

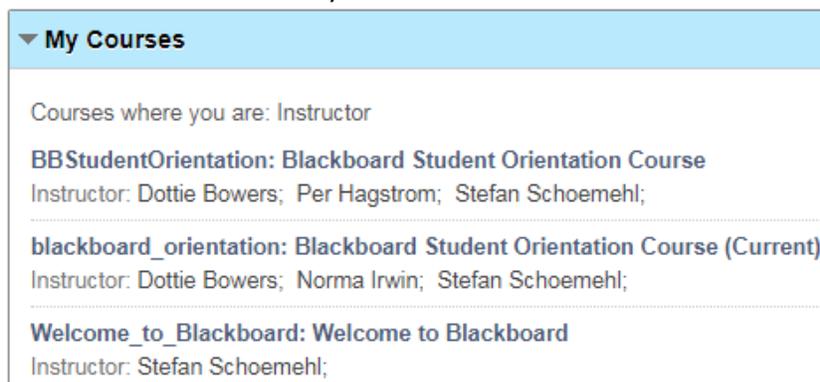
Blackboard for Beginners

Accessing Your Courses

1. Please enter the following URL into the browser address bar: <http://blackboard.swic.edu> or, go to the SWIC Homepage: swic.edu and click the Blackboard logo  located at the bottom right. You can also open eSTORM and click on the  logo at the top right.
2. Enter your **eSTORM Username** as your Username and your **eSTORM Password** as your Password to login to Blackboard. If you get the error message, "Could not login. Valid authentication credentials were not provided." First, click on "Forgot Your Password?" and follow the instructions. Then return to blackboard.swic.edu and login again.



3. If you cannot remember your **eSTORM Password**, go to the eSTORM **Home/Log In** page and click **Forgot Your Password?** on the right of your screen. Follow the eSTORM instructions, or call 618-222-SWIC (7942) or **contact estormhelp@swic.edu**. After you reset your password, login to eSTORM at least one time before attempting to login to Blackboard.
4. You are now on your Blackboard **My Institution Page**. Locate the **My Courses** box. You will see the titles of the course or courses in which you are the instructor. Click on a title to access a course.



Adding Content to Your Course

1. The default course menu contains two **content areas** where you can add content to you course such as your syllabus, PowerPoints, and other documents. These content areas are called **Information** and **Content**. To add content to the course click on either **Information** or **Content** from the course menu.

▼ Blackboard for Beginners 🏠

Home Page

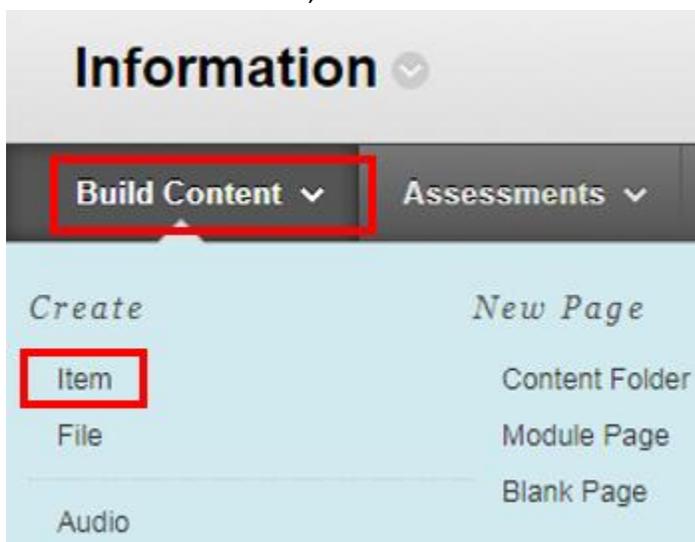
Information

Content

Discussions

Groups

2. In the content area menu, locate **Build Content** and then select **Item** from the drop down menu.



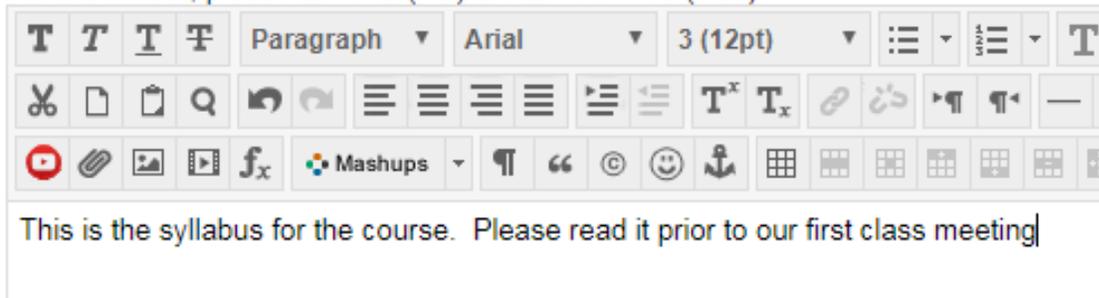
3. In the **Create Item** window enter a **Name** for the content you are adding.

✖ Name

4. In the **Text** box you can enter a description of the content or instructions for students.

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

A screenshot of the Blackboard text editor. The toolbar is visible at the top, showing various icons for text formatting and editing. Below the toolbar, the text area contains the text: "This is the syllabus for the course. Please read it prior to our first class meeting".

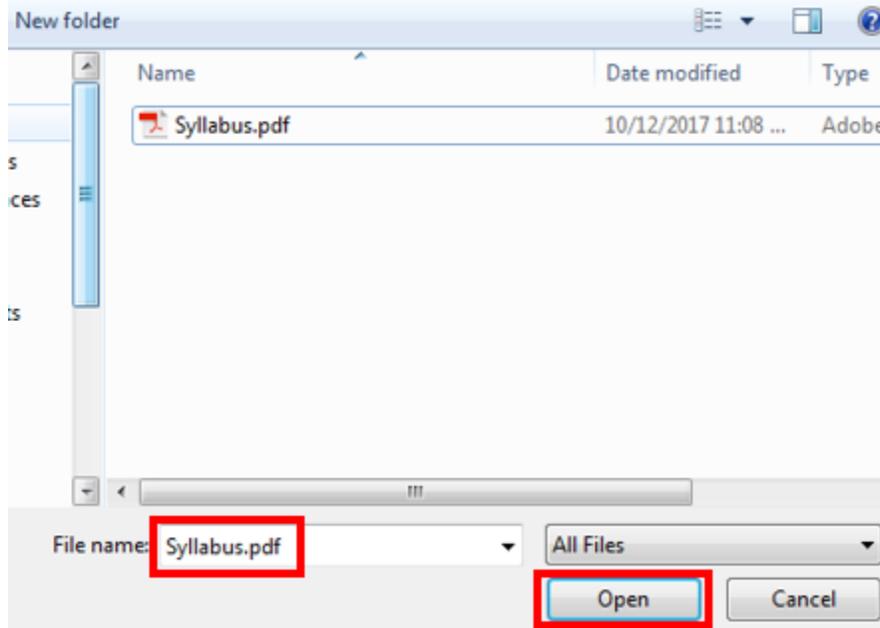
5. To attach a file click on the **Browse My Computer** button.

ATTACHMENTS

You can drag files from your computer to the Attach Files area or use the browse functions. File item. The file itself is not deleted.



6. Locate the **File** you wish to attach and click the **Open** button.



7. Your attached file will appear in the **Attached files** list.

Attached files

File Name	Link Title
 Syllabus.pdf	Syllabus.pdf

8. Click the **Submit** button to create your item.



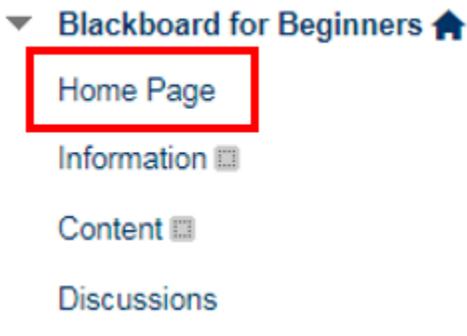
Syllabus

Attached Files:  Syllabus.pdf (380.213 KB)

This is the syllabus for the course. Please read it prior to our first class meeting

Announcements

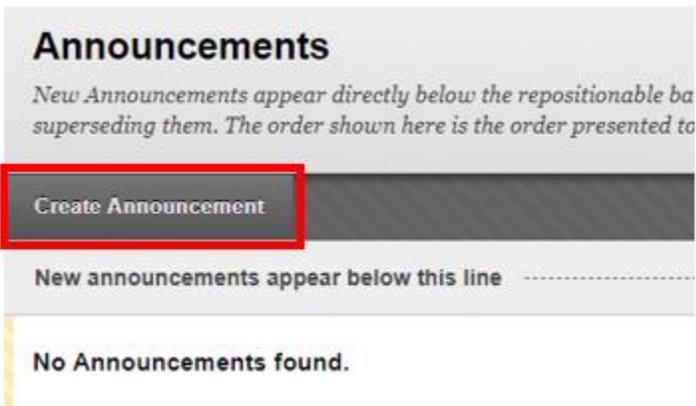
1. Announcements allow the instructor to share important information and reminders with their students. To create an announcement click on the **Home Page** menu item.



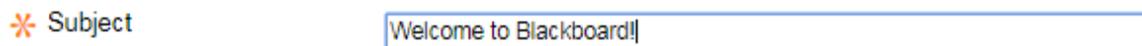
2. Locate the **My Announcements** module and click on the **more announcements** link.



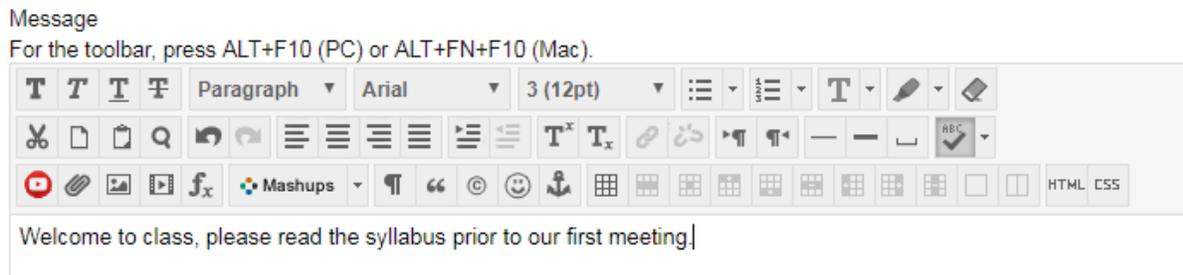
3. Click on the **Create Announcement** button.



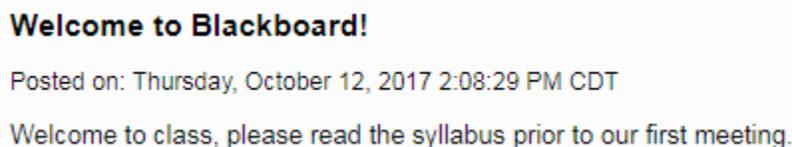
4. In the **Create Announcement** window enter a **Subject** for the content you are adding.



5. In the **Message** field enter the announcement.

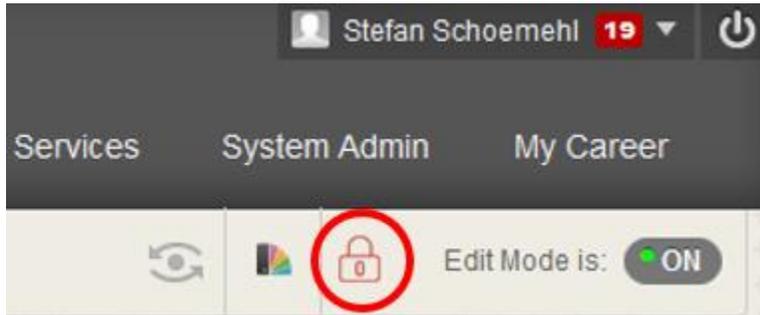


6. Click the **Submit** button to create the announcement.



Making the Course Available to Students.

1. By default all Blackboard course are set to be unavailable to students until the instructor makes them available. This allows the instructor time to design or update the course prior to students having access. When the course is ready for students, navigate to your **Home Page** or a **Content Area** and click on the **padlock icon** located near the top right corner of your browser.



2. This button allows you to toggle the course from available to unavailable.



Course is **unavailable** to students



Course is **available** to students