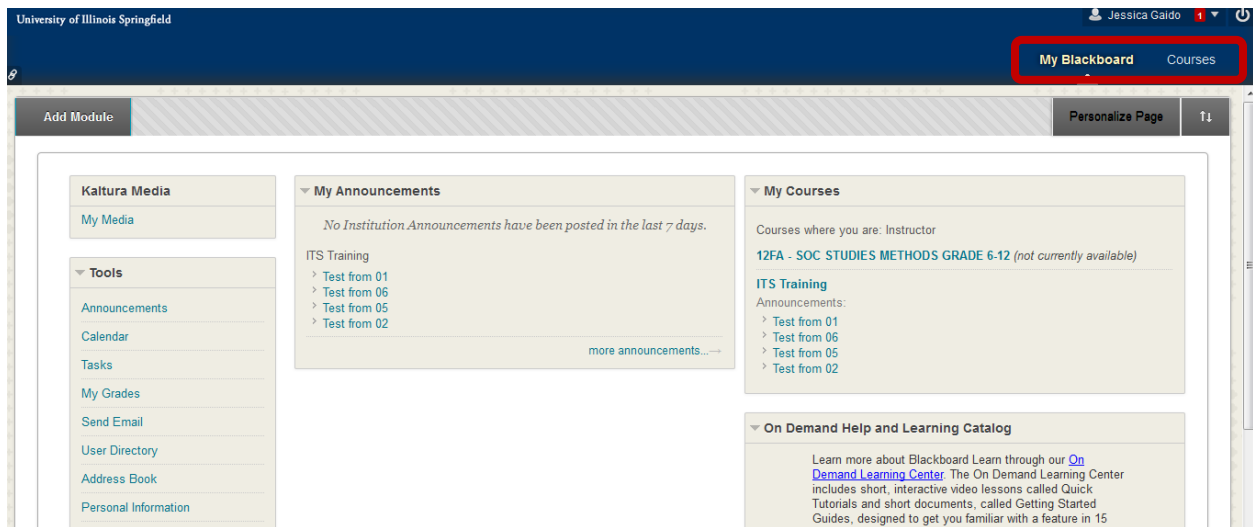


An Introduction to Blackboard for Students

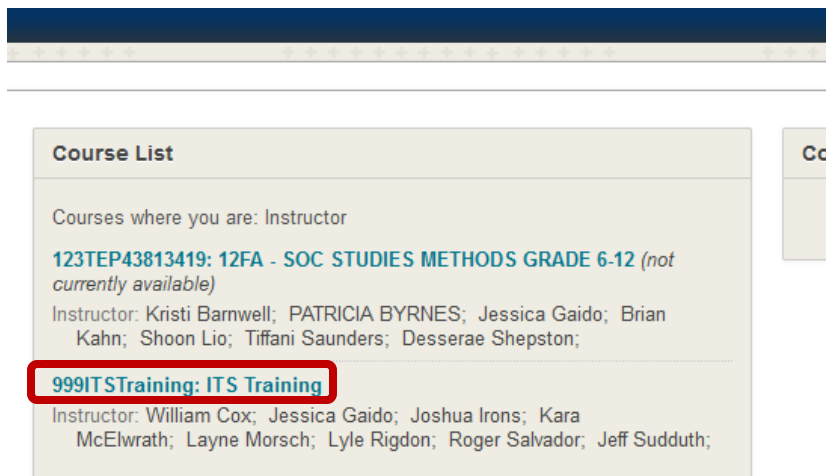
This document provides instructions on navigating Blackboard and utilizing its features. Check out <http://www.uis.edu/colrs/students/blackboard/BlackboardTutorial.html> for more information and to view short videos showing more about accessing the topics below. To log into Blackboard, go to <http://bb.uis.edu>. Log in with your NetID and password.

Navigating Course Content

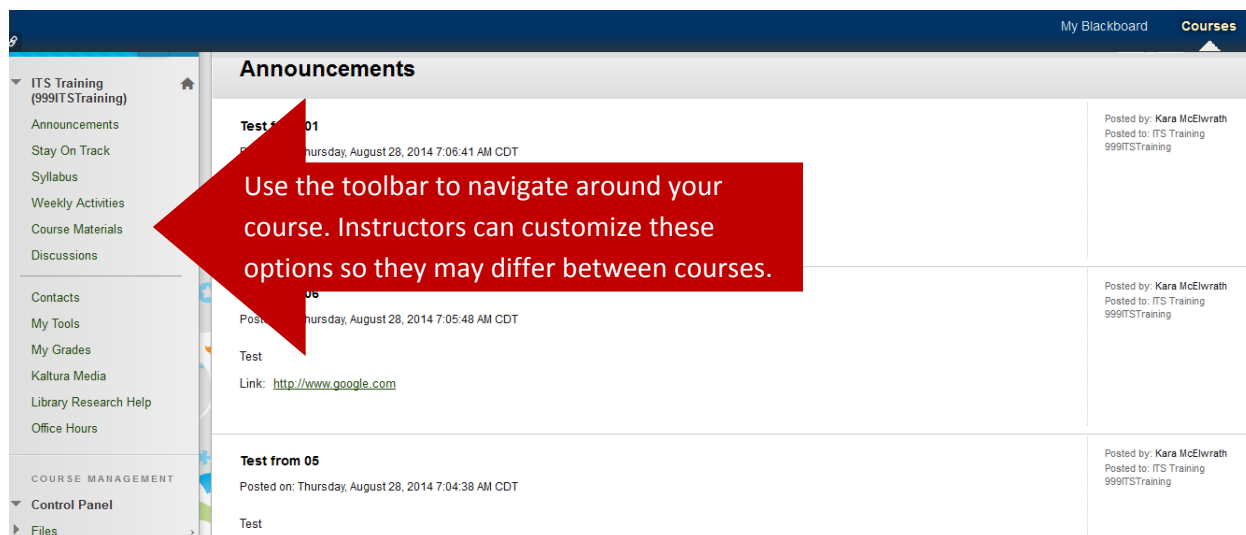
After logging into Blackboard, you will be directed to your Blackboard homepage. Here, you can view your announcements, courses, tools, and videos and media with Kaltura. In the top right corner, click **Courses** to get to your list of courses.



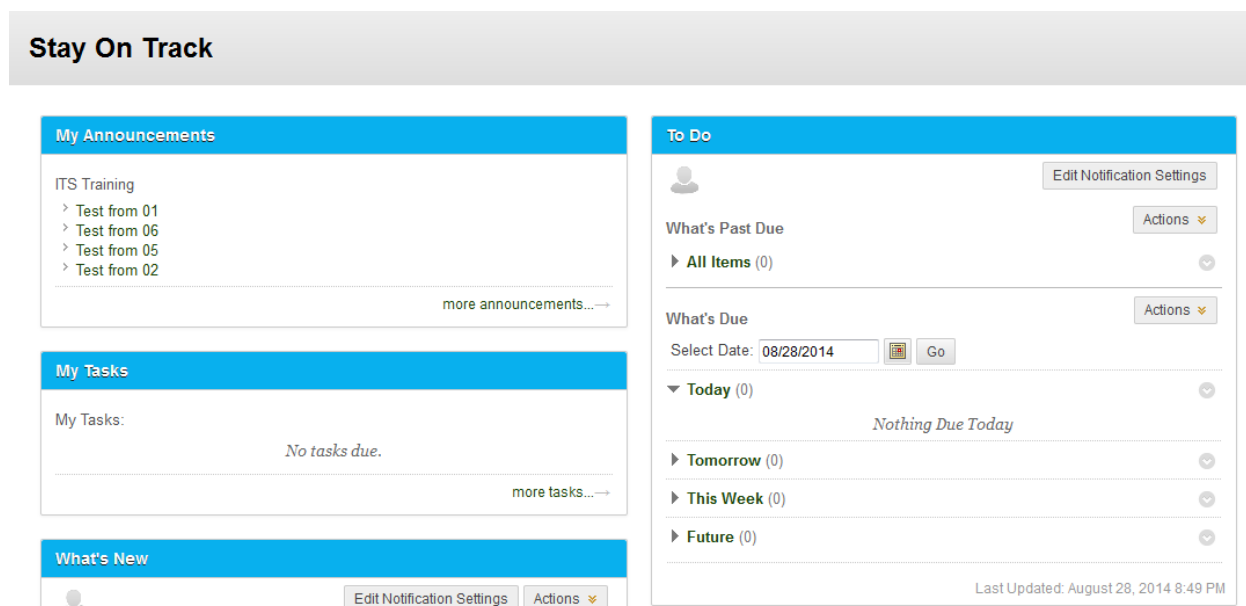
From your Courses list, select a course.



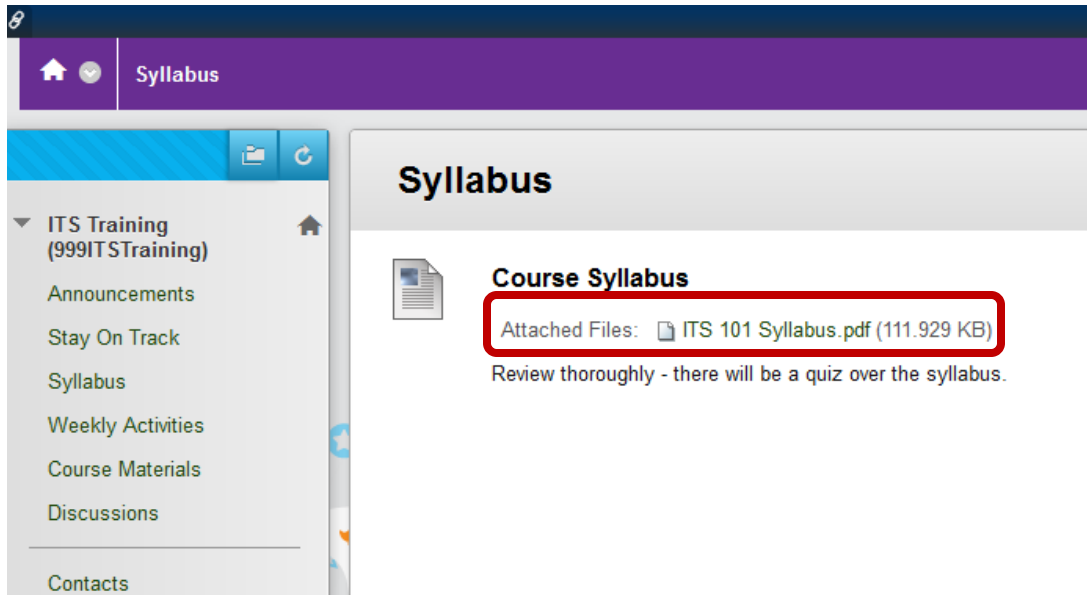
The navigation bar on the left side contains links to announcements posted by instructors, tasks, course materials, and more. Instructors customize this bar for each course, so be sure to become familiar with the organization for each of your courses, as it may vary.




Note: The **Dashboard** tool is your course “at a glance” and is often the homepage for courses. Do not rely on the To-Do list to notify you of upcoming exams, quizzes or assignments - always refer to your instructor and the course syllabus.



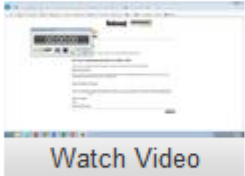
Most instructors will post their syllabus under “Syllabus”. **Click the link** of the attached file to open and view the syllabus.



Your instructor may post videos for you to refer to regarding lecture materials. These will appear with the icon below.



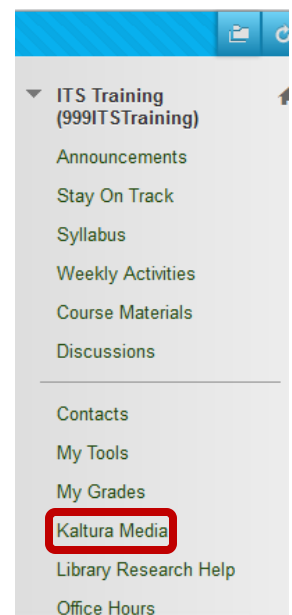
Week 1 Lecture

[Watch Video](#)

Name:	Office 365 Webinar
Duration:	01:15:36
Added:	29 May 2014 03:58 PM
Added By:	Kara McElwrath
Description:	Description Not Provided.
Tags:	camtasia relay

Additional lectures may be found under **Kaltura Media**.

The videos will appear in the **Course Gallery**. Use the search fields to find a specific video, or even browse by date. To view a video, simply click the **link** next to the video icon and description.



Course Gallery

The Course Gallery allows course members to browse, add, search and share videos. Students' videos will be displayed to all pending teacher approval. To assign previously uploaded media to the gallery, go to *My Media*.

Add Media ▾ View Course Media Reports

Filter: All Media ▾ Search: All metadata ▾ Go Refresh Clear Save Search

Sort: Newest First << < 1-19 of 19 > >> List View

University of Illinois Board of Trustees Meeting
May 15, 2014
12 Aug 2014 10:32 AM
Added by: Jeff Sudduth
01:18:21

Wildlife.wmv
30 Jul 2014 04:48 PM
Added by: Zach Logsdon
Hidden
00:00:30

UHR 1003 ZinnHD Test

Working with Discussion Boards

Discussion Boards may be used in your course for discussing class material with other students and participation. Discussion Boards are NOT private; these posts are viewable by the entire class and the instructor. Click **Discussions** on the left toolbar.

ITS Training (999ITSTraining) Home

- Announcements
- Stay On Track
- Syllabus
- Weekly Activities
- Course Materials
- Discussions**
- Contacts
- My Tools
- My Grades

Discussion Board
Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Create Forum Search 11

Delete

Forum	Description	Total Posts	Unread Posts	Total Participants
<input type="checkbox"/> Week 1: Introductory Activity - Two Truths and a Lie	We'll spend time this week getting to know each other. By Wednesday, you need to submit a post introducing true about you and 1 thing... By Saturday, you need to... By Sunday, you need to... Good luck and enjoy!	2	2	2

Read a description of the discussion

View total posts, new posts, and the number of participants

To use the Discussion Board,

1. Click the **title** of the discussion under the **Forum** column.

☐ Forum

☐ **Week 1: Introductory Activity - Two Truths and a Lie**

2. Click the **Thread** you wish to respond to. If you would like to create an entirely new thread, click **Create Thread**. This will place your post directly on this screen.

Forum: Week 1: Introductory Activity - Two Truths and a Lie
Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Thread column title or the caret at the top of each column. [More Help](#)

Create Thread Grade Discussion Forum

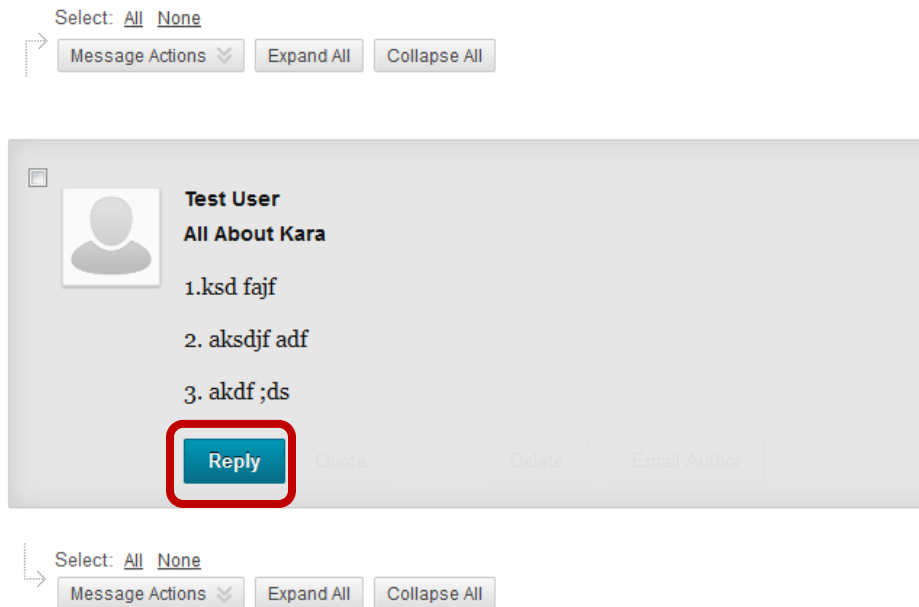
Thread Actions Collect Delete

Date	Thread	Author	Status	Unread Pos
8/26/14 1:54 PM	All About Kara	Test User	Published	1
6/2/14 8:46 AM	Test Message	Jeff Sudduth	Published	1

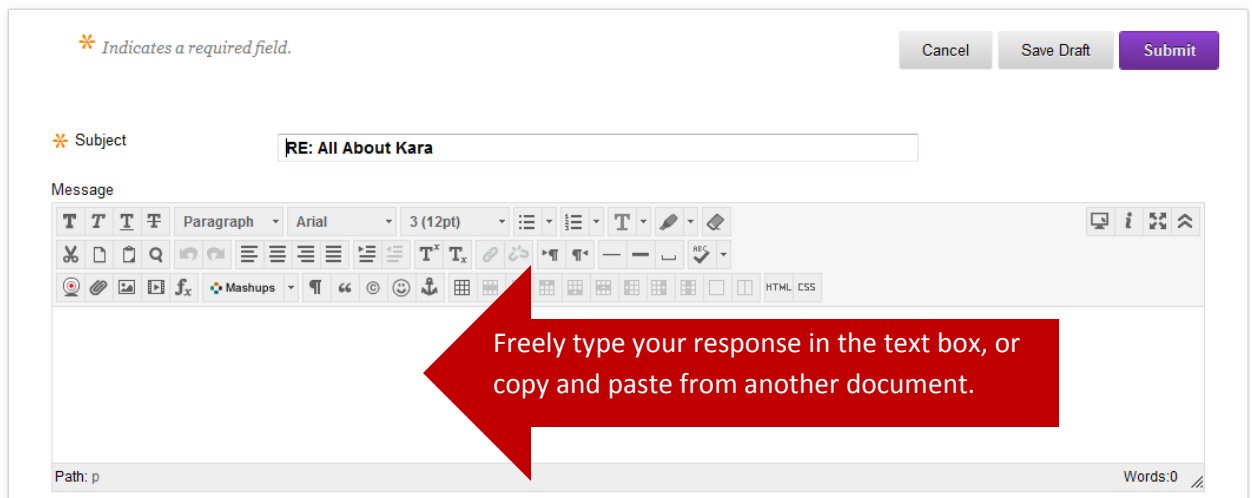
Thread Actions Collect Delete

3. At the top of the screen will be a list of the responses made to the main post. **Bold** responses correspond to posts that you have not yet read. Click the responses to read those posts. Below, you will read the original post. To respond to the post, click **Reply**. The **Reply** button is located in various areas; you are able to click on any of them to

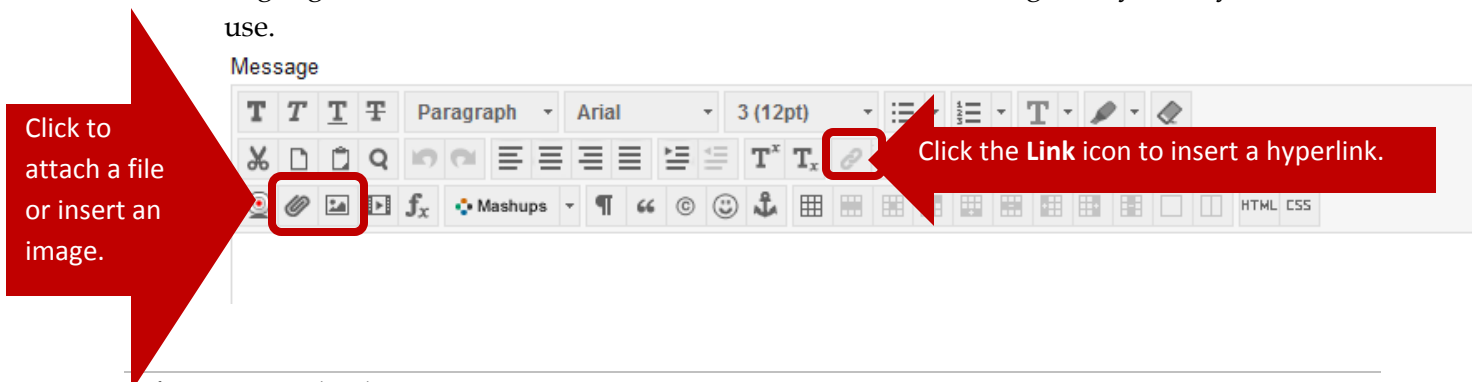
reply to the post.



4. To enter your post, type in the **Message** box, and use the icon tools to add files, hyperlinks, edit the font, and more. Click **Submit** to post your response to the Discussion Board.



5. Highlighted below are some of the main features of the message box you may wish to use.



*To add a hyperlink, you must first type the URL or text, highlight it, and then click the link button.

- a. When inserting an image or attaching a file, after clicking the icon, select whether you'd like to browse your computer, the course, or a URL. After locating your file, click **Submit**.

SELECT CONTENT LINK

When attaching a file from your computer, you must first submit the content item so the file is assigned a permanent URL.

Attach File

Browse My Computer

Browse Course

Source URL

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel

Submit

- b. After clicking **Submit**, the attached file(s) will appear in the message. If you selected an image, the image will appear directly in the message. If you selected to attach a file, it will appear as a link that other viewers can click to open.

[technology tips.docx](#)



6. After submitting your post, it will appear on the Discussion Board below the original post.

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

Message Actions [Expand All](#) [Collapse All](#)

2 Posts in this Thread 0 Unread

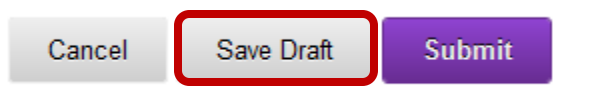
Test User
All About Kara
1.ksd fajf
2. aksdjf adf
3. akdf ;ds
[Reply](#)

2 days ago

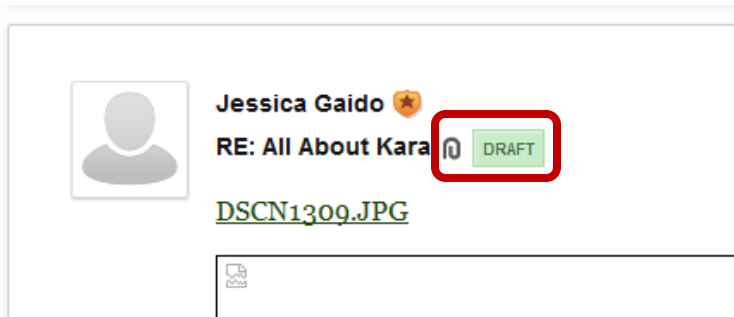
Jessica Gaido 🍌
RE: All About Kara [🔗](#)
[DSCN1309.JPG](#)

Just now

7. Next to the **Submit** button is a **Save Draft** option. You can save a draft of your assignment or post before you are ready to actually submit it. This gives you the ability to continue working on a post in the future and pick up where you left off.



8. The post will now appear under the responses of the discussion, but will have **(draft)** next to it.



9. To continue working on the post, roll your cursor over the bottom of the post, and Edit or Delete options will appear. Click **Edit** to continue working on the post. Save the draft as many times as you wish until ready to submit. Please know that your instructor cannot view posts that are in Draft mode. Be sure to click Submit by the due date.

Working with Assignments

There may be instances where you need to upload and submit an assignment. To do this,

1. Click the assignment from the folder



Article Review

Please choose a scholarly article to review.

2. You can choose to either manually enter your assignment as text by clicking **Write Submission** or uploading the assignment from a file on your computer by clicking **Browse My Computer**. You can also choose to enter **Comments** in the Comments

section.

Points Possible 25

Please choose a scholarly article to review.

ASSIGNMENT SUBMISSION

Text Submission

Write Submission

Attach File

Browse My Computer

Browse Course

ADD COMMENTS

Comments

ABC
✓

3. After uploading your file, it will appear as an attachment.

Text Submission

Write Submission

Attach File

Browse My Computer

Browse Course

Attached files

File Name

Link Title

ITS Website ID.docx

ITS Website ID.docx

4. When you are ready to submit the assignment, click **Submit**.

Cancel

Save Draft

Submit

Working with Quizzes & Tests

Instructors may choose to have students complete tests and/or quizzes on Blackboard. The test or quiz will appear next to the icon shown below.



Respondus Test - Requires Respondus LockDown Browser

Respondus

1. To take the quiz or test, **click the link** next to the icon.



Respondus Test - Requires Respondus LockDown Browser

Respondus

2. Read the instructions carefully, then click **Begin** to start.

INSTRUCTIONS

Force Completion

This test can be saved and resumed later.

Multiple Attempts

This test allows multiple attempts.

Click **Begin** to start: Respondus Test - Requires Respondus LockDown Browser. Click **Cancel** to go back. You will be previewing this assessment and your results will not be recorded.

Click **Begin** to start. Click **Cancel** to quit.

Cancel

Begin

3. Be sure to read the instructions carefully so that you know if the test/quiz is timed, can be taken multiple times, can be started and finished later, etc.
4. When you have completed the test/quiz, click **Save and Submit**.

Note: If you try submitting without saving the answer to a question(s), Blackboard will notify you of the unanswered question(s); be sure to go back and answer them.

Question Completion Status:

Save All Answers

Save and Submit

QUESTION 1

1 points

Save Answer

Why do you think Duke won the National Championship last year?

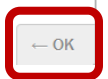
Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, and more. Below the toolbar is a large text area for the answer.

Path: p Words: 0

5. Confirm the submission, and then click **OK** at the bottom right corner of the following screen to **view results**. For some exams including short answer or essay questions, results may not be available right away.

Student: Jessica Gaido
Test: Respondus Test - Requires Respondus LockDown Browser
Course: ITS Training (999ITSTraining)
Started: 8/28/14 8:43 PM
Submitted: 8/28/14 8:45 PM
Time Used:

Click **OK** to review results.
Thursday, August 28, 2014 8:45:38 PM CDT



6. The results will appear as listed below. Multiple choice results will appear instantly whereas long answer questions need to be graded. If you click on the link to the quiz/test again, you will be directed to this screen (you will not be able to re-take the quiz/test unless designated by your instructor).

User	Jessica Gaido
Course	ITS Training
Test	Respondus Test - Requires Respondus LockDown Browser
Started	8/28/14 8:43 PM
Submitted	8/28/14 8:45 PM
Status	Needs Grading
Attempt Score	Grade not available.
Time Elapsed	

Question 1

Needs Grading

Why do you think Duke won the National Championship last year?

Question 2

Needs Grading

Will the Japanese economy be affected by the recent tsunami?

Thursday, August 28, 2014 8:46:11 PM CDT

Turnitin

Turnitin is a tool used by some instructors that allows them to check for originality, create peer-review rubrics, and more. When you are expected to use Turnitin for a submission, it will appear next to the icon below.



Sample Turnitin

>> [View/Complete](#)

1. Click **View/Complete** to begin your submission.



Checking Grades

To check grades in Blackboard,

1. On the course navigation bar on the left of the page, click **My Grades**.



Sending Email within Blackboard

To send an email within Blackboard,

1. On the navigation pane, click **My Tools**.



2. Click **Send Email**.



Send email messages to different types of users, system roles, and groups.

3. Select a group of recipients for your message.

Send Email
Instructors can send email to all or selected individual Users, Students, and Groups. Email cannot be sent to anyone who is not a member of the course.

All Users

Send email to all of the users in the Course.

All Groups

Send email to all of the Groups in the Course.

All Teaching Assistant Users

Send email to all of the Teaching Assistant users in the Course.

All Student Users

Send email to all of the Student users in the Course.

All Instructor Users

Send email to all of the Instructor users in the Course.

4. Enter a **Subject**, and then type your email message and/or **Attach a file**. Click **Submit** when you are ready to distribute the email.

Cancel Submit

EMAIL INFORMATION

Toereserve, ereserve; Gaido, Jessica; McElwrath, Kara; Irons, Joshua; Morsch, Layne; Cox, William; Rigdon, Lyle; Sudduth, Jeff; Salvador, Roger; Okpala, Allan; Sullivan, James; Vincent, Dane; Bramstedt, Emilee; Logsdon, Zach; Geary, Rick; Windmiller, Andrew; nametest, nametest; Igoe, Erik; User, Test; Pratt, Lisa; Dungey, Keenan

FromJessica Gaido (jgaido2@uis.edu)

Subject

Message

T T T T Paragraph Arial 3 (12pt) [icons]

[icons]

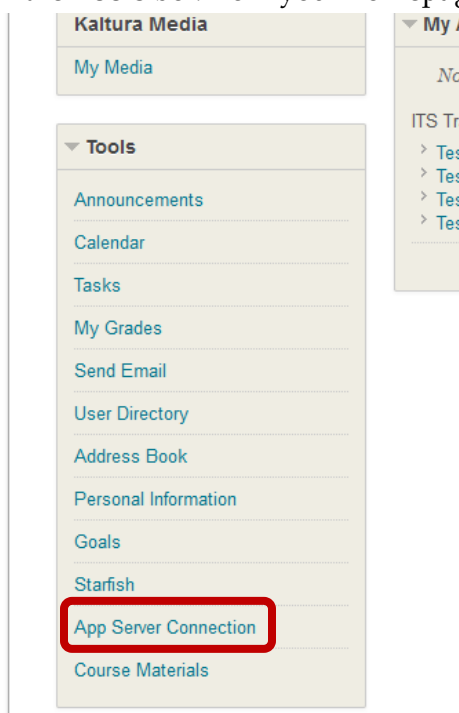
[icons]

5. Recipients will then receive the email to their UIS accounts.

Issues with Blackboard

Should you experience issues while using Blackboard, you will need to contact ITS Client Services at techsupport@uis.edu or 217/206-6000. They will ask you to identify the server to which you are connected. To identify your server,

1. In the **Tools** box from your homepage, select **App Server Connection**.



2. Your connected server will appear on the screen.



Video Tutorials

lynda.com (<http://go.uis.edu/lynda>) boasts a variety of video tutorials on using Blackboard, including this Essentials Training for Students available at:

<http://www.lynda.com/Blackboard-tutorials/Blackboard-9x-Essential-Training-Students/84527-2.html?org=uis.edu>