



## Faculty: How to Access Your Blackboard Course Sites

To Access your class' Blackboard site, you will need a computer with access to the Internet. Follow these Steps:

1. Open up Internet Explorer
2. Single-click the blank to the right of "Address"
3. Type in <http://bbd.ncstatecollege.edu>  
alternate address = <http://bb7ncsc.msbb.uc.edu>
4. Hit the "Enter" key on your keyboard



5. Enter your Username and Password  
Username = **first initial, middle initial and FULL last name (lowercase)**.  
*Example: Rene Q. Descartes' username = rqdescartes*

**Have an account?**  
Please enter your credentials and click the Login button below.

Username:

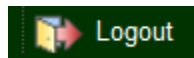
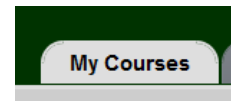
Password:

Your password is **your first initial (lowercase), the last 4 digits of your SSN and your last initial (lowercase)**.  
*Example: Rene's SSN is 123456789 so his password would be: r6789d*

6. Click the "**Login**" button

You will now be at your initial Blackboard page where you can access all NC State Course Sites you are teaching.

To return to this page after you have gone into a specific course site, click the "**My Courses**" tab at the top of the page.



When you are done, click the "**Logout**" icon at the top of any blackboard page

### **For Live Help:**

Mon. thru Fri. 8am-5p **419.755.4706**

After Hours Emergency Callback Service **419.545.0808**

132 Bromfield Information Commons (Library)

### **For 24/7 Help:**

 Click the "Help" Icon at the top of any Blackboard page (see image at left). This will take you to the NC State Blackboard self-help support materials.

**E-mail: [dl@ncstatecollege.edu](mailto:dl@ncstatecollege.edu)**

- ⤴ Month Before Quarter – Blackboard course site is created for each course on the schedule for the upcoming quarter
- ⤴ Friday Before Quarter Starts – Students are enrolled in Blackboard courses based on enrollments on the system, but by default, are still unavailable to students. (Note: You can make your course available anytime per process below)
- ⤴ Monday 8am of Week 1 - Fully Online and Hybrid course sites are automatically made available to students.

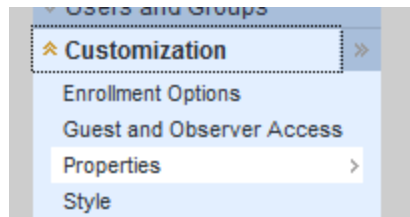
Week 1 -

**If you are not teaching an Online or Hybrid Course, for your students to access your course site, you will need make it available to your students. To do this:**

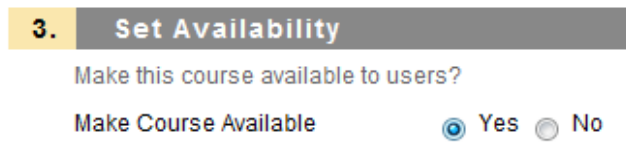
- A) Scroll down to the **“Control Panel”** of your course site.
- B) Click **“Customization”**



- C) Then click **“Properties”**.



- D) Scroll down to **“#3 Set Availability”**.
- E) Click the button to the left of **“YES”**



- F) Scroll down and click **“Submit.”** Your course will then be available to your students.



Each Day of Week 1 – Day After Last Day to Add a Class –

**DL will automatically update Blackboard course enrollments each day at 9am.** Beyond that, you will need to manually add/remove individual students from the “Control panel” and “User and Groups” and “Users”.