Introduction to Blackboard

Blackboard
Blackboard is an integrated set of web-based tools for course management and delivery.

Requirements
For web-based courses, students should have a basic working knowledge of computers and Internet use and access to a computer with a broadband (DSL, cable, satellite) Internet connection. Other requirements for each course are listed in the university catalog.

Review how to prepare your computer for online courses at:
http://www.Blackboard.com/tuneup

Orientation for Online Courses
An introduction to taking online courses is available for students who are taking online courses for the first time. For registration or more information call (409) 880-7849.

Logging into Blackboard
The Blackboard login page can be reached by using the following URL:
http://luonline.blackboard.com Your Blackboard ID is the same as your Lamar Electronic Account (LEA) username and password.

Your Blackboard LOGIN ID
Your Blackboard ID is the same as your LEA username. The LEA username and password are the same as those used to login to your Lamar University email account.

Your Blackboard password
If you do not remember your LEA username and/or password, please go to the LEA username/password recovery wizard, located in **Self Service Banner** (https://ssbprod.lamar.edu/btdb/twbkwbis.P_ChangePin), to recover your LEA username and to obtain a temporary password.

A tutorial guiding you through this process is available
here (http://videos.sorensonmedia.com/30a45ba5-1ca8-4ba9-b898-0e2c71016f40/LEA_Password_Recovery_Video.mp4/b301ddde-c1fe-11e0-81b7-123138018491).

You will not be able to login to your course until it has been activated for the semester that you are taking it. This happens on the first official day of class.

Support for Students
Office: John Gray Center, Building B, Room 125
Phone: (409) 880-2222; 8 a.m. – 5 p.m.; Monday-Friday
Email: cde@lamar.edu
Website: http://dept.lamar.edu/cde/

After hours and weekend support for Blackboard

- Blackboard support for students is available after hours (5 P.M.-8 A.M.), on weekends, and on Holidays. Please call toll free 1-866-321-7170 for assistance during this time.
- Monday-Friday, 8 A.M.-5 P.M., call 409-880-2222.
- An online chat support and knowledge base are also available at http://d2.parature.com/ics/support/default.asp?deptID=8089

Tutoring: SMARTHINKING connects students to E-structor® Certified tutors anytime, from any Internet connection http://smarthinking.com. Your SMARTHINKING login is your myLamar email address. Your SMARTHINKING password is

YY- 2-digit year of birth
MM- 2-digit month of birth
DD- 2-digit day of birth
"_" (Use the _ with no quotations)
Last initial – capital letter
First initial – capital letter
Last 4 digits of your social security number

Example:
John Doe
Born January 25, 1981
Social Security Number 1234567890

John Doe's Password:
810125_DJ7890

Navigating Blackboard
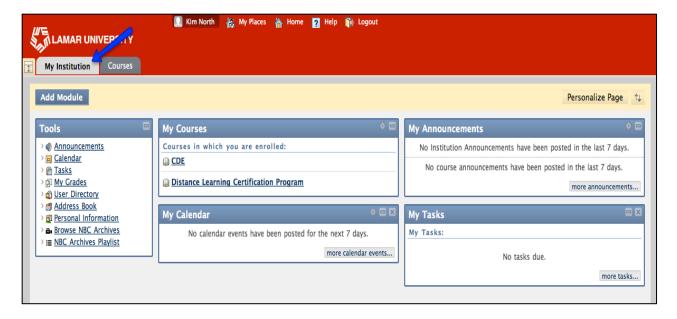
Blackboard Layout

Becoming Familiar with Student Interface: After logging into Blackboard, the first screen displayed is the Blackboard Home Page.
The page header will display:
- Name and an avatar image (if you add one).
- My Places allows you to edit your personal information that is seen by other course members.
- Home brings you to Lamar University homepage.
- Help directs you to Blackboard Support page
- Logout logs you out of Blackboard.

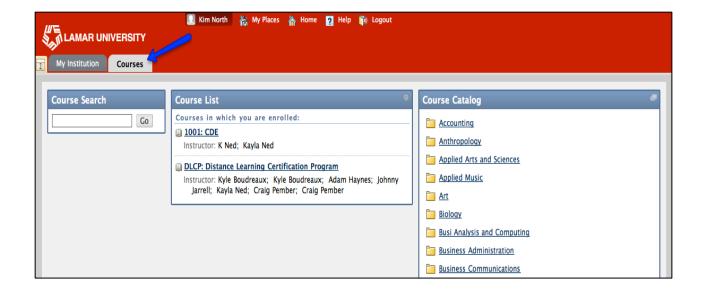The student interface contains the **My Institution tab** and **Courses tab**.

The My Institution page is the primary navigation feature in this course. The **My Institution tab** contains the following modules:

- Tools – view announcements, calendar dates, task reminders from instructors, and grades for courses in which you are enrolled, create directory and edit personal information.
- My Courses – displays a list of courses you are currently enrolled in.
- My Announcements – displays announcements for courses in which you are enrolled and system announcements.
- My Calendar – displays calendar dates for courses and any personal events you have added.
- My Tasks- displays tasks that are relevant to you and your courses.
- Optional modules – can be added by clicking on Add Module; descriptions are provided in the list to help you choose.

The **Courses tab** contains the following modules:

- Course Search – search for courses by name or course ID.
- Course List – displays a list of courses you are currently enrolled in.
- Course Catalog – list all courses offered at the Lamar University by defined categories.

Blackboard Learning Modules/Lectures

Learning Modules

Learning Modules (called Course Content)
Learning modules contain related course content that is organized to specify a learning path. A learning path is meant to guide you through the content in order to help you achieve the learning modules objectives.
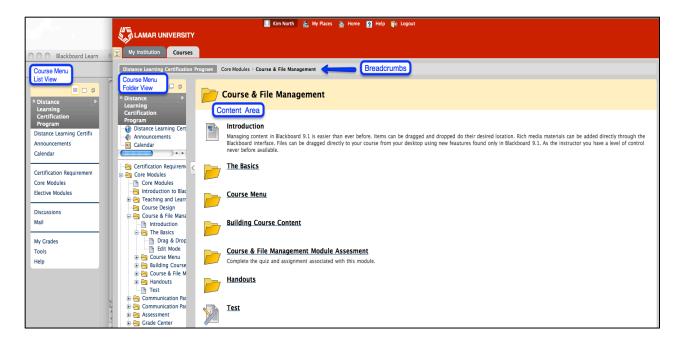
Example: The instructor may create a Content Area containing a week's worth of course material, such as readings, an assignment, a discussion forum, and a URL.
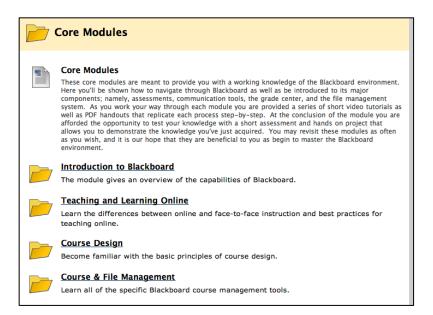
Accessing Course Content and Tools
Click on the link to a course in the My Courses tab on the Blackboard Home Page. Clicking the Courses Tab and then selecting the course can also be used to access courses. Once you access course from the Course List you will see:
**By default, when you enter a course, the Home Page appears. The instructor may change the default layout.
1. Breadcrumbs – are trails that list the path of pages that you have visited. You click on a breadcrumb to navigate to a previous page.
2. Course Menu – contains links to materials and tools within the course. Course Menu can be displayed in **List View** or **Folder View**. The instructors will decide which links are available here.
3. Content frame – displays the selected tool or Content Area.

Instructors put materials into course sites for you to review. Materials can be added as documents, presentations, or external links. Clicking on the link associated with the material will open the file or access the external link for Learning Module.

Using the Tools

Tools appear throughout Blackboard Learn. Users can access tools from inside a course or from a tab. The instructor determines which Tools are available in the course.

Blackboard Communication Tools

Announcements

Announcements are course-wide notices sent by administrators or instructors. **Announcements** appear in your My Institution tab, on the Announcements screen, or they can appear as a pop-up message when you log into the course.

Announcements usually include important information pertaining to your course.

Example: If there is an upcoming due date for an assignment or assessment, the Instructor or Teaching Assistant may send out a course-wide announcement to Students

as a reminder.

The **Email** tool built into your online course is only for use within that course. Using the email within your online course will allow you to communicate with your instructor and classmates. You will not be able to send email outside of the course, nor will you be able to receive email from email addresses outside of the course. In fact, the email tool in your online course does not even have an email address for you. You will simply send email to the instructor name and other student names. You will have to login to your online course to check for new email and to send email within the course.
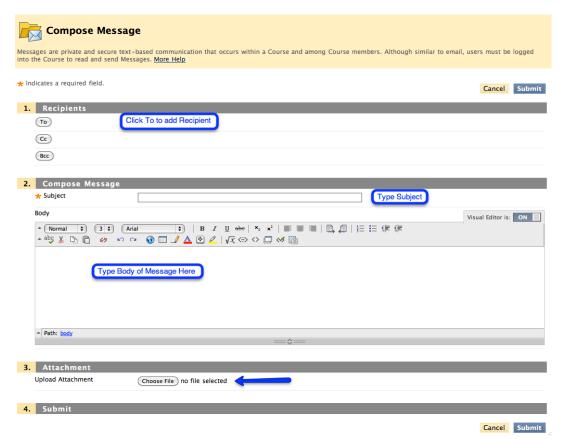
Email allows you to send, receive, reply, and forward messages to others in your online course. You can store drafts of email, view sent emails, search your mail messages, add mail folders, and delete old mail.

The **Email** inbox will display all new messages. The status column will indicate either a closed or open envelope. A closed envelope signifies new mail and an open envelope signified read mail. You can click on the subject of the email to read the message sent to you. You can also view the author and the date of the email sent to you from the email inbox screen.

Tip: It is suggested that you set your email display to Show All. This way you will be able to see all new and old email in the order they are sent to you.
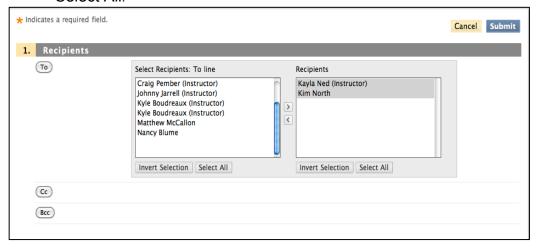

Email also consists of a WYSIWYG (What You See Is What You Get) editor. You can format your mail with color, style and tables also, you can spell check before sending. Read below to learn how to read, compose, send, and manage your email messages.

Compose Message

Messages are private and secure text-based communication that occurs within a Course and among Course members. Although similar to email, users must be logged into the Course to read and send Messages. **More Help**

★ Indicates a required field.

Cancel Submit

1. Recipients

To   Click To to add Recipient

Cc

Bcc

2. Compose Message

★ Subject   Type Subject

Body   Visual Editor is: ON

| Normal | 3 | Arial | **B** *I* U abc ₓ₂ x² ≡ ≡ ≡ 🔳 🔲 ⦂☰ ☰ ⦂⦂ ⦂⦂

abc ✂ 🗋 📋 ‹› ↺ ↻ ❗ ▦ ✏ A 🔲 ✏ √x ⟨⟩ ‹› 🔲 ✓ 🖼

Type Body of Message Here

Path: body

3. Attachment

Upload Attachment   Choose File no file selected

4. Submit

Cancel Submit

Compose a New Message
Compose a new message by clicking on the Create Message button. You will find a To, Subject, and a Body field, along with various options to edit your email.

- Select the To button to browse for Recipients (instructor or student name).
- A list of names will appear in a new window. Using your computer mouse, select the name of the instructor or student you wish to send a message to.
- Once your have selected all the individuals you wish to send a message to click Select All.

★ Indicates a required field.

Cancel Submit

1. Recipients

To

Select Recipients: To line

Craig Pember (Instructor)
Johnny Jarrell (Instructor)
Kyle Boudreaux (Instructor)
Kyle Boudreaux (Instructor)
Matthew McCallon
Nancy Blume

Recipients

Kayla Ned (Instructor)
Kim North

Invert Selection Select All   Invert Selection Select All
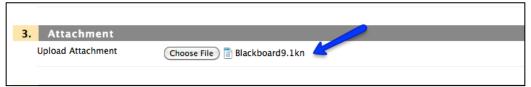
Cc

Bcc

- The Blackboard ID of the recipient you selected will be placed in the To field.
- Type a subject into the subject field, and then enter your message into the Body field.
- To edit the style, font, and color of your email message, selects the HTML creator

button. A WYSIWYG (What You See Is What You Get) editor will launch and you will now have the ability to edit your email as if you were typing it in Microsoft Word.

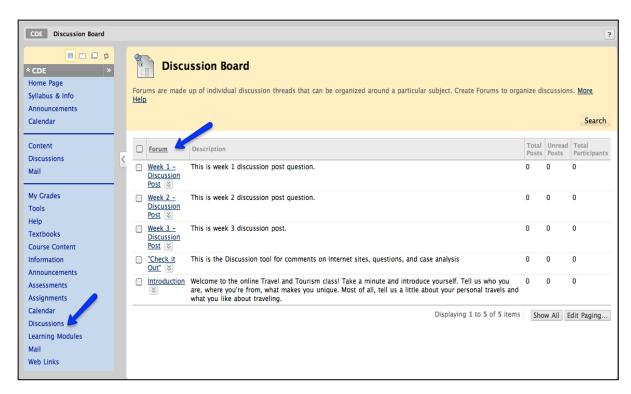- Click Submit when finished.

Attaching a File:
To attach a file to your email, select the Choose File button to locate the file you wish to attach. Once you locate file on your computer select choose. Then you see file has been added to email as attachment. Click Submit when finished.

The **Discussion Board** is a tool you can discuss course topics with Instructors, Teaching Assistants, and Students in the course.

Depending on how the course has been set up, you can access the Discussion Board from the Course Menu or a Content Area.

The main **Discussion Board** page displays a list of available forums. A forum is an area where a topic or a group of related topics are discussed. For each forum, the page displays the total number of posts, the number of unread posts, and the number of users who have participated in the forum. Within each forum, there can be multiple threads.

- A thread includes the initial post and any responses to it.

- A post is a message within the thread.

Depending on settings, within the topics created for your course, you can read, post and reply to discussion messages, and submit peer review. You may be graded on your participation in a topic.

Replying and Commenting on Messages
Rather than posting a new message, you can reply to threaded messages or comment on blog messages. Click on the Thread you want to enter.

Once inside the thread, click on the message you would like to read. If you want to

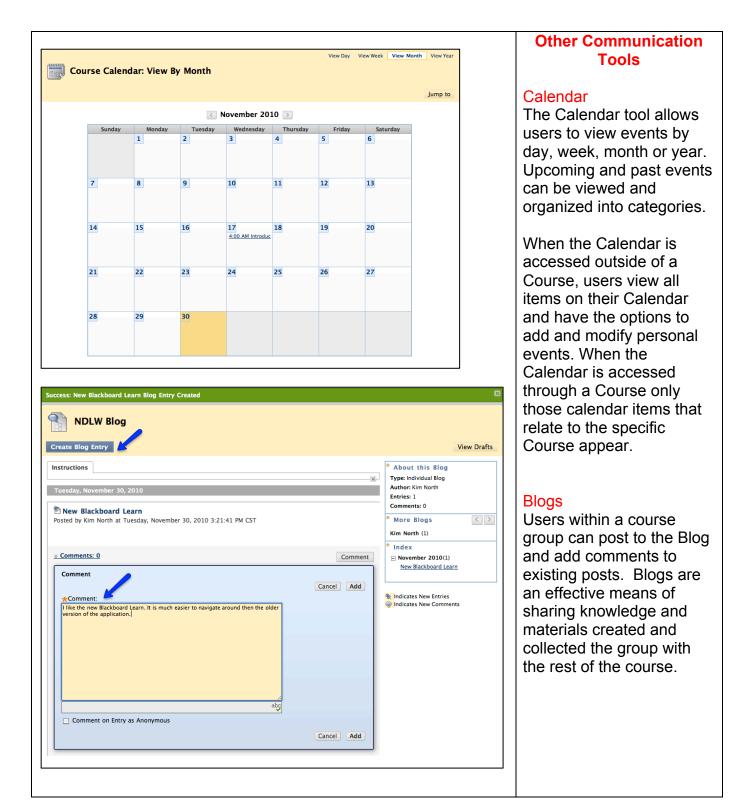response to post click on Reply, type your response and then hit Submit. You will see reply underneath the thread you responded to.

If you want to attach files to the message click Browse My Computer or Browse Course next to Attach File. Choose a file and then click Submit when finished.

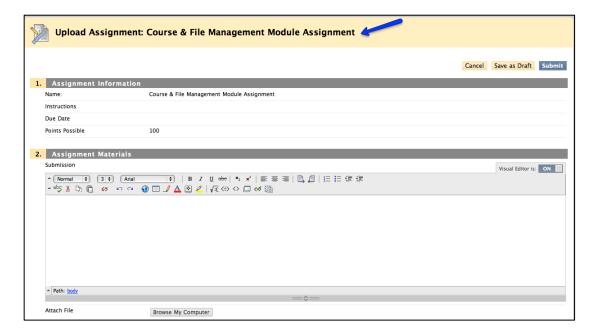|	
	Other Communication Tools Calendar The Calendar tool allows users to view events by day, week, month or year. Upcoming and past events can be viewed and organized into categories. When the Calendar is accessed outside of a Course, users view all items on their Calendar and have the options to add and modify personal events. When the Calendar is accessed through a Course only those calendar items that relate to the specific Course appear. Blogs Users within a course group can post to the Blog and add comments to existing posts. Blogs are an effective means of sharing knowledge and materials created and collected the group with the rest of the course.

The **Assignments** tool is used to present a variety of learning activities to students, allowing them to view and submit assignments from one location. Assignments can be submitted as the following:

1. Text entered on the Upload Assignment page
2. Attached files
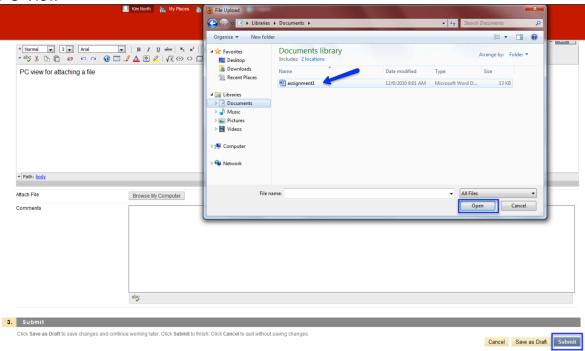3. A combination of both text and attached files

Instructors use the **Assignment** feature to allow you to submit assignments directly through Blackboard. Click on the link on the name of the assignment and the assignment will open and display the provided instructions and materials.
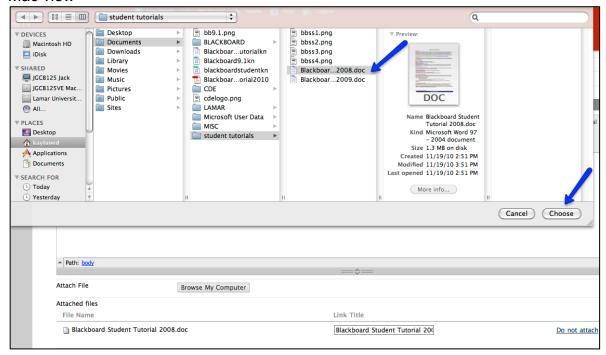

To submit an **Assignment**, you are required to type your comments into the text box provided.

To submit a file as an attachment, browse for the file and select it. When finished, click on Submit to turn in the assignment, Save as Draft to save it and return later to submit it or Cancel to abandon the process.
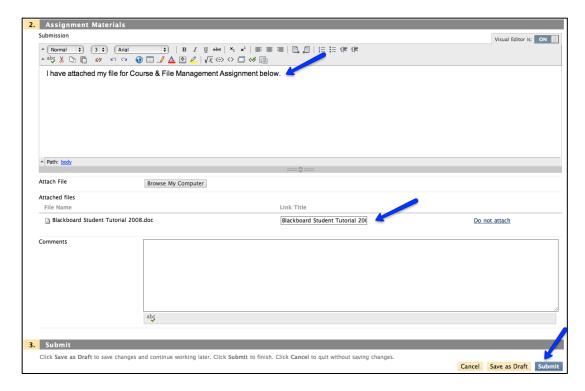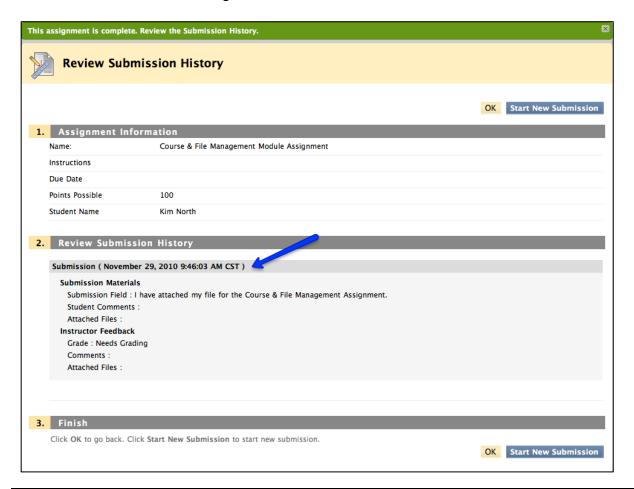
PC View

Mac view

You will be given an option to review your submission—check to see if files you wanted to attached are listed.
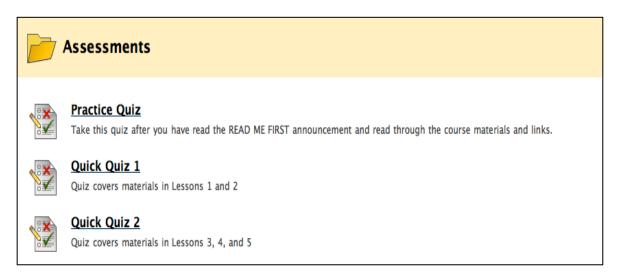
You should now see the confirmation screen, and see the submitted assignment under the Submitted tab of the assignments area.

The **Assessments** tool is used to deliver online quizzes/tests on course content. Quizzes are online tests for which you receive grades and feedback. The grades are recorded and can be used to evaluate your performance in a course. Depending on the settings your Instructor has selected:

- You may be given one or several attempts to complete the quiz.
- You may be given a time limit to complete the quiz.
- You may receive our grade immediately or you may have to wait until after your Section Instructor releases the grade.

When you are ready to start, click Begin. If you exit an **Assessment** before submitting it, you can continue the **Assessment** as long as the allotted time for the **Assessment** has not expired.

After the test is selected, click Begin and the test appears. Any instructions provided by the instructor are located at the top of the test. If the test is timed, the timer starts once Begin is clicked.

Take Test: Quick Quiz 2

⌃ Instructions

Name	Quick Quiz 2
Description	Quiz covers materials in Lessons 3, 4, and 5
Instructions	
Timed Test	This Test has a 50 minute timer. The elapsed time appears in the status bar below these instructions. A **1 minute** warning will be displayed.
Multiple Attempts	Not allowed. This Test can only be taken once.
Force Completion	This Test must be completed now.
	This Test does not allow backtracking. Changes to the answer after submission are prohibited.

⌄ Test/Survey Status Elapsed Time: 3 seconds

⚠ Moving to the next question prevents changes to this answer.   Question 1 of 26 ▷

Question 1   3.6 points   Save Answer

The most effective contribution to international understanding arises from:
- ○ a. Personal, social contacts between visitors and hosts.
- ○ b. Thorough, accurate descriptions by a tour guide.
- ○ c. Attendance at local lectures, concerts, festivals.
- ○ d. Engaging in "social" tourism.

⚠ Moving to the next question prevents changes to this answer.   Question 1 of 26 ▷

Accessing My Grades

My Grades

Students can access grades in Blackboard through the Course Menu – either from **My Grades** button or the **Tools** button

Numeric grades will be listed in the grade book for items that have been graded. Other options for entries are the icons listed to the right. If a link is provided for a grade clicking on the link will display the graded materials associated with it. Links are provided to grades for assignments, quizzes, and tests.

My Grades

Item Name	Details	Due Date	Last Submitted, Edited, or Graded	Grade	Points Possible	Comments
Weighted Total	Details			–	0	
Total	Details			–	0	
Midterm	Details			–	0	
Final	Details			–	0	
Int#1	Details	Jan 31, 2010		–	100	
Int#2	Details	Feb 21, 2010		–	100	
Int#3	Details	Mar 7, 2010		–	100	
Int#4	Details	Apr 18, 2010		–	100	
Team Case	Details	Mar 29, 2010		–	100	
Project	Details	May 3, 2010		–	100	