

## Introduction to Blackboard

### Logging into 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. Check your browser compatibility [here](#).

#### **Orientation for Online Courses**

An introduction to taking online courses is available for students who are taking online courses for the first time. For orientation or more information call (409) 880-1847.

#### **Logging into Blackboard**

The Blackboard login page can be reached by using the following URL:

<http://uonline.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](#)

A tutorial guiding you through this process is available [here](#).

**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

**Phone:** (409) 880-2222; 8 a.m. – 5 p.m.; Monday-Friday

**Website:** <http://uonline.lamar.edu/>

## 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.-7 P.M., call 409-880-2222.

## Navigating Blackboard

### Blackboard Layout

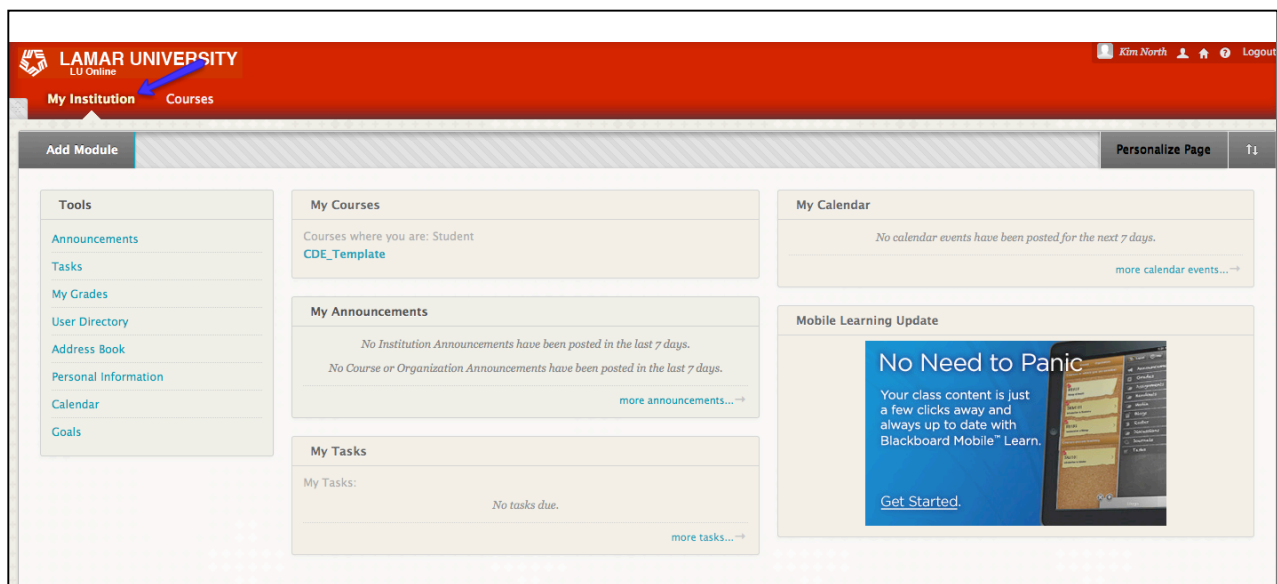
**Becoming Familiar with Student Interface:** After logging into Blackboard, the first screen displayed is the Blackboard Home Page.

The page header will display:

- Name.
- 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**.

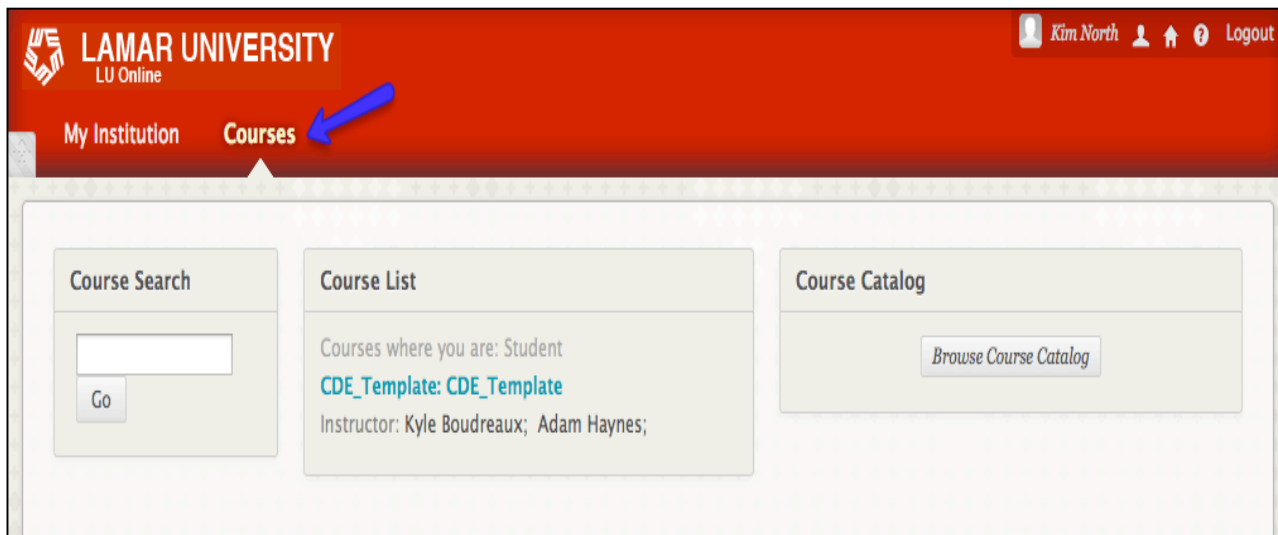
The My Institution page is the primary navigation feature in this course. The **My Institution tab** contains the following modules:



- 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.

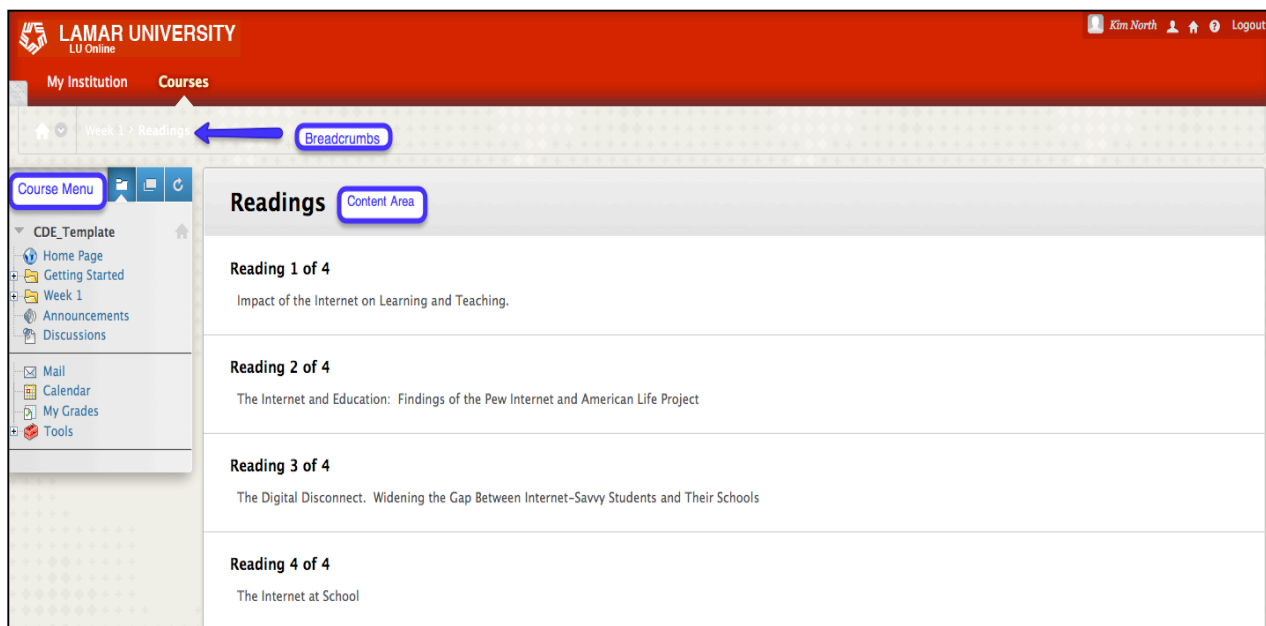
**Example:** The instructor may create a Content Area containing a week's worth of course material, such as readings, an assignment, a discussion forum, and a URL.

#### **Accessing Course Content and Tools**

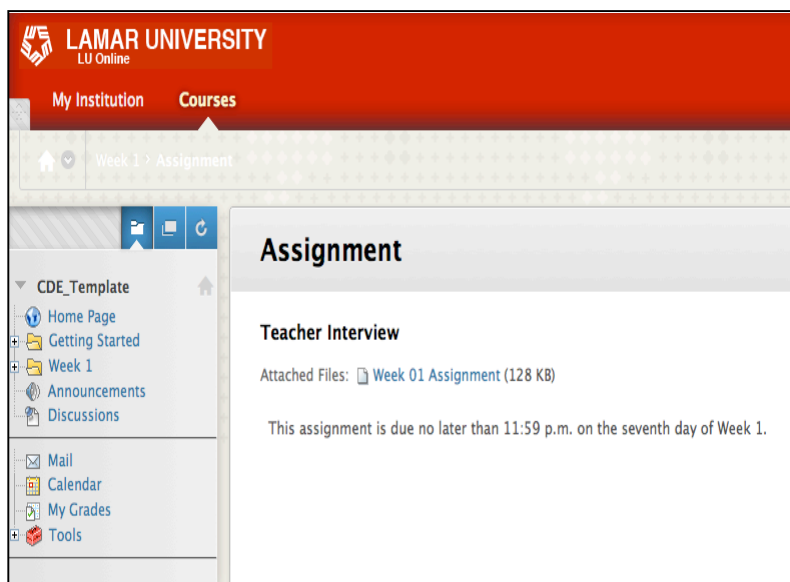
Click on the link to a course in the My Courses tab on the Blackboard Home Page. Clicking the Courses Tab and then selecting the course can also be used to access courses. Once you access course from the Course List you will see:

**\*\*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.

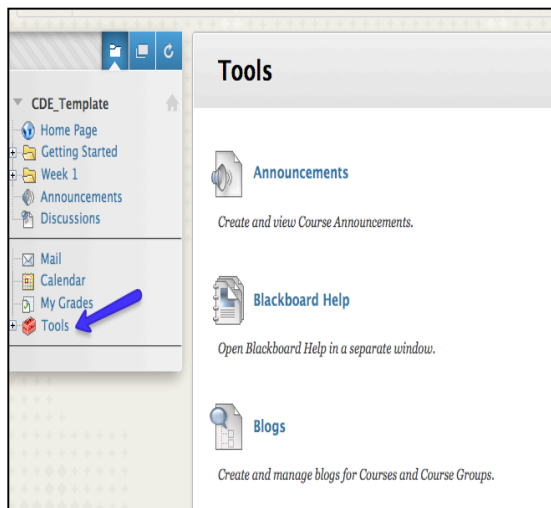


Instructors put materials into course sites for you to review. Materials can be added as documents, presentations, or external links. Clicking on the link associated with the material will open the file or access the external link for Learning Module.



## Using the Tools

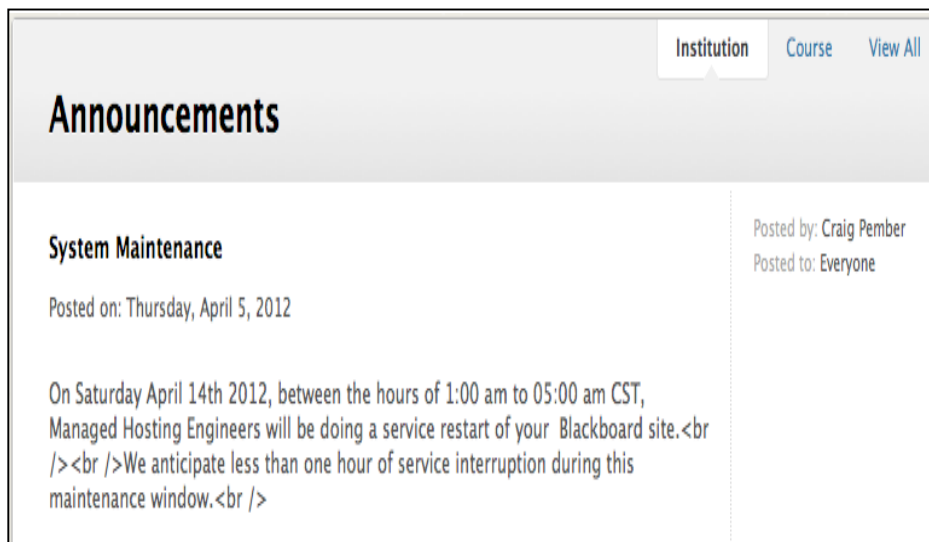
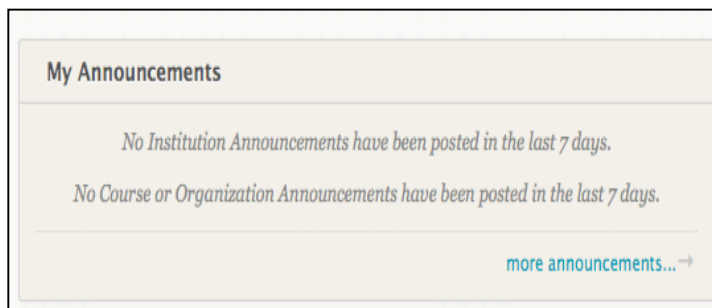
**Tools** appear throughout Blackboard Learn. Users can access tools from inside a course or from a tab. The instructor determines which Tools are available in the course.



## **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.

## Mail

The **Mail** tool built into your online course is only for use within that course. Using the mail within your online course will allow you to communicate with your instructor and classmates. You will not be able to send mail outside of the course, nor will you be able to receive mail from email addresses outside of the course. In fact, the mail tool in your online course does not even have an email address for you. You will simply send mail to the instructor and other students in your course. You will have to login to your online course to check for new mail and to send mail within the course.

**Mail** allows you to send, receive, reply, and forward messages to others in your online course. You can store drafts of mail, view sent emails, search your mail messages, add mail folders, and delete old mail.

The **Mail** 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 mail to read the message sent to you. You can also view the author and the date of the mail sent to you from the mail inbox screen.

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

**Messages**

*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](#)*

[Create Message](#) [Create Folder](#)

Folder	Unread	Total
<a href="#">Inbox</a>	0	0
<a href="#">Sent</a>	0	0

Displaying 1 to 2 of 2 items [Show All](#) [Edit Paging...](#)

Mail 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 mail 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

Cc

Bcc

---

**2. Compose Message**

\* Subject

Body

Text Editor is: ☒ ON

Path: body

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**3. Attachment**

Upload Attachment

---

**4. Submit**

*Click Submit to proceed. Click Cancel to quit.*

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 you 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

Kyle Boudreaux (Instructor)

Adam Haynes (Instructor)

Kim North

Invert Selection Select All

Recipients

>

<

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, select the HTML creator

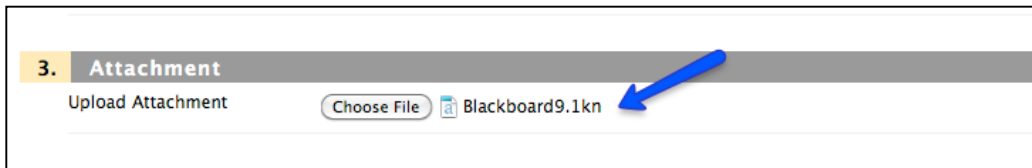


button. A WYSIWYG (What You See Is What You Get) editor will launch and you will now have the ability to edit your email as if you were typing it in Microsoft Word.

- Click Submit when finished.

### Attaching a File:

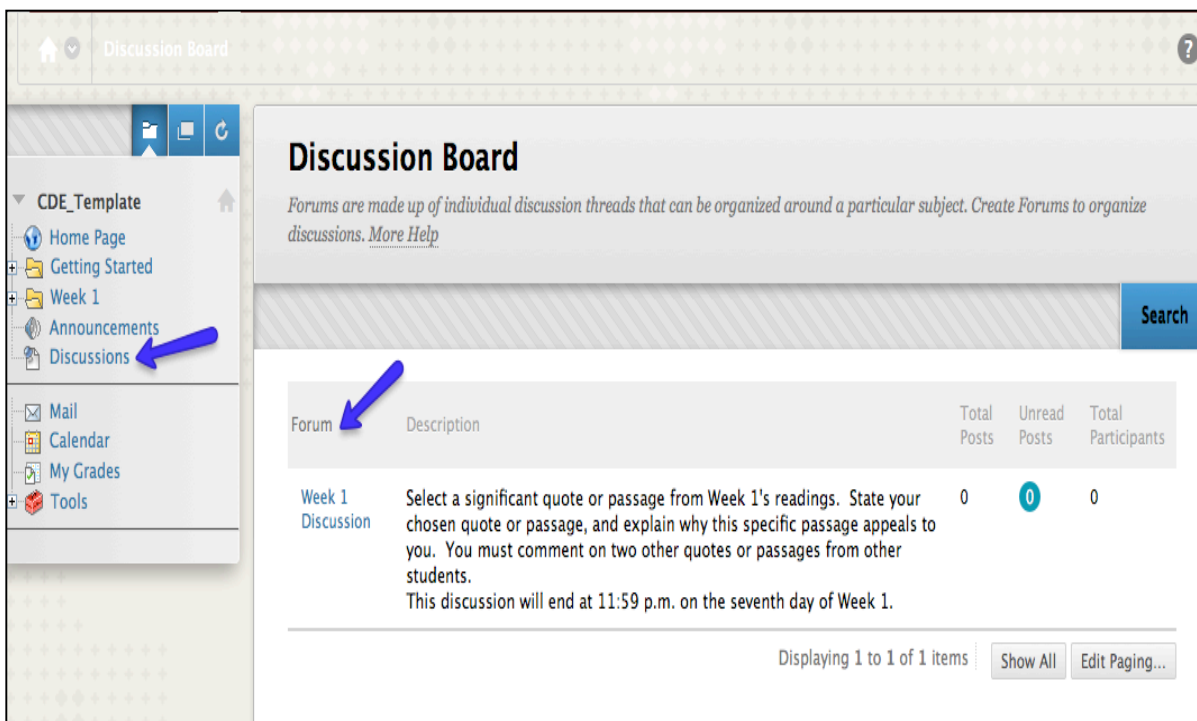
To attach a file to your email, select the Choose File button to locate the file you wish to attach. Once you locate file on your computer select choose. Then you see file has been added to email as attachment. Click Submit when finished.



## Discussions

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.

List ViewTree View

Forum: Week 1 Discussion

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

Create ThreadSearchDisplay ▾

Thread Actions ▾Collect

<input type="checkbox"/>	Date ▾	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	4/13/12 12:52 PM	<a href="#">Week 1 - Discussion</a>	Kim North	Published	0	1

Thread Actions ▾Collect

Displaying 1 to 1 of 1 items | [Edit Paging...](#)

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.

Success: Thread RE: Week 1 - Discussion created.

Thread Detail

The Thread Detail Page provides a complete view of the Thread and its contents. Options for viewing and managing the thread are located here. [More Help](#)

SearchRefresh

Week 1 - Discussion Reply

Total Posts: 2 Unread Posts: 0

Message Actions ▾Collect

Select: [All](#) [None](#)

<input type="checkbox"/>	<a href="#">Week 1 - Discussion</a>	Kim North	4/13/12 12:52 PM
<input type="checkbox"/>	<a href="#">RE: Week 1 - Discussion</a>	Kim North	4/13/12 12:57 PM

Select: [All](#) [None](#)

Message Actions ▾Collect

Week 1 - Discussion >

ReplyQuoteSet Flag

Author: Kim North

Posted Date: Friday, April 13, 2012 12:52:58 PM CDT

Edited Date: Friday, April 13, 2012 12:52:58 PM CDT

Total views: 3 (Your views: 3)

Here is the discussion from Week 1.

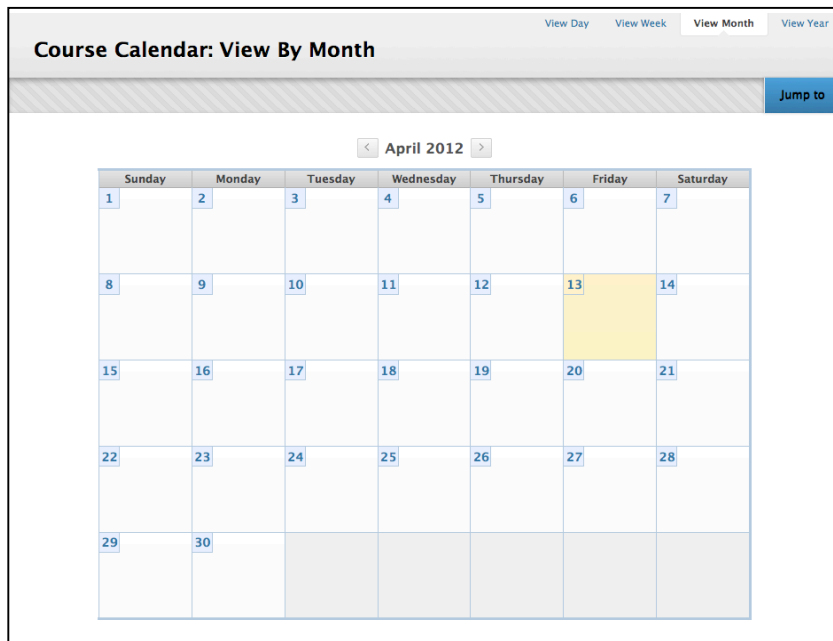
Week 1 - Discussion >

ReplyQuoteSet Flag

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.



## 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.

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.

**Upload Assignment: Teacher Interview**

Cancel Save as Draft Submit

**1. Assignment Information**

Name: Teacher Interview

Instructions: This assignment is due no later than 11:59 p.m. on the seventh day of Week 1.

Due Date:

Points Possible: 100

Assignment Files: [Week 01 Assignment \(Week 01 Assignment\)](#)

**2. Assignment Materials**

Submission

Text Editor is: **ON**

Normal 3 Arial B I U nter x<sub>2</sub> x<sup>2</sup> [List Icons]

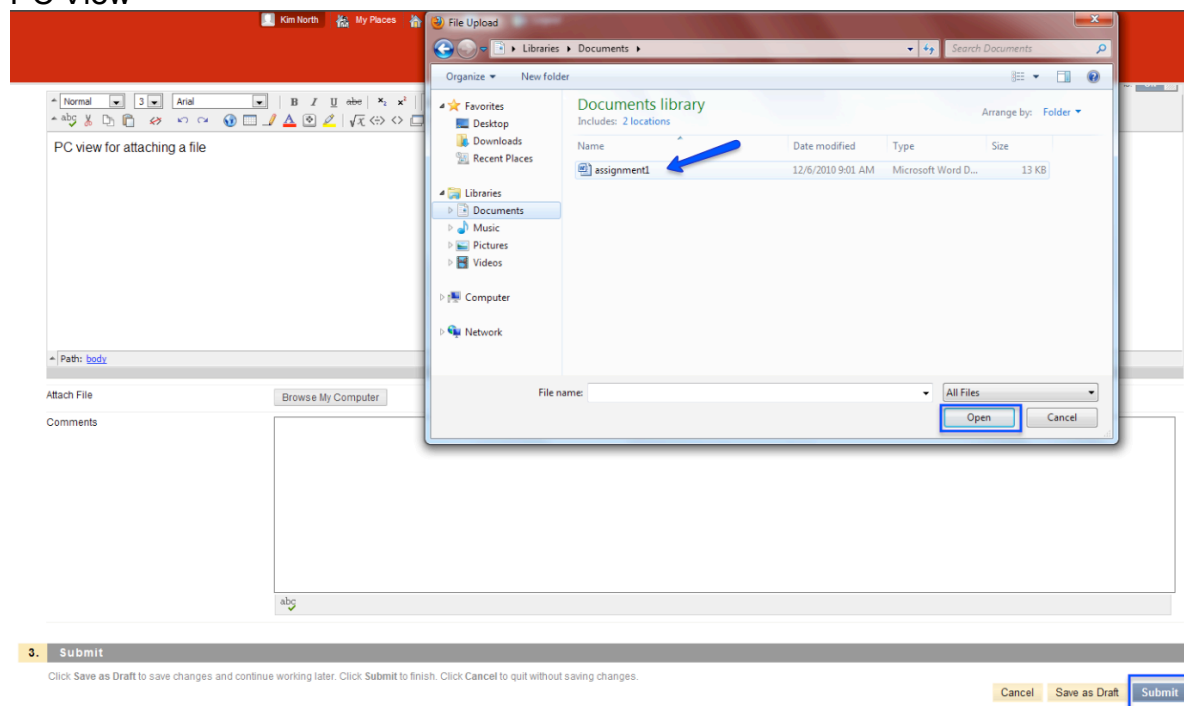
Path: body

Attach File Browse My Computer

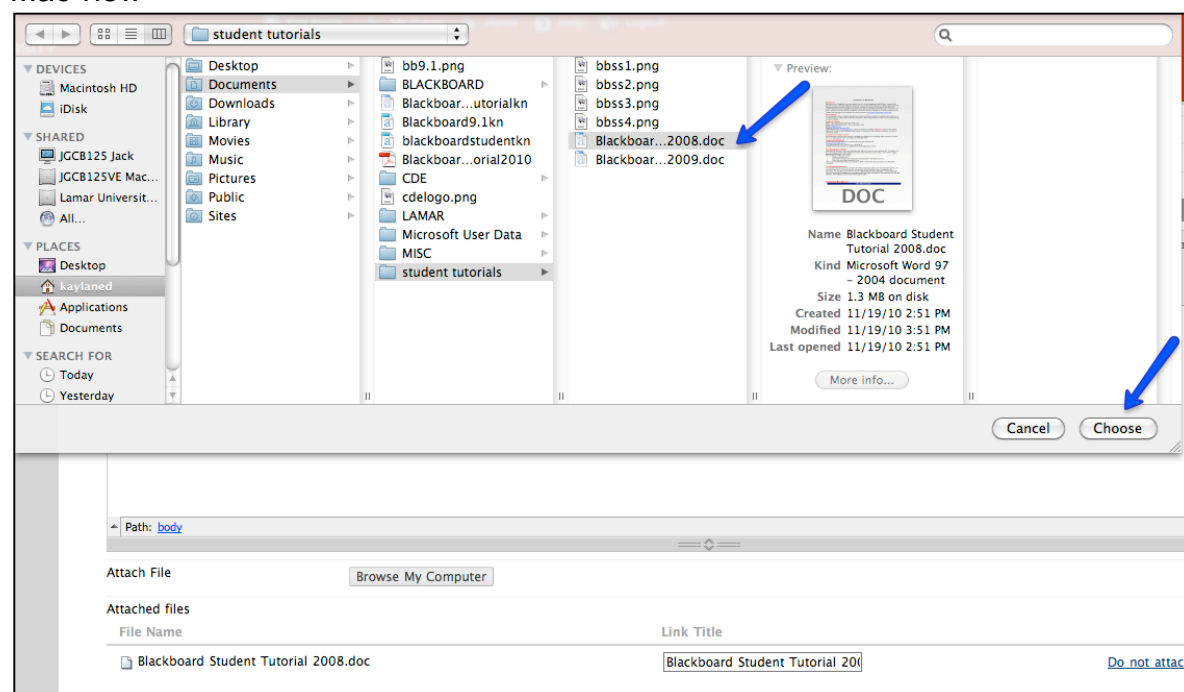
To submit an **Assignment**, you are required to type your comments into the text box provided.

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.

## 2. Assignment Materials

Submission

Text Editor is: **ON**

I have attached my Teacher Interview Assignment below.

Path: body

Attach File

File Name	Link Title	
<input type="checkbox"/> Narrated PowerPointMSOffice2010.doc	Narrated PowerPointMSOffic	<input type="button" value="Do not attach"/>

Comments

When finished, make sure to click **Submit**.  
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.

You should now see the confirmation screen, and see the submitted assignment under the Submitted tab of the assignments area.

This assignment is complete. Review the Submission History.

## Review Submission History

### 1. Assignment Information

Name:	Teacher Interview
Instructions	This assignment is due no later than 11:59 p.m. on the seventh day of Week 1.
Due Date	
Points Possible	100
Student Name	Kim North

### 2. Review Submission History

Submission ( April 13, 2012 1:51:25 PM CDT )

**Submission Materials**  
Submission Field :  
I have attached my Teacher Interview Assignment below.

**Student Comments :**  
Attached Files : Narrated PowerPointMSOffice2010.doc

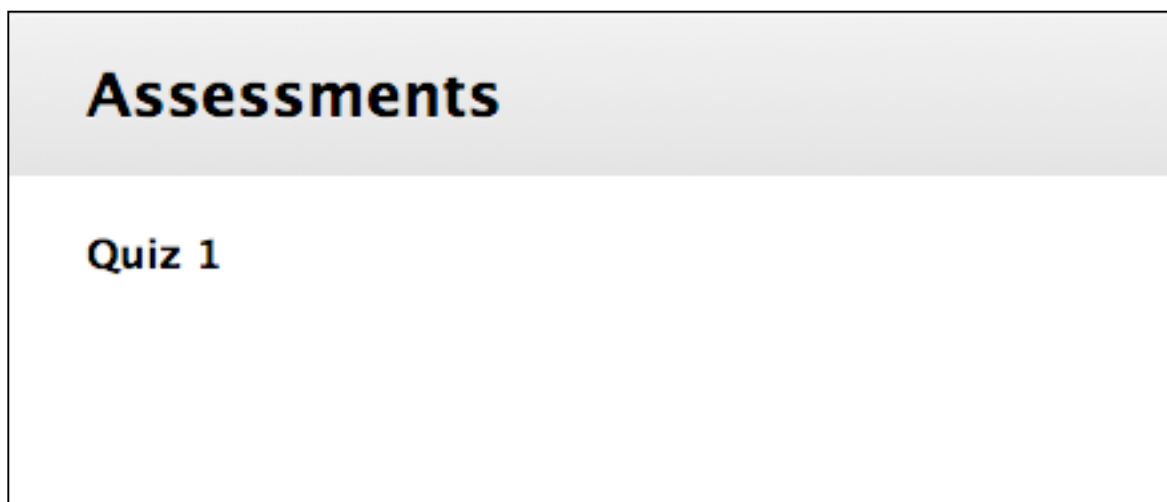
**Instructor Feedback**  
Grade : Needs Grading

### 3. Finish

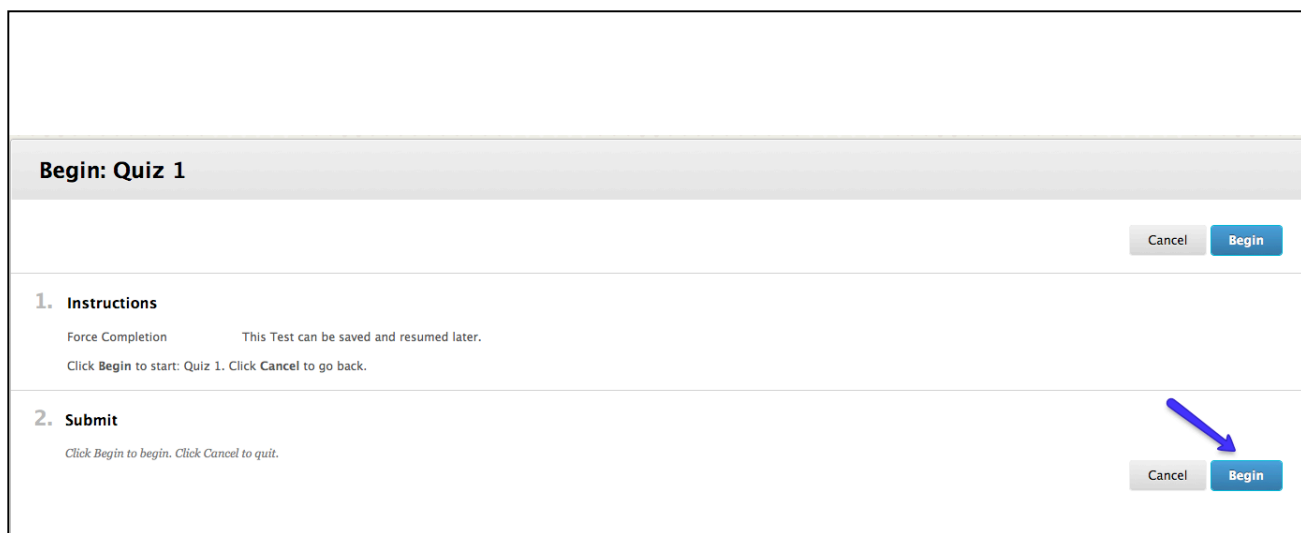
Click **OK** to go back.

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 your 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: Quiz 1

Description

Instructions

Multiple Attempts Not allowed. This Test can only be taken once.

Force Completion This Test can be saved and resumed later.

Question Completion Status:

Save All Answers

Close Window

Save and Submit

Question 1

10 points

Save Answer

What is the name of the university you attend?

☐ Lamar University
 ☐ McNeese State University
 ☐ Boston College
 ☐ Texas Tech

Question 2

10 points

Save Answer

What is the school colors?

☐ Black and Gold
 ☐ Red and White
 ☐ Blue and White
 ☐ Black and Red

Save and Submit

Click Save and Submit to save and submit. Click Save All Answers to save all answers. Click Close Window to close window.

Save All Answers

Close Window

Save and Submit

## 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	Alignments	Due Date	Last Student Activity	Last Instructor Activity	Grade	Comments
Weighted Total					-	
Total					-/0	
Teacher Interview	Alignments		Apr 13, 2012 1:51 PM	Apr 13, 2012 1:51 PM	0/100	
Icon Legend						

Center for Distance Education

Lamar University

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