1. Logging Into Blackboard at TCTC

To access Blackboard (Bb) at TCTC, go to the Tri-County Tech website (www.tctc.edu) and click on the black Blackboard tab at the bottom of the page. (see at left)

This will bring you to the Tri-County Blackboard login page. From here, you will click on the Login button. (See at right)

Enter your email address and email password into the SSO login page and click Sign in to access your Blackboard home page. (see at left)

If you need further assistance please contact the IT Helpdesk at: 864-646-1779
2. Accessing your Assignments in Blackboard

Access your classes by clicking on the title under “My Classes.”

To access course content, click on “course content” on the left hand side of the course. (see left)

This will take you to the course content folders. This view may vary depending on the course. You should have a content/modules folder to access from this folder. Clicking on this will lead you to specific unit modules or folders to complete. (see below)
3. **Accessing & Submitting Assignments In Blackboard**

1. **Navigation Panel**: navigate your course content using the course table of contents.
2. **Assignment Description**: here you will find details about the assignment, including assignment requirements as well as content applicable to the assignment.
3. **Attachments**: Here you will find links to any attachments that your instructor feels you may need to complete your assignment.
4. **Write Submission**: Here you can write your submission directly in the Blackboard system. This feature will open a simple word processing program within the website for short written responses.
5. **Browse My Computer**: Click here to upload files directly from your computer to submit with your assignment.
6. **Comments**: In this window you can add comments to your assignment. Your instructor can view these comments with the file submission.
7. **Submit**: Click the submit button to upload and submit your assignment. Only click here once you are ready to submit your assignment.
4. Accessing & Posting to Discussion Boards in Blackboard

To access discussion boards, click on “discussion board” on the left hand side of the course. (see at left)

Click on the title of the appropriate discussion board title to go directly to the discussion board

Once in the discussion board, click on the Create Thread button to open window to create a discussion post.

In the Create Post window, you can create a new discussion post. You are required to create a title for your post. You can also add files or attachments to your post as well. Once you are done you click the submit button on the bottom right-hand side of the screen to post your submission to the course. Once you have posted you will be able to see your classmates posts and comment on their posts on the discussion thread. (see below)