



**Getting Started with the
*Blackboard Learning System***

About the Blackboard Getting Started Guide

Please be aware that the Blackboard Learning System is a customizable interface so the titles, screen captures, and features shown and discussed in this guide may not match exactly with those your instructor has chosen to implement.

Recommended Skills

To effectively use Blackboard you should be familiar with:

- Sending and receiving e-mail.
- Navigating the Web using a browser (Internet Explorer or Netscape.)
- Manipulating multiple open windows.
- Opening, closing, and saving files and attachments.

Technical Assistance/Questions

If you need assistance accessing Blackboard, please contact the User Services Help Desk at (718) 960-1111 for assistance. Our normal business hours are:

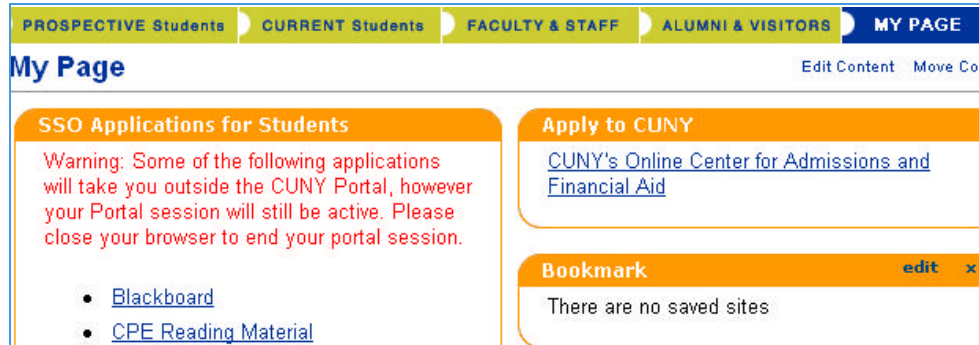
Monday through Thursday, 8:00 a.m. to 10:45 p.m.

Friday, 8:00 a.m. – 5:45 p.m.

Saturday & Sunday, 9:00 a.m. – 4:45 p.m.

Accessing Your Blackboard Course

- Step 1:** Launch and point your browser to **www.cuny.edu** Click the Log-in link ([Log-in](#)) located on the lower left side of the screen.
- Step 2:** From the Portal Login screen, enter your username and password and Click the **Login** button.
- Step 3:** At **My Page**, click the **Blackboard** link in the **SSO Applications** module.

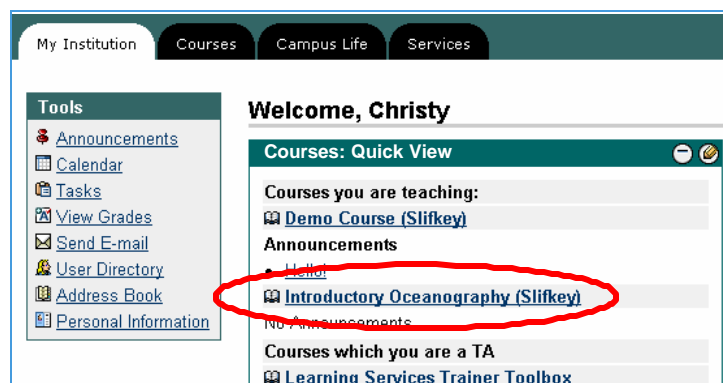


- Step 4:** From the **Blackboard Check In** screen, click the student link or a link that best describes your affiliation with the college.

Please select a link below to access Blackboard Enterprise.

| | |
|--|-------------------------|
| Lehman College | Student |
| Baruch College | Guest |
| Borough of Manhattan Community College | Guest |
| Bronx Community College | Guest |
| Brooklyn College | Guest |
| Central Office | Guest |

- Step 5:** Click the name of your course from the personalized list in the “Courses: Quick View” module.

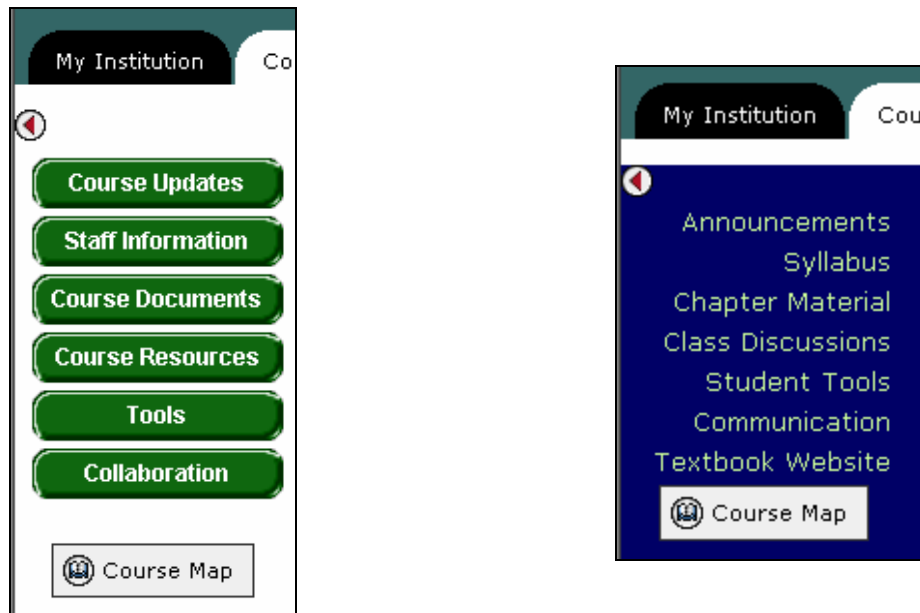


Overview of the CourseSite

Once you have entered a Blackboard course, you will always be able to see the navigation items down the left hand side of the screen. You use these buttons or text links to view various areas of the course.

Note that each course varies depending on the instructor's preferences, so your course may look different, or have different functionality in the navigation items.

Most instructors group related items together under a particular navigation link, e.g. the syllabus, course policies and schedule might be found in a section called Course Information, and handouts, assignments and lecture notes might be found under a link titled Chapter Material or Course Documents. Explore each of the navigation items in your course, and you should soon see a pattern emerge which will help you know where to find the particular information you are looking for.

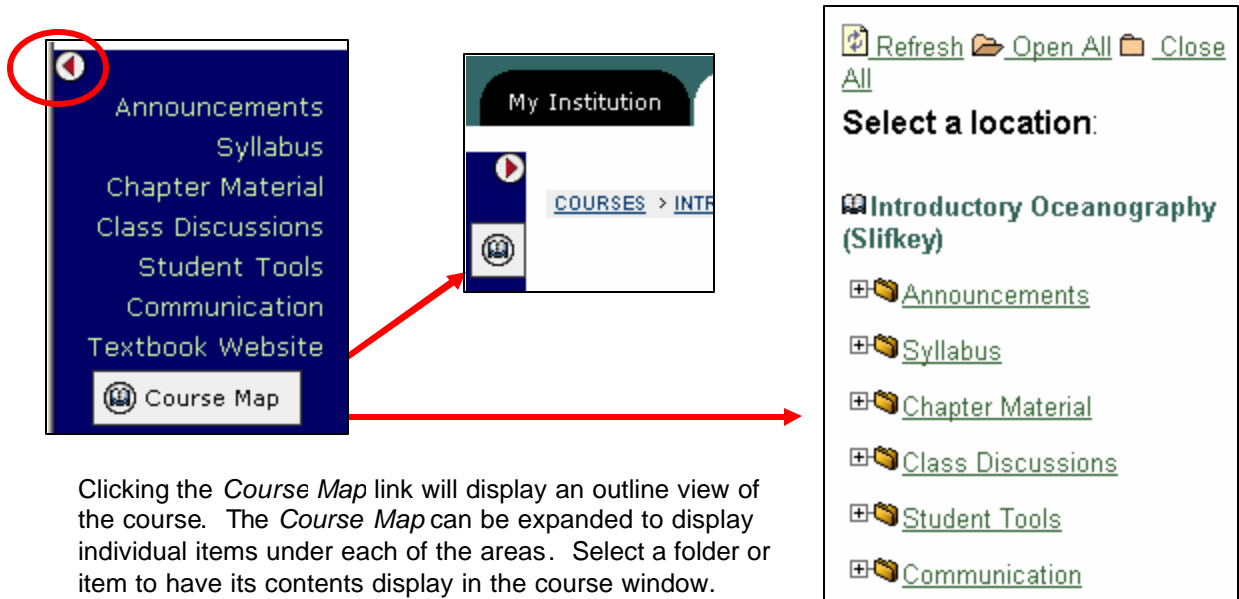


Navigating in Your Course

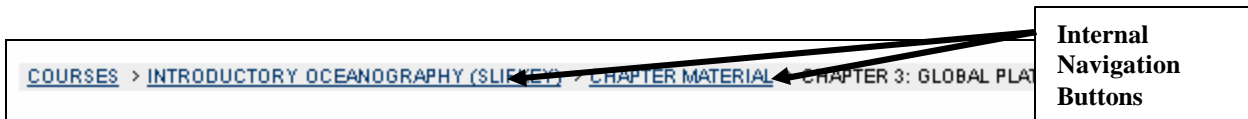
You can access various parts of your Blackboard course by single-clicking on the navigation buttons, folder titles, links, Tools, and Communication buttons. There are two types of navigation:

1. Navigating between content areas
2. Navigating within a content area

To navigate between course areas, click on the link in the **Navigation Menu** or use the **Course Map** to navigate.



When you navigate within a content area, you can use internal navigation to move between documents and folders.

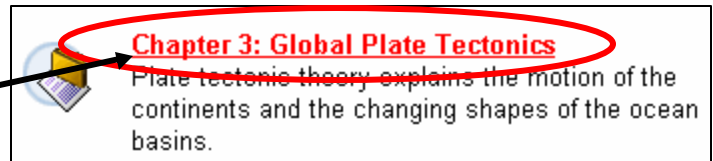


Internal navigation links, like these shown, will appear at the top of each page within a course. Clicking on a title will take you to that area of the course: i.e. the course name (Introductory Oceanography) will take you to the entry page of the course. Selecting –the name of a content area (Chapter Material) will take you to the top level of that content area.

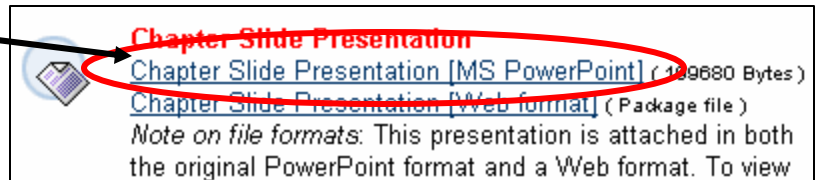
Note: Due to the dynamic nature of many of the pages within the course it is ***strongly recommended*** that you use the internal navigation links instead of the browser's Back and Forward buttons.

To open folders and files:

Click on the title of the folder.




Click on the file you wish to open



Completing Course Assignments

Your instructor may create Assignments for you to complete online. Links to these assignments will appear within a content area, and will contain some basic instructions and a link to **View/Complete** the assignment.



Chapter 1 - Questions and Exercises
After reading and reviewing all of the material in Chapter 1, please complete the following assignment.

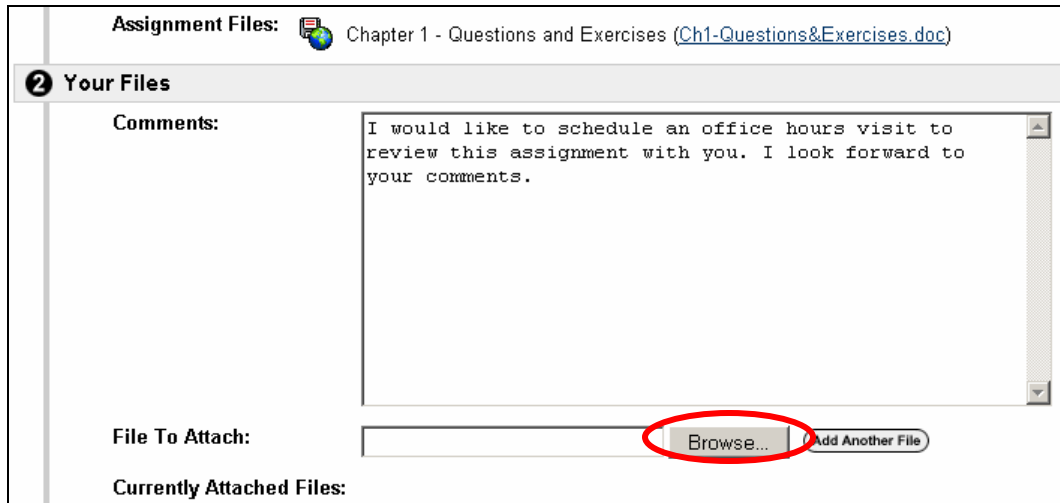
To complete the assignment:

1. download it to your desktop
2. answer the questions
3. save and rename your file
4. browse to your completed assignment
5. and click submit to send it to the gradebook

>> [View/Complete](#)

Step 1: Click on the **View/Complete** link.

Step 2: If your instructor has attached a file to the assignment (such as related readings, or a list of essay questions), you can open that file and review the contents by clicking on the file name.



The screenshot shows the 'Your Files' section of a Blackboard Learning System assignment page. At the top, it says 'Assignment Files: Chapter 1 - Questions and Exercises (Ch1-Questions&Exercises.doc)'. Below this is a section titled '2 Your Files'. Underneath, there is a 'Comments:' label followed by a text area containing the text: 'I would like to schedule an office hours visit to review this assignment with you. I look forward to your comments.' Below the text area is a 'File To Attach:' label, a text input field, and a 'Browse...' button which is circled in red. To the right of the 'Browse...' button is an 'Add Another File' button. At the bottom of the section is a 'Currently Attached Files:' label.

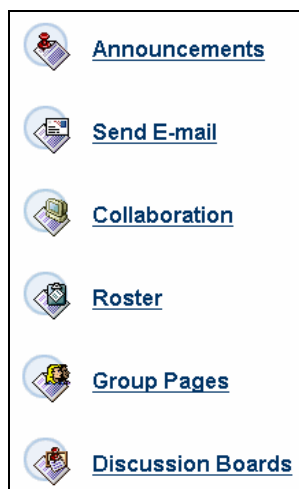
- Step 3:** Follow your instructor's requirements for completing the assignment. For example, your instructor might ask you to write an essay in a word processing program, and submit it for a grade by a specific date. You can write your essay, and come back to the Assignment area at a later date to submit your work.
- Step 4:** After the work is completed, add your Comments for the instructor (if any) in the text box. **Browse** to attach files (such as your essay) related to this assignment.
- Step 5:** **Submit** the page.

You can check on the grading of this assignment by revisiting the **View/Complete** link in the course, or using the "View Grades" tool.

Communication Tools

The Communication Tools allow you to send email, view student Web pages, and participate in discussion boards or class chat sessions.

Note: Your instructor and Blackboard Administrator decide which Communication Tools are available in your course, so your options may not include all of those listed here.

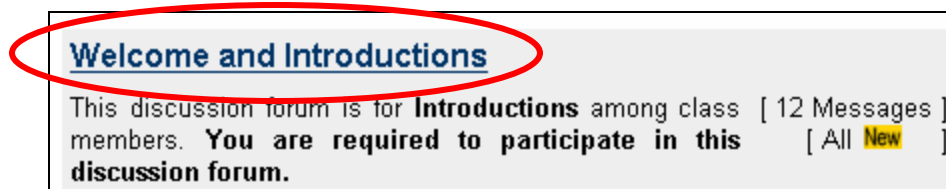


| Communication | Function |
|-------------------|---|
| Announcements | New information about the course – room changes, quizzes, chat room meetings. |
| Send E-mail | Send email to other students & instructors in the course. <i>E-mail will be sent to your Lehman Oracle E-mail account.</i> |
| Collaboration | Synchronous Virtual Classroom & Lightweight Chat tools allow for a chat room, whiteboard, web browser, and Q & A area. |
| Roster | List of student's names and their email address, and links to the Student Web Pages in that course. |
| Group Pages | Listing of groups in the course and access to private group areas. |
| Discussion Boards | Asynchronous tool with discussion threads and responses. |

Working with the Discussion Board

Step 1: Navigate to the class *Discussion Board* using the appropriate links. (via an individual link in the *Course Menu* or under the *Communication* link)

Step 2: Click on the **name** of a forum to enter that discussion.



Step 3: Click the **title** of a message to read the posting.

| | | | |
|---|-------------------------------|-------------------------|-----|
| <input type="checkbox"/> My Bio - Tricia Casey | <u>Casey, Tricia</u> | Fri Nov 1 2002 7:38 am | New |
| Re: My Bio - Tricia Casey | <u>Slifkey, Christy</u> | Tue Jan 28 2003 2:31 pm | New |
| Hi, I'm Beth M. Thomas! | <u>Thomas, Beth Millicent</u> | Fri Nov 1 2002 7:38 am | New |

Step 4: To respond to a message, click the Reply button following the text.


Current Forum: Welcome and Introductions
Date: Fri Nov 1 2002 7:38 am
Author: Thomas, Beth Millicent <bthomas@emailaddress.edu>
Subject: Re: Hi, It's me

Hi Jodi, it's Beth! I'm so glad to see you're going to be in this class too!
Want to form a study group like we did to get through Psychology 101?

Working with Group Pages

Step 1: Navigate to the class *Group Pages* area using the appropriate links. (via an individual link in the *Course Menu* or under the *Communication* link)

Step 2: Click the **Group Name** to enter the area for that group.

 **Oceanography Group #1** This group will investigate the following issues:

- How does human population growth threaten coastal areas?
- How can we measure these threats?
- Who is responsible for solving the problem?

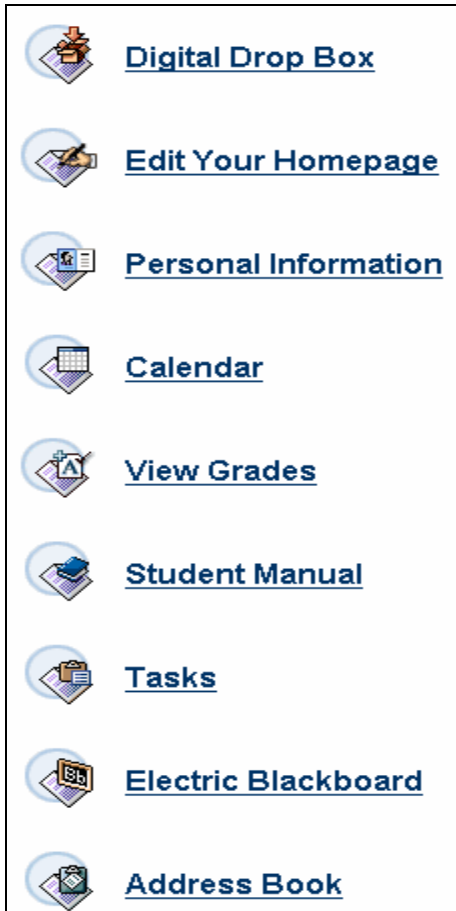
Group members include: TC, SA, WF

Note: You must be a member of a Group to enter the area for that particular group.

Step 3: Select the Group Tool you wish to use.

Student Tools

The Student Tools area, like the Communication Tools, is customizable by course based on instructor preference. All options here may not be available for your course. These tools allow for such actions as: electronic file exchange, checking your grades, building a course Web page and viewing calendar events.



| Tools Button | Function |
|----------------------|---|
| Digital Drop Box | Electronic file exchange between instructor and students. |
| Edit Your Homepage | Build and modify your course homepage accessible through the Roster. |
| Personal Information | Update email address, change password, set CD drive on own computer. |
| Calendar | Listing of course and/or institution events. |
| View Grades | List of personal grades completed through online assessment in Blackboard or added by the instructor. |
| Student Manual | Online resource guide to the functions and features of the Blackboard software. |
| Tasks | Listing of course related tasks created by the instructor. |
| Electric Blackboard | Notepad area to add personal course notes that will be saved in the coursesite. |
| Address Book | Store contact information about fellow students in the course here. |

Working with the Digital Drop Box

Step 1: Navigate to the *Digital Drop Box* area using the appropriate link. (via an individual link in the *Course Menu* or under the *Student Tools* link)

To Add a File

Step 2: Click **Add File**.

Step 3: Enter a *Title* for your file and **Browse** to find the file. You may enter *Comments* describing the file, if you wish.

This screenshot shows a form for uploading a file. It includes a 'Title:' label, a 'File:' input field, and a 'Browse...' button. The 'Comments:' field is a large text area below the 'File:' field. The 'Title:' label, the 'File:' input field, and the 'Browse...' button are circled in red.

Note: Adding a file does not send the file to the instructor. This places a copy of the file in your digital drop box where you can access it or send it at a later time.

Step 4: Click **Submit**. The file will be in the Drop Box noted with the words “*Posted on.*”

To Send a File

Step 2: Click **Send File**.

Step 3: **Select** a file that has already been added. OR **Browse** for a file to send to the instructor.

This screenshot shows the file selection interface. A 'Select file:' dropdown menu is open, displaying 'Assignment #1 Data'. Below it, there are 'Title:', 'File:', and 'Comments:' fields. A 'Browse...' button is located to the right of the 'File:' field. The dropdown menu and the 'Browse...' button are circled in red.

Note: Sending a file will add this file into your Digital Drop Box as well as make a link to the file available to the instructor.

Step 4: Click **Submit**. The file will be in the Drop Box noted with the words “*Submitted by.*”

This screenshot shows the Digital Drop Box interface. At the top, there are 'Add File' and 'Send File' buttons. Below, two items are listed:

- Paper First Draft** (circled in red): Posted on: 2003-03-13 5:17:34 PM, Comments: Please review my first draft of the position paper. A 'Remove' button is visible to the right.
- Student test 2**: Submitted by: Tnia Casey (tcasey), Submitted on: 2002-11-20 10:49:11 AM.

Viewing Grades

- Step 1:** Navigate to your *Gradebook* area using the appropriate links. (via an individual link in the *Course Menu* or under the *Student Tools* link)
- Step 2:** Click the **Grade** indicator to see the final score for any online Assessments or Assignments you completed within the course.

| View Grades | | | | | |
|--------------|------------------|-------|-----------------|---------------|--------|
| Item Name | Date | Grade | Points Possible | Class Average | Weight |
| Ch1 Disc. | 9/19/02 10:23 AM | A- | 10 | 8.75 | 0% |
| Ch1 Survey | 9/23/02 2:40 PM | | 0 | 0 | 0% |
| Ch1 Assign | 11/1/02 9:44 AM | ! | 100 | 96.667 | 0% |
| Ch3 Disc. | 9/19/02 8:54 AM | B- | 10 | 8.429 | 0% |
| Sec 3.4 Quiz | 9/19/02 5:44 PM | 0 | 15 | 0 | 0% |
| Ch3 Test | | - | 60 | 10 | 0% |
| Ch7 Disc. | 9/25/02 11:54 AM | A- | 10 | 8.643 | 0% |
| Ch7 Survey | 9/24/02 10:44 AM | | 0 | 0 | 0% |
| Ch7 Assign | 1/13/03 1:53 PM | 22 | 100 | 23.125 | 0% |
| Sec 7.5 Quiz | | - | 15 | 0 | 0% |
| Ch7 Test | | - | 55 | 22.5 | 0% |

Note: Only Assessments and Assignments created within Blackboard will display additional information about scoring. Any manual entries the instructor created will not be clickable or provide more grading details.

Working with Tasks

- Step 1:** Navigate to the course *Tasks* using the appropriate links. (via an individual link in the *Course Menu* or under the *Student Tools* link)
- Step 2:** Click on the **name** of a task to read more information about that task.

| ▲ - High Priority ▼ - Low Priority | | PRIORITY | SUBJECT | STATUS | DUE DATE | |
|------------------------------------|---|----------|--|-----------------------------|--------------|------------------------|
| | ■ | | Extra Credit Assignment | NOT STARTED | Apr 20, 2003 | Modify |
| | ▲ | | Discussion Board Summary | IN PROGRESS | Mar 18, 2003 | Modify |

- Step 3:** Change the *Priority* and/or *Status* of a task by clicking on the **Modify** button and adjusting the fields on the page.
- Step 4:** Click **Submit**.