

*Blackboard Student
Manual
2010*

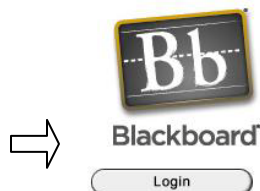
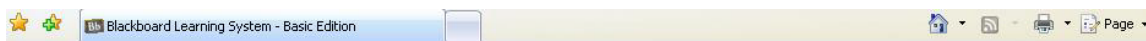
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LOGGING INTO BLACKBOARD

❖ Logging into Blackboard

1. Go to **http://blackboard.caldwell.edu**
2. Then click the **Login** button.



Blackboard Learning System™ - Basic Edition

Welcome!

Welcome to the Blackboard e-Education platform-- designed to transform the internet into a powerful environment for the educational experience.

To log in, please click on the Login icon on the left.



Blackboard

Blackboard Learning System™ - Basic Edition (6.3.1.645)

Blackboard Learning System™ - Basic Edition

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Accessibility information can be found at <http://access.blackboard.com>.

3. Enter your **username** and **password**.



Blackboard

Welcome to *Blackboard Learning System - Basic Edition*. Enter your username and password to access the system.

You can access as a guest by clicking the "Preview" button below.

[Preview](#)

Have an Account? Login Here.

If you already have an account, enter your login information here and click the "Login" button below. If you do not have an account, please click on one of the buttons to the left.

USERNAME:

PASSWORD:

[Forgot your password?](#)

[Login](#)

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Accessibility information can be found at <http://access.blackboard.com>.

4. After you have logged in, your screen display similar to the image below with **My Bb@Caldwell** highlighted:

❖ **Tools Module**

By clicking on the links in this module, you will have access to the information stored in these links.

❖ **My Announcements Module**

This module displays the announcements that are featured in the courses in which you are enrolled. If you would like to view the announcements for each course, you can click on the link underneath the Course Title.

❖ **My Courses Module**

By clicking any of the links to a course in which you are enrolled, you may enter the course.

- ❖ If you wish, you may also search for your course, you may do so by clicking the **Courses** tab as shown below:

- ◆ Once you click on a course in which you are enrolled, your screen should display similar to the image below:

The screenshot shows a Blackboard course interface. At the top, there is a red header with the Caldwell College logo, the Blackboard 'Bb' logo, and navigation links for Home, Help, and Logout. Below the header, the course title 'COURSES > BUS COMMUNICATIONS (WI) (BU-110-028) S&#...' is displayed. The main content area features a banner with a globe and the text 'Business Communications' over an image of business professionals. Below the banner are tabs for 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL'. The date 'April 29, 2010 - May 06, 2010' is shown, followed by the message 'No announcements found.' On the left side, there is a vertical menu of course tabs: Announcements, Faculty Information, Course Information, Syllabus, Textbook Link, Quizzes, Assignments, Campus Resources, External Links, and Communications. Below these tabs are sections for 'Tools' (Communication, Course Tools, Course Map) and 'Refresh' (Refresh, Detail View).

- ◆ Once you have entered the course, you may navigate through the tabs on the left to view any information that your professor has uploaded onto the course.

Course Tabs:

Announcements

- ◆ The 'Announcements' tab allows you to view announcements for the course posted by your instructor. Announcements posted by the instructor can be found on the homepage of the Blackboard course beneath the banner as shown in the image above.

Faculty Information

- ◆ The 'Faculty Information' tab allows you view any information your instructor has uploaded onto Blackboard as displayed below.

The screenshot displays the Blackboard Learning System interface. At the top, there is a navigation bar with the Blackboard logo and the text 'Blackboard Learning System - Basic Edition'. Below this, the Caldwell College logo is visible. The main content area shows the course path: COURSES > BUS COMMUNICATIONS (WI) (BU-110-026) S6#... > FACULTY INFORMATION. The profile for Dr. Virginia Rich is displayed, including her email address (vrich@caldwell.edu), work phone (973-618-3516), office location (Room 4232, Student Center Building (Building 4)), and office hours (Tuesdays, 1:30-2:30 p.m.; Thursdays, 10-12 noon; Fridays, 9:00 - 10:00 a.m.). A 'Notes' section titled 'Professional Information:' lists her education (J.D. from Wake Forest University School of Law, M.A.T. from Fairleigh Dickinson University, and B.S. from Le Moyne College) and professional affiliations (Academy of Legal Studies in Business, New Jersey State Bar, and North Carolina State Bar). On the left side, a vertical menu contains buttons for Announcements, Faculty Information, Course Information, Syllabus, Textbook Link, Quizzes, Assignments, Campus Resources, External Links, and Communications. A 'Tools' section at the bottom left shows a 'Communication' tool.

Course Information

- ◆ The 'Course Information' tab may contain descriptive information about the course or some important information not mentioned in the syllabus.

Syllabus

- ◆ The 'Syllabus' tab allows you to view the course syllabus uploaded by the instructor.

Quizzes

- ◆ The 'Quizzes' tab allows you to access and take quizzes posted by the instructor.

Campus Resources

- ◆ The 'Campus Resources' tab provides reference information and/or links that may help with the course.

External Links

- ◆ The 'External Links' tab provides links to other websites related to the course.

Communications

- ◆ The 'Communications' tab offers features that allow you to exchange information with your instructor and/or classmates.

The screenshot displays the Blackboard Learning System interface. At the top, there is a navigation bar with the Caldwell College logo, the Blackboard logo, and links for Home, Help, and Logout. Below this, a breadcrumb trail reads: COURSES > BUS COMMUNICATIONS (WI) (BU-110-026) S#... > COMMUNICATIONS. The main content area is divided into two columns. The left column contains a vertical menu with buttons for: Announcements, Faculty Information, Course Information, Syllabus, Textbook Link, Quizzes, Assignments, Campus Resources, External Links, and Communications. Below this menu is a 'Tools' section with options for Communication, Course Tools, and Course Map, followed by Refresh and Detail View buttons. The right column displays a list of links with icons: Announcements, Collaboration, Discussion Board, Group Pages, Messages, Roster, and Send Email.

COURSE TOOLS

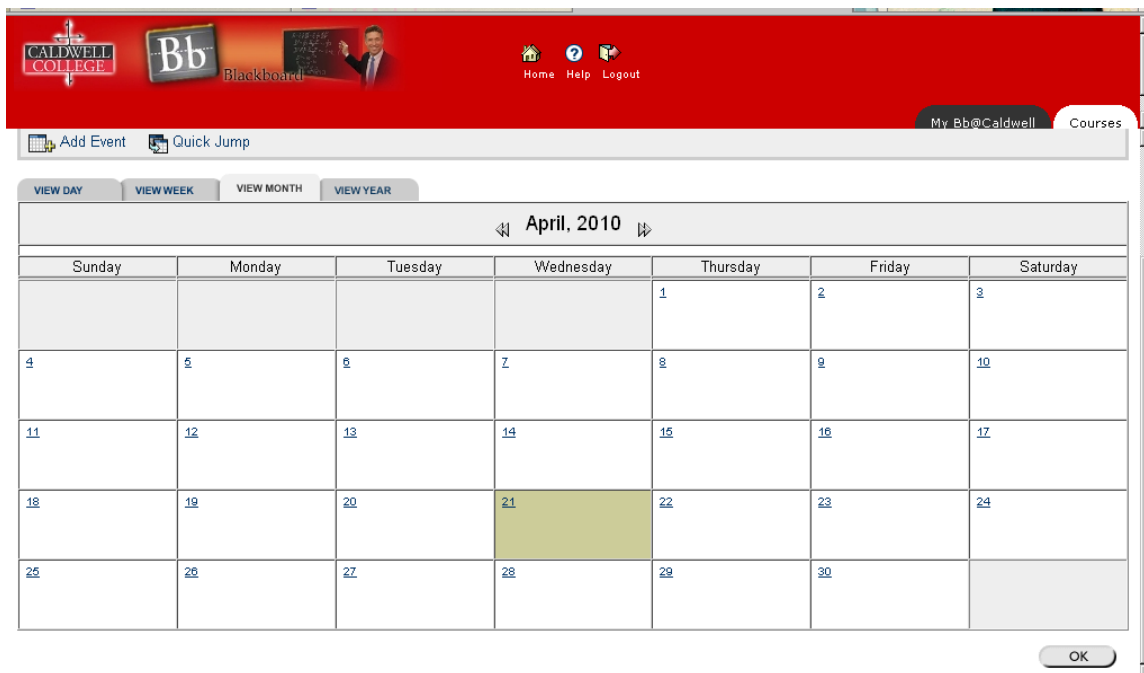
Course Calendar

- ◆ To view your **Course Calendar**, click upon the **Course Calendar** link in the **Course Tools** Section.
- ◆ When the link is clicked upon a new page should be displayed.

The screenshot shows the Blackboard interface for Caldwell College. At the top, there is a red navigation bar containing the Caldwell College logo, the Blackboard logo, and a user profile for 'My Bb@Caldwell'. Below the navigation bar, there are links for 'Home', 'Help', and 'Logout'. The main content area displays the 'Course Calendar' page, which includes a 'Calendar: View by Day' section. Below this, there are buttons for 'Add Event' and 'Quick Jump'. The calendar view is set to 'Monday, April 26, 2010' and shows a time slot grid from 6:00 AM to 9:00 PM. The grid is currently empty, indicating no events are scheduled for this day.

The page that is displayed is shown for a **single day**. You can also view the calendar **weekly, monthly, and yearly**.

- ◆ You then should view the calendar by month, by clicking on the **View Month** tab above the date posted. The page should look as the following:



Discussion Boards

- ◆ The **Discussion Board** is a communication medium for posting and responding to messages. This feature is similar to the **Collaboration Tool**, but is designed for a synchronous use. The Discussion Board allows the Student and Instructor to interact and learn from each other with threaded discussion boards. An advantage of the Discussion Board is that conversations are logged and organized. Conversations are grouped in threads that contain a main posting and all related replies. It also details how users may participate in an on-line discussion with other users in a course.

- Click on the **Discussion Board** link, found in the Course Tools section on the Course Control Panel. This is the page that should be displayed:

The screenshot shows the Blackboard Discussion Board interface. At the top, there is a red header with the Caldwell College logo, the Blackboard logo, and navigation links for Home, Help, and Logout. Below the header, the breadcrumb trail reads: COURSES > GRADUATE AND CONTINUING STUDIES BB TRAINING... > CONTROL PANEL > DISCUSSION BOARD. The main content area is titled "Discussion Board" and features an "Add Forum" button. Below this, there are six discussion topics, each with a numbered dropdown menu, a title, a description, and "Modify" and "Remove" buttons. The topics are:

- 1 Registration**: Registration can sometimes be confusing. Review the materials you received today and pose a question on Blackboard. Someone else may have the same exact question in mind. I will do my best to respond to all of your concerns. No Messages
- 2 Learning Styles**: Each of us has our own way of learning. No one style is better than another. Choose one of your instructors whose teaching style is different from your learning preferences. How do you plan to adapt to your professor's style? No Messages
- 3 First Discussion Topic**: Evelyn, Frank, and Mr. Hill (the Father) are all characters in need of advice or explanations for the actions taking place in the story. Imagine yourself as a character in a position to offer advice and/or explanation of what is happening. Would this be one character or three? Can you find the character in the story or would you prefer to invent? What advice/explanation would the character give? Note: Each student is expected (that is, required) to make one original comment and to respond to at least two other comments in the group. No Messages
- 4 Time Management**: After reading the [Off to College](#) article and reviewing the notes posted on Blackboard, comment on what time management strategies will be helpful to you. Respond to two other classmates' comments on Blackboard. No Messages
- 5 Academic Integrity**: Discuss one aspect of the Academic Integrity Policy that you were not aware of before this presentation. Number of Messages: 2 [All New]
- 6 Career Choices**: How did **Sigi 3** help you identify or reinforce your choice of major or career? Number of Messages: 1 [All New]

At the bottom right of the discussion board area, there is an "OK" button.

Send E-mail

- To Send an E-mail select the **Communication** option at the bottom left hand under Tool section.

Then select **Send E-mail**.

- This is the page that should be displayed after you select **Send E-mail**.

[COURSES](#) > [DEFAULT](#) > [CONTROL PANEL](#) > [SEND EMAIL](#)

Send E-mail

- ▶ [All Users](#)
Send an e-mail message to all of the users in this course.
- ▶ [All Groups](#)
Send an e-mail message to all of the groups in this course.
- ▶ [All Teaching Assistants](#)
Send an e-mail message to all of the teaching assistants in this course.
- ▶ [All Instructors](#)
Send an e-mail message to all of the instructors in this course.
- ▶ [All Observers](#)
Send an e-mail to all observers.
- ▶ [Single / Select Users](#)
Select users to whom you wish to send an e-mail message.
- ▶ [Single / Select Groups](#)
Select which groups in the course to whom you want to send an e-mail.
- ▶ [Single / Select Observers](#)
Send an e-mail to select observers.

OK

◆ If you click on **All Users** this is the page that should be displayed. All of the users will be displayed.

All Users

1 Enter Message Details

To: user1, user1;
From: user1@caldwell.edu
Subject:

Message:

Note: A copy of this email will be sent to the sender.

2 Add Attachments

Add

3 Submit

Click **"Submit"** to finish. Click **"Cancel"** to abort this process.

Cancel

Submit

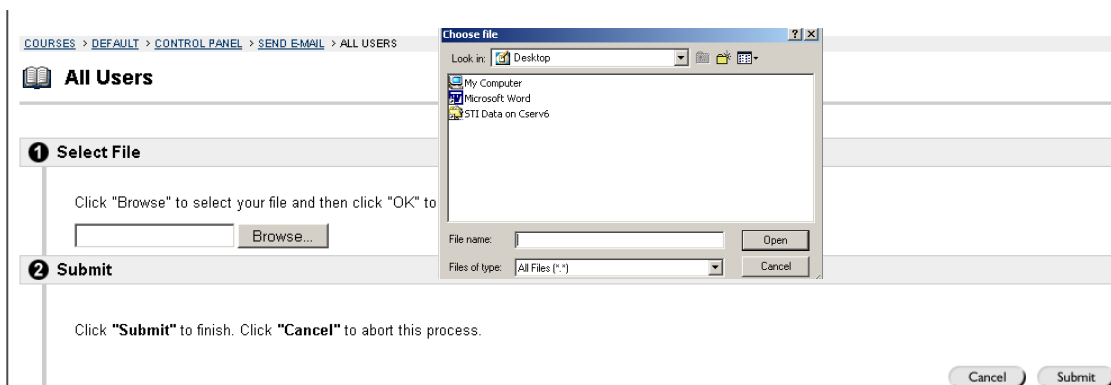
◆ All one needs to do is put in a **Subject** and a preferred **Message**. If one wants to add an attachment, click on the **Add button** under **Add**

Attachments.

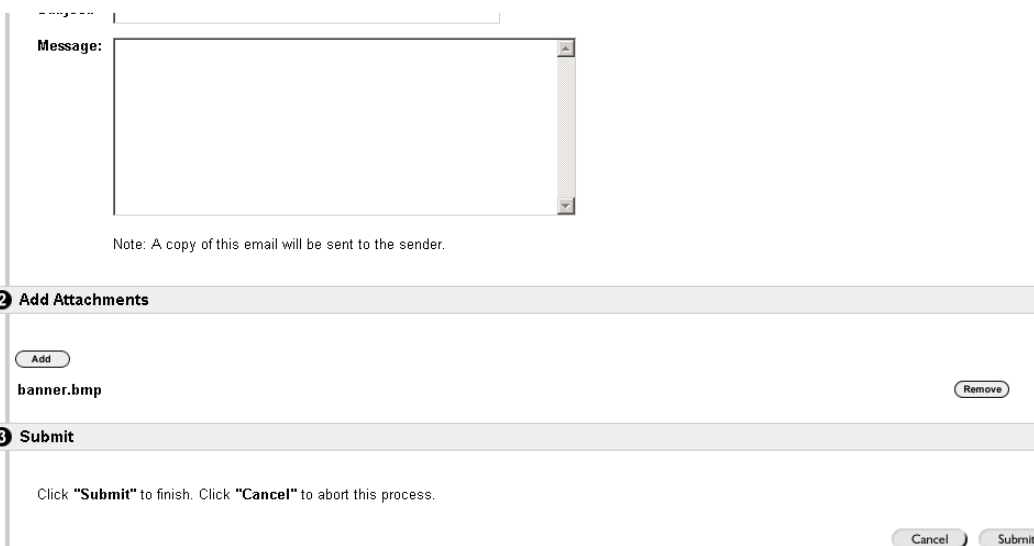
2 Add Attachments

Add

- ◆ This is the page that should be displayed after you click on the **Add** button. Then click on **“Browse”** to get the file you would like to attach, select the file then select **Open** and the item will come up on the screen, select **Submit**.



- ◆ This will take you back to your previous page with the attachment added. Select the **Submit** button in the bottom right hand corner to finish the E-Mail.



- ◆ This process will be the same for sending an **E-mail to All Instructors, All Groups and All teaching Assistants.**

- ◆ However the only difference with **Single / Select Users** , **Single / Select Groups**, is that you get to choose to whom you wish to send an e-mail message. For instance, the screen will look like this. You get to choose whom the email is sent to by **checking the Students name**.

COURSES > SYSTEM ANALYSIS AND DESIGN > CONTROL PANEL > SEND EMAIL > SINGLE / SELECT USERS

Single / Select Users

1 Recipients

To:

<input type="checkbox"/> Campbell, Sheryl	<input type="checkbox"/> Guy, Cherane
<input type="checkbox"/> Holden, Anthony	<input type="checkbox"/> Laza, Roselle
<input checked="" type="checkbox"/> Marquart, Heather	<input type="checkbox"/> Mierisch, Arthur
<input type="checkbox"/> Moran, Kathleen	<input checked="" type="checkbox"/> Rahming, Manise
<input type="checkbox"/> Rolle, Sherrel	<input checked="" type="checkbox"/> Seward, Robert
<input type="checkbox"/> user1, user1	<input type="checkbox"/> Veselinov, Roman
<input checked="" type="checkbox"/> Ward, Daniel	<input type="checkbox"/> Williams, Marneece
<input type="checkbox"/> Wooden, Michael	

2 Enter Message Details

From: Hmarqu07@caldwell.edu

Subject:

Message:

Note: A copy of this email will be sent to the sender.

3 Add Attachments

4 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

Digital Drop Box

- ◆ To use the **Digital Drop Box** go through the **Course Tools** option and select **Digital Drop Box**. (When students are submitting their assignments in the Digital Drop Box, they should click **SEND FILE** rather than **ADD FILE** since that only adds the assignment in the box, not sends it)

COURSES > PUBLIC SPEAKING (CO-215-004) S '10 > TOOLS

My Bb@Caldwell Courses

Announcements
Faculty Information
Syllabus
Course Documents
Assignments
Lectures
Quizzes/Assignments
My Grades

Tools
Communication
Course Tools
Course Map
Refresh
Detail View

Address Book
Calendar
Digital Dropbox
Glossary
Homepage
My Grades
Personal Information
Tasks

- ◆ This is the page that should be displayed. If you would like to add a file, just click on **Add File**. (Just remember that when students **ADD** a **FILE** it will only **add** the assignment in the box, not **send** it.)

COURSES > GRADUATE AND CONTINUING STUDIES BB TRAINING... > CONTROL PANEL > DIGITAL DROPBOX

Digital Dropbox

Add File Send File

File Name	User	Date Received	Remove
test	q, suzie (suzieq)	Received Thu Apr 22 2010 10:15	Remove

OK

- ◆ This is the page that should be displayed. Then you add a **Title** to the file you want, select the **File** by going to the **Browse** button, click on the file you would like then select **Open**, then under this one you can add comments. Then just select **Submit**.

COURSES > PUBLIC BATHROOM USE 101 > CONTROL PANEL > DIGITAL DROP BOX

Digital Drop Box

1 File Information

Title:

File: Browse...

Comments:

2 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

Choose file

Look in: Desktop

- My Computer
- Microsoft Word
- STI Data on Cserv6

File name: Open

Files of type: All Files (*.*) Cancel


Cancel Submit

- ◆ You will get a receipt in which you will select **OK**. From there, this page should be displayed. With the File attached, select **OK**.

COURSES > INTERMEDIATE FRENCH I > CONTROL PANEL > DIGITAL DROP BOX

Digital Drop Box

Add File Send File

 [banner.bmp](#) Remove
Posted on: 2004-07-21 11:16:19 AM

OK

- ◆ To send a File just click on **Send File**

COURSES > DEFAULT > CONTROL PANEL > DIGITAL DROP BOX

Digital Drop Box

Add File Send File

No files found.

OK

- ◆ From this, a screen like this will come up, and again just fill out the information needed. From there, just select **Submit**.

COURSES > PUBLIC BATHROOM USE 101 > CONTROL PANEL > DIGITAL DROP BOX

Digital Drop Box

1 Select Users

To: Campbell, Sheryl (scampb05)
Dickinson, Linda (linda)
Guy, Cherane (cguy05)
Holden, Anthony (administrator)
Leza, Roselle (riaza)
Moran, Kathleen (kmoran07)
Rolle, Sherrel (srolle07)

2 File Information

Title:

File: Browse...

Comments:

3 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

Cancel Submit

Choose file

Look in: Desktop

My Computer
Microsoft Word
STI Data on Cserv6

File name: Open

Files of type: All Files (*.*) Cancel

Assignments

◆ To complete any assignment, click the Assignment tab at the left hand side of the Blackboard page.

◆ If you have some assignments, your page should be like as bellow:

The screenshot shows a Blackboard course page for 'PC OPERATING SYSTEMS (CS-225-001) FALL '09'. The 'Assignments' tab is selected in the left sidebar. The main content area lists the following assignments:

- Assignment #1**
[Assign1F08.docx](#) (13.2 Kb)
 Due October 1, 2008
- Assignment #1 - Functions of an OS**
[KeyOSTerms.htm](#) (100.64 Kb)
- Assignment #1 - The Linux File System**
[Linuxfilesystem.htm](#) (47.572 Kb)
- Assignment #1 How Hard Disks Work**
[HowHardDisksWork.htm](#) (30.043 Kb)
- Assignment #1 - How Firewalls Work**
- Assignment #2 - File Systems**
[Assignment2FileSystemsF08.docx](#) (13.587 Kb)
 Due October 22, 2008