

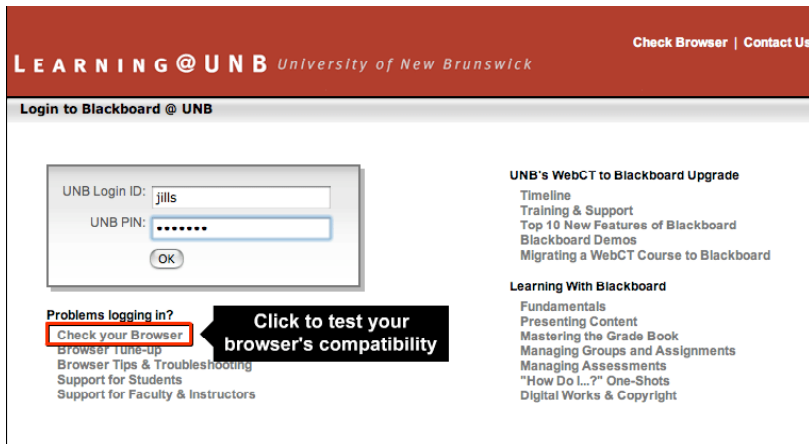
UNB – CEL: INTRODUCTION TO BLACKBOARD

The login page for Blackboard is located at <http://learning.unb.ca>

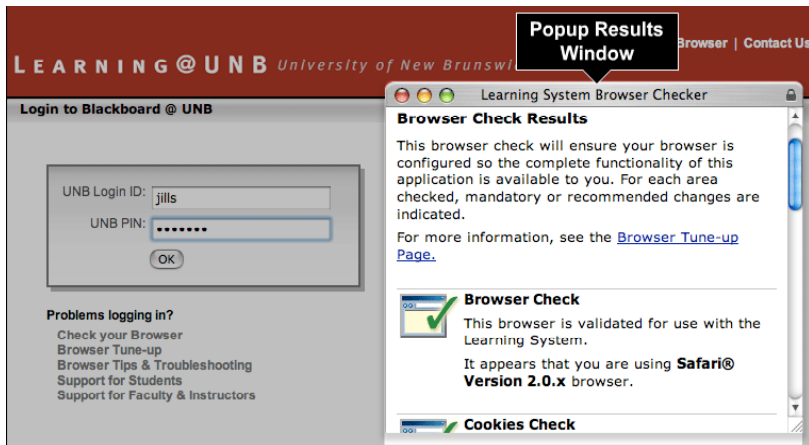
CHECKING BROWSER COMPATIBILITY	1
PART 1: THE 'MY UNB COURSES' HOMEPAGE	2
THE CONTENT MANAGER	3
MAIN TOOLBAR	4
CHANNELS	4
TEXT LINKS	5
MAIL TOOL	6
CALENDAR TOOL	6
MY SETTINGS	7
MY TOOL OPTIONS	7
HELP TOOL	8
PART 2: THE COURSE INTERFACE	8
COURSE MENU	9
COURSE TOOLS	9
COURSE HOMEPAGE	10
COURSE CONTENT MAP	11
ANNOUNCEMENTS TOOL	12
WHO'S ONLINE TOOL	13
LEARNING MODULES	13
ASSESSMENTS TOOL	15
QUIZZES	15
SELF-TESTS	16
SURVEYS	16
ASSIGNMENTS TOOL	17
TEXT ASSIGNMENTS & WEBSITE ASSIGNMENTS	17
CHAT TOOL	19
DISCUSSIONS TOOL	20
WEB LINKS TOOL	21
MY GRADES TOOL	22
MY PROGRESS TOOL	23
NOTES TOOL	24
MY FILES TOOL	25
FURTHER TRAINING	25

CHECKING BROWSER COMPATIBILITY

Before you login for the first time, use the CHECK YOUR BROWSER feature to test your Internet browser's compatibility with the Blackboard LMS. Although incompatible browsers may still provide access to Blackboard, key features of the learning system may be disabled.



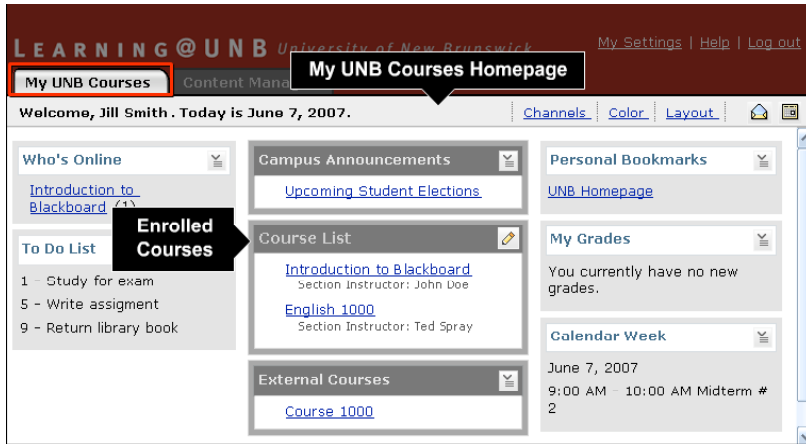
After clicking the CHECK YOUR BROWSER link, a pop-up window will appear, detailing the results of the test. If your browser has any compatibility errors, correct them by following the provided instructions.



PART 1: THE 'MY UNB COURSES' HOMEPAGE

After 'logging in' to Blackboard, the first page you will always see is your MY UNB COURSES Homepage.

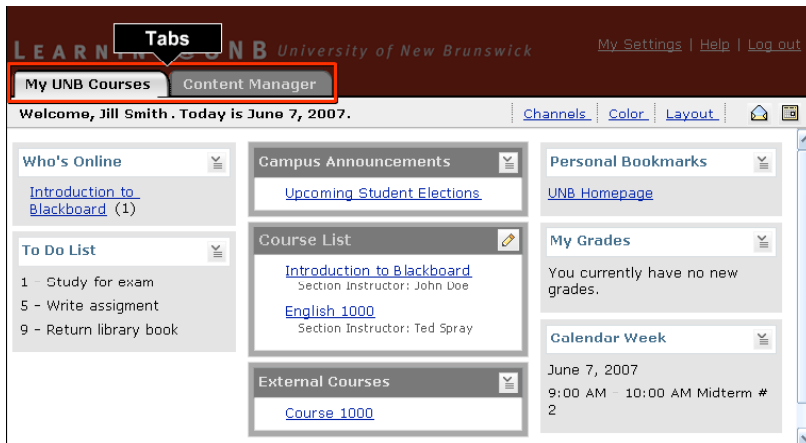
The HOMEPAGE provides a useful starting point for your online studies by collecting together useful links and information about your UNB courses.



The HOMEPAGE has two TABS at the top of the webpage.

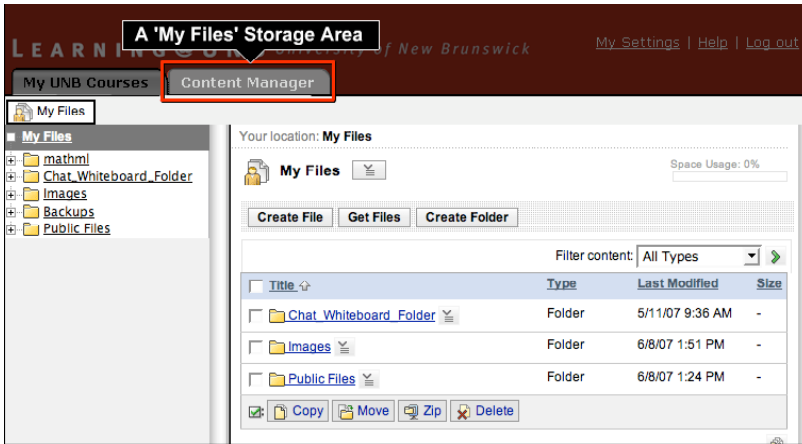
These TABS allow you to switch between the MY UNB COURSES Homepage and the CONTENT MANAGER area.

THE CONTENT MANAGER



The CONTENT MANAGER is a private 'My Files' storage area where users can upload course-related files for their own personal use, as well as view files that they have created online while using Blackboard, such as saved CHAT or WHITEBOARD images.

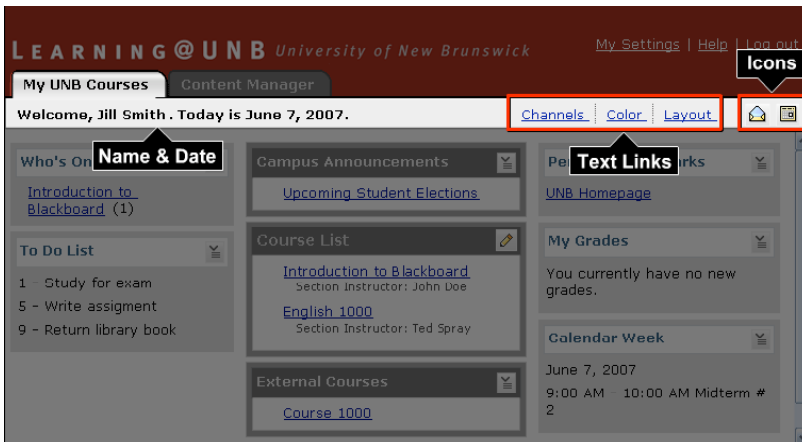
Note that the CONTENT MANAGER area is not a 'shared' public space, and cannot be accessed by other students.



MAIN TOOLBAR

The MAIN TOOLBAR is found on the My UNB Courses page, just below the TABS. The far right of the toolbar contains a series of TEXT LINKS and ICONS.

The TEXT LINKS allow you to modify the appearance of the MY UNB COURSES Homepage, while the toolbar's ICONS allow you to quickly access Blackboard's MAIL and CALENDAR features.

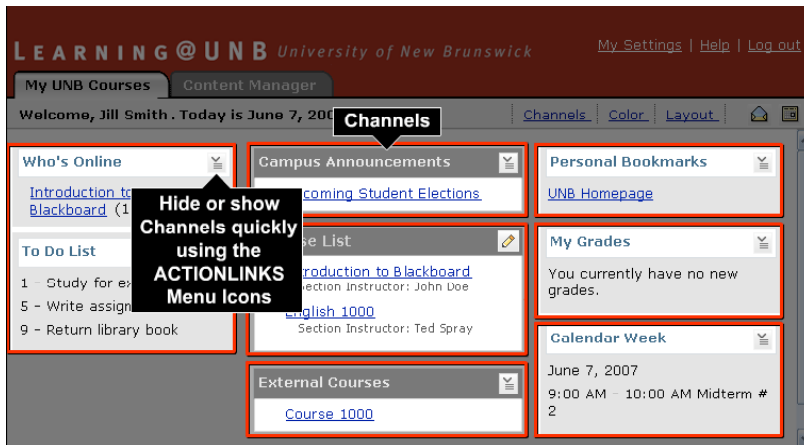


CHANNELS

CHANNELS are the boxes or sections found in the lower half of the MY UNB COURSES Homepage. Like television channels, each Blackboard channel provides a different kind of course information to the user.

For example, the 'Who's Online' channel allows you to see if other students from your courses are currently logged into Blackboard; 'Calendar Week' displays upcoming

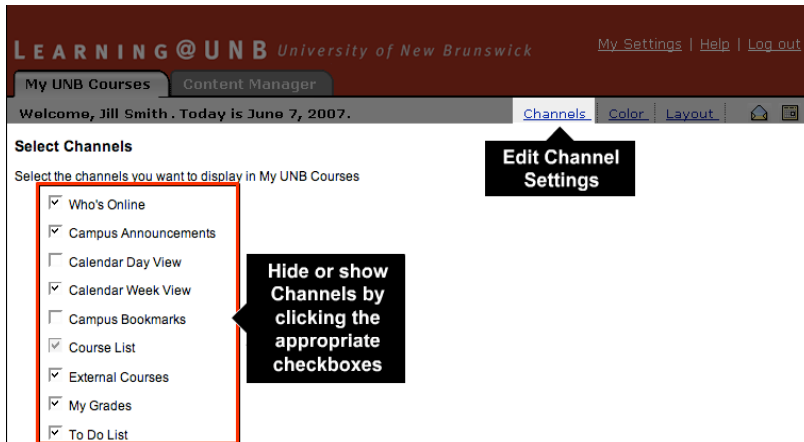
course & personal events from the Blackboard Calendar, & 'My Grades' displays any grades recently posted by your instructor.



Users can streamline their homepage by adding or removing channels to suit their needs. To manage the display of channels, click on the CHANNELS Text Link on the Main Toolbar.

TEXT LINKS

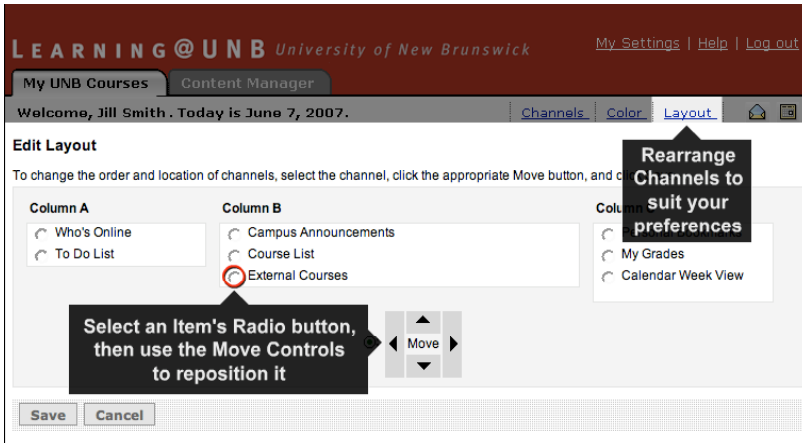
The CHANNELS TEXT LINK provides a list of all available channels. To add a channel to the Homepage, select its checkbox; to remove a channel, deselect its checkbox. Note that the only channel that cannot be hidden is the mandatory COURSE LIST CHANNEL.



The LAYOUT Text Link allows you to move or rearrange the location of channels on the homepage.

Select a channel by clicking its radio button, and use the MOVE CONTROL to

reposition the channels to suit your preference. Channels can be moved up, down, left or right within the three main homepage columns.

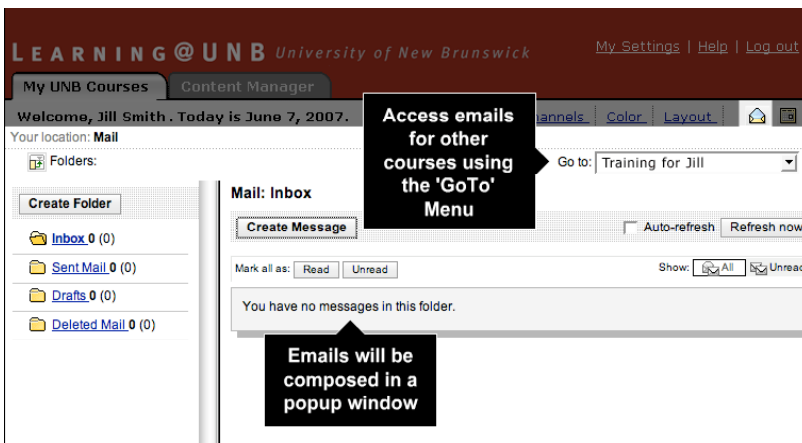


MAIL TOOL

The MAIL Icon provides quick access to Blackboard's internal email system.

You can use Blackboard Mail to send emails to other Blackboard users enrolled in the same courses as you, but you can't use it to send emails to external email accounts.

Each course will have its own email folder.

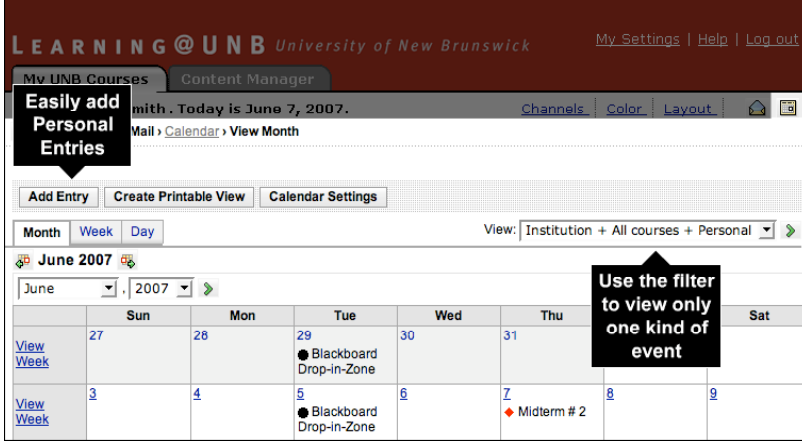


CALENDAR TOOL

The CALENDAR Icon provides quick access to your private course calendar.

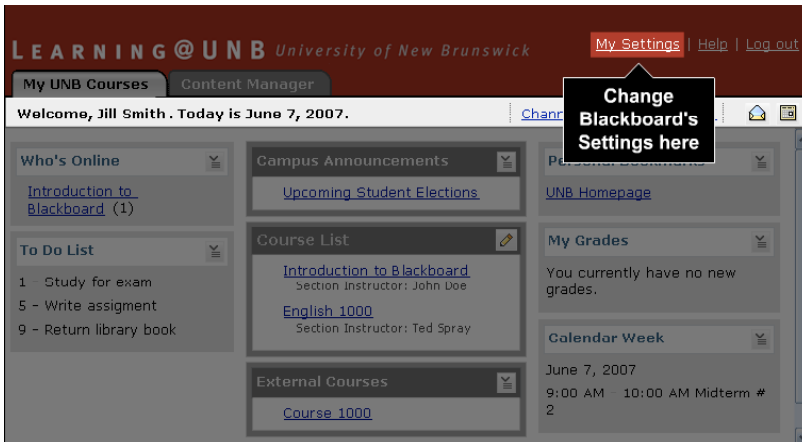
COURSE EVENTS added to the course calendar by your instructor will appear here.

You can also view UNB or 'INSTITUTION EVENTS', and add your own PERSONAL EVENTS. No emails or alarms will notify you that an event is taking place, but upcoming events will appear in the CALENDAR CHANNEL, located on your MY UNB COURSES Homepage.



MY SETTINGS

The MY SETTINGS Text Link allows you to edit your personal profile, as well as change fundamental Blackboard settings, such as Default Language and Font Size.

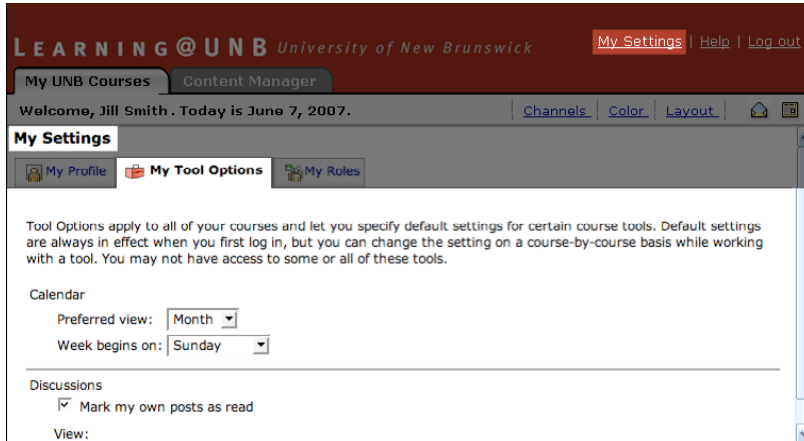


MY TOOL OPTIONS

Once you have entered the MY SETTINGS section, click on the MY TOOL OPTIONS TAB to change the following items:

- Default Font & Font Size
- Language Preference

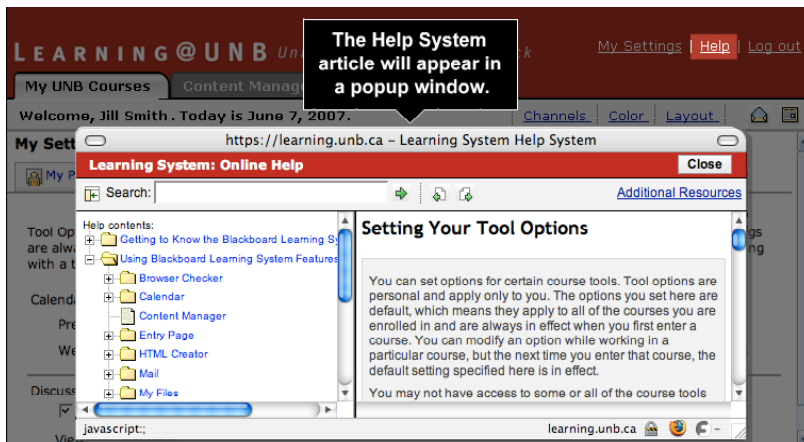
- E Mail Forwarding
- Calendar Start Day
- Discussion Properties



HELP TOOL

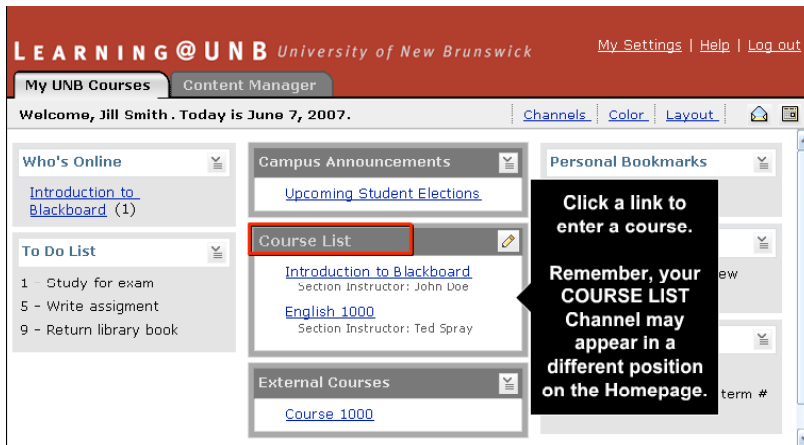
Whenever possible, clicking the HELP Text Link will open a context-sensitive article on the Blackboard tool you are using.

For example, clicking the Help Text Link while using the 'My Tool Options' section will open the Help System article "Setting Your Tool Options". If the area of Blackboard you are using is relevant to a variety of different topics, the Help system will list these topics for your reference.



PART 2: THE COURSE INTERFACE

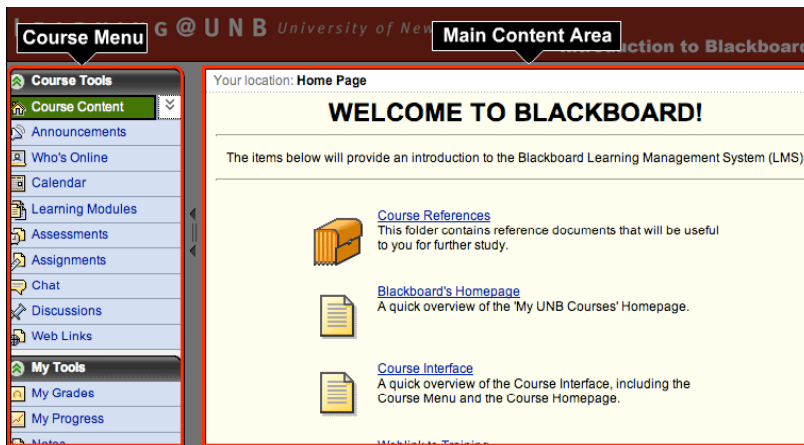
To enter a Blackboard Course, visit the My UNB Courses Homepage and click on the course's link in the COURSE LIST Channel.



Although there may be variations in layout, content and arrangement, each Blackboard course will have a COURSE MENU and a MAIN CONTENT AREA.

COURSE MENU

The COURSE MENU lists all of the various tools that are available for that particular course, while the MAIN CONTENT AREA is where course text, activities, & multimedia content will be displayed.

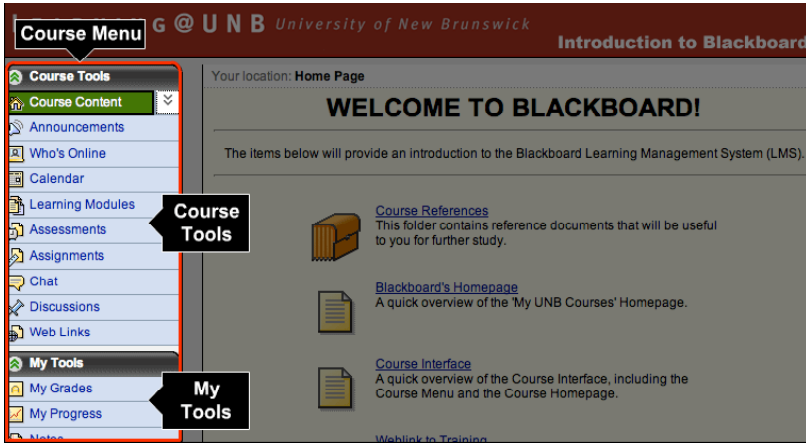


The COURSE MENU is also divided into two areas: COURSE TOOLS and MY TOOLS.

COURSE TOOLS

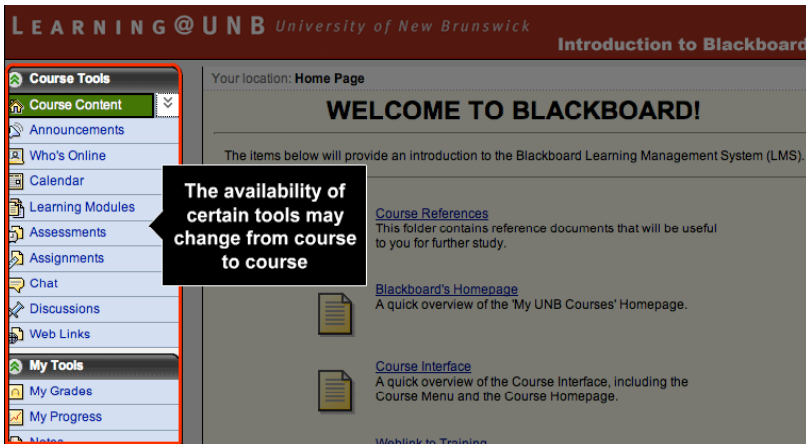
COURSE TOOLS gives students access to content files and online activities, such as

course text and multimedia, or assignments, quizzes, chats, and discussions. MY TOOLS gives students access to course-related personal information, such as grades, progress tracking reports, personal files and notes.



The tools that are available in the COURSE MENU, as well as their precise order on the menu, may change from course to course to suit each instructor's preferences. In other words, some courses will have fewer course tools than others, depending on the instructor's requirements.

Certain tools, however, will be common to most courses, such as Announcements, Learning Modules, Assessments, Assignments, Chats, Discussions, and My Grades.

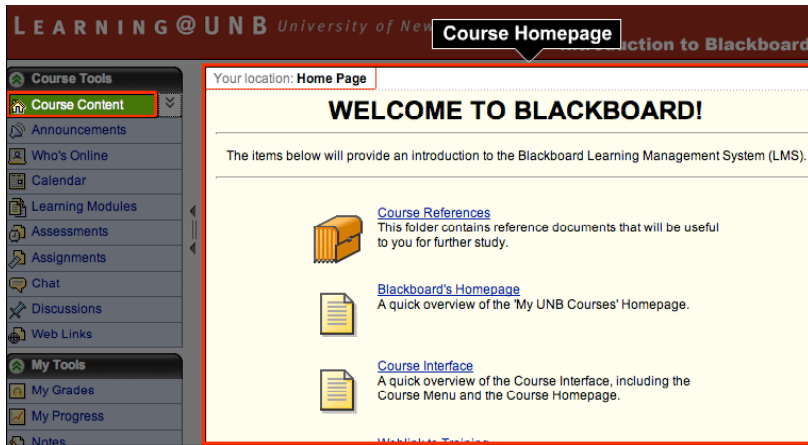


COURSE HOMEPAGE

The first page in a course is the COURSE HOMEPAGE. Whenever you enter a course, the COURSE HOMEPAGE loads automatically.

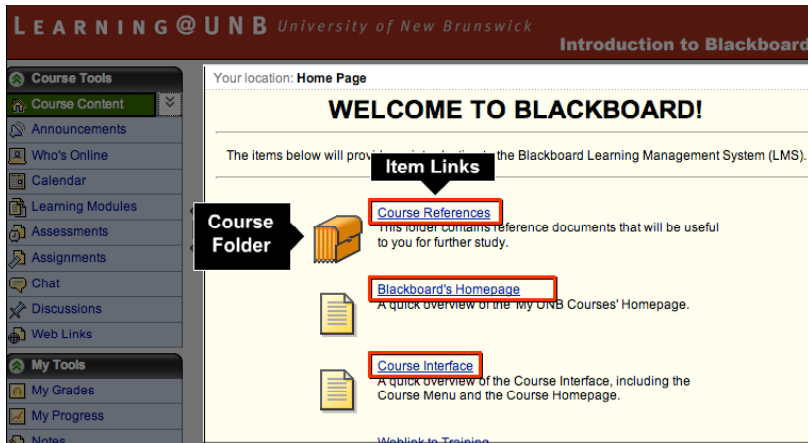
If you navigate away from the homepage, you can return to it by clicking the COURSE

CONTENT Button.



The COURSE HOMEPAGE will generally contain a series of folders and links to various kinds of course content. These folders and links constitute the main content of the course.

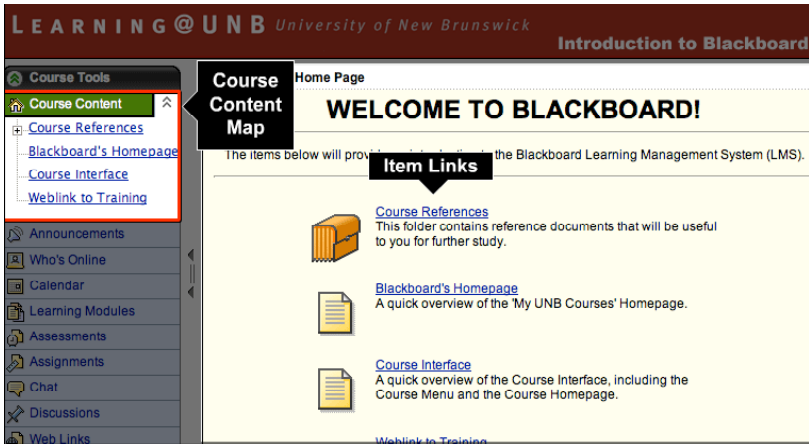
Like the COURSE MENU, the layout and arrangement of items on the COURSE HOMEPAGE will also change from course to course.



To explore course content, users can either click directly on the ITEM LINKS found on the Homepage, or they can view a hyperlinked outline of these items by accessing the COURSE CONTENT MAP.

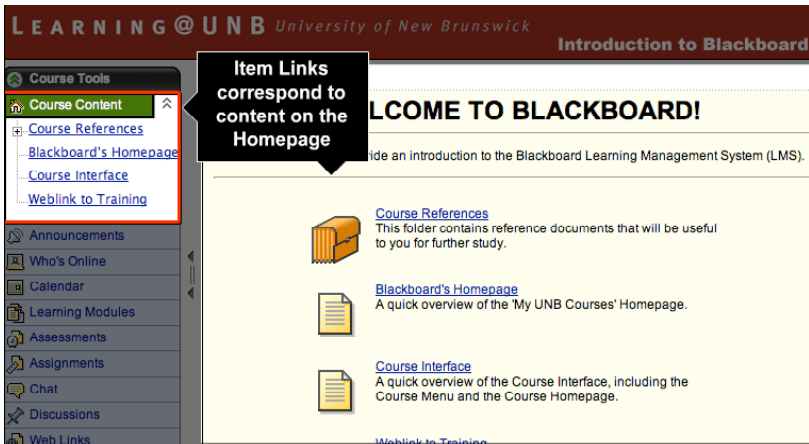
COURSE CONTENT MAP

To open the COURSE CONTENT MAP, click on the Arrow Icon to the right of the COURSE CONTENT Button.



ITEMS within the COURSE CONTENT MAP are clickable, allowing users to more quickly access items deep within the course content.

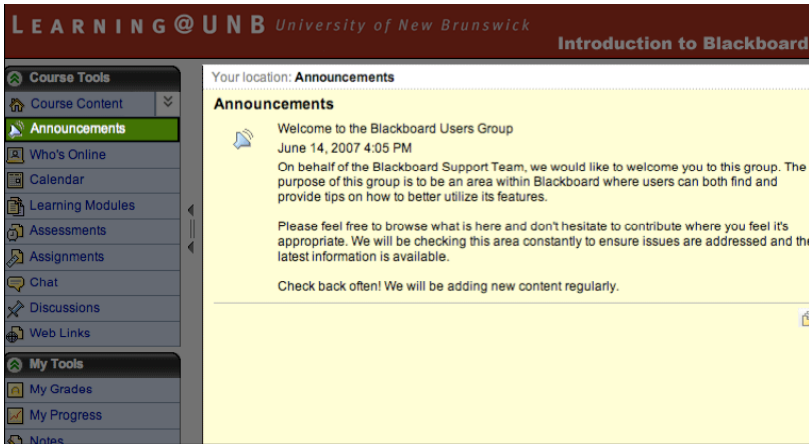
FOLDERS appear as 'expandable' links, providing a complete listing of the folder's contents.



ANNOUNCEMENTS TOOL

The first COURSE TOOL to be discussed is the ANNOUNCEMENTS TOOL.

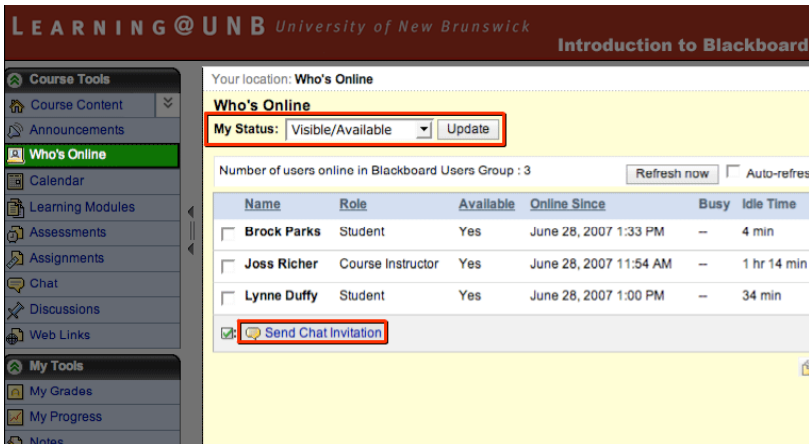
ANNOUNCEMENTS are internal Blackboard notices or messages that are sent to everyone enrolled in a course by the course instructor. If an instructor chooses, ANNOUNCEMENTS may appear as a popup window when users first login to a course; otherwise, they can be viewed in either the CAMPUS ANNOUNCEMENTS Channel or by clicking on the ANNOUNCEMENTS Button in the COURSE MENU.



WHO'S ONLINE TOOL

The WHO'S ONLINE Tool allows users to instantly see whether or not other enrolled members of the course are currently logged into the Blackboard LMS.

If a user wishes to appear as either invisible or unavailable, they simply update their status using the MY STATUS drop-down menu. WHO'S ONLINE also allows users to send a CHAT Invitation to available course participants by selecting the user's checkbox and clicking 'Send Chat Invitation'.

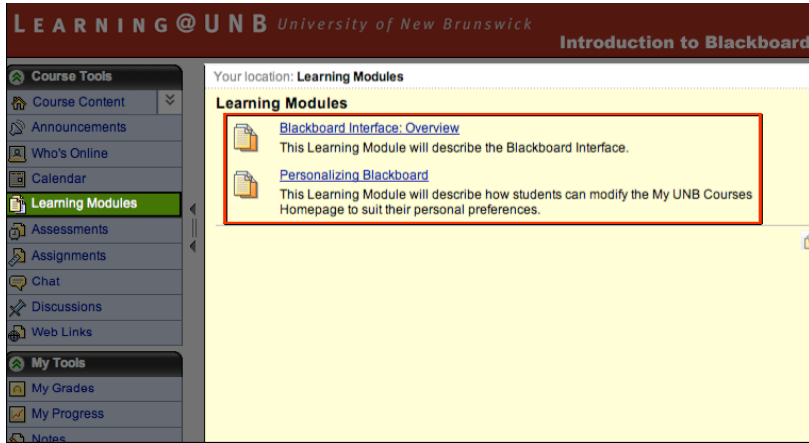


LEARNING MODULES

LEARNING MODULES are organized presentations of various media files and activities related to a specific course topic. They provide course content that is organized to help you achieve a learning objective.

For example, a LEARNING MODULE could present an HTML page of various text &

multimedia items; alternatively, it could provide links to Blackboard activities, such as CHAT or DISCUSSIONS, or even WEB LINKS to external websites. In short, the kind of content used will match the module's subject.

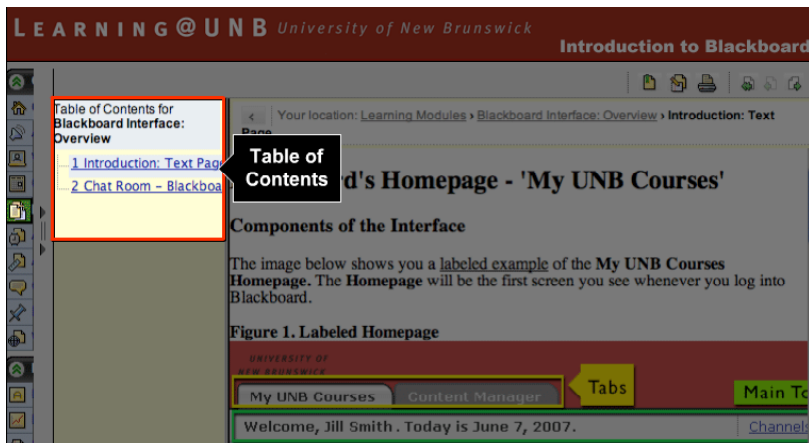


When you click the LEARNING MODULES Button, you will see a listing of all the modules that are available for that course.

Each Learning Module will address a unique course topic, and will therefore include links to different course tools to treat that subject; for example, one module may link to the CHAT tool, while another may link to both ASSESSMENTS and WEB LINKS.

When you first enter a LEARNING MODULE, a TABLE OF CONTENTS may appear on the left-hand side of the MAIN CONTENT WINDOW, depending on your instructor's preferences.

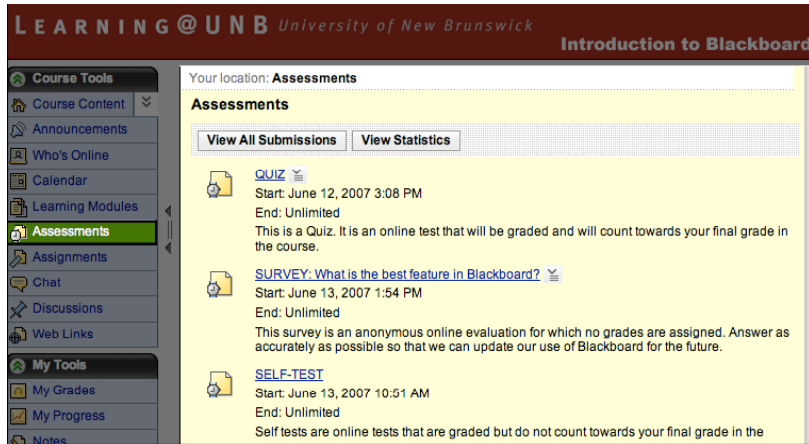
Like the MAIN CONTENT MAP, the TABLE OF CONTENTS can be used to quickly navigate to 'deeper' content in a learning module.



ASSESSMENTS TOOL

The ASSESSMENTS TOOL is used to deliver online tests on course content. There are three types of assessments: QUIZZES, SELF TESTS and SURVEYS.

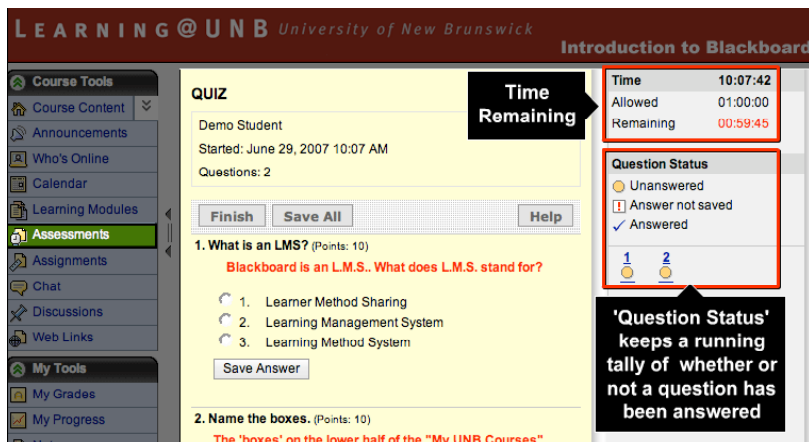
Depending on your instructor's preferences, some assessments may only be available on certain dates, while others have unlimited availability; some assessments may have a time limit, while others do not, & some assessments may even allow you to 'revisit' a question after you have saved an answer.



QUIZZES

Assessment QUIZZES are online tests that affect your final mark in the course.

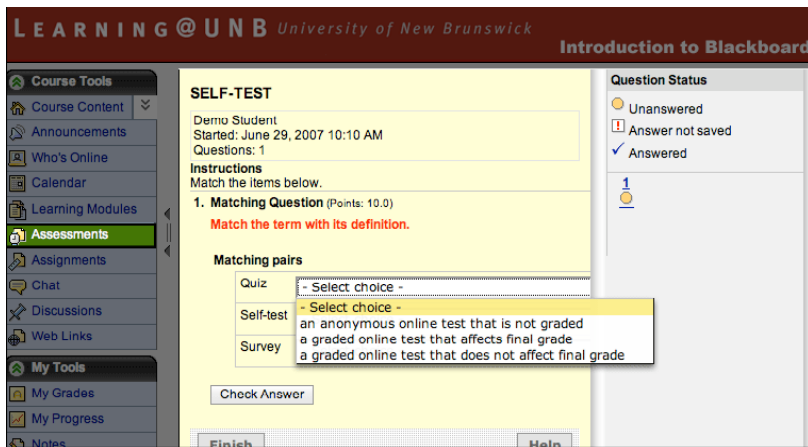
Depending on course settings, quiz results may either be available immediately online, or your instructor may manually release the grades at a later date. You may have to complete the quiz within a specified time limit and you may be given more than one attempt to complete a quiz.



SELF-TESTS

Assessment SELF TESTS are online tests, which do not count towards your final grade for the course.

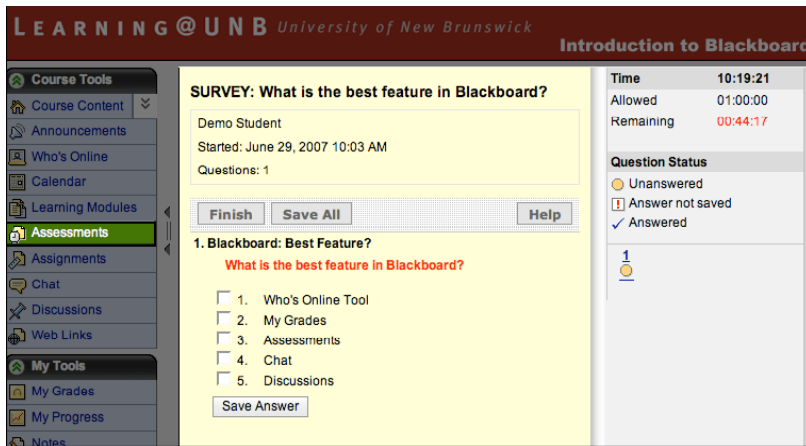
SELF-TESTS allow you to test your knowledge of course material in a 'consequence free' way. When a SELF TEST is completed, students can immediately see a temporary 'grade', which is not saved in any way. Since the results of SELF TESTS are recorded, they can be taken again and again, allowing students to continually assess their learning as the course progresses.



SURVEYS

Assessment SURVEYS are anonymous online questionnaires that are not graded. After you complete a survey, it is simply marked as 'complete', and your answers are anonymously added to a class database whose overall results can be viewed by your instructor.

Instructors will typically use surveys to gather student opinions on a particular issue, for course evaluations, or in other instances where anonymous submissions are important.

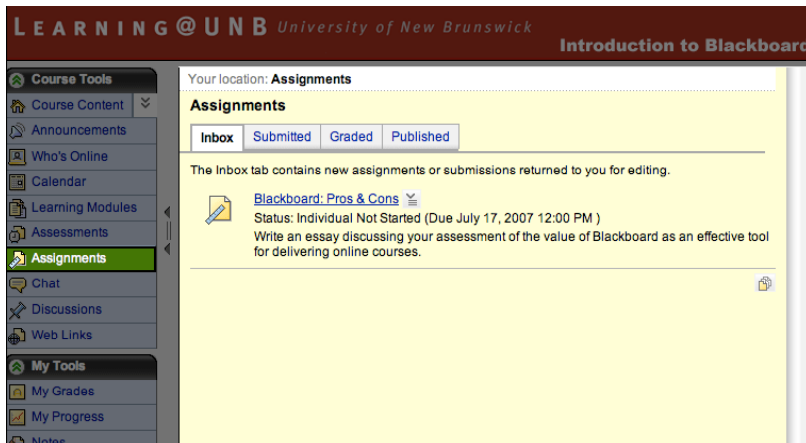


ASSIGNMENTS TOOL

The ASSIGNMENTS TOOL displays a listing of all assignments that have been set by your instructor.

Assignments are written exercises or essays that contribute towards your final mark in the course.

There are two kinds of assignments: TEXT ASSIGNMENTS and WEBSITE ASSIGNMENTS.

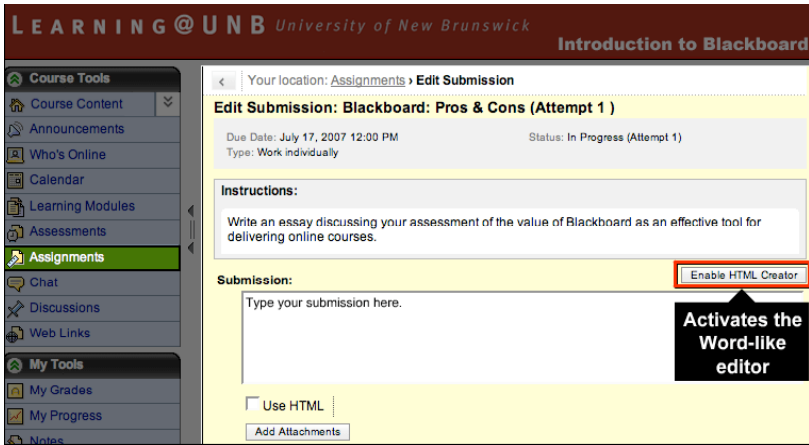


TEXT ASSIGNMENTS & WEBSITE ASSIGNMENTS

TEXT ASSIGNMENTS can be created ONLINE or OFFLINE.

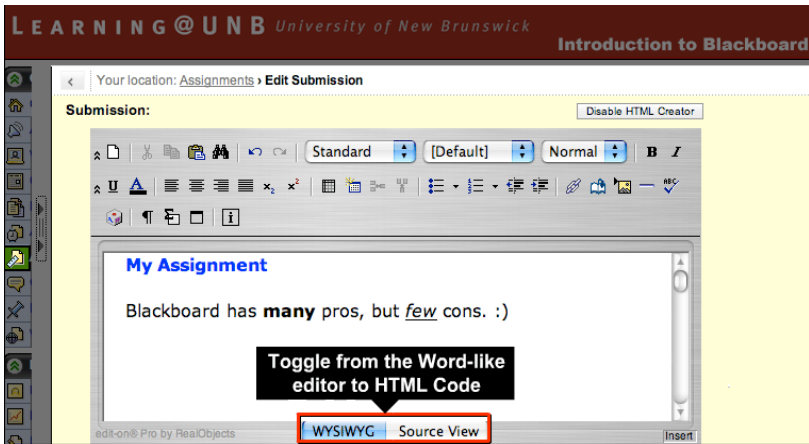
To create an assignment ONLINE, users simply type their essay directly in the provided 'Submission' field. To use rich text formatting, such as bolding or italics, simply click

the 'Enable HTML Creator' Button to start an online word processor from within the Blackboard interface.



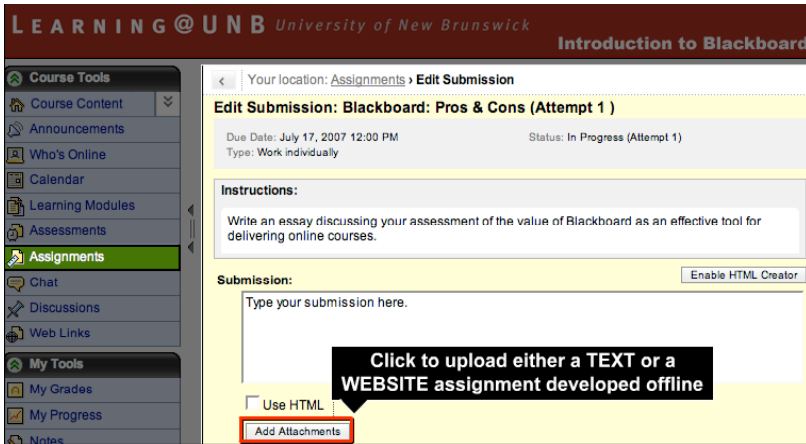
By default, the HTML Creator will display in 'WYSIWYG' Mode, which means "What You See Is What You Get". This mode provides a simple 'Word like' interface for students who prefer a graphical software interface.

If you would prefer to write your assignment using HTML Code, you can click the 'Source Code' Button at the bottom of the composition window. To return to the Word processor mode, click the 'WYSIWYG' Button.



If you would prefer to create your assignment OFFLINE, simply compose your assignment in the word processor of your choice and then upload the completed file using the 'Add Attachments' Button.

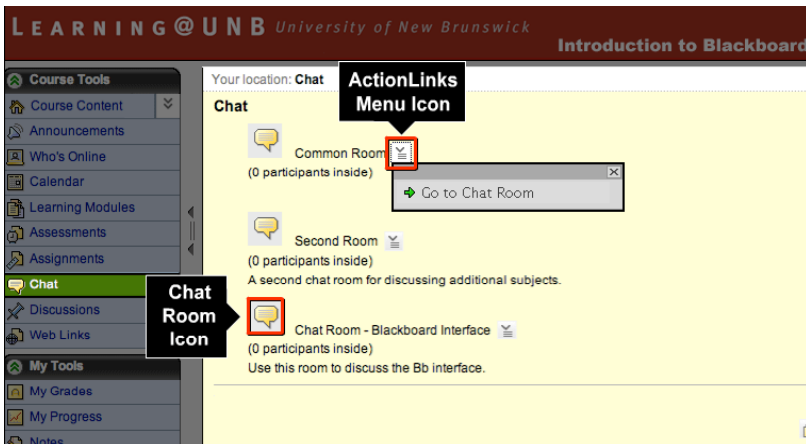
Similarly, to complete a WEBSITE ASSIGNMENT, students develop a website of linked web pages offline, then 'zip' the files together and upload the final file as an attachment, using the 'Add Attachments' Button.



CHAT TOOL

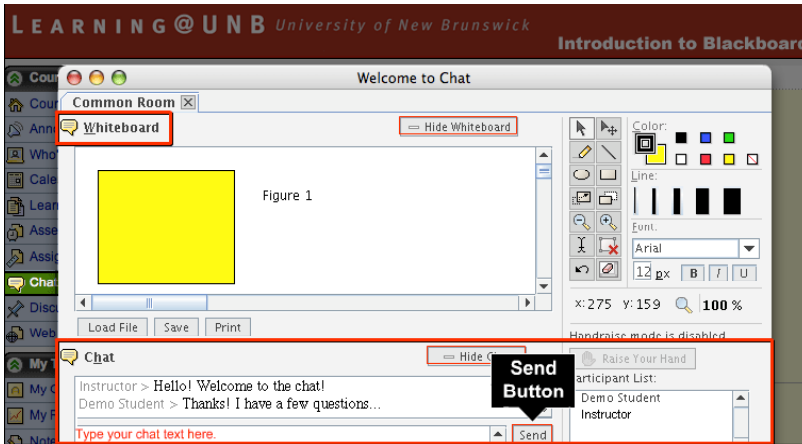
The CHAT TOOL allows you to have an instant online textual conversation with other online course participants.

As you can see from the screen below, course instructors can create multiple chat rooms to focus each chat on a specific subject. To enter a particular CHAT ROOM, click on either the Chat Room Icon or its ActionLinks Menu Icon.



To send messages, users type in the lower half of the Chat Window, and SENT MESSAGES are displayed above the SEND PANE.

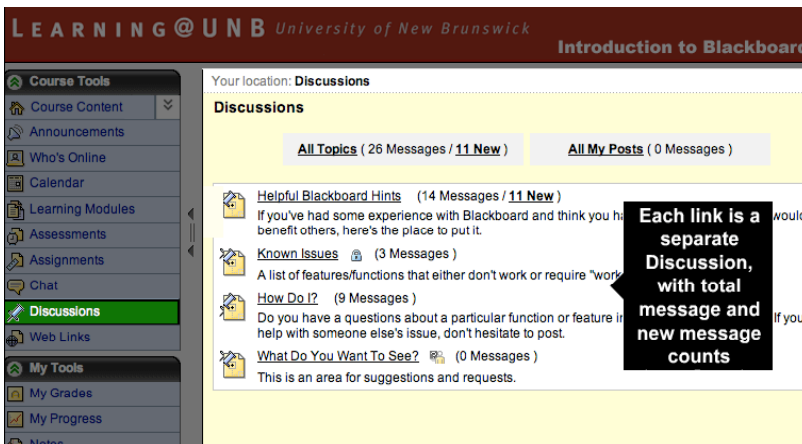
If available, depending on instructor preferences, the WHITEBOARD TOOL allows you to draw objects, enter text, import images, and create slide shows that can be viewed in real time by other users.



DISCUSSIONS TOOL

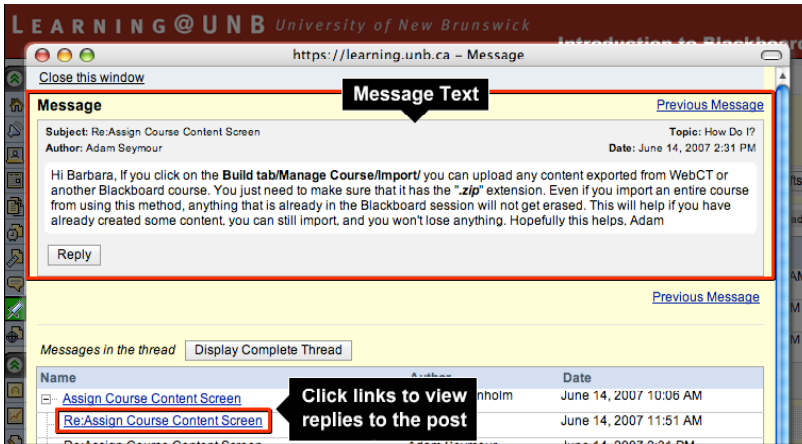
DISCUSSIONS are online bulletin boards where students post messages for other students to see.

Unlike chat or email, discussion messages are not sent to a particular recipient, but are instead posted online for public viewing by anyone enrolled in the class. Like a CHAT, discussions can have multiple 'rooms' or 'boards' focused on a particular topic of discussion.



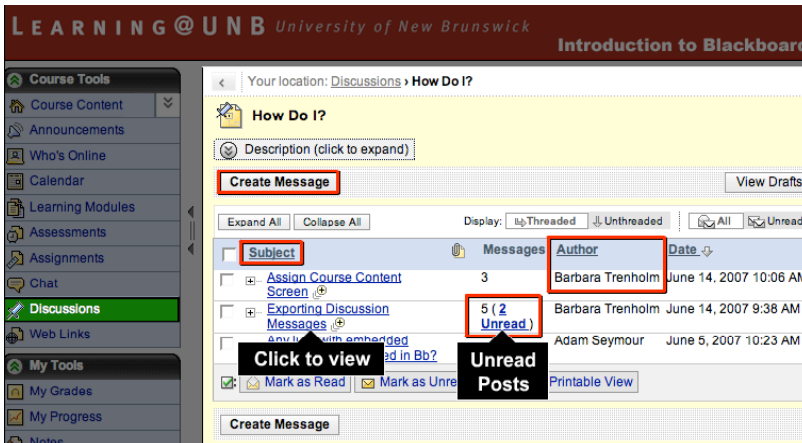
After clicking on a DISCUSSION Link, users will see a listing of available subtopics, with the newest subtopics being listed first.

To create a new subtopic, simply click the CREATE MESSAGE Button. To view a post from an already existing discussion, simply click its title in the 'Subject' column. The Discussion window appears as a popup.



The actual TEXT of a discussion message is found at the top of the popup window. To view other messages in the conversation, simply click each reply's hyperlink, found at the bottom of the popup window.

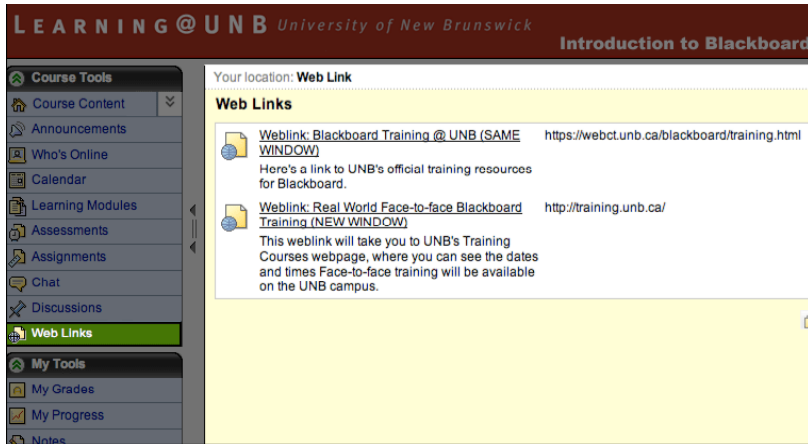
Since all posts are always available online to all users, replies to that post can occur minutes, days, weeks, or even months later. You can manage the appearance and display of discussions by visiting My UNB Courses > My Settings > My Tool Options.



WEB LINKS TOOL

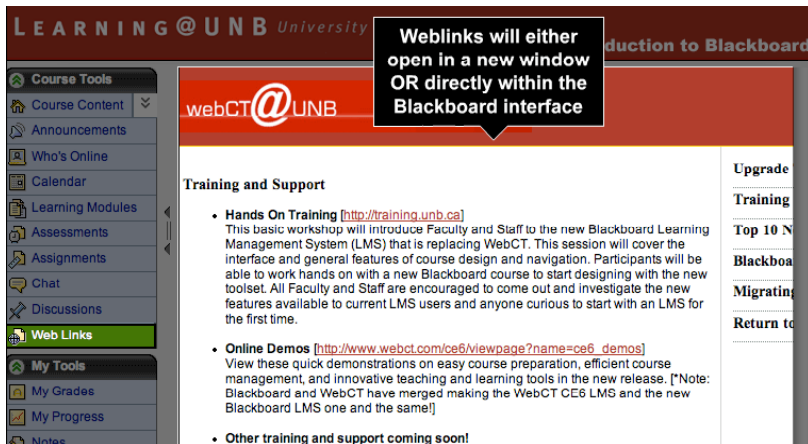
The WEB LINKS TOOL provides a collected listing of useful Internet webpages that have been selected by your instructor.

Although the Tool provides a centralized listing of these useful URLs, any WEB LINK can also appear anywhere throughout the course, such as in learning modules or folders.



Depending on your instructor's preferences, WEB LINKS will either open in a new browser window or embedded within Blackboard's Main Content Window.

WEB LINKS can also be organized into categories. Some instructors will modify their course settings to allow students to actually post their own web links for particular categories.



MY GRADES TOOL

The MY GRADES TOOL provides information on your personal grades within a course.

From course to course, the information that is available in the MY GRADES Tool may differ, depending on your instructor's preferences.

- The GRADE Column displays your personal grades to date, as released by your instructor.
- The STATISTICS Column reveals the average score achieved for that item by the entire class.

- The COMMENTS Column displays any comments made by your instructor concerning your grade.

My Grades
 July 4, 2007
 Student: Demo Student
 Course: Training
 Section: Other Training
 Section Instructor: Bill Whelan

Item	Grade	Statistics	Comments
Midterm:	71.00	82.00	Incomplete
Final:	76.00	70.00	Good work!
Blackboard 01:	65.00	56.00	See Mr. Whelan
Blackboard: Pros & Cons:	51.00	80.00	Incomplete

(XX) - Indicates a grade that is partial or not complete

MY PROGRESS TOOL

The MY PROGRESS TOOL keeps a record of your participation in a course. It tracks the amount of time you have been logged in, as well as the specific number of course items you accessed in that session.

Each time you log into Blackboard, it counts as a single session, and each session is assigned a unique number. The FIRST ACCESS Column specifies the date on which each session began, and the LAST ACCESS Column specifies the date on which each session ended.

My Progress
 Student: Demo Student
 First access: Jun 7, 2007
 Last access: Jul 3, 2007
 Total number of sessions: 173
 Report generated Jul 4, 2007

Session	First Access	Last Access	Total Time	Content Folders		Files		Discussions	
				Viewed	Viewed	Viewed Message	Posted		
1	Jun 8, 2007	Jun 8, 2007	00:01:02	1					
2	Jun 8, 2007	Jun 8, 2007	00:01:00	1			1		
3	Jun 8, 2007	Jun 8, 2007	00:01:01	1	1	1	1		1
4	Jun 8, 2007	Jun 8, 2007	00:01:01	1		1			
5	Jun 11, 2007	Jun 11, 2007	00:01:01	1	1	1			
6	Jun 11, 2007	Jun 11, 2007	00:01:00	1			1		1
7	Jun 11, 2007	Jun 11, 2007	00:01:01	1		1			
8	Jun 11, 2007	Jun 11, 2007	00:01:05	2		1			2

The TOTAL TIME Column shows the total amount of time that you were logged into the course, in hours, minutes and seconds.

The remaining columns (Content Folders, Files, Discussions, Assessments, Assignments,

& Media Library) show the number of times you accessed each specific kind of course material during any particular session.

Your location: **My Progress**

My Progress

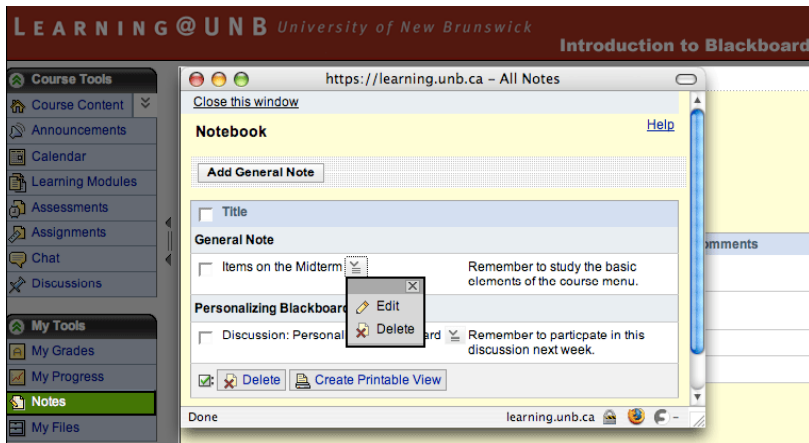
Student: Demo Student
 First access: Jun 7, 2007
 Last access: Jul 3, 2007
 Total number of sessions: 173
 Report generated Jul 4, 2007

Session	First Access	Last Access	Total Time	Content Folders	Files	Discussions
1	Jun 8, 2007	Jun 8, 2007	00:01:02	1		
2	Jun 8, 2007	Jun 8, 2007				1
3	Jun 8, 2007				1	1
4	Jun 8, 2007	Jun 8, 2007	00:01:01	1	1	
5	Jun 11, 2007	Jun 11, 2007	00:01:01	1	1	1
6	Jun 11, 2007	Jun 11, 2007	00:01:00	1		
7	Jun 11, 2007	Jun 11, 2007	00:01:01	1	1	
8	Jun 11, 2007	Jun 11, 2007	00:01:05	2	1	2

NOTES TOOL

The NOTES TOOL provides a centralized location where you can view and edit any online notes you have created while using the course. Clicking the NOTES TOOL produces a popup window.

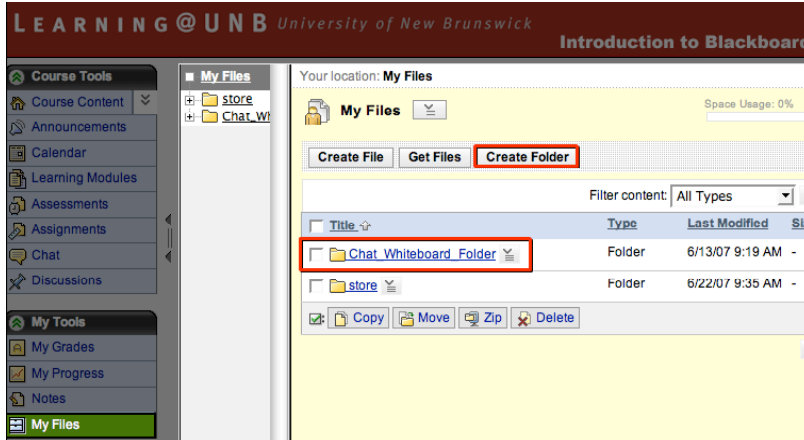
To create a new note, click ADD GENERAL NOTE. To combine a series of notes into a single printable or downloadable file for easier reference, click the checkboxes beside the required notes and then click CREATE PRINTABLE VIEW.



The last tool to be discussed is the MY FILES TOOL. MY FILES is a personal 'file storage area' that allows you to store your various course-related files online. This storage area is always private, and cannot be seen by other students.

MY FILES TOOL

The MY FILES TOOL allows you to easily create folders to organize your documents. A default folder, the 'Chat-Whiteboard Folder', will contain any image you have saved in any chat/whiteboard sessions.



This completes the 'INTRODUCTION TO BLACKBOARD'.

FURTHER TRAINING

Visit <http://training.unb.ca> to register for upcoming 'face-to-face' Blackboard training.

The main page at <http://training.unb.ca>

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