Blackboard for Students
Logging in and Navigating the Blackboard Dashboard

You can access Blackboard by going through MyBrandman or by going directly to the Brandman Blackboard website:

- To get to MyBrandman, go to http://brandman.edu , select **MyBrandman** from the menu bar and click **Full Website** OR type http://my.brandman.edu directly into your web browser and click on **Full Website** and use your Brandman username and password to enter.
- Next, select the **Blackboard** icon from the quick links menu and enter your username and password again.

- You can also access Blackboard directly by typing http://Brandman.Blackboard.com into your web browser and entering your Brandman login info there.

We recommend bookmarking the website and creating a shortcut so you can more readily access your course in the future.

When you login to Blackboard you will land on the dashboard which consists of:

- **Brandman University** tab**,** located at the top of the page, can be used to return to the dashboard from within your course.
- **Tools** module, located on the far left, contains links to helpful university-wide resources.
- **My Announcements** and **My Calendar** modules, located in the center, contain course information and due dates. (NOTE: If you do not see any due dates, your instructor may not have opted to use this feature in your course.)
- **My Tasks** module, located in the bottom center, is designed to help you organize your personal and group course work.
- **My Courses** module, to the far right, contains links to the courses you have access to. (NOTE: Students only have access to your courses for two sessions after they have completed.)

Customize your dashboard view by dragging and dropping these modules to where you would like them.
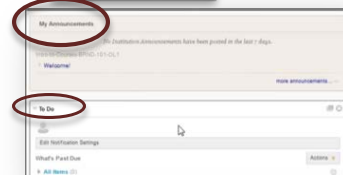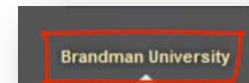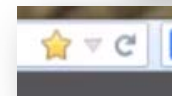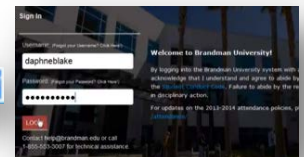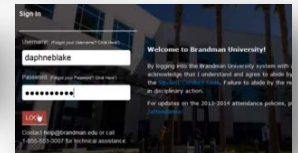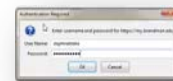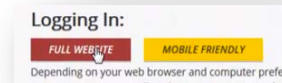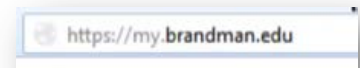
The **Global Navigation menu**, located in the top right corner of the dashboard, is a collective space for accessing information for all of courses and changing personal settings.

To access, click the arrow next to your name.

The main section provides access to your **courses**, helpful **links**, a space you can change your personal **settings** including personal information and helpful information on changing your browser's text size.

There's also links to the Brandman website and the technical support page.

The **Blackboard Home** button, located on the left of the **Global Navigation Menu**, shows you course posts, due dates and even recently graded assignments.

The **Posts** page displays the latest posts in your course discussion boards. Select a post to open it in the right frame. You can even reply without having to navigate to the actual discussion board inside your course.

The **Updates** page posts all notifications for every course you are enrolled in. You can view all the notifications at once or only those pertaining to one course.

Access the **menu** for each notification to open or dismiss the item. You can also customize the types of notifications that appear here.