

## Student Guide to Continuity of Learning in the Event of Campus Closure

TAMU-Corpus Christi's Blackboard Learning Management System allows you to continue to participate in your course or courses in the event of a campus evacuation or closure. Below are some steps and information to help you become familiar with your course online so that you can continue to learn in the event the campus closes.

Your professor will make every effort to continue teaching your course by interacting with you using Blackboard. Please look for Announcements, Bb Messages, Emails, Chats, Discussions, Blogs, Journals, and/or Wikis in your courses. If you have access to the Internet, you will be able to continue your coursework by posting assignments and interacting with your professors as well as each other online. You will also be able to take your tests online using the Assessments tool and see your grades on assignments, quizzes, and tests using the My Grades tool.

You will receive notification from the university to let you know continued studies will be supported in the event of a campus evacuation.

If you already know how to use Blackboard, continue to conduct your coursework. You are ready to go and don't need to read the rest of this guide. If you do not know how to use Blackboard, or feel uncomfortable, use this guide to prepare for continuing to learn from off campus.

### I. Getting started and locating your course online:

1. Prepare your computer for Blackboard in order for you to be able to utilize all the features available with your online course. Visit the Office of Distance of Education and Learning Technologies Blackboard [Technical Requirements](#) page for information on how to get your computer prepared. Read and perform all the *Steps to Prepare Your Computer for Blackboard* to ensure optimal performance.
2. Locate the Bb version of your course by opening up a browser and navigating to the [TAMUCC Blackboard website \(https://bb9.tamucc.edu/\)](https://bb9.tamucc.edu/)
  - Log in using your Island ID information. (your User ID and Password that you use to log onto a campus computer or Islander email) Locate your course/s in the list of courses in which you are enrolled and click on the title to open.
  - If you have any difficulty logging into Blackboard, contact the Help Desk at [ithelp@tamucc.edu](mailto:ithelp@tamucc.edu). Visit the website at <http://it.tamucc.edu/> for additional resources.

### II. Guides to help you navigate Blackboard and use tools in your course.

1. **The Blackboard Learn Environment:** Your instructor may post announcements in your Blackboard course to keep you informed of the process of continuing your course online. The following tutorials provide information and instructions for using the tools in your courses.
  - [Navigating Blackboard Learn at TAMU-CC](#) – This video shows an overview of the Blackboard Learn environment.

- [Navigating the Blackboard Learn Environment](#) – Learn about features such as the Global Navigation menu that allows you to see an overview of updates from all your courses.
  - [Navigating a Blackboard Course](#) – How to navigate the course using the course menu and breadcrumbs is presented in this tutorial.
2. **Sending messages and email:** Your instructor may use Blackboard's communication tools to keep in contact with you using the email and messaging feature in Blackboard.
- [Email](#) is a send-only tool. When you send an email from your Blackboard course, replies will be received in your Islander email account.
  - [Messages](#) is an email-like tool that can be used to communicate with your instructor or classmates within your Blackboard course.
3. **Using the Content Editor:** Many of the tools in Blackboard utilize the content editor, which is a word-processing tool similar to MS Word. The tutorial below shows the features of the content editor.
- [The Blackboard Content Editor](#)
4. **Participating in Class Using Blackboard Interactive Tools:** Blackboard's interactive tools involve students in class discussions and other forms of interactions to help promote learning.
- [Comparison Chart for Blackboard Interactive Tools](#)
  - [Participating in Discussions](#)
  - [Participating in Journals](#)
  - [Participating in Blogs](#)
  - [Participating in Wikis](#)
  - [Participating in Chats](#)
  - [Participating in Groups](#)
5. **Assignments:** Your instructor may use Blackboard's assignment tool to create activities and have you submit it within Blackboard to be graded and recorded into the gradebook.
- [Submitting assignments](#)
6. **Tests:** Blackboard's assessment tool may be used to create quizzes and exams to be graded and recorded into the gradebook.
- [Taking a Test in Blackboard](#)

### III. Additional Blackboard resources available to help you get your course prepared:

1. [iLearn Online](#) - Other helpful items can be found on the left menu. To self-enroll in the course, follow this tutorial – [Enroll in the iLearn Online Course](#).
2. [Blackboard Videos](#) - While logged into your online course shell, click the Bb Video Tutorials link found on the bottom left of the course menu.
3. [Office of Distance Education and Learning Technologies](#) – More tutorials are available on the [Student Resources](#) page. Staff will make every effort to support you as you continue to learn online in the event of campus closure. The best way to contact staff during campus closure would be through [email](#). Please phone the office at (361) 825-2122 if you have questions or need help.