Blackboard Learning System Release 9.0

Student's Quick Learning Guide

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## Getting Started

The EC Blackboard Home Page

1-Header Frame – contains your institution image and buttons to log out or to navigate to other Web pages.
2-Tabs – navigation shortcuts that access common areas of Blackboard.
3-Tools Menu – contains shortcuts to common tools.
4-EC Links – contains shortcuts to common EC links.
5-Content Frame – displays modules that contain user specific information.
Note: The Blackboard Learning System is a highly customizable application, therefore your views and features may differ from the ones contained in this guide.

Opening a Course Page

1. From the EC **Home** page view, click on the **EC Student** tab.
2. Under **My Courses**, click the name of the course you want to open.

The Blackboard Course Page
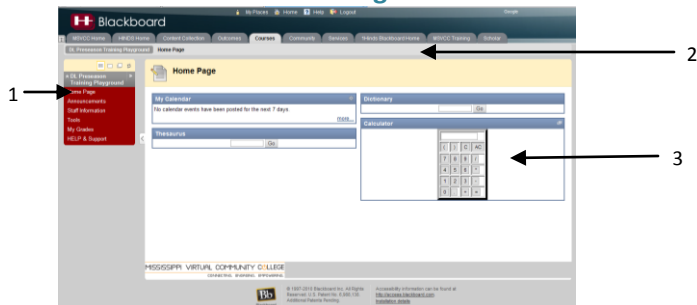
1-Course Menu – contains shortcuts to content areas of the course web site.
2- Navigation Path – contains hyperlinks to the pages the user has viewed to get to the current page.
3- Home Page – displays information and resources from your course *(this may include Announcements, To Do items, What's New, Calculator, Dictionary, and more)*
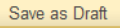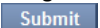
Course Content

Submitting an Assignment

The Assignment content type allows for grading and file sharing in a single course content item. An instructor may choose to use the Assignment Content type instead of the Digital Dropbox to send and receive files and comments.

1. Click the button where your instructor posts **Assignments** from the **Course Menu**.
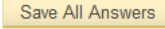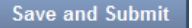2. Click the name of the assignment you want to submit. (An assignment will be marked with an assignment

 icon.

3. *Optional*: Enter comments in the **Comments** box.
4. Click the **Browse for Local File** [Browse for Local File] button next to **Attach file**.
5. Locate and select the assignment file you want to attach.
6. Click the **Open** button.
7. *Optional*: To attach an additional file, click the **Browse for Local File** [Browse for Local File] button. Locate and select the file you want to attach, and click the **Open** button.
8. Do one of the following:
- To save the assignment to send at a later time, click the S**ave as Draft** [Save as Draft] button.
- To send the assignment to the instructor, click the **Submit** [Submit] button.
9. Click the **OK** button.

Taking an Assessment

1. Click the button where your instructor posts **Assessments (Tests)** from the **Course Menu**.
2. Click the name of the assessment you want to take. (An assessment will be marked with an assessment
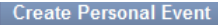
 icon.)

3. Click the **Begin** [Begin] button to confirm that you want to take the assessment. (*The gray box at the top of the page gives you information about the assessment, such as whether there is a time limit or if you are allowed to save the test and resume it at a later time*.)
4. Do one of the following:
- If your instructor allows you to save the assessment and resume taking the test at a later time, click the **Save All Answers** [Save All Answers] button and navigate away from the assessment.
- If you take the assessment, upon completion, click the **Submit** [Save and Submit] button when you are finished. Click the **OK** button to confirm that you want to submit the assessment. Click the **OK** button to review your results and click the **OK** button again.

*Note: In some types of assessments, results will not be immediately available. The instructor will grade the assessment and post the grade in the **My Grades** section of the course at a later time.*

Calendar

Creating a Personal Calendar Event

1. Click on the EC **Home** tab.
2. Click the **Calendar** shortcut in the **Tools Menu**.
3. Click the **Create Personal Event** [Create Personal Event] button.
4. Enter a title for the event in the **Event Name** box.

5. Enter a description for the event in the **Description** box.
6. In the **Event Time** section, enter or select the event date, start time, and end time. *(To quickly select a specific date, click the **Jump to** [Jump to] button and select a date in the **Calendar** dialog box.)*

7. Click the **Submit** [Submit] button and click the **OK** button.
*Note: To change what is displayed in the Calendar view, click the arrow on the **All Events** box, and select the type of events you want to display.*

Viewing Calendar Events in a Course
The calendar events that are displayed in a course are ones that have been created by the course instructor.
1. In the **Course** page, click the **Tools** shortcut in the **Course Menu**.
2. Click the **Calendar** shortcut. *(By default, today's calendar will be displayed).*
3. *Optional*: To navigate through the calendar, click on the **View Day**, **View Week**, **View Month**, and **View Year** tabs.
4. *Optional*: To go to a specific date in the calendar, click the **Jump to** [Jump to] button. Select the date and the type of view and click the **Submit** [Submit] button.
5. Click the event name to view event details and click the **OK** button.
6. Click the **OK** button when you are finished.
*Note: The calendar may also appear on the **Home Page.***

Course Tools

Viewing Grades
1. Click the **Tools** shortcut in the **Course Menu**.
2. Click the **My Grades** shortcut.
3. Click the **OK** button when you are finished.

Changing Your Password
1. Under the **Tools** module found on the **Hinds Home Tab**.
2. Click the **Personal Information** shortcut.
3. Click the **Change Password** shortcut.
4. Enter a new password in the **Password** box.
5. Enter the new password again in the **Verify Password** box.
6. Click the **Submit** [Submit] button and click the **OK** button.
7. Click the **OK** button.

Communication

Viewing Announcements in the Hinds Student Tab
1. Click the announcement name that you want to view under the course name in the **My Announcements** module.
2. *Optional*: To view announcements for other courses, click the arrow on the box in the upper-right corner and select a course or option from the resulting menu and click the **Go** [Go] button.
3. Click the **OK** button to return to the **Home** Page.

Viewing Announcements in the Course Page
In most courses, the **Announcements** page is displayed when you access your course page. To access the **Announcements** page while you are working in another section of the course page, click the **Announcements** shortcut in the **Course Menu**.
*Note: To view additional announcements, click on the **View Today**, **View Last 7 Days**, **View Last 30 Days**, or **View All** tabs in the **Announcements** page.*

Sending an E-mail Message
1. Click the **Tools** shortcut in the **Course Menu**.
2. Click the **Send Email** shortcut.
3. Do one of the following:
   - *To send an e-mail message to all users in a certain group*, select **All Users**, **All Groups**, **All Students Users**, **All Teaching Assistant Users**, or **All Instructor Users**.
   - *To send a message to sepcific users or groups*, **select Select Users** or **Select Groups** and select the users or groups you want to send the message to.
4. Enter a subject for the message in the **Subject** box.
5. Enter e-mail text in the **Message** box.
6. *Optional*: To add an attachment, click the **Attach a file** shortcut and click the **Browse** [Browse...] button. Locate and select the file that you want to attach and click the **Open** button.
7. Click the **Submit** [Submit] button to send the message.
8. Click the **OK** button and click the **OK** button again.

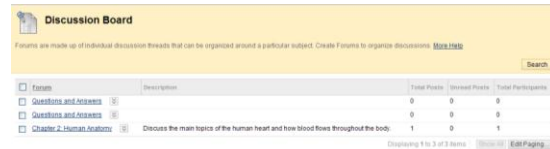# Blackboard Learning System Release 9.0

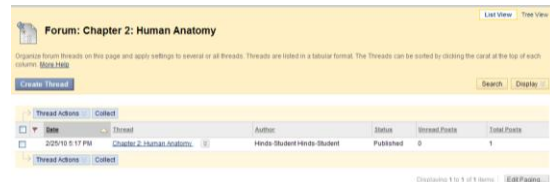## Student's Quick Learning Guide

Discussion Boards

Viewing a Discussion Board Forum

1. Click the **Discussion Board** shortcut in the **Course Menu**. *(You can also click the **Tools** shortcut and click the **Discussion Board** shortcut.)*
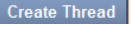2. Click the forum name to access the forum.

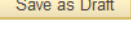3. Click the thread name to read the thread.

4. Click the **OK** button when you are finished.

Creating a Discussion Thread

1. Click the **Discussion Board** shortcut in the **Course Menu** or from **Tools** shortcut in the **Course Menu**.
2. Click the forum name to access the forum.
3. Click the **Create Thread** button.
4. Enter a subject in the **Subject** box.
5. Enter thread text in the **Message** box.
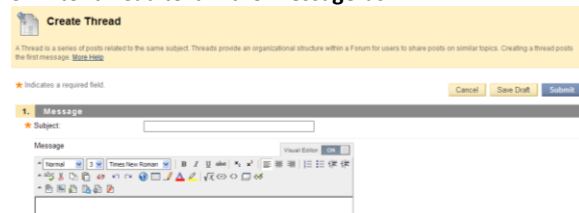
6. *Optional*: To add an attachment, click the **Attach a file** shortcut and click the **Browse** button. Locate and select the file that you want to attach and click the **Open** button.
7. Do one of the following:
   - *To save the thread to post at a later time*, click the **Save as Draft** button.
   - *To post the thread*, click the **Submit** button.
8. Click the **OK** button.
*Note: To post a thread that you have previously saved, click the arrow on the **Display** box, select **Show All** from the resulting menu. Click the name of the draft thread, click the **Edit** button, click the **Submit** button, and click the **OK** button.*

Replying to a Thread

1. Click the **Discussion Board** shortcut in the **Course Menu**.

2. Click the forum name to access the forum.
3. Click the thread name to open the thread.

4. Click the **Reply** button.
5. Enter reply text in the **Message** box.
6. Click the **Submit** button and click the **OK** button.

Collaboration

The Blackboard collaboration tools allow you to participate in real time lessons and discussions. There are two types of collaboration sessions. The Virtual Classroom allows students and instructors to participate in question and answer sessions, browse the Web, and chat with other users. The Lightweight Chat contains only the chat feature.
Note: You need the Java Plug-in to access collaboration tools. You will not be able to access these tools if you have a pop-up blocker enabled.

Joining a Session

1. Click the **Tools** shortcut in the **Course Menu**.

2. Click the **Collaboration** shortcut.
3. Click the name of the session you wish to join.
4. Choose **Click here for an Accessible Version** (if the classroom does not automatically load)**.
5. When you are finished with a session, click the **Close** button to close the session window.
6. Click the **OK** button.
*Note: To search for a session, enter the name of the session you want to search for in the **Search** box and click the **Search** button.*

Using the Chat Feature

You can access the chat feature at the bottom of the Virtual Classroom window or you can access a Chat session that contains only the chat feature.
1. In the **Virtual Classroom** or **Chat** window, enter the text you want to display in the Compose box.

2. Click the **Send** button to display the text in the chat area.

*Note: You can also click the **Compose** button and enter text in the **Compose Message** dialog box.*
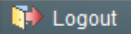
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Extras

Logging Out

Click the **Logout** icon in the **Header Frame** to log out of your Blackboard session. It is important that you log out when you are finished with your session, especially if you are using a public computer, so that others cannot gain access to your account information.

Getting Help

Using the User Manual

1. In the **Course** page, click the **Tools** shortcut in the **Course Menu**.

2. Click the **User Manual** shortcut.

3. *Optional*: To search for **Help** information, enter the text you want to search for in the **Search** box and press the **Enter** key.

4. Click on a topic to view **Help** text for the topic. When you are finished, click the **Close** button to close the **Help** window.

*Note: Click the **Help*** *icon in the **Header Frame** to access your institution's Blackboard Help.*