

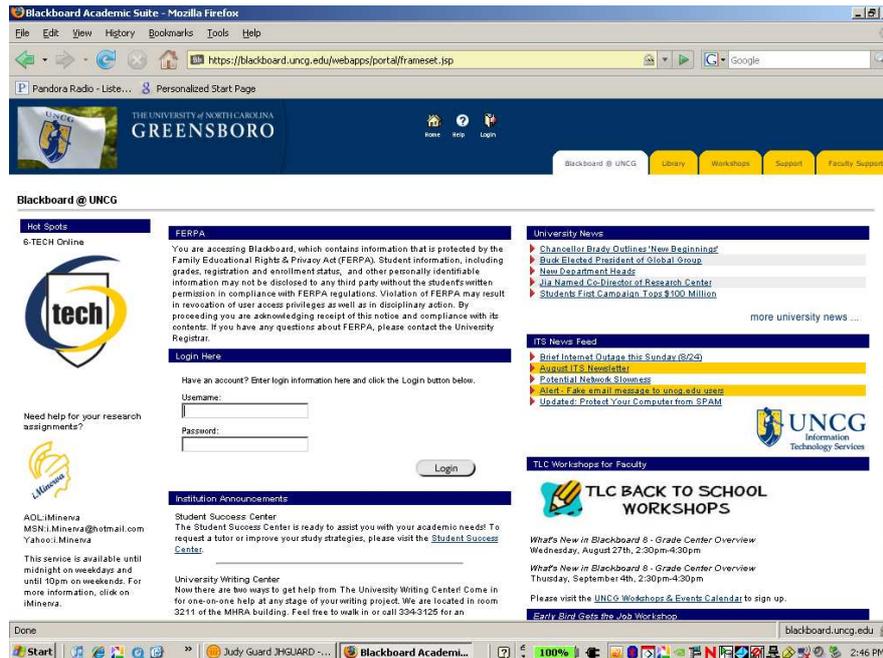
ITS Training

Blackboard for Students

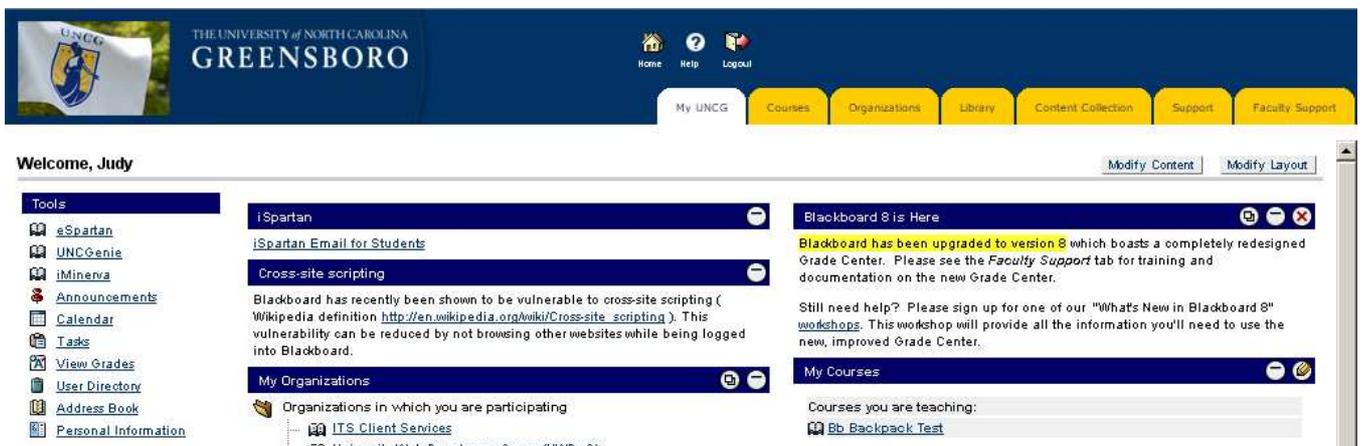


Starting Blackboard

- Start Internet Explorer and go to blackboard.uncg.edu.
- You will be on the main Blackboard page, Blackboard@UNCG. Here you will find University news and announcements, as well as links to your iSpartan email, the 6-TECH computing service desk and iMinerva for research help.



- Login with your UNCG username and Novell password.
(If you do not know what your Novell password is, you can reset your password by going to <http://reset.uncg.edu>. **If you have any problems logging into Blackboard, contact 6-TECH at 256-TECH (8324).**)
- Once you login, you will be on the My UNCG page in Blackboard.



Courses

Your courses that use Blackboard will all be listed under the Courses tab or in the My Courses section on the right side of the My UNCG screen. To go into a course, click on it.

Announcements

Students can view important messages from faculty on the Announcements page. Students can view the Announcements page in one of two ways:

From the My UNCG Tab

On the My UNCG page look for the **My Announcements** area and click the link to view your announcements. The Announcements page will appear as shown below. Click the drop-down arrow and select a category of announcements to view. Click on the tabs to view announcements for a specific time period. The default is View Last 7 Days.

MY INSTITUTION > ANNOUNCEMENTS

Announcements

Show All

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

April 12 - 19, 2001

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

HIST101: Welcome to United States History to 1865 Posted by Blackboard 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 Mackey
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

Within Individual Courses

When you select a course, the first page shown is the Announcements page for that course. Here you can view announcements specific to that course. You can access the Announcements page for a course at any time by clicking on the **Announcements** bookmark on the left, as shown below.

My Institution Courses Academic Web Resources Home Help Logout

COURSES > MLS630-01-015

Announcements

Animal Behavior

MLS 630: Discovering Animal Societies

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

Monday, June 18, 2001

Welcome Posted by CHERYL LOGAN
I would like to welcome all of you to our web course on animal behavior "Discovering Animal Societies". Please post an introduction to yourself and your interests on the Discussion Board today or tomorrow, so we can get to know one another.

Content Areas (Syllabus, Course Documents, Course Material, etc.)

Course content areas can contain a variety of learning materials. Instructors will use the content areas to present information in many different ways- from basic text to multimedia. Also, instructors can post assessments, quizzes and links within any content area.

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

Course Information/Syllabus: Course Information displays descriptive materials about the course such as the course requirements, objectives and expectations.

Course Documents/Materials: Course Documents can be used by instructors to organize learning materials and lesson aids. This area is often divided into Learning Units (folders) for each week of the class.

Assignments: Assignments may list the due date and description for class work. Instructors post assignments and can modify the task and due date.

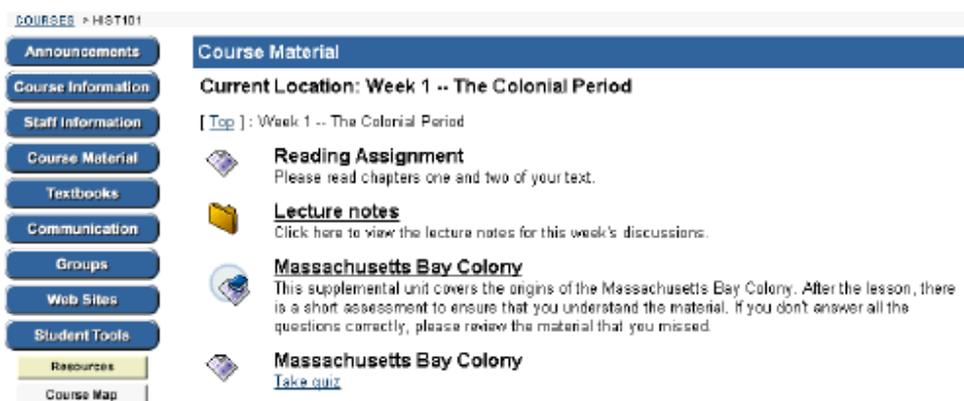
Books: Instructors post recommended reading lists, useful articles, and other similar material in the Books area.

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

Navigating Content Areas

Although instructors have limitless options when designing content areas, navigating through content areas is a structured, easy-to-follow process. You simply click on one of the left-hand course links to go to a specific area. Content areas can sometimes have folders within them (see image below). To access material in a folder, simply click on the name of the folder. Each content area page includes the location at the top, a navigation path, and whatever items the instructor has included in that area.

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



The screenshot shows a course management system interface. On the left is a vertical navigation menu with buttons for: Announcements, Course Information, Staff Information, Course Material (highlighted), Textbooks, Communication, Groups, 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, there is a '[Top] : Week 1 -- The Colonial Period' link. The content area lists three items: 'Reading Assignment' (with a document icon) with the text 'Please read chapters one and two of your text.', 'Lecture notes' (with a folder icon) with the text 'Click here to view the lecture notes for this week's discussions.', and 'Massachusetts Bay Colony' (with a folder icon) with the text '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.' Below the 'Massachusetts Bay Colony' item, there is a 'Take quiz' link.

Faculty/Staff Information

Students can view staff information such as instructor name, email address, office location, and office hours on the Faculty/Staff Information page. This page may also list any teaching assistants for the course, as well as any technical support, such as an Instructional Technology Consultant.

Click the Faculty or Staff Information button in the left-hand navigation. The Staff Information page will appear as shown in the next picture.

COURSES > HIST 101

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

Staff Information

Current Location: Staff Information

Dr. Sheila Mackey

E-mail: smackey@yourinstitution.edu
Work phone: (703) 555-4860
Office Location: 212 Newcomb Hall
Office hours: MWF 1:00 p.m. - 4:00 p.m.

Mr. James Berrifield

E-mail: jberrifield@yourinstitution.edu
Work phone: (703) 555-2112
Office hours: W 8:30 p.m. - 10:00 p.m. through the Virtual Classroom

Communication

Blackboard has an internal email messaging system. Your instructor may choose to communicate with you through your iSpartan email, the Blackboard internal messaging system, or both. The internal messaging system works in the following way-

1. An instructor sends a message through the Blackboard course
2. The message is delivered directly into your Blackboard Messages Inbox

To access your internal Blackboard messages, click on Communication > Messages. You will then see two folders, an Inbox and a Sent folder. To view your messages, click on the Inbox. There, you can compose messages to your classmates and instructor, as well as view any messages that have been sent to you.

IMPORTANT: If your instructor is not using the Blackboard internal messaging system, you will get your messages from your instructor in your iSpartan email box. You can access your iSpartan email directly from the My UNCG page in Blackboard.

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

COURSES > HIST 101

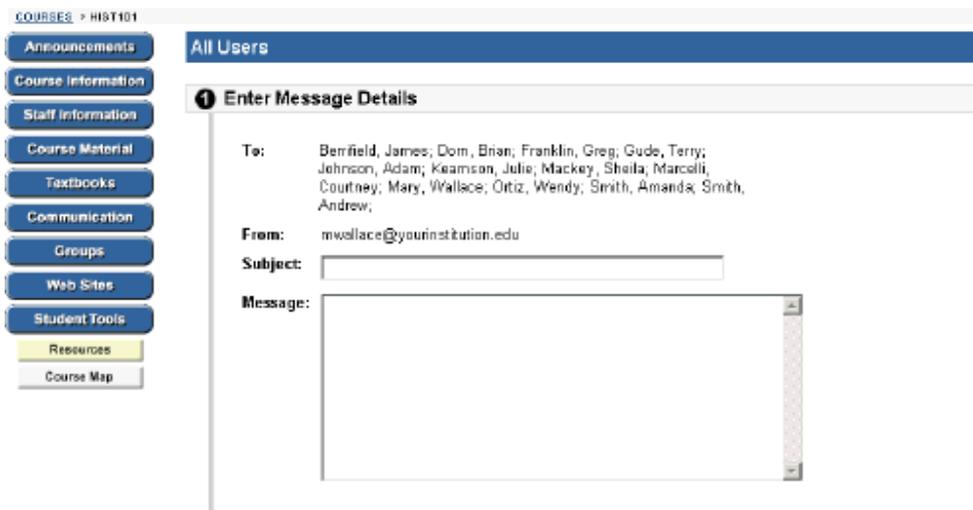
- Announcements
- Course Information
- Staff Information
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Send E-mail

- ▶ All Users
- ▶ All Groups
- ▶ All Teaching Assistants
- ▶ All Instructors
- ▶ **Select Users**
- ▶ Select Groups

OK

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



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

| Select Students | |
|---------------------------------|--|
| To: | All users enrolled in the course will appear. |
| From: | The user's email address will automatically be displayed in this field. |
| Subject: | Enter the subject of the email. |
| Message: | Enter the email message. |
| Select Message Options | |
| Copy of message to self: | Click the check box to send a copy of the message to the sender. NOTE: This feature is not currently working. To send a copy of the message to yourself, just click the check box by your name. |
| Add Attachments | |
| Add: | Click here to add attachments. |

Discussion Board

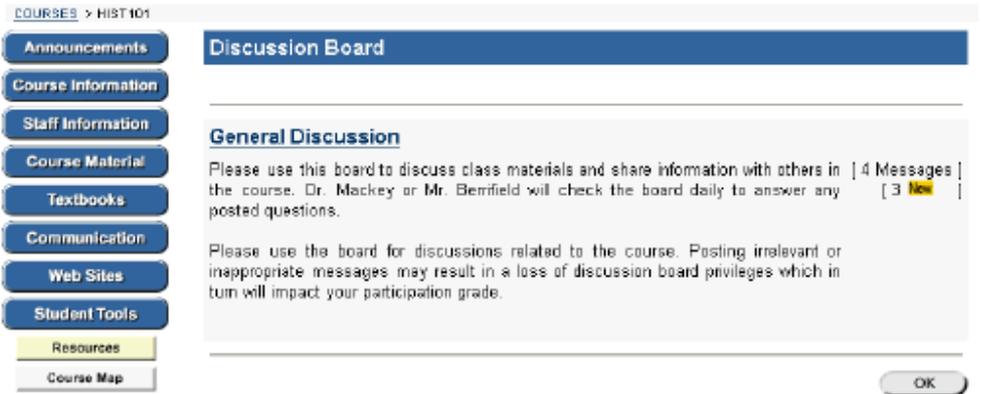
Overview

The Discussion Board is another communication tool that can be used to enhance a course Web site. This feature is similar to a 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.

Posts on the Discussion Forum are limited to 4000 characters (or approximately one page of text). Longer posts should be uploaded as text file attachments in the Discussion Board.

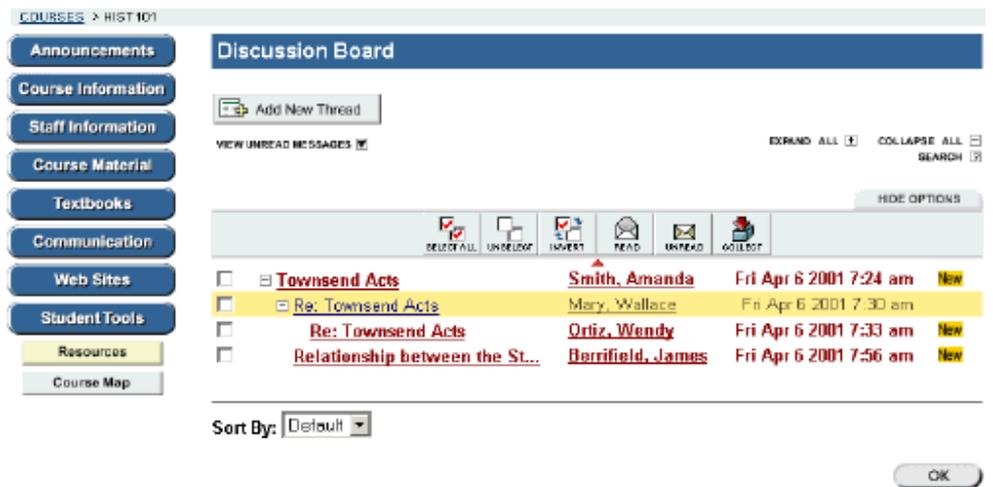
Discussion board page

Click Discussion Boards from the Communication area to access the Discussion Boards page. If allowed by an instructor a student can create a forum, otherwise students will only be able to add threads.



Forum discussion board page

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



Available functions

| | |
|--|---|
| post a comment (thread) | Click Add New Thread. You will see a page with form fields where you can type your message. |
| view all messages | Click the View all Messages up arrow. All messages will be shown. |
| view unread messages | Click the View Unread Messages down arrow. All unread messages will be shown. |
| see all the threads and responses | Click the EXPAND ALL plus option. All threads and responses will appear. |
| see only the threads | Click the COLLAPSE ALL minus option. The topic threads will appear. |
| read a message | Click on a link. A new Discussion Board page will appear. Depending on their course role, users may modify, remove, or reply to a message. |
| view tool bar | Click Options tab. The options tool bar will appear. |
| resort the list of messages | Click drop-down list and select one of the following options to sort by: Default to have the message sort by the earliest date. Author to have the messages sort by the author of the message. Date to have the messages sort by the earliest date. Note this is the default. Subject to have the messages sort by the subject. |

Collaboration

Overview

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



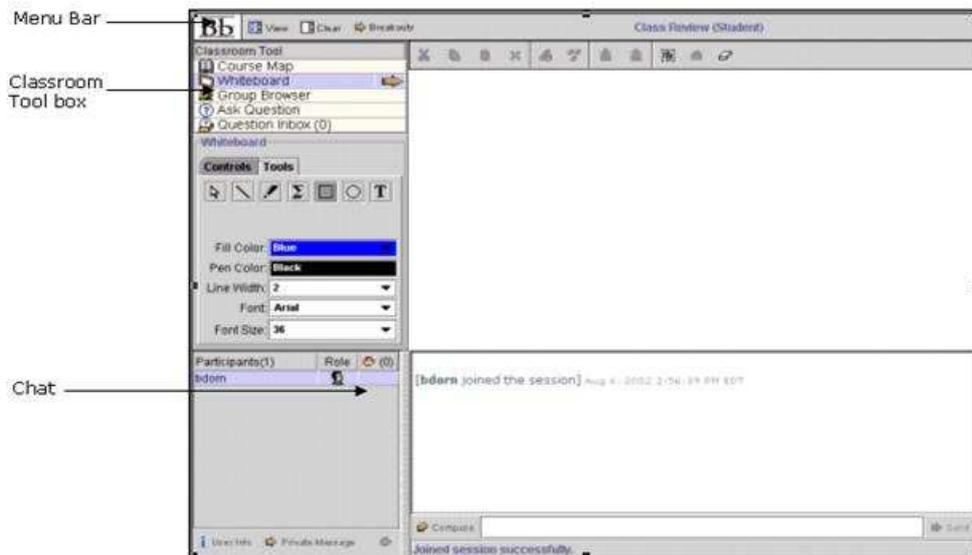
Note: When participating in an activity that requires a Collaboration Session, consider the following:

The Collaboration Session is a Java application and may initially take a few minutes to load into a browser window. Users must have a Java enabled browsers.

Due to the synchronous nature of the Collaboration Session, multiple users must participate at the same time. Be sure to check for scheduled Collaboration Sessions.

Accessing the Collaboration Sessions

To access the Collaboration Sessions, click on Communication and choose Collaboration. There you will see a listing of all sessions that have been created. Click the "Join" button to the right of the session you want to join. You will see a screen similar to this:



To participate in a text chat, click into the text chat field, located at the very bottom of the chat window. Type in your message, and to send it, either press Enter or click on the Send button at right.

Tools

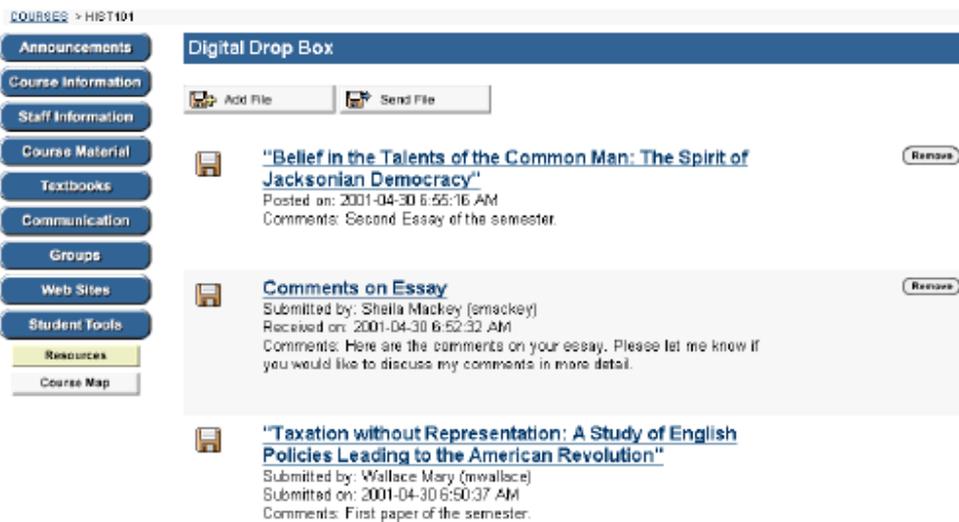
Please be aware that each instructor has the option to restrict access to the various tools. The following are some of the most commonly used tools. More detailed information on TOOLS is available in the Blackboard online manual.

All of these tools can be accessed by clicking on the TOOLS button on the main navigation bar (shown below), provided your instructor has not turned a tool off.



Digital Drop Box

The DIGITAL DROP BOX 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. Click Digital Drop Box from the Student Tools area. The Digital Dropbox page will appear as shown in the next picture.



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

Add File: Upload files to your individual course Drop Box.

Send File: Send a file to the instructor. 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 the Send File page. Click Send File to from the Digital Drop box page.

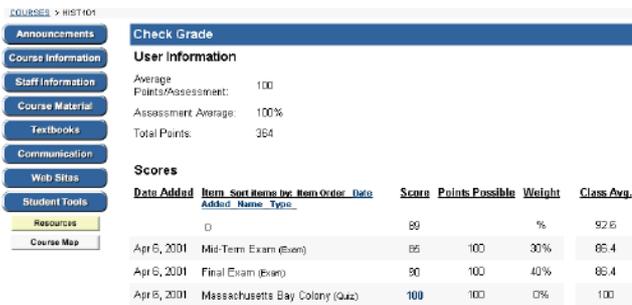
Remove: Remove a file from your personal course Drop Box. This will not remove a file from the instructor's Drop Box.

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.

Important: When uploading files to the Digital Drop Box, and especially when sending files to your instructor, it is very important to name the files correctly so that you can tell which file is which. It is strongly recommended that you name your files with your last name and assignment number/name.

View Grades

Users can check their grades from within the course Web site. Click CHECK GRADE to review grades. Graded items may be sorted by clicking on one of the "SORT ITEM BY:" hyperlinks.



COURSES > HIST101

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 | 0 | % | 92.6 |
| Apr 6, 2001 | Mid-Term Exam (Even) | | | | 65 | 100 | 30% | 65.4 |
| Apr 6, 2001 | Final Exam (Even) | | | | 90 | 100 | 40% | 65.4 |
| Apr 6, 2001 | Massachusetts Bay Colony (Quiz) | | | | 100 | 100 | 0% | 100 |

Manual

This is where the Online Blackboard Student Manual is located. This manual contains more detailed information on all of the features and tools available through Blackboard.

Logging out of Blackboard

When you are finished with your Blackboard session, click on the Logout button at the top of the page.

