

Blackboard First Time User Guide

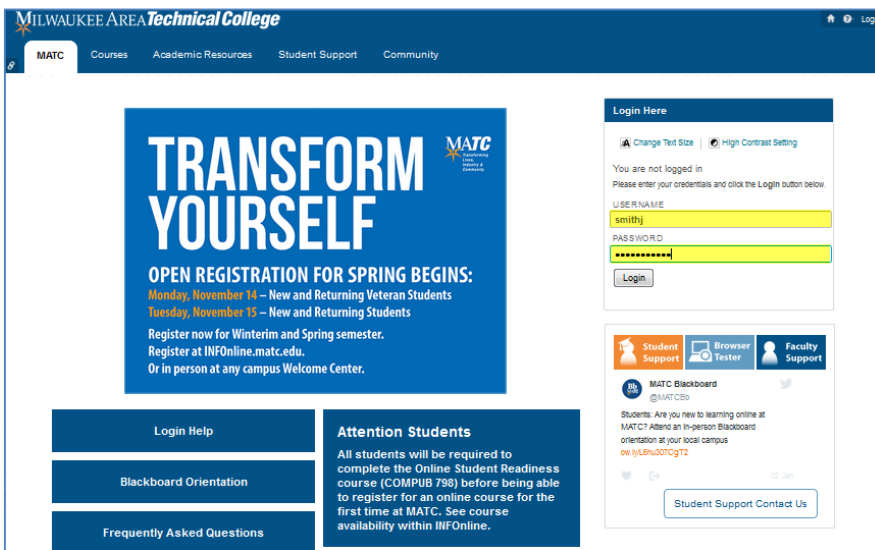
Add Syllabus & Turn On Course



Getting Started

WHERE DO I ACCESS BLACKBOARD?

You may access Blackboard through the quick link on the MATC homepage, the Blackboard module when you are logged into the [myMATC Portal](#), or by typing this URL in your browser's address bar: **Blackboard.matc.edu**.



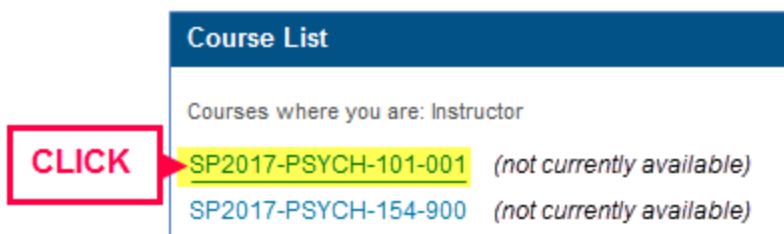
WHAT IS MY LOGIN INFORMATION?

Username: Your username will be your **text-character MATC network ID** (i.e. your myMATC portal username).

Password: Your password will be the same password you use to log into the myMATC portal.

HOW DO I ACCESS MY COURSE?

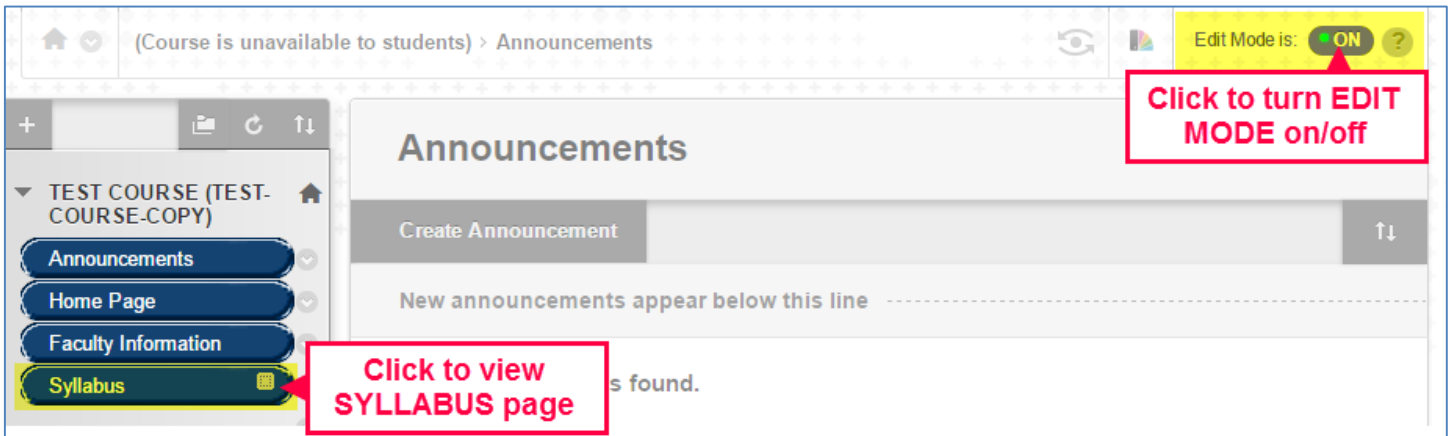
After you log in, you will be taken to the "Employee" page. In the "Course List" module, you will see a list of courses to which you are assigned. To access a course, click on a course link.



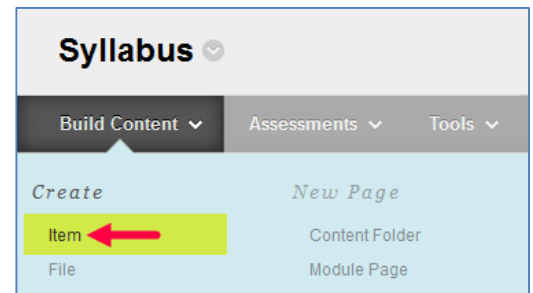
Please Note: Courses that are labeled as "unavailable" just mean that you have not turned the course's availability to students on yet. You the instructor can still access the course and turn on its availability!

HOW DO I UPLOAD MY SYLLABUS?

1. **When viewing your course**, make sure your course's **EDIT MODE** is turned on. This allows you to add and modify content in your course. Next, in your course menu, click the **SYLLABUS** button.

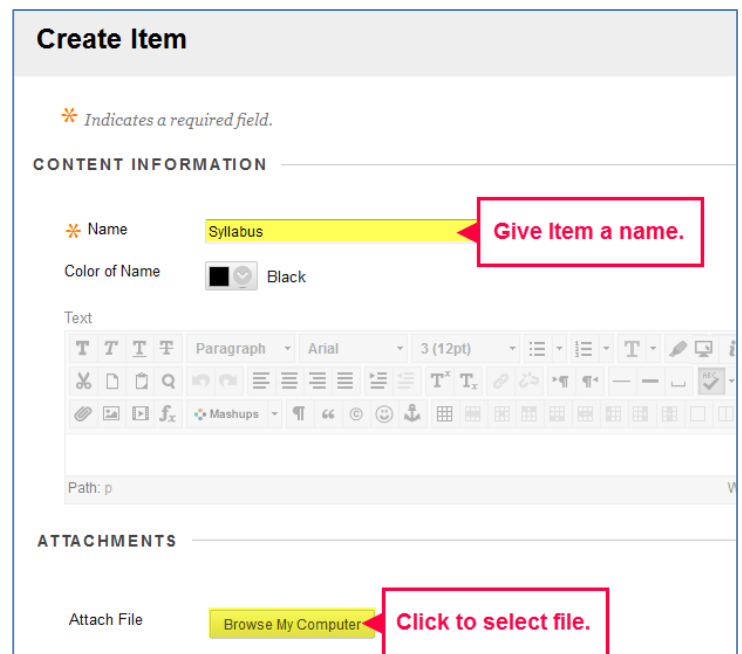


2. You will be taken to your **SYLLABUS CONTENT AREA**. Roll your mouse over the **BUILD CONTENT** button. In the menu that appears, click **ITEM**.



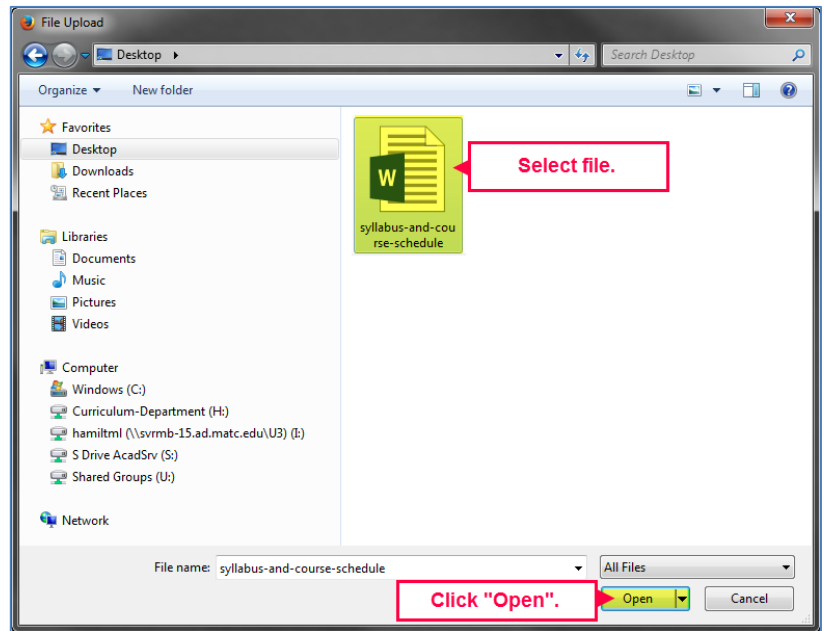
3. On the **CREATE ITEM** page, under **CONTENT INFORMATION**, give the item a name. If desired, you may add instructions to direct your students in the provided text box.

Under **ATTACHMENTS**, click the **BROWSE MY COMPUTER** button.

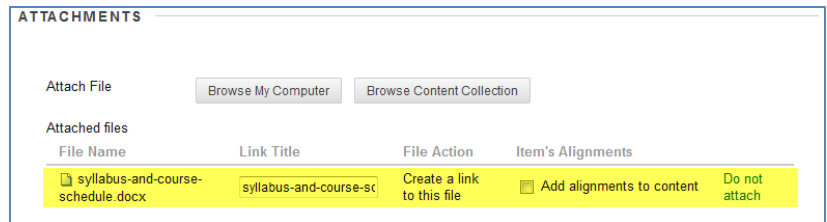


- In the **FILE UPLOAD** box that appears, locate and select your file from where it is located on your computer or storage media.

Then, click the **OPEN** button.

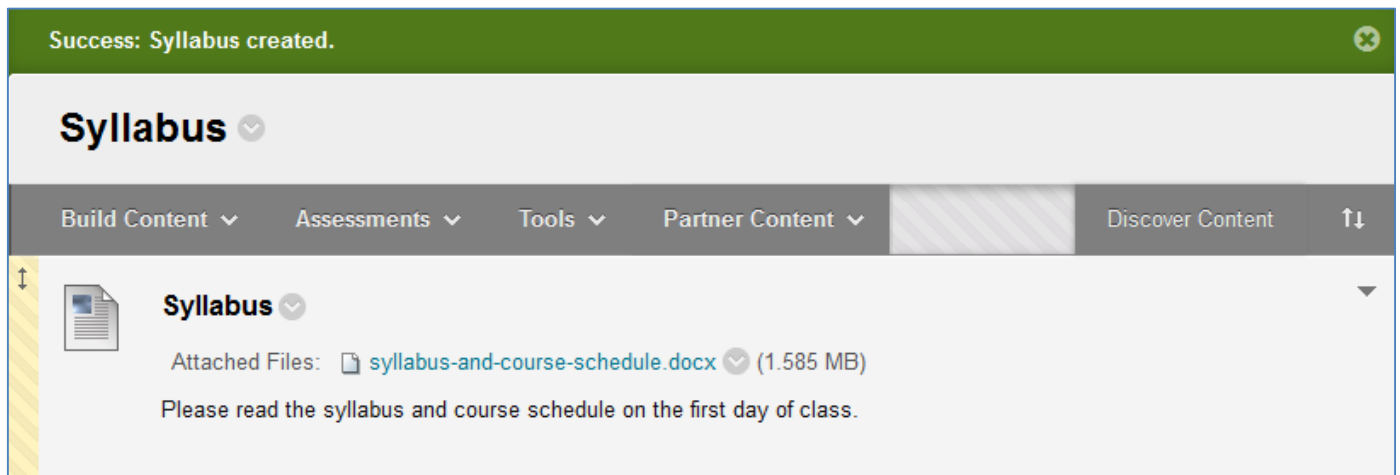


- Your file will appear in the **ATTACHED FILES** list. Briefly review the file name to make sure that this is the correct file.



- When you are done, scroll down to the bottom of the page and click the **SUBMIT** button.

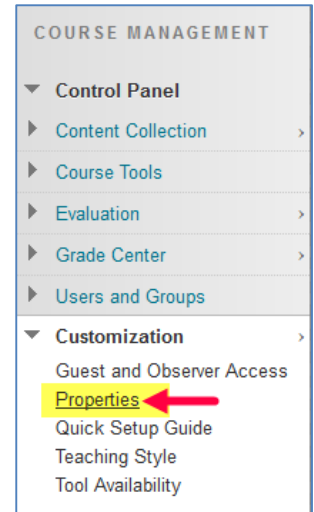
- The item will be added to the content area and display a link that students can click to download and view your file.



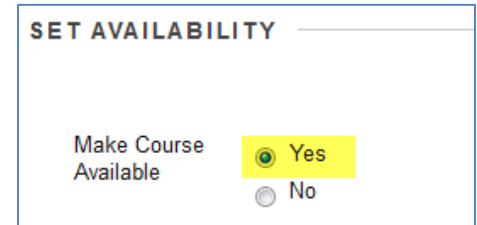
HOW DO I MAKE MY COURSE AVAILABLE TO STUDENTS?

Students cannot access a course until the instructor makes it available through this process.

1. In your course, scroll down to your course's **CONTROL PANEL** located beneath your course's menu. Click on the **CUSTOMIZATION** menu to view your options and click the **PROPERTIES** link.



2. In the Properties page, scroll down to the **SET AVAILABILITY** section. Click the **YES** radio button.



3. At the bottom of the page, click the **SUBMIT** button to apply this change to your course. The course will now be available to student access.