Using Blackboard for Vector Graphics Class

LOGGING IN
1. Go to http://acconline.austincc.edu/. If you are new to BB check out the link: Student Guide – Getting Started with Blackboard and you can also go to the BB support site.
2. Click on “Login” button.
3. Type in your ACCeID and password. If you don’t know them, click on “Activate your ACCeID” link in the Login Box and follow instructions.
4. Once logged into BB, you’ll see your BB Home Page, which will list your courses that are available in BB.
5. Notice the Buttons on the left — click on “Personal Information” link. Fill in your email. You may change your password also. This is not specific to this class or semester. It remains your password until you change it.
6. To access materials for the Vector Graphics class, click on the “Vector Graphics for Productions” under “My Courses”.

HOME PAGE ORGANIZATION

Home Page
Buttons on the left include links to Announcements, Calendar, Grades, and Personal Information.
Course names appear on the far right. (You may only have one, Vector Graphics.) Current announcements for classes will appear in the center along with calendar.

HOME PAGE TOOLS – YOUR PERSONAL AREA

Announcements: Show links to announcements in all BB classes that you are enrolled in.
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 posts 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 Email allows you to send email to other users in Blackboard courses. Be sure to put your correct email in Personal Information.
Personal Information: This area allows you to change your password, and enter your email and other personal information. This is where you fill in your current active email.
Announcements will include reminders, updates and notes about assignments and projects coming up particular to the course. The most current announcement will be displayed.

Syllabus is a direct link to the course syllabus for viewing and download.

Faculty area includes instructor’s office hours and contact information.

Assignments —when Assignments is selected, the coursework organized into folders called Modules will be displayed. There are 8 Modules (only the current modules will be available) which roughly correspond to 2 weeks work per Module.

Communications includes Email (as well as Announcements and Discussion Board which also have their own buttons). Email may be sent to the instructor and class members from here or your BB home page.

Documents includes selected course handouts such as Tips for Using Connect, and How to Submit files to the Digital Dropbox, as well as the first chapters of the class textbook if you are waiting for your book to arrive.

Discussion Board (also found under Communications) is a sharing area for introductions and class projects. All students are expected to share their projects here.

Student Tools includes the Digital Drop Box, Your Grades and Personal Information. The Drop Box is your virtual hard disk storage space. Work may be uploaded here for your personal storage and may be submitted to the instructor’s Drop Box as well. This is the best way to submit your work (don’t send as email attachments.) Make sure all files that are uploaded have file names that include your initials or first or last name.

Links includes links to other sites with Illustrator tips, techniques and samples.

At the bottom left in a separate box called Tools, you’ll see more of the same: Communication and Course Tools (same as Student Tools) are repeated. You’ll find a Course Map, a Refresh button and Detail View — you probably won’t need to access these areas often, if at all.