A Student's Guide to Using Blackboard Learn 9.1:

Blackboard @ DCC

DCC Danville Community College

What is Blackboard?

Blackboard is a web-based learning environment used at Gonzaga University to enable educators to enhance on-campus learning and/or deliver distance-only learning by bringing their course materials, class discussions, assignments and assessments to the Web.

How can I get to Blackboard? Start your internet browser. In the address window at the top of the browser type in the following web address: http://www.dcc.vccs.edu

Click the myDCC tab: **myDCC**

How do I login to Blackboard?

First go to the myDCC site above. At the Login prompt, type your username and password. Click the Login button. If you do not know your account information, click Look up your username and set your password. If you have trouble accessing and using Blackboard, contact the Help Desk at helpdesk@dcc.vccs.edu or call the Blackboard administrator at 434-797-8557.

How do I know if I am in a Blackboard Course?

Once you have logged into Blackboard, your "My DCC Blackboard" page will display the courses you are enrolled in under "My Blackboard Courses". You may or may not have a Blackboard course for all of your classes. It is up to the instructor of the course whether they choose to use Blackboard or not.

DCC Blackboard

The "DCC Blackboard" tab **1** contains modules such as Tools and My Courses. Brief descriptions of these sections are listed below.

2 Tools are provided for common functions such as viewing announcements or tasks, keeping an address book, checking your grades, etc.

3 My Blackboard Courses is a list of all the Blackboard courses that you are involved with. Click on the course name to open that course.

Other modules may be added by clicking the **Add Module** button.

Navigating Inside a Blackboard Class

All Blackboard courses have a menu on the left side. ② Your instructor decides which button links are displayed on the menu and what content you will find within those button link areas. Click on the button links to access that area content.

You can always tell where you are in Blackboard by looking at the **breadcrumbs trail** ① near the top. You can click on any link within the breadcrumb trail to go back to your courses list.

Viewing and Downloading Files in Blackboard

Your instructor will add files into the Blackboard course for you to download, such as a syllabus and course document files. Click on the appropriate link in the left menu to see the list of available files for you to view and/or download. You may see many different types of files such as Microsoft Word, PowerPoint, PDF, audio, video and others.
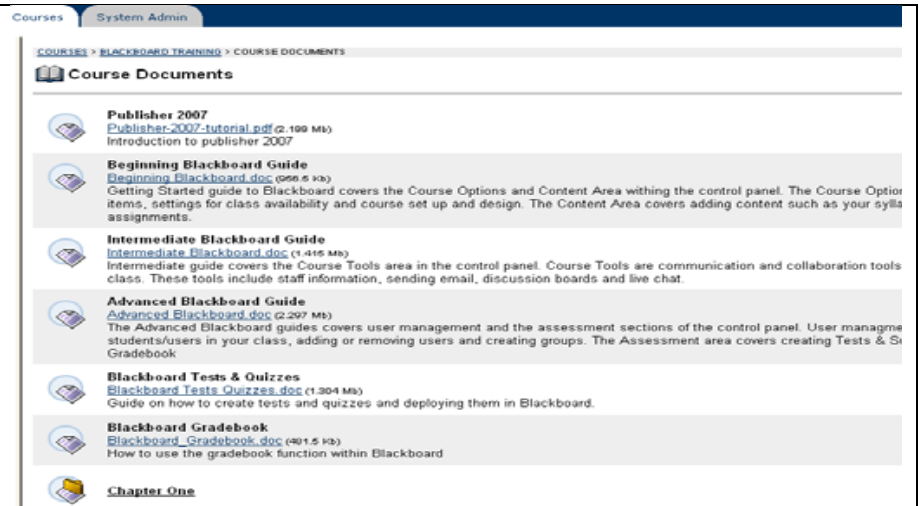
NOTE: If you do not see a text box for adding content to areas such as the Discussion Board, try these steps:
1) Go to the DCC tab in Blackboard
2) Click on Personal Information in the Tool Box
3) Click on "Text Editor On or Off"
4) Set to "Off"
5) Click Submit