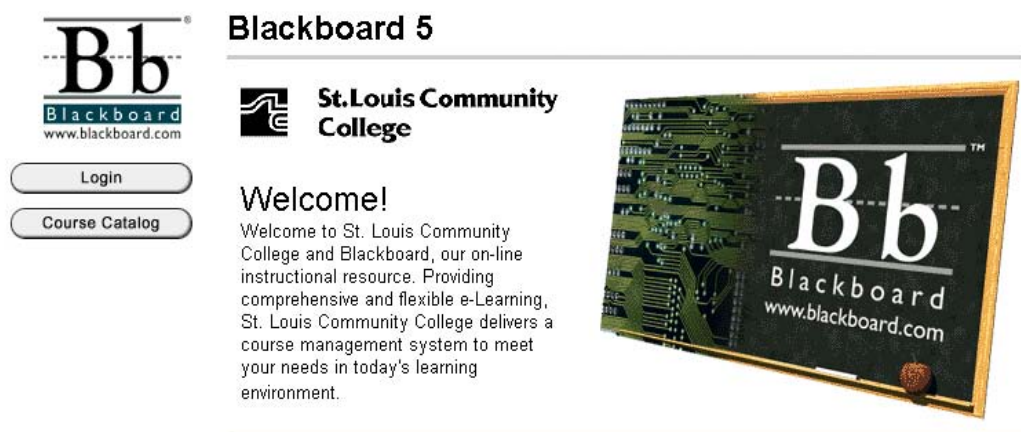


The On Line Blackboard

The St. Louis Community College District has made available to students and staff an on line resource known as Blackboard. This resource can be accessed at the URL: <https://blackboard.stlcc.edu> This handout will show you the basics of Blackboard. A more comprehensive tutorial is available at Blackboard. Please note: You must have cookies enabled in order for Blackboard to work.

How to get to Blackboard

You must be enrolled in a class at St. Louis Community College. Not all instructors are using this, so Blackboard may not be available for every class. When you first use the URL listed above you will see a screen like this:



The screenshot shows the Blackboard 5 interface. On the left, there is the Blackboard logo (Bb) with the text 'Blackboard' and 'www.blackboard.com' below it. Below the logo are two buttons: 'Login' and 'Course Catalog'. To the right of the logo is the text 'Blackboard 5'. Further right is the St. Louis Community College logo and name. Below that is a 'Welcome!' message: 'Welcome to St. Louis Community College and Blackboard, our on-line instructional resource. Providing comprehensive and flexible e-Learning, St. Louis Community College delivers a course management system to meet your needs in today's learning environment.' On the far right is a graphic of a chalkboard with the Blackboard logo and 'www.blackboard.com' written on it.

Click on the LOGIN button at the left. When you do, you get a login dialog box like this:

Have an Account? Login Here.

If you already have an account, enter your login information here and click the "Login" button below. Otherwise, leave blank and click another option to the left.

USERNAME:

PASSWORD:

[Forgot your password?](#)

User names are your student ID.
password will be your BannerWeb PIN.

My Blackboard

When you successfully login, you will see the screen below. This is the My Blackboard screen.

The screenshot shows the My Blackboard interface for St. Louis Community College. At the top, there is a header with the college logo and navigation links: Home, Help, and Logout. Below the header are tabs for 'My SLCC', 'Courses', and 'Academic Web Resources'. The main content area is divided into several sections:

- TOOLS:** A vertical list of links including Announcements, Calendar, Tasks, My Grades, Send E-mail, User Directory, Address Book, and Personal Information.
- SEARCH THE WEB:** A search box with a 'GO!' button.
- Welcome, Jim!:** A personalized greeting.
- Today's Announcements:** A list of announcements for three courses: 'Computer System and Network Security', 'Introduction to Local Area Networks', and 'Windows 2000 Server'. Each course has two 'Welcome Students' announcements.
- My Courses:** A list of courses being taught, including 'Computer System and Network Security', 'Introduction to Local Area Networks', and 'Windows 2000 Server'.
- Today's Tasks:** A section for tasks, currently empty.

There are four sections on the initial screen: **Tools**, **Today's Announcements**, **My Courses**, and **Today's Tasks**. The announcement section will briefly list any new announcements that your instructor has posted. Tools has a variety of useful items including checking your grade and email. My Courses lists all the courses that are available to you.

Click on one of My Courses, in this case I'm going to use **Introduction to LANs** as the example. When the page has loaded you will find a set of seven buttons along the left hand side of the page. They are shown on the next page. Let's take them in order and discuss what you find when you click on each of them.

Navigation Buttons on Blackboard



Announcements: Announcements takes you to an expanded form of the announcements shown on the opening page. You can review any class related announcements that have been posted with the last two weeks (longer if the instructor thinks they are important).

Course information: This page has general information about the course. A screen capture of the contents of IS 215 Course information is shown below. The underlined text is a hyperlink that will take you to a web site or open a document.

Course Information

Current Location: Top



Useful Programs for IS215

All of the files listed at this site are in Adobe Acrobat Portable Document Format (PDF files). Adobe Acrobat reader can be downloaded by clicking on the link listed:

[Acrobat Reader](#)

Another useful program is the archiving utility WinZip. The WinZip home page is:

[WinZip](#)

For screen captures I recommend SnagIt by Tech Smith. This is very useful in compiling documentation. The link to download is:

[SnagIt](#)

Course Documents: This page contains documents that are relevant to the course, like the syllabus. The screen shot for IS 215 is shown below. The content of Course Document will depend on the course and the instructor. I like to put as much useful information as possible here. The Test keys won't be available at the beginning of the semester, only after the quizzes have been completed. ;-)

Course Documents

Current Location: Top



Syllabus for Fall 2001

[Fall 2001 Syllabus](#) (40256 Bytes)



Handouts

Three handouts designed to supplement or clarify material discussed in lectures.

Folder

Assignments: Just as you might expect this area has class assignments. You can find all the reading assignments for the semester as well as all of the lab projects. IS 215 Assignment area is shown below.

Assignments

Current Location: Top



Reading Assignments

Reading assignments in "hands on Networking Essentials with Projects"



Lab Projects

Hands on Projects

Communication: This is the page that lets you communicate with the instructor and other students in the class. You need an email address recorded in BannerWeb to make this work. You can send email. You can check the class roster. You can create your own home page for this class. You can participate in discussion forums. You can chat in real time, although, the server is a bit slow for this function. You can access more tools through the group pages. See the details on the next page.

Communication



[Send E-mail](#)



[Discussion Board](#)



[Virtual Classroom](#)



[Roster](#)



[Group Pages](#)

External Links: This page let's you get to outside sources from within Blackboard. For the security class I teach, I update current security related links on a regular basis. This allows the student to check information that is timely and relevant to the current class lecture. The screen shot is shown below.

External Links

Current Location: External Links



[Interesting Networking Information](#)

Student Tools: Just what it sounds like this page has tools for students. The digital drop box lets you upload files to the instructor or other students. Change your information allows you to edit your personal information (password, login name, email address, etc.). Want to see how you're doing in class? Go to check your grade. You can create and edit a class related homepage with Edit Your Homepage. Student Calendar and Manual are just what they sound like.

Tools



[Digital Drop Box](#)



[Edit Your Homepage](#)



[Personal Information](#)



[Calendar](#)



[Check Grade](#)



[Manual](#)



[Tasks](#)



[Electric Blackboard - IS215ibakke04](#)



[Address Book](#)

If you want to change your personal information click on **Personal Information** and edit or add things as you like. You can change your password here also.

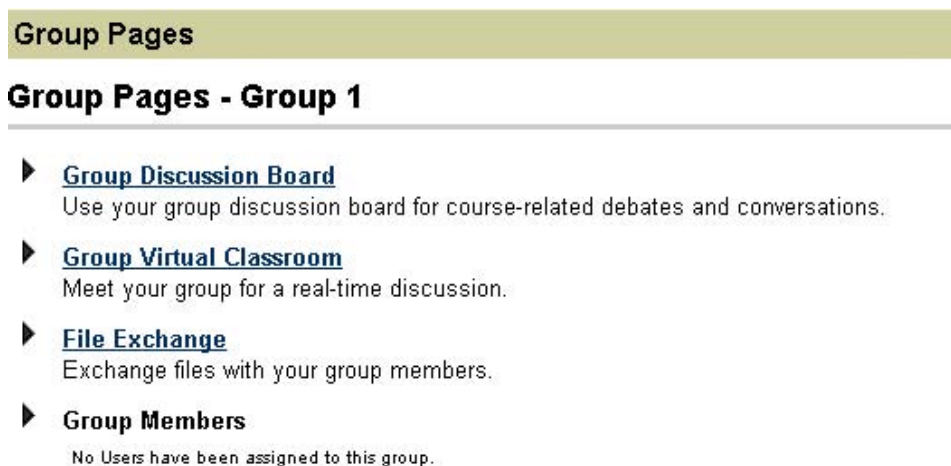
Group Pages: On the Group Pages (available through Communications) there are some more useful functions available to the student. Group Tools allow a Discussion board, Virtual Chat, File Exchange and email. The file exchange is potentially the most useful since it allows members of a group to transfer files back and forth. This can be very handy when working on Lab documentation.



The screenshot shows a section titled "Groups" with a light green header. Below the header, there are four entries, each featuring a small cartoon icon of a person's head and shoulders on the left and a text label on the right. The labels are: "Group 1 - Lab Group for IS215", "Group 2 - Lab Group for IS215", "Group 3 - Lab Group for IS215", and "Group 4 - Lab group for IS215".

In the beginning of the semester, there are no students assigned to any groups, but later everyone will be assigned to a group to work on the hands on projects. There are Group tools available.

Group Tools



The screenshot shows a page titled "Group Pages" with a light green header. Below the header, the title "Group Pages - Group 1" is displayed. A horizontal line separates the title from the list of tools. The list consists of four items, each with a right-pointing triangle icon:

- Group Discussion Board**
Use your group discussion board for course-related debates and conversations.
- Group Virtual Classroom**
Meet your group for a real-time discussion.
- File Exchange**
Exchange files with your group members.
- Group Members**
No Users have been assigned to this group.

The most useful tool is the file exchange. This can be very handy when trying to complete documentation for the projects. You can specify a name for the link to the file and you can upload it from a floppy, ZIP disk or your home hard drive by browsing to where the file is located.

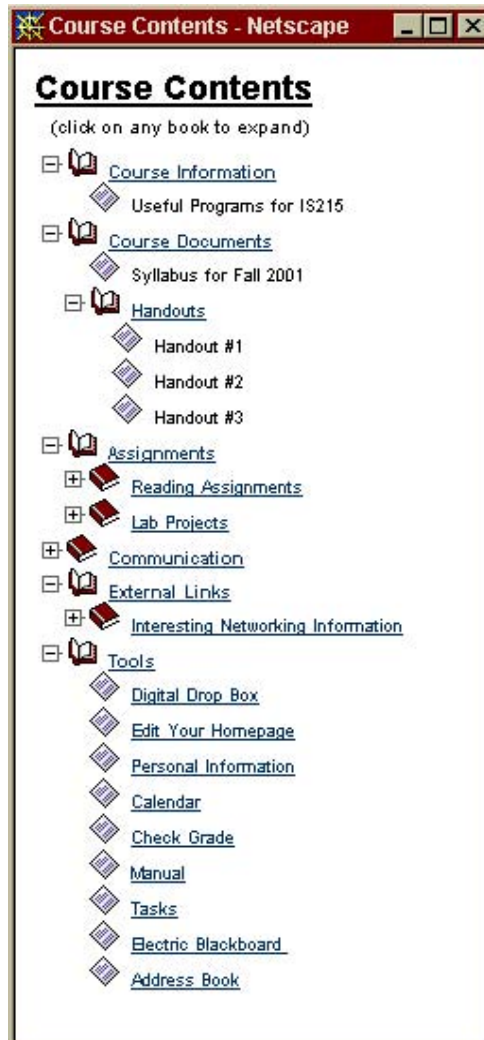
You can also put files in the instructor's electronic drop box through these tools. Since the file is time stamped on upload, the student doesn't have to worry if he or she made the deadline on something. The verification is easily accessible.

Course Map: The Course Map is a really useful little widget that lets you see at a glance where everything is for a particular course. Below is a condensed map.



























By clicking on the "+" symbols next to any of the listed items you can expand your view and get a more detailed look at what is going on in the class:

Expanded Course Contents for IS215



Course Contents
(click on any book to expand)

- [-]  [Course Information](#)
 -  [Useful Programs for IS215](#)
- [-]  [Course Documents](#)
 -  [Syllabus for Fall 2001](#)
- [-]  [Handouts](#)
 -  [Handout #1](#)
 -  [Handout #2](#)
 -  [Handout #3](#)
- [-]  [Assignments](#)
 - [+]  [Reading Assignments](#)
 - [+]  [Lab Projects](#)
- [+]  [Communication](#)
- [-]  [External Links](#)
 - [+]  [Interesting Networking Information](#)
- [-]  [Tools](#)
 -  [Digital Drop Box](#)
 -  [Edit Your Homepage](#)
 -  [Personal Information](#)
 -  [Calendar](#)
 -  [Check Grade](#)
 -  [Manual](#)
 -  [Tasks](#)
 -  [Electric Blackboard](#)
 -  [Address Book](#)

Expanded Course Contents for IS237

