

# How To Use BlackBoard? (Login and Select a Course)

## Instructions

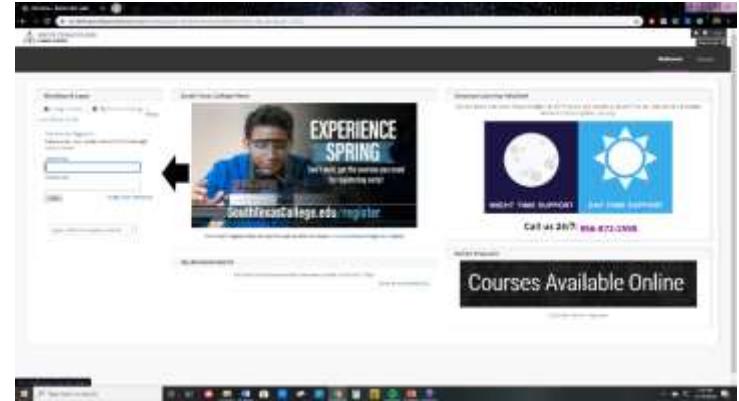
Step 1: Open internet browser of your choice



Step 2: Go to the website:  
[www.southtexascollege.edu](http://www.southtexascollege.edu)

Step 3: Choose the BlackBoard option from the green tab (shown image).

Step 4: To login to Blackboard, go to the left side of the page and put your username and password.

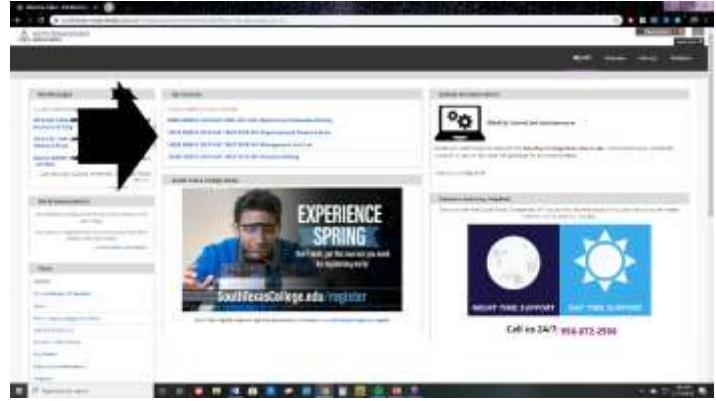


Step 5: After putting username and password, click Login.

Step 6: After login in to BlackBoard, locate the My Course section.

NOTE: All courses that you are enrolled in for that particular semester should be appearing in My Courses Section.

Step 7: Click on the course you want to see more information of.



# How To Use BlackBoard? (How to Use Course Email)

## Instructions

After successfully login in to BlackBoard and selecting a course, there are several options and tools that one can select from the left side of the page. One of them is Course Email.

Step 1: To access Course Email simply find and click Course Email among all the options shown in the left side of the page.



After clicking Course Email, there are three main option that Course Email has.

### 1. Course Message

- Course Messages lets you send messages to one or more receivers.

Step 1: Click Course Message from the Course Email menu.

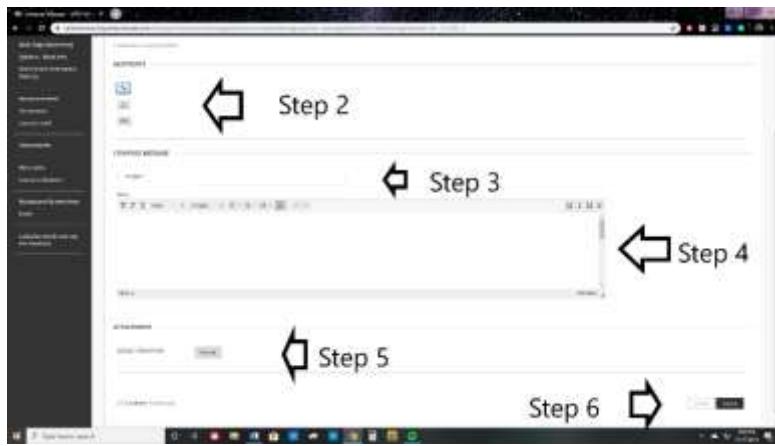
Step 2: Click on “To:” to select the recipient. There can be one or more recipients (you can also press CC or BCC to send a copy to someone else).

Step 3: After selecting a recipient, you can a subject on the subject box under Compose Message.

Step 4: You can type the actual message in the box below Subject. You can change font, font size, align, and other options.

Step 5 (Optional): Below the message, there is a option to upload attachment to select a document from the computer and send it as a message.

Step 6: After finishing the message, simply click Submit.



## 2. Inbox/Sent

- To see what messages have been received and sent from other students from the same class or the professor from the course.

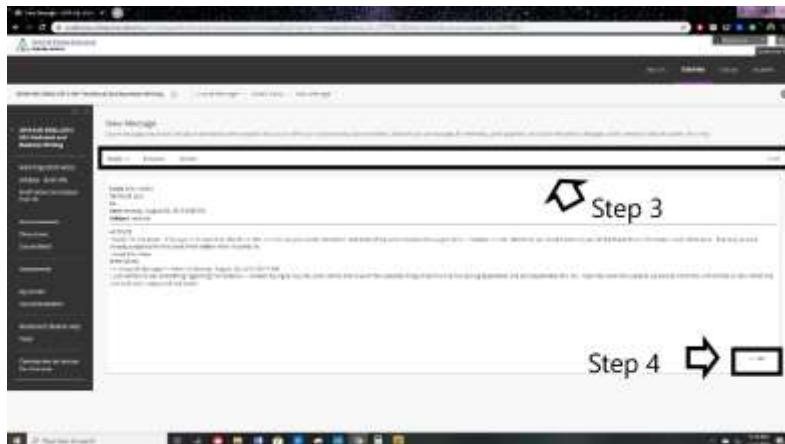
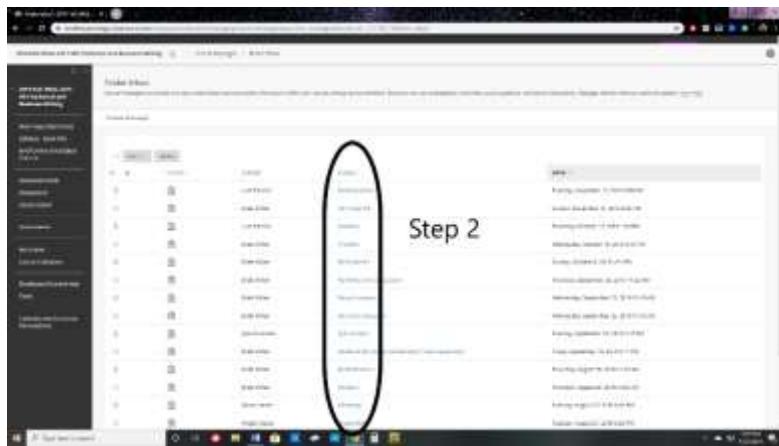
Step 1: Click Inbox from the Course Email menu

Step 2: You will be taken to a page to see every message that are in the inbox. The message with its respective Sender, Subject, and Date can be found there. You can select and enter any message by clicking on the subject section of the message.

Step 3: After entering a message, you can reply to the comment, forward the message to someone else from the class, delete the message, or print the message.

Step 4: If you are done with message, simply click OK on the bottom right part of the page.





---

## Frequently Asked Questions

**Q:** How do I return to the menu of the course after I send a message?

**A:** You can simply press the Home Page option that is located on the left hand side of the page

**Q:** Where can I find the Course Email option? There is nothing on the left hand side of the page

**A:** If none of the option are available, the section must be hidden. Press the arrow pointing to the right on the left hand side of the page to display all the options.

**Q:** What if I want to select another class after I click on one?

**A:** Click My STC which is located on the top part of the page

**Q:** How can I delete messages from the Inbox/Sent Folder without having to access a message specifically?

**A:** Click on the check box to select which messages you want to delete and press delete afterwards.