

# Student Blackboard Getting Started Quick Guide

Blackboard (Bb) is a Web-based Learning Management System that allows instructors to deliver course materials, communicate with students, and create learning activities. Bloomfield College currently uses the latest Blackboard platform – Blackboard Learn 9.1 to support online courses and classroom-based instruction.

## Accessing BC Blackboard

1. Open a Web browser
2. Type [bb.bloomfield.edu](http://bb.bloomfield.edu) in the address bar and click **Go** or press **Enter**
3. Type your Blackboard Username in the **Username** field
4. Type your Password in the **Password** field
5. Click the **Login** button to log in to Blackboard



## Remember!

- All currently enrolled students and teaching faculty have access to the Blackboard system
- BC currently uses Blackboard Learn 9.1
- All users should perform a Browser Compatibility Check to ensure Web browser settings support Blackboard. The Browser Check link is located in the upper right side of the Blackboard login page.
- All courses for the upcoming semester are created two weeks after the official course schedule is posted. Students are enrolled into their courses by the batch process according to the Registration records. Roster is updated before classes start.
- Students will not see their courses until instructors make courses available.
- Contact Blackboard Administrator:  
[Yifeng\\_bai@bloomfield.edu](mailto:Yifeng_bai@bloomfield.edu) | campus ext. 1790  
Room L09, Library Lower Level

## Navigating within Blackboard

- Once logging in, you are in the Blackboard landing page
- My Blackboard link is located at the upper right corner next to your name, click down-arrow to open **My Blackboard**.
- All your courses will be listed under **My Courses** Module
- Course Information displayed includes Term, Year, Course ID & Section and Course Title.
- Click on a course to access that course.
- Always logout from Blackboard when finished with your session

## Personalizing Blackboard

You can customize Blackboard by changing the color palette and repositioning the modules between columns as well as within a column.

### To change the color palette:

1. On the Blackboard landing page, at the upper right, click **Personalize Page**.
2. At the **Personalize: My Institution** window, a sample of the current color palette displays at the top. Under Color Palette Library, samples of available themes display. Click on your selection
3. Click **Submit**.

### To reposition a module

At the My Blackboard tab, click on the maroon color bar at the top of the module, hold down left mouse button and drag it to the new position, and release the mouse

## Changing Blackboard Password

Initial Blackboard password was the same as one for WebAdvisor. Once login, users should change password as soon as possible. For the security of user account, all Blackboard users should change the password periodically.

1. After logging in to Blackboard, select **My Institution** Tab, click **Personal Information** in the **Tools** Module on the left
2. In Personal Information page, click **Change Password** link
3. In Change Password page, *enter new password*
4. *Verify new password*
5. Click the **Submit** button

## Resetting Password

Blackboard provides users with a simple process to reset password if users can't remember Blackboard password. A working BC email is required to accomplish this task.

1. Click **Forgot Your Password** link on the login page
2. On the next screen you will see two options, use either Username option or Email Address option, enter user account info.
3. Click the **Submit**
4. Go to your College email, in your inbox find a "Lost password notification" message from Blackboard
5. Open the mail, find and click a long password link in the email body
6. In the next screen, enter new password, and click **Submit**
7. Go back to Blackboard. Now you can log in to Blackboard with the new password.

## Sending Email

Blackboard email is a tool allows students to send email to course instructors and classmates individually, or by groups. By default, the email goes to recipient's college email address.

1. From the **Control Panel**, click **Course Tools**, then click **Send Email**
2. Select the Recipients
3. Enter the **Subject**
4. Type the **Message**
5. **Avoid Blackboard email Attachment as it could be stripped in the transition.**
6. Click the **Submit** button

## Checking My Grades

1. Click **My Grades** link from Course Menu
2. At the My Grades window, you can view your grade and additional details for each item.

## Submitting an Assignment

"Assignment" is a feature in Blackboard that enables students to upload files and send to instructor electronically. An assignment link must be set up by instructor before students can submit a file. The common accepted file types include .doc, .docx, .pdf, html, and.rtf. A Word Perfect document must be saved as a Word Document so that your instructors can open the file.

1. From the **Course Menu**, go to the content area where your instructor created the assignment
2. Click the assignment link
3. At the **Upload Assignment** page, scroll down to. **Assignment Materials**, click **Browse My Computer**, and then select & open the file.
4. Scroll down and click **Submit**.
6. The **Review Submission History** page confirms that the assignment is complete and provides details of the submission.
7. Click **OK** to return to the content area.

## Working with SafeAssign

SafeAssign is a tool used to prevent plagiarism and to create opportunities to help students identify how to properly attribute sources rather than paraphrase. SafeAssign is effective as both a deterrent and an educational tool. SafeAssign compares submitted assignments against a set of sources to identify areas of overlap between the submitted assignment and existing works.

## Submitting a SafeAssignment

1. Click the link for an Available SafeAssignment.
2. Click **Browse** to locate a file to upload as a SafeAssignment.
3. Click **Submit**

## View Submissions

1. Open **SafeAssign**.
2. Under Submitted Papers, a list of all the papers you have submitted will appear.
3. The following columns appear for each SafeAssignment:
  - Text:** Select this option to view the paper
  - File:** Select this option to download the Submitted file
  - Matching:** The percentage listed is the percentage of the paper that matches other sources. Please read the full report to determine if the matching is properly attributed.
  - SA Report:** Select this option to view the full SafeAssign report. Submitted: The date the paper was submitted.