings** – displays the current notification settings for organizations in which you are enrolled. Changes to the notification settings for a specific organization can be made on this page.

WARNING! If the Blackboard Administrator at your school has defined the notification settings, those settings will take precedence over your settings.

Now that we have explored the **My Places** link, let’s move on.

- Clicking on the **Home** link will direct you to the Coastal Bend College website.
- Clicking the **Help** link will allow you to chat with a live person
- Clicking **Logout** will log you out of the course management system (CMS)

The **My Blackboard** screen contains modules that contain links that allow you to view information and navigate to your courses.



Let's explore these modules.

- **Tools** – this module is the area that contains tools to manage information and communicate with other users
 - **Announcements** – Use this tool to view important information, reminders, or updates posted by your instructor. For example, your instructor can use announcements to provide corrections and clarifications of materials, assignment due dates or exam schedules, or reminders or helpful tips.
 - **Tasks** – Add personal tasks using the **Tasks** tool. You can also use this tool to keep track of work that must be completed.
 - **My Grades** – shows the status of gradable items such as tests, assignments, journal, and blog entries, and Discussion Board posts.
 - **Send Email** – allows you to send email messages to other course member's external email addresses
 - **Personal Information** – Use this link to access and edit the same personal information found in the **My Places** link located in the header.
- **My Courses** – this module lists all the courses to which you have access. The list of courses should update based on the courses you are currently enrolled in. ***Simply click on the course title to gain access to your course.***
- **Announcements** – this module displays announcements from all courses in which you are enrolled, as well as school-wide announcements. It can also contain announcements from your school's administrator. Announcements communicate important, time-sensitive information. When you click an announcement link, you are taken to the main **Announcements** page.
- **Coastal Bend College Events** – this module displays calendar events and dates for courses in which you are enrolled in and any personal events you have added.