# Blackboard 5 Level One Student Manual

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# Chapter 1 – Welcome to Blackboard 5

# Introduction

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**Blackboard 5
Student Manual**

Blackboard 5 offers students a robust set of tools, functions, and features for learning. The *Blackboard 5 Student Manual* details the tools and functions available to students.

The *Blackboard 5 Student Manual* 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.

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**In this chapter**

This chapter introduces Blackboard 5 with sections covering:

- ► **Blackboard 5 Overview**
- ► **Blackboard 5 Tab areas**
- ► **Course Web Sites**
- ► **Blackboard 5 Gateway**

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# 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 license, a customizable institution-wide portal and online communities. In addition, a Level 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.

**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 within Blackboard 5. Clicking on a tab will open that area in the content frame. Web pages containing specific content, features, functions, and tools are accessed from the tab areas.

**Header frame**

**Tabs**

**Content frame**
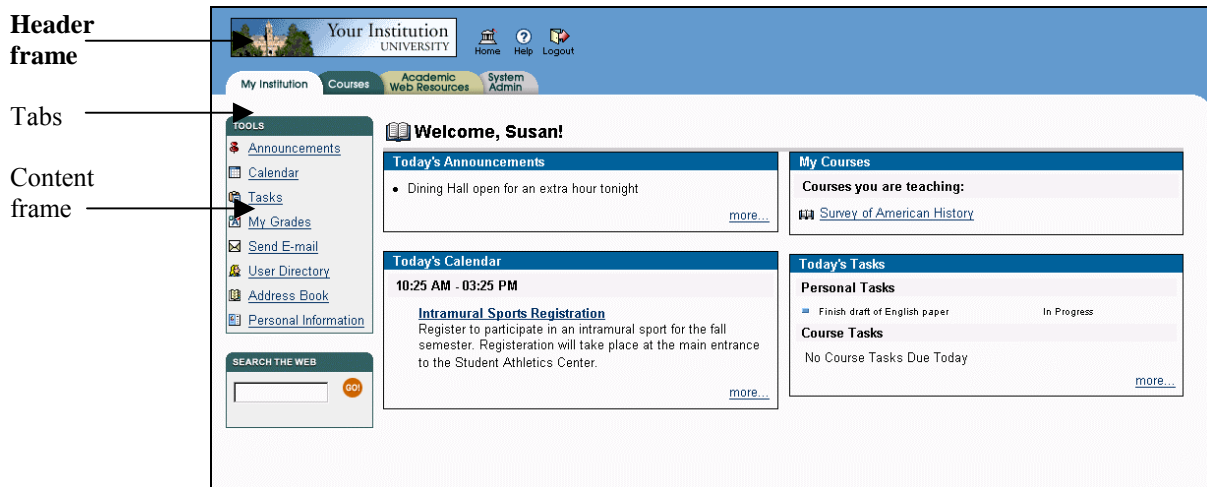


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# Blackboard 5 Overview, continued

**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 |
|---|---|
|  | Click **Home** to return an institution home page. This URL is set by the system administrator. |
|  | Click **Help** to access the Blackboard help site. This URL is set by the system administrator. |
|  | Click **Logout** to end a session. |

**Tabs**  The 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** <br><br> 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** <br><br> Home | 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. |
| **Link** <br><br> ▶ Browse Course Catalog | Click on a hypertext link to access another Web page within Blackboard 5. The page will appear in the content frame. Links can also open Web sites outside of Blackboard 5. |
| **Image** <br><br> Your Institution UNIVERSITY | 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** <br><br> 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 tab**

The 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.



**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.

# Blackboard 5 Tab Areas, continued

**Academic Web Resources tab**

The 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.

# 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.

Navigation path

Button bar

Content frame
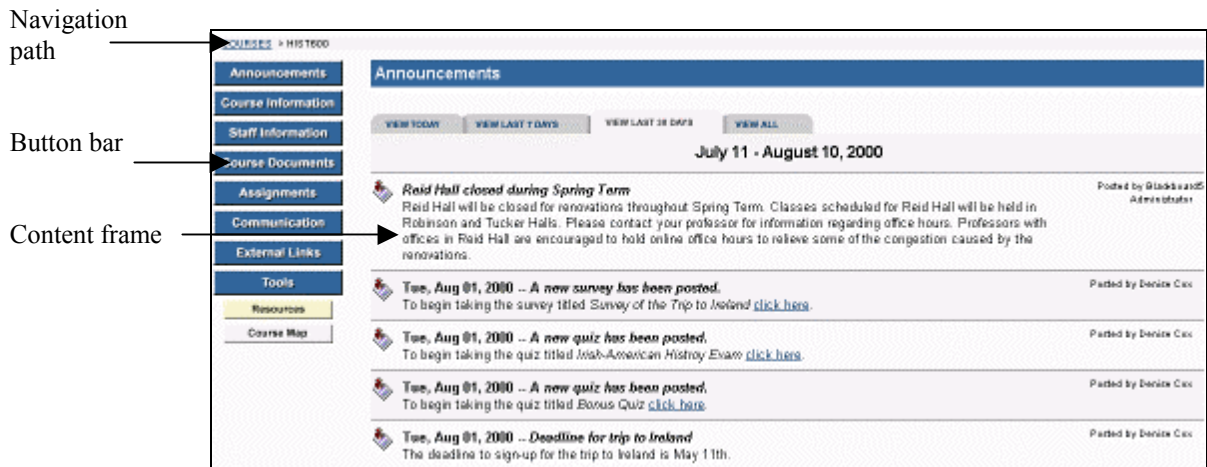
# Course Web Sites, continued

**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.<br><br>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:<br><br>• Send and receive email<br>• Read and post messages to discussion boards<br>• Enter Virtual Classroom<br>• View student roster<br>• 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**

The Blackboard 5 gateway page appears as shown below.



**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.

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

# Creating an Account

| | |
|---|---|
| **Overview** | Users may create their own account from the Gateway page if the function is activated by the system administrator. When creating an account, be sure to keep the user name and password secure. |

| | |
|---|---|
| **Create an account** | To create an account, users click **Create Account** from the Blackboard 5 gateway page.  The form below identifies the required information needed to create an account. |



| Personal Information | |
|---|---|
| **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 Information | |
|---|---|
| **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. |

|  | |
|---|---|
| *Note:* | 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. |



| | |
|---|---|
| **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. |

*Continued on next page*

# Entry Page, continued

**Available functions**

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

| To . . . | click . . . |
|---|---|
| preview the Blackboard 5 environment | **Preview.** |
| create an account | **Create.** |
| Obtain a new password | **Forget your password?** to access the Lost Password page. |
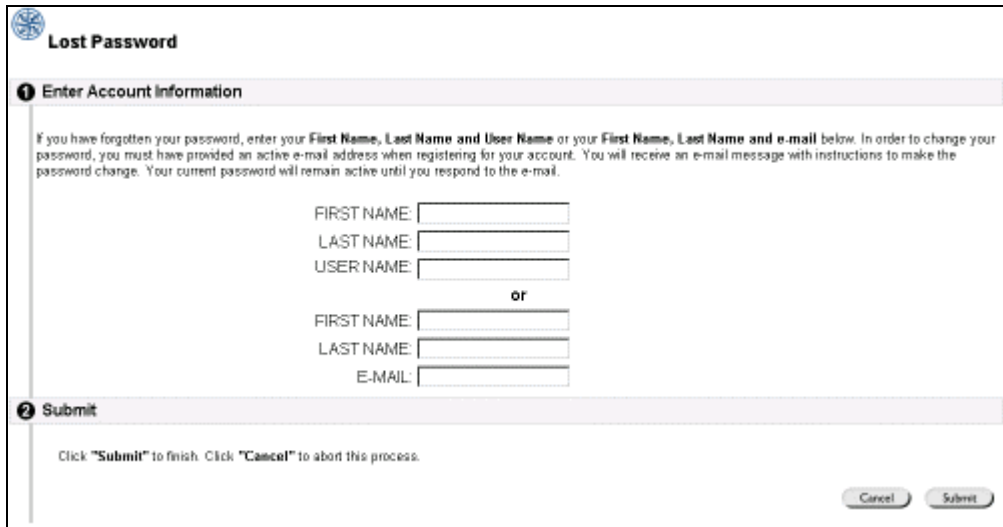
# Lost Password Page

**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.

**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 page**

By 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.
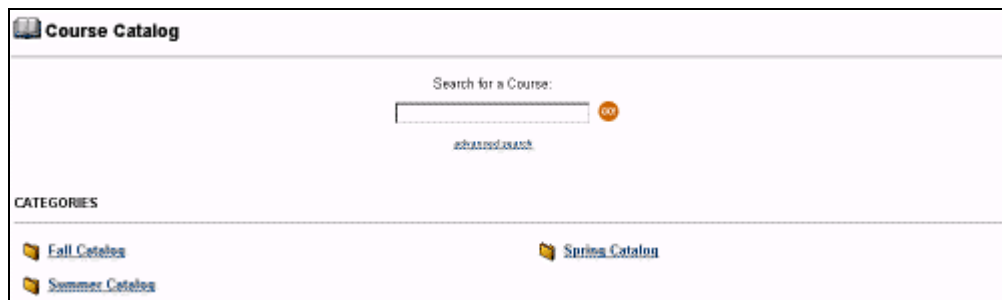


**Available functions**

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

| To . . . | 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.

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

| 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.



*Continued on next page*

# Browsing the Course Catalog, continued
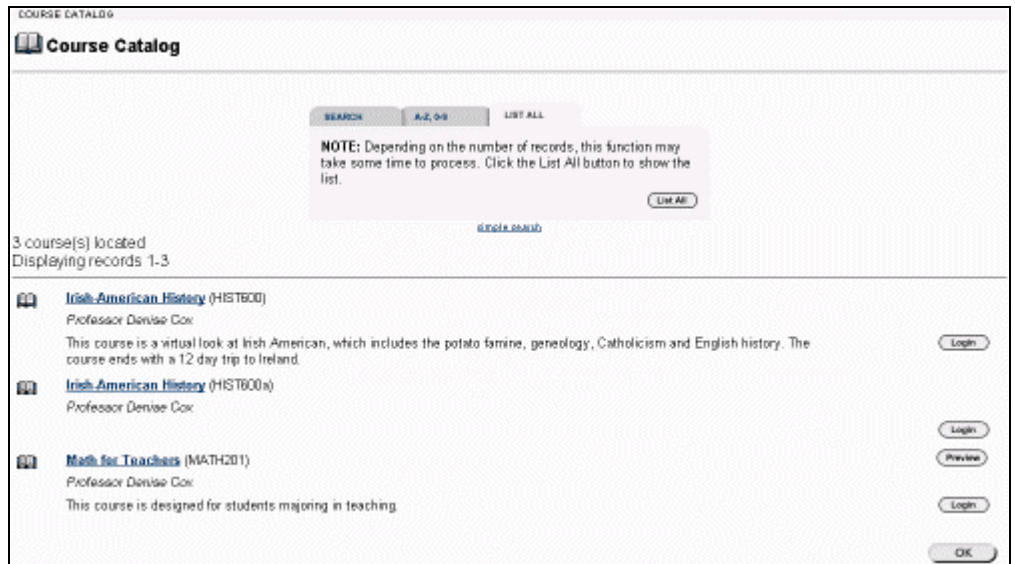
**Searching for a course in Course Catalog** (continued)

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

|   |   |
|---|---|
| *Note:* | **Advanced Search:** Users can search by course title or course ID by clicking the Advanced Search link |

**View all courses in the Course catalog**

Click Advanced Search hyperlink and click **List All** to view all courses.

# Chapter 2 – User Tools

# Introduction

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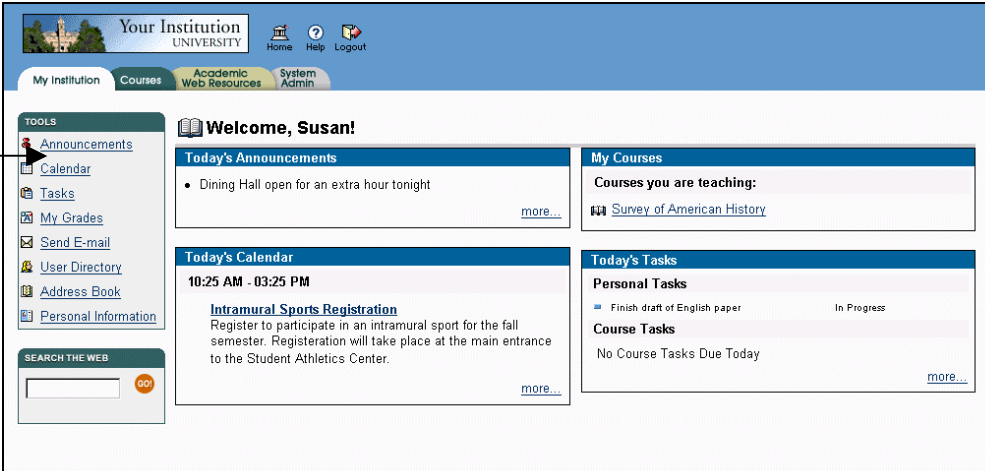
The Tools box provides quick access to system tools from the My Institution area. The user tools allow users to access several tools that appear in course Web sites on a system-wide scale as well as some unique tools such as the User Directory.

| | |
|---|---|
|  **Example:** | **Send email** from user tools provides a quick shortcut to the send email function for users' courses. |

**Tools box**

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

Tools box



**In this chapter**

This chapter contains information on the following topics:

- **Announcements**
- **Calendar**
- **Tasks**
- **My Grades**
- **Send Email**
- **User Directory**
- **Address Book**
- **Personal Information**

# Announcements

## Announcements

**Overview**        Users view important messages from the institution staff and faculty on the Announcements page. Users can sort announcements by category (courses or institution) and post date.

**Announcements page**        Click **Announcements** from the Tools box on the My Institution area. The Announcements page will appear as shown below. Click the drop-down arrow and select a category of announcements to view. Click on the tabs to view announcements for a specific time period.
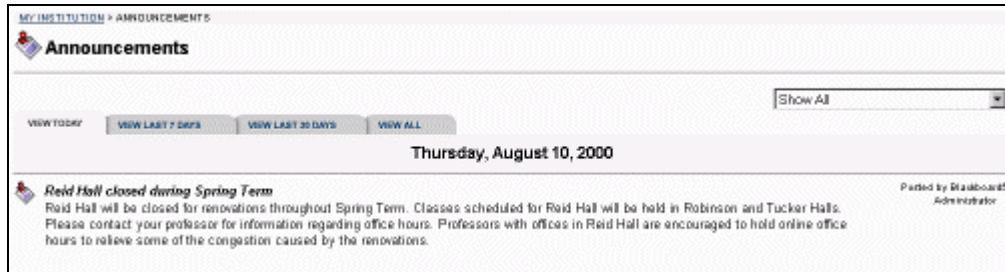
# Calendar

## Calendar

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**Overview**      Users manage their course, institution, and personal events through the Calendar. Upcoming and past events can be viewed daily, weekly, or monthly and organized into categories.

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**Calendar page**    Click **Calendar** from the Tools box on the My Institution area. The Calendar page will appear as shown below. The default view shows the day's events, however, users may also select a weekly or monthly view.



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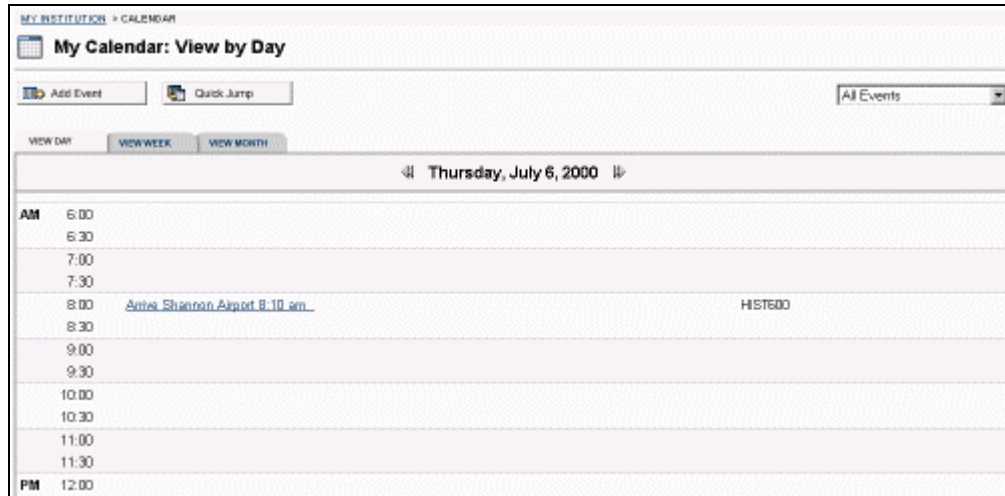
# Calendar, continued

**Available functions**

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

| To . . . | 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:<br><br>• All events<br>• My Events<br>• Institution events<br>• Courses<br>• Specific courses |
| view events by day, week, or month | either the View Day, View Week, or View Month tab. |
| view previous or future events | the arrows to the left of the current day, week, or month. 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.
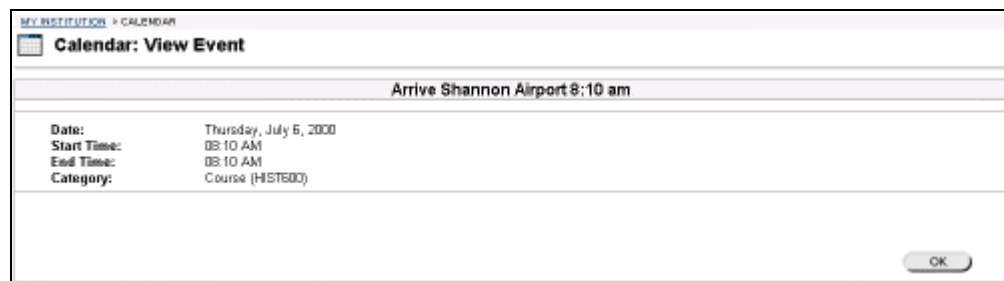
# Add or Modify Calendar Event

| | |
|---|---|
| **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. |

| | |
|---|---|
| ***Note:*** | This section reviews the Add Calendar Event page. The appearances of the page and field instructions are the same for the Modify Calendar Event page. |

| | |
|---|---|
| **Add Calendar Event page** | Click **Add Event** from the Calendar page. The Add Calendar Event page will appear as shown below. |

| | |
|---|---|
| ***Hint:*** | To modify an event, click on the corresponding **Modify** button. The Modify Calendar Event page will appear. |

---

# 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 Information | |
|---|---|
| **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: <br><br> • Smart Text: Displays text as written and creates links to URLs and email addresses that appear in the text. <br> • Plain Text: Displays text as written. <br> • 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.



**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: <br> • Month will display the month that the date falls. <br> • Week will display the week that the date falls. <br> • Day will display that date only. |

# Tasks

## Tasks

---

**Overview**      The Tasks page organizes projects (referred to as tasks), defines task priority, and
tracks task status.

A user can create tasks and post them to the Tasks page. Each user can post personal
tasks to their page, instructors can post tasks to users participating in their course,
and system administrators can post tasks to all users' Tasks pages.

---

**Tasks page**     Task information is arranged in columns that display the priority, task name, status,
and due date.

Click **Tasks** from the Tools box on the My Institution area to access the Tasks page.
The Tasks page will appear as shown below.



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# Tasks, continued

**Available functions**

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

| To . . . | click . . . |
|---|---|
| narrow the list of task to one subject | the drop-down arrow and select a task category. |
| 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 status of a project | on the current status. Task status can be one of the following three options:<br><br>• Not Started<br>• In Progress<br>• Completed. |
| view the details of a particular task | on a task link to view details. |

**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.

# Add or Modify a Task, continued

**Add Task fields**      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:<br>   • Smart Text: Displays text as written and creates links to URLs and email addresses that appear in the text<br>   • Plain Text: Displays text as written<br>   • 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 Options** | |
| **Priority:** | Select a priority. The options are:<br>   • Low (task appears with a blue arrow pointed down)<br>   • Normal<br>   • High (task appears with a red arrow pointed up)<br>The selected priority appears on the Tasks page. |
| **Status:** | Select a status. The options are:<br><br>   • Not started<br>   • In progress<br>   • Completed.<br><br>The selected status appears on the Tasks page. |

# My Grades

## My Grades

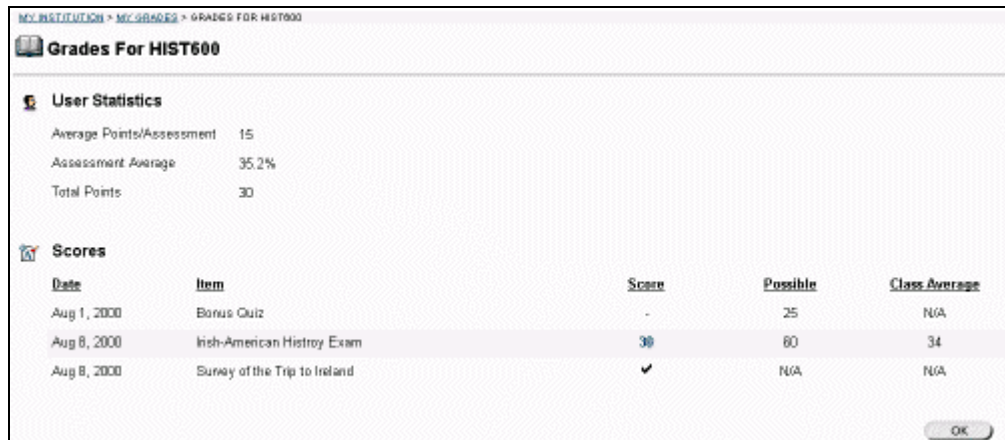| | |
|---|---|
| **Overview** | Users can check grades and performance statistics from the Check Grades page. The Check Grades page lists each user's courses. Users click on a course to access a report. |
| **Course Grades** | Click **My Grades** from the Tools box on the My Institution area. The Check Grades page will appear as shown below. Click on a course to view grades or performance statistics for that course. |

# My 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.

# 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.



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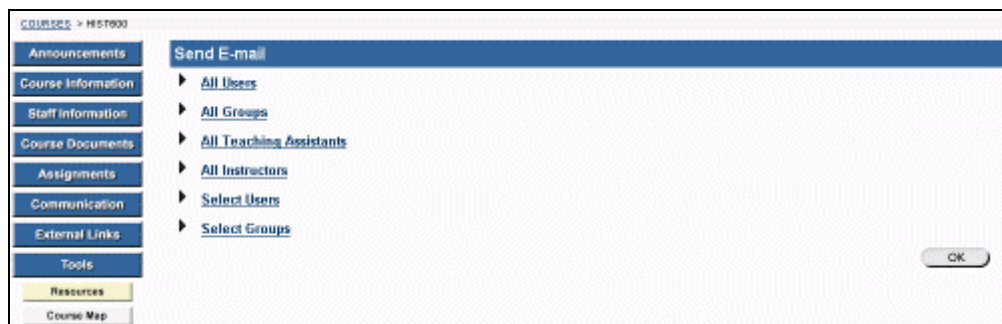


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# Send Email, continued

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

**Send Email – All Users**

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

| | |
|---|---|
| <br>*Note:* | 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. |

*Continued on next page*

# Send Email, continued

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

| Select Students | |
|---|---|
| **To:** | 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 self:** | Click the check box to send a copy of the message to the 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**      Click **User Directory** from the Tools box on the My Institution area. The User
**page**                Directory page will appear as shown below.



---

**Search the User**     The User Directory contains a search function at the top of the page. User can search
**Directory**           using different variables selected from the search tabs. The following search tabs are
                         available on the User 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.
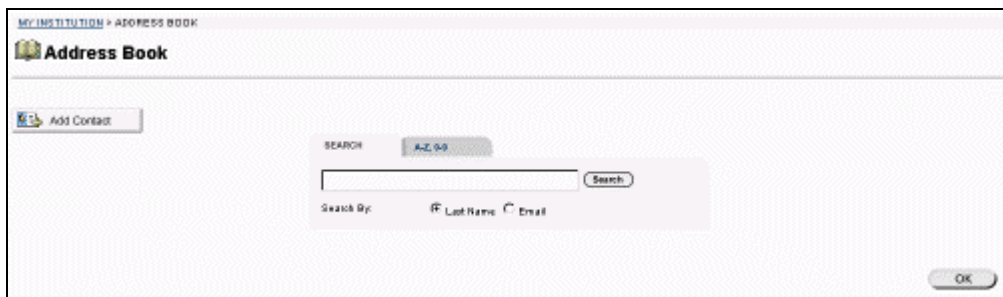


**Search the Address Book**

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.

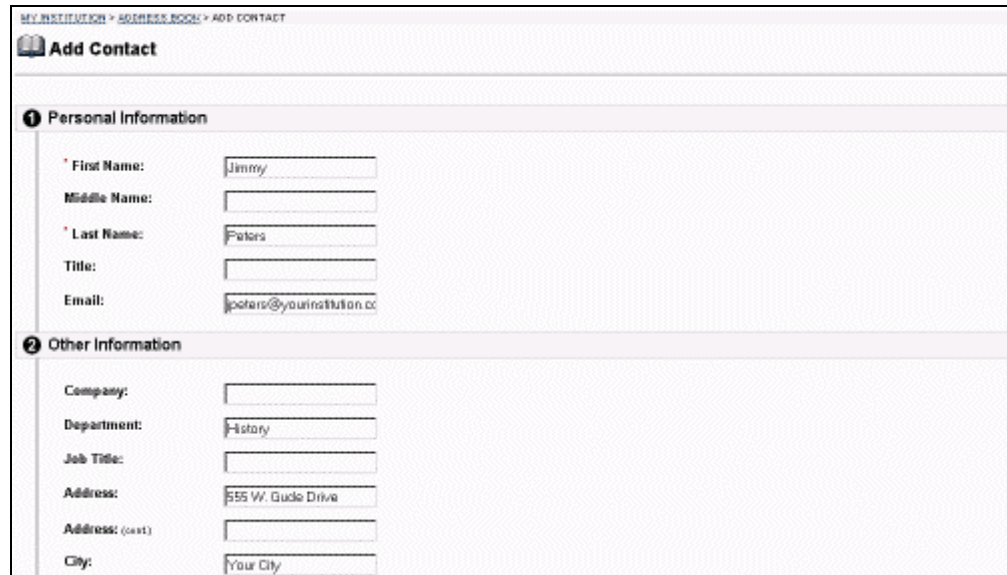| To . . . | click . . . |
|---|---|
| create a contact and add it to the Address Book | **Add Contact**. The Add Profile page will appear. |
| modify a contact | **Modify** for a contact. |
| remove a contact | **Remove** for a contact. This action is irreversible. |

# 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.

| | |
|---|---|
|   *Important:* | The user must create a profile for each contact, even those contacts that are also system users. |

**Add Contact page**

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

# Add or Modify Contact, continued

**Add Contact fields**

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

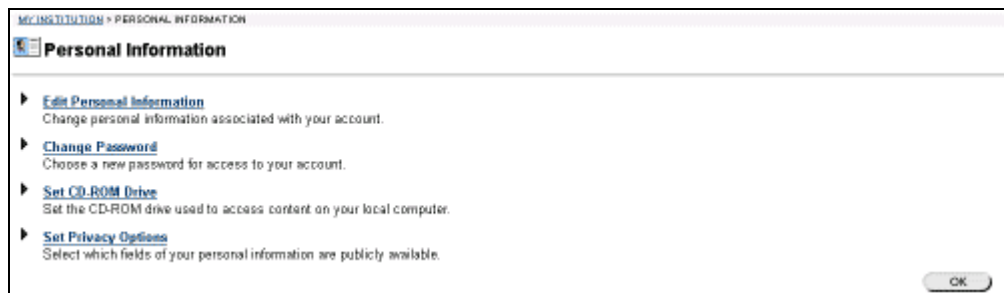| Personal Information | |
|---|---|
| **First Name:** | Enter the contact's first name. This field is required. |
| **Middle Name:** | Enter the contact's middle name. |
| **Last Name:** | Enter the contact's last name. This field is required. |
| **Title** | Enter the contact's title. |
| **Email:** | Enter the contact's email address. |
| **Other Information** | |
| **Company:** | Enter the contact's 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.



---

**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 Your Information page**      Click **Edit Personal Information** from the Personal Information page. The Edit Personal Information page will appear as shown below.

# Edit Personal Information, continued

---

**Edit Your Information fields**

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

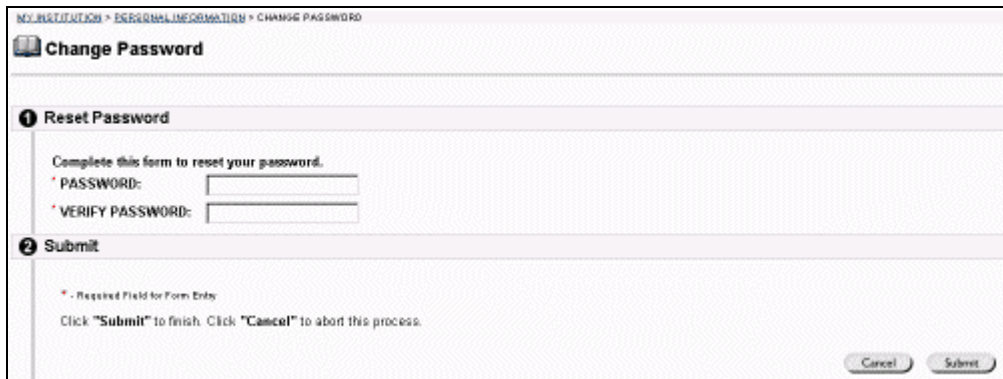| Personal Information | |
|---|---|
| **First Name:** | Edit first name. This field is required. |
| **Middle Name:** | Edit middle name. |
| **Last Name:** | Edit last name. This field is required. |
| **Email:** | Edit email address. This field is required. |
| **Student ID:** | Edit student ID as defined by the institution. |
| Other Information | |
| **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. |

<table>
<tr>
<td></td>
<td>It is recommended that users change their passwords periodically to ensure security.</td>
</tr>
<tr>
<td>*Hint:*</td>
<td></td>
</tr>
</table>

| | |
|---|---|
| **Change Your Password page** | Click **Change Password** from the Personal Information page. The Change Password page will appear as shown below. |



| | |
|---|---|
| **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-ROM Drive page**  Click **Set CD-ROM Drive** from the Personal Information. The Set CD-ROM Drive page will appear as shown below.



**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 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 Privacy Options page**          Click **Select Privacy Options** from the Personal Information page. The Select Privacy Options page will appear as shown below.



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

| User Directory Status | |
| --- | --- |
| **Make information available to public** | Select this check box to make information available to other users through the User Directory. |
| 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 Information** | Select this check box to make additional contact 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.

**Tabs**

Click on a tab to access that tab area.

Tabs ⟶



**In this Chapter**

This chapter includes information on the following tab areas:

- **My Institution Area**
- **Courses Area**
- **Academic Web Resources Area**
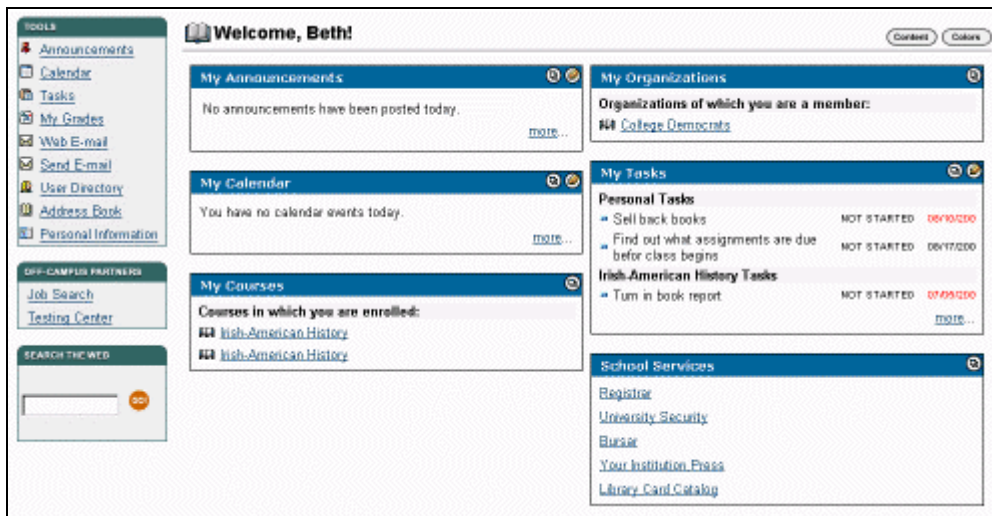
# My Institution Area

## Introduction

**Overview**

From the My Institution area, students are able to access User tools, courses and institution information. Users are able to customize the content and appearance of their My Institution area.

**My Institution area**

An example of the My Institution area appears below.



**Customization**

Users can customize the content and colors of the My Institution area. After customizing, when a student logs in again, the My Institution area displays their desired settings.

# 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**
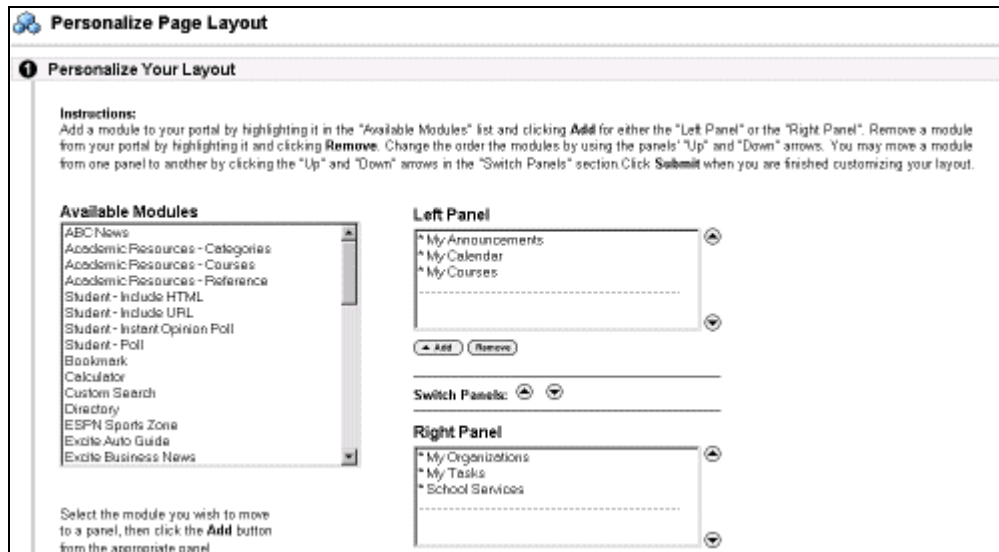


**Available**            The following functions are available from the Content customization page:
**functions**

| 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 page**  Click Colors from the My Institution area. The Personalize Color Preferences page will appear as shown below.
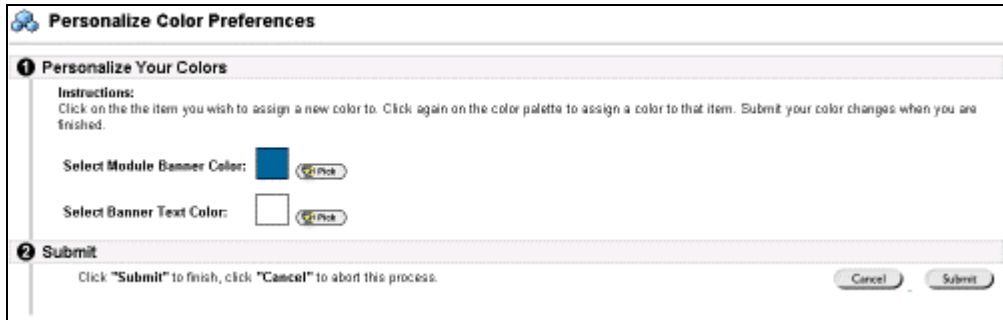


| Personalize Color Preferences | |
|---|---|
| **Select Module Banner Color:** | Click **Pick** and click on the desired color from the Color Palette pop-up window. |
| **Select Banner Text Color:** | Click **Pick** and click on the desired color from the Color Palette pop-up window. |

# 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

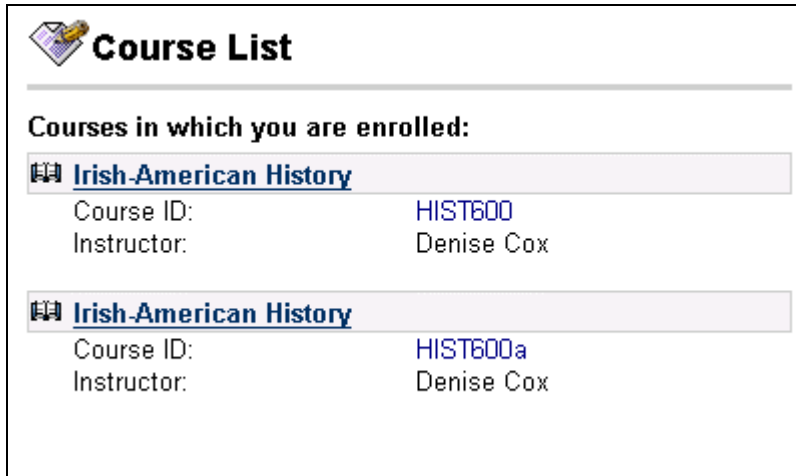**Overview**    The Courses area allows the user to do the following:

- 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 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.
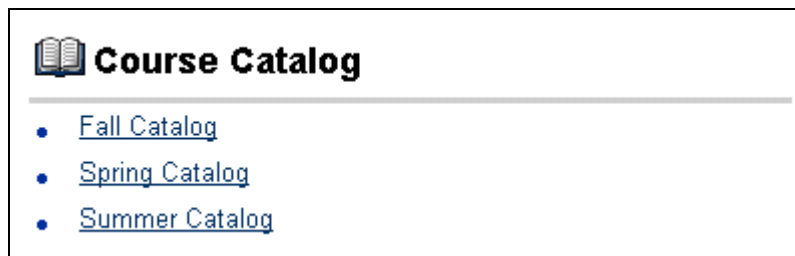


**Search the Web**    This box allows the user to search the Web.

# 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.

# Browsing and Searching Course Catalog

**Overview**        Users have the option to browse and search the institution's course catalog from the
                    Courses area.

**Browsing the**    The Courses Catalog Browse and Search page appears as shown below.
**course catalog**



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

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

# 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.

# 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:

- **Announcements**
- **Course Information**
- **Staff Information**
- **Course Documents**
- **Assignments**
- **Assessments**
- **External Links**

# Announcements

## Introduction

**Overview**     Students can view important messages from instructors on the course announcements page. Users can sort announcements by current date, last seven days, last thirty days, or view all course announcements. Use the drop-down menu to select a view or click on the tabs to view announcements for a specific period of time.

**Announcements page**     Click **Announcements** on the left side navigational bar of the course web site to view the course announcements. An example of the announcements appears below.

# Course Information

## Introduction

**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.
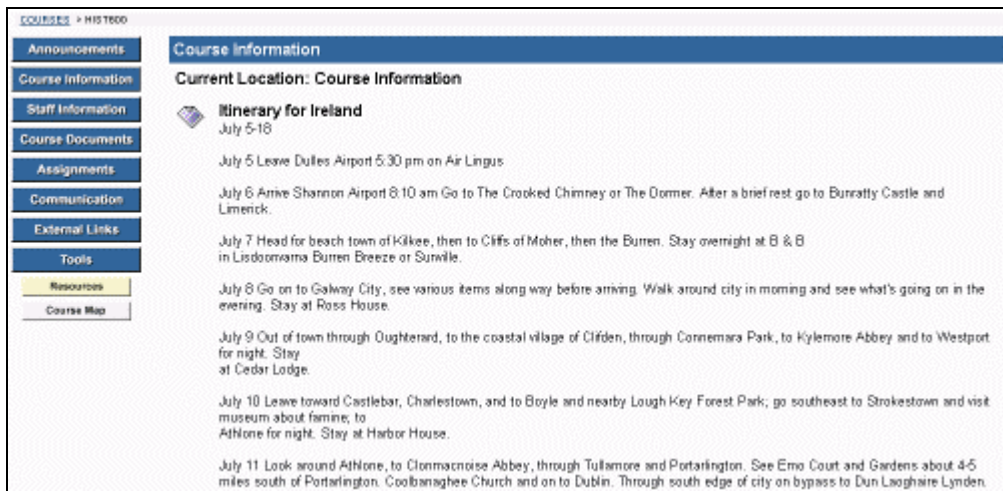
# Staff Information

## Introduction

| | |
|---|---|
| **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.
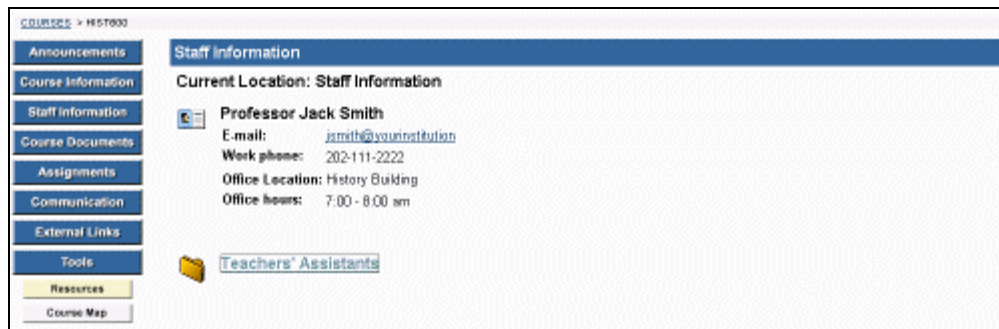
# Course Documents

## Introduction

**Overview**        Users can obtain course documents such the grading policy, syllabus, or suggested reading list within the Course documents page.

**Course documents page**        Click **Course Documents**. The Course Documents page will appear as shown below.
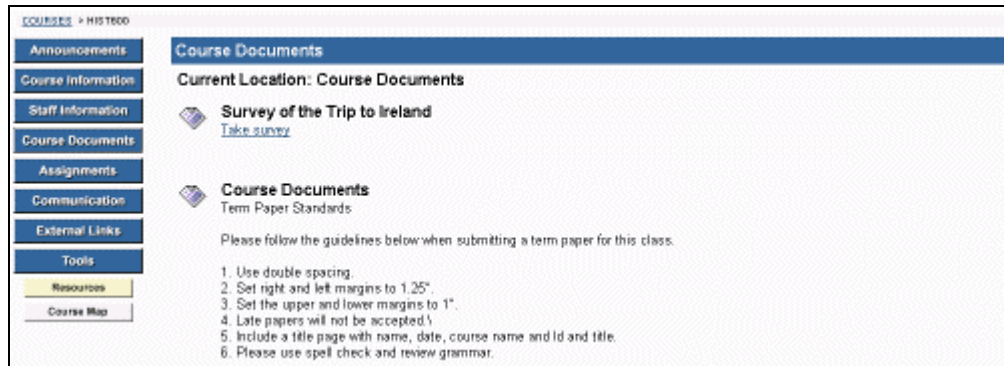
# Assignments

## Introduction

---

**Overview**          Users can access course assignments such as homework, exams, quizzes, or term
                      papers from the Assignments area.

---

**Assignments**       Click **Assignments**.  The assignments page will appear as shown below.
**page**



---

# 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.
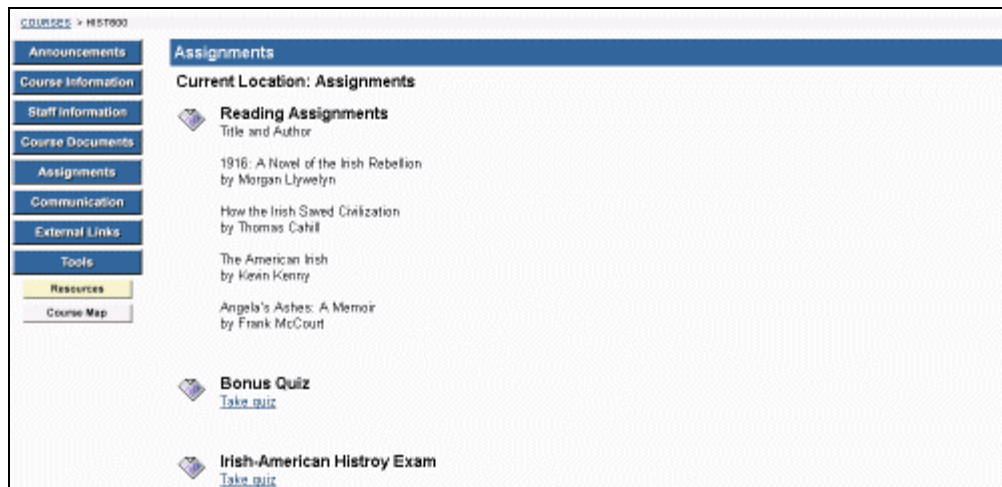
**Types of questions**     There are several types of questions that can be included in an assessment.  A description of each question type is provided below.

- *Multiple Choice*:  Allows the users a multitude of choices.  In multiple-choice questions, users indicate the correct answer by selecting a radio button.
- *True/False*:  Allows the user to choose either true or false. True and False answer options are by default limited to the words True and False.
- *Fill in the Blank:*  Users enter into the text fields provided and those answers are evaluated based on an exact text match.
- *Multiple Answer*:  Multiple answer questions allow users to choose more than one answer.
- *Matching questions*:  Allows users to pair questions to answers.
- *Essay Questions*:  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. |
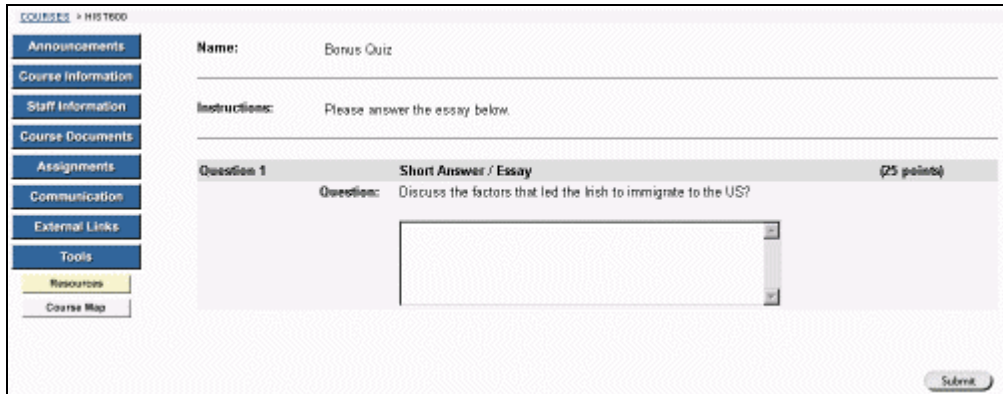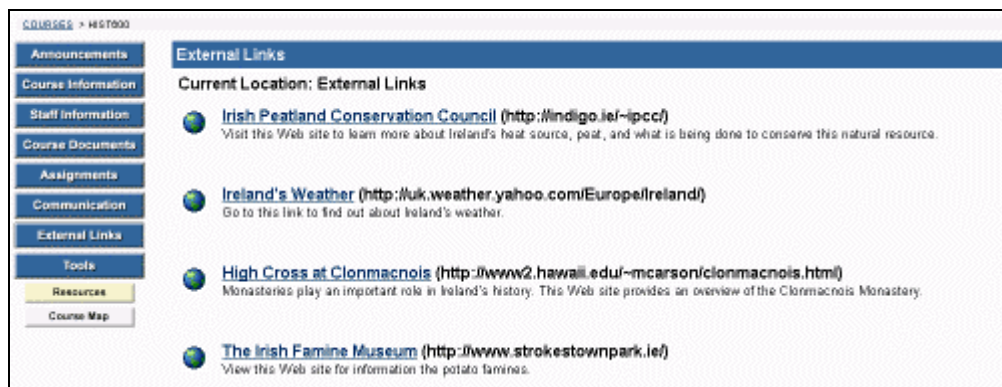
# External Links

## 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.

# 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.

| | |
|---|---|
| *Note:* | Instructors and system administrators have the option to disable these features. |

**Communication Center page**

To access the Communication Center, click **Communications** within the course Web site.

# Introduction, continued

**In this chapter**      This chapter includes information on the following communication tools.

- **Send Email**
- **Discussion Board**
- **Virtual Classroom**
- **Roster**
- **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. |
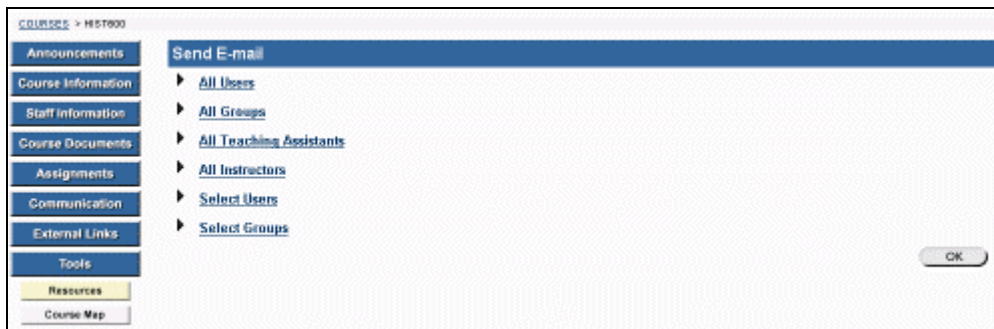
- **All Users**: Sends email to all users in a specified course.
- **All Groups**: Sends email to all of the groups in a specified course.
- **All Teaching Assistants**: Sends email to all of the teaching assistants in a specified course.
- **All Instructors**: Sends email to all of the instructors for 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 Users**

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

| | |
|---|---|
| [book icon] <br> *Note:* | 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. |



**Entry fields**

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

| Select Students | |
|---|---|
| **To:** | 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 self:** | Click the check box to send a copy of the message to the sender. |
| **Add Attachments** | |
| **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**       Click **Discussion Boards** from the Communication area to access the Discussion
**page**             Boards page.  If allowed by an instructor a student can create a forum, otherwise
                   students will only be able to add threads.



---
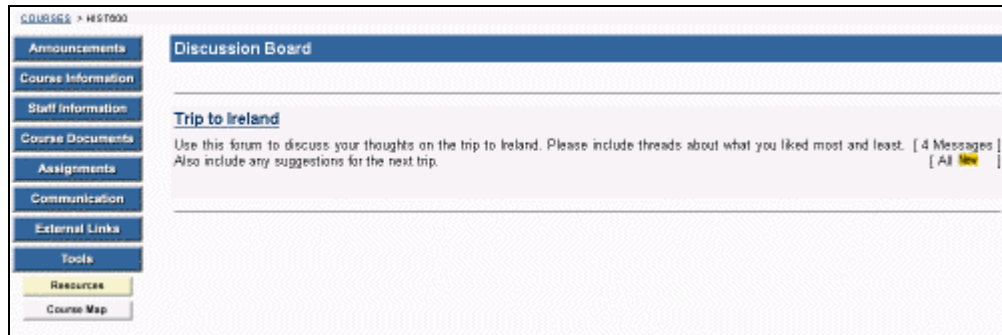
**Available**       To access a forum listed on the Discussion Board page click a forum topic link. The
**function**         Discussion Forum Board will appear. Additional functions are available on this page
                   and are discussed in the following section.

---

# 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 board page**

The Forum Discussion Board will appear as shown below.
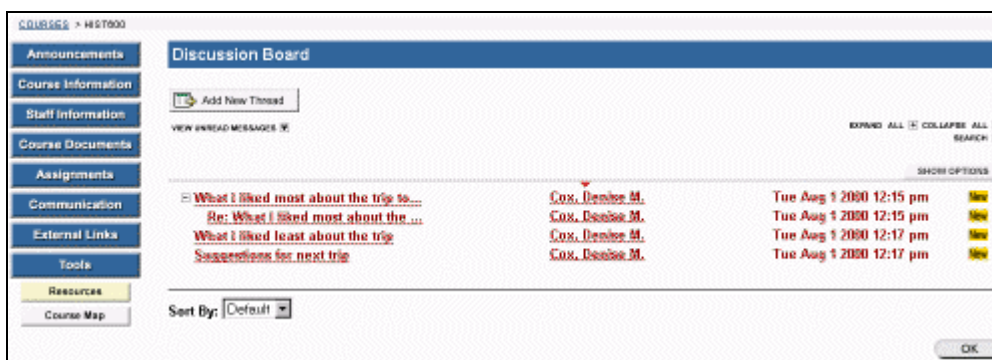


**Available functions**

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

| To . . . | click . . . |
|---|---|
| start a new discussion, which is called a thread | **Add New Thread**. The Add Thread page will appear. On 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 responses | the **EXPAND ALL** plus option. All threads and responses will appear. |
| see only the threads | the **CLAPSE ALL** minus option. The topic threads will appear. |

*Continued on next page*

# Accessing Discussion Boards, continued

**Available functions** (continued)

| To . . . | click . . . |
|---|---|
| read a message | a link, such as <u>This is a top level message (thread)</u>. 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 messages | drop-down list and select one of the following options to sort by:<br>• Default to have the message sort by the earliest date.<br>• Author to have the messages sort by the author of the message.<br>• Date to have the messages sort by the earliest date. Note this is the default.<br>• Subject to have the messages sort by the subject. |

**About the Options tab**

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

| To . . . | Then . . . |
|---|---|
| select all threads and messages in the forum | click **Select All**. |
| unselect the selections | click **Unselect All**. |
| unselect the threads and messages that have been selected and select the threads and messages that have not been selected | click **Invert**. |
| 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.



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

| Message Information | |
|---|---|
| **Subject:** | Enter the subject of the thread. |
| **Message:** | Enter a message.<br>Select a text type for the message from the following options:<br>• Smart Text: Displays text as written and creates links to URLs and email addresses that appear in the text.<br>• Plain Text: Displays text as written.<br>• 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 page**

Click **Reply** on the Discussion Board page. The Your Response page will appear as show below.



**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.<br>Select a text type for the message from the following options:<br>• Smart Text: Displays text as written and creates links to URLs and email addresses that appear in the text.<br>• Plain Text: Displays text as written.<br>• 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.

| | |
|---|---|
|  *Note:* | When participating in an activity that requires a Virtual Classroom, consider the following: <ul><li>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.</li><li>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.</li></ul> |

**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.
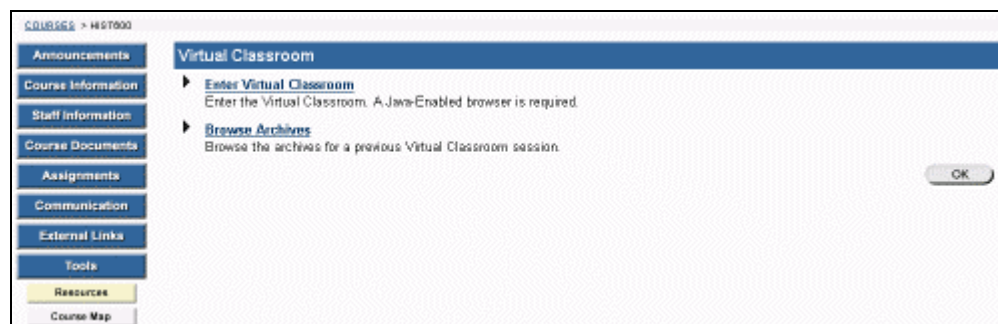


**Available functions**  The following functions are available from the Virtual Classroom page:

► **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 →

Whiteboard tool bar →

Discussion tabs →
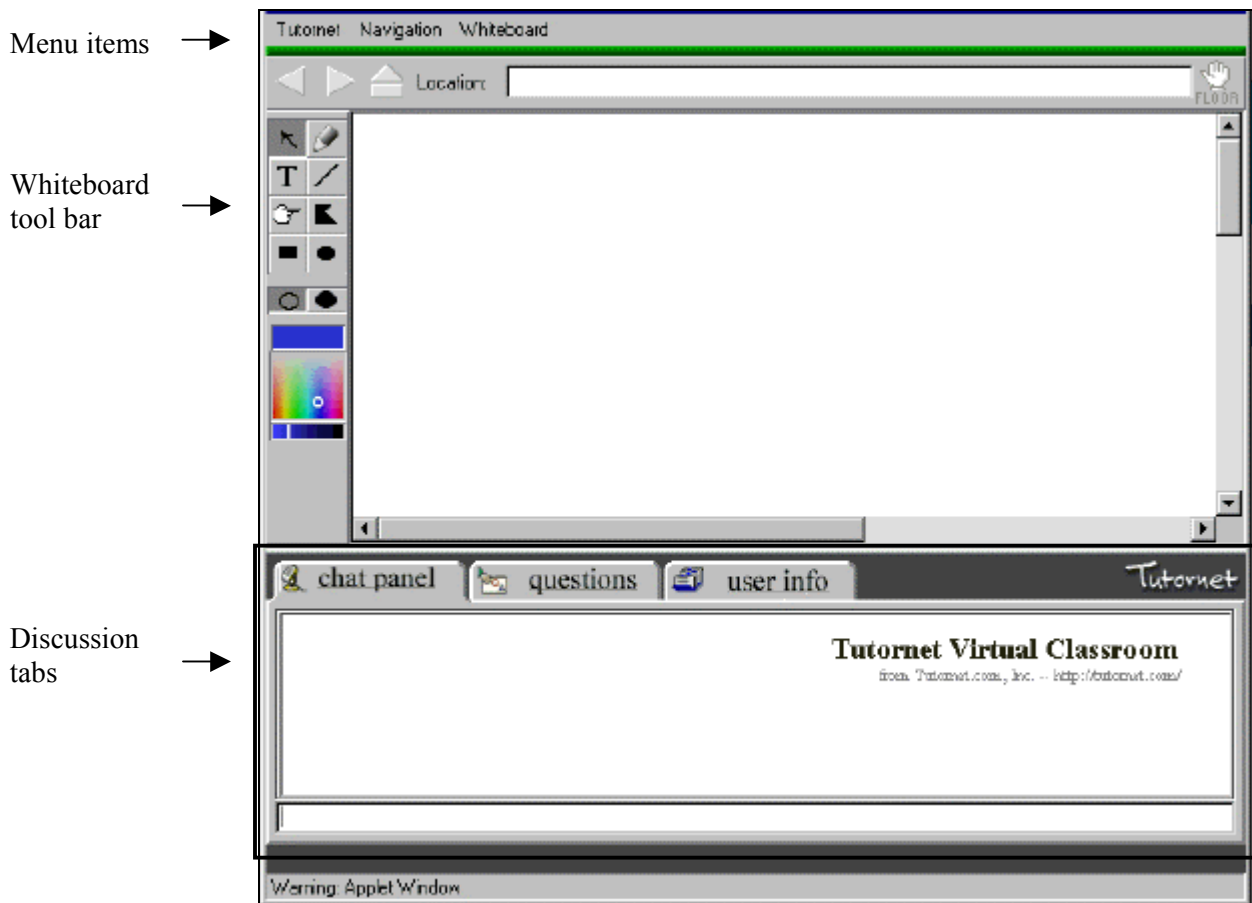
# Enter Virtual Classroom, continued

**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.

| To . . . | click . . . |
|---|---|
| request access to the floor | **Floor** in the upper right hand corner of the screen. Once 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: <ul><li>Enlarge – Click on one of the small black boxes that surround the item and drag it to the desired size.</li><li>Move – Click on the item and move it to the desired location.</li><li>Delete – Click on the Whiteboard menu item then click on selected object then click delete.</li><li>Bring front – Click on the Whiteboard menu item then click on selected object then bring to front.</li><li>Bring back – Click on the Whiteboard menu item then click on selected object then click bring to back.</li></ul> |
| 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 object either filled or unfilled | the **Polygon** drawing tool.<br><br>*Hint:* To change the direction of the object single-click. To stop drawing, double-click. |

# Enter Virtual Classroom, continued

**Whiteboard tools** (continued)

| To . . . | click . . . |
|---|---|
| draw a rectangle or square | the **Rectangle** drawing tool. |
| | <table><tr><td><br>*Hint:*</td><td>To change the direction of the object single-click. To stop drawing, double-click.</td></tr></table> |
| draw a circle either filled or unfilled | the **Oval** drawing tool. |
| | <table><tr><td><br>*Hint:*</td><td>To change the direction of the object click once. To stop drawing, double click.</td></tr></table> |
| draw unfilled objects | unfilled oval. |
| | <table><tr><td><br>*Example:*</td><td>For example, to draw an unfilled rectangle, click on both the rectangle tool button and the unfilled oval.</td></tr></table> |
| draw filled objects | filled oval. |
| select a color | color palette. The color will appear in the color display window. |
| make the color lighter or dark | in the color palette below. The color will appear in the color display window. |

# Enter Virtual Classroom, continued

**Virtual chat**     The table below describes the virtual chat tab functions.

| To . . . | 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.<br>• Enter a comment.<br>• Press enter to have the comment added to the discussion. |
| ask a question | **Questions**.<br>• Click in the box in the right hand corner.<br>• Enter the question or answer.<br>• Click Send. |
| view a students name or other information about the student | **User Information**. |

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

| To . . . | click . . . |
|---|---|
| quit the virtual classroom | **File** menu, then click **Quit**. |
| 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 | **Navigation** menu, then click **Next**. |
| last slide. | **Navigation** menu, then click **Last slide**. |

# Enter Virtual Classroom, continued

**Menu items** (continued)

| To | 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 italics, font type and font size | **Whiteboard** menu, then click **font**. |
| select a line width to be used with the freehand drawing pencil tool and the object lines | **Whiteboard** menu, then click **Line Width,** then make selection. |
| add grid lines to the whiteboard | **Whiteboard** menu, then click **Show Grid**. |

**Move and scale an object**
Once 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.<br>• Click one of the black boxes that surround the object.<br>• Drag it out to make the object larger or drag it in to make the object smaller.<br><br>*Note:* A text box may not be scaled. However a text box may be moved. |
| 4 | Move the object.<br>• Click in the middle of the object.<br>• 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.
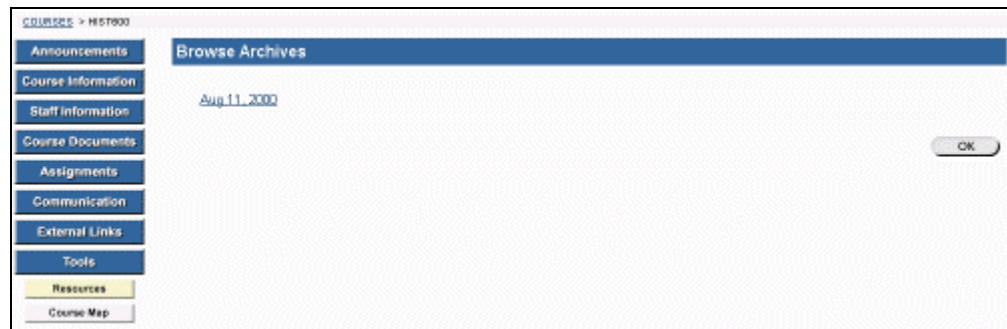


**Available functions**

The table below details the available functions on this page.

| To . . . | 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 archive | **Remove**. |

# Roster

## Introduction

**Overview**      Users can search the roster and view lists of students, instructors, and teaching assistants associated with a specific course.

**Roster page**   Click **Roster** from the Communication area. The course Roster page will appear as shown below.



**Search the Roster**   The Roster contains a search function. Users can search using different variables. The table below details the search options that are available.

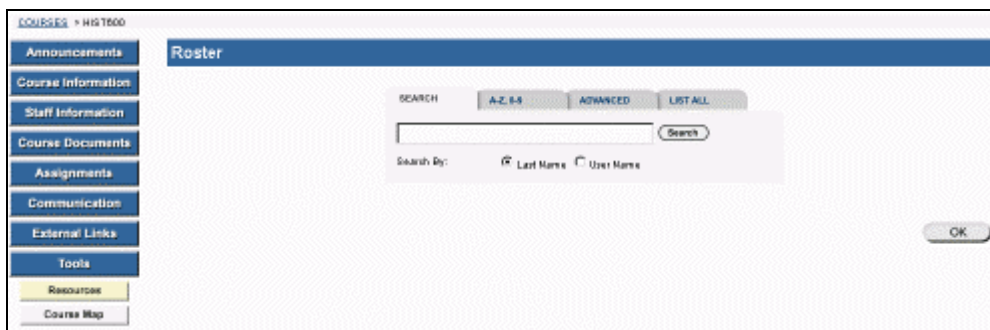| To . . . | Then . . . |
|---|---|
| search for a user using the user's last name or user's ID | • Select the Search tab.<br>• Enter either a last name or a user name.<br>• Select either the **Last Name** or **User ID** option. All matching entries will be displayed. |
| search for a group of last names that start with a particular letter or a user ID that starts with a particular number | • Select the A-Z, 0-9 tab.<br>• 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<br>• Enter a value in the Containing: field.<br>• The search will return all users with that value in their User Name.<br>• Click the check boxes and select values from the drop-down list to narrow the search. |
| list all users | • Select the tab.<br>• 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.
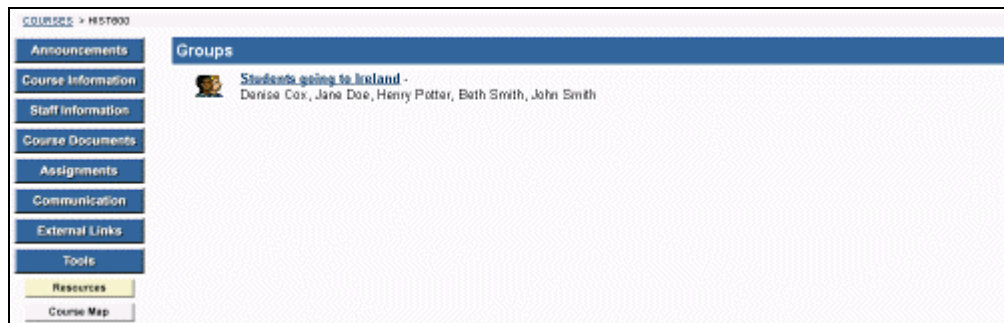


**Available
functions**        Click on a group and the following functions are available for that group:

> ► **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 exchange page** | The File exchange page displays the current files available for use by the group members and the option to add files by clicking **Add File**. The file exchange page will 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. |
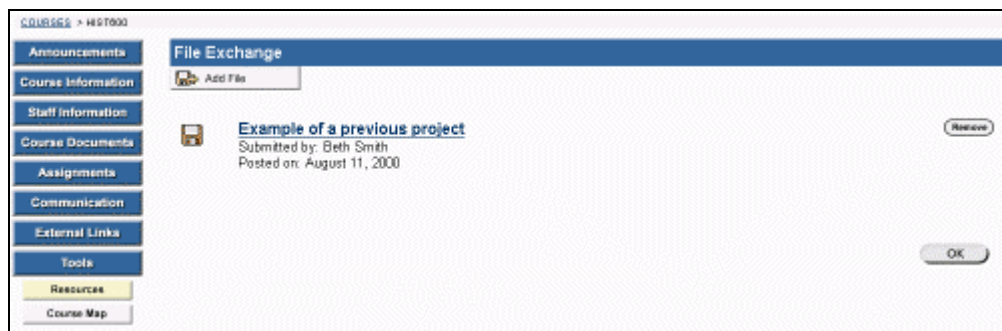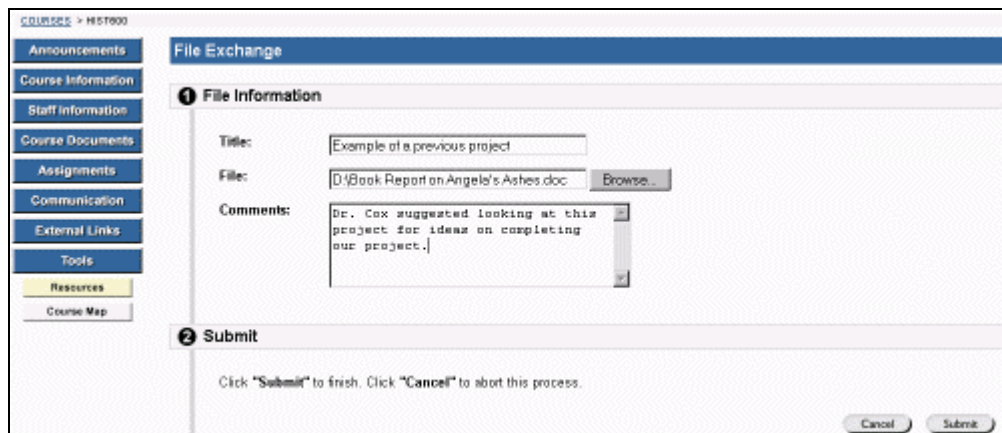
# File Exchange, continued

**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 tools main menu**

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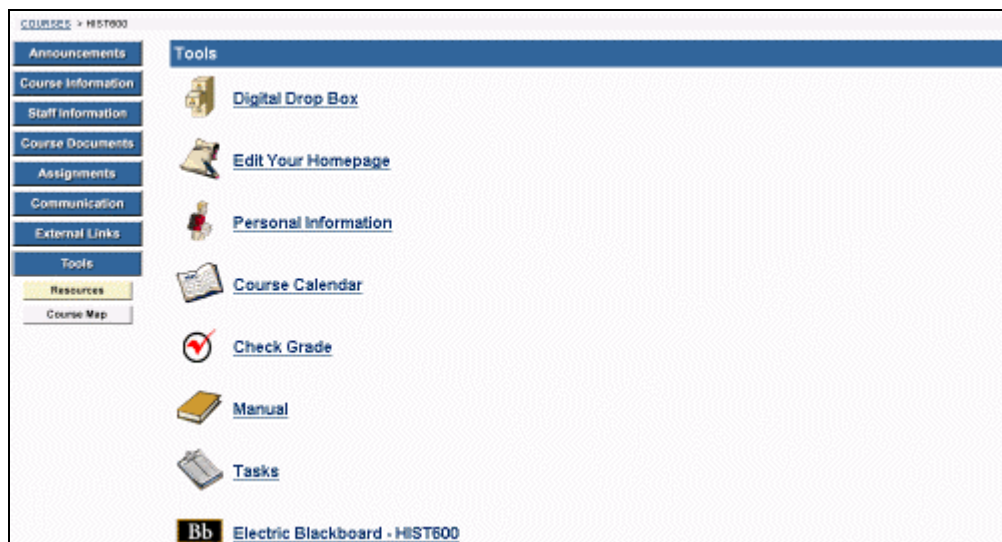


**In this chapter**

This chapter includes information on the following Student Tools:

- **Digital Drop box**
- **Edit Your Homepage**
- **Personal information**
- **Course Calendar**
- **Check grade**
- **Manual**
- **Tasks**
- **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.
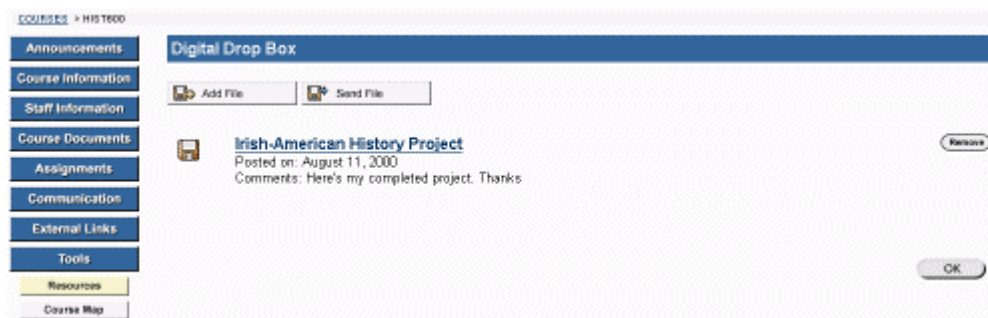


**Available functions**

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.



**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:<br>• Smart Text:  Display text as written and creates links to URLs and email addresses that appear in the text.<br>• Plain text:  Displays text as written.<br>• 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.



**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 homepage**    Click **Edit Your Homepage** from the Tools area. The Edit Your Homepage page
**screen**    will appear as shown below.

# 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 Personal Information section.

**Personal information page**
Click **Personal Information** from the Tools menu to access the Personal Information functions. The Personal Information page will appear as shown below.
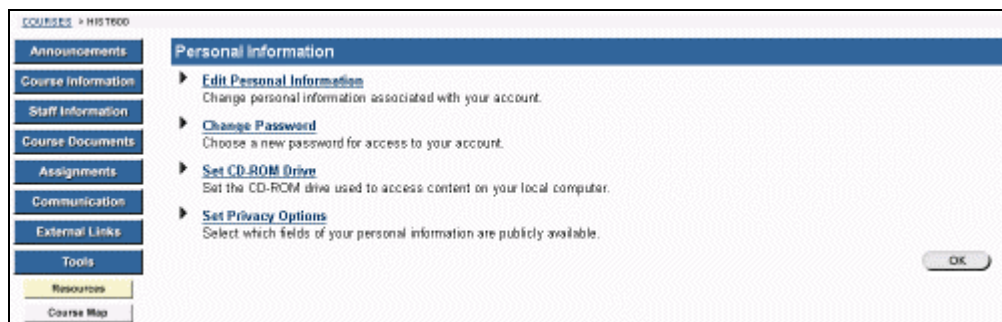


**Available functions from the personal information page**
The following functions are available from the Personal Information page:

► **Edit Personal Information**
Edit your personal information displayed to fellow students and instructors

► **Change Password**
Users can change passwords

► **Set CD-ROM Drive**
Users set the CD-ROM drive

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

| | |
|---|---|
| <br>*Note:* | 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 Your Information page**
Click **Edit Personal Information** from the Personal Information page. The Edit Personal Information page will appear as shown below.

# Edit Personal Information, continued

**Edit Your Information fields**

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

| 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 Information** | |
| **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 page**

Click **Change Password** from the Personal Information page. The Change Password page will appear as shown below.



**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-ROM Drive page**       Click **Set CD-ROM Drive** from the Personal Information page. The Set CD-ROM Drive page will appear as shown below.



**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 Privacy**    Click **Select Privacy Options** from the Personal Information page. The Select
**Options page**      Privacy Options page will appear as shown below.



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

| User Directory Status | |
|---|---|
| **Make information available to public** | Select this check box to make information available to other users through the User Directory. |
| **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 Information** | Select this check box to make additional contact 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 **Course Calendar** and the Course Calendar page will appear as shown below.

# Introduction, continued

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**Available functions**

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

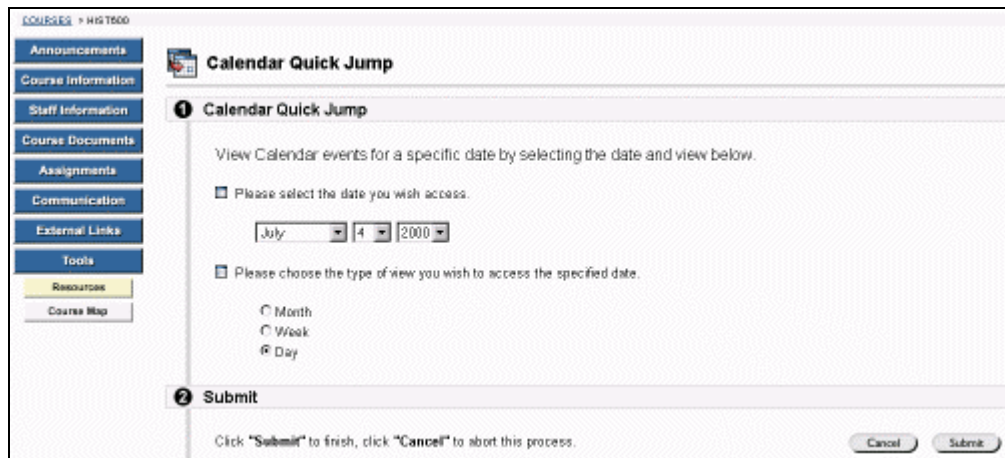| To . . . | click . . . |
|---|---|
| view events for a specific date and time | **Quick Jump** to access the Quick Jump page. From here, select a date and time and the calendar will immediately display events for that time. |
| view events by day, week, or month | on a tab to view events for the current 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.



---

# 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.



**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:<br>• Month will display the month that the date falls in.<br>• Week will display the week that the date falls in.<br>• Day will display that date only. |

# My Grades

## Introduction

---

**Overview**    Users can check their grades from within the course Web site.

---

**Check Grade page**    From the Student Tools page, users can click the Check Grades hyperlink to review user statistics and scores for a particular course.



| | |
|---|---|
|  *Note:* | The ! means the instructor has not graded the essay part of the assessment. When a grade is entered, you will see the final score. |

---

# Manual

# Introduction

---

**Overview**          The Student Manual offers users a reference point and tool that will help students fully utilize all the Blackboard 5 tools.

---

**Student Manual page**          Click **Manua**l within the Course Tools area to access the *Blackboard 5 Student Manual*.



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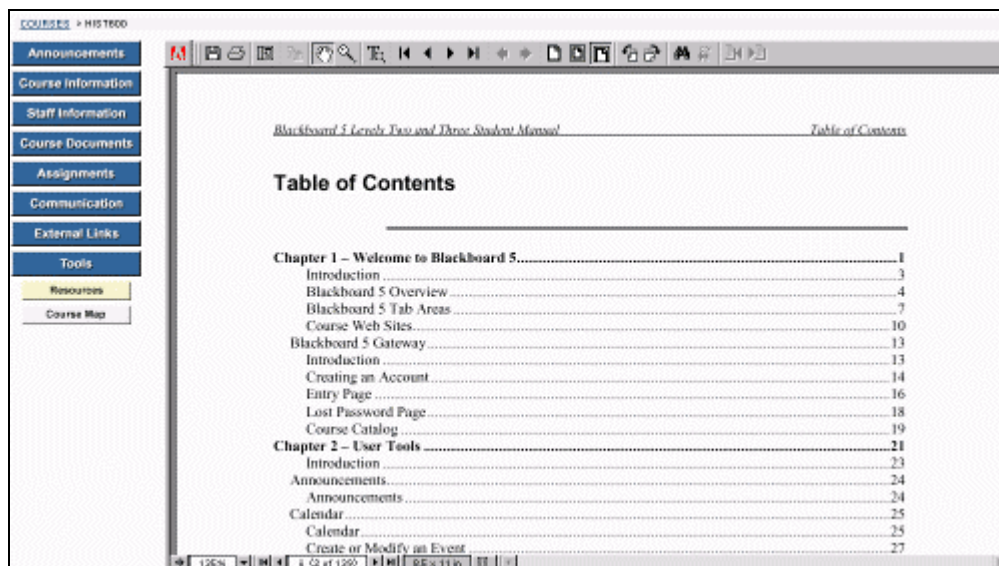
# Course Tasks

## 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 personal 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.
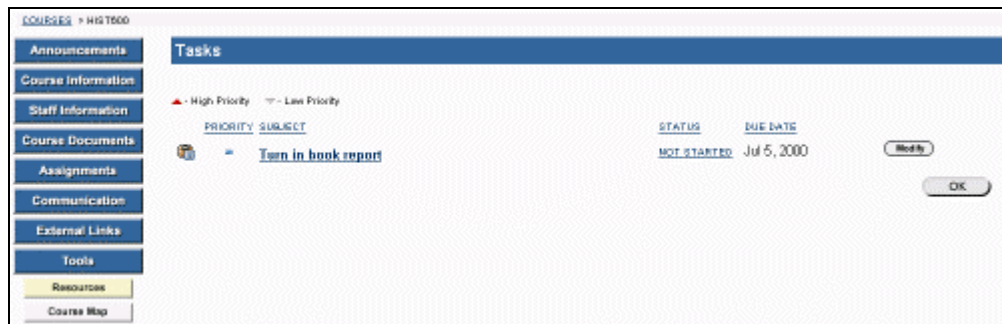


---

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

| To . . . | 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.



---
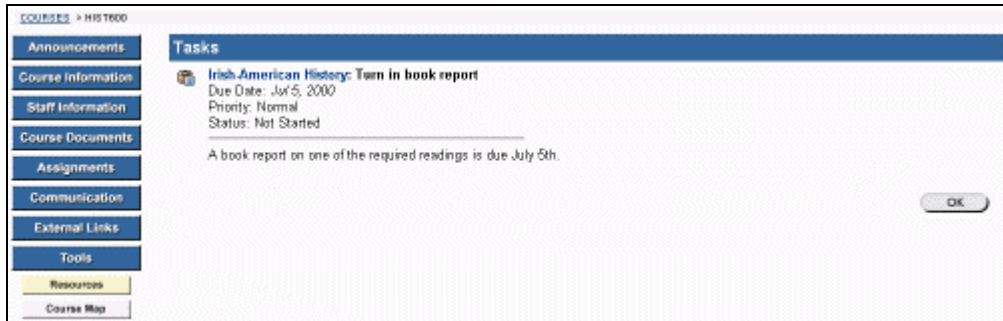
# Modifying a Task

**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.

# Modifying a Task, continued

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

| Task Information | |
|---|---|
| **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:<br>• Low (task appears with a blue arrow pointed down)<br>• Normal<br>• High (task appears with a red arrow pointed up)<br>The selected priority appears on the Tasks page. |
| **Status:** | Select a status. The options are:<br>• Not started<br>• In progress<br>• Completed<br>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. |