



Bringing Education Online™

Blackboard 5TM

Student Manual
Blackboard 5: Learning System Basic Edition
Release 5.6

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Chapter 1 – Welcome to Blackboard 5

Introduction

**Blackboard 5
Student
Manual**

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

The *Blackboard 5 Student Manual* begins by introducing Blackboard 5 to students. The second section of the manual is dedicated to the course Web site tools and functions available students followed by a review of the Blackboard 5 tab areas.

Please note that the Blackboard 5 user manuals are updated periodically. The HTML versions available within Blackboard 5 by clicking **Student Manual** and at www.blackboard.com/support are always up-to-date. Also, the Blackboard Support Site includes the most current versions of the user manuals in PDF format for those who would like to print a hard copy.

In this chapter This chapter introduces Blackboard 5 with sections covering:

- [Blackboard 5 Overview](#)
 - [Blackboard 5 Tab areas](#)
 - [Course Web Sites](#)
-

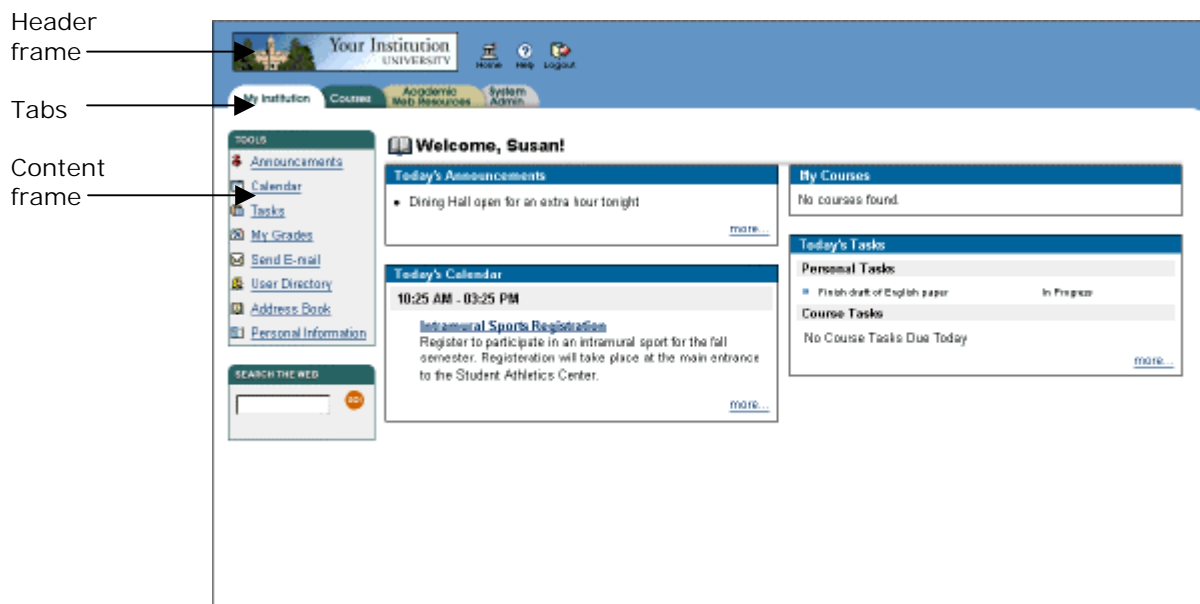
Blackboard 5 Overview

Introduction

Blackboard 5 is a comprehensive and flexible e-Learning software platform that delivers a course management system, and, with a Level Two or Level Three license, a customizable institution-wide portal and online communities. In addition, a Level Three license includes advanced integration tools and APIs to seamlessly integrate Blackboard 5 with existing institution systems. Blackboard 5 has evolved from the Blackboard's award-winning CourseInfo™ software.

Blackboard 5 learning environment

The Blackboard 5 learning environment includes a header frame with images and buttons customized by the institution and tabs that navigate to different areas within Blackboard 5. Clicking on a tab will open that area in the content frame. Web pages containing specific content, features, functions, and tools are accessed from the tab areas.






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Blackboard 5 Overview, continued

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



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

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

Tabs The tabs are navigation tools that access the tab areas of Blackboard 5. Tabs also appear in search boxes as a means of changing the search parameters.

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

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






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Blackboard 5 Overview, continued

Navigating within Blackboard 5

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

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

Navigation Tool	Description
Tab 	Click a tab to navigate to a tab area. Top-level navigation is always available no matter what page or area appears in the content frame.
Button 	Click a button to navigate to a page within Blackboard 5. Some buttons also lead to areas outside of Blackboard 5. In addition, buttons execute functions.
Link 	Click a hypertext link to access another Web page within Blackboard 5. The page will appear in the content frame. Links can also open Web sites outside of Blackboard 5.
Image 	Click an image to navigate to another page. The customized images that appear in Blackboard 5 can be linked by the administrator to another URL.
Path 	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.

Blackboard 5 Tab Areas

Overview

Within Blackboard 5, there are four core tab areas:

- My Institution
- Courses
- Academic Web Resources
- The Web.

Within each of these areas the user is able to search the Web for additional links and information. The Web tab area is an additional area that the system administrator can link to a URL. The Web tab area, if enabled, will provide content from outside Blackboard 5.

Tabs

Click on a tab to access that tab area.



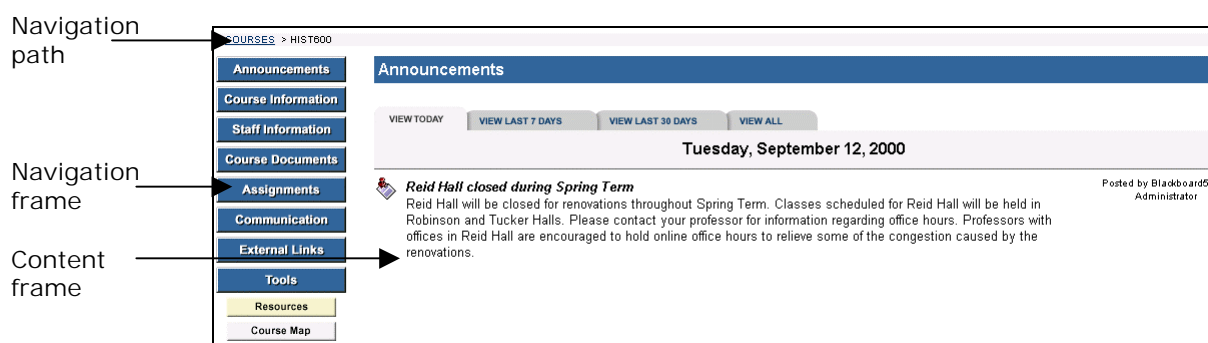
Course Web Sites

Overview

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

Course Web site

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



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Course Web Sites, continued

Course Web site functions

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

Area	Description
Announcements	Announcements post timely information critical to course success. By default, 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 navigation frame to view course announcements.
Course Content areas	Course Information displays learning materials for the course. Materials posted here can include: syllabus, course objectives, lecture notes, and assessments. Please note that it is possible to store course content in several different areas.
Staff Information	Staff Information provides background and contact information on course instructors and teaching assistants.
Assignments	Assignments lists the due date and description for class work. The instructor posts assignments and can modify the task and due date.
Communication	Course users communicate through the Communication Center. The Communication Center allow users to: <ul style="list-style-type: none"> • Send and receive email • Read and post messages to discussion boards • Enter Virtual Classroom • View student roster • View group pages.
External Links	External Links connects course users to outside learning materials. Instructors may select outside materials and post a hyperlink and brief description for each external source.
Tools	Tools that can be used in the course Web site. The tools include: Digital Dropbox, Edit Home Page, Personal Information, Course Calendar, Check Grade, Manual, Tasks, and Electric Blackboard.
Resources	Accesses the Blackboard Resource Center. The Resource Center is a customizable Web site of educational resources.
Course Map	Allows easier course Web site navigation. The Course Map is an expandable and collapsible listing of course contents.

Chapter 2 - Blackboard 5 Gateway

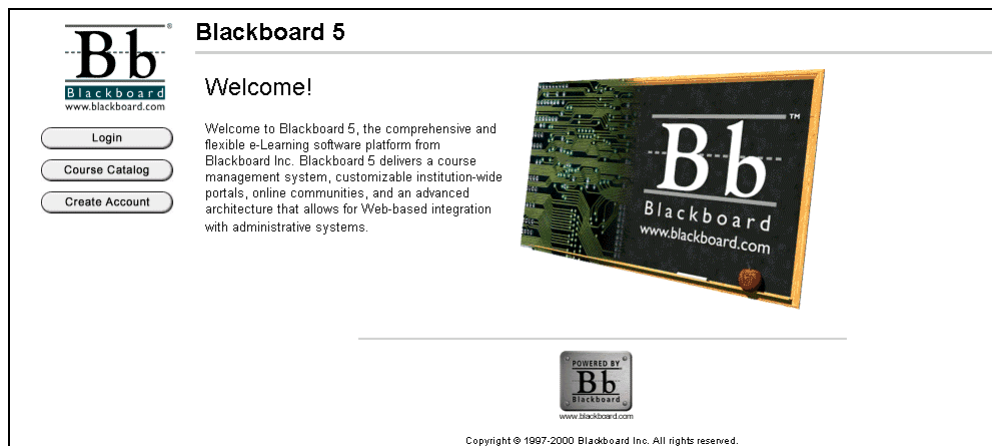
Introduction

Overview

To utilize the exciting features of Blackboard 5 users must have a valid username and password. The Gateway page welcomes users and provides a login button to access Blackboard 5. Before logging into Blackboard 5, a user must have a valid user name and password.

Blackboard Gateway page

The Blackboard 5 Gateway page appears as shown below.



Available functions from the Gateway page

The following buttons appear on the Gateway page:

- **Login:** Users can login into their account from the Blackboard 5 Gateway page.
- **Course Catalog:** Browse the Course Catalog.
- **Create Account:** Users can create an account to the Blackboard 5 Gateway page.

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

In this chapter

This chapter includes the following topics:

- [Creating an Account](#)
- [Entry Page](#)
- [Lost Password Page](#)
- [Course Catalog](#)
- [Browsing the Course Catalog](#)

Creating an Account

Overview

Users may create their own account from the Gateway page if the function is activated by the system administrator. Users should not share their password with others.

Create a New Account page

To create an account, click **Create Account** from the Blackboard 5 gateway page. The Create New Account page will open as shown below.

Entry fields

The table below details the fields on the Create User page. All fields with an * must be completed to create a Blackboard 5 account.

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

Continued on next page

Creating an Account, continued

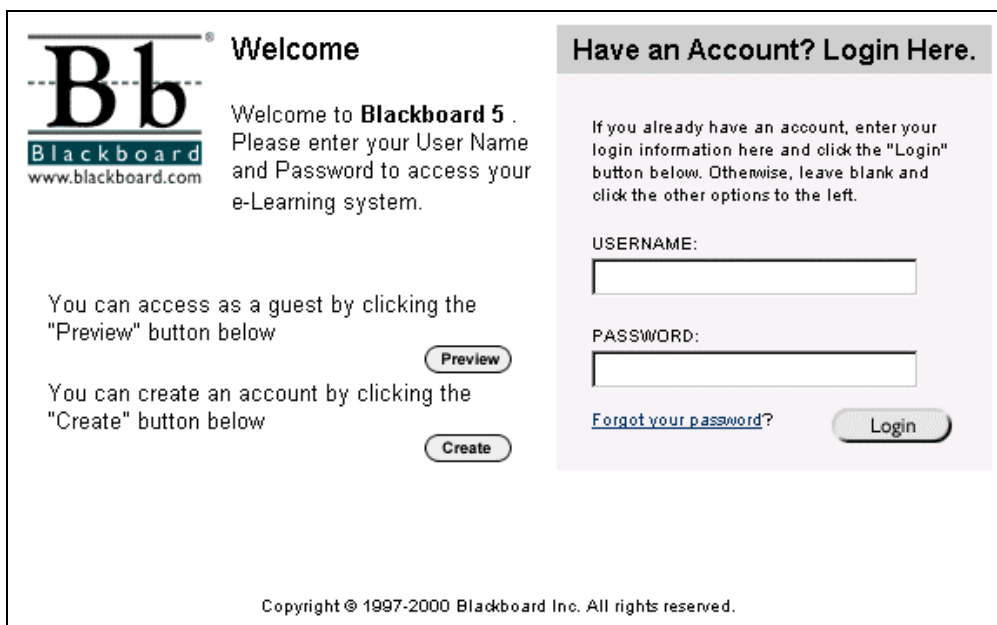
Entry fields (continued)

Field	Description
Other Information	
Gender:	From the drop-down list select the user's gender.
Education Level:	From the drop-down list select the user's education level.
Birthdate:	Enter the user's birth date.
Company:	Enter the user's company.
Department:	Enter the user's department.
Job Title:	Enter the user's job title.
Address:	Enter the user's address.
City:	Enter the user's city.
State/Province:	Enter the user's state.
Zip Code/Postal Code:	Enter the contact's ZIP code or postal code.
Country:	Enter the contact's country.
Web Site:	Enter the URL of the 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.

Entry Page

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

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



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

Field	Description
Account Login	
Username:	Enter the User Name.
Password:	Enter password. The password and User Name must be entered exactly to login.

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

To . . .	click . . .
preview the Blackboard 5 environment	Preview.
create an account	Create.
obtain a new password	Forgot your password? to access the Lost Password page.
login	Login after entering User Name and password.

Lost Password Page

Overview

If users forget or lose their password, they must complete the form below to obtain a new password. Users will need to create a new password based on instructions received in an email from Blackboard.

Forgot your password page

To receive password information, users must enter their first and last names. Additionally, users have the option of entering a user name or an email address to verify password information.

Lost Password

1 Enter Account Information

If you have forgotten your password, enter your **First Name, Last Name and User Name** or your **First Name, Last Name and e-mail** below. In order to change your password, you must have provided an active e-mail address when registering for your account. You will receive an e-mail message with instructions to make the password change. Your current password will remain active until you respond to the e-mail.

FIRST NAME:

LAST NAME:

USER NAME:

or

FIRST NAME:

LAST NAME:

E-MAIL:

2 Submit

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

Cancel Submit

Entry fields

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

Field	Description
Account Information	
First Name:	Enter first name.
Last Name:	Enter last name.
User Name:	Enter User Name.
Email:	Enter email address.

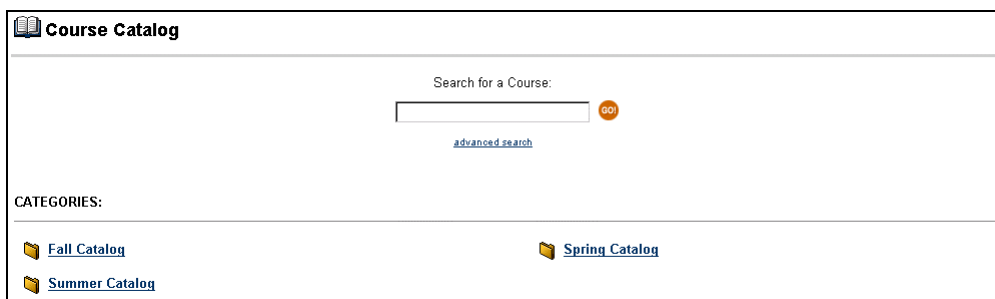
Course Catalog

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 system administrator sets the categories.

Course Catalog page

By clicking on the hyperlink of a specified course, users are given 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 Blackboard 5.



Available 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, to complete click Search .
browse the Course Catalog	the hyperlink of the semester or courses to view.

Browsing the Course Catalog

Browse the Course Catalog

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

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

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

Search for a course in Course Catalog

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

Step	Action
1	Click the text box and enter the keyword or course.
2	Click Search . Advanced Search: Users can search by course title or course ID by clicking the Advanced Search link

View all courses in the Course catalog

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

COURSE CATALOG

Course Catalog

SEARCH A-Z, 0-9 LIST ALL

NOTE: Depending on the number of records, this function may take some time to process. Click the List All button to show the list.

[simple search](#) [List All](#)

5 course(s) located
Displaying records 1-5

Art History (ART101)
Instructor(s): Allan Stewart, Kelly James [Enroll](#)

Biology 131: The Living Planet (BIO101)
Instructor(s): [Preview](#) [Enroll](#)

Chapter 3 – Course Content

Introduction

Overview

Course Web sites contain information on content areas such as course information, course documents, staff information, and communications. After selecting a course in the Courses tab area, click the corresponding button from the navigation frame on the left side of the page to access a content area.

Course Web site

An example of a course Web site appears below.



Button names

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

In this chapter

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

- [Announcements](#)
 - [Staff Information](#)
 - [Content Areas](#)
 - [External Links](#)
-

Announcements

Announcements

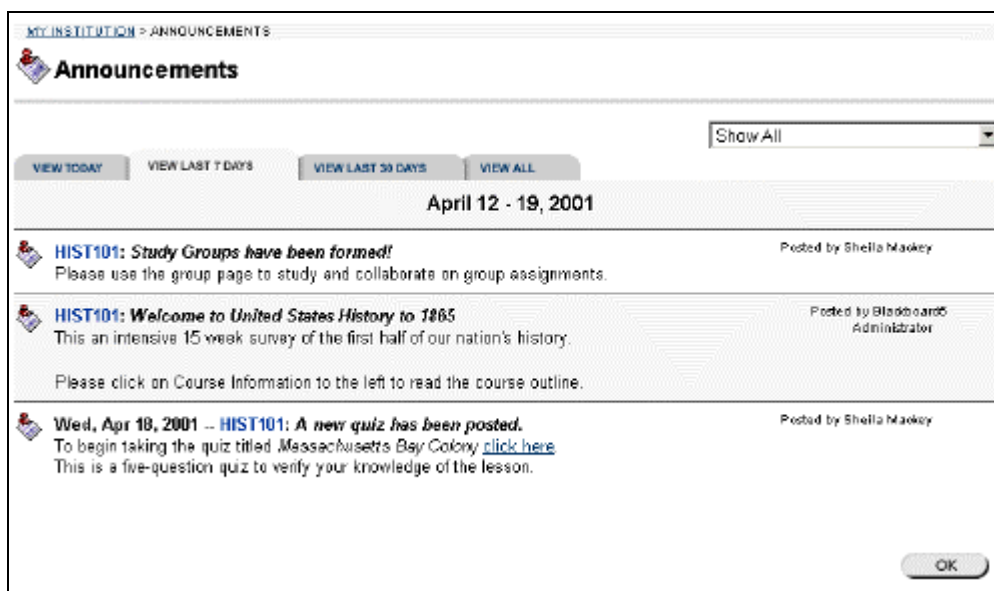
Overview

Students can view important messages from instructors on the course announcements page. Users can sort announcements by current date, last seven days, last thirty days, or view all course announcements. Use the drop-down menu to select a view or click on the tabs to view announcements for a specific period of time. The default is View Last 7 Days.

Users can also access their announcements from Tools in the My Institution area. The announcements listed on this page include those from all courses the user is enrolled in as well as any system wide announcements.

Announcements page

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



Staff Information

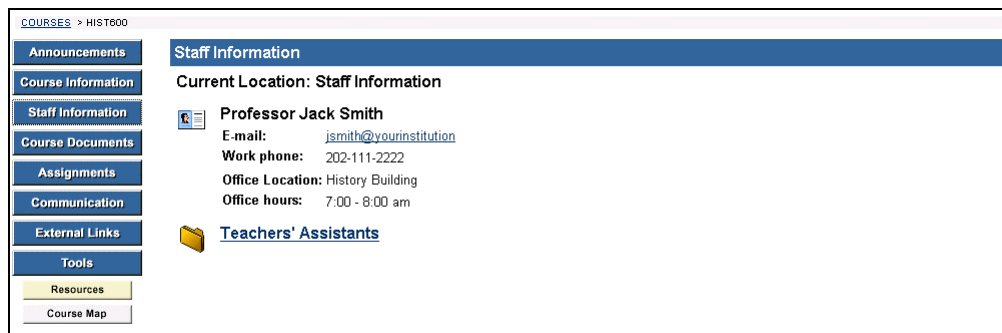
Staff Information

Overview

Users can view staff information such as instructor name, email address, office location, and office hours in the Staff Information area.

Staff Information page

Click **Staff Information** in the navigation frame. The Staff Information page will appear as shown below.



The screenshot shows the Blackboard interface for the Staff Information page. On the left is a navigation menu with the following items: Announcements, Course Information, Staff Information (highlighted), Course Documents, Assignments, Communication, External Links, Tools, Resources, and Course Map. The main content area has a header 'COURSES > HIST600' and a sub-header 'Staff Information'. Below this, it says 'Current Location: Staff Information'. The main content displays information for 'Professor Jack Smith', including an email address 'jsmith@yourinstitution', a work phone '202-111-2222', an office location 'History Building', and office hours '7:00 - 8:00 am'. There is also a link to 'Teachers' Assistants'.

Course Content Areas

Introduction

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 area.

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.
-

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Introduction, continued

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.

The screenshot displays a Blackboard course interface for HIST101. On the left is a vertical navigation menu with buttons for Announcements, Course Information, Staff Information, Course Material, Textbooks, Communication, Web Sites, Student Tools, Resources, and Course Map. The main content area is titled 'Course Material' and shows the 'Current Location: Week 1 -- The Colonial Period'. Below this, a navigation path is shown: '[Top] : Week 1 -- The Colonial Period'. The main content area lists three items: 'Reading Assignment' (with a document icon), 'Lecture notes' (with a folder icon), and 'Massachusetts Bay Colony' (with a document icon). The 'Massachusetts Bay Colony' item is expanded, showing its contents: 'This supplemental unit covers the origins of the Massachusetts Bay Colony. After the lesson, there is a short assessment to ensure that you understand the material. If you don't answer all the questions correctly, please review the material that you missed.' and a link to 'Take quiz'.

Course Material

Current Location: Week 1 -- The Colonial Period

[Top] : Week 1 -- The Colonial Period

Reading Assignment
Please read chapters one and two of your text.

Lecture notes
Click here to view the lecture notes for this week's discussions.

Massachusetts Bay Colony
This supplemental unit covers the origins of the Massachusetts Bay Colony. After the lesson, there is a short assessment to ensure that you understand the material. If you don't answer all the questions correctly, please review the material that you missed.

Massachusetts Bay Colony
[Take quiz](#)

Assessments

Overview

An assessment is a quiz or survey created by an instructor or teaching assistant. Students can take assessments developed by the instructor or teaching assistants within any content area, content area folder, or Learning Unit within the course Web site. The assessment option permits the instructor to assign point values to questions on exams or quizzes. Student answers can be submitted for grading, and the results can be recorded in the Online Gradebook.

Types of questions

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

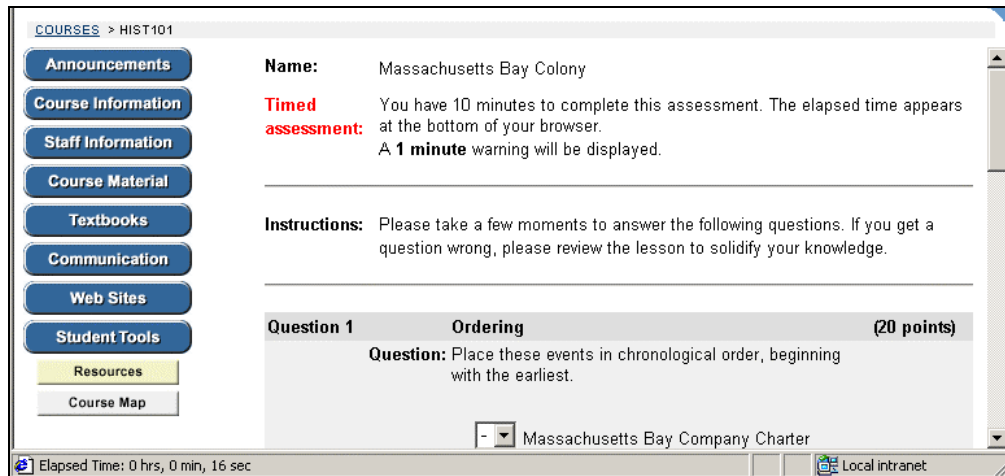
- *Multiple Choice*: Allows the user a multitude of choices. In multiple-choice questions, the user indicates the correct answer by selecting a radio button.
 - *True/False*: Allows the user to choose either true or false. True and False answer options are by default limited to the words True and False.
 - *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.
-

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Assessments, continued

Taking Assessments

To take an assessment select one and click the hyperlink associated with it. 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.



Feedback and Grades

After finishing an assessment, 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.

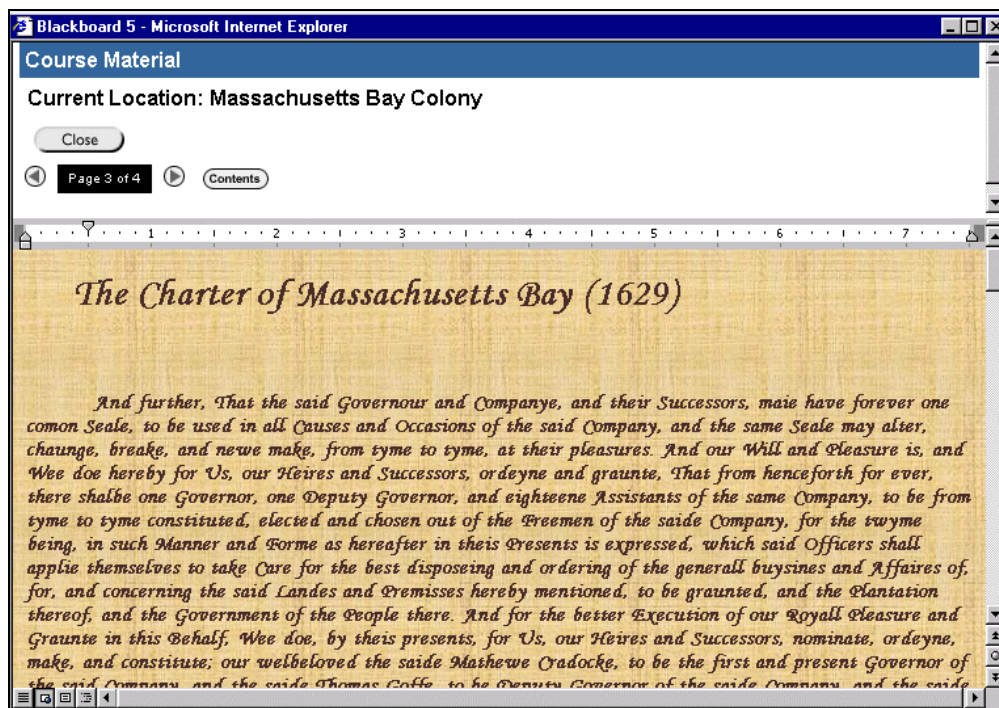
Learning Units

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.

Learning Unit

Learning Units can be set to open in a separate window, as shown below, or within the content frame of a course Web site.

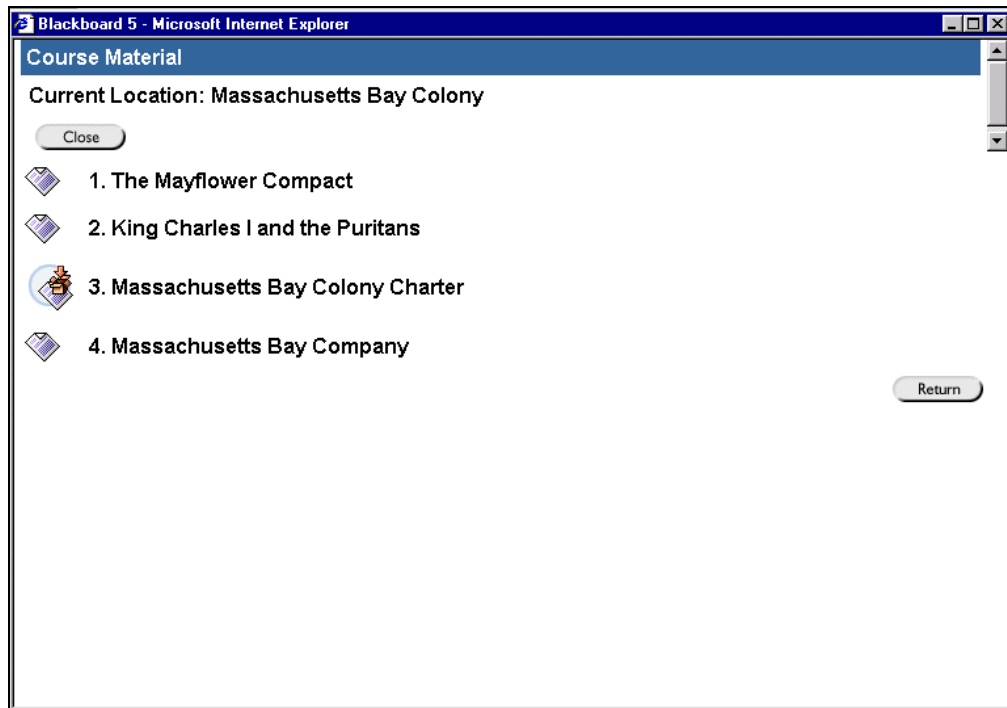


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Learning Units, continued

Navigating within a Learning Unit

Click the arrows to the left and right of the page number to move a page forward or a page backward. Click **Close** to exit the Learning Unit and **Contents** to bring up the page shown below. If students have non-sequential access to all pages within the Learning unit, students may click to view any page.



External Links

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.

External links page Click **External Links** to view the external links. The External Links button may have another name, such as Web Sites. An example of the external links page is shown below.



The screenshot shows the Blackboard interface for course HIST101. On the left is a navigation menu with buttons for Announcements, Course Information, Staff Information, Course Material, Textbooks, Communication, Web Sites, Student Tools, Resources, Course Map, and Control Panel. The 'Web Sites' button is highlighted. The main content area is titled 'Web Sites' and shows the 'Current Location: Web Sites'. It lists two external links, each with a globe icon: 'American Memory -- Historical Collections for the National Digital Library' with the URL <http://memory.loc.gov/ammem/ammemhome.html> and a description 'Digital collection of historically significant documents from the Library of Congress.'; and 'Hypertext of American Documents' with the URL <http://xroads.virginia.edu/~HYPER/hypertex.html> and a description 'Maintained by the University of Virginia, this site presents famous texts in hypertext for reading online.'

Chapter 4 – Communication

Introduction

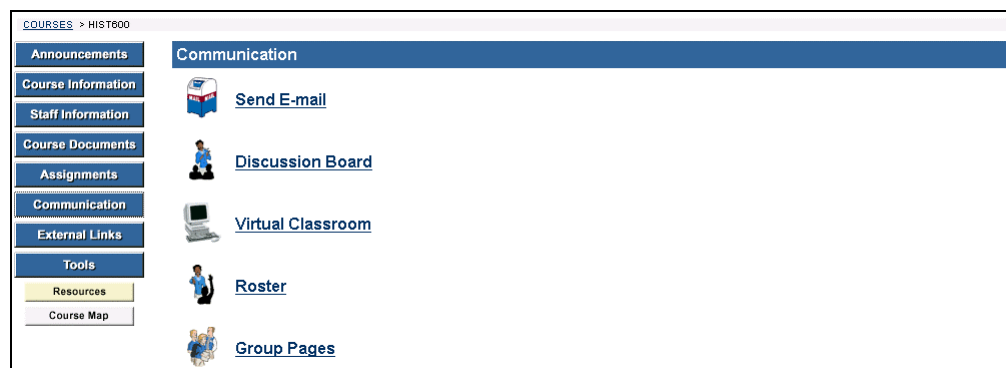
Overview

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

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

Communication Center page

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



In this chapter

This chapter includes information on the following communication tools.

- [Send Email](#)
 - [Discussion Board](#)
 - [Virtual Classroom](#)
 - [Roster](#)
 - [Group Pages](#)
-

Send Email

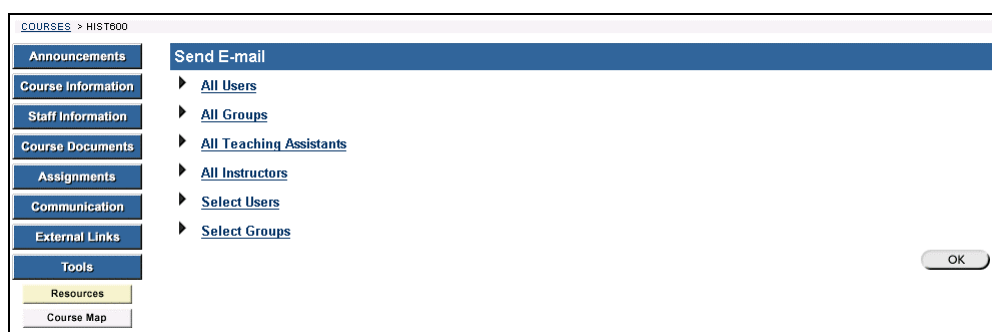
Send Email

Overview

Users can access email functions for specific courses through the Send Email page. From this page users can send email to fellow classmates, instructors, teaching assistants or groups within a course. Send email allows users direct access to course participants.

Send Email page

Click **Send Email** from the Communication area. The Send Email page will appear as shown below. Select the group of users who will receive the email message.



Available functions

The following functions are available from the Send email page.

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

Continued on next page

Send Email, continued

Send Email – All Users

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

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.

The screenshot shows the Blackboard interface for sending an email to all users. On the left is a navigation menu with options: Announcements, Course Information, Staff Information, Course Documents, Assignments, Communication, External Links, Tools, Resources, and Course Map. The main content area is titled 'All Users' and contains two sections: '1 Enter Message Details' and '2 Set Message Options'. In the 'Enter Message Details' section, the 'To:' field is populated with a list of names: Smith, John; McEntire, Laura; Clinton, William; Potter, Henry; Doe, Jane; Cox, Denise; Smith, Beth. The 'From:' field shows the email address bsmith@yourinstitution.com. The 'Subject:' field is empty. The 'Message:' field is a large text area. In the 'Set Message Options' section, there is a checkbox labeled 'Send Copy of Message to self' which is currently unchecked.

Entry fields

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

Field	Description
Select Students	
To:	All users enrolled in the course will appear.
From:	The user's email address will automatically be displayed in this field.
Subject:	Enter the subject of the email.
Message:	Enter the email message.
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.

Discussion Board

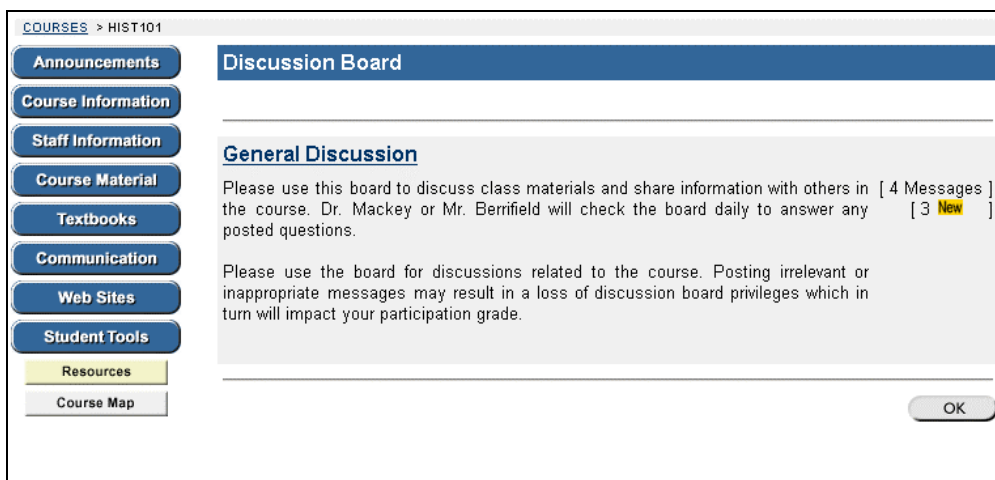
Introduction

Overview

The Discussion Board is another communication tool that can be used to enhance a course Web site. This feature is similar to the virtual chat, but is designed for asynchronous use, meaning students do not have to be available at the same time to have a conversation. An additional advantage of the discussion board is that student conversations are logged and organized. Conversations are grouped into threads that contain a main posting and all related replies for easy retrieval.

Discussion board page

The Discussion Boards are located in the Communications tab area. If allowed by an instructor a student can create a forum, otherwise students will only be able to add threads to existing topics.



Available functions

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

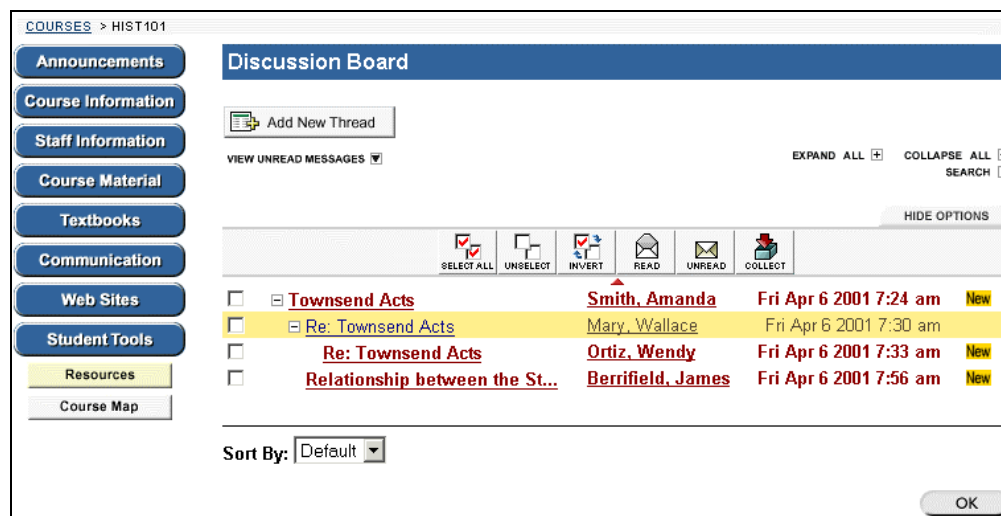
Accessing Discussion Boards

Overview

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

Forum discussion board page

The Forum Discussion Board page will appear as shown below.



Available functions

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

To . . .	click . . .
start a new discussion, which is called a thread	Add New Thread . The 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 will be shown.
view unread messages	the View Unread Messages down arrow. All unread messages will be shown.
see all the threads and responses	the EXPAND ALL plus option. All threads and responses will appear.
see only the threads	the COLLAPSE ALL minus option. The topic threads will appear.

Continued on next page

Accessing Discussion Boards, continued

Available functions (continued)

To . . .	click . . .
read a message	a link. 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.
resort the list of messages	drop-down list and select one of the following options to sort by: <ul style="list-style-type: none"> • Default: to have the message sort by the earliest date. • Author: to have the messages sort by the author of the message. • Date: to have the messages sort by the earliest date. Note this is the default. • Subject: to have the messages sort by the subject.

About the Options tab

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

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

Create New Message


Overview

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

Create New Message page

Click **Add New Thread** on the Forum Discussion Board. The Create New Message page will appear as shown below. A message may also be added as a response to a post by clicking **Reply** below a message.

COURSES > HIST101 > CONTROL PANEL > DISCUSSION BOARD > CREATE NEW MESSAGE

 **Create New Message**

Create New Message

Current Forum: General Discussion
Date: Thu Apr 19 2001 6:47 am
Author: Mackey, Sheila

Subject:

Message:

Options: ☒ Smart Text ☐ Plain Text ☐ HTML

Attachment:

Continued on next page

Create New Message, continued

Entry field

The table below details the entry fields on this page.

Field	Description
Message Information	
Subject:	Enter the subject of the thread.
Message:	Enter a message. Select a text type for the message from the following options: <ul style="list-style-type: none">• Smart Text: Automatically recognizes a link if it is the first thing entered in the text box or if it is preceded by a single space. The benefit of smart text is that it recognizes the Enter key as a paragraph tag. Smart text 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.
Attachment	Enter the file path or click Browse to locate the file.

Your Response

Overview

This section describes Your Response page, used to respond to messages posted on the Discussion Board.

Discussion board page

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

The screenshot shows the 'Your Response' page in Blackboard. On the left is a navigation menu with buttons for Announcements, Course Information, Staff Information, Course Material, Textbooks, Communication, Groups, Web Sites, Student Tools, Resources, and Course Map. The main area is titled 'Discussion Board' and contains the following information: 'Your Response:', 'Current Forum: General Discussion', 'Date: Tue Sep 25 2001 7:28 am', and 'Author: Mary, Wallace'. Below this is a 'Subject' field with the text 'Re: Townsend Acts' and a 'Message' text area. At the bottom, there are 'Options' for 'Smart Text' (selected), 'Plain Text', and 'HTML', along with a checkbox for 'Post message as Anonymous'.

Available function

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

Continued on next page

Your Response, continued

Entry fields

The table below details the entry fields on this page.

Field	Description
Message Information	
Subject:	Subject defaults from the Add Thread page.
Message:	Enter a message. Select a text type for the message from the following options: <ul style="list-style-type: none">• Smart Text: Automatically recognizes a link if it is the first thing entered in the text box or if it is preceded by a single space. The benefit of smart text is that it recognizes the Enter key as a paragraph tag. Smart text 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.

Virtual Classroom

Virtual Classroom

Overview

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

Note: When participating in an activity that requires a Virtual Classroom, consider the following:

- The Virtual Classroom is a Java application and may initially take a few minutes to load into a browser window. Users must have a Java enabled browser.
- Due to the synchronous nature of the Virtual Classroom, multiple users must participate at the same time. Be sure to check for scheduled Virtual Classroom sessions.

To access the Virtual Classroom feature, Macintosh users with Netscape Navigator browsers must also download and install MRJ 2.2.5 and the Mozilla MRJ Plugin for Netscape. MRJ and the Mozilla Plugin can be downloaded at:

MRJ 2.2.5:

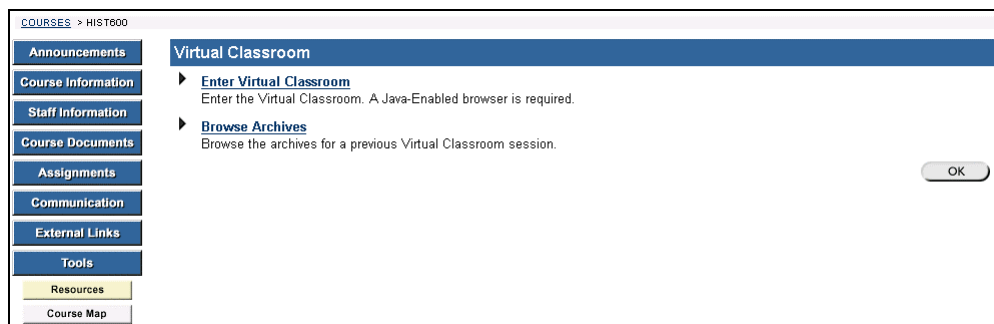
<http://www.apple.com/java>

Mozilla MRJ Plugin for Netscape (released version)

<http://www.mozilla.org/oji/MRJPlugin.html>

Virtual Classroom page

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



Continued on next page

Virtual Classroom, continued

Available functions

The following functions are available from the Virtual Classroom page:

- [Enter Virtual Classroom](#)
Allows users to enter a real-time discussion with instructors, students, and colleagues.
 - [Browse Class Archives](#)
Allows users to browse the virtual classroom archives for previous discussions.
-

Enter Virtual Classroom

Overview

Selecting the **Enter Virtual Classroom** link calls the Virtual Classroom, which allows real time interaction between the student and instructor. This section discusses the whiteboard tool bar, the discussion tabs, and the menu items.

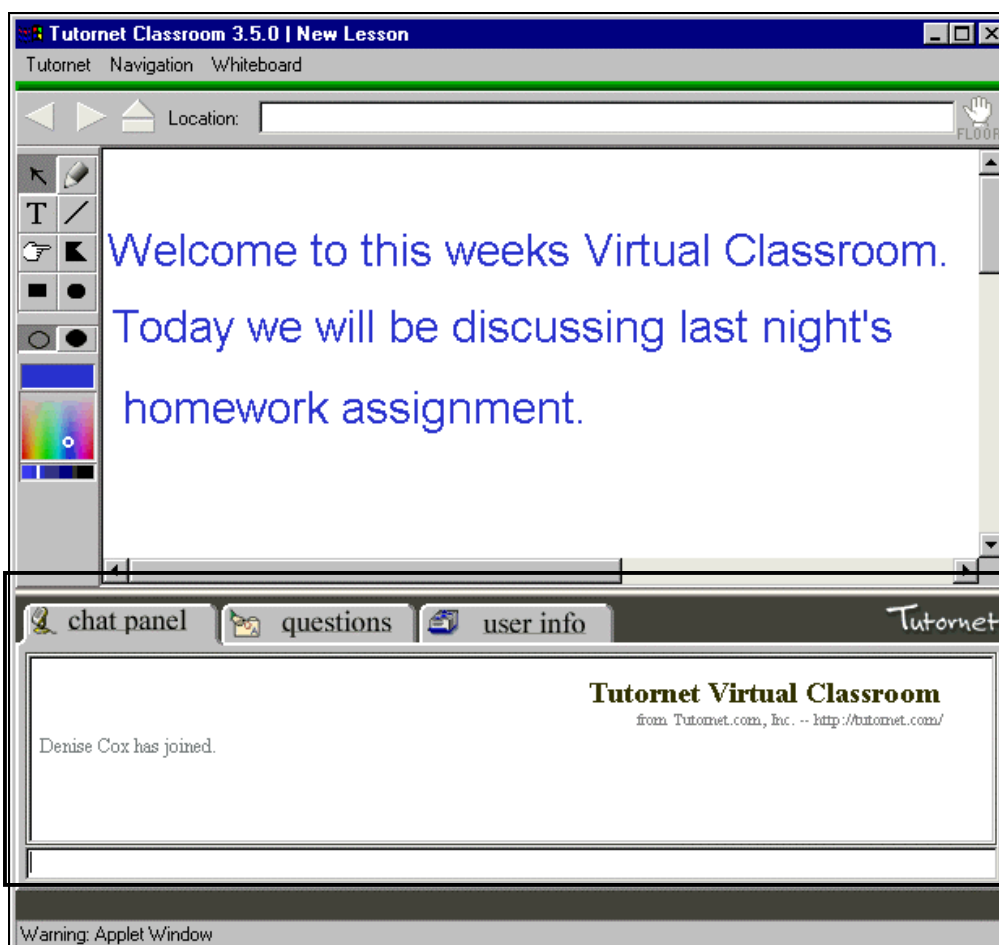
Virtual classroom

Click Virtual Classroom on the Communications page and click **Enter the Virtual Classroom** from the Virtual Classroom page that appears. The Virtual Classroom page will appear as shown below.

Menu items →

Whiteboard tool bar →

Discussion tabs →



Continued on next page

Enter Virtual Classroom, continued

Whiteboard tools

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

To . . .	click . . .
request access to the floor	Floor in the upper right hand corner of the screen. Once access is given a pop-up window appears. Click OK .
select an item	the Arrow . Then click on the item for selection. The following may be performed on selected items: <ul style="list-style-type: none"> • Enlarge – Click on one of the small black boxes that surround the item and drag it to the desired size. • Move – Click on the item and move it to the desired location. • Delete – Click on the Whiteboard menu item, click on the selected object, then click Delete. • Bring front – Click on the Whiteboard menu item, click on the selected object, then click Bring to front. • Bring back – Click on the Whiteboard menu item, click on the selected object, then click Bring to back.
draw free hand	the Pencil drawing tool.
enter text using the keyboard	the Insert Text .
draw a straight line	the Slanted Line tool.
highlight something with an arrow	the Pointer .
draw a multi-sided object either filled or unfilled	the Polygon drawing tool. To change the direction of the object single-click. To stop drawing, double-click.

Continued on next page

Enter Virtual Classroom, continued

Whiteboard tools (continued)

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

Continued on next page

Enter Virtual Classroom, continued

Virtual chat

The table below describes the virtual chat tab functions.

To . . .	click . . .
read the discussion	Chat Panel. The discussion log appears. The discussion log announces when a new person joins the chat.
add to the discussion	the small lower box. <ul style="list-style-type: none"> • Enter a comment. • Press enter to have the comment added to the discussion.
ask a question	Questions. <ul style="list-style-type: none"> • Click in the box in the right hand corner. • Enter the question or answer. • Click Send.
view a students name or other information about the student	User Information.

Menu items

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

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

Continued on next page

Enter Virtual Classroom, continued

Menu items (continued)

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

Move and scale an object

Once an object has been created on a slide it may be scaled and moved. Follow the steps below to perform these functions.

Step	Action
1	Click on the arrow from the Whiteboard Tool bar.
2	Click on the object.
3	Scale the object. <ul style="list-style-type: none"> Click one of the black boxes that surround the object. Drag it out to make the object larger or drag it in to make the object smaller. A text box may not be scaled. However a text box may be moved.
4	Move the object. <ul style="list-style-type: none"> Click in the middle of the object. Drag the object to the desired location.

Browse Classroom Archives

Overview

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

Browse Archives page

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



Available functions

The table below details the available functions on this page.

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

Roster

Roster Page

Overview

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

Roster page

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

Search the Roster

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

To . . .	Then . . .
search for a user using the user's last name or user's ID	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Select the tab. Click List All to list all the names enrolled. All entries will be displayed.

Groups

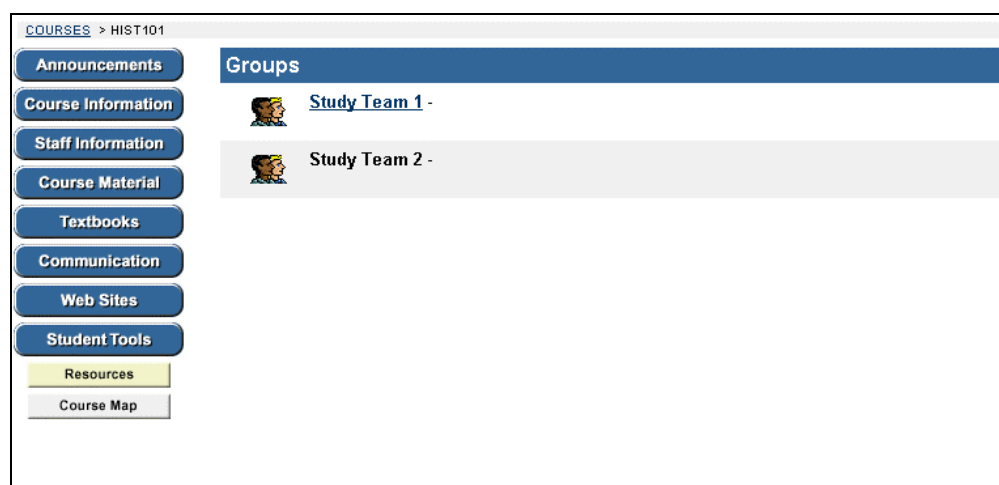
Group Pages

Overview

Students are able to review homepages created for groups of students. From a group's page, users are able to send email to group members, exchange files, enter discussion forums and enter a virtual classroom discussion. All of the functions available from group pages, with the exception of the file exchange, act in the same way in the course Web site.

Groups page

Click **Group Pages** from the Communication area. The Groups area appears as shown below.



Available functions

Click on a group to access that group's page. The following functions are available:

- [Discussion Board](#)
Users can enter discussions within various group forums
- [Group Virtual Classroom](#)
Users can meet their classmates and instructors for real-time discussion or class lessons
- [File Exchange](#)
Users can exchange files with their group members
- [Send Email](#)
Users can send email to one or all of their group members.
- **Group Members**
The names of all members of the group will appear along with their address.

File Exchange

File Exchange

Overview

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

File exchange page

The File Exchange page displays the current files available for use by the group members and the option to add files by clicking **Add File**. The file exchange page will appear as shown below.



Add files

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

A screenshot of the Blackboard File Exchange 'Add File' form for course HIST101. The left navigation menu is similar to the previous screenshot but includes 'Course Material', 'Textbooks', 'Web Sites', and 'Student Tools'. The main content area has a blue header 'File Exchange' and a section titled '1 File Information' with input fields for 'Title' and 'File' (with a 'Browse...' button). Below this is a section titled '2 Submit' with instructions: 'Click "Submit" to finish. Click "Cancel" to abort this process.' and 'Cancel' and 'Submit' buttons.

Continued on next page

Introduction, continued

Entry fields

The table below details entry fields on this page.

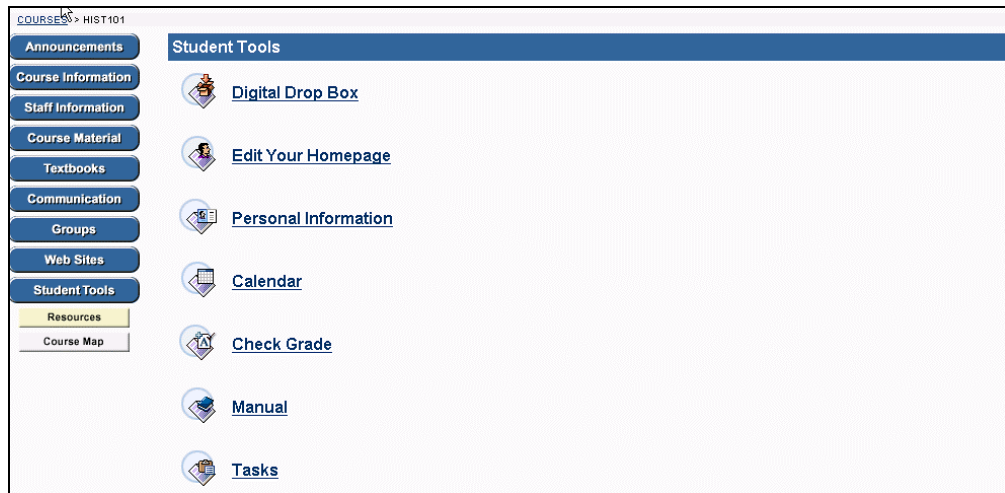
Field	Description
File Information	
Title	Enter the title of the file.
File	Enter the location of the file or click Browse and select the file to upload from your computer.

Chapter 5 – Student Tools

Introduction

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

Student tools main menu Click **Student Tools** from the navigation frame. The Student Tools page will appear as shown below.



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

- [Digital Drop box](#)
 - [Edit Your Homepage](#)
 - [Personal information](#)
 - [Course Calendar](#)
 - [Check grade](#)
 - [Tasks](#)
 - [Electric Blackboard](#)
 - [Address Book](#)
-

Digital Drop box

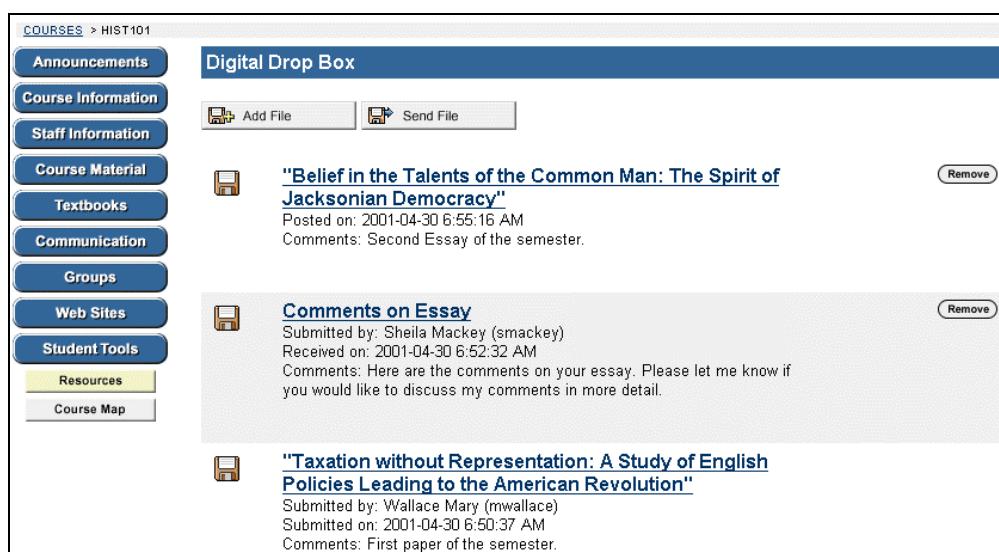
Introduction

Overview

The Digital Dropbox page allows students to exchange files with the instructor. Please note that 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.

Digital Drop Box page

Click **Digital Drop Box** from the Student Tools area. The Digital Dropbox page will appear as shown below.



Available functions

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

- [Add File](#): Upload files to the Drop Box.
 - [Send File](#): Send a file to the instructor.
 - [Remove](#): Remove a file from the Drop Box.
-

Tracking 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. Finally, files sent from the instructor will show the date and time received. 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 server.

Add File

Overview The Add File page requests information regarding the title, file, and any comments attached to the file.

Add file page Click **Add File** on the Digital Drop box main menu page.

COURSES > HIST101

Digital Drop Box

1 File Information

Title:

File:

Comments:

2 Submit

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

Entry fields The table below details the entry 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.

Send File

Overview

Students can send a file from the Drop Box to the instructor or they can select a file not in the Drop Box by clicking **Browse**. Note that a file sent to the instructor that is not in the Drop Box will be added to the student's Drop Box when it is sent.

Send file page

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

Entry fields

The table below details the entry 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.

Edit Your Homepage

Edit Your Homepage

Overview

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

Edit homepage screen

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

COURSES > HIST600

Edit Your Homepage

1 Homepage Information

Intro Message: Where does this appear?

Personal Information: Senior majoring in BioMedical Sciences.

2 Upload a Picture

Continued on next page

Edit Your Homepage, continued

Entry fields

The table below details the entry 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 the Browse button to upload a new image.
Remove this Image:	Check the box to remove the existing image or any new image.
Favorite Web Sites	
Site Title:	Edit or enter the site title.
Site URL:	Edit or enter the site URL. 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.

Personal Information

Introduction

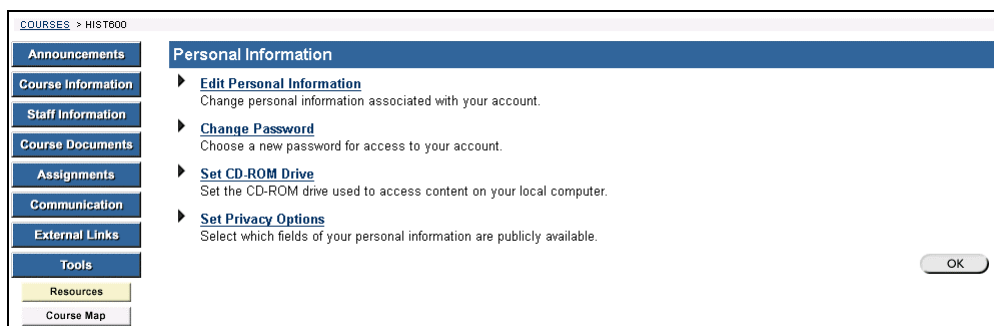
Overview

Users manage personal data and privacy settings from the Personal Information page. Users can edit their account profile, change their password, identify a CD-ROM drive to Blackboard 5, and define privacy settings.

Users may access and make changes to their personal information from both the Tools area in the My Institution tab and the Student Tools area in a course.

Personal information page

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



Available functions

The following functions are available from the Personal Information page:

- [Edit Personal Information](#)
Edit personal information as it is displayed to fellow students and instructors
- [Change Password](#)
Change passwords
- [Set CD-ROM Drive](#)
Set the CD-ROM drive
- [Set Privacy Options](#)
Set the options to limit or increase the amount of personal information displayed to fellow students and instructors.

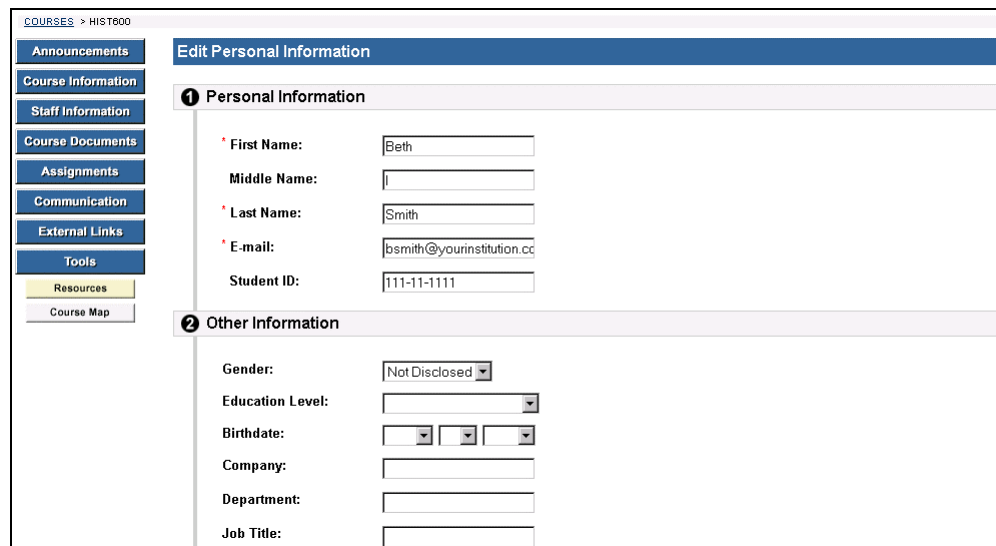
Edit Personal Information

Overview

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

Edit Personal Information page

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



COURSES > HIST600

Edit Personal Information

1 Personal Information

* First Name:

Middle Name:

* Last Name:

* E-mail:

Student ID:

2 Other Information

Gender:

Education Level:

Birthdate:

Company:

Department:

Job Title:

Continued on next page

Edit Personal Information, continued

Edit Personal Information fields

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

Field	Description
Personal Information	
First Name:	Edit first name. This field is required.
Middle Name:	Edit middle name.
Last Name:	Edit last name. This field is required.
Email:	Edit email address. This field is required.
Student ID:	Edit student ID as defined by the institution.
Other Information	
Gender:	Edit gender.
Education Level:	Edit education level.
Birthdate:	Select birthday by clicking on the drop-down arrow and selecting date values.
Company:	Edit company.
Department:	Edit department.
Job Title:	Edit job title.
Address:	Edit address.
Address: (cont.)	Edit any additional address information.
City:	Edit city.
State/Province:	Edit state or province.
Zip/Postal Code:	Edit ZIP code or postal code.
Country:	Edit country.
Web Site:	Edit the URL of the user's personal Web site. When adding a URL, do so as <code>http://www.blackboard.com</code> , not <code>www.blackboard.com</code> or <code>blackboard.com</code>
Home Phone:	Edit the home phone number of the user. The phone number will display exactly as entered.
Work Phone:	Edit the work phone number of the user. The phone number will display exactly as entered.
Work Fax:	Edit the fax of the user. The fax number will display exactly as entered.
Mobile Phone:	Edit the mobile phone of the user. The phone number will display exactly as entered.

Change Password

Overview

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

Change Password page

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

Change Your Password fields

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

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

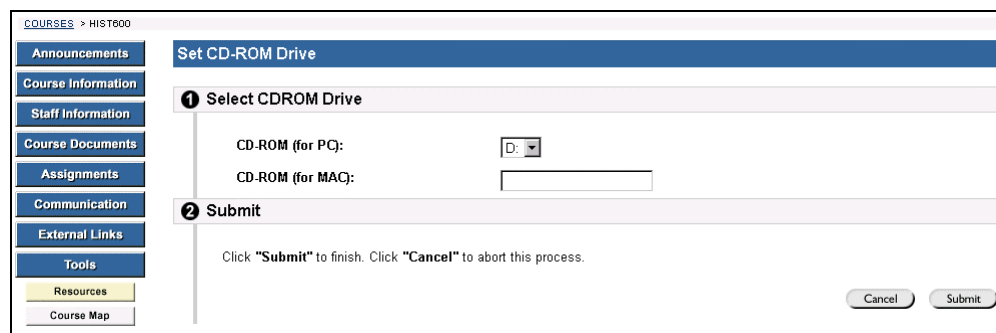
Set CD-ROM Drive

Overview

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

Set CD-ROM Drive page

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



Set CD-ROM Drive fields

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

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

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

Set Privacy Options page

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

Set Privacy Options fields

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

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

Course Calendar

Introduction

Overview

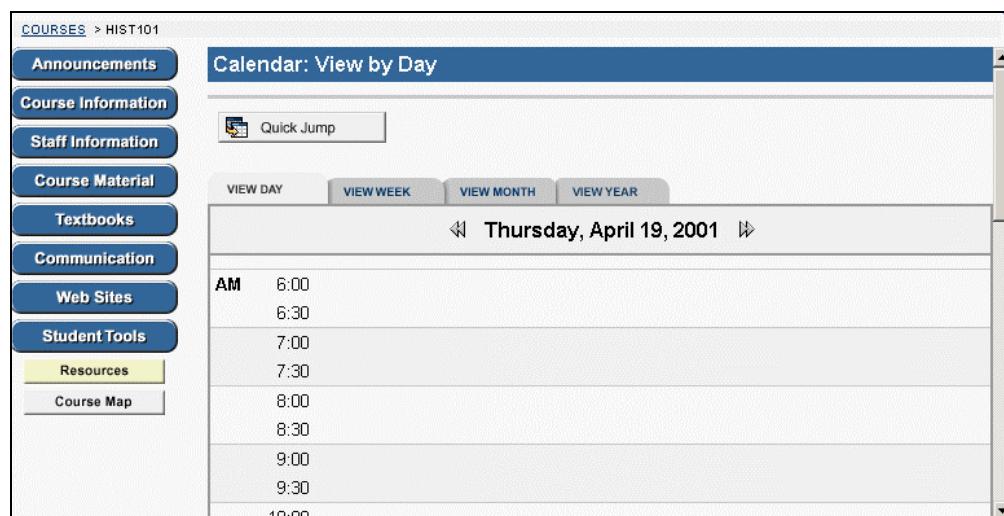
The Calendar tool allows users to view course calendar items by day, week, month, or year. Users can also manage their course, institution, and personal events through the Calendar. Upcoming and past events can be viewed daily, weekly, or monthly and organized into categories.

When the Calendar is accessed through Student Tools users view calendar items for a specific course. Users can view all items on their Calendar and add and modify personal events through the Calendar in the My Institution tab.

For more information on this topic please see the [Calendar](#) section in My Institution tab.

Course Calendar page

Click **Calendar** and the Calendar page will appear as shown below.



Continued on next page

Introduction, continued

Available functions

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

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

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

COURSES > HIST101

Announcements
Course Information
Staff Information
Course Material
Textbooks
Communication
Web Sites
Student Tools
Resources
Course Map

Calendar: View Event

Lecture on the Election of 1824

Date: Monday, October 15, 2001
Start Time: 08:00 PM
End Time: 09:00 PM
Category: Course (HIST101)

Frank Shortley will be giving a lecture on the controversy surrounding the Election of 1824 in the Gilliam Auditorium.

OK

Quick Jump

Overview

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

Quick Jump page

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

Quick Jump fields

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

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

Check Grade

Check Grade

Overview

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

Check Grade page

From the Student Tools page, users can click **Check Grades** to review grades. Graded items may be sorted by clicking on one of the **Sort Item by** hyperlinks.

[COURSES](#) > HIST101

Announcements

Course Information

Staff Information

Course Material

Textbooks

Communication

Web Sites

Student Tools

Resources

Course Map

Check Grade

User Information

Average Points/Assessment: 100
 Assessment Average: 100%
 Total Points: 364

Scores

Date Added	Item	Sort items by:	Item Order	Date	Score	Points Possible	Weight	Class Avg.
	Added	Name	Type					
		0			89		%	92.6
Apr 6, 2001	Mid-Term Exam (Exam)				85	100	30%	86.4
Apr 6, 2001	Final Exam (Exam)				90	100	40%	86.4
Apr 6, 2001	Massachusetts Bay Colony (Quiz)				100	100	0%	100

Course Tasks

Introduction

Overview

The Tasks page organizes projects (referred to as Tasks), defines task priority, and tracks task status. Instructors can post tasks to users participating in their course, and system administrators can post tasks to all users' Tasks pages.

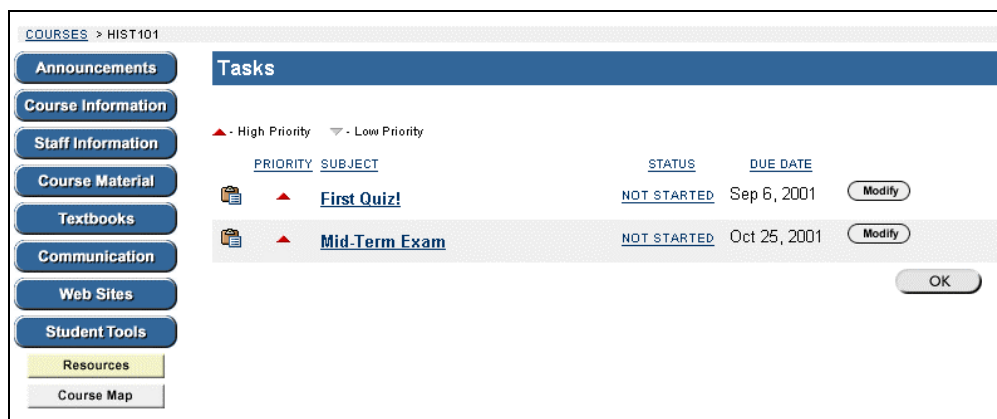
When Tasks is accessed through Student Tools users view Tasks for that specific course. Users can view all items posted to their Tasks and add personal tasks in the My Institution tab.

For more information on this topic please see the [Tasks](#) section in the My Institution tab.

Course Tasks page

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

Click **Tasks** from the Student Tools area to access the Tasks page. The Tasks page will appear as shown below.



Available functions

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

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

Continued on next page

Introduction, continued

View task details

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

COURSES > HIST101

Announcements

Course Information

Staff Information

Course Material

Textbooks

Communication


Web Sites

Student Tools

Resources

Course Map

Tasks

 **American History until 1865: First Quiz!**

Due Date: Sep 6, 2001
Priority: High
Status: Not Started

There will be a quiz on the reading assignment due at the beginning of the Thursday session the first week of class. Please read the first two chapters of your text to prepare.

The quiz will appear in the Week 1 folder under Course Material after Tuesday's session.

OK

Modify Task

Overview

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

Create task page

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

The screenshot displays the 'Modify Task' interface within a Blackboard course shell for HIST101. On the left is a sidebar with navigation buttons: Announcements, Course Information, Staff Information, Course Material, Textbooks, Communication, Web Sites, Student Tools, Resources, and Course Map. The main content area is titled 'Tasks' and contains two sections. The first section, '1 Task Information', shows the task details: Task Title is 'First Quiz!', Description is 'There will be a quiz on the reading assignment due at the beginning of the Thursday session the first week of class. Please read the first two chapters of your text to prepare. The quiz will appear in the Week 1 folder under Course Material after Tuesday's session.', and Due Date is 'Sep 6, 2001'. The second section, '2 Task Options', contains two dropdown menus: 'Priority' is set to 'High' and 'Status' is set to 'Not Started'.

COURSES > HIST101	
Announcements	Tasks
Course Information	1 Task Information
Staff Information	Task Title: First Quiz!
Course Material	Description: There will be a quiz on the reading assignment due at the beginning of the Thursday session the first week of class. Please read the first two chapters of your text to prepare. The quiz will appear in the Week 1 folder under Course Material after Tuesday's session.
Textbooks	Due Date: Sep 6, 2001
Communication	2 Task Options
Web Sites	Priority: High
Student Tools	Status: Not Started
Resources	
Course Map	

Continued on next page

Modify Task, continued

Create Task fields

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

Field	Description
Task Information	
Task Title:	Pre-populated with the task title entered by the course instructor.
Description:	Pre-populated with the task description entered by the course instructor.
Due Date:	Pre-populated with the task due date entered by the course instructor.
Task Options	
Priority:	Select a priority. The options are: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• Not started• In progress• Completed The selected status appears on the Tasks page.

Electric Blackboard

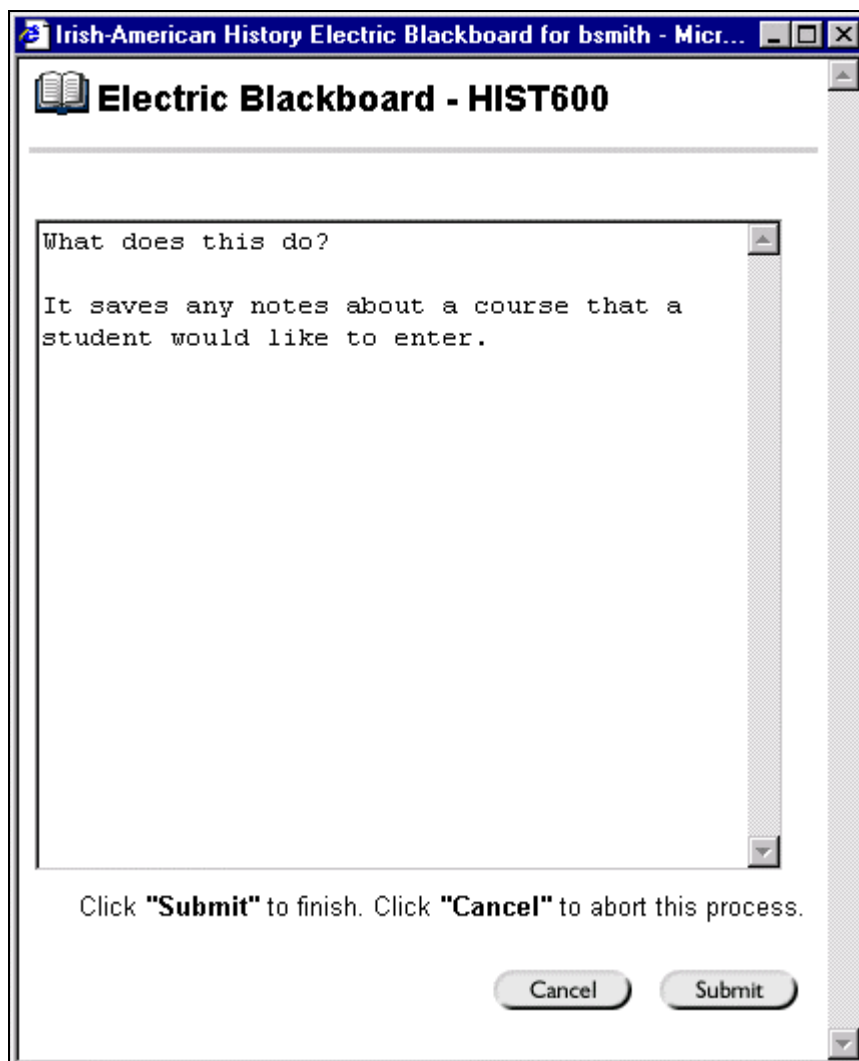
Electric Blackboard

Overview

The Electric Blackboard allows users to save notes for a particular course within the Blackboard 5 environment.

Electric Blackboard

From the Tools area, click **Electric Blackboard** to access the Electric Blackboard page.



Address Book

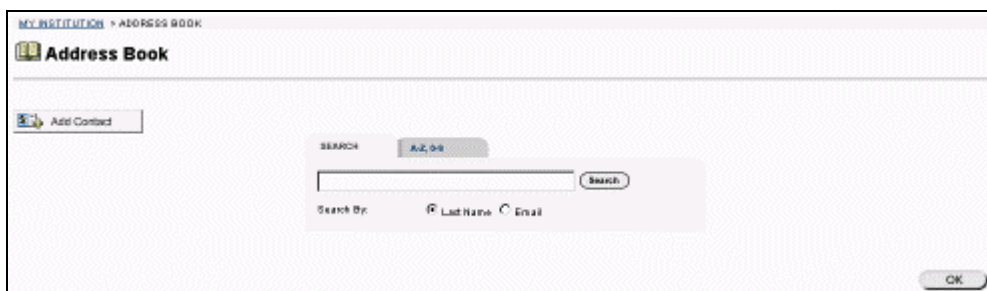
Address Book

Overview

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

Address Book page

Click **Address Book** from the Tools box on the My Institution area. The Address Book page will appear as shown below.



Search the Address Book

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

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

Available functions

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

To . . .	click . . .
create a contact and add it to the Address Book	Add Contact . The Add 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. Users can create profiles for any contact, including contacts outside of the institution.

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

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

Add Contact page

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

MY INSTITUTION > ADDRESS BOOK > ADD CONTACT

Add Contact

1 Personal Information

* First Name:

* Last Name:

Email:

2 Other Information

Company:

Job Title:

Address:

Address: (cont.)

City:

Continued on next page

Add or Modify Contact, continued

Add Contact fields

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

Field	Description
Personal Information	
First Name:	Enter the contact's first name. This field is required.
Middle Name:	Enter the contact's middle name.
Last Name:	Enter the contact's last name. This field is required.
Title	Enter the contact's title.
Email:	Enter the contact's email address.
Other Information	
Company:	Enter the contact's company.
Department:	Enter the contact's department.
Job Title:	Enter the contact's job title.
Address:	Enter the 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 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.

Chapter 6 – Blackboard 5 Tab Areas

Blackboard 5 Tab Areas

Introduction

Overview

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

Within Blackboard 5, there are three core areas:

- [My Institution](#)
- [Courses](#)
- [Academic Web Resources](#)

System administrators have the option of adding additional customized tabs to the portal.

My Institution tab

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

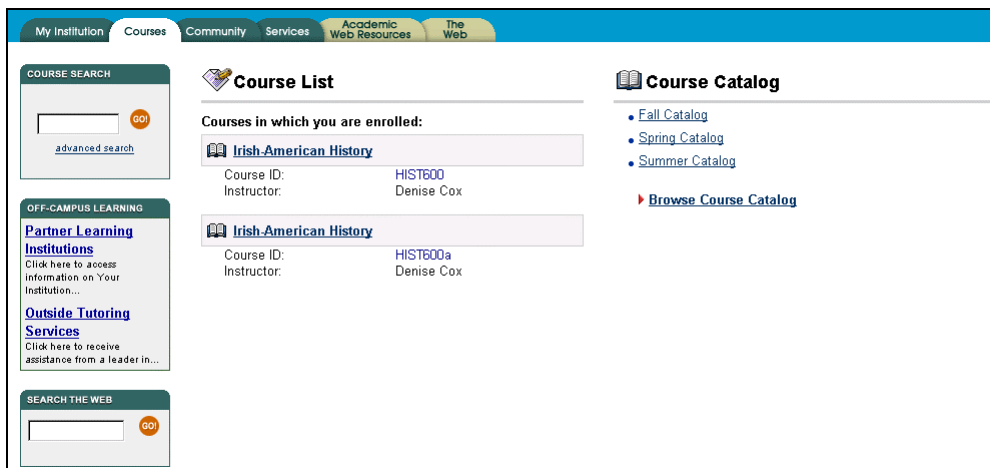


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Introduction, continued

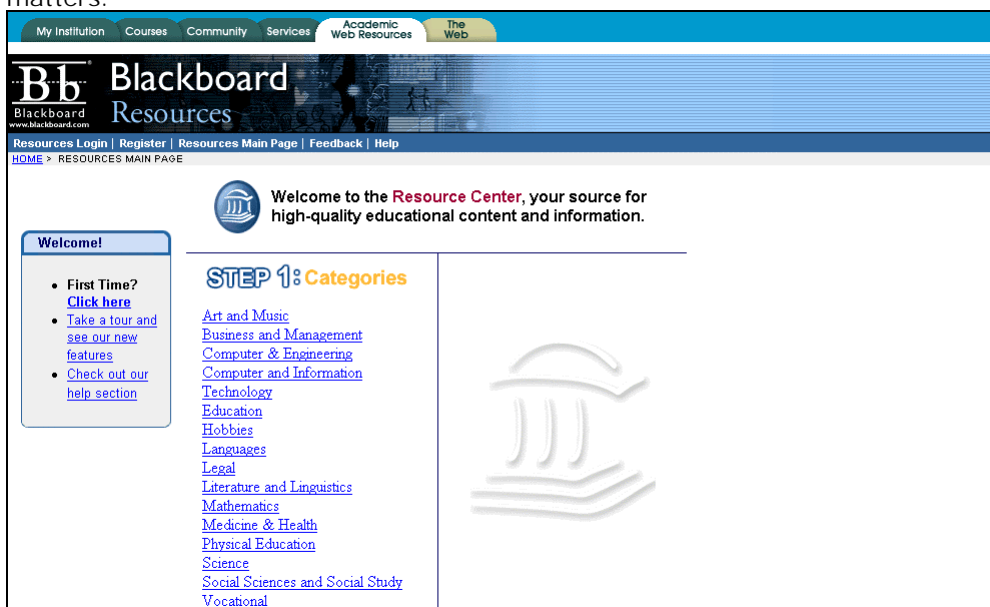
Courses tab

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



Academic Web Resources tab

The Academic Web Resources tab area provides direct access to Blackboard's Resource Center where users explore a number of knowledge areas. Users can customize the Resource Center to provide quick access to their preferred subject matters.

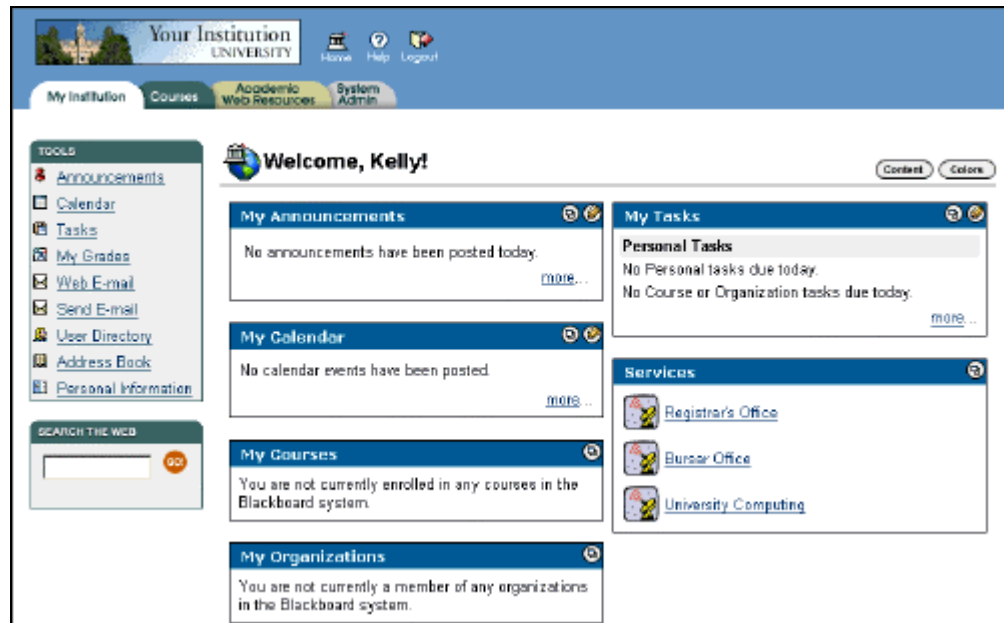


Chapter 7 – My Institution Tab

Introduction

Overview From the My Institution area, students are able to access User tools, courses, and content from outside sources. Users are able to customize the content and appearance of their My Institution area.

My Institution area An example of the My Institution area appears below.



Customization Users can customize the [content](#) and [colors](#) of the My Institution area. After customizing, the My Institution area displays the desired settings when a student logs in again.

Customizing Content

Overview

Students can customize the content that will appear on their My Institution area. Content such as the news, stocks, horoscopes, weather and other items are presented in modules that can be customized from the Personalize Page Layout page.

Personalize Page Layout

Click **Content** from the My Institution area to personalize the page layout.

Personalize Page Layout

1 Personalize Your Layout

Instructions:
Add a module to your portal by highlighting it in the "Available Modules" list and clicking **Add** for either the "Left Panel" or the "Right Panel". Remove a module from your portal by highlighting it and clicking **Remove**. Change the order the modules by using the panels "Up" and "Down" arrows. You may move a module from one panel to another by clicking the "Up" and "Down" arrows in the "Switch Panels" section. Click **Submit** when you are finished customizing your layout.

Available Modules

- ABC News
- Academic Resources - Categories
- Academic Resources - Courses
- Academic Resources - Reference
- Bookmark
- Calculator
- Custom Search
- Directory
- ESPN Sports Zone
- Excite Auto Guide
- Excite Business News
- Excite Entertainment News by UPI
- Excite Farefinder and News by Preview Travel
- Excite Health News
- Excite MLB Scores

Select the module you wish to move to a panel, then click the **Add** button from the appropriate panel

Left Panel

- * My Announcements
- * My Calendar
- * My Courses

Right Panel

- * My Organizations
- * My Tasks
- * School Services

Switch Panels: [Up Arrow] [Down Arrow]

Available functions

The following functions are available from the Personalize Page Layout page:

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

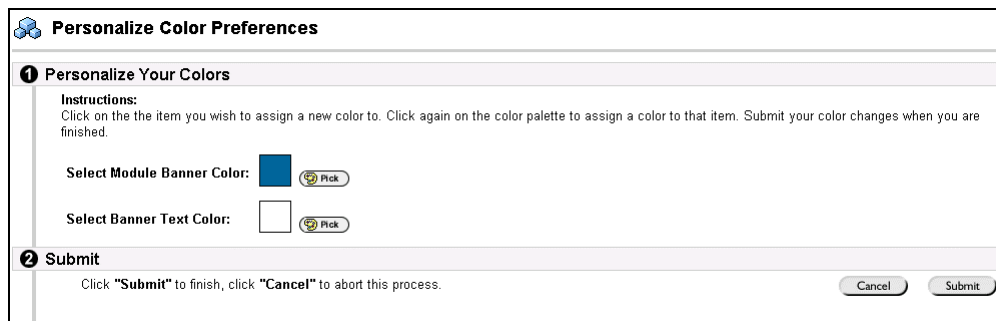
Customizing Color

Overview

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

Personalize color preferences page

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



Entry fields

The table below details the entry fields on the Personalize Color Preferences page.

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

Editing, Minimizing and Removing Content

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

User Tools

Introduction

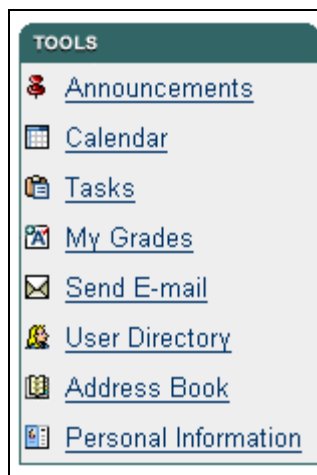
Overview

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

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

Tools box

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



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

- [Announcements](#)
 - [Calendar](#)
 - [Tasks](#)
 - [My Grades](#)
 - [Send Email](#)
 - [User Directory](#)
 - [Address Book](#)
 - [Personal Information](#)
-

Announcements

Overview

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

Announcements function in the same way when they are accessed from the User Tools and from a Course area. The difference being that announcements that appear in the My Institution area list all of the announcements that pertain to the user, including announcements from courses he or she is enrolled in and announcements from the systems administrator. When Announcements is accessed from a Course area only the announcements that relate to that course will appear.

For more information on this topic, please see the [Announcements](#) section in Course Content.

Announcements page

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

MY INSTITUTION > ANNOUNCEMENTS

Announcements

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

Show All

April 12 - 19, 2001

HIST101: Study Groups have been formed! Posted by Sheila Madkey
Please use the group page to study and collaborate on group assignments.

HIST101: Welcome to United States History to 1865 Posted by Blackboard5 Administrator
This an intensive 15 week survey of the first half of our nation's history.
Please click on Course Information to the left to read the course outline.

Wed, Apr 18, 2001 -- HIST101: A new quiz has been posted. Posted by Sheila Madkey
To begin taking the quiz titled *Massachusetts Bay Colony* [click here](#).
This is a five-question quiz to verify your knowledge of the lesson.

OK

Calendar

Overview

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

When the Calendar is accessed through the My Institution area 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 only those calendar items that relate to the specific course will appear.

For more information on the Calendar see the topic [Course Calendar](#) in Courses.

Calendar page

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

MY INSTITUTION > CALENDAR

My Calendar: View by Day

Add Event Quick Jump All Events

VIEW DAY VIEW WEEK VIEW MONTH VIEW YEAR

Wednesday, April 18, 2001

AM	6:00	
	6:30	
	7:00	
	7:30	
	8:00	
	8:30	
	9:00	
	9:30	
	10:00	
	10:30	
	11:00	
	11:30	
PM	12:00	

Continued on next page

Calendar, continued

Available functions

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

To . . .	click . . .
create an event and add it to the calendar	Add Event to access the Add Event page.
view events by group	the drop-down arrow and select a category. Categories include: <ul style="list-style-type: none">• All events• My Events• Institution events• Courses• Specific courses
remove an event	Remove to remove an event from the calendar page. This action is irreversible.

Add Calendar Event

Overview

Events may be added through the Add Calendar Event page.

Add Calendar Event page

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

Add Calendar Event fields

The table below details the entry fields on the Create Event page and Modify 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. Click on a text type for the description from the following options: <ul style="list-style-type: none"> Plain Text: Displays text as written HTML: Displays text as coded using HTML tags
Event Time	
Event Date:	Click the drop-down arrow and select date values 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.

Tasks

Overview

The Tasks page organizes projects, defines task priority, and tracks task status. From the My Institution area users view all of their tasks, including those from the courses they are participating in, tasks posted by the systems administrator and their personal tasks. Users can create tasks and post them to the Tasks page from Tools in the My Institution area.

For more information on Tasks within a specific course see the [Course Tasks](#) section in Student Tools.

Tasks page

Click **Tasks** from the Tools box on the My Institution area and the Tasks page will appear as shown below

Available functions

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

To . . .	click . . .
narrow the list of tasks to one subject	the drop-down arrow and select a task category.
create and post a task	Add Task to access the Add Task page.
change or update the status of a project	on the current status. Task status can be one of the following three options: <ul style="list-style-type: none"> • Not Started • In Progress • Completed.

Add or Modify a Task

Overview

The Add or Modify Task pages allow users to create and post new 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 modified are personal tasks created by the user.

Add Task page

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

Continued on next page

Add or Modify a Task, continued

Add Task fields

The table below details the entry 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: <ul style="list-style-type: none">• Smart Text: Automatically recognizes a link if it is the first thing entered in the text box or if it is preceded by a single space. The benefit of smart text is that it recognizes the Enter key as a paragraph tag. Smart text 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: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• Not started• In progress• Completed The selected status appears on the Tasks page.

My Grades

Overview Users can check grades and performance statistics from the Check Grades page. The Check Grades page lists each user's courses. Users select a course to access a report.

Course Grades Click **My Grades** from the Tools box on the My Institution area. The Check Grades page will appear as shown below..



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

Send Email

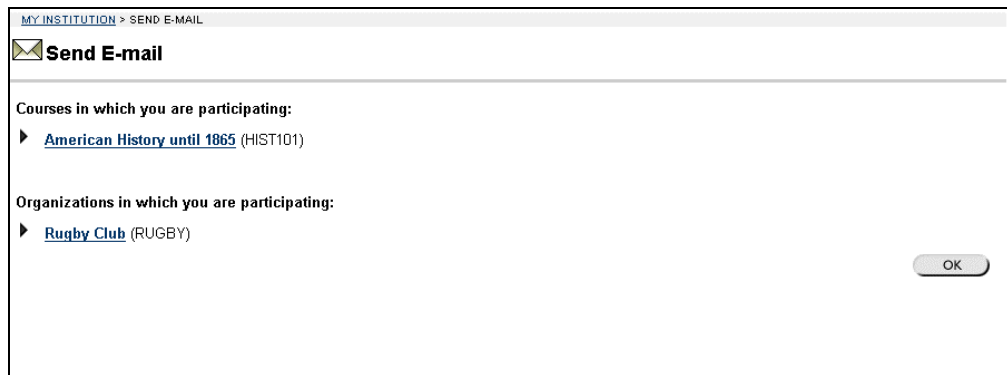
Overview

Users access email functions for specific courses through the Send Email page. From this page they are able to send messages to other course participants.

For more information on this topic see [Send Email](#) in Courses.

Send Email page

Click **Send Email** from the Tools box on the My Institution area. The Send Email page will appear as shown below. Select a course and the Send Email page will appear.



User Directory

Overview

Users can list and contact via email system users through the User Directory. A search function at the top of the page creates a list of users. From the list, 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.

User Directory page

Click **User Directory** from the Tools box on the My Institution area. The User Directory page will appear.



Search the User Directory

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:

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

Address Book

Overview

Users store contact information in the Address Book. Click **Address Book** from the Tools box on the My Institution area to access the Address Book. For more information on this topic see [Address Book](#) in the Courses section.

Personal Information

Overview

Users manage personal data and privacy settings from the Personal Information page. Users can edit their account profile, change their password, identify a CD-ROM drive to Blackboard 5, and define privacy settings.

Users may access and make changes to their personal information from both the Tools area in the My Institution tab and the Student Tools area in a course. For more information on this topic see [Personal Information](#) in the Courses section.

Chapter 8 – Courses Tab

Courses Area

Introduction

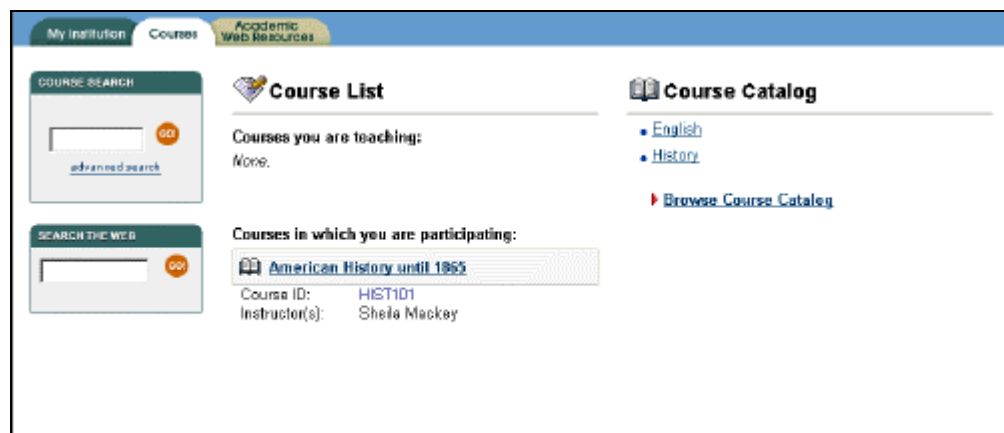
Overview

The Courses area allows the user to do the following:

- [View the course catalog](#)
 - [Browse the course catalog](#)
 - [Search for a course](#)
 - [Search the Web](#)
 - Access off-campus learning materials
-

Courses tab page

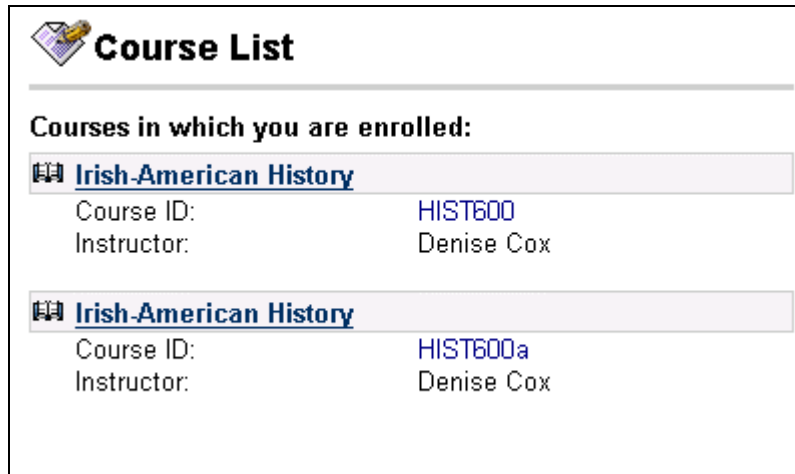
Click the Courses tab and the Courses area will appear as shown below.



Course Listing

Course List page

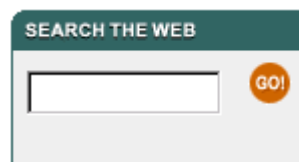
The user can access all courses in which the user is enrolled. Click on a course to access the course Web site for that course.



The screenshot shows a web interface titled "Course List" with a notepad icon. Below the title, it says "Courses in which you are enrolled:". There are two course entries, each with a notepad icon and a link to "Irish-American History". The first entry shows "Course ID: HIST600" and "Instructor: Denise Cox". The second entry shows "Course ID: HIST600a" and "Instructor: Denise Cox".

Search the Web

This box allows the user to search the Web.

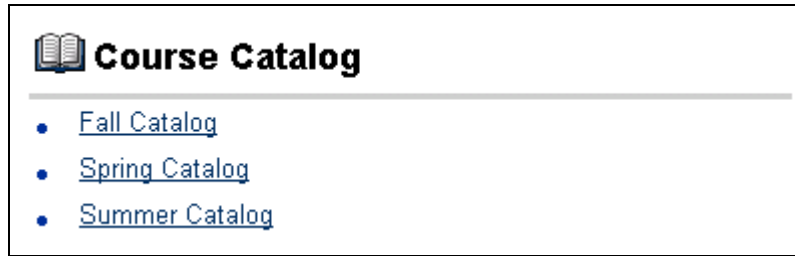


The screenshot shows a search box with the title "SEARCH THE WEB". It contains a text input field and an orange "GO!" button.

Course Catalog

Overview Users can browse all courses offered by their institution from the Course Catalog area.

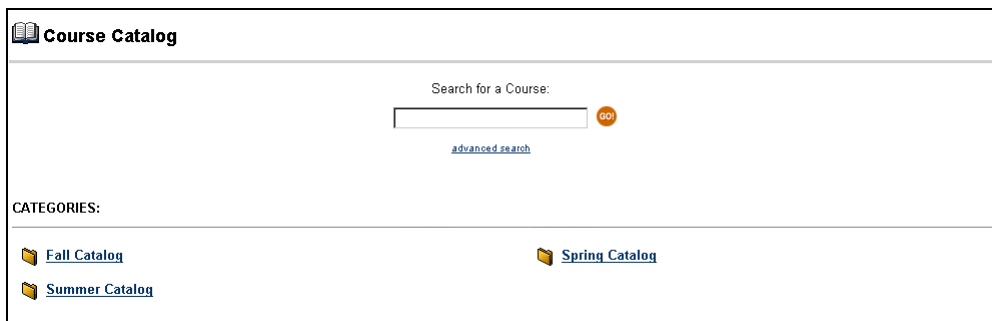
Course catalog page The Course Catalog appears as shown below within the Courses area. Click on a category to view courses.



Browsing and Searching Course Catalog

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

Browsing the course catalog Click **Browse Course Catalog** and the Course Catalog Browse and Search page appears as shown below.




Course Catalog


Search for a Course:


Go!

[advanced search](#)

CATEGORIES:

 [Fall Catalog](#)

 [Spring Catalog](#)

 [Summer Catalog](#)

Available functions

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

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

Chapter 9 – Academic Web Resources Tab

Academic Web Resources Area

Academic Web Resources Area

Overview

The Blackboard Resources Area provides the user with a wealth of academic resource information. The user can reference the Blackboard Resource Center manual at <http://resources.blackboard.com> for more information on how to use this feature.

Academic Web Resources

Select the Academic Web Resources tab and the Resource Center area will appear as shown below.

