

Student Quick Guide to Blackboard

Educate. Innovate. Everywhere.

Course Management System for Online Courses

1. Log-in for First Time Blackboard Users

Prior to logging in, click “Check Browser Support” link. It is located above the Username and Password text boxes. This browser check will ensure the browser is correctly configured in order to have complete functionality inside the Blackboard classroom. If your browser test indicates a big red **“X”** next to any of the resources listed, follow the directions and links to update. Make sure to also look around the log-in page for additional information and resources that may be helpful, such as the Student Services link or the Help and Technology Requirements tabs.

[Check Browser Support.](#)

User ID: Your “w” number as w0123456

Password: 6-digit birth date as mmddyy



Note: You will be prompted to change your password as a first time user. If you have used the Blackboard system in the past, log in using your existing username and password. If that is not successful, try using your six-digit birth date as the password. If you still cannot log in, contact the Help Desk information located on the Log-in page under Help tab. Most online classes are available starting 5 calendar days prior to the start of the class.

2. Course List Layout

Your Blackboard Course List page will include two broad columns on each side with information that includes other resources such as Campus Announcements and Campus Resources. Your course/s will be listed in the middle column. Click the name of course to enter.

Course List

[979 CENGL-1A \(ONLINE\) - Section \(0253\) SP 2009](#)

Section Instructor: Joan Canty

My Role: Teaching Assistant



3. My Settings

My Settings is located at the top right hand side of the Blackboard Course List page. Use “My Settings” to edit your profile, enter your email and change your password. You can also upload a roster picture to display in your online classes. To make information in your profile visible to other users select the “Public” check box.

[My Settings](#) | [Check Browser](#) | [Help](#) | [Log out](#)

4. Activities in an Online Course

New and available activities and resources have different icons and may vary depending upon the “theme” chosen by the Instructor.



Announcements - Announcements for the class

Email - New email to read

Threaded Discussions - Compose and reply in a Forum

Learning Modules – Activities for a week, unit or topic

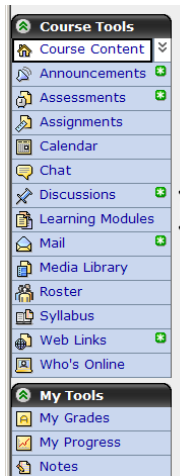
Web Links - Web site resources

Assignments - The Assignment drop box

Assessments – Exams, Quizzes, or Surveys

5. Navigating Within a Course

On the left hand side you will see a list of “Course Tools” and “My Tools”. The green asterisks indicate a new or available activity. Course Tools may vary from instructor to instructor. There will be a variety of communication tools such as Email, Chat, “Who’s Online” and Threaded Discussions to communicate inside the online class with your instructor and fellow classmates.



6. Breadcrumbs

Your location: [Learning Modules](#) > [Getting Started Module](#) > [Getting Started](#) > [Introductions](#)

As you explore your online class you may notice a list of “breadcrumbs” building at the top of your display. Each “breadcrumb” represents a screen you moved through. It is recommended to use the breadcrumbs and Course Tools navigation bar rather than the “Back” button on your Browser.

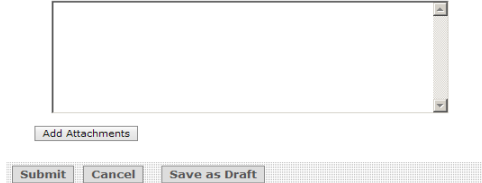
7. Submitting Assignments

These are 3 common types of assignments in your online class.

a. Offline - activities such as participating in a field trip or observational activity and completing a summary or report afterwards attaching the report via Email, the Threaded Discussion Forum or the Student Assignment Drop box.

b. Online - typing in a response in the "Submission" text box in the Student Assignment Drop box before a due date.

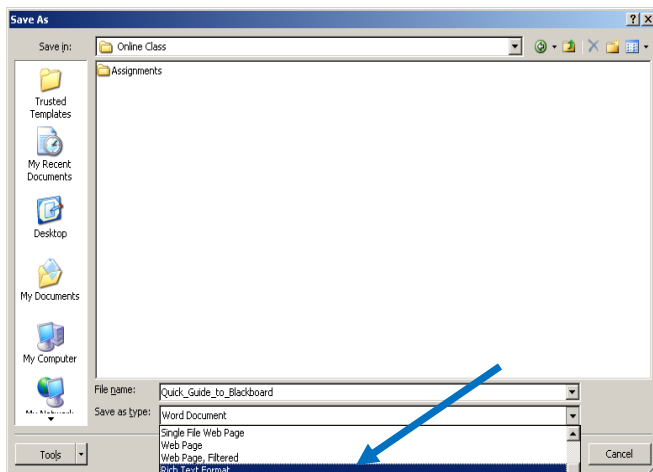
Submission:



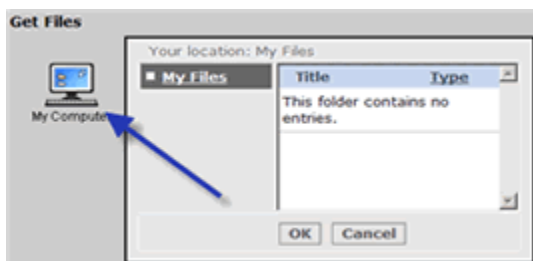
c. Uploading a file - Create a file in a Word processing application and submit by attaching or uploading (these word definitions are used interchangeably) to the designated area.

8. Save as an RTF (Rich Text Format)

First save your document as an .RTF format using the "Save as type:" drop down menu and scroll down to locate the "Rich Text Format" option.



To upload the .rtf file to the Student Drop box, click on the "Add Attachments" button and use the "My Computer" icon to select the file from your computer. Double-click or highlight the assignment and click "Open".



9. Threaded Discussion Forum Participation

Threaded Discussion Forums are listed by the time of entry and messages are usually available to all participants inside the online course to read and reply to.

Discussions

All Topics (237 Messages / 217 New)

All My Posts (0 Messages)

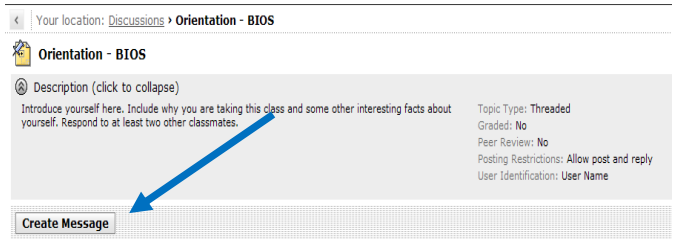
Building Community

These threaded discussions are a place to build community, share ideas and ask questions.

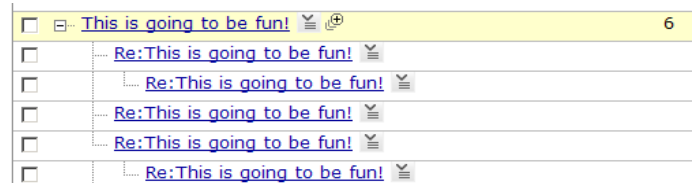
Orientation - BIOS (77 Messages / 67 New)

Introduce yourself here. Include why you are taking this class and some other interesting facts about yourself. Respond to at l

Always start with a new message for your initial posting. Click "Create Message" to begin your new discussion contribution. This will present your message as its own topic. Then use "Reply" to reply to any existing discussion topics. It is important to include a descriptive subject line.



Each topic (thread) in a forum list contains a conversation. By clicking on the subject of the topic you can see the conversation. Using the nested format, the replies appear indented from the message to which they reply to.



Always use good etiquette and proper spelling and grammar when participating in the threaded discussion forums. There may be rubrics and guidelines to read over from your instructor before getting started.

10. System Time Out



It is **highly recommended** to save all your assignments in an "RTF" format unless otherwise instructed. The .rtf file format is considered a universal file format that can be opened by most Word Processing Programs and Operating Systems. It is also recommended if you are writing lengthy summaries and threaded discussions to do so in a word processing program and then copy (ctrl-C) and paste (ctrl-V) or use the Edit Menu to copy/paste from your Word document into the required area. The Blackboard system times out after 90 minutes of inactivity and requires you to log back in. When you are writing directly in a threaded discussion or an assignment submission text box the Blackboard system considers this inactivity and will end the session after 90 minutes.