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.

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.
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.
To use the Discussion Board,

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

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.

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.

   - Click to attach a file or insert an image.
   - Freely type your response in the text box, or copy and paste from another document.
   - Click the **Link** icon to insert a hyperlink.
*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**.

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.

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

   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.

<table>
<thead>
<tr>
<th>Points Possible</th>
<th>25</th>
</tr>
</thead>
</table>

Please choose a scholarly article to review.

**ASSIGNMENT SUBMISSION**

- **Text Submission**: [Write Submission]
- **Attach File**:
  - [Browse My Computer]
  - [Browse Course]

**ADD COMMENTS**

- **Comments**

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

<table>
<thead>
<tr>
<th>Attached files</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Name</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>ITS Website ID.docx</td>
</tr>
</tbody>
</table>

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

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

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

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.
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.

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).

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.

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**.

3. Select a group of recipients for your message.

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.

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 tecnhsupport@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**.

![App Server Connection](image)

2. Your connected server will appear on the screen.

![App server connection](image)

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: