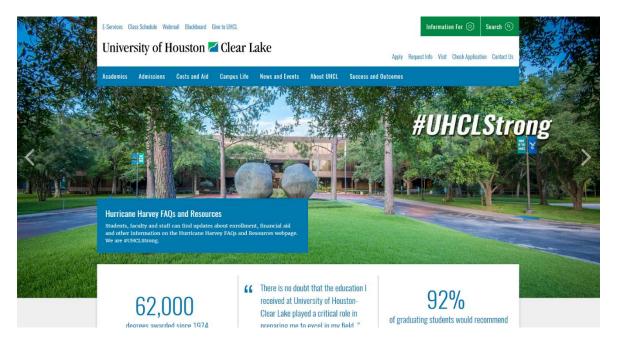# Getting Started in Blackboard

Blackboard is a web-based application that is used by many (but not all) UHCL instructors for their classes. It can be used to deliver fully online classes or to support face-to-face courses by providing an area where students can readily access course-related content and communicate with their instructor. Because instructors are able to select the features that they believe are most important to their classes and have some control over the "look and feel" of their Blackboard classes, not all Blackboard courses will look the same. However, the information in this handout will provide you with an overview of basic Blackboard navigation.
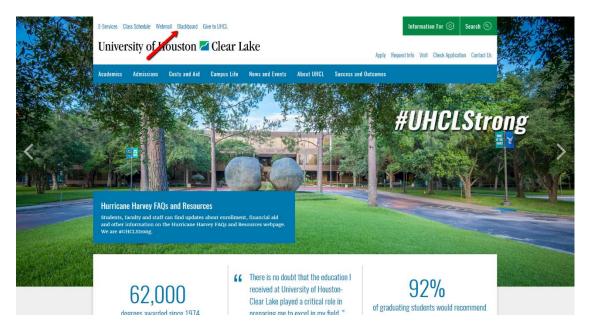
Logging into Blackboard

To access Blackboard, you will first need to have a computer, access to the internet, and a web browser (such as Chrome, Firefox, Edge, or Safari). **NOTE: Blackboard is NOT fully compatible with tablets (e.g., iPads) or smart phones. Students are cautioned against trying to do any graded work in Blackboard on such devices.**

1. Once you have opened your desired browser on your computer, go to the UHCL homepage, located at http://www.uhcl.edu.
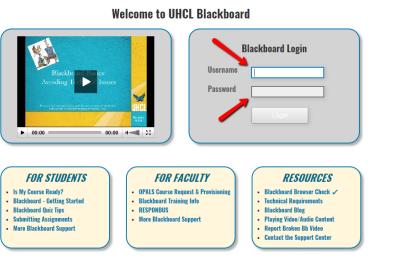
2. Locate and click the Blackboard link, located below the blue band near the top of the screen.

3. At the Blackboard login page (shown below), you will be prompted to enter your username and password. Please also note the information under "System Announcement" which includes links to our Student Balckboard Support page and to the list of suppoerted operating systems and browsers. NOTE: We recommend that users clear their browser cache and disable all popup blockers in their browser before logging into Blackboard.

Type in your Username and Password and then click the Login button. Your Blackboard Username and Password are the same as those used to access your UHCL email account and/or computers on the UHCL campus. **NOTE: You DO NOT need to type PCLAB\ before your username for Blackboard!** They are different from the Username and Password used to access e-Services. If you do not know your Username and Password, you should contact the Support Center for assistance. The Support Center staff are available by telephone at 281-283-2828 or through email at supportcenter@uhcl.edu.

IMPORTANT! We strongly encourage all users to use the Blackboard Browser Check link, located in the Resources area of the login page, before loging in and starting a Blackboard session. The Browser Check tool will let you know whether your device is configured properly to work with all of Blackboard's tools and features.
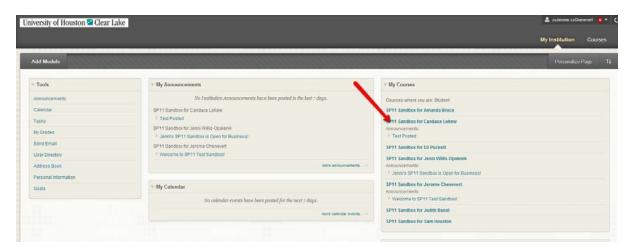
University of Houston ◢ Clear Lake

Welcome to UHCL Blackboard

Blackboard Login

Username

Password

Login

FOR STUDENTS
- Is My Course Ready?
- Blackboard - Getting Started
- Blackboard Quiz Tips
- Submitting Assignments
- More Blackboard Support

FOR FACULTY
- OPALS Course Request & Provisioning
- Blackboard Training Info
- RESPONDUS
- More Blackboard Support

RESOURCES
- Blackboard Browser Check ✓
- Technical Requirements
- Blackboard Blog
- Playing Video/Audio Content
- Report Broken Bb Video
- Contact the Support Center

Blackboard Maintenance/System Updates

Blackboard maintenance occurs every Sunday 7-9am. During these 2 hours you will not be able to log into Blackboard. We apologize for any inconvenience.
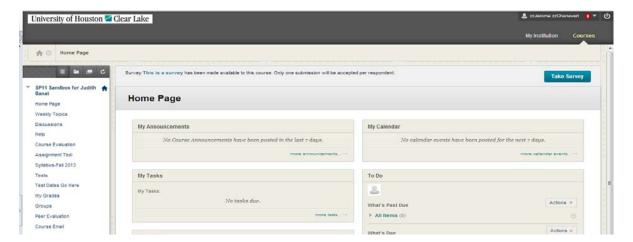
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4. After logging in, you will be at the My Institution screen in Blackboard and will be able to select the specific Blackboard courseroom that you want to view. Click on the name of the desired course under My Courses to enter it.
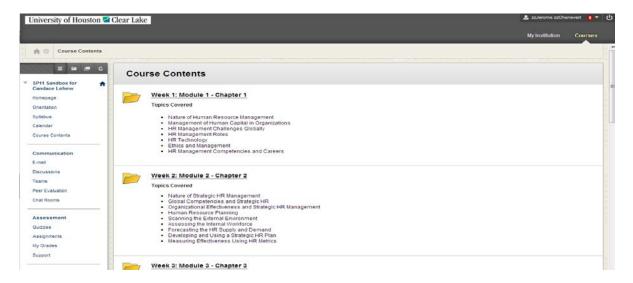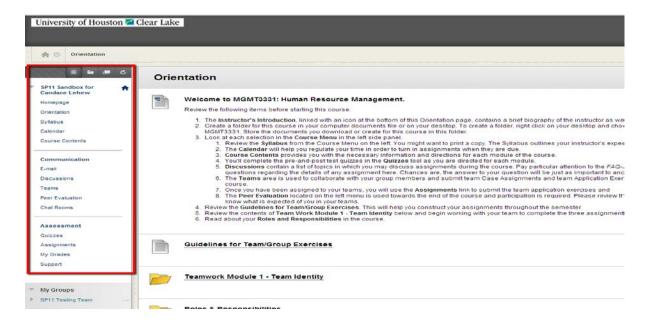
Basic Blackboard Navigation

1. As mentioned previously, Blackboard may look slightly different from one course to another. Some instructors select a modules page, such as the one shown below, as the first page of their course.
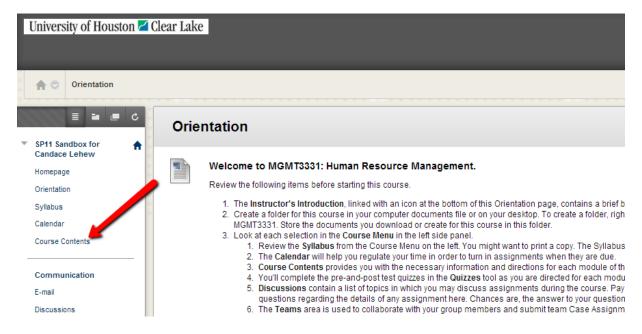

2. Other instructors prefer to use a much different content page as the first page of their course, such as the one shown below.

All Blackboard courses, however, have a course menu on the left of the screen that serves as the basis for all course navigation. The specific links that appear in the menu represent the Blackboard tools and content pages that the instructor has selected for use in the course. They will likely vary greatly from one class to the next.

3. To select an item on the course menu, such as the Course Contents links, click on its name.

4. On some pages, you will also be able to click on links in the main body of the screen. If an item on the screen has a name that is underlined, it usually means that it can be clicked on to access another component of the course. For example, in the screen below, the Syllabus, Syllabus Quiz, Class Introductions Discussion and Teaching – A Student Perspective are all clickable items. The text item at the top, Welcome to EDUC 1301 – Introduction to the Teaching Profession, is not a clickable item.

5. When you are finished working in a specific Blackboard course, you may either logout of Blackboard or return to the My Institution page and select another Blackboard courseroom to enter. To return to the My Institution page, click the My Institution tab, located in the uper right of the screen. To logout, click the Logout icon ⏻, located in the upper right of the screen.