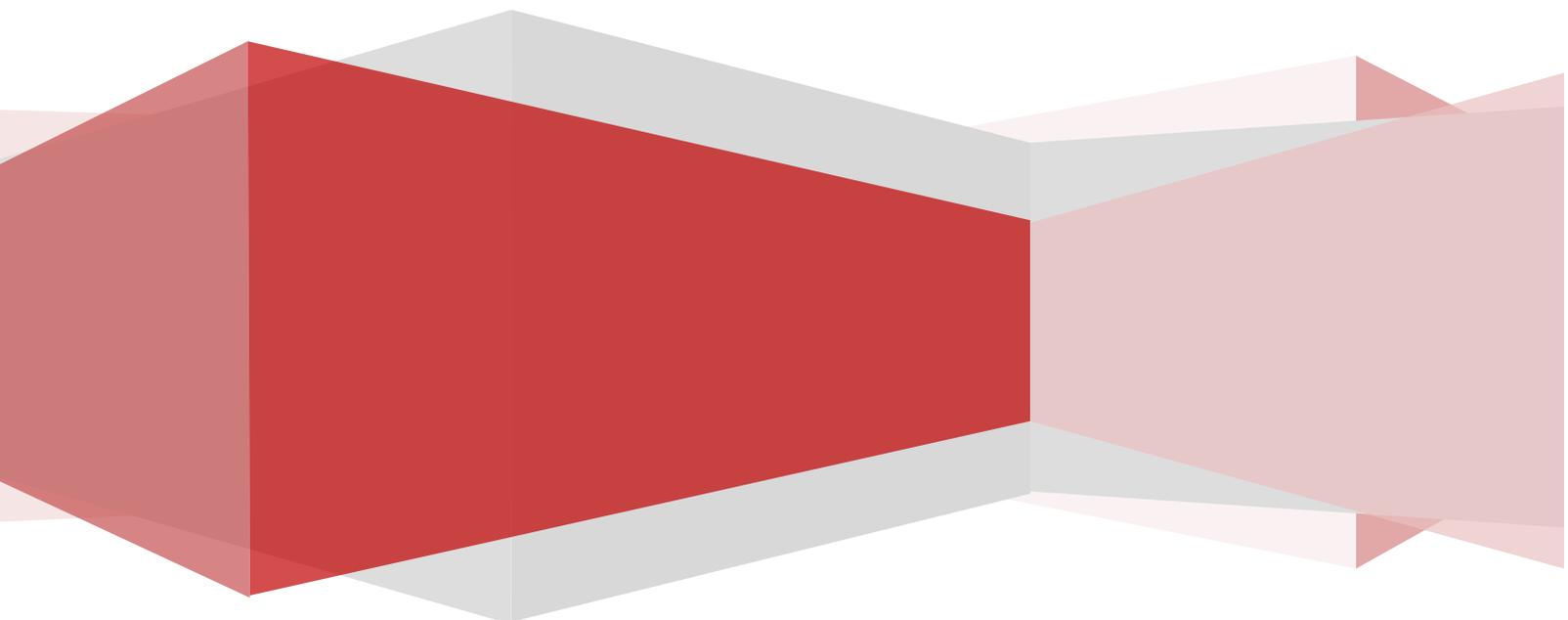


Cardinal Mail & Blackboard Essentials for Students

By Terence Peak

Fall 2010



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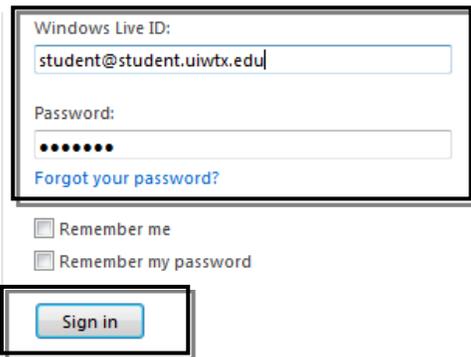
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Student Cardinal Mail

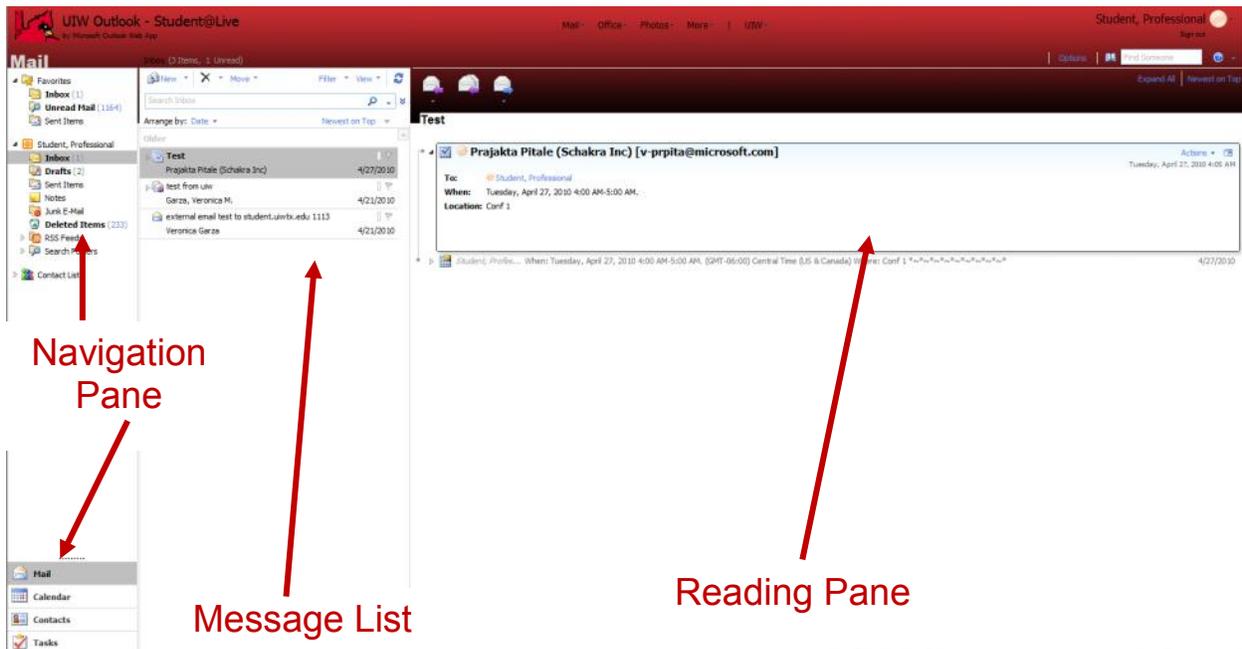


1. On the UIW Homepage, click **Cardinal Mail**.
2. On the Cardinal Mail Entry Page, Locate **Students**, and click **Click Here**.

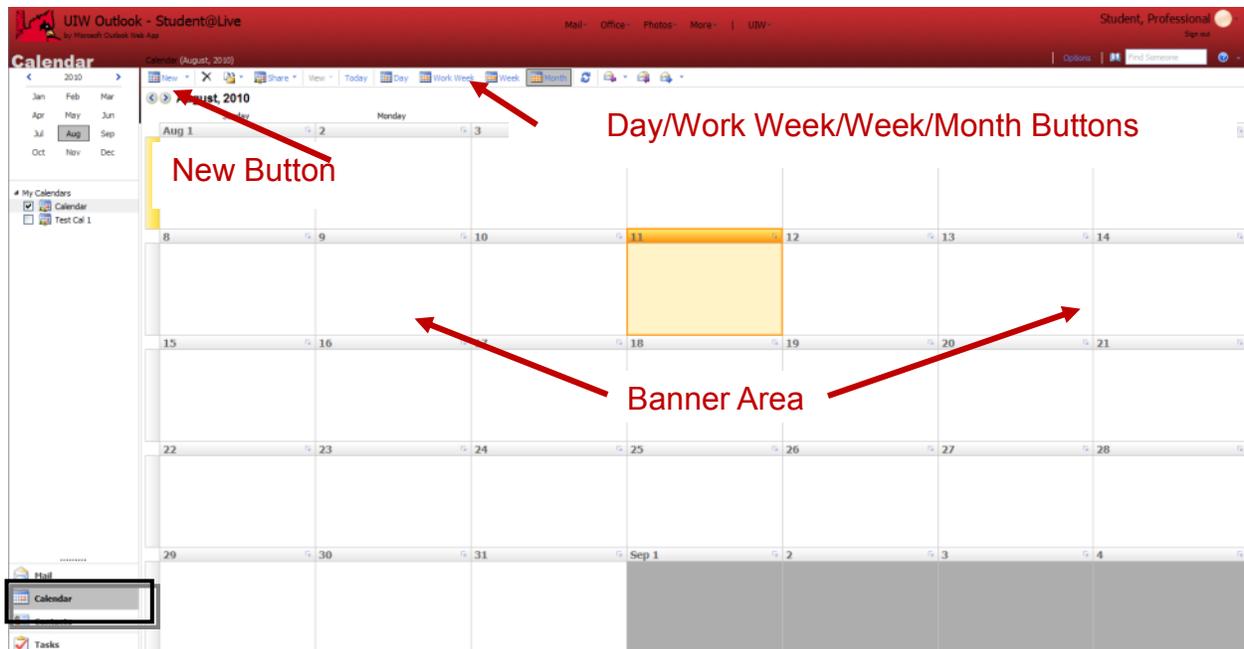
sign in



3. On the sign in page, login in with your **Username (Live ID)** and **Password**.
4. Click **Sign In**.



5. Your **Mail Box** opens. The three main areas of the mailbox are:
 - **Navigation Pane:** Contains Mail Folders, including Inbox, Outbox, Sent Items, Junk Mail, and Deleted Items.
 - **Message List:** Lists all of the messages in the Mail Folders.
 - **Reading Pane:** Section devoted to reading Messages.



6. Click **Calendar** in the Navigation Pane. The Calendar has three sections:
 - **Banner Area:** This section is where your appointments, events and meetings appear.
 - **New Button:** Use this button to set new appointments/events/meetings.
 - **Day/Work Week/Week/Month Button:** Click one of these buttons to see a different calendar view.

7. Outlook's calendar can contain three types of items:
 - **Appointments:** involves only your schedule and time.
 - **Meetings:** an appointment becomes a *meeting* when you invite other people.
 - **Events:** when an appointment lasts longer than 24 hours.

8. For a more in-depth look at Outlook go to <http://help.outlook.com>.

Change Password

At UIW, your Blackboard access and Cardinal Mail are all protected by the same password. The first time you login to Blackboard or Cardinal Mail, you will use your **PIDM number** as your password. It is imperative that you change this password after your first login. Your computer will be even safer if you change your password regularly; at least every 30 days. To ensure that your password cannot be hacked, create a **strong password**. A **strong password** is:

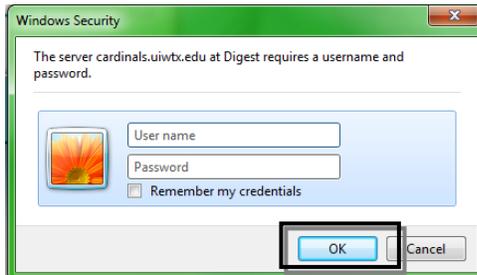
- At least 8 characters long.
- Combines uppercase letters, numbers and punctuation characters, or a combination of the three.
- Is considerably different from other passwords that you use.
- Is not a complete dictionary word.

Test the password strength here: <http://www.securitystats.com/tools/password.php>

Password Reset Change Password

Now that you have created a strong password for Blackboard and Cardinal Mail, let's change the password in Cardinal Mail.

1. Paste <http://support.uiwtx.edu/outlooklive> into your Browser.
2. Login with your **username** and **password**.
3. Click **Password Reset**.



4. Type your **Username** and **Password**.
5. Click **OK**.



6. On the next screen; Fill out the form with the following information:
 - Old password.
 - New password.
 - Confirm new password.
7. Click **Submit**. After saving, you will need to re-enter your credentials and log on again.

Blackboard Login

Have an account?

Please enter your credentials and click the Login button below.

A screenshot of a Blackboard login form. It has two input fields: "Username:" and "Password:". Below the fields is a "Login" button. The "Login" button is highlighted with a black box.

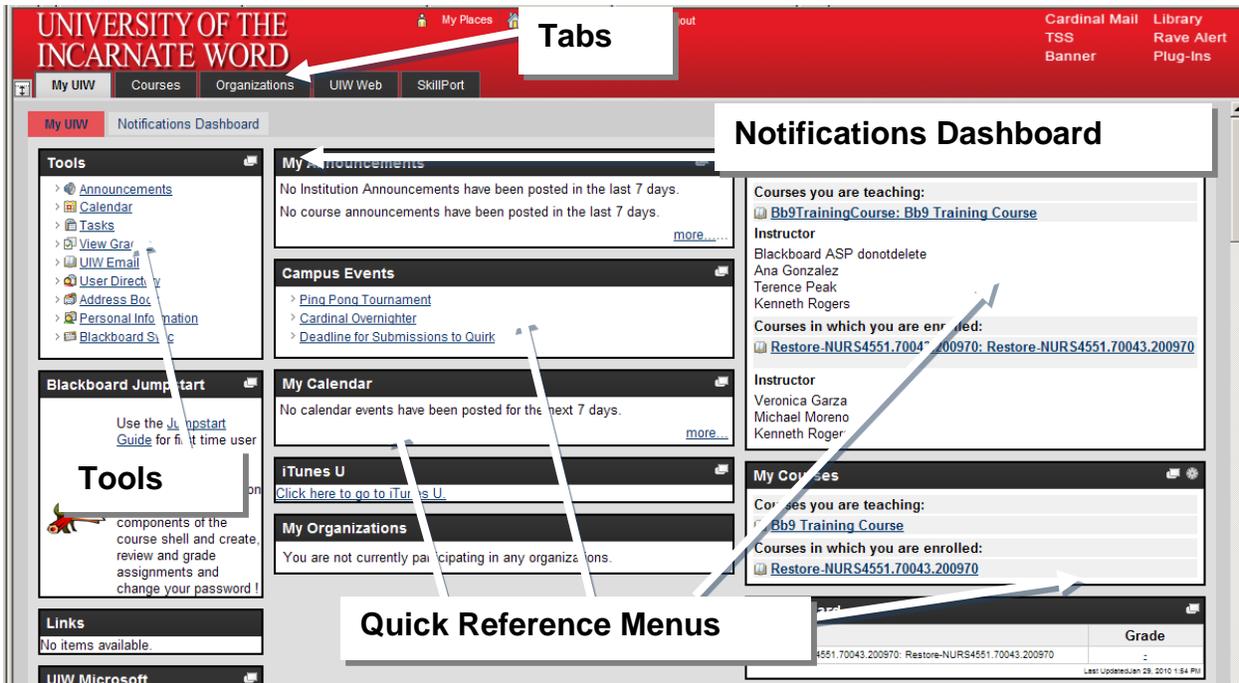
1. Copy and Paste <http://blackboard.uiwtx.edu/> into the address bar of Internet Explorer, or click on the **Blackboard** link on the UIW Homepage.
2. Click **GO**, and the Blackboard Login page opens.
3. Type your Username. Your username is the name that precedes "@student.uiwtx.edu" in your email address.
4. Type your Password in the space provided. The first time you login to Blackboard, your password is your **PIDM** number. Your Password is case sensitive so make sure your Caps Lock is **OFF**.
5. Click **Login**.

The Blackboard Homepage

Once you have logged in to Blackboard, the Blackboard Homepage opens. There are four parts to the homepage: **Quick Reference Menus**, **Tabs**, **Notifications Dashboard**, and **Tools**.

Quick Reference Menus

Quick Reference Menus include a **Course List**, student **Report Card**, a link to **iTunes U**, **Announcements**, and more.



Tabs

Across the top of the window is a string of tabs that access different areas of Blackboard. Click on each tab as you read the explanation.

	My UIW	Link to the Blackboard homepage.
	Courses	Links to Blackboard courses.
	Organizations	Link to all Blackboard organizations.
	UIW Web-	The UIW Homepage opens within Blackboard.

Notifications Dashboard

The **Notifications Dashboard** displays links to course items or course information that have been created, revised, or have impending due dates

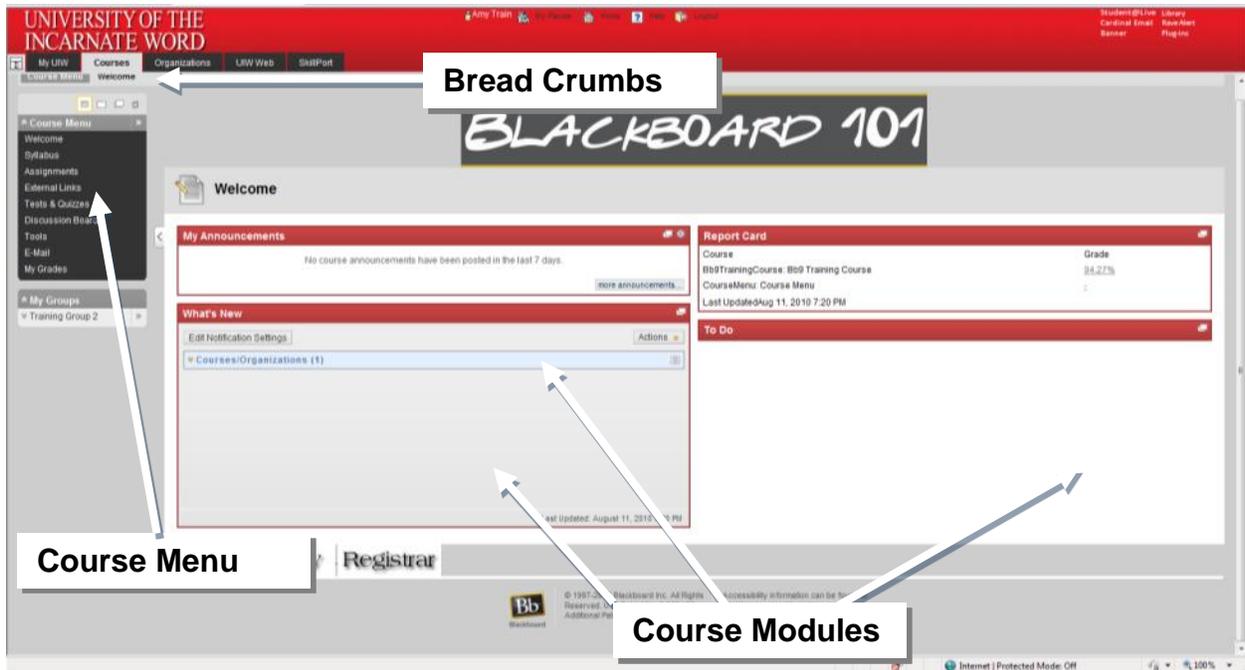
Tools

The box labeled **Tools** contains useful links to some helpful Blackboard assets.

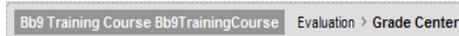
<div style="background-color: #333; color: white; padding: 5px; margin-bottom: 5px;">Tools</div> <ul style="list-style-type: none"> > Announcements > Calendar > Tasks > View Grades > UIW Email > User Directory > Address Book > Personal Information > User Manual > Blackboard Sync > Rave Alert 	Announcements	Messages regarding courses and organizations, as well and bulletins from the Blackboard Administrator.
	Calendar:	The Blackboard calendar is separate from your Cardinal Mail calendar.
	Tasks	This is a “To Do list” set up in conjunction with the calendar.
	View Grades	Student access to their grades in all courses.
	UIW Email	Link to Cardinal Mail.
	User Directory	Directory of registered Blackboard users.
	Address Book	The address book is set up by the user.
	Personal Information	Access point to update personal information.
	User Manual	Systematic guide for Blackboard users.
	Rave Alert	Register for approved UIW emergency communications, course announcements and other important course information via text message and email Messaging charges apply depending upon your wireless carrier plan.
	Blackboard Sync	Synchronizes Blackboard with your iPhone.

The Course Entry Page

The **Course Entry Page** is the welcome mat for the course. Students access course content using various buttons on the **Course Menu**.



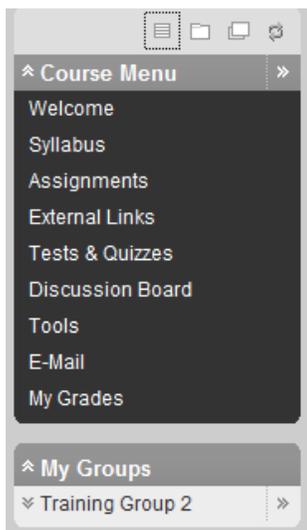
Breadcrumbs



Breadcrumbs are links that locate course content or tools. They allow the user to browse course content without using the back button on the browser toolbar to navigate through the course.

Course Menu

Assignments, quizzes, tests, syllabi, and course documents are called course content. These content items are accessed in by clicking the **Content Links** on the **Course Menu**. These links allow for course navigation. By default, the course menu will contain the following links:

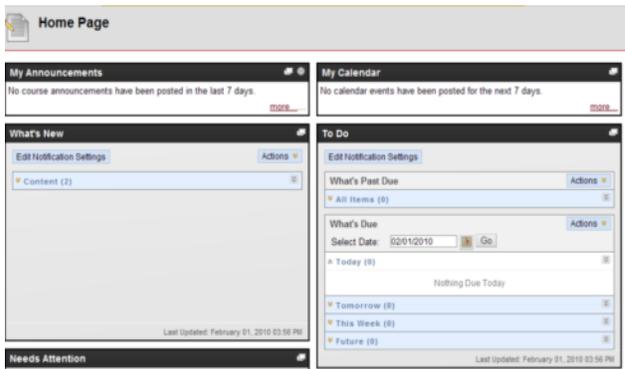


Welcome	AKA called the Course Entry Page.
Syllabus	The syllabus in a downloadable format such as Microsoft Word.
Course Documents	Documents such as PowerPoint presentations that the student is expected to download and review.
Assignments	Any gradable or non-gradable course content that is used to assess a student's knowledge.
Discussion Board	The Discussion Boards are a tool for collaborative learning. Users participate in class discussions asynchronously.
External Links	External links are links to websites outside of Blackboard.
My Grades	Link to an individual student's course grades – aka the Report Card .

	Email	Email to anyone enrolled in the .course via Cardinal Mail.
	Tools	Links to Blackboard assets including Email, Rave, and iTunes U.
	My Groups	List of groups in which the student is a member

Module Page

The **Module Page** displays course modules and course information that has been updated, submitted, created, for the course by the instructor. The information is specific to each course, but is optional for instructors. **Your Blackboard course may not have a Module Page.**



Announcements keep students up-to-date on their courses.

My Calendar is specific to the course and not associated with the *Cardinal Mail calendar*.

To-Do list –Assignments created with a due date, will appear on the To-Do list. At a glance, Students will see which assignments are due and when they are due.

What's New: Notification that an item has been added, updated, submitted, or changed by a user.

Course Content

Assignments, Syllabi, Tests, Course Documents or other items placed on a Blackboard course are collectively known as *content*. Access to any content is gained by clicking on one of the content area buttons.

- Gradable items, such as assignments, tests and quizzes are located in the **Assignments** content area.
- A link to a printable course syllabus can be found under **Syllabus**.
- Links to important websites outside of Blackboard are located in **External Links**.
- Reading lists, documents, PowerPoint presentations and other items are usually located in **Course Documents**.

Download the Syllabus

1. In your course, locate the **Course Menu**, click the **Syllabus Content Area**.
2. Click the [hyperlink](#).
3. A pop-up menu will open. Click **Save** or **Open** to download or open the document. Note that you will follow the same process for accessing **Course Documents**.



Syllabus

Attached Files [Syllabus.docx](#) (1.544 KB)

Please read the syllabus

Open an Assignment

1. Open a course.
2. On the **Course Menu**, click the **Assignments Content Area**.
3. Click on the **hyperlink** for the assignment you wish to complete.
4. Read the instructions and download any documents require to complete the assignment.



Getting to Know You

Item is no longer available. It was last available on Aug 30, 2010 11:59 PM.

Enabled: Review, Statistics Tracking

Attached Files [STUDENT PROFILE.doc](#) (23 KB)

Complete this assignment and return to instructor through Blackboard. I WILL NOT accept assignments folder. Choose the Blackboard Content PDF and follow the instructions under Assignments.

Send the Completed Assignment to an Instructor

1. After you have completed the assignment, return to Blackboard and click **Assignments**.
2. Click on the assignment **hyperlink** to re-open the assignment.



Getting to Know You

Item is no longer available. It was last available on Aug 30, 2010 11:59 PM.

Enabled: Review, Statistics Tracking

Attached Files [STUDENT PROFILE.doc](#) (23 KB)

Complete this assignment and return to instructor through Blackboard. I WILL NOT accept assignments folder. Choose the Blackboard Content PDF and follow the instructions under Assignments.

3. A new page opens; fill in the **comments** (optional).
4. Click **Browse My Computer** to attach your assignment document.
5. Click **Save as Draft** if you want to review the assignment prior to submitting.
6. Click **Submit** to send the assignment to the instructor. **Submit** **Assignments MUST BE submitted in order for the instructor to download and grade them. Be sure to submit all completed assignments.**
7. The next page will inform you the assignment has been successfully submitted.

Attach File

Comments

abc

3.

Click Save as Draft to save changes and continue working later. Click Submit to finish. Click Cancel to quit without saving changes.

Take a Test in Blackboard

1. In your course, locate the **Course Menu**, click **Tests** or **Assignments Content Area** (The instructor will inform you as to where the tests are stored)
2. Click the **test hyperlink**.



Chapters 1&2 Test

Follow the instructions to complete the test

3. On the next page, click **Begin** **Begin** to begin the test.
4. Answer all of the questions, clicking **Save Answer** **Save Answer** after each question.
5. When finished with the test, click **Save and Submit** **Save and Submit**.
6. Confirm the submission by clicking **OK**.

Turnitin

Not all instructors use Turnitin. This program assists students by evaluating their term papers and other research documents to ensure that the references have been properly cited. Turn it in assignments are usually located in the assignments content area.



New Turnitin

1. Click on **Assignments**.
2. Scroll down and find the **Turnitin assignment**.

3. Click the **Turnitin** icon 

4.



5. Click to agree to the **User Agreement**.
6. To turn in an Assignment, click the **assignment Inbox**, and then lick **Submit**.
7. To set preferences, click **preferences**.
8. For help, click the **help menu**.

9. Review the form and fill out the **Submission Information**.
10. Click the **Browse** button to locate and submit your paper
11. Click **Submit**.
12. A new page opens. Check over the paper to make sure that this is the one that you want to submit, then click **yes, submit**.

#	assignment	submit	title	submitted	contents
3	New Paper	06-04-08 06-11-08	Paper.1	06-04-08	📄 .doc

13. Turnitin returns to the **assignment inbox** to ensure that the proper document has been submitted review the document information located in the **title section**, along with **the date submitted** and the **document type**.

View Grades

Grades can be accessed through **My Grades** button on the Course Menu.

My Grades						
Item Name	Details	Due Date	Last Submitted, Edited, or Graded	Grade	Points Possible	Comments
Weighted Total	Details			-	0	
Attendance	Details			-	10	
Total	Details			-	0	
Homework 1	Details	Dec 4, 2009		-	100	
Homework 2	Details	Jan 10, 2010		-	100	
Essay 1	Details	Jan 5, 2010		-	100	
Essay 2	Details	Feb 1, 2010		-	100	

1. Open the course.
2. Click on **My Grades**
3. Your Grade Center opens and displays all of your course grades.

Email

Blackboard's Email feature sends email to anyone enrolled in a Blackboard course through Cardinal Mail or Student Cardinal Mail. Email is accessed through the Email link on the Course Menu. Once a recipient or recipients are chosen, complete the message and add an attachment, if necessary.

Send Email

Instructors can send email to all or selected individual Users, Students,

- > **All Users**
Send email to all of the users in the Course.
- > **All Groups**
Send email to all of the Groups in the Course.
- > **All Teaching Assistant Users**
Send email to all of the Teaching Assistant users in the Course.
- > **All Student Users**
Send email to all of the Student users in the Course.
- > **All Instructor Users**
Send email to all of the Instructor users in the Course.
- > **Select Users**
Select which users will receive the email.
- > **Select Groups**
Select which Groups will receive the email.

Available to Select Selected

Invert Selection **Select All** Invert Selection Select All

Train, Rachel; Train, Susan; Train, Jacob; Train, Rebecca; Train, Terry; Train, Michael; Train, Kristy; Train, Amy; Terence E Peak (tpeak@uiwtx.edu)

Text Editor Field for Message

Submit

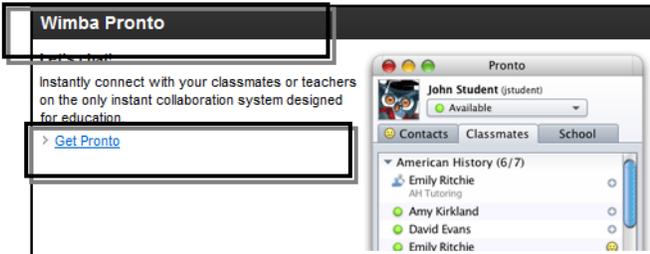
ch a file

1. Click **Email**.
2. The Recipients page opens. Click a recipient link to choose the recipient group.
 - **All Users** – Allows you to send a message to everyone in the class.
 - **All Groups** – Allows you to send a message to all of the groups.
 - **All Teaching Assistant Users** – Allows you to send a message to teaching assistants.
 - **All Instructor Users** – Allows you to send a message just to an instructor(s).
 - **Select Users** – Select from a list of everyone in the course.
 - **Select Groups** – You can send a message to selected groups.
3. Click on an individual name in the **Available to Select** section to choose a recipient.
4. Click on the **arrow**  to move the recipient name to the **selected** section.
5. Click the **revert**  button to unselect a recipient.
6. Click **Select All** to send an email to the entire class.
7. Type a **subject**.
8. Type a **message**.
9. Click the **Return Receipt** box to receive a receipt so that you know the student received the message.
10. Click **Submit**  to send the message. A copy of the message will arrive in the instructor's UIW mailbox.

Wimba Pronto

There are two chat options in Blackboard; **Wimba Pronto**, and **Blackboard Chat**. A chat session engages users in a real-time discussion with other users, access the Web, and

engage in question and answer sessions. The **Virtual Classroom** allows users to access the Whiteboard to display text and images.



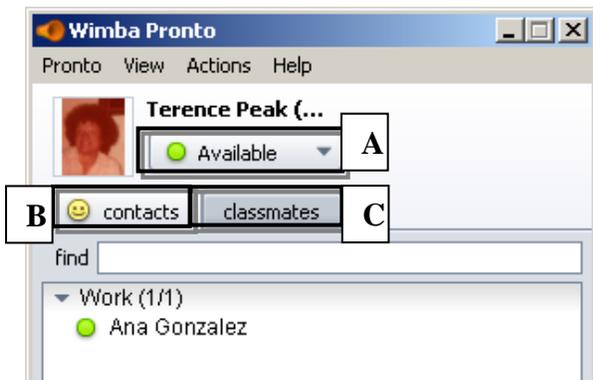
1. Log into Blackboard and locate the **Wimba Pronto** portal on the Blackboard Homepage
2. Click the **Get Pronto** link.
3. The Create account page opens. Follow the directions to create account.
4. The **Wimba Pronto download** page opens.
5. Click **Download Wimba Pronto**
6. Click **Run**.
7. Click **Run** again
8. Choose a **language** and click **OK**
9. Follow the **Next** prompts
10. Click **Agree**
11. The **Pronto Setup Wizard** opens, Follow the **Next prompts**
12. The **Completing Pronto Setup Wizard** window opens, Click **Finish**.
13. The **Wimba Pronto** icon appears on your Desktop.

Wimba Pronto Features

Wimba Pronto is a more versatile alternative to Blackboard Chat. While it does not have the Whiteboard option, Pronto does allow *all* students and organization members within a Blackboard course (or organization) to communicate with one another. In addition, users may also communicate with anyone with a UIW username.

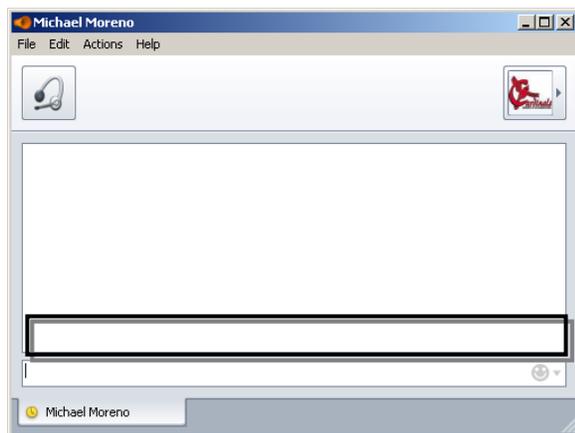


1. Click the **Wimba Pronto icon** to open Wimba Pronto.



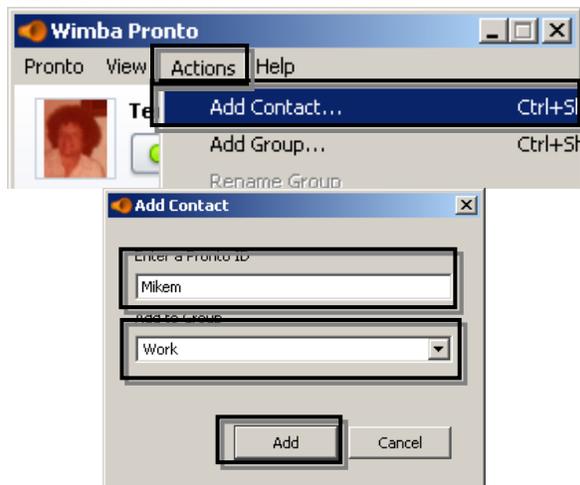
2. Note the three buttons
 - A. **Status** is your Pronto status. (i.e. Available, Offline or Idle)
 - B. **Contacts** are users on the UIW network that are added manually. Users can add anyone with a UIW username to their contact list.
 - C. **Classmates** are users in any Blackboard course or organization. If a student is enrolled in a Blackboard course or organization, they will be listed as a classmate. Classmates are listed by course and organization.

Chat



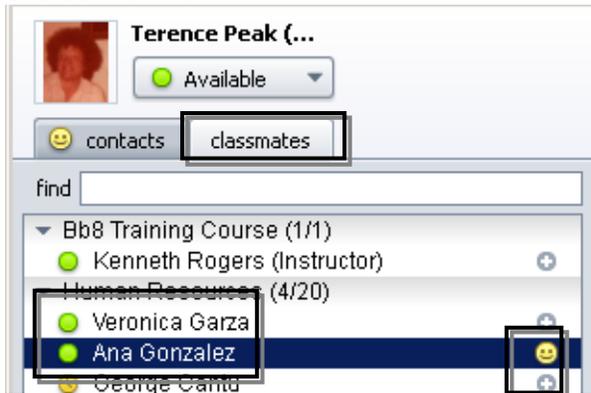
1. Double click on any name in your **Classmates** or **Contact list**
2. Type a message in the **Message Box**
3. Press the **ENTER** key.
4. Click the headphones to voice chat. (both users must have headphones)

Add Contacts



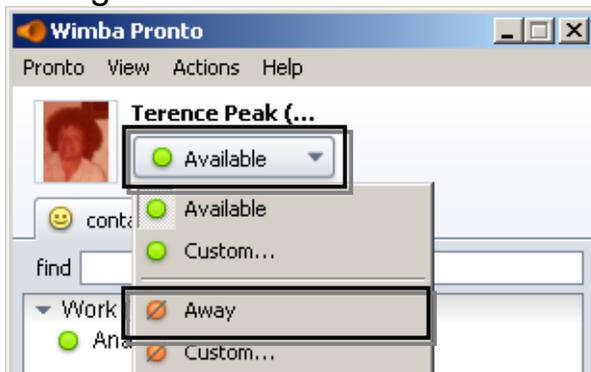
1. Click **Actions**
2. Click **Add Contact**
3. Type their UIW Username in the **Enter a Pronto ID** window.
4. Choose a **Group** (optional).
5. Click **Add**. 

Classmates



1. Click the **Classmates** tab
2. A classmate is available for chat if there is a **green dot** next to their name
3. A **classmate** is also a **contact** if there is a smiley face next to their name.
4. From the classmates list, you can add a contact by clicking on the **Plus sign**  next to their name. The **plus** becomes a **smiley face**, , and the user is added to your contacts list.

Change Status



1. Click the **Status** button.
2. Choose a **new status**.

Sign Out

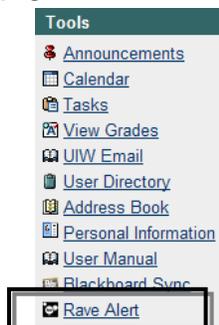


1. Click **Pronto**
2. Click **Sign Out**

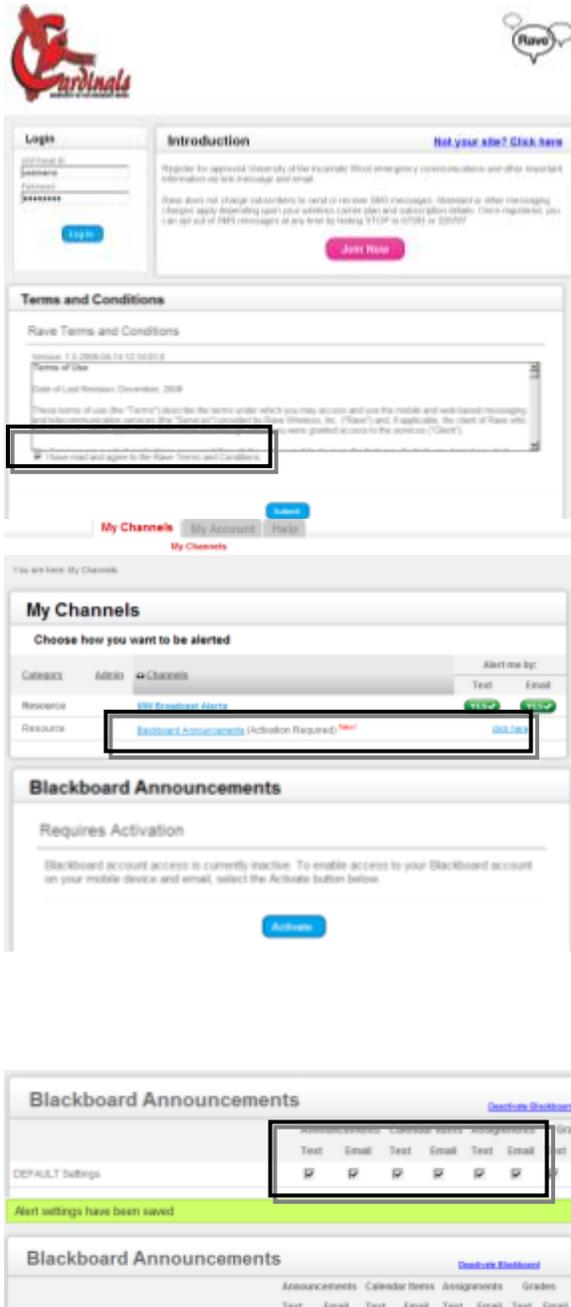
Rave Alerts

Rave alerts are available for any Blackboard course or organization. With this service, you will receive a RAVE alert each time your instructor has posted grades, announcements, calendar events, and/or assignments in Blackboard.

Activate Rave



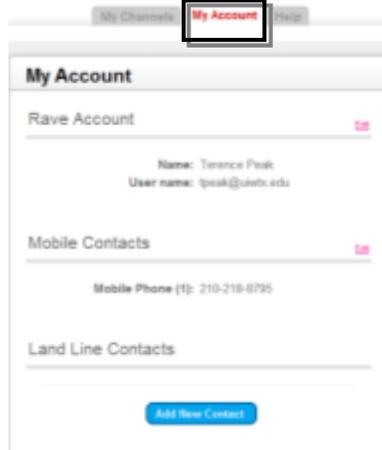
1. Log into Blackboard.
2. Click the **Rave Alert** icon on the Tools menu.



3. Login with UIW network/Blackboard username and password.
4. Click **Login.** [Log in](#)
5. If a popup window opens, click **Yes.**
6. On the **Terms and Conditions** page, check the **agreement** box. *If you have previously logged into Rave, this step will be skipped.*
7. Click **Submit.** [Submit](#)
8. Click the [Blackboard announcements](#) link.
9. Click **Activate.** [Activate](#)
10. Users may modify default settings for all courses/organizations or select their preferred settings for each individual course or organization
11. Check off each of the boxes for the *Type* (**Email** or **Text**) and the *Category* (**Announcements, Calendar, Assignments, Grades**) of Rave alerts that you want to receive.
12. **Remember that standard text messaging rates apply.**
13. Click **Submit** [Submit](#) A new page will open notifying you that the alert settings have been saved.

Edit Rave Alert Settings

Users may add three email, mobile, and land line contacts. This is useful when receiving Rave Emergency Alerts. For Bb Rave Alerts, only the preferred email and mobile contact will receive notifications. Preferred email will always be university account.



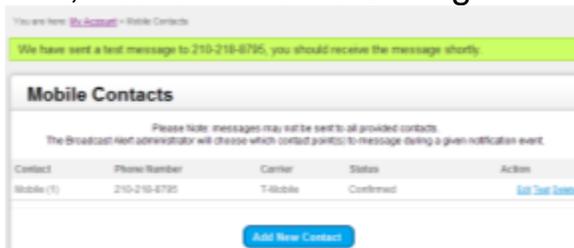
1. To edit your Rave account information, edit your mobile number, add a land line contact, and edit or add email account information, click the **My Account** tab.
2. Click the [Edit](#) link to edit account information.
3. Click **Add New Contact** [Add New Contact](#) to add a new mobile number or email address and follow the prompts.
4. Make the necessary changes
5. Click **Save**. [Save](#)

Add a land line



1. Enter the phone number *without* spaces or dashes.
2. Click **Save**. [Save](#)
3. On the next page, review the phone number.
If the number is incorrect, click [Edit](#).

Edit, Test and Delete settings



1. Click the [Edit](#) link to edit account information.
2. Click [Edit](#) to **edit** account information.
3. Click [Test](#) to **receive a test message**.
4. Click [Delete](#) to **delete** account information.

The Respondus LockDown Browser

The Respondus LockDown Browser increases the security of online testing for Blackboard administered tests and quizzes. When installed, the Lockdown Browser prevents:

- Access the address bar on their browser or the start button on their desktop.
- Access to the function keys and right-click options using the mouse.
- Exiting the test until the test is complete.
- Assessment attempts without the LockDown browser installed.
- Access to other areas of Blackboard.
- Screen captures.

Install the Respondus LockDown Browser

Respondus LockDown Browser is a customized browser that increases the security of

a Blackboard test, they are unable to print, copy, go to another URL, access other applications, or close a test until it is submitted for grading. Tests created for use with Respondus LockDown Browser cannot be accessed with standard browsers either. Respondus LockDown Browser functions much like a standard browser, but some options have been removed or work differently.

Faculty Quick Guide Mesintest Setup
 Faculty Quick Guide Installation Guide
 Video Tutorial **Windows Setup**

Respondus LockDown Browser™
Respondus LockDown Browser
Windows Installation - Work Computer

Warning: You may be unable to install Respondus Lockdown Browser to your work computer. Many IT departments prevent software installation by employees. If you're unable or not permitted to install Respondus Lockdown Browser, you may need to locate a different computer for this purpose.

If you still wish to proceed with the installation, download the browser installation program using one of the following links:

[Download Installer - Server 1](#)
[Download Installer - Server 2](#)

The file downloaded will have the name **LockDownSFX.exe**. Locate and double-click the file to start the setup process. Follow the onscreen instructions.

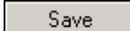
Once installed, locate the LockDown Browser icon on your desktop and double-click it to launch the software.

Respondus LockDown Browser™
Respondus LockDown Browser Installation

Click on the logo of the operating system where Respondus LockDown Browser will be installed (or, [click here](#) for more information on this product).



1. Log into Blackboard.
2. On the course homepage, locate the banner **Respondus Lockdown Browser**.
3. Choose **Windows Setup**
4. Review the warning and click an **Install Link**

5. Select **Windows** 
6. The **Download menu** opens, click **Save**.  and follow the prompts to continue the download
7. Choose **Click to Install**, and follow the prompts to complete the installation
8. The LockDown Browser icon installs on the desktop. 