Blackboard Learning System™
Student Manual

Release 6
Blackboard Learning System
Blackboard Learning and Community Portal Systems™
Blackboard Learning System **- Basic Edition**

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About the *Blackboard Learning System* **(Release 6) Student Manual**

Overview

Welcome to the Blackboard e-Education Suite™! The *Blackboard Learning System* offers a robust set of tools, functions, and features for learning. Besides the features that are included as part of the *Blackboard Learning System*, there are numerous additional tools that can be added to *Blackboard Learning System* as Blackboard System Extensions.

The *Blackboard Learning System (Release 6) Student Manual* details the tools and functions included with the platform from the Student or general user perspective. Other Blackboard manuals detail the construction, customization, and management features that Instructors and Administrators use to build an impressive education environment on the *Blackboard Learning System*.

The flexibility of the *Blackboard Learning System* means that not all the tools and functions that are available are documented in this manual. Blackboard System Extensions allow System Administrators to add a variety of materials, tools, and functions to *Blackboard Learning System*. Individual System Extensions are not documented in this manual. For assistance with a System Extension, please contact your System Administrator. In addition, the tools and functions that are documented in this manual may not be available to users or only available in certain areas of the platform because Administrators and Instructors can customize the availability of most aspects of the *Blackboard Learning System*. Finally, some tools and functions may appear differently in the *Blackboard Learning System* than the examples in this manual because System Administrators and Instructors can customize the name and appearance of many aspects of the *Blackboard Learning System*.

The Blackboard 6 e-Education Suite™ includes:
- *Blackboard Learning System*™ (Release 6)
- *Blackboard Learning System* - Basic Edition™ (Release 6)
- *Blackboard Learning and Community Portal System*™ (Release 6)
- *Blackboard Learning System* - ML™

For most users, it is only important to know what Blackboard products are in use when determining if a particular function is available.

This document does not provide information on *Blackboard Learning System* – ML.

Manual Organization

The *Blackboard Learning System Student Manual* begins by introducing the *Blackboard Learning System*. The second section of the manual is dedicated to the course Web site environment and the final section provides a review of the *Blackboard Learning System* common areas and advanced Portal features.

Manual Conventions

To make this manual easier to use a number of conventions appear throughout. These conventions are detailed in the table below.

Symbol	Description
[r]	Required field
Bold type	A button or field name.
`Courier font`	Text that users should type.
Steps	Tasks users should perform.

Using this manual

This manual is best read as a reference, rather than as a book to be read from cover to cover. If the manual is viewed online, the embedded links enable the reader to navigate quickly through topics and follow the same workflows that appear in the software. For readers that prefer to print out and read a paper copy of the manual, refer to the table of contents to locate topics that are referenced in the text.

Manual Updates

Please note that the *Blackboard Learning System* Student Manual is updated periodically. The HTML version available through the Student Manual feature and at http://behind.blackboard.com/ is always up-to-date. Also, the Behind the Blackboard Web site includes the most current versions of the user manuals in PDF format for those who would like to print a hard copy.

To report any comments or suggestions regarding this manual, please contact Blackboard Technical Support.

Which Blackboard product is installed?

To find out which Blackboard product you are using contact your System Administrator.

Part One: Introduction to the *Blackboard Learning System*

Overview

The *Blackboard Learning System* delivers a complete course management system. Within the *Blackboard Learning System* environment navigation is simple with a header frame that includes images and buttons customized by the institution and tabs that navigate to the different common areas.

The Blackboard Gateway page welcomes users and provides an access point to the *Blackboard Learning System*. It should be noted that some institutions may choose to skip the Gateway page entirely and allow users to login through a function on the header frame.

Part One Contents

This part of the *Blackboard Learning System* Student Manual includes the following chapters:

- Chapter 1 - Welcome to the *Blackboard Learning System*
- Chapter 2 - Blackboard Platform Gateway

Chapter 1 – Welcome to the *Blackboard Learning System*

Introduction

The *Blackboard Learning System* is a comprehensive and flexible e-Learning software platform that delivers a complete course management system. While the *Blackboard Learning System,* the *Blackboard Learning and Community Portal System,* and the *Blackboard Learning System* - Basic Edition are all course management systems, the *Blackboard Learning System* and the *Blackboard Learning and Community Portal System* include advanced integration tools and APIs to seamlessly assimilate the *Blackboard Learning System* with existing institution systems. Furthermore, the *Blackboard Learning System* and the *Blackboard Learning and Community Portal System* include additional customization features and the ability to build out the platform with Blackboard System Extensions. Finally, the *Blackboard Learning and Community Portal System* includes a customizable institution-wide portal with online communities.

Blackboard Building Blocks allows institutions to integrate external applications, tools, content, and services into the *Blackboard Learning System*.

The following are some things to keep in mind when using the *Blackboard Learning System*:

- Due to the fact that the *Blackboard Learning and Community Portal System* and the *Blackboard Learning System* are highly flexible and customizable platforms, which can integrate third party applications, there may be certain tools that are not documented.

- System Administrators have the ability to disable certain tools within the application. If you encounter tools that you are unable to access contact your System Administrator.

- The openness of the platform allows Instructors and Administrators to be very creative; therefore, the names for items users see in the application may differ from those in the documentation.

The *Blackboard Learning System* environment

The *Blackboard Learning System* environment includes a header frame with images and buttons customized by the institution and tabs that navigate to different areas within the *Blackboard Learning System*. 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 common areas.

Header frame

The header frame contains a customizable institution image and navigation buttons that allow the user to access the institution home page, access the Blackboard help, and logoff of the *Blackboard Learning System*.

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

Button	Description
	Click **Home** to return to an institution home page. This URL is set by the system administrator.
	Click **Help** to access an institution defined help site. This URL is set by the System Administrator.
	Click **Logout** to end a session.

Common Areas

Blackboard Learning System and *Blackboard Learning System*–Basic Edition include two common areas for users:

- **My Institution:** The My Institution common 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 common area. While users can choose which modules appear, the Administrator may restrict access to or require specific modules.

- **Courses**: Courses are listed by role: courses that a user teaches as an Instructor and courses that a user takes as a Student. Users click on a course from the Courses common area to access the course Web site.

Users also have access to the following common areas with the *Blackboard Learning and Community Portal System*:

- **Community:** The Community common area lists organizations specific to each user, the Organization Catalog for the institution, and institution-wide Discussion Boards. User organizations are listed by role: organizations that a user administrates as a manager and organizations that a user participates in as a member. Users simply click on an organization from the Community common area to access the organization Web site.

- **Services:** The Services common area contains links to other institutional offerings outside of the *Blackboard Learning System*. The links are set by the System Administrator and cannot be modified by an individual user.

In addition, the *Blackboard Learning and Community Portal System* enables the institution to create custom tabs and present a different environment, or Portal, to users based on the User's role at the institution.

Tabs

The tabs are navigation tools that access the common areas of the *Blackboard Learning System*. Tabs also appear in search boxes as a means of changing the search parameters.

Click on a tab to access that common area.

Content frame

The content frame always contains one of the following pages:

- **Common area**: The area that appears in the content frame when a tab is clicked. Common 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 common areas.

Navigating within the *Blackboard Learning System*

The *Blackboard Learning System* 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 the *Blackboard Learning System*.

Navigation Tool	Description
Tab My Institution Courses	Click a tab to navigate to a common area. Top-level navigation is always available no matter what page or area appears in the content frame.
Button Home	Click a button to navigate to a page within the *Blackboard Learning System*. Some buttons also lead to areas outside of the *Blackboard Learning System*. In addition, buttons execute functions.
Link ► Browse Course Catalog	Click a hypertext link to access another Web page within the *Blackboard Learning System*. The page will appear in the content frame. Links can also open Web sites outside of the *Blackboard Learning System*.
Image Your Institution UNIVERSITY	Click an image to navigate to another page. The customized images that appear in the platform can be linked by the Administrator to another URL.
Path COURSES > INTRODUCTION TO AMERICAN HISTORY > COURSE DOCUMENTS	Click 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 the previous page that led to the current page.

Course Web Sites

Overview

Each course offered by an institution is hosted on a Web site. A course Web site consists of a navigation path, a Course menu, 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 Course menu links users to the available content areas and tools. The content frame displays Web pages accessed through the buttons or navigation path.
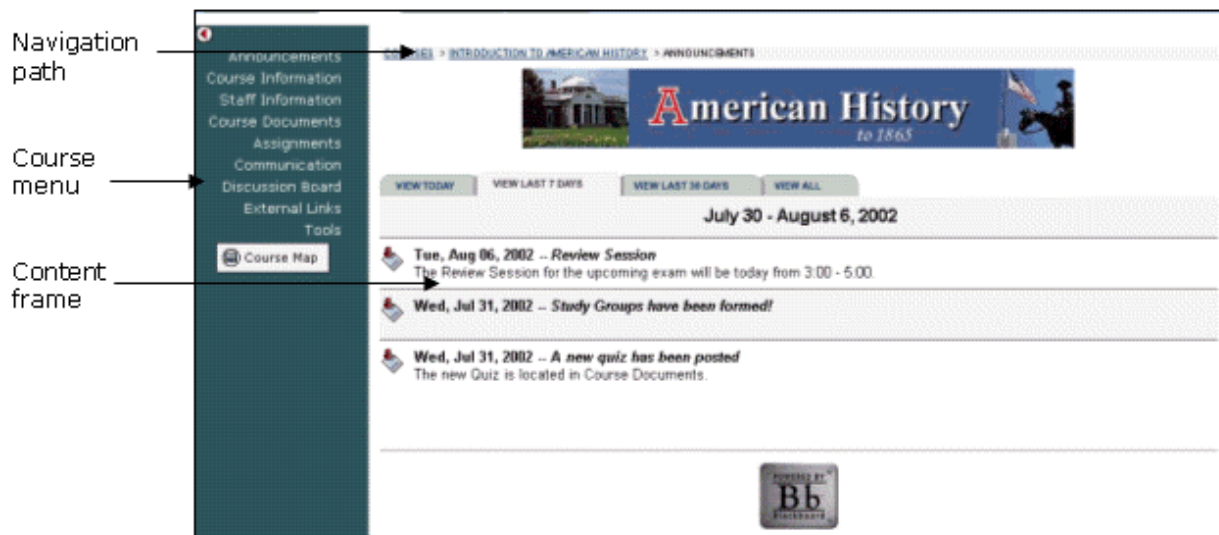
Organization Web Sites

Organization Web sites function in the same way as course Web sites. The organization Manager uses the flexible learning tools of a course Web site to provide an online environment for the organization. Organizations are only available with the *Blackboard Learning and Community Portal System*.

Linking to a course Web site

To create a link to a course Web site, simply copy the URL from the address bar in the Web. Links to course Web sites can be posted inside the *Blackboard Learning System* or externally. In either case, the user will be prompted for authorization before accessing the course Web site.

Functions

The table below includes information on the components of a course Web site. The names of the areas are customizable by the Instructor or the System Administrator.

Area	Description

Announcements	Announcements post timely information critical to course success. Announcements occupy the Main Frame upon entry to a course Web site and can also appear on the My Institution and Courses area depending on system configuration. Click **Announcements** from the course Web site tool bar to view course Announcements.
Staff Information	Staff Information provides background and contact information on course Instructors and Teaching Assistants.
Content Areas	Content areas can contain a wide-range of content items including: Course Information – Course Information displays descriptive materials about the course. Materials usually posted here include the syllabus and course objectives. Course Documents – Course Documents may include 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 instructions and due date. Students may view files the Instructor has attached to an Assignment. They may also attach files to an Assignment to submit to the Instructor.
Communication	Course users communicate through the Communication Center. The Communication Center allow users to: • send and receive email • read and post messages to Discussion Boards • enter the Virtual Classroom • view Student roster • view Group pages
External Links	External Links connects course users to outside learning materials. Instructors may select outside materials and post a hyperlink and brief description for each external source.
Tools	Tools that can be used in the course Web site. These include: Digital Drop Box, Edit Home Page, Personal Information, Calendar, View Grades, Student Manual, Tasks, Electric Blackboard, and Address Book.
Resources	Accesses the Blackboard Resource Center.
Course Map	Allows course Web site navigation through a collapsible tree directory. Instructors can go directly to various course areas.

Chapter 2 - *Blackboard Learning System* **Gateway**

Overview

To utilize the exciting features of the *Blackboard Learning System* users must have a valid username and password. The Gateway page welcomes users and provides a login button to access the *Blackboard Learning System*. Before logging into the *Blackboard Learning System*, a user must have a valid user name and password.

> **Note:** The *Blackboard Learning System* requires that cookies are enabled within the Web browser.

> **Note:** The Institution may select to bypass the Gateway page. If this is the case, a User accessing the URL for the *Blackboard Learning System* will be directed to the My Institution tab and authenticated as a guest. Users may login to the *Blackboard Learning System* through a button on the header frame.

Functions

The following buttons appear on the Gateway page.

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

Function	Description
Login	Users can log into their account from the Blackboard Gateway page.
Course Catalog	Browse the Course Catalog.
Create Account	Users can create an account to the Blackboard Gateway page.

In this chapter

This chapter includes the following topics.

Topic	Description
Creating an Account	Details how to create a Blackboard account with a user name, password and personal information. Depending on institutional preferences, this option may not be available to users.
Entry Page	Describes the page used to logon to Blackboard.
Lost Password Page	Details how to obtain a new password in the case that yours is lost.
Course Catalog	Describes the Course Catalog for your institution
Browsing the Course Catalog	Details how to browse and search the Course Catalog for specific courses.

Creating an Account

Overview

Users may create their own account from the Gateway page. In this area they can choose a user name and password, and fill out any personal information they choose.

> **Note:** The Administrator may make this option unavailable.

Find this page

Follow the steps below to open the Create New Account page.

Step 1   Enter the URL for the *Blackboard Learning System* into your Web browser.
Step 2   Click **Create Account** from the Gateway page.

Fields

The table below details the fields on the Create New Account page.

Field	Description
Personal Information	
First Name: [r]	Enter the user's first name.
Middle Name:	Enter the user's middle name.
Last Name: [r]	Enter the user's last name.
Email: [r]	Enter the user's email address.
Student ID:	Enter the user's Student ID as defined by the institution.
Account Information	
User Name: [r]	Enter a user name.
Password: [r]	Enter a password.
Verify Password: [r]	Enter the password a second time to verify.
Other Information	
Gender:	From the drop-down list select the user's gender.
Birthdate:	Enter the user's birth date.

Education Level:	From the drop-down list select the user's education level.
Company:	Enter the user's company.
Job Title:	Enter the user's job title.
Department:	Enter the user's department.
Street 1:	Enter the first line of the user's address.
Street 2:	Enter the second line of 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 user's personal Web site. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com.
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.

Secure your Password

Passwords enable users to access all of their personal information. To maintain security users should not use not share their password with others.

Entry Page

Overview

By logging into the *Blackboard Learning System*, users can access a secure environment to view courses, obtain course documents, view organization information and much more.

Note: If the Administrator has enabled Portal Direct Entry, users will view the My Institution page upon opening the *Blackboard Learning System*.   Users may login to the system through this page.

Find this page

Follow the steps below to open the Entry page.

Step 1	Enter the URL for the *Blackboard Learning System* into your Web browser.
Step 2	Click **Login**.

Fields

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

Field	Description
Account Login	
Username:	Enter the User Name.
Password:	Enter password. The password and User Name must be entered exactly to login. The maximum number of characters in a password is 32. Passwords are case sensitive.

Functions

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

To . . .	click . . .
preview the *Blackboard Learning System* environment	**Preview.**
create an account	**Create.**
obtain a new password	Forget your password? to access the Lost Password page.
login	**Login** after entering User Name and password in the fields.

Lost Password

Overview

If users forget or lose their password, they must complete the Lost Password page to obtain a new password. Users will need to create a new password based on instructions received in an email from Blackboard. To receive password information, users must enter their first and last names. Additionally, users have the option of entering a user name or an email address to verify password information. Users must enter information in all the fields in the **Find User With User Name** section or all of the fields in the **Find User With Email** section.

Find this page

Follow the steps below to open the Lost Password page.

Step 1	Enter the URL for the *Blackboard Learning System* into your Web browser.
Step 2	Click **Login**.
Step 3	Click **Forgot Your Password?**

Fields

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

Field	Description
Find User With User Name	
First Name:	Enter first name.
Last Name:	Enter last name.
User Name:	Enter user name. This field is case sensitive.
Find User With Email	
First Name:	Enter first name.
Last Name:	Enter last name.
Email:	Enter email address.

Course Catalog

Overview

The Course Catalog lists all courses offered at the institution in defined categories such as semester and subject matter. The Course Catalog page allows users to search for courses via keyword or a specific category. The Administrator sets the categories. The links in the Course Catalog allow users to view Instructor information and a course description. From that point, users are also able to enroll, preview, or log into a course depending on how the institution customizes the *Blackboard Learning System*.

> **Note:** The institution may choose to use a different Course Catalog other than the one provided with the *Blackboard Learning System* or no catalog at all.
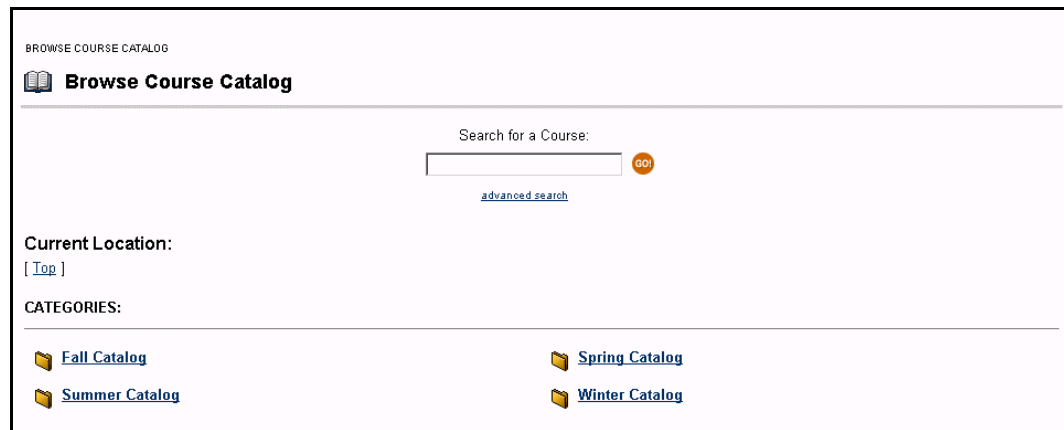
Find this page

Follow the steps below to open the Browse Course Catalog page.

Step 1	Enter the URL for the *Blackboard Learning System* into your Web browser.
Step 2	Click **Browse Course Catalog**.

Functions

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

To . . .	click . . .
search for a course	**Go** after entering a keyword in the search box.
perform advanced searching	**Advanced Search** hyperlink and provide the search criteria in the space provided, click **Search**.
browse the Course Catalog	the hyperlink of the category or courses to view.

Browsing the Course Catalog

Preview a course

From the Login page Students are able to browse the course catalog and preview courses as a guest. To browse the course catalog follow the steps below.

Step 1   From the Welcome page, click **Preview**.

Step 2   In the Courses common area, select a Course Catalog link.

Step 3   From the Course Catalog page, click the hyperlink of the course you wish to preview.

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.

Search the Course Catalog

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

Step 1   Click the text box and enter the keyword or course

Step 2   Click **Search**.

Advanced Search: Users can search by course title or course ID by clicking **Advanced Search**

View all courses in the Course Catalog

Follow the steps below to view all courses in the Course Catalog:

Step 1   Click **Advanced Search**.
Step 2   Select **List All** to view all courses.

Part Two: Courses

Overview

Course Web sites include all of the information for a particular course. Course Content areas contain information on course areas such as Course Documents, Course Information and Course Announcements. The Communication Tools enable users to interact with their fellow classmates and Instructors from the course Web site. Some of the tools included are Collaboration Tools, Discussion Boards and class Rosters. Course Tools enable users to manage their work and individual information within a specific course. Users can edit their personal information, view the course calendar, and check their grades.

Part Two Contents

This part of the _Blackboard Learning System_ Student Manual includes the following chapters:

- Chapter 3 – Course Content
- Chapter 4 – Communication
- Chapter 5 – Course Tools

Chapter 3 – Course Content

Overview

 Each course offered by an institution is hosted on a Web site. Course Web sites contain all the content and tools for a course. This includes:

- Course Materials
- Course Calendar
- Course Announcements
- Assignments and Assessments

A course Web site consists of a navigation path, a Course menu, 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 Course menu links users to the available content areas and tools. The content frame displays Web pages accessed through the buttons or navigation path.

After selecting a course in the Courses common area, click the corresponding button from the Course Menu on the left side of the page to access a course content area.

Find this page

Follow the steps below to open a course Web site:

Step 1   Login to Blackboard.

Step 2   Select a course in which you are enrolled from the My Courses module on the My Institution common area

   OR

   Open the Courses common area and select a course in the **Courses in which you are participating:** area.

Course Areas

The names of the areas in a course Web site are configured by the Instructor or the System Administrator and may differ from the names shown in this chapter. The

function of each area will not change even if the name and purpose of the area is different. The Instructor or the System Administrator may not make all of these areas available. The Course Areas that are accessible by Students make up the Course Menu that appears in the frame on the left side of all Course pages.

In this chapter

This chapter includes information on the following sections.

Section	Description
Staff Information	Explains how to view information about the staff such as Instructor name, email address, office location, and office hours.
Content Areas	Provides information on how course materials and information is presented in many different ways from basic text to multimedia. Explains how Instructors can also post Assessments and Learning Units.
External Links	Explains how to access external links posted by course Instructors. Usually these links provide content consistent with the course's objective or area of study.

Staff Information

Overview

Users view staff information such as Instructor name, email address, office location, and office hours in the Staff Information area. This area may include information about the course Instructor, as well as any additional staff, such as Teaching Assistants or Graders. Please note that the Instructor or the Administrator can change the name of this Course area.

Find this page

Follow the steps below to open the Staff Information page.

Step 1	Open a course Web that you are participating in.
Step 2	Click **Staff Announcements** on the Course menu.

Course Content Areas

Overview

Course content areas may contain a variety of learning materials. Instructors use these areas to present information in many different ways, from basic text to multimedia. Instructors can also post Assessments and Learning Units within any of the content areas.

The following is an example of the how a course content area may appear.
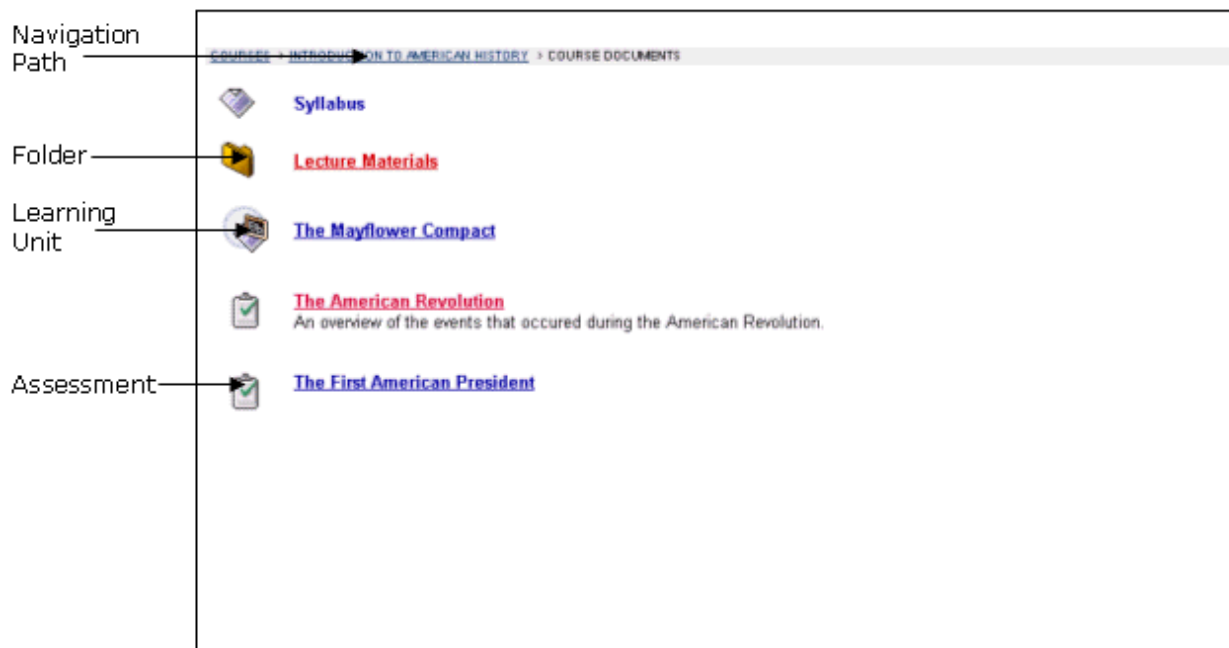
Common content areas

The following content areas are examples of some of the more common uses for content areas:

- *Course Information:* Course Information displays descriptive materials about the course such as the course syllabus and course objectives.

- *Course Documents*: Course Documents can be used by Instructors to organize learning materials and lesson aids.

- *Assignments*: Assignments lists the due date and description for class work. The Instructor posts assignments and can modify the tasks and due dates from the Assignments page.

- *Books*: Instructors post recommended reading lists, useful articles, and other similar material in the Books area.

- *External Links*: The External Links content area provides a page to reference Web sites useful for a course.

Navigating content areas

While Instructors have limitless options when designing content areas, navigating through content areas is a structured, easy-to-follow process. Content areas are arranged as a series of nested folders where each folder can contain items and other folders. Each content area folder page includes the location at the top, a navigation path, and whatever items the Instructor has included in that folder.

To return to a previous folder or to the beginning of the content area, click the appropriate folder in the navigation path. To open a folder, Learning Unit, Assessment, or file, click the links that appear in the folder contents.

Note: Instructors may attach Microsoft® LRN Content to a Content Area. LRN Content files can only be accessed with Internet Explorer, version 5.0 or higher. Microsoft recommends using Internet Explorer 6.0.

In this section

The section includes information in the following topics.

Section	Description
Assessments	Provides information for taking Tests and Surveys and reviewing the results.
Assignments	Explains how Course Assignments are accessed and submitted to the Instructor.
Learning Units	Provides information on how to navigate within a Learning Unit.
External Links	Explains how to access external links that the Instructor may include in course content areas.
Course Cartridges	Provides information on Course Cartridges and how to access them from within a course.

Assessments

Overview

An Assessment is a Test or Survey created by an Instructor or Teaching Assistant. Tests can be used to test the knowledge and skill level of the users enrolled in the course. They allow the Instructor to assign point values to questions. Student answers are submitted for grading, and the results can be recorded in the Gradebook.

Surveys can be used for polling purposes and evaluations. These assessments are not graded.

Students can find Assessments within any content area, content area folder, or Learning Unit within the course Web site.

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 user a multitude of choices. In multiple-choice questions, the user indicates the correct answer by selecting a radio button.

- *True/False*: Allows the user to choose either true or false. True/False answer options are limited to the words True and False.

- *Fill in the Blank:* Users enter the answer in the text fields provided. Those answers are evaluated based on an exact text match.

- *Multiple Answer*: Multiple answer questions allow the user to choose more than one answer.

- *Matching questions*: Allows the user 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. Students may also use the Math and Science Notation Tool in Essay questions.

Taking Assessments

Follow the steps below to begin taking an Assessment.

Step 1   Locate an Assessment in a Course Content Area and click the hyperlink associated with it.

Step 2   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.

Note: It is very important that users do not use the **Back** button when taking an Assessment.

Feedback and Grades

After finishing a Test, detailed results of Student performance may be available if configured by the Instructor. Feedback will show the correct answers and comments from the Instructor as well as display the grade received. To access this information select the Test in the Content Area or use the <u>View Grades</u> Tools.

If an Assessment is changed by an Instructor after the user has submitted it, the new, modified Assessment will appear if the user accesses their grade and feedback after the change was made.

Multiple Attempts

Instructors have the option of allowing Students to take an Assessment multiple times. If this option is available, after the Assessment is submitted a link to take the Test again will appear when the Test is opened. Students are not notified beforehand if a Test will allow multiple attempts. If a Student takes an Assessment a second time, the first Assessment will be over-written.

Assessment modes

An Assessment is a Test or Survey created by an Instructor or Teaching Assistant. There are two different options for the way Assessments are presented. These include:

- **All-at-Once**: All of the questions are presented at the same time. The following table describes the functions available for an All-at-Once Assessment:

To . . .	click . . .
store an answer	**Save**. A Saved icon will appear. Answers can be changed after they are saved.
finish the Assessment	**Submit.** The Assessment will be sent to the server. A receipt page that states the Assessment has been completed and sent will appear.

- **Question-by-Question:** Questions in the Assessment appear one at a time. The following table describes the functions available for a Question-by-Question Assessment:

To . . .	click . . .
navigate through the questions	the Next and Back arrows. The Question/Section Indicator describes their current place in the Assessment and the overall number of questions. Instructors may prevent Students from returning to questions that have already been answered.
finish the Assessment	**Submit.** The Assessment will be sent to the server. A receipt page that states the Assessment has been completed and sent will appear.

Assignments

Overview

Instructors can create Assignments and add them to a Content area. Assignments list the name, description, and attachments for class work. Students complete the assignment in a separate file and send it back to the Instructor. They may also include comments for the Instructor if they choose.

Find this page

Locate an Assignment in a Course Content Area and click the hyperlink associated with it.

Functions

The table below details the functions available on this page.

To . . .	then . . .
access the files attached to the Assignment	select a link in the **Assignment Files** field.
add comments for the Instructor	enter the comments in the **Comments** field. The Instructor will receive these comments with the submitted Assignment.
submit a file	click **Browse** and locate the file to attach, then click **Add**. More then one file can be attached using this method.
remove a file	click **Remove** next to a file that has been attached.
save the Assignment	click **Save** to save the assignment and continue working on it later.
submit the Assignment	click **Submit** to send the Assignment to the Instructor.

Submit Assignment

Students are able to submit an Assignment without attaching a file. If **Submit** is selected, and **File to attach** is blank, the Assignment is still submitted and will no longer be available. Instructors may create Assignments where Students do not need to attach files to complete them, but in cases where files do have to be submitted this should be kept in mind.

Learning Units

Overview

Blackboard Learning Units enable Students to follow a structured path for progressing through content. Instructors can present content items, files, and Assessments in Learning Units. Instructors also have the option of enforcing the sequential path or allowing Students to access any page within the Learning Unit at any time.

Functions

The following table describes the functions available in a Learning Unit.

To . . .	click . . .
move forward and backward	the arrows to the left and right of the page number to access the different pages within the Learning Unit. If Students have non-sequential access to all pages within the Learning unit, Students may click to a view any page.
exit the Learning Unit	**Close**.
view the contents of the Learning Unit	**Contents**. A list of the contents in the Learning Unit will appear. Click **Close** on this page to return to the main Learning Unit page.

External Links

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. Users can access these links directly from a Content Area.

Course Cartridges

Overview

Instructors have the option of using Course Cartridge content in their courses. This content is created by publishers and is available for Instructors to download. Content ranges from textbooks to slides, documents, quiz banks, lists of relevant links, and other materials.

Student Access Keys

Students must enter an Access Key in order to view content downloaded from a Course Cartridge. Access Keys may be found in a number of places, depending on the publisher's preference. They may be found in the course text book or on the publisher's Web site. The Instructor should know where the Student Access Keys may be located.

Instructions
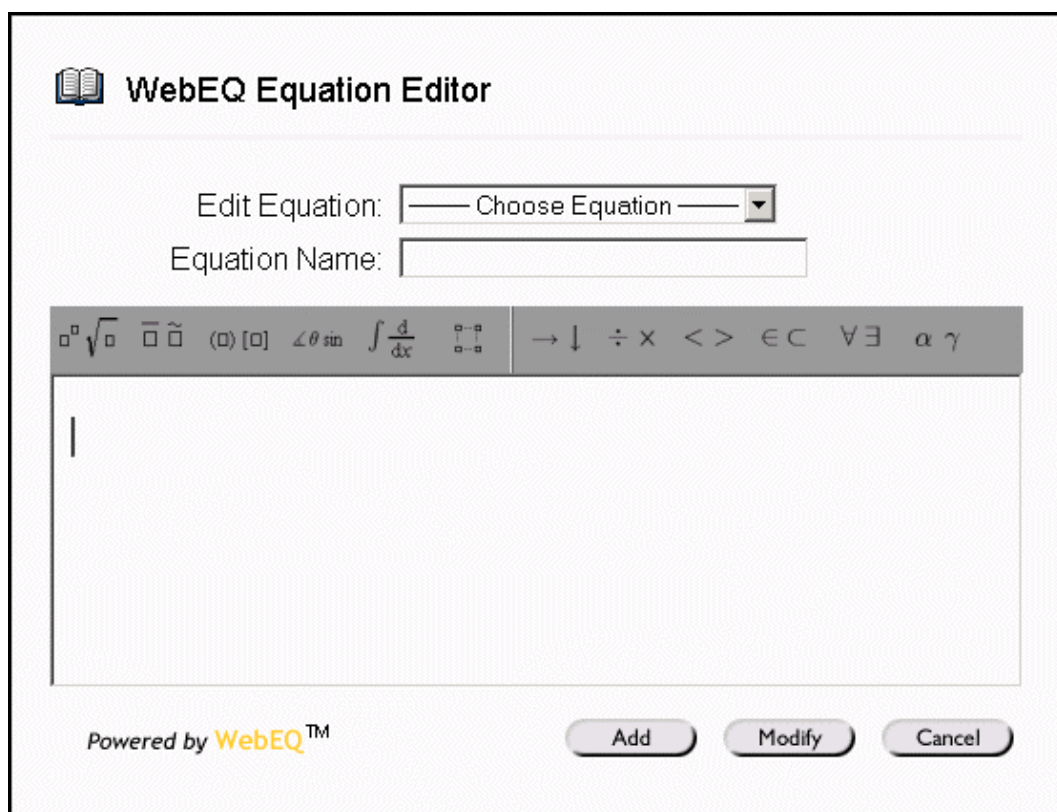
The first time a Student attempts to open an item in a course that has been downloaded from a Course Cartridge they will be prompted to enter the Access Key. After the Key has been entered once, the Student will be able to open any content on the course that has been downloaded from the Course Cartridge.

Math and Science Notation Tool – WebEQ Equation Editor

Overview

The Math and Science Notation Tool (WebEQ Equation Editor) is a general purpose equation editor designed for working with equations. The Math and Science Notation Tool enables users to use mathematical and scientific notation throughout the *Blackboard Learning System*. Users have the ability to add equations, edit existing equations, and move equations within the Equation Editor. All of the Equation Editor symbols are based on MathML, a markup language for math on the Web. MathML is a subset of XML.

> **Note:** The Math and Science Notation Tool may be available through an Essay question on an Assessment. Students may also access the Math and Science Notation Tool during a Collaboration Session.

MathML Equation Editor

The MathML Equation Editor functions in the same way at the Math and Science Notation Tool. Instead of opening with the symbol buttons, a blank text box will appear where users can enter XML.

Functions

The table below details how to access the Equation Editors.

To . . .	click . . .
access the WebEQ Equation Editor	the **Math and Science Notation Tool** icon. The Math and Science Notation Tool will appear.
insert XML	the **MathML Equation Editor** icon. The MathML Equation Editor will open.

Installation Notes

For best performance on a Windows® operating system Blackboard recommends using Internet Explorer 6.0.

For best performance on a Macintosh®, Blackboard recommends the following.

Step 1   Upgrade the operating system to Mac OS X v10.2

Step 2   Install Netscape® 6.2.3 (or a later version)

Step 3   Install the MRJPlug-in. This is located at
http://homepage.mac.com/pcbeard/MRJPlugin/

Adding and Editing Equations

Overview

The Math and Science Notation Tool (WebEQ Equation Editor) enables users to use mathematical and scientific notation throughout the *Blackboard Learning System*. Users are able to add and edit existing equations. Once an equation has been created it can be copied and used again or copied and modified using the Notation Tool features.

The MathML Equation Editor functions in the same way as the Math and Science Notation Tool. Instead of opening with the symbol buttons, a blank text box will appear where users can enter XML.

> **Note:** The Math and Science Notation Tool may be available through an Essay question on an Assessment.

The image below is an example of an area where the Math and Science Notation Tool is available, such as an Essay question.
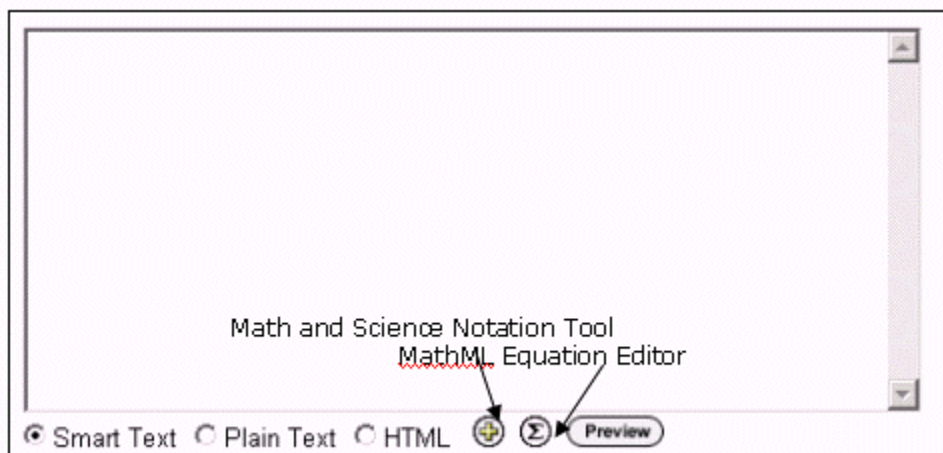
The following is an image of the Math and Science Notation Tool.

Functions

The table below describes the functions available in the Math and Science Notation Tool.

To . . .	then . . .
create a name for the equation	enter a name in the **Equation Name:** field. To accept the default name do not make any changes.
create an equation	use the equation symbols available on the keyboard or in the toolbar to create equations.
modify an existing equation	select the equation from the **Edit Equation:** drop-down list. The equation will appear on the Editor and can be edited using the Equation Editor features. Click **Modify** to save the changes.
submit the equation and its name	click **Add**.

Tips and Tricks

If an equation is more then one line or uses a large font size, the equation may be cut off when it appears on the course Web site. To prevent this from happening add an empty line after the final line in the equation on the Math and Science Notation Tool. The entire equation will appear.

Chapter 4 – Communication

Overview

Students are encouraged to communicate with fellow classmates and Instructors as part of the learning process. The Communication Center allows users to:

- send email
- access course Discussion Boards
- use the Collaboration Tools
- review the Student roster
- access Student group pages

Note: Instructors and System Administrators have the option to disable these features. Also, if the Instructor chooses, some of these tools may also appear directly in the Course Menu.
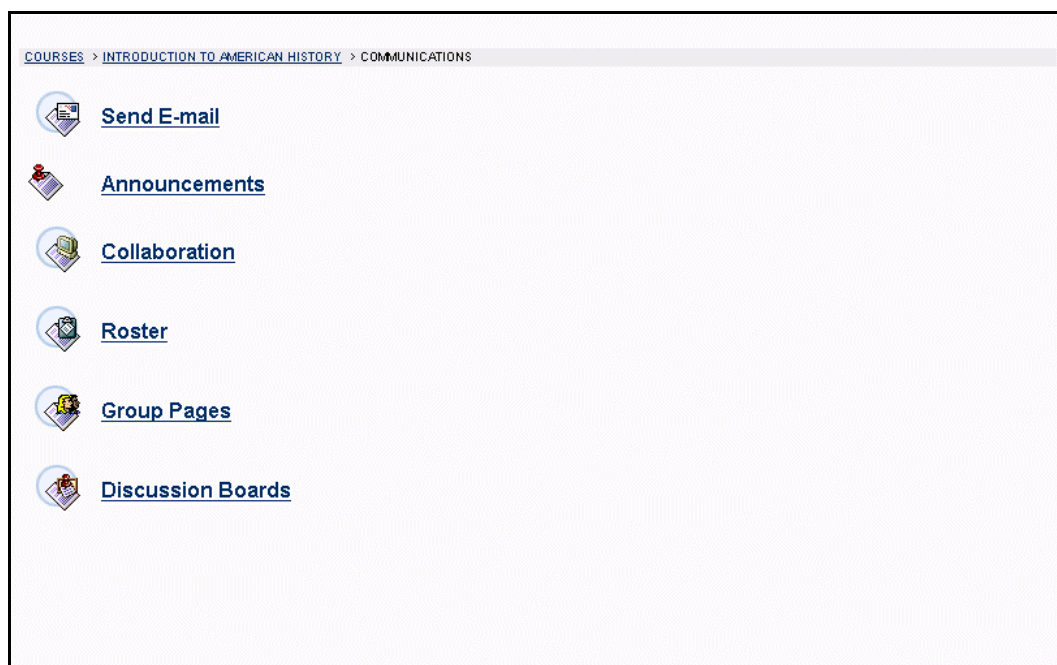
Find this page

Follow the steps below to open the Communication Center:

Step 1   Open a course Web site for a course that you are participating in.
Step 2   Click **Communication** on the course menu.

In this chapter

This chapter includes information on the following sections:

Topic	Description
Send Email	Provides information on how to send email to other participants in a course.
Discussion Board	Explains how to engage in asynchronous on-line conversations with others in a course.

Collaboration Tools	Explains how to participate in real time lessons and discussions.
Roster	Discusses how to search a participant roster and view lists of Students, Instructors, and Teaching Assistants associated with a specific course.
Group Pages	Explains how to access communication functions available to groups created by the Instructor. Instructors may group Students together in study groups, projects, or other course activities.

Course Send Email

Overview

Users can access email functions for specific courses and organizations through the Send Email page. From this page users can send email to the following people in a course:

- fellow classmates
- Instructors
- Teaching Assistants
- Groups within a course

Send Email allows users direct access to course participants and can also be accessed from the Tools box on the My Institution area.

> **Note**: The Send Email function is different from Web email, an optional service that allows users to access their Web email account through Blackboard.
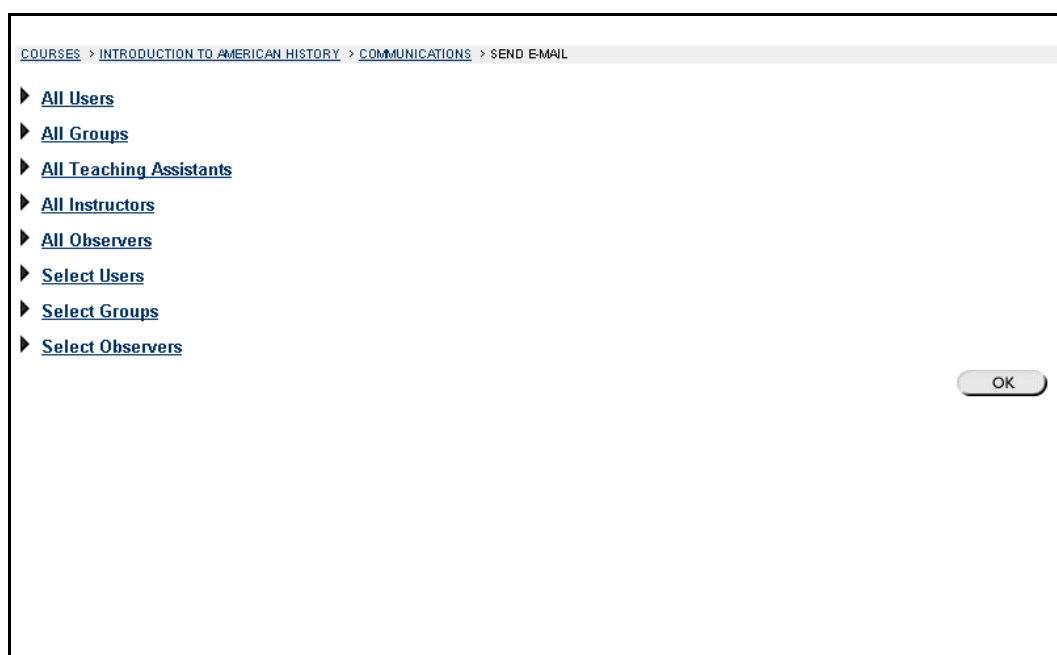
Find this page

Follow the steps below to open the Send Email page:

Step 1   Open a course Web site for a course that you are participating in.
Step 2   Click **Communication** on the course menu.
Step 3   Click **Send Email** from the Communication Center.

Functions

The following groups are available to send email to from the Send email page:

Group	Description
All Users	Sends email to all users in the course or organization.
All Groups	Sends email to all of the groups in a specified course or organization.

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.
All Observers	Sends email to all of the Observers 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.
Select Observers	Sends email to a single Observer or select Observers in a specified course.

Send Email in the Tools Box

Users can access the Send Email feature for all of their courses and organizations through the Send Email page in the Tools Box. From this page they are able to send messages to users in any of their courses or organizations. To open this page, click **Send Email** in the Tools box of a common area.

SEND E-MAIL

📖 **Send E-mail**

Courses in which you are participating:

▶ <u>Introduction to American History</u> (HIST101)

▶ <u>Political Parties 101</u> (PolParties101)

Organizations in which you are participating:

▶ <u>Soccer Club</u> (SOCCER)

OK
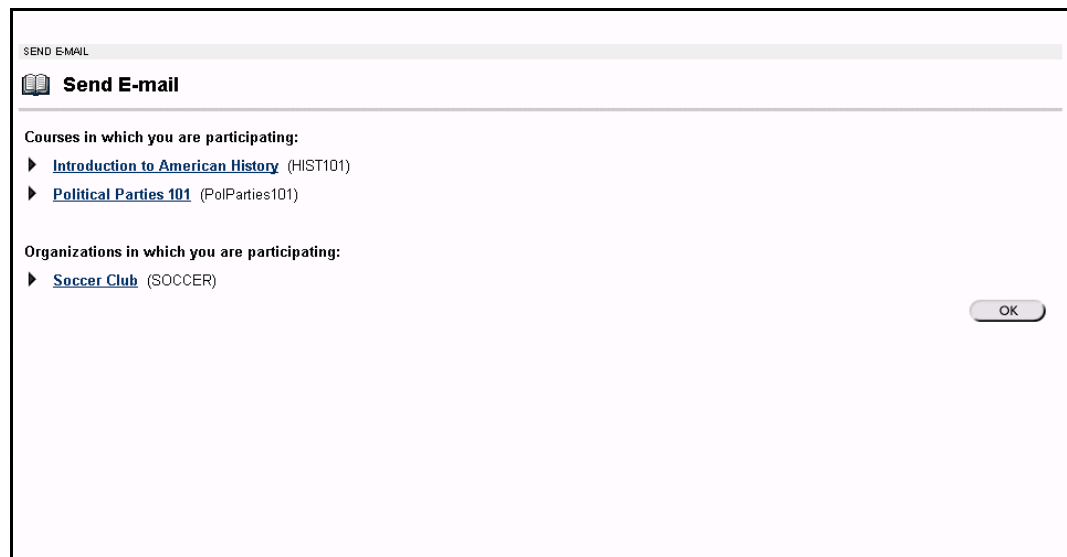
Send Email to Users

Functions

Send Email enables users to send email to fellow classmates, Instructors, Teaching Assistants or Groups within a course. Users can create a message and choose who will receive it on the Select Users page.

> **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.

Find this page

Follow the steps below to open the All Users page:

Step 1   Open a course Web site for a course that you are participating in.
Step 2   Click **Communication** on the Course Menu.
Step 3   Click **Send Email** from the Communication Center.
Step 4   Click **Select Users**.

Fields

The table below details the fields on the All Users page.

Field	Description
Enter Message Details	
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.
Set 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. Select **Browse** on the page that appears and navigate to the file that should be attached to the email.

Discussion Board

Overview

The Discussion Board is another communication tool that can be used to enhance a course Web site. Topics are posted to the Discussion Board that course participants can reply to and converse about on-line. This feature is similar to the Lightweight Chat, but is designed for asynchronous use, meaning Students do not have to be online 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.

> **Note:** Users may have the option to create Discussion Boards on topics of interest in the Community Common area. This option is made available by the System Administrator. For more information on this topic see Creating Community Discussion Boards in the Community Tab section.

Find this page

Follow the steps below to open the Discussion Board page.

Step 1   Open a course Web site for a course that you are participating in.

Step 2   Click **Discussion Board** on the Course Menu or from the Communication Center.

Function

To access a forum listed on the Discussion Board page click a forum topic link. The Discussion Board forum will appear.

Discussion Board Forums

Overview

The Discussion Board is a communication tool that can be used to enhance a course Web site. Instructors create forums on specific topics in the Discussion Board. For example, an Instructor may create a Mid-Term Review forum, where Students may go ask and answer questions about the Mid-Term exam. Students may access forums by clicking on the appropriate link in the Discussion Board. When a forum is accessed a page appears which lists the different threads in the forum. A thread is a message that is posted to a forum. Participants can post new threads in a forum and reply to threads that have already been posted.

> **Note**: Students are able to create new threads on the Discussion Board. If allowed by the Instructor a Student can create a forum, otherwise Students will only be able to add threads to existing topics.
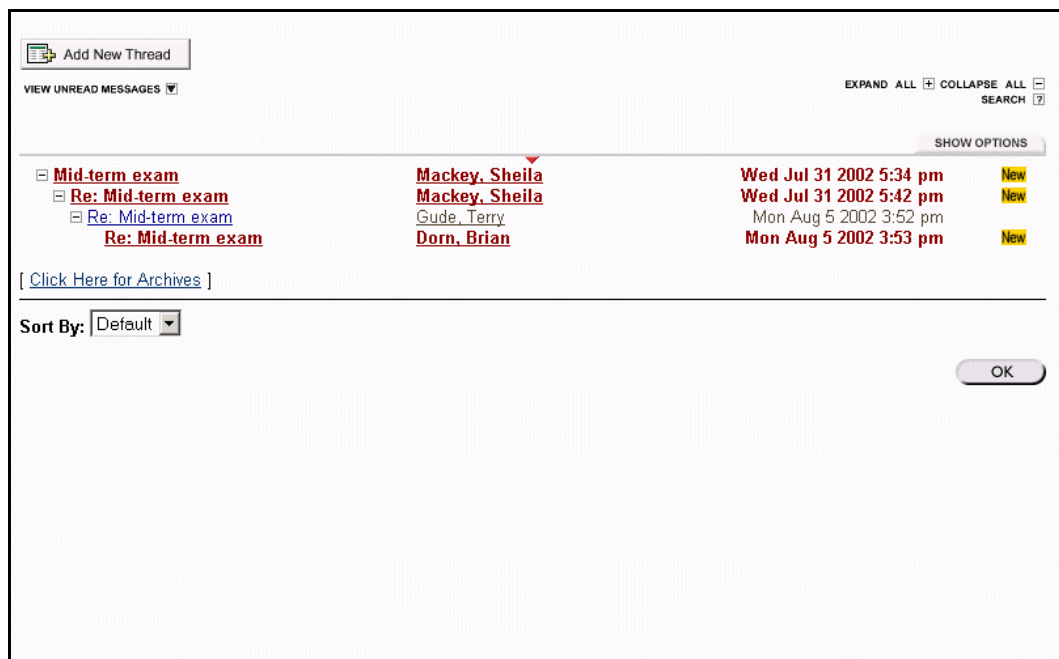
Find this page

Follow the steps below to open the Discussion Board Forum page.

Step 1   Click **Discussion Board** on the course menu.
Step 2   Click a forum to open it and view the contents within.

Functions

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

To . . .	click . . .
start a new thread	**Add New Thread**. The Create New Message page will appear. On the Create New Message page a new subject title and discussion description may be added.
view all messages	the **View all Messages** up arrow. All messages appear.
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 icon. All threads and responses will appear.
see only the first message in each thread	the **Collapse All** minus icon. The topic threads will appear.
read a message	a message link. A new Discussion Board page will appear. Depending on their course role, users may modify, remove, or reply to a message.
view the tool bar	**Options** tab. The Options tool bar will appear.
view messages that have been archived by the Instructor	**Click Here for Archives.** A page will appear with the threads that have been archived from this forum. Archived messages must be made available by the Instructor.
resort the list of messages	the **Sort by:** drop-down list and select one of the following options: • Default: sort messages by the earliest date. • Author: sort messages by the author. • Date: sort messages by the earliest date. This is the default. • Subject: sort messages by the subject.

Options tab functions

The table below describes the functions available on the Options tab. Click **Show Options** to access these functions. To select multiple threads in a forum, choose the check box next to each thread that will be included.

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, then click **Read**.
mark messages as unread	select the threads and messages, then click **Unread**.
view multiple threads or messages	select the threads and messages, then click **Collect**.
lock a thread or message	select the thread and messages, then click **Lock**.

Create New Message

Overview

When a new message is posted to a forum it starts a thread. All responses to the message appear under the message on the Discussion Board forum. The Create New Message page is used to add a new thread to a Discussion Board Forum.

Find this page

Follow the steps below to open the Create New Message page.

Step 1   Click **Discussion Board** on the course menu or from the Communication Center.

Step 2   Click on a forum link to open it and view the contents within.

Step 3   Click **Add New Thread**.

Fields

The table below details the fields on the Create New Message page.

Field	Description
Message Information	
Current Forum:	The name of the Discussion Board Forum appears in this field.
Date:	The date appears in this field.
Author:	The name of the author appears here.
Subject:	Enter the subject of the thread.

Message:	Enter a message. Select a text type for the message from the following options: • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. Please note that embedded tags and Javascript will be disabled in any discussion board posts.
Post message as Anonymous	Select this check box and the message will be posted anonymously. The Instructor may make this feature unavailable.
Attachment	Enter the file path or click **Browse** to locate the file.

Your Response

Overview

Users add message to threads by posting messages in response to the previous messages in the thread. Messages are added to a thread from the Your Response page.

Find this page

Follow the steps below to open the Your Response page:

Step 1   Click **Discussion Board** on the Course menu or from the Communication Center.

Step 2   Click on a forum link to open it and view the contents within.

Step 3   Open a message.

Step 4   Click **Reply** to respond to the message.

Fields

The table below details the fields on this page.

Field	Description
Message Information	
Current Forum:	The name of the Discussion Board Forum appears in this field.
Date:	The date appears in this field.
Author:	The name of the author appears here.
Subject:	Subject defaults to the subject on the Add Thread page.

Message:	Enter a message. Select a text type for the message from the following options: • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags.
Options	
Post message Anonymous	Select the check box to post an anonymous message. This option may or may not be available depending on the options selected when Discussion Forum was set up.
Attachment	Enter the file path or click **Browse** to locate the desired file.
Preview	Preview the message as it will appear on the Discussion Board.

Collaboration Tools

Overview

The Collaboration Tools allow the Instructor and Students to participate in real-time lessons and discussions. Examples of these sessions include real-time, online classroom discussions, TA sessions, and office hour type question/answer forums. Archives of previous sessions are also available for review. Guest speakers and subject-matter experts can also lead sessions using the Collaboration Tools. The Collaboration Session page is used to organize and access sessions. From this page users can search for and join Collaboration Sessions and view session archives.

Collaboration Tools

The following Collaboration Tools are available.

Tool	Description
Virtual Classroom	Allows users to enter a real-time discussion with Instructors, Students, and colleagues, access the Web, and engage in question and answer sessions. Users may also access the Whiteboard to display text and images.
Lightweight Chat	The Lightweight Chat is part of the Virtual Classroom, but can also be accessed separately. It allows users to open just the chat function of the Virtual Classroom.

Java Plug-in

The Java 2 Run Time Environment 1.3.1_04 is required to use the Collaboration Tools. This plug-in may be downloaded from the page that appears when a user joins a Collaboration Session, or may be found at http://java.sun.com/j2se/1.3/download.html.

Find this page

Follow the steps below to open the Collaboration Sessions page.

Step 1   Click **Communication** on the course menu in a course Web site.
Step 2   Select **Collaboration**.

Functions

The following table describes the functions available from this page.

To . . .	click . . .
filter the sessions listed on the page	the arrow next to the drop-down list and select the type of session to display. Click **Filter**. The filters include: • **Show All** – The default filter that displays all of the Collaboration Sessions. • **Open Rooms** – Displays all of the sessions that are currently being used. • **Rooms with Archives** – Displays completed sessions that have an archive. • **Rooms Available in the Future** – Displays sessions that are scheduled to take place in the future.
search for a session	the **Session Name**, **Start Date** or **End Date** option and then enter a value in the field. Click **Search**.
enter a session	**Join** next to the session. The Virtual Classroom or Lightweight chat for that session will open.
access the archives for a session	**Archives** next to the session. The Session Archives page will appear.

User Roles

There are two roles available for users in Collaboration Sessions: Passive and Active. Instructors control user access and functionality during a Collaboration session by assigning roles. These roles determine how much functionality a user has during a Collaboration Session. For example, Instructors determine which users can chat, send private messages, or ask questions during a session by assigning specific Access Rights to the different roles. The Student icon will appear in the Role column next to those Students who are Active.

Student roles can change throughout the Collaboration Session. Users who are Passive, but would like Active rights, can "raise their hand" by clicking the hand icon, which is visible to Passive Students. The Instructor then clicks the hand icon next to a user name or clicks the Student icon to make the user Active.

Macintosh and Accessible Collaboration Tool

An Accessible version of the Collaboration Tool is available in the *Blackboard Learning System*. Users running Macintosh Operating System 8 or 9 should also use this version.

On the launch page, which opens when **Join** is selected on the Collaboration Sessions page, a link to this version appears. This link will open the Accessible version / Macintosh OS 8 and 9 version of the Collaboration Tool, which resembles the Lightweight Chat. Links to items that appear in the Virtual Classroom, such as items

in the Course Map and Group Browser, will appear in this version. Documents created on the Whiteboard may be viewed if the Instructor takes a snapshot of them, using the Snapshot button on the Whiteboard action bar. A link will be created to the snapshot for users to view it.

When a user, using the Accessible Collaboration Tool, enters or exits the room the sound of a door opening or closing will be audible to all participants in the Collaboration Session.

Virtual Classroom

Overview

The Virtual Classroom allows the Instructor and Students to participate in real time lessons and discussions. The main page of the Virtual Classroom includes all of the functions available to users. From this area users can access all of the tools associated with the Virtual Classroom, such as asking questions, drawing on the whiteboard, and participating in breakout sessions. The Instructor establishes which tools in the Virtual Classroom users can access.
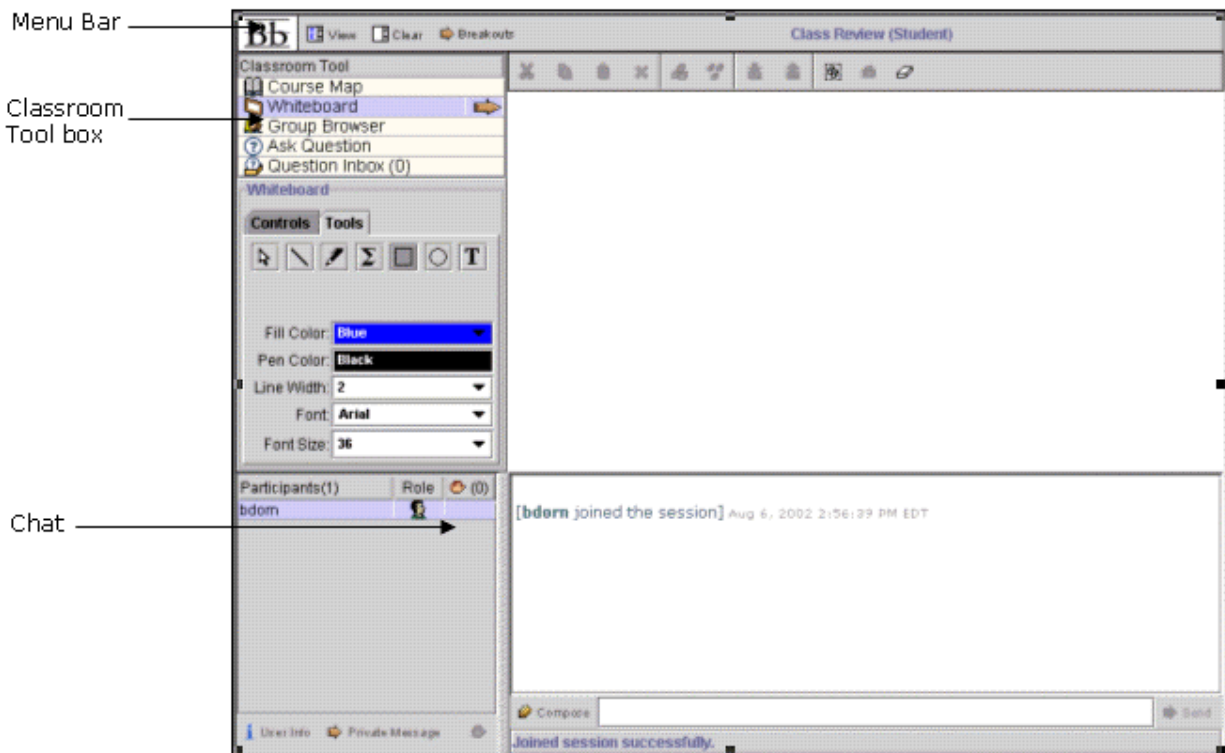
Find this page

Follow the steps below to open the Virtual Classroom.

Step 1   Click **Communication** on the course menu of a course Web site.

Step 2   Select **Collaboration Tools**.

Step 3   Click **Join next** to a Virtual Classroom session. The Virtual Classroom will open.

Virtual Classroom areas

The table below details the areas of the Virtual Classroom.

Part	Function
Menu Bar	Allows the Instructor to administer the Virtual Classroom. This includes managing participation, monitoring breakout sessions, and ending the session.
Classroom Tool box	Includes all of the tools used during the Virtual Classroom session. This includes searching for Web sites, asking and answering questions, utilizing the Whiteboard, and accessing the Course Map.
Lightweight Chat	The main section where interaction between the users takes place. Allows users to compose messages, raise their hands to ask questions, and activate private messages.

Menu Bar

Overview

The Menu Bar allows the user to manage their Virtual Classroom session. Only users with Active privileges will have access to the options on the Menu Bar. The functions available in the Menu Bar include:

- **View** - Choose an option for viewing Personal Messages in the Virtual Classroom

- **Clear** - Clear the session display

- **Breakouts -** Create a breakout room for a group of users
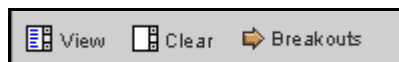
View

View allows the Instructor and users to select options for how they would like to view private messages.
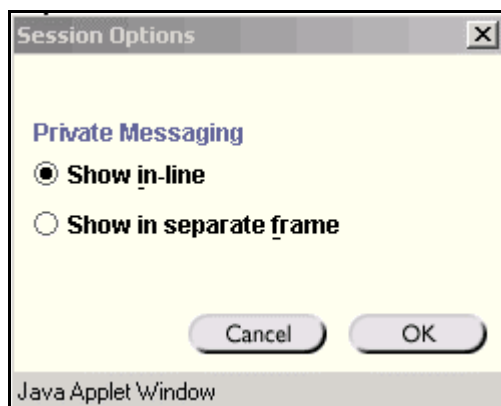
Select **Show in-line** to view private messages within the chat area. Select **Show in separate frame** to view private messages in a separate window.

Clear

Clear erases the users chat display. To clear the chat display click **Clear** on the Menu Bar.

Breakouts

This tool allows select users to participate in a separate session, while also participating in the main session. Users who enter a Breakout session are still active in the main Virtual Classroom Session. If a Breakout session in closed users are still active in the main session. Breakout sessions default to the same settings as the main session.

Create Breakout Room   ✕

Choose participants to include in breakout room:

☑ kjames
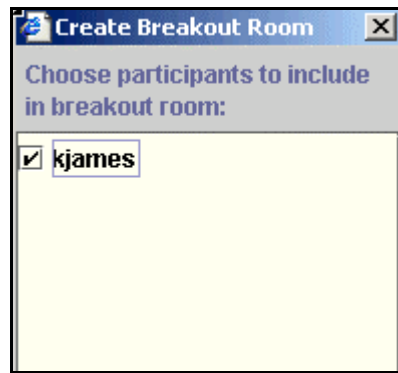
Select the checkboxes for the users who will participate in the Breakout session. Users may only join a Breakout session if they are selected by the creator of the Breakout session.

Classroom Tool box

Overview

The Classroom Tool box enables the Instructor and users to use the different tools available within the Virtual Classroom. If granted access to these tools by the Instructor, users can use the Whiteboard, access Web sites, and view the course map.

The Classroom Tool box appears on the left side of the Virtual Classroom. To begin using items in the Tool box click the name of the tool.
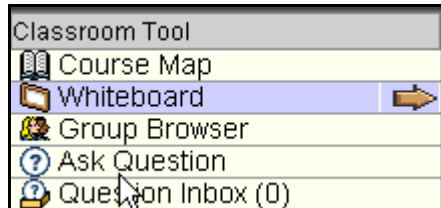
Tools

The following tools are available in the Classroom Tool box.

Tool	Description
Whiteboard	Enables users to present different types of information as they would on a blackboard in a classroom.
Group Browser	Enables users to collaboratively browse the Web.
Course Map	Enables users to browse the Course Contents while they are in a Virtual Classroom.
Ask Question	Enables users to ask questions during the session.
Question Inbox	Enables users to answer questions submitted by other users during a session.

Whiteboard

Overview

The Virtual Classroom allows the Instructor and Students to participate in real time lessons and discussions. The Whiteboard enables users in a Virtual Classroom to present different types of information as they would on a blackboard in a classroom. Using the tools in the Whiteboard Tools palette, users can draw images, type text, and present equations. The Instructor will determine whether or not this function is made available to users.

> **Note:** Only users who have privileges (assigned by the Instructor) can access the Whiteboard. See the User Roles topic for more information on Collaboration Session roles.
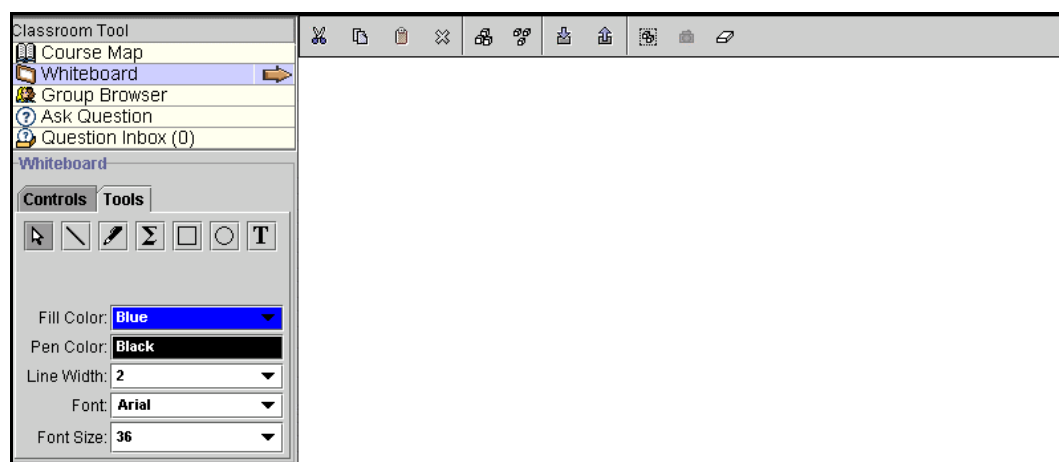
Find this tool

Follow the steps below to locate the Whiteboard.

Step 1   Open a Virtual Classroom session.

Step 2   The Whiteboard frame appears as a black white space on the left side of the Virtual Classroom. Click **Whiteboard** in the Classroom Tool to view the tools available for the Whiteboard. Click the name of the tool to begin using it.

Functions

The table below details the tools available for use on the Whiteboard.

To . . .	click . . .

select an item	the **Arrow** tool. Then click on an item for selection. The following may be performed on selected items: • Enlarge: Click one of the small black boxes that surround the item and drag it to the desired size. • Move: Click the item and move it to the desired location • Cut: Click the Whiteboard Tools palette item, then click the **Cut** icon. • Copy: Click the Whiteboard Tools palette item, then click the **Copy** icon. • Paste: Click the Whiteboard Tools palette item, then click the **Paste** icon. • Delete: Click the Whiteboard Tools palette item; click on the selected object; then click the **Delete** icon. • Group items: Click the Whiteboard Tools palette items, then click the **Group** icon. • Ungroup: Click a Whiteboard Tools palette item in a group, then click the **Ungroup** icon. • Bring front: Click the Whiteboard Tools palette item; click on selected object; then click the **Bring to front** icon. • Bring back: Click the Whiteboard Tools palette item; click on selected object; then click the **Send to back** icon. • Select all figures on the Whiteboard: Click the **Selects all Figures** icon.
draw free hand	the **Pen** drawing tool. Choose the color of the pen in the **Fill Color** drop-down list.
enter text using the keyboard	the text tool (**T**) then the Whiteboard area. A Whiteboard Text Input box appears. Type the text in the box and click **Insert**. Use the options in the Tools palette to select color, font, and size.
draw a straight line	the **Slanted Line** tool.
highlight something with an arrow	the **Pointer**.
draw a square	the **Square** drawing tool. Choose the color of the square from the **Fill Color** drop-down list.
draw a circle	the **Oval** drawing tool. Choose the color of the circle from the **Fill Color** drop-down list.
input an equation	The Math and Science Equation Editor icon (**Σ**). The Equation Editor will appear. Input the equation and click **Insert Equation**.

Group Browser

Overview

The Virtual Classroom allows Instructors and Students to participate in real time lessons and discussions. The Group Browser enables users to collaboratively browse the Web. The Instructor and users use this tool to open a URL that is viewable by all users. URLs used in the session will be recorded in the archive if one is created. The Instructor will determine whether or not this function is made available to users.

> **Note:** Only users who have an Active role can access the Group Browser. See the User Roles topic for more information on roles.
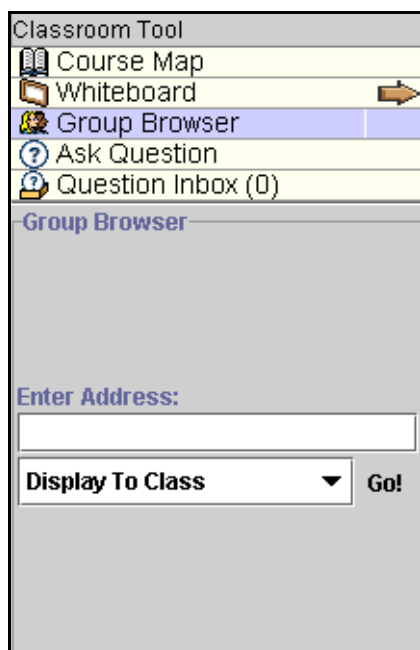
Find this tool

Follow the steps below to locate the Group Browser.

Step 1   Open a Virtual Classroom session.
Step 2   Select the **Group Browser** in the Classroom Tool to begin using this tool.

Functions

The table below details the available functions in the Group Browser.

To . . .	click . . .
open a Web site	type the URL in the **Enter Address** field.
choose where to display the Web site	**Display To Class** to display the window in the Whiteboard area of the Virtual Classroom or click **Preview in New Window** to open the Web site in a new browser window. This window will only be displayed to the Instructor.

Course Map

Overview

The Course Map enables users to browse the Course Contents while they are in a Virtual Classroom. By default, the Instructor has access to operate the Course Map. Users must have Active privileges to use the Course Map in a Virtual Classroom.

> **Note:** The Course Map in the Virtual Classroom appears similar to the Course Map for linking items within a course but they are functionally different.
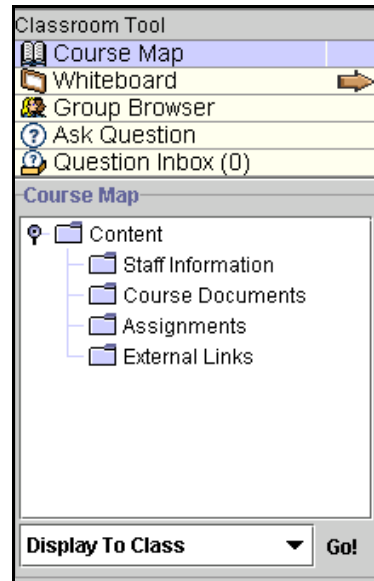
Find this tool

Follow the steps below to locate the Course Map.

Step 1   Open a Virtual Classroom session.
Step 2   Select the **Course Map** in the Classroom Tool to begin using this tool.

Functions

The table below details the available functions in the Course Map.

To . . .	click . . .
display an element on the map to all users	the content area in the Course Map and select **Display To Class** in the drop-down list.
display an element on the map in a separate window	the content area in the Course Map and select **Preview in New Window** in the drop-down list. The new window is only visible to the User accessing it.
refresh the Course Map during a Collaboration Session	**Refresh Tree** in the drop-down list. This will update the Course Map to match the latest Course menu on the course Web site.

Ask Question

Overview

Users are able to ask questions during the session by using the Ask Question tool. As users submit questions during the session the Instructor can view and respond to them.

> **Note:** Only users who have an Active role can ask questions. See the <u>User Roles</u> topic for more information on roles.
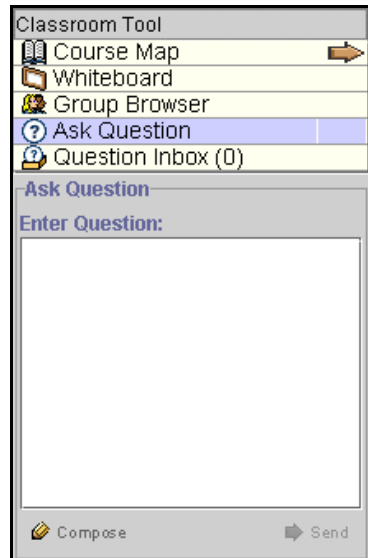
Find this tool

Follow the steps below to access the Ask Question tool.

Step 1   Open a Virtual Classroom session.
Step 2   Select **Ask Question** in the Classroom Tool to begin using this tool.

Ask a Question

To ask a question, select **Compose** in the Ask Question area, enter the question in the text box and click **Send**.

Question Inbox

Overview

Questions from users are sent to the Question Inbox during the Virtual Classroom session. The Question Inbox is used to manage and respond to questions during a Collaboration Session.

> **Note:** Only users who have an Active role can access the Question Inbox. See the User Roles topic for more information on roles.
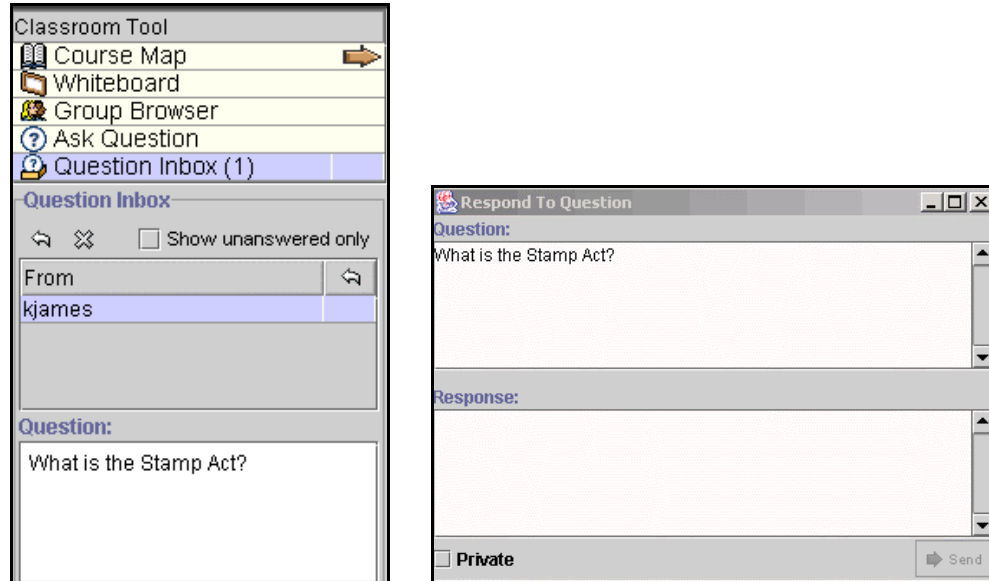
Find Respond to Question

Follow the steps below to access the Respond to Question tool:

Step 1	Open a Virtual Classroom session.
Step 2	Select **Question Inbox** in the Collaboration Tool.

Function

The table below details the functions available in the Question Inbox Tool.

To . . .	click . . .
respond to a question	the user name in the **From** list and click the **Respond to Question** icon. The Respond to Question pop-up window will appear.
delete a question	the user name in the **From** list and click the **Delete** icon.
view only questions that have not been answered	the checkbox next to **Show unanswered only**.

Respond to Question fields

The table below details the fields on the Respond to Question pop-up window.

Field	Description

Question	Question that was submitted.
Response	Enter the response to the question.
Private	Select this check box to make the response to the question private. If marked private, the response will only be sent to the person who submitted the message.

Lightweight Chat

Overview

The Lightweight Chat allows the users to interact with each other and the Instructor via a text-based chat region. This region is part of the Virtual Classroom, but can also be accessed separately without the rest of the tools that make up the Virtual Classroom. When accessed separately, it is called the Lightweight Chat.

> **Note:** Some of the functionality in the chat is limited to those users with an Active role. See the User Roles topic for more information on roles.
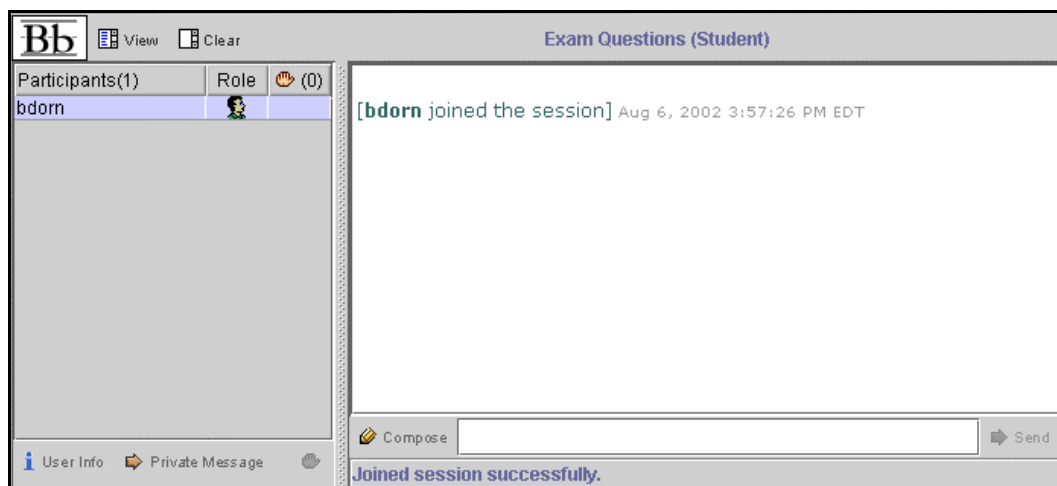
Find this page

Follow the steps below to open a Lightweight Chat:

Step 1   Click **Communication** on the Course menu of a course Web site.
Step 2   Select **Collaboration Tools**.
Step 3   Click **Join** to next to a Lightweight Chat session.

Functions

The table below details the functions available in the Lightweight Chat.

To . . .	then . . .
enter a message for the class to read	type the message in the **Compose** field. Click **Send**. The message will appear in the chat area.
become an Active user	click the hand symbol. A hand appears next to the user name. The Instructor clicks on the hand to make the user Active. This means that the User may now post a message in the Chat.
view user information	Select a user's name in the Participant list and then click **User Info**.
send a private message to a user	Select a user's name in the Participant list and then click **Private Message**. The Compose Private Message window will appear.

Private Messages

Overview

The Instructor of a Collaboration Session can send and receive private messages from the users during the Collaboration Session. Users can send private messages to each other if the Instructor enables this tool in the Session Controls. Private messages are not recorded or archived.

> **Note:** Only users who have an Active role can send Private Messages. See the User Roles topic for more information on roles.
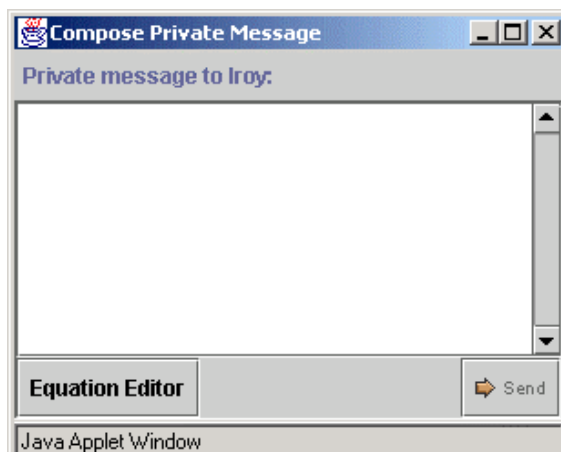
Find this pop-up window

Follow the steps below to access the Private Message pop-up window.

Step 1   Open a Virtual Classroom or Chat session.

Step 2   Select a user's name and click **Private Message**.

Functions

To send a Private Message, enter the message in the text box and click **Send**.

User Information

Overview

The User Information pop-up window displays personal information about the user such as name, email address, and any other information the user has chosen to add to their profile.
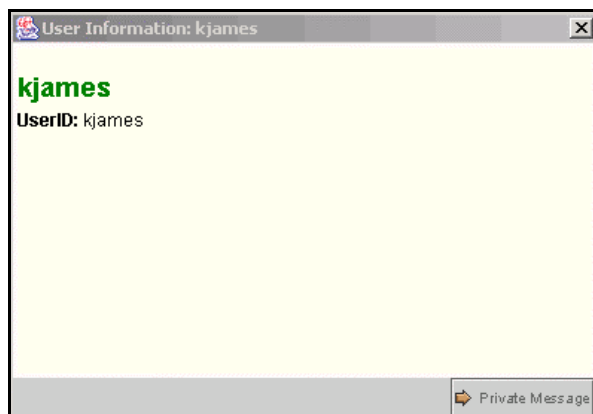
Find this pop-up window

Follow the steps below to access the User Information pop-up window.

Step 1	Open a Virtual Classroom session.
Step 2	Click **User Info** in the Chat area and the User Information pop-up window will appear.

Send a Private Message

Click **Private Message** to send a message to the user. The <u>Compose Private Message</u> pop-up window will appear.

Session Archives

Overview

The Session Archives allows Instructors and Students to review the discussions and questions raised during a previous Collaboration Session. The archive must be made available by the Instructor for users to view it.

Find this page

Follow the steps below to access the Session Archives page.

Step 1	Click **Communication** on the Course Menu of a course Web site.
Step 2	Select **Collaboration Tools**.
Step 3	Click **Archives** next to a Virtual Classroom session.

Functions

The table below details the available functions on this page.

To . . .	click . . .
access an archived classroom	the session name in the Archive Name column. The Archive page for that session will appear.
search for an archive	the **Archive Name** or **Creation Date** option in the **Search by:** field. Enter the name of the archive or the date it was created in the field below and click **Search**.
return to the Collaboration Session page	**Back to Collaboration Sessions**.

Example

The following is an example of an Archive.

COURSES > AMERICAN HISTORY UNTIL 1865 > COMMUNICATIONS > COLLABORATION > VIEW ARCHIVE

⚒ View Archive: Review 2

Question from **smackey:** what time is the exam? Tue Jul 30 09:57:06 EDT 2002
Response from **smackey:** THe exam is at 1:00 pm. Please bring a calculator with you. Tue Jul 30 10:00:02 EDT 2002
[**smackey** displayed the following content: http://twserver:80/bin/common/content.pl?action=LIST&render_type=DEFAULT&content_id=_18_1] Jul 30, 2002 10:00:20 AM EDT
bdorn: Can we use our review materials during the exam? Jul 30, 2002 10:00:55 AM EDT
smackey: No, there will be no use of notes or books during the exam. Jul 30, 2002 10:01:13 AM EDT

OK

Roster

Overview

Users can search the Roster and view lists of Students, Instructors, and Teaching Assistants associated with a specific course.

Find this page

Follow the steps below to open the Roster page.

Step 1	Open a course Web site.
Step 2	Select **Communication** on the Course menu.
Step 3	Click **Roster** from the Communication Center.

Search

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 Name	• Select the Search tab. • Enter either a last name or a user name. • Select either the **Last Name** or **User ID** option. All matching entries will be displayed.
search for a group of last names that start with a particular letter or a user ID that starts with a particular number	• Select the A-Z, 0-9 tab. • Click on the first letter of the last name or on the first number of the user's ID. All matching entries will be displayed.

search using a value found in the user's name	• Select the Advanced tab. • Enter a value in the **Containing:** field. • The search will return all users with that value in their User Name. • Click the check boxes and select values from the drop-down list to narrow the search.
list all users	• Select the tab. • Click **List All** to list all the names enrolled. All entries will be displayed.

Functions

Once a list has been generated, click the name of a Student in the list to view their homepage or select their email address to send them an email.

Groups

Overview

Instructors can create Groups in a course to enable Students to collaborate with each other. These groups usually consist of a smaller group of Students in a class, such as study groups or project groups. From a Group page, users may:

- send email to Group members
- exchange files
- enter discussion forums
- enter Collaboration Sessions

All of the functions available from Group pages, with the exception of the File Exchange, act in the same way in the course Web site. Additional features of the Collaboration Tools are also available when accessed through Groups.

Find this page

Follow the steps below to open the Group page.

Step 1	Open a course Web site.
Step 2	Click **Communication** on the course menu.
Step 3	Click **Group Pages** from the Communication Center.
Step 4	Select the name of a Group in which you are a member.

Functions

The following functions are available from the Group page.

Note: Instructors may limit which of these functions are available to Groups.

Function	Description

Group Discussion Board	Group members can enter discussions within various Group forums.
Group Collaboration	Group members can meet their classmates and Instructors for real-time discussion or class lessons.
File Exchange	Group members can exchange files.
Send Email	Group members 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 email address.

File Exchange

Overview

Students are encouraged to communicate with fellow classmates and Instructors from the Communication Center, located in the course Web site. Instructors can create Groups in a course to enable Students to collaborate with each other. The File Exchange function allows users within a Group to easily exchange files with their fellow Group members. The File Exchange page displays the current files available for use by the Group members and the option to add files.
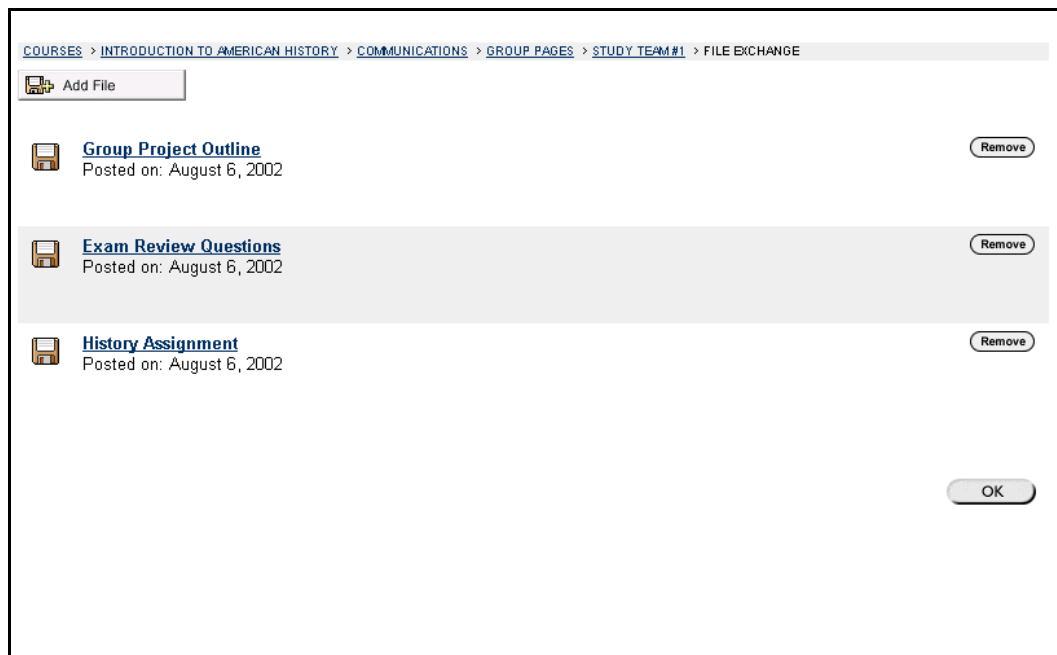
Find this page

Follow the steps below to open the File Exchange page.

Step 1   Open a course Web site.
Step 2   Click **Communication** on the course menu.
Step 3   Click **Groups** from the Communication Center. Select a Group.
Step 4   Click **File Exchange**.

Function

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

Add File

Overview

The File Exchange function allows users within a group to easily exchange files with their fellow Group members. The Add File page enables Group members to add a file to the Group's File Exchange for others to view.

Find this page

Follow the steps below to open the Add File page.

Step 1	Open a course Web site.
Step 2	Click **Communication** on the course menu.
Step 3	Click **Groups** from the Communication Center. Select a Group.
Step 4	Click **File Exchange**.
Step 5	Click **Add File**.

Fields

The table below details fields on this page.

Field	Description
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.

Group Collaboration Sessions

Overview

Collaboration Sessions allow Instructors and Students to participate in real time lessons and discussions. The Group Collaboration Sessions accessed from the Group page have all of the same functionality as those in the Communication Area. Users also have additional features available to them in a Group Collaboration Session. All Group members are granted an Instructor role when they access Group Collaboration Sessions. Therefore, all Group members can manage sessions and access all of the available tools.

> **Note**: The Collaboration Tools section includes information on all of the features and functionality available in Course Collaboration Sessions.

Find this page

Follow the steps below to open the Group Collaboration Session page.

Step 1   Open a course Web site.
Step 2   Click **Communication** on the course menu.
Step 3   Click **Groups** from the Communication Center.
Step 4   Click **Collaboration**.

Functions

The following functions are available from the Collaboration Sessions page. Since all Group members have an Instructor role in Group Collaboration Sessions, these functions are available to everyone in the Group.

To . . .	click . . .
create a new Collaboration Session	**Create Collaboration Session**. The Create Collaboration Session page will open.

filter the sessions listed on the page	the arrow next to the drop-down list and select the type of session to display. Click **Filter**. The filters include: • **Show All** – The default filter that displays all of the Collaboration Sessions. • **Open Rooms** – Displays all of the sessions that are currently being used. • **Rooms with Archives** – Displays completed sessions that have an archive. • **Rooms Available in the Future** – Displays sessions that are scheduled to take place in the future.
search for a session	the **Session Name**, **Start Date** or **End Date** option and then enter a value in the field. Click **Search**.
enter a session	**Join** next to the session. The Virtual Classroom or Chat for that session will open.
access the archives for a session	**Archives** next to the session. The Session Archives page will appear.
change the name, availability, or tools used during the session	**Manage** next to the session. The Modify Collaboration Session page will appear.
delete a session	**Remove** next to the session. This action is irreversible.

Create/Modify Collaboration Session

Overview

New Group Collaboration Sessions using the Virtual Classroom or the Chat are created on the Create Collaboration Session page. Groups can schedule sessions for specific dates and times and choose how long the sessions will be. The Create Collaboration Session page and Modify Collaboration Session page function in a similar manner. The difference being, the Create Collaboration Session page opens with empty fields while the Modify Collaboration Session page opens with populated fields.

> **Note**: This feature is only available to users in Group Collaboration Sessions. Only the Instructor may create course-wide Collaboration Sessions.

Find this page

Follow the steps below to open the Create Collaboration Session page.

Step 1	Click **Communication** on the Course menu.
Step 2	Select **Groups** from the Communication Center.
Step 3	Click **Collaboration**.
Step 4	Click **Create Collaboration Session** or **Manage**.

Fields

The table below details the fields on the Create Collaboration Session page.

Field	Description
Name Your Session	
Session Name:	Enter the name of the new session.
Schedule Availability	

Select Date(s) of Availability:	A Start and End date and time for the Collaboration Session can be set but is not required. If these are not selected then the session is always open and available for users. There is also the option to choose only a Start or an End date and time. • Click the **Start After** check box to choose a date and time to begin the Collaboration. The date can be selected by choosing from the drop-down lists next to the date or by clicking the calendar icon and selecting the date. Select the time to begin the session from the drop-down lists. • Click the **End After** check box to choose when the session will end. The date can be selected by choosing from the drop-down lists next to the date or by clicking the calendar icon and selecting the date. Select the time to begin the session from the drop-down lists.
Available:	Select **Yes** to make the session available.
Collaboration Tools	
Choose a collaboration tool for this session:	Select the tool that will be used during this session from the drop-down list. The two types of Collaboration tools are: • **Virtual Classroom** - Allows users to enter a real-time discussion with group members, access the Web, and engage in question and answer sessions. • **Lightweight Chat** - The Chat is part of the Virtual Classroom, but can also be accessed separately. It allows users to open just the chat function of the Virtual Classroom.

Group Menu

Overview

Group Collaboration Sessions have additional features available in the menu of the Collaboration Tool. These features include a Record menu to create session archives and an End option to end a session. All group members have an Instructor role in a Group Collaboration Session; therefore, they can all access these features.

> **Note**: These features are only available to Students during Group Collaboration Sessions.
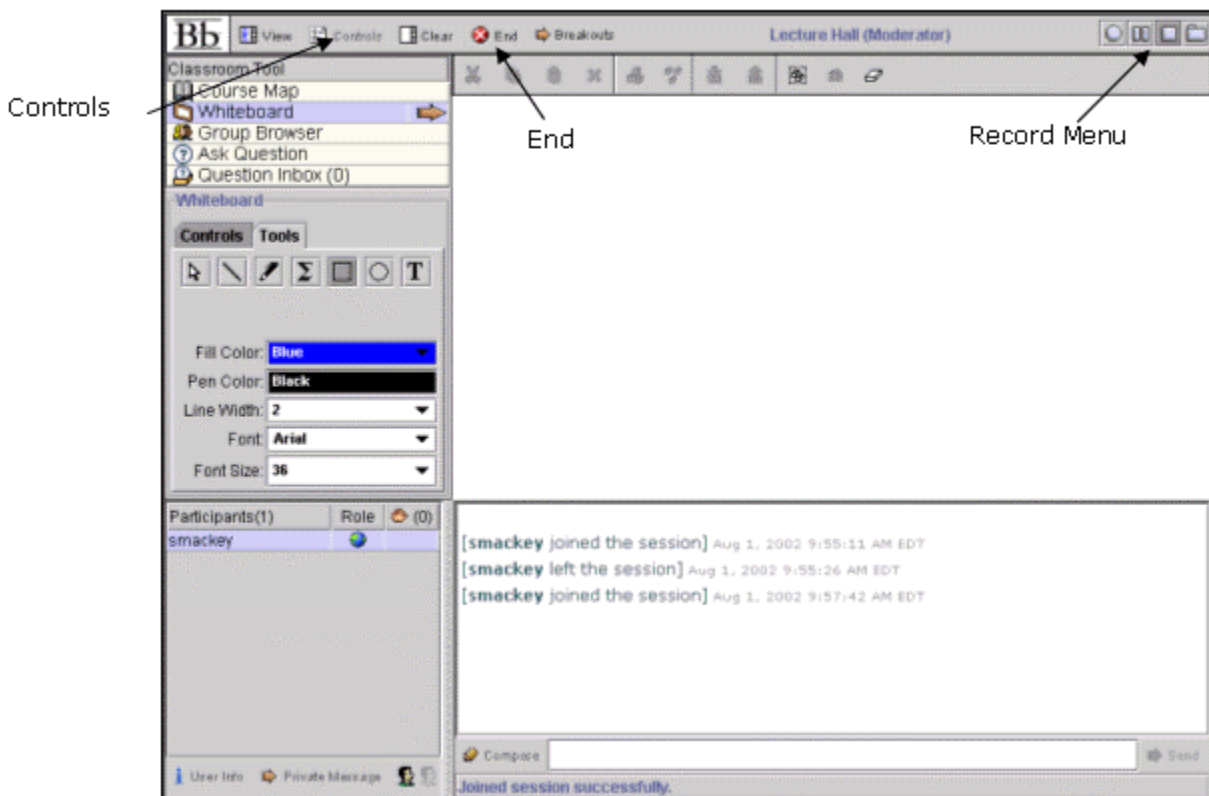
Record menu

The Virtual Classroom and Lightweight Chat sessions created in Groups can be recorded and archived. Archive recording can be started and stopped, as well as paused and un-paused by the users during the session. A session can have more then one archive. The table below details the buttons that appear on the Record menu.

Button	Description
	Click **Start** to begin recording a session. The user will be prompted to name the archive. A default name will pre-populate this box, the user can click **Submit** to keep the default name or makes changes then submit it.
	Click **Pause** to pause a recording once it has started. Click this button again to **Un-pause** the recording and begin recording again. Pause and un-pause will be marked and timestamped in the archive.

		Click **Stop** to end recording the session. When **Stop** is selected the archive is completed and a stop marker and time/date stamp will be included at the end of the archive.
		Click **Bookmark** to insert a bookmark anywhere in the archive of the session. A name can be included for the bookmark.

Controls

The Group Collaboration Session includes a Controls option on the menu. All users in a group are given Instructor privileges, and therefore cannot change the Access rights of each other. All users have access to all of the tools in a Collaboration Session.

End

This tool ends the Virtual Classroom Session. Click **End** on the Menu Bar. The End Session pop-up window appears as shown below.
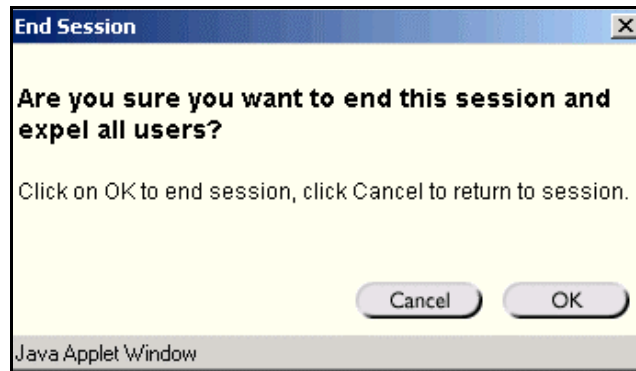
Session Archives

Introduction

Group Collaboration Sessions have Archive features available to Group Members. Session Archives allow users to review the discussions and questions raised during a Collaboration Session. Sessions are archived by date and the option to remove an archive is available. All Group members have an Instructor role in Group Collaboration Sessions; therefore, they can all access the Archive features.

> **Note**: The feature to manage Archives is only available to Students in Group Collaboration Sessions. Only the Instructor can manage the archives of Course Collaboration Sessions.

Find this page

Follow the steps below to open the Session Archives page.

Step 1	Click **Communication** on the Course menu.
Step 2	Select **Groups** from the Communication Center.
Step 3	Click **Collaboration**.
Step 4	Click **Archives** next to a Collaboration Session.

Functions

The table below describes the functions available on this page

To . . .	click . . .
search for an Archive in the Collaboration Session	the **Archive Name** or **Creation Date** option in the **Search by:** field. Enter the name of the archive or the date it was created in the field below, and click **Search**.
open an archive	the archive in the Archive Name column.
change the name or availability of an archive	**Manage**. The Archive Properties page will appear.
remove an archive	**Remove**. This action is irreversible.

Archive Properties

Introduction

The Archive Properties page allows Group members to change the name and availability of an Archive session. All Group members have an Instructor role in a Group Collaboration Session; therefore, they can all access the Archive Properties features.

> **Note**: This feature is only available to Students in Group Collaboration Sessions. Only Instructors can change the archive properties of an archived Course Collaboration Session.

Find this page

Follow the steps below to open the Archive Properties page.

Step 1	Click **Communication** on the Course menu.
Step 2	Select **Groups** from the Communication Center.
Step 3	Click **Collaboration**.
Step 4	Click **Archives** next to a Collaboration Session.
Step 5	Select **Manage**.

Functions

The table below describes the functions available on this page.

Field	Description
Edit Archive Name	
Archive Name:	Enter or modify the name of the archive.
Availability to Students	
Available:	Select **Yes** and users will be able to view this archive.

Chapter 5 –Tools

Overview

Tools enable users to manage their work and individual information. Course Tools are available on the Course menu in a course Web site and Institution Tools are available in the Tools box in a common area. Certain Tools, such as the Calendar and Tasks, may be available as both a Course Tool and an Institution Tool.

Institution Tools allow users to access Tools that appear in course and organization Web sites on a system-wide scale. For example, Tasks, when accessed through the Tools box, allows the User to:

- view Tasks from all of the courses and organizations the user participates in
- view Tasks posted by the System Administrator
- enter personal Tasks

If Tasks is viewed through the Course menu in a course Web site, only Tasks that have been posted for that course will appear.

The Instructor of a course determines which Tools will be available in the course. The System Administrator selects the Tools that will be available in the Tools box in common areas.

Note: With *Blackboard Learning System* and *Blackboard Learning System* - Basic Edition, the Tools Box will only appear on the My Institution Tab.

Example

The image below is an example of how Tools will appear in the Course menu on a course Web site.

The image below is an example of how Institution Tools will appear in the Tools box in common areas.
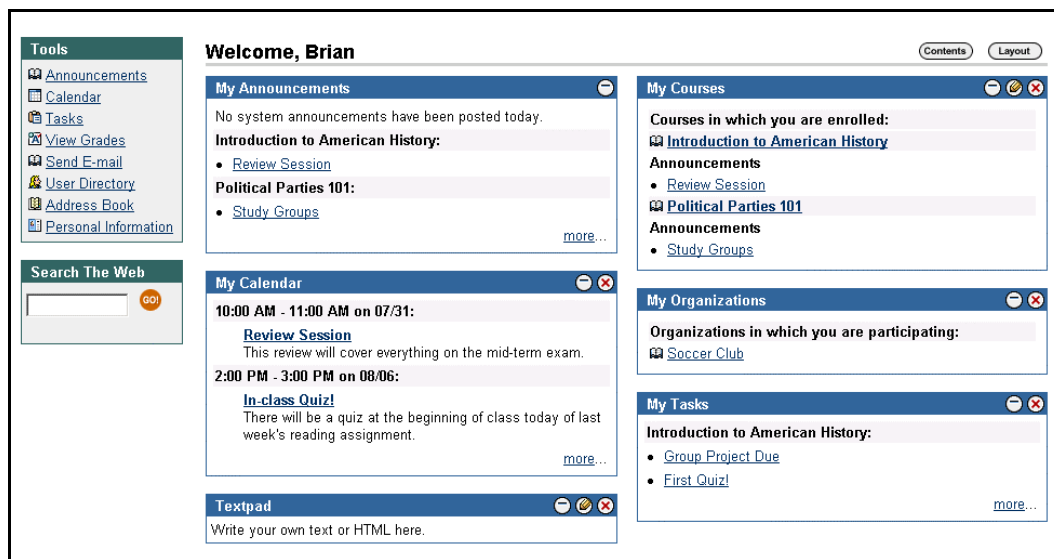
In this chapter

This chapter includes the following sections.

Topic	Description
Announcements	Provides information on messages for courses and system-wide announcements.
Digital Drop box	Explains how to send files to the Instructor.
Edit Your Homepage	Explains how to edit the information on your Student Homepage.
Personal Information	Provides information on managing personal data and privacy settings such as editing your account profile and changing your password.
Calendar	Discusses the Calendar tool, which manages events for courses, personal events and system-wide events.
View Grade	Explains how to check grades for a course.
Tasks	Provides information for organizing tasks, defining task priorities, and tracking task status.
Electric Blackboard	Discusses the Electric Blackboard tool and how it is used to save notes for a particular course.
Address Book	Explains how to save contact information.
User Directory	List and contact system users via email.

Announcements

Overview

Students can view important messages from Instructors on the Announcements page of a course Web site. Announcements are organized and displayed by:

- current date
- last seven days
- last thirty days
- view all course announcements

When accessed through the Tools box, all Announcements of interest to the user appear. These include Announcements from all courses the user is enrolled in and system-wide announcements. Users can sort the Announcements by category or post date.

Use the drop-down menu to select a view or click on the tabs to view Announcements for a specific period of time. The default is View Last 7 Days.

> **Note:** Users can also access their Announcements from the Tools box in the common areas. These Announcements include those from all courses and organizations the user is enrolled in as well as any system wide announcements.

Find this page

To view the Announcements page, open a course Web site and click **Announcements** on the course menu.

OR

Click **Announcements** in the Tools box.

Digital Drop Box

Overview

The Digital Drop Box enables Students to exchange files with the Instructor. Digital Drop Box is only available as a Course Tool, it is not an Institution Tool.

> **Note:** A file added to the Drop Box will not appear to the Instructor until it has been sent. Once a file has been sent to the Instructor, it cannot be removed from the Drop Box.
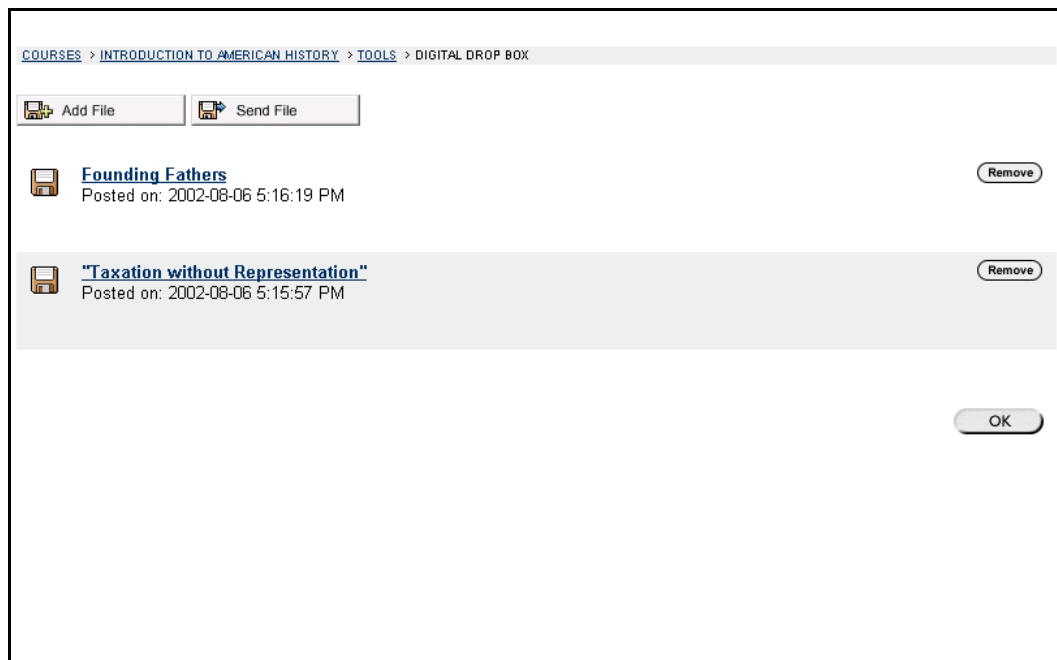
Find this page

Follow the steps below to open the Digital Drop Box page.

Step 1	Open a course Web site for a course.
Step 2	Click **Tools** on the course menu.
Step 3	Select **Digital Drop Box**.

Functions

The following functions are available from the Digital Drop box page.

Function	Description
Add File	Upload files to the Drop Box.
Send File	Send a file to the Instructor.
Remove	Remove a file from the Drop Box.

Tips and Tricks

The following date and time information is included in files:

- files sent to the Instructor will show the date and time submitted

- files that are added to the Drop Box but not sent will show the date and time posted

- files sent from the Instructor will show the date and time received

Note: The date and time displayed in each instance is not the date and time on the user's machine, rather, it is the date and time on the *Blackboard Learning System* server.

Add File to the Digital Drop Box

Overview

The Digital Drop Box page enables Students to exchange files with the Instructor. Files are added to the Digital Drop Box from the Add File page. The Add File page requests information on the title, file location, and any comments regarding the file. A file is not automatically sent to the Instructor if it is placed in the Drop Box through the **Add File** option. Files must be sent through the **Send File** option.

Files that are added to the Drop Box but not sent will show the date and time posted. Once the file is sent to the Instructor it will show the date and time submitted.

Note: The date and time displayed in each instance is not the date and time on the user's machine, rather, it is the date and time on the *Blackboard Learning System* server.

COURSES > INTRODUCTION TO AMERICAN HISTORY > TOOLS > DIGITAL DROP BOX

❶ File Information

Title:

File: Browse...

Comments:

❷ Submit

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

Cancel   Submit

Find this page

Follow the steps below to open the Add File page.

Step 1   Open a course Web site.
Step 2   Click **Tools** on the course menu.
Step 3   Select **Digital Drop Box**.
Step 4   Click **Add File**.

Fields

The table below details the fields on this page.

Field	Description
File Information	
Title:	Enter the title of the file.
File:	Click **Browse** to locate a file or enter the exact path.

Comments:	Enter any comments related to the file. These comments will appear beneath the title on the Drop Box page.

Send File from the Digital Drop Box

Overview

Students can select a file from the Digital Drop Box to send to the Instructor or select a file not in the Digital Drop Box on the **Send File** page. A file sent to the Instructor that is not in the Digital Drop Box will be added to the Student's Drop Box when it is sent.

Files that are added to the Drop Box but not sent will show the date and time posted. Once the file is sent to the Instructor it will show the date and time submitted.

> **Note:** The date and time displayed in each instance is not the date and time on the user's machine, rather, it is the date and time on the *Blackboard Learning System* server.

Find this page

Follow the steps below to open the Send File page.

Step 1	Open a course Web site.
Step 2	Click **Tools** on the course menu.
Step 3	Select **Digital Drop Box**.
Step 4	Click **Send File**.

Fields

The table below details the fields on this page.

Field	Description
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** to upload a file and send it to the Instructor.
Comments:	Enter any comments about the file. These comments will appear beneath the title on the Drop Box page.

Edit Your Homepage

Overview

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

The Digital Drop Box is only available as a Course Tool; it is not available as an Institution Tool.

Find this page

Follow the steps below to open the Edit Your Homepage page.

Step 1   Open a course Web site.
Step 2   Click **Tools** on the course menu.
Step 3   Click **Edit Your Homepage**.

Fields

The table below details the fields on this page.

Field	Description
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 **Browse** to upload a new image.

Remove this Image:	Select the checkbox to remove the existing image or any new image.
Favorite Web Sites	
Site 1 Title:	Edit or enter the site title.
Site 1 URL:	Edit or enter the site URL. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com
Description:	Edit or enter the site description.

Tips and Tricks

To view a Homepage for a user in the course go to the <u>Roster</u>, located in the Communication Center. When an individual is selected from the Roster their Homepage will appear.

Personal Information

Overview

Users manage personal data and privacy settings from the Personal Information page. The following functions are available to users:

- edit their account profile
- change their password
- identify a CD-ROM drive to the *Blackboard Learning System*
- define privacy settings

Users may also access and make changes to their personal information from the Tools box in a common area. Changes to Personal Information are reflected system wide. For example, if an email address is changed in one course, the user's email address will be changed in all of the courses he or she is enrolled in.
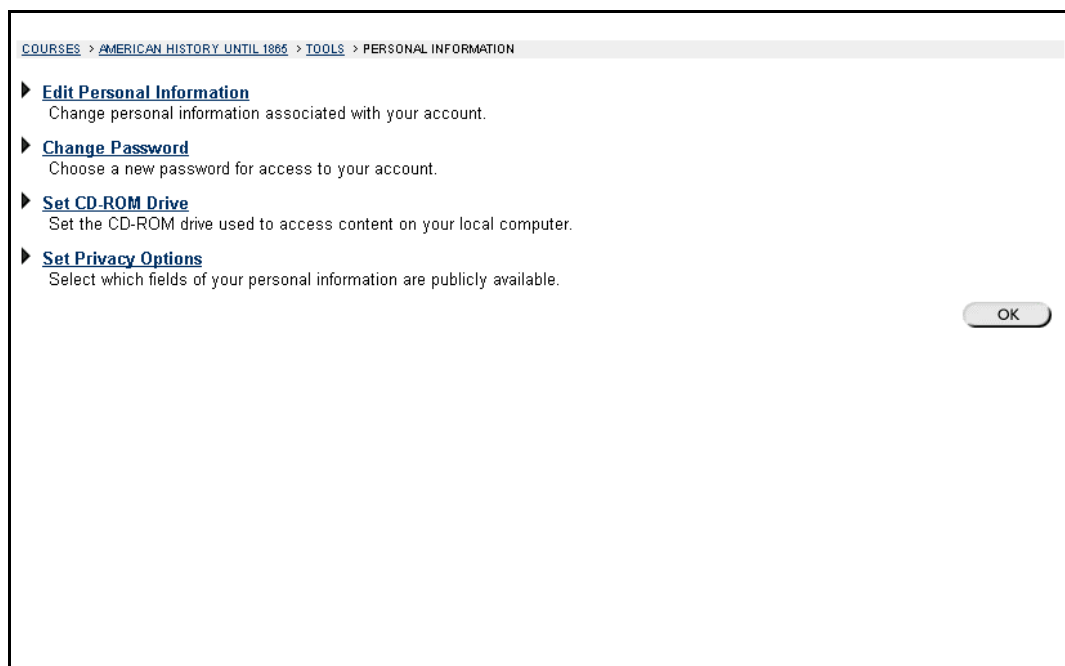
Find this page

Follow the steps below to open the Personal Information page.

Step 1   Open a course Web site for and click **Tools** on the Course Menu.
Step 2   Select **Personal Information**.

OR

Select **Personal Information** in the Tools box of a common area.

Functions

The following functions are available from the Personal Information page.

Function	Description

Edit Personal Information	Edit personal information as it is displayed to other users.
Change Password	Change your account password.
Set CD-ROM Drive	Set the CD-ROM drive used to access content from your computer.
Set Privacy Options	Set the options to limit or increase the amount of personal information displayed to fellow Students and Instructors.

Edit Personal Information

Overview

The information that appears in a user's account profile can be modified on the Edit Personal Information page. Users can change the values in fields, populate empty fields, or remove information from fields on this page.

Find this page

Follow the steps below to open the Edit Personal Information page.

Step 1	Open a course Web site.
Step 2	Click **Tools** on the Course menu.
Step 3	Select **Personal Information**.
Step 4	Select **Edit Personal Information**.

OR

Step 1	Select **Personal Information** in the Tools box of a common area.
Step 2	Select **Edit Personal Information**.

Fields

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

Field	Description
Personal Information	
First Name [r]	Edit the first name.
Middle Name	Edit the middle name.
Last Name [r]	Edit last name.
Email [r]	Edit email address.
Student ID	Edit Student ID as defined by the institution.
Other Information	

Gender	Edit gender.
Birthdate	Select birthday by clicking on the drop-down arrow and selecting date values.
Education Level	Edit education level.
Company	Edit company.
Job Title	Edit job title.
Department	Edit department.
Street 1	Edit address.
Street 2	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. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com
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 number 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.

Tips and Tricks

Changes made on the Edit Personal Information page will be reflected throughout the *Blackboard Learning System*. For example, if the user changes their first name, the new first name will appear in all courses they are enrolled in.

Change Password

Overview

Account passwords can be changed from the Change Password page. The Change Password page is accessible through the Personal Information features. Each user must enter a user name and password to login to the system.

Find this page

Follow the steps below to open the Change Password page.

Step 1	Open a course Web site.
Step 2	Click **Tools** on the Course menu.
Step 3	Select **Personal Information**.
Step 4	Select **Change Password**.

OR

Step 1	Select **Personal Information** in the Tools box of a common area.
Step 2	Select **Change Password**.

Fields

The table below details the fields on the Change Password page.

Field	Description
Reset Password	
Password [r]	Enter a new password for the account. The password must be at least one character and contain no spaces or special characters.
Verify Password [r]	Enter the password again to ensure accuracy.

Tips and Tricks

Due to security, it is recommended that users do not use common personal information as their password, such as their name or nickname. It is recommended that users change their passwords periodically to ensure security.

Set CD-ROM Drive

Overview

Users identify the CD-ROM drive location on the current workstation to the *Blackboard Learning System* from the Set CD-ROM Drive page. The CD-ROM drive must be identified to the *Blackboard Learning System* before files can be uploaded from a CD-ROM to the *Blackboard Learning System*. Users must set the CD-ROM drive each time they want to upload files from a CD.

```
COURSES  >  INTRODUCTION TO AMERICAN HISTORY  >  TOOLS  >  PERSONAL INFORMATION  >  SET CD-ROM DRIVE

❶ Select CDROM Drive

        CD-ROM (for PC):              [D: ▼]

        CD-ROM (for MAC):            [_____]

❷ Submit

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

                                                        ( Cancel )  ( Submit )
```

Find this page

Follow the steps below to open the Set CD-ROM Drive page.

Step 1	Open a course Web site.
Step 2	Click **Tools** on the Course menu.
Step 3	Select **Personal Information**.
Step 4	Select **Set CD-ROM Drive**.

OR

Step 1	Select **Personal Information** in the Tools box of a common area.
Step 2	Select **Set CD-ROM Drive**.

Fields

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

Field	Description
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.

Set Privacy Options

Overview

The Set Privacy Options page allows users to choose the information they would like to make publicly available. This information will appear in course Rosters and Group pages. Users may also select to make this information available in the User Directory. If an email address is not made available it will not appear in the Roster, Group pages, User Directory, the Collaboration Tool or in any other part of the application.

Find this page

Follow the steps below to open the Set Privacy Options page.

Step 1   Open a course Web site.
Step 2   Click **Tools** on the Course Menu.
Step 3   Select **Personal Information**.
Step 4   Select **Set Privacy Options**.

OR

Step 1   Select **Personal Information** in the Tools box of a common area.
Step 2   Select **Set Privacy Options**.

Fields

The table below details the fields on the Set Privacy Options page.

Field	Description
Contact Information	
Email address	Select this check box to make the email address visible to other users through the User Directory, and in other parts of the *Blackboard Learning System*, such as the Roster and Group pages.
Address (Street, City, State, Zip, Country)	Select this check box to make address information visible to other users through the User Directory.

Work Information (Company, Job Title, Work Phone, Work Fax)	Select this check box to make work information visible to other users through the User Directory.
Additional Contact Information (Home Phone, Mobile Phone, Web Site)	Select this check box to make additional contact information visible to other users through the User Directory.
User Directory Status	
List my information in the user directory	Select this check box to list your profile information visible to other users through the User Directory.

Calendar

Overview

The Calendar tool allows users to view Calendar items by day, week, month, or year. Users can also manage the following events through the Calendar:

- course
- organization
- institution
- personal

Upcoming and past events can be viewed daily, weekly, or monthly and organized into categories.

When the Calendar is accessed through the Tools Box users view all items on their Calendar and have the options to add and modify personal calendar items. When the Calendar is accessed through a Course or Organization only those calendar items that relate to the specific course or organizations will appear.

Find this page

Follow the steps below to open the Calendar page.

Step 1	Open a course Web site.
Step 2	Click **Tools** on the Course menu.
Step 3	Select **Calendar**.

OR

Select **Calendar** in the Tools box of a common area.

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.
create an event and add it to the calendar	**Add Event** to access the Add Event page.
remove an event	**Remove** to remove an event from the Calendar page. This action is irreversible.
	Note: Only events created by the user can be removed. Events created by an Instructor, Organization Manager, or System Administrator cannot be changed.
view events by day, week, or month	on the 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.

```
CALENDAR > QUICK JUMP

📅 Calendar Quick Jump

❶ Calendar Quick Jump

   View Calendar events for a specific date by selecting the date and view below.
      📅 Please select the date you wish to access.

            [Aug ▼] [07 ▼] [2002 ▼]  📅

      📅 Please choose the type of view you wish to access the specified date.

            ○ Month
            ○ Week
            ⦿ Day

❷ Submit

   Click "Submit" to finish, click "Cancel" to abort this process.        ( Cancel )  ( Submit )
```

Find this page

Follow the steps below to open the Quick Jump page.

Step 1   Open a course Web site.
Step 2   Click **Course Tools** on the Course Menu.
Step 3   Select **Calendar**.
Step 4   Click **Quick Jump**.

OR

Step 1   Select **Calendar** in the Tools box of a common area.
Step 2   Select **Quick Jump**.

Fields

The table below details the fields on the Quick Jump page.
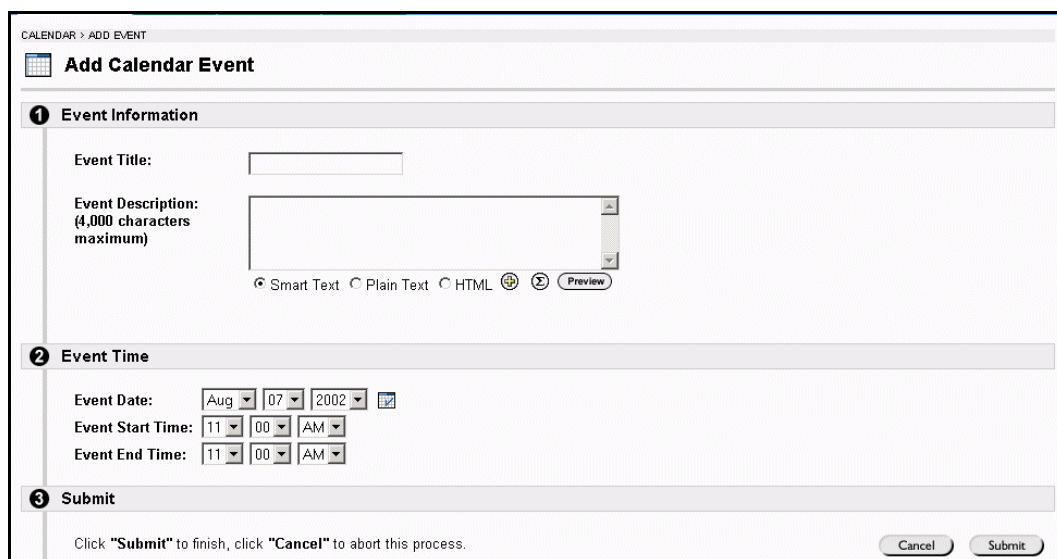
Field	Description
Calendar Quick Jump	
Please select the date you wish to access	Select the calendar date. Click the first down arrow to select a month. Click the next down arrow to select a day and click the last down arrow to select a year. The Calendar page will appear with the enter date.
Please choose the type of view you wish to access the specified date	Click on an option to indicate the type of Calendar view: Month, Week, or Day.

Add or Modify Calendar Event

Overview

> When the Calendar is accessed through the Tools Box users have the options to add and modify personal calendar items. Events may be added through the Add Calendar Event page and modified through the Modify Calendar Event page. These pages are the same, the difference being, the Add Calendar Event page opens with empty fields and the Modify Calendar Event page opens with populated fields.

> **Note:** Only events created by the user can be modified. Events created by an Instructor, organization Manager, or System Administrator cannot be changed by the user.

CALENDAR > ADD EVENT

Add Calendar Event

1 Event Information

Event Title:

Event Description:
(4,000 characters maximum)

◉ Smart Text ○ Plain Text ○ HTML ⊕ Σ (Preview)

2 Event Time

Event Date: [Aug ▼] [07 ▼] [2002 ▼] ▣
Event Start Time: [11 ▼] [00 ▼] [AM ▼]
Event End Time: [11 ▼] [00 ▼] [AM ▼]

3 Submit

Click **"Submit"** to finish, click **"Cancel"** to abort this process.   (Cancel) (Submit)

Find this page

> Follow the steps below to find the Add Calendar Event page.

> **Step 1**   Click **Calendar** in the Tools box.
> **Step 2**   Click **Add Event** or **Modify** next to an existing Calendar event.

Fields

> The table below details the fields on the Add Calendar Event page and Modify Calendar Event page.

Field	Description
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.

Description:	Enter a description of the event. Select a text type from the following options: • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • ∑: Opens the <u>XML Equation Editor</u>. • +: Opens the <u>WebEQ Equation Editor</u>. Click **Preview** to view the description as it will appear on the Calendar.
Event Time	
Event Date:	Click the drop-down arrow and select date values or click the icon to select a date from the calendar interface.
Start Time:	Click the drop-down arrow and select time values.
End Time:	Click the drop-down arrow and select time values.

View Grades

Overview

The Tools box provides quick access for users to check grades and performance statistics from all their Courses. The My Grades page lists each user's courses and organizations. Users then select a course or organization to access a report.

Users can check their grades in a course by accessing the View Grades page through the Course menu. This page includes information on the following:

- the user's average Assessment grade
- the total number of points the user has accumulated
- details about each Assessment.
- information about the class average on each Assessment
- grade weighting.

COURSES > INTRODUCTION TO AMERICAN HISTORY > TOOLS > VIEW GRADES

📖 **View Grades**

Item Name	Date	Grade	Points Possible	Class Average	Weight
Mid-Term review			100	0	0%
Assignment #1		80	0	80	0%
The American Revolution		85	30	84.5	0%
Class Survey			0	0	0%
The First American President		null	100	37.5	0%
Week 1 Assignment			25	0	0%
Assignment #1		-	25	0	0%
Total		165.0			
Weighted Total		0.0			

OK

Find this page

Follow the steps below to open the View Grades page.

Step 1   Open a course Web site.
Step 2   Click **Tools** on the Course menu.
Step 3   Select **View Grades**.

OR

Select **View Grades** in the Tools box of a common area.

Tasks

Overview

The Tasks page organizes projects (referred to as Tasks), defines task priority, and tracks task status. Instructors and organization leaders can post tasks to users participating in their course or organization.

From the Tools Box users can view all of their tasks, including those from the courses and organizations they are participating in, tasks posted by the System Administrator and their personal tasks. Users can create their own tasks and post them to the Tasks page. When Tasks is accessed through the Course menu users view Tasks for that specific course or organization.

Find this page

Follow the steps below to open the Tasks page.

Step 1	Open a course Web site.
Step 2	Click **Tools** on the course menu.
Step 3	Select **Tasks.**

OR

Select **Tasks** in the Tools box of a common area.

Functions

The table below details the functions available on the Tasks page.

To . . .	click . . .
sort the list of tasks	the drop-down arrow and select a task category. Categories include: • All Tasks • My Tasks • Tasks by course
add or modify a task	**Add Task** or **Modify** to access the Add / 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.

View task details

Click on a task from the Tasks page to view course task details. The task details display:
- the task name
- the due date
- the task priority
- the task status
- a description of the task

COURSES > INTRODUCTION TO AMERICAN HISTORY > TOOLS > TASKS

Introduction to American History: First Quiz!
Due Date: Oct 31, 2002
Priority: Normal
Status: Not Started

There will be a quiz on the reading assignment. Please read the first two chapters of your text to prepare.

The quiz will appear in Course Documents after Tuesday's session.

OK

Add / Modify Task

Overview

The Add or Modify Task pages allow users to create and modify personal tasks. These pages function in a similar manner. The difference being, the Add Task page opens with empty fields and the Modify Task page opens with populated fields. To modify a task, click **Modify**.

> **Note:** The only tasks that can be added or fully modified by the user are personal tasks created by that user. Users may adjust the Status for Tasks created by an Instructor or organization Manager.

Find this page

Follow the steps below to find the Add Task or Modify Task page.

Step 1   Click **Tasks** in the Tools box.
Step 2   Click **Add Task** or **Modify**.

Fields

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

| Field	Description
Task Information	
Task Title:	Enter the title of the task.
Description:	Enter a description of the task. Select a text type for the description from the following options: • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. • HTML: Displays text as coded using HTML tags. • Plain text: Text will appear as entered.
Due Date:	Select the date the task is due from the drop-down list. Click the drop-down arrow and select date values or click the icon to select a date from the calendar interface.

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

Electric Blackboard

Overview

The Electric Blackboard allows users to save notes for a particular course within the *Blackboard Learning System* environment. Users can write notes on the Electric Blackboard, save them, and then return later to add to and review them.

> **Note:** The Electric Blackboard is only available in a course Web site. It is not available in the Tools box in a common area.
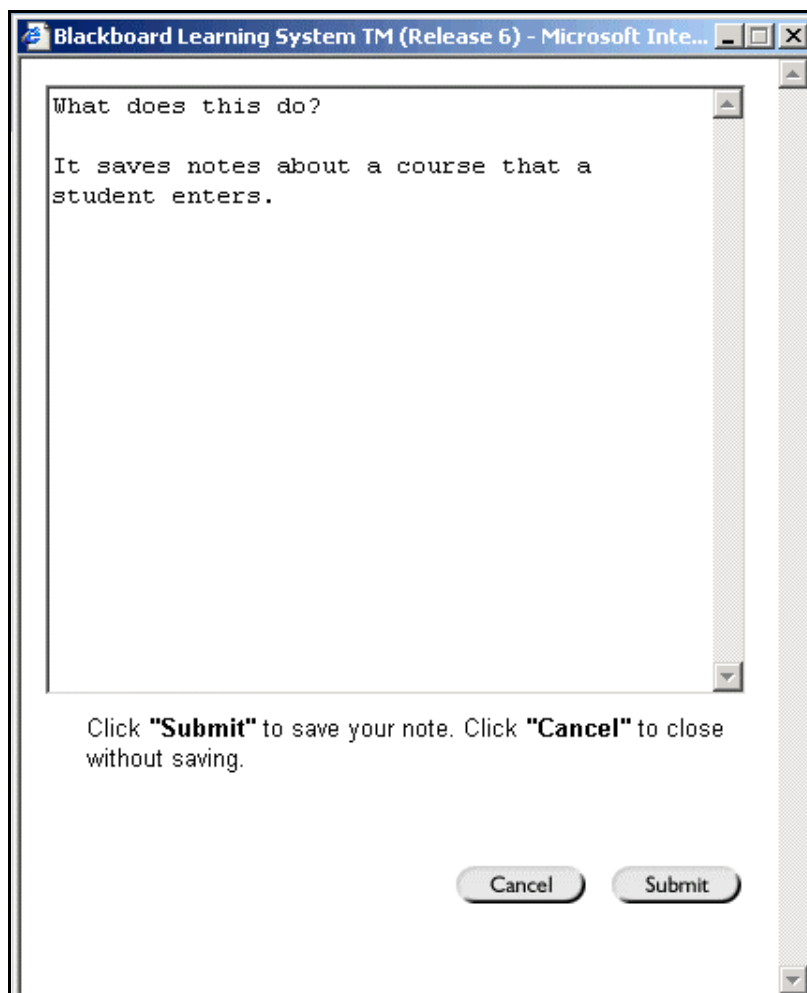
Find this tool

Follow the steps below to open the Electric Blackboard.

Step 1	Open a course Web site.
Step 2	Click **Tools** on the Course menu.
Step 3	Select **Electric Blackboard**.

Address Book

Overview

Users can store contact information in the Address Book. Users must enter a profile for anyone they wish to add to their address book, even if the contact is a system user. The Address Book is empty until the user enters contacts.

The Address Book will contain the same information if it is accessed through a Course menu or through the Tools box.

Find this page

Follow the steps below to open the Address Book.

Step 1   Open a course Web site.
Step 2   Click **Tools** on the course menu.
Step 3   Select **Address Book**.

OR

Click **Address Book** in the Tools Box.

Search Fields

The Address Book contains a search function at the top of the page. Users can search using different variables selected from the search tabs. The following search tabs are available on the Address Book page.

Tab	Description
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.

Functions

The table below details the functions available on the Address Book page.

To . . .	click . . .
create a contact and add it to the Address Book	**Add Contact**. The Add Contact 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. Profiles can be created for any contact, including contacts outside of the institution, from the Add Contact page. The Modify Contact page contains the same fields as the Add contact page and allows the user to edit a profile.

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

Find this page

Follow the steps below to open the Add Contact page.

Step 1	Open a course Web site.
Step 2	Click **Tools** on the course menu.
Step 3	Select **Address Book**.
Step 4	Click **Add Contact**.

OR

Step 1	Click **Address Book** in the Tools Box.
Step 2	Click **Add Contact**.

To modify a contact, find the user profile and click **Modify** next to their name.

Fields

The table below details the fields on the Add or Modify Contact page.

Field	Description
Personal Information	

First Name: [r]	Enter the contact's first name.
Last Name: [r]	Enter the contact's last name.
Email:	Enter the contact's email address.
Other Information	
Company:	Enter the contact's company.
Job Title:	Enter the contact's job title.
Address:	Enter the contact's 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. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com
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 number of the contact. The fax number will display exactly as entered.
Mobile Phone:	Enter the mobile phone of the contact. The phone number will display exactly as entered.

User Directory

Overview

The Tools box provides access to the User Directory. The User Directory enables users to list users and contact other users via email. A search function at the top of the page creates a list of users. From the list, a user can click on a listed user's email address to send a message.

Users will only appear in the User Directory if they indicate that they wish to be included on the Set Privacy Options page.

Note: The User Directory is not available from a course Web site.

USER DIRECTORY

User Directory

SEARCH　　A-Z, 0-9

Search By:　　⦿ Last Name ⦾ Email

OK

Find this page

To open the User Directory, click **User Directory** in the Tools box.

Search Functions

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

Tab	Description
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.

Part Three: *Blackboard Learning System* **Portal**

Overview

The user interface tabs are used to navigate throughout the *Blackboard Learning System*. Tabs appear in the header frame of the user interface and are used to navigate to content-rich Web pages. Tabs contain links to courses and organizations, modules of content, user tools, and external links to additional services and content.

The tabs available in the user interface depend on the product that the institution is using.

- *Blackboard Learning System*: The user interface includes the My Institution tab and the Courses tab. Modules may include information that is pulled from the *Blackboard Learning System*, such as Announcements and the Calendar.

- *Blackboard Learning System* – Basic Edition: The user interface includes the My Institution tab and the Courses tab. Modules may include information that is pulled from the *Blackboard Learning System*, such as Announcements and the Calendar.

- *Blackboard Learning and Community Portal System*: All tabs are available in the user interface, including the My Institution tab, the Course tab, the Community tab, and the Services tab. Modules may include information that is pulled from the *Blackboard Learning System*, such as Announcements and the Calendar, and also information from outside sources, such as external Web sites.

Part Three Contents

This part of the *Blackboard Learning System* Student Manual includes the Following chapters:

- Chapter 6 – *Blackboard Learning System* Tabs
- Chapter 7 – Modules

Chapter 6 - *Blackboard Learning System* Common areas

Overview

The *Blackboard Learning System* common 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. Within the *Blackboard Learning System*, there are four core areas; the My Institution tab, the Courses tab, the Community tab, and the Services tab. System Administrators also have the option of adding tabs specific to their institution.

In this chapter

This chapter contains the following sections:

Section	Function
My Institution Tab	Contains tools and information in modules that can be customized for each user's preference.
Courses Tab	Lists courses specific to each user as well as the Course Catalog for the institution
Community Tab	Lists organizations specific to each user, the Organization Catalog for the institution, and institution-wide Discussion Boards
Services Tab	Contains links to other institutional offerings outside of the *Blackboard Learning System*.

My Institution Tab

Overview

The My Institution common 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 common area. Students may include modules on different areas within *Blackboard Learning System* and also in areas that link to outside Web sites.

While users can choose which modules appear, the Administrator may restrict access to or require specific modules. From the My Institution area, Students are able to access Institution Tools, courses, organizations and content from outside sources.
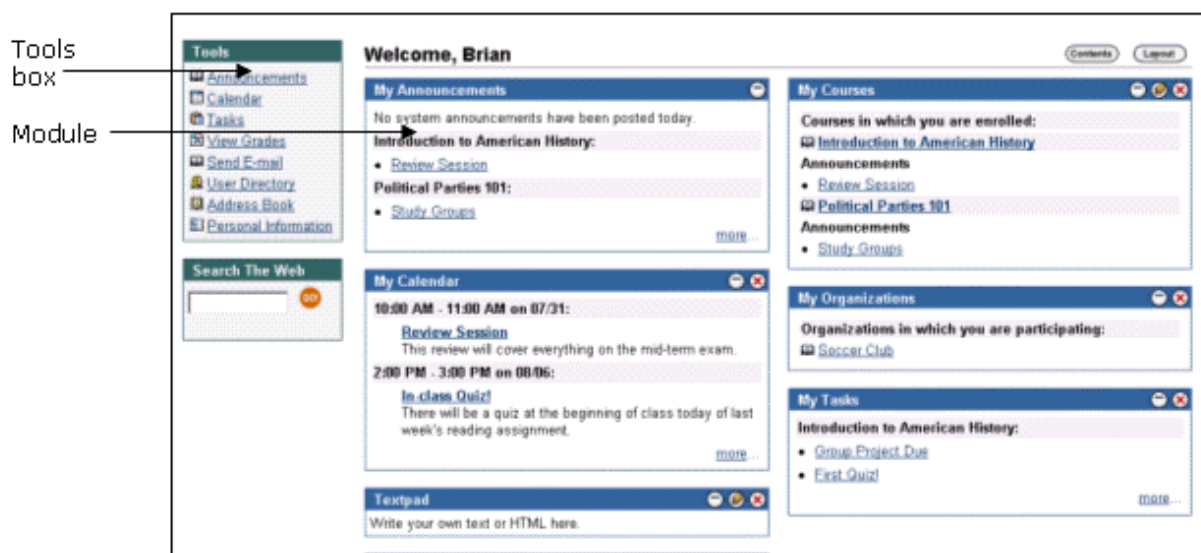
Customization

Users can customize the content and layout of the My Institution area. After customization, the My Institution area displays the desired settings when a Student logs in again.

In this section

This section includes information on the following topics.

Section	Function
Customizing Content	Customize the modules that will appear on the My Institution area.
Institution Tab Layout	Customize the color and placement of the modules on the My Institution area.
Editing, Minimizing and Removing Content	Edit, minimize, and remove modules from the My Institution area.

Customizing Content

Overview

From the My Institution common area, Students are able to access Institution Tools, courses, organizations and content from outside sources. Students can customize the modules that will appear on their My Institution area. Content such as the news, weather, and sports and other items are presented in modules that can be customized from the Institution Tab Content page.

> **Note:** The Modules chapter contains Information about the types of modules available in the *Blackboard Learning System*. Basic Modules are available with *Blackboard Learning System* and *Blackboard Learning System* - Basic Edition. Basic Modules and Advanced Modules are available with *Blackboard Learning and Community Portal System*.

Find this page

Follow the steps below to open the My Institution Content page.

Step 1   Open the My Institution common area.
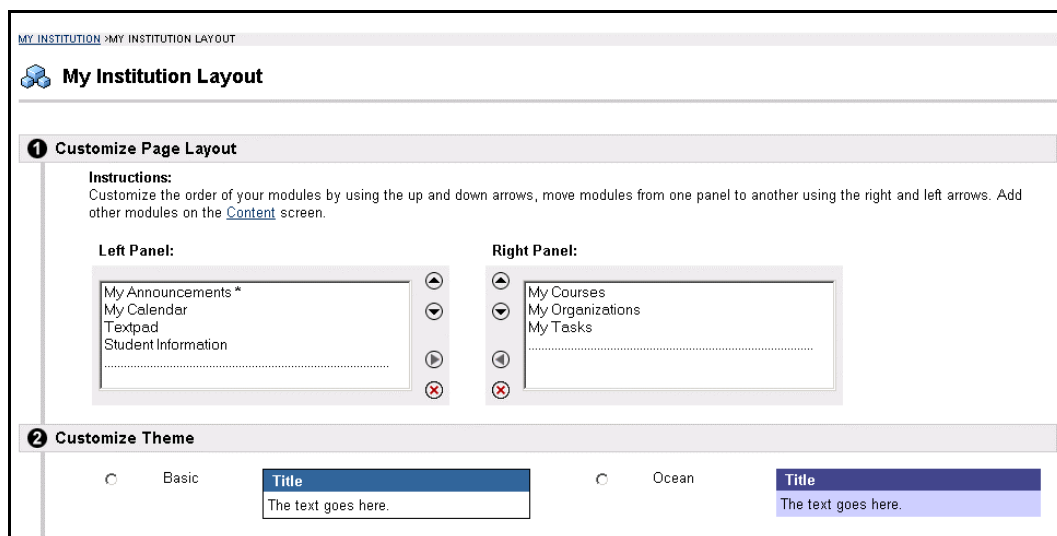**Step 2**   Click **Content** on the upper right hand corner.

Functions

Check the boxes next to those modules you would like to have appear in the My Institution tab, click **Submit**. Modules with a red check have been selected by the System Administrator and cannot be changed. Modules that display information from an outside source, such as weather and news, are referred to as channels.

My Institution Layout

Overview

From the My Institution area, Students are able to access Institution Tools, courses, organizations and content from outside sources. Students can customize the color and placement of the modules on their My Institution common area through the My Institution Layout page.

Find this page

Follow the steps below to open the My Institution Layout page:

Step 1   Open the My Institution common area.
Step 2   Click **Layout** on the upper right hand corner.

Function

The table below describes the functions available on the My Institution Layout page.

To…	click…
change where the modules appear on the My Institution tab	the arrows to move them up and down on the page or move them from one panel to another.
remove a module from the page	the remove icon. Modules with an asterisk next to them (*) have been set by the Administrator and cannot be deleted.
change the appearance of the modules	a theme to choose a color and style for the modules.

Editing, Minimizing and Removing Content

Overview

The *Blackboard Learning System* 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 icon 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. Modules that do not have a remove icon have been set by the System Administrator and cannot be changed.

Courses Tab

Overview

The Courses common area enables users to access courses they are instructing, courses they are participating in, and the Course Catalog. Users can also search for courses, and access tools and links that are configured by the Administrator.
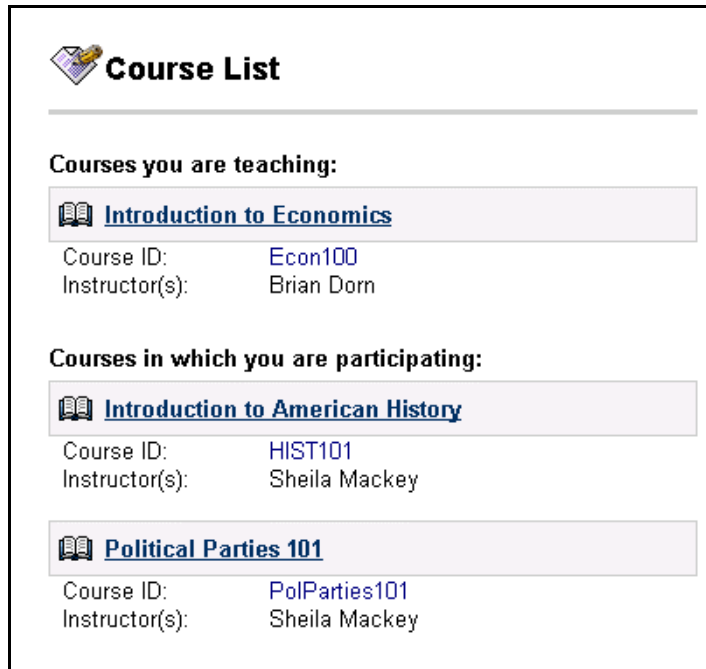

In this section

This section includes information on the following topics.

Topic	Description
Course List	Explains how to access courses you are instructing or participating in.
Course Catalog	Discusses browsing and searching the Course Catalog
Search the Web	Explains the functions used to search the World Wide Web.

Course Listing

Overview

The Courses common area enables users to access courses they are instructing, courses they are enrolled in, and the Course Catalog. The user can access all courses they are participating in from the Course List. 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. Enter the URL and click **Go**.
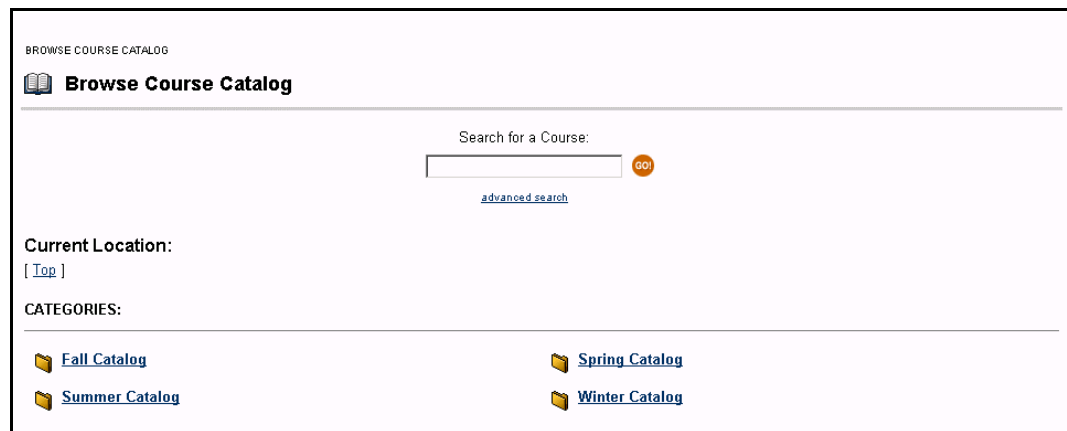
Course Catalog

Overview

Users can access the Course Catalog from the Courses common area. The Course Catalog allows them to view all courses offered by their institution that are categorized in the catalog. The catalog organizes Courses into categories. Users can browse through the categories and subcategories or use the search function to locate a course. The search function will only look for courses that are available in the Course Catalog.
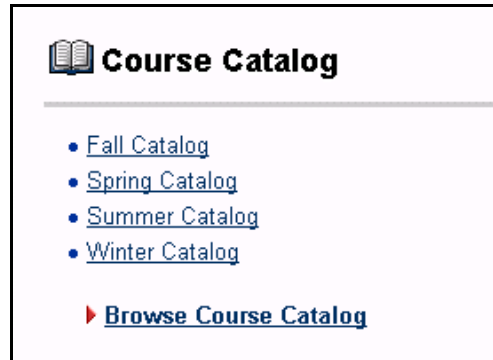
The image below is an example of the Search function in the Course Catalog.

Functions

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

To. . .	click . . .
search for a course	the text box, enter the course keyword, then click **Go**.
complete a search by Course ID or description, or to list all courses in the Catalog	the advance search option.
browse course categories	the hyperlink of the desired category.

Community Tab

Overview

The Community common area allows the user to perform organization searches, view organization listings, and participate in community-wide Discussion Boards.

> **Note:** The Community tab is only available with *Blackboard Learning and Community Portal System*.

In this section

This section includes information on the following topics.

Section	Description
Organizations	Lists the organizations available at the institution and explains the Organization Catalog.
Community Discussion Boards	Communicate with fellow organization members and classmates by posting messages on particular topics.
Create Community Discussion Boards	Create Discussion Boards on topics of interest that others can access and reply to.

Organizations

Overview

Organization Web sites, accessed through the Community tab, offer similar features as course Web sites. Organization members can view information about the organization posted by the organization Manager, such as Announcements, Calendar events, Discussion Boards and Rosters.

> **Note:** Organizations are only available with *Blackboard Learning and Community Portal System*.

Organization list

The Organization List, located in the Community common area, provides users with a listing of all the organizations in which they are a member. Any user can serve as the manager of an organization.

Function

If the *Blackboard Learning System* is configured by the institution to allow requests for organizations, users can send a request to the System Administrator to add an organization to the Institution's current organization listing.

Click **Request** and an email message to the System Administrator will appear. Enter the name of the organization to add to the current listing and provide a brief description of the organization. Click **Send**.

Organization Catalog

The organization catalog provides a listing of all the organizations at the institution.

Organization Catalog

- Fall Catalog
- Spring Catalog
- Summer Catalog

▶ **Browse Organization Catalog**

Functions

Follow the table below to use the functions available on the Organization Catalog page.

To . . .	click…
view an organization in a predefined category	the hyperlink of the category.
browse organizations	**Browse Organization Catalog**.

Community Discussion Boards

Overview

Community Discussion Boards allow the user to communicate with fellow organization members and classmates by posting messages on particular topics.

For more information on this topic see Discussion Board in the Courses section.

> **Note:** Community Discussion Boards are only available with *Blackboard Learning and Community Portal System*.
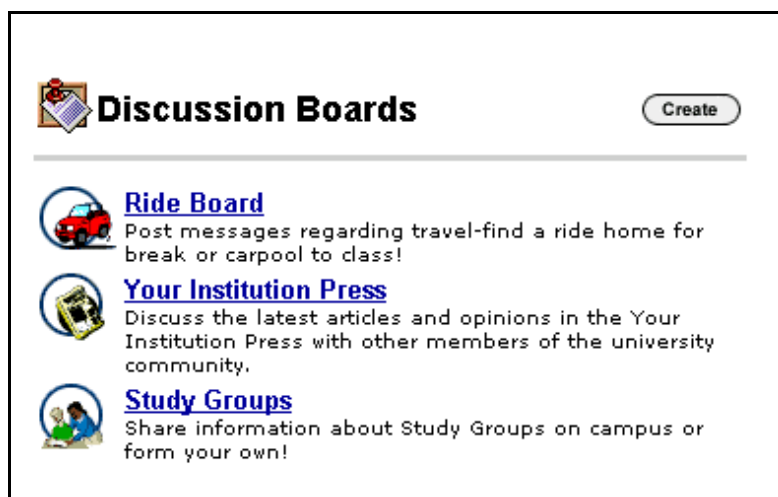
Functions

The table below details the functions available from the Community Discussion Boards.
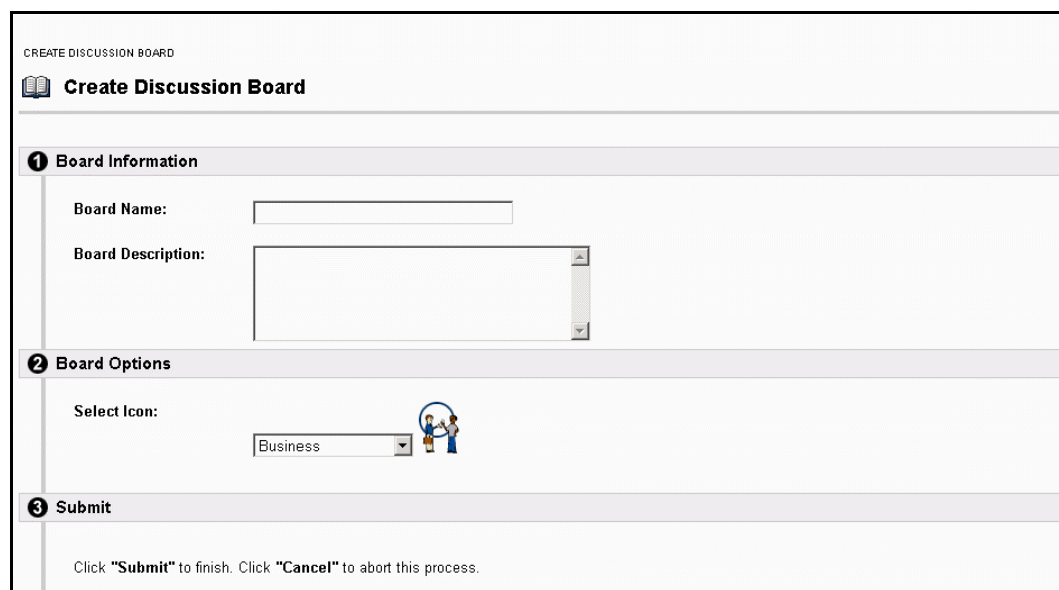
To . . .	click . . .
access a Discussion Board	the Discussion Board link.
create a new Discussion Board	Create. The Create Discussion Board page will appear. This option is made available by the System Administrator.

Create Community Discussion Boards

Overview

Discussion Boards allow the user to communicate with other users by posting messages on particular topics. Users may create Discussion Boards on topics of interest. This function allows users to create Discussion Boards for others to access and reply to. This option is made available by the System Administrator.

Note: Community Discussion Boards function in the same way as course Discussion Boards.

Find this page

Follow the steps below to find the Community Discussion Boards.

Step 1   Open the Community common area.
Step 2   Click **Create** in the Discussion Board area.

Note: This page is only available with *Blackboard Learning and Community Portal System*.

Fields

The table below details the fields on the Create Discussion Board page.

Field	Description
Board Information	
Board Name:	Enter the Discussion Board name
Board Description:	Enter the Discussion Board description
Board Options	
Select Icons:	Click the drop-down menu to select an icon associated with the Discussion Board.

Services Tab

Overview

The Services common area allows users to view external links to the various services provided by the institution. The institution's System Administrator establishes these services.

> **Note:** The Services tab is only available with *Blackboard Learning and Community Portal System*.

Find the Services common area

Login to Blackboard Learning System and click the Services tab.

> **Note:** This page is only available with *Blackboard Learning and Community Portal System*.

Chapter 7— Modules

Overview

Modules are packets of content that appear on the My Institution Tab or Module tabs. They are made available by the System Administrator. Modules allow users to view information from within *Blackboard Learning System*, such as Calendar events and Courses, and also information from outside, such as news, the weather and other Web sites.

> **Note:** Basic modules are available in all of *Blackboard Learning System* products. Advanced modules are only available in the *Blackboard Learning and Community Portal System*.

> **Note:** See the topic on Customizing Content for information on how to personalize the modules that appear on My Institution tab.
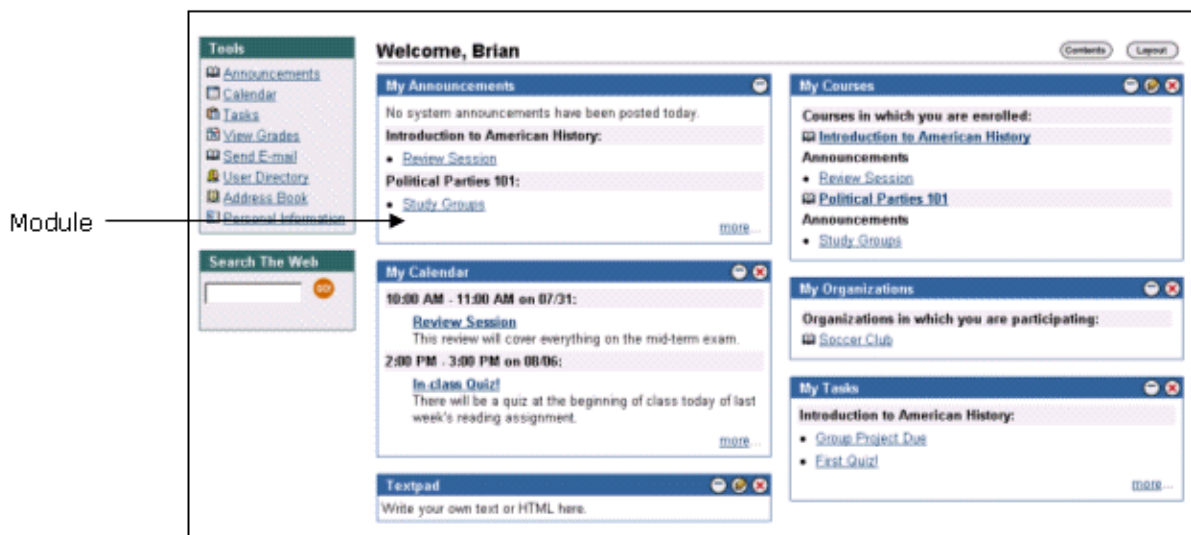
Module Types

The following table describes the different types of modules that may be found in the *Blackboard Learning System*.

Module	Description
Basic Modules	
Basic modules pull information from within the *Blackboard Learning System*. For example, the My Calendar module includes events on the user's Calendar for a particular day and links to their My Calendar page, where the user may modify their Calendar events.	
Advanced Modules	
Channel Module	Channel modules stream content from an outside source into a *Blackboard Learning System* module. The module content is updated at intervals. Examples of Channel modules include weather modules and news modules.
URL Module	URL modules display Web page content from outside of *Blackboard Learning System*. The URL of the Web page is entered by clicking the link.

Opinion Poll Module	Opinion Poll modules ask a question and give users a chance to enter a full response in a text box. The module also displays some of the recent responses to the module.
Multiple Choice Poll Module	Multiple Choice Poll modules present a question with multiple answers. Users will see the question as well as options for selecting one of the answers. After users select an answer, they will see the results of the poll to date within the module. The only way to see the results of a poll is to vote.

Delegated Module Admin

Overview

Administrators may give a user administrator privileges for one or more modules. If a user has administrator privileges for a module a **Module Admin** button will appear at the top of the My Institution page. When selected, the Delegated Module Admin page will appear, enabling the user to open and modify those modules they have administrator privileges for.

DELEGATED MODULE ADMIN

Delegated Module Admin

Career Center	(Contents)	(Properties)
Campus Bookstore	(Contents)	(Properties)
My Calendar	(Properties)	

(OK)
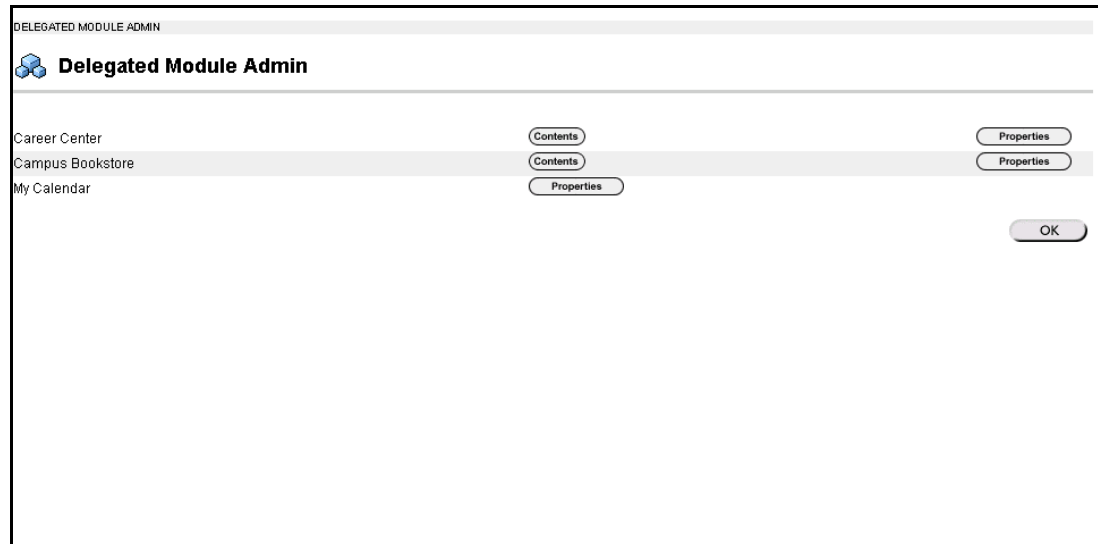
Functions

Select **Content** to modify the content within a module, such as the links or HTML it includes. Select **Properties** to modify the title, description and availability of the module.

Appendix A - Web Email

Overview

This section addresses how to login to Web email accounts. Note that Web Email is an optional service available separately from *Blackboard Learning System*. If your institution does not use Web Email, this section of the manual may be ignored. If your institution does use Web Email a link will be available in the Tools Box. This section describes how to use the Web Email program provided with *Blackboard Learning System*. Institutions may also provide a link to another Web Email program through *Blackboard Learning System*.

Access your institution's Web email account or an account set up on the Remote Mailboxes page

To access your institution's Web email account from the Web Email page, log onto Web Email using the same username and password as if logging on to the institution's Web email account.

About POP and IMAP servers

POP and IMAP servers were designed to allow users to retrieve remote email accounts. Web Email allows the retrieval of email that is located on POP or IMAP servers such as Yahoo. However the user must know what type of server the email account is. The two definitions below describe how to tell if a remote email account is POP or IMAP.

POP: POP allows read-only functionality. Users may read messages and delete messages, but may not write or store messages.

IMAP: IMAP allows read and write functionality. Users may read messages, delete messages, create draft copies of emails, manage mail folders, save messages to folders, and mark messages for deletion at a later time.

Access other Web email accounts

To access other Web email accounts from the Web Email page, include the POP server name or the IMAP server name in the username and enter the password.

Example: For example if the username is **janedoe** and the POP server name is **popservername.com** and the password is **password**, then the login would appear as shown below.

USERNAME: **janedoe@popservername.com**
PASSWORD: ************

Access Yahoo Web email accounts

To access a Yahoo email account, include @pop.mail.yahoo.com in the username and enter the Yahoo password.

Example: For example if the username is **janedoe** and the password is **password**, then the login would appear as shown below.

USERNAME: **janedoe@pop.mail.yahoo.com**
PASSWORD: ************

Using the Remote Mailboxes page

Instead of remembering and entering the POP server name or IMAP server name, use the Remote Mailboxes page so that when the user accesses the Mail Login page only

the username and password must be entered. For more information about the Remote Mailboxes page see <u>Remote Mailboxes</u>, discussed later in this chapter.

Using Hotmail

Hotmail may be used with Web Email, but requires special configuration. For more information about how to use Hotmail please contact Blackboard Technical Support.

Note: Hotmail can only be used if all users in the institution are going to use Hotmail.

Web Email Page

Overview

Web Email is Web-based email software that enables users to access existing email accounts through the *Blackboard Learning System*. It is an optional service. Web Email gives the user the ability to view, compose, forward, and manage email from any computer or Internet-capable device with an active connection. Email information is stored in folders and arranged in columns that display the sender, subject, date, and size.

While users can send messages to other system users through Web email, the *Blackboard Learning System* also has a Send Email function that identifies people participating in the same courses so users can send emails to specific groups or individuals.

Find this page

To open the Web Email page, click **Web Email** in the Tools box.

Functions

To use the functions available on the Web Email page, use the table below.

To . . .	click . . .
send an email message	Compose Email to access the Compose Email page.
set Web email preferences	Email Preferences to access the Web Email Preferences page.
log out of Web email	**Email Logout**.
view a message	the subject link.
sort messages by sender	**From**.
sort messages by subject	**Subject**.
sort messages by date	**Date**.
sort messages by size	**Size**.
delete messages marked for deletion	**Empty Trash**.

Functions

The Web Email page may also be used to perform the following functions.

To…	select the message(s)…
delete a message	click **Delete**. **Note:** This function is controlled by an option on the Read Messages Options page. If the Automatically remove deleted messages **Yes** option is selected, then the message will be removed. If the **No** option is selected, then the message will be marked for deletion and may be undeleted.
undelete a message that is marked for deletion	click **Undelete**.

save a message	click the drop-down arrow, select a folder, and click **Save**.

Read Message

Overview

When users click an email message the Read Message page opens. Messages may be deleted and printed from this page and users may reply and forward messages. The Read Message Options page, which is covered in more detail later, is used to control the information displayed on the Read Message page.

Find this page

Follow the steps below to find the Read Message page:

Step 1   Click **Web Email** in the Tools box.
Step 2   Login to Web Email.
Step 3   Click the subject line of a message.

Functions

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

To . . .	click . . .
read the previous message	**Previous**. If viewing the first message, the button will not be visible.
view the next email message	**Next**. If viewing the last message, the button will not be visible.
delete the current email message	**Delete**.
save a message to a mail folder	the drop-down arrow, select a folder, and click **Save**.
forward a message to a new recipient	**Forward**. The Compose Email page will open with a copy of the message.
reply to a message,	the drop-down arrow and use the table below to select a reply option: • to reply to the sender without a copy of the original message select **Sender**. • to reply to all recipients without a copy of the original message select **All**. • to reply to the sender and include a copy of the original message select **Sender, Include**. • to reply to all recipients and include a copy of the original message select **All, Include**. Click **Reply**.

Compose Email

Overview

It is an optional service. Users may create and send emails through the Compose Email page. Users can send a copy of the message to themselves and use Cc (Carbon Copy) to copy the message to other recipients.

Find this page

Follow the steps below to find the Compose Email page:

Step 1	Click **Web Email** in the Tools box.
Step 2	Login to Web Email.
Step 3	Click **Compose Email**.

Fields

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

Field	Description
Select Users	
To:	Enter the email addresses of message recipients. Use commas to separate multiple addresses.
Cc:	Enter the email address of those recipients who are to receive a copy of the email. Use commas to separate multiple addresses.
Enter Message Details	
From:	Displays the address of the sender.
Subject:	Enter a subject for the email message.
Enter Message Details	
Message:	Enter the text of your message. Click **Spell Check** to check the spelling.
	Note: A signature may appear in the Message box. The signature is controlled by an option on the Compose Message Options page.
Select Message Options	
Attach File:	Enter the file path or click **Browse** to find a file to attach.

Email Preferences

Overview

The Email Preferences page allows customization of Web Email. Preferences range from including a signature file to specifying how often Web Email should check the mail server for new mail. Unless preferences are updated, the default preferences set by the administrator are active.
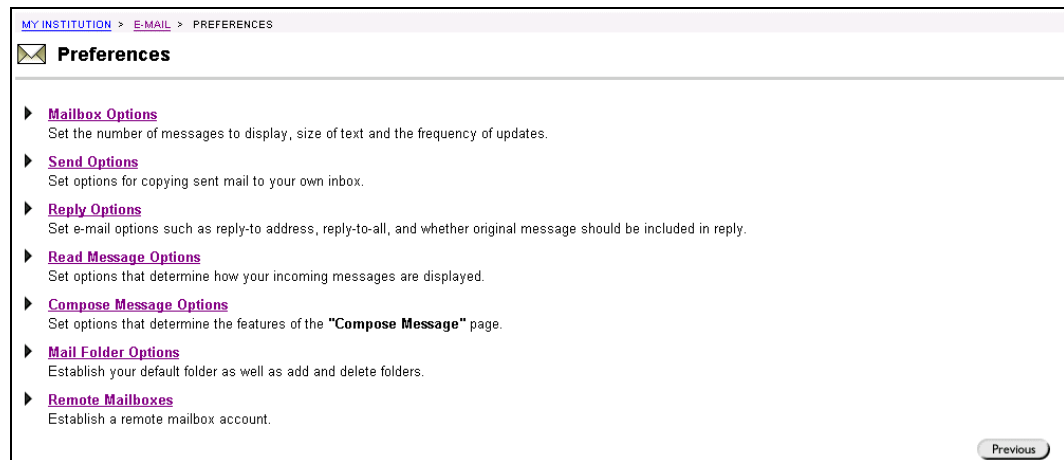
Find this page

Follow the steps below to find the Preferences page.

Step 1	Click **Web Email** in the Tools box.
Step 2	Login to Web Email.
Step 3	Click **Preferences**.

Functions

The following functions are available from the Preferences page.

Function	Description
Mailbox Options	Customize the appearance of the mailbox.
Send Options	Select a folder for sent messages or choose not to save sent messages.
Reply Options	Customize the appearance and select the recipients of reply messages.
Read Message Options	Customize the appearance of received messages.
Compose Message Options	Configure options on the Compose Message page
Mail Folder Options	Select a default mail folder and manage mail folders.
Remote Mailboxes	Set up a remote mailbox.

Mailbox Options

Overview

It is an optional service. Email Preferences allows customization of Web Email. The Mailbox Option page allows users to set up the following:

- how many messages are to display between function bars
- how often in seconds to check for new email
- what font size to display in the inbox

Find this page

Follow the steps below to find the Mailbox Options page.

Step 1   Click **Web Email** in the Tools box.
Step 2   Login to Web Email.
Step 3   Click **Preferences**.
Step 4   Select **Mailbox Options**.

Fields

The table below details the entry fields on the Mailbox Options page.

Field	Description
Configure Option	
Number of messages to display:	Enter the number of messages to display between the function bars. Function bars contain information such as From, Subject, Date, and size.
Check for mail how often:	Enter how often in seconds that the system is to check for new email. Web Email checks for new mail based on the time interval set. The default setting for this mailbox option is 30 seconds. When the system checks for new email, it refreshes the screen. The screen "blinks" and returns to the top of the page. To disable this function, set the time option to 0. It is also possible to set this option for a longer interval of time.
Text size:	Enter the font size that the inbox messages are to appear.

Send Options

Overview

The Send Options page is used to set email send options. Users may elect to save copies of messages and send them to a designated folder.

Find this page

Follow the steps below to find the Send Options page.

Step 1	Click **Web Email** in the Tools box.
Step 2	Login to Web Email.
Step 3	Click **Preferences**.
Step 4	Select **Send Options**.

Fields

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

Field	Description
Send Options	
Copy sent mail:	Click **Yes** to copy sent mail. Click **No** and sent mail will not be copied.
Copy to folder:	Enter the name of the folder that is to store sent emails.

Reply Options

Overview

The Reply Options page allows users to set reply options, including
- the Reply-to address option
- the include message in reply option
- the reply to all recipients option

Find this page

Follow the steps below to find the Reply Options page.

Step 1	Click **Web Email** in the Tools box.
Step 2	Login in to Web Email.
Step 3	Click **Preferences**.
Step 4	Select **Reply Options**.

Fields

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

Field	Description
Configure Options	
Use Reply-To address:	Click **Yes** to include the Reply to address in reply messages. Click **No** and the Reply to address will not be included.
Include message in reply:	Click **Yes** to include the original message in the reply. Click **No** and the reply will not include the original message.
Reply to all recipients:	Click **Yes** and the default reply option will be to reply to all recipients of the original message. Click **No** and the default reply option will be to reply to the sender of the original message.
String to designate included text:	Specifies what characters precede an included message. Included messages are enclosed by square brackets.

Read Message Options

Overview

The Read Message Options page allows users to set options such as:
- display HTML as source code
- display messages in a fixed font
- automatically display attached images
- show full headers
- automatically remove deleted messages

Find this page

Follow the steps below to find the Read Message Options page.

Step 1	Click **Web Email** in the Tools box.
Step 2	Login to Web Email.
Step 3	Click **Preferences**.
Step 4	Select **Read Message Options**.

Fields

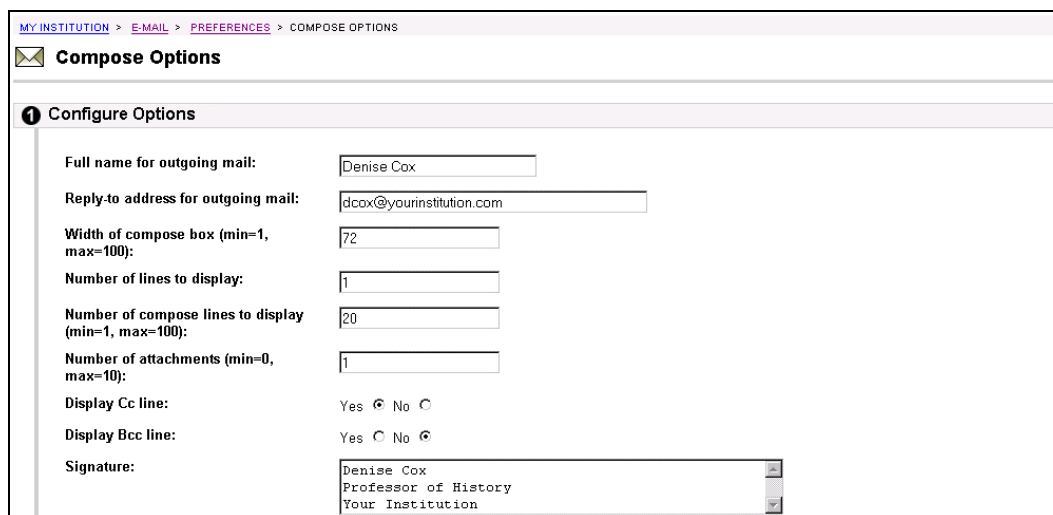The table below details the entry fields on the Read Message Options page.

Field	Description
Configure Options	
Display HTML as source:	Click **Yes** to specify that Web Email is to print HTML source code. When this option is selected and the Display messages in fixed font option is set to **Yes**, the mail message appears exactly as the sender entered it. Click **No** to specify that HTML code is to be hidden.
Display messages in fixed font:	Click **Yes** to specify that the text of a message be displayed in a fixed or standard browser font. Click **No** and HTML new lines are inserted at the end of each text line of the message.
Show full headers	Click **Yes** to display full headers. Click **No** and the full header will not display.

Configuration Options	
Automatically display attached images	Click **Yes** to specify that image attachments are to automatically display on the Read Message page. Click **No** to specify that image attachments are to be listed like other attachments at the bottom of the Read Message page.
Show full headers:	Click **Yes** to specify that the header is to contain the following detailed information: • Received • Reply to • Content-Type • Date • From • Message ID • To • Subject Click **No** to specify that the header is to contain the following information: • Date • From • Reply to • To • Subject
Automatically remove deleted messages:	Click **Yes** to specify that messages be completely and permanently removed from the mailbox when delete is selected. Click **No** to specify that messages are to be marked for deletion. Users have the option to undelete the message.

Compose Message Options

Overview

The Compose Message Options page allows users to configure the default settings for composing email.

Find this page

Follow the steps below to find the Compose Options page.

Step 1	Click **Web Email** in the Tools box.
Step 2	Login to Web Email.
Step 3	Click **Preferences**.
Step 4	Click **Compose Options**.

Fields

The table below details the entry fields on the Compose Options page.

Field	Description
Configure Options	
Full name for outgoing mail:	Specify the name recipients see in the **From** field when an email is received.
Reply-to address for outgoing mail:	Specify the email address where reply emails are to be sent.
Width of compose box (min=1, max=100):	Specify the width of the box used to compose email.
Number of lines to display	Specify how many lines to display in the To: box.
Number of composed lines to display (min=1, max=100):	Specify how many lines to display in the Message box.
Number of attachments (min=0, max-10):	Specify how many files can be attached to a message.

Display Cc line:	Click **Yes** to specify that the Cc line is visible on the Compose Email page. Click **No** and the Cc line will not be visible on the Compose Email page.
Display Bcc line:	Click **Yes** to specify that Bcc line is visible on the Compose Email page. Click **No** and the Bcc line will not be visible on the Compose Email page.
Signature:	Specify what information should be automatically added to the end of any message that is sent. Signature could include information such as sender's name, address, and phone number.

Mail Folder Options

Overview

The Mail Folder Options page allows users to set default mail folders, create folders, and delete folders.

Find this page

Follow the steps below to find the Folder Options page.

Step 1	Click **Web Email** in the Tools box.
Step 2	Login to Web Email.
Step 3	Click **Preferences**.
Step 4	Select **Mail Folder Options**.

Fields

The table below details the entry fields on the Folder Options page.

Field	Description
Configure Options	
Default save folder:	Specify the default folder to which messages will be saved when the **Save** option is select. You can override this default by selecting a different mailbox from the drop-down list.
Add new folder:	Allows the creation of new mailbox folders.
Delete folder:	Allows the deletion of folders. **Note:** The inbox cannot be deleted. To delete all of the messages in the Inbox, select and delete them from the Web Email page.

Remote Mailboxes

Overview

The Remote Mailboxes page allows users to establish secondary email accounts.

Find this page

Follow the steps below to find the Reply Options page.

Step 1	Click **Web Email** in the Tools box.
Step 2	Login to Web Email.
Step 3	Click **Preferences**.
Step 4	Click **Remote Mailbox Options**.

Fields

The table below details the entry fields on the Remote Mailbox Options page.

Field	Description
Configure Options	
Remote Account Info:	Enter the email address for a remote mailbox in the form, for example, johndoe@email.com.
Remote Password:	Enter a password for the email address.
Advanced: IMAP Path:	Enter the advanced IMAP path. The advanced IMAP path is the directory where the IMAP mail server stores mail.
	Note: An error message that says the account is not accessible means the email address is incorrectly entered, the mail server is not available, or the domain name is invalid.
Current Remote Mailboxes	
Current Remote Mailboxes:	Allows the deletion of any remote mailboxes.