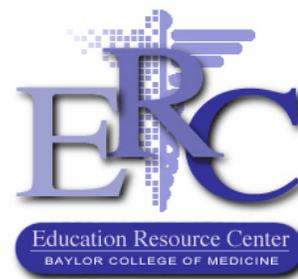


Blackboard First Time User Guide

Logging into my courses



In Blackboard™ you can access your course syllabus and assignments, view and listen to lectures, submit assignments and papers, take quizzes and tests, access your grade and other resources. You'll discover that Blackboard™ provides you with the flexibility to work anytime, anywhere to fit learning into your busy schedule.

***NO EXPERIENCE REQUIRED!**

You may not be familiar with Blackboard™, but don't let that intimidate you. Take a few minutes to explore and familiarize yourself with what this innovative technology has to offer.

Getting Started

WHERE DO I ACCESS BLACKBOARD?

You may access Blackboard through the quick link on the BCM intranet (BCM Intranet > Admin Offices > Education Resource Center > Blackboard) or by typing this URL in your browser's address bar:

<https://bcm.blackboard.com/>

WHAT IS MY LOGIN INFORMATION?

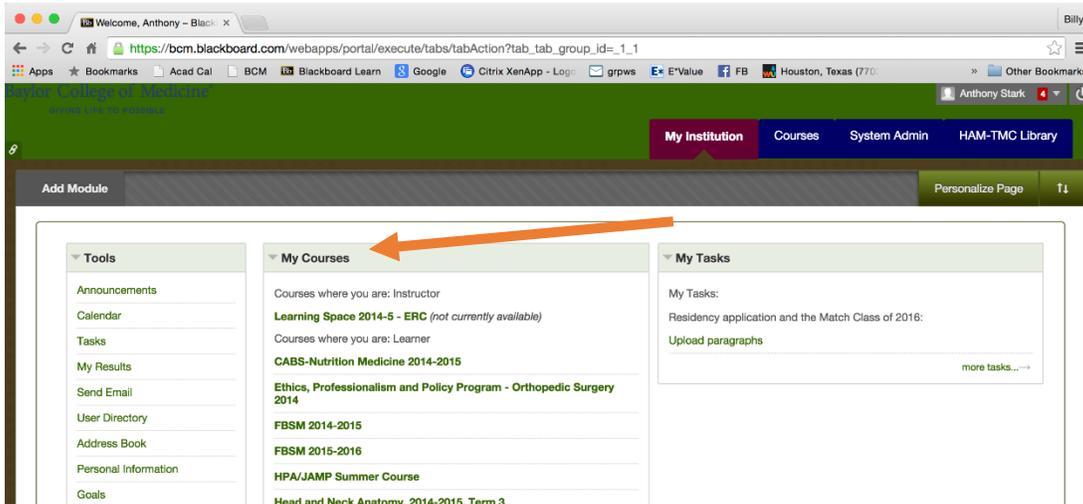
Login to Blackboard using your BCM username and password.

If you have lost/forgotten your password, call the BCM Helpdesk (713-798-8737) and they can assist you. The ERC can help you with most issues but not with logging in.

A screenshot of the Blackboard Learn Login page. The page has a light gray background. At the top, the text 'Blackboard Learn Login' is displayed in a bold, dark blue font. Below this, there are two input fields. The first is labeled 'USERNAME' in a small, gray font, and the second is labeled 'PASSWORD' in a small, gray font. Both fields are empty and have a light gray border. Below the password field is a dark blue button with the word 'Login' in white text. At the bottom right of the form, there is a link that says 'Forgot Your Password?' in a small, blue font.

HOW DO I ACCESS MY COURSE?

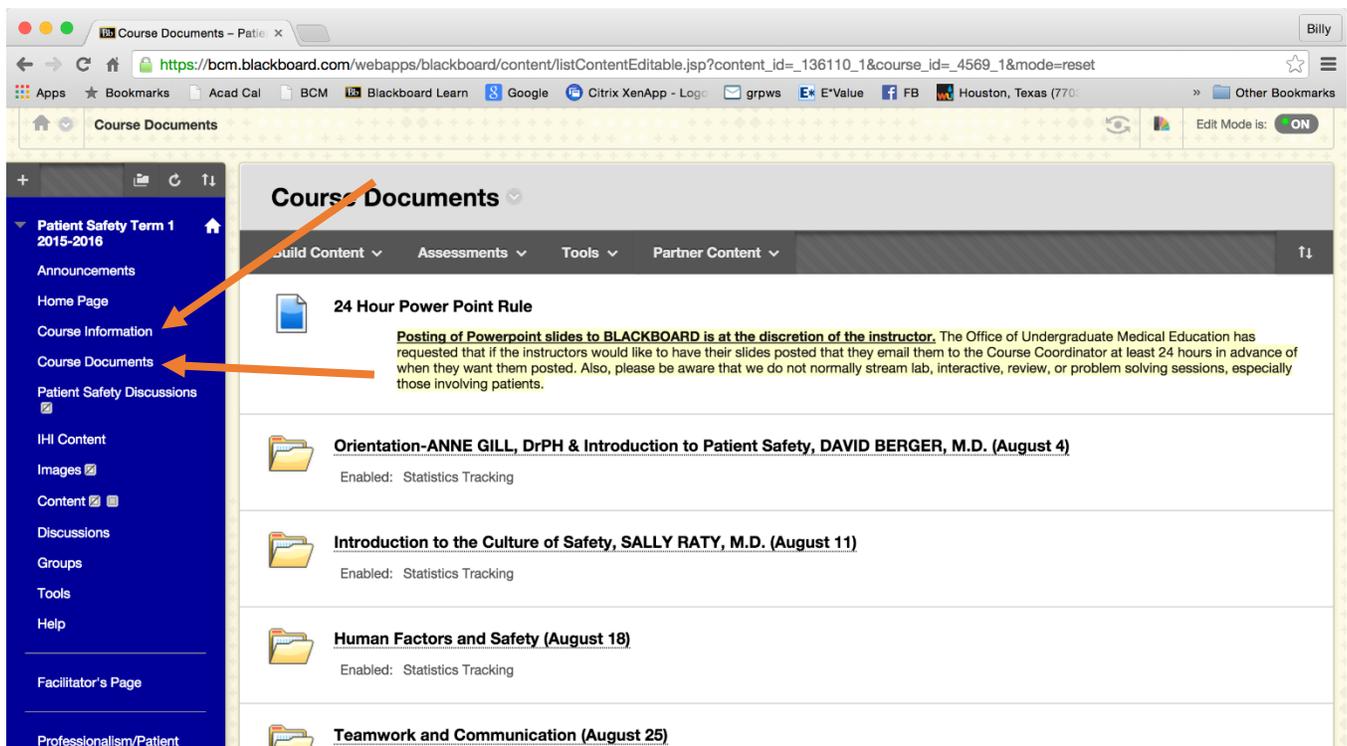
After you log in, you will be taken to your start page. In the “My Courses” module, you will see a list of courses in which you are enrolled. To access a course, click on the course’s name.



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/faculty can still access the course and turn on its availability.
To Make Available: Go to Customization => Properties => Set Availability => Yes

About My Course:

In the ‘Course Information’ tab, you will find information about the course, including the schedule; the



Please Note: Some of the affiliated hospitals have firewalls that make it difficult to access Blackboard. Contact your hospital IT department for assistance.

When you click on the course, you are taken to the ‘Course Documents’ Folder. In this folder, you will find the information for all lectures. To view the information for a particular lecture, click on the folder.