Getting Started in Your Blackboard 5 Course

Course Name: ____________________________________________________________

Course ID: _______________________________________________________________

Instructor: _______________________________________________________________

URL: ____________________________________________________________________

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.

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

- A Web browser - Netscape Navigator or Internet Explorer - version 4.0 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 handle multiple open windows
- The ability to open, close and save files and attachments

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

Step 1: Direct your browser to the Web address designated by the instructor.

Step 2: Click on the Login button to start the process.

Step 3: Enter the User Name and Password, listed on the first page of this tip sheet or given to you by your system administrator, in the appropriate boxes.
Note: If you do not already have a Blackboard User Name and Password check with the instructor to see how to obtain one. If you have forgotten your password you can use the ‘Forgot Your Password?’ feature at the bottom of this login screen to obtain a new one.

Step 4: Click on the course name to select your course from the list on the My Institution screen.

Overview of the CourseSite

When you enter a course you immediately see the Announcements page. Use the navigation buttons down the left hand side of the screen to view various areas of the course.
Here is a description and example of each navigation button. Do note that each course varies depending on the instructor’s preferences so all navigation buttons listed below may not be available in your course.

<table>
<thead>
<tr>
<th>Button</th>
<th>Application - Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcements</td>
<td>New information about the course – room changes, quizzes, chat room meetings.</td>
</tr>
<tr>
<td>Course Information</td>
<td>General information – syllabus, grading policy, assignment schedule.</td>
</tr>
<tr>
<td>Staff Information</td>
<td>Instructor’s information – office hours, email address, phone number.</td>
</tr>
<tr>
<td>Course Documents</td>
<td>Course Content – lecture outlines, lessons, required readings, presentations, etc.</td>
</tr>
<tr>
<td>Assignments</td>
<td>Assignment listings – class projects, research, links to quizzes.</td>
</tr>
<tr>
<td>Books</td>
<td>A listing of books used for the course.</td>
</tr>
<tr>
<td>Communication</td>
<td>Links to communication tools – email, discussion board, virtual classroom.</td>
</tr>
<tr>
<td>Virtual Chat</td>
<td></td>
</tr>
<tr>
<td>Discussion Board</td>
<td></td>
</tr>
<tr>
<td>Groups</td>
<td>These buttons provide direct links into each individual area of the coursesite.</td>
</tr>
<tr>
<td>External Links</td>
<td>Links to web pages – sites which contain content covered in the course.</td>
</tr>
<tr>
<td>Student Tools</td>
<td>Access your information – send &amp; receive files, gradebook, calendar, homepage.</td>
</tr>
</tbody>
</table>

**Navigating in a CourseSite**

The Blackboard course environment is viewed by *single-clicking* on any of the navigation buttons, folder titles, links, Student Tools and Communication buttons. There are 2 types of navigation you will need to be aware of:

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

When you navigate between areas:

**Step 1:** Click an appropriate button on the Navigation bar.

When you navigate within a content area use internal navigation to move in and out of documents and folders.
Internal navigation buttons, like these shown, will appear at the top of each page within a folder. Clicking on a folder title – shown above in brackets (ex. [Lessons]) – will take you to the top level (entry page) of that particular folder.

The Top button will take you to the first or top page of the navigation area you are viewing. In this case, that would be what you first see when clicking on the Course Documents button.

To open folders and files:

**Step 1:** Click on a folder title to open that folder.

**Step 2:** Select the name of a link to get that file.

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**Communication Tools**

The Communication Tools area is customizable on a course-by-course basis so all of the options here may not be available for your particular course. The instructor decides which features to enable or disable on a class-by-class basis. These tools allow for such actions as: sending email, viewing student Web pages, and synchronous and asynchronous communication.

<table>
<thead>
<tr>
<th>Communication</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send E-Mail</td>
<td>Send email to other students &amp; instructors in the course.</td>
</tr>
<tr>
<td>Discussion Board</td>
<td>Asynchronous tool with discussion threads and responses.</td>
</tr>
<tr>
<td>Virtual Classroom</td>
<td>Synchronous tool allowing for a chat room, whiteboard, and Q &amp; A area.</td>
</tr>
<tr>
<td>Roster</td>
<td>List of student’s names and their email address.</td>
</tr>
<tr>
<td>Group Pages</td>
<td>Listing of groups in the course and access to private group areas.</td>
</tr>
</tbody>
</table>

**Note:** By clicking on a name in the Student Roster you can see that student’s homepage created for the course.
Send Email

**Step 1:** Click the **Communication** button from the Navigation bar and then choose **Send E-Mail** from the buttons now available.

<table>
<thead>
<tr>
<th>Send E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>- All Users</td>
</tr>
<tr>
<td>- All Groups</td>
</tr>
<tr>
<td>- All Teaching Assistants</td>
</tr>
<tr>
<td>- All Instructors</td>
</tr>
<tr>
<td>- Select Users</td>
</tr>
<tr>
<td>- Select Groups</td>
</tr>
</tbody>
</table>

**Step 2:** Select whom you would like to send the email to, from the given choices.

**Step 3:** Fill in the **Subject** and **Message** information then click **Send Message**.

Discussion Board

**Step 1:** Select the **Communication** button from the Navigation bar.

**Step 2:** Click on **Discussion Board**.

**Step 3:** Click on the **name** of the forum to “enter” that discussion.

**Step 4:** Click the **title** of a thread to read that thread.

<table>
<thead>
<tr>
<th>forum</th>
<th>thread</th>
<th>Author</th>
<th>Date</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Astronomers Throughout History</td>
<td>Tycho Brahe (1571 - 1630)</td>
<td>Slifkey, Christy</td>
<td>27-Mar-2000</td>
<td>New</td>
</tr>
</tbody>
</table>

**Step 5:** To respond to a thread, click the **Reply** button following the text.
Virtual Classroom

Note: You must have Java and JavaScript enabled on your web browser to run the Virtual Classroom.

Step 1: Click on the Communication button from the Navigation bar.
Step 2: Select Virtual Classroom.
Step 3: Choose Enter Virtual Classroom.

Enter Virtual Classroom

In order to participate in the Virtual Classroom, you must have a Java Enabled browser.

View Archives
You can find all the archives for your Virtual Classroom, sorted by date, here.

Step 4: Using the various areas in the Virtual Classroom you can draw, ask questions, navigate web pages, or carry on a chat.

Roster
The Roster provides a list of the first and last names of students enrolled in the course. It also lists the email address for each student.

<table>
<thead>
<tr>
<th>NAME</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casey, Tricia</td>
<td><a href="mailto:tcasey@testuniv.edu">tcasey@testuniv.edu</a></td>
</tr>
<tr>
<td>Doll, Barbie</td>
<td><a href="mailto:bdoll@testuniv.edu">bdoll@testuniv.edu</a></td>
</tr>
<tr>
<td>Falta, Franklin</td>
<td><a href="mailto:ffalta@testuniversity.edu">ffalta@testuniversity.edu</a></td>
</tr>
</tbody>
</table>
Step 1: Select the **Communication** button from the Navigation bar.

Step 2: Choose **Roster**.

Step 3: Select how you want to find the students in the course. It can be either by:

1. Searching for a particular student, either by name or alphabetical order.
2. Those who have logged into the course within ‘x’ number of days.
3. A complete list of students in the course.

Step 4: Follow the on-screen prompts to complete your search of the roster.

**Viewing Student Pages**

Step 1: Following the above steps, find the name of the student whose page you wish to view.

Step 2: Choose the **student’s name** whose page you wish to view.

Step 3: The selected page will appear.

**Group Pages**

Step 1: Click on the **Communication** button from the Navigation bar.

Step 2: Select the **Group Pages** button.

Step 3: Select the **Group Name** that you are assigned to.

Step 4: Select which 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 grade, building a course Web page and viewing calendar events.

<table>
<thead>
<tr>
<th>Student Tools</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Drop Box</td>
<td>Electronic file exchange between instructor and students.</td>
</tr>
<tr>
<td>Edit Your Homepage</td>
<td>Build and modify the homepage accessible in the Roster area.</td>
</tr>
<tr>
<td>Personal Information</td>
<td>Update email address, change password, set CD drive on own computer.</td>
</tr>
<tr>
<td>Course Calendar</td>
<td>Listing of course events.</td>
</tr>
<tr>
<td>Check Grade</td>
<td>Listing of quiz grades completed through online assessment in Blackboard.</td>
</tr>
<tr>
<td>Manual</td>
<td>Online resource guide to functions and features of Blackboard software.</td>
</tr>
<tr>
<td>Tasks</td>
<td>Listing of course related tasks created by the instructor.</td>
</tr>
<tr>
<td>Electric Blackboard</td>
<td>Area to type notes that will be saved in the coursesite.</td>
</tr>
<tr>
<td>Address Book</td>
<td>Store contact information about fellow students in the course here.</td>
</tr>
</tbody>
</table>
Digital Drop Box

To View a File:
Step 1: Click Student Tools from the Navigation buttons.
Step 2: Select the Digital Drop Box button.
Step 3: Click on the name of the file you wish to view.

To Add a File:
Step 1: Click Student Tools from the Navigation buttons.
Step 2: Select the Digital Drop Box button icon.
Step 3: Click Add File.
Step 4: Enter a Title for your file and Browse to find the file. You may enter Comments describing the file, if you wish.
Step 5: Click Submit.

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.

To Send a File:
Step 1: Click Student Tools from the Navigation buttons.
Step 2: Select the Digital Drop Box button icon.
Step 3: Click Send File.
Step 4: Select a file that has already been added. OR Browse for a file to send to the instructor.
Step 5: Click Submit.

Edit Your Homepage

Step 1: Click Student Tools from the Navigation buttons.
Step 2: Click Edit Your Homepage from the buttons available.
Step 3: Enter text into the Intro Message and Personal Information areas.
Step 4: Click the Browse button to upload a saved picture of yourself from a disk or a drive of your computer.

Step 5: Enter the Title, URL and Description of Websites you would like to share.

Step 6: Click Submit to complete your homepage.

Personal Information

Step 1: Click Student Tools from the Navigation buttons.
Step 2: Choose the Personal Information button.
Step 3: You may edit your Personal Information, change your Password, set the CD-ROM of your local computer, or set your Privacy Options by clicking on the button for that section.

### Personal Information

- **Edit Personal Information**
  Change personal information associated with your account.

- **Change Password**
  Choose a new password for access to your account.

- **Set CD-ROM Drive**
  Set the CD-ROM drive used to access content on your local computer.

- **Set Privacy Options**
  Select which fields of your personal information are publicly available.

Step 4: Follow the commands on the screen to change the information in each area.

Step 5: Click Submit.

### Course Calendar

Step 1: Click Student Tools from the Navigation buttons.

Step 2: Choose Course Calendar from the button choices.

Step 3: Click the View Month tab. For purposes of this exercise we will be using this view; in the future you may select any of the choices.

Step 4: If there are entries listed on the calendar, you may click on their titles to view more details about that event.

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
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<td>1</td>
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<td>8</td>
<td>9</td>
<td>10</td>
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</tr>
</tbody>
</table>

**Midterm Exam**

Check Grade

Step 1: Click Student Tools from the Navigation buttons.

Step 2: Choose the Check Grade button.

Step 3: Click on your score to see final results from completed quizzes.
Manual

The Student Manual covers all aspects of using Blackboard software. It is an in-depth resource for you to refer to should you have questions regarding features of the software or how to perform a particular task.

Tasks

Step 1: Click Student Tools from the Navigation buttons.
Step 2: Choose the Tasks button.
Step 3: Click on the name of a task to read more information about that task.

Step 4: Change the Priority and/or Status of a task by clicking on the Modify button and adjusting the fields on the page.

Step 5: Click Submit.

Electric Blackboard

Step 1: Click Student Tools from the Navigation buttons.
Step 2: Choose the Electric Blackboard button. This will open in a new window.
Step 3: Type information about the course onto your Electric Blackboard.
Note: These entries can only be viewed by the student who entered them.
Step 4: Click Submit to save the information you entered.
Step 5: To close the Electric Blackboard click on the ‘X’ in the upper right hand corner.
Address Book

Step 1: Click Student Tools from the Navigation buttons.

Step 2: Choose the Address Book title.

Step 3: You can enter information about someone by selecting the Add Contact button.

Step 4: Fill in all of the person’s information and choose Submit.

Step 5: Search for a contact by selecting either the Search or A-Z, 0-9 tabs and filling in the requested information.

Technical Assistance/Questions

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

Name:_____________________________________________________________

Phone:_____________________________________________________________

Email:_____________________________________________________________