# Blackboard Basics for Students

## Des Moines Area Community College

Welcome to Blackboard   
Blackboard is the Learning Management System (LMS) that DMACC uses to deliver online courses; they “live” in Blackboard. All courses, whether face-to-face, real-time virtual, blended, or online, also use Blackboard’s gradebook feature, and some may use other features as well.

### Log in to Blackboard

You have two options.

1. Go to [dmacc.blackboard.com](http://dmacc.blackboard.com/). This can be accessed at all times (even when DMACC has an outage.
2. Enter through the my.dmacc.edu portal. After signing in, click the Blackboard link.

Your login ID and password for Blackboard are identical to what you use for myDMACC. You were previously sent information from the DMACC Registrar with this login ID and password. Please note that Blackboard and myDMACC are tied together. If you change your password in myDMACC, it automatically changes in the Blackboard course login site.

### Computer Requirements

Almost any device that can connect to the internet and run a browser will be able to open and use Blackboard.

In addition to the appropriate hardware and software, you will want to be sure you have a reliable internet connection (a dial-up modem connection is NOT recommended) and a back-up plan (friend, public library, DMACC computer lab, etc.) in case of an internet outage.

**Tablets/Smartphones:** While tablets and smartphones can run most of Blackboard’s tools, we still recommend using a computer/laptop while taking tests or completing large writing assignments if possible. For quick updates and grade or due date checks, download and use the Blackboard Student app, available on the App Store and Google Play.

**Chromebooks:** Chromebook users have been known to run into issues with accessing some software used in various courses, and you made need an alternative device if your class requires a lockdown browser or other digital proctoring product.

**Browsers:** Please use Google Chrome (<https://www.google.com/chrome/>) and/or Mozilla Firefox (<https://www.mozilla.org/en-US/firefox/new/>), and keep your browser up to date. Do *not* use Internet Explorer because it is no longer supported and will lead to problems.

**Webcams/Microphones/Speakers:** Some courses require extra hardware for virtual meetings and test proctoring. Many computers have this hardware already built in, but some do not and will need to be purchased separately. Be sure to check with your instructor as soon as possible to find out what your course’s hardware requirements are so you can be prepared.

### After Logging In

1. Perform a **Browser Test** if you are not sure about it.
2. Check for new announcements in the **My Announcements** box.
3. Read the **Blackboard Information** box, which is updated with important information for students.
4. Click into **The Blackboard Basics for Students** course (available to all students under My Courses) to read about succeeding online and practice using the tools.
   1. Get comfortable with Blackboard navigation.
      1. Course Menu
         1. Announcements – The “homepage” for your course
         2. Syllabus – Contains the syllabus and schedule for your course
         3. Your Instructor – Contact information for your instructor
         4. Course Content – All of your course content is located here; this is where you will spend most of your time
         5. Tools – Please note that not all of these tools may be used in your course
            1. Calendar – Course due dates
            2. Blogs/Discussions/Journals – Communication tools commonly used in classes
            3. Send Email – Send an email to your instructor (this goes to their DMACC email account)
            4. Messages – Send a message to your instructor (Note that these messages may not be checked frequently)
         6. My Grades – View your grades, rubrics, and feedback
         7. Check out the **Practice HERE** folder
            1. Assignments (Write Submission or Attach)
            2. Discussion Boards
            3. Assessment
            4. Note tool and gradebook icons
5. Click into your own classes, which are available **one day before they start**.

### Get Help

* For course-related questions, contact your instructor first.
* For technology questions (username, password, Blackboard help), contact DMACC Tech Support at 515-965-7300 or [techsupport@dmacc.edu](mailto:techsupport@dmacc.edu). Alternatively, fill out a ticket request at <https://www.dmacc.edu/helpdesk/pages/welcome.aspx>.
  + Make sure you include your course name and CRN, student ID, and phone number with the best time to call.
* You can also search the DMACC Student Resources for Online Courses site: <https://www.dmacc.edu/online/Pages/students.aspx>