Blackboard
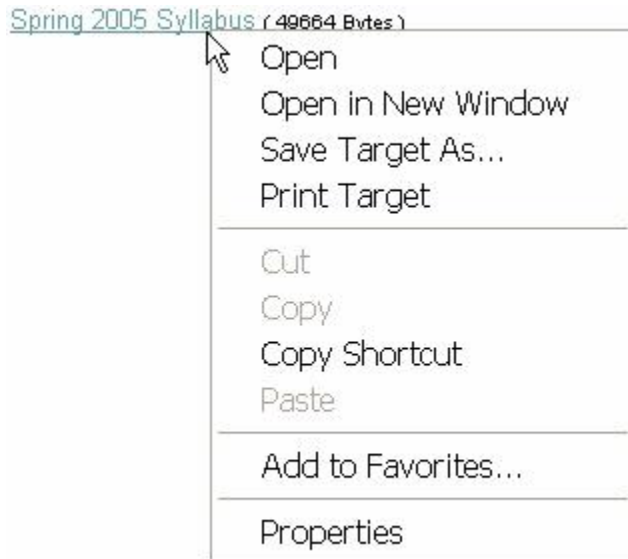**The Student Perspective**

1. Announcements.   Most announcements stay on the first announcement page for 7 days. Permanent announcements always stay on the front page. Other announcements move to locations based on their age.   The announcements page has tabs at the top. Announcements that are older than 7 days, but newer than 30 days move to the 'View Last 30 Days" tab. Announcements that are older than 30 days move to the "View All" tab. Announcements added within the last 24 hours are on the "Today" tab as well as the "View Last 7 Days" tab.

2. Content Areas.
   A. Faculty post content in a variety of data formats, such as Word documents, Excel files, PowerPoint presentations, Adobe PDF files, images, videos and audio files. You must have the appropriate software on your computer to open these files.   If your professor posts a file for which you don't have the software, usually you can get a   viewer from the company's website. For example, if your professor posts a Word document, you can go to www.microsoft.com and get a viewer for Word documents.   If you already have Microsoft Word on your computer, the document will open with no problem.
   B. To open the file, just click on the link.
   C. If you want to open the document or file in a new window, right click on the file and then select "Open in New Window".
   D. If you want to download the file, right click on the link and select "Save Target As".
   E. If you want to print the file, right click on the link and select "Print Target".

Spring 2005 Syllabus (49664 Bvtes)

| Open |
| Open in New Window |
| Save Target As... |
| Print Target |
| Cut |
| Copy |
| Copy Shortcut |
| Paste |
| Add to Favorites... |
| Properties |

(Note: this take a RIGHT click)

3. Discussion Board. Many faculty members use the discussion board to continue classroom discussion, to have students react to readings and to encourage communication among classmates, among many other possible uses. The discussion board may be a familiar format if you have previously participated in an online forum.
   A. Your professor must create a forum in the discussion board before you can post any messages.
   B. Your professor must have set up that forum with an option that allows you to create a new thread.
   C. Click on "Add New Thread"
   D. Enter a subject (Thread topic)
   E. Enter a message

F. If you want to add an attachment, click Browse and navigate to the file you want to attach. Click once on the file and click Open.

Create New Message

Current Forum: Cyber Cafe
Date: Thu May 19, 2005 3:37 pm
Author: BROWN, CHRISTINE M.G.

Subject: [   ]

Message: [toolbar]

Attachment: [   ] Browse...

Cancel   Submit

G. Click Submit and your message will be posted to the forum.
H. If you want to reply to a message, click on the message in the forum, then click on the reply button to the right. Follow the same steps as you would for adding a new thread.

◄◄ Previous Message   Next Message ►►

Current Forum: Cyber Cafe   Read 8 times
Date: Mon Apr 18, 2005 5:55 pm
Author: BROWN, CHRISTINE M.G. <CMBROWN@gwm.sc.edu>
Subject: Program 5

Remove

Hey what time do you want to meet?

Reply

◄◄ Previous Message   Next Message ►►

Current Thread Detail:
Program 5   BROWN, CHRISTINE M.G.   Mon Apr 18, 2005 5:55 pm

OK

I. If you have several messages you'd like to read by scrolling through them, click show options, then select the messages you want by click the check box to the left of the message or click select all. Then click collect. The messages will be presented in a single, scrollable web page.

Add New Thread

VIEW UNREAD MESSAGES ▾

EXPAND ALL ⊞   COLLAPSE ALL ⊟
SEARCH ?

SHOW OPTIONS

Program 5   BROWN, CHRISTINE M.G.   Mon Apr 18, 2005 5:55 pm
New one   BROWN, CHRISTINE M.G.   Mon Apr 18, 2005 5:55 pm

[Click Here for Archives]

Sort By: Default ▾

OK

Add New Thread

VIEW UNREAD MESSAGES ▾

EXPAND ALL ⊞   COLLAPSE ALL ⊟
SEARCH ?

HIDE OPTIONS

SELECT ALL   UNSELECT   INVERT   READ   UNREAD   COLLECT

☑ Program 5   BROWN, CHRISTINE M.G.   Mon Apr 18, 2005 5:55 pm   New
☑ New one   BROWN, CHRISTINE M.G.   Mon Apr 18, 2005 5:55 pm   New

Sort By: Default ▾

OK

COURSES > BUSINESS APPLICTN PROGRM > COMMUNICATIONS > DISCUSSION BOARDS > CYBER CAFE

Current Forum: Cyber Cafe
Date: Mon Apr 18, 2005 5:55 pm
Author: BROWN, CHRISTINE M.G. <CMBROWN@gwm.sc.edu>
Subject: Program 5

Hey what time do you want to meet?

Reply

Current Forum: Cyber Cafe
Date: Mon Apr 18, 2005 5:55 pm
Author: BROWN, CHRISTINE M.G. <CMBROWN@gwm.sc.edu>
Subject: New one

test

Reply

OK

J. If you use a program such as JAWS for the visually impaired or if you use a browser, like FireFox or Mozilla, and have problems with the discussion board, see number 11 C below to find out how to turn off the What You See Is What You Get (WYSIWYG) editor.

K. If you want to view an attachment, click on the subject of the discussion board entry, then click the link next to the word "Attachment:" (Note: the paper clip icon does not open the attachment)

4. Quizzes and Tests – Some professors may choose to give quizzes and exams on Blackboard. To take a quiz:

A. Navigate to the quiz location

B. Click on the link to the quiz

C. Answer OK to the question "Are you sure you want to take this assessment now?"
D. Take note of any instructions at the top of the page. Take note of the time limit if applicable. Take note of the test format… all at once or one question at a time.
E. If your test is presented all at once, answer each question and scroll to the bottom and click submit when you are done.
F. If your test is presented one question at a time, answer the first question, then click on the right arrow to go to the next question. Click OK to answer the question, "Are you sure you want to submit this question now?"
G. Some quizzes are set up so that you cannot backtrack. If you click the back button, click on any other link or click the arrow more than once, you will be locked out of the test and will have to contact your professor to be allowed to continue. The professor will have to "reset your attempt" and that will clear all your answers and you will have to start over from the beginning of the test.
H. Some tests have time limits. If so, you will be told what the time limit is in the instructions and a counter will appear in the lower left of your screen. You can go over the time limit, but your professor will be notified and will have to manually grade your test.
I. If you are taking a very long essay quiz, you would be wise to print it out and type out your answers in a word processor. Then go back to take the quiz and cut and paste your answers. If you click back when taking a quiz, you will be locked out of your quiz.
J. Some tests are set up for "Forced Completion". That means that once you start the test, you have to finish it. You cannot click save. That will lock you out of the test.
K. Some ISPs will time you out after 30-60 minutes of inactivity. Clicking radio buttons on a test does not constitute activity. This can also lock you out of your test. Contact your instructor.

5. Assignments- If your professor uses the assignment manager, they will tell you where the assignment is located. Usually it's under an assignment button. Under the assignment you will see a link that says view/complete. Click on that link and follow your professor's instructions.
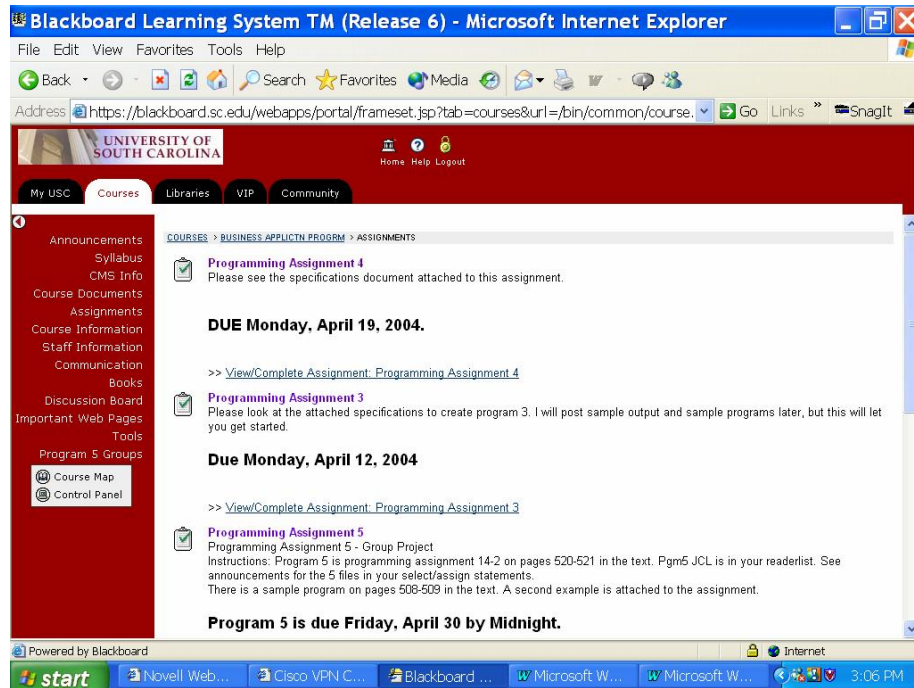
A. You can view any files the instructor has loaded for you by clicking on the link. To download a file, right click on the link, click save target as, navigate to the folder you want to use, name the file and click save.

B. To add comments, just type them in the area provided. To attach a file, click browse next to the file to attach box. Navigate to your file, highlight it and click open. Always remember to scroll down and click submit.
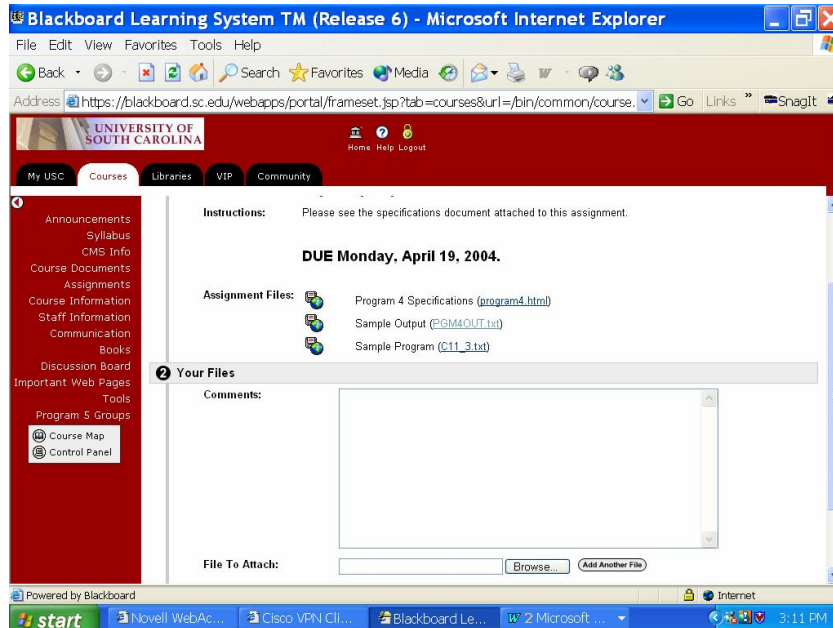
6. Collaboration (Chat rooms)
   A. There are 2 kinds of chats – virtual classroom which uses a whiteboard and share a browser and lightweight chat which is just a standard chat box.
   B. To chat click on communication, then collaboration, then select the appropriate chat. Your professor should tell you which one he will be using.
   C. For further information on chats, please see the chat handout.
7. Messages – Blackboard has a message system, similar to an email system contained with each course. It is used for the professor to send messages to students when it is not desirable to use standard email.
   A. Click on Communication
   B. Click on messages
   C. Click on New Message to send a message. Click on "TO:" to select recipients, Click on "Cc:" to copy a message and click on "Bcc:" to blind copy a message. Fill in the subject and message. Add attachments if desired. Scroll down and click submit. If you have trouble seeing the message box, see 11 c WYSIWYG editor.

D. Click on Inbox to retrieve messages. Click on the subject of any message you want to read.

8. Groups – Your professor may set up groups for your class. You will only have access to groups to which you have been added. Your groups may have email, file exchange, discussion boards and chat privileges. Those features work the same within the groups as within the class. To access file exchange, just click on the link, click add file, add a title, navigate to your file, click open and click submit.

9. Sending Email
   A. Click communication
   B. Click Send Email
   C. You can send to all users and you can send to select users. **Remember if you are sending something private to your professor that you should select users and select only your professor.**
   D. If you send to all users, you will see the list of who all received your email.
   E. If you send to select users, put a check next to each person who you wish to receive the email.
   F. Fill in a subject
   G. Fill in a message
   H. Add an attachment if necessary
   I. Scroll down and click submit
   J. You will receive a copy of your message at the email address listed in your personal information.

10. Digital Drop Box – The digital drop box is a great way to save a file so that you can get to it from any computer attached to the internet. If you add a file to the digital drop box, only you can see it. You will need to click send if you want a copy to go to your professor. **Do not send your assignments through the digital drop box unless instructed by your professor.**
    A. Click tools
    B. Click digital drop box
    C. Click send file to load your file to the drop box and send to your professor.
    D. Click add file if you only want to save the file for your use.
    E. Add a title and comments if necessary. You should always include your name, the title of the file, info on the contents and the date if you are sending to your professor. That information could prove

useful to you as well even if you are only saving the file for your own later use.

    F. Click browse, navigate to your file and click open.

    G. Click submit

11. Personal Information – Click tools, click Personal Information

    A. email address

        1. Click edit personal information

        2. Scroll to your email address and add the address you prefer. By default, Blackboard is loaded with your Gamecock email (GEM) address. The registrar uses your GEM address as the official University of South Carolina email address and sends all student correspondence to that address. You should check your GEM address at least once every 2 weeks.

        3. You should not add or change any of the other information presented.

    B. WYSIWYG Editor – This editor affects your quizzes and your discussion board. It allows you to create HyperText Markup Language (HTML) just by using a standard word-processing type format. Some browsers and most screen readers have trouble with the editor. If you need to turn it off, click Set Text Box Editor Options and click Disable for the WYSIWYG editor, then click submit.

12. Personal Home Page – Some faculty like for you to create a homepage for their class. You can add some personal information and a photo if you like.

    A. Click Tools

    B. Click Edit Your Homepage

    C. Type and Intro and some Personal Information.

    D. If you want to load a photo click Browse and navigate to the photo and click open. You should limit your photo to 300 by 300 pixels. Larger than that can cause difficulties with your page or the need to scroll to see the image.

    E. You can add 3 of your favorite web sites. Give the entire web address (URL) including the http:// that goes in front of the address.

    F. Scroll down and click submit.

    G. You can see the pages of you classmates by clicking on communication, roster, then click on the name of each student.

13. Grades

    A. Click on tools

B. Click on View Grades
C. You will see a list of all your grades so far. If you see a hyphen (-), that means nothing has been turned in for that assignment. If you see an exclamation mark (!), that means your assignment or test has not yet been graded.

14. Glossary – Some faculty will create a glossary for their classes.
   A. Click on Tools
   B. Click on Glossary
   C. Click on the first letter of the word you are seeking
   D. Scroll to the word and you should see a definition

15. Plagiarism Detection – Some faculty will use plagiarism detection software for their written assignments. It will look basically the same as a written assignment. Just load your document the same as you did for a regular assignment. Your paper will be compared against internet sources, journals and magazines, books and other students to determine if it has been plagiarized. Your professor will receive a report that will give a plagiarism score. Your professor should discuss how plagiarism detection will be used in your class.

16. Blackboard Unplugged – If you use a PDA or handheld computer, you might want to try Blackboard Unplugged. Click Tools, then click Blackboard Unplugged. If you are using a wireless device with a wireless connection, you can type in the link you are provided to access a PDA version of your course site. If you want to download your course to your PDA to access it statically, you can click on the AvantGo link and add the channel.

17. Questions/Help – If you have any questions or need help with Blackboard you can call (803)777-6015 during normal working hours. You can email bbsupport@mailbox.sc.edu at any time, but we only guarantee responses during normal working hours.

You may also call the University Technology Services Helpdesk at (803)777-1800.