



Blackboard Basics- Setup & Customization

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Blackboard Basics- Setup & Customization

What is Blackboard?

Blackboard is a course management system that Lincoln Memorial University courses utilizes to develop online, blended or as a complement to face-to-face courses. Access is granted to those faculty members currently teaching online courses or who have requested the Blackboard Administrator to construct a course shell.

The system provides the opportunities to:

- Access course information and course learning materials
- Communicate with instructors and fellow students using email, discussion boards, Internet links and/or announcements
- Submit assignments online
- Receive online feedback from instructors or students
- Keep up-to-date with course developments as they occur
- Administer exams
- Maintain an electronic gradebook

These features, combined with “anytime, anywhere” access to learning materials should provide many learning opportunities and improve your access to learning support.

Things to Know Before You Start

You will need the following pieces of information to work with your Blackboard Account:

- ✓ Lincoln Memorial University web address: www.lmunet.edu
- ✓ Blackboard Username and Password (to login to the interface)
- ✓ LMU Email Address (firstname.lastname@lmunet.edu)
- ✓ Course information: instructor’s name, course number and section

Blackboard Username and Password

To access Blackboard complete the following steps:

Step 1: Locate LMU Homepage by keying www.lmunet.edu into your Internet browser (Internet Explorer, Firefox, Silver, etc.)

Step 2: Click **Current Students and Faculty** button.

Step 3: Click the **Blackboard** link.

Step 4: Enter your login information





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Note: *If you do not know your Username or Password information, navigate to LMU's [WebAdvisor's](#) Main Page located on the same page as Blackboard link. There you will be provided a tutorial and access areas to locate this information.*

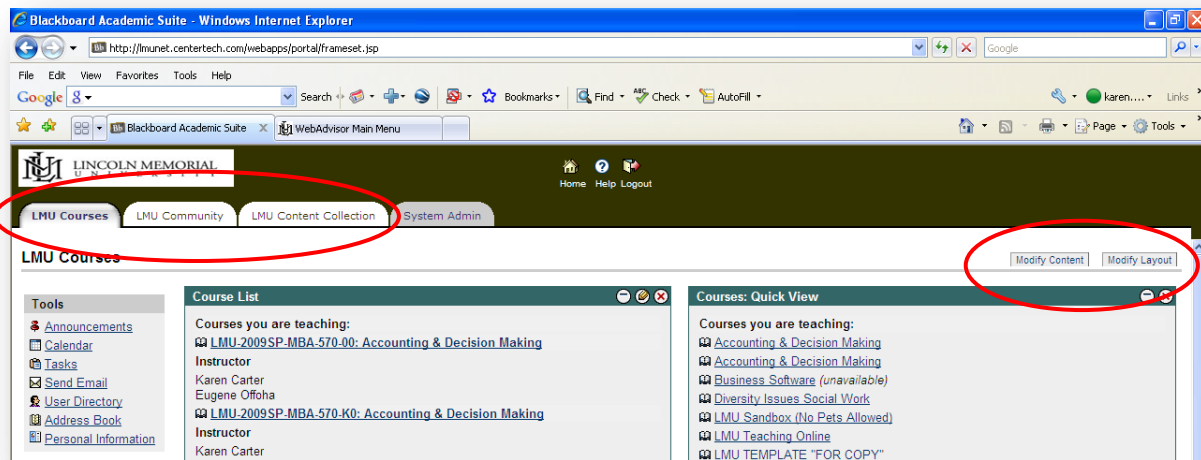
Step 5: Enter Username and Password

Opening Page

Once logged into Blackboard, the opening page will appear providing you with a tabbed environment from which to choose. These being (graphic appears on next page):

- ✓ LMU Courses
- ✓ LMU Community
- ✓ LMU Content Collection

The LMU courses tab will be the default tab listing all courses you currently are enrolled either as an instructor or as student. The course titles appear in color and are underlined providing a link from which the course will launch.





Customize Portal Content

On the right side of the opening screen are two buttons:

Modify Content

Modify Layout

Modify Portal Content

Step 1: Click the Modify Content button.

Step 2: Click any or all modules listed to make available on the opening page. Users can select as many or as few modules as desired. These check marks are what is known as a toggle switches. Clicking once will place a check mark, making them available; clicking again will uncheck, making them unavailable. **Note:** *Modules with a (red check mark) cannot be removed.*

- Bookmarks**
Bookmarks
- Calculator**
Calculator
- Course Catalog**
Displays the top-level categories of the Course Catalog
- Courses: Quick View**
Displays courses in which the user is enrolled
- Dictionary**
Dictionary

Step 3: Click the Submit Button. Clicking the Submit Button allows Blackboard to make the changes within the system and is a critical step in the process of updating your course or course content.





Modify Portal Layout


Step 1: Click the Modify Layout button located on the upper right part of the page.



Within this area you have two options available to you:

- **Personalize Page Layout**
- **Personalize Theme**

Personalize Page Layout: This area the ability to order the available modules is accessed. To do so:

Step 2: Click the module name that needs to be reordered and then use the arrow buttons to move the module to a different location on your portal page or click the  button to remove the module.

Modify Layout: LMU Courses

1 Personalize Page Layout

Order the modules by using the up and down arrows. Remove modules by clicking the X. Modules marked with asterisks are required and cannot be removed. Add modules on the [Default Content](#) page.

Customize Page Layout

Column 1:	Column 2:
Course List	Courses: Quick View
Download Blackboard Backpack	My Courses
My Announcements	My Calendar
My Organizations	My Tasks
.....





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Personalize Theme: This area allows the user to customize the color theme that display each time the opening page loads. Pick one them from the palette as shown below:

2 Personalize Theme

<input type="radio"/>	CRD Theme		<input type="radio"/>	Opal	
<input type="radio"/>	Basic		<input type="radio"/>	Plum	
<input type="radio"/>	Desert		<input type="radio"/>	Sandstone	
<input type="radio"/>	Fall		<input type="radio"/>	Spring	
<input type="radio"/>	Forest		<input type="radio"/>	State	
<input checked="" type="radio"/>	Menu Column		<input type="radio"/>	Summer	
<input type="radio"/>	Mesa		<input type="radio"/>	Tree	
<input type="radio"/>	Ocean		<input type="radio"/>	Winter	

Submit

Step 3: In the Personalized Theme areas (Section 2) click the color scheme of choice. Only one theme can be applied at one time.

Step 4: Remember to click the **submit** button at the bottom of the page to apply all changes made to the opening page layout.

Note: *If you do not wish to keep the changes made, simply click the Cancel button (do not click the Browser's back button).*

