Blackboard 9
Tutorial for Students

New York City College of Technology

Instructional Technology & Technology Enhancement Center

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System Requirements:

- Needs Java that can be downloaded free from http://java.sun.com/javase/downloads/index.jsp
- IE 8 and above
- Firefox 3.6 and above
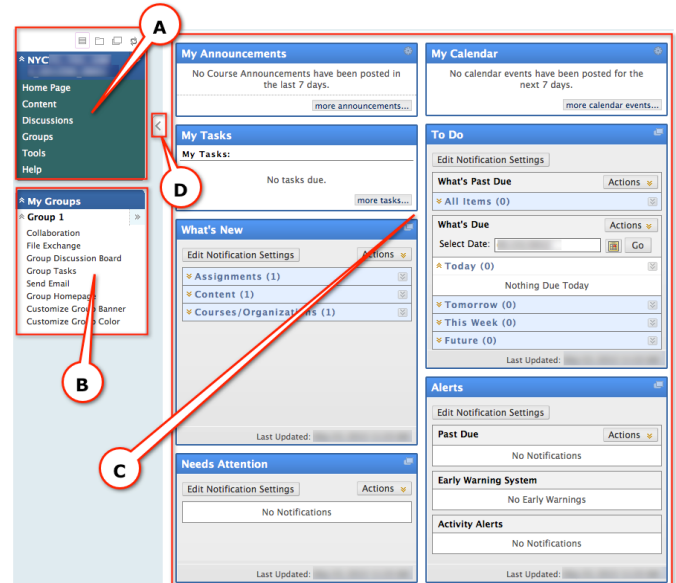- Safari 4.0 and above

How to find your courses

When logging in to your CUNY homepage you will find a link on the right side of the page for **Blackboard 9.1**. When you click on it, you will be redirected to your Blackboard 9 homepage. Click on your course.
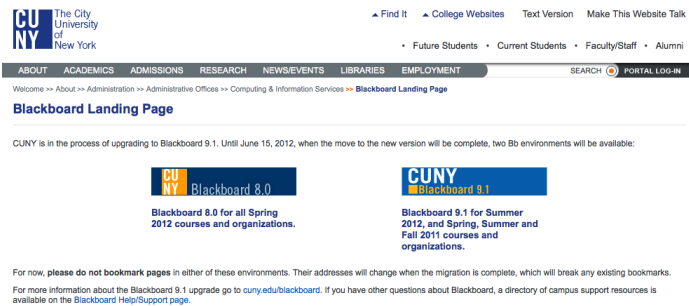
### Blackboard 9.1 Home Page
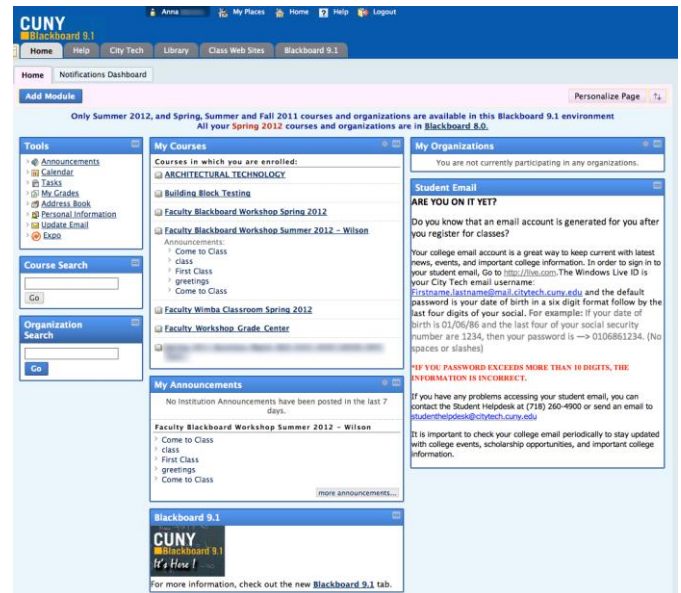
Getting Started

A) Course Menu helps you to navigate through the course to find course documents, discussion forums, etc.

B) My Groups helps you to navigate through your group options.

C) Content Frame is where announcements, tasks, and reminders appear.

D) Arrow collapses the course menu so that content can cover the full screen. It allows the user to view the content of the course in the full screen area.

Once you are in a course you will see a menu, such as the following:
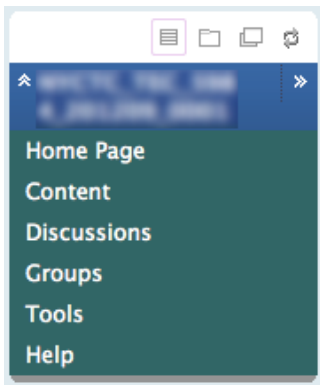
Name of the Course: Shows you the name of the Course you are in.

Home Page: Contains Course Announcements, Notifications, such as what needs attention, etc.

Information: Contains general information, such as the syllabus. Information links may not appear if there are no items included.

Content: Contains links to different areas of the Course. Content area links may not appear if there are no items included.

Discussions: Contains the Discussion board.

**Groups:** Contains small sections of students within the Course.

Tools: Contains wikis, blogs, contact info, view grades, Blackboard Collaborate, Calendar, etc.

Help: Links to official Blackboard help sites for students.

Submitting your work: Safe Assignment

Safe Assignment is a plagiarism prevention service. It is important not to use other people's work unless you give them proper credit. Your professor will want you to submit papers that you wrote through Safe Assignment. Be sure to credit any sources properly before submitting papers.

A. On the menu, choose the appropriate content area. Under your assignment, click on **View/Complete**.
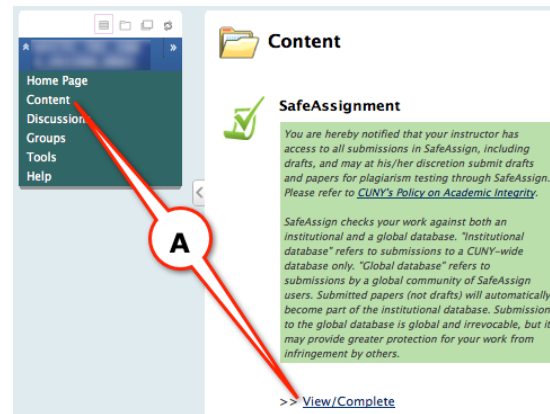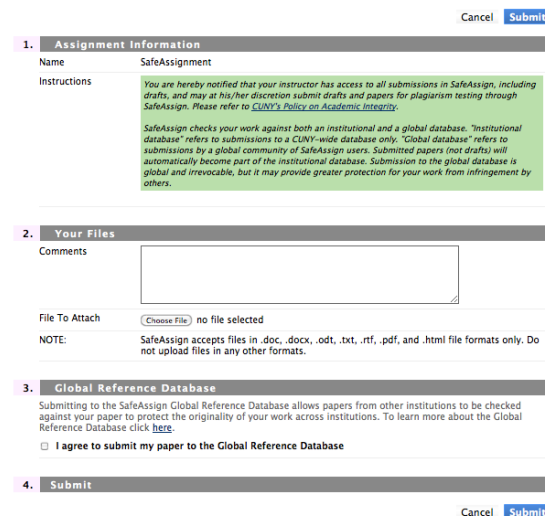

At the top of the page you will see **upload Safe Assignment**. Be sure to read the Terms of use before you submit your assignment.

B. In **your files** section, enter your comments (if you have any) for the paper. Click on **Choose File** to attach your file. Once you have attached your file, click **Submit**.

You will be notified when your assignment has been submitted.

Submitting an Assignment

A. Your instructor might have created an area for you to submit assignments. On the menu, choose the appropriate content area**.** Click on the name of the assignment.
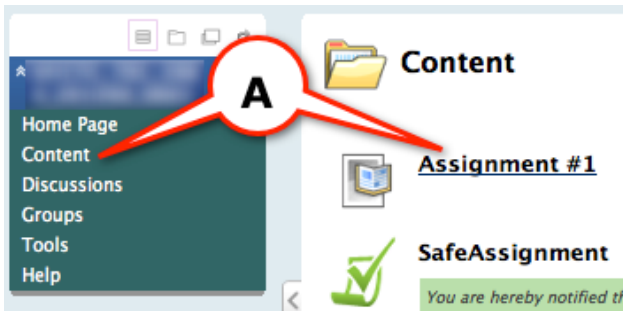
B. Click the **Browse My Computer** button and locate your assignment. Click **Browse My Computer** button once again if you need to add more than one file. Click the **Do Not Attach** button to remove any unwanted files. Repeat this step for any documents you want to add/remove.

Once you have added all your files you have three options:
1. **Cancel** if you want to leave that screen without submitting anything
2. **Save as Draft** allows you to save a draft file to the assignments page so you can edit it later, but *your work has not been handed in* and cannot be viewed by your instructor. (Advised not to click Draft.)
3. Click on **Submit** once your paper is complete and ready to be graded by your instructor. (Advised to Submit work always.)

Discussion Board

A. Click on **Discussions.**
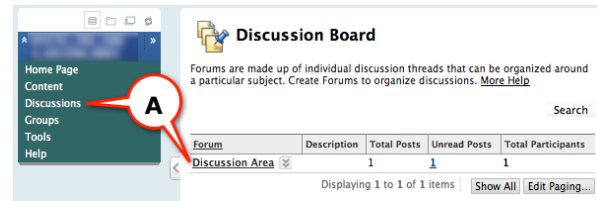
Click on the Forum to view it. **Forum** is an area where a topic is discussed
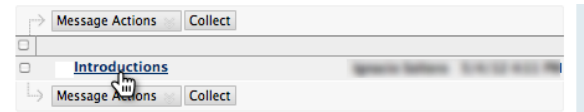
Click on **Create Thread** to add a thread. **Thread** is the initial post and any replies to it.

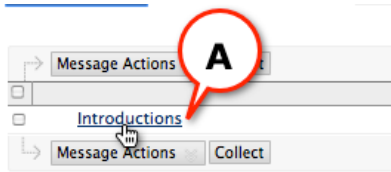**B.** Name your subject, type in your message, add an attachment if desired, and click Submit. *NOTE: DO NOT CLICK SAVE. CLICKING SAVE WILL NOT SUBMIT YOUR WORK TO YOUR INSTRUCTOR. MAKE SURE YOU CLICK SUBMIT.*
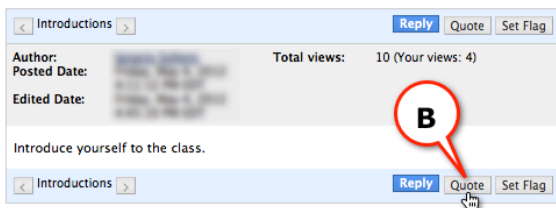
Replying and Viewing a Thread

A. Click on the subject thread to view the posting, or message, within the thread. (Do not click on the author to view a posting.)

B. Click **Reply** to reply to someone. Click **Quote** to reply and to include the message you are replying to. (It is best to click Quote.)

Your message can appear on the top or bottom of the quote. It's better to type it on the top so it's read right away.


If your professor allows you to have important posts sent to your email, you will see the option to subscribe. To subscribe to a post and receive a notification in your email, select a post and click **Subscribe**. To unsubscribe, just click on the **Unsubscribe** button.

Your instructor can flag important posts. If a post has a flag, make sure to read it.

Groups

A. If your instructor created groups in your Blackboard course, click on **Groups** and click on a group.
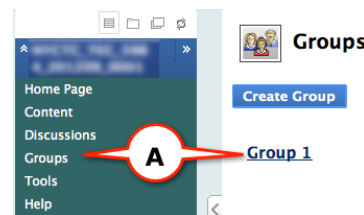
Your instructor enables your options such as Group Discussion Board, Collaboration (Virtual Classroom), exchanging files, and sending email to other members of your group. Those outside of your group will NOT receive this information or access.
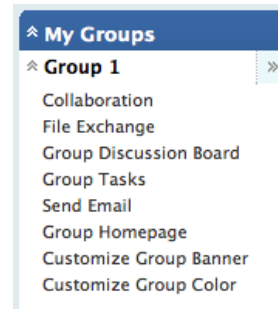
File Exchange within a Group

A. To exchange files with other group member(s), click on **File Exchange** and then click on **Add File**.
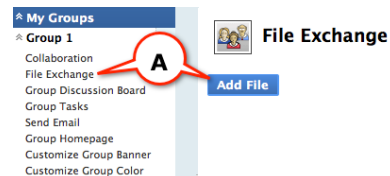
B. Name the file, and then click on Browse My Computer to locate the file, and then click **Submit.**

YouTube Mashup
A. To view a YouTube Mashup, click on the appropriate content area and then click on the video to watch.

Tools Menu
(Refers to menu in the course and not on your homepage)

Blackboard Collaborate
A. Click on **Tools,** and then click on **Blackboard Collaborate**.

Blackboard Collaborate allows instructors and students to participate as if they were in a traditional classroom. Some functions of Blackboard Collaborate include audio and video chat, an interactive whiteboard, application and desktop sharing, media, and breakout rooms. Blackboard Collaborate is Java-enabled. Please read the Blackboard Collaborate tutorial or attend a Collaborate workshop to learn how to use this tool.
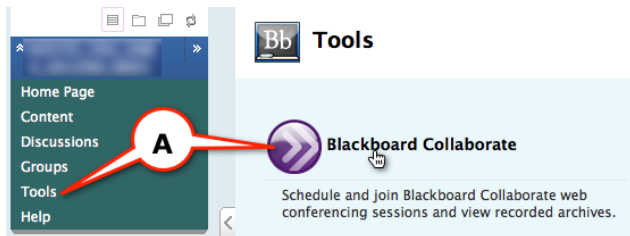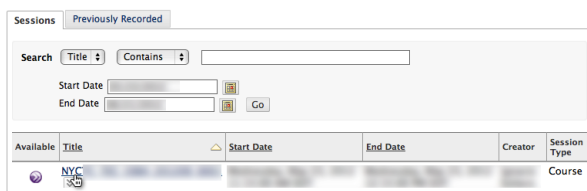
Calendar
You can use Calendar to view events by day, week, month or year. Click on **Calendar** and on **Jump to** in order to view an event.
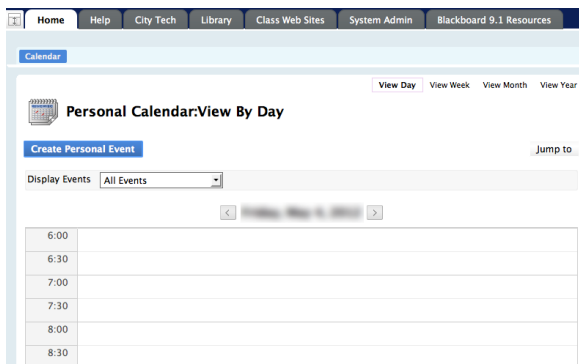
My Grades
Click on **My Grades** from Tools menu to view grades
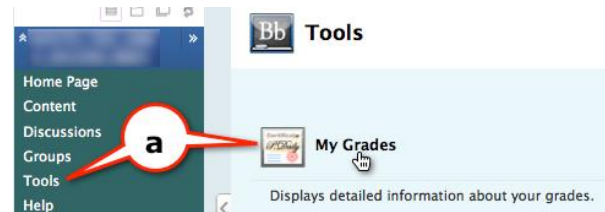
You can view instructor's Feedback in My Grades too. Click on an Assignment and then click on the score or green check mark under Calculated Grade.

Messages
You can send messages to your classmates and instructor without going through email.
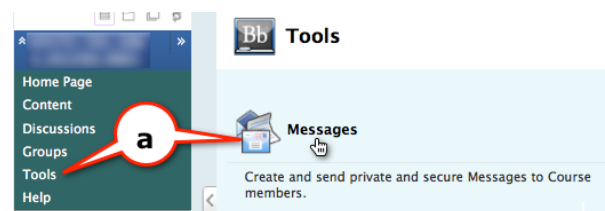
A. Click on **Messages** and click **Create Message**.
B. To select the recipients click on **To**.
C. After selecting recipients, type in a Subject, and your message in the **Body**.
D. Click **Submit**.
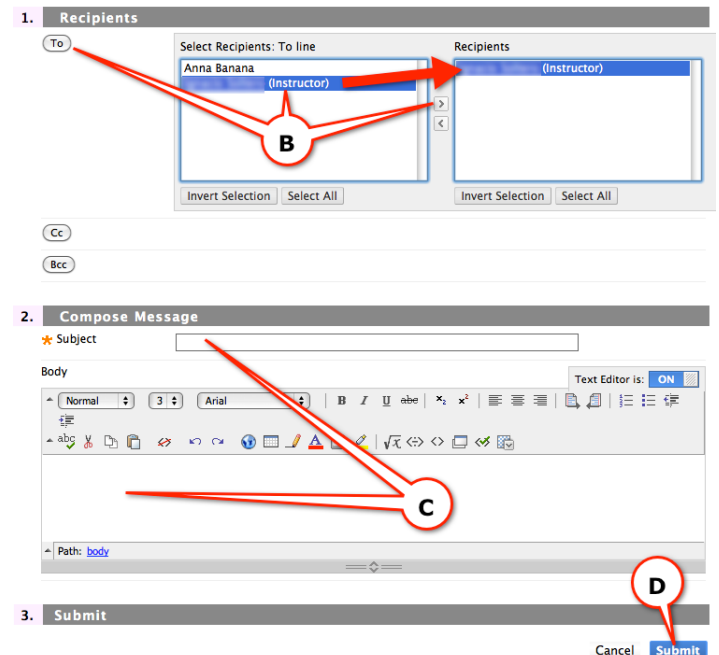
You can view your incoming messages in the **Inbox**, and outgoing in **Sent** folders.

Roster

Roster

View a list of users enrolled in the Course.
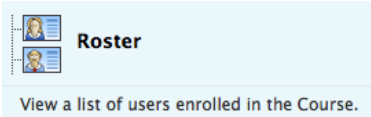
A. To view a list of students in your course or to view their web pages, click on **Roster.**

B. Type the name in the Search text box, and select a particular student's name.

Roster

View a list of users enrolled in the Course.

Search
First Name ▾ | Contains ▾ | [   ] | Go

Send Email

Blackboard allows you to send email messages. You receive email in your college email account (City Tech email).

A. Click on **Tools** and then click on **Send Email.**

Content
Discussions
Groups
Tools
Help

Send Email

Send email messages to different types of users, system roles, and groups.

B. Click on **Select Users**.

Send Email

Instructors can send email to all or selected individual Users, Students, Groups, Teaching Assistants, Instructors or Observers. From a Blackboard Learn course, email cannot be sent to anyone who is not a member of the course.

» **All Users**
Send email to all of the users in the Course.

» **All Groups**
Send email to all of the Groups in the Course.

» **All Teaching Assistant Users**
Send email to all of the Teaching Assistant users in the Course.

» **All Student Users**
Send email to all of the Student users in the Course.

» **All Instructor Users**
Send email to all of the Instructor users in the Course.

» **Select Users**
Select which users will receive the email.

» **Select Groups**
Select which Groups will receive the email.

C. To select the recipients click on **To**.

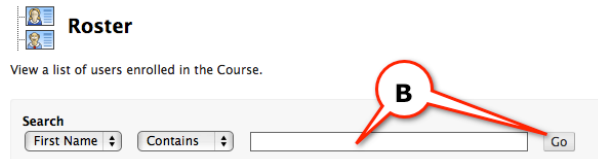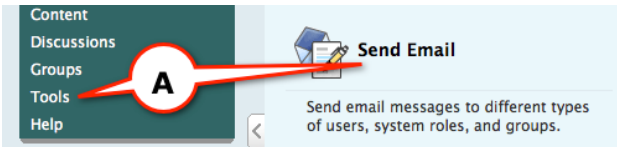**D.** After selecting recipients, type in a Subject, and your message in the **Body**. Click **Submit** to send Email.

Select Users

★ Indicates a required field.

Cancel | Submit

1. **Email Information**

★ To

Available to Select
Banana, Anna
Instructor

Selected
Instructor

Invert Selection | Select All

Invert Selection | Select All

From   Anna Da Banana
Subject
Message

A copy of this email will be sent to the sender.

Attachments   Attach a file

2. **Submit**

Cancel | Submit
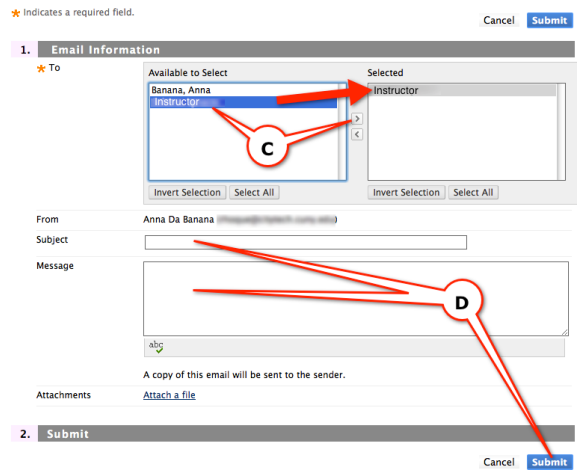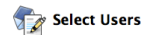
Student Blackboard 9.1 FAQ

Why don't I see my courses on Blackboard?

- ✓ Professors make courses available. Contact your professor about access to the specific course.

- ✓ Be certain to read your syllabus thoroughly. Your professor might not be using Blackboard.

- ✓ You may email ITEC@citytech.cuny.edu to confirm the course is available.

- ✓ You could have a stop on your account due to vaccinations and/or bills.

- ➢ *Logon* to CUNY.edu and create an account even if you already have one - The system will only confirm your status. This process is called user validation.

- ➢ Check for your courses again.

I was able to see my classes on Blackboard a few days ago, so why don't I see them now?

- ✓ You could have a stop on your account due to vaccinations and/or bills.

- ✓ Your professor might not have the correct roster.

- ➢ Logon to CUNY.edu and check your grades. Print out grades such "**WA**" and "**WN**." Then go to the college Registrar.

- ➢ Confirm with the Registrar that you are still enrolled for the course in question.

My instructor sent me to update my email on Blackboard. Where do I do this?
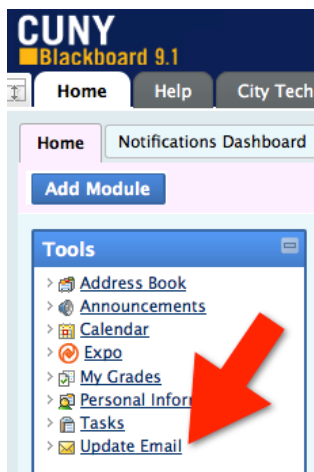
Logon to Blackboard
> Under "Tools"
> Click **Update Email**

Note: Must be a City Tech or CUNY eMail account. Click the "**Submit**" button when done.

Note: If you do not know your eMail address, you need to contact the student helpdesk.

While I was taking a test, I encountered an error (frozen screen, blue screen), what should I do next?

- ➢ Please contact you instructor immediately. Your attempt may need to be cleared by your instructor.

I can't send my "SafeAssign" assignment. What should I do?

- ✓ You should try again a later time.
- ➢ You will need to contact your instructor directly.

How do I send email to users via Blackboard?

- ➢ From within your course click on Tools > Send email >Select users > type in Subject and Message>Click Submit.

Where do I learn Blackboard?

Please check this Web site for workshops on Blackboard:
http://websupport1.citytech.cuny.edu/websupport1/Seminars.html

Or from Blackboard > Click on the Class Web Sites tab:

> **You will need to contact the student helpdesk for CUNY Portal issues:**
>
> o New CUNY portal accounts issues.
> o e-MALL (CUNY Portal)
> o No Blackboard on CUNY Portal Profile. (CUNY Portal)
> o Student email and password.(CIS)
> o Network / Wireless password.(CIS)
>
> Location:
> Namm First Floor (A-114)
> (718) 260-4900
> Studenthelpdesk@citytech.cuny.edu