

## Blackboard Basics

An introductory guide to using Blackboard Learn

Youngstown State University utilizes Blackboard Learn for its online course offerings, and this guide will show you how to perform basic functions in Blackboard such as:

- Logging into Blackboard
- Searching for and adding a course
- Making sure you have the right browser plugins to use Blackboard for courses

### ? How do I access Blackboard?

Blackboard Learn can be accessed by:

1. Logging into the MyYSU Portal at <https://my.ysu.edu> and clicking on the “Blackboard Learn 9” link on the left
2. Going directly to the YSU Blackboard website at <https://ysu.blackboard.com>
3. Installing the Blackboard Mobile Learn app on your iOS or Android device in their respective app stores (*Please note that you will need to purchase access for \$1.99 a year or \$5.99 for life with this mobile application*)

### ? How do I log in to Blackboard?

Blackboard Learn uses your MyYSU Directory Account’s login credentials for authentication. Simply enter your username and password into the box (as shown below) and then log in.

**Bb**  
Blackboard

**Have an account?**  
Use your MyYSU login and password to access Blackboard

Username:

Password:

**Login**

# ? How do I navigate around Blackboard once I am logged in?

There are various panes, buttons, and options once you log into Blackboard. Some of the most used ones are described below:

The screenshot shows the Blackboard Learn interface for Youngstown State University. The top navigation bar includes 'My Institution' and 'Courses'. Below this is a red 'Add Module' button. The main content area is divided into several panes: 'Tools' (with links like Announcements, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information, Calendar, Goals), 'My Announcements' (no announcements in the last 7 days), 'My Calendar' (no events in the next 7 days), 'Mobile Learning Update', 'Course Catalog' (with folders for Development Courses, Faculty Training, Fall Term, Spring Term, Summer Term), 'My Courses' (listing courses where the user is an instructor or student), and 'My Tasks' (no tasks due).

**Add Module** – Add, change, or remove sections on this page such as Alerts and Report Cards

**Courses** - View your current course list and perform course searches for adding courses


**My Announcements** - View announcements posted by instructors about courses you are enrolled in

**My Courses** - View your current course list; click on the link for a course to open that course

## ? How do I enroll in a course?

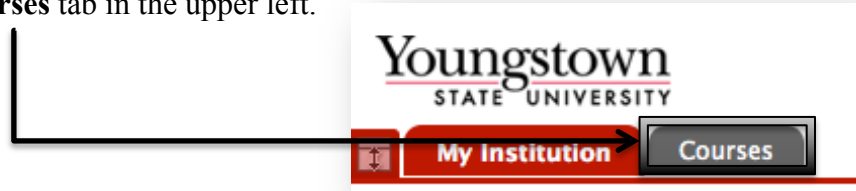
A user can self-enroll into a course by following the steps below. Please note that these steps require using Blackboard's web site.

1. If you are not already logged in, log into the YSU Blackboard website by entering your MyYSU Directory Information into the **Username** and **Password** fields and clicking **Login**.




The image shows the Blackboard login interface. At the top left is the Blackboard logo. Below it is a yellow box with the heading "Have an account?" and the text "Use your MyYSU login and password to access Blackboard". There are two input fields: "Username:" with the text "ptpenguin" and "Password:" with masked characters. A red "Login" button is located below the password field. Two black arrows point to the "Username:" and "Password:" labels. A red circle highlights the "Login" button.

2. Click on the **Courses** tab in the upper left.

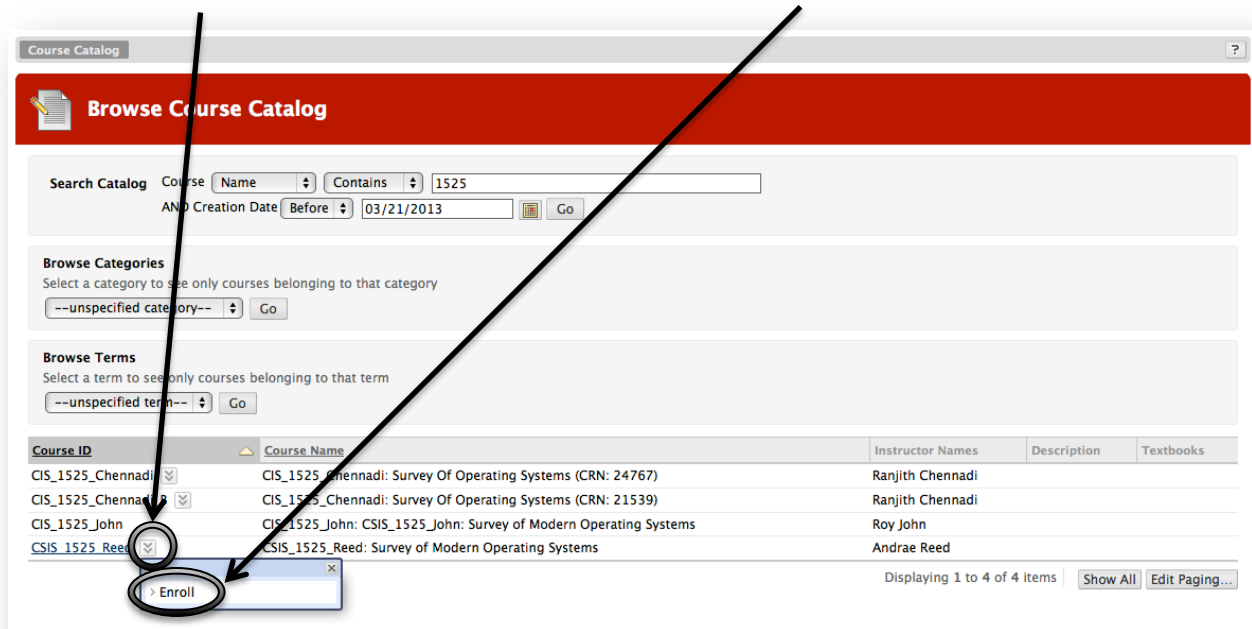


3. In the **Course Search** field, enter the course number (i.e. the "1525" portion of CSIS 1525, no quotes) and click **Go**.

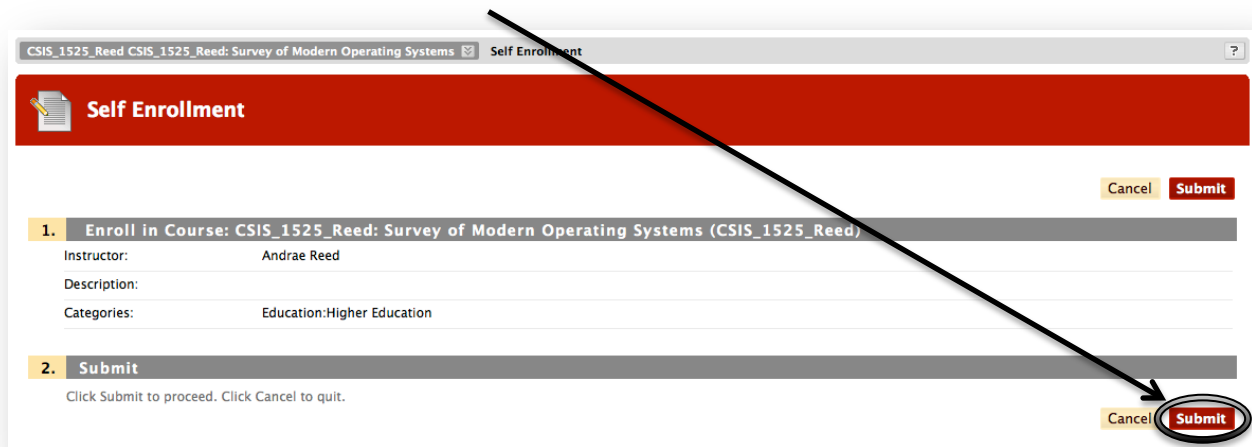


The image shows the "Course Search" section of the Blackboard interface. It features a red bar with the heading "Add Module" and a "Course Search" field. The "Course Search" field contains the text "1525". A "Go" button is located to the right of the search field. A black arrow points to the "1525" text, and a red circle highlights the "Go" button.

4. Determine which course you need to enroll in from the list. Click the *downward-pointing double arrow* next to the course name and then click **Enroll**.



5. Verify that the course information is correct, enter the course password if your instructor has required it, and click **Submit** to enroll into the course.



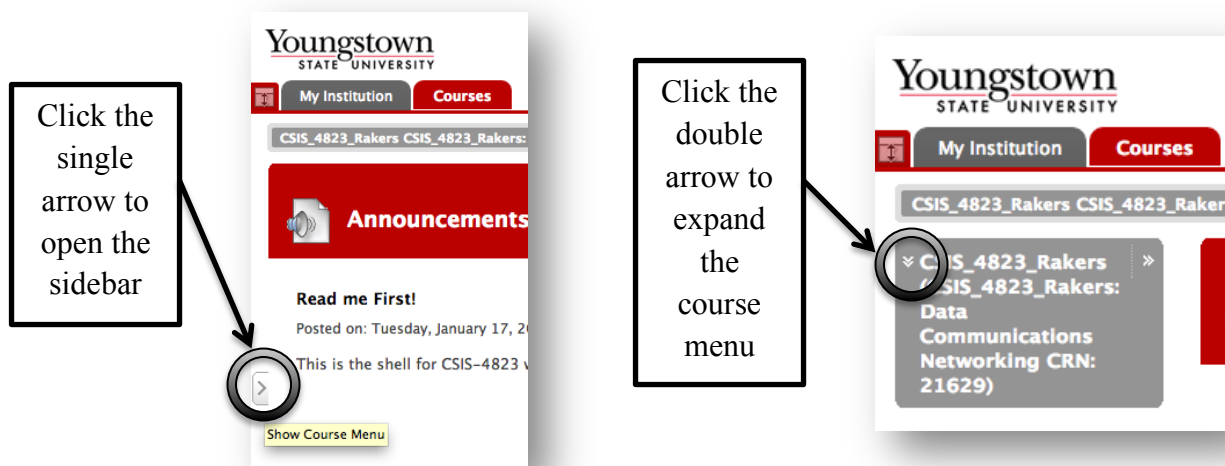
6. After clicking **Submit**, you should see an enrollment success message. Click **OK** to continue.

**? What browser plugins and/or applications will I need to see all content on Blackboard?**  
 Many Blackboard courses utilize 3<sup>rd</sup>-party plugins to display multimedia content. Some of the following programs and their links that may be required are listed below.

<i>Software Name</i>	<b>Windows</b>	<b>Mac OS X</b>
<i>Adobe Acrobat Reader (PDF)</i>	<a href="http://get.adobe.com/reader">http://get.adobe.com/reader</a>	<i>Preview</i> is built-in
<i>Adobe Flash Player</i>	<a href="http://get.adobe.com/flashplayer">http://get.adobe.com/flashplayer</a>	
<i>Adobe Shockwave</i>	<a href="http://get.adobe.com/shockwave">http://get.adobe.com/shockwave</a>	
<i>Apple QuickTime</i>	<a href="http://www.apple.com/quicktime/download/">http://www.apple.com/quicktime/download/</a>	<i>QuickTime</i> is built-in
<i>Oracle Java</i>	<a href="https://java.com">https://java.com</a>	OS X 10.5/10.6: <i>Java</i> is built-in OS X 10.7+: <a href="https://java.com">https://java.com</a>
<i>RealPlayer</i>	<a href="http://www.real.com">http://www.real.com</a>	<a href="http://sg.real.com/?mode=rp_mac">http://sg.real.com/?mode=rp_mac</a>
<i>VLC</i>	<a href="http://www.videolan.org/vlc/index.html">http://www.videolan.org/vlc/index.html</a>	

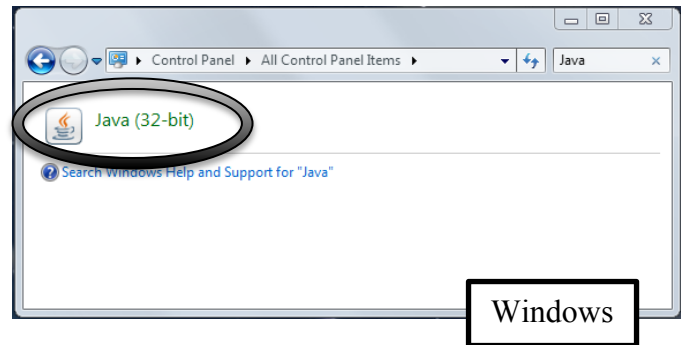
**? What if I am missing some content in a Blackboard course?**

Be sure that all course menus and navigation menus are fully extended. These sections are located in the far left and upper left sections of the window. They can be further opened by expanding the single arrow on the far left to see the course menu and/or the double arrow to the immediate left of the course title (see below for screenshots).

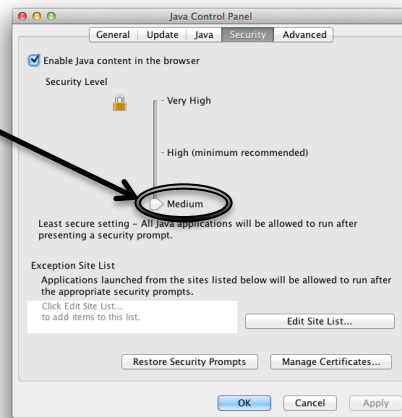


**? What do I need to use the Blackboard Chat / Chat Room function inside of a course?**  
 You will need the Java plugin available from <https://java.com> to use chat. If you have allowed the Java applet on the website and accepted all Java prompts but are still having trouble getting chat to load with newer versions of Java, the following steps can help to address this issue.

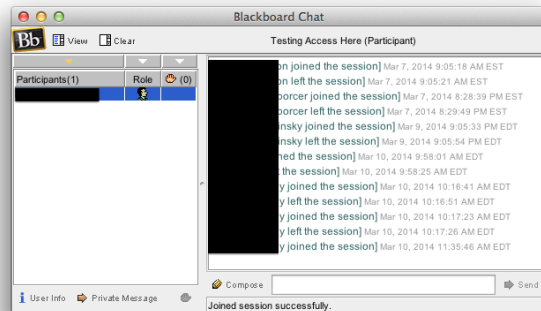
1. Open the Java Control Panel
  - a. *OS X* – Open System Preferences and click on the “Java” preference pane. If you do not see it, use the search in the top right.
  - b. *Windows* – Open the Control Panel and click on the “Java” or “Java (32-bit)” control panel item. If you do not see it, use the search in the top right.



2. Go to the “Security” tab and lower the security slider to “Medium”



3. Restart your web browser and the chat should now load after accepting the Run prompt

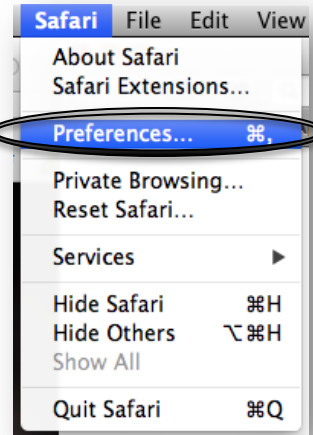


## ? What cookie settings should I be using if I am on a Mac or iOS device?

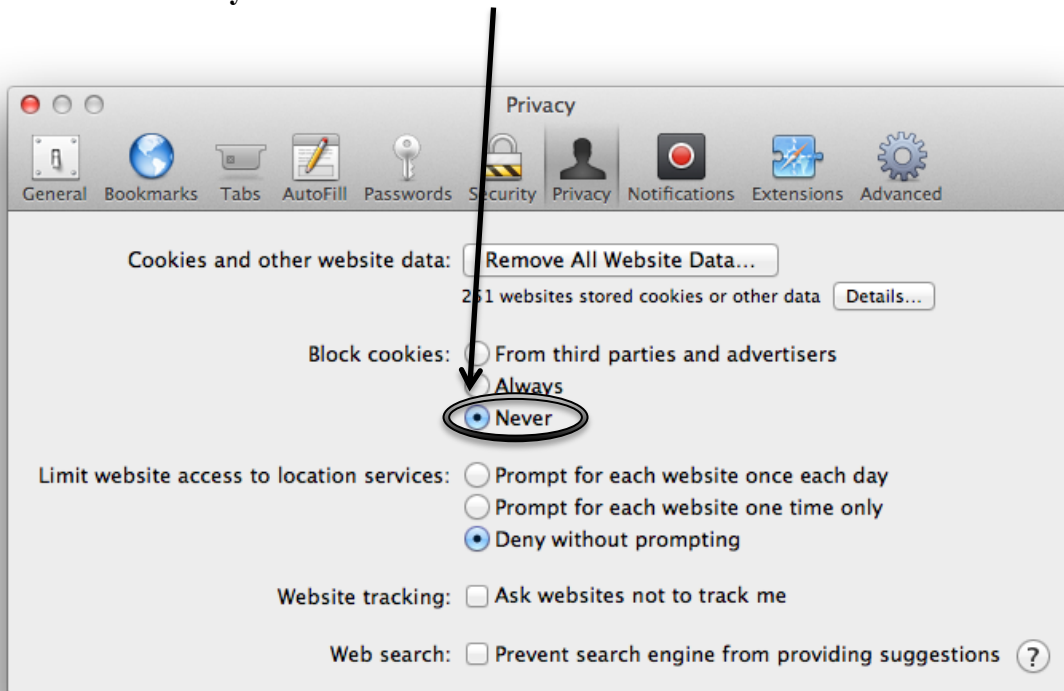
If you are having trouble logging into a 3<sup>rd</sup>-party site directly from Blackboard such as MyLabsPlus from a Mac or iOS device, the following steps can help to address this issue.

### Mac OS X:

1. Click the Safari menu and choose **Preferences...**



2. Go to the **Privacy** tab and choose **Never** for “Block Cookies:”

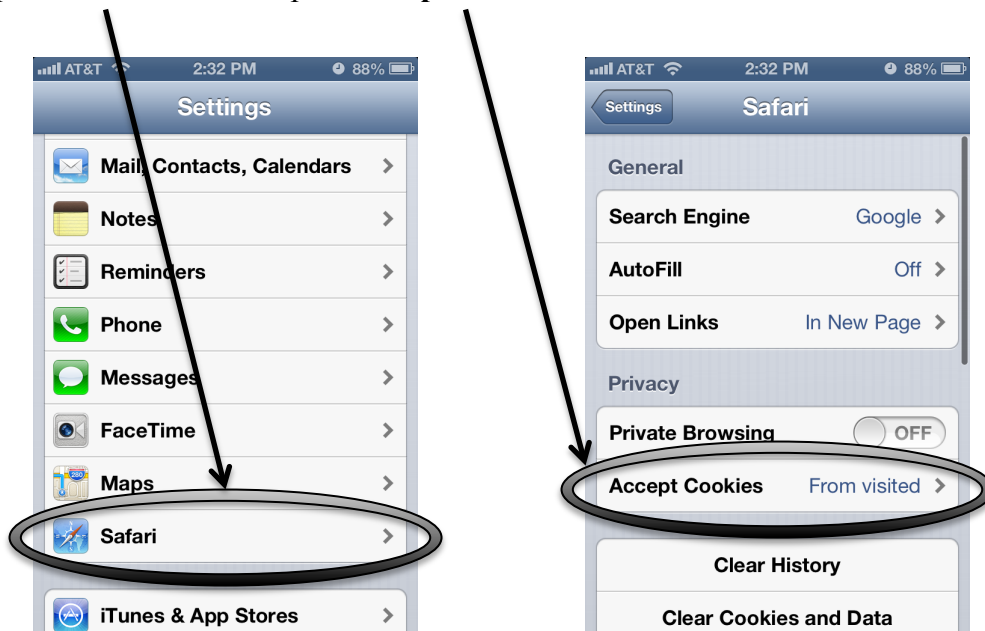


*iOS (iPhone, iPad, iPod Touch):*

1. Tap on **Settings** from your iOS device's home screen



2. Tap on **Safari** and then tap on **Accept Cookies**



3. In the **Accept Cookies** menu, tap **Always** to allow all cookies





**? How do I unenroll from a course on Blackboard that I am no longer in?**

If you are in a standard enrollment (non auto-enroll) course that is from a previous semester but is still listed, you will need to contact the Tech Desk via one of the options below so that we can remove you from the course (or courses).

*Walk-up:* YSU Tech Desk, 4<sup>th</sup> Floor Maag Library

*Phone:* 330-941-1595

*Email:* [techdesk@ysu.edu](mailto:techdesk@ysu.edu)

Current Tech Desk hours are available at <http://techdesk.ysu.edu/>