My Blackboard provides you with quick and easy access to critical and timely information regarding courses and students. This replaces the Notifications Dashboard that MyAberdeen has used for the past two years. From My Blackboard you can view notifications on announcements, deadlines, updated content, discussion board posts, and access the Calendar tool.

Accessing My Blackboard

- Log in to MyAberdeen at [http://www.abdn.ac.uk/myaberdeen](http://www.abdn.ac.uk/myaberdeen) using your University username and password.
- On the upper right corner of the homepage, click on the arrow next to your name (arrow 1). This will open a drop down menu with the My Blackboard navigation panel (arrow 2) on the left and the user menu (arrow 3) on the right.
- To expand My Blackboard to a full view, click on the Blackboard Overview (arrow 4) symbol.
- You will sometimes see a printed number in a red square next to your name. That means you have some notifications pending.

When you access My Blackboard and click on the Overview symbol then the page would look similar to the example below (Figure 1):

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**Figure 1. Sample annotated view of My Blackboard Overview tab.**

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My Blackboard tools

- **Overview**: gives you an overview of items in your calendar, recently graded items, and posts. The Bb Home displays the five most recent activities relevant to you (Figure 1).
- **Posts**: this page displays the latest posts in the courses and organizations you are enrolled in and follow (arrow 5). Each new post is shown on the right with a preview of the content, location and author. Click the post to expand the content on the left. Click Reply or Quote to continue the conversation. Examples of the posts displayed on this page include:
  - When someone submits a blog post in your course.
  - When someone posts in a discussion board you are a member of.
  - When someone submits to a wiki in your course.
- **Updates**: review a list of notifications alerting you to important events and information. For example, you can see when an assignment has been graded. Update posts remain in My Blackboard for a week. You can "dismiss" an update once you have seen it (arrow 6).
- **Grades**: this page displays the latest graded items and your score. You can sort the grades either by date or course (arrow 7).
- **Calendar**: review everything you have added to the calendar tool within your courses in one area (arrow 8). You can now download your calendar by following these instructions:
  - Get an iCal URL for importing your MyAberdeen calendar into an external calendar application (such as Outlook) by clicking on the Get External Calendar Link button at the bottom left corner of the page. Once the MyAberdeen iCal URL is set up in an external calendar, it is updated dynamically with new MyAberdeen calendar events.
  - Within your calendar tool in Outlook click on the Open Calendar section at the top of the calendar screen and select the From Internet... option.
- **Paste in the iCal URL** provided by MyAberdeen and a new calendar will be generated in your calendar options on the left-hand menu.
- **N.B.** You cannot import external calendars into this calendar.