

What is Blackboard?

Blackboard is an easy-to-use online course delivery and management system. Using Blackboard's graphical point-and-click interface, your instructors can post syllabi, readings, and assignments, and well as communicate via email, virtual chats or discussion boards.

Additional Features include:

- Course Announcements and Calendar
- Online Quizzes and Surveys
- Course Study Groups
- Online File Exchange
- ... and so much more.

Requirements for Using GCCC Blackboard

To ensure that your computer will work properly with the Blackboard system, please make sure that your computer meets these minimum requirements.

Computer Equipment

- For PCs a minimum of a Pentium II Processor
 - A minimum of 64 MB of RAM memory, 128 MB recommended
 - CD-ROM drive
 - Monitor at 800 x 600 resolution or above
 - 56k Telephone modem, cable modem or a web-enabled local area network (LAN) connection
 - An Internet Service Provider
 - Windows 98 or above with all Windows Updates current
 - Microsoft Internet Explorer (version 6.0 or higher)
 - Anti-virus software is also strongly recommended along with Spyware removal tools
-

Web browser specifications and settings

To access Blackboard your web browser must have cookies and Java enabled.

PLEASE NOTE:

Blackboard is designed to be used with Microsoft Internet Explorer version 6.0 or greater. Blackboard is NOT designed to work with the AOL, Wal-mart browser or the Opera browser. If you use AOL, you can still dial-up using your AOL account, but you are encouraged to download and install Microsoft Internet Explorer browser (version 6.0 or higher). You can obtain it from the Download Center link under GCCC BlackBoard Support. Once you have dialed in using AOL, you can then minimize AOL and launch Microsoft Internet Explorer browser (version 6.0 or higher) to access your course content. AOL will sometimes try to "hang-up" its call due to perceived service inactivity (since you are using a different browser). If this happens, you are encouraged to contact AOL technical support in order to adjust your system's default "time-out" so that it doesn't hang up during your activity with another browser.

Creating a BlackBoard Student User Account

Step One: **Create Your Account**

If this is your first time to GCCC Blackboard, you'll need to create an account. Logon to www.gulfcoast.edu then click on the BlackBoard link under the Quick Links, then locate the create account button. Please provide all of the information asked; also you will need an active Email address in order to create your student user account. If you do not have an email account established, you can use some free email services such as Yahoo, Hotmail etc. KEEP your username and PASSWORD. You make these up, and keep them for your own records. **Accounts created with Usernames utilizing offensive language, or inappropriate references (in regard to race, creed, color, national origin, gender, or religion...as well as profanity) will be deleted. Student accounts with these offensives will be contacted by the BlackBoard Administrator.**

Step Two: **Log-out and Contact Your Instructor**

Once you have created an account, send your instructor(s) an e-mail letting them know your Blackboard account is ready. You can find their e-mail address in your course syllabus; if not contact the Division Secretary.

Step Three: **Wait a few days and Log-in Again**

Your instructor(s) will grant you access to your course. Links to your course will show up after you log in again. If you see no links to your course, contact your instructor immediately.

***DO NOT CREATE MULTIPLE ACCOUNTS!**

1. **You need only ONE account for ALL of your courses!**
2. **Your account is good for as long as you're actively enrolled in classes using Blackboard at GCCC.**
3. **If you lose your password, another account won't help; it will only add confusion and frustration for you. So please do not create another account.**

Moving Around Blackboard

Moving around your Blackboard course is easy, and done via the list of buttons on the left side of the page. The buttons indicate the different content areas of Blackboard, where instructors can place information like the syllabus, lecture notes, assignments, readings or other course materials. Each instructor can customize these buttons, so the names of the buttons may be different from course to course.

Announcements from your instructor will show up on the main page of your course, and will show for one week, then be stored in folders. At any time, you can view the announcements from the current month, or the full semester, by clicking on the tab of the appropriate folder on the Announcements page.

The Communication section is where you communicate with your instructor and classmates. In this section you can send email, view the class roster and student homepages, and participate in discussion forums and virtual chats.

The Student Tools section is where you can create a homepage, check your grades, set up a course calendar or send documents to your instructor through the Digital Dropbox. The Communication and Tools components are flexible and each instructor chooses which components to include in their class. This means you may be able to participate in an online discussion group in one Blackboard course, but not in another.