

INSTRUCTIONS FOR STUDENTS ON HOW TO USE BLACKBOARD

By Department of Information Technology of Shaw University
With the consultation of Department of education of Shaw University

1. INSTRUCTIONS ON HOW TO LOG IN

Follow these steps to log onto the blackboard.

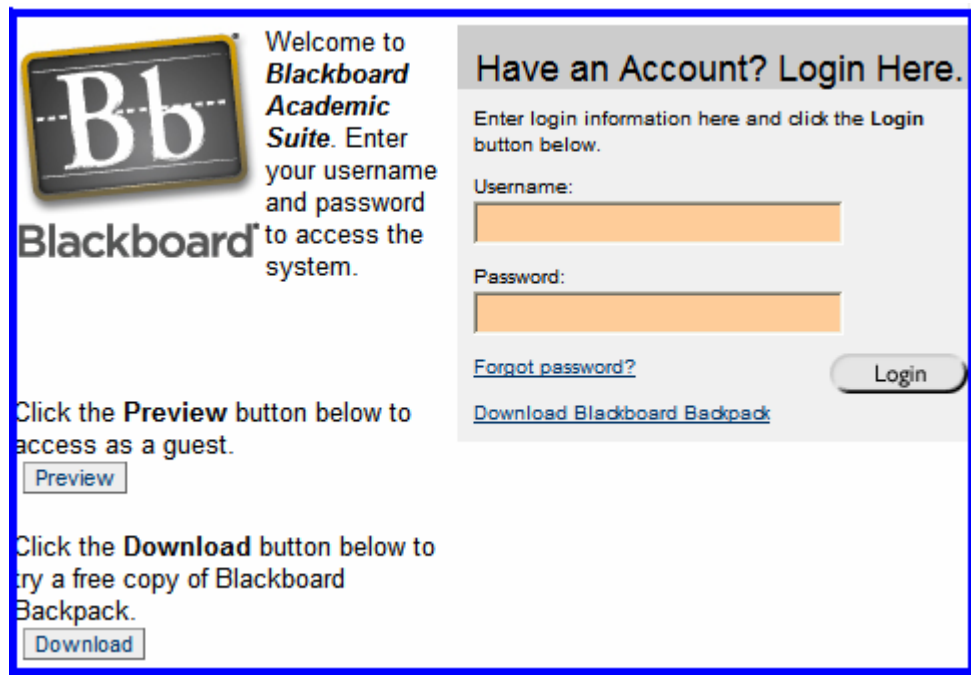
1. Go to Shaw University Website **www.shawu.edu**
2. Look down to the right bottom corner; you will see a link, Blackboard.



3. Click on Blackboard; you will see a window like the following:



4. Click on User Login



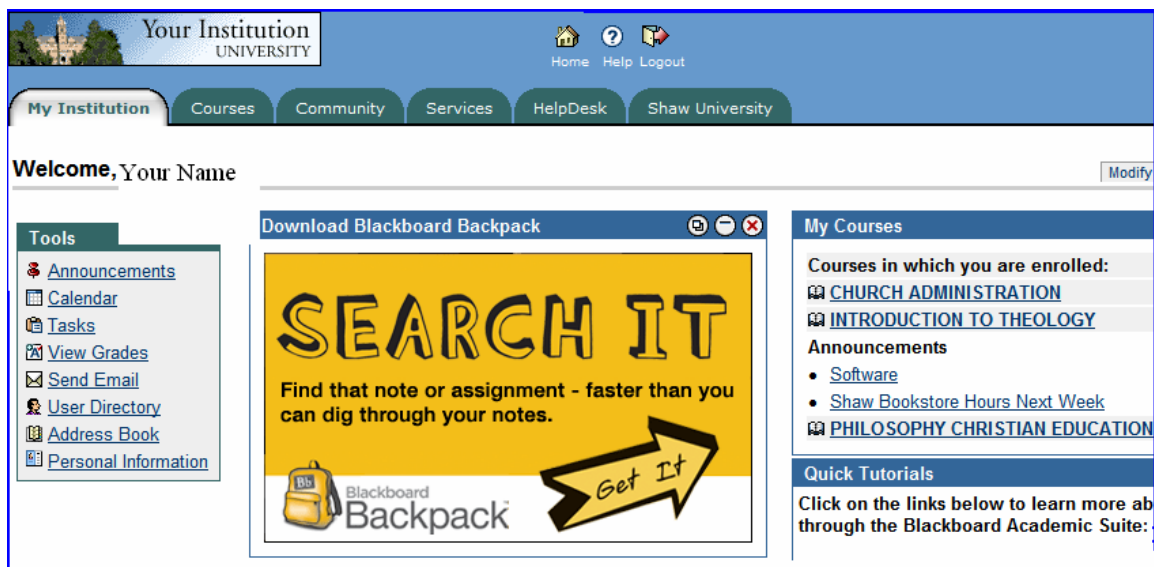
5. Type in your **student ID number** (you can find this on your ID Card) as your **Username**, and type in your **PIN Number as your password**. (The PIN number is the same one you used when you registered for classes on Jenzabar. If you do not know the number, you can either ask your adviser or call the Registrar's office

at 546-8426.) Your PIN number normally consists of two **UPPERCASE** letters and some numbers. If you still cannot log in, please call (919) 546-8323 for help. You need to change your E-mail address to a Shaw University E-mail address.

6. If you registered in a class, your name will be transferred over to Blackboard automatically. In another word. **If you registered in a class, you must have a blackboard account.**

2. INSTRUCTIONS ON HOW TO NAVIGATE THE BLACKBOARD

1. After you successfully log onto Blackboard, you will see this screen:




2. You will see all the classes you have registered on the right panel; click the one you want to navigate, and the first thing you need to see is the class **Announcements** .

The **Announcements** page is typically the first page of your course. Course announcements may also appear within your course list after you log in. If the Announcements do not show up in either of these places, please look for a link elsewhere, such as on the left-hand navigation menu (Course Menu).

TIPS:

- Many instructors and mentors use it for timely messages: to announce changes in scheduling or to remind students of fast-approaching deadlines.
- You are responsible for any announcement by your instructor, so check the Announcements area *at least twice a week*.
- As you approach due dates for assignments and exam dates, check your Announcements area more frequently for timely information.

4. Main components



The screenshot displays the Blackboard interface for a course titled "CHURCH ADMINISTRATION (ADM50101_2007_01)". The top navigation bar includes "Your Institution UNIVERSITY" and links for "Home", "Help", and "Logout". Below this, a secondary navigation bar contains "My Institution", "Courses", "Community", "Services", "HelpDesk", and "Shaw University". The left sidebar lists various course components: "Announcements", "Course Information", "Staff Information", "Course Documents", "Assignments", "Communication", "Discussion Board", "External Links", and "Tools". The "Tools" section includes "Communication", "Course Tools", and "Course Map". The main content area shows the "ANNOUNCEMENTS" section with filters for "VIEW TODAY", "VIEW LAST 7 DAYS", "VIEW LAST 30 DAYS", and "VIEW ALL". The date range "August 14, 2007 - August 21, 2007" is displayed, and a message states "No announcements found." At the bottom, there is a copyright notice for Blackboard Academic Suite™ and a link to accessibility information.

- **Course Documents** -- course outlines, handouts, lectures, course readings, etc.
- **Staff Information** -- the biographies of the instructor and others who teach or support the course
- **Assignments** -- links to activities, projects, quizzes, etc.
- **Resources** -- links to other sites, such as to e-journals and the campus homepage

Instructors can also use the built-in Communication and Student Tools, which enable both asynchronous and synchronous activities:

- **E-mail Sender** -- pre-addressed forms enable any course participant to send e-mail to any individual or group within the class.
- **Discussion Board** -- instructors can assign asynchronous discussions on designated topics, and instructors can sort postings by author and date.
- **Class Roster** -- The e-mail address or homepage of any class member can be accessed from this page.
- **Virtual Classroom** -- class members can be assigned to conduct real-time talks from this page.
- **Digital Drop Box** -- assignments can be dropped off by students and retrieved and returned by instructors.
- **Check Grades** -- instructors can post a student's score for any assignment, quiz, or exam (along with total possible points and class average).
- **Group Pages** -- instructors can assign groups within a class to a set of communication tools for use only by those group members.
- **Class Statistics** -- instructors can access reports on students' activities, from time spent on the site to the website pages accessed.

3. INSTRUCTIONS ON ACCESSING ASSIGNMENTS AND TURNING IN ASSIGNMENTS

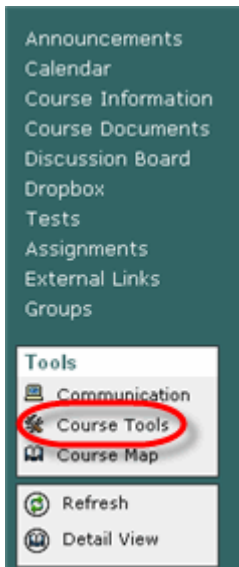
Your courses may require the use of the **Assignments** tool for submitting papers and other assignments that instructors can grade, and the grade is automatically transferred to your My Grades area.

Digital DropBox

Below is the typical method for accessing the drop box in your course. Your instructor may place links elsewhere in the course to the Drop Box tool, and it could be named slightly different.

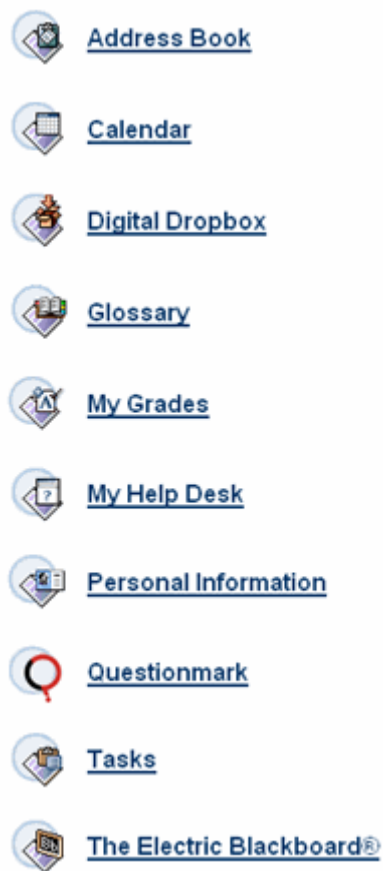
Step 1: On the Course Menu, select **Course Tools**.

For example:



Step 2: Select **Digital Dropbox**.

For example:



Step 3: Decide whether to **Add** or **Send** the file:

Use the Add File function:

- To place a file in the **Drop Box** that you want to send to your mentor, teaching assistant or instructor at a later time.
- To "save" a file (or assignment) in your **Drop Box** that you have been working on and cannot save on the computer that you are using, just log on to your course website and add the file to your **Drop Box**.

Use the Send File function:

- To send a file (or assignment) to your mentor, teaching assistant, or instructor.

Step 4a: If you clicked **Add File**, browse for the file on your computer and upload it.

Once uploaded, the path to the file is shown in the File box.

You may need to name your file according to specific directions given in your course. Check these directions carefully.

Step 4b: If you clicked **Send File**:

Select a file or upload a new file:

Select File (only available for previously *Added* files): Click the drop-down arrow and select an existing file from your drop box. Perhaps you previously added a file but didn't want to send it at that time.

OR

Upload New File: Browse for the file on your computer.

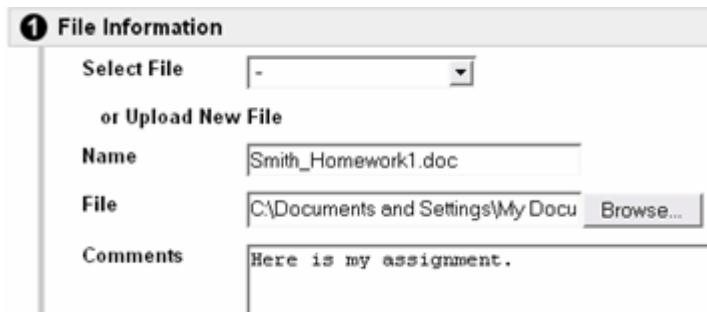
Step 5: Optionally fill in a **Name** and enter any **Comments**. If you don't enter a name, the file name is used.

CAUTION: If you **selected a File** you previously added, anything that you input in the Name and Comments fields will not stick. The instructor(s) will not see your comments. The name and any comments you provided during the **Add File** process are used.

If you **uploaded a New File**, the Name and Comments are visible to the instructor(s).

Step 6: Click **Submit**.

Here is an example of the **Send File** process:



1 File Information

Select File

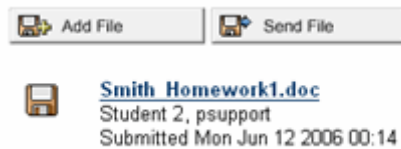
or Upload New File

Name

File

Comments

Based on the example above, here is what to expect to see after clicking Submit:



TIPS:

- You cannot remove a file from your drop box once you have sent it.
- Your instructor, mentor, or teaching assistant may return graded assignments to the **Drop Box** so you can retrieve them. When your assignment has been returned, you will see the instructor's name with the file. Just right-click on the name and click Save Target As to download the file to your computer.
- Three good practices to follow for naming files:
 - Always save your work to your computer hard drive in your course work folder.
 - Follow the naming convention that your instructor sets for class files, or if he or she does not suggest one, create your own that includes:
 - The week or unit number of the assignment (e.g., Week 1 might be **wk1**).
 - Your user name or last name (e.g., smith).

Thus, an assignment submitted by John Smith for Week 1 might be named, wk1smith.rtf.

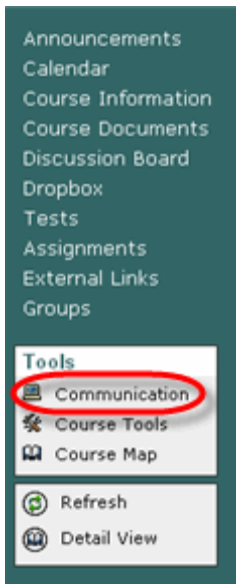
- Save each file that you will send to your instructor, mentor, or teaching assistant as a *Rich Text Format* or *.rtf* file to ensure that the document retains its formatting.

4. HOW TO USE DISCUSSION BOARD

Below is the typical method for accessing the Discussion Board tool in your course. Your instructor may place links elsewhere in the course to the Discussion Board tool, and it could be named slightly different.









Step 1: On the Course Menu, select **Communication**.

For example:




Step 2: Select **Discussion Board**.

For example:

-  [Announcements](#)
-  [Collaboration](#)
-  [Discussion Board](#)
-  [Group Pages](#)
-  [Messages](#)
-  [My Help Desk](#)
-  [Roster](#)
-  [Send Email](#)

Step 3: Select the **Forum** you were instructed to go to.

For example:

 **Discussion Board**

Search After Jul 12 2006 Before Jul 12 2006

in Current Discussion Board

Forum	Total Posts	Unread Posts	Total Participants
Activity 1: Getting Acquainted Requirement: 1 posting minimum per student (5 pts)	25	5	4
Activity 2: Planets Discussion Requirement: 1 posting minimum per student (5 pts)	0	0	0
Activity 3: Stars Discussion Requirement: 1 posting minimum per student (5 pts)	0	0	0

Here is an example Discussion Forum:

Threads

Course Discussions:Activity 1: Getting Acquainted

Thread Collect

Display Search After Jul 12 2006 Before Jul 12 2006

in Current Forum

Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/> 6/14/06 1:56 AM	Hello from your instructor	Instructor 2, psupport	Published	2	6
<input type="checkbox"/> 6/14/06 1:56 AM	Hello	Instructor 2, psupport	Published	0	15
<input type="checkbox"/> 7/10/06 11:01 AM	About Me	psupport Student 2	Published	1	1
<input type="checkbox"/> 7/11/06 9:22 AM	Hello	psupport Student 3	Published	1	2
<input type="checkbox"/> 7/11/06 9:27 AM	It's Me	psupport Student 1	Published	1	1

Select All

Messages in a Thread

Thread Detail

Collect Flag Clear Flag

Search After Jul 12 2006 Before Jul 12 2006

in Current Thread

Thread: [Hello from your instructor](#)

Total posts: 6 Unread posts: 2 [Previous Thread](#)

<input type="checkbox"/>	Hello from your instructor	Instructor 2, psupport	6/14/06
<input type="checkbox"/>	Re: Hello from your instructor	Student 3, psupport	6/14/06
<input type="checkbox"/>	RE Re: Hello from your instructor	psupport Instructor 2	7/11/06
<input type="checkbox"/>	RE-RE Re: Hello from your instructor	psupport Student 1	7/11/06
<input type="checkbox"/>	RE-RE-RE Re: Hello from your instructor	psupport Instructor 2	7/11/06

Select All

Subject: Hello from your instructor

Author: [Instructor 2, psupport](#)

Creation date: Wed May 24 12:24:21 EDT 2006 **Overall rating:**

Date last modified: Tue Jul 11 22:53:24 EDT 2006 **Rate this post:**

Total views: 46 **Your views:** 19

Click the Staff Information link in the list of buttons on the left side to learn more about me. I look forward to a good semester!

Steven

Subject: Hello from your instructor

TIPS:

Reading Messages

On the Thread Detail page, in the middle area, all the messages in that thread are indexed in chronological order (oldest to newest). Use the scroll bar in the message index area to scan through all messages. The hyperlink for new or unread messages is in boldface blue font. Click on a post's hyperlink to read the message; the message text and all the details about that message are listed at the bottom.

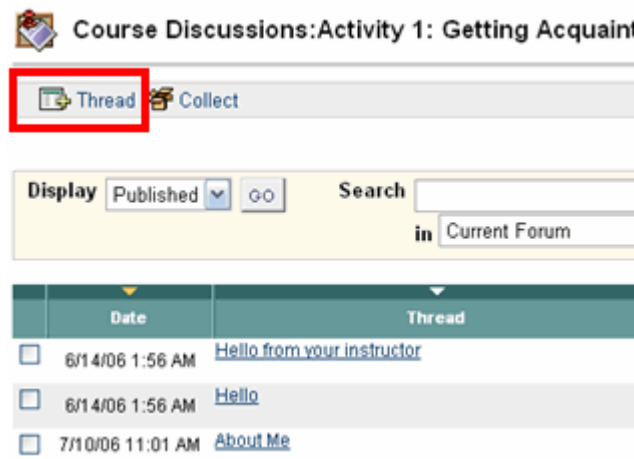
Posting messages to the forum (two options)

Option 1: You can reply to an existing message in the forum by opening and reading a message, and then clicking on the **Reply** button to respond. When you are writing your reply, the original message will not be displayed, so click the **Show Original Post** link to see the message you are replying to. For example:



When you are ready to send your reply, click on the **Submit** button at the bottom of the Reply to Post screen. Unless messages are being moderated, everyone who has access to this forum will see your message immediately. In moderated forums, Managers or Moderators have to approve the message before it gets published to the forum.

Option 2: You can post a new message to start a new discussion thread by clicking on the **Thread** button located at the top left portion of the web page displaying the index of threads. For example:



NOTE: If the Thread button is not available, the Instructor or Leader of the forum is not allowing participants to create new threads. Contact your instructor for directions.

Entering Subject Headings

When posting a reply, clear the subject heading and enter a **new subject heading** to identify the purpose and intent of your reply. Meaningful and

descriptive titles will make it easier for you and other students to see the direction and flow of the discussions when viewing the index of posts in a thread.

Modifying and Deleting Your Messages

It is possible that your instructor may have configured the forum to allow you to modify and delete any messages you have posted to the forum. To *modify* a previously posted message, click on the message and then click on the **Modify** button located by the Reply button in the message detail area. If you have permission to delete the message, click on the **Remove** button.

5. THINGS NEED TO KEEP IN MIND

1. When you start to take a quiz or test, you cannot go back. Blackboard does not let you start over again.
2. For distance learning students, we keep track of your attendance by the record of your log on and log out Blackboard time.
3. Additional help can be obtained from Helpdesk Tab