



# Blackboard 8.0 Student Guide

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Teaching & Learning Center

South Mountain Community College

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

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College

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## Objectives

These materials have been designed to present the following competencies:

- Explain the basic functions of Blackboard.
- Locate your Maricopa Enterprise ID (MEID).
- Login to Blackboard.
- Identify the screen components of the Blackboard My Institution page.
- 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.

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## 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 assessment
- view their grades online
- communicate with the instructor and with other students

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

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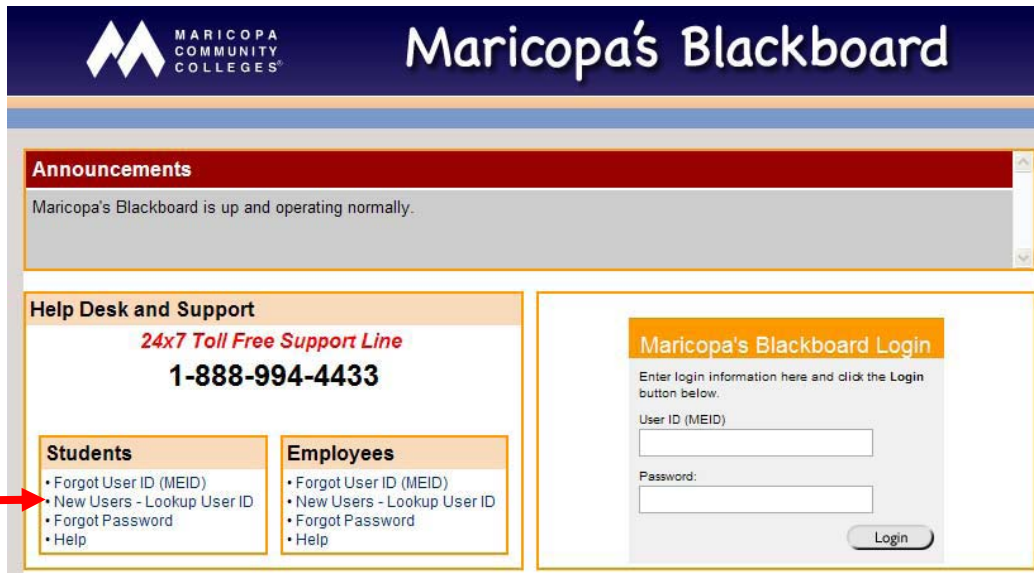
## Need Help?

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.

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## 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.



3. The Student Personal Administration Tool (SPAT) displays. Fill in all required fields (Maiden/Previous Last Name & Student ID are optional). Enter your First Name, Last Name, Social Security Number and Date of Birth.

### 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)

\* 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

Next

4. Click Next.

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

Follow the prompts on the screen to:

- **Set your password.** Click Password Rules to ensure you select an appropriate password.
- **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.
- **Make note of your MEID and password as you will need them to login to Blackboard.**
- Click **Submit**.

6. At the Summary of updates screen, you can click the link to login to Blackboard.

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## Maintain Your Maricopa Enterprise Account

When you want to update your Maricopa Enterprise Account information or if you want to change your password, you will use the Student Personal Administration Tool (SPAT).


**MEID Login**

MEID:

Password:

Enter the code as it is shown below and then click "Log In" to continue:

This helps prevent automated registrations. If you find the image difficult to read, reload this page to get a new image.



[reload image](#)

If the image does not appear, please try clearing the cache in your browser. For information on how to clear the cache in your browser click [HERE!](#)

1. Open your browser and go to: <https://eims.maricopa.edu/MAW/SPAT.html>
2. Enter your MEID and Password.
3. Enter the security code.
4. Click Log In.

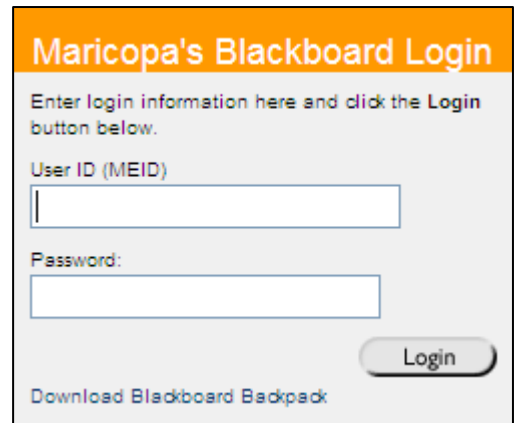
**OR**

Click the appropriate link if you have forgotten your MEID or Password.

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## Login to Blackboard

1. Open your browser and go to:  
<https://ecourses.maricopa.edu/webapps/login>
2. Enter your **Maricopa Enterprise ID** and **Password** and 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.



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## Email and Blackboard

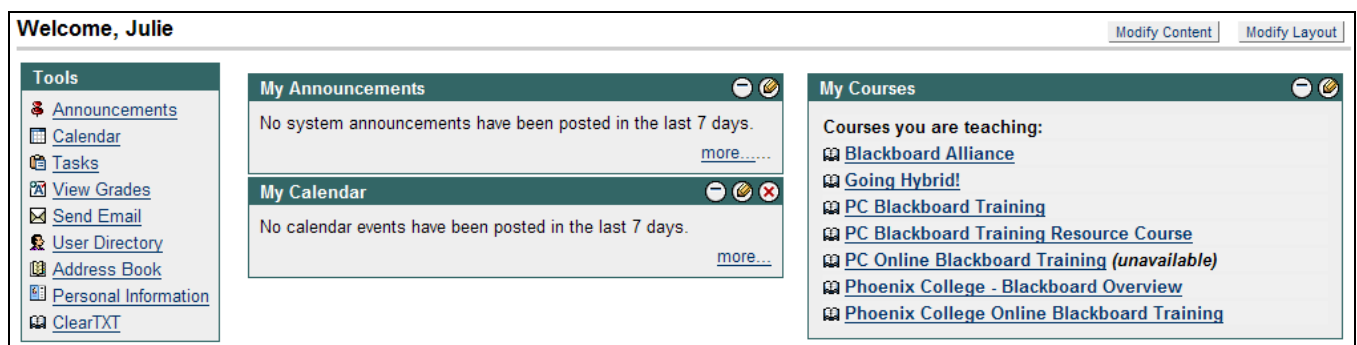
A new email system is being implemented at all Maricopa Community Colleges, powered by Google (Gmail). You can sign up now for your free email account, which uses the @maricopa.edu domain name and your MEID – for example: JOSTB0000@maricopa.edu. Go here to learn more about the benefits and sign up: <http://google.maricopa.edu>.

Effective August 10, 2009, this new system will become the official way to receive communications from the students' colleges and the Maricopa County Community College District. The @maricopa.edu email account is automatically loaded into Blackboard. ALL email sent via Blackboard will be sent via the student's Maricopa email. Students can elect to forward their Gmail account to an alternate email address.

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## 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.



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## Blackboard Student Guide

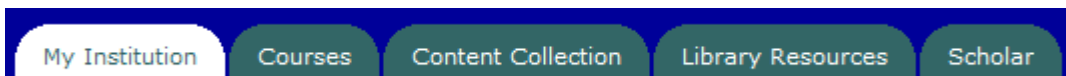
Materials originally developed by Amy MacPherson, SMCC, Chrystle Hall, PVCC, Julie Magadan, PC and Jennifer Mansfield, SMCC, have been modified and are included in this manual.

The major components of the My Institution page are:

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



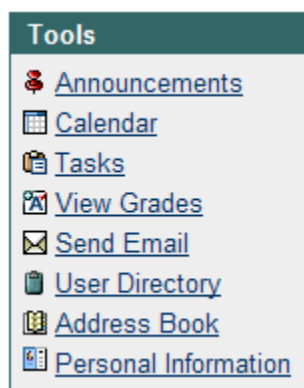
- **Home, Help, and Logout** buttons at the top of the window will direct you to the homepage ([ecourses.maricopa.edu](http://ecourses.maricopa.edu)), and Help pages (<http://www.maricopa.edu/blackboard/support/students/index.php>), and allow you to Logout of this Blackboard session.
- **Tabs** located at the top of the window allow you to navigate between your institution and the courses you are enrolled in. The Courses tab also displays a link to view the course catalog. The Library Resources tab links you to search your college library, their databases, search tools and other helpful links. The Content Collection tab displays your content and your portfolios. The Scholar tab shows the bookmarks you have created using Scholar (a social bookmarking site).



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## 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 Grade Center).
- **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 directory information and privacy options).

## Modules

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

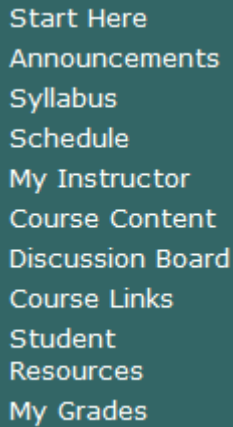


- **My Announcements** – Lists today’s announcements for all classes you are taking.
- **My Calendar** – Shows all calendar events for the day for classes you are taking.
- **My Courses** – Shows all the classes you are taking under “Courses in which you are enrolled.” To begin working on a course, click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

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## Course Menu

Once you entered a course, a 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 the one below.*

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 course
- **Syllabus** – Contains the course syllabus
- **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 assignments/tests

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## 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, Webmail, etc.).

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## 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 Mozilla) from the right-click menu.
4. Specify a save location.
5. Click OK.

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## 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.

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## 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.

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## 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.

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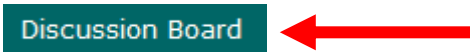
## Rich Text Format - Mac

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

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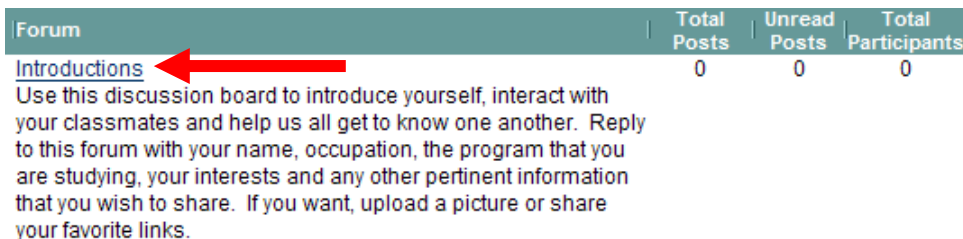
## Posting to a Discussion Board in Blackboard

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
<a href="#">Introductions</a>	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 Search

[Introduction](#) Joe Smith 7/28/08 12:45 PM

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.

STUDENT02 TRAINING COURSE > DISCUSSION BOARD > INTRODUCTIONS > ADD THREAD

### Add Thread

**1 Message**

Subject:

Message

Normal 3 Times New Roman B I U S x<sup>2</sup> x<sup>3</sup> [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

[Thread](#) [Collect](#)

Display   Search   After Jul 16 2007   Before Jul 16 2007

Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/> 7/16/07 8:35 AM	<a href="#">Hi!</a>	Student01 PC	Published	0	1

Select All

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

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## Submitting an Assignment in Blackboard

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.

1. 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.
2. Locate the assignment you wish to submit. You should see a link that says View/Complete Assignment. It looks like this:



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

3. 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.
4. 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 to the assignment.

STUDENT04 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 ( <a href="#">File needed for assignment #1</a> )

**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.

5. 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.
6. 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.

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### 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 (turn phones 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 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.