Bb
Blackboard

Student Guide to Blackboard

Blackboard
Version 9.1

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## The College of Saint Rose   PASSION. KNOWLEDGE. PURPOSE.

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What is Blackboard?

Blackboard is an electronic course management system. It can be used to enhance communication, organization and presentation in a course. Blackboard incorporates web pages, email, discussion boards, blogs, small group areas, online quizzes, an online grade book, a calendar, virtual groups, document sharing, for either web-enhanced courses or totally web-based courses.
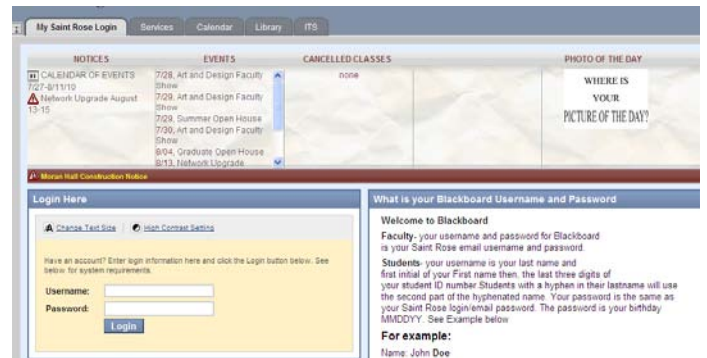
Why do professors want to use Blackboard?

With Blackboard course sites instructors can incorporate learning materials from word processing, audio and video, spreadsheets, and presentation files so that they can:

- Provide 24x7 access to course materials
- Extend class discussions either synchronously or asynchronously via threaded discussions and chat rooms features
- Enable student-centered learning
- Enhance lessons with multimedia and allow for various learning styles
- Offer group collaboration tools
- Hold online assessments – exams and surveys for formative or summative purposes
- Provide instant feedback with online Grade Center

Hardware Configurations and Web Browsers

With the upgrade to version 9.1, the supported configurations have changed. Please note Firefox 2 and earlier are not supported. Internet Explorer 6 is not supported, and Mac OS X 10.3 is not supported.

Bowser	Windows XP	Windows Vista (32-bit)	Windows Vista (64-bit)	Windows 7 (32/64-bit)	Mac 10.4	Mac 10.5	Mac 10.6
Microsoft Internet Explorer 8 (Standards Mode Only)	Compatible	Certified	Compatible	Provisional	Not Supported	Not Supported	Not Supported
Microsoft Internet Explorer 7	Compatible	Compatible	Compatible	Not Supported	Not Supported	Not Supported	Not Supported
Mozilla Firefox 3.6.x	Provisional	Provisional	Provisional	Provisional	Provisional	Provisional	Provisional
Mozilla Firefox 3.5.x	Certified	Certified	Compatible	Provisional	Certified	Certified	Provisional
Mozilla Firefox 3.0.x	Certified	Certified	Compatible	Not Supported	Compatible	Certified	Not Supported
Apple Safari 4	Not Supported	Not Supported	Not Supported	Not Supported	Certified	Certified	Provisional
Apple Safari 3	Not Supported	Not Supported	Not Supported	Not Supported	Certified	Certified	Not Supported

Term	Definition
Certified	Fully tested and supported
Compatible	Key Application areas are tested
Provisional	Future technologies considered supported
Not Supported	Specified browser is not supported for the operating system

Note: All browsers need to have Cookies, JavaScript and Java 2 enabled.

Logging into Blackboard

Open Internet Browser (preferred browser-Mozilla Firefox).

1. Type the **URL**: http://blackboard.strose.edu, then press **Enter** key.

*You can also get to this Blackboard log in via the Saint Rose website. Click the LOGIN button, and then click the LOGIN for Blackboard.

Welcome to The College of S

LOGIN Blackboard

Here you can access Blackboard, the College's on-line instructional tool.

2. Type in your user name and password which are the same as your user name and password of your St. Rose e-mail account.

3. Click on the **Login** button and you should be in the Blackboard system.
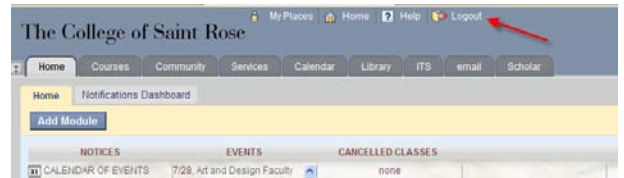
Logging Out of Blackboard

When you complete your work within Blackboard remember to log out by clicking the **Logout** button on the top of your screen. This is especially important if you were using computers for public access. Failing to do so may result in other unauthorized access to your courses in Blackboard.

Navigating Within Blackboard

1. After logging in Blackboard, you'll see the **My Portal/Home** page.

2. You will have a default of modules (boxes of specific information). You can customize your homepage and what modules are visible. Note: that some modules are a set default that you cannot delete, but can minimize.

3. There are various modules (such as Alerts, Dictionary, My Tasks or News,
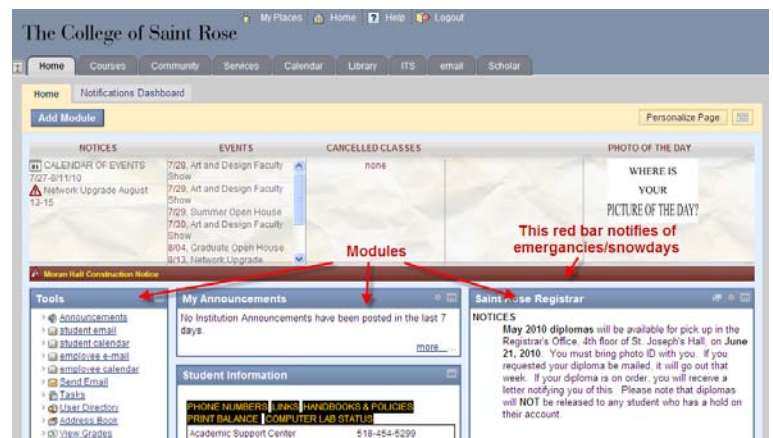
   specific groups, etc) you can add to your home page. Click **Add Module**, located on the upper left of screen. Screen will change. Uncheck any modules you do not want visible on your home page. You can drag and move modules by clicking in the blue header of an individual module.

4. You can also customize the color of your home page. Click on the **Personalize Page** button located in the upper right of the screen. Choose a color scheme and click **Submit.**

5. In the upper header you will see various tabs. Such as *Home, Courses, Community,* etc. Each tab will direct you to a home page for what that tab offers.
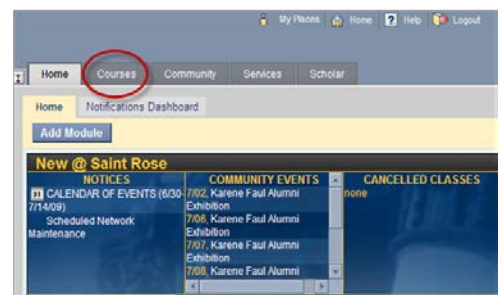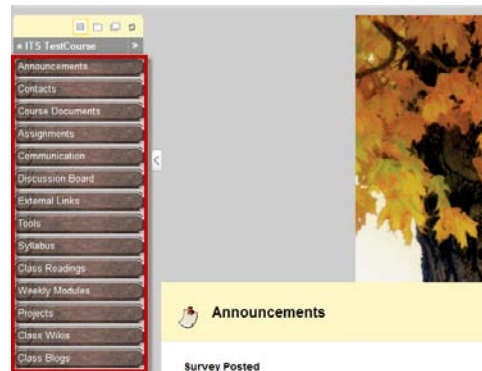
Courses:
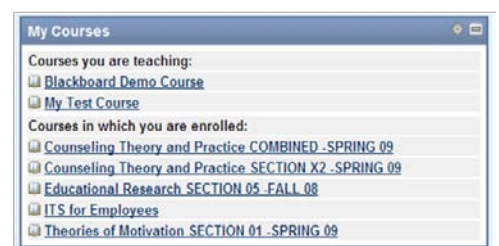
Note: not ALL professors utilize Blackboard. Confirm with your professor if they will or not. If not, the course will not be available for you to see in Blackboard.

1. Courses you are enrolled in (and which have been made available for viewing by your professor) are listed on the **Courses** page. (You can see your list of courses either by clicking the **Courses** tab or by the Courses module on your home page). You can click on one of the course links to open the course site.

2. Once you're in a course, use the **course menu buttons** on the left to navigate through the course. You can find course syllabi, lecture notes, assignments, readings, external websites or other course materials in these areas depending on what the instructor has posted. The name of these buttons may be different from course to course since instructors can customize these buttons.

3. Course Announcements are very important to keep up with so that you don't miss any important information. Most professors post announcements for important documents and deadlines. You can also choose to view the announcements for different time periods: View today, View last 7 days, View last 30 days, and View all.

> **Note**: Not every instructor on campus uses Blackboard with their course. Only those courses for which instructors choose to use Blackboard will be listed under the **Course List**.

Viewing, Downloading and Printing Course Documents

A course document could be the syllabus, a power point presentation, an article for reading, etc. Some which you may wish to have a hard or electronic copy of. To do so:

1. Once you are logged into a Blackboard course, click on the course menu button (for example, **Syllabus**) that has the document you want.

2. Click on one of the document's link to open it.

3. A **File Download** window opens. You can choose to Open or Save the document.
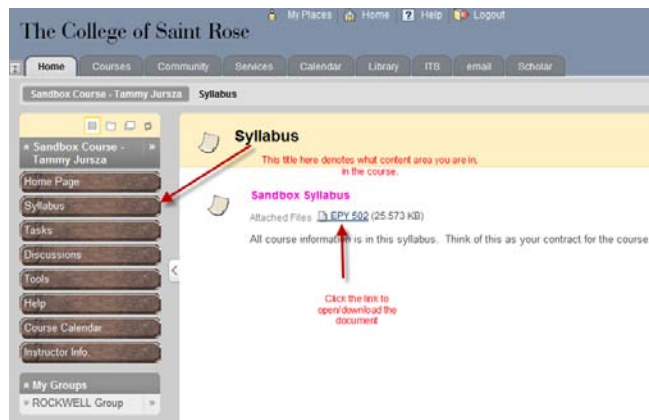
> **Note**: Students can also open the document in a new window by right-clicking on the link and then choosing **Open in New Window** if they need to open several windows to view different documents.

Sending Messages or File Attachments via Blackboard

There are a few ways that students can send a message or file attachment. Please note that using

the following features will depend upon the preferences of your instructor. Check with them prior to using these tools. Note: Students working in groups could have a group area the professor has set up in order to share documents and communicate.

Send E-mail

1. Located under the **Communication** or **Tools** button. This tool utilizes the strose.edu accounts.

2. Click on the **Communication/Tools** button and then **Send E-mail**. (May need to scroll down).

3. Choose who the email message is sent to.

4. After you choose who to send the message to, there is an option to **Attach a file**. Once the message is complete hit the **Submit** button to send the email.
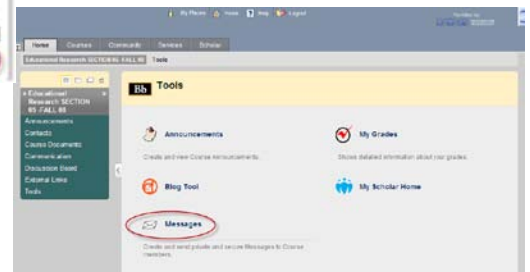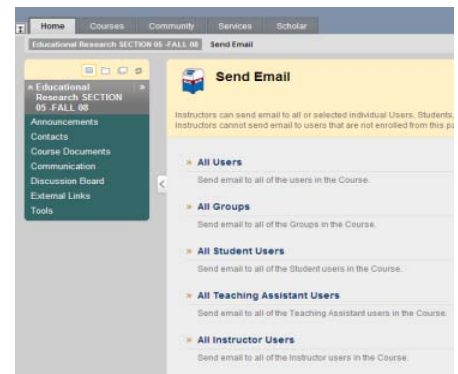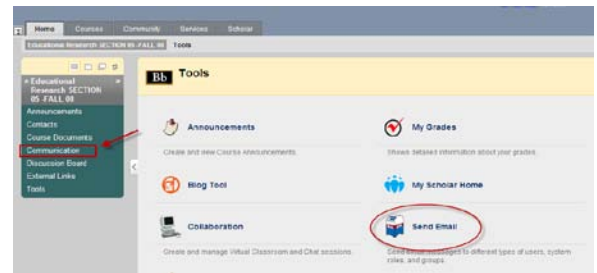
Using Internal Messaging

This tool allows professors to have communication with students in a specific class within Blackboard. Because you're sending messages to members of the current site within Blackboard it will eliminate spam. Because the messages are stored in Blackboard it will not take up your e-mail space. It also supports attachments and folders.

To use the internal messaging tool:

1. Go to **Communications/Tools.**

2. Click on the **Messages** link.

3. Click on **Create Message** button compose a new message.

4. Fill in the information like you would an email.

5. You can add attachments by clicking the **Browse** button. But you can only add one attachment with each message. Click **Submit** to send message.

6. To add a folder/s, (besides the Inbox or Sent folders) to organize your messages click on the **Create Folder** button.
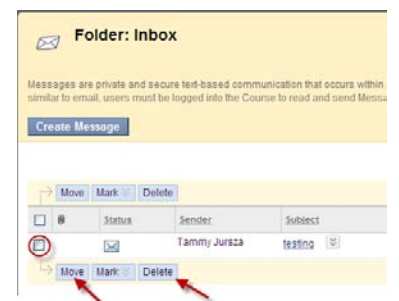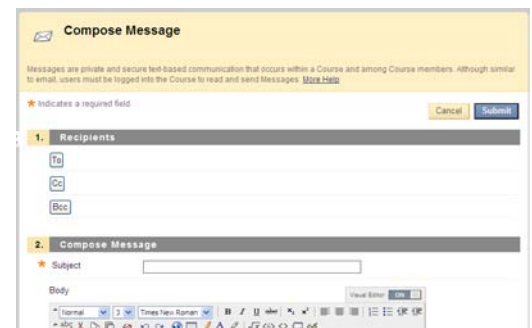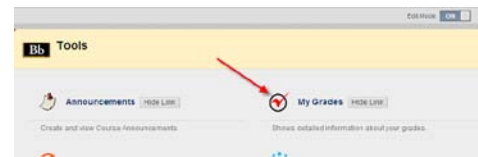
7. To move a message to a different folder, select the message by checking on the box in front of the message, then click on the **Move** button. Select the folder you want to move this message to, and then click on the **Submit** button.

8. To delete a message, select the message and then click on the **Delete** button.

9. You can also remove a folder that you added, but it will delete all the messages in the folder.

Viewing Your Grades

If the teacher uses the electronic Grade Center in Blackboard, students can view their grades anywhere, anytime by logging into Blackboard.

1. Log into Blackboard and into the appropriate class.
2. Click on the **Tools/Communication** button. (Some professors may create a menu button that will take you directly to your grades).
3. Click on **My Grades** and the grades will be displayed.
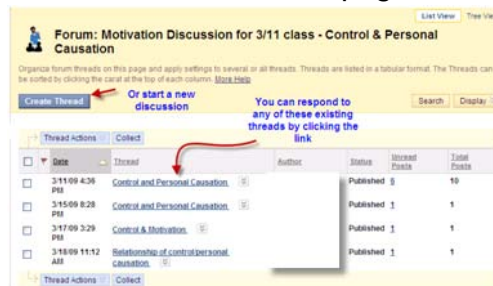4. Students are able to view their own grades with a calculated grade, possible points, and class average, etc.

Using Discussion Boards

In order to post to online discussion boards students should:
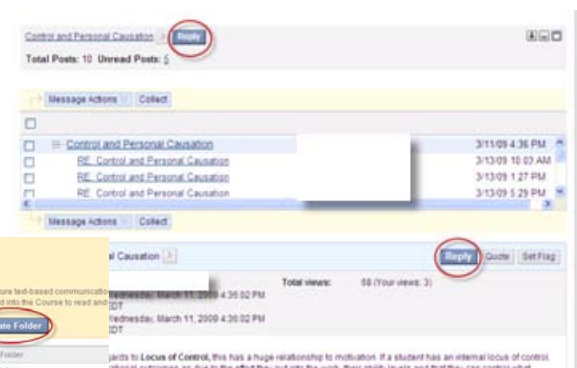
1. Go to the **Communication/Tools** link on the course's homepage, (or click on

   the Discussion Board menu button   directly).

2. Select the forum that you want to post a message to (one of the underlined titles).

3. Either select **Create Thread** or choose someone else's thread to reply to.
4. To **add a new thread**, type in the subject and the message in the appropriate spaces and then click **Submit**. (Similar to an email)
   - If you are typing and realize you are not ready to **submit,** you can click the **Save Draft** button.
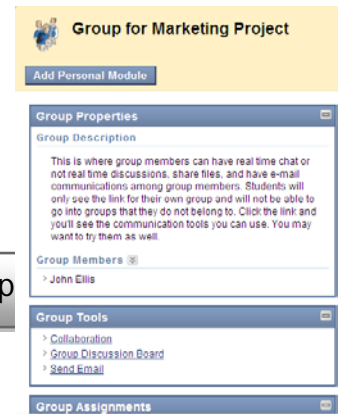5. To **Reply** to someone's post, click on the   title of their post (as in

#4) and hit reply.

6. The same screen will appear as if you created a new thread except that the subject line will be "RE: (the person's subject you are replying to)," follow the same steps as you would in filling out a new thread.

> **Note**: You can navigate, read, post and reply to threads or p

Group Discussion Boards

The Group Discussion Board is a separate area that is only available to a particular group. Professors have to set up the group in order for students to work in a group in Blackboard. Students will access Group communication from the **Communication/Tools** areas OR by a direct link in the course menu. Students should:

1. Go to **Communication**.

2. Select **Groups**.

3. Click the group link. You can only access the group you belong to.

4. Select **Group Discussion Board** (in the Group Tools module and then follow click the link to open the discussion forum.

5. Click [Create Thread] to begin a discussion. If there is already a discussion started you can still start a new thread or reply/comment to an existing thread.

6. There're a few communication functions within a group: Group Discussion Board, Collaboration, File Exchange, and Send E-mail. However, depending on how the professor assigned the group, you
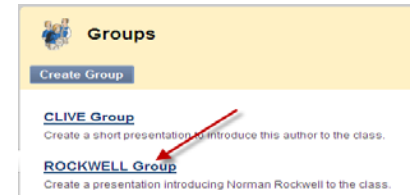
> **Note**: Teachers may assign a group moderator and let students lead group discussions. Students may rotate to take the lead as a group moderator. Professors can be a general monitor and readjust the discussions whenever they see the need.

may see some or all the communication functions.

Completing Assignments

1. Go to the Content Area (such as **Assignments**, **Tasks, Weekly Modules, Course Documents**) where the instructor has posted the assignment.

2. Click on the Assignment.

3. Some assignments may have additional documentation. Click the assignment name link next to **Assignment Files**.

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4. Either read the assignment or download it to your local computer (or flash drive).

5. Type your completed work in the comment box, or click **Browse** button to attach your completed work from your local computer.

Final paper
Enabled: Statistics Tracking
Final paper
>> View/Complete

6. Click **Submit** if you've completed your assignment. You can also click **Save as Draft** to save your work and come back to complete it at a later time.

7. If you've saved it, remember to come back to complete and submit it. Otherwise the professor will not see your completed assignment.
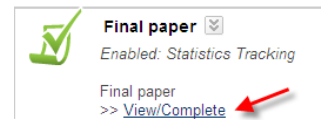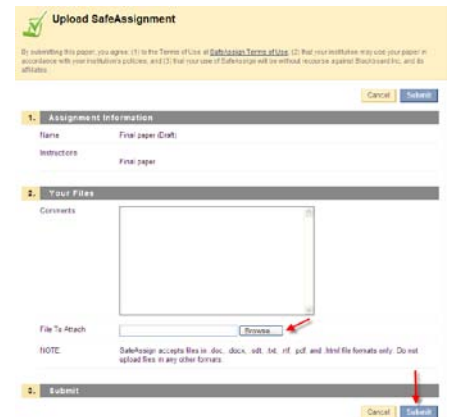
Submitting Assignments via Safe Assignment

Safe Assignment is just like the assignment feature described previously. The only difference is that it adds a layer of plagiarism detection that will check your assignment after you have submitted it. Go to **Assignments** folder (or other contents folder where the instructor created a link for the safe assignment submission).

SafeAssignment successfully submitted for assignment "Final paper"

1. Click on the **View/Complete** link.

2. Type in comments, upload the completed assignment by clicking the **Browse** button, mark the checkbox for agreeing to submit and then click on the **Submit** button.

3. You will see this notice once the document is submitted.

Viewing Safe Assignment Grades and Feedback

1. In the selected course, go to **Communication**, then **My Grades**.
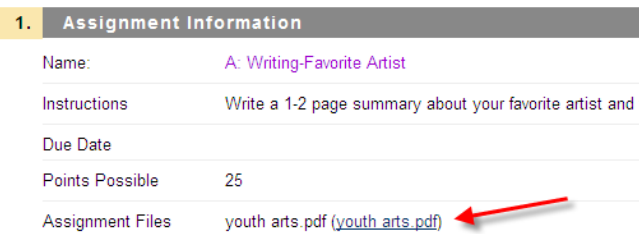
2. If the instructor has graded the assignment students will see the **grade**. Otherwise students will see an **exclamation mark**. Grade, points possible and comments from the professor are visible.

3. Clicking **Details** provides details of what the assignment was.

4. Students may also view the report from Safe Assignment.

> **Note**: Students will see the feedback only when the instructor has set up the Safe Assignment to allow students to view the report. Otherwise you will not be able to see the instructor comments, feedback or the report.

Creating a Blog or Private Journal Entry

1. To add an entry in a Blog or Private Journal that has been created, first make sure that you are in the course you would like to work in and then select the Content Area in which the blog is located.

2. Once in the Content Area page, find the blog for which you would like to create an entry and select View.

3. On the right side of this page (the gray area) you will find several different sections: Actions, Filters, Search, Calendar, Archives, Recent Posts, Stats, Toolbox, and Privacy.

4. It is in the Actions section that you need to select New Entry.

5. Enter the Title (or else the default title will be: Post on Month Day Year) and then either type or copy/paste the text you wish your blog body to have.

6. There are many different options on the tool bars that will help you edit your text, embed images as well as other types of media, and even edit the HTML source.

7. Select **Submit/Save** to finish.
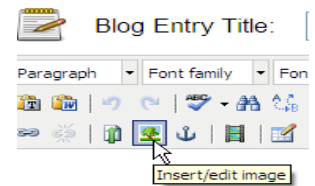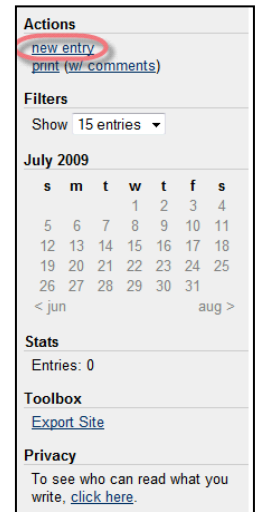
Insert Photo in a Blog or Private Journal entry

If you've never added a post to a blog or wiki in Blackboard before, here are some tips - including how to resize an oversized photo. These instructions work for Internet Explorer 7 or 8 and for Firefox 3.

1. Go to the blog (new entry or edit current entry) or wiki page in the course where you want to upload a photo.

2. In the blog post, click on the **insert photo** icon.

3. In the pop-up box, click the icon at the end of the window box of the **Image URL.** An additional dialog box will open. Click on **Browse**.

4. Choose a photo from your computer to upload.

5. Click on **Upload**. (Upload will be at the bottom of the pop-up box; if you don't see it, resize the pop-up box as a little larger).

6. When presented with the choice, click **Insert**.
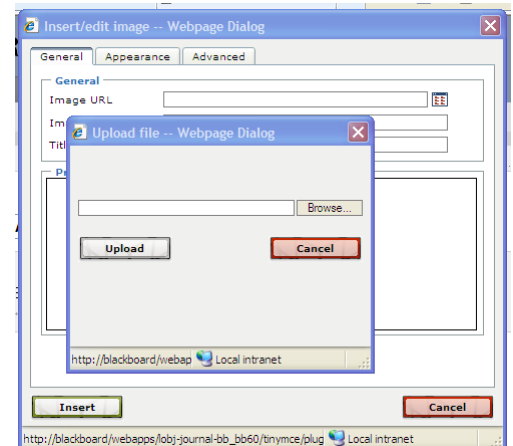
7. The photo will be inserted. If it is huge because you were unable to edit it before inserting it, you can change the size. Do so by right-clicking on the image to get a pop-up menu.

8. Click on Image Properties from the pop-up menu.

9. Choose the Appearance tab.

10. Change the Dimensions to something much smaller (you might be guessing what number to type, but you can play with this until its right for you - just keep using that right-click menu). *Tip: You only have to change one number for Dimensions; the other number will change to the appropriate proportional number.*

11. When you are finished, click on **Update**. (Update will be at the bottom of the pop-up box; if you do not see it, resize the box a little larger.)

12. If you need to re-adjust, right-click on the photo again to choose Image Properties.

## Edit Blog or Private Journal entry

1. Find the blog entry you would like to modify and select Edit next to its title.

2. In the Edit Blog Entry page, change the Title and then change the body of the blog in any way you wish. There are many different options on the tool bars that will help you edit your text, embed images as well as other types of media, and even edit the HTML source.

3. Select **Submit** to finish.

Add Comments to Blog entry

1. To comment on a Blog, first make sure that you are in the course you would like to work in and then select the Content Area in which the blog is located.

2. Once in the Content Area page, find the blog for which you would like to add an entry comment and select View.


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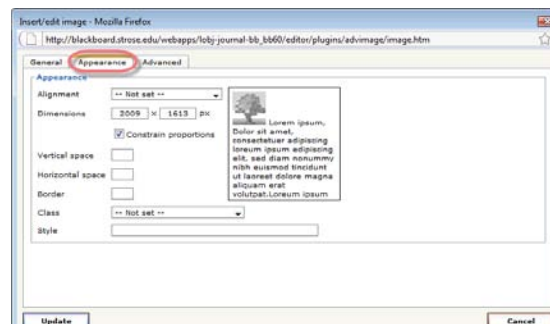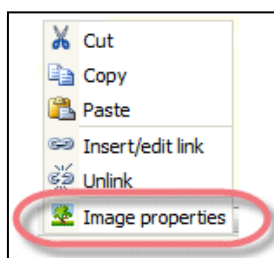
3. Find the blog entry you would like to add a comment to and select **Comments** to the bottom right of its body.

4. A text box will appear in the Blog page for you to type or copy/paste any text you wish.

5. When you are finished, select **Add Comment** button to post the comment below the blog entry body.

Create a Wiki Page

1. To add a page in a Wiki that has been created, first make sure that you are in the course you would like to work in and then select the Content Area in which the wiki is located.

2. Once in the Content Area page, find the wiki for which you would like to create a page and select **View**.

3. On the right side of this page (the gray area) you will find several different sections:

   - Page
   - Page Stats
   - Page Contributors
   - Search
   - Site Navigation
   - Toolbox
   - Privacy
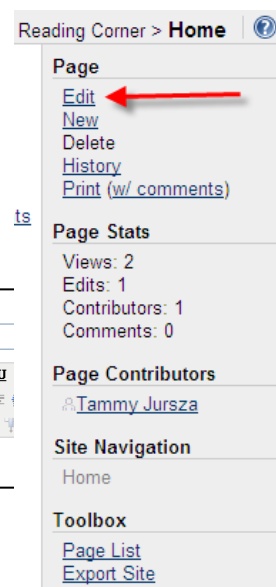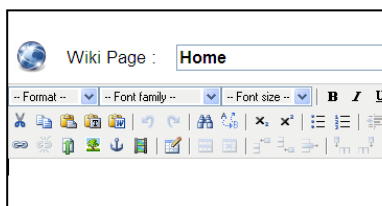
4. It is in the Page section that you need to first select **Edit** to create the wiki's Home Page. For additional pages click **New.**

5. In Create Wiki Page, enter the Title (or else the default title will be Home for the Home Page and blank for any additional pages created) and then either type or copy/paste the text you wish your wiki's Home Page body to have. Or add images, media, and external links to the page.

6. There are many different options on the tool bars that will help you edit your text, embed images as well as other types of media, and even edit the HTML source. Select **Save** to finish.
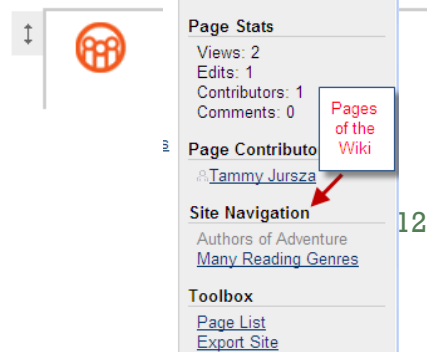
7. To create additional wiki pages, select New under the Page section of the Wiki. In the Create Wiki Entry page, enter the Title (or else the default title will be blank) and then either type or copy/paste the text you wish your wiki's Page body to have.

Edit the Wiki Page

1. To edit a page in a Wiki that has been created, first make sure

that you are in the course you would like to work in and then select the Content Area in which the wiki is located.

2. Once in the Content Area page, find the wiki for which you would like to edit a page and select **View**.

3. Once you have done that, navigate (under **Site Navigation** and click the link to the correct page) to find and select the wiki page you would like to modify and select **Edit** under the Page section to the right of the page (in gray).

4. In Edit Wiki Page, you may change the Title and then make changes to the body of the wiki page in any way you wish. There are many different options on the tool bars that will help you edit your text, embed images as well as other types of media, and even edit the HTML source.

5. Select **Save** to finish.
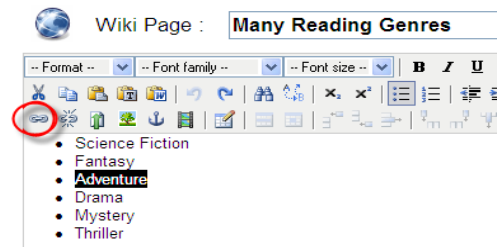
Create Link within Wiki Page

1. While either creating or editing a wiki page, you can create links to not only other pages you have created or websites, but to pages you want to create.

2. To do this, either type in the text or insert the image that you want to link from, then highlight it and select the **Insert Link** button on the bottom left tool bar of your wiki page (looks like a link of a chain).

You can insert a link to:

- a new page by selecting its radio button and inputting the page name that you want to create

- a link to an existing page by selecting its radio button and choosing the page from a list of pages that have already been created

- a link to an external web site by selecting its radio button and pasting or typing in the URL

- a link to an anchor (a section of a wiki page that has already been created) by selecting its radio button and choosing the Anchor name from a drop-down list (this option will only be available if you have already anchored a section title of a wiki page).
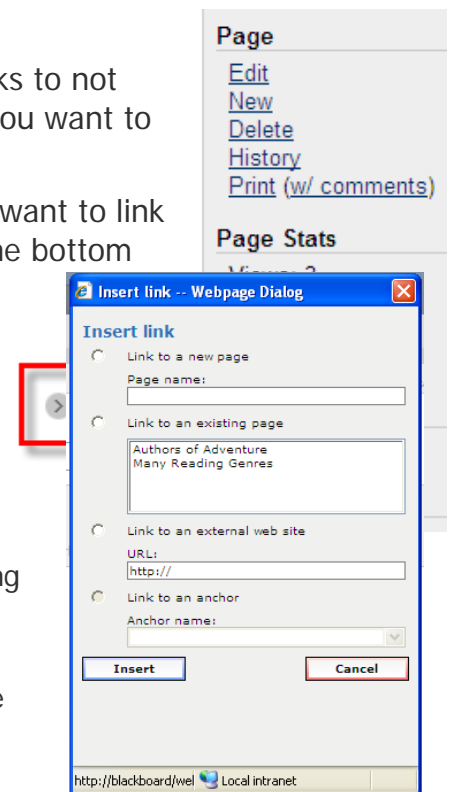
Add Comment to Wiki Page

1. To comment on a Wiki, first make sure that you are in the course you would like to work in and then select the Content Area in which the wiki is located.

2. Once in the Content Area page, find the wiki for which you would like to add an entry comment and select **View.**

3. Find the wiki page you would like to add a comment to and select **Comments** to the bottom right of its body.

4. A text box will appear in the Wiki page for you to type or copy/paste any text you wish.

5. When you are finished, select **Add Comment** to post the comment below the wiki page.