

YCCD eLearning

Tips and Tricks for Using Blackboard CE 8

HOW TO GUIDE

YUBA COMMUNITY COLLEGE DISTRICT

Tips and Tricks for Using Blackboard CE 8

YCCD eLearning uses the Blackboard Learning Management System. This guide covers many tips and tricks to help both students and faculty navigate and use YCCD eLearning.

YCCD eLearning Browser Check

Complete this process before beginning to use YCCD eLearning on your computer. If you don't complete this process and your browser is not compatible, results will be unpredictable. To check your browser, follow these steps:

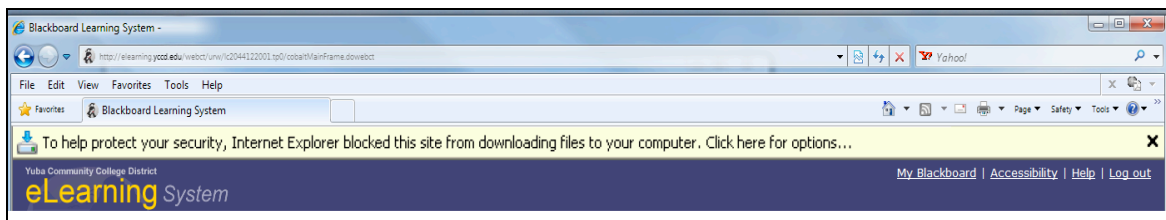
- step 1:* Open your Web browser and go to <http://elearning.yccd.edu>
- step 2:* Click the **Check Browser** button on the right side of your screen. Doing this check will ensure that your browser is configured so you will be able to use all your course's components.
- step 3:* A new window will appear listing your **Browser Check Results**. If the scan found problems, click the problem area and follow the instructions. If you need help modifying your browser settings, scroll to the bottom of the Browser Check window and adjust your browser settings as instructed.

Be sure to follow these steps to ensure you are ready to use YCCD eLearning.

Problems Opening Documents in Internet Explorer

If you notice a problem opening documents posted in YCCD eLearning, it may be due to the security settings in Internet Explorer. With the typical security settings, a pale yellow error bar appears at the top of the Internet Explorer browser after you click the link to the document. The error states:

“To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options ...”



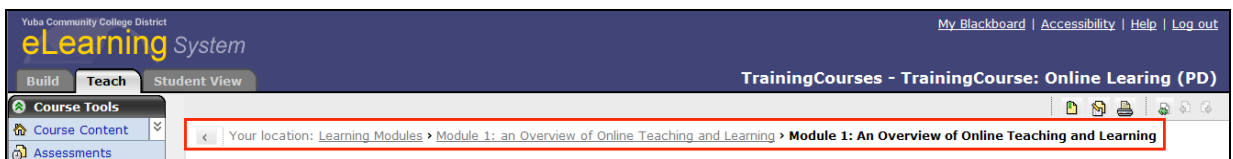
Click on the “click here for options ...” and choose the option to download the file.

YCCD eLearning Help

If you're working with YCCD eLearning and need help, first check "context-sensitive help" that is available by clicking on the **Help link** located in the upper right corner on any YCCD eLearning page. Help that is available depends on what page you are on. For example, if you are on the log in page, the help link page shows questions and answers related to logging in.

Do Not Use the Back Button

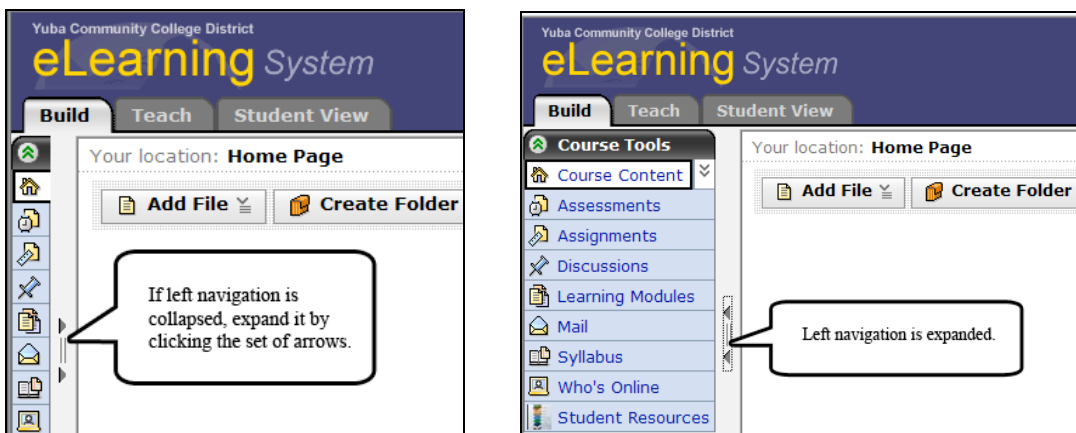
When navigating in YCCD eLearning, refrain from using your browser's Back button as this many cause unpredictable results. Always navigate by using the YCCD eLearning tool links or by using the navigational links called breadcrumbs.



The image above displays breadcrumbs in a red box. Use these breadcrumbs to navigate through your course. The tools located in the left navigation panel (e.g., Course Content, Assessments, etc.) are also a way to navigate through your course.

Expand the Left-hand Navigation Panel

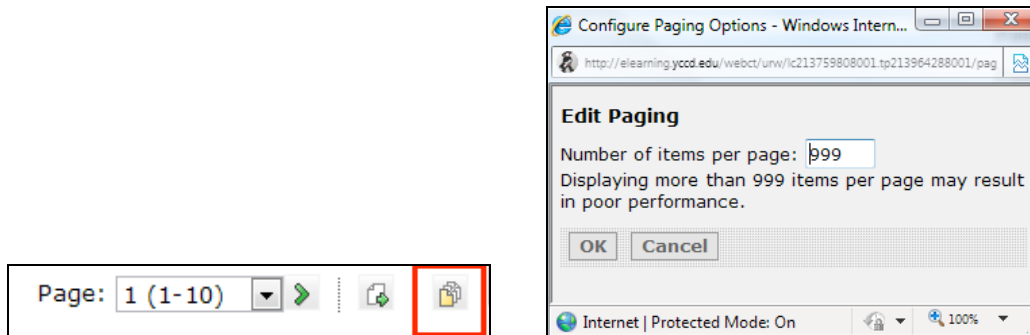
If the left-hand navigational links menu collapses and only displays icons, you can expand/open the panel. See the screenshot below to see where to click to expand/open the panel.



Configuring Paging Preferences

The default setting for showing files, postings, and messages is 20. You can change this number to a higher number to show all files on one page, thereby reducing mouse clicks.

To change this setting, look for the small page icon at the bottom of the window of the corresponding tool. The highest number you can enter is 999. Another way to change the set-up paging preference is through **My Settings**, which can be located on the page that lists all your courses (look on the upper right corner of your screen.) After clicking on My Settings, click on **My Tool Options**. Scroll down to the Paging section. Be sure to click the Save button after you have made the changes. Notice on this page you can also change other settings.



Look for the Action Menu Links (faculty only)

Faculty with designer access can change a link name, icon, preference, quiz property, etc., in their course (**students cannot do this**).

To access the **Action Menu Links**, first make sure you are on the **Build Tab** and then look for the Action Menu Links button next to the item. The Action Menu Links button is a small, gray box located to the right of an item. Click the Action Menu Links icon to display the menu.

