

Blackboard Basics



How to Download the Syllabus

1. Log in to Blackboard
2. Click on Course Information (on the left side menu)
3. Click on Syllabus (on the right side menu)

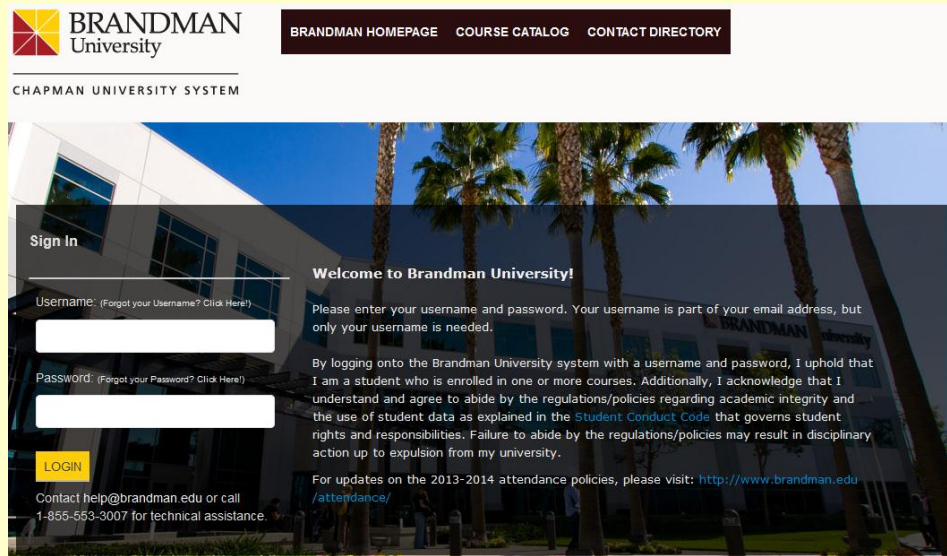
*Did you know that
Firefox is the
recommended Web
Browser to use!*

How to Download Graphic Organizer

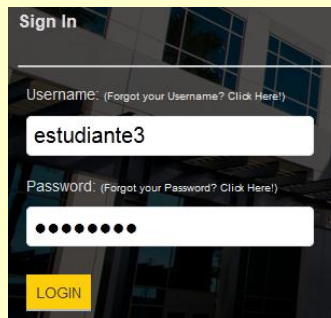
- Log in to Blackboard
- Click on any week and then on introduction
- On the bottom of the grey menu located on the right side under DUAL LANGUAGE TOOLS, click Graphic Organizers
- Select your favorite by clicking on the name
- Click Download

How to Log In

1. Using Firefox, type brandman.blackboard.com into the search bar. This will take you to the Brandman sign in page.



2. Type in your username and password and click "LOGIN".



3. Click on your class, located under "My Courses" on the right side of the Blackboard dashboard.



Remember:

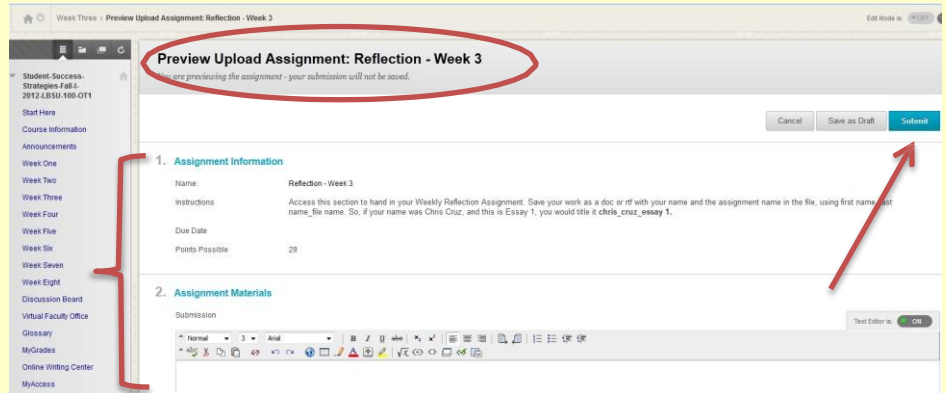
- **Download:** is to obtain data
- **Upload:** is to send data
- **Search Engine:** is used to search on the internet (Yahoo, Google, Bing, etc)

How to Upload a Document

Log in to Blackboard and click on the week that you have to submit a document. Remember to check on "Assignment this Week" and "Application Assignment"!

Look for "click here to upload"

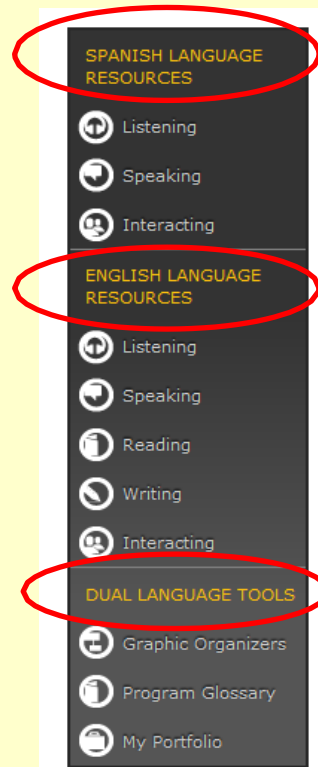
1. In #1 check that you have the correct assignment information
2. In #2 attach file: click Browse My Computer and look for the document in your folders
3. Add any comment to your instructor if needed.
4. Click Submit



Oral Posting Instructions
www.brandman.edu/cii
 Click on the Student tab



Special Learning Tools



NEED HELP IN WRITING, SPEAKING, OR READING?

In every course you will have access to a Dual Language Tool Bar. This powerful tool contains resources that will help you to develop your language skills (English & Spanish). Please take a moment to visit the links on each language area.

GRAPHIC ORGANIZERS

In this area you will find the graphic organizers that you will use in every class!

WANT TO INCREASE YOUR VOCABULARY?

Every course has its own glossary! This is your one-stop resource for professional/jargons terms and definitions.

MY PORTFOLIO

Share your accomplishments through a collection of work you have created in a variety of contexts over time.

If you have any questions ask the Instructor, the Student Success Specialist at your campus, or the Brandman Service Desk
 Phone number: 855.553.3007
 (Toll Free) or via Email:
help@brandman.edu

