

Blackboard 5 Level One Student Manual

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Chapter 1 – Welcome to Blackboard 5

Introduction

Blackboard 5 Student Manual	Blackboard 5 offers students a robust set of tools, functions, and features for learning. The <i>Blackboard 5 Student Manual</i> details the tools and functions available to students.
	The <i>Blackboard 5 Student Manual</i> begins by contextually reviewing the teaching and learning environment for students. The bulk of the manual is dedicated to the course Web site tools and functions available students.
In this chapter	 This chapter introduces Blackboard 5 with sections covering: Blackboard 5 Overview Blackboard 5 Tab areas Course Web Sites Blackboard 5 Gateway

Blackboard 5 Overview

Introduction	Blackboard 5 is a comprehensive and flexible e-Learning software platform that delivers a course management system, and, with a Level Two or Level Three licen a customizable institution-wide portal and online communities. In addition, a Leve Three license includes advanced integration tools and APIs to seamlessly integrate Blackboard 5 with existing institution systems. Blackboard 5 has evolved from the Blackboard's award winning Course Info [™] software.	l
Blackboard 5 learning environment	The Blackboard 5 learning environment includes a header frame with images and buttons customized by the institution and tabs that navigate to different areas withi Blackboard 5. Clicking on a tab will open that area in the content frame. Web page containing specific content, features, functions, and tools are accessed from the tab areas.	es
Header frame	Your Institution UNIVERSITY Image: Constant State Image: Constant Image: Constant State	
Tabs Content frame	Image: State sta	

Blackboard 5 Overview, continued

Header frame

The header frame contains a customizable institution image, e-commerce space (if enabled), and navigation buttons that allow the user to access the institution home page, access Blackboard 5 help, and logoff of Blackboard 5.



The table below details the buttons that appear in the header frame and their functions.

Button	Description
Home	Click Home to return an institution home page. This URL is set by the system administrator.
(?) Help	Click Help to access the Blackboard help site. This URL is set by the system administrator.
Logout	Click Logout to end a session.

TabsThe tabs are navigation tools that access the content areas of Blackboard 5. Click on
a tab to access a tab area.

Content frame The content frame always contains one of the following pages:

- **Tab area**: The area that appears in the content frame when a tab is clicked. Tab areas hold broad information and allow the user to access Web pages containing specific content and features.
- Web page: A Web page appears in the content frame when accessed through one of the navigational tools described below. Web pages contain specific content or features and originate from tab areas.

Blackboard 5 Overview, continued

Navigating within Blackboard 5 Blackboard 5 contains several ways to move from one area or page to the next. Only the material in the content frame changes when moving to a new area or page. The tabs and header frame are always available for quick access to those navigation features.

The table below describes each navigation tool available in Blackboard 5.

Navigation Tool	Description
Tab My Institution Courses	Click on a tab to navigate to an area. Tabs are always available no matter what page or area appears in the content frame.
Button Image: Description Home Link Browse Course Catalog	Click on a button to navigate to a page within Blackboard 5. Some buttons also lead to areas outside of Blackboard 5. In addition, buttons execute functions. Click on a hypertext link to access another Web page within Blackboard 5. The page will appear in the content
Image Your Institution UNIVERSITY	frame. Links can also open Web sites outside of Blackboard 5. Click on an image to navigate to another page. The customized images that appear in Blackboard 5 can be linked by the administrator to another URL.
Path ADMINISTRATION PANEL > CREATE COURSE	Click on one of the hypertext links that appear in the navigation path to access that page. The navigation path appears at the top of pages to allow users to quickly return to a previous page that led to the current page.

Blackboard 5 Tab Areas

Overview The Blackboard 5 tab areas contain content specific to the institution and user. The administrator customizes the appearance and features of each area to present a robust, individualized learning environment to each user.

My Institution
tabThe My Institution tab area contains tools and information specific to each user's
preferences. Tools and information are contained in modules, which users can add
and remove from their My Institution tab area. While users can choose which
modules appear, the administrator may restrict access to or require specific modules.

My Institution Courses	INTITUTION UNIVERSITY Web Resources Watern Web Resources Watern	
TOOLS	Welcome, Susan! Today's Announcements	My Courses
⊞ <u>Calendar</u> ≌ <u>Tasks</u> ⊠ <u>Mγ Grades</u>	Dining Hall open for an extra hour tonight more	Courses you are teaching:
Send E-mail <u>Send E-mail</u> <u>Send E-mail</u> <u>Send E-mail</u>	Today's Calendar 10:25 AM - 03:25 PM	Today's Tasks Personal Tasks
E Personal Information	Intramural Sports Registration Register to participate in an intramural sport for the fall semester. Registeration will take place at the main entrance to the Student Athletics Center.	Finish draft of English paper In Progress Course Tasks No Course Tasks Due Today
	more	<u>more</u>

Courses tab

The Courses tab area lists courses specific to each user as well as the Course Catalog for the institution. User courses are listed by role: courses that a user teaches as an instructor and courses that a user takes as a student. Users simply click on a course from the Courses tab area to access the course Web site.

	NSTITUTION UNIVERSITY Web Resources System Web Resources System	
COURSE SEARCH	🎯 Course List	💷 Course Catalog
advanoed search	Courses you are teaching:	Fall Semester Spring Semester
OFF-CAMPUS LEARNING	Course ID: AMHIST101 Instructor: Susan Taylor	Browse Course Catalog
Online Tutor Click here for help with any subject from a leading Writing Center Click here for help preparing papers for class	Courses in which you are enrolled: None:	
SEARCH THE WEB		

Blackboard 5 Tab Areas, continued

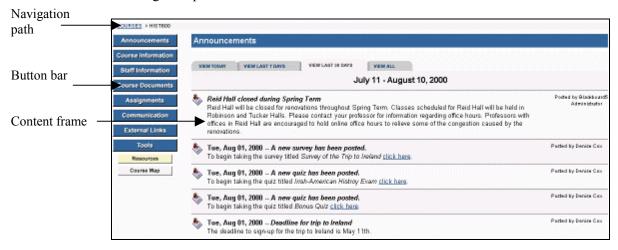
Academic Web
Resources tabThe Academic Web Resources tab area provides direct access to Blackboard's
Resource Center where users explore a number of knowledge areas. Users can
customize the Resource Center to provide quick access to their preferred subject
matters. Please refer to the *Blackboard 5 Resource Center Manual* for more
information.

Bb Blackboard Black Resou		No East a business classes suffers the date Heriot-Watt University
Resources Login Register P <u>ICEPE</u> - RESOURCES MAIN PAGE Welcome! - First Time? Click-hare - Take a fact and rest rul new frathers - Chack out our brin restion	Relcome to the Reso	Purce Center, your source for nal content and information.

Course Web Sites

Overview Each course offered by an institution is hosted on a Web site. Course Web sites contain all the content and tools required to teach a course. While the instructor has control over the course Web site, the administrator sets overrides that restrict or require content areas and tools.

Course Web site A course Web site consists of a navigation path, a button bar, and a content frame. The navigation path allows users to return to any page accessed between the main course page and the current page. The button bar links users to the available content areas and tools. The content frame displays Web pages accessed through the buttons or navigation path.



Course Web Sites, continued

Course Web site functions

The table below includes information on the components of a course Web site. The names of the areas are customizable by the instructor or the system administrator.

Area	Description
Announcements	Announcements post timely information critical to
	course success. Announcements occupy the Main Frame
	upon entry to a course Web site and can also appear on
	the My Institution and Courses area depending on system
	configuration.
	Click Announcements from the course Web site tool bar
	to view course announcements.
Course Information	Course Information displays descriptive materials about
	the course. Materials usually posted here include:
	syllabus and course objectives.
Staff Information	Staff Information provides background and contact
	information on course instructors and teaching assistants.
Course Documents	Course Documents contains learning materials and
	lesson aids, such as lecture notes.
Assignments	Assignments lists the due date and description for class
	work. The instructor posts assignments and can modify
	the task and due date.
Communication	Course users communicate through the Communication
	Center. The Communication Center allow users to:
	• Send and receive email
	• Read and post messages to discussion boards
	Enter Virtual Classroom
	• View student roster
	• View group pages.
External Links	External Links connects course users to outside learning
	materials. Instructors may select outside materials and
	post a hyperlink and brief description for each external
	source.
Tools	Tools that can be used in the course Web site. The tools
	include: Digital Dropbox, Edit Home Page, Personal
	Information, Course Calendar, Check Grade, Manual,
	Tasks, and Electric Blackboard.

Course Web Sites, continued

Course Web site functions (continued)

Area	Description
Resources	Accesses to the Blackboard 5 Resource Center. The
	Resource Center is a customizable Web site of
	educational resources. For more information about the
	Resource Center please refer to the Blackboard 5
	Resource Center Student Manual.
Course Map	Allows easier course Web site navigation. The Course
-	Map connects to an expandable and collapsible
	bookmark.

Blackboard 5 Gateway

Introduction

Overview	To utilize the exciting features of Blackboard 5 users must have a valid username and password. The Gateway page welcomes users and provides a login button to access Blackboard 5. Before logging into Blackboard 5, a user must have a valid user name and password.
Blackboard gateway page	<section-header><text><section-header><section-header><complex-block><complex-block><complex-block><complex-block></complex-block></complex-block></complex-block></complex-block></section-header></section-header></text></section-header>
Available functions from the gateway area	 The following buttons appear on the Gateway page: Login: Users can login into their account from the Blackboard 5 Gateway page. Course Catalog: Browse the Course Catalog. Create Account: Users can create an account to Blackboard 5 Gateway page.



The **Course Catalog** and **Create Account** buttons may not appear depending on institutional preferences.

Creating an Account

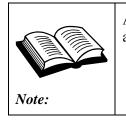
Overview	2	own account from the Gateway page if the function is a administrator. When creating an account, be sure to keep the rd secure.
Create an account		isers click Create Account from the Blackboard 5 gateway identifies the required information needed to create an
	Create New Account	
	Personal Information	
	First Name: Middle Name: Last Name: Email: Student ID:	
	Account Information	
	* User name: * Password: * Verify Password:	
	Other Information	
	Gender: NotDisc Education Level: Birthdate:	lased V
	Personal In	formation
	First Name:	Enter the user's first name.
	Middle Name:	Enter the user's middle name

First Name:	Enter the user's first name.	
Middle Name:	Enter the user's middle name.	
Last Name:	Enter the user's last name.	
Email:	Enter the user's email address.	
Student ID:	Enter the user's student ID as defined by the institution.	
Account Information		
User Name:	Enter a user name.	
Password:	Enter a password.	
Verify Password:	Enter the password a second time to verify.	

Creating an Account, continued

Create an account (continued)

Other Informat	ion
Gender:	From the drop-down menu select the user's gender.
Education Level:	From drop-down menu select the user's education level.
Birthdate:	Enter the user's birth date.
Company:	Enter the user's company.
Department:	Enter the user's department.
Job Title:	Enter the user's job title.
Address:	Enter the user's address.
City:	Enter the user's city.
State/Province:	Enter the user's state.
Zip Code/Postal Code:	Enter the contact's ZIP code or postal code.
Country:	Enter the contact's country.
Web Site:	Enter the URL of the contact's personal Web site.
Home Phone:	Enter the user's home phone number.
Work Phone:	Enter the user's work phone number.
Work Fax:	Enter the user's fax number.
Mobile Phone:	Enter the user's mobile phone number.



All fields with an * must be completed to create a Blackboard 5 account.

Entry Page

Overview By logging into Blackboard 5, users can access a secure environment to view courses, obtain course documents, view organization information and much more.

Login page

From the Gateway page, click **Login**. The Entry page will appear as shown below.

D1	Welcome	Have an Account? Login Here.
Blackboard www.blackboard.com	Welcome to Blackboard 5 . Please enter your User Name and Password to access your e-Learning system.	Hypou alwash have an account, enter year legin information here and slick the "Logis" button halow. Otherwise, leave black and of its the other options to the left.
"Preview" button	(Peeae) In account by clicking the	USERNAME: PASONORO: Constitute caseso 27 Login
	Capyright © 1987-2000 Blacks and	ino. All fights reserved.

Entry fields

The table below details the entry fields on the Entry page.

Account Login	
Username:	Enter username.
Password:	Enter password.
Login:	Click the Login button to enter Blackboard 5.

Entry Page, continued

Available functions The table below presents the functions available to users on the Entry page.

То	click
preview the Blackboard 5 environment	Preview.
create an account	Create.
Obtain a new password	Forget your password? to access the
_	Lost Password page.

Lost Password Page

Overview	If users forget or lose their password, they must complete the form below to obtain a new password. Users will need to create a new password based on instructions received in an email from Blackboard.		
Forgot your password page	To receive password information, users must enter their first and last name to receive password information. Additionally users have the option of entering a user name or an email address to verify password information.		
	Lost Password		
	Enter Account Information		
	Fyou have forgotten your password, enter your First Name, Last Name and User Name or your First Name, Last Name and e-mail below. In order to change your password, you must have provided an active e-mail address when registering for your account. You will receive an e-mail message with instructions to make the password change. Your current password will remain active until you respond to the e-mail.		
	FIRST NAME:		
	LAST NAME:		
	USER NAME		
	or		
	FIRST NAME:		
	LASTNAME		
	E-MAIL:		
	Ø Submit		
	Click "Submit" to finish. Click "Cancel" to abort this process.		
	(Freed) (Educe)		
	Carcel Subrot		

Entry fields

The table below details the entry fields on the Lost Password page.

Account Information	
First Name:	Enter the first name.
Last Name:	Enter the last name.
User Name:	Enter the user name.
Email:	Enter your email address.

Course Catalog

Overview The Course Catalog lists all courses offered at the Institution, in defined categories such a semester and subject matter. The Course Catalog page allows users to search for courses via keyword or a specific category. The system administrator sets the categories.

Course Catalog
pageBy clicking on the hyperlink of a specified course, users are given instructor
information and course description. From that point, users are also able to enroll,
preview, or log into a course depending on how the institution customizes
Blackboard 5.

Course Catalog	
	Search for a Course: astrungeducencet.
CATEGORIES	
 Fall Catalog Summer Catalog 	🐚 Spring Catalog

Available functions

The table below details the available functions on the Course Catalog page.

То	click
search for a course	within the search box, enter keyword
	and click Go.
perform advanced searching	Advanced Search hyperlink and
	provide the search criteria in space
	provided, to complete click Search.
browse the Course Catalog	hyperlink of the semester or courses to
	view.

Browsing the Course Catalog

Browse the **Course Catalog** From the Login page students are able to browse the course catalog and preview courses as guest. To browse the course catalog follow the steps below.



The Instructor determines whether students are allowed to preview a course prior to enrollment. Thus, this option may not be available for all courses.

Note:

Step	Action
1	Click Course Catalog.
2	From the Welcome page, click Preview .
3	From the Course Catalog page, click the hyperlink of the course you wish to preview.

Search for a course in Course Catalog

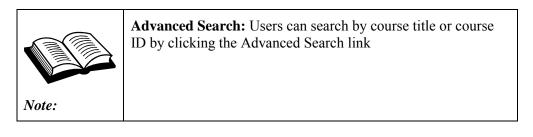
Follow the steps below to search for a course from the Course Catalog main page.

Course Catalog		
	Search for a Course:	
CATEGORIES		
Sall Catalog	🐚 Spring Catalon	
Summer Catalog		

Browsing the Course Catalog, continued

Searching for a course in Course Catalog (continued)

Step	Action
1	Click the text box and enter the keyword or course.
2	Click Search.



View all courses in the Course catalog

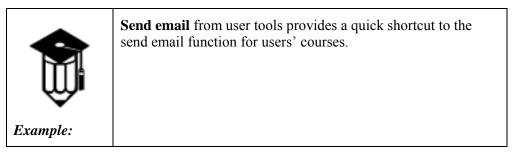
•	Course Catalog		
		BEARCH A.2,04 LIST ALL	
		NOTE: Depending on the number of records, this function may take some time to process. Click the List All button to show the list.	
	rse(s) located aying records 1-3	einele comb	
m	Irish-American History (HIST600) Professor Denise Cox		
	This course is a virtual look at hish A course ends with a 12 day trip to held	merican, which includes the potato famine, geneology, Catholicism and English history. The and	Lopin
Ø	Irish American History (HST600x) Professor Deniae Cox		
ഞ	Math for Teachers (MATH201)		Login Preview
	Professor Devise Cox This course is designed for students	maining in teaching	(Login)
	THE COURT IS SUBJECT IN COMPTLY	nnalennik ni newninik	

Chapter 2 – User Tools

Introduction

Overview

The Tools box provides quick access to system tools from the My Institution area. The user tools allow users to access several tools that appear in course Web sites on a system-wide scale as well as some unique tools such as the User Directory.



Tools box The Tools box appears on the left side of the My Institution area.

	My Institution Courses	INSTITUTION UNIVERSITY Home Help Logout	
Tools box	TOOLS	🛄 Welcome, Susan!	
	Calendar	Today's Announcements	My Courses
	Calendar Calendar Calendar	 Dining Hall open for an extra hour tonight 	Courses you are teaching:
	My Grades	more	🛤 Survey of American History
	Send E-mail	Today's Calendar	
	User Directory		Today's Tasks
	Maddress Book	10:25 AM - 03:25 PM	Personal Tasks
	E Personal Information	Intramural Sports Registration Register to participate in an intramural sport for the fall	Finish draft of English paper In Progress
		semester. Registeration will take place at the main entrance	Course Tasks
	SEARCH THE WEB	to the Student Athletics Center.	No Course Tasks Due Today
	(CO)	more	more

In this chapter This chapter contains information on the following topics:

- <u>Announcements</u>
- <u>Calendar</u>
- <u>Tasks</u>
- My Grades
- <u>Send Email</u>
- User Directory
- Address Book
- Personal Information

Announcements

Announcements

Overview	Users view important messages from the institution staff a Announcements page. Users can sort announcements by c institution) and post date.	2	
Announcements page	Click Announcements from the Tools box on the My Inst Announcements page will appear as shown below. Click t select a category of announcements to view. Click on the announcements for a specific time period.	the drop-down a	
	Mr/INSTITUTION - ANNOUNCEMENTS		
		Show Al	×
	VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL		
	Thursday, August 10, 2000		
	Reid Hall closed during Spring Term Reid Hall will be closed for renovations throughout Spring Term. Classes scheduled for Reid Hall will be held in R Please contact your professor for information regarding office hours. Professors with offices in Reid Hall are encl hours to relive sched of the compaction caused by the renovations.		Partied by DiaxibourdS Administration

Calendar

Calendar		
Overview	Users manage their course, institution, and perso Upcoming and past events can be viewed daily, into categories.	•
Calendar page	Click Calendar from the Tools box on the My I will appear as shown below. The default view sh users may also select a weekly or monthly view.	hows the day's events, however,
	VEW DWY VIEW WEEK VIEW WONTH	
	4i Thursday, July 6, 20	40 000
	AM 6:00 6:30 7:00 7:30 8:00 Antes Shannon Airpot 8:10 am. 8:30 9:00 9:00 9:00 9:00 10:00 10:00 10:00 11:00	HISTERD
	11:30 PM 12:00	

Calendar, continued

Available functions To use the functions available on the Calendar page, follow the table below.

То	click
create an event and add it to the calendar	Add Event.
view events for a specific date and time	Quick Jump . From here, select a date and time and the calendar will immediately display events for that time.
view events by group	the drop-down arrow and select a category. Categories include:
	All eventsMy Events
	Institution events
	• Courses
	Specific courses
view events by day, week, or month	either the View Day, View Week, or View Month tab.
view previous or future	the arrows to the left of the current day, week, or month.
events	Click the arrows to the right to view future events.
view event details	a calendar event.
modify an event	Modify.
remove an event	Remove . This action is irreversible.

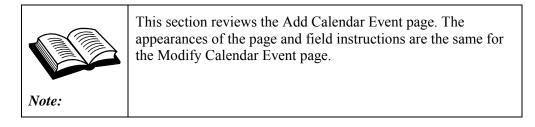
View Events Click on an event to view event details. The Calendar: View Event page will appear as shown below.

		Arrive Shannon Airport 8:10 am
Date:	Thursday, July 6, 2000	
Start Time: End Time:	08:10 AM 08:10 AM	
Category:	Course (HIST680)	

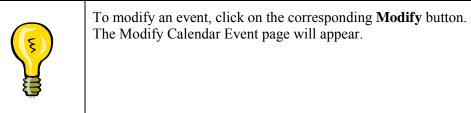
Add or Modify Calendar Event

Overview

Events may be added or modified through the Add Calendar Event page or Modify Calendar Event page. The fields on the Add Calendar Event page and Modify Calendar Event page are the same. The Add Calendar Event page and Modify Calendar Event page function in a similar manner. The difference being, the Add Calendar Event page opens with empty fields while the Modify Calendar Event page opens with populated fields.



Add CalendarClick Add Event from the Calendar page. The Add Calendar Event page will appear
as shown below.



MY INSTITUTION + CALENDAR			
Add Calendar Eve	Add Calendar Event		
Event Information	Event Information		
Event Title:	Arrive Shannon Airport B10 am		
Event Description: (295 characters maximum)			
	∉ Plain Text C HTML		
Ø Event Time			
Event Date:	July B B 2000 P		
Event Start Time:	8 01 10 424 9		
Event End Time:	8 9 10 9 424 9		

Add or Modify Calendar Event, continued

Create Event fields

The table below details the entry fields on the Create Event page and Modify Event page.

Event Informa	ation
Event Title:	Enter the title of the event. This title will appear on the Calendar page at the date and time indicated on the Event Time fields.
Event Description:	 Enter a description of the event. Click on a text type for the description from the following options: Smart Text: Displays text as written and creates links to URLs and email addresses that appear in the text. Plain Text: Displays text as written. HTML: Displays text as coded using HTML tags.
Event Time	
Event Date:	Click the drop-down arrow and select date values.
Event Start Time:	Click the drop-down arrow and select time values.
Event End Time:	Click the drop-down arrow and select time values.

Quick Jump

Overview The Quick Jump page allows users to quickly view a portion of the calendar. Quick Jump is useful when looking for events planned months in advance of the current date. It is also useful for looking up the events of a past day, week, or month.

Quick Jump page Click **Quick Jump** from the Calendar page. The Quick Jump page will appear as shown below.

MY	INSTITUTION > CALENDAR
1	Calendar Quick Jump
10	
0	Calendar Quick Jump
1	
- 1	16 mm Color day months for a second field data the selection the data and view below.
- 1	View Calendar events for a specific date by selecting the date and view below.
- 1	C Development of the second second
- 1	Prease select the date you wish access.
- 1	July 💌 📴 💌 2000 💌
- 1	July 🗶 📴 🗶 2000 🗶
- 1	
- 1	Please choose the type of view you wish to access the specified date.
- 1	C Morth
- 1	C Work
- 1	
- 1	@ Day
_	
0	Submit
- 1	Click "Submit" to finish, click "Cancel" to abort this process. Cancel) Submit)
_	

Quick Jump fields The table below details the entry fields on the Quick Jump page.

Calendar Quick Jump		
Please select the date you wish to access.	Click the first crop-down arrow to select a month. Click the next drop-down arrow to select a day and click the last drop-down arrow to select a year. The My Calendar page will appear with the entered date.	
Please choose the type of view you wish to access the specified date.	 Click on an option to indicate the type of calendar view: Month will display the month that the date falls. Week will display the week that the date falls. Day will display that date only. 	

Tasks

Tasks			
Overview	The Tasks page organizes projects (referred tracks task status.	to as tasks), defines task	priority, and
	A user can create tasks and post them to the tasks to their page, instructors can post tasks and system administrators can post tasks to	s to users participating in	· ·
Tasks page	Task information is arranged in columns that and due date. Click Tasks from the Tools box on the My The Tasks page will appear as shown below	Institution area to access t	
	MC HETILUTAN > TASKS	·	
	ten in the second seco	AllTasks	
	PROFITY SURJECT	STATUS DUE DATE NOT STARTED Jul 5, 2000	(Rod Ny)
	🚳 * Sell back books	NOT STARTED Aug 10, 2000	(Modify) (Remove)
	Find out what assignments are due befor class begins	MOT STARTED Aug 17, 2000	(Hodily) (Remove)

Continued on next page

OK

Tasks, continued

Available	
functions	

To use the functions available on the Tasks page, follow the table below.

То	click	
narrow the list of task	the drop-down arrow and select a task category.	
to one subject		
create and post a task	Add Task to access the Create Task page.	
modify a task	Modify to access the Modify Task page for a particular	
	task.	
remove a task	Remove . A box will appear asking to verify that a task	
	should be removed. This action is irreversible.	
change or update the	on the current status. Task status can be one of the	
status of a project	following three options:	
	Not Started	
	In Progress	
	• Completed.	
view the details of a	on a task link to view details.	
particular task		

View Task details Click on a task from the Task page to view task details. The task details display the task name, due date, priority, status, and description of the task.



Add or Modify a Task

Overview The Add Task and Modify Task pages contain the same fields and function the same way. The Add Task page opens with empty fields while the Modify Task page opens with the fields populated with information on a specific task. This section reviews the Add Task page.

Add Task page Click Add Task from the Tasks page or Modify corresponding to a specific task. The Add Task page will appear as shown below.

MY INSTITUTION > TASKS	> ADD TASK
📋 Add Task	
Task Informati	
U rask mormau	511
Task Title:	Sell beck books
Description:	
	€ Smat Text, ○ Plain Text, ○ HTML
Due Date:	
Due Date:	August 💌 10 💌 2000 💌
0.7.1.0.1	
Task Options	
Priority:	Normal
Status:	Not Started •
Submit	
C	

Add or Modify a Task, continued

Add Task fields

ds The table below details the entry fields on the Add Task or Modify Task page.

Task Information			
Task Title:	Enter the title of the task.		
Description:	 Enter a description of the task. Select a text type for the description from the following options: Smart Text: Displays text as written and creates links to URLs and email addresses that appear in the text Plain Text: Displays text as written HTML: Displays text as coded using HTML tags. 		
Due Date:	Select the date the task is due from the drop-down list. Click the drop-down arrow and select date values.		
Task Optio	Task Options		
Priority:	 Select a priority. The options are: Low (task appears with a blue arrow pointed down) Normal High (task appears with a red arrow pointed up) The selected priority appears on the Tasks page. 		
Status:	 Select a status. The options are: Not started In progress Completed. The selected status appears on the Tasks page.		

My Grades

My Grades Overview Users can check grades and performance statistics from the Check Grades page. The Check Grades page lists each user's courses. Users click on a course to access a report. **Course Grades** Click My Grades from the Tools box on the My Institution area. The Check Grades page will appear as shown below. Click on a course to view grades or performance statistics for that course. MY INSTITUTION > MY GRADES 🕅 My Grades Courses you are enrolled in: Irish-American History (HIST600) Irish-American History (HIST600A) Organizations you are enrolled in: • College Democrats (CDEM) ок)

Continued on next page

My Grades, continued

View Grades

Click on a course from the Check Grades page to view statistics for that course. The statistics report displays an overview of user performance and below that, a Scores table that details performance on tracked assignments. The Scores table displays the date, name, score, points possible, and class average of each tracked assignment.

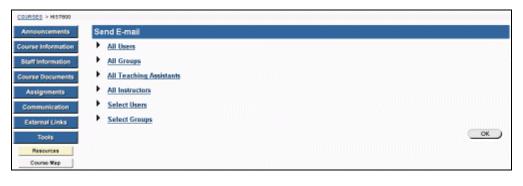
	MY INSTITUTION > MY SHADES > GRADES FOR HISTOOD				
2	User Statistics				
	Average Points/Asse	essment 15			
	Assessment Average	e 35.2%			
	Total Points	30			
6	Scores				
	<u>Date</u>	ltem	Score	Possible	Class Average
	Aug 1, 2000	Banus Quiz		25	NG
	Aug 8, 2000	Irish-American Histroy Exam	39	80	34
	Aug 8, 2000	Survey of the Trip to Ireland	J.	NGA	N/A
					OK

Send Email

Send Email

Overview	Users access email functions for specific courses through the Send Email page. Users are able to send messages to other course participants.
Send Email page	Click Send Email from the Tools box on the My Institution area. The Send Email page will appear as shown below. Click on a course to access the Send Email tool for that course.
	MUNISTITUTION > SEND GAMAL
	Courses you are enrolled in: Irish-American History (HISTB00) Irish-American History (HISTB00a)
	Organizations you are enrolled in: College Democrats (CDEM) OK

Send Email tool Click a course and the Send Email tool for that course will appear as shown below.



Continued on next page

Send Email, continued

Available functions	The following functions are available from the Send email page.
	• All Users: Sends email to all users in a specified course.
	• All Groups: Sends email to all of the groups in a specified course.
	• All Teaching Assistants: Sends email to all of the teaching assistants in a specified course.
	• All Instructors: Sends email to all of the instructors for a specified course.
	• Select Users: Sends email to a single user or select users in a specified course.
	• Select Groups: Send email to a single group or select groups in a course.

Click All Users and the Send email page will appear as shown below. Send Email – All Users



To minimize the distraction of long lists of To: addresses, and to make the re-use of the address lists more difficult for potential spammers all destination addresses are placed into the mail message's Bcc: (Blind Carbon Copy) field upon receipt.

Note:

	All Users
rse information	Enter Message Details
nse Documents sesignments ommunication xternal Links Toolis Resources Course Map	To: Smith, John, McEntire, Laura; Clinton, William, Potter, Henry; Doe, Jane; Cox, Denise; Smith, Belt; Frem: bsmith@yourinstitution.com Subject: Message:
	Set Message Options

Continued on next page

Send Email, continued

Entry fields

The table below details the entry fields on the Send Email page.

Select Students		
То:	All users enrolled in the course will appear.	
From:	The user's email address will automatically be displayed in this field.	
Subject:	Enter the subject of the email.	
Message:	Enter the email message.	
Select Message Options		
Copy of message to	Click the check box to send a copy of the message to the	
self:	sender.	
Add Attachments		
Add:	Click here to add attachments.	

User Directory

User Directory

Overview	Users can list and contact, via email system, users through the User Directory. A search function at the top of the page creates a list of users. From the list, users can click on a listed user's email address to send a message.		
User Directory page	Click User Directory and Directory page will app MELINGTITUTION & USER DISECTORY	from the Tools box on the My Institution area. The User pear as shown below.	
	4 item(s) located Deplaying resorter 1-4 SE Sellers, Sally <u>seetleriityourin</u> SE Smith, Beth <u>bamüla@yourin</u> SE Smith, Jennifer <u>jemith@yourin</u>	stlution.com	×
Search the User Directory	÷	ntains a search function at the top of the page. User can sees selected from the search tabs. The following search tab Directory page:	

- Search: Click **Last Name** or **User Name** and enter a value. The search function will create a list of users with that last name or user name.
- A-Z, 0-9: Click the letter or number that represents the first character of a last name. The search function will create a list of all users with a last name that begins with that character.

Address Book

Address Book

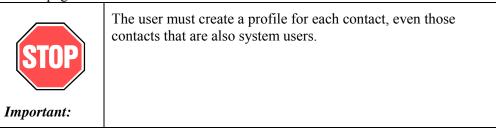
Overview	Users store contact information in the Address Book. The Address Book is empty until the user enters contacts. Users must enter in a profile for anyone they wish to add to their address book, even if the contact is a system user.		
Address Book page	Click Address Book from the Tools box on the My Institution area. The Address Book page will appear as shown below.		
	MY INSTITUTION > ADDRESS BOOK		
	🚇 Address Book		
	Add Contact	SEARCH AZL 99	
		(Samh)	
		Search By: Elect Name C Drail	
		Ox)	
Search the Address Book	 The Address Book contains a search function at the top of the page. User can search using different variables selected from the search tabs. The following search tabs are available on the Address Book page: Search: Click Last Name or User Name and enter a value. The search function will create a list of contacts with that last name or user name. A-Z, 0-9: Click the letter or number that represents the first character of a last name. The search function will create a list of all contacts with a last name that begins with that character. 		
Available functions	To use the functions available on the Address Book page, follow the table below.		
	То	click	
	create a contact and add it to the Address Book	Add Contact. The Add Profile page will appear.	
	modify a contact	Modify for a contact.	
	remove a contact	Remove for a contact. This action is irreversible.	

Add or Modify Contact

Overview

Users create contact profiles for their Address Book from the Add Contact page. Users can create profiles for any contact, including contacts outside of the institution.

The Modify Contact page contains the same fields as the Add contact page. To Modify a contact, click **Modify** for a contact and edit the profile on the Modify Contact page.



Add ContactClick Add Contact from the Address Book page. The Add Contact page will appear
as shown below.

Add Contact	CES + ADD CONTACT	
O Personal Informati	Ion	
* First Name:	Jimmy	
Middle Name:		
* Last Name:	Paters	
Title:		
Email:	peters@yourinatitution.cc	
Other Information		
Company:		
Department:	History	
Job Title:		
Address:	555 W. Gude Drive	
Address: (cent)		
City:	Your City	

Continued on next page

Add or Modify Contact, continued

Add Contact fields

The table below details the entry fields on the Add Contact page.

Personal Information			
First Name:	Enter the contact's first name. This field is required.		
Middle Name:	Enter the contact's middle name.		
Last Name:	Enter the contact's last name. This field is required.		
Title	Enter the contact's title.		
Email:	Enter the contact's email address.		
Other Info			
Company:			
Department:	Enter the contact's department.		
Job Title:	Enter the contact's job title.		
Address:	Enter the address.		
Address: (cont.)	Enter any additional address information.		
City:	Enter the contact's city.		
State/Province:	Enter the contact's state or province.		
ZIP/Postal Code:	Enter the contact's ZIP code or postal code.		
Country:	Enter the contact's country.		
Web Site:	Enter the URL of the contact's personal Web site.		
Home Phone:	Enter the home phone number of the contact. The phone		
	number will display exactly as entered.		
Work Phone:	Enter the work phone number of the contact. The phone		
	number will display exactly as entered.		
Work Fax:	Enter the fax of the contact. The phone number will display		
	exactly as entered.		
Mobile Phone:	Enter the mobile phone of the contact. The phone number will		
	display exactly as entered.		

Personal Information

Personal Information

Overview	Users manage personal data and privacy settings from the Personal Information page. Users can edit their account profile, change their password, identify a CD-ROM drive to Blackboard 5, and define privacy settings.			
Personal Information	Click Personal Information from the Tools box on the My Institution area. The Personal Information page will appear as shown below.			
	MY INSTITUTION > PERSONAL INFORMATION			
	Service 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.			
	 Sof Privacy Options Select which fields of your personal information are publicly available. 			
Available functions	The following functions are available from the Personal Information page:			
	► Edit Personal Information			
	Make changes to the account profile.			
	Change Password Change the password associated with the user name.			
	 Set CD-ROM Drive 			
	Identify a CD-ROM drive to Blackboard. This must be done during each			
	session that the user uploads material to Blackboard 5.			
	Set Privacy Options			

Choose the information from the account profile that other users can view.

Edit Personal Information

Overview Users control the information that appears in their account profile from the Edit Personal Information page. Users can change the values in fields, populate empty fields, or remove information from fields.

Edit YourClick Edit Personal Information from the Personal Information page. The EditInformation pagePersonal Information page will appear as shown below.

Edit Personal Inf	BINGTION - GET PERSONAL INFORMATION	
Personal Information	n	
⁴ First Name; Middle Name; ⁴ Last Name; ⁴ E-mail; Student ID;	Befn Smith Ismith@yourinsttution.cc	
Other Information		
Gender: Education Level: Birthdate: Company: Department: Job Title:		

Continued on next page

Edit Personal Information, continued

Edit Your	
Information	
fields	

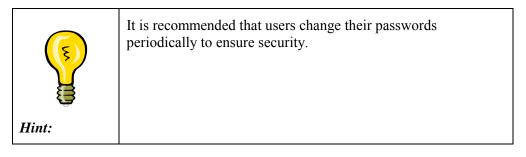
The table below details the entry fields on the Edit Personal Information page.

Personal I	nformation
First Name:	Edit first name. This field is required.
Middle Name:	Edit middle name.
Last Name:	Edit last name. This field is required.
Email:	Edit email address. This field is required.
Student ID:	Edit student ID as defined by the institution.
Other Info	rmation
Gender:	Edit gender.
Education Level:	Edit education level.
Birthdate:	Select birthday by clicking on the drop-down arrow and selecting date values.
Company:	Edit company.
Department:	Edit department.
Job Title:	Edit job title.
Address:	Edit address.
Address: (cont.)	Edit any additional address information.
City:	Edit city.
State/Province:	Edit state or province.
Zip/Postal Code:	Edit ZIP code or postal code.
Country:	Edit country.
Web Site:	Edit the URL of the user's personal Web site.
Home Phone:	Edit the home phone number of the user. The phone number will display exactly as entered.
Work Phone:	Edit the work phone number of the user. The phone number will display exactly as entered.
Work Fax:	Edit the fax of the user. The fax number will display exactly as entered.
Mobile Phone:	Edit the mobile phone of the user. The phone number will display exactly as entered.

Change Password

Overview

Users manage their account passwords from the Change Password page. Each user must enter a user name and password to enter the system.



Change Your
Password pageClick Change Password from the Personal Information page. The Change Password
page will appear as shown below.

NC.INSTITUTION > DEFENDING INFORMATION > CHANNE PAGEWORD	
Reset Password	
Complete this form to reset your password.	
Ø Submit	
* - Required Field for Form Entry Click "Submit" to finish. Click "Cancel" to abort this process.	
	Carcel Submit

Change Your Password fields The table below details the entry fields on the Create Task or Modify Task page.

Reset Password		
Password:	Enter a new password for the user's account. The	
	password must be at least 1 character and contain no spaces or special characters. This field is required.	
Verify Password:	Enter the user's password again to ensure accuracy. This field is required.	

CD-ROM for MAC:

Set CD-ROM Drive

Overview	5 from the Set CD-ROM	OM drive location on the current workstation to Blackboard Drive page. The CD-ROM drive must be identified to s can be uploaded from a CD-ROM to Blackboard 5.
Set CD-ROM Drive page	Click Set CD-ROM Dr page will appear as show	ive from the Personal Information. The Set CD-ROM Drive on below.
		ROM DRIVE
	Select CDROM Drive	
	CD-ROM (for PQ: CD-ROM (for MAQ:	
	@ Submit	
	* - Required Field for Form Entry Click "Submit" to finish. Click "Cancel"	to abort this process.
		Carcel Subme
Set CD-ROM Drive fields	The table below details	he entry fields on the Set CD-ROM Drive page.
	CD-ROM Drive	Information
	CD-ROM for PC:	Click the drop-down arrow and select the drive letter that

maps to the CD-ROM drive from the list.

Enter the CD-ROM drive location.

Select Privacy Options

Overview Users manage their profile in the User Directory from the Select Privacy Options page. Users must choose to make information available through the User Directory and what information will be displayed. The default setting excludes the user profile from the User Directory.

Select PrivacyClick Select Privacy Options from the Personal Information page. The SelectOptions pagePrivacy Options page will appear as shown below.

MY HISTITUTION	> <u>PERSONALINECOMMATION</u> > SET PRIVACY OPTIONS
🛄 Set Pri	ivacy Options
O User Di	rectory Status
RM	ake information evailable to public
O Contac	t Information
You ma	ay choose to include any of the following from your user profile:
2	Email address
9	Address (Street, City, State, Zip)
R	Work Information (Company, Department, Job Title, Work Phone, Work Fax)
R	Additional Contact Information (Home Phone, Mobile Phone, Web Site)
Submit	
* - Regs	ind Field for Form Entry
Click *	Submit" to finish. Click "Cancel" to abort this process.
	Carcel Submet

Select Privacy Options fields The table below details the entry fields on the Select Privacy Options page.

User Directory Status			
Make information	Select this check box to make information available to		
available to public	other users through the User Directory.		
Contact Infor	Contact Information		
Email address	Select this check box to make the email address available		
	to other users through the User Directory.		
Address	Select this check box to make address information		
	available to other users through the User Directory.		
Work Information	Select this check box to make work information available		
	to other users through the User Directory.		
Additional Contact	Select this check box to make additional contact		
Information	information available to other users through the User		
	Directory.		

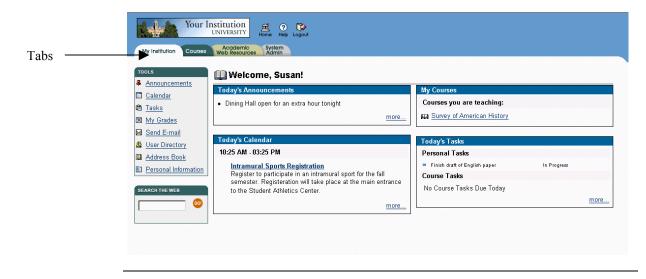
Chapter 3 – Tab Areas

Introduction

Overview Within Blackboard 5, there are six core areas: My Institution, Courses, Community, Services, Academic Web Resources, and The Web. Within each of these areas the user is able to search the Web for additional links and information.

The Web area is an additional tab area that the system administrator can link to a URL. The Web area, if enabled, will provide content from outside Blackboard 5.

TabsClick on a tab to access that tab area.



In this Chapter This chapter includes information on the following tab areas:

- <u>My Institution Area</u>
- Courses Area
- Academic Web Resources Area

My Institution Area

Overview	2	Institution area, students are able to ormation. Users are able to custom ution area.	· · · · · · · · · · · · · · · · · · ·
My Institution area	TeoLa	f the My Institution area appears be	elow.
	Announcements Calendar	My Announcements	My Organizations
	m Taska		My Organizations () Organizations of which you are a member:
	28 My Grades	No announcements have been posted today.	NI Colege Democrate
	Send E-mail	Ny Calendar Q 🖉	My Tasks
	User Directory Address Book		Personal Tasks
	El Personal Information	You have no calendar events today.	Sellback books NOT STARTED 06/10/200
		<u>more</u>	 Find out what assignments are due NOT STARTED DEVITION befor class begins
	Job Search	My Courses O	Irish American History Tasks
	Testing Center	Courses in which you are enrolled:	Turn in book report NOT STARTED ONASCED THORE
		Hish-American History	
	SEARCH THE WED	🖬 hish-American History	School Services 🙂
	 3		Hegistrar
			University Security
			Bursar Your Institution Press
			Library Card Catalog
Customization	Users can cust	omize the content and colors of the	My Institution area After
Custoniization		when a student logs in again, the M	
	•		y monution area displays tien
	desired setting	S.	

Customizing Content

Overview Students can customize the content that will appear on their My Institution area. Content such as the news, stocks, horoscopes, weather and other items are presented in modules that can be customized from the Personalizing Content page. **Personalize Page** Click **Content** from the My Institution area to personalize the page layout. Layout 🙈 Personalize Page Layout O Personalize Your Layout Instructions: Add a module to your portal by highighting it in the "Available Modules" list and clicking **Add** for either the "Left Panel" or the "Right Panel". Remove a module from your portal by highighting it and clicking **Remove**. Change the order the modules by using the panels' "Up" and "Down" arrows. You may move a module from one panel to another by clicking the "Up" and "Down" arrows in the "Switch Panels" section. Click **Submit** when you are finished customizing your layout. Available Modules Left Panel Abechews Abechews Abechemic Resources - Cetegories Abechemic Resources - Cetegories Abechemic Resources - Reference Studert - Indude HTML Studert - Indude URL Studert - Indude URL ۲ ٠ * My Announcements * My Calendar My Courses ۲ Student - Instant Opinion Poll Student - Poll Add Remove lookmark Calculator Custom Search Directory ESPN Sports Zone Switch Panels: 🛎 🐨 **Right Panel** Excite Auto Guide ۲ * My Organizations * My Tasks * School Services Excite Business News * Select the module you wish to move to a panel, then click the Add button ۲ from the appropriate panel

Available functions

The following functions are available from the Content customization page:

Per Available M

Personalize Your Layout		
Available Modules	Click the module to include on the customized My	
	Institution area.	
Left Panel	Click Add to add the selected module to the left panel of	
	the customized My Institution area.	
Right Panel	Click Add to add the selected module to the right panel of	
	the customized My Institution area.	
	·	

Customizing Color

Overview	Students can customize the colors of the modules and banner text on their My
	Institution area.

Personalize color
preferences pageClick Colors from the My Institution area. The Personalize Color Preferences page
will appear as shown below.

0	Personalize Your Colors
1	Instructions: Click on the the item you wish to assign a new color to. Click again on the color palette to assign a color to that item. Submit your color changes when you are \$nished.
	Select Module Banner Color:
	Select Banner Text Color:
0	Submit
-1	Click "Submit" to finish, click "Cancel" to abort this process.

Personalize Color Preferences	
Select Module Banner	Click Pick and click on the desired color from the Color
Color:	Palette pop-up window.
Select Banner Text	Click Pick and click on the desired color from the Color
Color:	Palette pop-up window.

Editing, Minimizing and Removing Content

Overview	Blackboard 5 allows users to edit, minimize, and remove modules from the My Institution area unless a module has been set as required by the system administrator.
Editing content	The Pencil icon located at the top of each module allows the user to edit the content of that specific module.
Minimizing	The minus (-) button located at the top of each module allows the user to minimize the individual modules.
Removing	The remove button located at the top of each module allows the user to remove the individual modules. Click Remove and a confirmation receipt will appear when the process is completed.

Courses Area

Introduction

Overview

The Courses area allows the user to do the following:

- View courses
- Browse the course catalog
- Search for a course
- Search the Web
- Access off-campus learning materials

Courses tab page Click the Courses tab and the Courses area will appear as shown below.

Course List		🛄 Course Catalog	
Courses in which you	are enrolled:	Eall Catalog	
14 Irish-American His	dery	 Epring Catalog 	
Course ID: Instructor:	HISTEOD Denise Cox	Summer Catalog	
Hill Irish American His	terre	Browse Course Catalog	
Course ID: Instructor:	HIST800a Denise Cox		
	Courses in which you W Irish American His Course ID: Nativuctor: W Irish American His Course ID:	Courses in which you are enrolled: NA triab-American History Course ID: HISTBOO Instructor: Denise Cox Na Irish-American History Course ID: HISTBOOn	Courses in which you are enrolled: • Eal Catalog Hitsh-American History • Summer Catalog Course ID: HISTBOD K4 Irish-American History • Summer Catalog Course ID: HISTBODs

Course Listing

Course List page The user can access all courses in which the user is enrolled. Click on a course to access the course Web site for that course.

💞 Course List		
Courses in which you a	are enrolled:	
🕮 Irish-American Hist	огу	
Course ID:	HISTEOO	
Instructor:	Denise Cox	
🛤 Irish-American Hist	огу	
Course ID:	HIST600a	
Instructor:	Denise Cox	

Search the Web This box allows the user to search the Web.

SEARCH THE WEB	
	<u>GO!</u>

Course Catalog

Overview	Users can browse all courses offered by their institution from the Course Catalog area.	
Course catalog page	The Course Catalog appears as shown below within the Courses area. Click on a category to view courses.	
	Dourse Catalog	
	Fall Catalog	
	Spring Catalog	
	Summer Catalog	

Browsing and Searching Course Catalog

Overview	Users have the option to be Courses area.	rowse and search the institution's course catalog from the
Browsing the course catalog	The Courses Catalog Brow	vse and Search page appears as shown below.
	aga course catalog	
		Search for a Course:
	CATEGORIES	
	Sall Catalog	🐚 Spring Catalog
	Summer Catalon	
	L	

Available

The table below describes the available functions on the Course Catalog page.

functions

То... click . . . the text box, enter the course keyword, search for a course then click Go. complete a broad search the advance search option. the hyperlink of the desired category. browse course categories

Academic Web Resources Area

Academic Web Resources Area

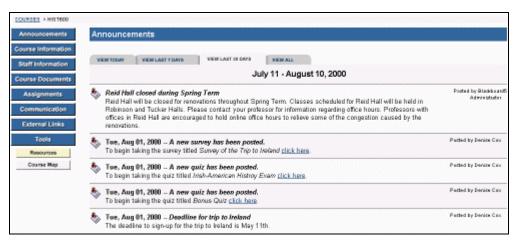
Overview The Blackboard Resource Center provides the user with a wealth of academic resource information. The user can reference the Blackboard Resource Center manual at http://resources.blackboard.com for more information on how to use this feature. Academic web resources The Resource Center area will appear as shown below. Image: state of the resource Center area will appear as shown below. Image: state of the resource Center area will appear as shown below. Image: state of the resource Center area will appear as shown below. Image: state of the resource Center area will appear as shown below. Image: state of the resource Center area will appear as shown below. Image: state of the resource center area will appear as shown below. Image: state of the resource Center area will appear as shown below. Image: state of the resource center area will appear as shown below. Image: state of the resource Center area will appear as shown below. Image: state of the resource center area will appear as shown below. Image: state of the resource Center area will appear as shown below. Image: state of the resource of the resource center, your source for the resource f		
resources Fine resource center area with appear as shown octow. resources Fine resource center area with appear as shown octow. Fine resources Fine resource center area with appear as shown octow. Fine resources Logic Produces Man Page Feedback Hite Fine resources Center, your source for Inde a tor and Set put for the Resource Center, your source for Set put for the Resource for the Resource for Set put for the Resource for Set put for the Resource for the Resou	Overview	resource information. The user can reference the Blackboard Resource Center manual at <u>http://resources.blackboard.com</u> for more information on how to use this
Industrial Technology Education Hobbins Languagers Languagers Linguittion Mathematics Mathematics Medication Sciences Social Study Worsetional Social Study	11000001110 1100	<image/> <complex-block> Verward Verward Verward Verward Verward Verward Verward Notes table Verward Notes table Verward Verward Verward Notes table Verward Verward Verward Verward Verward Verward Verward Verward Verward Verward Verward Verward Verward Verward Verward Verward Verward Verward </complex-block>

Chapter 4 – Course Content

Introduction

Overview Course Web sites contain information in content areas such as course information, course documents, and staff information. Click the corresponding button from the button bar to access a content area.

Course Web site An example of a course Web site appears below.



Button names The names of the content areas in a course Web site are configured by the instructor or the system administrator and may differ from the names given in this chapter. The function of each area will not change even if the name and purpose of the content area is different.

In this Chapter This chapter includes information on the following course Web site areas:

- <u>Announcements</u>
- <u>Course Information</u>
- **Staff Information**
- <u>Course Documents</u>
- Assignments
- Assessments
- External Links

Announcements

Overview	Students can view important messages from instructors on the course an page. Users can sort announcements by current date, last seven days, last or view all course announcements. Use the drop-down menu to select a son the tabs to view announcements for a specific period of time.	t thirty days,
Announcements page	Click Announcements on the left side navigational bar of the course we view the course announcements. An example of the announcements app	
	Course Documents Stary IT • Adgust to, 2000 Assignments Roid Hall closed during Spring Term Reid Hall will be closed for renovations throughout Spring Term. Classes scheduled for Reid Hall will be held in Robinson and Tucker Halls. Please contact your professor for information regarding office hours. Professors with offices in Reid Hall are encouraged to held online office hours to relieve some of the congestion caused by the renovations.	Poeted by Bladdseard5 Administrator
	Tools Twe, Aug 01, 2000 A new survey has been posted. To begin taking the survey tilled Survey of the 7 np to Joshnd click here.	Parted by Denice Cas
	Course Map Tue, Aug 01, 2010 A new quiz has been posted. To begin taking the quiz titled Mah-Awarken History Exam citck here.	Partied by Denice Cas
	Twe, Aug 01, 2010 A new quiz has been posted. To begin taking the quiz titled Boous Quiz citck here.	Paded by Denits Cas
	Twe, Aug 01, 2000 Deadline for trip to Instand The deadline to sign-up for the hip to Instand is May 11th.	Partied by Deniza Cas

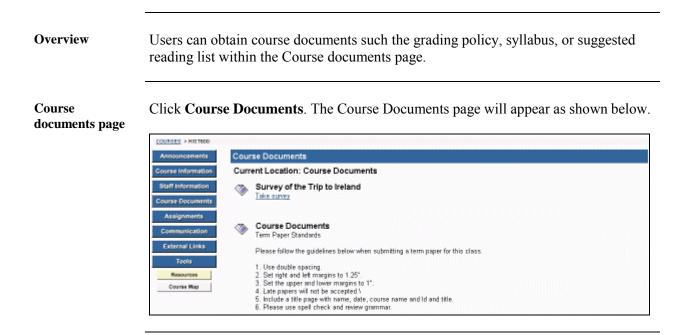
Course Information

Overview	Users can view course information such as the course objective and required course materials.		
Course information page	Click Course Information . The Course Information page will appear as shown below.		
	Announcements Course Information		
	Course Information Current Location: Course Information		
	Staff Information Course Documents Kinerary for Ireland July 5-18		
	July 5 Leave Dulles Airport 5:30 pm on Air Lingus		
	Communication July 6 Arrive Shannon Airport 8:10 am Go to The Crooked Chimney or The Dormer. After a brief rest go to Burratty Castle and Limerick.		
	External Links July 7 Head for beach town of Kilkee, then to Cliffs of Moher, then the Burren. Stay overnight at B & B Tools in Lisdomrama Burren Breeze or Sumille.		
	Resources July 8 Go on to Galway City, see various items along way before arriving. Walk around city in morning and see what's going on in the evening. Stay at Ross House.		
	July 9 Out of rown through Oughterard, to the coastal village of Clifden, through Connemara Park, to Kylemore Abbey and to Westport for night. Stay at Cedar Lodge.		
	July 10 Leave toward Castlebar, Charlestown, and to Boyle and nearby Lough Key Forest Park; go southeast to Strokestown and visit museum about famine; to Athlone for night. Stay at Harbor House.		
	July 11 Look around AtNone, to Clonmacnoise Abbey, through Tullamore and Portarlington. See Emo Court and Gardens about 4-5 miles south of Portarlington. Coolbarnaghee Church and on to Dublin. Through south edge of city on bypass to Dun Laoghaire Lynden.		

Staff Information

Overview	Users can view staff information such as instructor name, email address, office location, and office hours.	
Staff Information page	Click Staff Information. The Staff Information page will appear as shown below.	

Course Documents



Assignments

Overview	Users can access course assignments such as homework, exams, quizzes, or term papers from the Assignments area.
Assignments page	Click Assignments. The assignments page will appear as shown below.
	Course Information Current Location: Assignments
	Staff Information Reading Assignments Course Documents Title and Author Assignments 1916: A Novel of the hish Rebellion by Morgan Llywelyn Communication How the hish Saved Cirkization by Thomas Cabil External Links by Koran Kenny Reserves Angela's Ashes: A Memoir by Frank McCourt
	Bonus Quiz Take mit
	Irish-American Histroy Exam

Assessments

Introduction

Overview	An assessment is a quiz or survey created by an instructor or teaching assistant. Students can take assessments developed by the instructor or teaching assistants within any content area of the course Web site, such as Course Documents or Assignments. The assessment option permits the instructor to assign point values questions on exams or quizzes. Student answers can be submitted for grading, and the results can be recorded in the Online Gradebook.
Types of questions	 There are several types of questions that can be included in an assessment. A description of each question type is provided below. <i>Multiple Choice</i>: Allows the users a multitude of choices. In multiple-choice questions, users indicate the correct answer by selecting a radio button. <i>True/False</i>: Allows the user to choose either true or false. True and False answer options are by default limited to the words True and False. <i>Fill in the Blank</i>: Users enter into the text fields provided and those answers are evaluated based on an exact text match. <i>Multiple Answer</i>: Multiple answer questions allow users to choose more than one answer. <i>Matching questions</i>: Allows users to pair questions to answers. <i>Essay Questions</i>: Instructors provide students with a question or statement. Students are given the opportunity to type or cut and paste an answer into a text field.

Introduction, continued

Taking Assessments Click the hyperlink of the assessment you wish to take and click **Yes** to begin the assessment. If the assessment is timed, the time remaining will appear in the left hand corner of the browser. An example of an assessment is shown below.

Name:	Bonus Quiz	z	
Instructions:	Please ans	ower the essay below.	
Question 1		Short Answer / Essay	(25 points)
	Question:	Discuss the factors that led the lrish to immigrate to the US?	
			Subr
	Instructions:	Instructions: Please and Question 1	Instructions: Flease answer the essay below. Question 1 Short Answer / Essay

External Links

Introduction

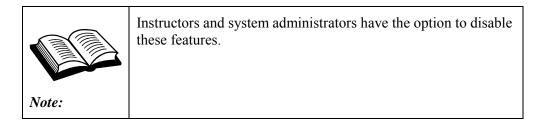
Overview	Users can access external links posted by course instructors. Usually these links provide content consistent with the course's objective or area of study.
External links page	Click External Links to view the external links. An example of the external links page is below.
	COURSES > HISTOOD
	Amountements External Links
	Course Information Current Location: External Links
	Statt Information Irish Peatland Conservation Council (http://indigo.ie/~ipcc/) Course Documents Visit this Web site to learn more about Ireland's heat source, peat, and what is being done to conserve this natural resource.
	Assignments Communication Communication Go to this link to find out about leand's weather.
	Kosta High Cross at Clonmacnois (http://www2.hawaii.edu/~mcarson/clonmacnois.html) Monasteries play an important role in keland's history. This Web site provides an overview of the Clonmacnois Monastery. Course Map
	The Irish Famine Museum (http://www.strokestownpark.ie/) View this Web site for information the polato famines.

Chapter 5 – Communication

Introduction

Overview

Within the Blackboard 5 environment, students are encouraged to communicate with fellow classmates and instructors from the course Web site. The Communication Center allows users to send email, access course discussion boards, participate in the virtual classroom, review the student roster, and access student group pages.



CommunicationTo access the Communication Center, click Communications within the courseCenter pageWeb site.

COURSES > HISTOOD		
Announcements	Comm	unication
Course Information Staff Information	÷.	Send E-mail
Course Documenta Assignmenta	2	Discussion Board
Communication External Links	5,	Virtual Classroom
Topia Resources Course Map	3	Roster
	1	Group Pages

Introduction, continued

In this chapter	This chapter includes in	formation on the following	communication tools.
	1	U	

- Send Email
- Discussion Board
- <u>Virtual Classroom</u>
- <u>Roster</u>
- Group Pages

Send Email

Introduction

Overview	Users can access email functions for specific courses through the Send Email page. From this page users can send email to fellow classmates, instructors, teaching
	assistants or groups within a course. Send email allows users direct access to course participants and Web email, from the Tools box on the My Institution area, allows users to send email via the Web.

Send email page Click Send Email from the Communication area. From this page select the users who will receive the email message. The Send Email page will appear as shown below.



Available functions The following functions are available from the Send email page.

- All Users: Sends email to all users in a specified course.
- All Groups: Sends email to all of the groups in a specified course.
- All Teaching Assistants: Sends email to all of the teaching assistants in a specified course.
- All Instructors: Sends email to all of the instructors for a specified course.
- Select Users: Sends email to a single user or select users in a specified course.
- Select Groups: Send email to a single group or select groups in a course.

Introduction, continued

Send Email – All Click All Users and the Send email page will appear as shown below. Users



To minimize the distraction of long lists of To: addresses, and to make the re-use of the address lists more difficult for potential spammers all destination addresses are placed into the mail message's Bcc: (Blind Carbon Copy) field upon receipt.

Announcements	All Users
Course Information Staff Information	Enter Message Details
Course Documents Assignments Communication External Links Tools Resources Course Map	To: Smith, John; McEntire, Laura; Clinton, William; Potter, Henry; Doe, Jane; Cox, Derise; Smith, Beth; From: bernith@yourinstitution.com Switject: Message:
	Set Message Options Send Copy of Message to set

Entry fields

The table below details the entry fields on the Send Email page.

Select Students			
То:	All users enrolled in the course will appear.		
From:	The user's email address will automatically be displayed in this field.		
Subject:	Enter the subject of the email.		
Message:	Enter the email message.		
Select Message	Select Message Options		
Copy of message to	Click the check box to send a copy of the message to the		
self:	sender.		
Add Attachmer	its		
Add:	Click here to add attachments.		

Discussion Board

Introduction

Overview	The Discussion Board is another communication tool that can be used to enhance a course Web site. This feature is similar to the virtual chat, but is designed for asynchronous use, meaning students do not have to be available at the same time to have a conversation. An additional advantage of the discussion board is that student conversations are logged and organized. Conversations are grouped into threads that contain a main posting and all related replies for easy retrieval.
Discussion board page	Click Discussion Boards from the Communication area to access the Discussion Boards page. If allowed by an instructor a student can create a forum, otherwise students will only be able to add threads.
Available function	To access a forum listed on the Discussion Board page click a forum topic link. The Discussion Forum Board will appear. Additional functions are available on this page and are discussed in the following section.

Accessing Discussion Boards

Overview On the Discussion Board page students may access listed discussion boards by clicking on the appropriate link. Once a forum has been accessed a new Discussion Board page appears. Students are able to create new threads from the discussion board.

Forum discussion The Forum Discussion Board will appear as shown below. **board page**

	Discussion Board		
ntouncements	Discussion Board		
urse Information	Add New Thread		
tatf Information	<u> </u>		KOWNO ALL E COLLAPOR
orse Documents	VEW INNEAD MESSAGES IX		60 60
Assignments			SHOW OPT
Communication	What I liked most about the trip to	Cox. Denise M.	Tue Awg 1 2080 12:15 pm
	Re: What I liked most about the	Cox, Denise M.	Tue Aug 1 2000 12:15 pm
External Linka	What I liked least about the trip	Cox. Denise M.	Tue Aug 1 2000 12:15 pm Tue Aug 1 2000 12:15 pm Tue Aug 1 2000 12:17 pm Tue Aug 1 2000 12:17 pm
Tools	Suggestions for next trip	Cox, Denise M.	Tue Aug 1 2000 12:17 pm
Resources			
Course Map	Sert By: Default		
			0

Available functions

The table below details the functions available on the Discussion Board page.

То	click
start a new discussion,	Add New Thread. The Add Thread page will appear. On
which is called a thread	the Add Thread page a new subject title and new
	discussion description may be added.
view all messages	the View all Messages up arrow. All messages will be
	shown.
view unread messages	the View Unread Messages down arrow. All unread
	messages will be shown.
see all the threads and	the EXPAND ALL plus option. All threads and responses
responses	will appear.
see only the threads	the CLAPSE ALL minus option. The topic threads will
	appear.

Accessing Discussion Boards, continued

Available functions (continued)

То	click	
read a message	a link, such as This is a top level message (thread). A new	
	Discussion Board page will appear. Depending on the	
	settings a user may modify, remove, or reply to a message.	
view tool bar	Options tab. The options tool bar will appear.	
resort the list of	drop-down list and select one of the following options to	
messages	sort by:	
	• Default to have the message sort by the earliest date.	
	• Author to have the messages sort by the author of the message.	
	• Date to have the messages sort by the earliest date. Note this is the default.	
	• Subject to have the messages sort by the subject.	

About the **Options tab** The table below describes the options available on the Options tab.

То	Then
select all threads and messages in the	click Select All.
forum	
unselect the selections	click Unselect All.
unselect the threads and messages that	click Invert .
have been selected and select the	
threads and messages that have not	
been selected	
mark messages as read	select the threads and messages and click
	Read.
mark messages as unread	select the threads and messages and click
	Unread.
view multiple threads or messages	select the threads and messages and click
	Collect.
lock a thread or message	select the thread and messages and click
	Lock.
unlock a thread or message	select the thread and messages and click
	Unlock.
remove a thread or message	select the thread and messages and click
	Remove.

Create New Message

Overview

The Create New Thread page is used to add a new discussion. The new thread will appear in the discussion area.

Create New Message page Click **Add New Thread** on the Forum Discussion Board. The Create New Message page will appear as shown below.

nts Discuss	ion Board		
create N	ew Message		
ion			
0.005	nume: Trip to Ireland		
5	-08-09 11:07:32		
Author: Se	in, dan i		
Subject			
Message:			-
_			
Options:	Construct C Plain Text C HTML		
	Post message as Anonymous		
Attachme	it.	Browse	

Entry field

The table below details the entry fields on this page.

Message Information		
Subject:	Enter the subject of the thread.	
Message:	 Enter the subject of the thread. Enter a message. Select a text type for the message from the following options: Smart Text: Displays text as written and creates links to URLs and email addresses that appear in the text. Plain Text: Displays text as written. HTML: Displays text as coded using HTML tags. 	
Options		
Post message an Anonymous	Check the box to post an anonymous message.	
Attachment	Enter the file path or click Browse to locate the desired file.	

Your Response

Overview	Click Reply to Respond to a message. This section describes the Your Response
	page.

Discussion board
pageClick Reply on the Discussion Board page. The Your Response page will appear as
show below.

COURSES > HISTOO		
Announcementa	Discussion Board	
Course Information	Your Response:	
Staff Information	-	
Course Documents	Current Forum: Trip to Iroland Date: 2000-08-11 05:53:34	
Assignments	Avefine: Smith, Beth I.	
Communication		
External Links	Subject: Re: What I liked most about the tip to Ireland.	
Toola	Message: I think my favorite was the time we spent in Cork.	
Resources		
Course Map		
	Options: @ Smart Text C Plain Text C HTML	
	Post message as Anonymous	
	Attachment: Browse.	

Available function To preview a message click **Preview**. The Discussion Board page will display as the message will appear to the reader.

Your Response, continued

Entry fields

The table below details the entry fields on this page.

Message Information	
Subject:	Subject defaults from the Add Thread page.
Message:	 Enter a message. Select a text type for the message from the following options: Smart Text: Displays text as written and creates links to URLs and email addresses that appear in the text. Plain Text: Displays text as written. HTML: Displays text as coded using HTML tags.
Options	
Post message Anonymous	Check the check box to post an anonymous message.
Attachment	Enter the file path or click the Browse button to locate the desired file.

Virtual Classroom

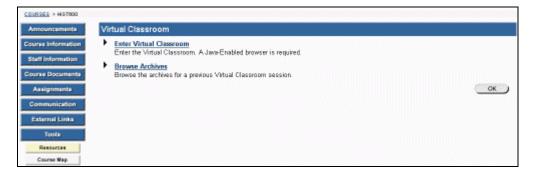
Introduction

Overview

The Virtual Classroom allows the instructor and students to participate in real time lessons and discussions and also view archives of previous classroom sessions. The virtual classroom, as we call the chat room, can be used to hold "live" classroom discussions, TA sessions, and office hour type question/answer forums. You can even have guest speakers and subject matter experts talk with the class in the Virtual Classroom.

 When participating in an activity that requires a Virtual Classroom, consider the following: The Virtual Classroom is a Java application and may initially take a few minutes to load into a browser window. Users must have a Java enabled browsers. Due to the synchronous nature of the Virtual Classroom, multiple users must participate at the same time. Be sure to check for scheduled Virtual Classroom sessions.
--

Virtual classroom page Click **Virtual Classroom** from the Communication Main menu. Users may also find access to the Virtual Classroom from the course Web site navigational bar.



Available functions The following functions are available from the Virtual Classroom page:

Enter Virtual Classroom

Allows users to enter a real-time discussion with instructors, students, and colleagues.

Browse Class Archives
 Allows users to browse the virtual classroom archives for previous discussions.

Enter Virtual Classroom

Overview	Selecting the Enter Virtual Classroom link calls the Virtual Classroom, which allows real time interaction between the student and instructor. This section discusses the whiteboard tool bar, the discussion tabs, and the menu items.	
Virtual classroom	Click Enter the Virtual Classroom from the Communication Area and the Virtual Classroom page will appear as shown below.	
Menu items 🔶	Tutomet Navigation Whiteboard	
Whiteboard tool bar		
	A chat panel a questions auser info Tutornet	
Discussion tabs -	Tutornet Virtual Classroom	
	Werning: Applet Window	

Whiteboard tools

The table below details the tools available for use on the whiteboard. The tool bar has been highlighted in the page shot above.

То		click
request access to the	Floor in the upper right hand corner of the screen. Once	
floor	access is given a pop-up window appears. Click OK and	
select an item	 the Arrow. Then click on the item for selection. The following may be performed on selected items: Enlarge – Click on one of the small black boxes that surround the item and drag it to the desired size. Move – Click on the item and move it to the desired location. Delete – Click on the Whiteboard menu item then click on selected object then click delete. Bring front – Click on the Whiteboard menu item then click on selected object then bring to front. Bring back – Click on the Whiteboard menu item then click on selected object then bring to front. 	
draw free hand	the Pencil drawing tool.	
enter text using the keyboard	the Insert Text.	
draw a straight line	the Slanted Line	tool.
highlight something with an arrow	the Pointer .	
draw a multi-sided the Polygon drawing tool.		ing tool.
unfilled		To change the direction of the object single-click. To stop drawing, double-click.
	Hint:	

Whiteboard tools (continued)

То	click	
draw a rectangle or	the Rectangle drawing tool.	
square		To change the direction of the object single-click. To stop drawing, double-click.
	Hint:	
draw a circle either filled or unfilled	the Oval drawing tool.	
	Hint;	To change the direction of the object click once. To stop drawing, double click.
draw unfilled objects	unfilled oval.	
	Û	For example, to draw an unfilled rectangle, click on both the rectangle tool button and the unfilled oval.
	Example:	
draw filled objects	filled oval.	· · · · · · · · · · · · · · · · · · ·
select a color	window.	color will appear in the color display
make the color lighter or dark	in the color palette color display wind	e below. The color will appear in the low.

Virtual chat

The table below describes the virtual chat tab functions.

То	click	
read the discussion	Chat Panel. The discussion log appears. The discussion	
	log announces when a new person joins the chat.	
add to the discussion	small lower box.	
	• Enter a comment.	
	• Press enter to have the comment added to the	
	discussion.	
ask a question	Questions.	
	• Click in the box in the right hand corner.	
	• Enter the question or answer.	
	Click Send.	
view a students name	User Information.	
or other information		
about the student		

Menu items

The table below describes the functions of the Virtual Classroom menu bar items.

То	click
quit the virtual	File menu, then click Quit.
classroom	
move to a specific slide	Navigation menu, then click Set Current Slide . Then click the slide title that you wish to move to.
move to the first slide	Navigation menu, then click First Slide.
move to the previous slide	Navigation menu, then click Previous.
move to the next slide last slide.	Navigation menu, then click Next.
	Navigation menu, then click Last slide.

Menu items (continued)

То	Click
clear the whiteboard	Whiteboard menu, then click Clear Draw Layer.
bring a selected object front	Whiteboard menu, then click Selected Object, then select Bring to Front.
move a selected object back	Whiteboard menu, then click Selected Object, then select Move to Back.
delete a selected object	Whiteboard menu, then click Selected Object, then select Delete.
select font as bold or	Whiteboard menu, then click font.
italics, font type and	
font size	
select a line width to be used with the freehand drawing pencil tool and the	Whiteboard menu, then click Line Width, then make selection.
object lines	
add grid lines to the	Whiteboard menu, then click Show Grid.
whiteboard	

Move and scale
an objectOnce an object has been created on a slide it maybe scaled and moved. Follow the
steps below to perform these functions.

Step	Action		
1	Click on the arrow from the Whiteboard Tool bar.		
2	Click on the object.		
3	Scale the object.		
	 Click one of the black boxes that surround the object. Drag it out to make the object larger or drag it in to make the object smaller. 		
	Note: A text box may not be scaled. However a text box may be moved.		
4	 Move the object. Click in the middle of the object. Drag the object to the desired location. 		

Browse Classroom Archives

Overview

The Browse Classroom Archives feature gives instructors and students the option to review the discussions and questions raised during a virtual classroom setting. The virtual classrooms are archived by date. The option to remove an archive is available.

Browse classroom archives page Click the **Browse Classroom Archives** link on the Virtual Classroom page. The Browse Classroom Archives page will appear as shown below.



Available functions The table below details the available functions on this page.

То	click
access an archived classroom	the date of the virtual classroom. The Virtual
	Classroom page will appear with the course name
	and date. The time that the classroom started and
	ended is provided as well as the discussions and
	questions that were raised.
delete a virtual classroom	Remove.
archive	

Roster

Introduction

Overview	Users can search the roste assistants associated with	r and view lists of students, instructors, and teaching a specific course.
Roster page	Click Roster from the Cos shown below.	mmunication area. The course Roster page will appear as
	COURSES + HISTEOD Announcements Course Information Staff Information Course Documents Assignments Communication External Litiks Tools Recourses Course Map	REARCH AZ & ARWARCED LIBT ALL Search Search Bp: F Let Marke C Uper Marke
Search the Roster		rch function. Users can search using different variables. e search options that are available.
	То	Then
	search for a user using the user's last name or user's ID	 Select the Search tab. Enter either a last name or a user name. Select either the Last Name or User ID option. All matching entries will be displayed.
	search for a group of last names that start with a particular letter or a user ID that starts with a particular number	 Select the A-Z, 0-9 tab. Click on the first letter of the last name or on the first number of the user's ID. All matching entries will be displayed.
	search using a value found in the user's name	 Select the Advanced tab Enter a value in the Containing: field. The search will return all users with that value in their User Name. Click the check boxes and select values from the drop-down list to narrow the search.
	list all users	 Select the tab. Click List All to list all the names enrolled. All entries will be displayed.

Groups

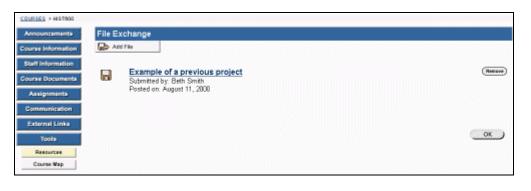
Introduction

Overview	Students are able to review homepages created for groups of students. From a group's page, users are able to send Email to group members, exchange files, enter discussion forums and enter a virtual classroom discussion. All of the functions available from group pages with the exception of the file exchange, function the same in the course Web site.
Groups page	Click Group Pages from the Communication area. The Groups area appears as shown below.
	Course Information Staff Information Course Documents Course Documents Course Documents Course Documents Communication External Links Tools Researces Course Map
Available functions	 Click on a group and the following functions are available for that group: Discussion Board Users can enter discussions within various group forums Group Virtual Classroom Users can meet their classmates and instructors for real-time discussion or class lessons File Exchange Users can exchange files with their group members Send Email Users can send email to one or all of their group members. Group Members: The names of all members of the group will appear along with their address.

File Exchange

Overview The file exchange function allows users to easily exchange files with their fellow group members.

File exchangeThe File exchange page displays the current files available for use by the grouppagemembers and the option to add files by clicking Add File. The file exchange pagewill appear as shown below.



Add files

Click **Add File** to upload files for your group members to view or modify. Users can easily upload portions of group assignments for review and editing by other group members.

Announcements	File Exchange			
Course Information	• File Informatio	n		
Course Documents Assignments Communication External Links Tools Reserves	Title: File: Comments:	Example of a previous project D(Book Report on Angele's Ashes doc Dr. Cox suggested looking at the project for ideas on completing our project.]	Browse.	
Социне Мар	Submit	to finish. Click "Cancel" to abort this process.		
				Cancel Submit

File Exchange, continued

Entry fields

The table below details entry fields on this page.

File Information	
Title	Enter the title of the file.
File	Enter the location of the file or click Browse and select the file to upload from your computer.
Comments	Enter any comments to be viewed by the group members.

Chapter 6 – Student Tools

Introduction

Overview From the Student Tools area, users can upload files, edit their personal information, view the course calendar, check grades, view the Blackboard 5 student manual, view course tasks and access the course electric blackboard.

Student toolsClick Student Tools from the button bar. The Student Tools page will appear as
shown below.



In this chapter This chapter includes information on the following Student Tools:

- Digital Drop box
- Edit Your Homepage
- <u>Personal information</u>
- <u>Course Calendar</u>
- Check grade
- <u>Manual</u>
- <u>Tasks</u>
- Electric Blackboard

Digital Drop box

Introduction

Overview	The Digital Dropbox page allows users to exchange files with the instructor.
Digital drop box page	Click Digital Dropbox from the Student Tools area. The Digital Dropbox page will appear as shown below.
	Collidite: + Histeco Announcements Digital Drop Box Course Information Image: Send File Staff Information Image: Send File Course Documents Image: Send File Assignments Posted on: August 11, 000 Comments: Here's my completed project. Thanks Communication Comments: Here's my completed project. Thanks
	External Lieks Tools Course Map
Available functions	The following functions are available from the Digital Drop box page:
	 Add File: Allows users to upload files to digital Drop box for access by others. Send File: Allows users to send files that are located in the digital Drop box or on the users computer. Remove: Allows users to remove files from the digital Drop box.

Adding, Sending and Removing Files

Overview

The Add and Send Files pages contain the similar fields and function the same way. The Add File page requests information regarding the title, file and any comments attached to the file. The Send File page is pre-populated with a list of users who are enrolled in the course. Students can send a file to pre-selected users.

Add file page Click Add File on the top navigational bar of the Digital Drop box main menu.

COUNSES > HISTOOD		
Announcements	Digital Drop Box	
Course Information	File Informatio	
Staff Information	U File Informatio	
Course Documents	Title:	lrish-American History Project
Assignments	File:	D (Why the hish Immigrated to America doc Browse.
Communication	Comments:	Here's my completed project. Thanks
External Links		and a sy comparison project. Command
Tools		
Resources		2
Course Map		
	Submit	
	Click "Submit"	to finish. Click "Cancel" to abort this process.

Entry fields

The table below details the entry fields on this page.

File Information	
Title:	Enter the title of the file.
File:	Click the Browse button upload a file.
Comments:	 Enter the description of the file. Select a text type for the description from the following options: Smart Text: Display text as written and creates links to URLs and email addresses that appear in the text. Plain text: Displays text as written. HTML: Displays text as coded using HTML pages.

Adding, Sending and Removing Files, continued

Send file page

Students are able to forward files to instructors from Send file page. Click the Send File button to from the Digital Drop box page.

COURSES > HISTOOD		
Antouncements	Digital Drop Box	
Course Information	O fit lateration	
Staff Information	File Information	
Course Documents	Select file:	
Assignments	OR upload new file:	
Communication	Title:	
External Links		
Toola	File: Browse.	
Resources	Comments:	
Course Map		
	<u> </u>	
	🕢 Submit	
	Click "Submit" to Inish. Click "Cancel" to abort this process.	
		Cancel Submit

Entry fields The table below details the entry fields on this page.

File Information	
Select File:	Click the drop-down arrow and select the file to send.
Title:	Enter the title of the file.
File:	Click Browse button to upload the file to send to the selected users.
Comments:	Enter any comments about the file.

Removing a file Click **Remove** next to the file to be removed. The Digital Dropbox page will automatically refresh with the new settings.

Edit Your Homepage

Introduction

Overview	The Edit Your Homepage screen allows users to their edit homepages. Every
	registered student has a course Web site Homepage where they can post information
	about themselves. This area is created by default, each time a new student registers
	into the course. The default page is blank until the user edits the page.

Edit homepageClick Edit Your Homepage from the Tools area. The Edit Your Homepage pagescreenwill appear as shown below.

OURSES > HISTEDD			
Announcementa	Edit Your Homepag	e	
ourse information	Homepage Infor	mation	
Staff Information	• Homepage men		
ourse Documents	Intro Message:	Where does this appear?	<u>1</u>
Assignments			
and the second second second			
External Links			
Tools	Personal Information:	Senior majoring in BioMedical Sciences.	
Resources Course Hap			
Contra lap			
		I	
	😧 Upload a Pictur	0	
	Current Image:	None	
	New Image:	Browse.	
	inclusion mager		
		Remove this Image	

Introduction, continued

Entry fields

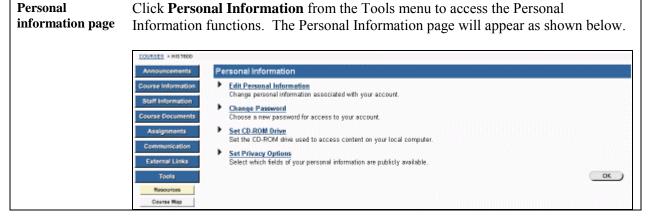
The table below details the entry fields on this page.

Homepage Information				
Intro Message:	Edit or enter the introductory message that users see			
	when viewing the homepage.			
Personal Information:	Edit or enter any personal information that appears when			
	the homepage is accessed.			
Upload a Picture				
Current Image:	The current image is displayed.			
New Image:	Click the Browse button to upload a new image.			
Remove this Image:	Check the box to remove the existing image or any new			
	image.			
Favorite Web Sites				
Site Title:	Edit or enter the site title.			
Site URL:	Edit or enter the site URL.			
Site Description:	Edit or enter the site description.			

Personal Information

Introduction

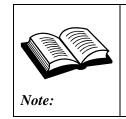
Overview	Students can access functions to edit personal information, change password, set CD-ROM drive and set privacy options from the Personal Information page. These functions have been previously discussed in the <u>Personal Information</u> section.



Available functions from the personal information page The following functions are available from the Personal Information page:

- Edit Personal Information Edit your personal information displayed to fellow students and instructors
- Change Password Users can change passwords
- ► <u>Set CD-ROM Drive</u> Users set the CD-ROM drive
- ► <u>Set Privacy Options</u>

Set the options to limit or increase the amount of personal information displayed to fellow students and instructors.



Users must set the CD-ROM drive each time they want to upload files from a CD.

Edit Personal Information

Overview

Users control the information that appears in their account profile from the Edit Personal Information page. Users can change the values in fields, populate empty fields, or remove information from fields.

Edit YourClick Edit Personal Information from the Personal Information page. The EditInformation pagePersonal Information page will appear as shown below.

COURSES > HISTOOD		
Announcementa	Edit Personal Information	on
Course leformation Staff Information	Personal Informatio	n
Course Documents	* First Name:	Beth
Assignments	Middle Name:	1
Communication	* Last Name:	Smith
External Linka Tools	'E-mail:	bsmith@yourinstitution.cc
Recurces	Student ID:	111-11-111
Course Map	O Other Information	
	Gender:	Not Disclosed 💌
	Education Level:	
	Birthdate:	
	Company:	
	Department:	
	Job Title:	

Edit Personal Information, continued

Edit Your Information fields The table below details the entry fields on the Edit Personal Information page.

Personal	Personal Information		
First Name:	Edit first name. This field is required.		
Middle Name:	Edit middle name.		
Last Name:	Edit last name. This field is required.		
Email:	Edit email address. This field is required.		
Student ID:	Edit student ID as defined by the institution.		
Other Info			
Gender:	Edit gender.		
Education Level:	Edit education level.		
Birthdate:	Select birthday by clicking on the drop-down arrow and selecting date values.		
Company:	Edit company.		
Department:	Edit department.		
Job Title:	Edit job title.		
Address:	Edit address.		
Address: (cont.)	Edit any additional address information.		
City:	Edit city.		
State/Province:	Edit state or province.		
Zip/Postal Code:	Edit ZIP code or postal code.		
Country:	Edit country.		
Web Site:	Edit the URL of the user's personal Web site.		
Home Phone:	Edit the home phone number of the user. The phone number will display exactly as entered.		
Work Phone:	Edit the work phone number of the user. The phone number will display exactly as entered.		
Work Fax:	Edit the fax of the user. The fax number will display exactly as entered.		
Mobile Phone:	Edit the mobile phone of the user. The phone number will display exactly as entered.		

Change Password

Overview Users manage their account passwords from the Change Password page. Each user must enter a user name and password to enter the system. It is recommended that users change their passwords periodically to ensure security.

Change Your
Password pageClick Change Password from the Personal Information page. The Change Password
page will appear as shown below.

COURSES > HISTOOD		
Announcements	Change Password	
Course Information	Reset Password	
Staff Information	U Reset Password	
Course Documents	Complete this form to reset your password.	
Assignments	PASSWORD:	
Communication	VERIFY PASSWORD:	
External Links	Ø Submit	
Tools	* - Required Field for Fam Entry	
Resources	Cick "Submit" to frish. Cick "Cancel" to abort this process.	
Course Map		
	Canoel Submit	

Change Your Password fields

The table below details the entry fields on the Create Task or Modify Task page.

Reset Password	
Password:	Enter a new password for the user's account. The password must be at least 1 character and contain no spaces or special characters. This field is required.
Verify Password:	Enter the user's password again to ensure accuracy. This field is required.

Set CD-ROM Drive

Overview Users identify the CD-ROM drive location on the current workstation to Blackboard 5 from the Set CD-ROM Drive page. The CD-ROM drive must be identified to Blackboard 5 before files can be uploaded from a CD-ROM to Blackboard 5.

Set CD-ROMClick Set CD-ROM Drive from the Personal Information page. The Set CD-ROMDrive pageDrive page will appear as shown below.

COURSES > HISTOOD	
Announcements	Set CD-ROM Drive
Course Information	Select CDROM Drive
Statt Information	
Course Documents	CD-ROM (for PC): D: •
Assignments	CD-ROM (for MAC):
Communication	O Submit
External Links	
Tools	* - Required Field for Form Boby
Resources	Click "Submit" to frish. Click "Cancel" to abort this process.
Course Map	Carcel) Subma

Set CD-ROM Drive fields

The table below details the entry fields on the Set CD-ROM Drive page.

CD-ROM Drive Information	
CD-ROM for PC:	Click the drop-down arrow and select the drive letter that
	maps to the CD-ROM drive from the list.
CD-ROM for MAC:	Enter the CD-ROM drive location.

Select Privacy Options

Overview

Users manage their profile in the User Directory from the Select Privacy Options page. Users choose to make information available through the User Directory. The default setting excludes the user profile from the User Directory.

Select PrivacyClick Select Privacy Options from the Personal Information page. The SelectOptions pagePrivacy Options page will appear as shown below.

COUNSES > HISTOOD			
Announcements	Set Privacy Options		
Course Information	A Lines Diseatery Otobus		
Staff information	User Directory Status		
Course Documents	R Make information available to public		
Assignments			
Communication	Contact Information		
External Links Tools Resources Course Vap	You may choose to include any of the following from your user profile: IF Email address IF Address (Street, City, State, Zp) IF Work Information (Company, Department, Job Title, Work Phone, Work Fax) IF Additional Contact Information (Home Phone, Mobile Phone, Web Site)		
	O Submit		
	* - Required Field for Form Body		

Select Privacy Options fields

The table below details the entry fields on the Select Privacy Options page.

User Directory Status		
Make information	Select this check box to make information available to	
available to public	other users through the User Directory.	
Contact Infor	mation	
Email address	Select this check box to make the email address available	
	to other users through the User Directory.	
Address	Select this check box to make address information	
	available to other users through the User Directory.	
Work Information	Select this check box to make work information available	
	to other users through the User Directory.	
Additional Contact	ct Select this check box to make additional contact	
Information	information available to other users through the User	
	Directory.	

Course Calendar

Introduction

Overview	The Calendar tool allows users to add, view, modify, and remove events from the calendar. Follow the steps in the Calendar section to perform functions.		
Course Calendar page	Click Cours	The Calendar and the Course Calendar page will ap	pear as shown below.
		en anorande	
	Course Documents	VIEW DAY WEWWEEK VIEW MONTH	
	Assignments		
	Communication	∜i July 2 - 8, 2000 1≱	
	External Links		
		Sunday, July 2	
	Tools		
	Resources		
	Course Map	Monday, July 3	
		Tuesday, July 4	
		Wednesday, July 5	
		5:30 PM III Leave Dulles Airport 5:30 pm on Aer Lingus	HISTERO
		Thursday, July 6	
		8:00 AM Arive Shannon Airport 8:10 am	HISTERO
		Sover 1997 Englished State State State State State	101000

Introduction, continued

Available functions To use the functions available on the Calendar page, follow the table below.

То	click
view events for a specific date and time	Quick Jump to access the Quick Jump page. From here, select a date and time and the calendar will immediately display events for that time.
view events by day, week, or month	on a tab to view events for the current day, current week, or current month.
view previous or future events	on the arrows to the left of the current day, week, or month to view events for the previous day week, or month. Click on the arrows to the right to view future events.
view event details	on a calendar event to view details.

View Event Click on an event to view event details. The Calendar: View Event page will appear as shown below.

COURSES > HISTEDD			
Announcements	Calendar:	View Event	
Course Information	Calendar.	AIGA FAGIIT	
Staff Information		Leave Dulles Airport 5:30 pm on Aer Lingus	
Course Documents	Date:	Wednesday, July 5, 2000	
Assignments	Start Time: End Time:	06:30 PM 06:30 PM	
Communication	Category:	Course (HIST800)	
External Links			
Tools			
Resources			OK
Course Map			

Quick Jump

- **Overview** The Quick Jump page allows users to quickly view a portion of the calendar. Quick Jump is useful when looking for events planned months in advance of the current date. It is also useful for looking up the events of a past day, week, or month.
- **Quick Jump page** Click **Quick Jump** from the Calendar page. The Quick Jump page will appear as shown below.

OURSES > HISTOD	
Announcementa	🔚 Calendar Quick Jump
Course Information	
Staff Information	Calendar Quick Jump
Course Documents Assignments	View Calendar events for a specific date by selecting the date and view below.
Communication	Please select the date you wish access.
External Links	July 🗶 4 💌 2000 💌
Tools Resources	Please choose the type of view you wish to access the specified date.
Course Map	C Month C Weak @ Day
	Ø Submit
	Click "Submit" to frish, click "Cancel" to abort this process.

Quick Jump fields The table below details the entry fields on the Quick Jump page.

Calendar Quick Jump		
Please select the date you wish to access	Click the first down arrow to select a month. Click the next down arrow to select a day and click the last down arrow to select a year. The My Calendar page will appear with the enter date.	
Please choose the type of view you wish to access the specified date	 Click on an option to indicate the type of calendar view: Month will display the month that the date falls in. Week will display the week that the date falls in. Day will display that date only. 	

My Grades

Introduction

Check Grade	From the Stud	en	t Tools n	age, users can click the	Check Grades	hyperlink	to review
page				for a particular course.			
				*			
	COUNSES > HISTOOD						
			ck Grade	-			
	Course Information Staff information	-	User Statistic	•			
	Course Documents		Average Points/Assessme	nt 15			
	Assignments		Assessment Aver	age 35.2%			
	Communication		Total Points	30			
	External Links	M	Scores				
	Tools		Date	ltem	Score	Possible	Class Average
	Resources Course Map		Aug 10, 2000	Bonus Quiz	1	25	N(A
			Aug 8, 2000	Irish-American Histroy Exam	30	60	34
			Aug 8, 2000	Survey of the Trip to Ireland	~	N/A	N/A
							Сж
			Thel	means the instructor has	not graded the	a accav na	urt of the
					-		
		7		ment. When a grade is a	entered, you w	in see the	Inal
		\rightarrow	score.	e			

Manual

Introduction

Overview		anual offers users a reference point and to the Blackboard 5 tools.	ol that will help students
Student Manual page	Click Manua l v <i>Manual</i> .	within the Course Tools area to access the	Blackboard 5 Student
	COURSES > HISTEOD		
	Announcements		1 F 202
	Course Information Staff Information Course Documents Assignments	Blackboard 5 Lends Two and Three Student Manual	Table of Contents
	Communication		
	External Links	Chapter 1 - Welcome to Blackboard 5	
	Tools	Introduction	
	Resources	Blackboard 5 Overview	
	Course Mag	Blackboard 5 Tab Areas	
		Course Web Sites	
		Blackboard 5 Gateway	
		Introduction	
		Creating an Account	
		Lost Password Page	
		Course Catalog	
		Chapter 2 - User Tools	
		Introduction	
		Announcements	
		Announcements	
		Calendar	
		Calendar	
	•	Create or Modify an Event	2

Course Tasks

Introduction

Overview	The Tasks page organizes projects, defines task priority, and tracks tasks status. Users can create tasks and post them to the Tasks page. Each user can post persona tasks to their page.				
Course Tasks page	Task information is arranged in columns that display the priority, task name, status, and due date. Click Tasks from the student Tools area to access the Tasks page. The Tasks page will appear as shown below.				
	Announcements Tasks Course Information High Priority Decements Assignments Communication External Links Tools Tools Tools Tools Tools Tools Tools Tools Tools 				

Available functions Course Map

To use the functions available on the Tasks page, follow the table below.

То	click
modify a task	Modify to access the Modify Task page for a particular task.
remove a task	remove to remove a task. A box will appear asking to verify that a task should be removed. This action is irreversible.
view the details of a particular task	the task to view details.

Introduction, continued

View task details

Click on a task from the Task page to view course task details. The task details display the task name, due date, priority, status, and description of the task.

OURSES > HISTEOD			
Announcements	Tasks		
Course Information Staff Information Course Documents	6	Irish American History: Term in book report Due Date: Jorfs, 2000 Priority: Normal Status: Not Started	
Assignments Communication External Links		A book report on one of the required readings is due July 6th.	
Tools Resources Course Map			

Modifying a Task

Overview Students are allowed to modify course tasks, but are limited to modifying the task priority and task status.

Create task page Click **modify** next to the task to modify. The modify task page will appear as shown below.

Course Information	sks			
0				
	Task Informati	A.T.		
Staff Information	Flack informati	011		
Course Documents	Task Title:	Tum in book report		
Assignments	Description:	A book report on one of the required readings is due July 5th.		
Communication	Due Date:	Jul 5, 2000		
External Links				
Teals	Task Options			
Resources Course Map	Priority:	Normal 💌		
	Status:	Not Sterad *		
0	Submit			
	Click "Submit"	to finish or click "Camcel" to abort.		
			Cancel	Submit

Modifying a Task, continued

Create Task	
fields	

The table below details the fields on the Modify Task page.

Task Infor	mation		
Task Title:	Pre-populated with the task title entered by the course instructor.		
Description:	Pre-populated with the task description entered by the course instructor.		
Due Date:	Pre-populated with the task due date as entered by the course instructor.		
Task Options			
Priority:	 Select a priority. The options are: Low (task appears with a blue arrow pointed down) Normal High (task appears with a red arrow pointed up) The selected priority appears on the Tasks page. 		
Status:	 Select a status. The options are: Not started In progress Completed The selected status appears on the Tasks page. 		

Electric Blackboard

Introduction

Overview	The Electric Blackboard allows users to save notes for a particular course within the Blackboard 5 environment.
Electric blackboard	From the Tools area, click Electric Blackboard to access the Electric Blackboard page.
	Click "Submit" to finish. Click "Cancel" to abort this process.