



Accessing Blackboard

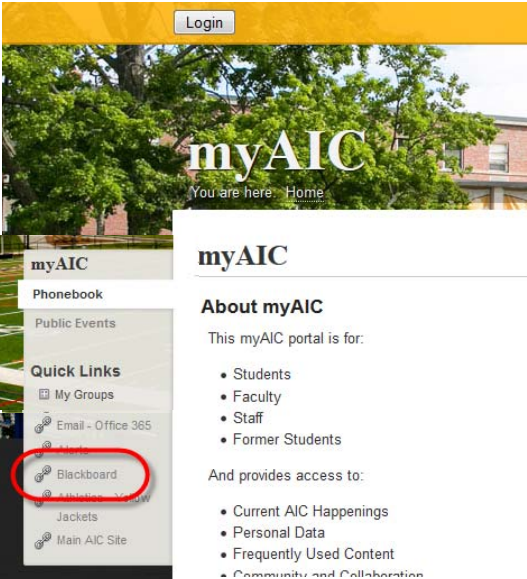
As with most systems at AIC, Blackboard can be accessed from within the MyAIC portal at <https://my.aic.edu>. Once you've logged into MyAIC with your username (email) and password you can get single-click access from a variety of locations in the faculty and staff portal.

Quick Links

Once logged into MyAIC you will have access to a set of Quick Links. Click the Quick Link to Blackboard and you will automatically be logged into the system. Where you locate the Quick Links utility will vary depending on the width of your browser window and the type of device you are using.

Users with smaller screens or browser windows will click on PAGE MENU to access the list of Quick Links.

Larger screens or browser windows will automatically have a sidebar on the left of the screen for Quick Links.



MyAIC Homepage

A button to log into Blackboard is available on the lower right side of the myAIC homepage.

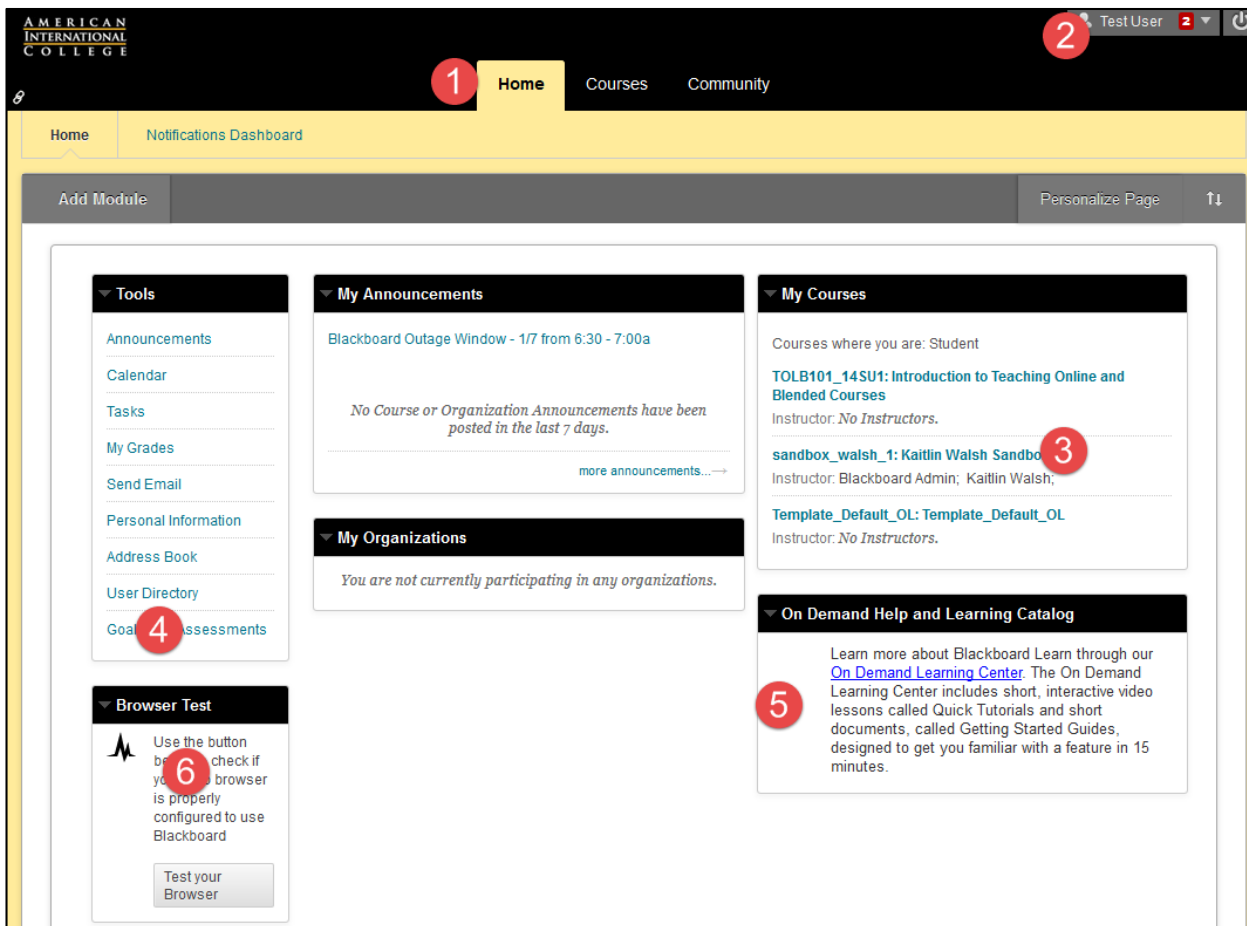


Blackboard Portal

When you enter the Blackboard you will arrive on the Home tab, the homepage of the portal. Other tabs in Blackboard include Courses and Community. Full descriptions can be found below.

Home tab

The myAIC tab is the homepage for Blackboard. It is comprised of modules, or boxes of related links or tools.

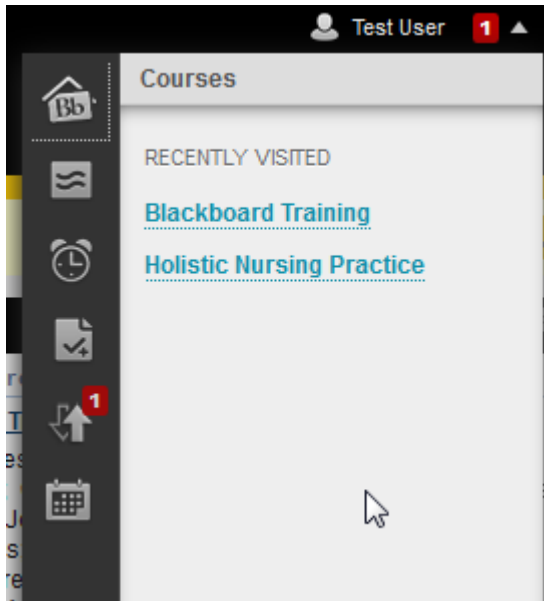







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| 1 Navigation Tabs | Each tab contains a different element of the system, ranging from courses to AIC's assessment management platform. The tabs you see are dependent upon your role in the system. |
| 2 My Blackboard | A centralized menu for accessing grades, discussions, and important updates from across all courses. This button is available no matter where you are in Blackboard. (image of this tool on the next page) |
| 3 My Courses | Lists all of the courses in which a user is enrolled. |
| 4 Tools | Comprised of a links to several system tools such as Email, My Grades, and Announcements. |

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| 5 On Demand Help | Links to Blackboard's comprehensive help documents that cover the main elements of the system from both a students and faculty perspective. |
| 6 Browser Test | Checks whether your browser is properly configured to use Blackboard. |

My Blackboard

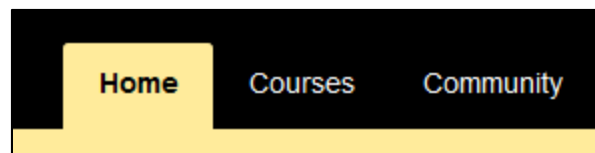
My Blackboard is a centralized menu for accessing grades, discussions, and important updates from across all courses. This button is available no matter where you are in Blackboard.



-  Shows your five most recent activities in the system
-  Displays discussion posts in your courses over the last seven days
-  Lists notifications about important course events
-  Provides a list of grades for each course
-  Posts all events from across all course calendars

Navigation Tabs

Each tab in Blackboard links to a different part of the system. The tabs that you have in view will be dependent upon your role in the system.



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| 1 Home | Blackboard's homepage. Provides central access to major system tools and to courses in which you are enrolled. |
| 2 Courses | Lists all courses in which you are member and contains a utility to search the course catalogue. All courses at the college have a shell. |
| 3 Community | Lists all communities in which you are member and contains a utility to search the community catalogue. Communities are used for co-curricular purposes. |