



## Getting Started in Your Blackboard Learning System™ Course

Course Name: \_\_\_\_\_

Course ID: \_\_\_\_\_ Instructor: \_\_\_\_\_

Username: \_\_\_\_\_ Password: \_\_\_\_\_

This course will be using Web-based software, which integrates course materials with communication tools. Blackboard allows for more interaction and features than a traditional on-campus or distance learning course. *Please be aware that the Blackboard Learning System is a customizable interface so the titles, screen captures, and features shown and discussed here may not match exactly with those your institution has chosen to implement.*

For this course you will need the following products and skills :

- A Web browser - Netscape Navigator (4.77 or higher) or Internet Explorer (5.0 or higher)
- An email account and the knowledge of how to send and receive email
- The ability to navigate the Web (use a browser), and work with multiple open windows
- The ability to open, close and save files and attachments

### Accessing Your Course

Access to the course requires a Username and Password on the Blackboard system.

**Step 1:** Direct your browser to <http://blackboard.bradley.edu>

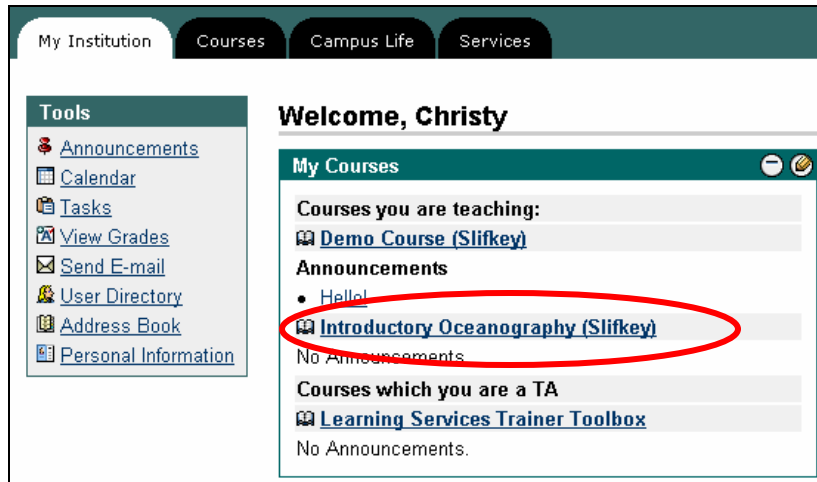
**Step 2:** Click on the Login button

**Step 3:** Enter your **Username** and **Password** in the appropriate boxes.

**Note:**

If you have forgotten your password you may be able to use the 'Forgot Your Password?' feature at the bottom of this Login screen to obtain a new one.

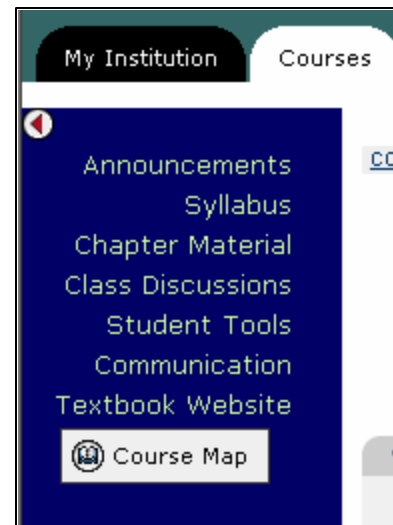
**Step 4:** Click the name of your course from the personalized list in the "My Courses" box.



## Overview of the CourseSite

Once you have entered a Blackboard course, you will always be able to see the navigation items down the left hand side of the screen. You use these buttons or text links to view various areas of the course. *Note that each course varies depending on the instructor's preferences, so your course may look different, or have different functionality in the navigation items.*

Most instructors group related items together under a particular navigation link, e.g. the syllabus, course policies and schedule might be found in a section called Course Information, and handouts, assignments and lecture notes might be found under a link titled Chapter Material or Course Documents. Explore each of the navigation items in your course, and you should soon see a pattern emerge which will help you know where to find the particular information you are looking for.



## Navigating in Your Course

You can access various parts of your Blackboard course by single-clicking on the navigation buttons, folder titles, links, Tools and Communication buttons. There are 2 types of navigation:

1. Navigating between content areas
2. Navigating within a content area

To navigate between course areas, click on the link in the navigation menu OR use the *Course Map* to navigate.

The diagram illustrates the process of navigating between course areas. On the left, a blue navigation menu lists options: Announcements, Syllabus, Chapter Material, Class Discussions, Student Tools, Communication, Textbook Website, and Course Map. A red circle highlights a back arrow icon at the top of this menu. A red arrow points from the 'Course Map' link to a central window titled 'My Institution' showing 'COURSES > INTRO'. Another red arrow points from this window to a detailed course content view on the right. This view includes a toolbar with 'Refresh', 'Open All', and 'Close All' buttons, followed by the heading 'Select a location:' and a list of expandable folders: 'Introductory Oceanography (Slifkey)', 'Announcements', 'Syllabus', 'Chapter Material', 'Class Discussions', 'Student Tools', and 'Communication'.

Clicking the *Course Map* link will display an outline view of the course. The *Course Map* can be expanded to display individual items under each of the areas. Select a folder or item to have its contents display in the course window.

When you navigate within a content area, you can use internal navigation to move between documents and folders.

A screenshot of a breadcrumb trail: [COURSES](#) > [INTRODUCTORY OCEANOGRAPHY \(SLIFKEY\)](#) > [CHAPTER MATERIAL](#) > CHAPTER 3: GLOBAL PLATE TECTONICS. A box labeled 'Internal Navigation Buttons' has arrows pointing to the 'INTRODUCTORY OCEANOGRAPHY (SLIFKEY)' and 'CHAPTER MATERIAL' links.

Internal navigation links, like these shown, will appear at the top of each page within a course. Clicking on a title will take you to that area of the course: i.e. the course name (Introductory Oceanography) will take you to the entry page of the course. Selecting –the name of a content area (Chapter Material) will take you to the top level of that content area.

**Note:** Due to the dynamic nature of many of the pages within the course it is **strongly recommended** that you use the internal navigation links instead of the browser's Back and Forward buttons.

To open folders and files:

Click on the title of the folder.


A screenshot of a folder titled 'Chapter 3: Global Plate Tectonics' with a folder icon. The title is circled in red. Below the title is a description: 'Plate tectonic theory explains the motion of the continents and the changing shapes of the ocean basins.'

Click on the file you wish to open

A screenshot of a file list. The first item is 'Chapter Slide Presentation', which is circled in red. Below it are two links: 'Chapter Slide Presentation [MS PowerPoint] (149680 Bytes)' and 'Chapter Slide Presentation [Web format] (Package file)'. A note follows: 'Note on file formats: This presentation is attached in both the original PowerPoint format and a Web format. To view'.

### Completing Course Assignments

Your instructor may create Assignments for you to complete online. Links to these assignments will appear within a content area, and will contain some basic instructions and a link to **View/Complete** the assignment.



**Chapter 1 - Questions and Exercises**

After reading and reviewing all of the material in Chapter 1, please complete the following assignment.


**To complete the assignment:**

1. download it to your desktop
2. answer the questions
3. save and rename your file
4. browse to your completed assignment
5. and click submit to send it to the gradebook

[>> View/Complete](#)

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

**Step 2:** If your instructor has attached a file to the assignment (such as related readings, or a list of essay questions), you can open that file and review the contents by clicking on the file name.

**Assignment Files:**  Chapter 1 - Questions and Exercises ([Ch1-Questions&Exercises.doc](#))

**2 Your Files**

**Comments:**

I would like to schedule an office hours visit to review this assignment with you. I look forward to your comments.

**File To Attach:**  Browse... Add Another File

**Currently Attached Files:**

**Step 3:** Follow your instructor's requirements for completing the assignment. For example, your instructor might ask you to write an essay in a word processing program, and submit it for a grade by a specific date. You can write your essay, and come back to the Assignment area at a later date to submit your work.

**Step 4:** After the work is completed, add your Comments for the instructor (if any) in the text box. **Browse** to attach files (such as your essay) related to this assignment.







**Step 5:** **Submit** the page.

You can check on the grading of this assignment by revisiting the **View/Complete** link in the course, or using the "View Grades" tool.

## Communication Tools

The Communication Tools allow you to send email, view student Web pages, and participate in discussion boards or class chat sessions.

**Note:** Your instructor and Blackboard Administrator decide which Communication Tools are available in your course, so your options may not include all of those listed here.

-  [Announcements](#)
-  [Send E-mail](#)
-  [Collaboration](#)
-  [Roster](#)
-  [Group Pages](#)
-  [Discussion Boards](#)

Communication	Function
Announcements	New information about the course – room changes, quizzes, chat room meetings.
Send E-mail	Send email to other students & instructors in the course.
Collaboration	Synchronous Virtual Classroom & Lightweight Chat tools allow for a chat room, whiteboard, web browser and Q & A area.
Roster	List of student’s names and their email address, and links to the Student Web Pages in that course.
Group Pages	Listing of groups in the course and access to private group areas.
Discussion Boards	Asynchronous tool with discussion threads and responses.

### Working with the Discussion Board

**Step 1:** Navigate to the class *Discussion Board* using the appropriate links. (via an individual link in the *Course Menu* or under the *Communication* link)

**Step 2:** Click on the **name** of a forum to enter that discussion.

**Welcome and Introductions**

This discussion forum is for **Introductions** among class [ 12 Messages ] members. **You are required to participate in this discussion forum.** [ All **New** ]

**Step 3:** Click the **title** of a message to read the posting.


 <b>My Bio - Tricia Casey</b> 	<b>Casey, Tricia</b>	<b>Fri Nov 1 2002 7:38 am</b>	<b>New</b> 
<b>Re: My Bio - Tricia Casey</b>	<b>Slifkey, Christy</b>	<b>Tue Jan 28 2003 2:31 pm</b>	<b>New</b> 
<b>Hi, I'm Beth M. Thomas!</b> 	<b>Thomas, Beth Millicent</b>	<b>Fri Nov 1 2002 7:38 am</b>	<b>New</b>

**Step 4:** To respond to a message, click the Reply button following the text.

**Current Forum:** Welcome and Introductions  
**Date:** Fri Nov 1 2002 7:38 am  
**Author:** Thomas, Beth Millicent <[bthomas@emailaddress.edu](mailto:bthomas@emailaddress.edu)>  
**Subject:** Re: Hi, It's me

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Hi Jodi, it's Beth! I'm so glad to see you're going to be in this class too! Want to form a study group like we did to get through Psychology 101?

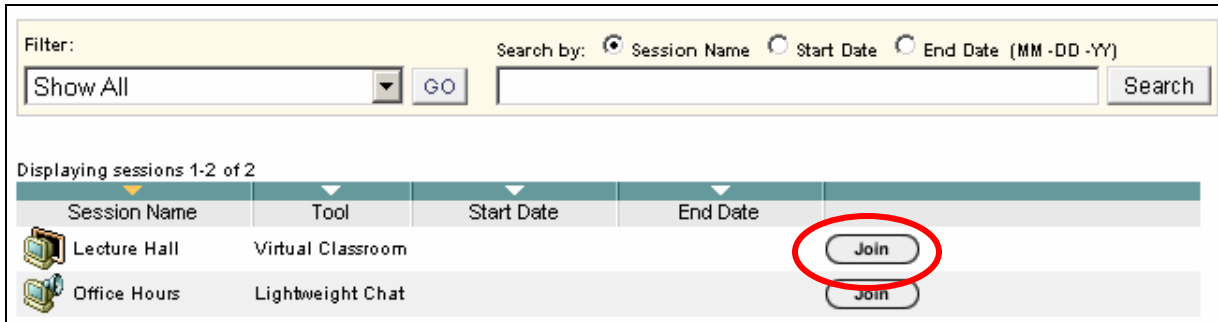


### Working with the Collaboration Tool

**Note:** You must have Java and JavaScript enabled on your web browser to run the Collaboration Tools.

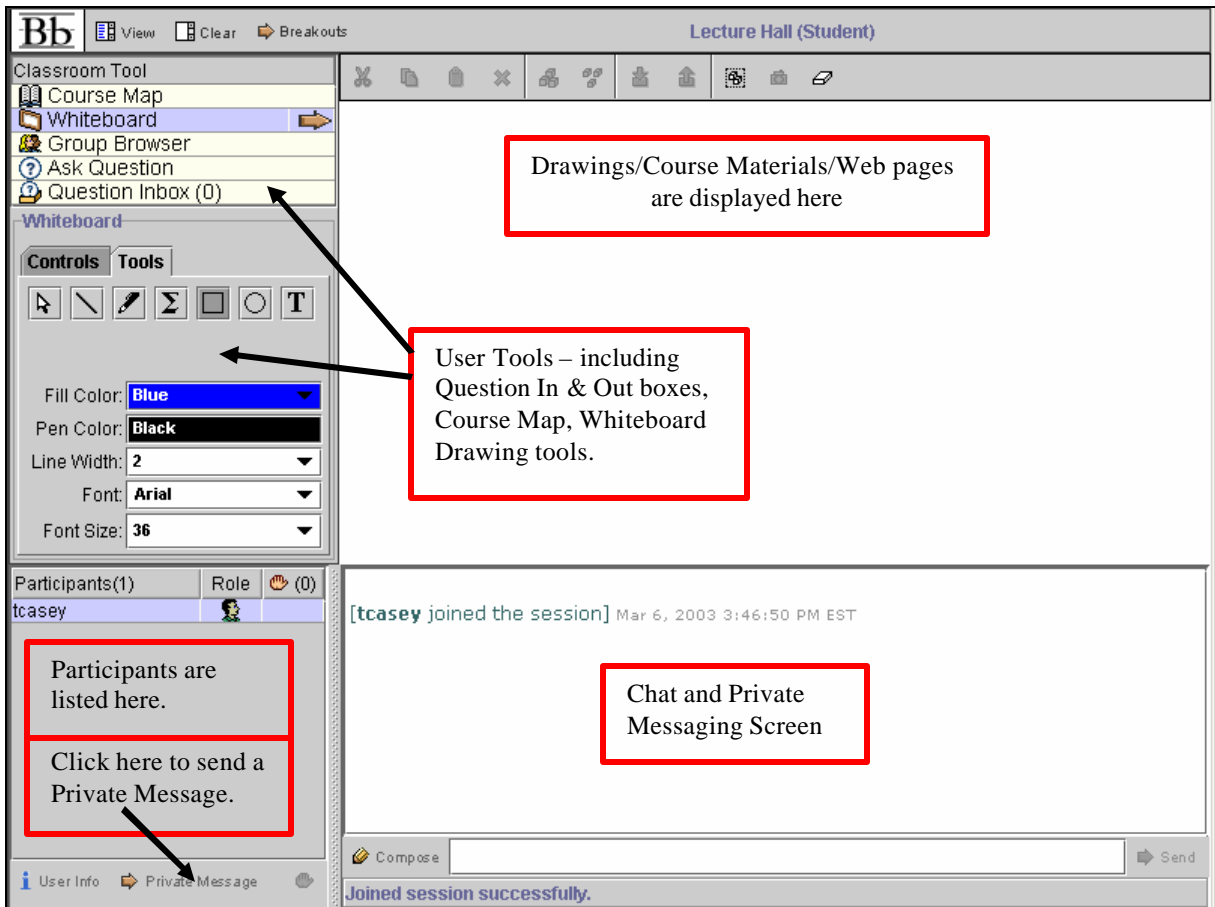
**Step 1:** Navigate to the class *Collaboration* area using the appropriate links. (via an individual link in the *Course Menu* or under the *Communication* link)

**Step 2:** Click the **Join** button for the Virtual Classroom tool.



**Step 3:** Using the various areas in the Virtual Classroom you can draw, ask questions, navigate web pages, send private messages, view course pages or carry on a chat.


**Note:** The Lightweight Chat tool functions in the same manner as the Virtual Classroom tool, but provides *only* the options of chat and private messaging.



## Working with Group Pages

**Step 1:** Navigate to the class *Group Pages* area using the appropriate links. (via an individual link in the *Course Menu* or under the *Communication* link)

**Step 2:** Click the **Group Name** to enter the area for that group.



**Oceanography Group #1** - This group will investigate the following issues:

- How does human population growth threaten coastal areas?
- How can we measure these threats?
- Who is responsible for solving the problem?










*Group members include: TC, SA, WF*

**Note:** You must be a member of a Group to enter the area for that particular group.

**Step 3:** Select the Group Tool you wish to use.

## Student Tools

The Student Tools area, like the Communication Tools, is customizable by course based on instructor preference. All options here may not be available for your course. These tools allow for such actions as: electronic file exchange, checking your grades, building a course Web page and viewing calendar events.

 [Digital Drop Box](#)  
 [Edit Your Homepage](#)  
 [Personal Information](#)  
 [Calendar](#)  
 [View Grades](#)  
 [Student Manual](#)  
 [Tasks](#)  
 [Electric Blackboard](#)  
 [Address Book](#)

Tools Button	Function
Digital Drop Box	Electronic file exchange between instructor and students.
Edit Your Homepage	Build and modify your course homepage accessible through the Roster.
Personal Information	Update password, set CD drive on own computer.
Calendar	Listing of course and/or institution events.
View Grades	List of personal grades completed through online assessment in Blackboard or added by the instructor.
Student Manual	Online resource guide to the functions and features of the Blackboard software.
Tasks	Listing of course related tasks created by the instructor.
Electric Blackboard	Notepad area to add personal course notes that will be saved in the coursesite.
Address Book	Store contact information about fellow students in the course here.

## Working with the Digital Drop Box

**Step 1:** Navigate to the *Digital Drop Box* area using the appropriate link (via an individual link in the *Course Menu* or under the *Student Tools* link)

### To Add a File

**Step 2:** Click **Add File**.

**Step 3:** Enter a *Title* for your file and **Browse** to find the file. You may enter *Comments* describing the file, if you wish.

**Note:** Adding a file does not send the file to the instructor. This places a copy of the file in your digital drop box where you can access it or send it at a later time.

**Step 4:** Click **Submit**. The file will be in the Drop Box noted with the words “*Posted on:*”

### To Send a File

**Step 2:** Click **Send File**.

**Step 3:** **Select** a file that has already been added. *OR* **Browse** for a file to send to the instructor.

**Note:** Sending a file will add this file into your Digital Drop Box as well as make a link to the file available to the instructor.

**Step 4:** Click **Submit**. The file will be in the Drop Box noted with the words “*Submitted by:*”.

## Viewing Grades

**Step 1:** Navigate to your *Gradebook* area using the appropriate links. (via an individual link in the *Course Menu* or under the *Student Tools* link)

**Step 2:** Click the **Grade** indicator to see the final score for any online Assessments or Assignments you completed within the course.

View Grades					
Item Name	Date	Grade	Points Possible	Class Average	Weight
Ch1 Disc.	9/19/02 10:23 AM	A-	10	8.75	0%
Ch1 Survey	9/23/02 2:40 PM		0	0	0%
Ch1 Assign	11/1/02 9:44 AM	!	100	96.667	0%
Ch3 Disc.	9/19/02 8:54 AM	B-	10	8.429	0%
Sec 3.4 Quiz	9/19/02 5:44 PM	0	15	0	0%
Ch3 Test		-	60	10	0%
Ch7 Disc.	9/25/02 11:54 AM	A-	10	8.643	0%
Ch7 Survey	9/24/02 10:44 AM		0	0	0%
Ch7 Assign	1/13/03 1:53 PM	22	100	23.125	0%
Sec 7.5 Quiz		-	15	0	0%
Ch7 Test		-	55	22.5	0%

**Note:** Only Assessments and Assignments created within Blackboard will display additional information about scoring. Any manual entries the instructor created will not be clickable or provide more grading details.

## Working with Tasks

**Step 1:** Navigate to the course *Tasks* using the appropriate links. (via an individual link in the *Course Menu* or under the *Student Tools* link)

**Step 2:** Click on the **name** of a task to read more information about that task.

PRIORITY	SUBJECT	STATUS	DUE DATE	
▲ - High Priority	Extra Credit Assignment	NOT STARTED	Apr 20, 2003	Modify
▼ - Low Priority	Discussion Board Summary	IN PROGRESS	Mar 18, 2003	Modify

**Step 3:** Change the *Priority* and/or *Status* of a task by clicking on the **Modify** button and adjusting the fields on the page.

**Step 4:** Click **Submit**.

## Technical Assistance/Questions

Should you have technical questions while completing this course, please contact:

Name: Instructional Technology Assistance Center Phone: (309) 677-234

Email: brk@bradley.edu