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 <u>http://java.sun.com/javase/downloads/index.jsp</u>
- 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.



For now, please do not bookmark pages in either of these environments. Their addresses will change when the migration is complete, which will break any existing bookmarks. For more information about the Blackboard 51 upgade go to curry/edublackboard. If you have other questions about Blackboard, a directory of campus support resources is available on the Blackboard High/support page.

Blackboard 9.1 Home Page

Add Module		
		Personalize Page
Only Summer 2	012, and Spring, Summer and Fall 2011 courses and organization All your Spring 2012 courses and organizations	ons are available in this Blackboard 9.1 environment are in Blackboard 8.0.
Tools	My Courses	My Organizations
@ Announcements	Courses in which you are enrolled:	You are not currently participating in any organizations.
Calendar	ARCHITECTURAL TECHNOLOGY	
S My Grades	Building Block Testing	Student Email
Address Book		ARE YOU ON IT YET?
Personal Information	Faculty Blackboard Workshop Spring 2012	Do you know that an email account is generated for you after
Expo	G Faculty Blackboard Workshop Summer 2012 - Wilson	you register for classes?
0	Announcements:	Your college email account is a great way to keep gurrent with lates
ourse Search	class	news, events, and important college information. In order to sign in
Sourae Search	P First Class	your student email, Go to http://live.com.The Windows Live ID is
	greetings Come to Class	your City Tech email username:
Go	V. C. SALAR ANTON	password is your date of birth in a six digit format follow by t
	G Faculty Wimba Classroom Spring 2012	last four digits of your social. For example: If your date of
Organization	Eaculty Workshop Grade Center	birth is 01/06/86 and the last four of your social security
search		number are 1234, then your password is -> 0106861234. (I
0		spaces or seasiles)
Go		IF YOU PASSWORD EXCEEDS MORE THAN 10 DIGITS, THE
	My Announcements	INFORMATION IS INCORRECT.
	No Institution Announcements have been posted in the last 7	If you have any problems accessing your student email, you can
	days.	contact the Student Helpdesk at (718) 260-4900 or send an email to
	Faculty Blackboard Workshop Summer 2012 - Wilson	
	Come to Class	 It is important to check your college email periodically to stay updat with college events, scholarship opportunities, and important college
	> class	information.
	Prist Class	
	Come to Class	
	more announcements	
		-
	Blackboard 9.1	
	CUNY	
	Blackhoard 9.1	
	H'a Here I	
	a strengt	
	For more information, check out the new Blackboard 9.1 tab.	

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.

SafeAssignment successfully submitted for assignment "SafeAssignment"

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.
- Upload Assignment: Assignment #1

			Cancel	Save as Draft Submit
1.	Assignment	Information		
	Name:	Assignment #1		
	Instructions			
	Due Date			
	Points Possible	10		
2.	Assignment	Materials		
	Submission			Text Editor is: OFF
	e Smart Text ○ Pl	ain Text 🔘 HTML	$[] \forall \chi \iff a_{0} \square Pre$	eview
	Attach File	Browse My Computer		\frown
	Comments			
		abg		
				N N
3.	Submit			
	When finished, ma	ke sure to click Submit.	I continue working later, or click Ca	neel to quit without puing
	changes.	ive as prairi to save changes and	r continue working later, or click Ca	incer to quit without saving
			Cancel	Save as Draft Submit

Once you have added all your files you have three options:

- 1. **Cancel** if you want to leave that screen without submitting anything
- 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.)
- 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.

	🙀 Discuss	ion Boar	d		
Home Page Content Discussions Groups	Forums are made up of a particular subject. Cr	f individual di: eate Forums t	cussion thre o organize di	ads that can be iscussions. <u>Mor</u>	organized around <u>e Help</u> Search
Tools	Forum	Description	Total Posts	Unread Posts	Total Participants
neip	Discussion Area 😵		1	1	1
		Displayin	g 1 to 1 of 1	items Show	All Edit Paging

Click on the Forum to view it. **Forum** is an area where a topic is discussed

\rightarrow	Message Actions Co	illect
	Introductions	ignatio faiture 11-11-12-11-11
Lə	Message Allons Co	llect

Click on **Create Thread** to add a thread. **Thread** is the initial post and any replies to it.



Organize Forum Threads on this page and apply settir Threads are listed in a tabular format. The Threads ca title or the caret at the top of each column. <u>More Help</u>

Create Thread

Sear

B. Name your subject, type in your message, add an attachment if desired, and click Submit. NOTE: <u>DO</u> <u>NOT</u> CLICK SAVE. CLICKING SAVE WILL <u>NOT</u> SUBMIT YOUR WORK TO YOUR INSTRUCTOR. MAKE SURE YOU CLICK <u>SUBMIT</u>.



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.)

Author: Total views: 10 (Your views: 4) Posted Date: Edited Date: Introduce yourself to the class. Reply Ourse	<		Reply Quote Set Flag
Edited Date: B Introduce yourself to the class. Introductions Reply Ourse	Author: Posted Date:	Total views:	10 (Your views: 4)
Introduce yourself to the class.	Edited Date:		В
Introductions Reply Quote	Introduce yourself to the class.		-
	< Introductions >		Reply Quote Set Flag

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.

1. Message
* Subject: RE: Introductions
Message Text Editor is: ON
▲ Normal
▲◎ ↓ □ == == == == ▲◎ ↓ □ □
Author: Date: Subject: Introductions Introduce yourself to the class.
▲ Path: body ===☆===
2. Attachments
Attach File Browse My Computer
3. Submit
Click Save to save a draft of this message. Click Submit to submit the post. Click Cancel to quit.
Cancel Save Draft Submit

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.

* My Groups	
* Group 1	≫
Collaboration	
File Exchange	
Group Discussion Board	
Group Tasks	
Send Email	
Group Homepage	
Customize Group Banner	
Customize Group Color	

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.

Bb Collaborate List Page

Sessions	Previously Record	ed			
Search	Title 🗘 Conta	ins 🗘			
	Start Date	III Go			
Available	Title	Start Date	End Date	Creator	Session Type
					6

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.

Home	Help Ci	ty Tech Lit	orary Class We	b Sites System Adn	nin Blackboa	ard 9.1 Resources
Calendar						
				View	Day View Week	View Month View Year
Pe	rsonal Ca	alendar:Vi	ew By Day			
Create Per	sonal Event					Jump to
Display Ever	nts All Events	5	•			
			<	>		
6:00						
6:30						
6:30 7:00						
6:30 7:00 7:30						
6:30 7:00 7:30 8:00						

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.

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Home Page Content Discussions Groups	Messages
Tools Help	Create and send private and secure Messages to Course members.

- 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



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.



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**.



B. Click on Select Users.



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.



- 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.





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: <u>http://websupport1.citytech.cuny.edu/websupport1/Semi</u> nars.html

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



You will need to contact the student helpdesk for CUNY Portal issues:

- New CUNY portal accounts issues.
- e-MALL (CUNY Portal)
- No Blackboard on CUNY Portal Profile. (CUNY Portal)
- Student email and password.(CIS)
- Network / Wireless password.(CIS)

Location: Namm First Floor (A-114) (718) 260-4900 Studenthelpdesk@citytech.cuny.edu