

## Blackboard>Digital Imaging

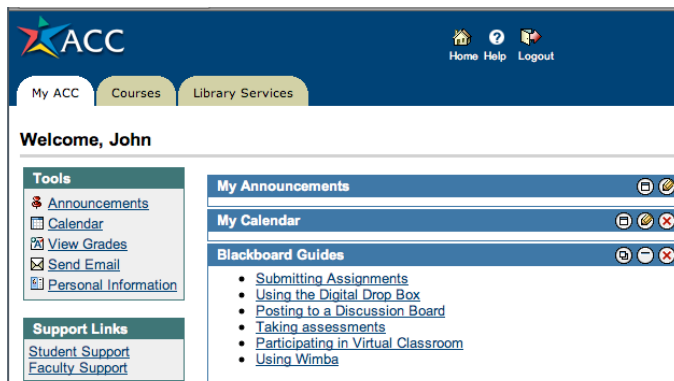
### Student Logging in:

1. Make sure you have your ACCEid set up. <http://www.austincc.edu/acceid/> Your user name for Blackboard is your first name initial plus your 7 digit id number.
2. Go to <http://aconline.austincc.edu/>. The *Student Support* link is on this page.
3. Type in your user ID and password you have set up through ACCEid. Click "LogIn" button.
4. This view is your home page in Blackboard. Before proceeding further, click on "Personal Information" link. Check your email to make sure it is up to date. If not you will need to log into student services to update your email. The link is in this area.

### Guest Logging in:

1. In place of **step 3**, choose **Courses tab** at the top of the Login page.
2. In the **search** field, type "Digital Imaging".
3. Scroll down to the ARTC 1402 template, or other Digital Imaging section taught by instructor Donna Pauler to view class content. (Class rolls and quizzes are not available for guest viewing.)

**Home Page Organization:** The other information on your home page is for you to use and not accessible to others. Links to classes you are enrolled are on the right. See home page info below:



#### Home page.

Buttons on the left of the Home Page include links to Announcements, Calendar, Grades, and Personal Information.

Courses that you are taking appear on the right.

Announcements for classes appear in the center along with calendar, as well as just below the course links.

### Home Page—Personal Area

**Announcements:** Show links to all announcements in all classes using it.

**Calendar** on home page: Information and reminders that you post by date will be listed here. The instructor may list some items for a course as well. All will be combined in this calendar.

**Tasks** on home page: Tasks that you or the instructor post for any of the classes you are taking will show up here.

**View Grades** links you to your grades, which are posted for BB courses.

**Send E-mail:** Allows you to send email to other users in Blackboard courses. You need to put your email in Personal Information (see below)!

**Personal information:** This area allows you to **change your password**. Check **your email**. *Please make sure you have your current active email in Blackboard. If not update it with ACC student services.*

## Digital Imaging Classes Organization:



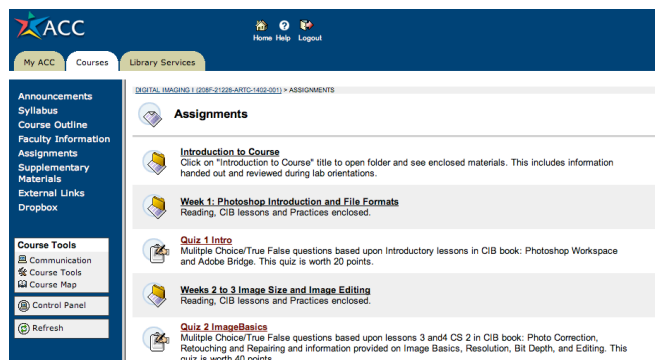
When Digital Imaging is selected from the Home page the course Banner and Announcements appear for that course. The buttons on the left are the categories for organizing the course content for this class.

**Announcements** will include reminders, updates and notes about assignments and projects that are coming due. The most current announcement will be displayed.

**Syllabus and Course Outline** links are direct links to the course syllabus and course outline (calendar) for viewing and download. *Please download these documents.*

**Faculty** area includes instructor's office hours and contact information.

**Assignments** area follows the class **outline by week with lab work, practices, projects and online quizzes to be completed.** *Current assignments will be rotated to the top.*



When the Assignments link is selected, the assignments by week come into view. Instructions and Items are organized in folders.

**Supplementary Materials** includes selected course handouts such as *Scan Basics*, *Pen Tool*, *Preparing B/W Images for Print*, *American Statesmen Specs*, *Correcting Color* and *Web Graphics* as well as articles and materials collected from third party resources. **Study Guide notes** (DI 2) and a folder of **student photos** taken in class are also included here.

**External Links** includes links to instructor's page and other sites, which provide help with Photoshop. These will be referred to throughout the semester.

**Drop Box:** (See *supplementary HO*) The **Drop Box is your virtual hard disk storage space.** Work may be uploaded here for your personal storage. In addition, work may be submitted to the instructors Drop Box as well. *Make sure all files that are submitted have file names that include the first four letters of your last name plus the project name.*

**Tools > Communication** includes the **Discussion Board and Email.** The Discussion Board is a sharing area for introductions and class projects. All students are expected to share their work here. E-mail may be sent to the instructor and other class members.

**Tools > Course Tools** includes a link to the **Digital Drop Box** as well as other personal areas (on your home page).