Setting Up Your Portal Page

Note: Blackboard is compatible with Internet Explorer and Firefox. It is not compatible with Chrome, and may not be compatible with other browser programs.

1) To access the Blackboard log in screen, go to www.csi.edu and click on Blackboard.

2) Your login information should match the information you use to log into campus computers.

1) The first screen you will see upon logging into Blackboard is the Portal Screen. The left side Module includes commonly used student tools. Announcements are shown in the middle of the screen, and a list of classes you are scheduled to teach should appear on the right side of the screen. To enter a class site area click on the course title link from the right side column.

2) Above the Tools area are two tabs. The first tab, My Blackboard, brings you back to the Portal Screen so you can easily access a different course site. The second tab, Courses, also provides the list of classes you are scheduled to teach and it also includes a searchable list of courses offered by CSI, available in Blackboard.

3) My Places is located in the area of hyperlinks above Course List. In My Places you can customize text size, adjust contrast settings, and update your personal information. Changes made here do not affect student viewing options. Also in this text link area is the Logout link. You are encouraged to manually log out of a Blackboard session if you will be away from your desk, instead of waiting for the system to time-drop your session access.
4) There are three ways to add/edit content on your Portal Screen. The first is a button on the left side of your screen called Add Module. When you click on this button a list of optional features will be shown. You may choose to add one, all, or none of the features to your personal Portal Screen. You can remove a module by re-entering the module list and re-clicking on an item.

The second way to edit content is to adjust the courses that appear in your My Courses module area. To do this, click on the asterisk at the top right of the module border. This will open the Personalize: My Courses window. Un-check any items you don’t want to appear in you’re my Courses list, and click Submit. To bring a course back into view, open the Personalize: My Courses window and check the desired course, and click Submit.

The third way to customize content is to click on Personalize Page button above the My Courses module area. This allows you to choose your preferred color palette. Click on a theme to choose it and then click Submit.