

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 Internet Explorer, Firefox, or Safari). NOTE: UHCL’s current version of the Blackboard application is not yet fully compatible with Internet Explorer 6, 7; Firefox 1.x, 2.0, 3.0, 3.5, and 3.6; Safari 2.0, 3.x and any version on Windows; Windows XP 64-bit; or Mac OSX 10.3, 10.4, 10.5. Students attempting to run Blackboard in any of these browsers may experience difficulties.

1. Once you have opened your desired browser on your computer, go to the UHCL homepage, located at <http://www.uhcl.edu>.

University of Houston Clear Lake

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E-Services | Blackboard | WebMail | Phone Directory | Give to UHCL

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CONGRATULATIONS GRADUATES!

Watch LIVE Online, Dec. 15 • #UHCLgrad2013

QUICK LINKS

- Administrative Leadership
- Campus Life
- Computing
- Courses and Syllabi (HB 2504)
- Distance Education
- Employment Opportunities
- Financial Aid
- Library
- News and Information
- Quality Enhancement Plan (QEP)
- Registrar
- Transfer Advising
- Veterans

Academic Announcements

- Class Schedule
- Academic Calendar
- Nov. 8 - Jan. 10, 5 p.m.: Open Registration (Spring)
- Dec. 15: Commencement

News

- Three honored with faculty fellowships
- UHCL honors grads during fall 2013 commencement
- UHCL receives grant to enhance technology education
- Short Takes
- View all news

Events

- Dec. 13: Fall 2013 Soaring Hawks Celebration
- Dec. 14: Autism Series Lecture
- Ongoing through Jan. 13: Foreign Language Program Registration
- View upcoming university events

UHCL PEARLAND CAMPUS

ONLINE PROGRAMS

REQUEST INFORMATION

APPLY NOW

Soaring Hawks Celebration GRADUATION EVENT

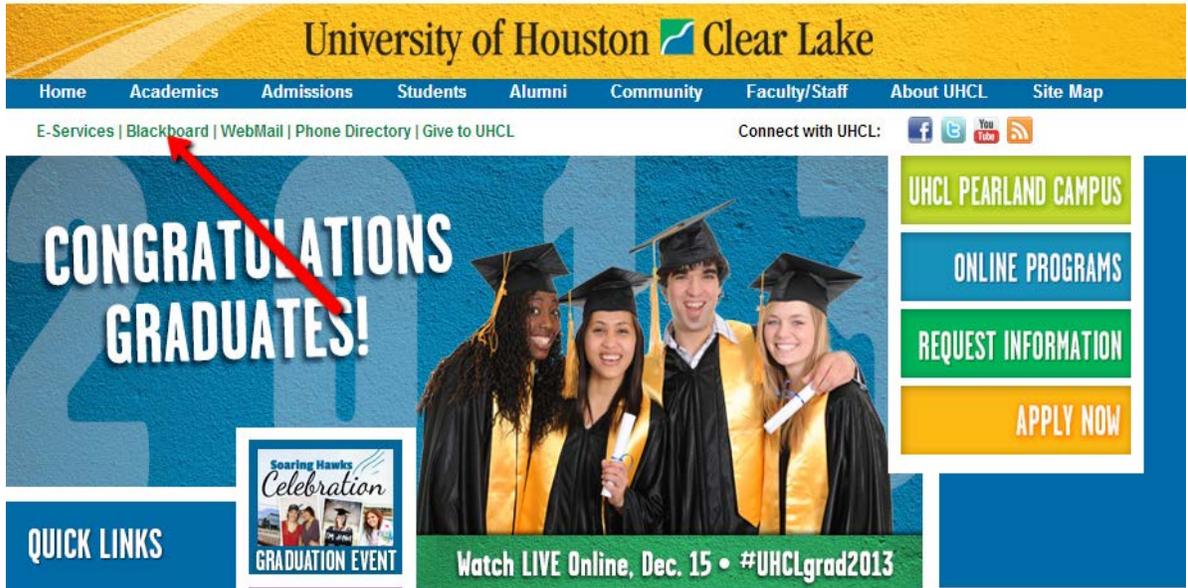
CADD AUTISM CENTER

SAT PREP COURSE

ART GALLERY

OPEN REGISTRATION

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 Blackboard Support page and to the list of supported 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.

University Computing and Telecommunications

UCT Home

- Computer Account Information
- Technical Requirements
- Computer Lab Information
- Laptop Checkout
- Blackboard Mobile

UHCL Resources

- School Calendar
- Search for a Class
- Events for Students
- Faculty/Staff Information

Support Center

Location: Bayou 2300, Box 230
 Email: Supportcenter@uhcl.edu
 Phone: 281.283.2828
 Hours: Mon-Thurs 8am - 10:30pm
 Fri. and Sat. 8:00am - 5pm

Search

Welcome to Blackboard at UHCL

USERNAME:

PASSWORD:

[Forgot Your Password?](#)

Blackboardlearn+

Information for Students

Getting Started in Blackboard (PDF)
 Blackboard Quiz Tips (PDF)
 Submitting Documents and Assignments (PDF)
 Student Support Documents and Videos
 Viewing Video Contents

Information for Faculty

OPALS Course Request & Provisioning System
 Getting Started with OPALS (Video)
 Blackboard On-Demand Videos
 UHCL Bb Faculty Support Documents & Videos
 Blackboard Training Information

Blackboard Maintenance/System Updates

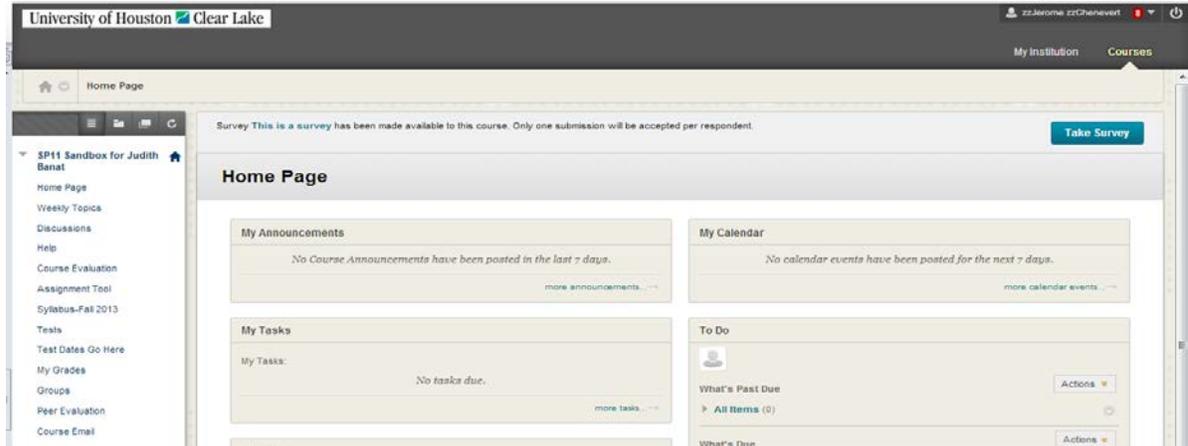
Maintenance (Monday, November 4, 2013)

Blackboard will be down Tuesday from 2-6am for maintenance.

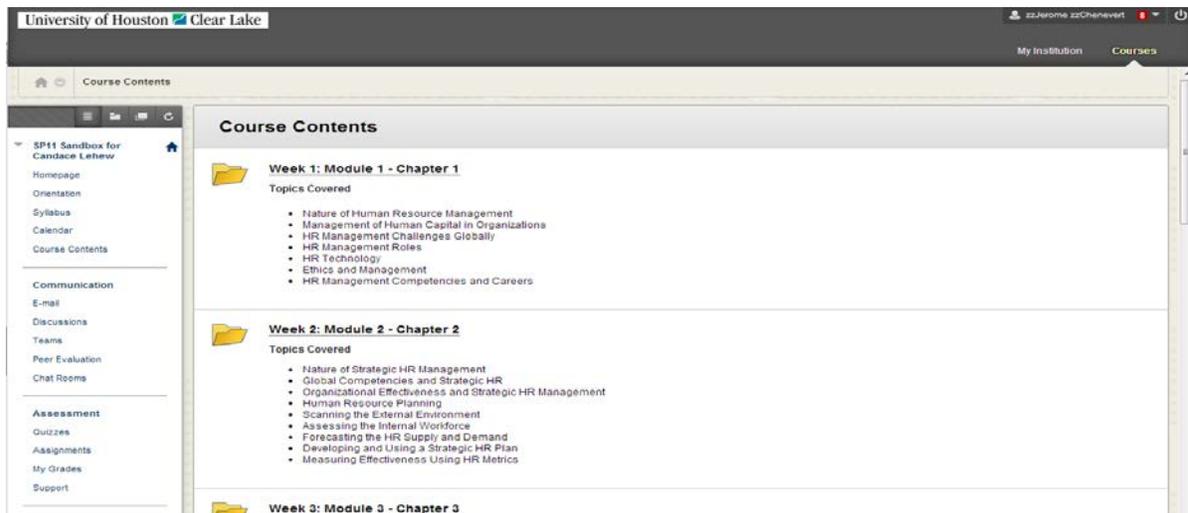
4. After logging in, you will be at the My Institution screen in Blackboard and will be able to select the specific Blackboard courseroom that you want to view. Click on the name of the desired course under My Courses to enter it.

Basic Blackboard Navigation

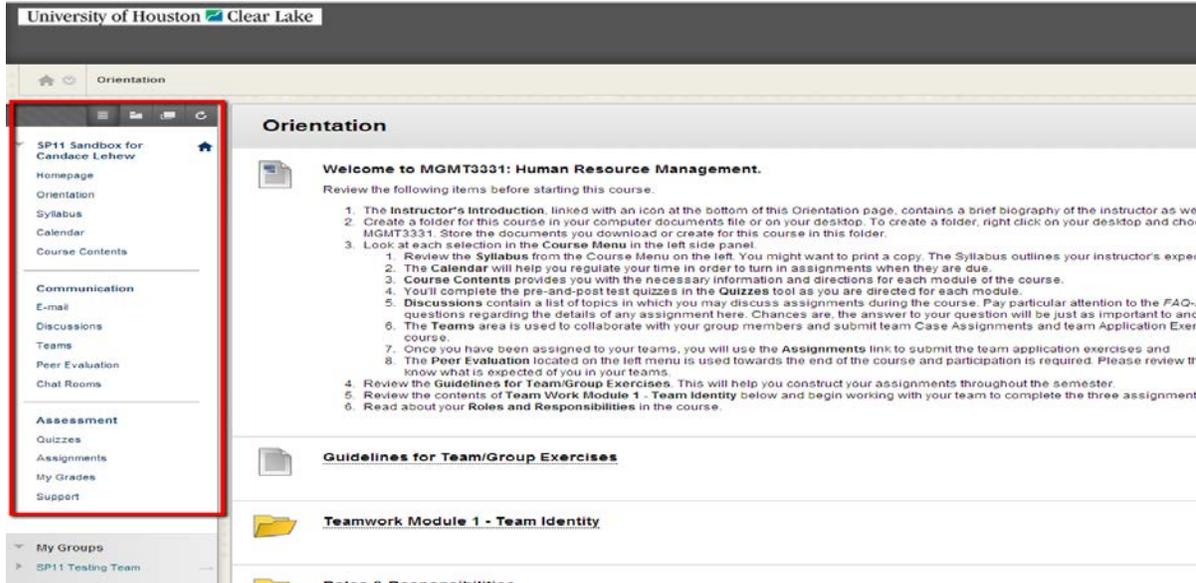
1. As mentioned previously, Blackboard may look slightly different from one course to another. Some instructors select a modules page, such as the one shown below, as the first page of their course.



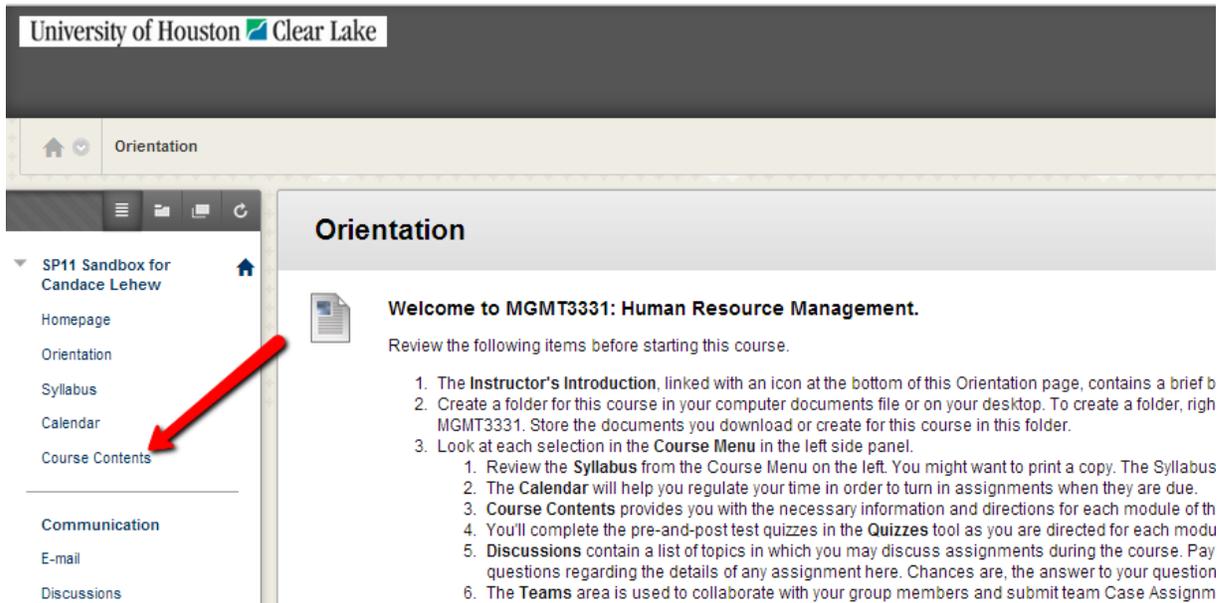
2. Other instructors prefer to use a much different content page as the first page of their course, such as the one shown below.



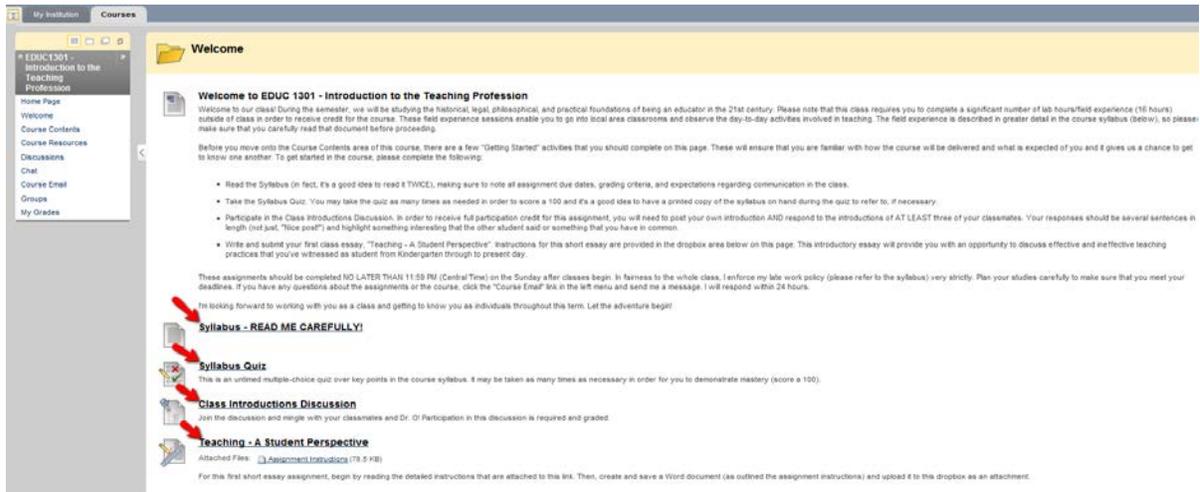
- All Blackboard courses, however, have a course menu on the left of the screen that serves as the basis for all course navigation. The specific links that appear in the menu represent the Blackboard tools and content pages that the instructor has selected for use in the course. They will likely vary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



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



5. 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.



6. 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 upper right of the screen. To logout, click the Logout icon , located in the upper right of the screen.

