



Blackboard 7.3 Student Guide Phoenix College

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Updated July 2008 by Center for Teaching & Learning, GateWay CC
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College

Objectives

These materials have been designed to present the following competencies:

- Explain the basic functions of Blackboard.
- Locate the Maricopa Enterprise ID (MEID).
- Login to Blackboard.
- Identify the screen components of the Blackboard My Institution page.
- Use Tools to update Personal Information.
- Identify and describe the use of the major components of the Course Menu, including Start Here, Announcements, Syllabus, Schedule, Your Instructor, Course Content, Discussion Board, Course Links, Student Resources and My Grades.
- Use the Blackboard Email tool to send an email.
- Print and Save course documents or files.
- Cut, copy and paste content.
- Save documents as RTF (Rich Text Format) files.
- Navigate to the Discussion Board, create a new thread and post a reply.
- Submit an assignment using the Assignment Tool.
- Identify Blackboard test-taking best practices.

What is Blackboard?



Blackboard is a course management system. It is a Web-based software system which provides your instructor with tools to manage a course and for students to interact with the content, the instructor, and other students.

Blackboard allows instructors to supplement a course with an online component, or to teach a class completely online.

Blackboard allows for communication via email, discussion boards, and chats, and posting of course materials and assignments.

With Blackboard, students can:

- stay informed about class activities
- learn about instructors' expectations
- find out about and submit assignments
- take online assessments
- view grades online
- communicate with the instructor and with other students

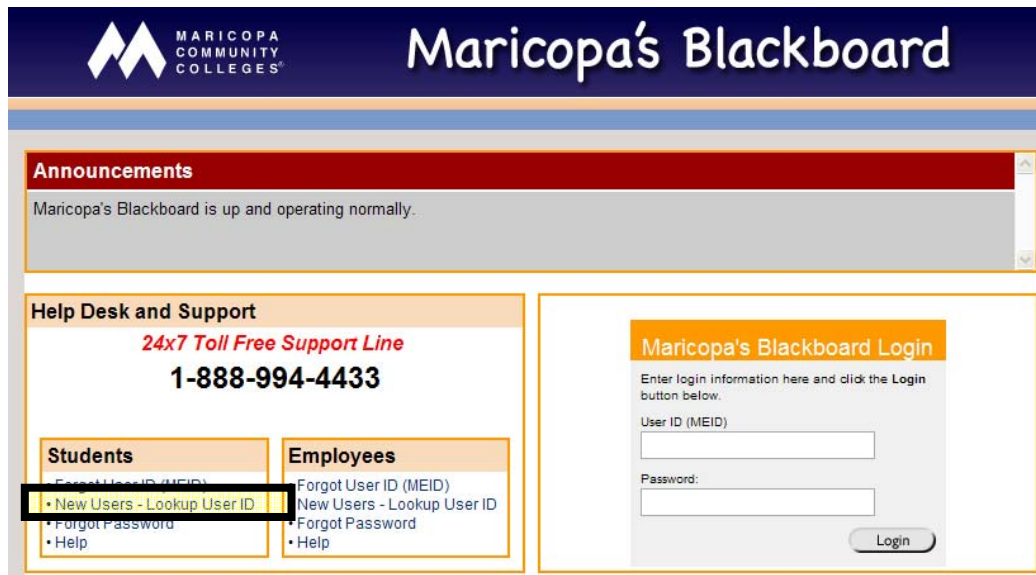
You will use your Maricopa Enterprise ID (MEID) to login to Blackboard.

Need Help?

If you need assistance with Blackboard (finding your login information or using any of the tools) visit the Maricopa's Blackboard help page at <http://www.maricopa.edu/blackboard/support/students/> or call 1-888-994-4433 for 24x7 help.

Find your Maricopa Enterprise ID and Set your Password

1. Go to Maricopa's Blackboard at <https://ecourses.maricopa.edu>.
2. Click the New Users – Lookup User ID link.
 - If you receive a security warning window, click Yes.



3. The Student Personal Administration Tool (SPAT) will display. Fill in all required fields (previous last name & student ID are optional).

Student Personal Administration Tool (SPAT)

Maricopa Enterprise ID Lookup

Please provide the information below to retrieve your Maricopa Enterprise ID (MEID).

* First Name:

* Last Name:

Maiden/Previous Last Name: (optional)

* Zip Code:

* Social Security Number: (numbers only)

* Date of Birth: - - (MM/DD/YYYY)

Student ID: (optional; numbers only)

If you did not provide a piece of information when you registered (for example, your birthdate), you will need to contact Admissions & Records for assistance.

* = Required items

4. At the **Maricopa Enterprise ID Lookup** screen, follow the prompts to:
 - Enter your **First Name, Last Name,** and **Zip Code.**
 - Enter your **Social Security Number** and **Birth Date.**
 - Click **Next.**

5. At the **Set Password and Challenge Questions** screen, you will see your MEID towards the top of the screen. This is your Maricopa Enterprise ID; you will use it to login to Blackboard.

Follow the prompts on the screen to:

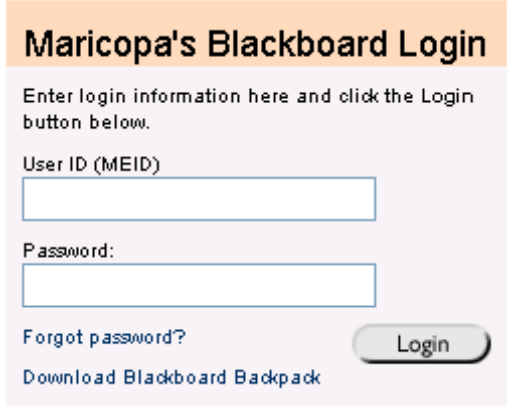
- **Set your password.** Click **Password Rules** to make sure you do it right!
 - **Set your Challenge Questions.** Be sure to select questions and answers you will remember. You will need them to reset or change your password in the future.
 - Click **Submit.**
6. At the Summary of updates screen, you can click the link to login to Blackboard.



Make note of your MEID and password as you will need them every time you login to Blackboard.

Login to Blackboard

1. Open your browser and go to <https://ecourses.maricopa.edu>.
2. Enter your **Maricopa Enterprise ID (MEID)** and **Password**; then click **Login**.
 - Blackboard's **My Institution** screen will display. This is your Blackboard "homepage." The courses you are taking which are using Blackboard will be listed on the right side of the screen under My Courses.



The screenshot shows the 'Maricopa's Blackboard Login' page. It features a title bar with the text 'Maricopa's Blackboard Login'. Below the title bar, there is a prompt: 'Enter login information here and click the Login button below.' There are two input fields: 'User ID (MEID)' and 'Password:'. Below the 'Password:' field, there are two links: 'Forgot password?' and 'Download Blackboard Backup'. A 'Login' button is located at the bottom right of the form.

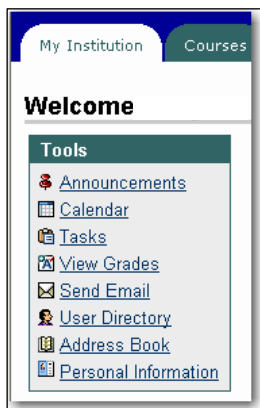
Enter Your Email Address

To use email in Blackboard to communicate with your instructor and fellow students, **you must have a valid email address and you must enter it in the Blackboard system.**

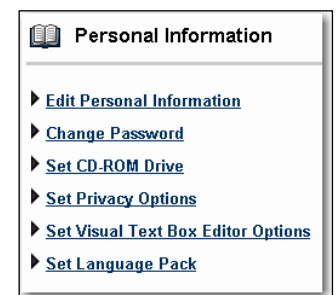
If you do not have an email address, you may sign up with a free service. Here are a few sites where you can get a free email account:

- <http://www.yahoo.com>
- <http://www.msn.com>
- <http://gmail.com>

1. Login to Blackboard. The first screen you will see is the **My Institution** screen.
2. Click on the **Personal Information** link in the Tools palette.

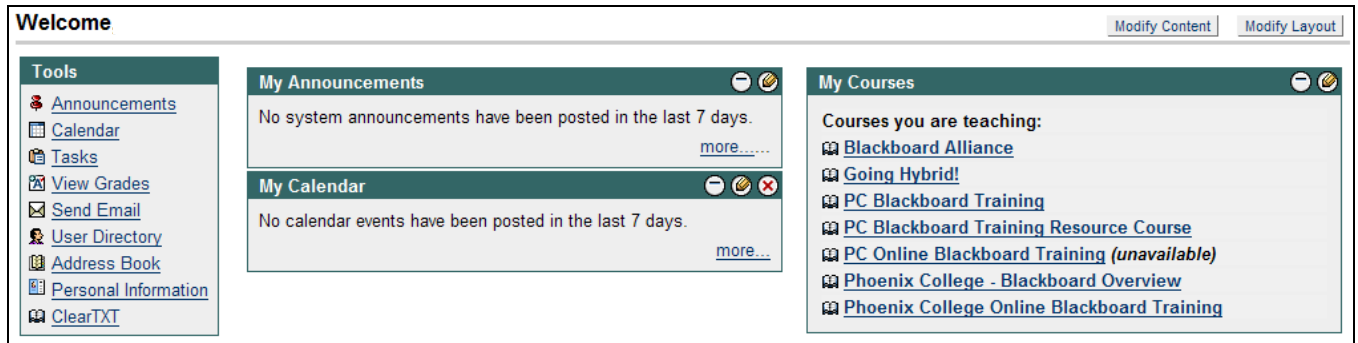


3. Click **Edit Personal Information**.
4. Enter your **Email Address**.
5. Scroll down to the bottom of the screen and click **Submit**.
6. Click **OK** twice to return to the My Institution screen.



My Institution (Welcome Page)

Once you have logged in to Blackboard, you will see the **My Institution** welcoming page, which looks similar to the image below.



The major components of this screen are:

- **Header Frame** – contains the institution’s logo and the navigation buttons for Home, Help, and Logout.

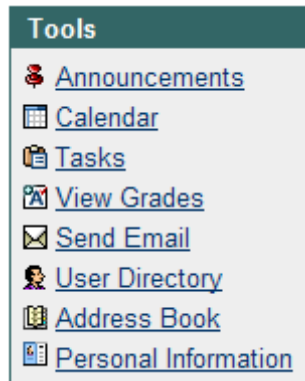


- **Home, Help, and Logout** buttons at the top of the window will direct you to the homepage (ecourses.maricopa.edu), help pages (<http://www.maricopa.edu/blackboard/support/students/index.php>), and allow you to logout of this Blackboard session.
- **Tabs** located at the top of the window allow you to navigate between your institution and the courses you are enrolled in. The Library Resources tab links you to search your college library, their databases, search tools and other helpful links.



Tools

The Tools Box gives you access to a number features of Blackboard.



- **Announcements** – Check institutional and course announcements for all classes. You can view all announcements or those for specific courses.
- **Calendar** – View calendar entries, including My Events, Institutional Events, Course events, and Organization Events. You can also add events from this area.
- **Tasks** – View tasks, including My Tasks and Course Tasks. You can also add tasks from this area.
- **View Grades** – View your grades (if the instructor uses the Gradebook).
- **Send Email** – Send email to users of the courses you are teaching/enrolled in.
- **User Directory** – View the user directory (of those who have changed their privacy settings to public display). If privacy settings have not been set, the person's name will only display.
- **Address Book** – Add contacts to your personal address book.
- **Personal Information** – Edit personal information (including password, directory information, and privacy options).

Modules

Each named box on the My Institution page refers to a module.

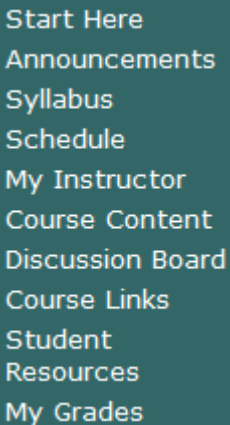


- **My Announcements** – Lists today's announcements for all classes you are taking.
- **My Calendar** – Shows all calendar events for the day for classes you are taking.
- **My Courses** – Shows all the classes you are taking under "Courses in which you are enrolled." To begin working on a course, click its link under this module.
- **My Tasks** – Shows all assigned tasks.

Course Menu

Once you entered a particular course, the course menu displays in the far left portion of the screen:

**Note that not all courses will have the same menu. Ask your instructor for help on where to find things if your course menu differs from this information.*

A vertical list of course menu items on a dark teal background. The items are: Start Here, Announcements, Syllabus, Schedule, My Instructor, Course Content, Discussion Board, Course Links, Student Resources, and My Grades.

Start Here
Announcements
Syllabus
Schedule
My Instructor
Course Content
Discussion Board
Course Links
Student Resources
My Grades

- **Start Here** – Provides basic information for being successful in the course, including course components, success strategies and technology skills
- **Announcements** – Provides important course announcements – this is the page you will see each time you login to a particular course
- **Syllabus** – Contains the course syllabus and acknowledgement survey
- **Schedule** – Provides a general course schedule with important due dates
- **My Instructor** – Provides contact information for your instructor
- **Course Content** – Contains all course materials and assignments
- **Discussion Board** – Contains all online class discussions
- **Course Links** – Course-specific websites are listed here
- **Student Resources** – Provides links and information for college services
- **My Grades** – Provides your current grade and grades for all assignments and tests

Sending Email

To send email to fellow students or the instructor, follow these steps:

1. From the Communication link under Tools, select Send Email.
2. Click the link for the desired recipients (all users, all groups, all teaching assistants, all instructor users, select users, or select groups).
3. If you selected to send to groups, select the particular users you want to send to by clicking the appropriate checkboxes.
4. Compose your message as you would for any other email - provide a subject, type the message body, and add attachments if desired.
5. Click Submit.

Even though email is composed through Blackboard, it must be viewed through your regular email client (such as Gmail, Outlook, hotmail, yahoo etc.).

Saving Course Files on a PC

To save files posted to a course site, follow these steps:

1. Navigate to the area of the course that contains the file you wish to download to your computer.
2. Right-click the file.
3. Select Save Target As...(using Internet Explorer) or Save Link As...(using Firefox) from the right-click menu.
4. Specify a save location.
5. Click OK.

Printing a Course File

To print a document or other course file, follow these steps:

1. Navigate to the area of the course that contains the file you wish to download to your computer.
2. Right-click the file.
3. Select Print Target...(using Internet Explorer) or Open Target in New Window...(using Firefox) from the right-click menu.
4. Click the print button from the Print dialogue box that displays in Internet Explorer or select Print from the File Menu in Firefox.
5. Click the Print button from the Print dialogue box.

Cut, Copy and Paste

To **cut** content (remove from current location):

- At the beginning of the text that you want to copy, hold down the left mouse key and drag to highlight across the text.
- Right-click on the text and select cut.

To **copy** content (leave in current location and make duplicate):

- At the beginning of the text that you want to copy, hold down the left mouse key and drag to highlight across the text.
- Right-click on the text and select copy.

To **paste** content (place in new location):

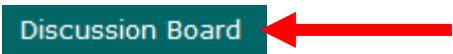
- Place the cursor where you would like to past the text.
- Right-click the mouse and select paste.

Rich Text Format - Windows

1. Open your word processing document.
2. From the File menu, select Save As.
3. From the Save as type drop-down menu, select Rich Text Format (.rtf).
4. Click Save.

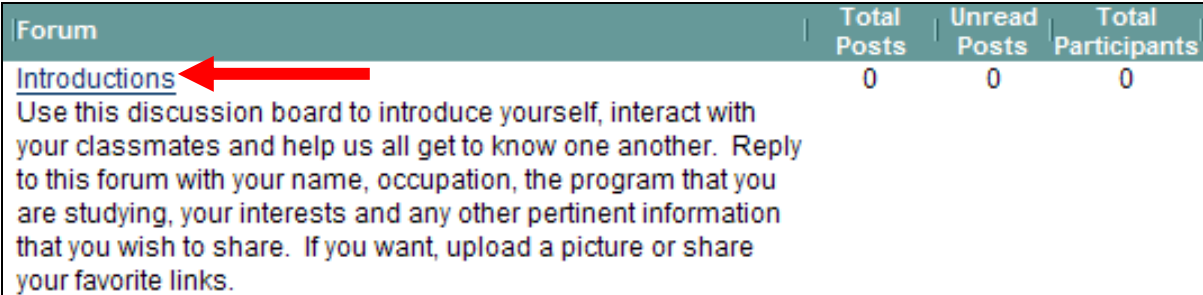
Posting to a Discussion Board

1. Select your class from the My Courses list.
2. Select Discussion Board from the course menu on the left.



Discussion Board


3. Select the link for the forum you wish to add to. The numbers to the right of the topic tell you total posts, unread posts and number of participants.



Forum	Total Posts	Unread Posts	Total Participants
Introductions	0	0	0

Use this discussion board to introduce yourself, interact with your classmates and help us all get to know one another. Reply to this forum with your name, occupation, the program that you are studying, your interests and any other pertinent information that you wish to share. If you want, upload a picture or share your favorite links.

4. Click Add Thread from the toolbar to add your answer.



Course Discussions: Introductions Tree View List View

Thread Collect Flag Clear Flag Mark Read Mark Unread

<input type="checkbox"/>	Introduction	Joe Smith	7/28/08 12:45 PM
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5. Type your subject line in the Subject field. Enter your response in the Message field. If you have attachments, add them at step 2. Once you have completed your message, click Submit. You can also Save your message to be able to modify it and submit it later.

1 Message

* Subject:

Message

Normal 3 Times New Roman **B** *I* U ~~S~~ x₂ x² | [List icons]

Block Path: [body](#)

2 Attachments

Attachments [Attach a file](#)

3 Submit

Click **Save** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.

6. Your response will now show in the list below. To read someone else's answer, click on the title of their response.

Course Discussions: Introductions Tree View List View

Thread Collect Flag Clear Flag Mark Read Mark Unread

<input type="checkbox"/>	Introduction	Joe Smith	7/28/08 12:45 PM
<input type="checkbox"/>	All about me!	gwc student	7/28/08 12:59 PM

- To reply to that response, hit the Reply button, compose and submit your message.

Thread Detail

Collect Flag Clear Flag Mark Read Mark Unread Search

Thread: [All about me!](#) Reply

Total posts: 1 Unread posts: 0 < Previous Thread

All about me! gwc student 7/28/08 12:59 PM

Refresh Select All Go

Subject: All about me! Reply Quote Set Flag

Author: gwc student **Overall rating:** ☆☆☆☆

Posted date: Monday, July 28, 2008 12:59:22 PM MDT

Last modified date: Monday, July 28, 2008 12:59:22 PM MDT

Total views: 2 **Your views:** 2

Hi Everyone! I'm excited to start class and learn more about all of you!

Subject: All about me! Reply Quote Set Flag

OK

Submitting an Assignment

These instructions are specific to submitting assignments that instructors have created with the Assignment tool in Blackboard. If you are unsure of whether your instructor used this tool, please ask.

- From the course menu, enter the area where your instructor has told you to find assignments. In all likelihood, this will be in the "Course Content" area.
- Locate the assignment you wish to submit. You should see a link that says View/Complete Assignment. It looks like this:

>> [View/Complete Assignment:](#)

Click this link to submit your work (your assignment).

- This will take you to the assignment page. This page can include more information, such as files the instructor has uploaded for you to use to complete your assignment. You can click these attached files to download them to your computer to open later or to open initially.

- Part two of the assignment page is where you submit your work. For some assignments, you will simply be answering questions, creating journal entries, etc. in the comments box. For other assignments, you might be required to attach a file.

STUDENT4 TRAINING COURSE > COURSE CONTENT > ACTIVITIES > UPLOAD ASSIGNMENT: ASSIGNMENT #1

Upload Assignment: Assignment #1

1 Assignment Information

Name	Assignment #1
Instructions	Please complete this assignment by the first week of class and submit to the instructor.
Assignment Files	File needed for assignment #1 (File needed for assignment #1)

2 Assignment Materials

Comments

Attach local file

Currently Attached Files: [Add Another File](#)

3 Submit

Click **Save** to stop working and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

- To attach a file to this assignment, click the Browse button at the Attach local file field. Find the file on your computer, server space or flash drive. Select the file and click Open. To attach more than one file, click the Add Another File button.
- Click the Save button if you wish to return to this assignment and complete it later. Click the Submit button when you are finished and want to turn your assignment in. NOTE: if you make a mistake and accidentally submit when you were not ready to, you will not be able to modify your assignment later. You must ask your instructor to clear your attempt so you can access the assignment again.

Recommended Practices: Taking Exams

- Do not wait until the last minute to take exams, if you experience technical problems they will take time to be resolved.
- Allocate ample time and ensure no distractions during this time period (turnphones off, children are cared for, pets have been cared for, no sandwich or TV breaks, etc).
- If you experience difficulty, immediately notify your instructor and the Blackboard Helpdesk: 1-888-994-4433.
- Ensure you have setup your browser using the browser setup guide (this can be found on the Blackboard Helpdesk Support Site).
- Ensure you have a reliable Internet connection and avoid using wireless Internet connection.
- Close all other applications, especially instant message applications like AIM, Yahoo! Messenger, etc.
- Maximize the browser window and do not resize or refresh during the exam.
- Do not use the return/enter key or browser navigation buttons, use buttons provide in exam.
- If you must navigate between applications use keyboard commands (e.g. Alt-Tab in Windows).
- Do not double click exam links or buttons (single click only).
- Do not attempt to print the exams.
- Do not attempt to access other web pages or files during exam, this may cause exam to fail.
- Do not click outside exam area. For example, do not click any Blackboard menu links such as Course Content or Announcements.
- Avoid leaving your exam for longer than 15 minutes as you may be timed out by your ISP.
- Do not enter exam until you are ready to take it or you may be locked out of exam.
- Do not answer any questions until entire exam has loaded.

- Type answers to essay questions in a word processor and copy and paste the answers into the text fields for each question in Blackboard. This way, you have a copy of your answers just in case you lose your Internet connection and need to re-take the exam.
- When your exam is presented one question at a time always use the Save button before you go to the next question.
- When your exam is presented with all questions showing avoid using the Save button adjoining the question, rather use the Save button at the bottom of the page after you have answered two or three questions.
- At end of the exam ensure you select Submit and not Save.
- Click Submit only once. If your Internet connection is slow, you may think the quiz is not being sent. Wait at least 3-5 minutes for a confirmation that your quiz was received. The quiz must be sent, scored, and the results returned to you.