USING BLACKBOARD

AT

DOMINICAN UNIVERSITY:

A STUDENT GUIDE
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OVERVIEW OF BLACKBOARD

Blackboard is a web-based courseware package that your instructor has chosen to utilize to provide you with the opportunity to access materials over the Internet. For you to use Blackboard, you will need the following:

- An Internet connection
- A web browser. See the chart below for the minimum browser versions recommended by Blackboard:

<table>
<thead>
<tr>
<th>Microsoft Windows</th>
<th>Microsoft Internet Explorer</th>
<th>Netscape Navigator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows 2000 and Windows 95, 98, and ME</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Windows XP</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Mac OS 9.2</td>
<td>X</td>
<td>n/a</td>
</tr>
<tr>
<td>Mac OS X.1</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Mac OS X.2</td>
<td>X</td>
<td>n/a</td>
</tr>
</tbody>
</table>

X = Certified configurations that have been tested by Blackboard
NS = NOT SUPPORTED. There are known issues with these configurations and Blackboard recommends that you avoid using these configurations.
n/a = Configuration combinations not supported by Apple, Microsoft, or Netscape.
All other configurations are compatible.

DO NOT USE AOL'S BUILT-IN BROWSER!!!

Yes, you can continue to access the Internet using AOL, but DO NOT use their browser! Instead, minimize your AOL screen and launch a "real version" of Internet Explorer or Netscape Navigator.

RECOMMENDED: DISABLE POP-UP BLOCKERS

If you routinely use pop-up blocking software, you may run into issues at various points while in Blackboard. This is particularly true while opening other documents in your Blackboard course or opening links that lead to external web sites, since these will often open as separate windows in the site. Depending on your pop-up blocking settings, any extra window is often interpreted as a pop-up and therefore will not open. Also, if your instructor is using the Collaboration feature, this, too, will fail to work if you have a blocker engaged. Our general recommendation is that while using Blackboard, disable any popup blockers you have while in the site.

HAVING TROUBLE--AND YOU ARE BEHIND A FIREWALL?

Be sure it will accept the blackboard.dom.edu domain. If you are having difficulty using the Virtual Classroom feature (see page 14), we recommend opening ports 8080, 8081, and 8011.
GETTING INTO BLACKBOARD

To access Blackboard from either on- or off-campus, go to the following web address:

http://blackboard.dom.edu

You will see the following screen:

At this screen, you should do one of two things:

- Click the Login button if you have used Blackboard before.
- Click the Create Account button if this is the FIRST TIME you have ever accessed Blackboard at Dominican University. You will need just ONE account name and password for your entire academic career at Dominican University.

Do NOT create a new account for each individual Blackboard class you are in! You will only have to create an account ONCE; the same login should then be used repeatedly for each class you are in!

FORGOT YOUR PASSWORD?
See page 4 for an explanation of what to do.
Creating an Account

Assuming this is your first time using Blackboard at Dominican, click the **Create Account** button. You will see the following screen:

![Personal Information Form]

**Required fields are marked with a red asterisk. You are not required to fill out any information in the Other Information fields.**

**IMPORTANT: USER NAME MUST MATCH DOMINICAN NETWORK USER NAME**
Your User Name should be the same as the user name you use to login to Dominican's network (usually the first four characters of your last name followed by the first four characters of first name.) This will make it easier for you to remember and for our Blackboard administrator to track down problems.

Your Password, however, can be completely different from your network password.

Although an e-mail address is not required by Blackboard, we strongly recommend you include one, since many instructors use Blackboard to send e-mail out to students in their courses. Since a Dominican e-mail address is required of all of our students, this is the address you should type in here. Instructors (and students, in fact) can send e-mail using Blackboard, and this will be the e-mail address Blackboard will use.

Be sure to type the complete address -- not just your network user name.

After filling out the required information, scroll **all the way down** to the bottom of the screen (not shown here), and click the **Submit** button. You will then get a confirmation screen, and will then be registered with Blackboard. You will be taken immediately to the welcome screen (see page 5).

Once you have created an account, from this point on for **any** course, you can click the **Login** button at the screen shown on the previous page. You will see the screen shown in the next section.
Login Screen

To access Blackboard after you have created an account, click the Login button shown on page 2. You will see the following screen:

Enter your user name and password, and click the Login button.

Forgot Your Password?

As you can see from the circled reference on the screenshot above, Blackboard will help with this problem. Click that link, and Blackboard will respond with a screen asking for one of two things:

1. Your first name, last name, and user name. Or, if you forgot your user name...
2. Your first name, last name, and e-mail address.

For the first option, Blackboard sends an email to the address you used when you created your account. For the second option, Blackboard first asks you to confirm your user name (so write it down!), and then sends an e-mail to the address specified.

The e-mail Blackboard sends to you will contain a hyperlink that you can click on (or cut and paste into a web browser). This link leads you to a screen on the server where you can type in a new password.
GETTING TO YOUR COURSE

Let's make this clear right from the beginning:

Blackboard has NO connection to online registration through Campus Web or in-person registration at the Office of the Registrar!!

To get to a Blackboard class, you not only have to be registered through the Office of the Registrar, but also "enroll" in your Blackboard course, discussed next.

The following students are in English 200:
- Boris Badenov
- Charlie Brown
- Barbie Dahl
- John Doe
- Jessica Rabbit
- Jill Student
- etc.
- etc.
- etc.

When you get into Blackboard, you will be at the My Institution page, as shown below:

Any Blackboard courses you are enrolled in will appear here as clickable hyperlinks. Once you enroll in a Blackboard course or two, your quickest path to them after logging in will be here.
To get access to a *Blackboard* class, you must first "enroll" in it. (An unfortunate choice of words, but *Blackboard* indeed calls the process "enrolling," as we shall see.) This is a one-time process. After you are enrolled, it will be listed in the **My Courses** area of the screen shown on the previous screenshot.

**Enrolling in a Blackboard Course**

To "enroll" in a *Blackboard* course, you must find it listed in *Blackboard*’s Course Catalog. To get there, click on the **My Courses/Blackboard Course Catalog** tab you see at the top of the screen:

This brings you to the screen shown above, click the **Browse Course Catalog** link, and you will be taken to a screen listing the disciplines alphabetically that correspond to the disciplines at Dominican. All Rosary College of Arts and Sciences disciplines are found in this listing, including all *undergraduate* business and education classes. This listing also includes Graduate School of Library and Information Science, School of Business (Graduate Level), School of Education (Graduate Level), Graduate School of Social Work, and Institute for Adult Learning.

After clicking the discipline name, you will see a screen such as this:

Tempting as it may be, do **NOT** click on this hyperlink for the course! For one thing, if the instructor created an access code (see below) you will not be able to get in. Even without an access code, however, you will not be able to participate or download items.

Click on the **Enroll** button (on the far right), and you will either be automatically enrolled, or taken to the next screen:
Many instructors will give you an Access Code to enroll in your Blackboard course. They will supply the Access Code to you in class. Once you have entered the code (as shown on the screen above), click the Submit button and you will get a screen acknowledging receipt and you will be enrolled in the Blackboard course.

You have to go through this enrollment procedure for each Blackboard course you are in. The good news is you only have to go through it once for each class. Afterwards, it will always be listed under the My Courses heading when you login (see page 5).

**Having Trouble Finding Your Course Listing?**

Unfortunately, Blackboard lists courses in a seemingly random order within each discipline or department. Some of our graduate-level programs, particularly, have a lot of courses listed and you may have difficulty spotting yours. One thing to remember to do is make sure you go through all screens within a department. The way to advance to the next screen is kind of hidden at very lower left-hand corner of each course listing screen:

The best method to quickly find a course is to simply type in the course number without any spaces in any search box that you see in the Course Catalog screens, as shown on the next page:

**Browse Course Catalog**

To search for a course in the Blackboard Course Catalog, enter the number without spaces or section number. The resulting list should result in fewer than a half-dozen hits or so.
From the resulting list, you can click the Enroll button as shown previously. If you still can't find the course, double-check with your instructor. There is a possibility he or she forgot to make the course "available" for student enrollment.

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**You still have to register for your class on the Campus Web system or at the Registrar's Office!**

A potential point of confusion with all this talk about enrollment in Blackboard is that you may think you are "officially" enrolled in a class at Dominican by enrolling in the Blackboard version. Absolutely not true! Make sure you properly enroll for your class at the Registrar's Office or through Campus Web! As stated on page 5, there is NO connection between Campus Web and Blackboard, or vice versa.

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**Confused??? Here's Another Overview of Blackboard's Enrollment Process**

- If you have *never* visited Dominican's Blackboard site before, create a user name and password, as outlined beginning on page 2.
- If you already have a Blackboard user name and password from a previous course, you still *must* "enroll" in any new courses you are taking. Follow the instructions beginning on page 6.
- Once enrolled, the next time you go into Blackboard you should see a list of all Blackboard courses you have enrolled in listed under the **My Courses** heading. (These will also be listed on the page when you click the **My Courses/Blackboard Course Catalog** tab.)
- Check our documentation page at [http://domin.dom.edu/documents/blackboardstu.htm](http://domin.dom.edu/documents/blackboardstu.htm) and click the hyperlink **how to create an account** to see a viewlet on creating an account if you would like another overview.
THE BLACKBOARD INTERFACE

Once you successfully login and get to your course page, you will see a screen similar to the one below:

Course Menu

The Course Menu on the left is your navigation tool for Blackboard. Since Blackboard uses browser frames, the text you click on the left will open a course area on the right:

Course Content Frame

Your instructor may organize areas in folders, designated by the folder icons. Click on a hyperlinked folder name to get into a folder. Actual documents uploaded (such as the syllabus) will be attachments. More on that in a few pages!
The course menu can take a variety of appearances, depending on how your instructor has set them. Also, the names on the course menu may vary widely from course to course. Here are just a few possibilities. Note the one on the right is very customized:

Regardless of the course menu contents, you will notice an arrow in the upper left corner of each:  
Clicking this "collapses" the menu, giving you more screen space to work with. To get the menu back, simply click the button:

This is how the previously seen Course Documents screen appears after "collapsing" the menu.
NAVIGATING IN A BLACKBOARD COURSE

To access various areas of your Blackboard course, single-click on a course menu item. As seen previously, there are times your instructor may have course material organized into folders. Just click directly on a folder name to open its contents:

*Blackboard* items can appear in a variety of ways. We will deal with *attachments* (such as the syllabus in the screenshot above) shortly. There can also be text viewed directly in your browser or hyperlinks to other sites, as the Shakespeare folder we are entering shows:

**Reading Documents in Blackboard**

Many times your instructor will attach a *Word* document or *PowerPoint* presentation or some other type of document. In order to open it, you must have the necessary computer program to read it. In the top screenshot, we see that the *Course Documents* section contains a syllabus, which the instructor notes is a *Word* document. Therefore, to read this file you must have *Word* installed on your computer.
Depending on whether you are using Internet Explorer (installed on all Dominican computer lab machines) or Netscape Navigator, clicking on the attachment will either open the file directly in your browser (for Internet Explorer users) or you will be prompted to open it or save it (for Netscape users). Here is what an attachment will look like after clicking directly on the link for Internet Explorer users:

![Image of a course outline](ENGLISH 200 HISTORICAL SURVEY OF ENGLISH LITERATURE FALL 2004 COURSE OUTLINE)

INSTRUCTOR Raymond Johnson

OFFICE Lewis 1313

PHONE
- Office: 708-555-5555
- Home: 630-555-5555

FAX
- Office: 708-366-5360

Note, however, that there is no way to save the file (though you can print it).

**Saving Attachments**

To save an attached file without having to open it first, **right-click** over the file name, then left-click **Save Target As** (or **Save Link Target As** if you are using Netscape) from the following menu:

![Image of saving an attachment](MY COURSES/BLACKBOARD COURSE CATALOG > ENGL 200, SECT. 1 - HISTORICAL SURVEY OF... > COURSE DOCUMENTS)

**Syllabus**

- **English 200 Syllabus** (43520 bytes)
  - Open
  - Open in New Window
  - The syllabus distributed in class.

**Chaucer**

- **Save Target As...**
  - This folder contains materials relating to our Chaucer unit.

**If you do not have Word at home (or PowerPoint or Excel) . . .**

The Microsoft site has free viewers available for all three programs. You will not be able to create or edit anything, but you can at least view the documents. You can download these at: [http://www.microsoft.com/downloads](http://www.microsoft.com/downloads) and click on the link for **Office and Home Applications**.
Completing Assignments

The majority of instructors will inform you of assignments via Announcements, Word documents uploaded as attachments (as outlined above), or perhaps even through the Discussion Board (discussed beginning on page 15). Some, however, may upload assignments and allow you the ability to attach a file directly within the assignment area (such as Course Documents or another course menu area). It may look something like this.

Poem Analysis

Write a brief, one-paragraph explication of the Hardy poem She, At His Funeral. The poem itself is attached as a Word document.

For this type of assignment, click the link, and you will get a screen resembling this:

This is somewhat similar to using the Digital Drop Box in Blackboard (explained beginning on page 24), except that such assignments can appear through virtually any area in Blackboard and not the Digital Drop Area specifically.
COMMUNICATION VIA BLACKBOARD

There are several ways to communicate with your instructor or classmates in Blackboard, though it is possible your instructor has disabled some of these utilities. Clicking on the Communication course menu item (unless it has been renamed) will lead to a screen like this:

- Announcements
- Collaboration
- Discussion Boards
- Group Pages
- Roster
- Send E-mail

The Announcements page is what you will usually see when you first get into your Blackboard course site. The others are discussed below.

Collaboration

The Collaboration link requires Java to be installed on your web browser (Blackboard prompts you for a download if it does not detect it) and for any popup blockers to be disabled. There are two types of collaboration: Virtual Classroom and Lightweight Chat. Both offer online chatting capabilities (i.e., if you want to communication with someone else in your class, you both must be online at the same time). The former is a full-fledged online chat environment including a whiteboard area for drawing; the latter is more of a text-only chat area. (Both are also directly accessible via the course menu link Virtual Classroom if your instructor chose to use this specific menu item.) We have screenshots of both on the next page, but if you are using a firewall, you may run into issues, as we discuss below.
**Potential Firewall Issues**

Virtual Classroom, being Java-based, may fail to work depending on your firewall settings. In addition to opening the port numbers mentioned on page 1, there may be other settings to look at related to Java and, perhaps, pop-ups. To use Norton Internet Security as an example, double-click **Privacy Control**, and in the ensuing window click **Advanced**. In the Advanced window, click the **Add Site** button and add **blackboard.dom.edu**. Then, click the **User Settings** tab and under **Java applets** uncheck **Use Personal Firewall settings** and instead click the **Permit** radio button. Try Virtual Classroom again. If it still does not work, return to the same screens and click **Permit** for **Pop-up ads**. (Bear in mind you are only permitting these for the **blackboard.dom.edu** site; it will not affect your other settings.) Once in, Virtual Classroom will look like one of the two screenshots below:

- **The Virtual Classroom** includes a whiteboard area for drawing.

- **The Lightweight Chat** has a smaller window, though you still have the ability to send your instructor (assuming he or she is online) a private message using the **Private Message** button.
Discussion Boards

Also accessible through many course menus via a direct link labeled Discussion Board, this feature in Blackboard allows an online discussion to take place among students and instructors without having to be online at the same time. For this reason, the Discussion Board is a very popular feature among many instructors at Dominican. Think of it as a bit of an electronic bulletin board, where you can view an ongoing discussion topic at any time and reply to it at your convenience.

Clicking on the Discussion Boards link will bring up a list of "forums" that your instructor has created. In order to post a message, you must first enter a forum. Click on the name of the forum to enter it:

Reactions to Return of the Native
Use this forum to post your reactions to the videotape of Return of the Native, which you viewed this week. Considering it was only two hours long, how much of the essence of Hardy's work did it capture? What did you think of the actors?

Discussion of "Old Man"
This forum is devoted to our ongoing discussion of the themes in Faulkner's "Old Man."

Once in the forum, click on the title of a thread to read the discussion (and to reply to it), or (if your instructor has enabled it) you can click on the Add New Thread button to create a brand new topic within the forum:

If you want to reply to an ongoing, existing topic, click on the first message in the thread to reply to it.

After reading a message, if you choose to reply to it, click the Reply button that appears at the bottom of the message screen:
On the other hand, if you want to **Add New Thread** be sure to fill in the subject line, as seen below.

If you can't see all the toolbars for some reason, click this icon.

If you are using a Windows-based PC and are using Internet Explorer, the text box in Blackboard has tool bars very similar to those you have seen in Microsoft Word, including the ability to use bold face type, italics, etc.

There is even an equation editor (the \[ \right \] button) and spell check (the ✓ button)!

One thing to get used to: the buttons don't look "clicked upon" when engaged. They DO work, though!
**Posting Attachments in the Discussion Board**

Sometimes, your instructor may want you to post document in the Discussion Board so that all students in the class can read them. This is often done for assignments that rely on peer evaluation. Once you are in a new message screen, in addition to typing the text of the message you want to post, make sure you click the **Browse** button to the right of the text box labeled **Attachment:** at the bottom of the screen:

After clicking **Browse**, find the file on your computer that you want to attach, and then click the **Open** button in the dialog box (even though you're not going to actually open it!) after selecting it, or just double-click the file name:
After doing this, you will see the full path to your file in the **Attachment** box:

![Screenshot of Blackboard interface with attachment message]

After you submit it, other users will see your attachment this way:

![Screenshot of Blackboard interface with attachment message]

Here is your attachment! To view anyone's attachment in Discussion Board, click directly on the file name to open it within *Word*. You may want to save it to your own computer for viewing later. To do this, **right-click** over the file name, then left-click **Save Target As** from the following menu. (Generally, the same procedures outlined for retrieving or saving attachments outlined beginning on page 10.)

Hi everyone -

Attached is a copy of my paper on Diggory Venn for everyone to see!

If your attachment fails to upload properly, see the next page.
**What to Do if Your Attachment Fails to Upload**

Attachments work just fine most of the time, but occasionally—for whatever reason—they just fail to upload properly. If that happens, rename your file using the following guidelines:

- Avoid long file names; try keeping it under 20 characters or so.
- Get rid of spaces in the file name, and make sure it does not start with a number (although numbers later on in the file name are fine).
- Avoid using dashes (-) in the name, although underscores (_) are fine.

**Group Pages**

Your instructor may have assigned groups to your Blackboard course. If so, click on this link to bring up the names of the groups. Only those groups that you are a member of will be hyperlinked. (This page may also be accessible by clicking on a Groups link in the course menu for some courses.)

<table>
<thead>
<tr>
<th>Faulkner Study Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students belonging to the Faulkner Study Group may use this area to exchange files, ideas, etc., in preparation for their oral report on <em>Old Man</em> and any other Faulkner works they find significant.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hardy Study Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students belonging to the Hardy Study Group may use this area to exchange files, ideas, etc., in preparation for their oral report on <em>Return of the Native</em> and any other Hardy works they find significant.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shakespeare Study Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students belonging to the Shakespeare Study Group may use this area to exchange files, ideas, etc., in preparation for their oral report on <em>Hamlet</em> and any other Shakespeare works they find significant.</td>
</tr>
</tbody>
</table>

Once you click on the group name link, you will have access to many of the same tools that are available course-wide, though limited solely to members of your group:
Group Discussion Board has the same functionality as the regular Discussion Board, only limited to your group members (and instructor). Collaboration is the same as the course-wide Collaboration (with both Virtual Classroom and Lightweight Chat). The File Exchange is very similar to the Digital Drop Box (discussed beginning on page 24) for your course. Instead of exchanging files with your instructor, you exchange files with other members of your group. For information on using the File Exchange option, see the section on the Digital Drop Box beginning on page 24, but bear in mind the warning below.

File Exchange is shared among ALL group members
Unlike the course-wide Digital Drop Box, all students in your group have access to the files posted in the File Exchange. Unfortunately, this also means if you remove a file from the File Exchange, it will remove it for the entire group! This will not make you terribly popular among your peers in your group who may have not yet had a chance to download the file yet!

The Send E-mail link will allow you to send an e-mail from within Blackboard to be sent to any or all members of your group.

Roster
The Roster link in the Communication area will bring up a searchable listing of students in your class. You may also be able to view a "home page" of information (assuming they filled it out), though this is not the same as a student home page posted on our intranet at domin.dom.edu. (You can fill out your own "home page" information in Blackboard by clicking on the Tools link in the course menu, then clicking Edit Your Homepage.)
Send E-mail

This link allows you to send e-mail to fellow students or to your instructor from within Blackboard. Here is the menu you will see:

- All Users
- All Groups
- All Teaching Assistants
- All Instructors
- All Observers
- Select Users
- Select Groups
- Select Observers

Any of these choices will bring up another screen with the To: filed automatically filled in or (in the case of Select Users or Select Groups) checkboxes to check off. You need only type in a Subject and the Message text, and Blackboard will send it off as email. Here is the screen for sending an e-mail to Select Users:

```
<table>
<thead>
<tr>
<th>Recipients</th>
</tr>
</thead>
<tbody>
<tr>
<td>To:</td>
</tr>
<tr>
<td>Badenov, Boris</td>
</tr>
<tr>
<td>Dahl, Barbie</td>
</tr>
<tr>
<td>Johnson, Raymond</td>
</tr>
<tr>
<td>Schlar, Jill</td>
</tr>
<tr>
<td>Student, Joe</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enter Message Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: <a href="mailto:browchar@dom.edu">browchar@dom.edu</a></td>
</tr>
<tr>
<td>Subject: Study Group?</td>
</tr>
<tr>
<td>Message: Interested in meeting in the Cyber Cafe at around 2:30 tomorrow afternoon?</td>
</tr>
</tbody>
</table>
```
Taking advantage of Blackboard’s ability to send email is easier than having to create your own distribution list, since everyone's e-mail address will already be put into Blackboard. Please be aware that you still must use your own e-mail software (such as Outlook) to READ e-mail! Blackboard can SEND e-mail, but does not provide the ability to read it.

TOOLS IN BLACKBOARD

Most course menus in Blackboard also feature a link labeled **Tools**. (Again, it is possible your instructor has renamed it to something else or even disabled it.) This will lead to the following screen of choices:

```
MY COURSES/BLACKBOARD COURSE CATALOG  >  ENGL 230 - HISTORICAL SURVEY OF ENGLISH...  >  TOOLS

- **Address Book**
- **Calendar**
- **Digital Drop Box**
- **Edit Your Homepage**
- **Electric Blackboard**
- **Glossary**
- **Personal Information**
- **Student Manual**
- **Tasks**
- **View Grades**
```

We will briefly discuss these below.
**Address Book**

This is similar to creating a "contact" in Outlook, only you are using Blackboard instead. Click the **Add Contact** button and add your own private information about anyone that you would like to remember for later. To retrieve the information added, just head to the Address Book again.

**Calendar**

This will bring you to the course calendar, assuming your instructor keeps information within the calendar. Note that this is not the same as Blackboard's **Calendar** link on the **My Institution** page, where you can add your own events.

**Digital Drop Box**

Unlike the first two choices in the **Tools** area, *this* is a feature you may use frequently. The **Digital Drop Box** is a place where you can exchange files *in private* with your instructor. He or she, in turn, can send files back to you via the Drop Box.

**Sending a File via the Digital Drop Box**

To send a file to your instructor, click the **Digital Drop Box** link. You will see the following screen:

Click the **Send File** button, and Blackboard will respond with the following screen. In the screenshot below, we have already filled in some information:

1. **File Information**
   - **Title:** Jessica's term paper
   - **File:**
   - **Comments:** Prof. Johnson; here is the first draft of my term paper assignment.
Once you get the **File** box filled in and click the **Submit** button, Blackboard will acknowledge the file was properly sent with a message on the screen. After clicking the **OK** button on the receipt acknowledgement, you will be back in the **Digital Drop Box**, only this time you will notice that your own paper is now listed there:

![Digital Drop Box](image)

**Jessica’s term paper**
Submitted by: Jessica Rabbit (rabbjess)
Submitted on: 2004-05-03 2:14:11 PM
Comments: Prof. Johnson; here is the first draft of my term paper assignment.

This is because the **Digital Drop Box** will automatically create a copy of everything submitted to an instructor as extra security. This way, if you instructor should, for some reason, not receive it, you can always re-send the file again.

**Retrieving a File via the Digital Drop Box**

Your instructor can also send material via the Digital Drop Box. Let's say the instructor has reviewed your **Word** document and has added comments to it. He or she can then send the file back to your Drop Box. Below is what the screen may look like after receiving a file from your instructor. To download the file to your own hard drive, **right-click** over the link, then **left-click** **Save Target As** from the following menu:

![Digital Drop Box](image)

*Keep your Drop Box clean! See next page for guidelines.*
Keep Your Drop Box Clean!
After downloading the files you need, you should periodically clean out your Drop Box by clicking the **Remove** button you see next to some of the file names. You will notice that files you have sent in the past will not have a **Remove** button right away. That's actually for your protection. Only when the instructor removes a file you sent from his or her own Drop Box will you be able to remove it, too.

**Edit Your Homepage**
This link in the **Tools** section allows you to add a message, personal information, an image, and a few favorite web sites to **Blackboard** where other students can view them by going to the **Roster** section in **Communication** (as explained on page 21). Note this is **not** related at all--or accessible by--the student home pages available on Dominican's "intranet" at [domin.dom.edu](http://domin.dom.edu).

**Electric Blackboard**
This facility allows you to take electronic notes. Type any notes into the text box, click **Submit**, and your notes will be saved. To see them again, just go into the **Electric Blackboard** again.

![Electric Blackboard](image)
Glossary

This is pretty self-explanatory. Your instructor has the option of loading glossary. If he or she did, this is where to find it!

Personal Information

The Personal Information link in Tools leads to another screen of options:

<table>
<thead>
<tr>
<th>Edit Personal Information</th>
<th>Leads to a screen very similar to the one you filled out when you created your Blackboard account. You can change your first or last name, e-mail address, etc. Everything, that is, except for your password.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Password</td>
<td>Does exactly what you think it does! (Your user name, however, can never be changed in Blackboard. Only your password.)</td>
</tr>
<tr>
<td>Set CD-ROM Drive</td>
<td>Very important if your instructor is using a Blackboard site that relies on material from a CD-ROM. For example, your textbook may come with a CD-ROM. At times, there may be links on your Blackboard site to a specific file on that CD-ROM. In order for Blackboard to find the files, you use this link to &quot;tell&quot; Blackboard the drive letter for your CD-ROM drive.</td>
</tr>
<tr>
<td>Set Privacy Options</td>
<td>Allows you to set which areas of the personal information you entered into Blackboard are accessible to others (such as on the Roster page). By default, nothing is accessible unless you choose to change these options using this link.</td>
</tr>
<tr>
<td>Set Text Box Editor Options</td>
<td>The only place you will see any effect here is in the Discussion Board. Remember that text box that appears whenever you want to contribute to the Discussion Board? (If you don't, see page 17.) This option allows you to disable the ability to use the toolbars you see. We're not sure why you'd want to do this, unless for some reason it causes your PC to hang.</td>
</tr>
</tbody>
</table>
Student Manual

If you think this publication gives you long explanations, it's nothing compared to the online manual Blackboard provides. If you get "stuck" on how something works in Blackboard, click this link and a separate window will open that allows you to do a keyword search.

Tasks

An instructor may assign tasks that can be viewed here:

<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>SUBJECT</th>
<th>STATUS</th>
<th>DUE DATE</th>
<th>Modify</th>
</tr>
</thead>
<tbody>
<tr>
<td>![High Priority]</td>
<td>![View Hallmark Presentation of Return of the Native]</td>
<td>NOT STARTED</td>
<td>Apr 4, 2004</td>
<td></td>
</tr>
</tbody>
</table>

When you complete the task, click the Modify button to change the Status.

View Grades

Not all instructors use Blackboard's online gradebook feature, but if yours does you will be able to find all grades that have been recorded by clicking this link:

```
MY COURSES/BLACKBOARD COURSE CATALOG > ENGL 200, SECT. 1 - HISTORICAL SURVEY OF ENGLISH LITERATURE - FALL 2004
> TOOLS > VIEW GRADES
```

**View Grades**

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Date</th>
<th>Grade</th>
<th>Points Possible</th>
<th>Class Average</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Paper</td>
<td>4/12/04 3:40 PM</td>
<td>45</td>
<td>100</td>
<td>82.12</td>
<td>25%</td>
</tr>
<tr>
<td>PowerPoint Presentation</td>
<td>4/12/04 3:46 PM</td>
<td>45</td>
<td>50</td>
<td>44.12</td>
<td>15%</td>
</tr>
<tr>
<td>Oral Presentation</td>
<td>4/14/04 9:58 AM</td>
<td>25</td>
<td>25</td>
<td>21.5</td>
<td>10%</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>115</td>
<td>350</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weighted Total</td>
<td></td>
<td>34.75%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note that only your grades are seen using this feature. There is no way to access another student's grades! Also, depending on settings your instructor set, you may see a Running Weighted Total rather than Weighted Total.

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Ken Black, Director of Teaching and Learning Technology and Faculty Development