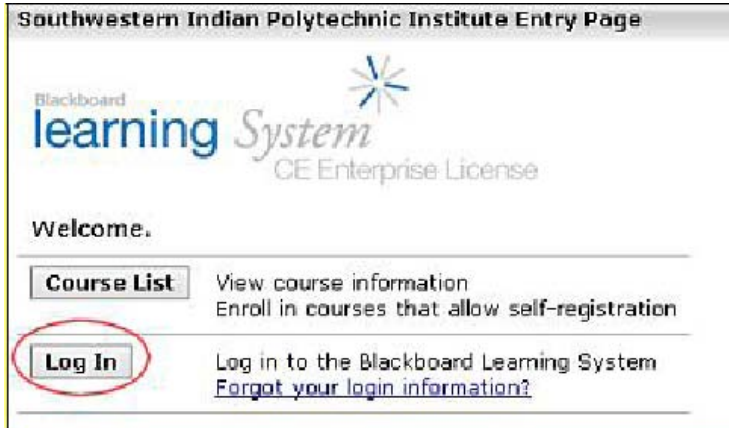


SOUTHWESTERN INDIAN POLYTECHNIC INSTITUTE (SIPI)  
Extended College (Distance Education Program)  
**Getting Started in Blackboard**

**Logging in to Blackboard**

1. Type the following URL into your browser's address bar: <http://169.203.195.9>
2. At the Blackboard Learning System page, click the Log In button.

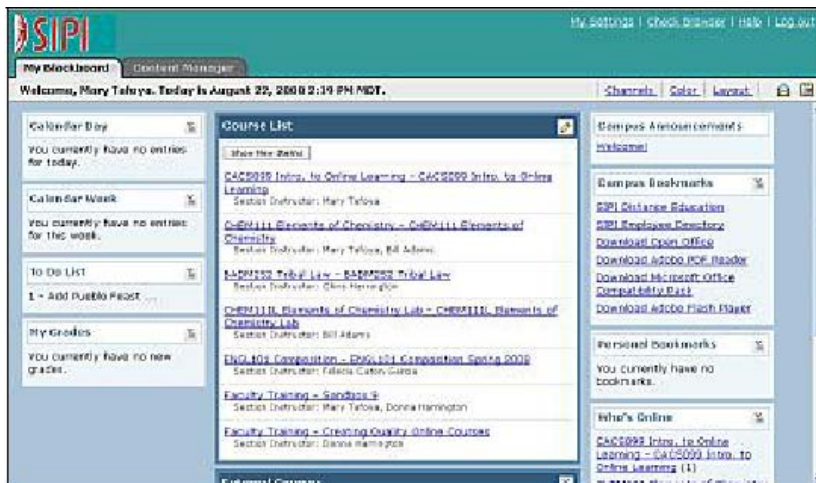


Type your User Name and Password into the Log In box, then click OK.

**NOTE:** You must be admitted to SIPI and enrolled in an online or hybrid course to gain access to Blackboard. Prior to the start of the trimester, you should receive your log in ID and password. If you have not received it, contact [imarrs@sipi.bia.edu](mailto:imarrs@sipi.bia.edu) or leave a message at 346-7706. (Please allow 12 to 24 hours for a reply.)

**NOTE:** If you're logging in to Blackboard using a new computer, be sure to read the Browser Check, Pop-up and Java instructions on the log in page. Your browser must be set up correctly to enable pop-up windows, and to accept a Java certificate. *Further instructions for enabling pop-up windows are included in a separate handout.*

**About the My Blackboard Page**



Your “My Blackboard” page is organized into three columns, containing features called “Channels.” You

can rearrange the channels if you wish, or edit your My Blackboard page layout to remove items you don't want to view. At SIPI, some items are locked and cannot be removed.

To change the look of your My Blackboard page, use the links and icons at the top right of the page:



- **Channels:** Select which items appear on the page.
- **Color:** Change the color scheme
- **Layout:** Rearrange how the Channels appear in the columns
- **Mail icon:** Send Blackboard email to your instructors and classmates in all your courses.
- **Calendar:** View, print, add entries, and make other changes to your Blackboard calendar.

### LEFT COLUMN

By default, the following items appear in the left channel:

- **Calendar Day:** calendar entries for the current day
- **Calendar Week:** calendar entries for the current week

SIPI dates and your personal entries will appear in your calendars.

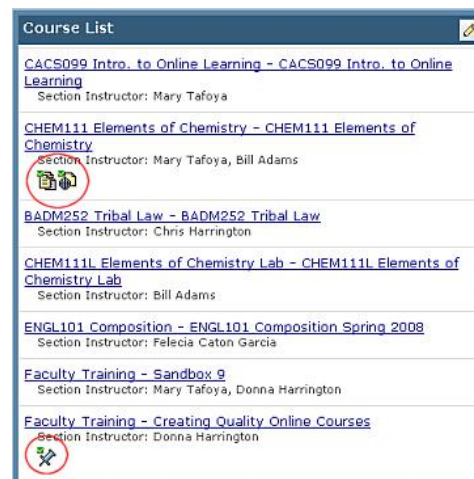
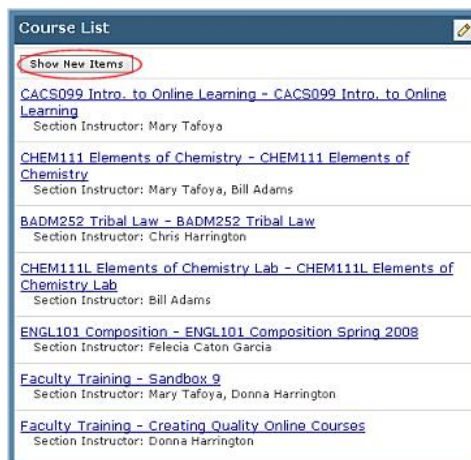
- **To Do List:** make your own entries here or in your calendars by clicking the drop-down button to the right of the title.



- **My Grades:** Any grades that your instructors have released to you in any of your courses.

### CENTER COLUMN

By default, your Courses appear in the center column. Each course channel contains a link to that course.





Click the “Show New Items” button at the top of the course list to see which courses have been updated since your last login. New Assignments, Discussion Postings, Grades, Announcements and other learning content recently added to the course will appear as tiny icons, with tiny checkmarks above them.

### RIGHT COLUMN

By default, the following items appear in the third column of your My Blackboard page:

- **Campus Announcements:** Important notices and other information pertinent to SIPI’s Blackboard users.
- **Campus Bookmarks:** Links to important web resources, such as SIPI’s Distance Education web page, where students can find forms, schedules, and helpful guides. This area also contains links to important software programs and plug-ins students and instructors use in their Blackboard courses. These programs are free. Your course may not require all of them, and you may be required to use additional programs or utilities. Check with your instructor(s). *Open Office is a free software suite that contains word processing, spreadsheet, database and presentation programs. Open Office files are compatible with most Microsoft Office files. If you don’t already have Microsoft Office on your computer, consider installing Open Office. Adobe PDF Reader is required to open PDF files. All SIPI Blackboard users should be sure Adobe PDF Reader is installed on their computers.*

### About My Settings



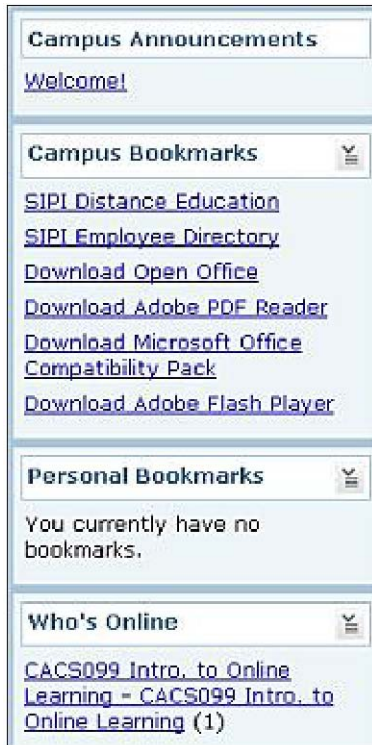
Click the **My Settings** link to adjust your Blackboard default settings. A few, key changes are suggested here. These changes are optional but will help improve your Blackboard user experience.

1. In the **My Profile** tab, click **Edit Profile**. Add your email address and click **Save**. By adding an external email address, you can retrieve your password more quickly if you forget it. Also, SIPI’s Blackboard support staff can contact you if there are technical difficulties.
2. In the **My Tool Options** tab, scroll to the Mail section and check the box beside “Forward all mail messages to the email address in my profile.” This way, any time someone in your Blackboard course sends you a messages, you’ll be notified without logging in to Blackboard. To reply, however, you must log in to your Blackboard course. Click **Save**.

3. In the *My Tool Options* tab, scroll to *Paging* and change the number of items per page to 100. This changes the number of items in all your course-related lists (discussion postings, email messages, web links, etc.) so that you can view them all on one page. Click *Save*.

### CHECK BROWSER

Click the *Check Browser* link to make sure your web browser will work properly in your Blackboard course. A pop-up window should appear that shows diagnostic results for the web browser you are using (for example, Microsoft Internet Explorer, Firefox, Netscape, and Mozilla. SIPI on-campus students use Internet Explorer.



Important browser requirements include:

- **Cookies must be enabled.** Blackboard uses “cookies” to track your pages visits in the course.
- **Javascript must be enabled.** Blackboard uses Javascript in many course features, such as Quizzes and Surveys.
- **The Pop-up blocker must be turned off.** (*See the separate handout on turning off the pop-up blocker on SIPI campus computers.*) Blackboard opens a new, pop-up window for surveys, quizzes, email and discussion.
- **The Java2 Runtime environment must be installed,** in order to run the HTML editor, Whiteboard and other course features.

The browser check will diagnose any browser issues and guide the student user on how to fix them. More information can be found on Blackboard’s *Browser Tune-up* page at [www.webct.com/tuneup](http://www.webct.com/tuneup) .

### HELP

Blackboard’s *Help Menu* is context-sensitive; that is, it will open to the Help pages that relate to whatever page or tools the student is using. Read through the Help table of contents or type keywords into the search box near the top of the Help screen.

## **LOG OUT**

To end your Blackboard session, click the *Log out* link.

**NOTE:** On shared computers, be sure to Log out after each session and close your browser window, to ensure that no one else uses your Blackboard log in account.