

Directions for accessing **Blackboard 9 Sandbox Test Sites:**

Please Note: These sites are hosted on a development server, which is prone to outages, updates, etc. There may be times when the sites are unavailable.

1. Go to <http://bbdev.jhu.edu>
2. In the upper right hand corner, click on the **'Open Non-JHED Login'** link.
3. Login to one of the sandbox sites using the information below. There are **10** sandbox sites that are available. Each has the same login format:

Username:	Password:
faculty01_instructor	instructor
faculty02_instructor	instructor
faculty03_instructor	instructor
...	...
faculty10_instructor	instructor

4. Once logged in, you'll be in the 'My Institution' dashboard. Click the 'Courses' tab at the top and select the course from the Course List module.
5. When finished, click the **Logout** link at the top of the page and close the browser.

Helpful Hints when using Blackboard:

1. 'Edit Mode' button in the upper right corner needs to be 'On' if editing the site. Toggling it to 'Off' is the 'student view' of the course. (Note: Students are never able to see or access anything in the Control Panel.)
2. Use the '+' sign at the top of the course menu to add items to the menu.
3. Use the 'Build content' dropdown at the top of any content page to add new content items to the site.
4. Menu items and content items can be reordered by dragging and dropping them up and down.
5. The grade book, known as 'Grade Center,' is located in the Control Panel, bottom left. Click 'Grade Center,' then 'Full Grade Center.' Each site has two test students in the Grade Center.