

## BLACKBOARD 9.1 STUDENT GUIDE

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### WHAT IS BLACKBOARD?



Blackboard is the course-management system that California State University, Fresno uses for online teaching and learning. Blackboard enables instructors to provide students access to **course materials, communication tools, online assessments, and grades**, as well as the ability to submit **assignments** electronically.

### HOW DO I GET STARTED?

Blackboard can be accessed anywhere, anytime you have an Internet connection (<http://blackboard.csufresno.edu>.) You will login to Blackboard using your **Fresno State username and password**.

Once you login, your classes will show up in the **My Course** module located in the center of the screen. Simply click the appropriate link to enter a course.

### WHY CAN'T I SEE MY COURSES AFTER LOGGING IN?

- Your instructor may not be using Blackboard for your class.
- Your instructor may need to make the course "Available." By default all classes are "Unavailable," which means the instructors can get into the course site, but students cannot. You can verify the status of your class in Blackboard with your instructor.
- You may not be on the official course roster. Make sure you are currently registered for the specific class and that there are no holds or "to do" messages on your account. **Please Note** – Blackboard access is updated daily, therefore there may be a **delay of up to 48 hours** after registering for a class before you have access to the class in Blackboard.

### COMPUTER AND BROWSER REQUIREMENTS

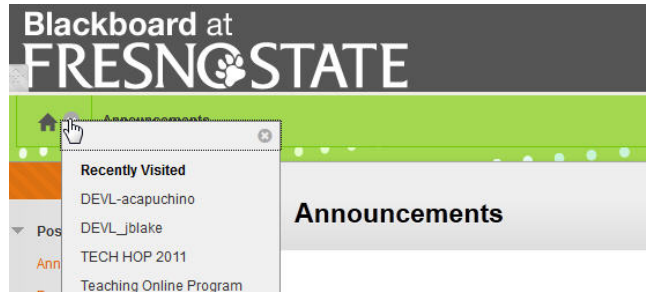
- You will need a computer with Internet access.
- **Firefox** is the recommended browser. For more information on **Blackboard 9.1 Supported Browsers and Operating Systems** (<http://blackboard.csufresno.edu/bb/browsers.shtml>)
- Some content may require specific Plug-ins and Players. This information will be provided by your instructor.

### HOW DO I REMOVE OLD COURSES FROM THE COURSE LIST?

- Point to the **My Course** and a **Gear Icon** will appear in the right corner of the **Course List**.
- The **Edit Course List** window will appear.

- You hide any courses by un-checking the **Course Name**. You have the ability to turn off the **Announcements** and other items.
- Click **Submit**.

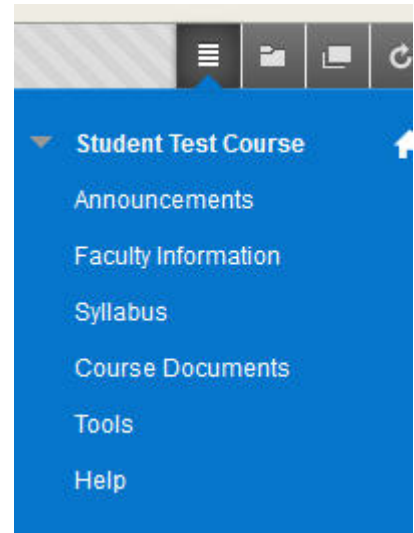
## COURSE TO COURSE NAVIGATION



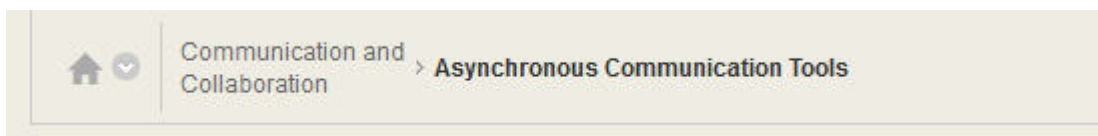
**Course to Course Navigation** is located at the top of your each Blackboard course. This feature allows you to easily navigate to other courses you are enrolled in.

## NAVIGATING WITHIN A COURSE

- On the left-hand side of a Blackboard course you will see the **Course Menu**.
- Your instructor can add, delete, and customize the course menu to fit the needs of the class so there may be a variety of links in the course menu.
- You will find an assortment of Tools in the tools area such as Email, Discussion Boards, Virtual Collaboration Tools, Blogs, Wikis, Journals as well as the My Grades which is your gradebook.
- Make sure and explore all the links to ensure success in the class.



## BREADCRUMBS



As you explore your online class you will notice a list of “**breadcrumbs**” building at the top of your course. Each “breadcrumb” represents a screen you moved through. You may use the breadcrumb trail to navigate back through your course. You may also quickly go back to the “Home” page of your course by clicking on the **Home Icon** located at the far left of the breadcrumb trail.

## FILE TYPES IN BLACKBOARD

The filename of any file you submit must include only letters, numbers, hyphens, and underscores (no spaces or other characters) and end with a file extension (**.docx, .pptx, etc**).

## WHERE CAN I GET HELP?

- Contact the **TILT Resource Center** at 278-7373 Monday – Friday 8:00 am until 5:00 pm. TILT is located on the second floor of the Henry Madden Library in Studio 2.
- Access the **User Guide** from within your course by clicking on **Tools** in the **Course Menu** and selecting **User Guide**.
- **Email** [tiltsupport@csufresno.edu](mailto:tiltsupport@csufresno.edu).