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THE COLLEGE OF
SAINT ROSE

Getting Started with Blackboard

Information Technology Services

The College of Saint Rose

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What is Blackboard?

Blackboard is an electronic course management system. It can be used to enhance communication, organization and presentation in a course. Blackboard incorporates web pages, email, discussion boards, chat rooms, small group areas, online quizzes, an online grade book, a calendar, virtual groups, document sharing, for either web-enhanced courses or totally web-based courses.

Why do professors want to use Blackboard?

With Blackboard course sites instructors can incorporate learning materials from word processing, audio & video, spread sheets, and presentation files so that they can

- Provide 24x7 access to course materials
- Extend class discussions either synchronously or asynchronously via threaded discussions and chat rooms features
- Enable student-centered learning
- Enhance lessons with multimedia and allow for various learning styles
- Offer group collaboration tools
- Hold online assessments –exams and surveys for formative or summative purposes
- Provide instant feedback with online Gradebook

Web browsers and hardware configurations:

All users are discouraged from using Netscape, Mozilla or the AOL web browsers to access Blackboard. These web browsers have known issues with Blackboard.

Blackboard recommends not using the AOL browser. Instead, AOL users should log onto AOL, then minimize the AOL window and start up Internet Explorer to access Blackboard.

It is suggested that you follow the guidelines below for your operating system and web browser configurations for Blackboard 7.1.

Windows XP: Internet Explorer 6.0

Netscape 8.0

Mozilla Firefox 1.0

Mac OS 10.3 & 10.4: Mozilla Firefox 1.0

Browsers should be configured to accept cookies and allow for the use of JavaScript. Also, pop-up blockers should not be used as they interfere with the functioning of Blackboard.

Hardware configurations that Blackboard recommends:

Windows

400 Mhz Intel Pentium III Processor (933 preferred)

128 MB RAM (256 preferred)

6 GB Hard Drive

56.6 Kbps Modem (Cable Modem/DSL preferred)

Windows 98, 2000, or XP

Macintosh

400 Mhz Processor (933 preferred)

128 MB RAM (256 preferred)

6 GB Hard Drive

56.6 K Modem (Cable Modem/DSL preferred)

Macintosh OS 9

File types that are recognized by Blackboard System

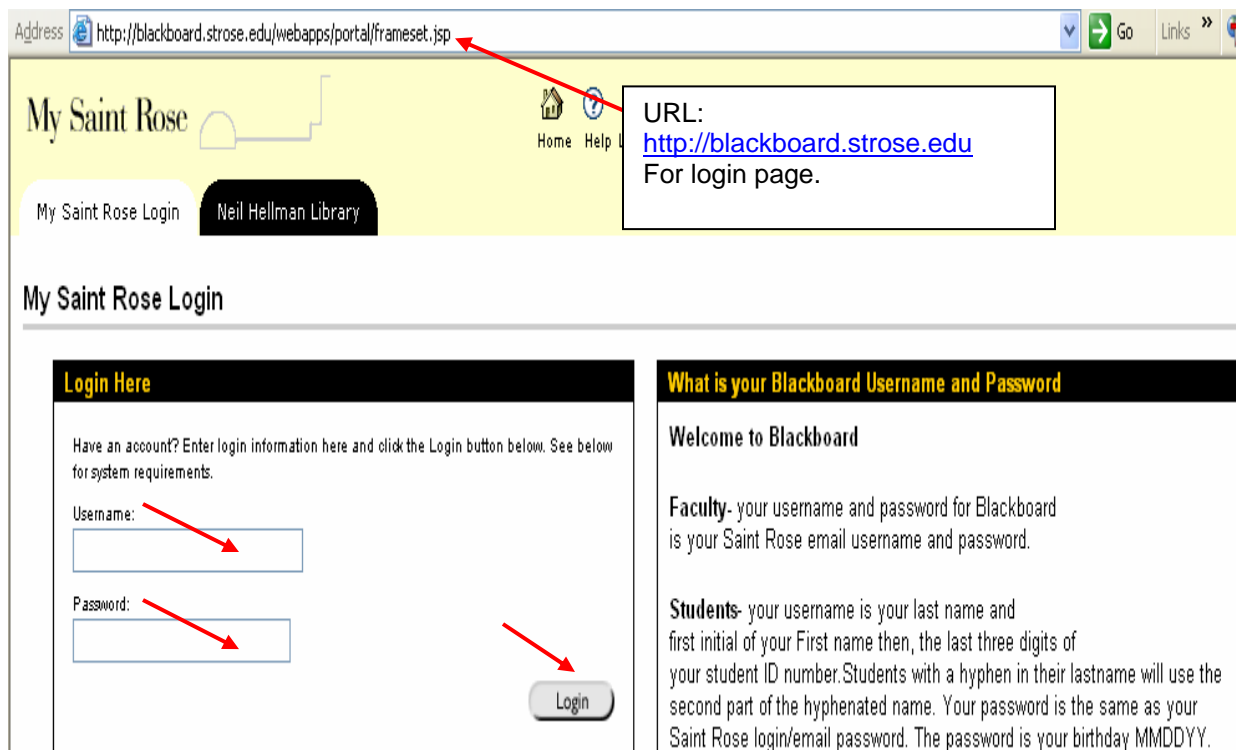
Extension	File Type	Programs associates with the file type
.doc	Text	Microsoft word
.txt	Text	Text or HTML editor, word processor
.pdf	Text	Adobe Acrobat Reader
.ppt, .pps	Slide show	MS PowerPoint, & PowerPoint Player
.xls	Spreadsheet	MS Excel
.htm, .html	Web page	HTML editor or We browser
.gif	Image	Graphics program or Web browser
.jpg, .jpeg	Image	Graphics program or Web browser
.mpg, .mpeg	Video	Windows Media Player or Real Player
.ra, .au	Audio	Real audio Player
.aiff, .wav	Audio	Audio Program
.avi	Video	Video Player (not Macintosh compatible)
.ram	Video	Real Audio Movie
.mov	Movie	QuickTime
.wmv	Video	Windows Media Video

Note: This is not an exhaustive list, but it includes most file formats used. Please make sure that the files you upload are in the format that Blackboard supported, otherwise other users will not be able to open/ view your files on their computer.

How do I log in?

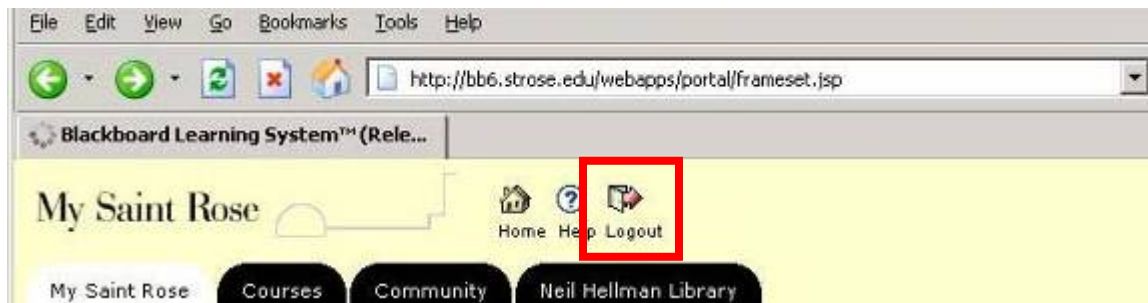
1. Open Internet Explorer or other Internet browser.
2. Type the URL: <http://blackboard.strose.edu>, then press **Enter** key.
3. Type in your user name and password which are the same as your user name and pass word of your St. Rose e-mail account.
4. Click on the **Login** button and you should be in Blackboard system.

Note: Information about students' user name and password can also be found on the login page.



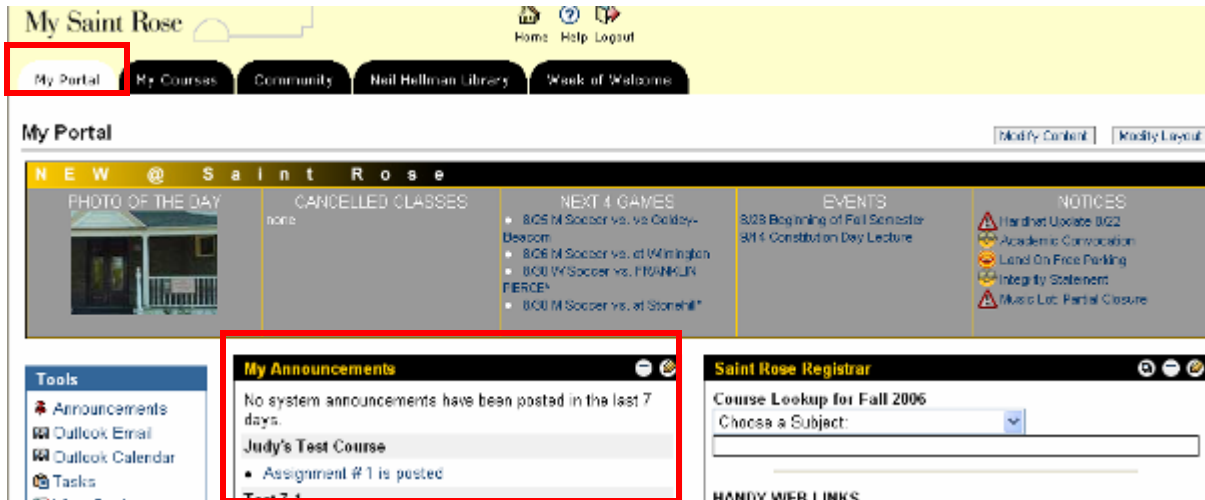
How do I log out?

When you complete your work within Blackboard, remember to log out by clicking the **Logout** button on the top of your screen. This is especially important if you were using computers for public access. Failing to do so may result in other unauthorized access to your courses in Blackboard.

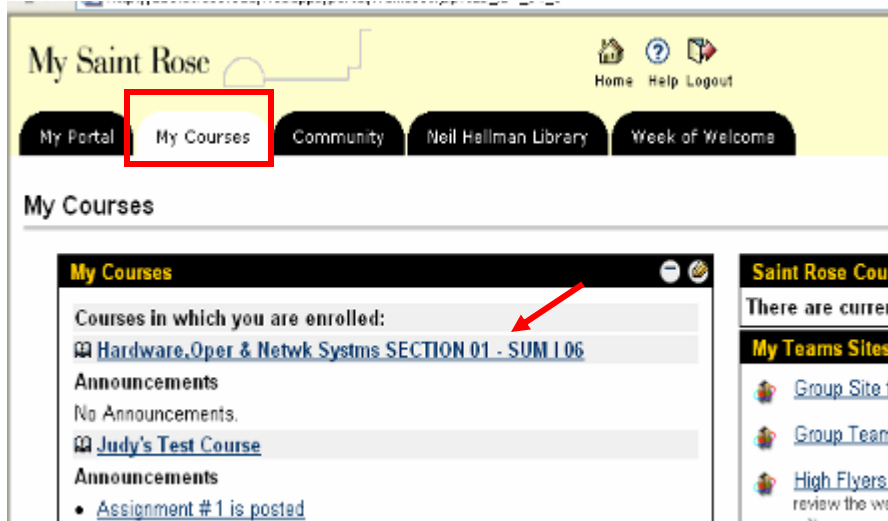


How do I navigate within the Blackboard system?

1. After logging in Blackboard, you'll see the **My Portal** page. You can also see the announcements under **My Announcements**.

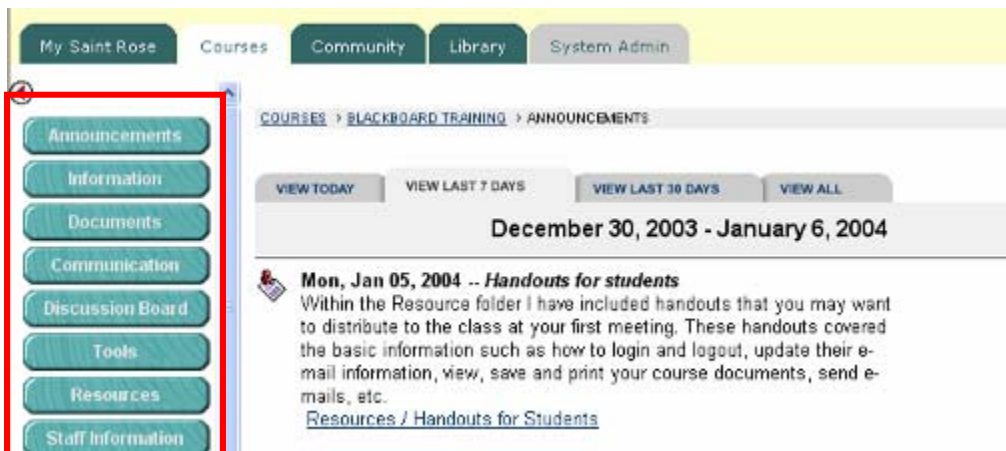


2. Your courses are listed on **My Courses** page. You can either click on one of the course links to go to a course site.



Note: Not every instructor on campus uses Blackboard with their course. Only those courses for which instructors choose to use Blackboard will be listed under the **Course List**.

- Once you're in a course, use the **course menu buttons** on the left to navigate through the course. You can find course syllabi, lecture notes, assignments, readings, external websites or other course materials in these areas depending on what the instructor posted here. The name of these buttons may be different from course to course since instructors can customize these buttons.



- Course Announcements are very important to keep up with so that you don't miss any important information. Most professors post announcements for important documents and deadlines. You can also choose to view the announcements for different time periods: View today, View last 7 days, View last 30 days, and View all.



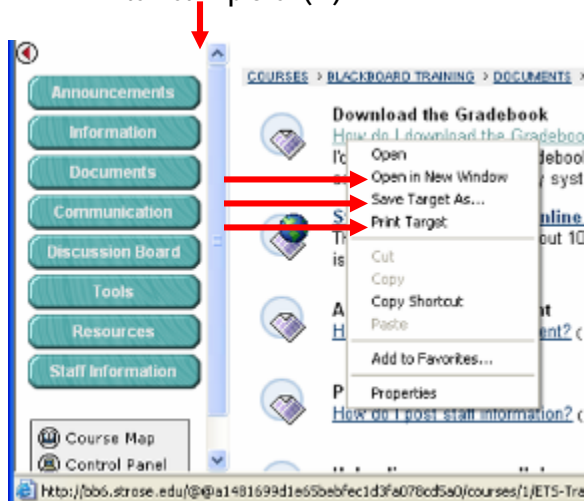
How do I view, download and print a course document?

1. Log into Blackboard.
2. Go to the specific course.
3. Click on one of the course menu buttons (for example, **Course Documents**) to go to a folder where the document is stored.



4. Click on one of the documents to open and view it.
5. If you want to save/download or print the document, right-click on the document, then choose **Save Target As** (Internet Explorer) to save/ download the document in your computer, then print it.

Internet Explorer (IE)



Note:

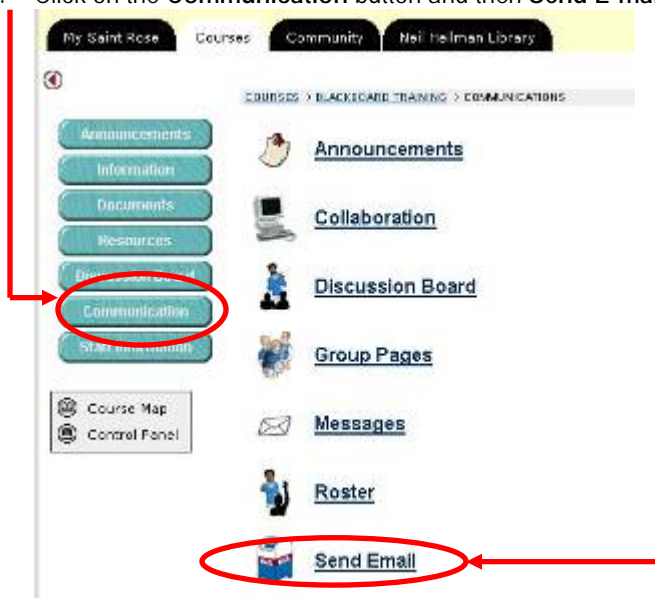
Students can also open the document in a new window by right-clicking on the link and then choosing **Open in New Window** if they need to open several windows to view different documents.

How do I send messages or file attachments via Blackboard?

There are a few ways that students can send a message or file attachment.

By using the **Send E-mail** tool under the **Communication** button. This is connected to your Saint Rose e-mail account.

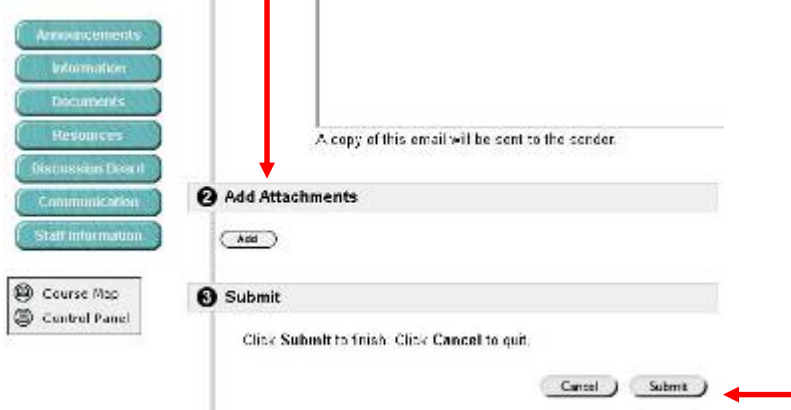
1. Login to the appropriate class.
2. Click on the **Communication** button and then **Send E-mail**.



3. Choose who the email message is sent to.



- After students choose who to send the message to, there is an option to **Add** a file attachment. Once the message is complete hit the **Submit** button to send the email.

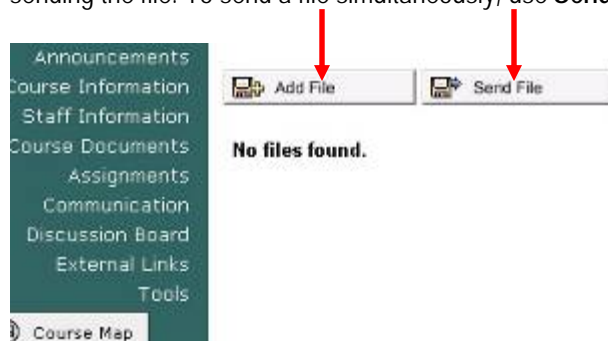


You can also submit files without sending an email but by using the **Digital Drop Box** tool. However, if the professor didn't ask you to use the Digital Drop Box tool, he/she may not use this tool, hence not check his/her Digital Drop Box. You may not want to use it either.

- Click on the **Tools** button and then on **Digital Drop Box**.



- To store a file for later revision and send it later, use **Add File** button. By using Add File button you're not sending the file. To send a file simultaneously, use **Send File** button.



Note: Another tool is called Messages which is also called Internal messaging. Be cautious about using Messages tool. It is different from the Send Email tool. Your professor may not want to use this tool. However, he may or may not disable this tool. If you're not sure which tool your professor wants to use for communication of this course, ask him/her to make sure that you use the right tool to avoid miscommunication. If your professor does want to use this tool instead of the Send Email tool, read the tips to learn how to use it.

What is Internal Messaging? How do I use it?

Internal messaging is another new feature of Blackboard. This tool allows professors to have communication with students in a specific class within Blackboard. Because you're sending messages to members of the current site within Blackboard it will eliminate spam. Because the messages are stored in Blackboard it will not take your e-mail space. It also supports attachments and folders. However, as mentioned in the above, you need to check with your professors to find out what communication tools you're asked to use.

To use the internal messaging tool,

1. Go to **Communications**



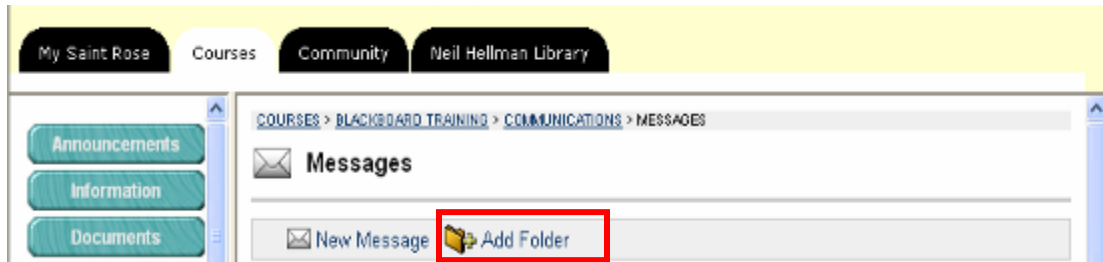
2. Click on the **Messages** link.



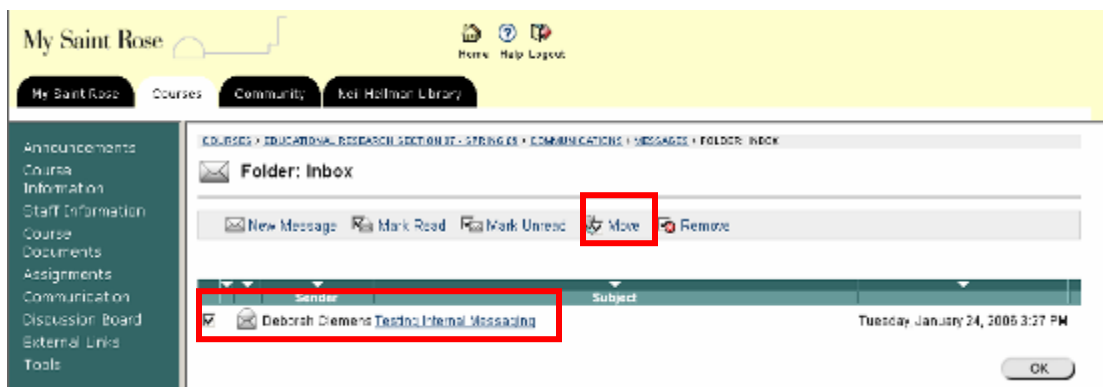
3. Click on the **New Message** button to compose a new message.



4. Follow the steps as when you send an e-mail by filling in the information.
5. You can add attachments by clicking the **Browse** button. But you can only add one attachment with each message.
6. Click on the **Add Folder** button to add a folder in order to organize your messages.



7. To move a message to a different folder, select the message by checking on the box in front of the message, then click on the **Move** button. Select the folder you want to move this message to, and then click on the **Submit** button.



8. To delete a message, select the message and then click on the **Remove** button.



9. You can also remove a folder that you added, but it will delete all the messages in the folder.

How do I view my grades?

If the teacher uses the electronic Gradebook in Blackboard, students can view their grades anywhere anytime by logging into Blackboard.

1. Log into Blackboard and click on the appropriate class.
2. Click on the **Tools** button.



3. Click on **My Grades** and the grades will be displayed



4. Students are able to view their own grades with calculated grade, possible points, and class average, etc.

View Grades

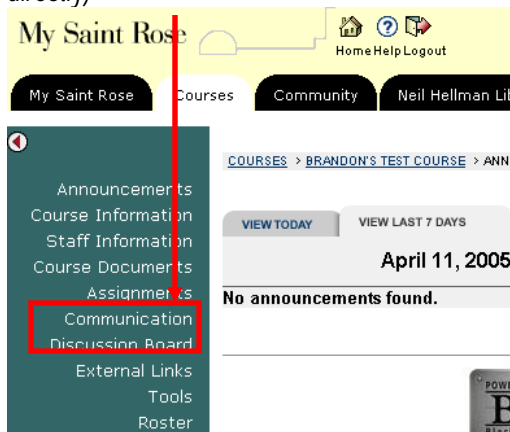
Item Name	Last Submitted, Modified or Graded	Calculated Grade	Points Possible	Average Score	Weight
test #1	8/19/04	-	15	10	50%
Test #3	5/18/06 11:49 AM	A	10	4.5	50%
Assignment #1	9/28/04	-	10	0	0%
case #1	10/31/04	-	10	0	0%
Case #1	11/2/04	-	20	0	0%
Assignment- safe	1/4/06	-	10	0	0%
Test 1	1/5/06	-	10	0	0%
test	2/11/06	-	15	0	0%
Total		9	100	-	
Weighted Total		45%		-	

In Progress
No Information
Needs Grading
Grading Error
Completed

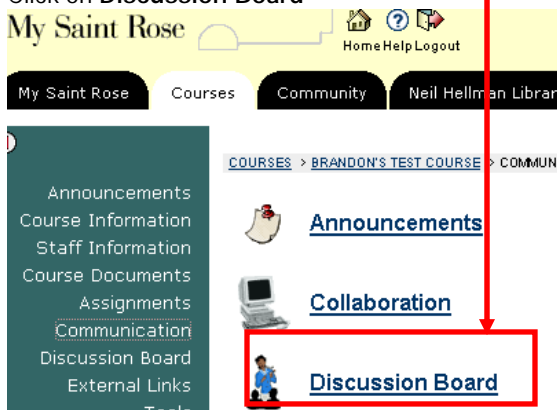
How do I participate in Discussion Boards?

In order to post to online discussion boards students should

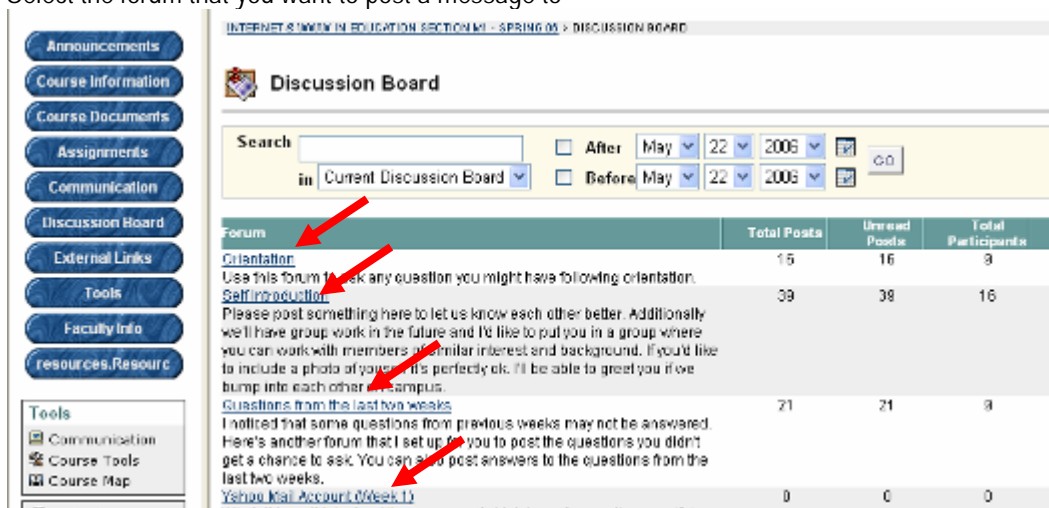
1. Go to the **Communication** link on the course's homepage, (or click on the Discussion Board menu button directly)



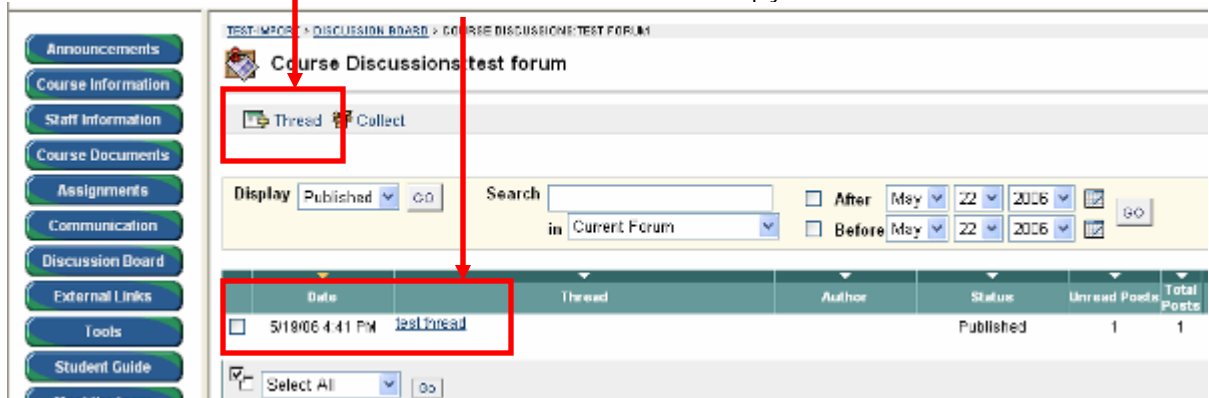
2. Click on Discussion Board



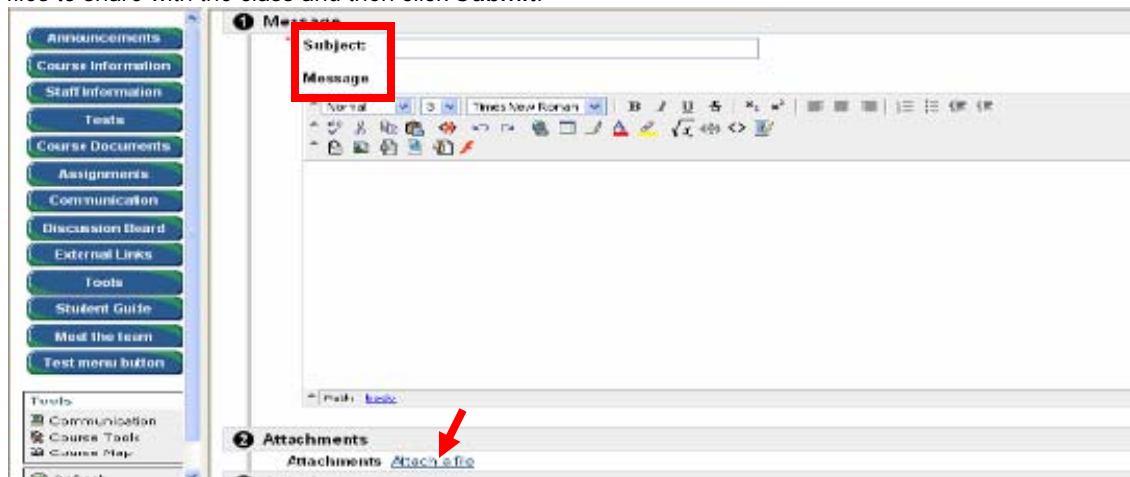
3. Select the forum that you want to post a message to



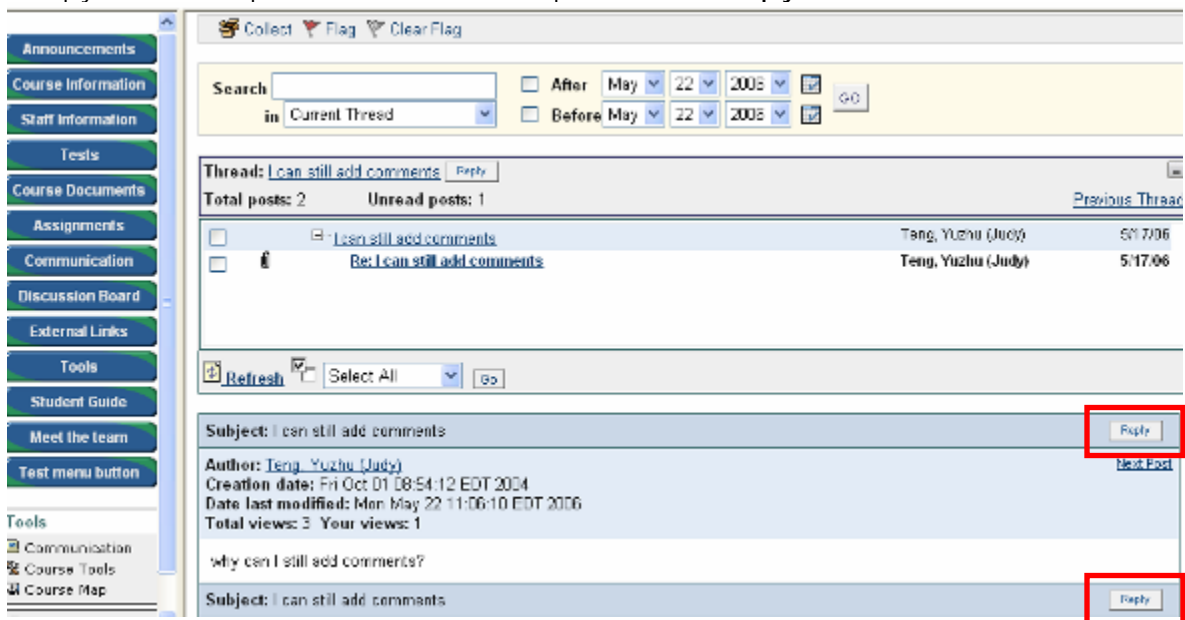
4. Either select **Add New Thread** or choose someone else's thread to reply to



5. To add a new thread type in the subject and the message in the appropriate spaces. You can also attach files to share with the class and then click **Submit**.



6. To reply to someone's post click on the title of their post and then hit **reply**



- The same screen will appear as if you created a new thread except that the subject will be "RE: (the person's subject you are replying to)", follow the same steps as you would in filling out a new thread.

Note: You can navigate, read, post, and reply to threads or posts.

a) The module in the above shows the posts of each thread and you can navigate through the threads (the first layer of the forum).

The screenshot shows the Blackboard forum interface. On the left is a navigation menu with items like Announcements, Course Information, Staff Information, Tests, Course Documents, Assignments, Communication, Discussion Board, External Links, Tools, Student Guide, Meet the team, and Test menu button. The main content area shows a search bar, filters for 'Current Thread', and a list of threads. The selected thread is 'I can still add comments' by Teng, Yuzhu (Judy), created on Fri Oct 01 08:54:12 EDT 2004. A red box highlights the 'Previous Thread' link in the top right of the thread list, with the text 'Navigate through threads' next to it.

The module below shows you the details of a post

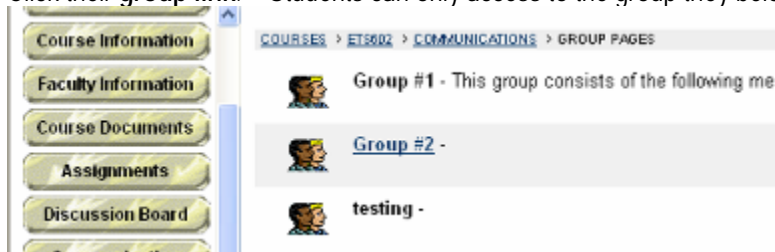
This screenshot shows the details of a post within the same forum thread. The thread title is 'I can still add comments'. The post subject is 'Re: I can still add comments' by Teng, Yuzhu (Judy), created on Fri Nov 05 11:06:51 EST 2004. A red box highlights the 'Show parent post' link on the left, with the text 'Show parent post' next to it. Another red box highlights the 'Previous Post' link on the right, with the text 'Navigate through posts' next to it.

Group Discussion Boards

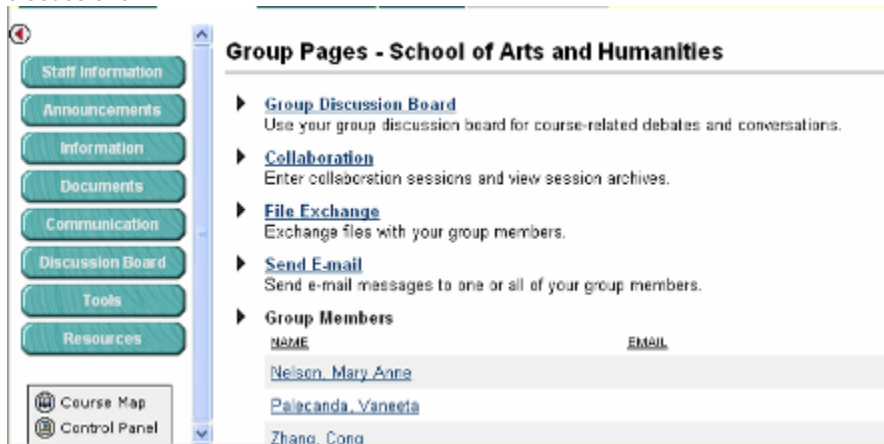
Group Discussion Board is a separate area that is only available to the group. Professors have to set up the group in order for students to work in a group in Blackboard. Students will access Group communication from **Communication** areas.

Students should

1. Go to **Communication**.
2. Select **Group Pages**.
3. Click their **group link**. – Students can only access to the group they belong to.



4. Select **Group Discussion Board** and then follow the steps for class discussion to participate the group discussions.



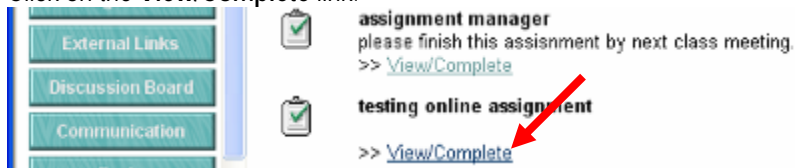
5. There're a few communication functions within a group: Groups Discussion Board, Collaboration, File Exchange, and Send E-mail. However depending on how the professor assigned the group, you may see some or all the communication functions.

Note:

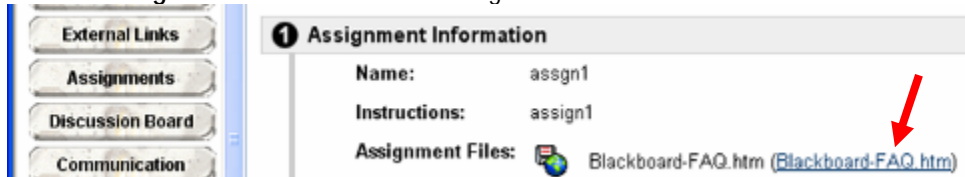
Teachers may assign a group moderator and let students lead group discussions. Students may rotate to take the lead as a group moderator. Professors can be a general monitor and readjust the discussions whenever they see the need.

How do I Access Assignments Created through Assignment Manager

1. Go to the Content Area where the instructor posted this assignment.
2. Click on the **View/Complete** link.



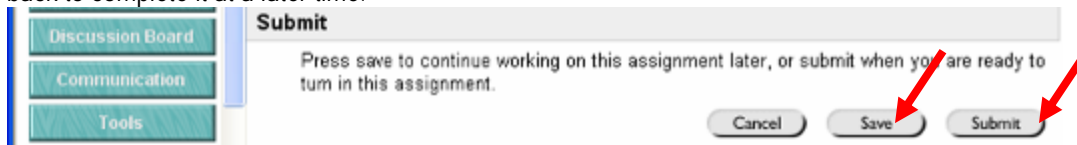
3. Click the assignment name link next to Assignment Files.



4. Either read the assignment or download it to your local computer (C drive or your flash drive).
5. Type your completed work in the **comment box**, or click **Browse** button to attach your completed work from your local computer.



6. Click **Submit** if you've completed your assignment. You can also click **Save** to save your work and come back to complete it at a later time.

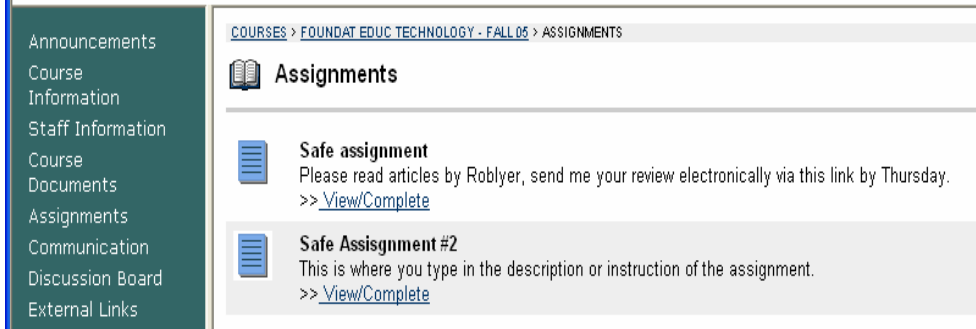


7. If you've saved it, remember to come back to complete and submit it. Otherwise the professor will not see your completed assignment.

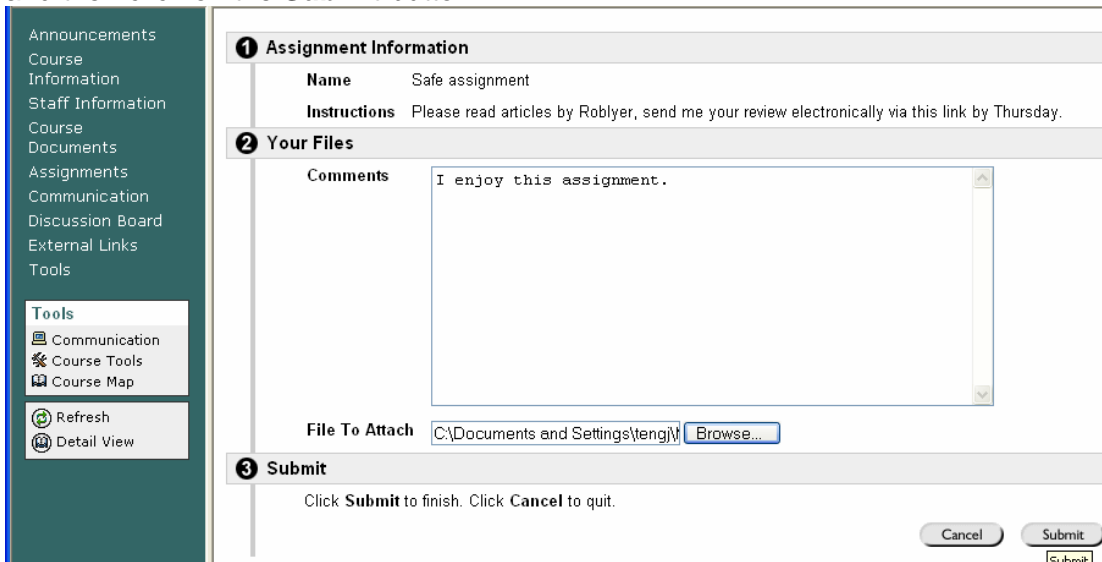
How do I Submit my Assignment via Safe Assignments and View my Grades?

Submitting assignments through Safe Assignments

1. Go to **Assignments** folder (or other contents folder where the instructor created a link for safe assignment submission).
2. Click on the **View/Complete** link.



3. Type in comments, upload the completed assignments by clicking the **Browse** button, and then click on the **Submit** button.



4. Click **OK**. Now the student has submitted his/her assignment. The instructor will see an exclamation mark next to the student name in the Gradebook.

Viewing grades and feedbacks

1. Go to **Tools**, then **My Grades**.

The screenshot shows the Blackboard navigation menu on the left. The 'Tools' option is highlighted with a red box. Below it, a sub-menu is visible with 'My Grades' also highlighted by a red box. On the right side of the page, the 'My Grades' link is also highlighted with a red box.

2. If the instructor has graded the assignment students will see the **grade**. Otherwise students will see an **exclamation mark**.

The screenshot shows the 'View Grades' page. A table lists assignments with columns for Item Name, Date, Grade, Points Possible, Average Score, and Weight. The 'Safe Assignment #1' row has a grade of '10' and an exclamation mark icon, both highlighted with red boxes.

Item Name	Date	Grade	Points Possible:	Average Score	Weight
Philosophy Draft	8/30/05	-	100	0	0%
Participation	1/5/06	-	10	0	0%
Safe assignment	1/13/06 1:06 PM	!	10	0	0%
Safe Assignment #2	1/13/06 1:04 PM	!	10	0	0%
Safe Assignment #1 in Course Doc folder	1/13/06 10:52 AM	10	10	10	0%
Total		10	140	-	
Weighted Total		Not Applicable		-	

3. Click on the grade and students will be directed to the comments and feedback from the instructor by clicking **OK**.

The screenshot shows the 'View Safe Assignment' page. The text 'Click OK to review your Safe Assignment submission results.' is displayed. An 'OK' button is highlighted with a red box.

4. Students will see the instructor's **comments**. Clicking the link for **Attached File** will open the instructor's feedback for the student to read.

The screenshot shows the 'View Safe Assignment' interface. On the left is a navigation menu with options like Announcements, Course Information, Staff Information, Course Documents, Assignments, Communication, Discussion Board, External Links, Tools, and a highlighted 'Tools' button. The main content area is titled 'View Safe Assignment' and includes the text 'Safe Assignment #1 in Course Doc folder' and 'Please submit your reflection assignment here.' Below this is a table with columns: Student ID, Student Name (Last, First), Matching, File Name, SA Report, Submitted, and Student Comments. A single row of data is visible, with the 'SA Report' cell containing a '[view]' link. Below the table, the text 'Instructor Feedback: Excellent job!' and 'Attached File: [A summary.doc](#)' are displayed. A red box highlights the feedback and the attached file link.

Student ID	Student Name (Last, First)	Matching	File Name	SA Report	Submitted	Student Comments
	student, studentb	1%	Syllabus.doc	[view]	01/13/06 10:52:45 EST	submitting the same one as the quick submit

Instructor Feedback: Excellent job!
Attached File: [A summary.doc](#)

5. Students may also view the report from Safe Assignments.

This screenshot is similar to the previous one, showing the 'View Safe Assignment' page. The navigation menu is on the left. The main content area shows the assignment details and a table with the same columns as before. In this view, the '[view]' link in the 'SA Report' column of the data row is highlighted with a red box. Below the table, the text 'Instructor Feedback: Excellent job!' and 'Attached File: [A summary.doc](#)' are visible.

Student ID	Student Name (Last, First)	Matching	File Name	SA Report	Submitted	Student Comments
	student, studentb	1%	Syllabus.doc	[view]	01/13/06 10:52:45 EST	submitting the same one as the quick submit

Instructor Feedback: Excellent job!
Attached File: [A summary.doc](#)

Note:

Students will see the feedback only when the instructor set up the Safe Assignments to allow students to view the report. Otherwise students will not be able to see the instructors' comments, feedback or the report.