Help for Students

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Blackboard Learn™ Help for Release 9.1 Service Pack 10 (SP 10)

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Blackboard Learn Environment

Logging In to Blackboard Learn

The first step in using Blackboard Learn is to log in to the system. Your school will provide you with the URL, username, and password.

Note: You may be directed immediately to the **My Institution** tab. If so, you may also log in through a button on the header frame or a special portal module.

> ***IMPORTANT!*** Passwords enable access to personal information. To maintain security do not share passwords with others.

Frequently Asked Questions

What do I do if I can't log in?

Please contact the computing help desk at your school. If you're not sure how to contact them, look for the technology office on your school's website or search the internet for your *school's name* + *Blackboard* + *help* or *support*.

About the Gateway Page

The **Gateway** page welcomes you and provides a login button to access Blackboard Learn. You must have a valid username and password to log in.

If the **Gateway** page does not appear, you may also log in through a button on the header frame or a special portal module.

> ***IMPORTANT!*** Cookies must be enabled within the web browser. Enable cookies through your browser's settings or options menu.

Ⓐ **Login**: Use this function to log in to Blackboard Learn.

B **Change Text Size**: Display assistance in changing the size of the text displayed in the browser.

C **High Contrast Setting**: Change the display to assist low vision users. You can select whether to use your operating system's High Contrast settings or use Blackboard styles.

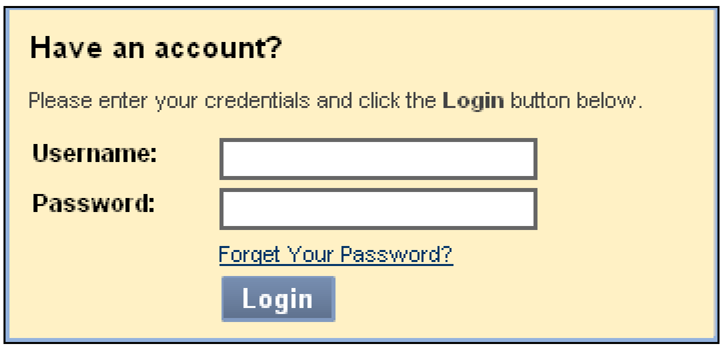
D **Create a New Account**: Create an account to use Blackboard Learn.

E **View Course Catalog**: View courses belonging to your preferred program of study.

F **Preview as Guest**: Preview Blackboard Learn without using a system account. You may be able to browse the catalog and preview courses as a guest but you will not have access to the entire course.

How to Log In

1. Type your **Username**.
2. Type your **Password**. The maximum number of characters in a password is 32. Passwords are case sensitive.
3. Click **Login**.



Result

You are directed to the **My Institution** tab.

Browser Support

Microsoft Windows

	Internet Explorer 9[1]	Internet Explorer 8[1]	Firefox ESR[2]	Firefox (Final Release Channel)[3]	Chrome (Stable Channel)[4]
Windows XP (32-bit)	Unsupported by Microsoft	Compatible	**Certified**	Compatible	Compatible
Windows Vista (32-bit)	**Certified**	Compatible	**Certified**	**Certified**	Compatible
Windows Vista (64-bit)	Compatible	Compatible	**Certified**	Compatible	Compatible
Windows 7 (32-bit)	**Certified**	Compatible	**Certified**	**Certified**	**Certified**
Windows 7 (64-bit)	**Certified**	Compatible	**Certified**	**Certified**	**Certified**

Apple Mac OSX

	Safari 5.1	Safari 5.0	Safari 4.0	Firefox (ESR)[1]	Firefox[2] (Final Release Channel)[3]	Google Chrome (Stable Channel)[4]
Mac OSX 10.6 "Snow Leopard"	**Certified**	**Certified**	Compatible	**Certified**	**Certified**	**Certified**
Mac OSX 10.7 "Lion"	Certified	Unsupported by Apple	Unsupported by Apple	**Certified**	**Certified**	**Certified**

[1]Firefox ESR is a release of Firefox intended for groups who install and maintain the desktop environment in large institutions. More information is available at http://www.mozilla.org/en-US/firefox/organizations/.

[2]Firefox 8 and Mac OS are not compatible with the drag and drop functions on Blackboard Learn.

[3]The Firefox Release Channel is the fully tested version by Mozilla and intended to be the most stable. This channel is updated roughly every six weeks. More information is available at http://blog.mozilla.com/blog/2011/04/13/new-channels-for-firefox-rapid-releases/.

[4]The Chrome Stable Channel is the fully tested version by Google and intended to be the most stable as the name implies. This channel is updated roughly every 2-3 weeks for minor releases and 6 weeks for major releases.More information is available at www.chromium.org.

[5] Firefox 8 and Mac OS are not compatible with the drag and drop functions on Blackboard Learn.

Accessibility and JAWS

Blackboard strives to make all its products as accessible as possible. JAWS for Windows 11 and 12 were used during accessibility testing for SP 10.

JRE Support

Blackboard Learn requires the latest version of Sun JRE 7. JRE 6 will continue to work with SP10. The JRE can be downloaded from http://www.oracle.com/technetwork/java/javase/downloads/index.html. Windows system administrators who want to provide auto-download for users can find the.cab file link for the appropriate JRE at http://www.oracle.com/technetwork/java/javase/autodownload-140472.html.

Java Applet Code Signing

Java applets bundled with Blackboard Learn 9.1 SP10 are now signed with a timestamping authority, https://timestamp.geotrust.com, which certifies that the Blackboard code signing certificate was valid at the point in time when the applet was signed. Web browser client JDKs that trust the timestamping authority will run the applets without error, even after the Blackboard code signing certificate expires. All JDKs since version 1.5 trust this timestamping authority by default.

Technologies Not Supported

The following technologies are ***not*** supported:

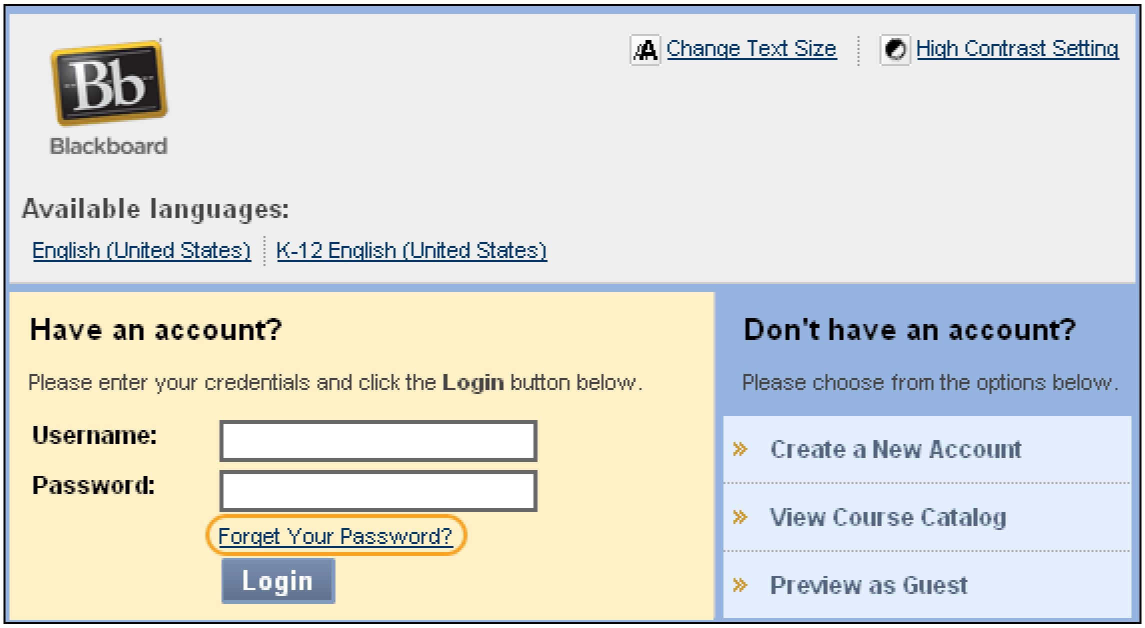
- Internet Explorer 6, 7
- Firefox 1.x, 2.0, 3.0, 3.5, and 3.6
- Safari 2.0, 3.x and any version on Windows
- Mac OSX 10.3, 10.4, 10.5
- Java 5, although it may continue to work

Forget Your Password?

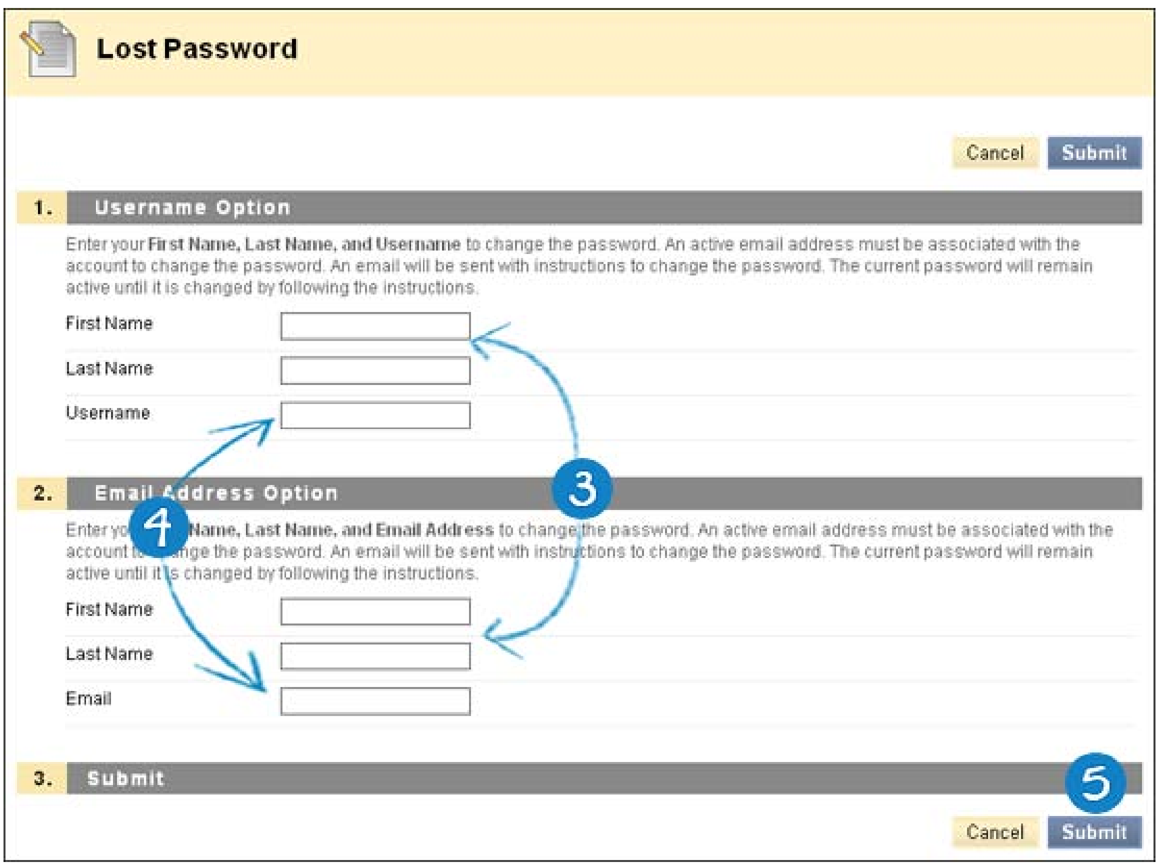
You must complete the **Lost Password** page to obtain a new password. You will create a new password based on instructions received in an email. You must enter information in all the fields in the **Username Option** section or all of the fields in the **Email Address Option** section.

How to Retrieve Your Password

1. Type the URL for Blackboard Learn into a web browser.
2. On the Gateway page, click **Forget Your Password?**



3. Type your first name and last name.
4. Type your username in the **Username** option or type your email address in the **Email** option.
5. Click **Submit**.



Result

An email will be sent with instructions to change your password. The current password will remain active until it is changed by following the instructions.

About the Blackboard Learn Environment

The following are some things to keep in mind when using Blackboard Learn:

- Your school may disable certain tools within the application. If you encounter tools that you are unable to access, contact your school.
- The openness of Blackboard Learn allows instructors, leaders, and administrators the option to customize the interface. The names for some items in Blackboard Learn may differ from those that you see in the documentation.
- Building Blocks allow your school to integrate external applications, tools, content, and services into Blackboard Learn. Building Blocks are integrated in such a way that they appear in the interface like any other tool you can use.

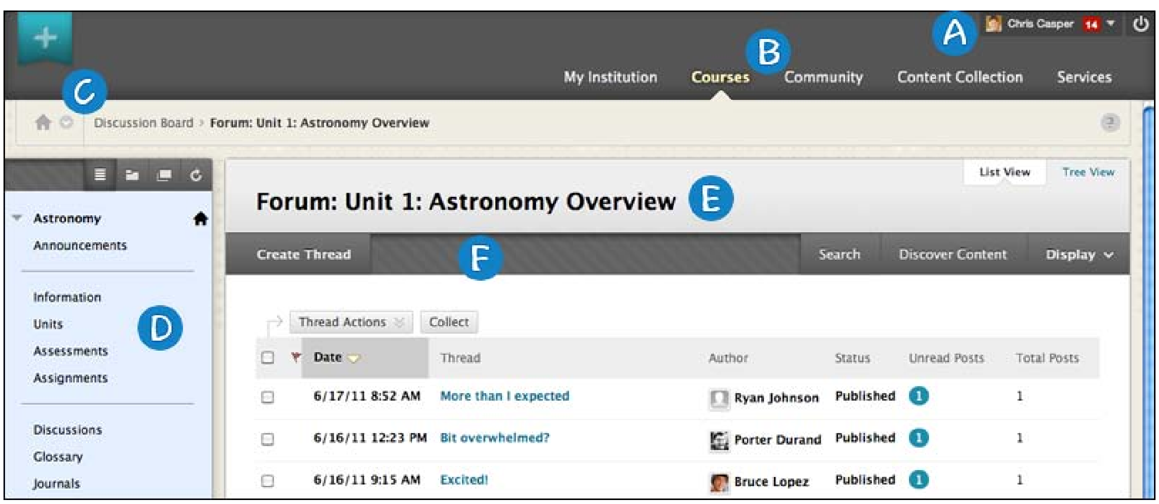
Browser Compatibility

For information about supported web browsers and operating systems, see Browser Support.

Contact your school's computing help desk for information on which version of Blackboard Learn your school is using, as compatibility varies by version.

Blackboard Mobile Learn can be used on a variety of mobile devices, including BlackBerry®, Android™, and iOS devices such as iPad, iPhone, and iPod Touch. Contact your school's computing help desk for information on whether your school has made Blackboard Mobile Learn available.

Learning Your Way Around



A **Page header**: The area at the top of the screen that contains the tabs, **My Blackboard**, and the link for **Logout**. To learn more, see More About the Page Header.

B **Tabs**: Blackboard Learn has two common tabs, the **My Institution** tab and the **Courses** tab. If your school licenses community engagement, the **My Institution** tab, **Community** tab, and **Services** tab are available. In addition, community engagement enables your school to create custom tabs. The Blackboard administrator at your school can rename the tabs. To learn more, see My Institution Tab.

C **Course-to-Course Navigation**: Use the course-to-course navigation feature to access all courses you are enrolled in. Click the Action Link next to the course title and select another course from the contextual menu. For example, if you are viewing the Discussion Board in one course and select another course from the contextual menu, you are taken to that course's Discussion Board. In addition, breadcrumbs track the most recently visited pages within a course.

D **Course Menu**: The panel on the left side of the interface contains links to all course content, such as Content Areas, individual tools, web links, course links, and module pages. To learn more, see Course Menu.

E **Content frame**: The larger area of the screen adjacent to the Course Menu that displays the selected Content Area, tool, or material.

F **Action Bar**: The rows at the top of the content frame, containing page-level actions, such as **Create Thread** in the Discussion Board or **Submit** in the Assignment tool.

More About the Page Header

The Blackboard Learn user interface is made up of components that allow you to easily navigate, enter data, edit items, and change options within Blackboard Learn. After logging into Blackboard, you will "land" on the **My Institution** page. Pages and the tabs that you access can be renamed by your school. Tabs that are visible depend on what capabilities your school has licensed.

Example:

If your school licenses community engagement and you are a member of a club or organization, that club has the capability to create their own tab for club business within Blackboard Learn.

The page header always contains the tabs, **My Blackboard** link, and the link for **Logout**. Notice that even within a course, the page header remains the same.

A **Tabs**: Blackboard Learn has two common tabs, the **My Institution** tab, and the **Courses** tab. If your school licenses community engagement, the **My Institution** tab, **Community** tab, and **Services** tab are available. In addition, community engagement enables your school to create custom tabs and present different tabs to users based on Institution Roles.

B **My Blackboard**: The **My Blackboard** link provides users with quick and easy navigation to a variety of places within Blackboard Learn. Tasks available in **My Blackboard** include changing your password and editing personal settings. To learn more, see About My Blackboard.

C **Logout**: You can use **Logout** to exit from Blackboard Learn.

Printing Course Content

Because Blackboard Learn is web-based, printing is handled through your web browser, or, if the content is an attached file such as a Microsoft® Word document, through that program.

Most browsers have a "Help" option explaining more about printing.

If you need assistance printing course content, contact your school's computing help desk.

Paging Options

You can edit the paging options to specify how many items appear on a page in Blackboard Learn. For example, you can determine how many forums appear on the main Discussion Board page.

The default is 25 items per page and the maximum number of items is 1,000 per page. Clicking **Show All** displays all items and causes the other controls to disappear. For performance, the items per page should not be greatly expanded.

Use the following steps to edit the paging options.

1. Click **Edit Paging**.
2. Type a number in the **Items per page** text box. If the number is greater than the total number of items, then all items appear. If the number is less than one, then one item appears.
3. Click **OK**.

Course Catalog

The Course Catalog lists all courses offered at the school in defined categories, such as semester and subject matter.

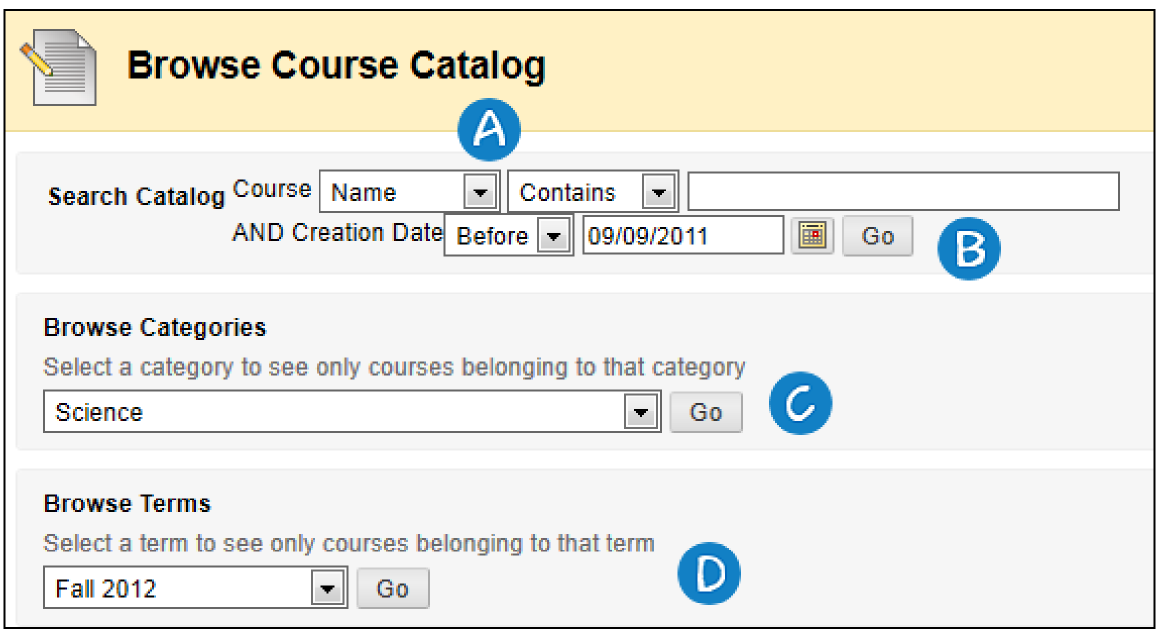
If your school licenses community engagement, the Organization Catalog lists all organizations at the school in defined categories, such as organization type or semester availability.

The catalog allows you to search for courses or organizations using a keyword or a specific category. The links in the catalog display instructor information and a course description. You may also be able to enroll, preview, or log in to a course depending on how your school customizes Blackboard Learn.

Note: The administrator at your school may choose to use a different catalog or no catalog at all.

Browsing the Course Catalog

Click **View Course Catalog** on the Gateway page. Or, log in and open the **Courses** tab or the **Community** tab to be able to browse the listings.



A **Search Catalog**: Use the drop-down lists to limit the search by parameters.

B **Go**: Click **Go** to search for a course.

C **Browse Categories**: Use the drop-down list to find courses belonging to a category, and click **Go** to start the search.

D **Browse Terms**: Use the drop-down list to find the available courses during a term, and click **Go** to start the search.

Viewing a Course as a Guest

You may be able to browse the catalog and preview courses as a guest. Click the link to a course to view it as a guest. Guests do not have access to the entire course.

Note: Your instructor determines whether you are allowed to preview a course prior to enrollment so this option may not be available for all courses.

Course Menu

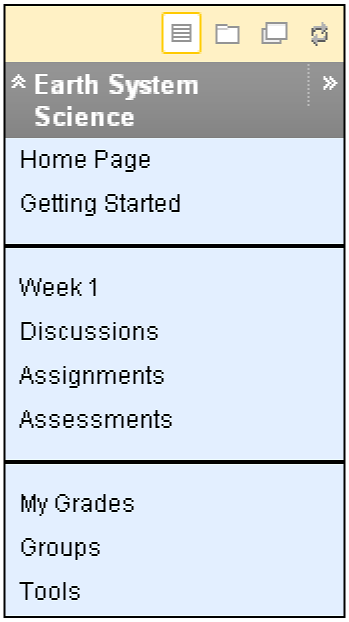
The Course Menu appears on the left side of a course and contains links to materials and tools within the course. Your instructor can customize the style of the Course Menu and the content and tools available to users. As such, your courses may look a bit different from each other and have different sets of tools available.

You can expand or collapse the Course Menu frame. Click  to collapse the Course Menu so it is out of sight or expand it to its fullest size.

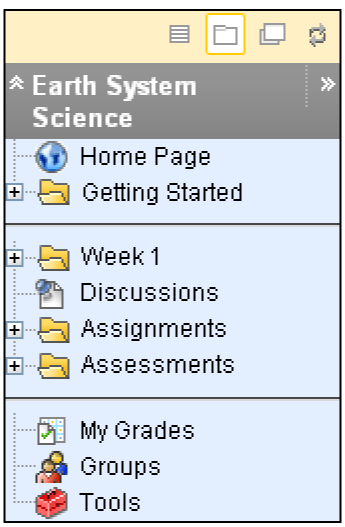
Course Menu Icons

At the top of the Course Menu is a set of icons that can be used to change the display of the Course Menu. The menu can be displayed as text links or buttons, as a Folder tree, or in a separate window.

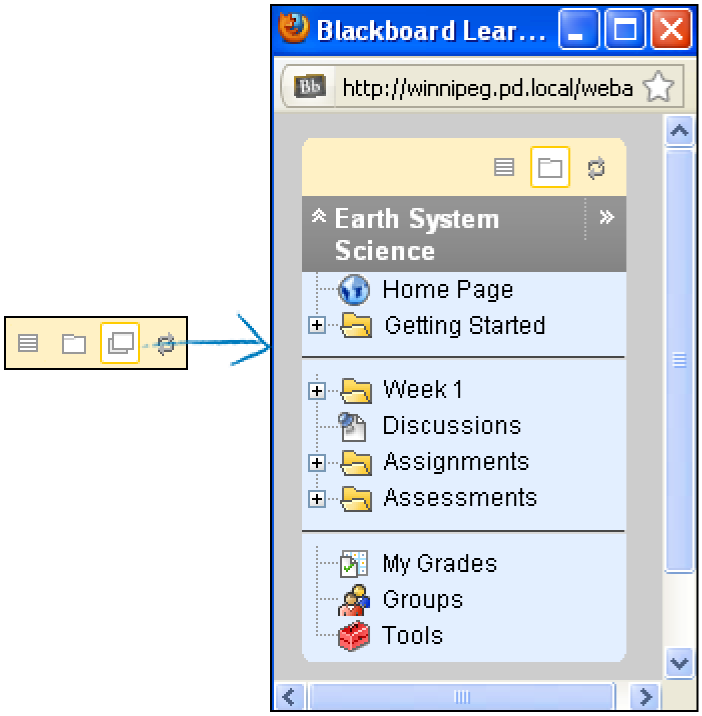
 **List View**: The List View icon contains text links that lead to course materials and tools.



Folder View: The Folder View icon uses icons and expandable folders to access content and tools. You can expand folders to reveal items and collapse to save space.



Display in a New Window: The Display in a New Window icon opens the Course Menu in a separate window.



Refresh: The Refresh icon is used to view any new content added to the Course Menu.

Note: Your instructor can determine the default view of the Course Menu, so these options may be unavailable.

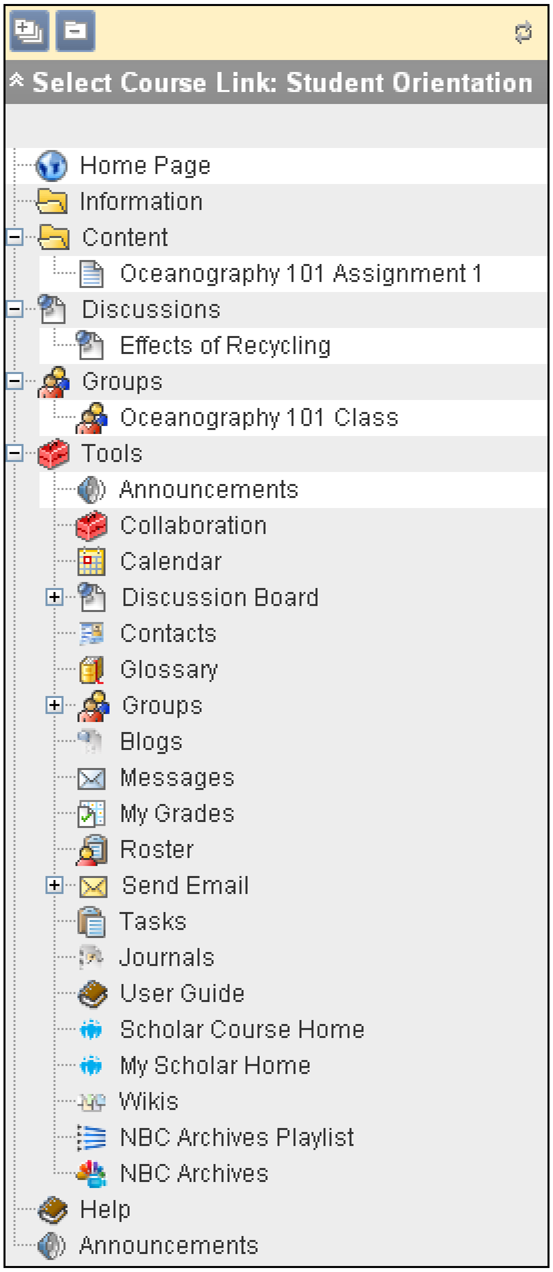
Viewing New Content

When content is added to the Course Menu or the Course Map, that content does not appear for 20 minutes. To ensure that you are viewing the latest content for a course, click **Refresh**.

Viewing the Course Map

The Course Map is a collapsible tree directory that is used for navigation within a course. You can open the Course Map from the Course Menu. When you use Virtual Classroom, the Course Map is called Map in the Tools list.

The pop-up Course Map provides a view of the course content and available tools in Folder View. You can expand or collapse folders in the Course Map to help organize your view. You can browse and make selections from the Course Map when adding a course link to an Announcement, the Course Menu, or a course area, such as a Content Area, Learning Module, Lesson Plan, or folder. You can also view the Course Map when using the Collaboration tool and the Performance Dashboard.



Search for Users

Note: Your instructor controls which tools are available. If these tools are not available, your instructor may have disabled them.

To search for other students in your course, use the Roster. The name of each student is included in the Roster automatically. You cannot remove your name from the Roster, but you can choose to make your email address available.

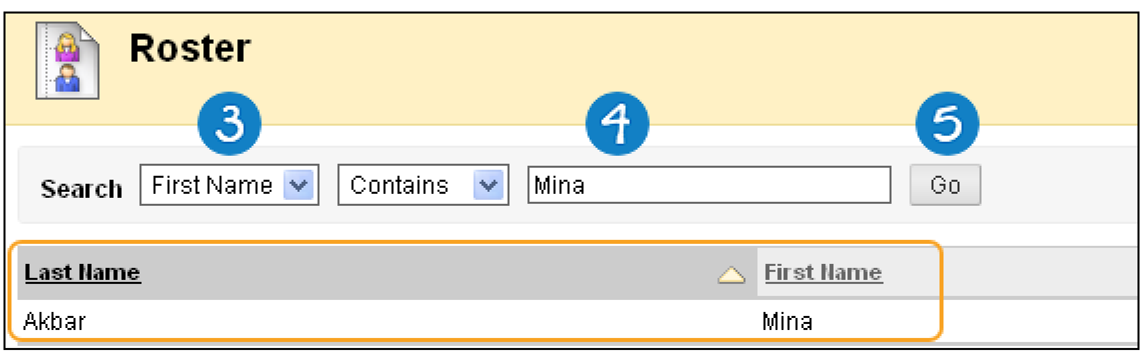
To search for other students and instructors in the system, use the User Directory. You can choose whether to be included and what information to share by setting your privacy options. To learn more, see How to Set Privacy Options.

For your personal information to appear in the Roster or User Directory, it must be appear on the **Edit Personal Information** page. To learn more, see How to Edit Personal Information.

How to Search for Other Students in Your Course Using the Roster

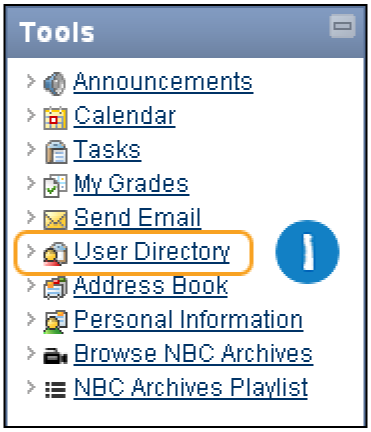
1. On the Course Menu, click **Tools.**
2. On the **Tools** page, click **Roster**.

3. On the **Roster** page, use the following parameters to search for users, or click **Go** to list all students:
   - First Name
   - Last Name
   - Contains
   - Equal to
   - Starts with
   - Not blank
4. Type a name or keyword in the text box.
5. Click **Go**.



How to Search for Users in the User Directory

1. On the **Tools** panel, click **User Directory**.



2. On the **Users** page, use the following parameters to search for users, or click **Go** to list all users:
   - Username
   - First Name
   - Last Name
   - Email
   - Contains
   - Equal to
   - Starts with
3. Type a name or keyword in the text box.
4. Click **Go**.

Screen Readers

Blackboard Learn has created a Screen Reader Tutorial to provide users who access the application through a screen reader with information to help them use the system successfully.

To view the tutorial, see the Blackboard Learn Screen Reader Tutorial.

Language Packs

Language Packs present Blackboard Learn using language and cultural norms matched to different audiences. Language Packs are defined at the system level, the course level, and at the user level.

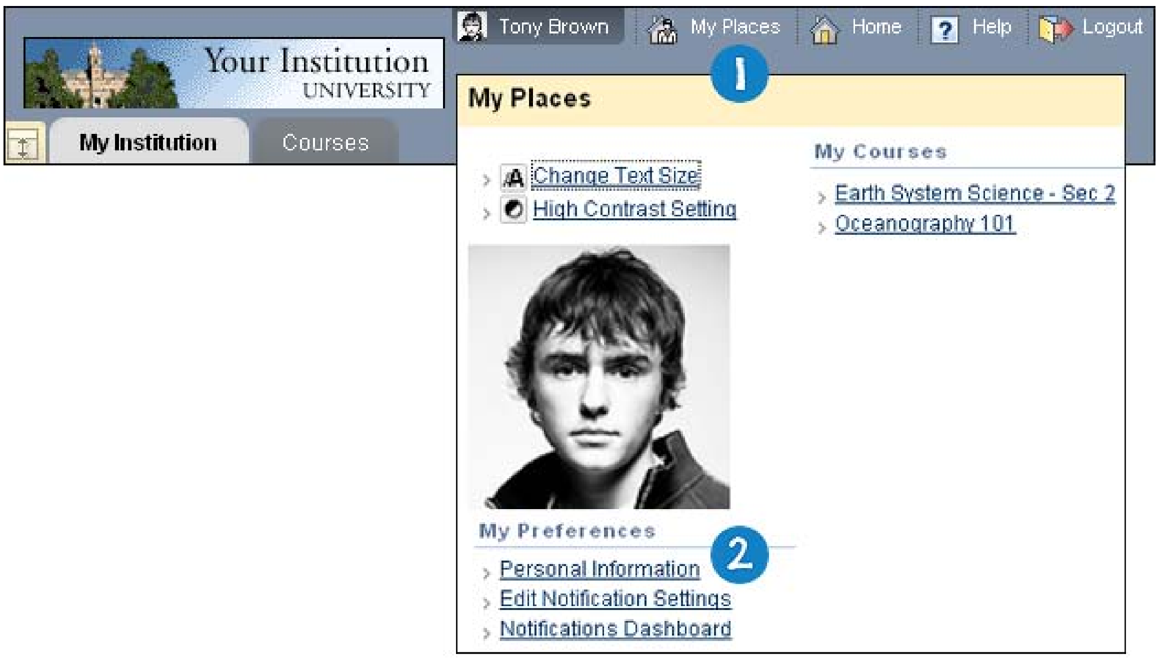
At the system level, the administrator defines one language pack as the system default. This is the language that appears when no other language packs are specified at the course level or at the user level.

At the course level, the instructor can set a language pack and enforce it. When a language pack is enforced, all users see that language pack. If the language pack is not enforced, and a user has a preferred language pack associated with their account, the user's language pack preference overrides the course language pack.

At the user level, individuals may select their preferred language pack.

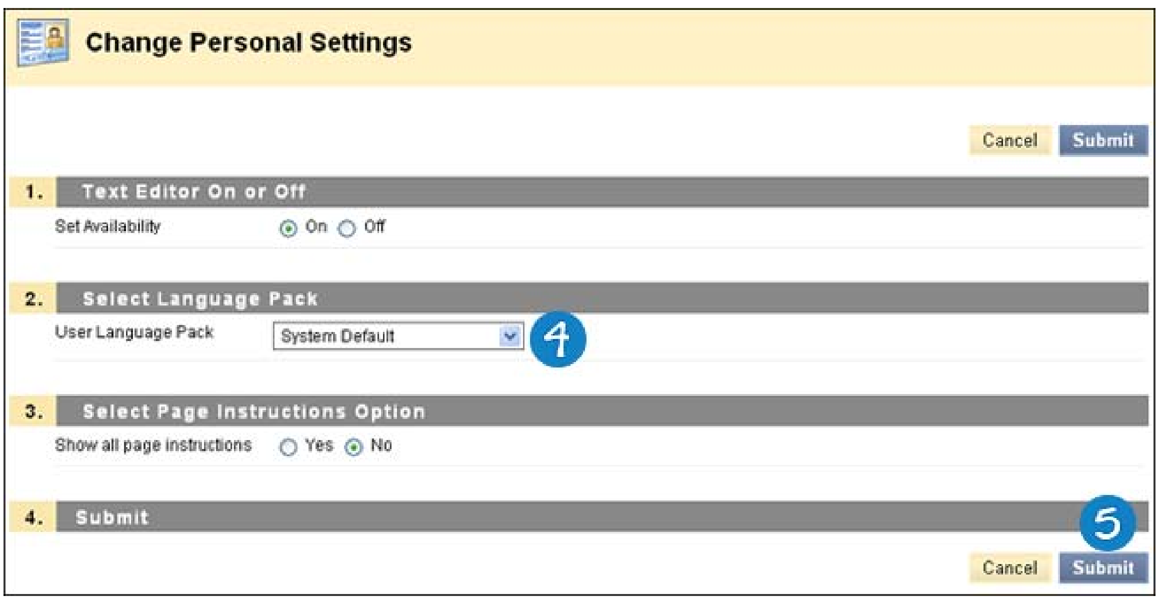
How to Set a Language Pack Preference

1. Click the **My Places** link at the top of the page.
2. On the **My Places** page, select **Personal Information**. You can also access **Personal Information** from the **Tools** panel.



3. On the **Personal Information** page, select **Change Personal Settings**.

4. On the **Change Personal Settings** page, select a language pack from the drop-down list.
5. Click **Submit**.



Spell Check and Language Packs

The Spell Check tool supports English (United States), English (Great Britain), French, and Spanish. The Spell Check tool does not work with other language packs. If Spell Check does not recognize the language pack it uses a supported dictionary.

Accessibility

Blackboard is committed to ensuring that the platform is usable and accessible. The code and user interface design techniques are continually audited to ensure the application is usable by everyone, to the greatest extent possible, regardless of age, ability, or situation.

Blackboard measures and evaluates accessibility levels using two sets of standards: Section 508 of the Rehabilitation Act issued from the United States federal government and the Web Content Accessibility Guidelines (WCAG 2.0) issued by the World Wide Web Consortium (W3C). Audits of our software releases are conducted by a third party to ensure the accessibility of the products. For Blackboard Learn 9.1's conformance with the accessibility standards under Section 508 of the Rehabilitation Act using the Voluntary Product Accessibility Template® (VPAT®) tool, see the VPAT for Blackboard Learn Release 9.1.

To learn more about Blackboard's commitment to accessibility, see http://www.blackboard.com/accessibility.

About the Structure of Blackboard Learn Pages

A logical heading structure was put in place to properly structure the page and allow users to navigate using headings. Headings are used consistently throughout the application giving users the ability to quickly understand the structure of any page in the application and move to the appropriate section of the page or content item quickly and easily.

As is required, a single H1 is provided to identify the page the user is looking at. In Blackboard Learn, the page title (example "Course Documents") is always the H1.

H2 headings are used to delineate major sections of a page. These headings are generally hidden and allow screen reader users to skip directly to each major page section. For example, a Course page has two H2 headings: one for the Course Menu and one for the main content located immediately above the action bar on the content page.

H3 headings are typically used as the title of content items or key content elements on a page. For example, the title of an assignment on a "Course Documents" page is an H3 so the user can easily find it.

Note: To reduce the visual clutter on a page, a number of elements are hidden until they receive either mouse or keyboard focus. After focus is given, these elements become active and follow typical keyboard interaction models.

About Keyboard Navigation

Industry standard keyboard interactions are used throughout Blackboard Learn to move between menus, open menus and select items within a menu. Keyboard navigation patterns may differ between browsers (Internet Explorer, Firefox, Safari, Chrome), but the interactions within any particular browser are common and consistent.

Note: If you are using a Mac with Firefox or Safari and are having difficulty navigating using your keyboard you may need to review and update your operating system and browser settings to ensure they are properly configured for keyboard navigation. To learn more, see:

- Firefox setup
- Firefox keyboard navigation tips
- Mac general setup

Accessibility Training Resources

Universal Design and Accessibility for Online Learning Enrollment

If you would like guidance in building courses that are accessible or learning more about technology and accessibility, we encourage you to enroll in our free self-paced course, ***Universal Design and Accessibility for Online Learning***, available through CourseSites. Click **Self-Enroll**.

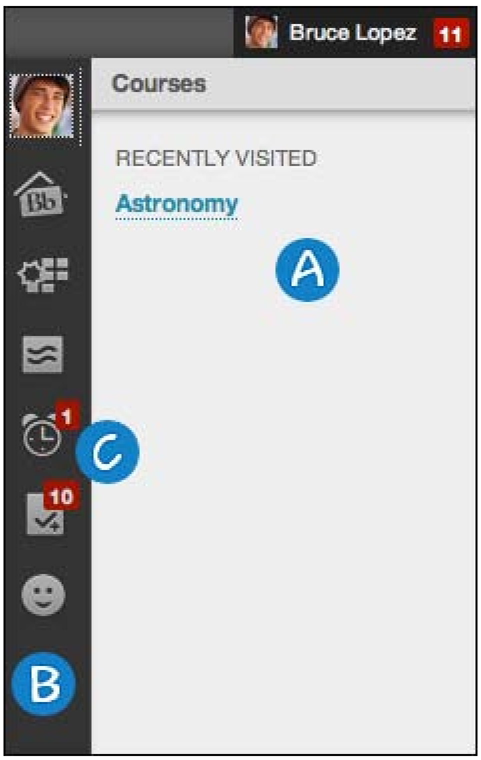
Your Personal Blackboard

This section includes the following topics:

About My Blackboard

Everything you need for your Blackboard experience is in one convenient location. **My Blackboard** provides you with quick and easy access to critical and timely information regarding your school, courses, and fellow classmates. From My Blackboard you can view how you are doing in each of the courses you are enrolled in, see grades, be reminded of assignments that are due, and much more. **My Blackboard** also allows you to edit your personal information and settings.

Note: Your school may not allow you to change your personal information, password, or settings through Blackboard Learn. Because Blackboard Learn often shares data with other systems on campus, such as the registrar's office, it may be necessary to ensure that your information is the same everywhere. In this case, your school will have a different way to change your information. To learn more, please contact your school.



A Access your courses, organizations, school links, and personal settings.

B Open tools to view course activity, your calendar, grades and more.

C Receive notifications of new activity.

My Blackboard Tools

Tools	Description
	Bb Home: The Bb Home gives you an overview of the items that are due and have recently been graded. Move your cursor over View to reveal your grade. The Bb Home displays the five most recent activities relevant to you.
	My Calendar: Review everything you have due and be reminded of when you need to complete it.
	Posts: This page displays the latest posts in the courses and organizations you are enrolled in and follow. For example, you can see when a classmate submits a blog post in your course.
	Updates: Review a list of notifications alerting you to important events and information. For example, you can see when an assignment has been graded. To learn more, see About the Updates Page.
	My Grades: View your grades for each assignment, test, or activity in all of your courses. Sort the grades by date or course. To learn more, see My Gradesand How to View My Grades From My Blackboard.
	Home
	Help

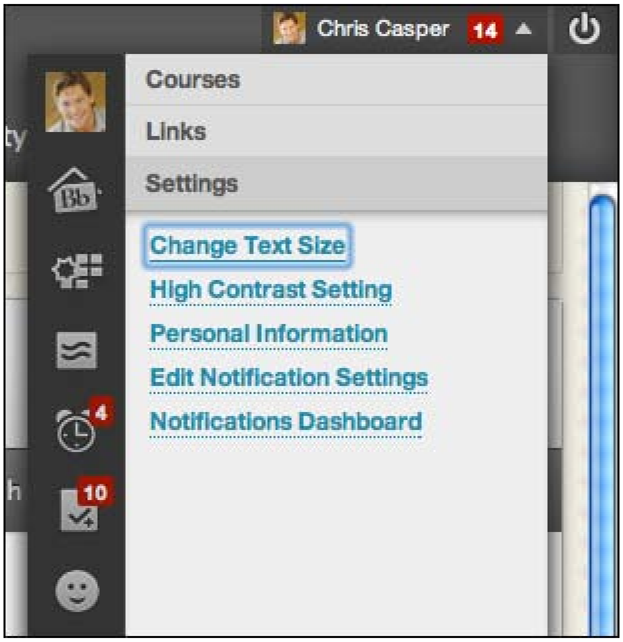
Additional My Blackboard Tools Your School May or May Not Turn On

If you do not see any of these tools, your school has not turned them on.

Tools	Description
	Profile: A profile enables you to define your personal identity to share with those in your academic network. This icon image is replaced when your avatar is updated. To learn more, see About Profiles.
	People: Find and interact with peers, classmates and instructors. To learn more, see About the People Page.

Edit Personal Information and Settings

You can edit your personal information and settings from **My Blackboard**.



Note: Your school may not allow you to change your personal information, password, or settings through `Blackboard Learn`. Because `Blackboard Learn` often shares data with other systems on campus, such as the registrar's office, it may be necessary to ensure that your information is the same everywhere. In this case, your school will have a different way to change your information. To learn more, please contact your school.

How to Edit Personal Information

You can edit the information that appears in your account profile on the **Edit Personal Information** page. Changes made on this page are reflected throughout Blackboard Learn. For example, if you change your last name, the new last name appears in all courses you are enrolled in. Most of the personal information is optional.

1. Click the **My Blackboard** link at the top of the page.
2. Click **Settings** and select **Personal Information**. You can also access **Personal Information** on the **Tools** panel.
3. On the **Personal Information** page, select **Edit Personal Information**.
4. On the **Edit Personal Information** page, make changes to the appropriate fields.

   Note: Your school may not allow you to change your personal information through `Blackboard Learn`. Because `Blackboard Learn` often shares data with other systems on campus, such as the registrar's office, it may be necessary to ensure that your information is the same everywhere. In this case, your school will have a different way to change your information. To learn more, please contact your school.
5. Click **Submit**.

How to Change Your Password

Blackboard recommends that you change your password periodically to ensure security. Do not use common personal information as your password, such as your name.

1. Click the **My Blackboard** link at the top of the page.
2. Click **Settings** and select **Personal Information**. You can also access **Personal Information** on the **Tools** panel.
3. On the **Personal Information** page, select **Change Password**.
4. On the **Change Password** page, type a new password for the account. The password must be at least one character and contain no spaces.
5. Type the password again to ensure accuracy.
6. Click **Submit**.

   Note: Your school may not allow you to change your password through `Blackboard Learn`. Because `Blackboard Learn` often shares data with other systems on campus, such as the registrar's office, it may be necessary to ensure that your information is the same everywhere. In this case, your school will have a different way to change your information. To learn more, please contact your school.

How to Personalize My Settings

You can upload an avatar that can be used to represent you throughout the system.

1. Click the **My Blackboard** link at the top of the page.
2. Click **Settings** and select **Personal Information**. You can also access **Personal Information** on the **Tools** panel.
3. On the **Personal Information** page, select **Personalize My Settings**.
4. On the **Personalize My Settings** page, you can add or change your personal avatar. Avatar images should be no larger than 150 pixels by 150 pixels. Select **Use custom avatar image**.
5. Click **Browse My Computer**.
6. Select the avatar image file and click **Open**.
7. You can display links to the courses that you are enrolled in My Blackboard. Select **My Courses**. To limit the list to the most recently visited courses, type a number in the **Show only courses visited since: days** field.
8. Click **Submit**.

Result

Your personal avatar appears in **My Blackboard**, blogs, journals, and within Notifications Modules (including What's New, Needs Attention, To Do, and Alerts).

If your school has enabled profiles, you may also upload an avatar there. If you upload different avatars in Personalize My Settings and your profile, the avatar uploaded in your profile overrides any other avatar wherever it appears in your courses.

Note: Your school may not allow you to add an avatar to `Blackboard Learn`. To learn more, please contact your school.

How to Change Personal Settings

The **Change Personal Settings** function allows you to manage the Content Editor, Language Pack, and the display of page instructions throughout the system.

1. Click the **My Blackboard** link at the top of the page.
2. Click **Settings** and select **Personal Information**. You can also access **Personal Information** on the **Tools** panel.
3. On the **Personal Information** page, select **Change Personal Settings**.
4. On the **Change Personal Settings** page, click **On** to enable the Text Editor, which allows you to create content through a simple editor when you enter content in text boxes throughout Blackboard Learn.
5. Select a **User Language Pack** from the drop-down list that is localized to your culture or accept the default.
6. To display page instructions for every page, click **Yes**. Page instructions are brief explanations of the features of a particular page. On some pages, there are links to **More Help** that opens a new window with additional steps on using the feature you are viewing.
7. Click **Submit**.

How to Set Privacy Options

Privacy Options allows you to choose the information you would like to make publicly available. This information appears in **Rosters** and **Group** pages. You may also select to make this information available in the **User Directory**. If an email address is not available it does not appear in the **Roster**, **Group** pages, **User Directory**, the Collaboration tool or in any other part of the application.

Note: If your school has turned profiles and the people tool on, you can set privacy settings within your profile. The privacy settings in your personal profile set how your profile appears in the people tool. Use the **Set Privacy Options** under **Settings** to set what information you would like to appear throughout your courses.

1. Click the **My Blackboard** link at the top of the page.
2. Click **Settings** and select **Personal Information**. You can also access **Personal Information** on the **Tools** panel.
3. On the **Personal Information** page, select **Set Privacy Options**.
4. On the **Set Privacy Options** page, select the appropriate check boxes to make personal information visible to other Blackboard users.
5. To list your profile information in the user directory, select the check box.
6. To prevent other course members from contacting you by email, select the email option check box.
7. To prevent your name from being displayed in the course roster, select the check box.
8. Click **Submit**.

Related Tutorials Editing Your Personal Information (Flash movie | 1m 58s | 3,429 KB) | Changing Your Password (Flash movie | 1m 32s | 3,117 KB) | Setting Your Privacy Options (Flash movie | 2m 09s | 3,709 KB)

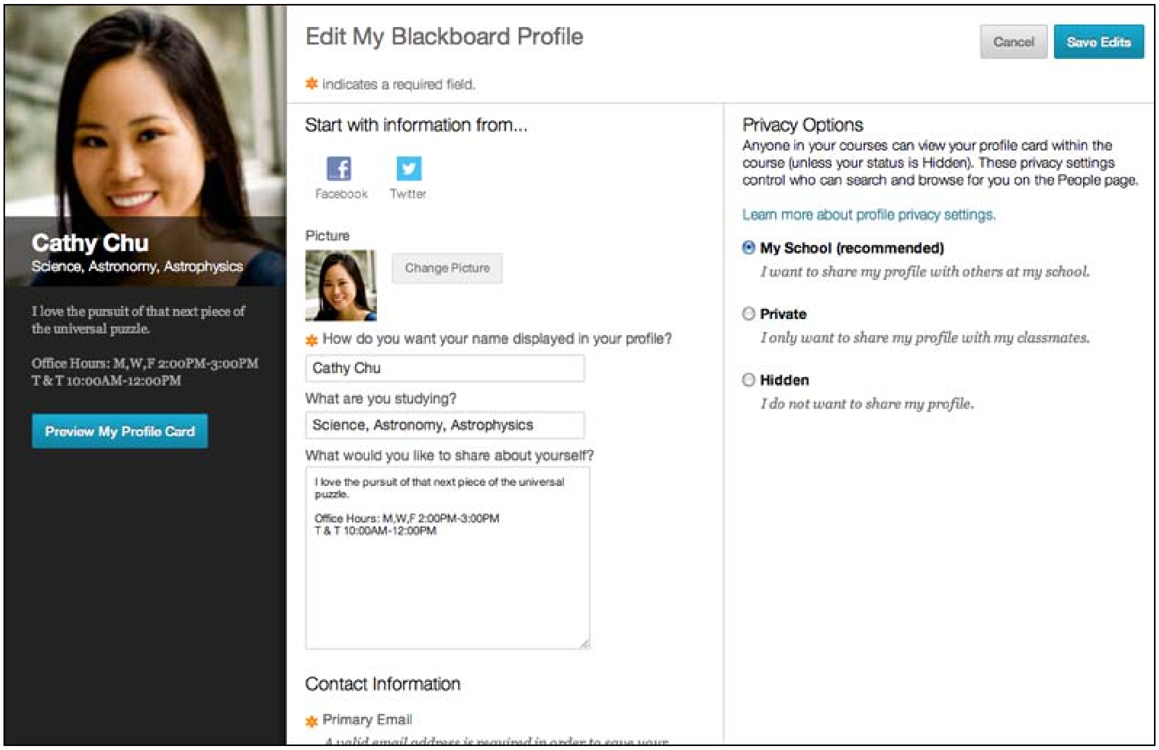
About Profiles

A profile is not the same as your user account. A user account is a reflection of your student registration information at your school. You can edit your user account information by editing your personal information. To learn more, see Edit Personal Information and Settings.

A profile is a reflection of how you want to present yourself to your peers, classmates, and instructors. In your Blackboard profile you decide what you want to be called, what your academic interests are, and anything else you want to share with other users.

Access your profile through **My Blackboard**. Click **Edit My Profile** to begin creating your profile.

Note: If you do not see a profile, your school has not turned it on.



About Profile Avatars

Put a face to the name. You can upload an avatar that can be used to represent you throughout the system.

Your personal avatar is displayed in the page header, People tool, Blogs, Journals, Discussion Boards, Wikis, Roster, and within Notifications Modules (including What's New, Needs Attention, To Do, and Alerts). To learn more, see About the People Page.

Note: The image you upload as an avatar to your user profile overwrites any other avatar images you have with your user account. To learn more about avatars in your user account, see How to Personalize My Settings.

About Profile Privacy Settings

The privacy settings in your personal profile set how your profile appears in **My Blackboard**. Reach each option on the **Edit My Profile** page carefully to set users who can view your profile.

- **My School (recommended)**: If you select this option, anybody at your school can find and view you on the **People** page. They do not have to be enrolled in the same course or organization as you. Your name and avatar appear throughout your courses and users can view a preview of your profile from there.
- **Private**: If you select this option, only users who are enrolled in the same course or organization as you can find and view you on the **People** page. Your name and avatar appear throughout your courses and users can view a preview of your profile from there.
- **Hidden**: If you select this option, no users can find and view you on the **People** page. Your name and avatar appear throughout your courses but users cannot view a preview of your profile from there.

Use the **Set Privacy Options** under **Settings** to set what information you would like to appear throughout your courses. To learn more about the privacy settings in **Settings**, see How to Set Privacy Options.

Finding and Viewing User Profiles

You can now find and interact with anyone with a user profile.

- From your course: Find out who is also enrolled in your course by visiting your course Roster and class contributions to Blogs, Journals, Discussion Boards, and Wikis.
- From the People page. To learn more, see About the People Page.

Previews of the profiles are available when you place your mouse cursor over a user's avatar. Click **View Profile** to view the full profile and interact with them.

Note: You cannot view the profile of users who have set their profile to hidden or private, if you are not enrolled in the same course or organization they are.

About the People Page

The People page is a single location where you can find anyone with a user profile.

Note: If you do not see a People page, your school has not turned it on.

A Browse for users at your school and in your courses.

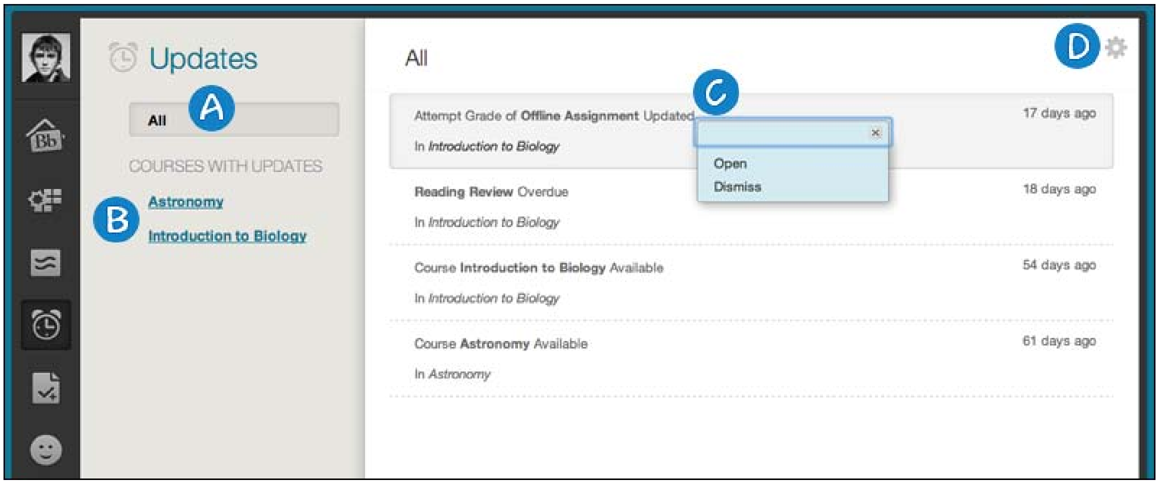
B View users you have already made a connection with.

C Preview a user's profile by moving your mouse cursor over their avatar and showing their profile card.

D Search for specific users.

About the Updates Page

From the **Updates** page you can see all notifications for every course and organization you are enrolled in. To learn more about notifications, see About Notifications..



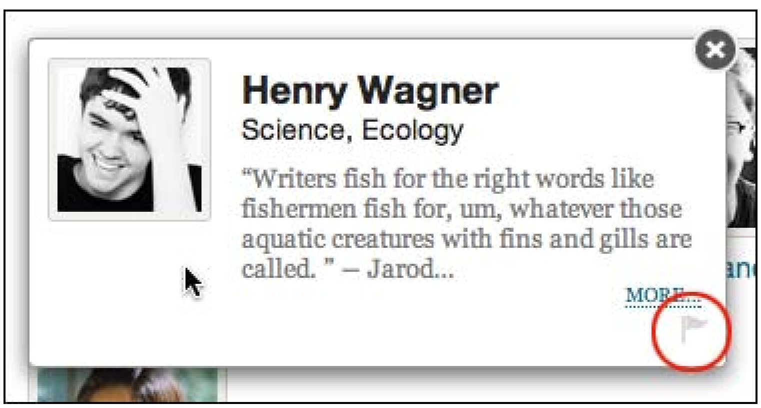
- A Browse all notifications..
- B View notifications by course.
- C Open the notification context menu to take action.
- D Select the notification type you want to show.

Reporting Inappropriate Content

You can report abuse of the tools in My Blackboard by other users. When a user is reported, your school reviews the content and user reported and takes action according to their policies and rules for online safety.

Note: Reporting content is done anonymously. The user being reported will never know who reported them.

From the user's profile or profile card, click the flag. Provide the required information and submit the report.



Other Tools for Addressing Abuse

It is possible that you may find some content you find abusive that does not meet the criteria for the user being removed or blocked by your school. For this reason, other tools are available to give you more control over what you see.

- **Block**: You can block individual users. You will no longer show up in the blocked person's network, and the blocked person will no longer show up in your network. Your profile updates won't show up in the blocked person's My Blackboard stream, and the blocked person's profile updates won't show up in your My Blackboard stream. The blocked person will not be able to follow you. The blocked person will not be able to send you direct messages. If you decide to block this person, you can unblock them later.

- **Unfollow**: You can stop following a user who you follow. The person’s profile updates won’t show up in your My Blackboard stream.

Tabs and Modules

My Institution Tab

The **My Institution** tab contains tools and content. Several modules include content pulled from courses specific to each user. Remember that the Blackboard administrator at your school can rename tabs. The Institution tab is a type of Module Page that contains Modules that you select from a list. A Module can be a tool, such as a calculator, or it can display dynamic information such as grades, alerts, and announcements.

You can personalize the content and layout of the **My Institution** tab. The options you set are the default settings that appear each time you login. While you can choose which modules appear, the Blackboard administrator at your school may restrict or require modules.

In some instances, you may have access to several tabs that contain modules. These additional tabs include the same features for customizing the content and layout of modules.

Ⓐ **Tools**: The **Tools** panel is the area that contains tools to manage information and communicate with other users.

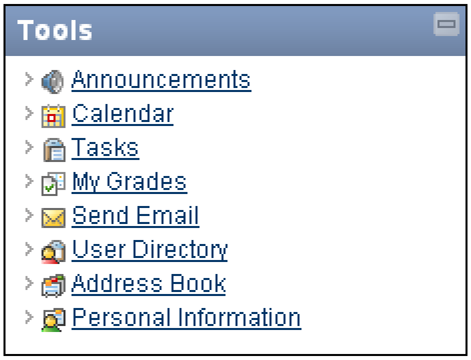
Ⓑ **Module**: Modules contain links that allow you to view information and navigate to your courses. The Blackboard administrator at your school determines what default modules will appear on the **My Institution** tab, so you may see different items.

Ⓒ **Add Module**: Select modules to appear on the **My Institution** page.

Ⓓ **Personalize Page**: The **Personalize Page** function allows you to change the color scheme of your page.

Exploring the Tools Panel

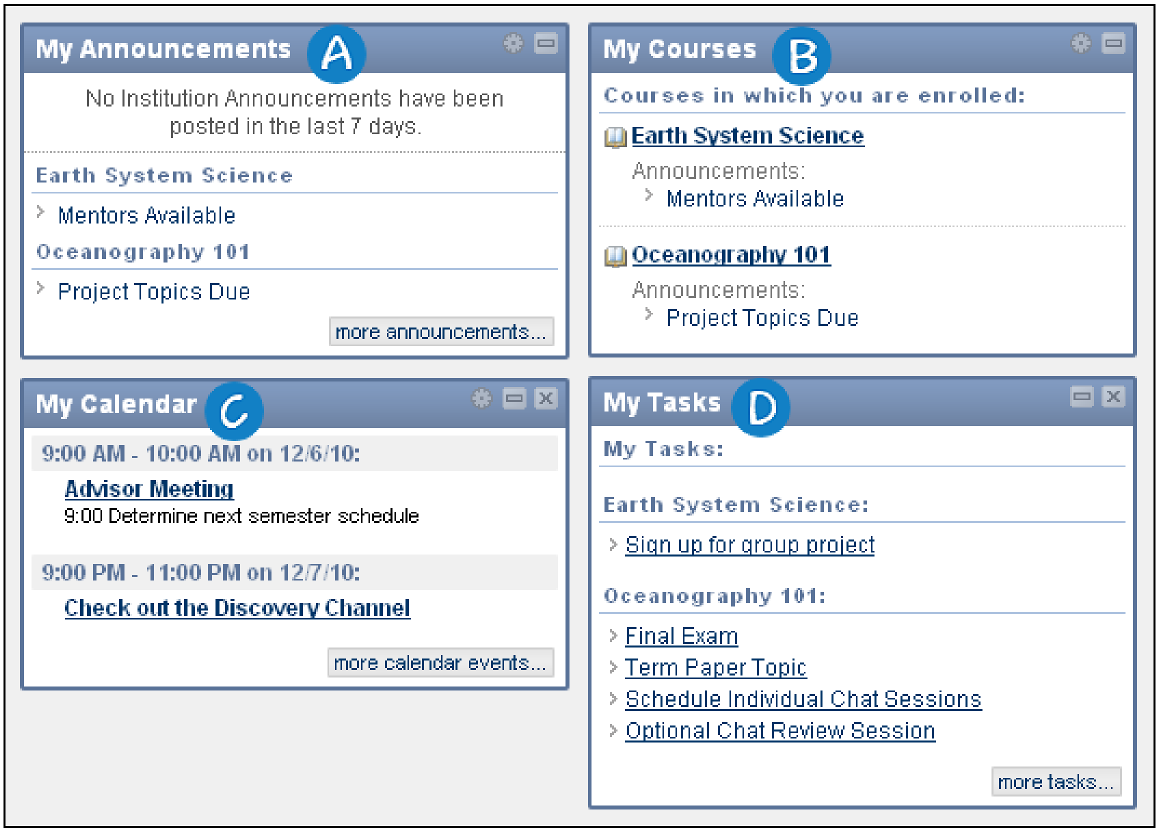
The Blackboard administrator at your school determines which **Tools** appear in the panel on the **My Institution** tab, so you may see different items.



- **Announcements**: Use this tool to view important information, reminders, or updates posted by your instructor. For example, your instructor can use announcements to provide corrections and clarifications of materials, assignment due dates or exam schedules, or reminders or helpful tips.
- **Calendar**: View the **Calendar** to see events that your instructor has added. You can also post private or personal events in the calendar.
- **Tasks**: Add personal tasks using the **Tasks** tool. You can also use this tool to keep track of work that must be completed..
- **My Grades**: The **My Grades** page shows the status of gradable items such as tests, assignments, journal, and blog entries, and Discussion Board posts.
- **Send Email**: Send email messages to other course members' external email addresses.
- **User Directory**: The **User Directory** lists users within Blackboard Learn. Users only appear in the **User Directory** if they indicate that they want to be included on the **Set Privacy Options** page.
- **Address Book**: Store contact information in the address book. The address book is empty until you create contacts. You must create a profile for anyone you want to add to your address book even if the contact is a Blackboard Learn user.
- **Personal Information**: Use the **Personal Information** link to access and edit the same personal information found in the **My Places** link in the header.

Exploring the Modules

The **My Institution** tab contains modules. A Module can be a tool, such as a calculator, or it can display dynamic information such as grades, alerts, and announcements. Modules allow you to view information such as events, announcements, and a list of your courses. Administrators can also present more advanced modules, such as news channels or tools using the Content Collection. Modules contain links that allow you to navigate to areas in your courses. The Blackboard administrator at your school can rename modules and determine which will appear when you log in to your course for the first time.



A **My Announcements**: The **My Announcements** module displays announcements from all courses in which you are enrolled, as well as school-wide announcements. It can also contain announcements from your school's administrator. Announcements communicate important, time-sensitive information. When you click an announcement link, you are taken to the main **Announcements** page.

B **My Courses**: The **My Courses** module lists all the courses to which you have access. The list of courses should update based on the courses you are currently enrolled in.

C **My Calendar**: The **My Calendar** module displays calendar dates for courses in which you are enrolled and any personal events you have added.

D **My Tasks**: The **My Tasks** module lists tasks for all courses in which you are enrolled.

Next Steps

Personalize the placement, color, and selection of modules that appear on the **My Institution** or **Notifications Dashboard** tabs. To learn more, see Customizing Tab Modules. View updates for a course in a module. To learn more, see Common Notification Modules.

Courses Tab

The **Courses** tab contains tools and content. Several modules include information pulled from courses specific to each user. Remember that the Blackboard administrator at your school can rename tabs.

About Course Enrollments

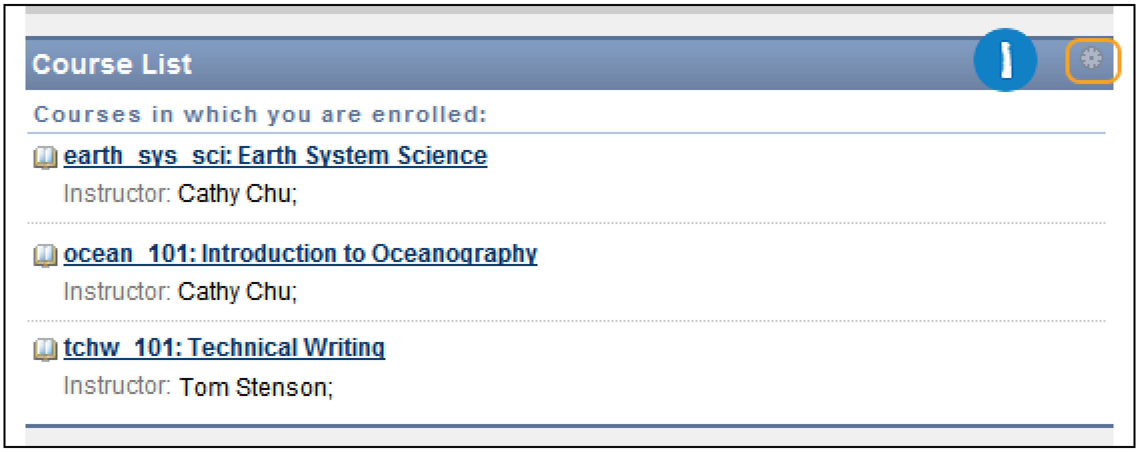
Course enrollments are handled by your school. If you are enrolled in a course but do not see it in the course list, or if you are enrolled in the incorrect course, contact your school's computing help desk for assistance.

You cannot delete old or unwanted courses, but you can hide them from view.

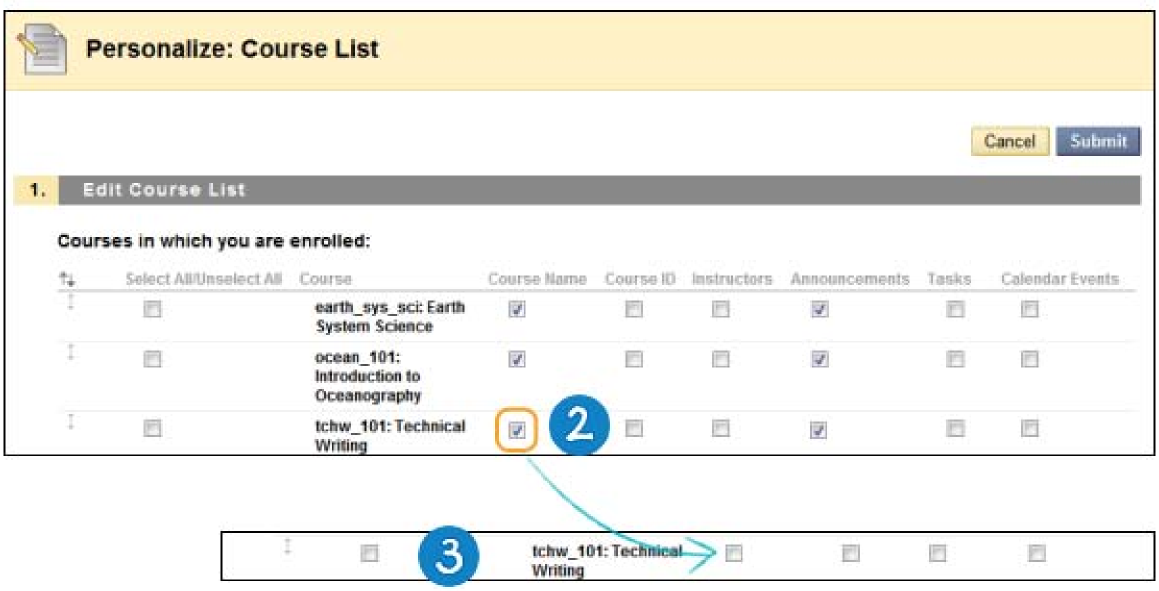
Follow these steps to hide courses in the Course List module.

Note: Your school controls all options in Blackboard Learn, including whether you can customize modules. If you are unable to complete the steps, contact your school's computing help desk for assistance.

1. Click the **Manage Course List Module Settings** icon in the Course List module's heading.



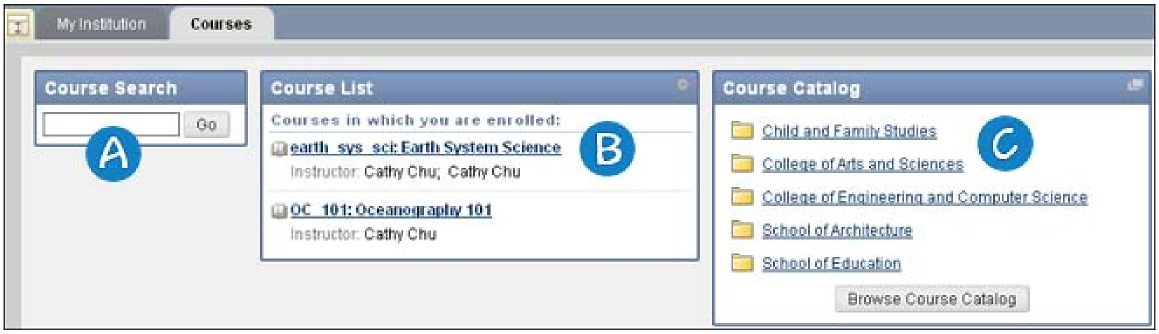
2. Locate the row for the course you would like to hide and clear the check box in the **Course Name** column.
3. Ensure all check marks are cleared in that course's row.



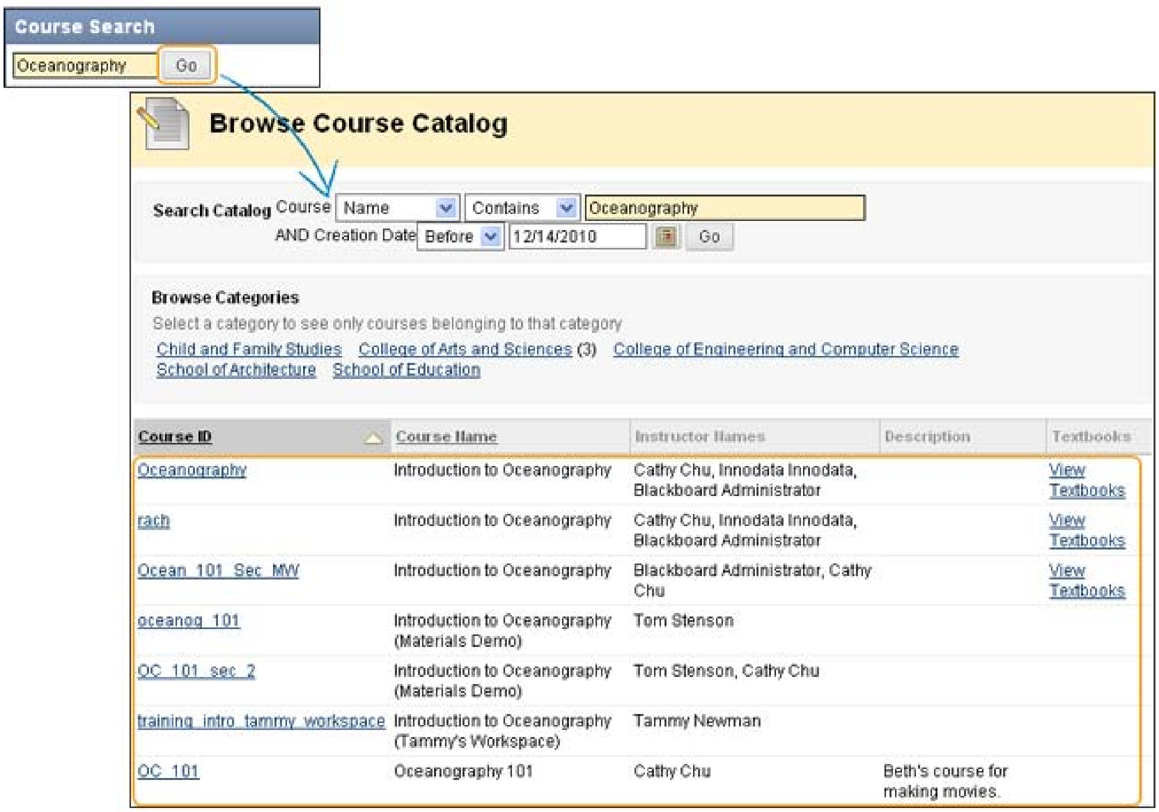
4. Repeat for any other courses you would like to hide.
5. Click **Submit**.

Note: If you would like to hide courses in a module on another tab, such as the My Courses module on the My Institution tab, you can follow these instructions for those modules.

About the Courses Tab

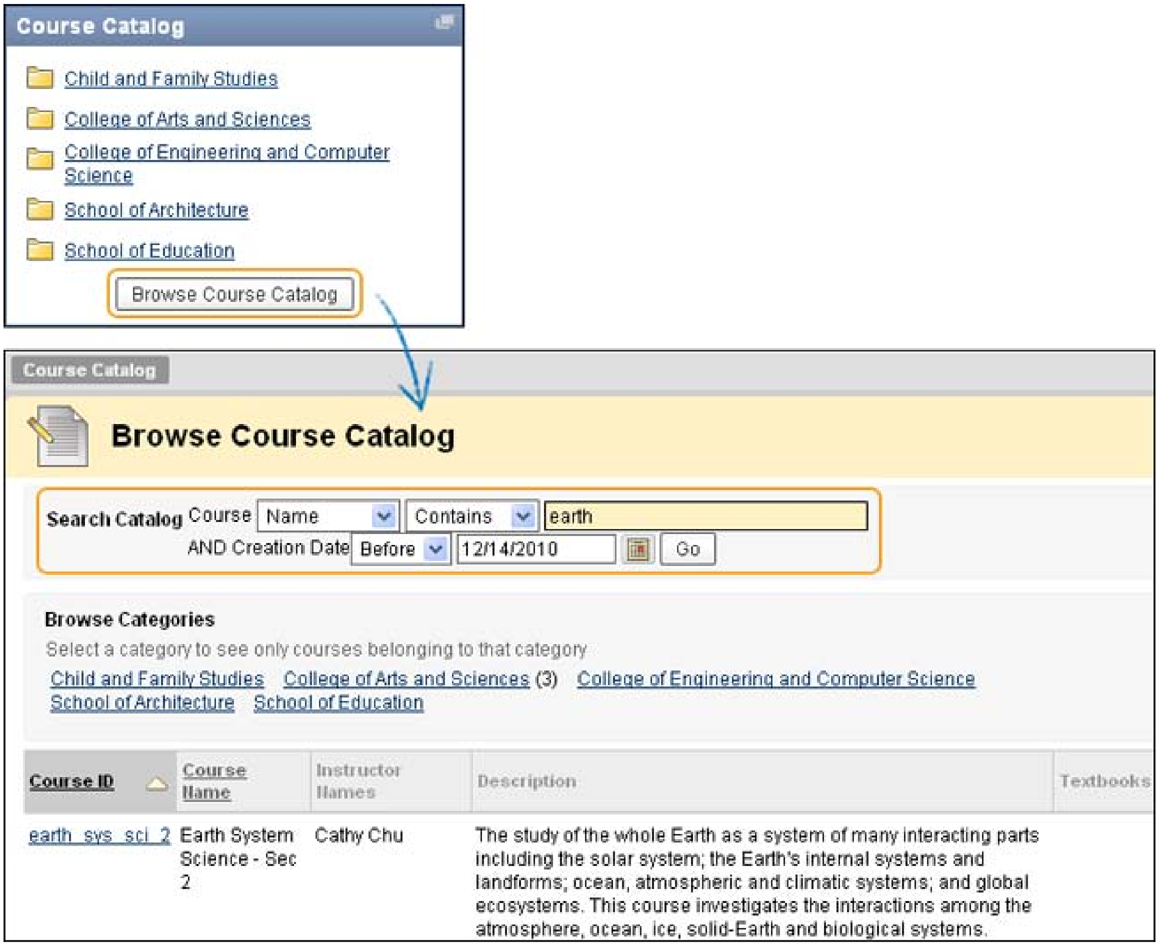


A **Course Search**: You can search for a course, and if allowed, preview the course. Type a keyword or text string in the text box, click **Go**, and the results appears on the **Browse Course Catalog** page.



B **Course List**: From the list, you can access any course you are enrolled in or teaching. For example, if you are a student in two courses and a Teaching Assistant in one course, your course list will be divided into the courses you are enrolled in and the courses in which you are a TA.

C **Course Catalog**: You can search the catalog for courses or organizations. Select a category link or click **Browse Course Catalog** to begin your search. On the **Browse Course Catalog** page, you can narrow your search by course name, ID, description, or instructor. Type a keyword or text string in the box, click **Go**, and the results appear.



If your school licenses community engagement, the organization catalog lists all organizations in categories, such as organization type or semester availability.

Guests are able to browse the catalog and preview courses. Guests do not have access to the entire course. Instructors determine whether users are allowed to preview a course prior to enrollment.

Note: The Blackboard administrator at your school may choose to use a different catalog or no catalog at all.

Customizing Tab Modules

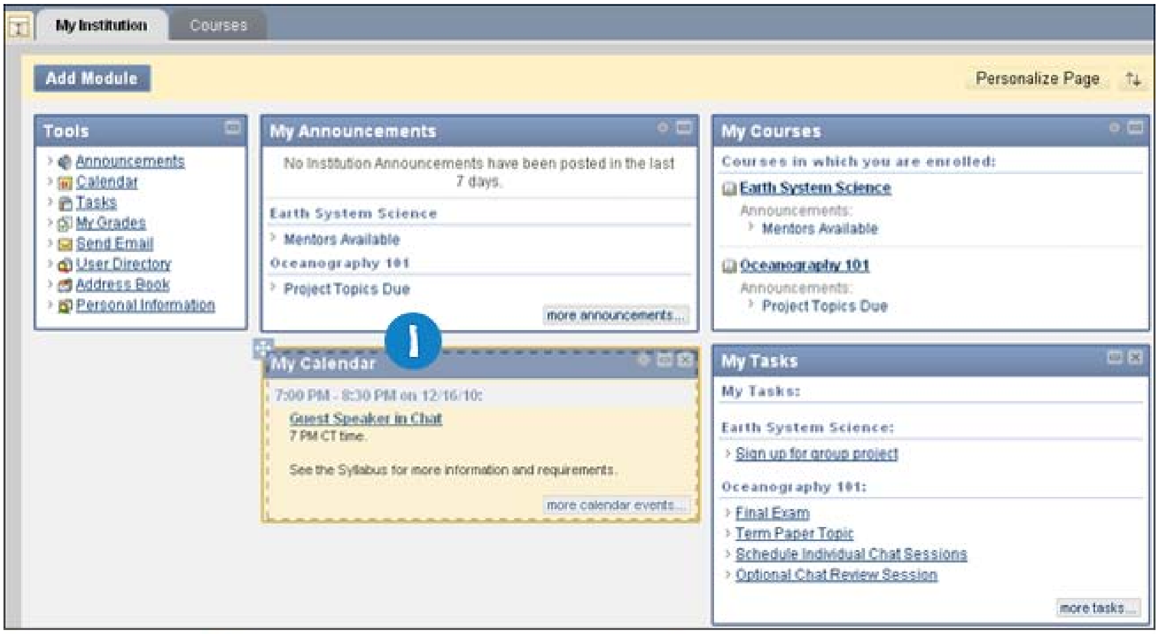
You can personalize the placement, color, and selection of modules that appear on the **My Institution** or **Notifications Dashboard** tabs. The **Notifications Dashboard** tab appears only if your school licenses community engagement.

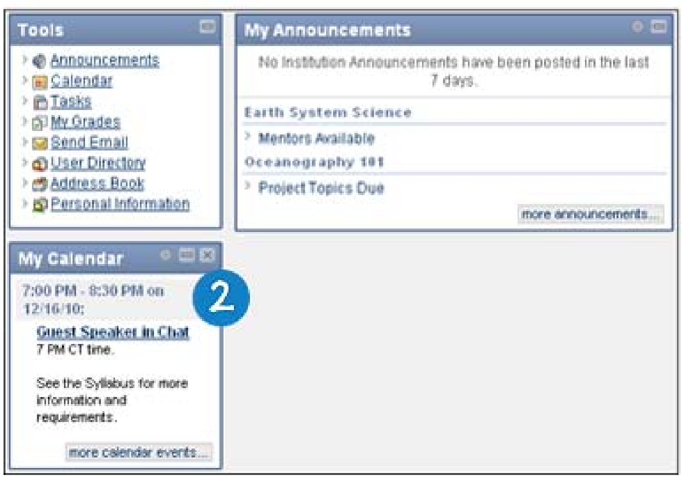
How to Customize Module Layout

You can reorder the modules on any tab using the drag-and-drop function or the **Keyboard Accessible Reordering** tool.

Using the Drag-and-Drop Function

1. Click and hold the header of a module to move it to a new location. The module is surrounded by a dashed line as it is moved.
2. Release the module to place it in its new location.





Using the Keyboard Accessible Reordering Tool

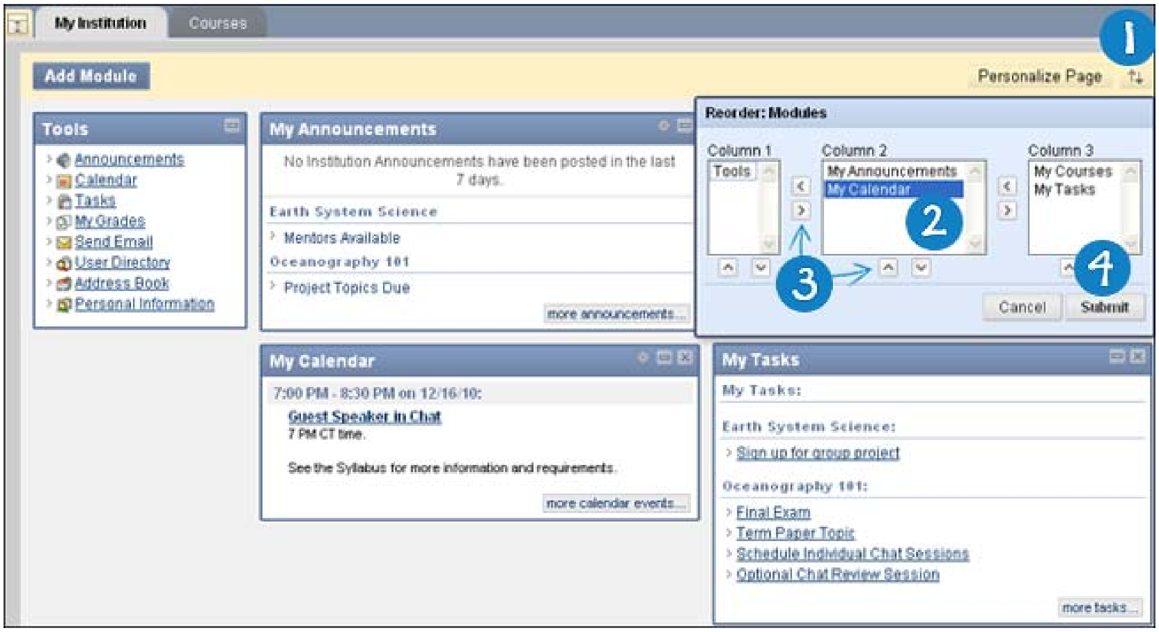
The **Keyboard Accessible Reordering** tool provides users with an alternative method to reorder items. The tool appears on the Action Bar wherever content can be reordered, such as on a module page, a content page, or the Course Menu.

1. On the Action Bar, click ⇅ to access the pop-up **Reorder: Modules** window.
2. Select one of the modules.
3. Use the up and down arrow icons to move the module to a new position in a column list.

   -OR-

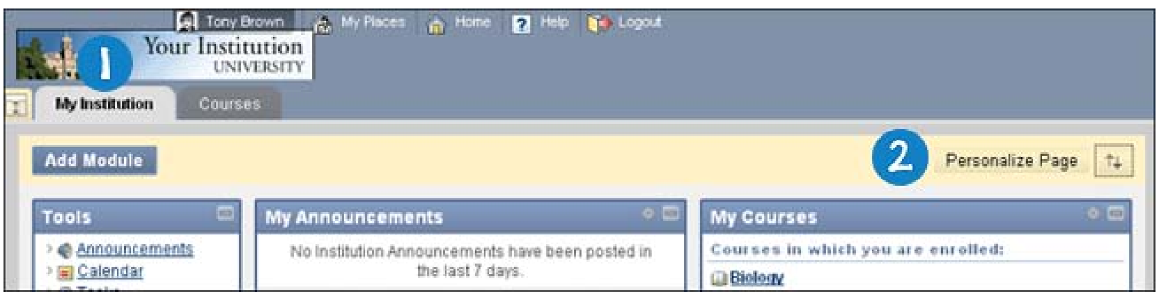
   Use the right and left pointing arrows to move module between columns.

4. Click **Submit**.
5. Click **OK**.

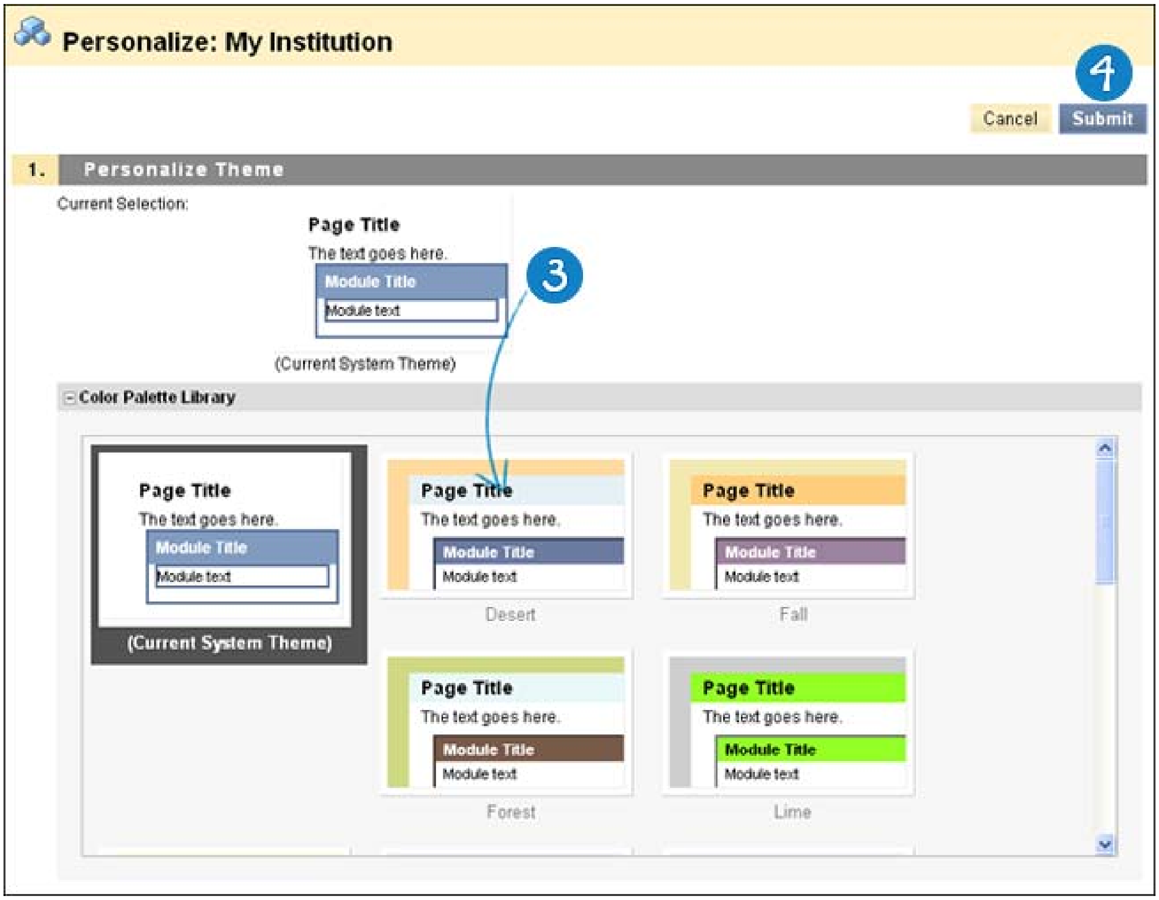


How to Personalize the Page

1. Access the **My Institution** tab or another tab containing modules.
2. Click **Personalize Page** in the top right-hand corner.



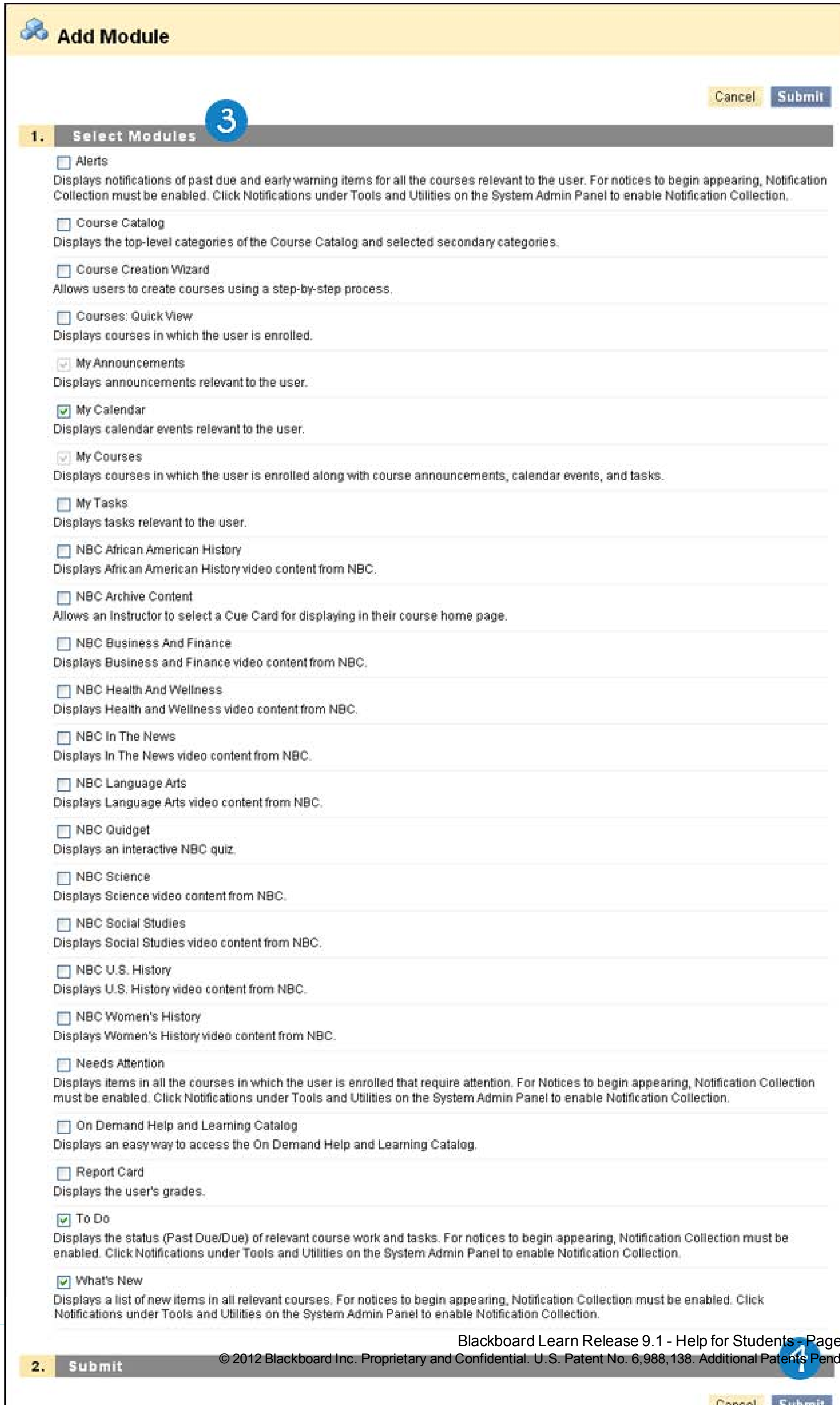
3. On the **Personalize** page, select a color scheme from the **Color Palette Library**.
4. Click **Submit**.



How to Add a Module

1. Access the **My Institution** tab or another tab containing modules.
2. Click **Add Module** on the upper left-hand corner.

3. On the **Add Module** page, select the modules to appear on the tab. Options that are disabled have been set by the Blackboard administrator at your school and cannot be changed.
4. Click **Submit**.


Add Module
Cancel
Submit
3
1. Select Modules
Alerts
Displays notifications of past due and early warning items for all the courses relevant to the user. For notices to begin appearing, Notification Collection must be enabled. Click Notifications under Tools and Utilities on the System Admin Panel to enable Notification Collection.
Course Catalog
Displays the top-level categories of the Course Catalog and selected secondary categories.
Course Creation Wizard
Allows users to create courses using a step-by-step process.
Courses: Quick View
Displays courses in which the user is enrolled.
My Announcements
Displays announcements relevant to the user.
My Calendar
Displays calendar events relevant to the user.
My Courses
Displays courses in which the user is enrolled along with course announcements, calendar events, and tasks.
My Tasks
Displays tasks relevant to the user.
NBC African American History
Displays African American History video content from NBC.
NBC Archive Content
Allows an Instructor to select a Cue Card for displaying in their course home page.
NBC Business And Finance
Displays Business and Finance video content from NBC.
NBC Health And Wellness
Displays Health and Wellness video content from NBC.
NBC In The News
Displays In The News video content from NBC.
NBC Language Arts
Displays Language Arts video content from NBC.
NBC Quidget
Displays an interactive NBC quiz.
NBC Science
Displays Science video content from NBC.
NBC Social Studies
Displays Social Studies video content from NBC.
NBC U.S. History
Displays U.S. History video content from NBC.
NBC Women's History
Displays Women's History video content from NBC.
Needs Attention
Displays items in all the courses in which the user is enrolled that require attention. For Notices to begin appearing, Notification Collection must be enabled. Click Notifications under Tools and Utilities on the System Admin Panel to enable Notification Collection.
On Demand Help and Learning Catalog
Displays an easy way to access the On Demand Help and Learning Catalog.
Report Card
Displays the user's grades.
To Do
Displays the status (Past Due/Due) of relevant course work and tasks. For notices to begin appearing, Notification Collection must be enabled. Click Notifications under Tools and Utilities on the System Admin Panel to enable Notification Collection.
What's New
Displays a list of new items in all relevant courses. For notices to begin appearing, Notification Collection must be enabled. Click Notifications under Tools and Utilities on the System Admin Panel to enable Notification Collection.
2. Submit
4

Next Steps

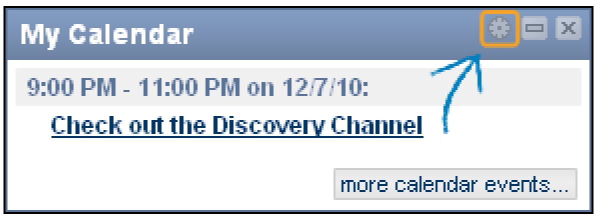
You can edit, minimize, display in a separate window, and remove modules from a tab area. To learn more, see Working With Modules.

Working With Modules

Modules can be minimized, displayed in a separate window, or removed. Modules can be removed only if you have the option to do so. Some modules are required to display.

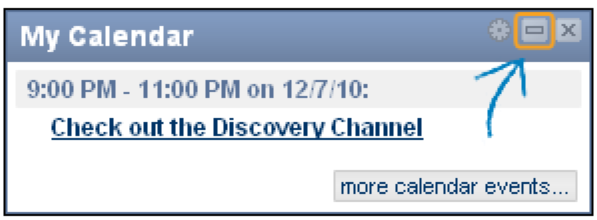
Editing Module Content

Click the **Manage Module Settings** icon located at the top of each module to edit the information for that specific module.



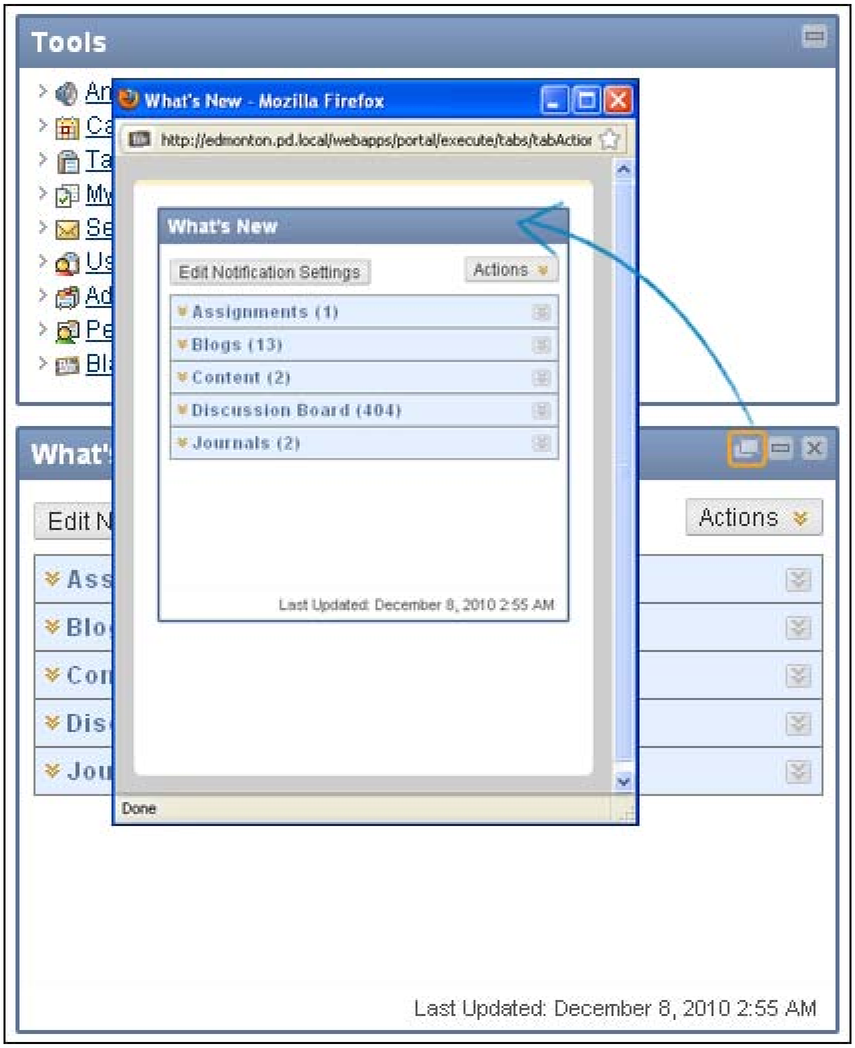
Minimizing a Module

Click the minimize (-) icon located at the top of each module to minimize a module.



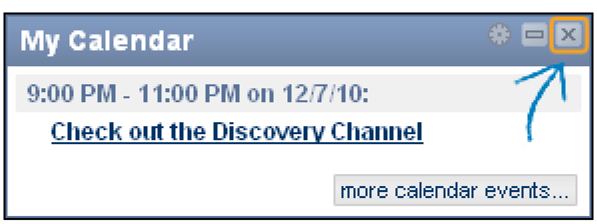
Opening a Module in a New Window

Click the dual-window icon located at the top of each module to open it in a separate window. If the icon does not appear, then this option is not available for that module.



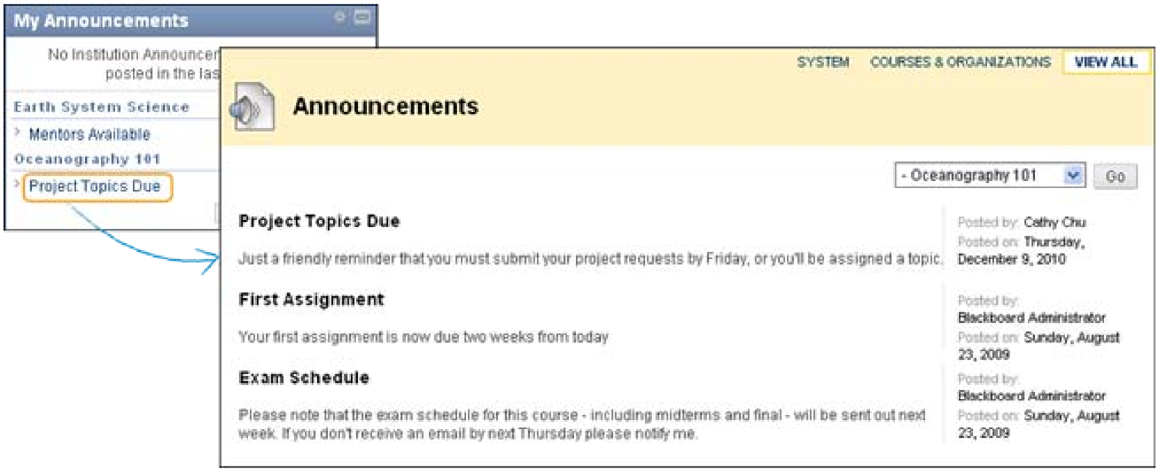
Removing a Module

Click the remove icon (**X**) located at the top of each module to remove the module. Click **Remove** and a confirmation receipt appears when the process is complete. Removing a module does not mean deleting it. You can restore deleted modules by using the **Add Module** function. Modules that do not have a remove icon are required and cannot be removed.



Accessing Information in a Module

Click the link in the module window to display the information that you want to view. Information may display in the same tab, in a separate window, or the link may direct you to another tab in Blackboard Learn.



Notifications

From **My Blackboard**, you can manage notification settings for all of the courses and organizations you are enrolled in. The Notification System is a framework for the delivery of notifications to Blackboard Learn users. When an event occurs in the system (such as an assignment being created, submitting a survey, or an overdue test), the Notification System informs you of what you need (and want) to know using one or more of available notification methods.

The first and most important thing you need to understand about this system is that all enabled notifications are generated automatically whenever their associated event occurs. For example, when your instructor creates an assignment and makes it available, the system automatically creates the appropriate notifications.

The notifications are delivered:

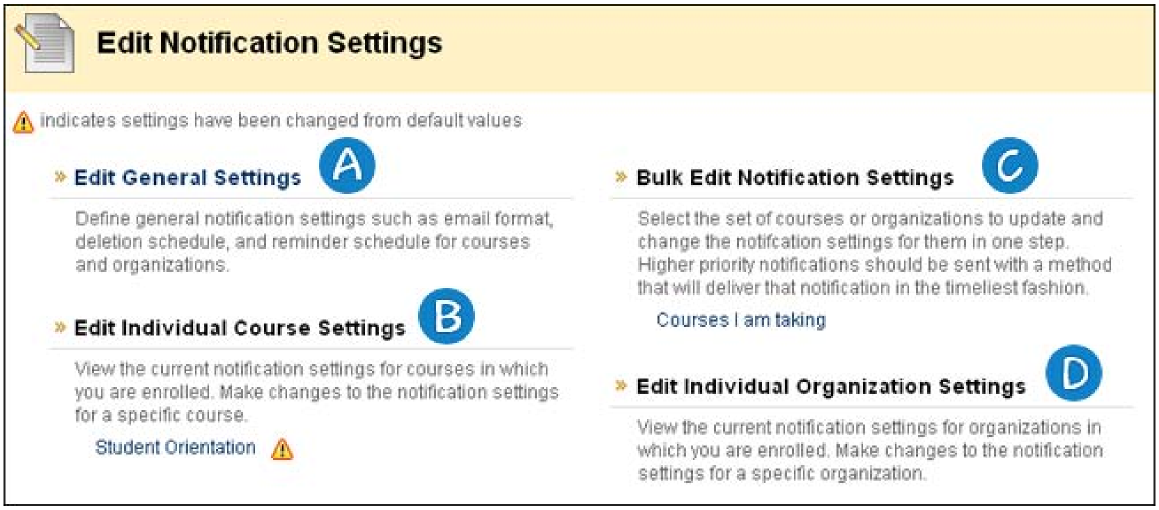
- In the Notification Dashboards found on the home page of each course and My Institution, if your school licenses community engagement. To learn more, see About Notifications Dashboard.
- On the Updates page found in My Blackboard. To learn more, see About the Updates Page.
- By email, or on your mobile device.

If allowed by the Blackboard administrator at your school, you can choose which items you want to be notified about and specify settings for each item. Notifications for specific tools and features can be delivered on your Blackboard Learn Institution dashboard, by email, or on your mobile device.

WARNING! If the Blackboard administrator at your school has defined the notification settings, those settings will take precedence over your settings.

Exploring the Notifications Settings

From the **My Blackboard** menu under **Settings**, click **Edit Notifications Settings** to display the **Edit Notifications Settings** page.



Edit General Settings: Defines the general notification settings such as email format, deletion schedule, and reminder schedule for courses and organizations.

Edit Individual Course Settings: Displays the current notification settings for courses in which you are enrolled. Changes to the notification settings for a specific course can be made on this page.

Bulk Edit Notification Settings: Select a set of courses or organizations to update and change the notification settings for them in one step.

Edit Individual Organization Settings: Displays the current notification settings for organizations in which you are enrolled. Changes to the notification settings for a specific organization can be made on this page.

How to Edit Notification Settings

1. From the Edit Notification Settings page, click **Edit General Settings**.
2. On the **General Settings** page, you may elect to receive an email for each notification, or elect to receive a daily digest email that contains information on all of the notifications for that day. You have the ability to set the time for the daily digest.
   - **Individual Messages**: Emails will be sent for each notification. For Early Warning System details, unread Discussion Board messages, unread blog posts, and unread journal entries, however, the digest selection is necessary.
   - **Daily Email Digest**: All notifications will be collected and sent in a daily digest.
3. Set the number of days until a notification is automatically removed.
4. You can set Due Date reminders for notifications. Select **Yes**. This reminder will be emailed to you. Set the number of days before the Due Date to send an email. The email will be sent as a digest email or as individual emails, depending upon the option you select.
5. Click **Submit**.

Selecting Individual Notifications and Email Notifications

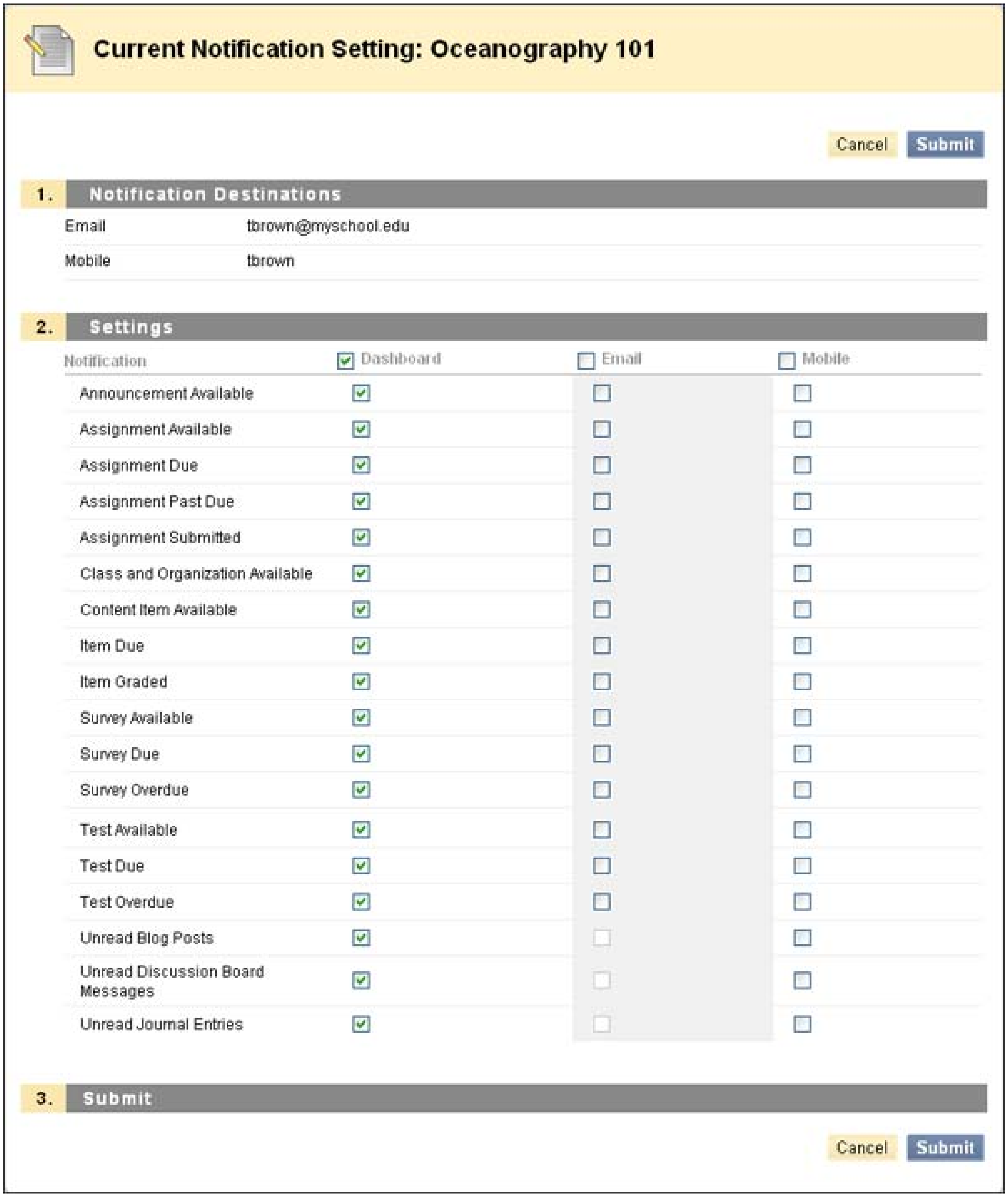
It is possible to select specific notification types and emails that you will receive. All Notification types, by default, are turned **On** to display on the **Dashboard**. Thus, these notifications will display in the modules on the

Notifications Dashboard page.

All **Email** notification types, by default, are turned **Off**. If you turn on the notification for a specific tool or feature, an email will be sent out corresponding to that notification. For the following items, email notifications can only be sent out if daily digest email is selected:

- Early Warning System Rule details
- Unread Discussion Board messages
- Unread blog posts
- Unread journal entries

After selecting the appropriate settings, click **Submit** to save these settings.



Common Notification Modules

The following are common notification modules students can add to their **Notifications Dashboard**.

Note: You may see The Alerts and Needs Attention modules on your course Home Page. These modules are for instructor use only and will contain no information.

What's New Module

The **What's New** module reports on additions and changes to course content. The module displays the number of new items for each content type and links to a page for each course. The module will show items within the last seven days. The **What's New** module may appear at the **My Institution** tab if your school licenses community engagement.

The content types that are reported in the module are:

- Assessments
- Assignments
- Blogs
- Content
- Discussion Board posts

The **What's New** module reports information that is made available to the entire course. Content that becomes available to you after certain criteria are met is not reported in this module.

The **What's New** module reports changes once a day. You can see what has changed the first time you log in for the day. Any changes made after you log in do not appear in the module until the next day unless you **Refresh** your browser.

The updates you see for a course only display if the content is made available and you are a participant in the course.

To Do Module

The **To Do** module provides a chronological listing of upcoming due dates that students can use as the launching point for their daily course work. This module is divided into **What's Past Due** and **What's Due**.

The **What's Past Due** area displays any assessment, assignment, or survey that has passed its due date with no submission. The **What's Due** displays information about any assessment, assignment, or survey that contains a due date.

Note: The **To Do** module is not the same as the **Tasks** tool. To learn more about tasks, see Tasks.

About Organizations

Institutions have organizations of different types, from academic to special interest. Organizations in Blackboard Learn contain content and tools to keep you informed and in touch with other members of your organization.

An organization looks exactly like a course. It has a:

- Menu similar to the Course Menu
- Home Page
- Tools similar to Course Tools, like announcements and discussions to name a few.

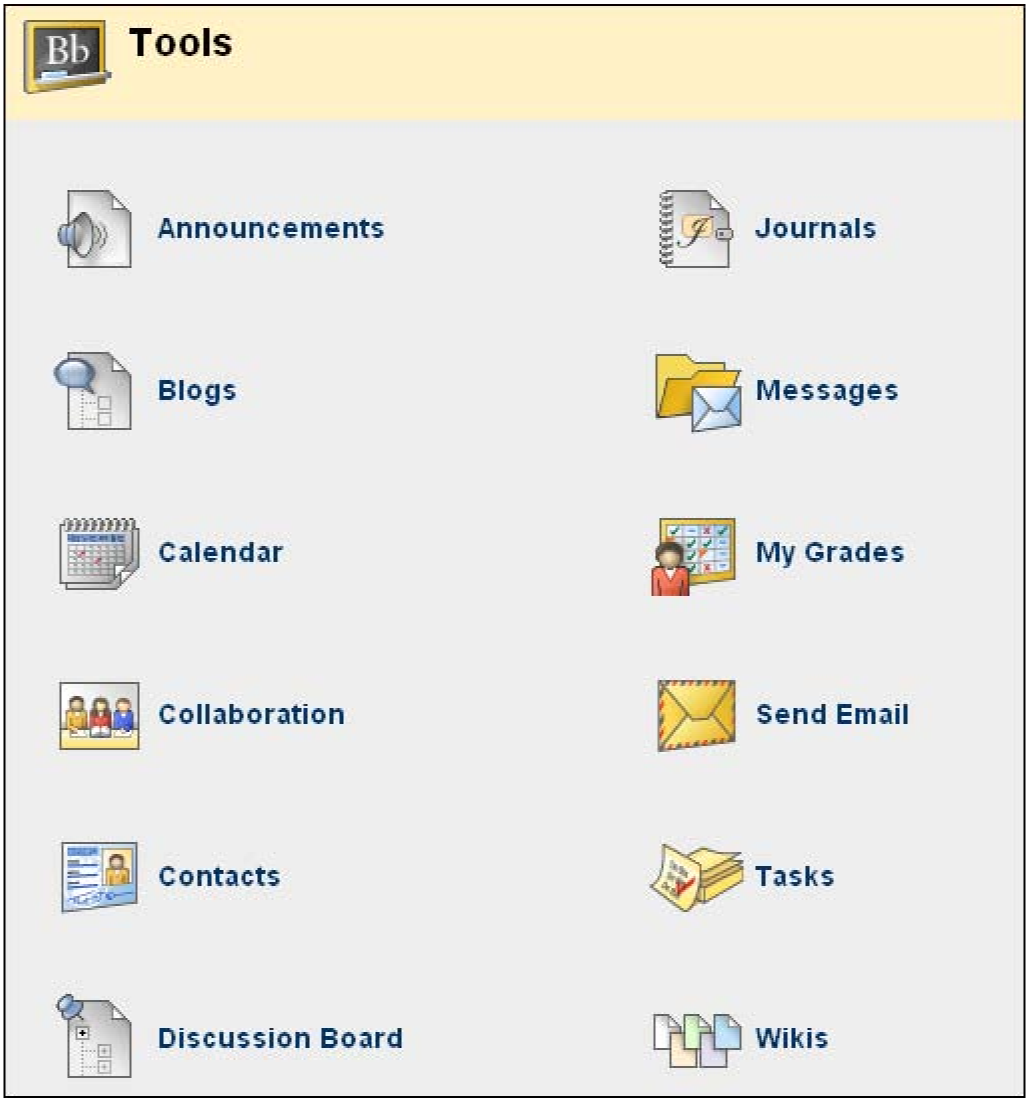
The organization leader and your institution administrator manage organization enrollments. You may self-enroll if that option has been enabled. Contact the organization leader or your institution administrator about enrollment. Once enrolled, only the leader or an administrator can unenroll a participant.

Tools

About Course Tools

Tools appear throughout Blackboard Learn. You can access tools from inside a course or from a tab.

Note: Your instructor controls which tools are available. If a tool is not available, your instructor may have disabled it.



About Third Party and External Tools

Your school can choose to connect extra tools to Blackboard Learn. Many of these tools are created by companies other than Blackboard.

If you have questions, your school's computing help desk is the best place to start.

For more information, click the links below to access the tool or company's website.

Blackboard Mobile™

Blackboard Collaborate™ (formerly Wimba and Elluminate)

Respondus® (including Respondus LockDown Browser™)

Turnitin ®

Announcements

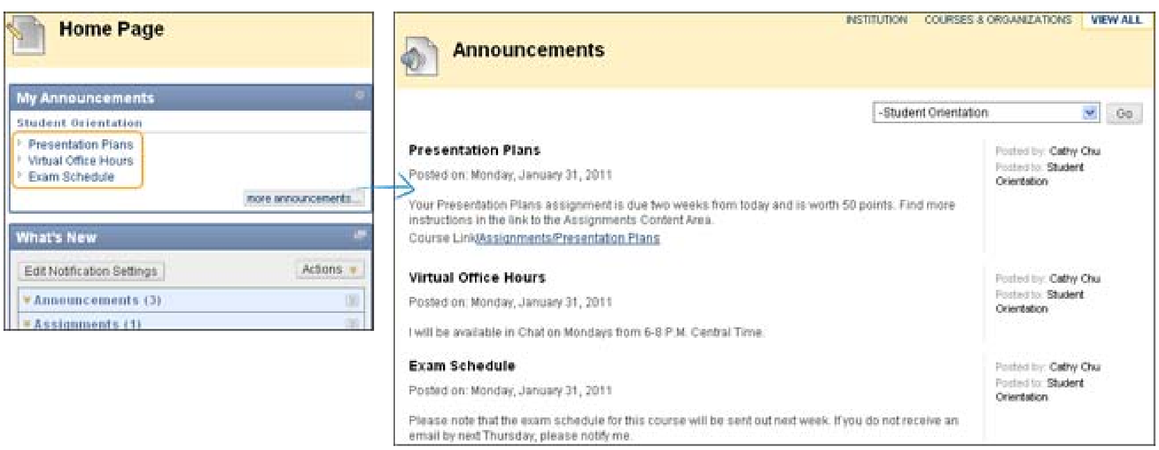
Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

Users and course group members can view important messages from instructors in the **My Announcements** module or through the Announcements tool. As a default module on the homepage, announcements are typically one of the first things you see when accessing your course. When you click an announcement link on the homepage, you are taken to the main **Announcements** page. Announcements are organized and displayed by:

- Institution
- Courses and Organizations
- All Course announcements

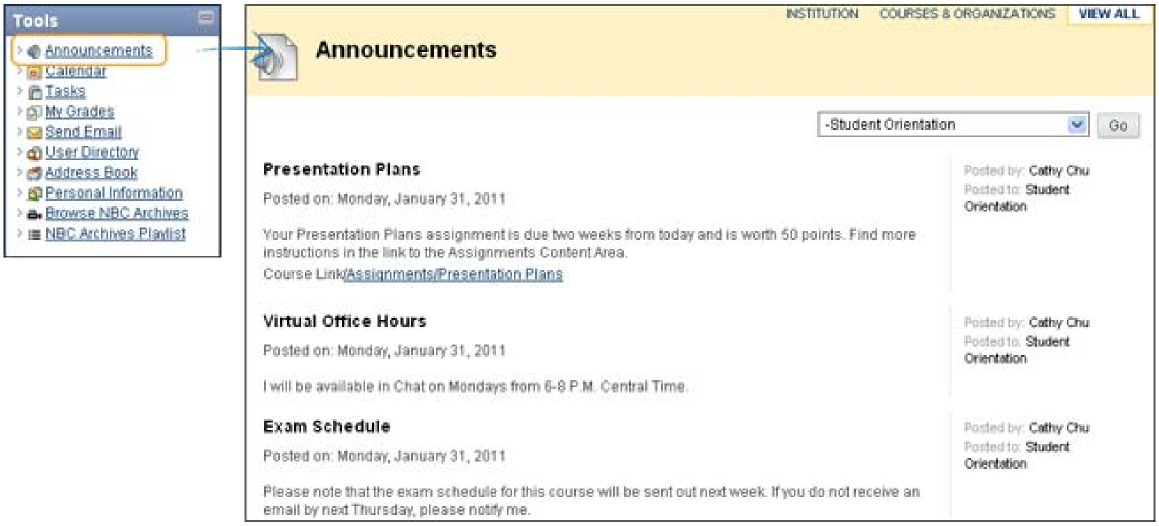
How to View Announcements

1. On the **My Announcements** module in the **Home Page** or in **My Institution** tab, click the Announcements link.



-OR-

On the **Tools** panel, click **Announcements**.



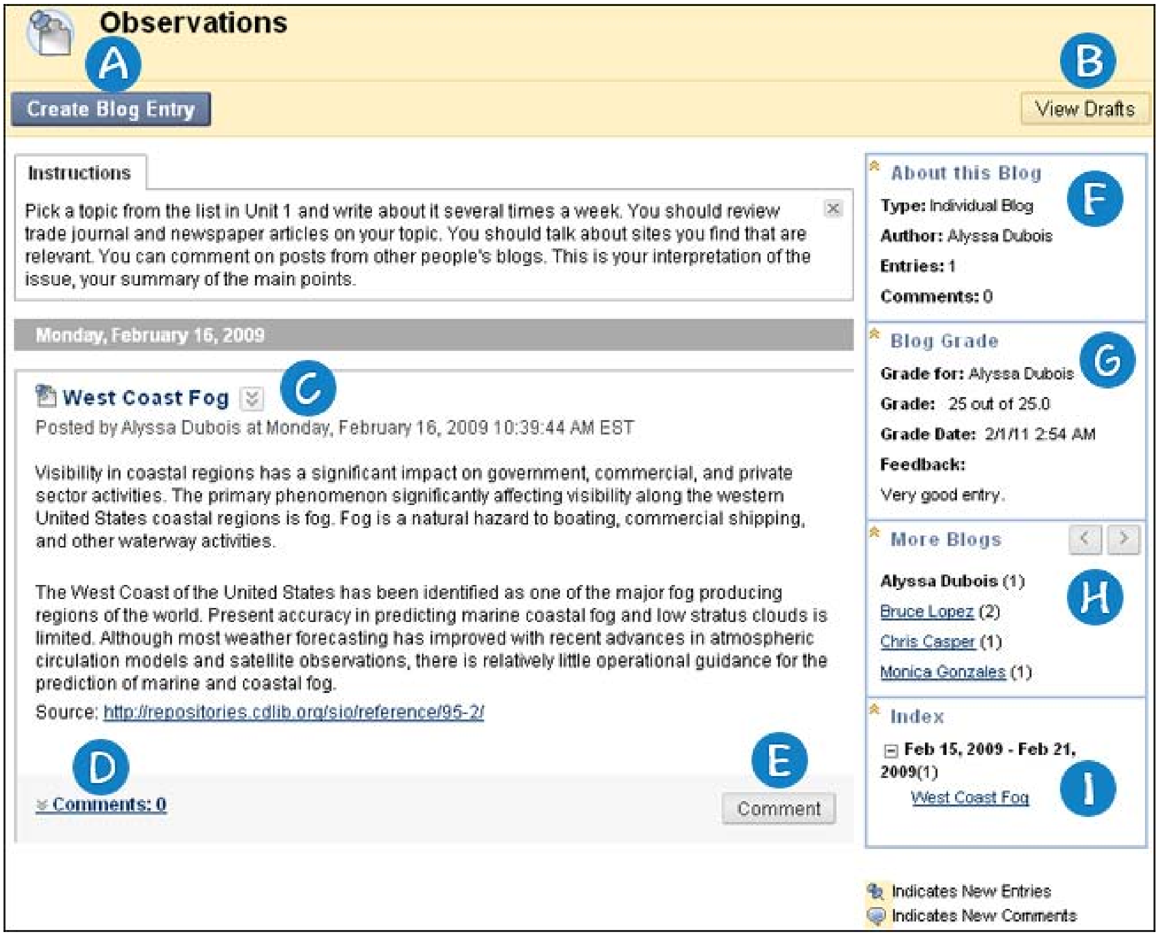
Blogs

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

A blog is your personal online journal. Each blog entry you make can include any combination of text, images, links, multimedia, Mashups, and attachments. Blogs are an effective means of sharing knowledge and materials created and collected by the group in the course. You can post entries and add comments to existing blogs. Use your blog to express your ideas and share them with the class.

As the owner of a blog, you will create multiple entries over a period of time. Your instructor and course members can add comments. A blog can also be owned by a course or a group. In the Group area, all members of a group can create entries for the same blog, building upon one another. Any course member can read and comment on a Group blog, but cannot make entries if they are not a member of the Group. Your instructor can also offer comments and grade individual entries.

The Blog topic page is divided into two main sections. You can view the **Instructions** in the content frame. Click the **X** to collapse the field. In the side panel, you can view information about the blog. You can expand and collapse sections in the side panel using the double arrows.



A **Create Blog Entry**: Create a blog entry using the **Create Blog Entry** function. You can create another blog entry for a topic at any time. For example, your instructor may add a comment requesting that you clarify what has been written before a grade is assigned or suggest a topic for another entry.

B **View Drafts**: Access any entries saved as drafts. Click **View Drafts** on the Action Bar.

C **Blog Entry**: Blog entries appear in the content frame following the **Instructions**.

D **Comments**: After posting an entry, you can see if comments were made. Click the link to view comments.

E **Comment**: Add comments by clicking **Comment**.

F **About this Blog**: In the side panel, view the blog information in the **About this Blog** section.

G **Blog Grade**: The **Blog Grade** section appears if a blog is set to be graded. You can see if your blog entries have been graded.

H **More Blogs**: View other blog entries made by other course members in the **More Blogs** section.

I **Index**: View the titles of your selected entries for either the week or the month in the **Index** section, determined by the settings your instructor makes during blog creation. The most recent entry title appears first.

How to Access a Blog

There are three different types of blogs that you can access:

- **Course**: All enrolled users are able to create blog entries. All enrolled users can add comments to blog entries.

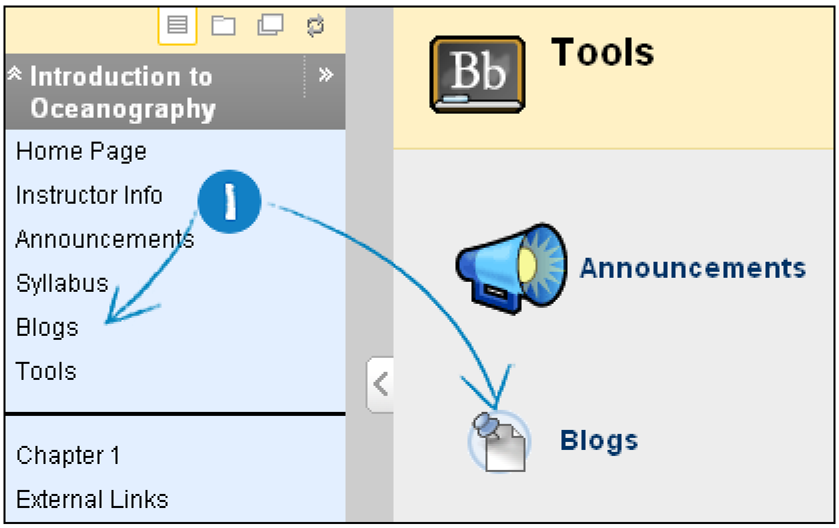
  If you are removed from the course, you will not have access to any blogs. If you are removed from the course after individual blogs have been created, all your entries and comments will be deleted. If you are removed from a course after course blogs have been created, all your entries and comments will be retained, but the name of the author or commenter will be changed to "Anonymous."
- **Individual**: Only the owner of the blog is able to create blog entries. All other users enrolled in the course are able to view and add comments.
- **Group**: If your instructor enables the **Blogs** tool for the group, all group members can post blog entries and make comments on blog entries. Any course member can view group blogs, but they only have the option to add comments. Course members can only add posts to their Group blog.

Note: Your instructor can edit and delete entries in any of the three blog types and delete any user comments.

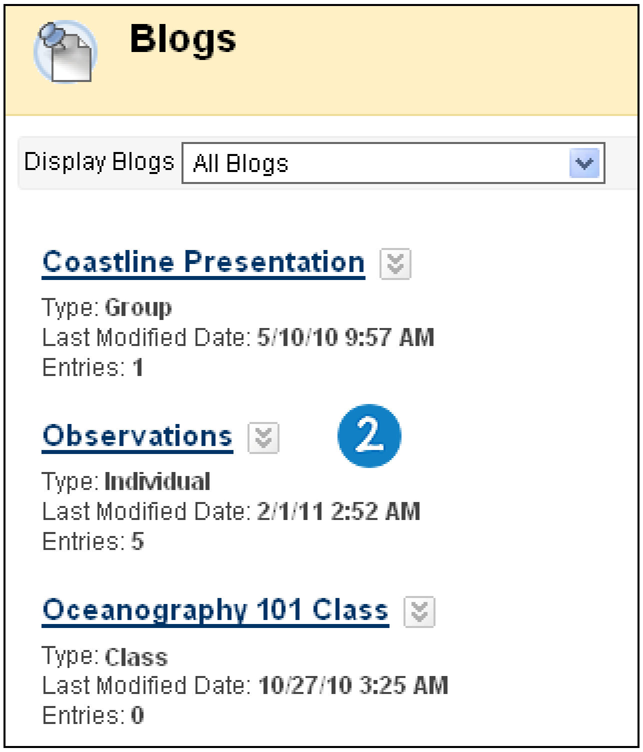
1. On the Course Menu, click **Blogs**.

   -OR-

   On the Course Menu, click **Tools** and then click **Blogs**.



2. On the **Blogs** listing page, click the name of the blog to open.



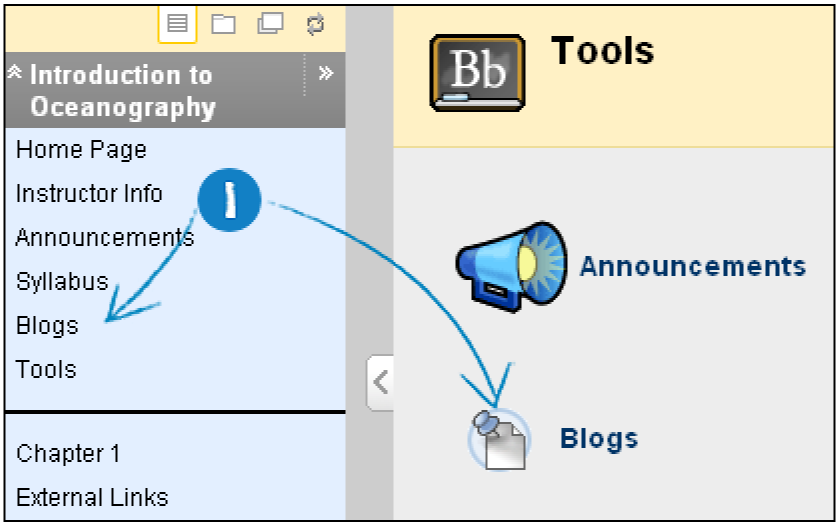
How to Create a Blog Entry

Only your instructor can create a blog, but once created, you can create entries. The blog topics appear in alphabetical order on the Blogs page. On the Blogs page, under each blog title, you can see if the blog belongs to a group, the course, or to individual students. Your instructor can use blog entries to provide structure for discussions on class topics and other issues. If allowed by your school, you can add an avatar which will appear with individual blogs.

1. On the Course Menu, click **Blogs**.

   -OR-

   On the Course Menu, click **Tools** and then click **Blogs**.



2. On the **Blogs** list page, click the name of the blog to open.
3. On the **Blog** topic page, click **Create Blog Entry**.

4. On the **Create Blog Entry** page, type an **Entry Title**.
5. Type the text in the **Entry Message** text box.
6. Alternatively, in the **Attach File** field, attach a file using one of the following options:
   - To upload a file from your computer, click **Browse My Computer**.
   - To upload a file from the course's storage repository:
     - If Course Files is the course's storage repository, click **Browse Course**.

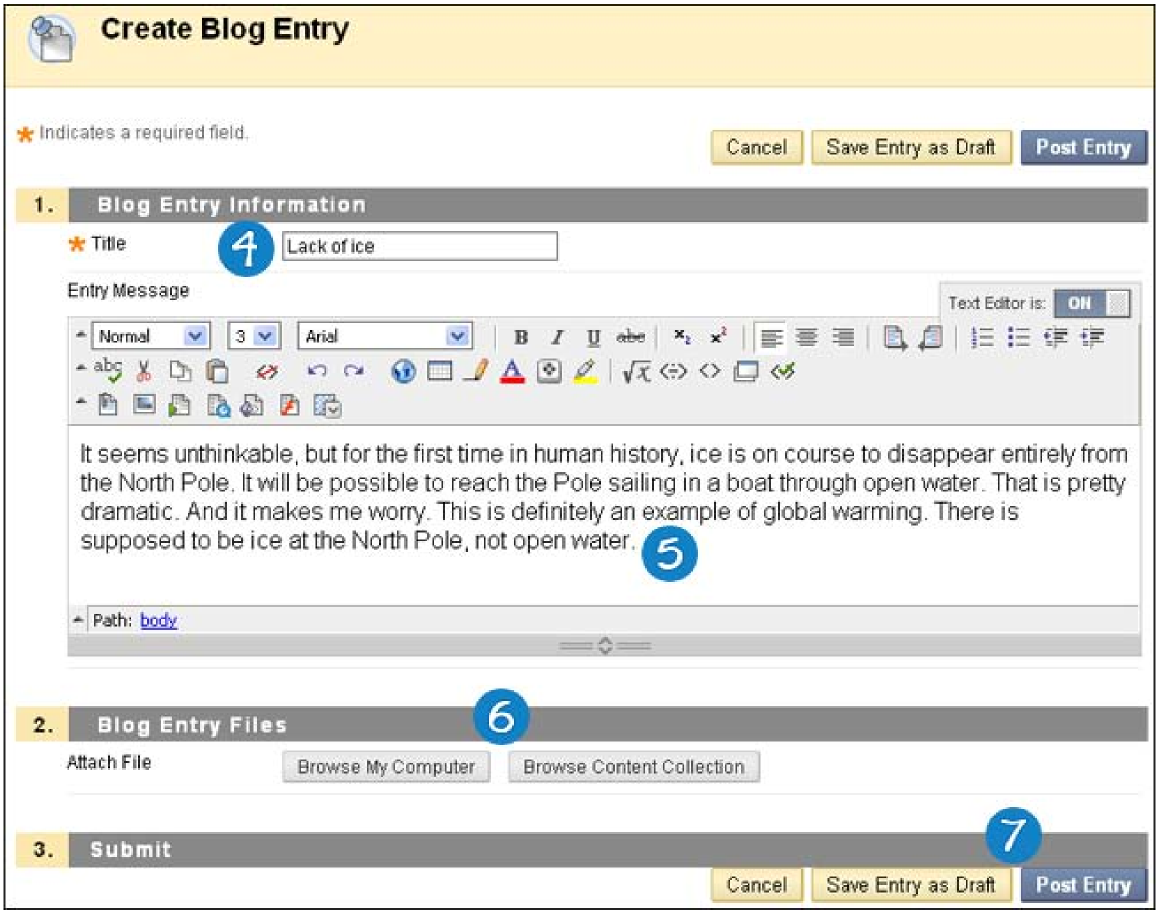
       -OR-
     - If your school licenses content management, click **Browse Content Collection**.

Note: Files added by students are private and stored in a secure location. These files are not accessible through the course.

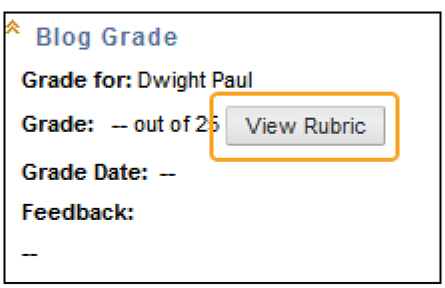
7. Click **Post Entry**.

   -OR-

Click **Save Entry as Draft** to save the entry for later posting.



Note: If your instructor has associated a rubric with the blog and made it available to students, click **View Rubric** in the **Blog Grade** section to display grading criteria.



If there is no associated rubric or your instructor has not made it available, the **View Rubric** button will not be visible.

Viewing Blog Drafts

You can save blog entries for later posting by clicking **Save Entry as Draft**. You can view these drafts by clicking **View Drafts** on the main blog page, then click the name of the blog entry.

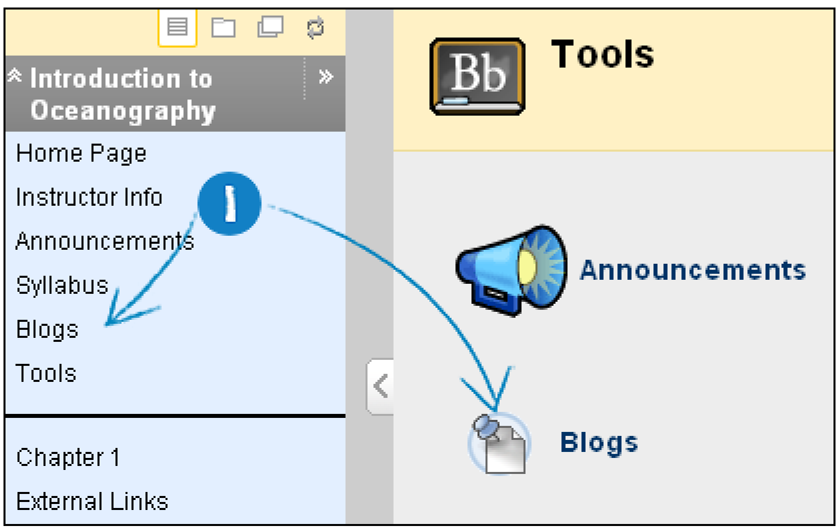
How to Comment on a Blog Entry

You can comment on one another's blog entries, whether they belong to an individual, the course, or a group. Your instructor determines if comments can be made anonymously and if you have the permission to delete blog comments.

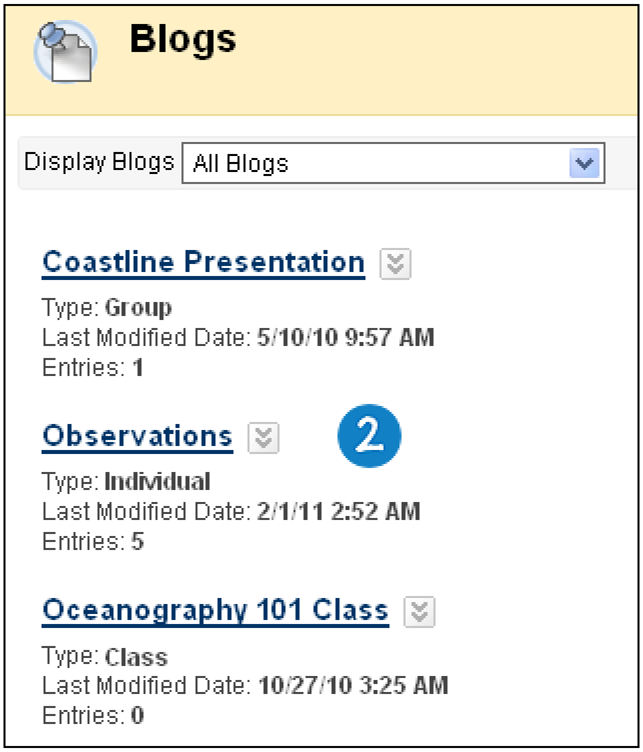
1. On the Course Menu, click **Blogs**.

   -OR-

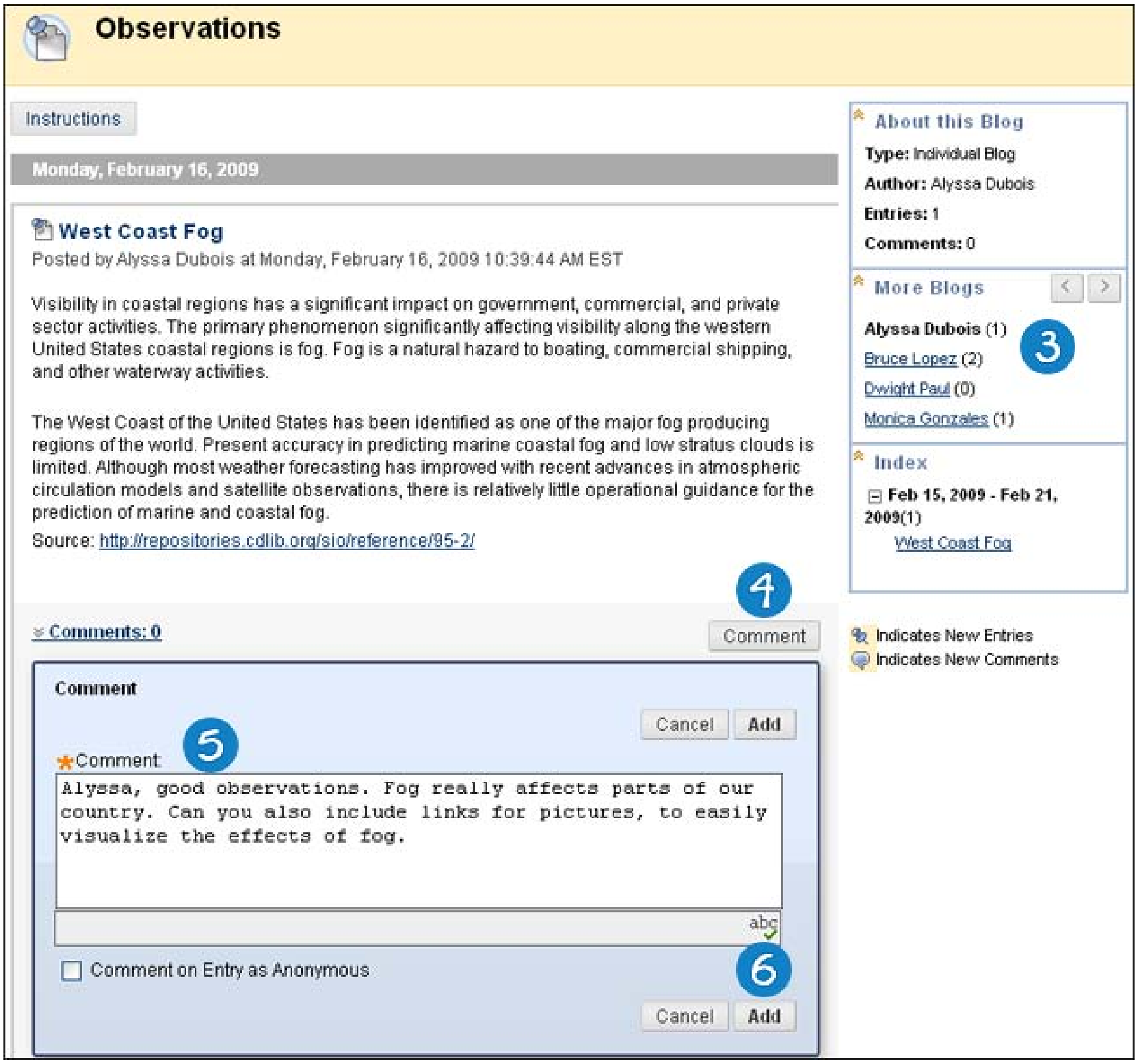
   On the Course Menu, click **Tools** and then click **Blogs**.



2. On the **Blogs** page, click the name of the blog to open.



3. On the **Blog** topic page, select a blog to view by selecting the user's name in the side panel under **More Blogs**. The user's blog entries open in the content frame.
4. Click **Comment** for the appropriate post.
5. Type a comment in the **Comment** field.
6. Click **Add**.



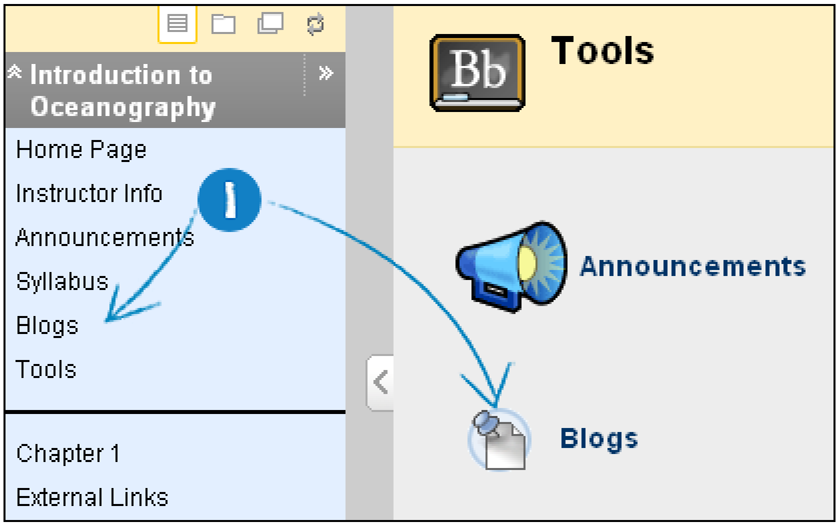
How to Edit a Blog Entry

Your instructor will determine if you are allowed to edit your blog entries. If you edit gradable blog entries, the original graded entry will be lost. If you edit an entry be sure to mark it as **New** so others will know you changed the post and read the new content.

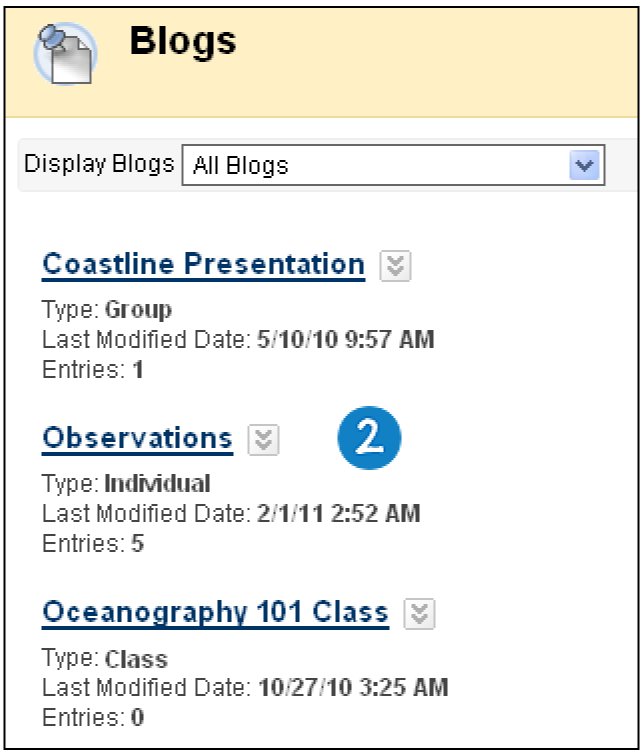
1. On the Course Menu, click **Blogs**.

   -OR-

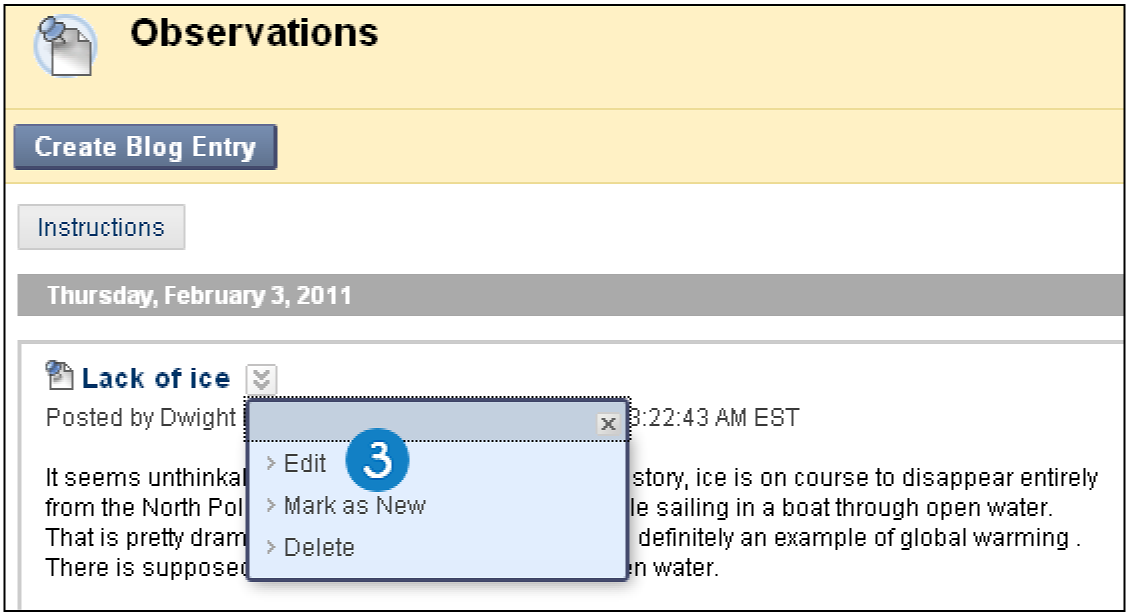
   On the Course Menu, click **Tools** and then click **Blogs**.



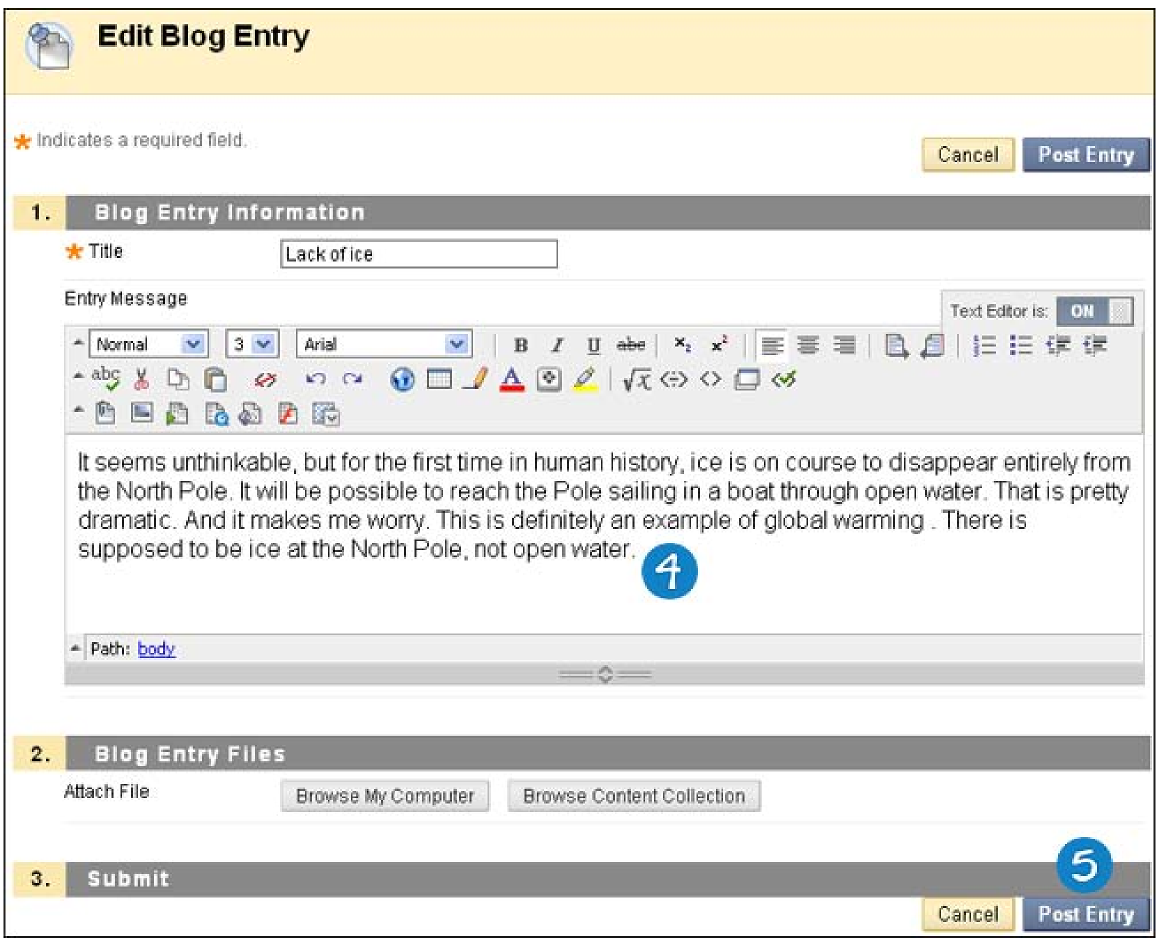
2. On the **Blogs** page, click the name of the blog to open.



3. On the **Blog** topic page, select **Edit** from the contextual menu for the blog entry.



4. On the **Edit Blog Entry** page, make the necessary changes.
5. Click **Post Entry**.



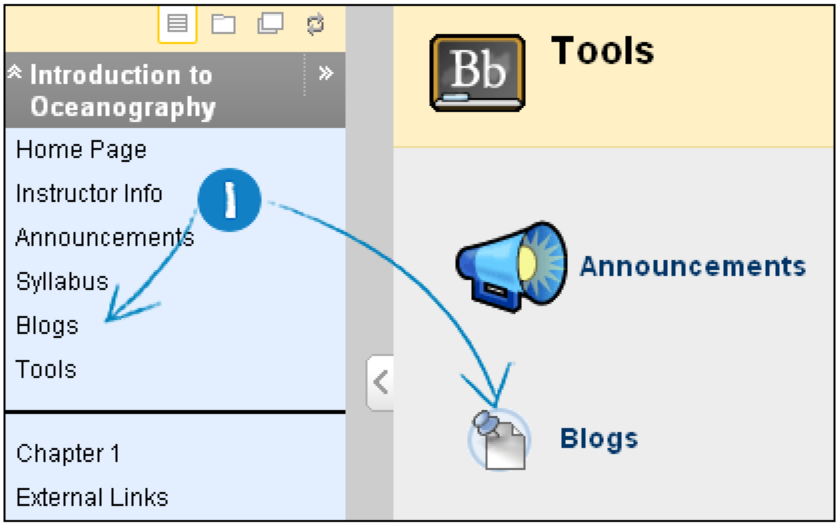
How to Delete a Blog Entry

Your instructor will determine if you are allowed to delete your blog entries. If you delete gradable blog entries, the original graded entry will be lost.

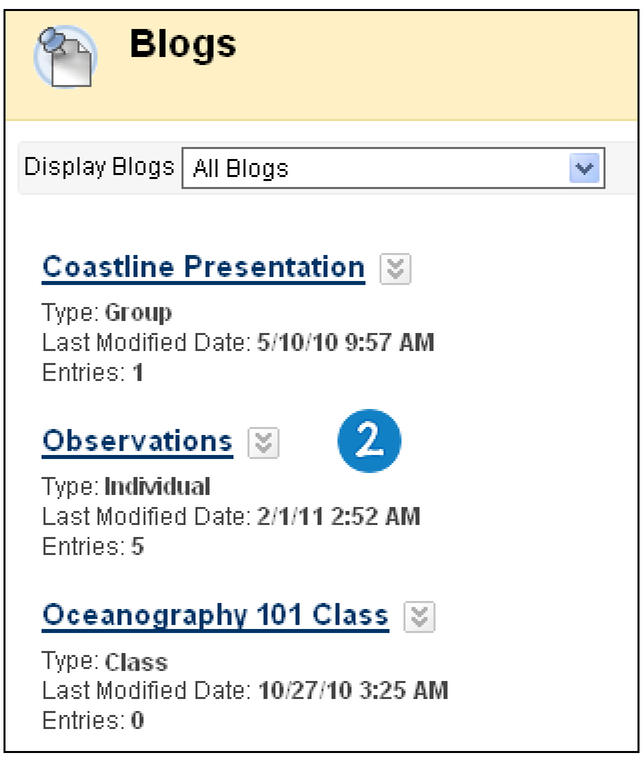
1. On the Course Menu, click **Blogs**.

   -OR-

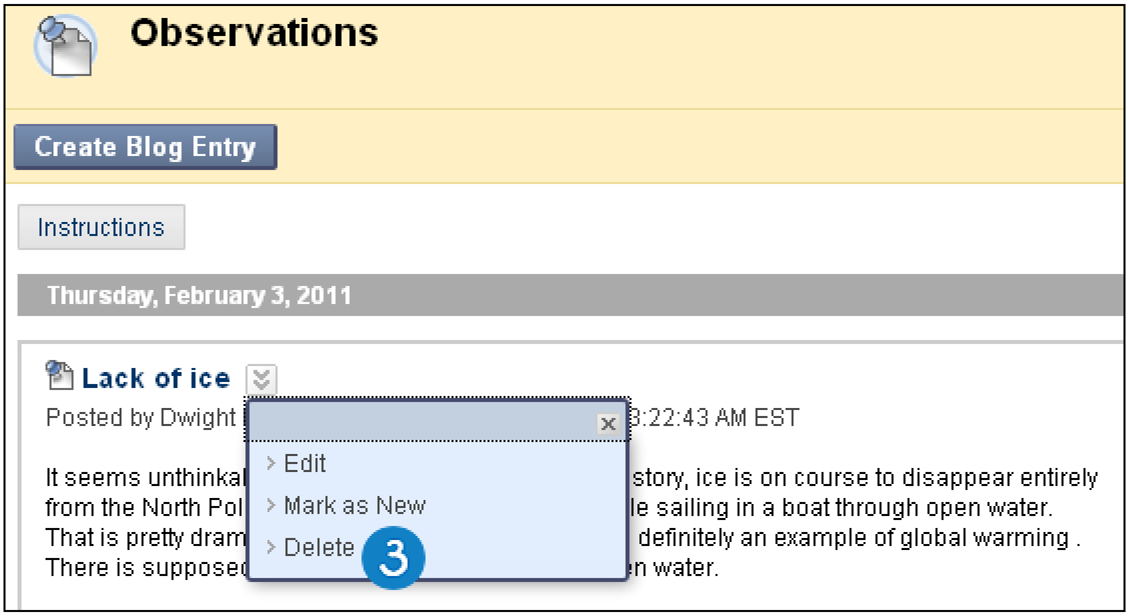
   On the Course Menu, click **Tools** and then click **Blogs**.



2. On the **Blogs** page, click the name of the blog to open.

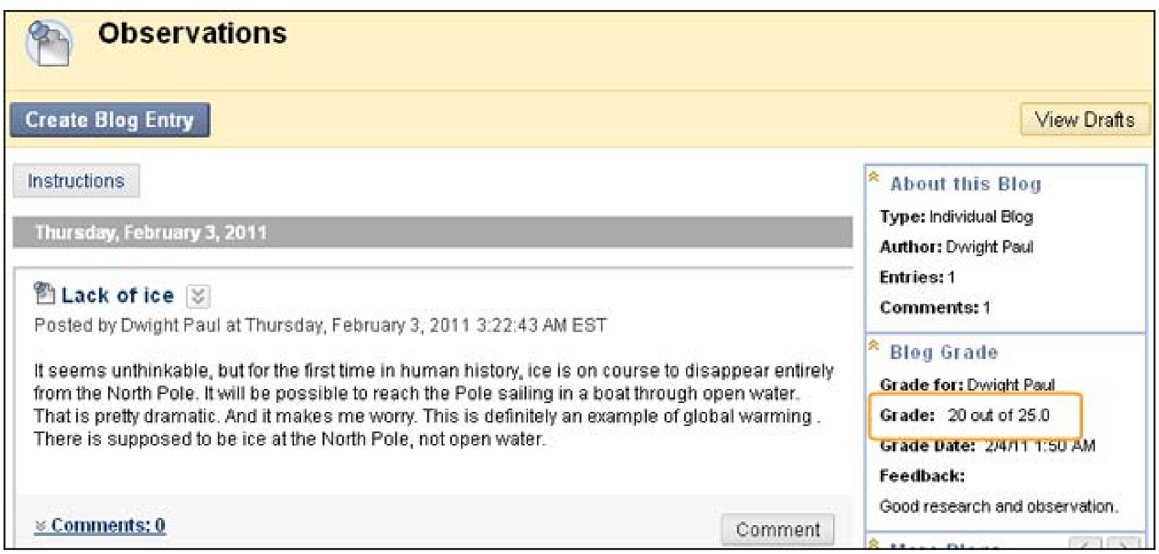


3. On the **Blog** topic page, select **Delete** from the contextual menu for the blog entry. This action is final and cannot be undone.

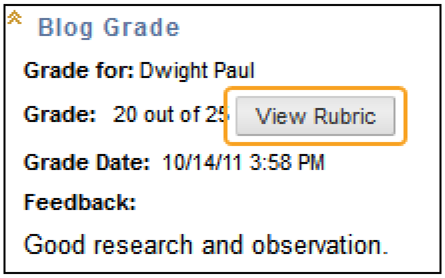


Viewing Blog Grades

When your blog entries have been graded, you can view your grade in two places. The grading information appears under the **Blog Grade** section on the **Blog** topic page and in the **My Grades** tool. Any feedback and the date the grade was assigned also appear in these areas.



If your instructor has used a rubric for grading and made it available to students, click **View Rubric** to display detailed grading information.



If there is no associated rubric or your instructor has not made it available, the **View Rubric** button will not be visible

Troubleshooting Blog Management

- If your instructor deleted the blog while you are posting, the blog and all comments are deleted.
- If a blog is made unavailable while you are posting, the blog remains visible to your instructor in **Edit** view but is not displayed to you.
- If the **Allow Users to Edit and Delete Entries** setting is changed, entries remain but you cannot edit them.
- If the **Allow Users to Delete Comments** setting is changed, comments remain but you cannot edit them.

Related Tutorials Creating a Blog Entry (Flash movie | 2m 35s | 8,225 KB)

Calendar

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

The **Calendar** tool allows you to view events by day, week, month, or year. You can view and organize upcoming and past events into categories.

You will see different options in the calendar depending on where you access it. When you access the calendar outside of a course, you can view all items on your calendar and have the options to add and modify personal events. When you access the calendar through a course only those calendar items that relate to your course appear.

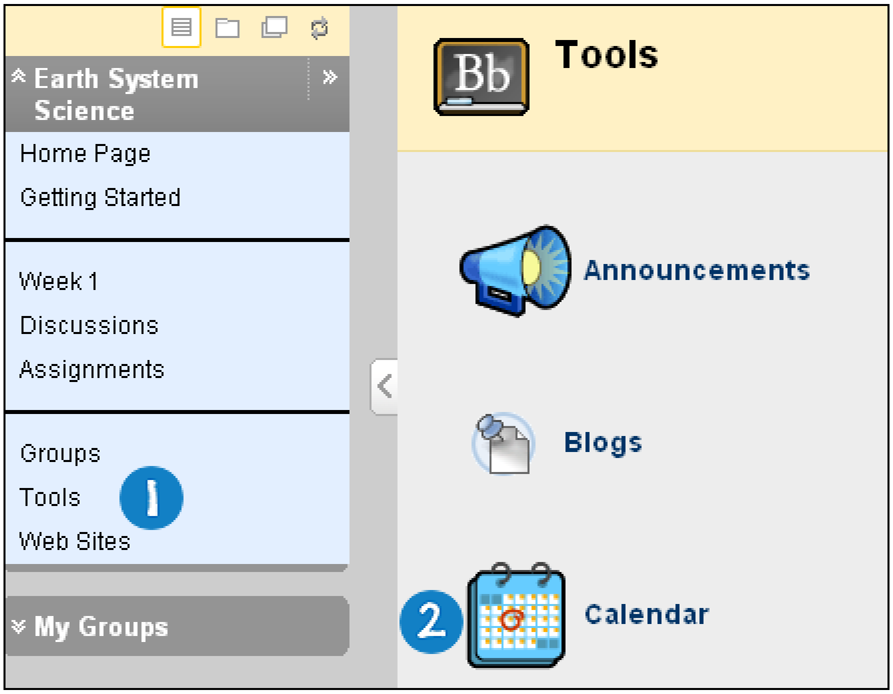
Course Calendar events appear to all members of the course. Common entries include upcoming tests, due dates for assignments, or special lectures. If you access the calendar while in your course, you will only see the entries you have added. If you access the calendar from the **Tools** panel in the **My Institution** tab, it includes the following:

- Your personal entries
- Entries for all courses in which you are enrolled
- Entries for any organizations in which you are enrolled
- Institution-wide events

How to Open the Calendar

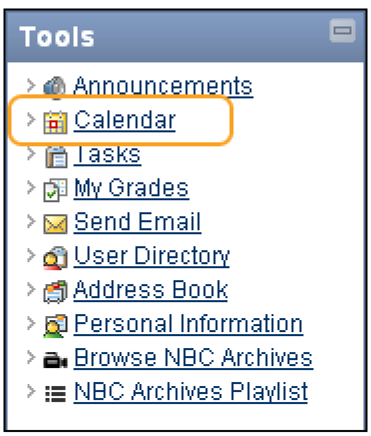
1. On the Course Menu, click **Tools**.

2. On the **Tools** page, click **Calendar**.



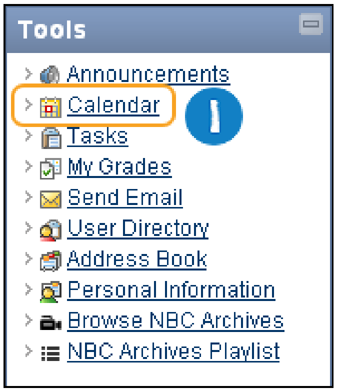
-OR-

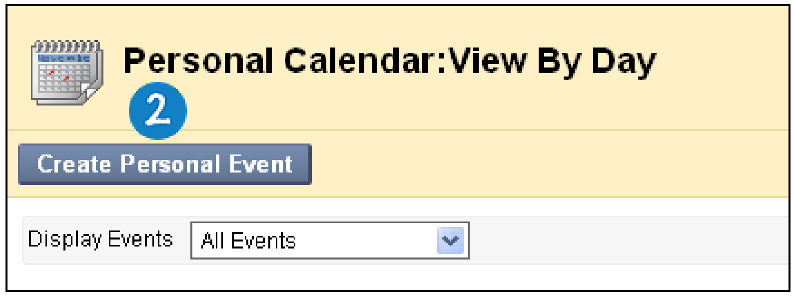
On the **Tools** panel, select **Calendar**.



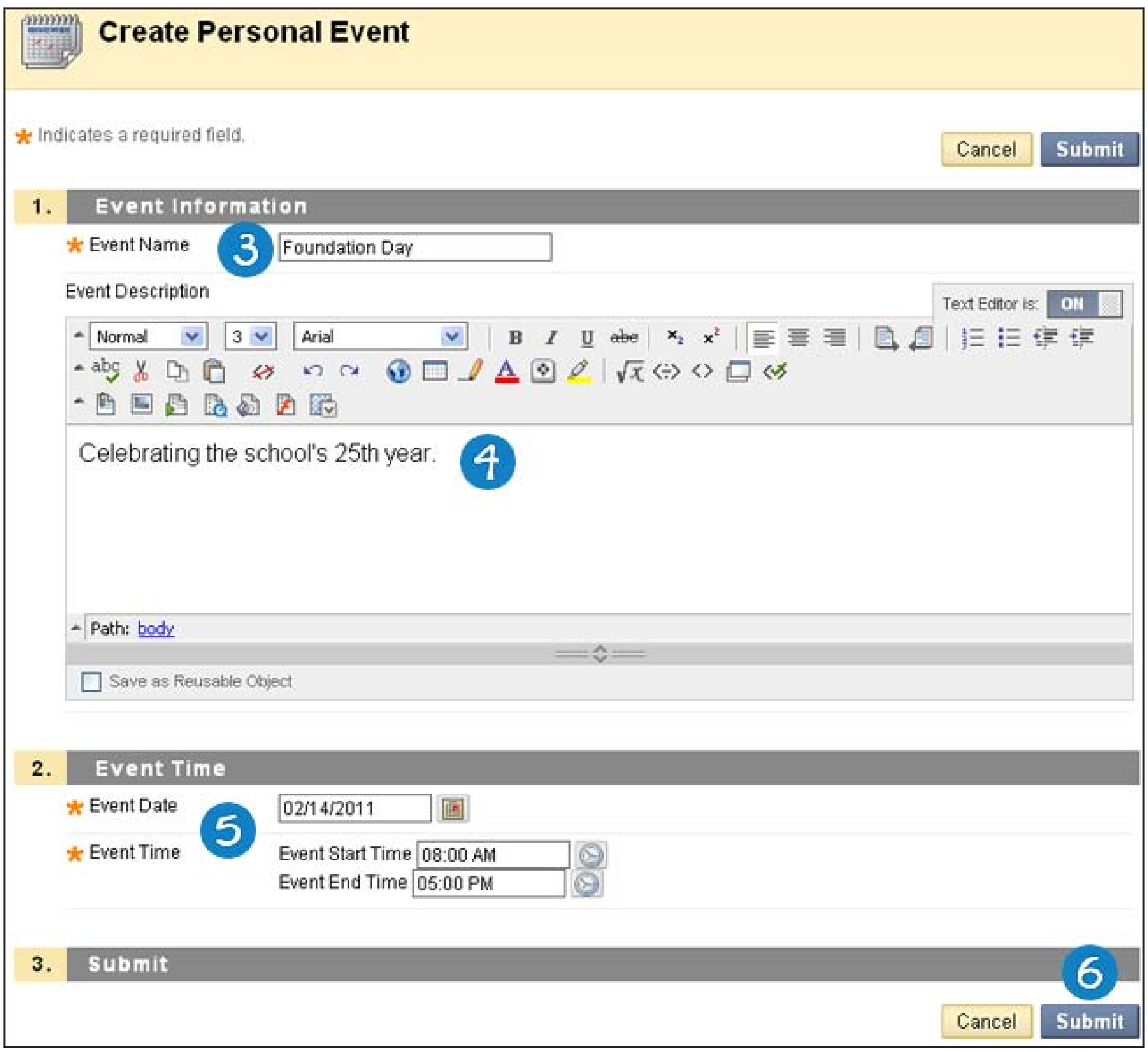
How to Create a Personal Event

1. On the **Tools** panel, click **Calendar**.
2. On the **Personal Calendar** page, click **Create Personal Event**.



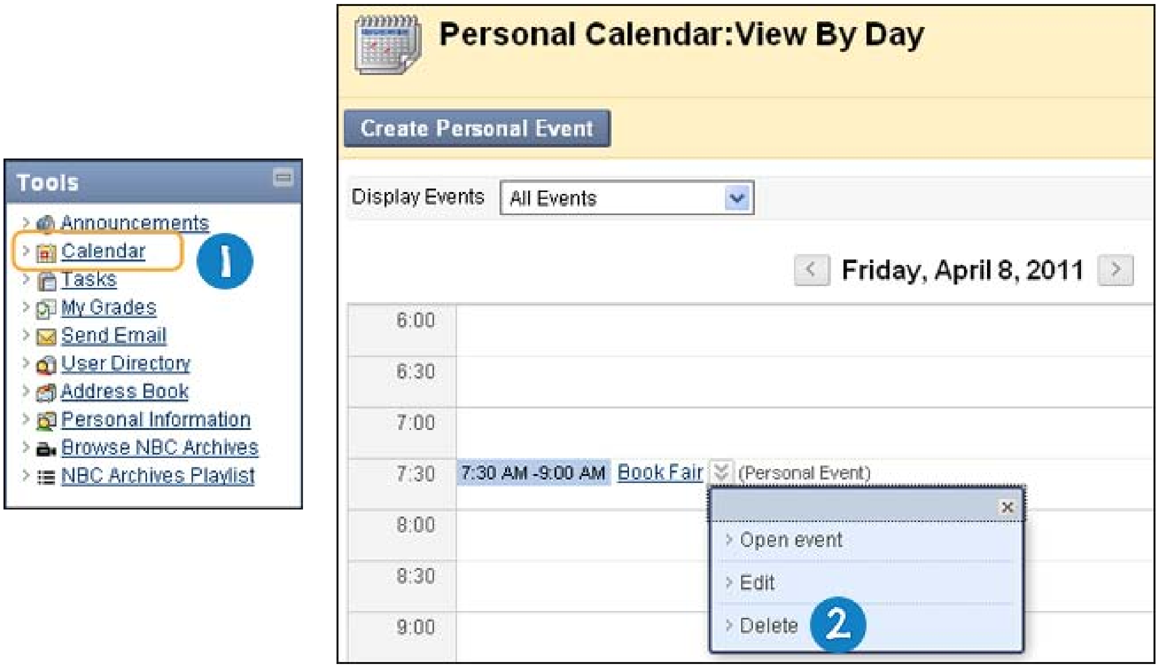


3. On the **Create Personal Event** page, type the **Event Name.**
4. Type a **Description**.
5. Use the **Date** and **Time** fields to select an **Event Time** or use the **Date Selection Calendar** to select the date, and **Time Selection Menu** to select the time.
6. Click **Submit**.



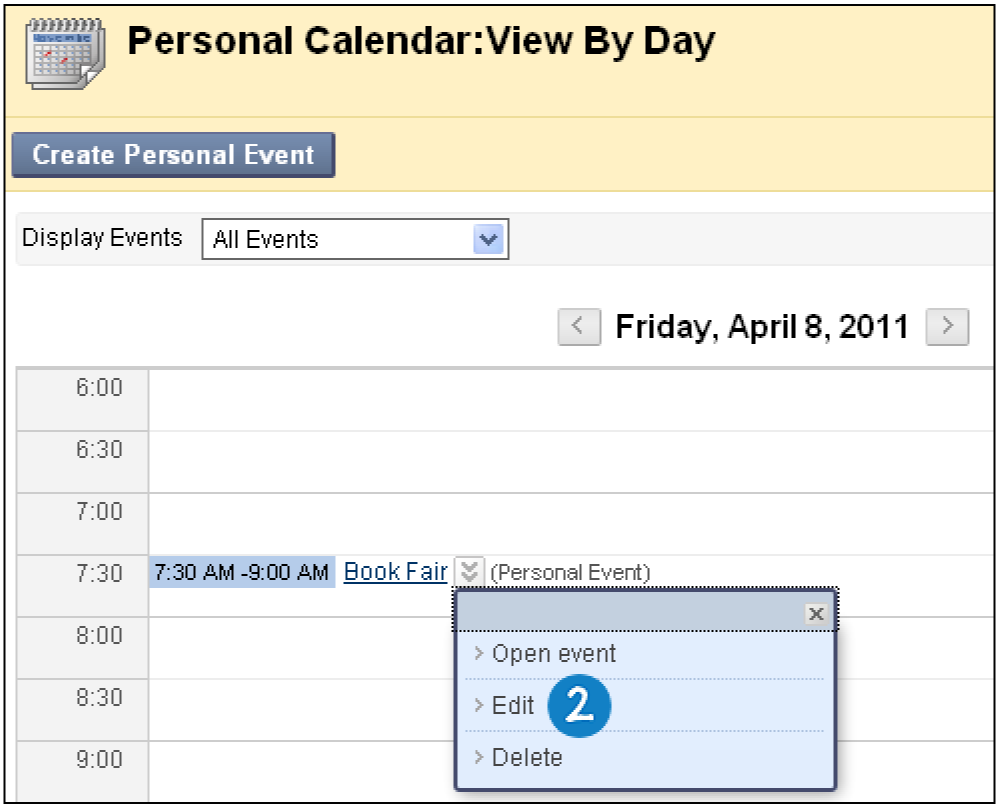
How to Delete and Edit a Personal Event

1. On the **Tools** panel, click **Calendar**.
2. To delete a personal event, on the **Personal Calendar** page, navigate to the date of the event to delete. Select **Delete** from the contextual menu for the event.



-OR-

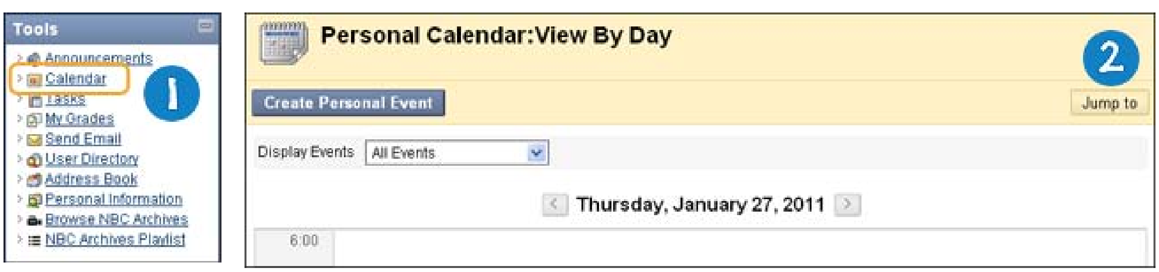
To edit a personal event, on the **Personal Calendar** page, navigate to the date of the event to edit. Select **Edit** from the contextual menu for the event.



How to View a Specific Date

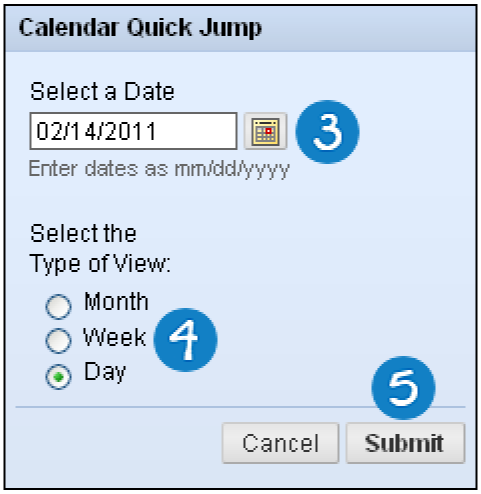
Students can view the calendar by day, week, month, year, or by specific date. If viewed by month, only the first few characters of the event title appear on the Calendar. Click the link for details.

1. On the **Tools** panel, click **Calendar**.
2. On the **Personal Calendar** page, click **Jump To**.



3. On the **Calendar Quick Jump** pop-up window, type a date in the **Select a Date** field (using the `mm/dd/yyyy` format) or use the **Date Selection Calendar** to select a date.
4. Select the **Month**, **Week**, or **Day** options to **Select the type of view**.

5. Click **Submit**.



Collaboration Tools

About Collaboration Tools

The Collaboration tools allow you to participate in real-time lessons and discussions. Examples of these sessions include real-time lessons, online discussions, TA sessions, and live question and answer forums. Archives of previous sessions are also available for review. Guest speakers can lead sessions using the Collaboration tools. You can search for and join Collaboration sessions and view session archives.

Course groups can also use the Collaboration tools for private sessions open only to course group members.

The following Collaboration tools are available.

- Virtual Classroom: Virtual Classroom is a shared online environment where you can participate in a real-time discussion with other users, access the web, and engage in question and answer sessions. You may also access the whiteboard to display text and images.
- Chat: Chat is an exchange of text messages online, and part of the Virtual Classroom. Access the Chat separately from the Virtual Classroom. Chat allows you to open just the chat function.

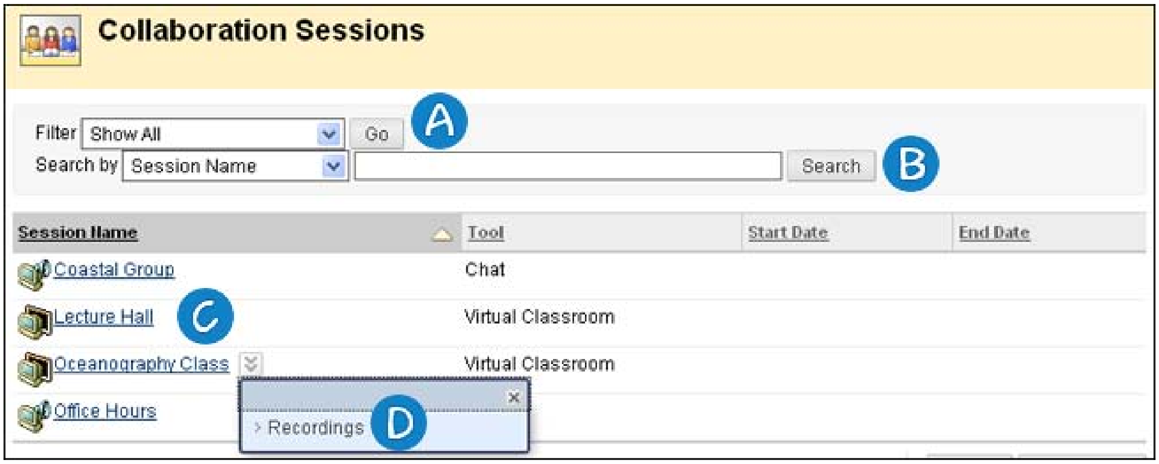
Note: An accessible version of the Virtual Classroom tool is available. A link to this version appears when you join a session on the **Collaboration Sessions** page.

Before You Begin

- The Java 2 RunTime Environment is required to use the Collaboration tools. The plug-in may be downloaded from the page that appears when you join a Collaboration session. You must enable pop-ups to successfully run a Collaboration tool.
- For those users that want to use Safari, you must disable the Pop-Up Window Blocking.

Accessing the Collaboration Sessions Area

On the Course Menu, select **Tools**. On the **Tools** page, select **Collaboration**.



A **Filter**: You can filter the sessions listed on the page. Click the arrow next to the drop-down list and select the type of session to display and click **Go**:

- **Show All**: The default filter that displays all of the Collaboration sessions.
- **Available Sessions**: Displays all of the sessions that are in use.
- **Session with Recordings**: Displays completed sessions that have an archive.
- **Future Sessions**: Displays sessions that are scheduled to take place in the future.

B **Search**: You can search for a specific session by clicking the **Session Name**, **Start Date**, or **End Date** option and then type a value in the field. Click **Search**.

C **Join**: You can enter a session by clicking the **Session Name**.

D **Recordings**: You can access the recordings for a session. Select **Recordings** from the contextual menu for the session.

User Roles

By default, participants are Active Users when they enter a collaboration session. At any time, your instructor can change your role to Passive. Passive Users can view the exchange, but can contribute only if they raise their hands and are granted permission by the Moderator.

Your instructor might change your role to Passive if you are dominating the conversation or responding inappropriately.

The following three roles are available in a collaboration session:

- ***The Moderator*** is represented by a globe icon. The Moderator is typically the instructor. The Moderator can modify participant roles, grant passive users permission to participate, expel users, and record and end the session.
- ***An Active User*** is represented by a full color icon. By default, Active Users can send messages as often as they like during a chat session.
- ***A Passive User*** is represented by a gray toned icon. Passive Users can observe the chat exchange, but must raise their hands to request permission to send messages. If more than one student raises their hands, numbers are assigned to the icons to represent the order they raised their hands.

Virtual Classroom

About Virtual Classroom

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

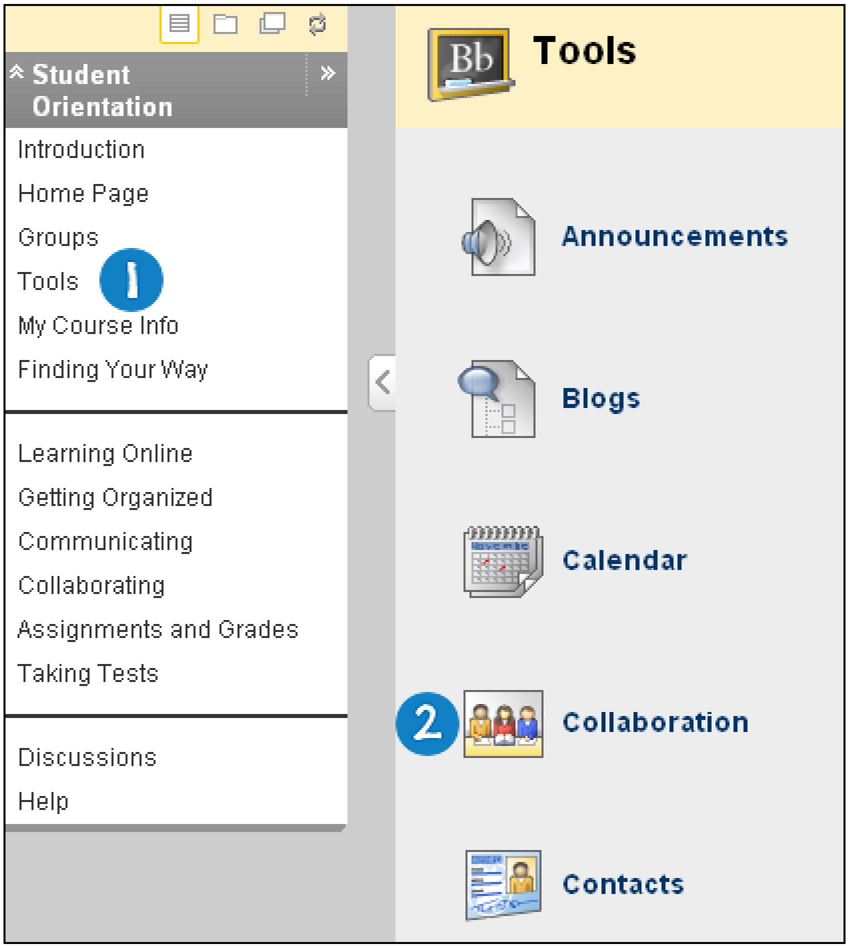
You can ask questions, draw on the whiteboard, and participate in breakout sessions from the Virtual Classroom.

Note: Before joining a Virtual Classroom session, follow the checklist below to make sure that your computer is set up properly.

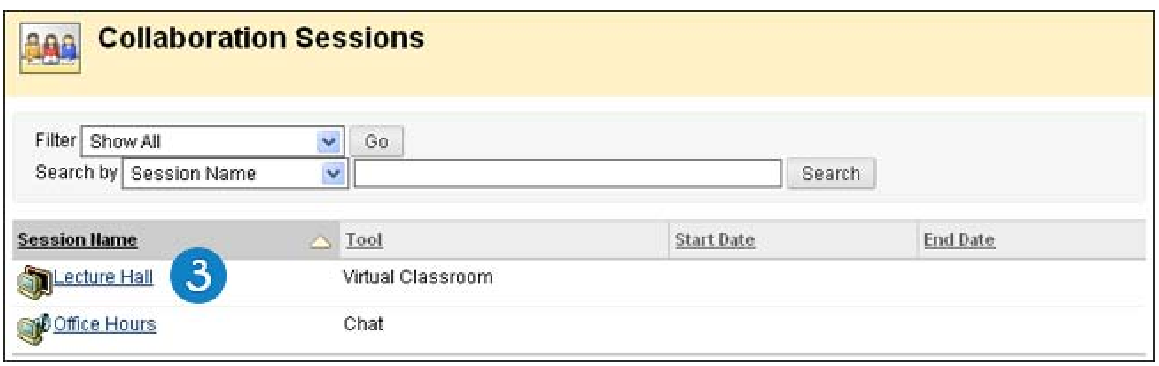
- Be sure to turn off any pop-up blockers that may be enabled on your Internet browser. Don't forget to disable any additional pop-up blockers that may be enabled in your browser toolbar, for example, Yahoo or Google toolbars.
- Make sure that you have the required Sun Java plug-in.
- Try joining the Virtual Classroom session well in advance of the scheduled session to ensure that the tool loads properly.

How to Open the Virtual Classroom

1. On the Course Menu, select **Tools**.
2. On the **Tools** page, click **Collaboration**.

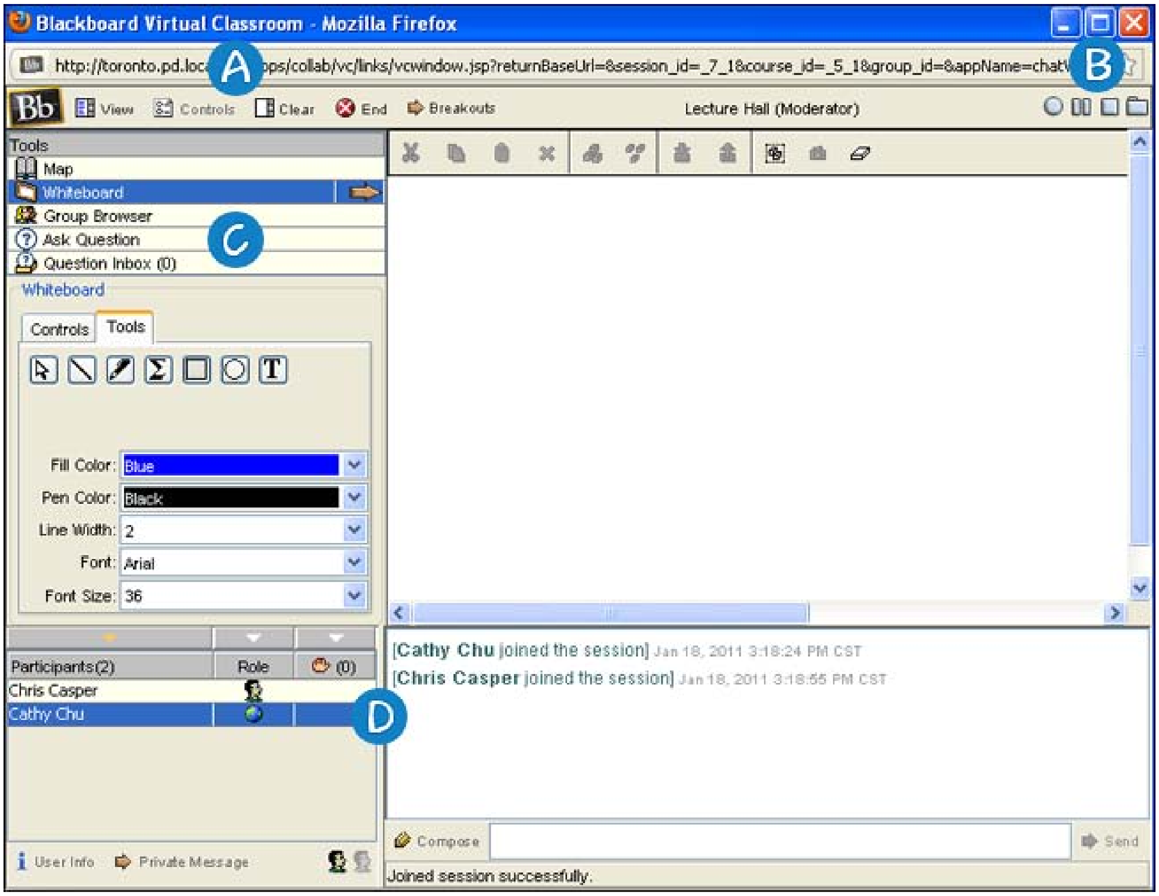


3. On the **Collaboration Sessions** page, click the **Session Name** next to a Virtual Classroom session.



Virtual Classroom Areas

When you launch the Virtual Classroom, it appears in a new window.



A **Menu Bar**: Allows your instructor to control the Virtual Classroom. This includes managing participation, selecting user access rights, ending the sessions, and monitoring breakout sessions.

B **Recording Tool**: Allows you to record Virtual Classroom sessions.

C **Tools**: Includes all the tools used during the Virtual Classroom session. This includes accessing the Course Map, utilizing the Whiteboard, searching for websites, and asking and answering questions.

D **Chat**: Allows you to compose messages, raise hand to ask questions, and activate private messages.

Virtual Classroom Menu Bar and Record Menu

Group Collaboration Sessions have additional Session Manager features including a Menu Bar and a Record Menu.

Menu Bar

Only users with active privileges can access the options on the menu bar.

- **View**: Choose an option for viewing personal messages in the Virtual Classroom. Select **Show in-line** to view private messages within the chat area. Select **Show in separate frame** to view private messages in a separate window.
- **Controls**: Allows the session moderator to select the features each user may access.
- **Clear**: Erase the user's chat display.
- **End**: Ends the Collaboration session.
- **Breakouts**: Create a breakout room for a group of users.
    - Select the check boxes for the users who will participate in the breakout session. You may only join a breakout session if you are selected by the session's creator.
    - Users who enter a breakout session are still active in the main Virtual Classroom session. If a breakout session is closed users are still active in the main session. Breakout sessions default to the same settings as the main session.

Record Menu

You can record and save the sessions created in groups. Recordings can be started, paused, and stopped during the session. A session can have more than one archive.

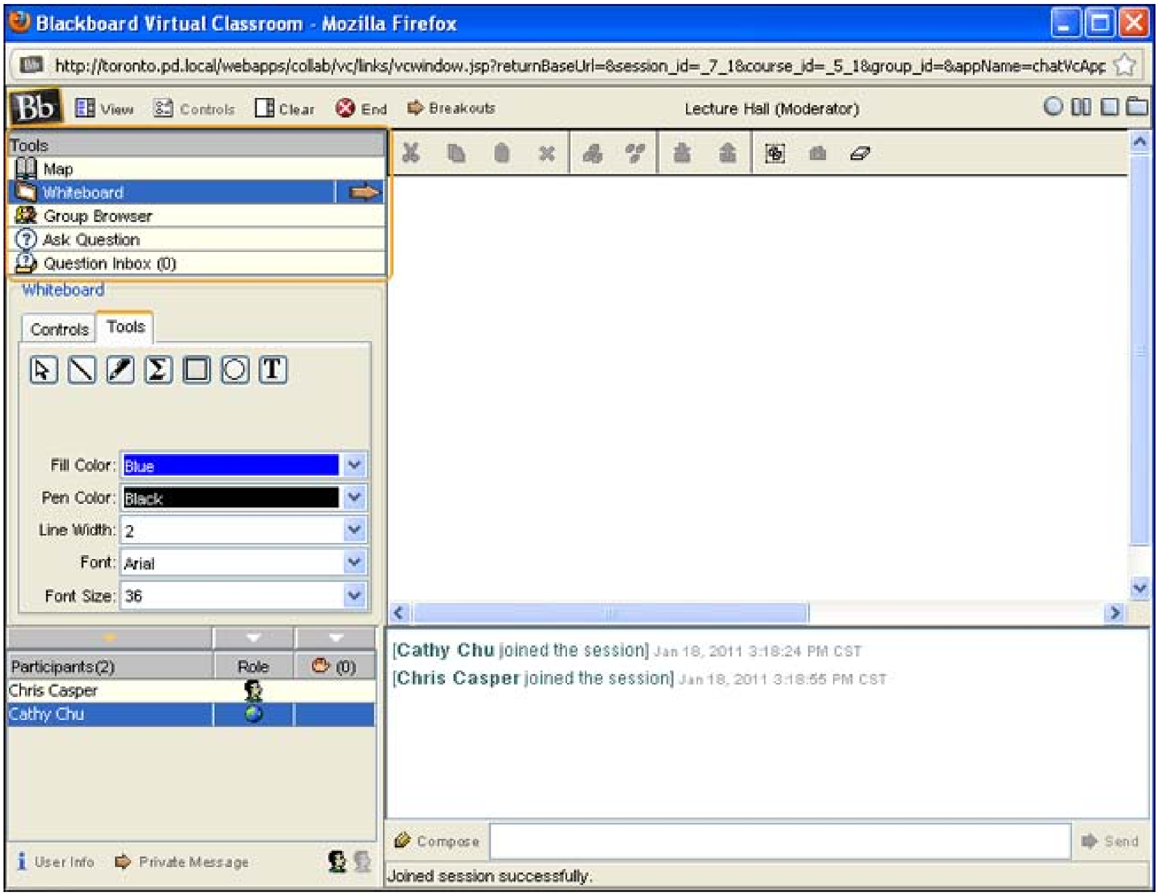
The following table details the functions available with Record menu.

Function	Action
	Click **Begins recording** to create the transcript. Information is recorded as participants exchange messages. More than one recording can be created per session. ***Note:*** Clicking the **Begins recording** function again when recording is already in progress will stop the recording.
	Click **Pauses Recording** to temporarily stop the recording. The chat display panel and the transcript will indicate the recording has been paused. Click it again to resume recording.
	Click **Stops Recording** to end the recording. Once a chat session has been stopped, it is not possible to add to the recording. ***Tip:*** If you end a recording in error, simply click the **Begins recording** function to start another transcript. Title the next recording "Part Two" or "Continued."
	Click **Bookmark** to add comments to the recording. For instance, make a note that you are about to introduce a new topic. When adding bookmark comments, remember students can view recordings. Bookmarks will appear in a different color than the chat text.

Virtual Classroom Tools

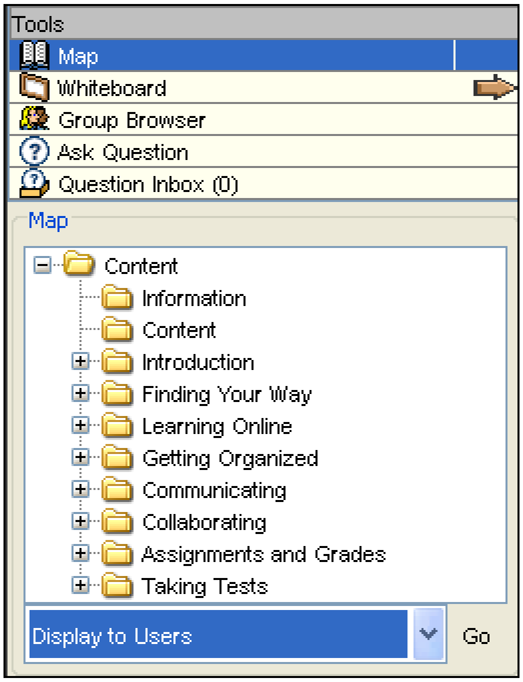
If granted access to these tools by your instructor, you can view the Course Map, use the Whiteboard, access websites, and ask questions.

Classroom tools appear on the left side of the Virtual Classroom. To begin using items in the **Tools** area, click the name of the tool.



Virtual Classroom Course Map

The Course Map enables you to browse the course while in a Virtual Classroom. You must have active privileges to use the Course Map in a Virtual Classroom.

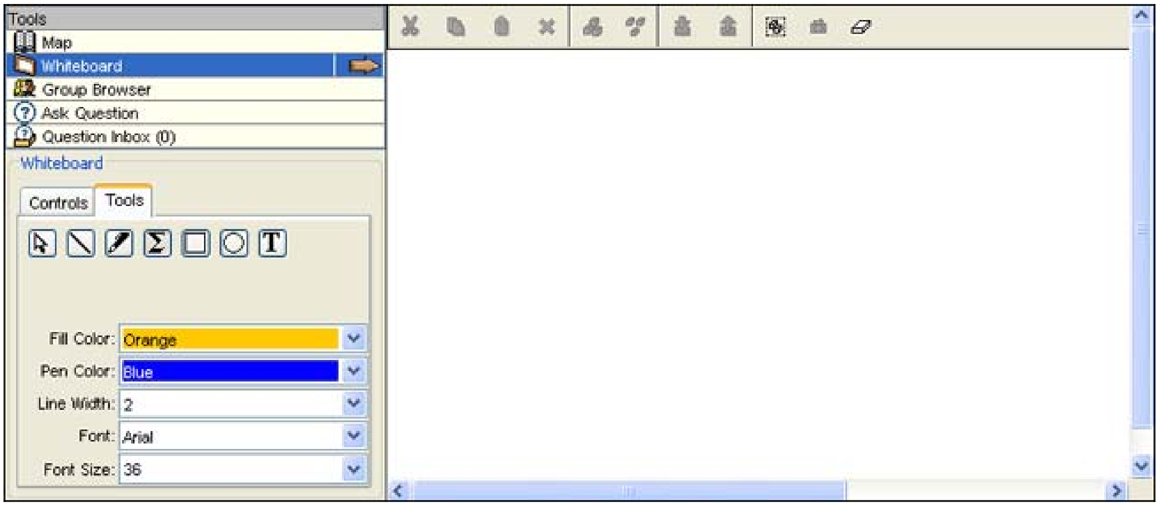


The following table details the available functions in the Course Map.

Function	Action
Display an element on the map to all users	Click the Content Area in the Map and select **Display To Users** in the drop-down list. Click **Go**.
Display an element on the map in a separate window	Click the Content Area in the Map and select **Preview in New Window** in the drop-down list. Click **Go**. The new window is only visible to the user who opens it.
Refresh the map during a Collaboration session	Select **Refresh Tree** in the drop-down list. Click **Go**. This edits the map to match the Course Menu.

Virtual Classroom Whiteboard

The Virtual Classroom **Whiteboard** enables you to present different types of information as you would on a whiteboard in a classroom. Using the tools in the Whiteboard tools palette, you can draw images, type text, and present equations. Your instructor determines whether these functions are available.



The following table details the tools available for use on the **Whiteboard**.

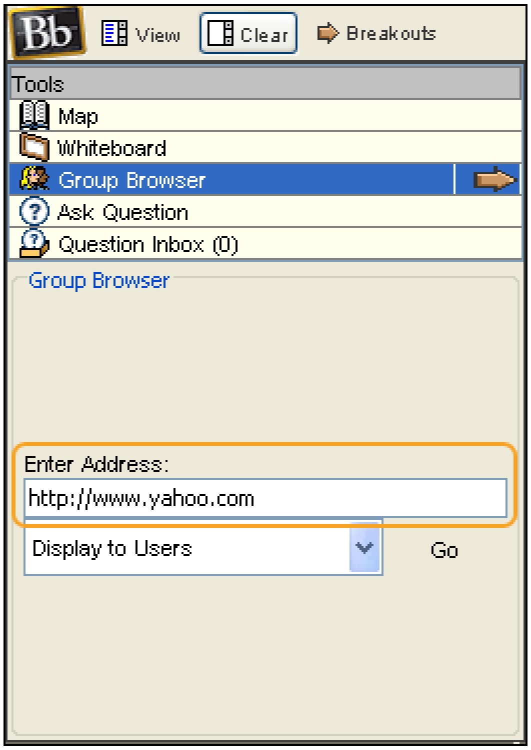
Function	Description	Action
	Select an item	Click the **Arrow** tool and then click on an item for selection. You can perform the following options on selected items: • Enlarge: Click one of the small black boxes that surround the item and drag it to the desired size. • Move: Click the item and move it to the appropriate location. • Cut: Click the Whiteboard item and then click the **Cut** icon. • Copy: Click the Whiteboard item and then click the **Copy** icon. • Paste: Click the Whiteboard item and then click the **Paste** icon. • Delete: Click the Whiteboard item, click the selected object, and then click the **Delete** icon. • Group items: Click the Whiteboard items and then click the **Group** icon. • Ungroup: Click a Whiteboard item in a group and then click the **Ungroup** icon. • Bring front: Click the Whiteboard item, click the selected object, and then click the **Bring to front** icon. • Bring back: Click the Whiteboard item, click the selected object, and then click the **Send to back** icon. • Select all figures on the Whiteboard and then click the **Selects all Figures** icon.
	Draw free hand	Click the **Pen** tool. Choose the color of the pen in the **Fill Color** drop-down list.
	Type text using the keyboard	Click the text tool (**T**) and then click the Whiteboard area. A Whiteboard Text Input box appears. Type the text in the box and click **Insert**. Use the options in the Tools palette to select color, font, and size.
	Draw a straight line	Click the Slanted Line tool.
	Draw a square	Click the **Square** tool. Choose the color of the square from the **Fill Color** drop-down list.
	Draw a circle	Click the **Oval** tool. Choose the color of the circle from the **Fill Color** drop-down list.
	Input an equation	Click The Math and Science Equation Editor icon (**?**). The Equation Editor appears. Input the equation and click **Insert Equation**.

Virtual Classroom Group Browser

The Group Browser enables you to collaboratively browse the web. This tool opens a URL that is viewable by all users. URLs used in the session are recorded in the archive if one is created. The Blackboard administrator determines whether this function is made available to users.

How to Open a Website

Type the URL in the **Enter Address** field. Click **Go**.



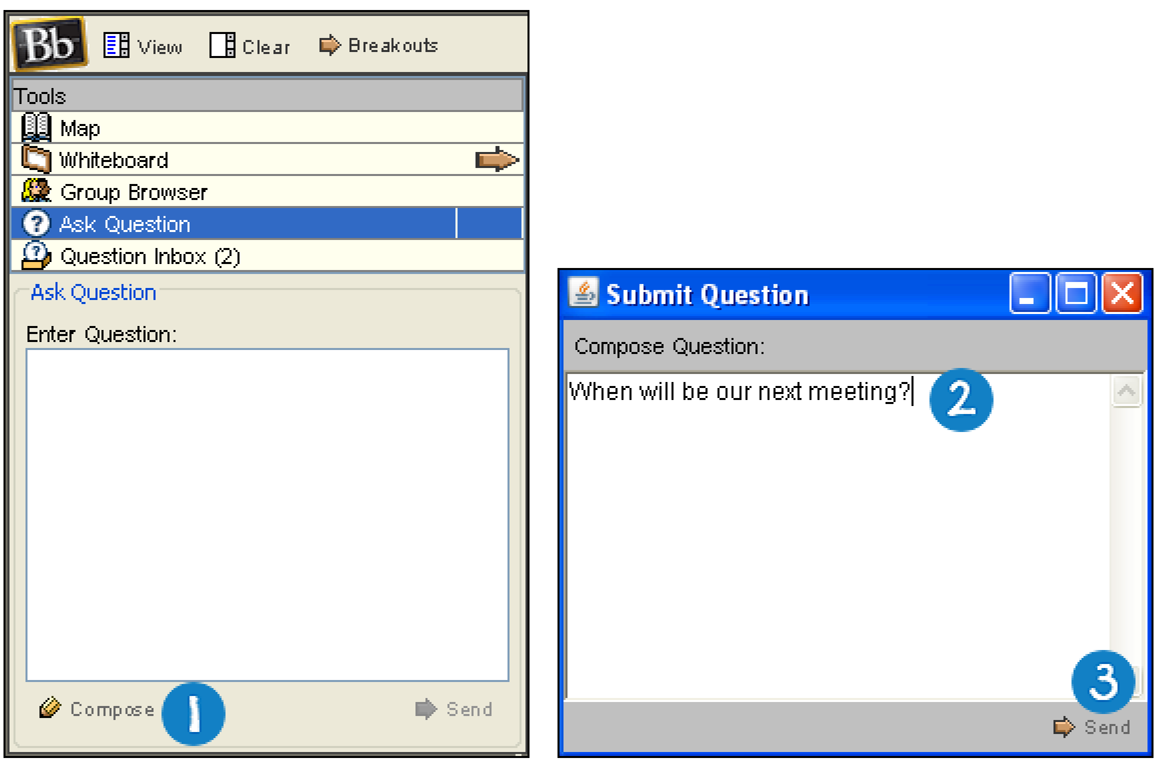
How to Choose Where to Display the Website

Click **Display To Users** to display the website in the Whiteboard, or click **Preview in New Window** to open the website in a new browser window. The preview window is only displayed to the user that opened it.

How to Ask a Question in the Virtual Classroom

If allowed by your instructor, you can ask questions during the session. As you submit questions during the session, your instructor can view and respond to them.

1. On the **Ask Question** area, click **Compose**.
2. On the **Submit Question** pop-up window, type the question in the text box.
3. Click **Send**.

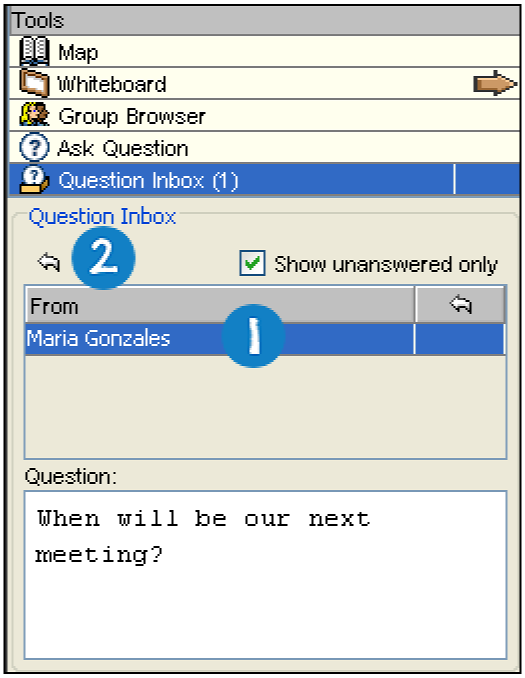


Virtual Classroom Question Inbox

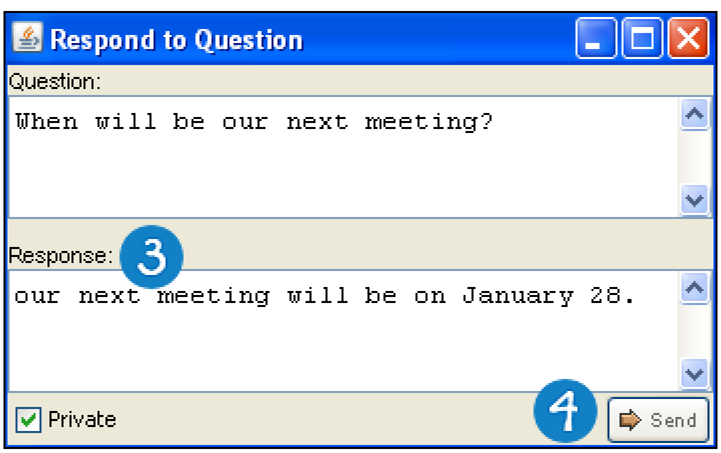
Questions from users are sent to the **Question Inbox** during the Virtual Classroom session. The **Question Inbox** is used to manage and respond to questions during a Collaboration session.

How to Respond to a Question

1. In the **From** list, click the username.
2. Click the **Respond to Question** icon.

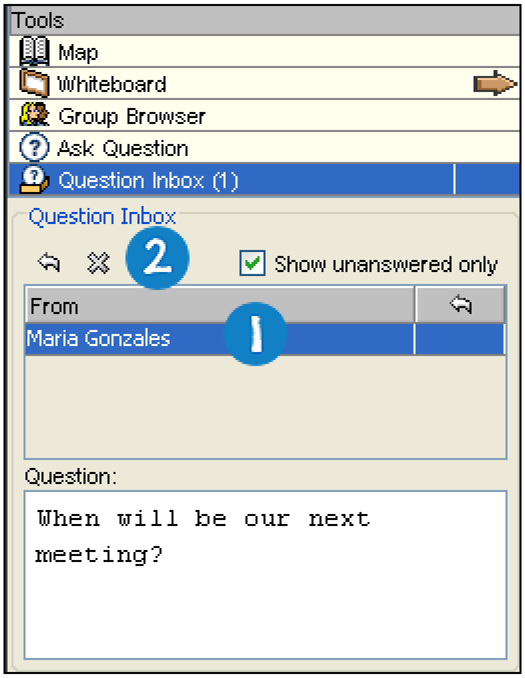


3. On the **Respond to Question** pop-up window, type your message in the **Response** text box.
4. Click **Send**.



How to Delete a Question

1. In the **From** list, click the username.
2. Click the **Delete** icon.

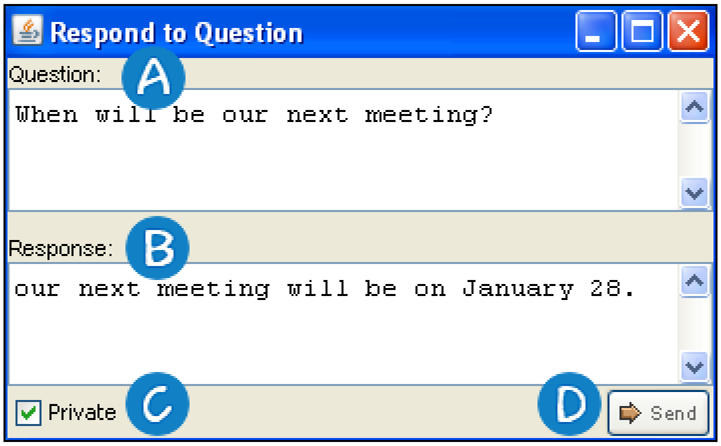


How to View Unanswered Questions

Select the check box next to **Show unanswered only**.

Respond to Question Fields

When you click the **Respond to Question** icon, the **Respond to Question** window appears.



A **Question**: Display the question that was submitted.

B **Response**: Use to provide the response to the question.

C **Private**: Select this check box to make the response to the question private. If marked private, the response is only sent to the person who submitted the message.

D **Send**: Send the response to the person who submitted the message.

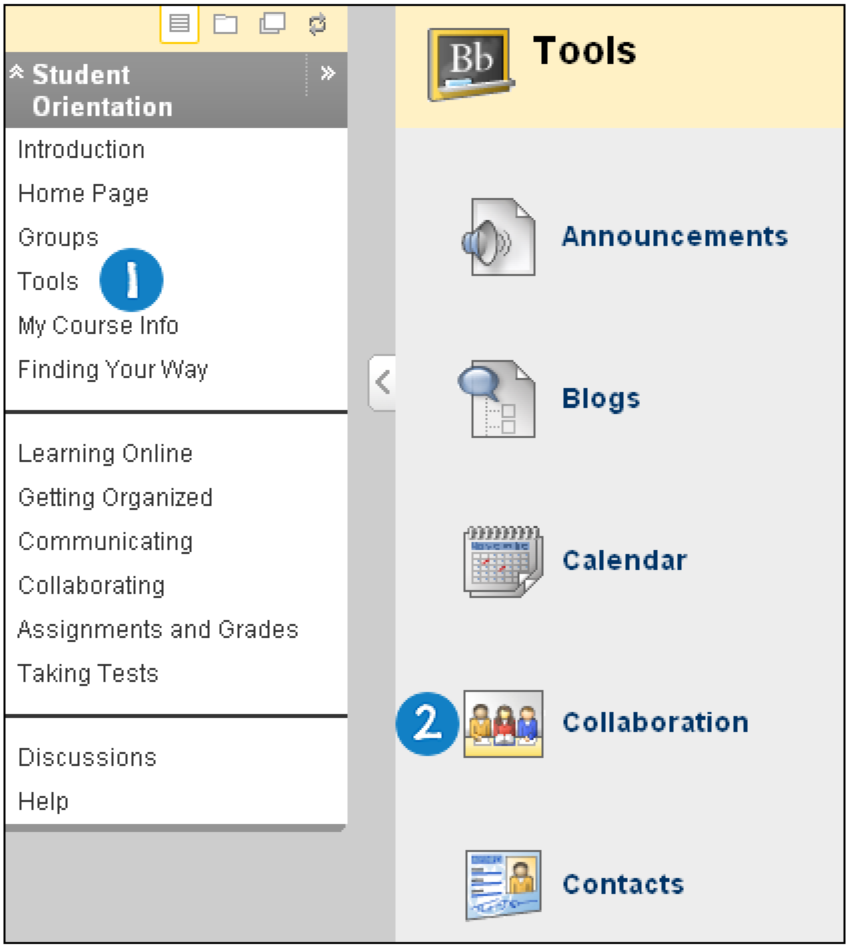
Chat

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

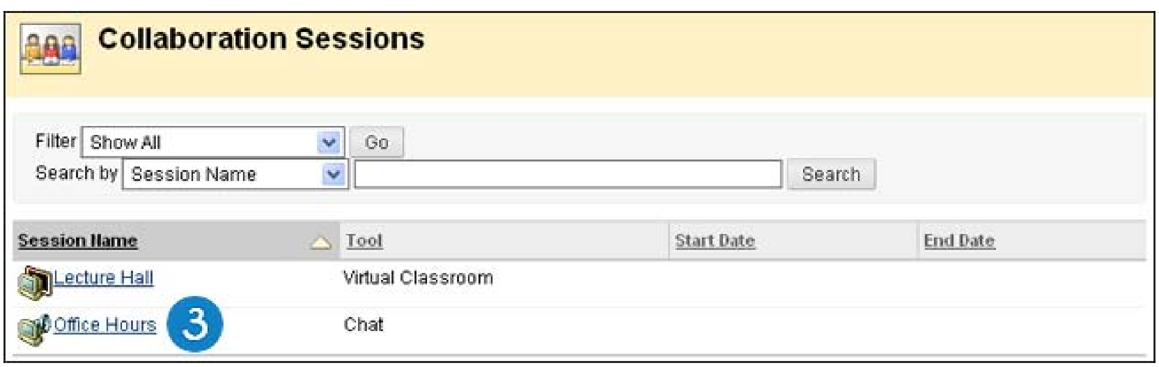
The Chat tool allows you to interact with other users using a text-based chat. Chat is part of the Virtual Classroom. It can also be accessed separately. Some of the functions in the Chat are limited to those users with an active role.

How to Join Chat

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Collaboration**.

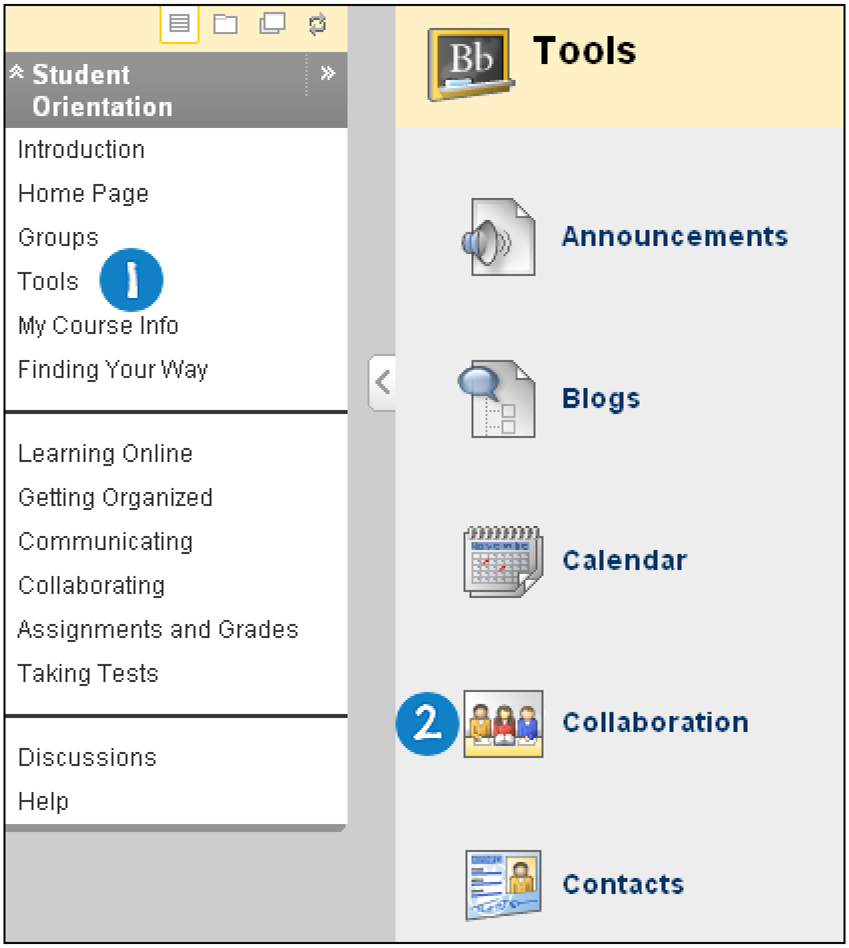


3. On the **Collaboration Sessions** page, click the **Session Name** next to a Chat session.

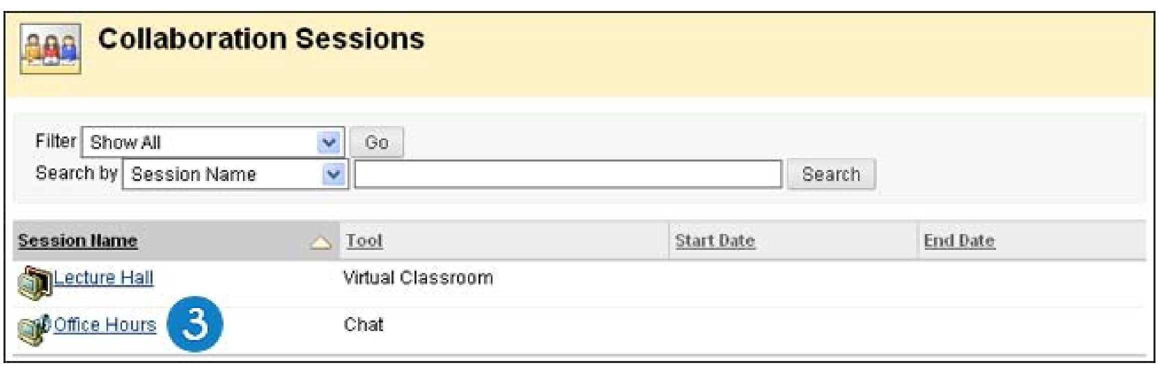


How to Send a Chat Message

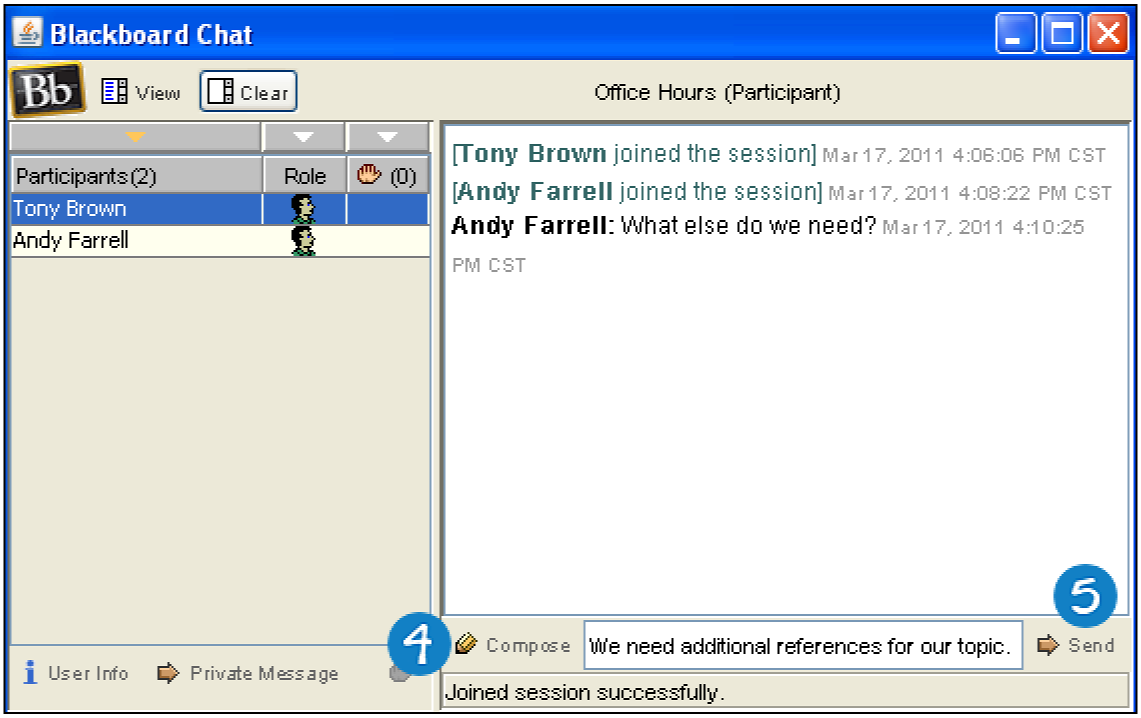
1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Collaboration**.



3. On the **Collaboration Sessions** page, click the **Session Name** next to a Chat session.



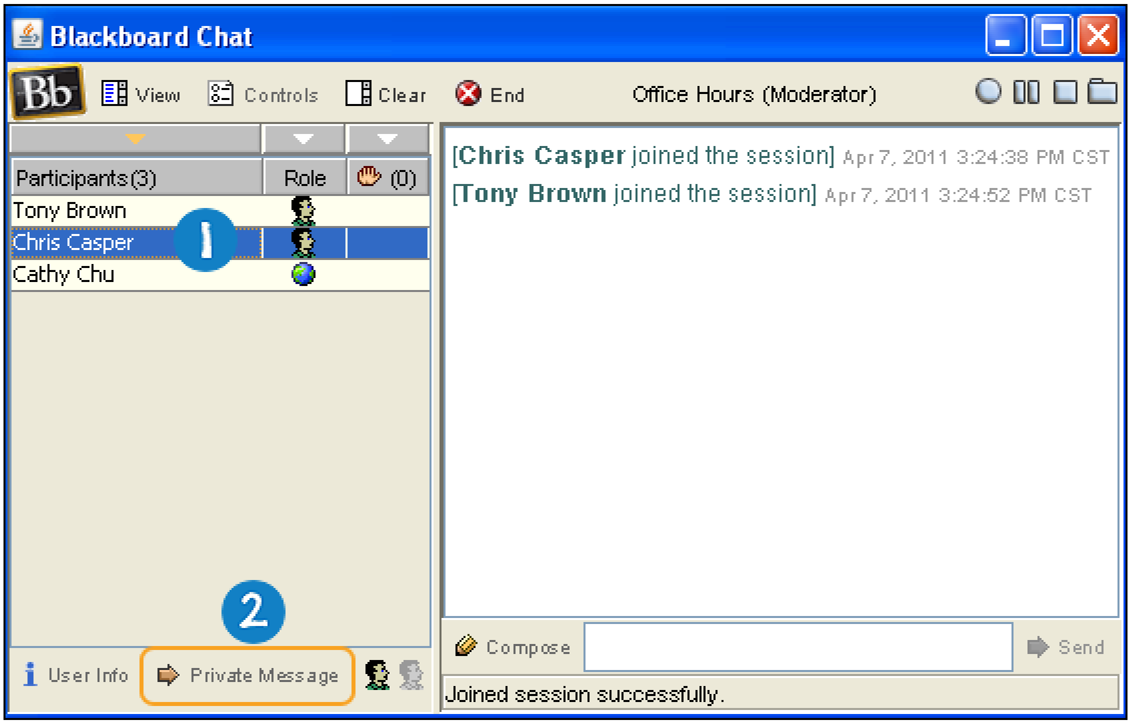
4. On the **Chat** window, type your message in the **Compose** text box.
5. Click **Send**.

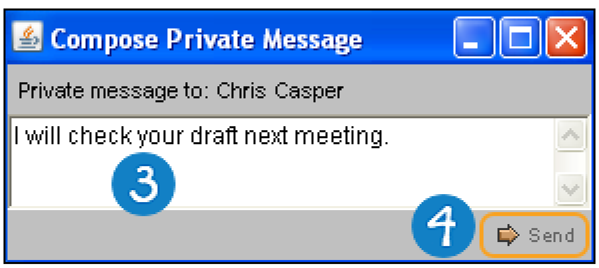


Sending a Private Message

You can send private messages to other users if your instructor enables this tool in the session controls. Private messages are not recorded or archived.

Note: Only users who have an active role can send private messages.

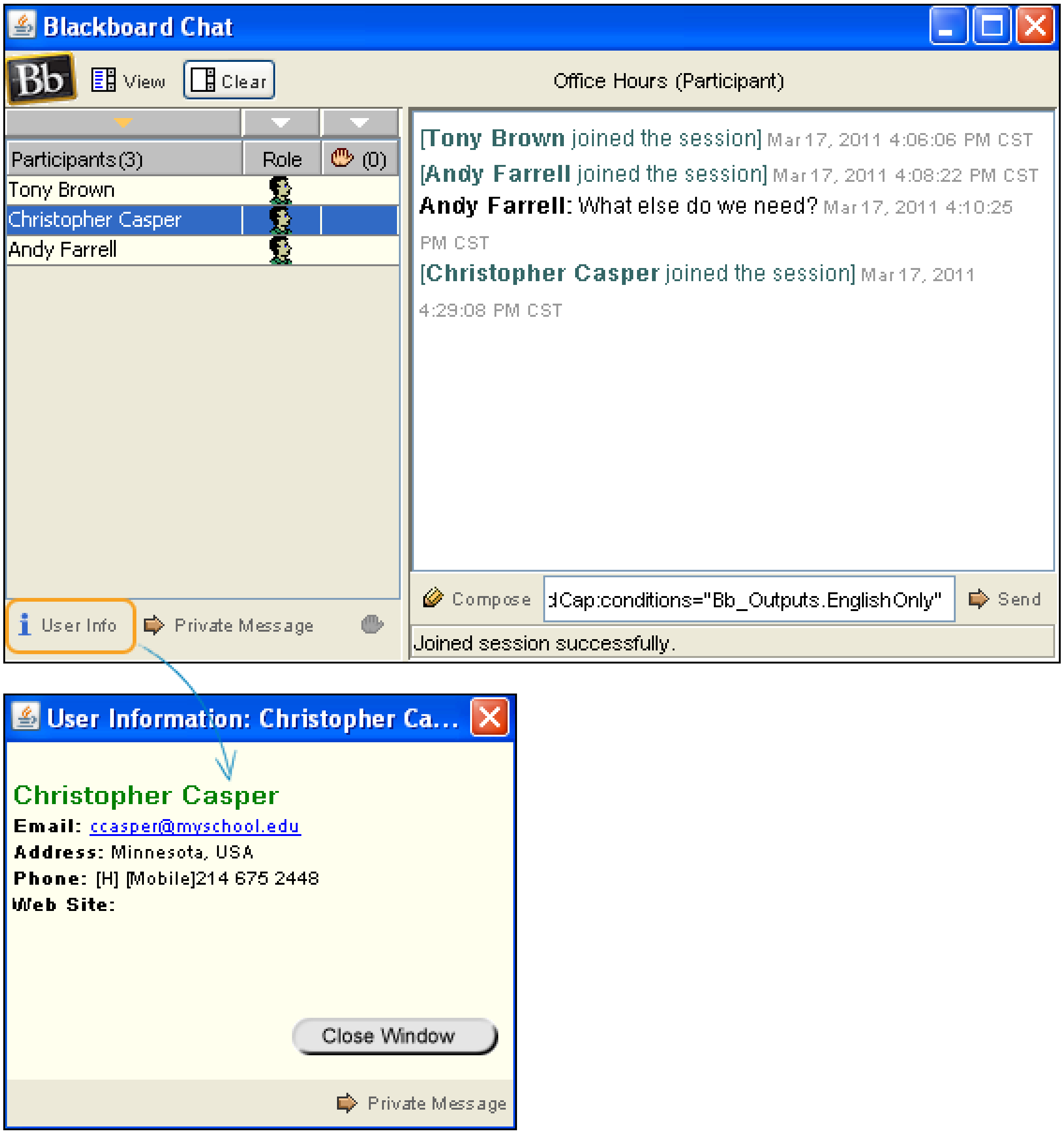




Viewing User Information

The User Information pop-up window displays personal information about a user such as name, email address, and any other information the user has chosen to add to their profile.

On the **Participants** column, click the name of the user. Click **User Info** in the Chat area and the **User Information** pop-up window appears.



Chat Functions

The following table details the functions available in the Chat.

Function	Action
Enter a message for the class to read	Type the message in the **Compose** field. Click **Send**. The message appears in the chat area. There is 1000 character limit for chat messages.
Become an Active user	Click the hand symbol. A hand appears next to the username. The moderator clicks on the hand to make the user active.
View user information	Select a username in the participant list and click **User Info**.
Send a private message to a user	Select a username in the participant list and click **Private Message**.

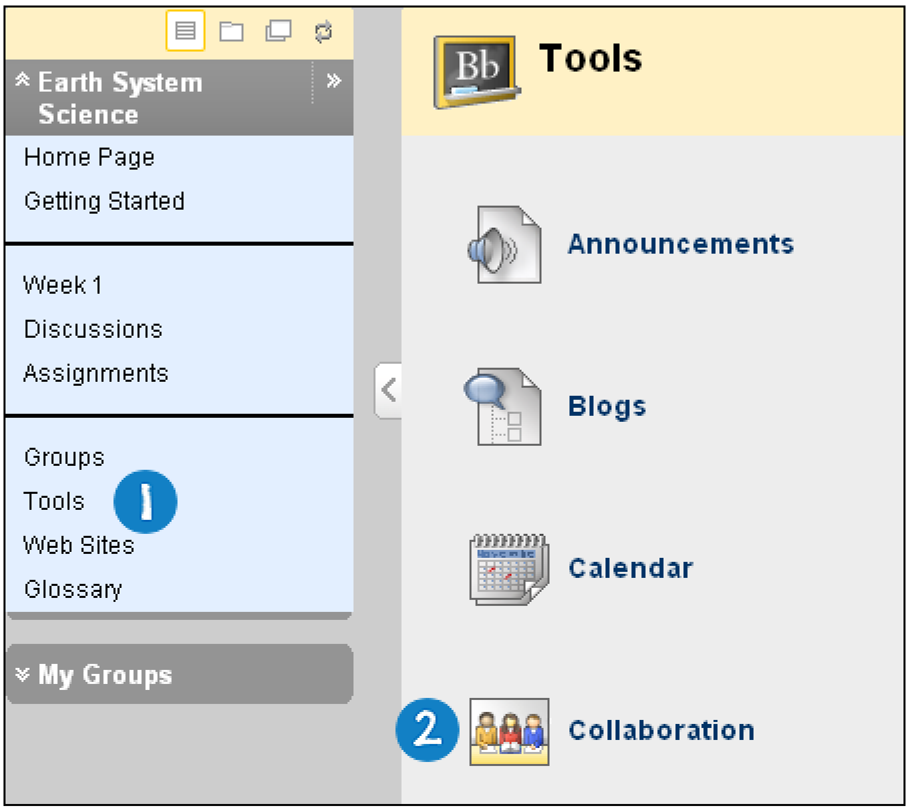
Accessing Recorded Collaboration Sessions

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

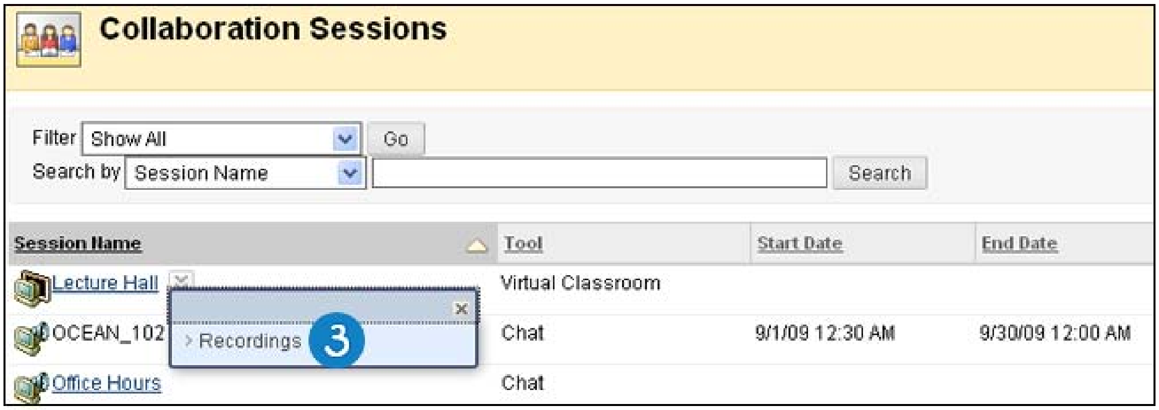
Recording sessions allow you to review the discussions and questions raised during a Collaboration session. Sessions are listed by date. Recordings created by groups using Collaboration tools can be deleted by any group member.

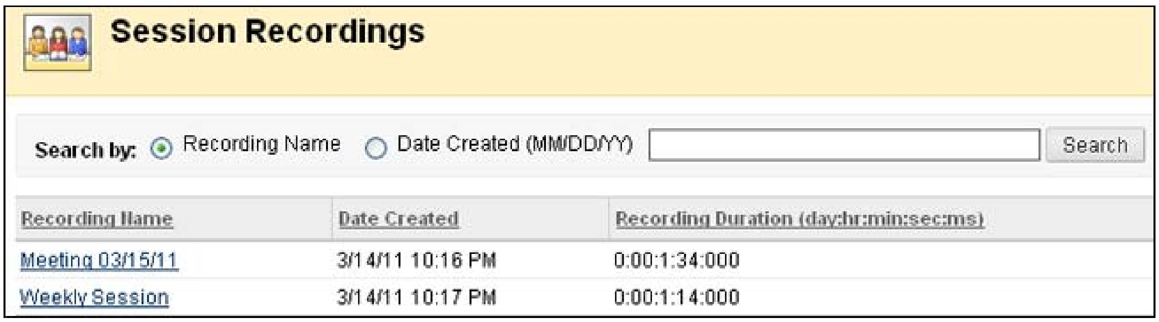
How to Access Collaboration Session Recordings

1. On the Course Menu, select **Tools**.
2. On the **Tools** page, click **Collaboration**.



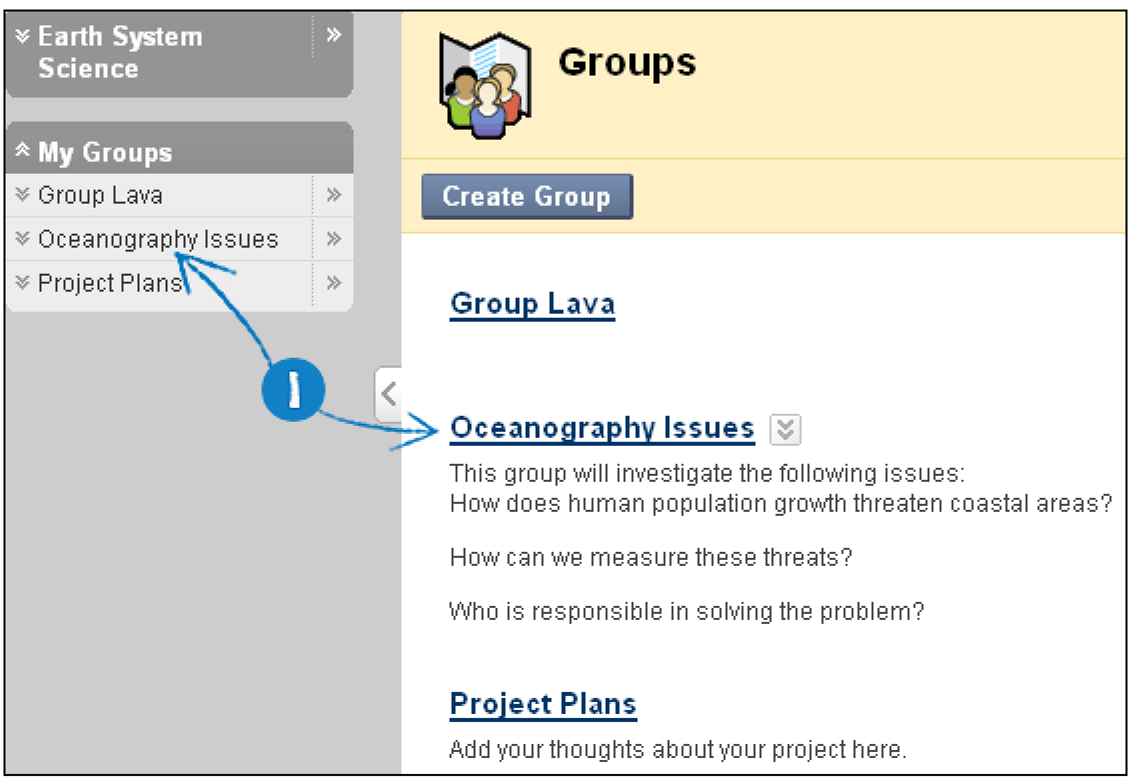
3. On the contextual menu for the session, select **Recordings**.
4. On the **Session Recordings** page, select the **Recording Name** of the recording that you want to view.



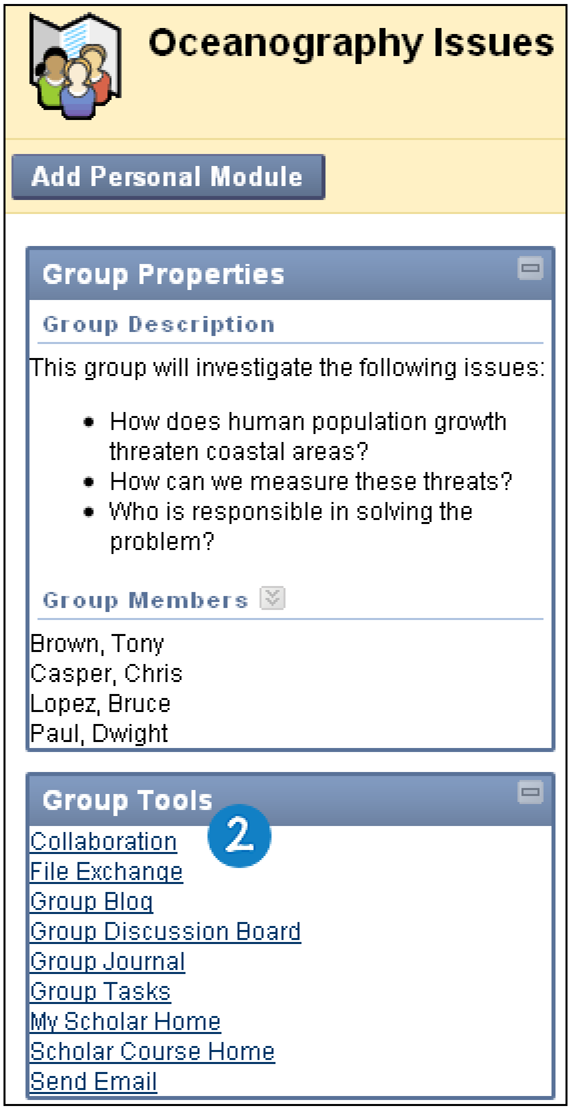


How to Access Collaboration Session Recordings for a Group

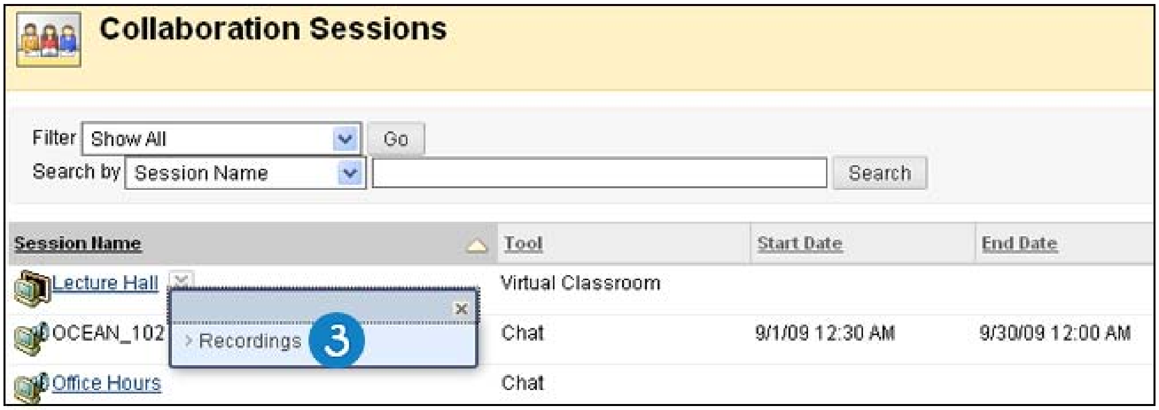
1. Access your group in the **Groups** page, or in **My Groups** panel.

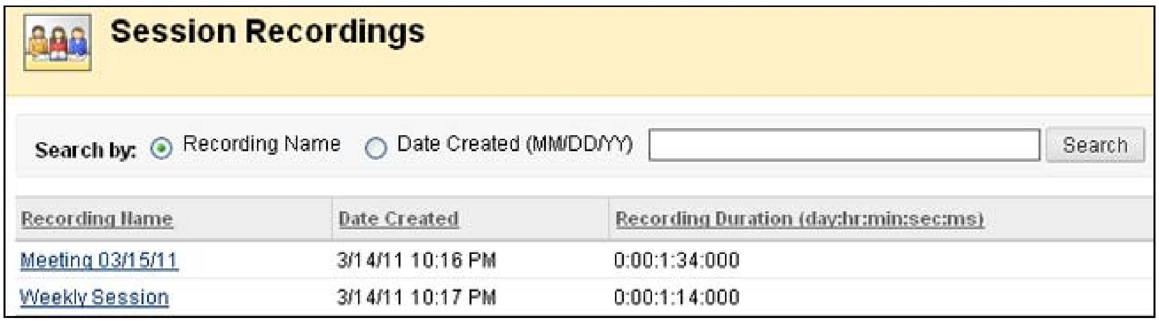


2. On the **Group Tools**, select **Collaboration**.



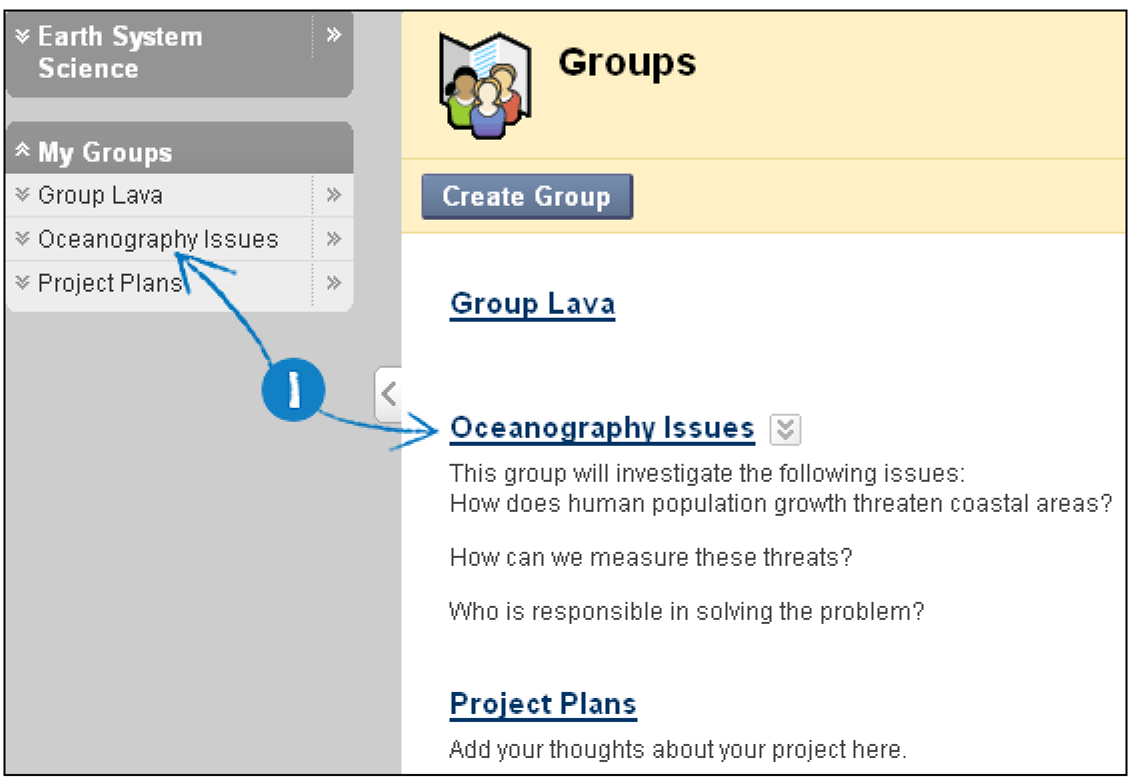
3. On the contextual menu for the session, select **Recordings**.
4. On the **Session Recordings** page, select the **Recording Name** of the recording that you want to view.



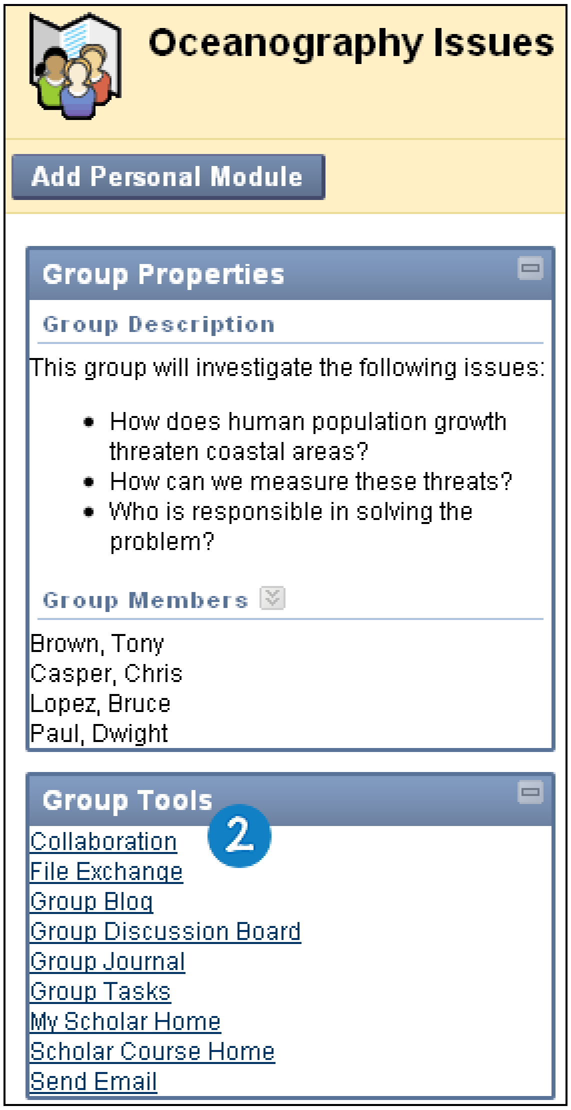


How to Create a Recording

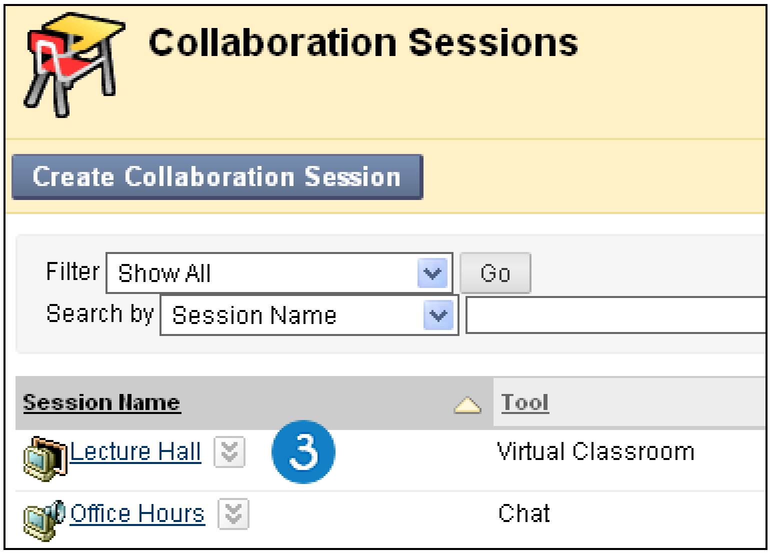
1. Access your group in the **Groups** page, or in **My Groups** panel.



2. On the **Group Tools**, select **Collaboration**.



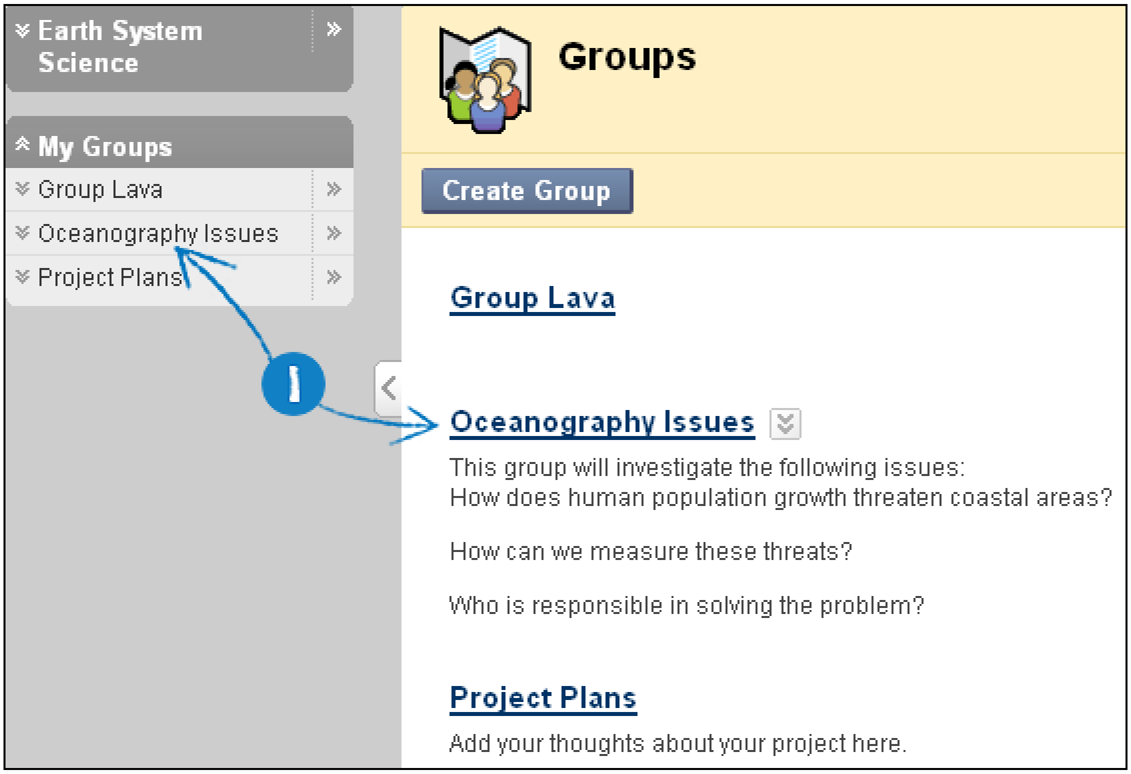
3. On the **Collaboration Sessions** page, click the session name to join.



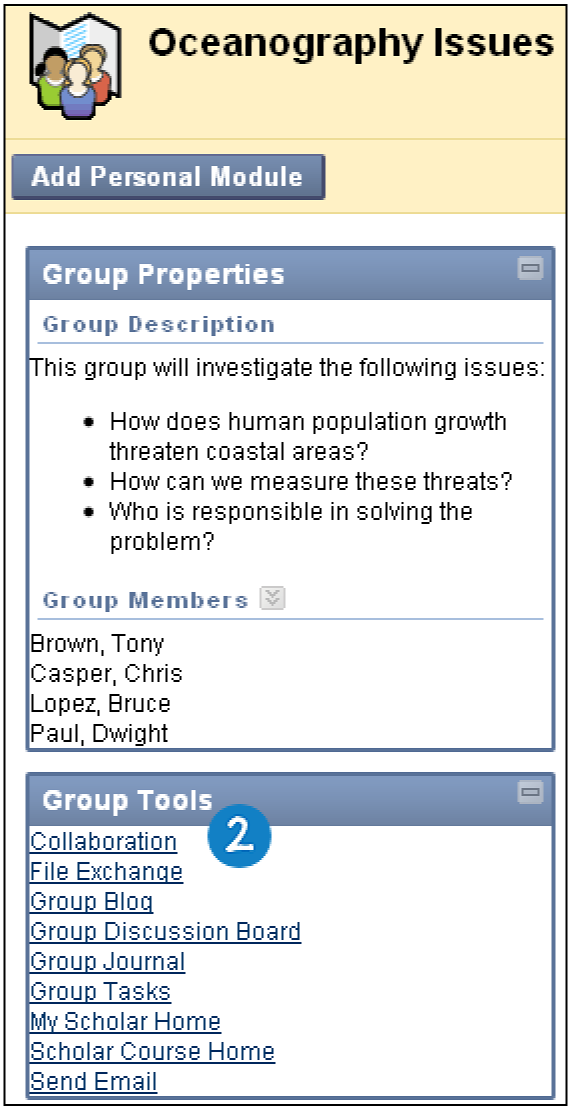
4. After joining the session, click the **Begin recording** function.
5. On the **Name Recording** pop-up window, type the name of the recording or the date it was created.
6. Click **OK**.

How to Search for a Recording

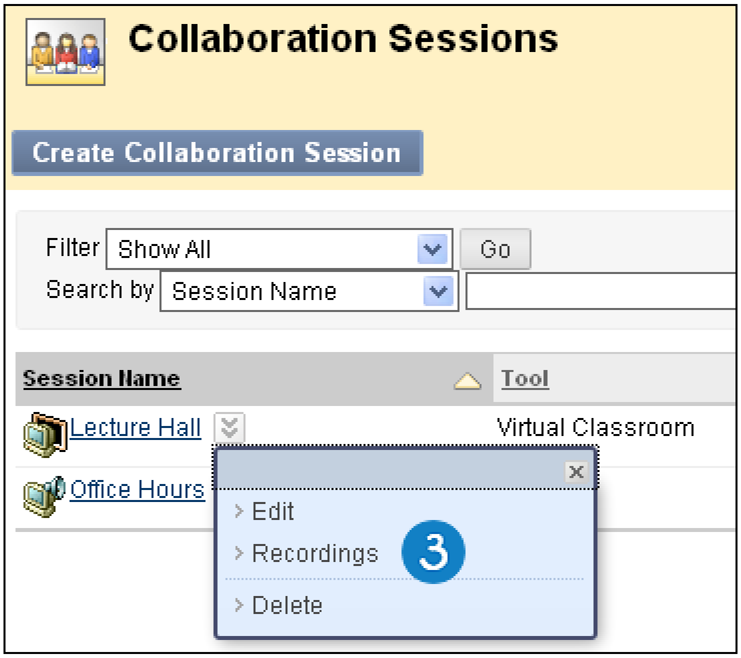
1. Access your group in the **Groups** page, or in **My Groups** panel.



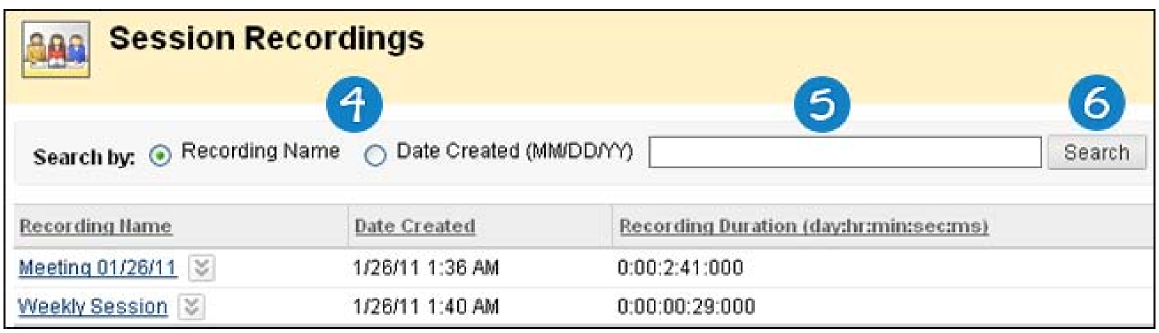
2. On the **Group Tools**, select **Collaboration**.



3. On the contextual menu for the session, select **Recordings**.

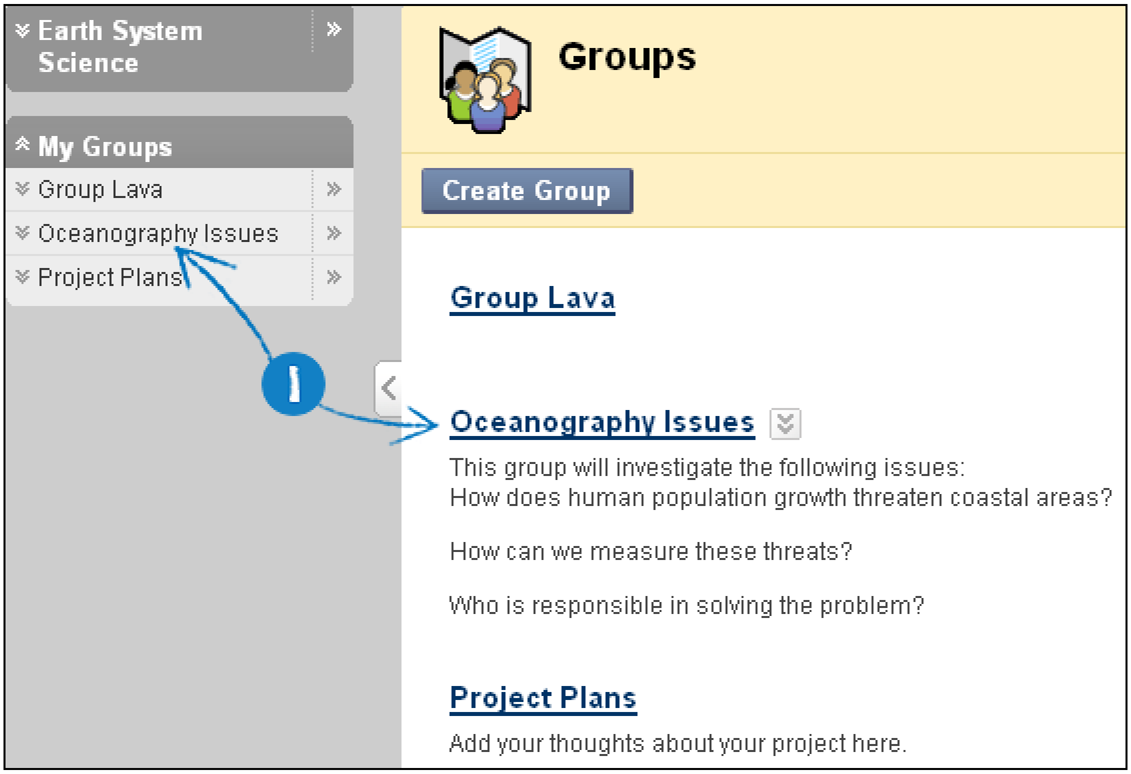


4. On the **Session Recordings** page, click the **Recording Name** or **Date Created** option in the **Search by** field.
5. Type the name of the recording or the date it was created.
6. Click **Search**.

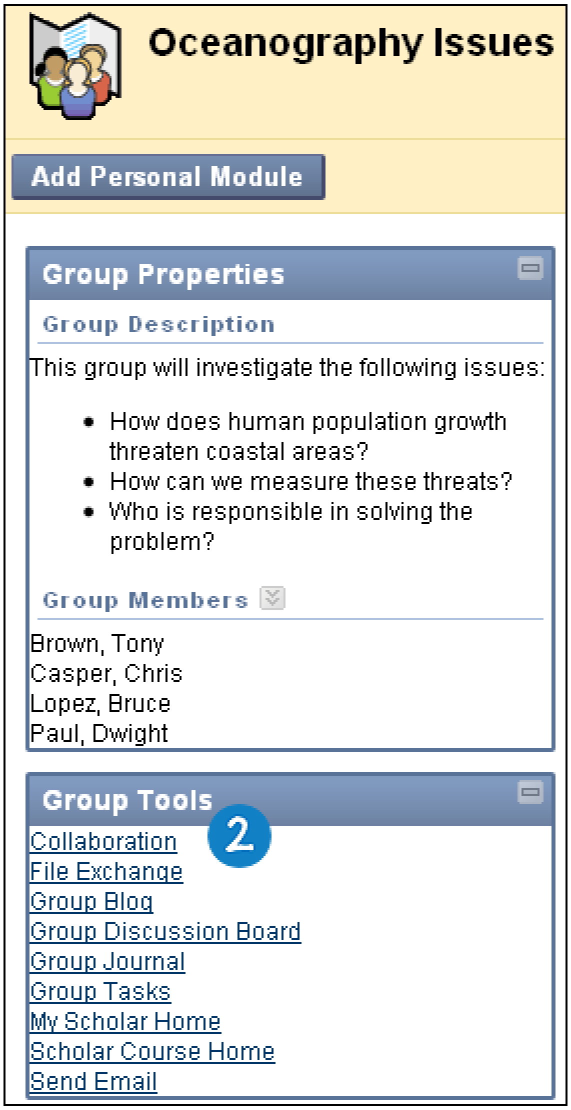


How to Edit a Recording

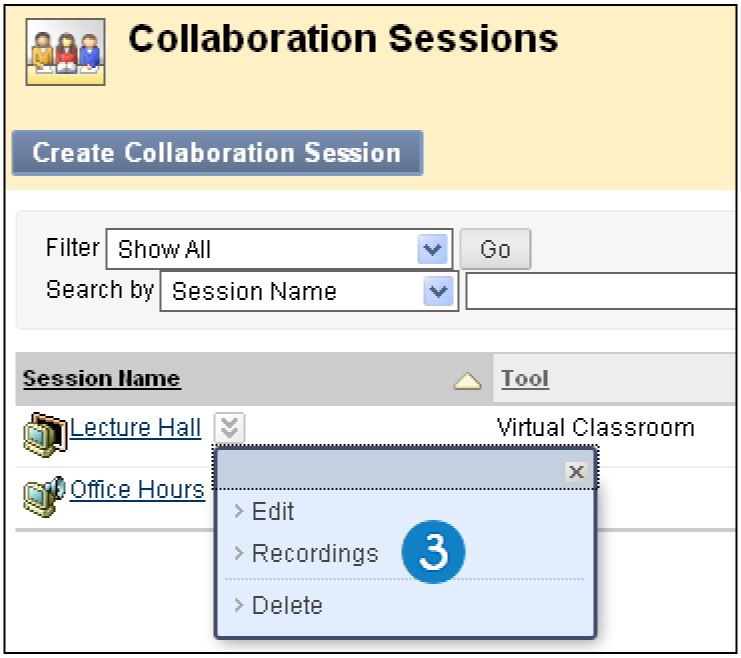
1. Access your group in the **Groups** page, or in **My Groups** panel.



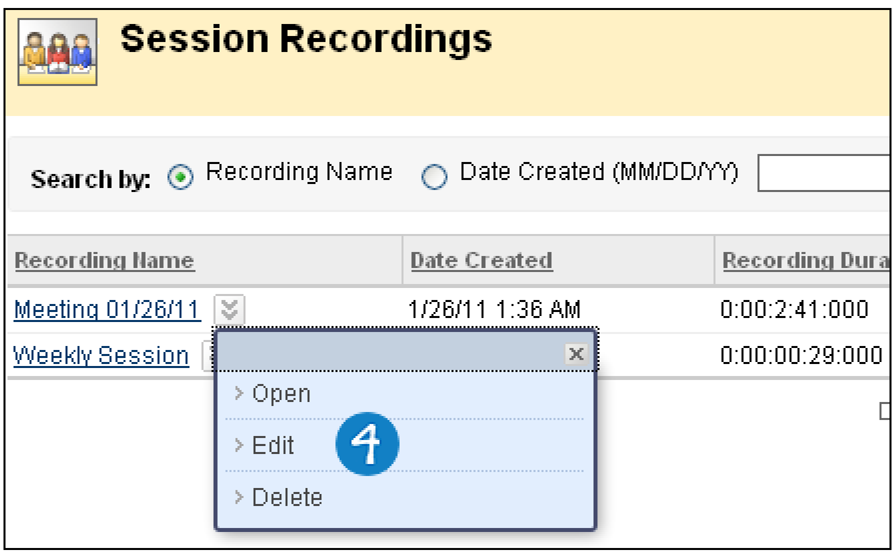
2. On the **Group Tools**, select **Collaboration**.



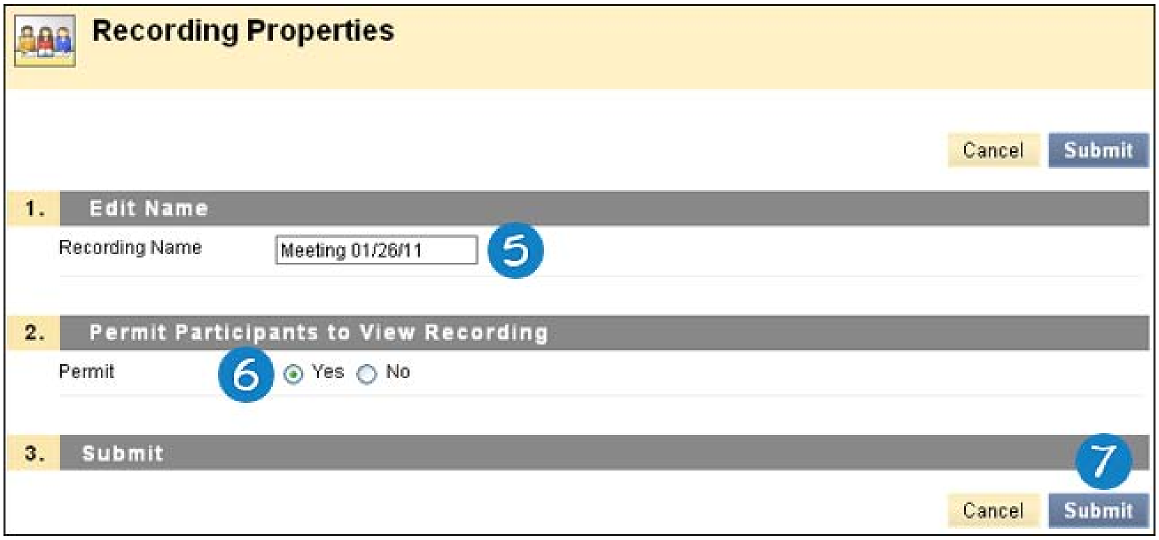
3. On the contextual menu for the session, select **Recordings**.



4. On the **Session Recordings** page, select **Edit** from the contextual menu for the appropriate recording.

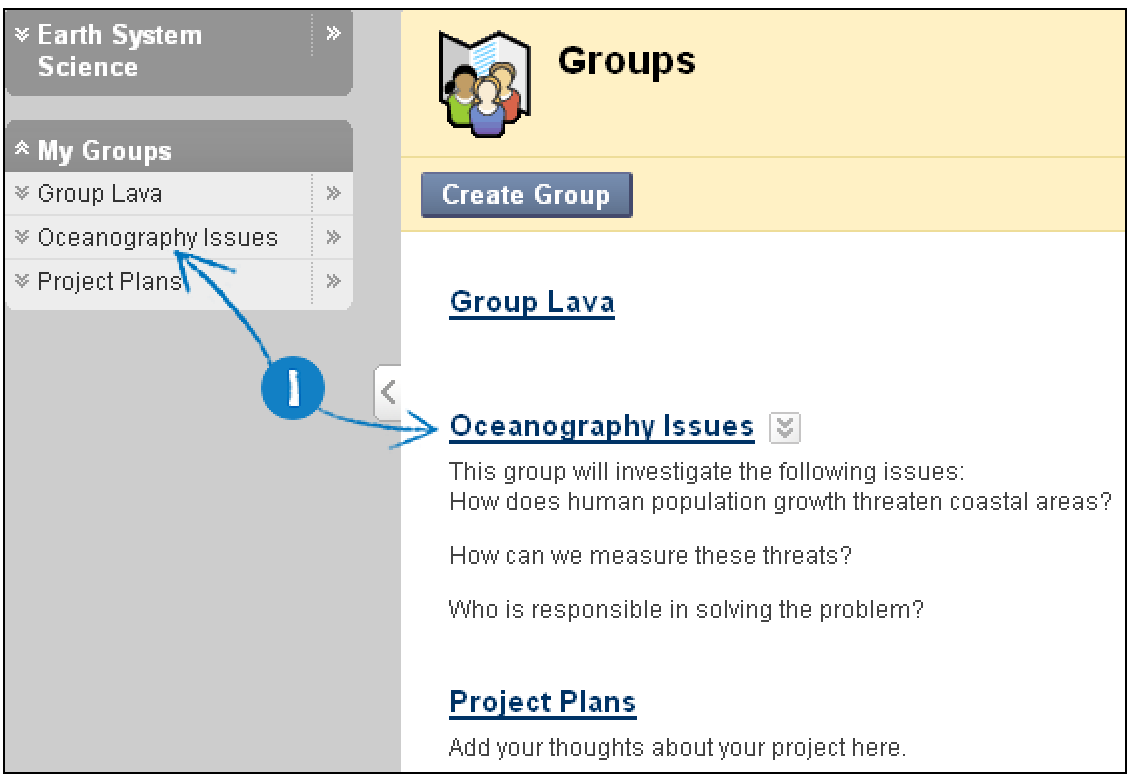


5. On the **Recording Properties** page, type a name in the **Recording Name** field.
6. Choose whether to **Permit Participants to View Recording**.
7. Click **Submit**.

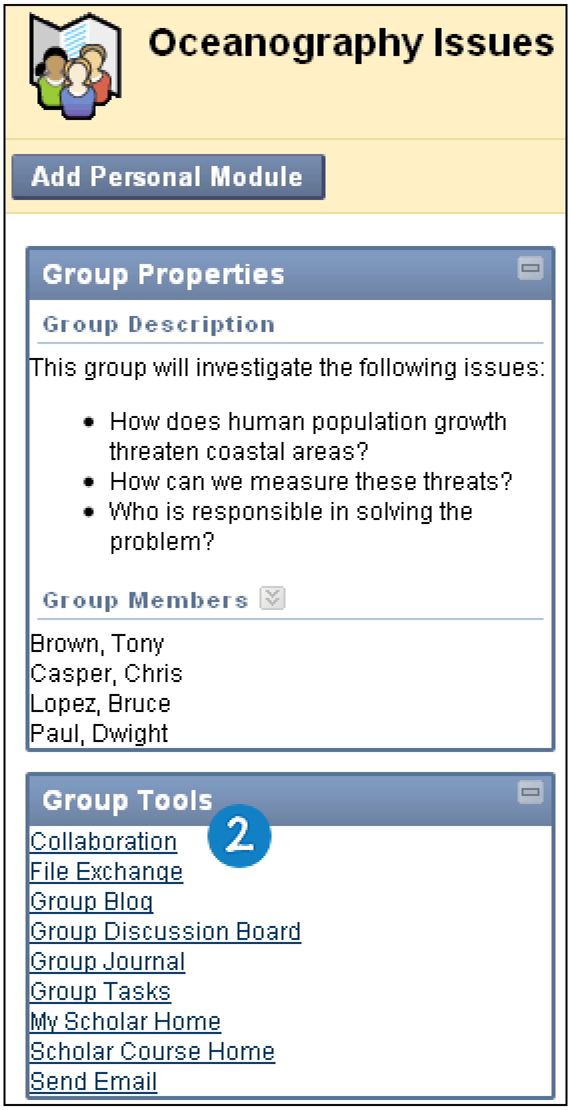


How to Delete a Recording

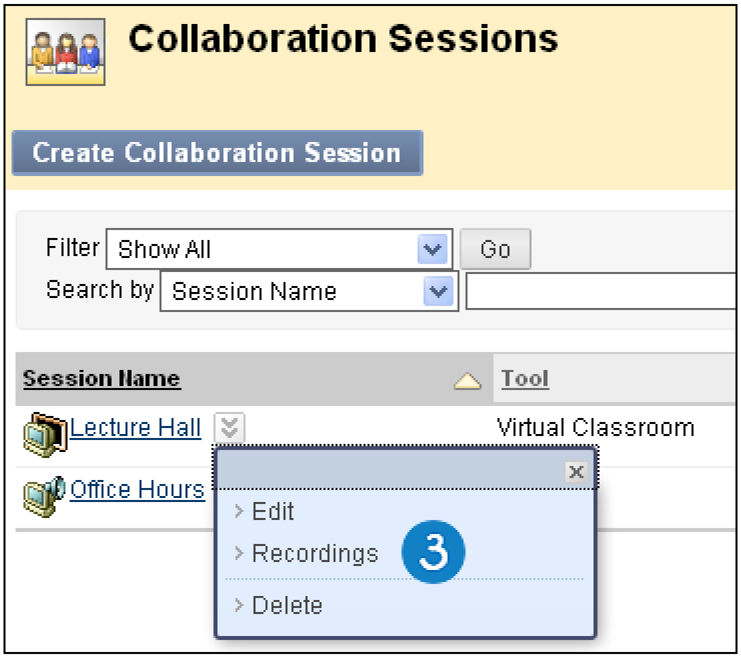
1. Access your group in the **Groups** page, or in **My Groups** panel.



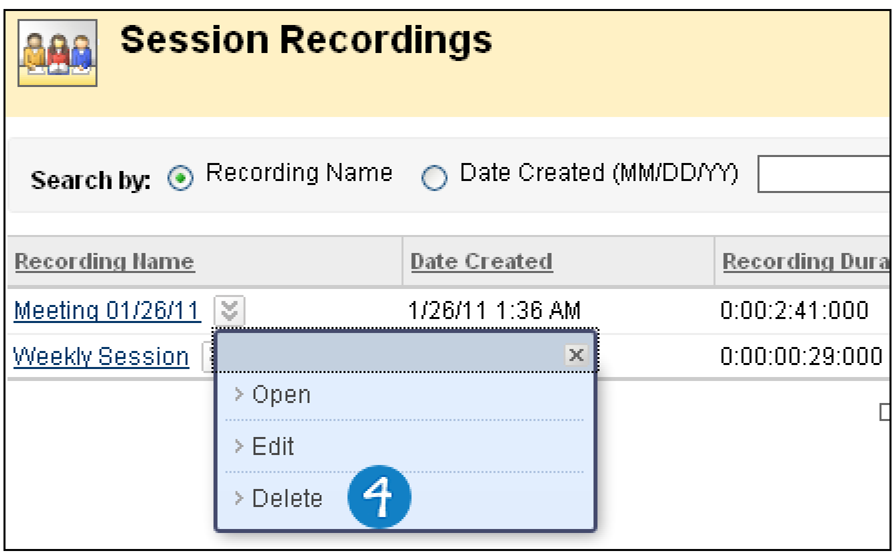
2. On the **Group Tools**, select **Collaboration**.



3. On the contextual menu for the session, select **Recordings**.



4. On the **Session Recordings** page, select **Delete** from the contextual menu for the appropriate recording.
5. On the **Delete Recording** page, click **Delete** to confirm the deletion.



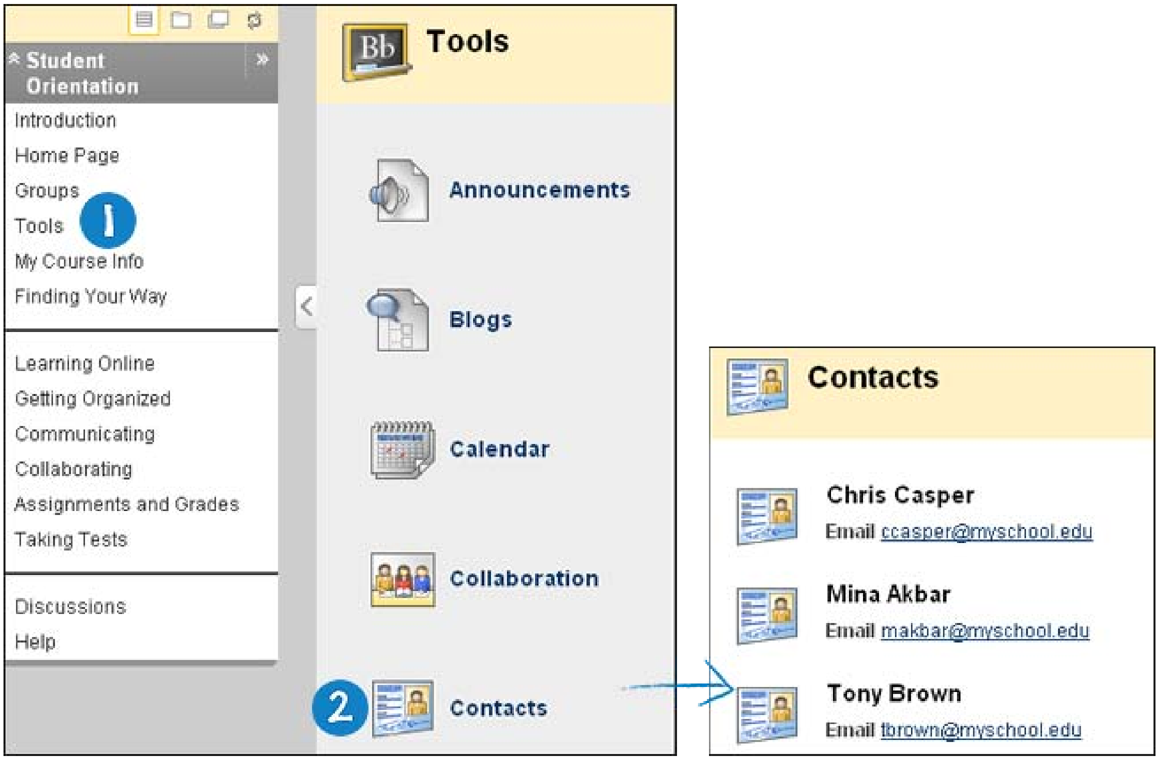
Contacts

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

You can store contact information in an address book. The address book is empty until you create contacts. You must create a profile for anyone you want to add to your address book, even if the contact is a Blackboard Learn user.

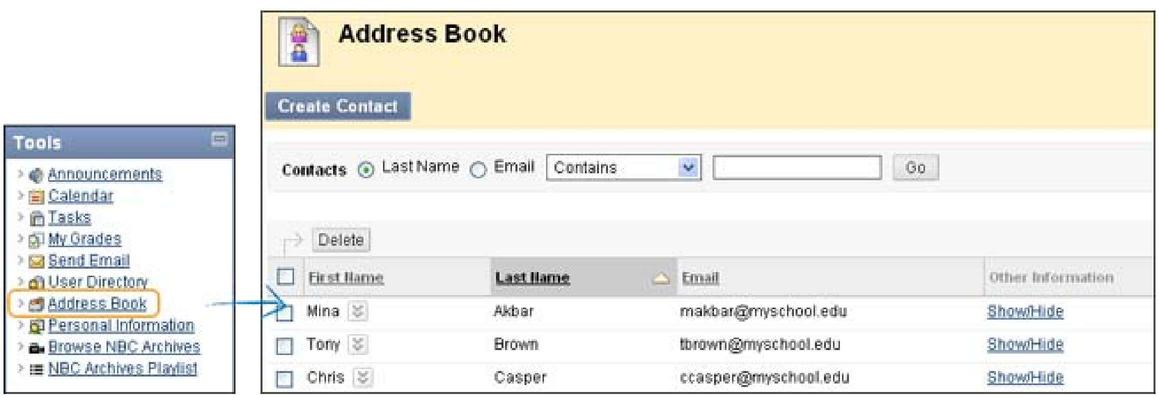
How to View Contacts

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Contacts**.



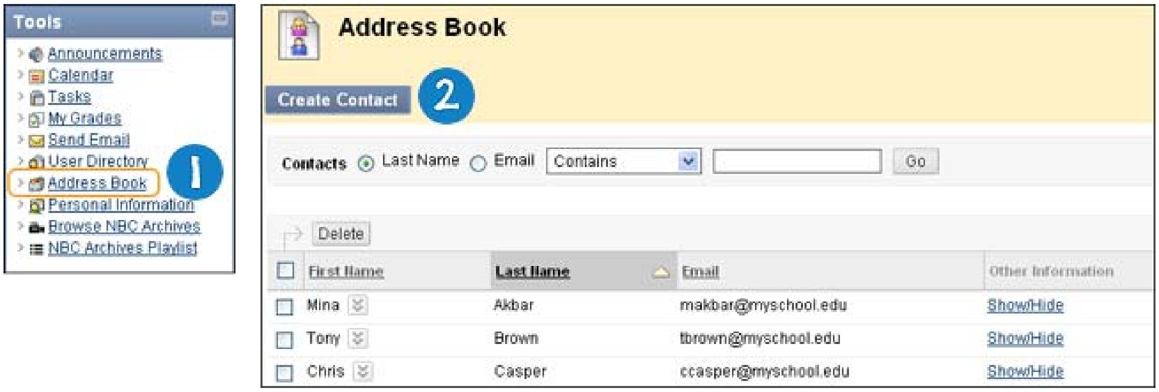
-OR-

On the **Tools** panel, click **Address Book**.



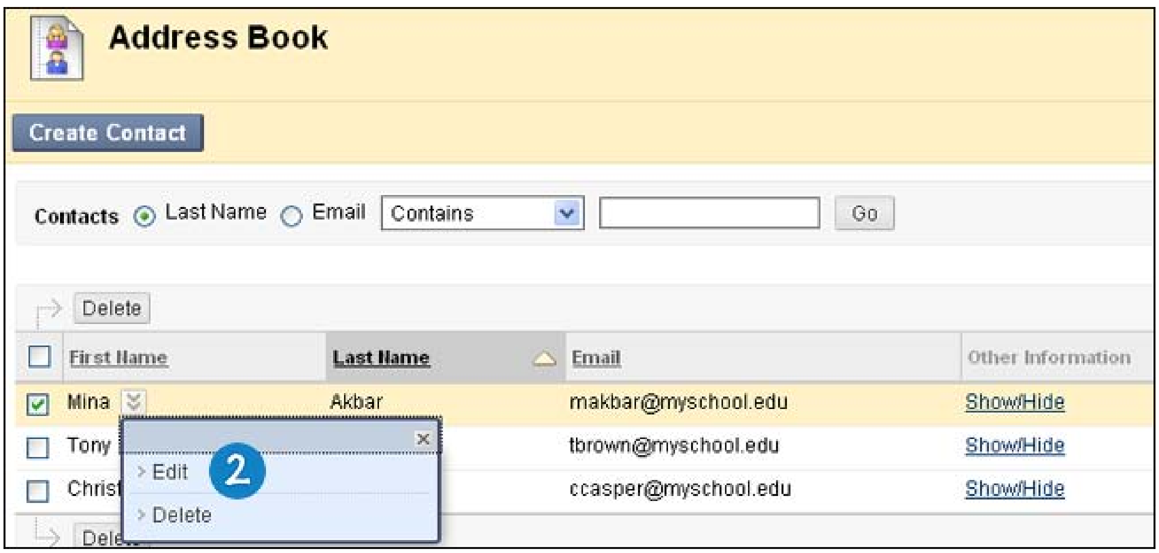
How to Create or Edit a Contact

1. On the **Tools** panel, select **Address Book**.
2. On the **Address Book** page, click **Create Contact**.



-OR-

To edit an existing contact, on the **Address Book** page, select **Edit** in the contextual menu for the contact.



The following table lists the available fields that may appear. Fields can be changed by the Blackboard administrator.

Field	Description
Personal Information	
First Name [r]	Contact’s first name.
Last Name [r]	Contact’s last name.
Email	Contact’s email address.
Other Information	
Company	Contact’s company.
Job Title	Contact’s job title.
Address	Contact’s address.

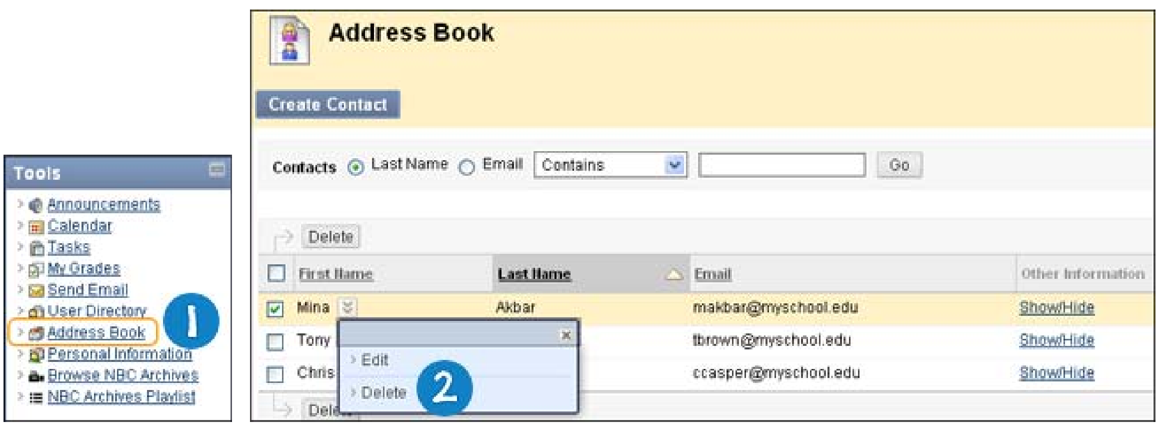
Field	Description
Address (cont.)	Contact's additional address information.
City	Contact's city.
State/Province	Contact's state or province.
Zip/Postal Code	Contact's ZIP code or postal code.
Country	Contact's country.
Website	URL of the contact's personal website. When adding a URL, include the HTTP protocol. For example: http://www.blackboard.com
Home Phone	Contact's home phone number. The phone number displays exactly as entered.
Work Phone	Contact's work phone number. The phone number displays exactly as entered.
Work Fax	Contact's fax number. The fax number displays exactly as entered.
Mobile Phone	Contact's mobile phone. The phone number displays exactly as entered.

3. Click **Submit**.

How to Delete a Contact

Note: This action is final and cannot be undone.

1. On the **Tools** panel, click **Address Book**.
2. On the **Address Book** page, click **Delete** in the contextual menu for a contact.

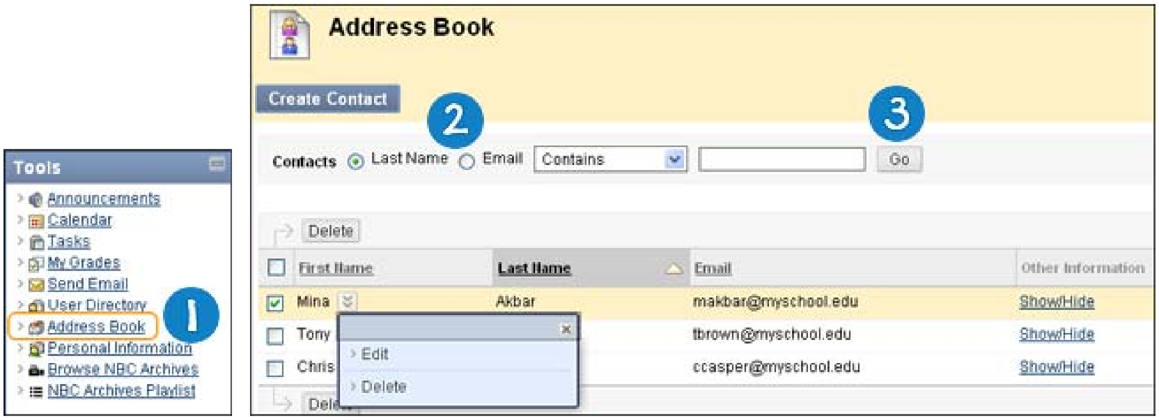


How to Search for a Contact

The Address Book contains a search function on the Action Bar. You may search using different variables selected from the search tabs.

1. On the **Tools** panel, click **Address Book**.
2. On the **Address Book** page, search using the **Last Name** or **Email** options of your contact.

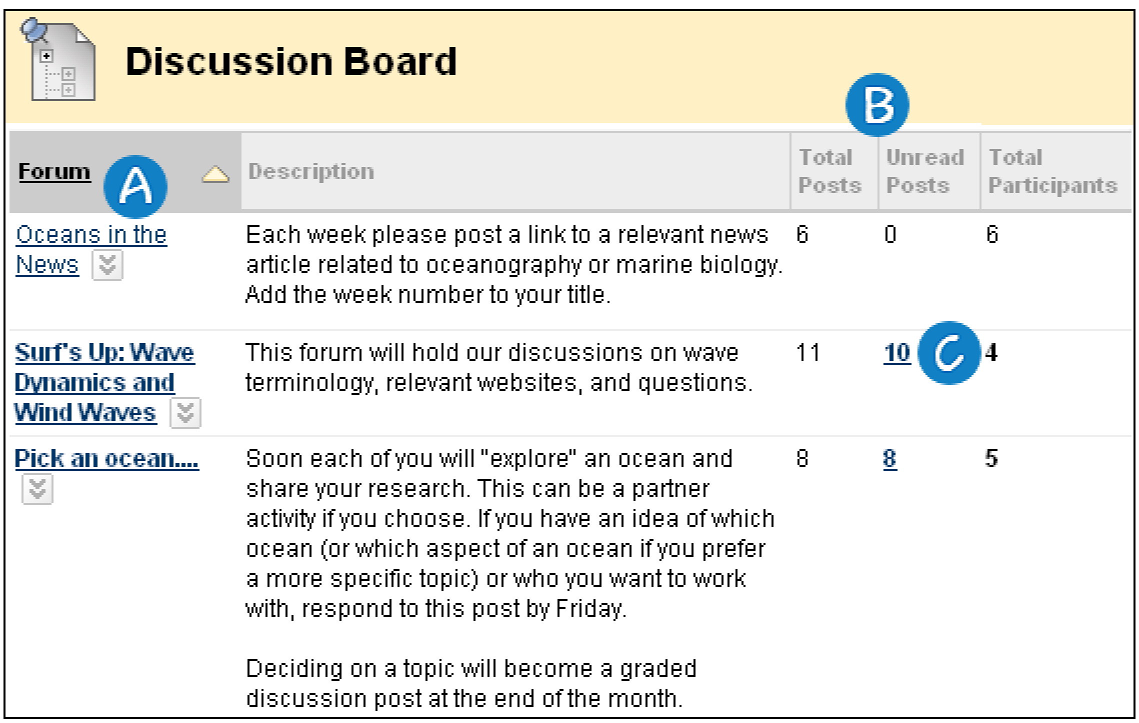
3. Click **Go**.



Discussion Board

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

The Discussion Board is a tool for sharing thoughts and ideas about class materials. The main Discussion Board page displays a list of available discussion forums that may appear anywhere in the course. A forum is an area where a topic or a group of related topics are discussed. A Discussion Board can contain one or more forums. For each forum, displays the total number of posts, the number of unread posts, and the number of users who have participated in the forum.



Ⓐ **Forum title**: Click the forum title to view the messages. Forums containing unread posts appear in bold.

Ⓑ **Total Posts / Total Participants**: View data on the number of posts and participants.

Unread Posts: The **Unread Posts** column provides one-click access to the forum's unread messages.

Within each forum, users can create multiple threads. A thread includes the initial post and any replies to it. When creating a forum, your instructor has the option of allowing or not allowing you to start threads. Generally, the purpose of the forum will dictate whether or not you can start threads. A moderated, graded forum used to evaluate student performance will be tightly controlled, and you cannot create threads. Other forums are designed for users to share opinions and thoughts on tangential or unrelated topics.

Course groups can have their own Discussion Boards that can be created using the **Groups** tool. Group Discussion Boards are available only to users who are members of the group. If a group Discussion Board is available, access it from the groups link in the Course Menu or in the **My Groups** area.

Note: When moving through the different parts of the Discussion Board, use the internal navigation, such as the breadcrumbs, Course Menu, and other page links to return to a previous page. Using the browser navigation controls can result in page load errors.

How to Access the Discussion Board

1. On the Course Menu, click **Discussions**.

-OR-

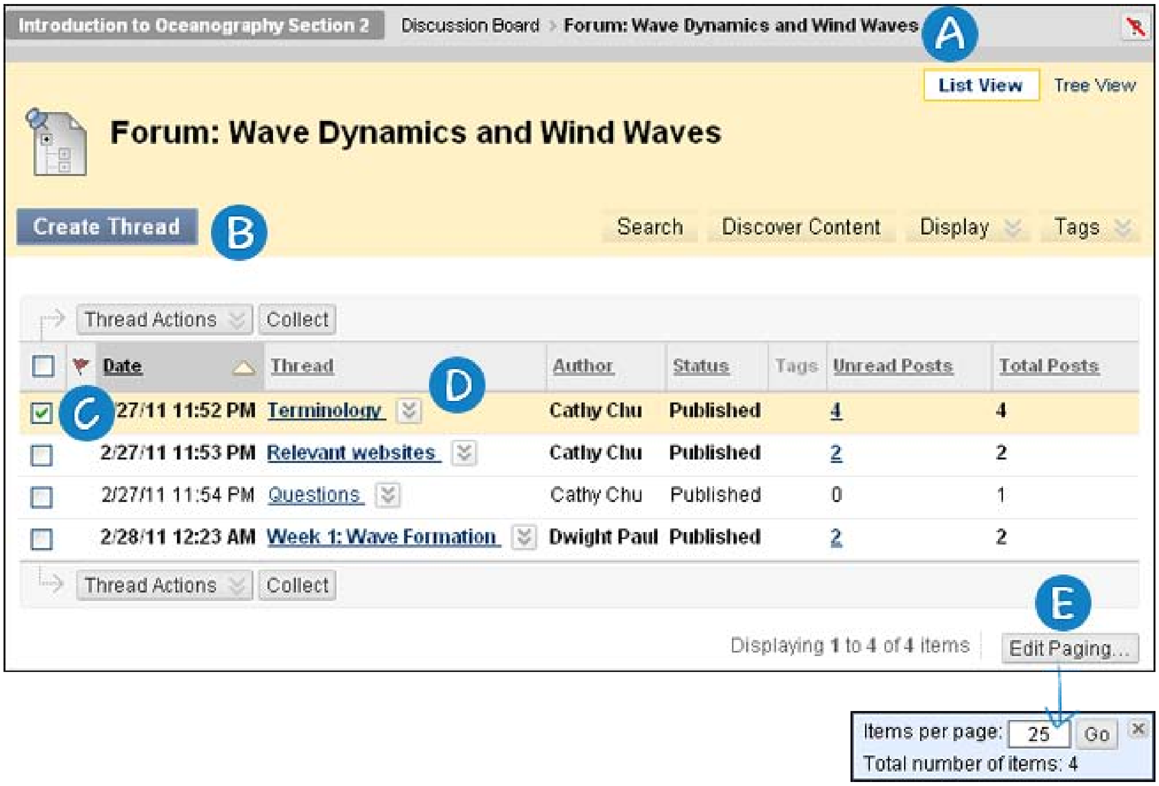
On the Course Menu, click **Tools** and then click **Discussion Board**.

Viewing a Discussion Forum

When you access a forum in the Discussion Board, a list of threads appears with the following information:

- **Date**: Displays the date that the thread was created.
- **Thread**: Displays the name of the thread.
- **Author**: Displays the name of user who created the thread.
- **Status**: Indicates whether the thread is published, locked, hidden, or a draft.
- **Unread Posts**: Displays the number of posts not yet accessed.
- **Total Posts**: Includes both read and unread posts.

Forum Features



Ⓐ Use the breadcrumbs to navigate to a previous page. Do not use the browser navigation controls; page load errors may occur.

Ⓑ Use the Action Bar functions to perform various actions, including:

- **Create Thread**: Add a new thread to a forum.
- **Search**: Search for Discussion Board content. The search field is collapsed by default to save screen space.
- **Thread Actions**: Make a selection from the drop-down list. Edit the status of the selected threads and perform other actions, such as marking threads read or unread and setting or clearing flags. Flags mark threads for later attention.
- **Collect**: Gather selected threads onto one page where posts can be sorted, filtered, or printed.

Ⓒ Select one or more threads or select the check box in the header row to select all threads for an action, such as collecting.

Ⓓ Click a thread title to read the posts. Forum titles containing unread posts appear in bold type.

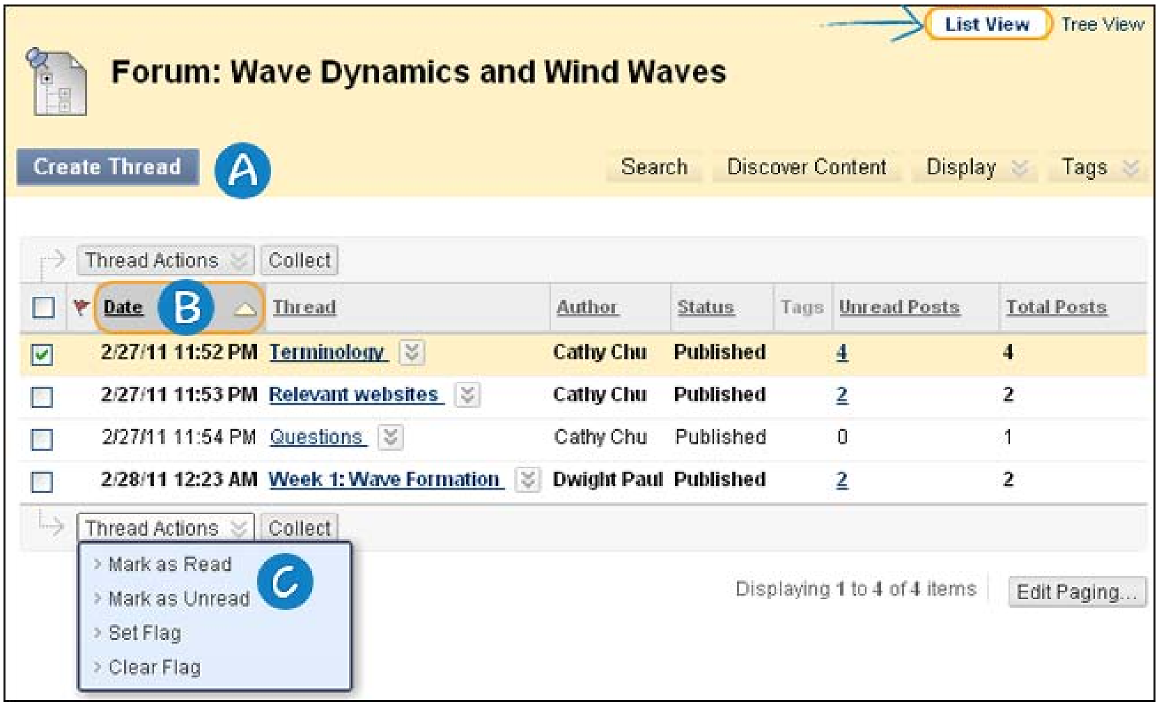
Ⓔ Click **Edit Paging** to determine the number of items to view per page. Type a number in the box and click **Go**. Click the **X** to close the pop-up box.

Using List View and Tree View in Discussions

After you click a forum title, a page loads displaying all forum threads. You can view the page in either **List View** or **Tree View**. This choice remains in effect until you change it and you may change it at any time. On the forum page, in the upper-right corner, toggle between the two views.

List View

Click **List View** to present the threads in a table format. Threads containing any unread posts appear in bold type.



A From the Action Bar, you can create threads, or collect posts.

Depending on the settings your instructor made when creating the forum, different functions appear on the Action Bar. For example, if your instructor allowed tagging, a **Tags** function appears.

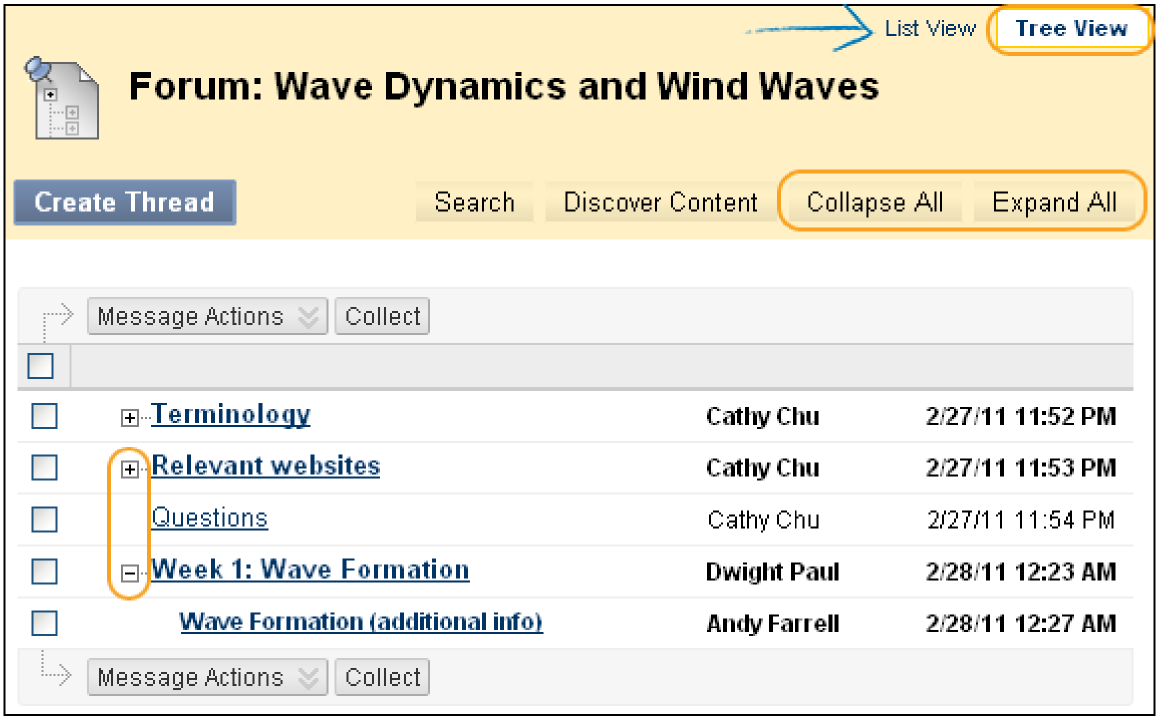
B To sort a column, click the column heading or caret.

C Select a thread and make a selection from the **Thread Actions** drop-down list. You can select multiple threads or select the check box in the header to select all threads. The actions include:

- Marking threads read or unread.
- Setting or clearing flags. Flags mark threads for later attention.

Tree View

Click **Tree View** to show the thread starter messages and their replies. From the Action Bar, you can create threads, or collect posts.



You can expand and collapse threads by using the plus and minus icons next to the titles. If a thread starter message contains unread posts, the thread starter title appears in bold type. On the Action Bar, use the **Collapse All** and **Expand All** options to hide or view all posts included in all threads.

Select a thread and make a selection from the **Message Actions** drop-down list on the Action Bar. You can select multiple threads or select the check box in the header to select all threads. Actions include marking threads read or unread and setting or clearing flags. Flags mark threads for later attention.

Viewing a Discussion Thread

When you click a thread, the **Thread Detail** page appears. The page is divided into three sections:

Section 1:

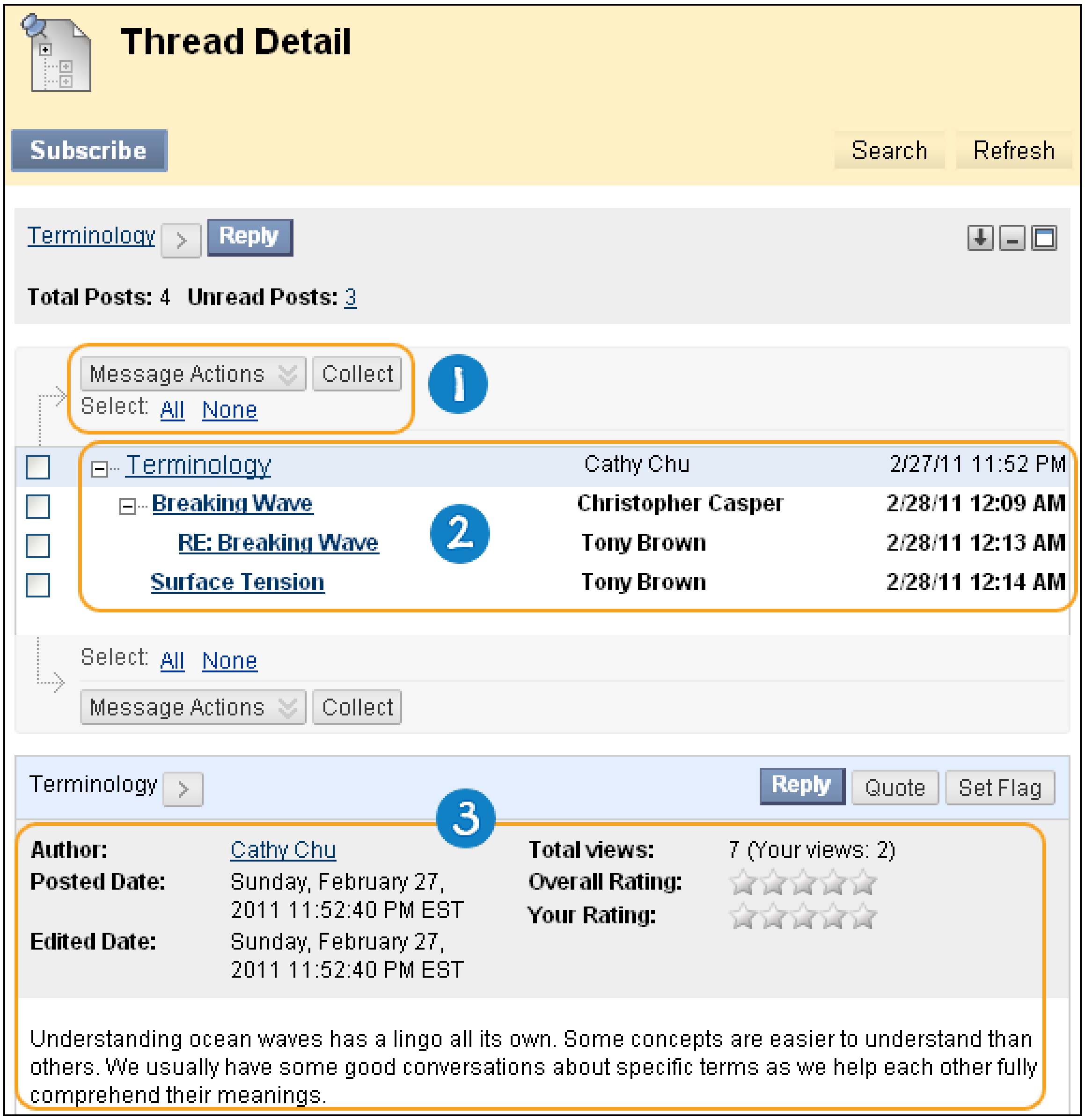
The Action Bar contains functions that allow you to select, flag, mark read/unread, and collect posts.

Section 2:

The Message List contains a list of all the posts in a thread, beginning with the initial post. The selected post is highlighted. Use the plus and minus icons to expand and collapse the posts.

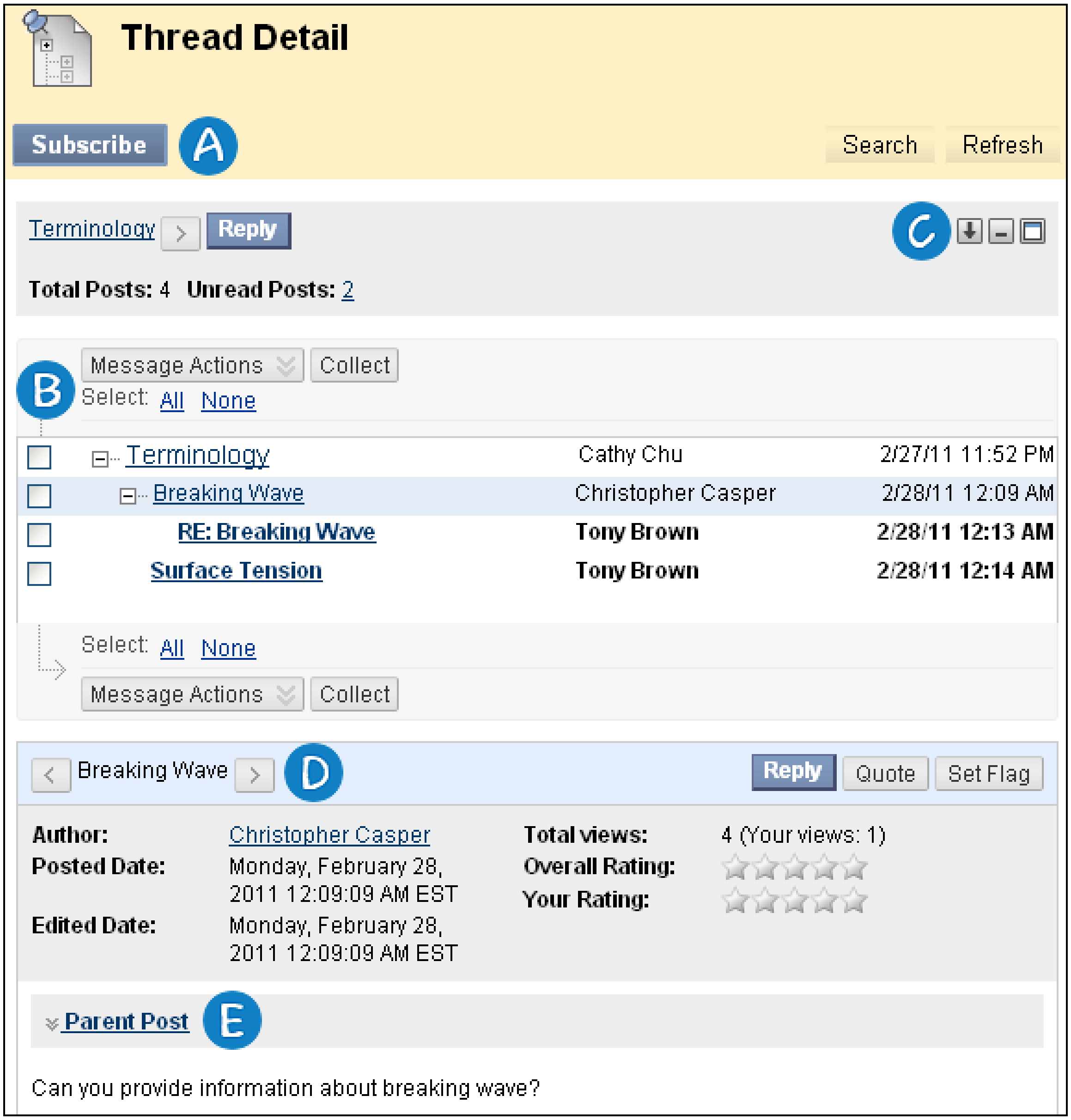
Section 3:

The Current Post contains the text of the selected post and information about the post.



About the Thread Detail Page

On the **Thread Detail** page, you can navigate from post to post, adjust your view of the page, view information about the selected post, and reply to others.



A On the Action Bar, you can access functions such as **Subscribe**, **Unsubscribe**, or **Search**. When subscribed to a thread, you receive an email alert when a post is updated or a reply is posted. Your instructor must enable this function when creating a forum. The search field is hidden by default to save screen space.

B Select one or more threads and make a selection in the **Message Actions** drop-down list. Actions include marking threads read or unread and setting or clearing flags. Flags mark threads for later attention. You can also use the functions for collecting posts and selecting all posts.

C Arrange your view using the icons on the Action Bar.

- **Swap Up** or **Down**: Switches the message tree section and the reply section of the screen.
- **Hide** or **Restore to Minimum**: Collapses or displays the message tree section of the screen.
- **Maximize** or **Minimize**: Displays the message tree fully or just a portion of the message tree.

D Use the **Move to previous message** or **Move to next message** arrows for navigating between messages in the thread.

E Click **Parent Post** to display or hide the parent message in the thread.

How to Create Threads in a Discussion Forum

Forums have many settings that control who can post, and what other types of actions you can take, such as editing your own threads, posting anonymously, or rating posts. Depending on which forum settings your instructor has selected, you may be allowed to create a new thread.

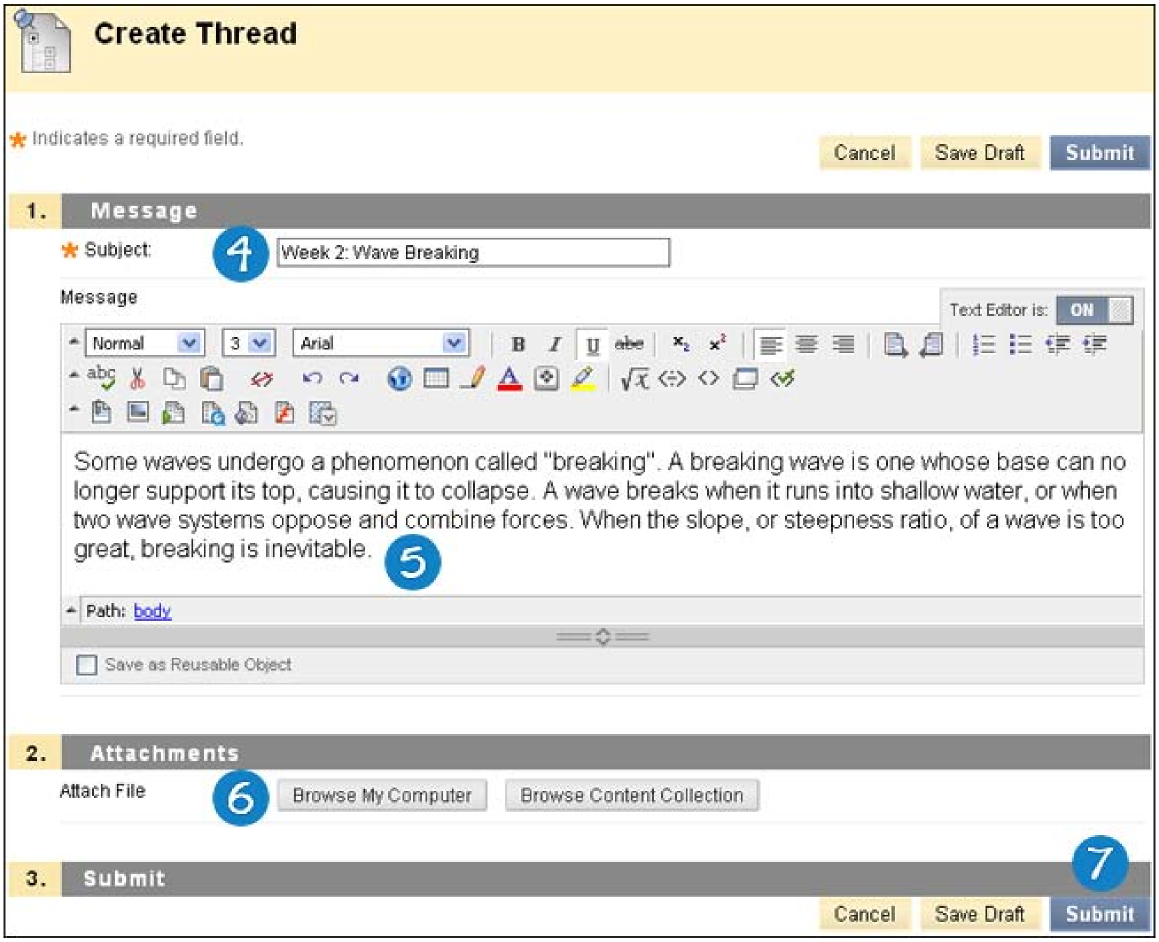
1. On the Course Menu, click **Discussions**.
2. On the **Discussion Board** page, click the name of the forum.

3. On the **Forum** page, click **Create Thread**.

4. On the **Create Thread** page, type a **Subject**.
5. In the **Message** text box, type your reply. You can use the Text Editor functions to format the text and add files, images, web links, multimedia, and Mashups.
6. Alternatively, under **Attachments**, attach a file using one of the following options:

- To upload a file from your computer, click **Browse My Computer**.
- If your school licenses content management, click **Browse Content Collection**.

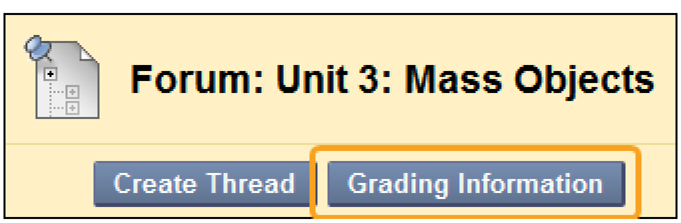
7. Click **Submit** to create the thread.



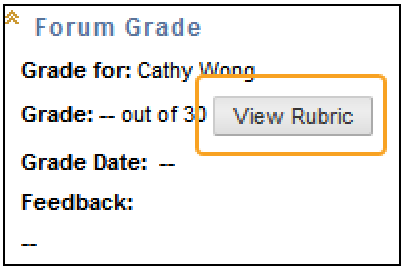
Result

The newly created thread appears in the forum.

Note: If your instructor has associated a rubric with the discussion forum or thread and made it available to students, you can view grading criteria before beginning work. Click Grading Information to access the forum or thread's Grade page.



Click **View Rubric** in the **Forum Grade** or **Thread Grade** section to display grading criteria.



If there is no associated rubric or your instructor has not made it available, the **View Rubric** button will not be visible.

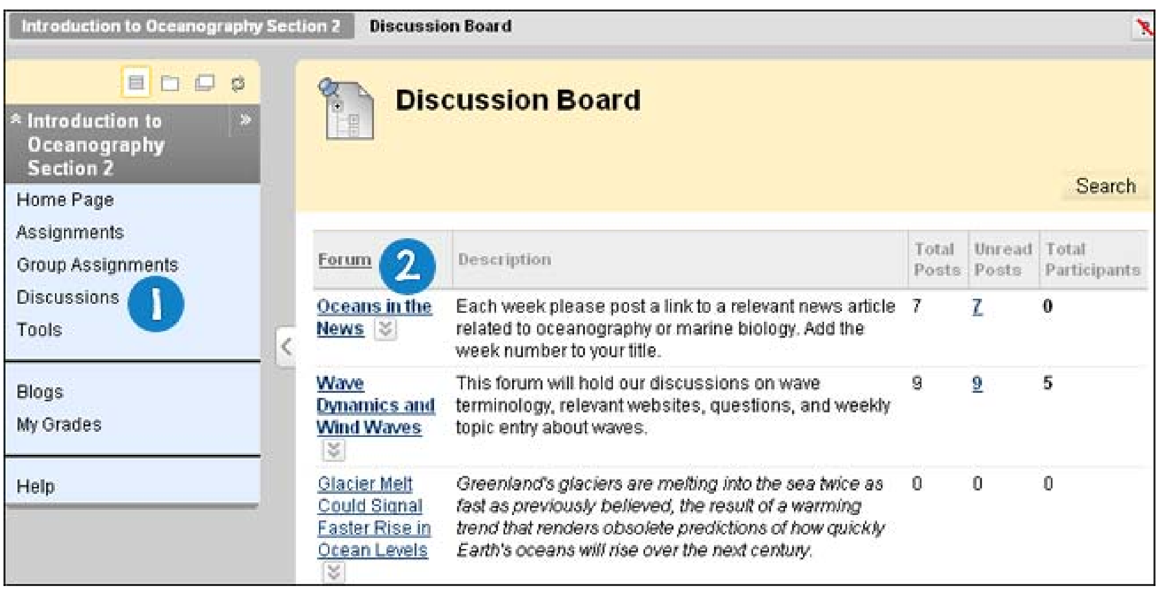
How to Save Posts as Draft and Submit Later

The **Save Draft** function is available if you need to return to your post at a later time. This function saves your comments and files on the page.

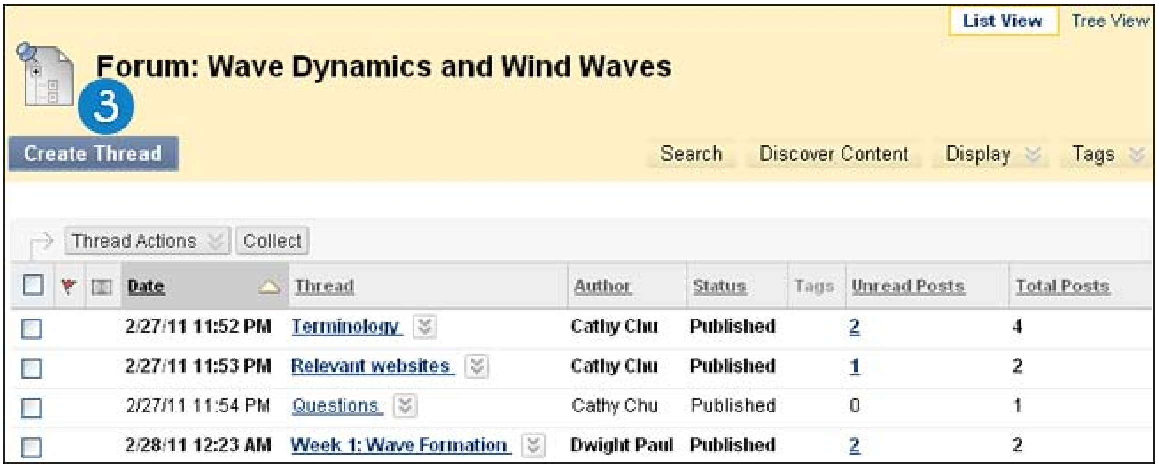
When you finish your post, you must click **Submit** to publish the thread in the forum.

Saving a Post as Draft

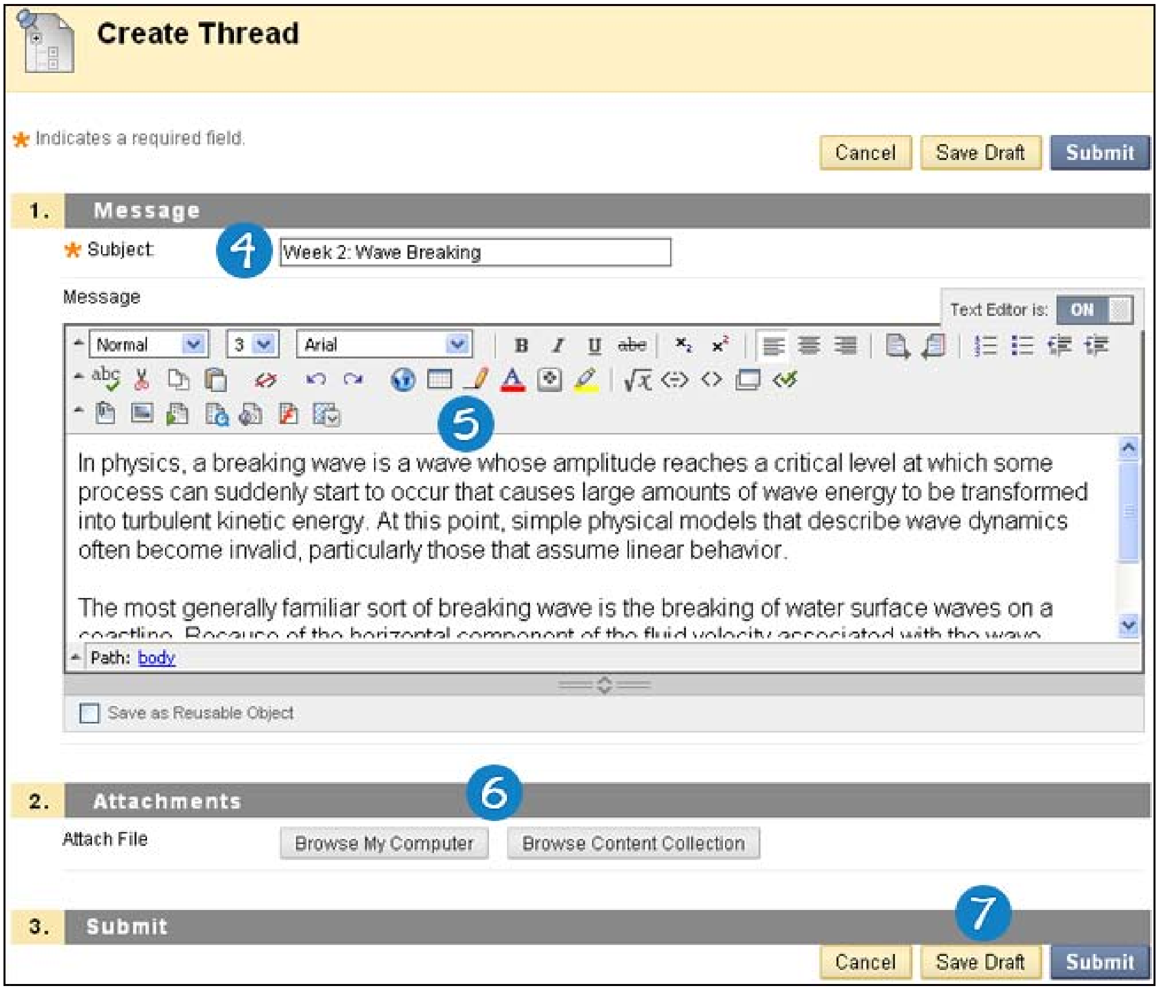
1. On the Course Menu, click **Discussions**.
2. On the **Discussion Board** page, click the name of the forum.



3. On the **Forum** page, click **Create Thread**.



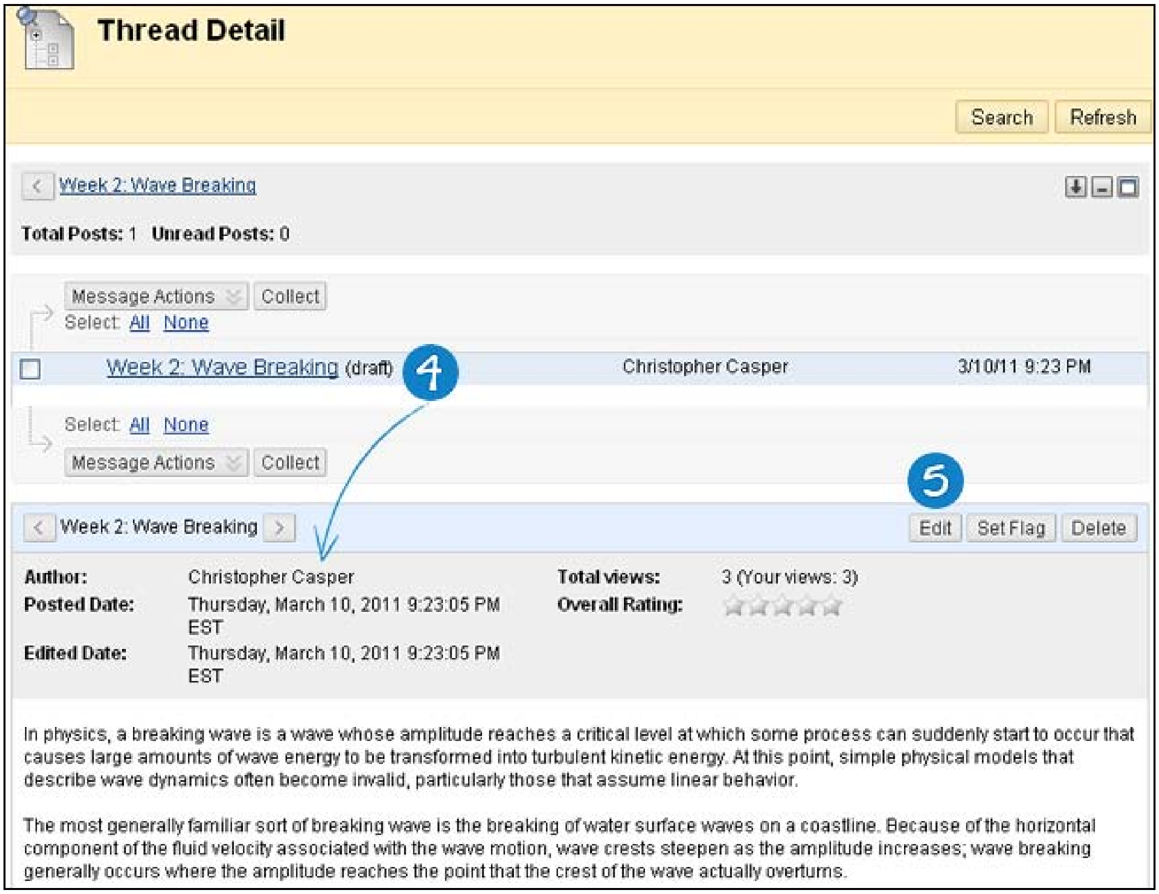
4. On the **Create Thread** page, type a **Subject**.
5. In the **Message** text box, type your reply. You can use the Text Editor functions to format the text and add files, images, web links, multimedia, and Mashups.
6. Alternatively, under **Attachments**, attach a file using one of the following options:
    - To upload a file from your computer, click **Browse My Computer**.
    - If your school licenses content management, click **Browse Content Collection**.
7. Click **Save Draft** to store a draft of the post and continue working later.



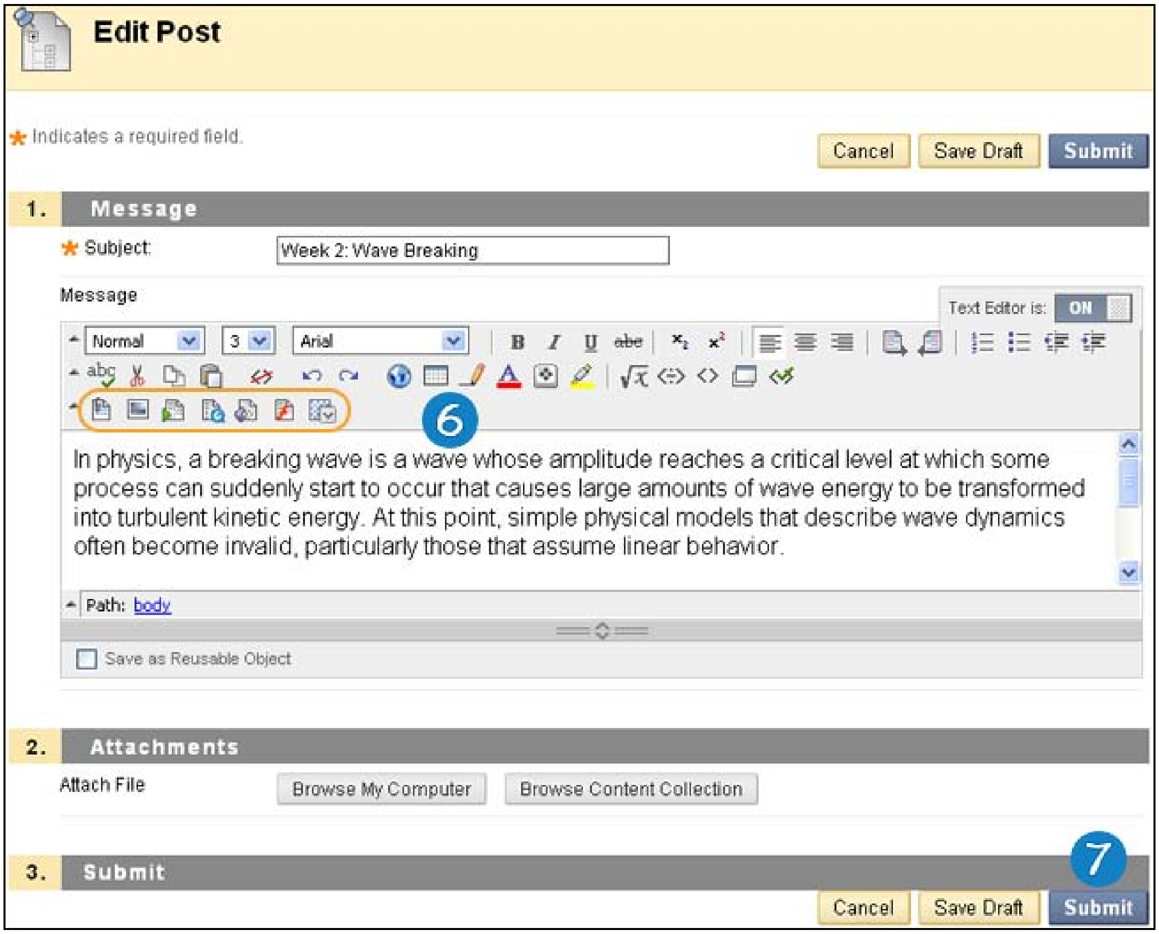
Submitting a Draft Post

1. Return to the **Forum** page. On the **Forum** page, point to **Display** to access the drop-down list.
2. Select **Drafts Only** to view the saved post.

3. On the **Thread Detail** page, click the post's title. The post appears in the Current Post portion of the content frame. You can view the text of the post and information about the post, such as the **Author** and **Posted Date**.
4. Click **Edit**.



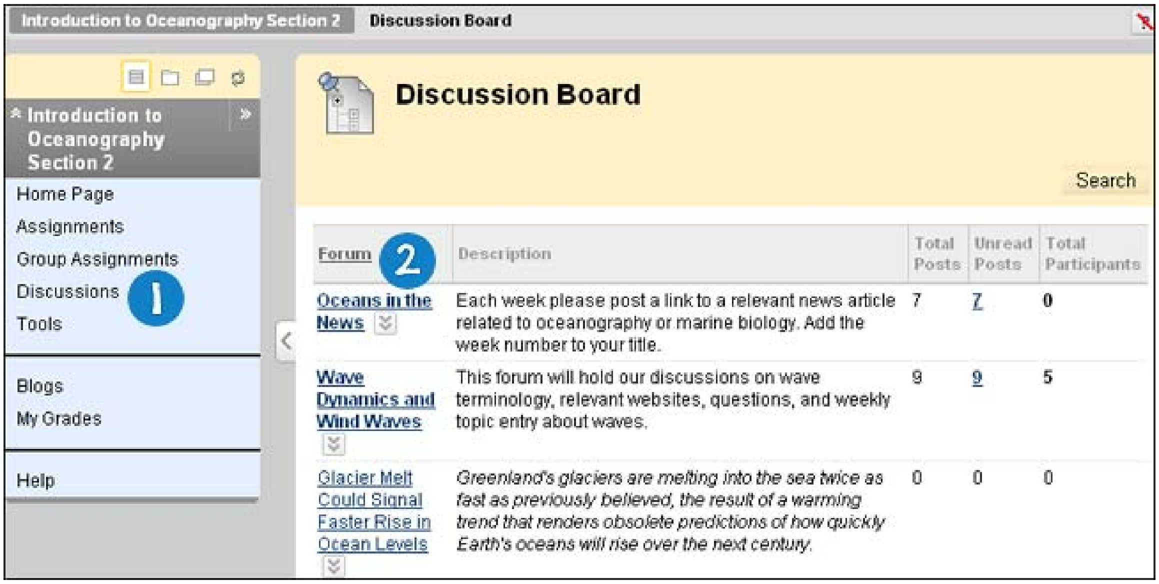
5. On the **Edit Post** page, make the necessary changes in your post. You can use the Text Editor functions to format the text and add files, images, web links, multimedia, and Mashups.
6. Click **Submit**.



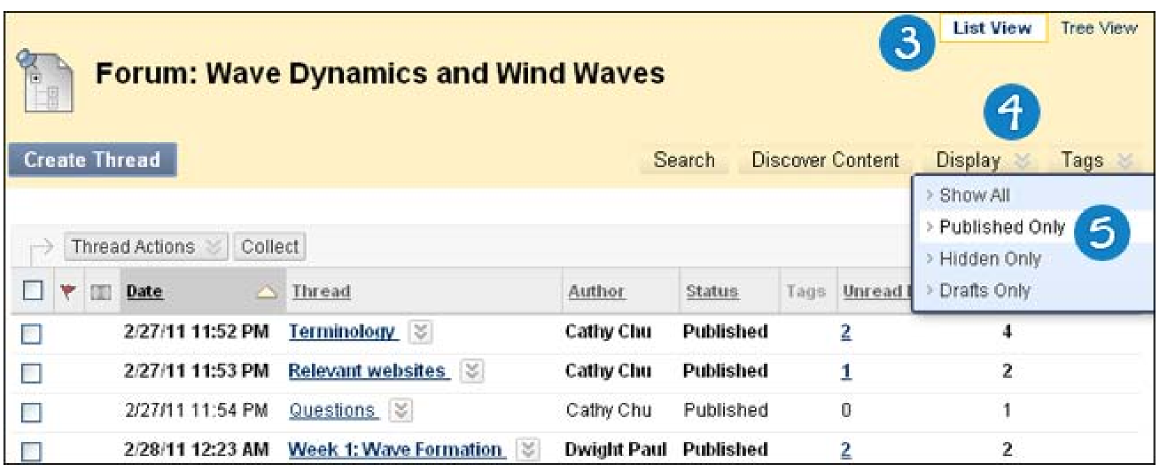
How to Change the Displayed Threads

Your instructor sets the thread status as published, hidden, or draft, but you can choose which type of threads will appear. By default, published threads appear.

1. On the Course Menu, click **Discussions**.
2. On the **Discussion Board** page, click the name of the forum.



3. On the **Forum** page, select **List View**.
4. On the Action Bar, point to **Display** to access the drop-down list.
5. Select the type of threads to view in the forum.
   - **Published**: A post with a Published status is available to users.
   - **Hidden**: A thread that is locked and not visible by default. You may choose to display Hidden threads in List View. Hidden threads cannot be edited, even if editing has been enabled for the thread. Hiding threads helps you find relevant content, as unneeded content is hidden from view.
   - **Draft**: A Draft thread is saved to Blackboard Learn by the author for future editing, but is not submitted for publication. It becomes available to other users when it is published.



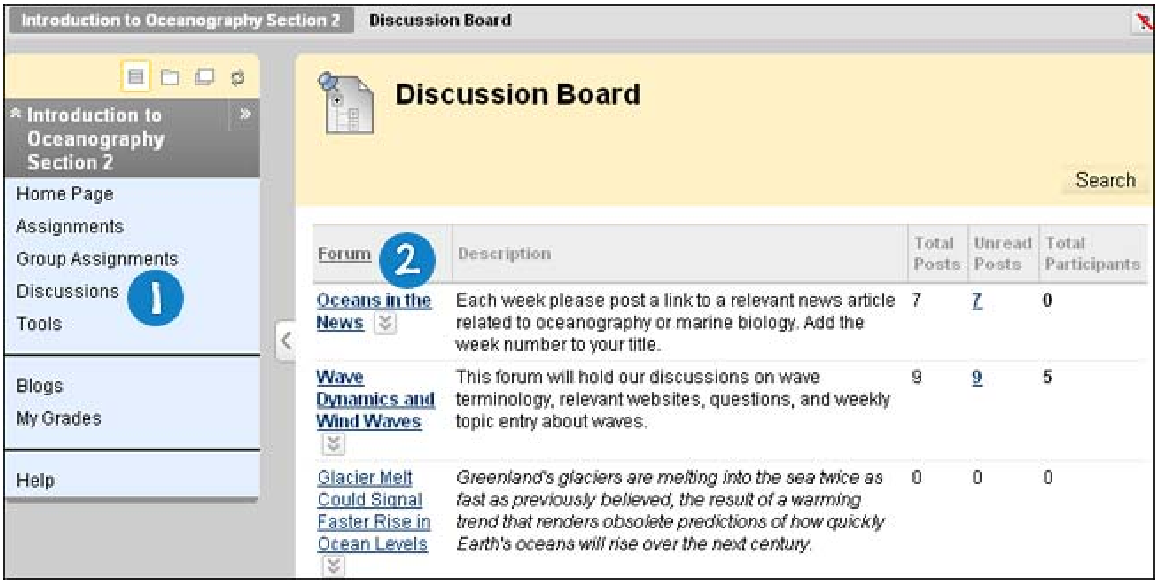
Result

The forum page displays only those threads that have the status selected from the **Display** drop-down list.

How to Reply to Discussion Posts

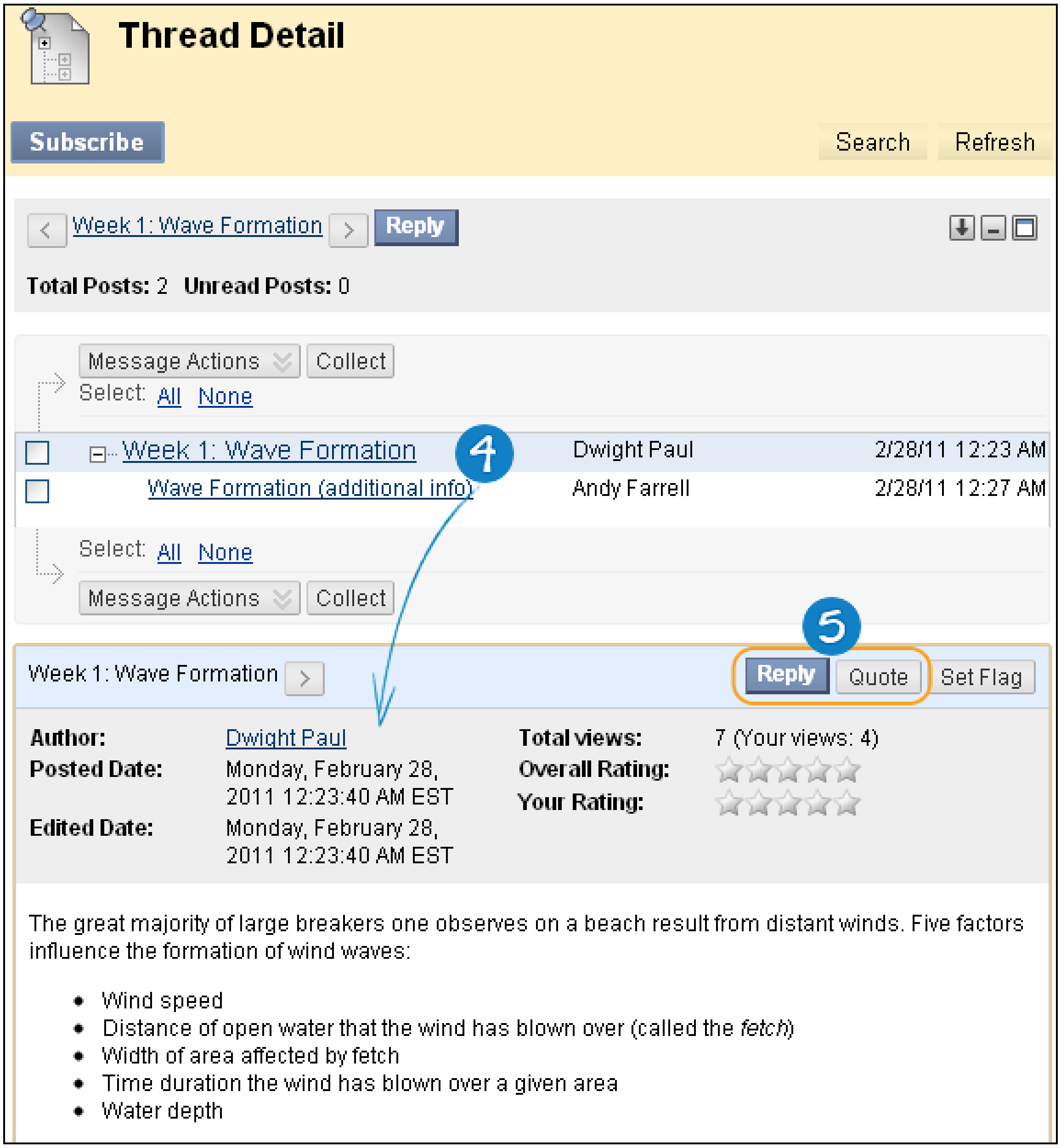
Note: You can reply to published threads, but cannot reply to locked or hidden threads.

1. On the Course Menu, click **Discussions**.
2. On the **Discussion Board** page, click the name of the forum.

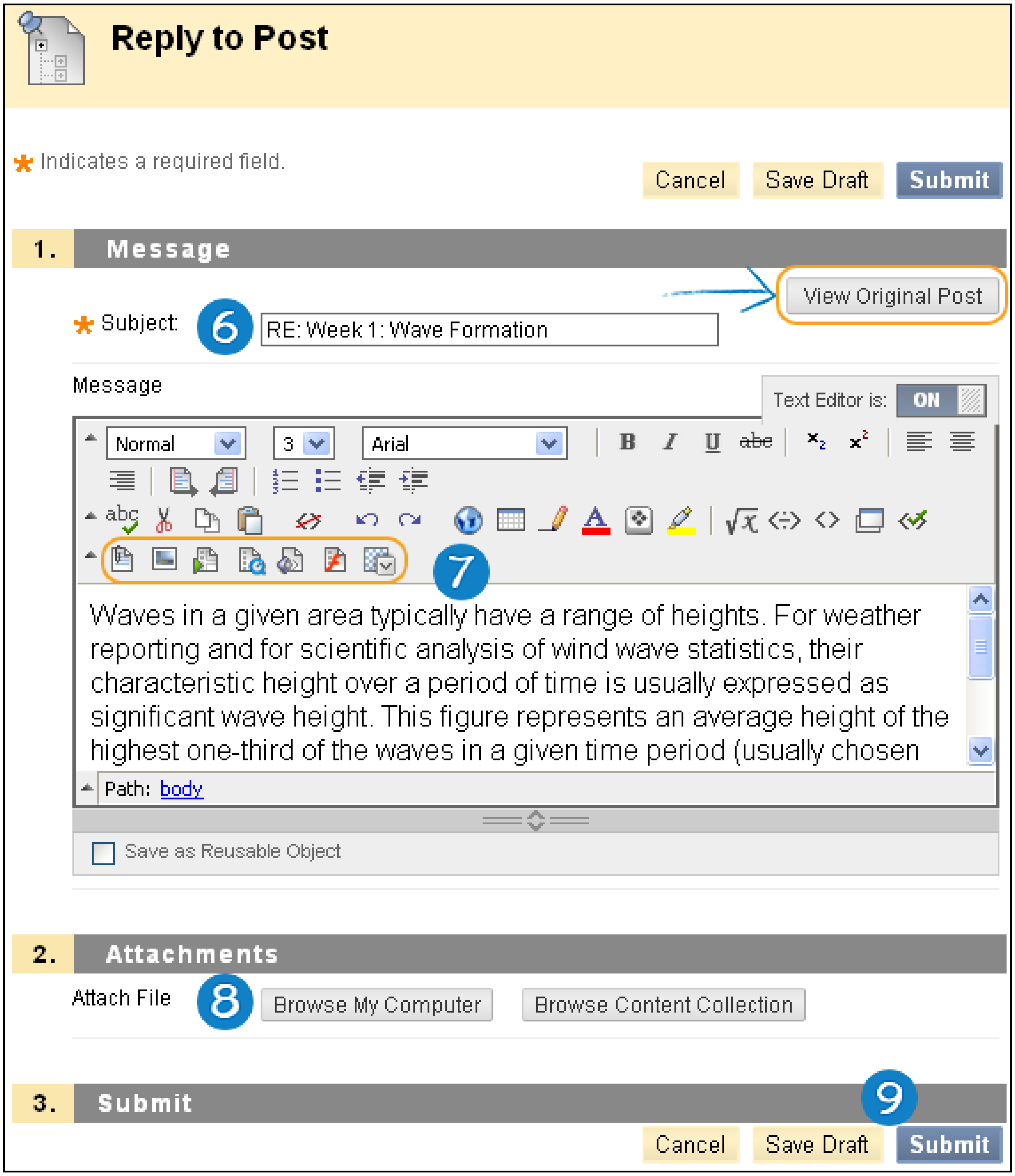


3. On the **Forum** page, click the name of the thread.

4. On the **Thread Detail** page, click a post's title. The post appears in the Current Post portion of the content frame. You can view the text of the post and information about the post, such as the **Author** and **Posted Date**.
5. Click **Reply**. Alternatively, click **Quote** to include the post's text as part of your reply.



6. On the **Reply to Post** page, click **View Original Post** on the Action Bar to include the original message on the page while replying. Click **Close Original Post** to hide the original post from view. If needed, edit the **Subject**.
7. In the **Message** text box, type your reply. You can use the Text Editor functions to format the text and add files, images, web links, multimedia, and Mashups.
8. Alternatively, under **Attachments**, attach a file using one of the following options:
   - To upload a file from your computer, click **Browse My Computer**.
   - If your school licenses content management, click **Browse Content Collection**.
9. Click **Save Draft** to store a draft of the post or click **Submit** to post the reply. After submitting, you cannot edit or delete your post unless your instructor has enabled those features for the forum. If enabled, **Edit** or **Delete** appear next to **Reply** when viewing your post.



Result

Your reply appears on the **Thread Detail** page, indented under the parent post. If you attached a file, a paper clip icon appears in the post's row. Click the title to open the post in the Current Post portion of the content frame. Use the **Move to previous** and **Move to next** arrows to view another post or use the breadcrumbs to return to the forum or the **Discussion Board** page.

How to Edit or Delete Discussion Posts

Note: You can edit or delete your own posts only if your instructor has made those options available to you.

You cannot edit or delete others' posts. If you post a message in error and the option to delete it is not available to you, contact your instructor.

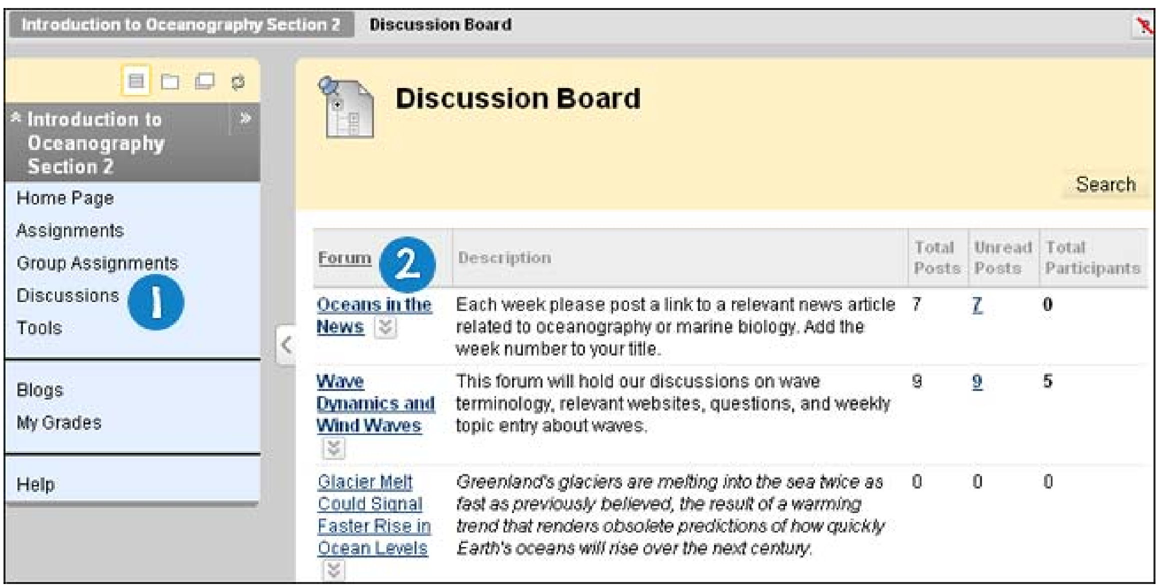
1. On the Course Menu, click **Discussions**.
2. On the **Discussion Board** page, click the name of the forum.
3. On the **Forum** page, click the name of the thread.
4. On the **Thread Detail** page, click the title of one of your own posts. The post appears in the Current Post portion of the content frame.
5. Click **Edit** to modify the message or click **Delete** and confirm its removal. These options are located next to the **Reply** button if your instructor has selected forum settings that enable you to edit or delete. If your instructor has not selected these settings, the **Edit** and **Delete** buttons will not be visible to you.

How to Rate Discussion Posts

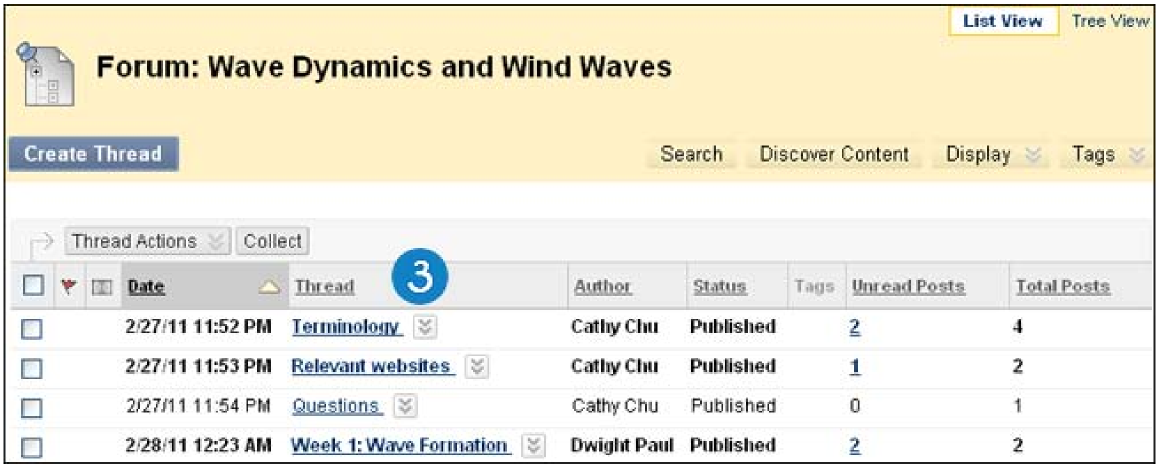
You can use the Discussion Board for peer review. Students start threads and include their work in their initial posts. Other users review the work, assign a rating to the initial post, and may include comments in a response.

Rating posts also allows you to focus on messages considered informative or useful by others. Depending on the forum settings, you can rate a post using a five star system. Your instructor can also rate posts.

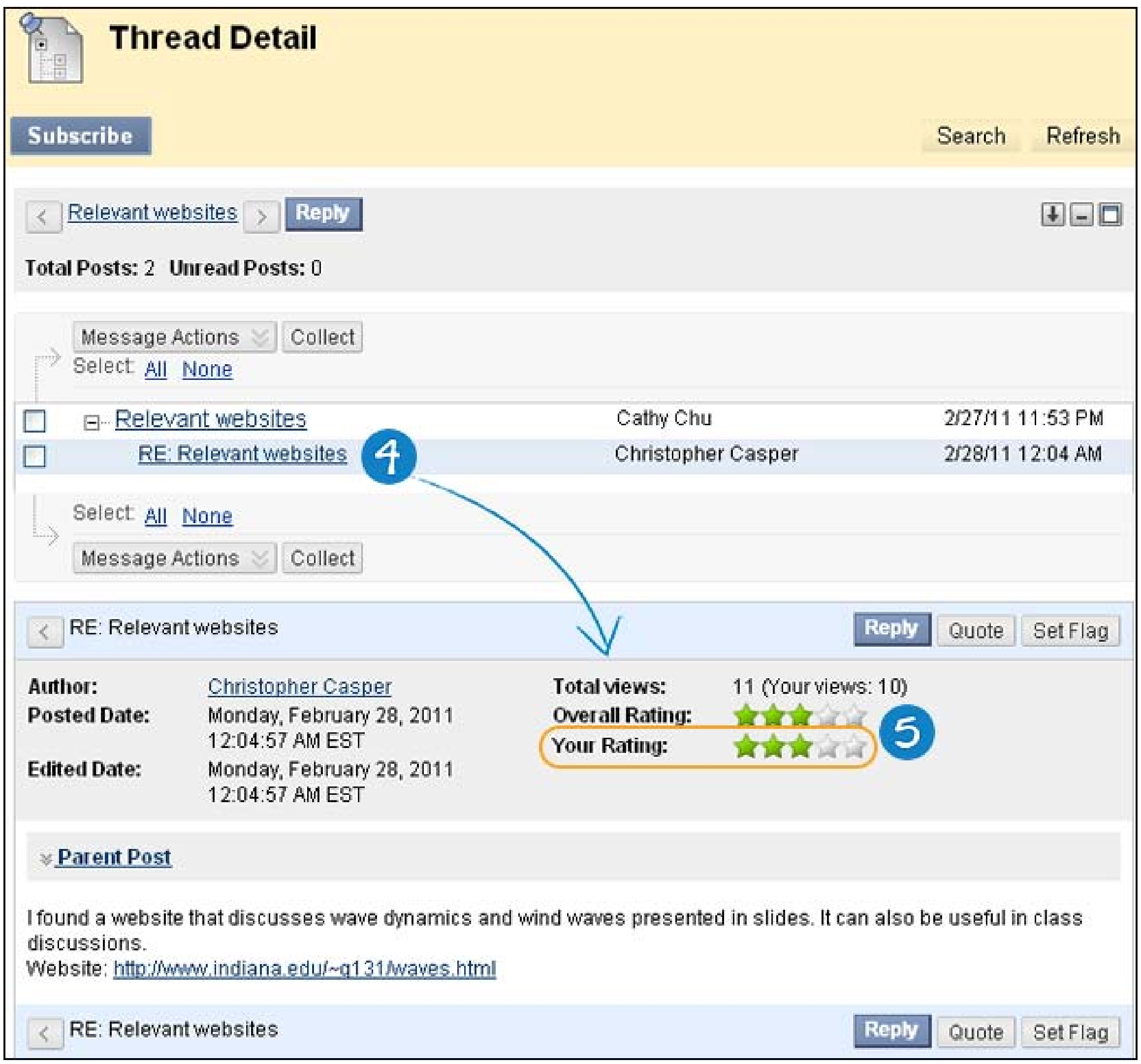
1. On the Course Menu, click **Discussions**.
2. On the **Discussion Board** page, click the name of the forum.



3. On the **Forum** page, click the name of the thread.



4. On the **Thread Detail** page, click a post's title. The post appears in the Current Post portion of the content frame.
5. For **Your Rating**, select one to five stars. You can add and delete stars at any time.



Result

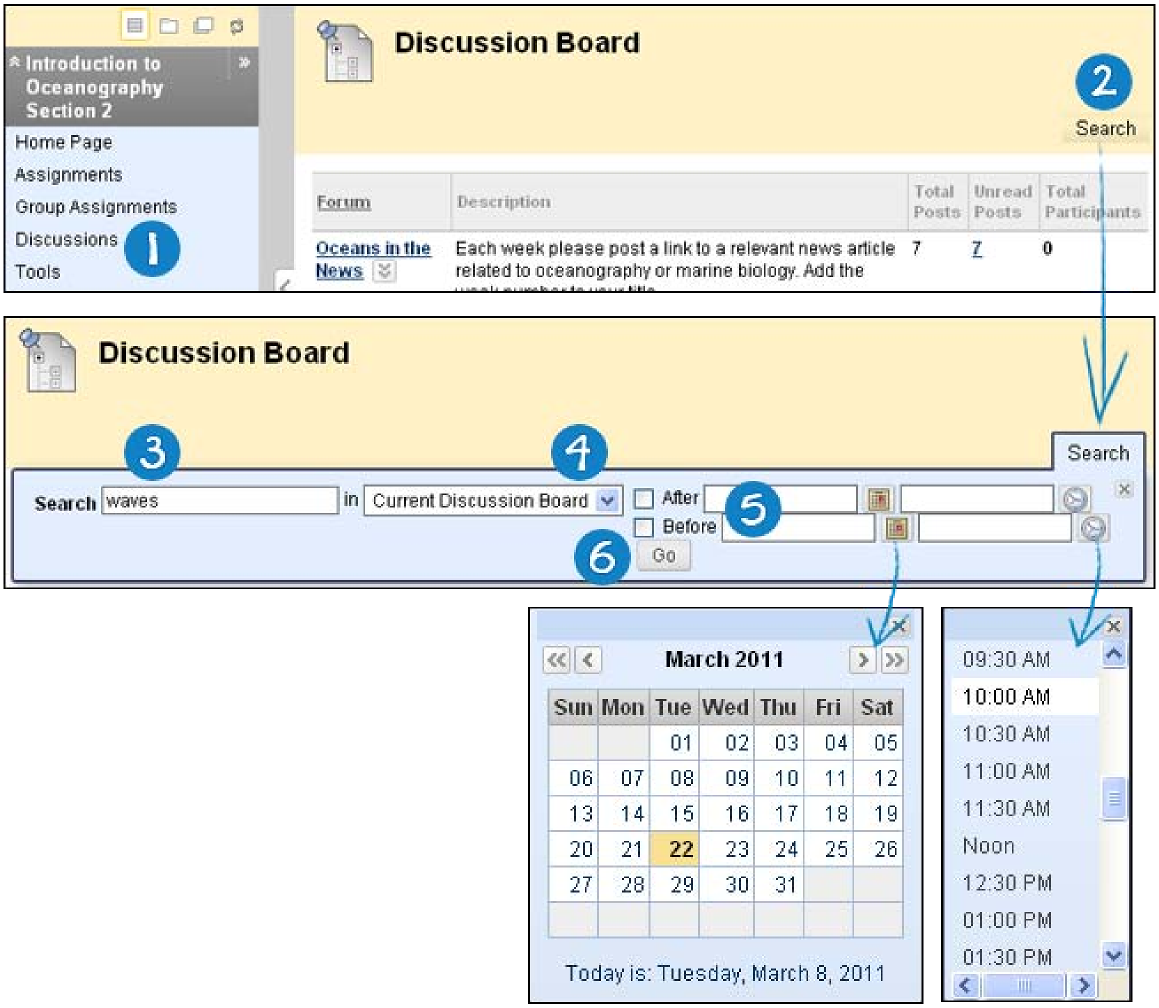
Your rating is now included in the **Overall Rating**, which is the combined rating of all users. The individual rating appears in **Your Rating**. Use the **Move to previous** and **Move to next** arrows to view another post.

How to Search Discussion Posts

You can search for specific text—a phrase, word, part of a word, or a name —in the Discussion Board. The results appear on a **Search Results** page.

1. On the Course Menu, click **Discussions**.
2. On the **Discussion Board** page, click **Search**. The **Search** field expands.
3. In the **Search** text box, type search criteria, including any keywords or names you want to find.
4. In the drop-down list, select an area to search.
    - **Current Discussion Board**
    - **All Forums in Course**
5. To further narrow your search results, select the **After** and **Before** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times.

6. Click **Go**.



Result

On the **Search Results** page, you can read and print the results. On the Action Bar, click **Print Preview** to open the page in a new window in printer-friendly format. Posts print in the order they appear on the page. To select which posts appear and in which order, you can filter and sort posts using the Filter function and the Sort by and Order drop-down lists on the Action Bar.

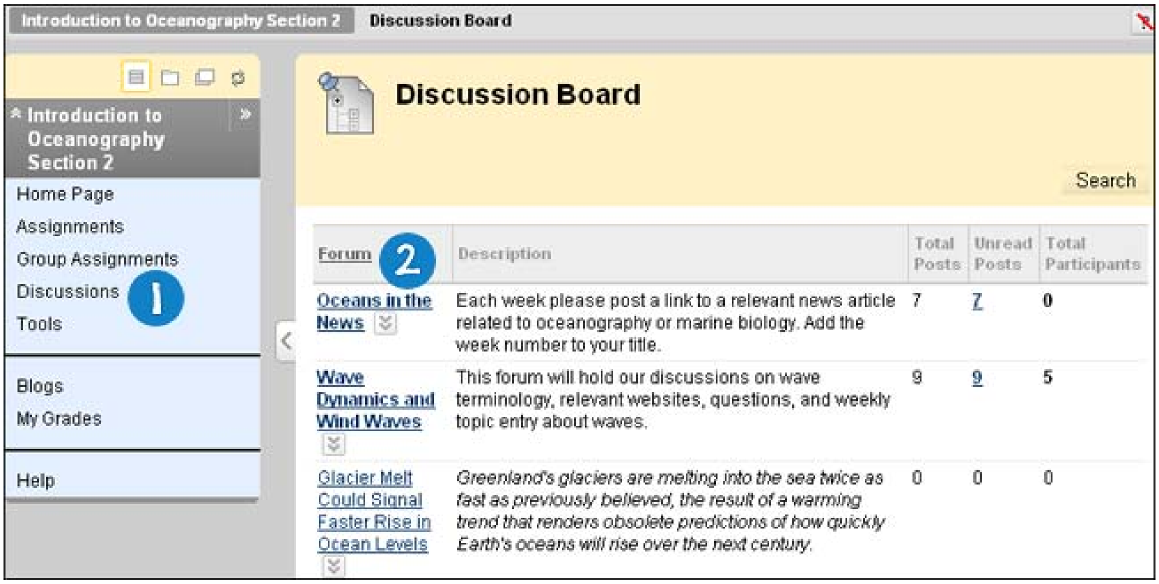
On this page, you can also reply to posts and mark messages read or unread. Click the **Quote** function to include the post's text as part of your reply. To view the responses to a post, click the post's hyperlinked title to navigate to the **Thread Detail** page.

You can also select the check box to collect multiple posts for reading or printing.

How to Collect Discussion Posts

On the **Thread Detail** page, you can read only one post at a time. Use the **Collect** function to read multiple posts from the same page. Once posts are collected, you can filter, sort, and print them.

1. On the Course Menu, click **Discussions**.
2. On the **Discussion Board** page, click the name of the forum.



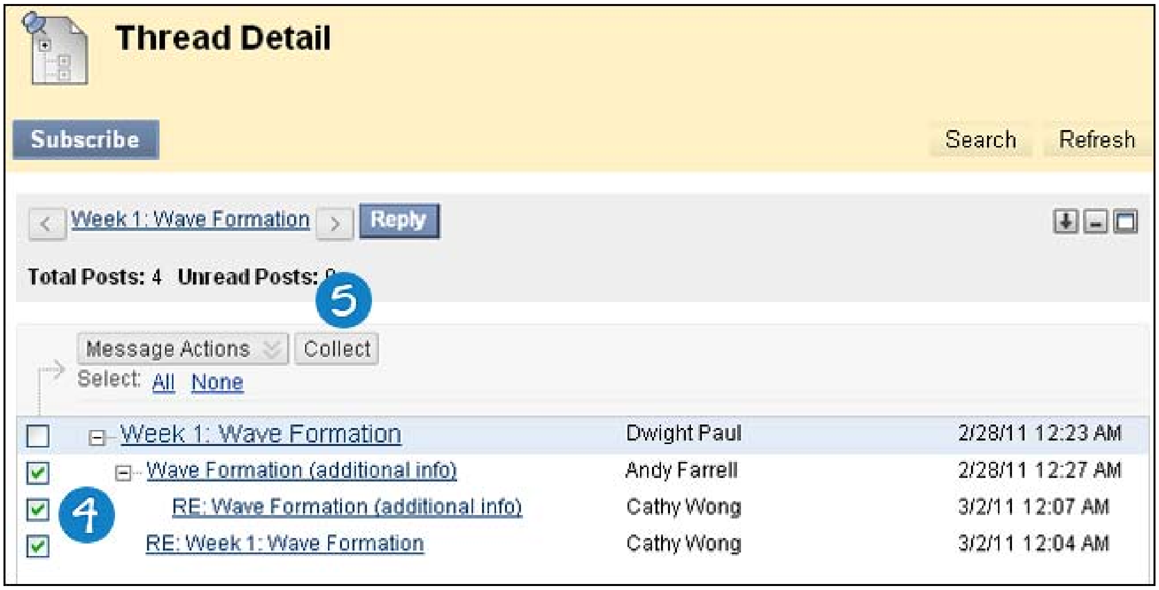
3. On the **Forum** page, click the name of the thread.

4. On the **Thread Detail** page, select the check boxes of the posts to collect. If a post has replies and you want them to appear on the **Collection** page, click the plus sign to expand the post and select the check boxes for those messages.

   Note: To select all the posts in a thread, click **Select: All** above the Message List. All check boxes for all the posts are selected whether they are expanded or collapsed.

5. On the Action Bar, click **Collect**.

   Note: The **Collect** function is also available in the forum page, where it is used to gather all the postings made to different threads. Once collected, sort the messages to further organize them.



Result

On the **Search Results** page, you can read and print the results. On the Action Bar, click **Print Preview** to open the page in a new window in printer-friendly format. Posts print in the order they appear on the page. To select which posts appear and in which order, you can filter and sort posts using the Filter function and the Sort by and Order drop-down lists on the Action Bar.

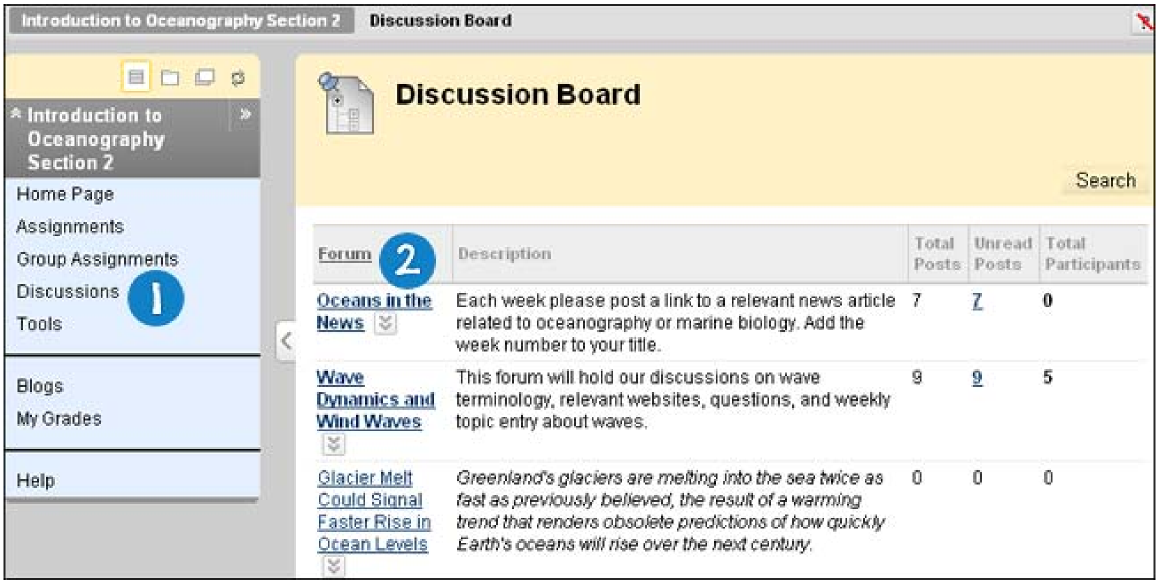
On this page, you can also reply to posts and mark messages read or unread. Click the **Quote** function to include the post's text as part of your reply. To view the responses to a post, click the post's hyperlinked title to navigate to the **Thread Detail** page.

How to Filter Discussion Posts After Searching or Collecting

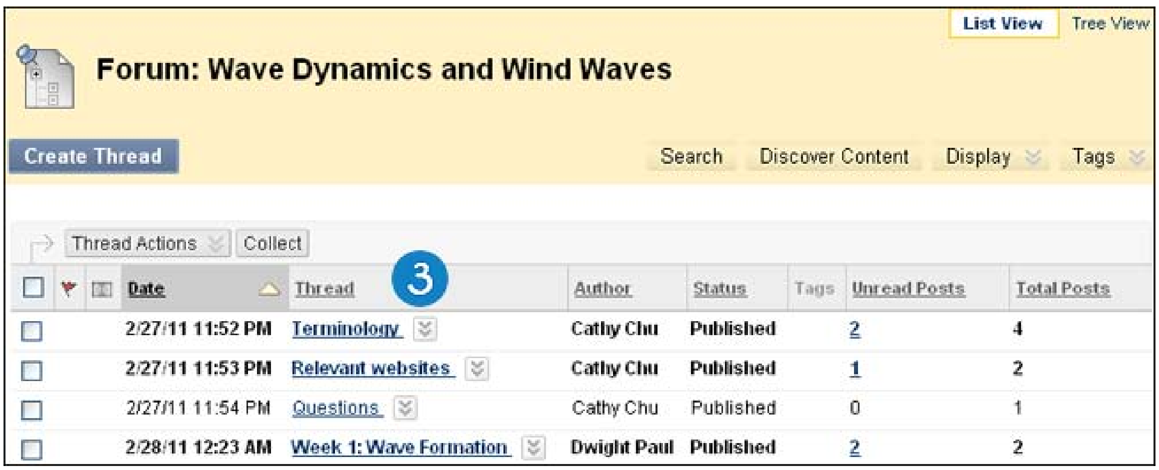
You can filter collected posts to narrow your search results or sort a collection. If you print the posts after filtering, the posts print in the order they appear on the page.

Note: If the author or authors of some posts are no longer enrolled in the course, the posts may appear out of order.

1. On the Course Menu, click **Discussions**.
2. On the **Discussion Board** page, click the name of the forum.

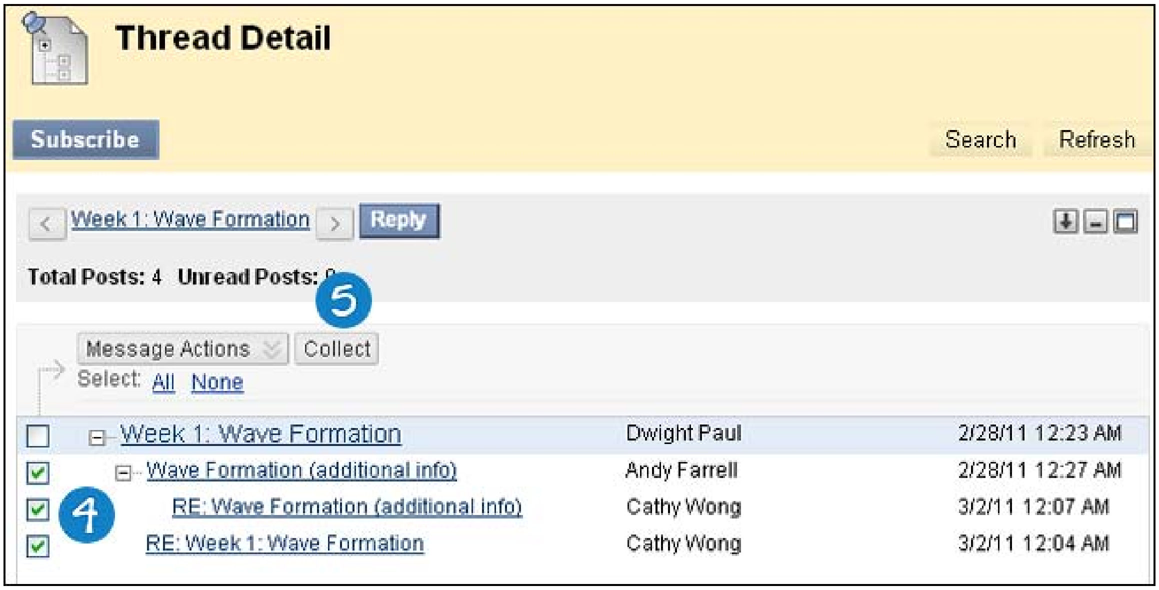


3. On the **Forum** page, click the name of the thread.



4. On the **Thread Detail** page, select the check boxes of the posts to collect.
5. On the Action Bar, click **Collect**.

Note: The **Collect** function is also available from the forum page, where it is used to gather all the postings made to different threads. Once collected, sort the messages to further organize them.



6. On the **Collection** page, click the **Filter** function on the Action Bar to expand the field and select options from the following drop-down lists:
   - **Author**: Select All or select an author.
   - **Status**: Show All or select a status.
   - **Read Status**: Select Show All, Read, or Unread posts.
   - **Tags**: Show All tags or select a tag.
7. Click **Go** to apply the selections. You can further organize the results using the Sort by and Order drop-down lists.
8. Click the **X** to close the **Filter** field.

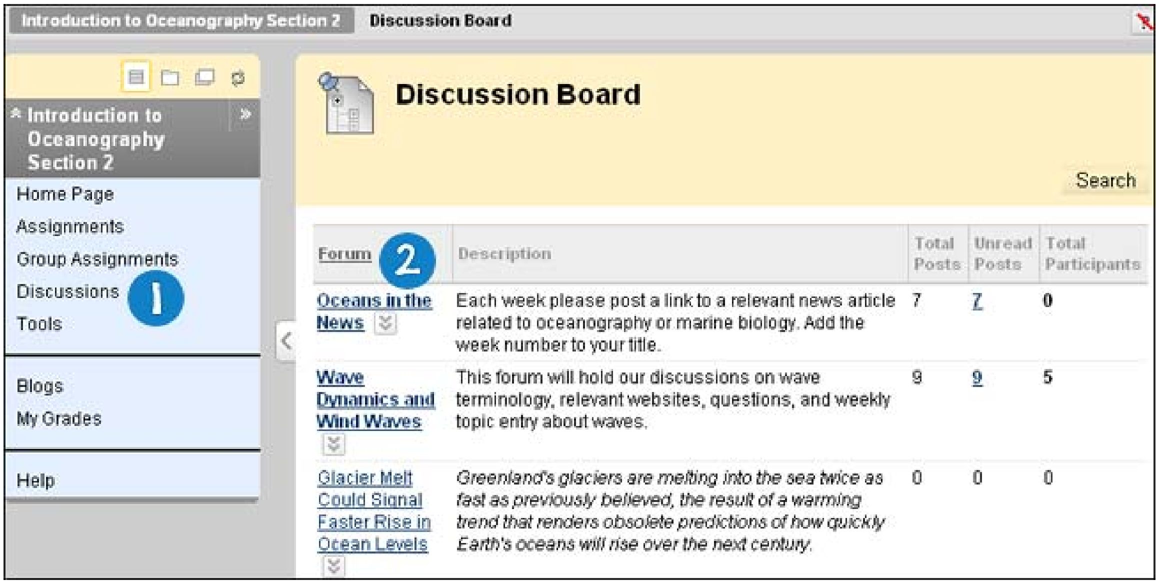
Note: You can select **Tags** if your instructor has enabled post tagging for the forum.

How to Sort Discussion Posts After Searching or Collecting

To narrow your search results or sort a collection, you can use the **Sort by** and **Order** drop-down lists. If you print the posts after sorting, the posts print in the order they appear on the page.

Note: If the author or authors of some posts are no longer enrolled in the course, the posts may appear out of order.

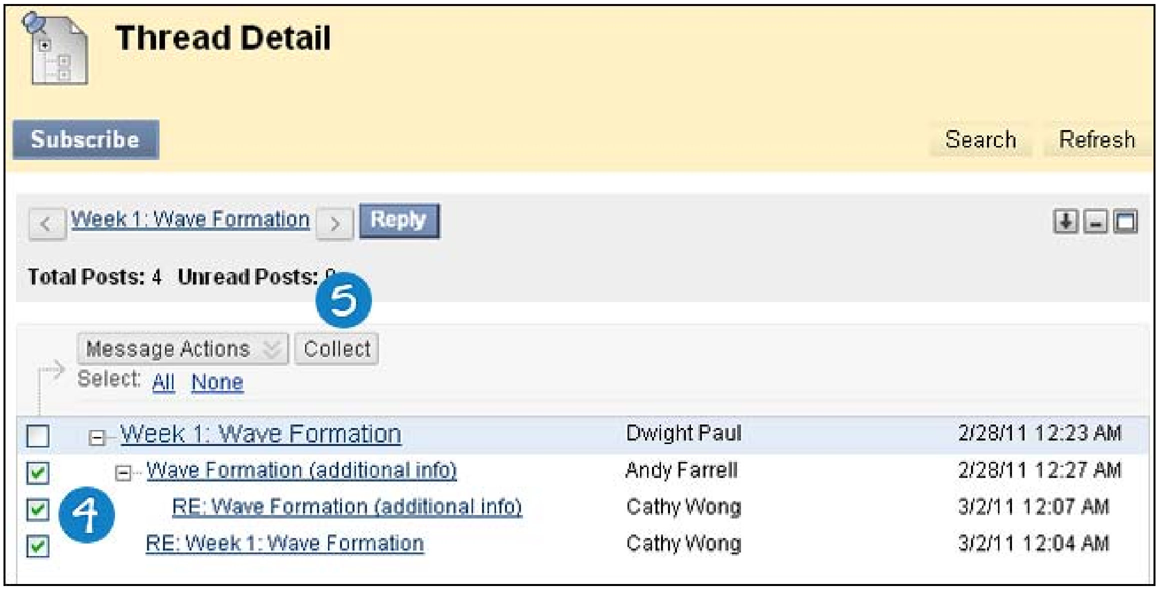
1. On the Course Menu, click **Discussions**.
2. On the **Discussion Board** page, click the name of the forum.



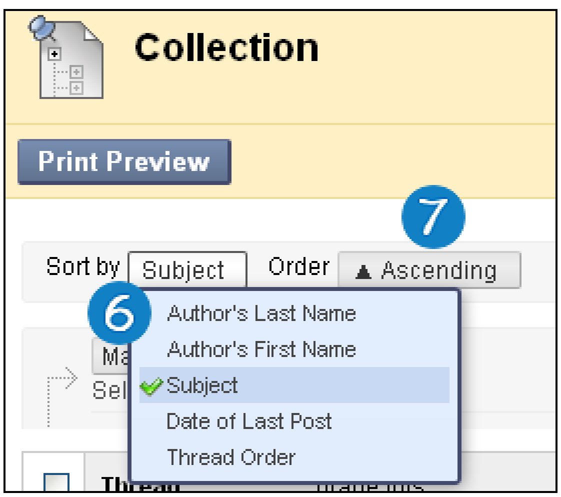
3. On the **Forum** page, click the name of the thread.

4. On the **Thread Detail** page, select the check boxes of the posts to collect.
5. On the Action Bar, click **Collect**.

Note: The **Collect** function is also available from the forum page, where it is used to gather all the postings made to different threads. Once collected, sort the messages to further organize them.



6. On the **Collection** page, point to **Sort by** on the Action Bar to access the drop-down list. Select an option:
   - **Author's Last Name**
   - **Author's First Name**
   - **Subject**
   - **Date of Last Post**
   - **Thread Order**
7. On the Action Bar, point to **Order** to access the drop-down list. Sort posts in ascending or descending order.



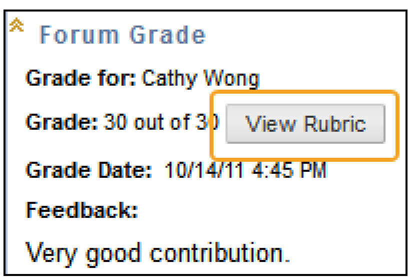
How to View Discussion Board Grades

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **My Grades**.

3. If your posts to the forum have not been graded, the **Grade** column contains a symbol indicating its status. If your post has been submitted and graded, the grade appears in the **Grade** column. To view more detail, click the link to see the post's **Grade Forum** page. This page includes:
    - **Forum Statistics**: This section shows information about your posts, such as **Date of Last Post**, **Average Post Length**, and **Average Post Position**.
    - **Forum Grade**: This section provides information about your **Grade**, instructor's **Feedback**, and **Grading Notes**.
    - **Contributors**: This section shows other users who participated in the forum.

Note: If you see feedback for an item but do not see a grade, contact your instructor.

Note: If your instructor has used a rubric for grading, click **View Rubric** to display detailed grading information.



If there is no associated rubric or your instructor has not made it available, the **View Rubric** button will not be visible.

How to Moderate Discussion Board Content

As an discussion Moderator, your role is to facilitate the conversation and exchange of ideas on the Discussion forum. You need to ensure that participants feel comfortable to share, while also monitoring responses and keeping everyone focused and on track. At the same time, you want to be careful not to dominate or impede the flow of the discussion.

Occasionally, participants may introduce material to the Discussion Board that is inappropriate for the class discussion. Depending on the maturity and the sensitivity of the participants in your course, it can be important to review participant posts for inappropriate content before sharing posts with the rest of the class.

When a moderated forum is created, all posts to the forum are added to a Moderation Queue. The Moderator reviews each post and does one of the following:

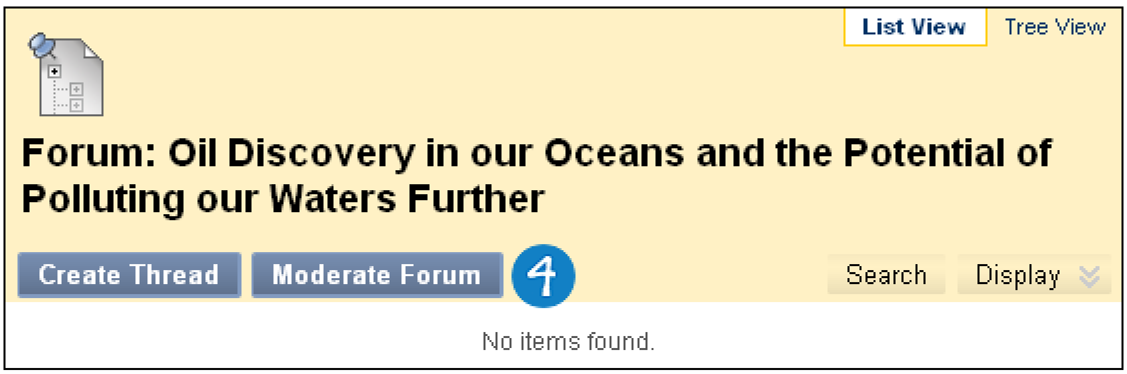
- Publishes the post.
- Returns the post to the sender without a message.
- Returns the post to the sender with a message.

The Moderator can delete, edit, and lock posts in a forum, even if the forum does not use the Moderation Queue.

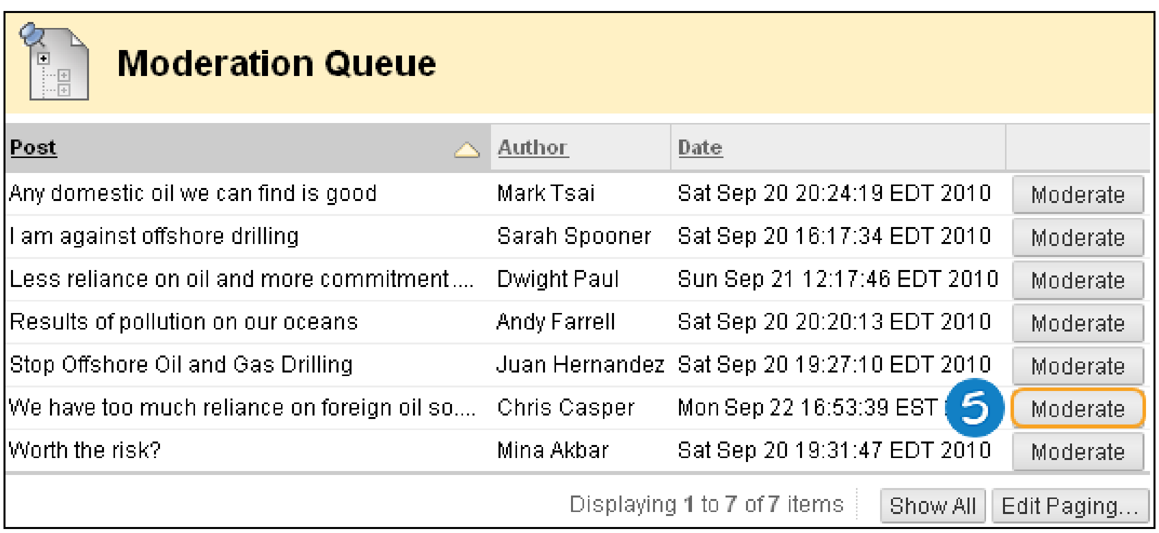
How to Moderate Posts

1. After posts have been submitted, access the forum. In the Moderator view, no posts appear because the messages are waiting approval. On the Action Bar, click **Moderate Forum**.

   Note: The **Moderate Forum** function appears only to those users who have a forum role of Manager or Moderator. In the student view, the author can see the post in **Tree View** with a reminder it is in the Moderation Queue.

2. On the **Moderation Queue** page, the posts appear in alphabetical order by title. Click the column title or caret to sort by post title, author, or date. To review a post, click **Moderate**.

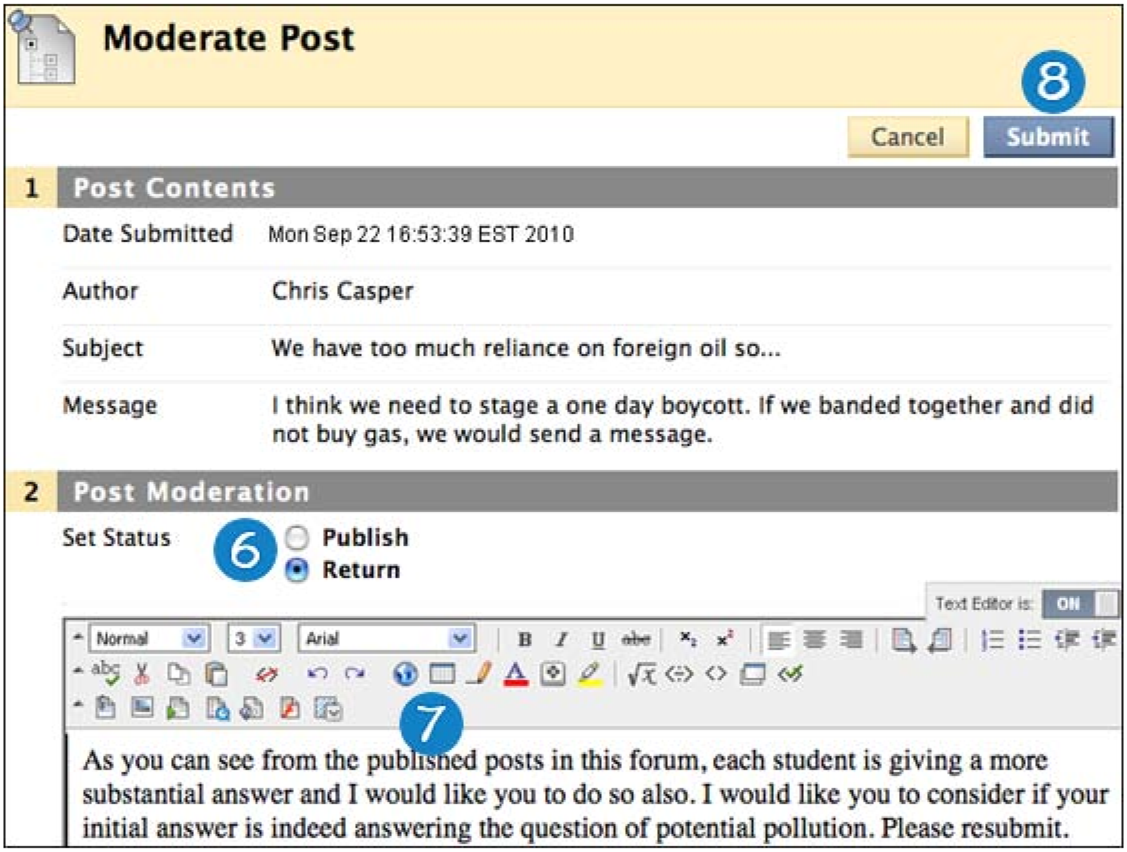
   

3. On the **Moderate Post** page, read the post and select the **Publish** or **Return** option. Published messages are immediately posted to the thread.

4. Optionally, type feedback in the text box. You can use the Text Editor functions to format the text, link to files in Course Files or the Content Collection, and include web links, multimedia, and Mashups.

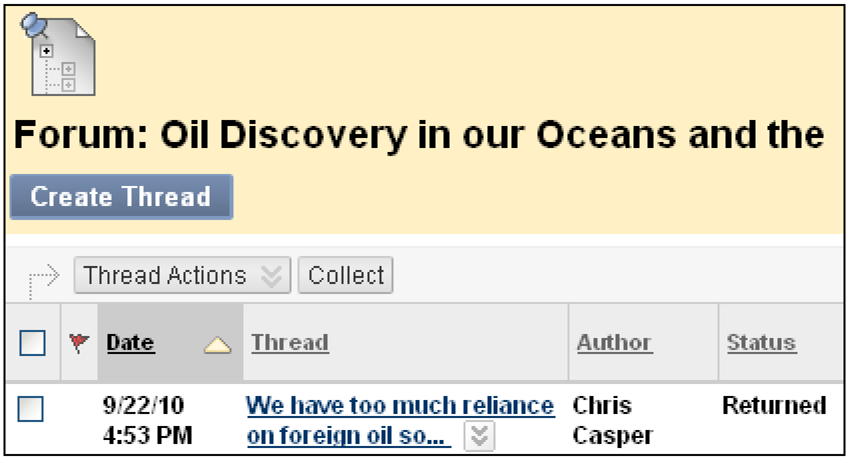
   Note: Though feedback is optional, this is an opportunity to provide guidance, ask questions, redirect a student's focus, and explain why a post was returned.

5. Click **Submit**.



Result

Returned posts no longer appear in the Moderation Queue. Students see their returned posts in the forum. When returned posts are opened, students see an explanation, if feedback was included, and they can create new threads as needed.



Why Can't I See My Discussion Post

If you have composed a post and now you cannot see it, you should:

- Check if you accidentally saved it as a Draft. Return to the **Forum** page. On the **Forum** page, point to **Display** to access the drop-down list.
- Click **Search** at the top of the **Discussion Board**, **Forum**, or **Thread Detail** pages and search for a term you used in your lost message.

Tip: When composing long messages, write them offline in a word processing program or notepad that can be saved locally, and then paste the message into Discussions. This can provide you with peace of mind as well as a way to recover your work in case of technical difficulties.

Related Tutorials Creating a New Discussion Board Thread (Flash movie | 1m 52s | 4,750 KB) | Replying to a Discussion Board Thread (Flash movie | 1m 59s | 5,083 KB) | Creating a Discussion Board Post (Flash movie | 2m 40s | 5,135 KB) | Organizing Discussion Board Posts (Flash movie | 2m 27s | 4,624 KB) | Viewing Discussion Board Grades (Flash movie | 1m 38s | 3,181 KB)

Email

The Email tool allows you to send email to other people in your course from within Blackboard Learn without launching an external email client, such as Gmail or Yahoo. Emails can be sent to individual users or to groups of users. A copy of this email is sent to the sender by default.

IMPORTANT! Blackboard Learn keeps no record of sent or received emails. When you receive or send an email, the email will appear in the Inbox of your external email client. Keep a copy of important messages in case you need them at a later date.

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

You can send email to the following people in a course:

- **All Users**: Sends email to all users in the course.
- **All Groups**: Sends email to all of the groups in a specified course.
- **All Teaching Assistant Users**: Sends email to all of the Teaching Assistants in a specified course.

- **All Student Users**: Sends an email to all students in the course.
- **All Instructor Users**: Sends email to all of the instructors for a specified course.
- **Select Users**: Sends email to select users.
- **Select Groups**: Sends email to select groups.

Note: Recipients of each email will not see the email addresses of other recipients.

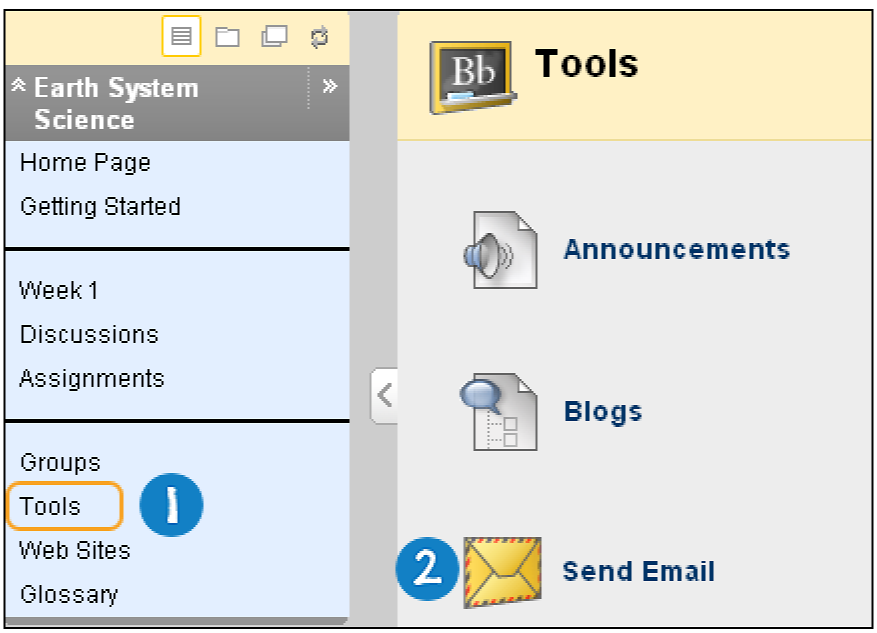
Before You Begin

- Blackboard Learn will NOT recognize files or email addresses with spaces or special characters, such as #, &, %, and $. In general, use only alphanumeric file names and addresses in Blackboard Learn.
- Do not send email through Blackboard Learn without content in the subject line. Leaving the subject line blank can prevent the message from being delivered.

How to Send Email

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Send Email**.

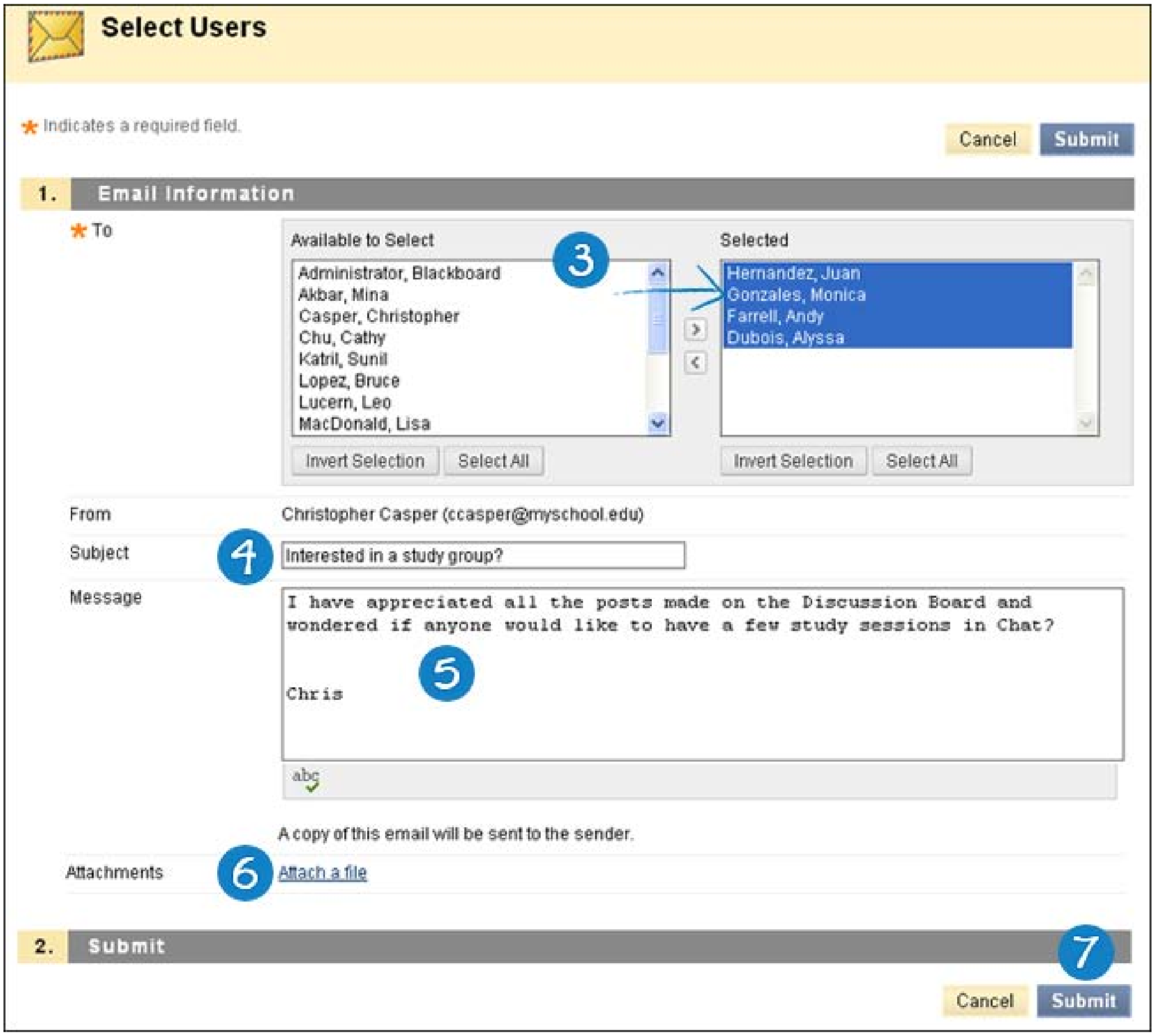
   Note: You can also access the Send Email feature for all of your courses through the **Tools** panel on the **My Institution** tab. The Email tool may also be available directly from the Course Menu when added by your instructor.



3. From the **Select Users** or **Select Groups** page, select the recipients in the **Available to Select** box and click the right-pointing arrow to move them into the **Selected** box. A back arrow is available to move a user out of the recipient list. Click **Invert Selection** and the selected users are no longer highlighted and those users that were not selected will be highlighted.

   Tip: For Windows, to select multiple users in a list, press the `SHIFT` key and click the first and last users. To select users out of sequence, press the `CTRL` key and click each user needed. For Macs, use the `COMMAND` key instead of the `CTRL` key. You can also use the **Select All** function to send an email to all users.

4. Type your **Subject**.
5. Type your **Message**. A copy of the message is sent to the sender. A receipt page appears after the message is sent listing all recipients. The receipt page does not confirm that users received the message. It only confirms that the message was sent.
6. Click **Attach a File** to browse for files from your computer. You can attach multiple files. After you add one file, the option to attach another file appears.
7. Click **Submit**.



Troubleshooting

- Your email address is not visible unless you choose to make it visible to course members. Find this setting in the page header at: **My Places** > **Personal Information** > **Set Privacy Options**. From this page, you can choose the information you want course members to see.
- You can change your external email address used in your course. Change your email address by going to **My Places** > **Personal Information** > **Edit Personal Information**. Type your preferred email address and click **Submit**.

- Email clients, such as Gmail or Yahoo, may identify email from Blackboard Learn as junk mail and either automatically delete the email or move it to a junk mail folder. If you have problems, check your user preferences or options for settings regarding the handling of junk email.

Journals

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

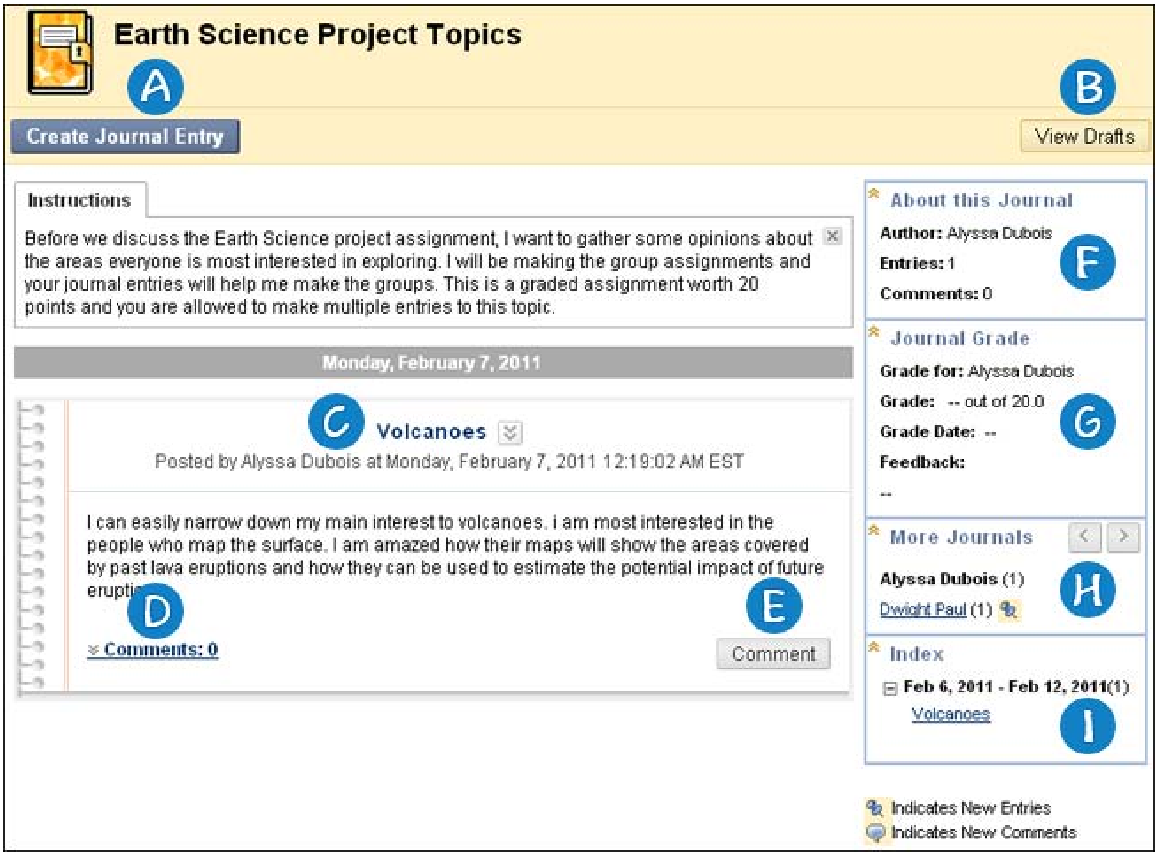
Journals are a personal space for you to communicate privately with your instructor. You can also use a journal as a self-reflective tool to post your opinions, ideas, and concerns about your course, or discuss and analyze course related materials. For example, you can describe problems you faced and how you solved them. Your instructor can direct journal entries to be more formal in nature and narrower in focus by listing topics for discussion.

Your instructor can choose to make journal entries public, allowing all course members to view all entries. You can read what other students wrote and build on those ideas.

When used in the group area, members of a group can view and comment on each other's entries for a group journal. The group can communicate with their instructor as a whole and all members can benefit from the comments made.

Your instructor can grade group journals and apply the grade to every member of the course group. Journal entries can also be used specifically for communication. In either instance, you can make multiple entries for one journal topic.

The Journal topic page is divided into two main sections. You can view the **Instructions** in the content frame. Click the **X** to collapse the Instructions. In the side panel, you can view information about the journal. Expand and collapse sections in the side panel using the double arrows.



A **Create Journal Entry**: Create a journal entry using the **Create Journal Entry** function. You can make another journal entry for a topic at any time. For example, your instructor may add a comment requesting that you clarify what has been written before a grade is assigned or suggest a topic for another entry.

B **View Drafts**: Access any entries saved as drafts. Click **View Drafts** on the Action Bar.

C **Journal Entry**: Your journal entries appear in the content frame following the **Instructions**.

D **Comments**: Following an entry, you can see if comments were made. Click the link to view comments.

E **Comment**: You can add comments by clicking **Comment**.

F **About this Journal**: In the side panel, view the journal information in the **About this Journal** section.

G **Journal Grade**: The **Journal Grade** section appears if a journal is set to be graded. You can see if your journal entries have been graded..

H **More Journals**: View other journal entries made by other course members in the **More Journals** section.

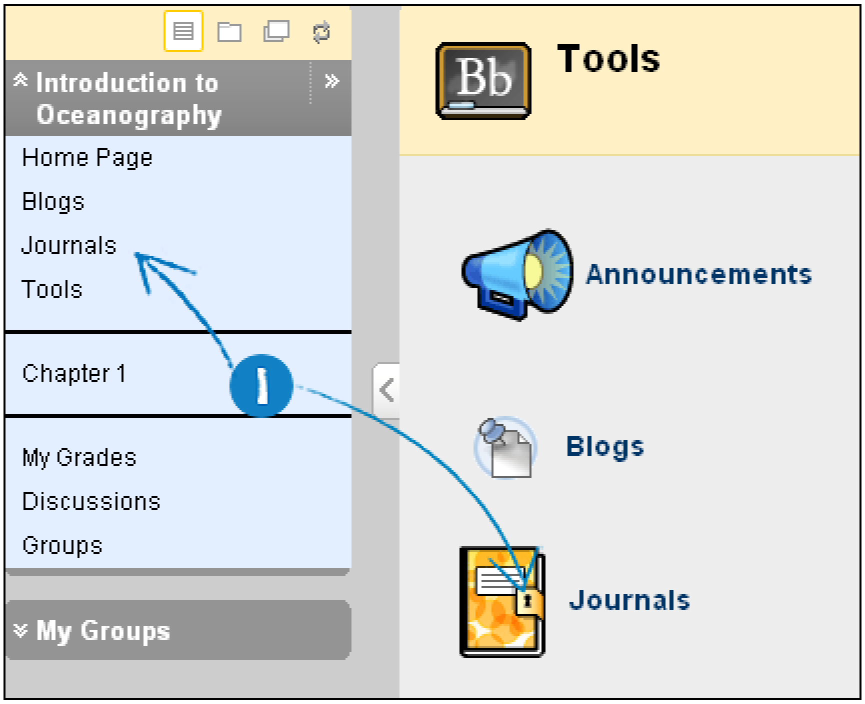
I **Index**: View the titles of your selected entries for either the week or the month in the **Index** section, determined by the settings your instructor selects during journal creation. The most recent entry title appears first.

How to Access a Journal

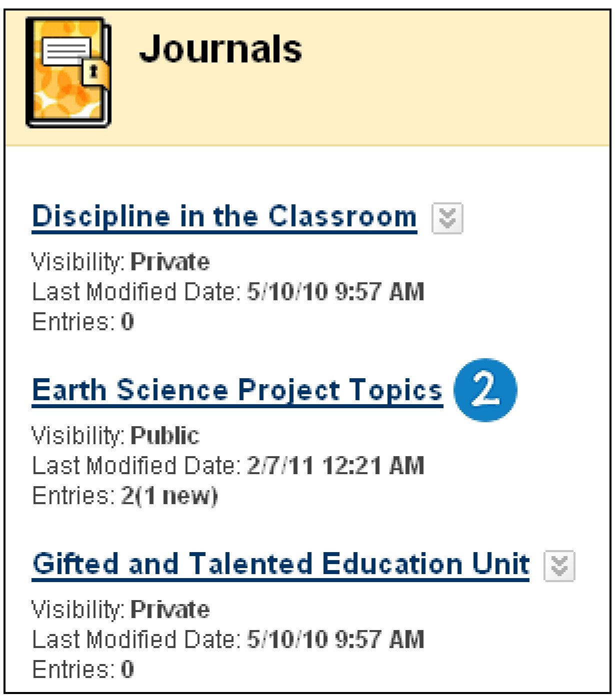
1. On the Course Menu, click **Journals**.

   -OR-

   On the Course Menu, click **Tools** and then click **Journals**.



2. On the **Journals** listing page, select a journal to open.



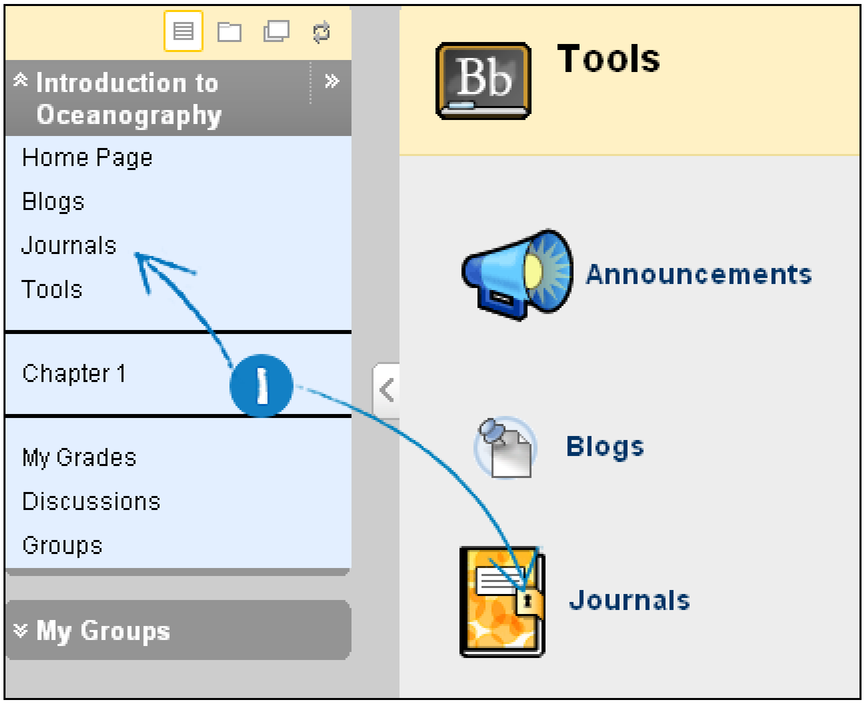
How to Create a Journal Entry

Only your instructor can create a journal topic, but once created, you can create entries. The journal topics appear in alphabetical order on the Journals listing page. Create and post journal entries or save them in draft form for later posting.

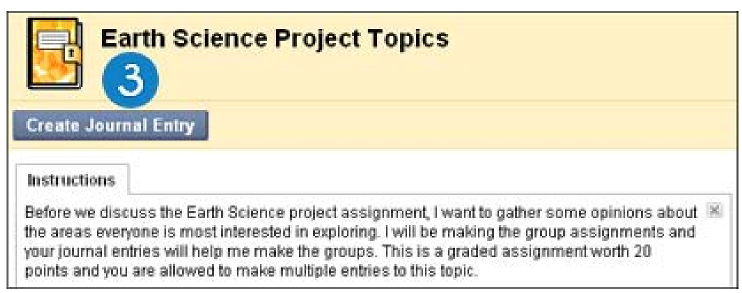
1. On the Course Menu, click **Journals**.

   -OR-

   On the Course Menu, click **Tools** and then click **Journals**.



2. On the **Journals** listing page, select a journal to open.
3. On the **Journal** topic page, click **Create Journal Entry**.



4. On the **Create Journal Entry** page, type an **Entry Title**.
5. Type the text in the **Entry Message** text box.
6. Alternatively, in the **Attach File** field, attach a file using one of the following options:
   - To upload a file from your computer, click **Browse My Computer**.
   - To upload a file from the course's storage repository:

- If Course Files is the course's storage repository, click **Browse Course**.

  -OR-

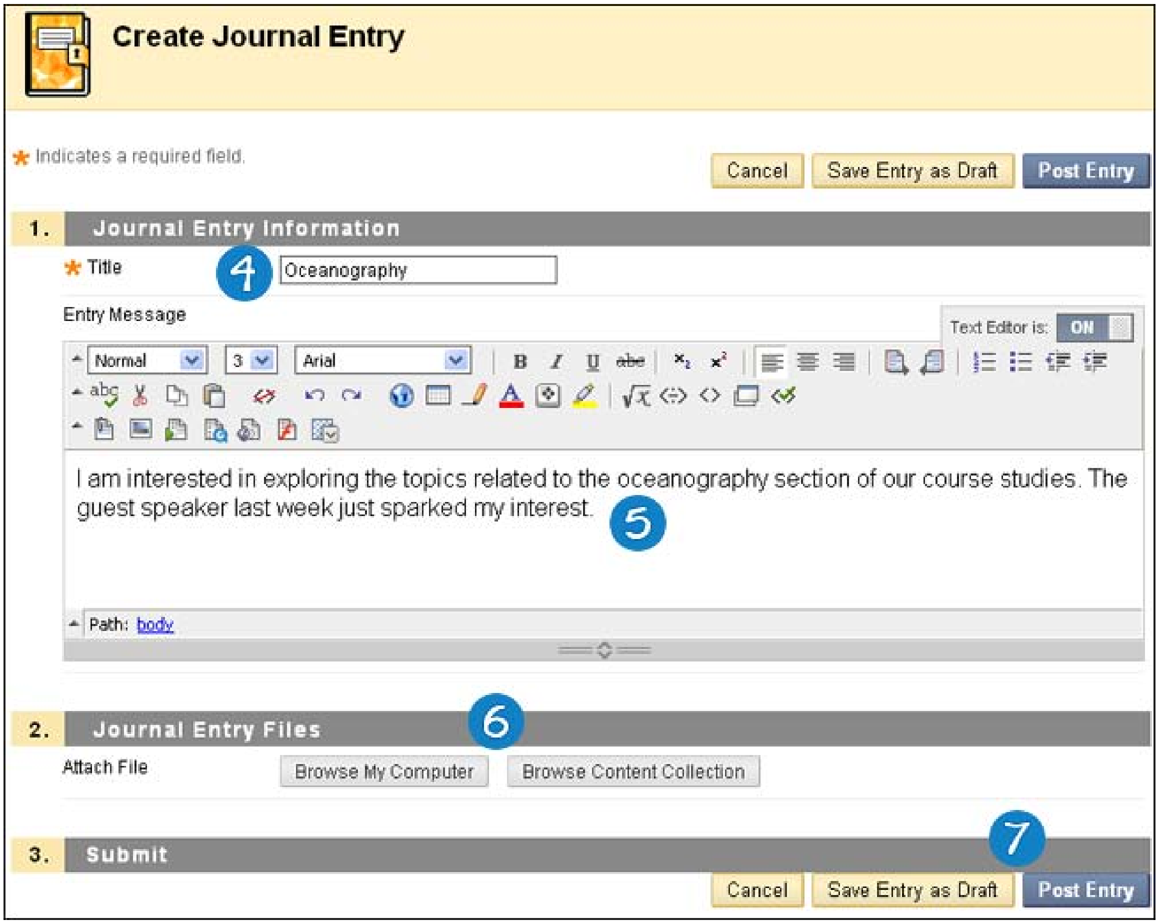
- If your school licenses content management, click **Browse Content Collection**.

Note: Files added by students are private and stored in a secure location. These files are not accessible through the course.

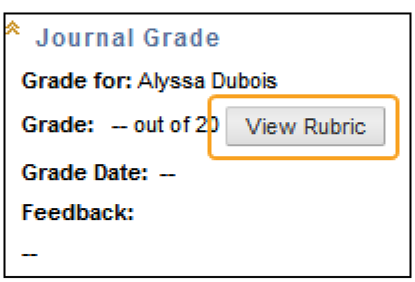
7. Click **Post Entry**.

   -OR-

   Click **Save Entry as Draft** to save the entry for later posting.



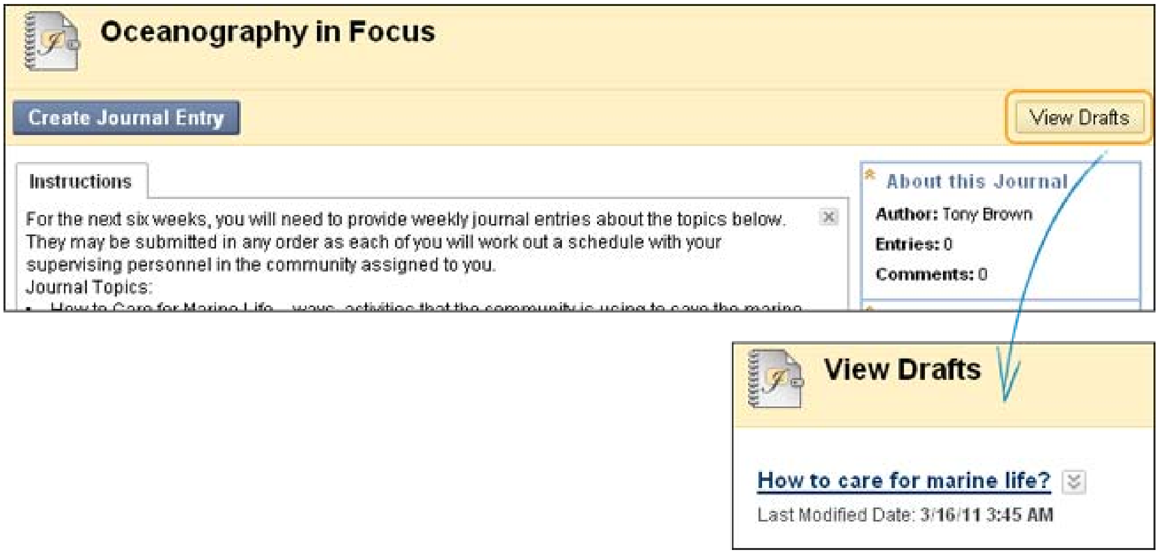
Note: If your instructor has associated a rubric with the journal and made it available to students, click **View Rubric** in the **Journal Grade** section to display grading criteria.



If there is no associated rubric or your instructor has not made it available, the **View Rubric** button will not be visible.

Viewing Journal Drafts

You can save journal entries to post later by clicking **Save Entry as Draft**. You can view these drafts by clicking **View Drafts** on the main journal page.



How to Comment on a Journal Entry

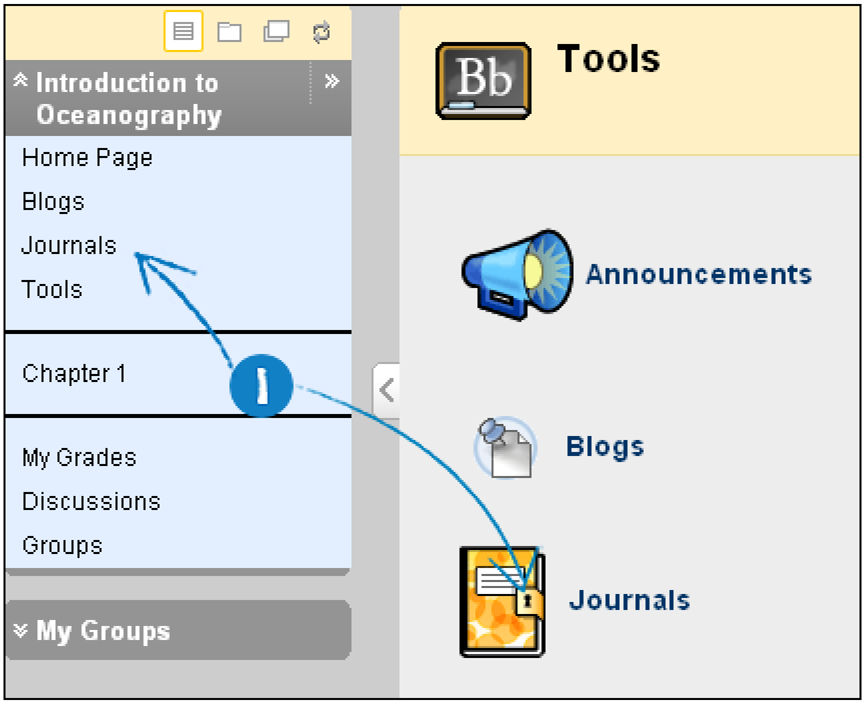
You can create comments to journal entries if commenting is allowed by your instructor. You can add a comment after your instructor comments on an entry to continue the conversation.

You cannot make comments on another user's journal entry, even if the journal has been made public. Users can only comment on another user's entry when they are members of a group. For group journals, all group members and their instructor are allowed to make comments on individual entries.

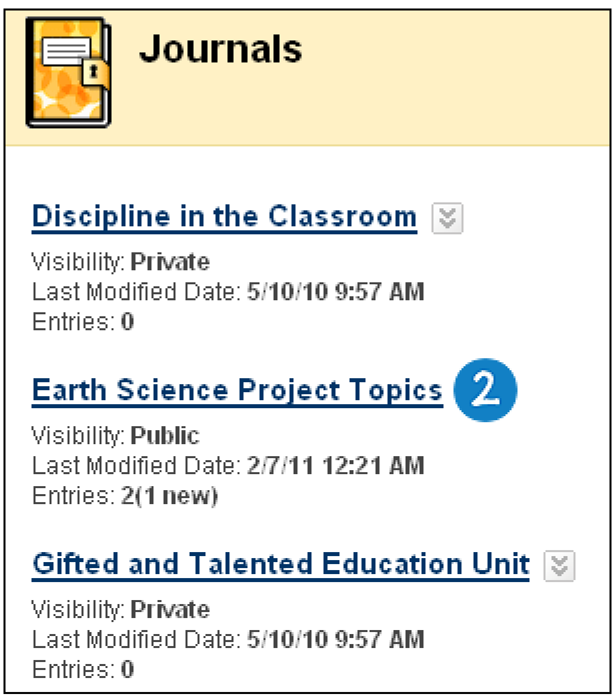
1. On the Course Menu, click **Journals**.

   -OR-

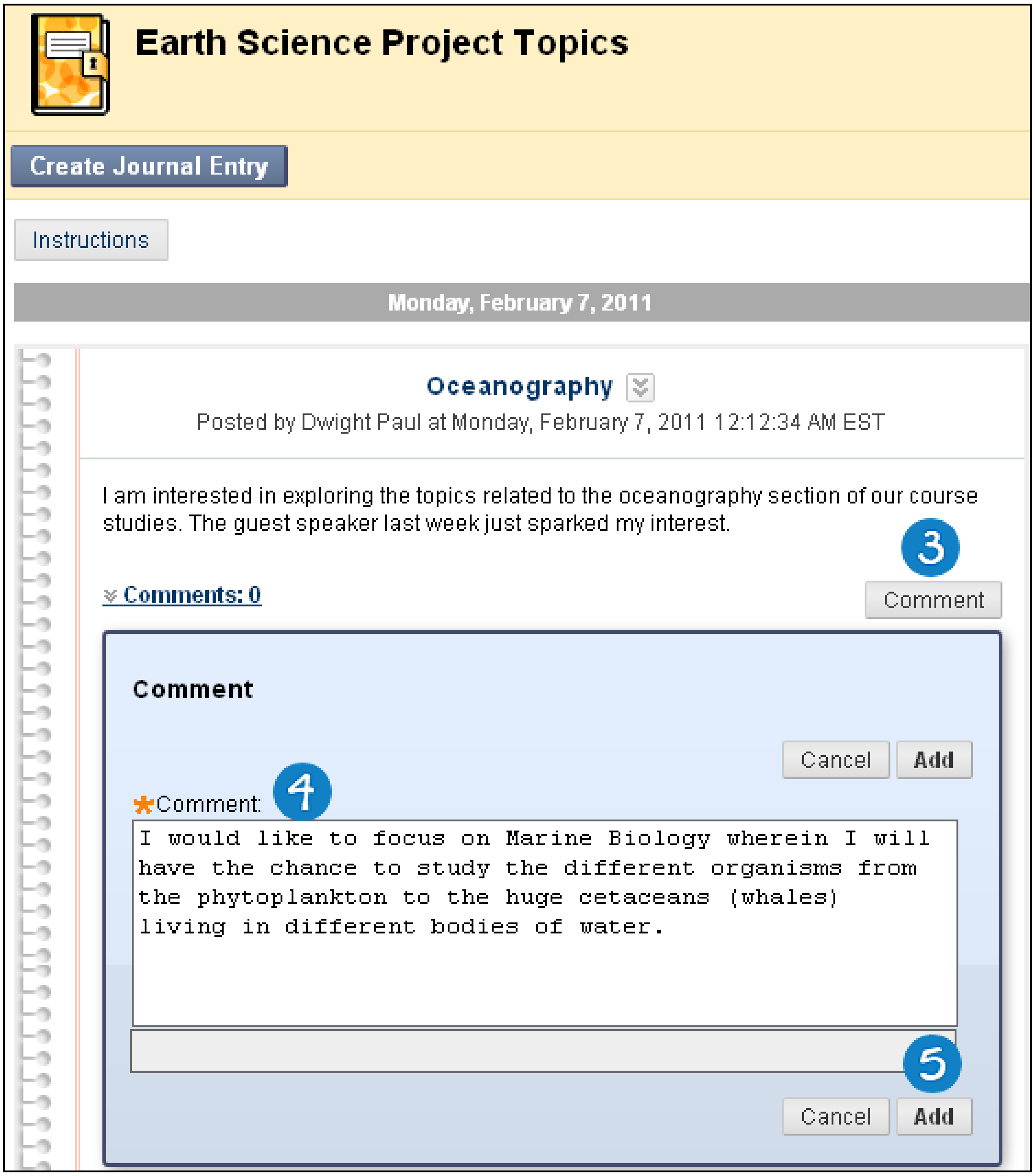
   On the Course Menu, click **Tools** and then click **Journals**.



2. On the **Journals** listing page, select a journal to open.



3. On the **Journal** topic page, click **Comment** for the selected entry.
4. Type a comment in the **Comment** field.
5. Click **Add**.



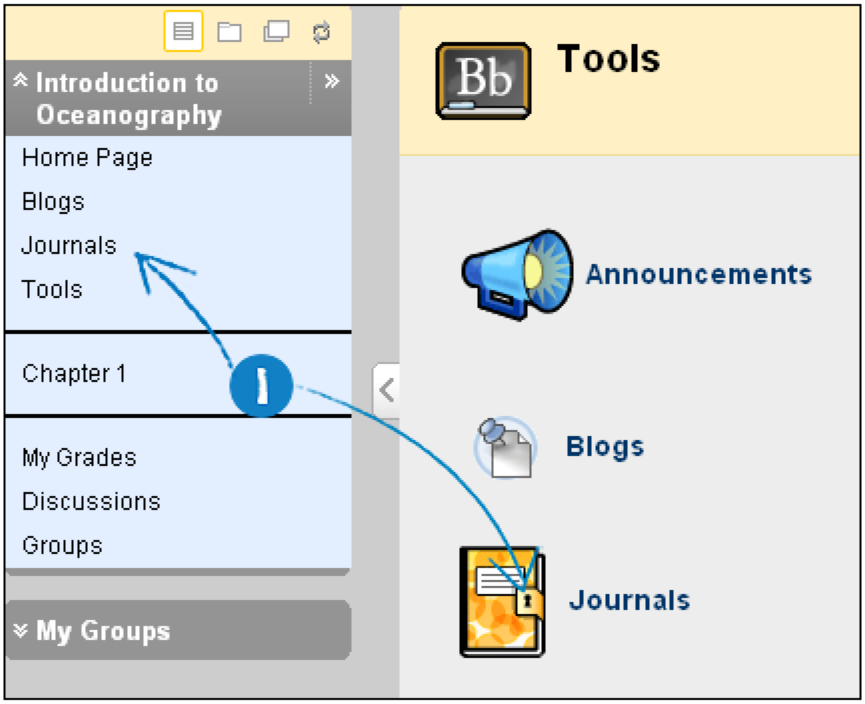
How to Edit a Journal Entry

You can edit your journal entries if your instructor allows it. However, if you edit gradable journal entries, the original graded entry will be lost.

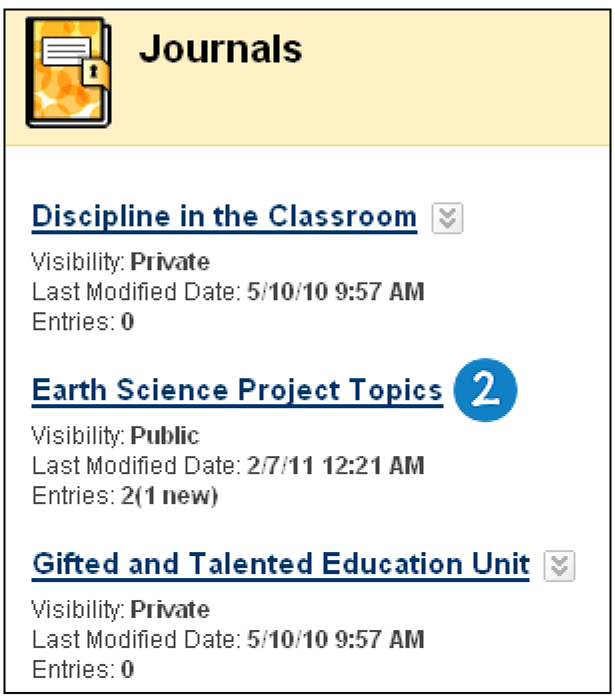
1. On the Course Menu, click **Journals**.

   -OR-

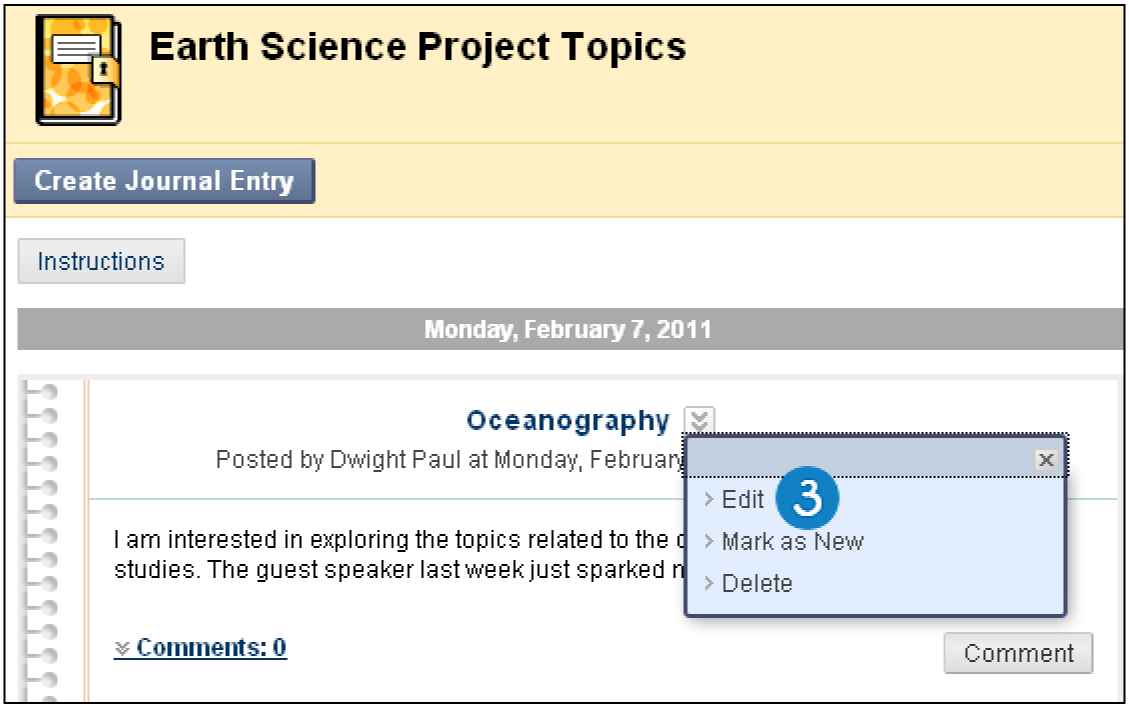
   On the Course Menu, click **Tools** and then click **Journals**.



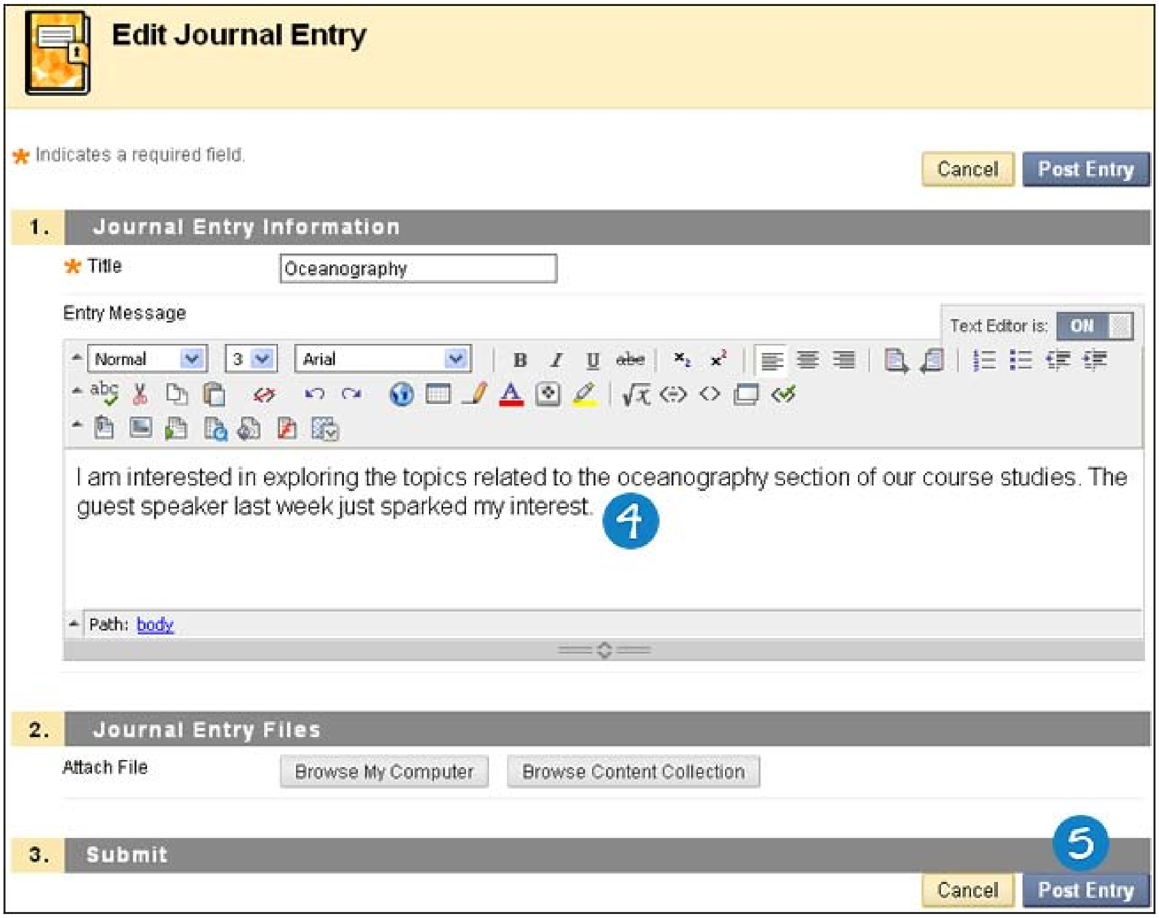
2. On the **Journals** listing page, select a journal to open.



3. On the **Journal** topic page, select **Edit** from the contextual menu for the journal entry.



4. On the **Edit Journal Entry** page, make the necessary changes.
5. Click **Post Entry**.



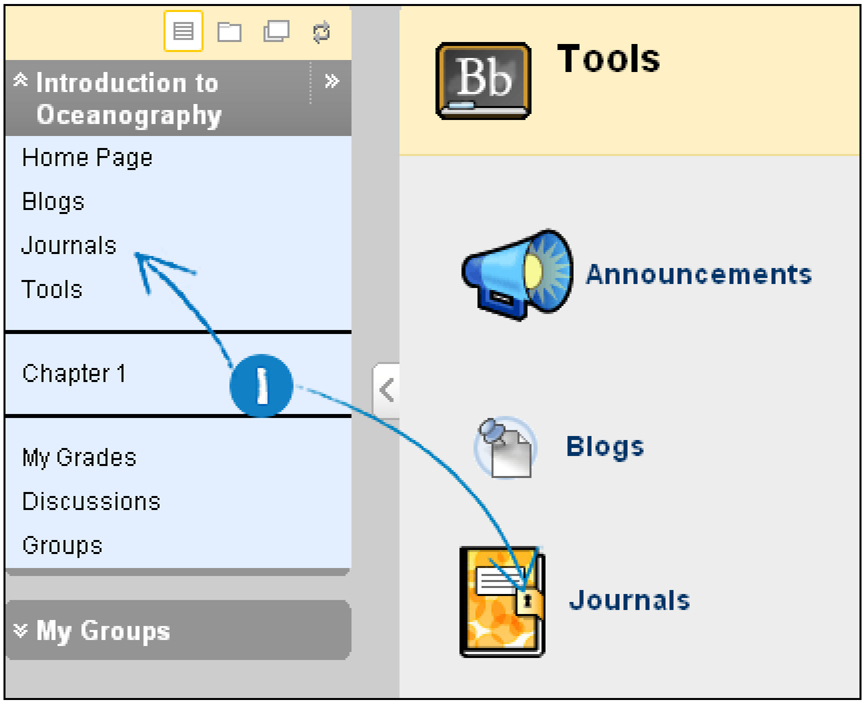
How to Delete a Journal Entry

You can delete your journal entries if your instructor allows it. However, if you delete gradable journal entries, the original graded entry will be lost.

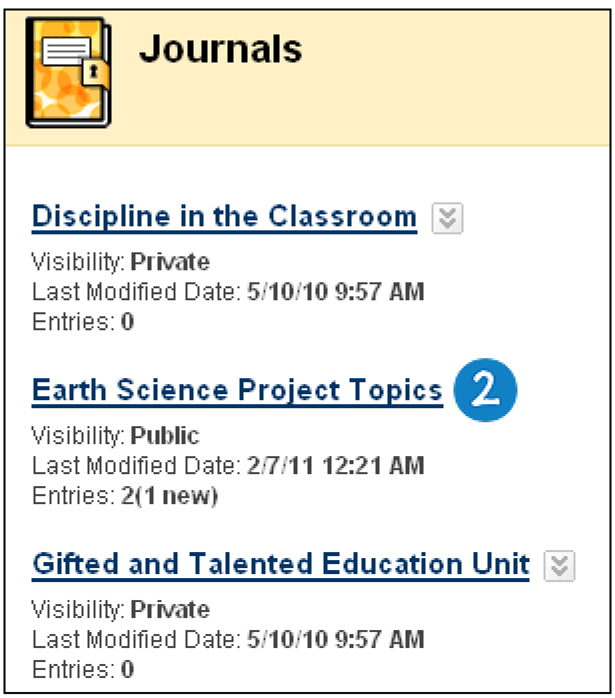
1. On the Course Menu, click **Journals**.

   -OR-

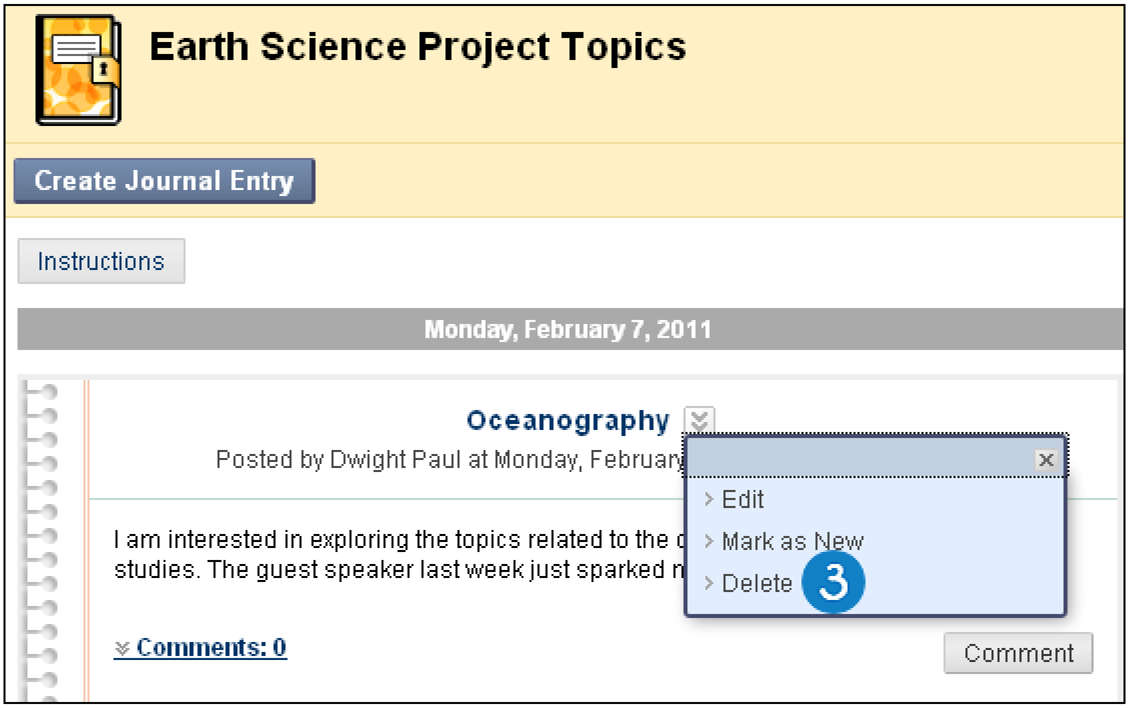
   On the Course Menu, click **Tools** and then click **Journals**.



2. On the **Journals** list page, select a journal to open.

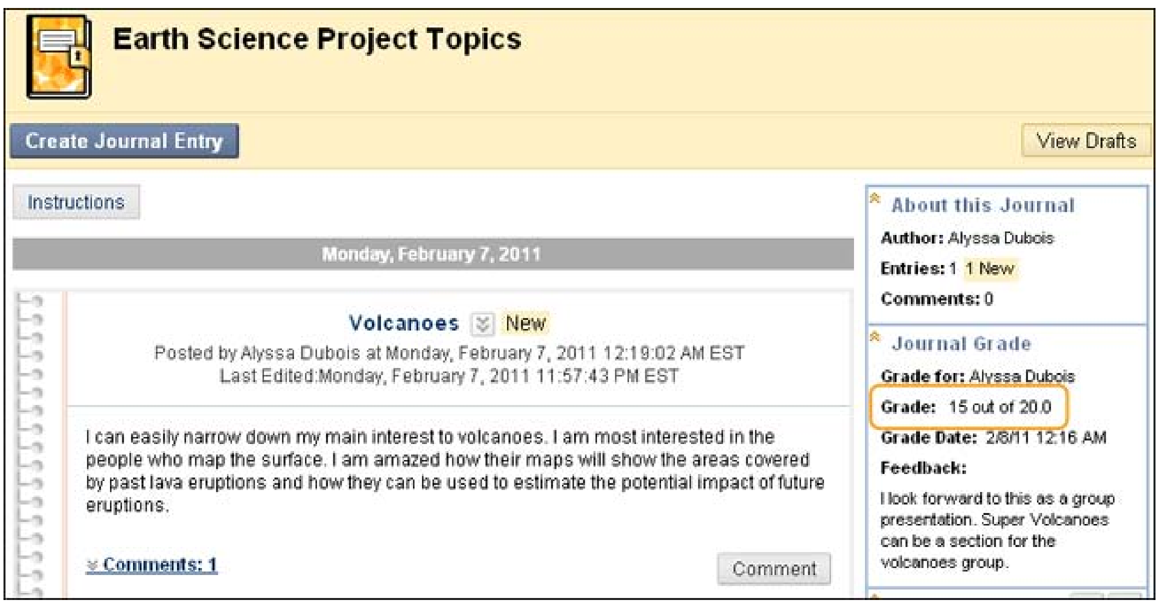


3. On the **Journal** topic page, select **Delete**from the contextual menu for the journal entry. This action is final and cannot be undone.

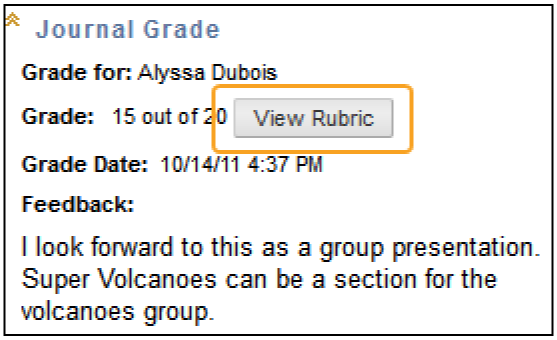


Viewing Journal Grades

When your journal entries have been graded, you can view your grade in two places .The grading information appears under the **Journal Grade** section on the **Journal** topic page and in the **My Grades** tool. Any feedback and the date the grade was assigned also appear in these areas.



Note: If your instructor has used a rubric for grading and made it available to students, click **View Rubric** to display detailed grading information.



If there is no associated rubric or your instructor has not made it available, the **View Rubric** button will not be visible

Troubleshooting Journal Management

- If your instructor deleted the journal while you are posting, the journal and all comments are deleted.
- If a journal is made unavailable while you are posting, the journal remains visible to your instructor in **Edit** view but is not displayed to you.
- If the **Allow Users to Edit and Delete Entries** setting is changed, entries remain but you cannot edit them.
- If the **Allow Users to Delete Comments** setting is changed, comments remain but you cannot edit them.

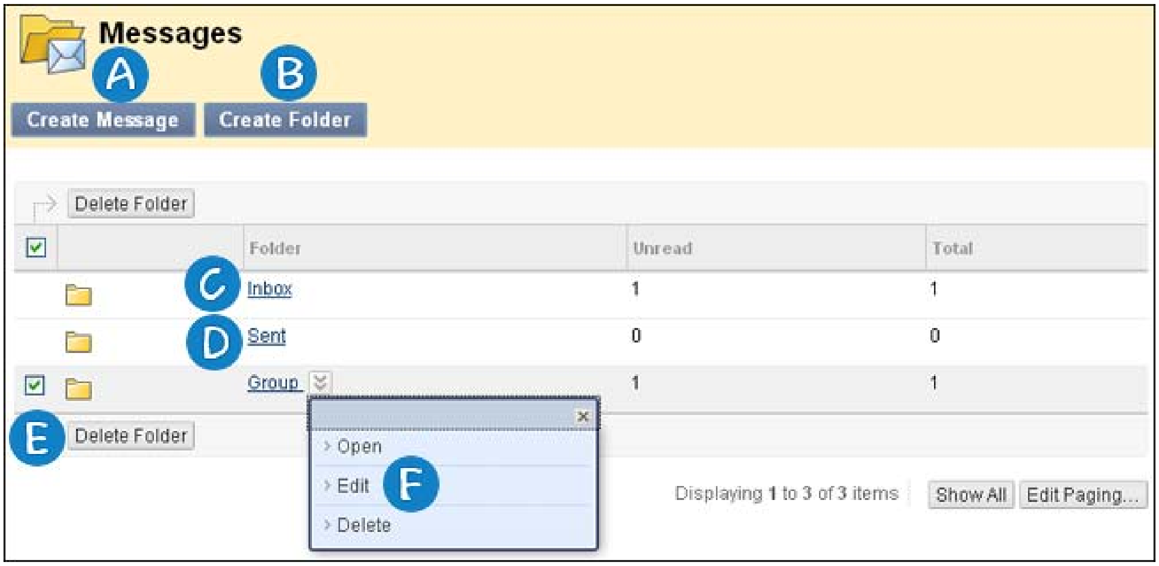
Messages

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

The Blackboard Learn **Messages** tool provides you with a familiar, email-like environment that you can use for course communication. Accounts are automatically created for each member of the course, and messages are sent and received using that account. This provides additional privacy because external email addresses are not used, so external factors will not affect course communication.

You cannot receive messages outside your course and you are not notified if you receive a new message, so make routine checks for new messages.

Messages are usually accessed through the tools area of a course. However, your instructor can restrict access or create a link on the Course Menu so that messages are directly accessible.



A **Create Message**: Use the **Create Message** function to create new messages.

B **Create Folder**: Use the **Create Folder** function to add a new folder. You can use folders to organize messages.

C **Inbox**: The **Inbox** folder opens with a list of messages received.

D **Sent**: The **Sent** folder opens with a list of messages that you sent.

E **Delete Folder/Delete**: The **Delete Folder** or **Delete** function in the folder contextual menu removes the folder. To delete personal folders, select the check box next to each folder to delete. Then, click **Delete Folder** on the Action Bar. The folders, and any messages in the folders, are deleted.

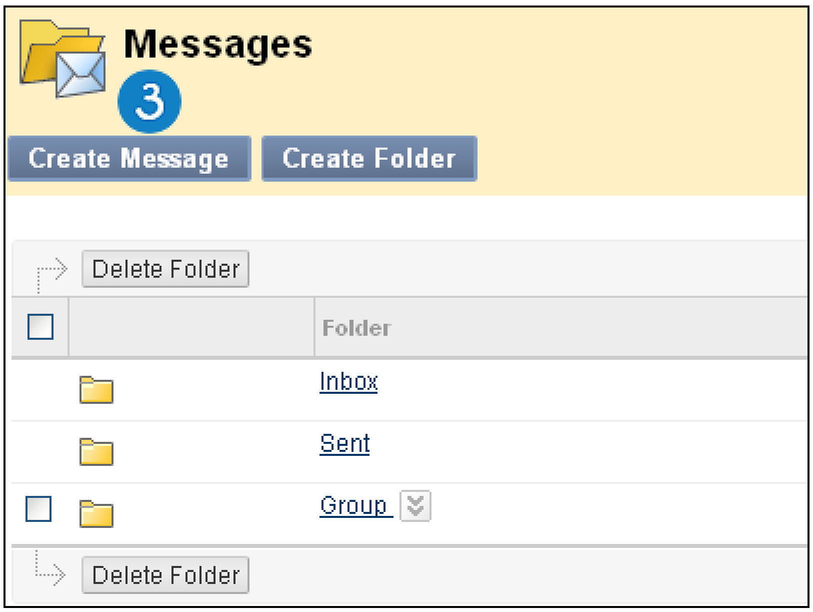
F **Edit**: The **Edit** function changes the name of a personal folder. It is not possible to modify the name of the **Inbox** folder or **Sent** folder.

How to Create a Message

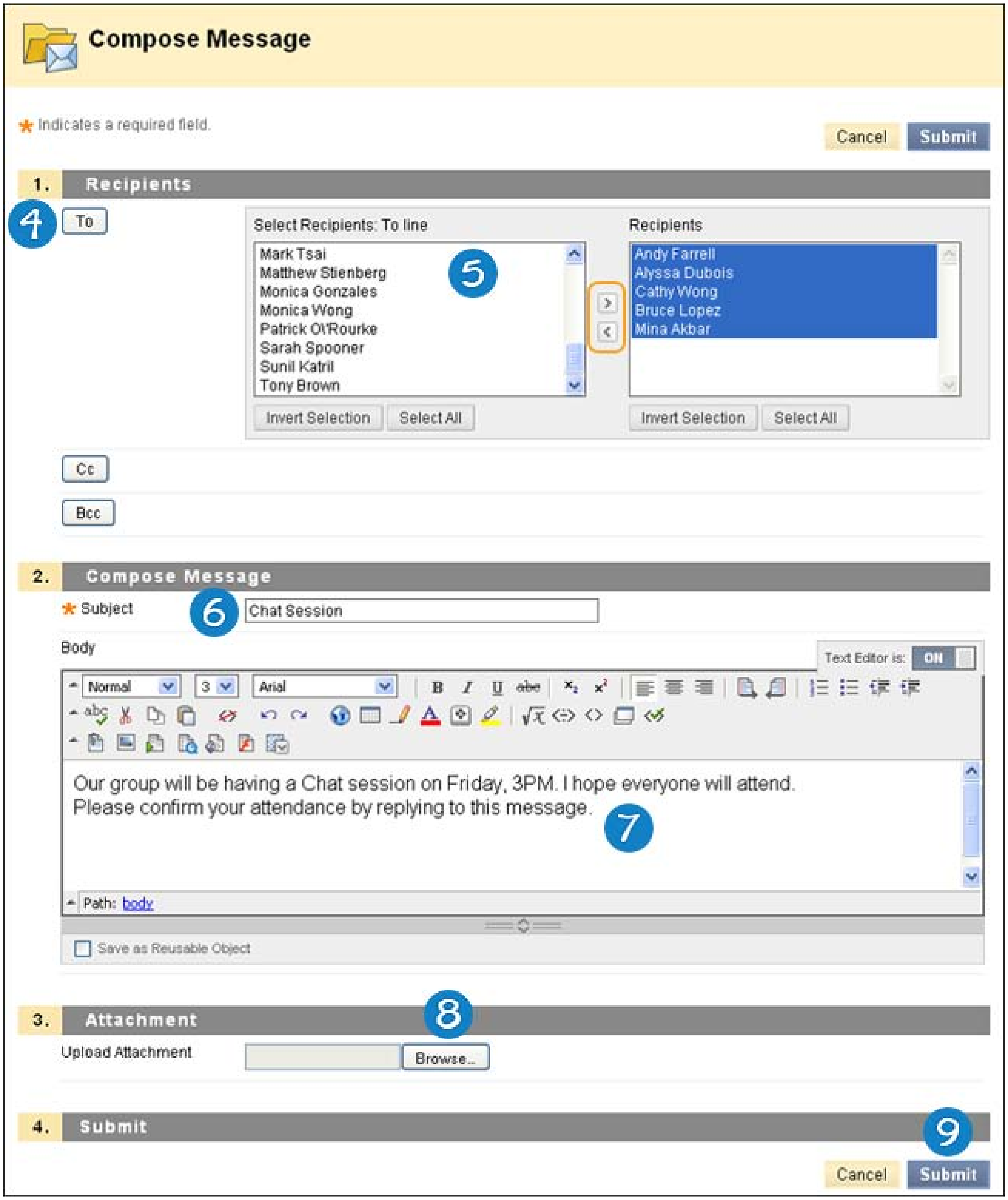
You can send messages to course members using the **Messages** tool. Using the **Messages** tool instead of the **Email** tool can also be more reliable. Incorrect or out-of-date student email addresses will not affect course communication.

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Messages**.

3. On the **Messages** page, click **Create Message**.



4. On the **Compose Message** page, click **To**, and a list of course members appears.
5. In the **Select Recipients: To line** box, select the recipients and click the right-pointing arrow to move them to the **Recipients** box. You can use the **Cc**, and **Bcc** functions to send the message to those users that may be interested in the message, but are not the primary recipients. When using **Bcc**, other recipients do not know that the users listed in the **Bcc** field are receiving the message.
6. Type a **Subject**.
7. Type a message. Optionally, you can use the Text Editor to format the **Body** text.
8. Click **Browse** to select a file to attach to the message. If the message is a reply or a forward, you have the option of including the original attachment.
9. Click **Submit**.



Tip: For Windows, to select multiple users in a row, press the `SHIFT` key and click the first and last names. To select users out of sequence, press the `CTRL` key and click each name needed. For Macs, press the `COMMAND` key instead of the `CTRL` key. You can also select all course members with the **Select All** function.

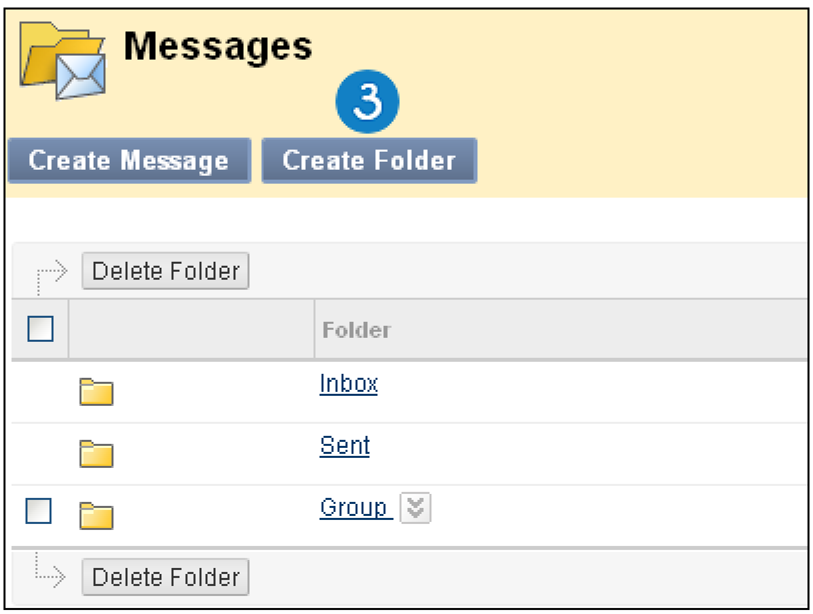
How to Create a Message Folder

You can create personal folders to help organize your messages. Personal folders are only for storing messages. Messages received always appear in the **Inbox** folder first and messages sent always appear in the

Sent folder. Once a message appears, it can be moved into a personal folder.

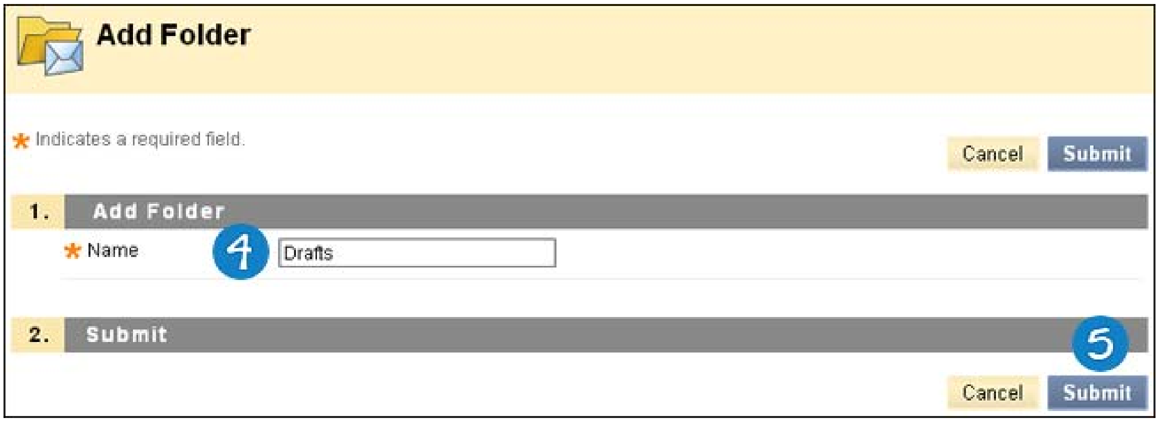
1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Messages**.

3. On the **Messages** page, click **Create Folder** on the Action Bar.



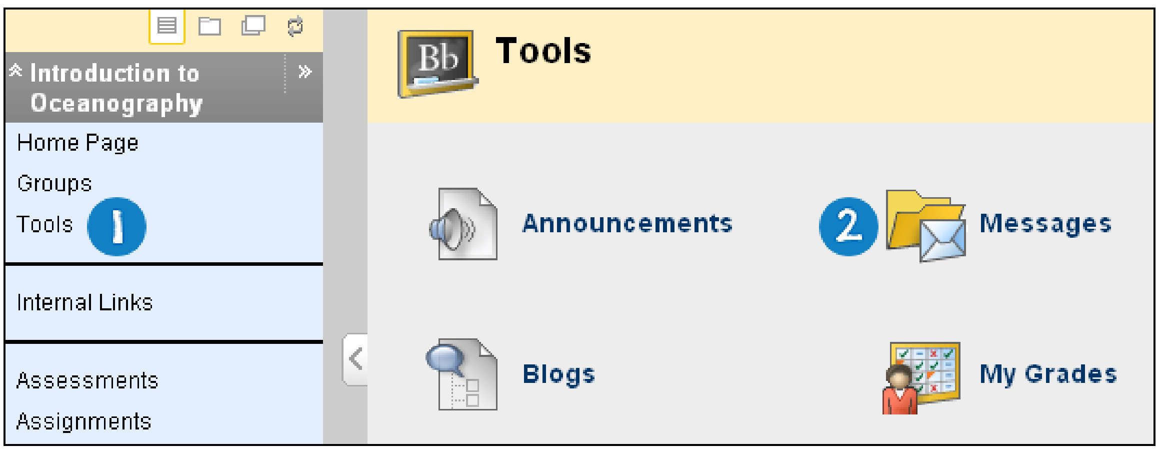
4. On the **Add Folder** page, type the name of the new personal folder in the **Name** box.

5. Click **Submit**.

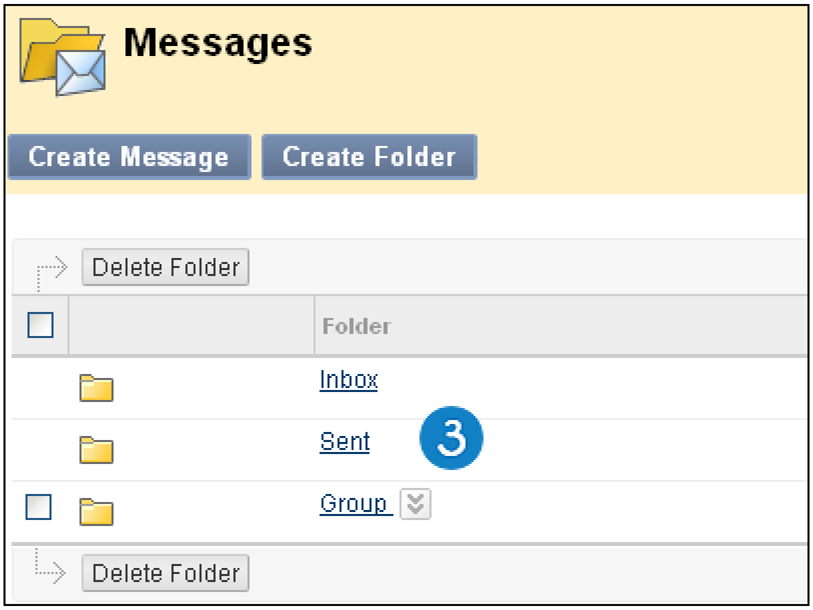


How to View a Message

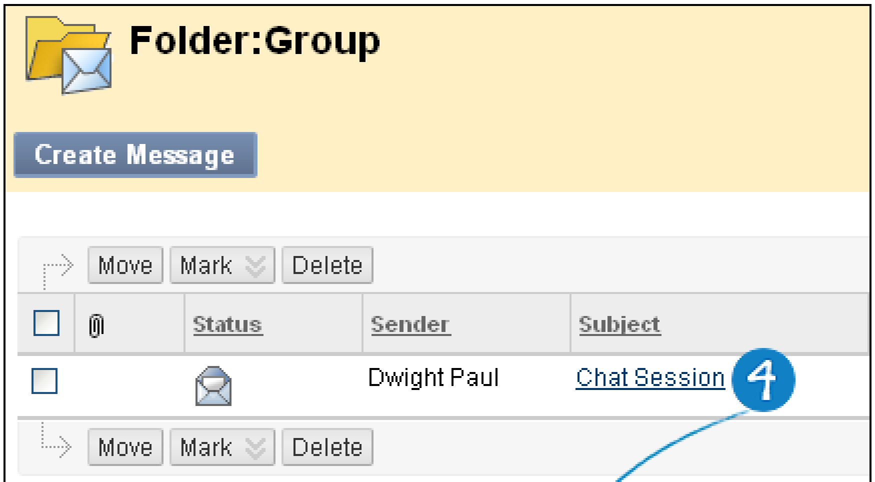
1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Messages**.

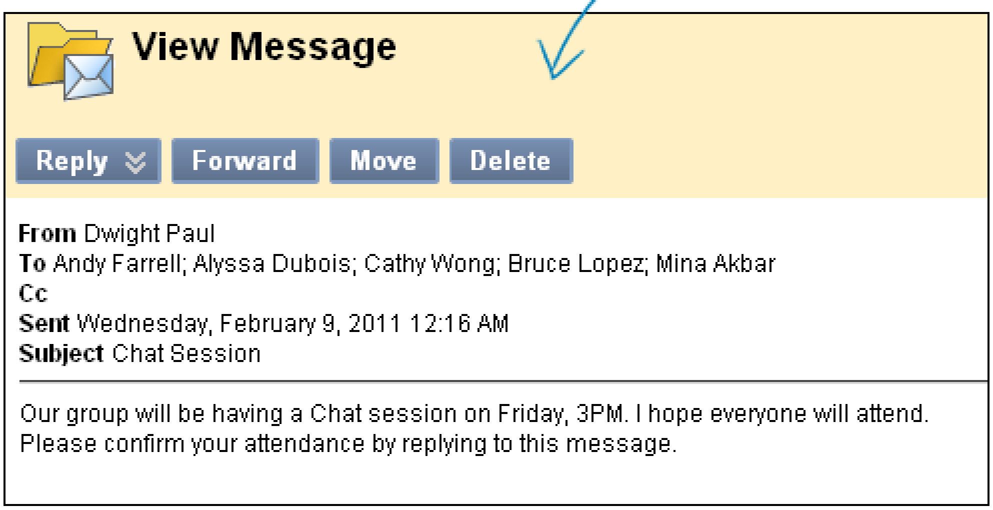


3. On the **Messages** page, select a folder.



4. On the **Folder** page, click the link in the message's **Subject** column.

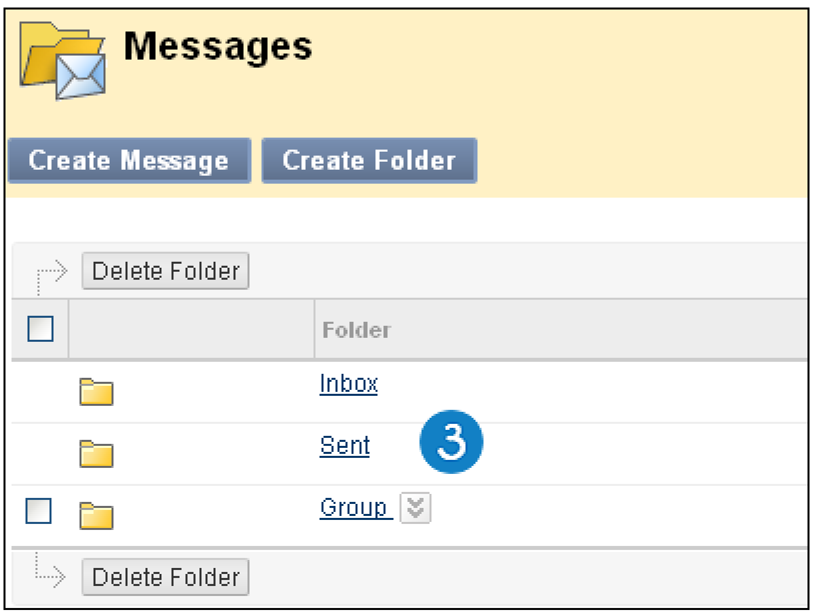




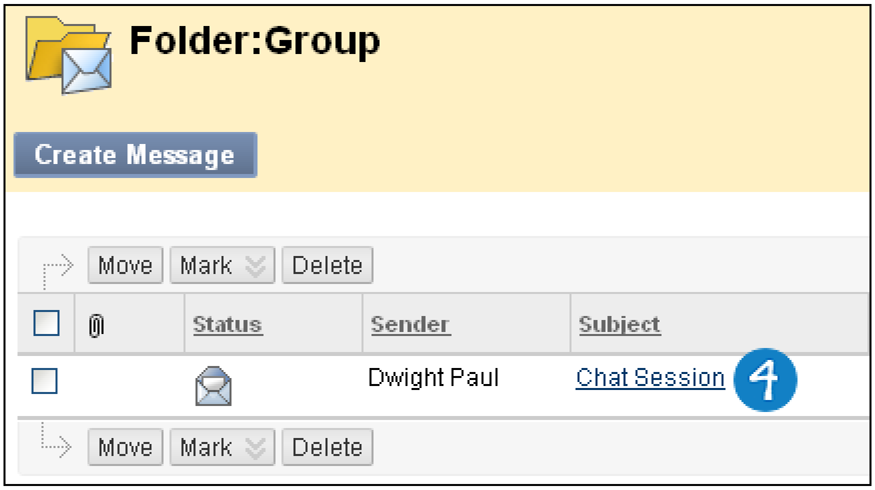
How to Reply to a Message

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Messages**.

3. On the **Messages** page, select a folder.

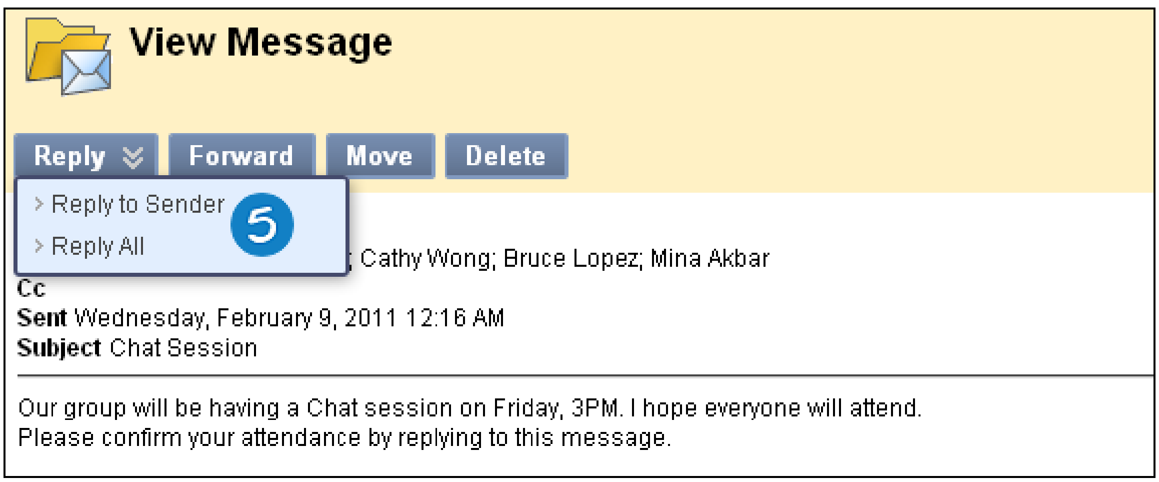


4. On the **Folder** page, click the link in the message's **Subject** column.

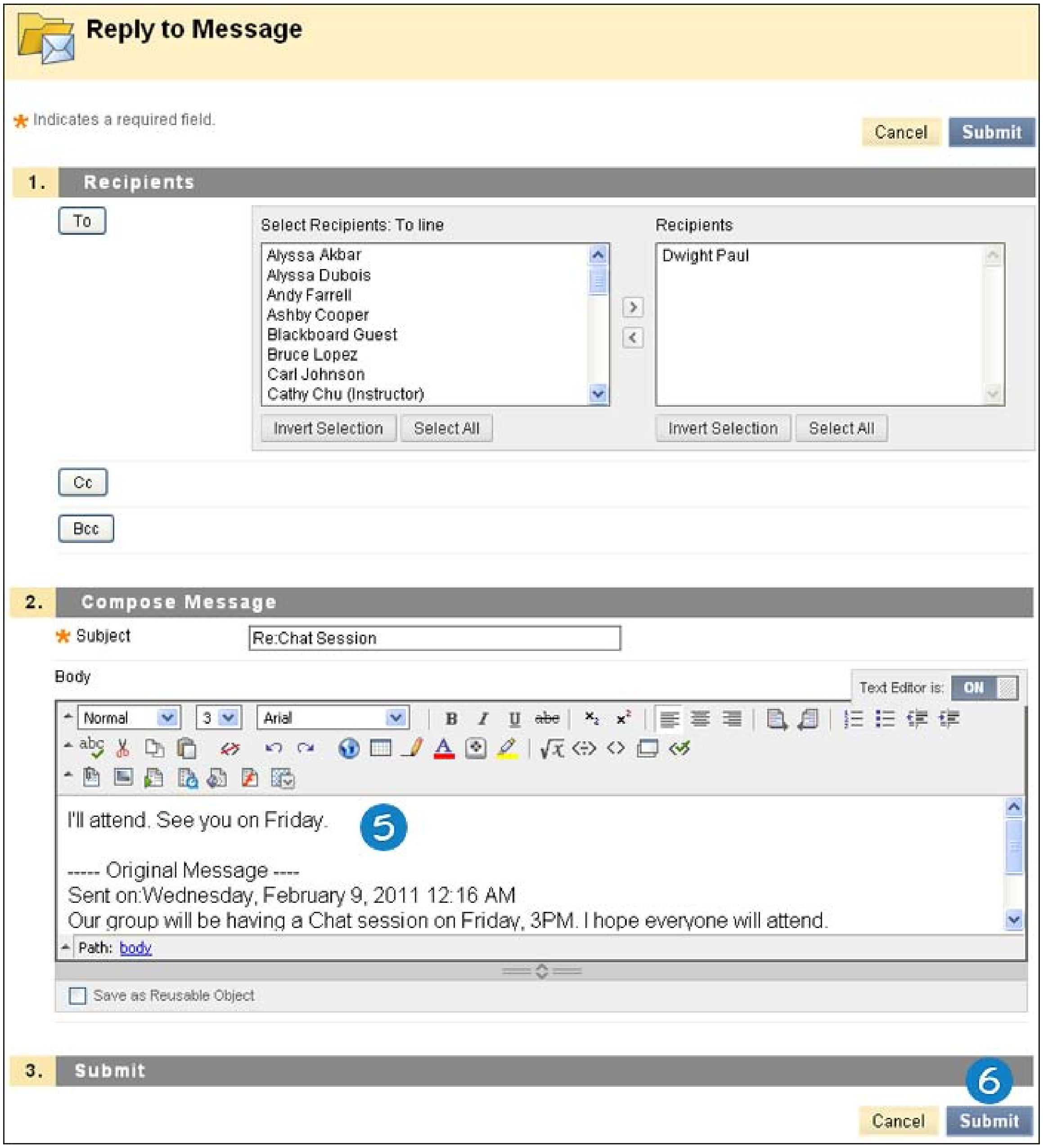


5. On the **View Message** page, click **Reply** to compose a message to the sender or **Reply All** to reply to the sender and all other recipients of the message already populated in the **To:** field.

Note: You can add other users to the message. The text of the message is already populated with the text of the original message. You can add additional text.



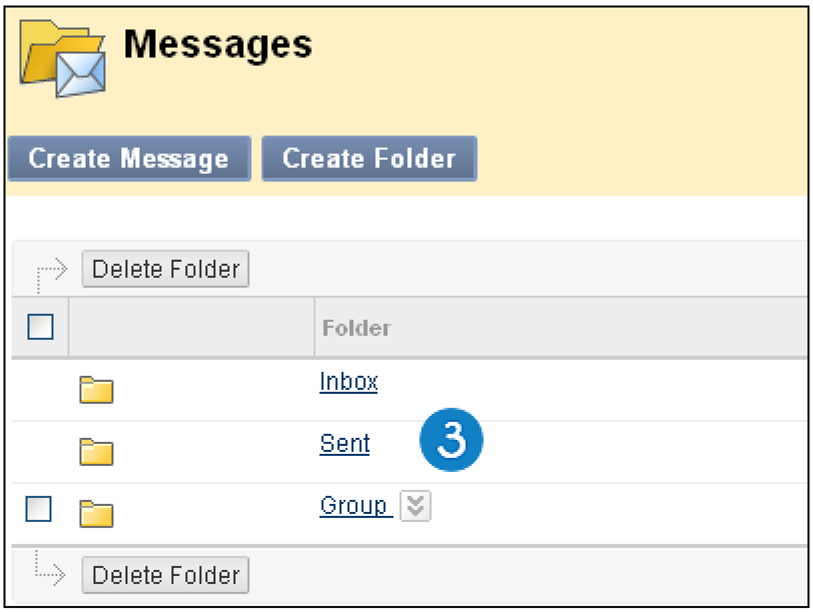
6. On the **Reply to Message** page, compose your message.
7. Click **Submit**.



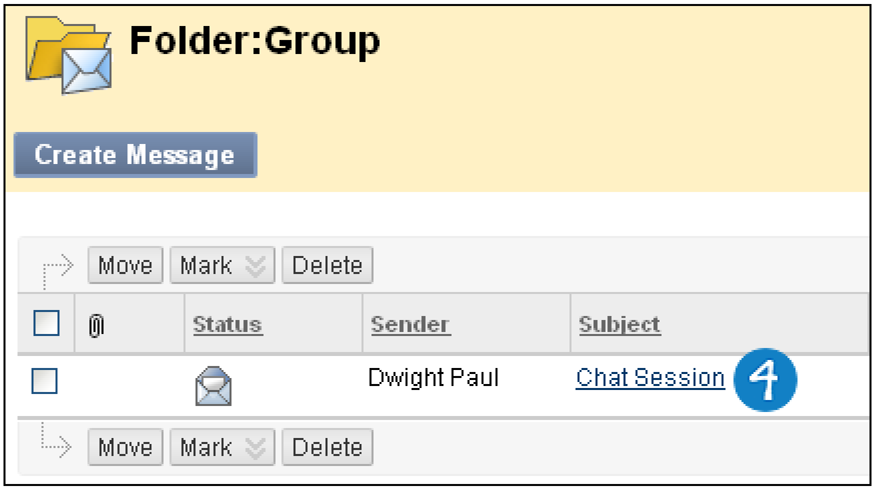
How to Forward a Message

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Messages**.

3. On the **Messages** page, select a folder.

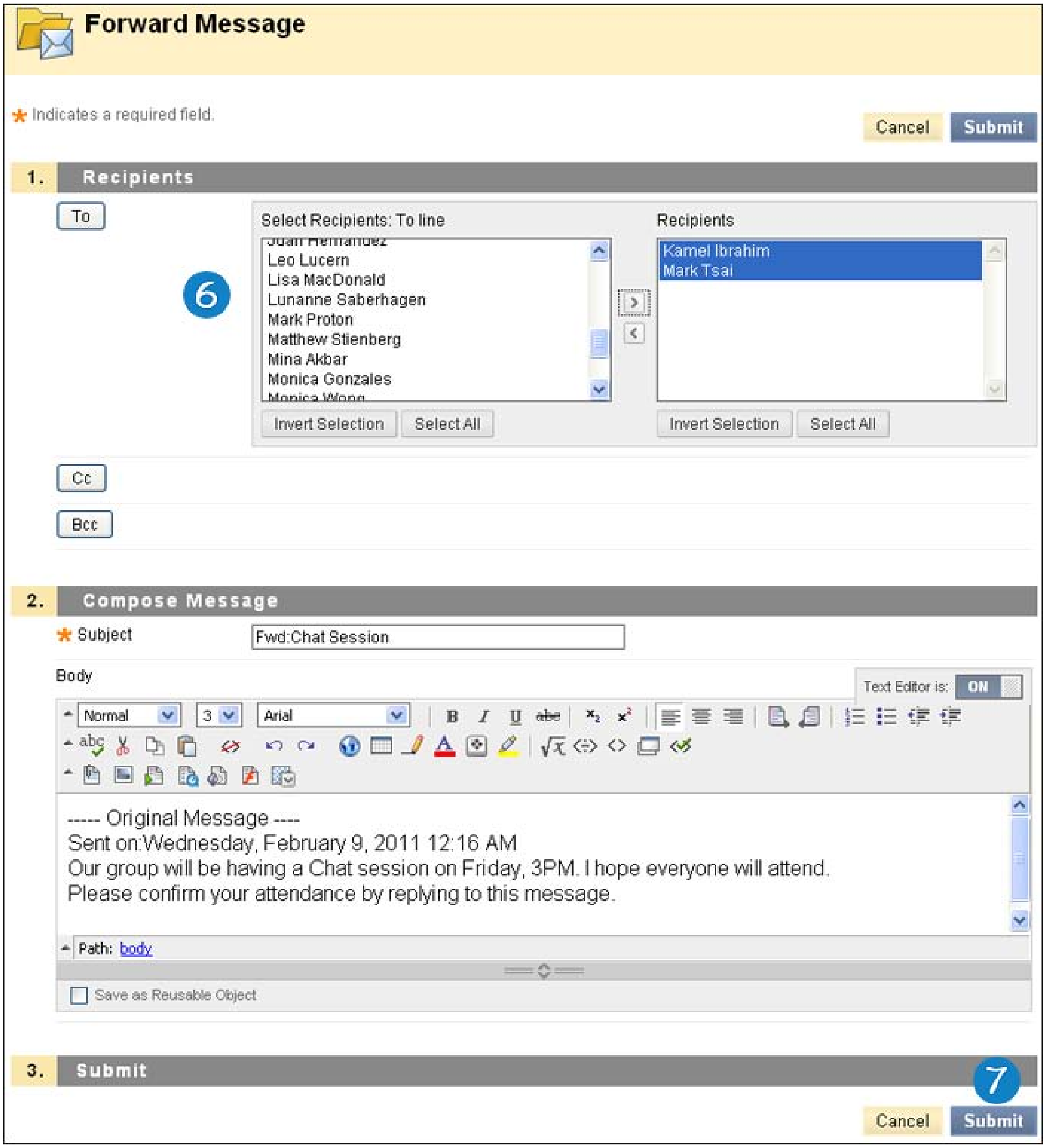


4. On the **Folder** page, click the link in the message's **Subject** column.



5. On the **View Message** page, click **Forward** to send a copy of the message to someone else.

6. On the **Forward Message** page, select the recipients in the **Select Recipients: To line** box and click the right-pointing arrow to move them to the **Recipients** box.
7. Click **Submit**.



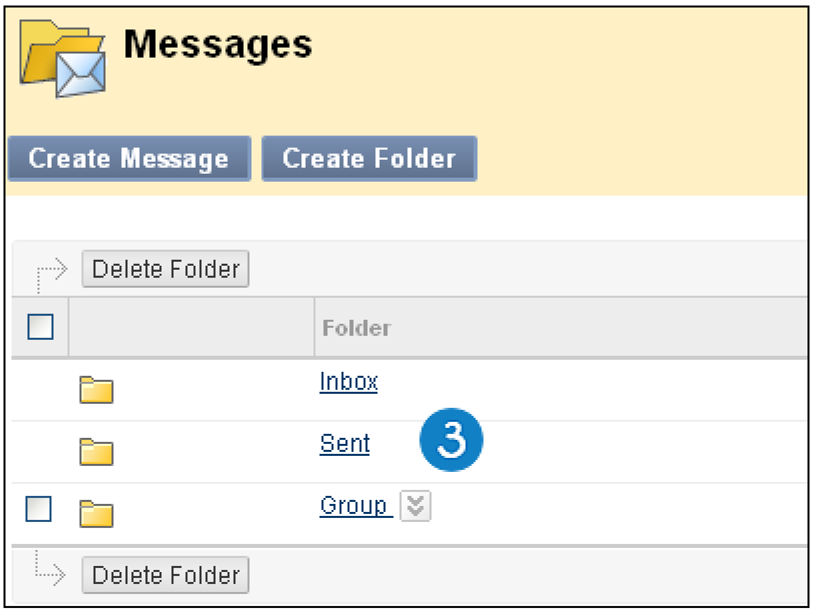
Tip: For Windows, to select multiple users in a row, press the `SHIFT` key and click the first and last names. To select users out of sequence, press the `CTRL` key and click each name needed. For Macs, press the `COMMAND` key instead of the `CTRL` key. You can also select all course members with the **Select All** function.

How to Move a Message

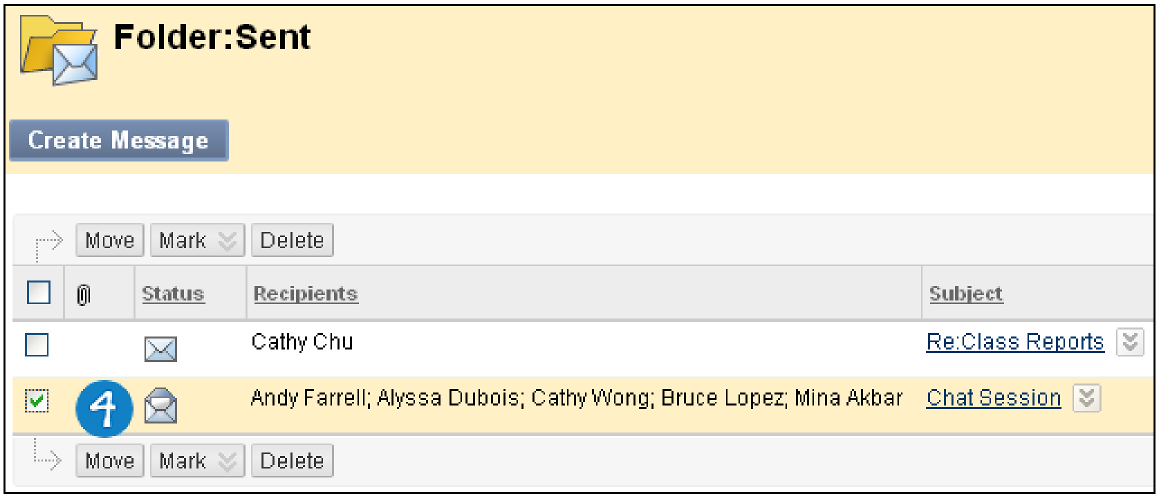
You can move messages from any folder to a personal folder. Using personal folders is a good way to organize messages so they are easy to find later. Use the **Move Message** function to move messages from one folder to another. Messages cannot be moved to the **Sent** folder or the **Inbox** folder.

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Messages**.

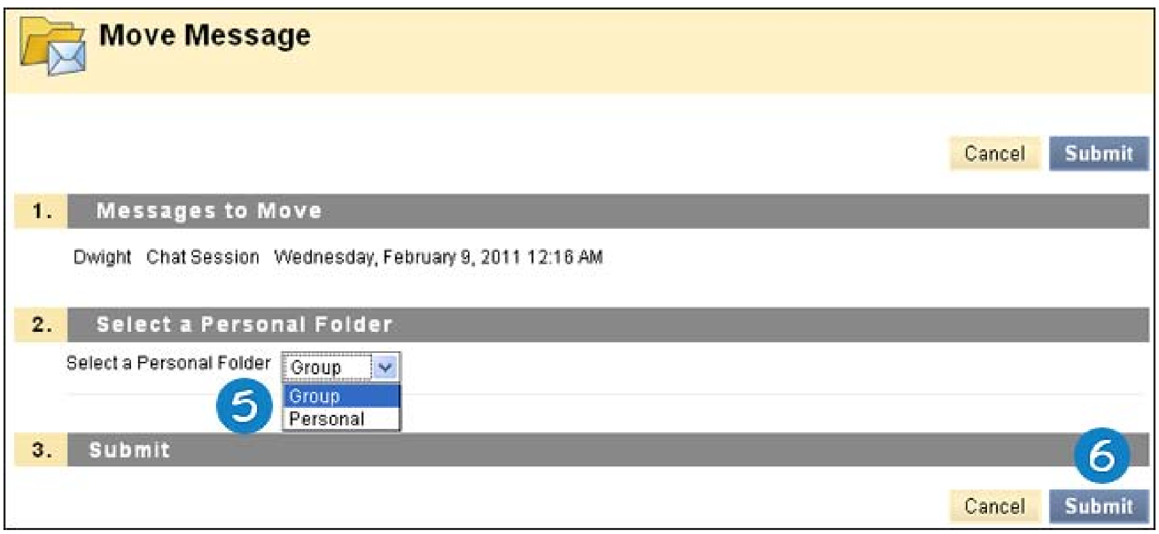
3. On the **Messages** page, click a folder to view the messages in that folder.



4. On the **Folder** page, select the check box for each message and click **Move**.



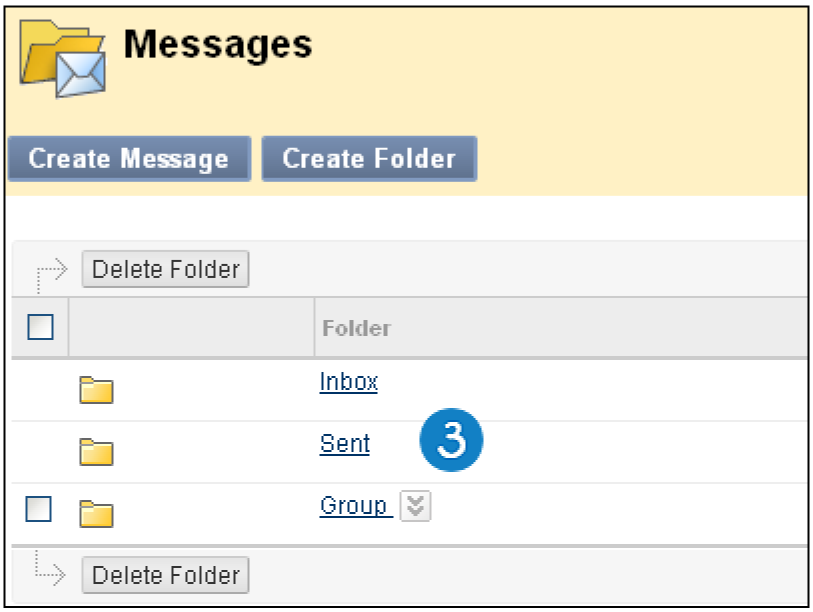
5. On the **Move Message** page, select a folder from the **Select a Personal Folder** drop-down list. This is the folder where you will store your messages. The messages are removed from the old folder after they are moved to the new folder.
6. Click **Submit**.



How to Delete a Message

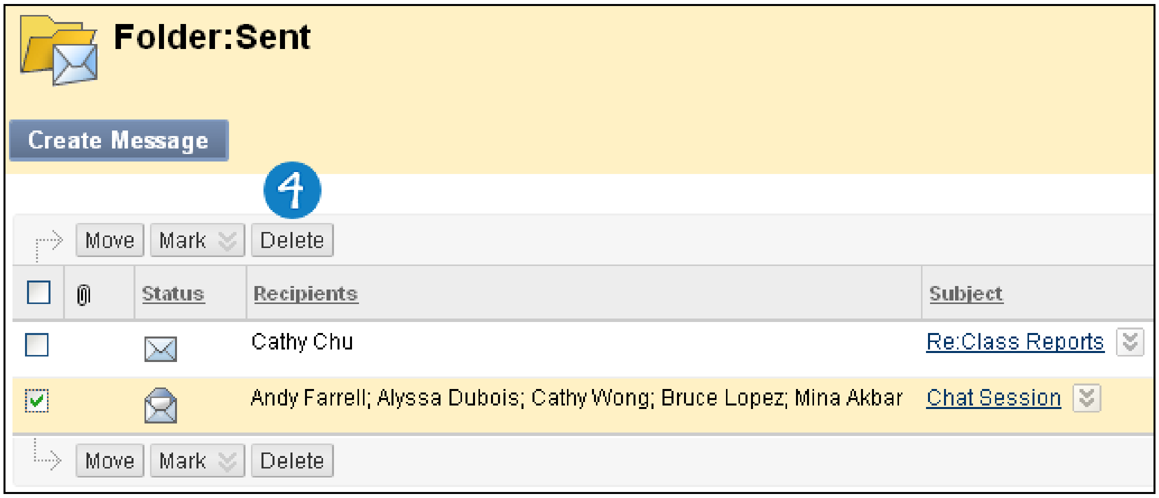
1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Messages**.

3. On the **Messages** page, click a folder to view the messages in that folder.



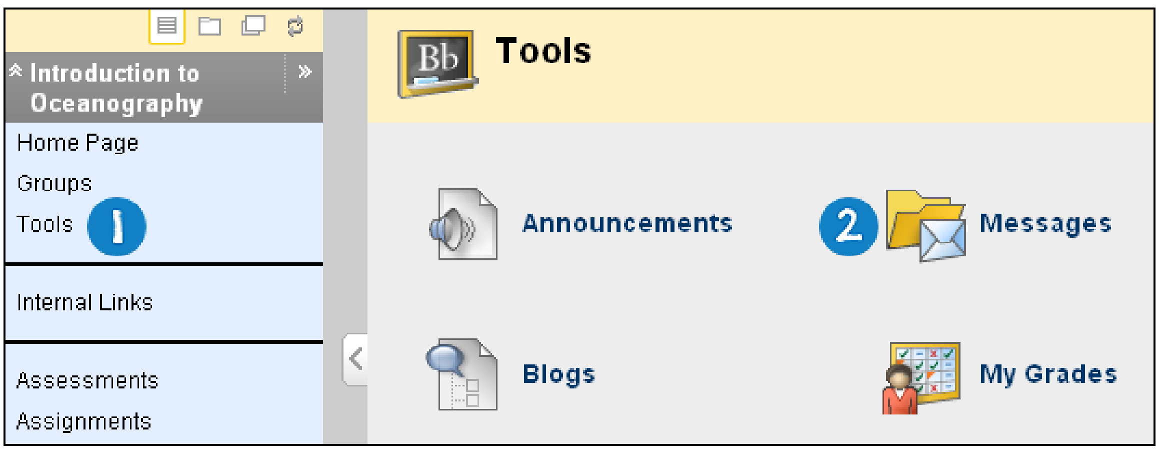
4. On the **Folder** page, select the check box for each message and click **Delete**.

Note: This action is final and cannot be undone.

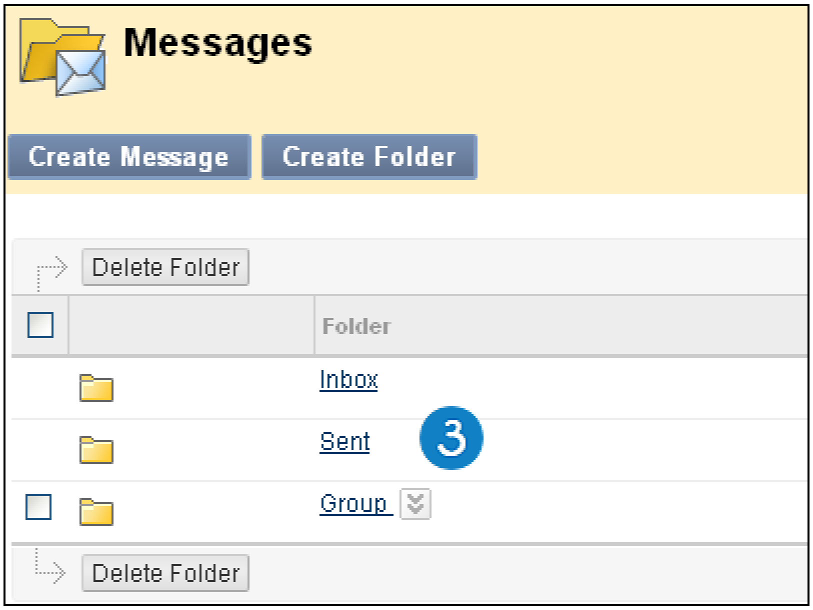


How to Print a Message

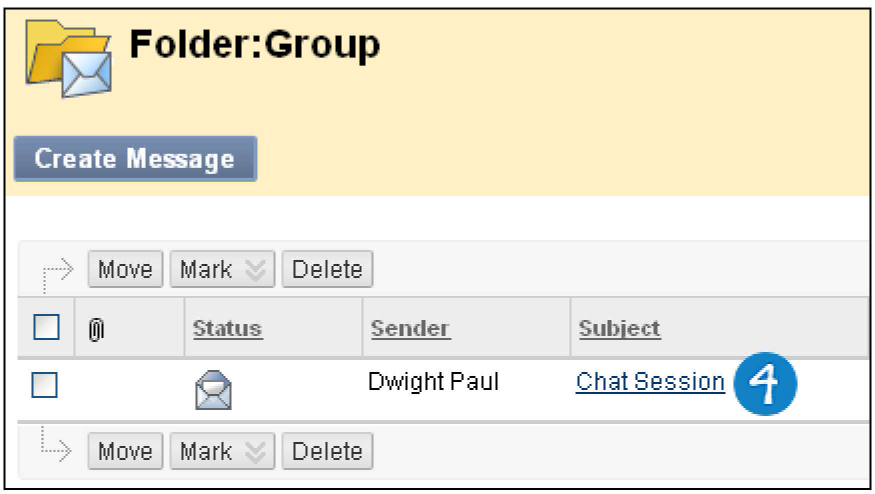
1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Messages**.



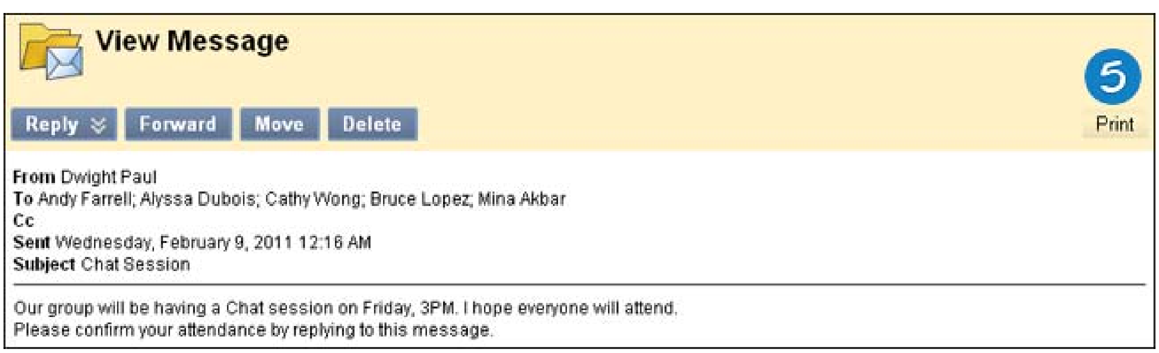
3. On the **Messages** page, select a folder.



4. On the **Folder** page, click the link in the message's **Subject** column.



5. On the **View Message** page, click **Print**. The message is printed using the web browser's print settings.



My Grades

The **My Grades** page shows the status of gradable items, such as tests, assignments, journal and blog entries, and discussion posts.

The **My Grades** page may include item names, details, due dates, student and instructor dates of activity, posted grades, points possible, links to rubrics used for grading, and your instructor's comments about the items.

You can access the **My Grades** page from directly in your course, **My Institution Tools**, or **My Blackboard**.

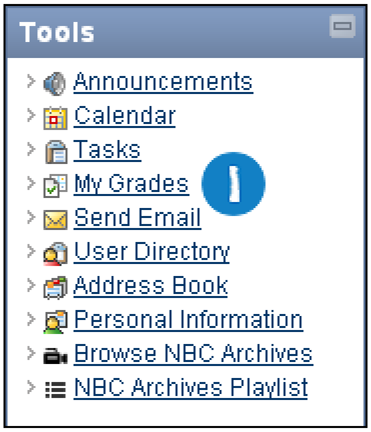
How to View My Grades From Within Your Course

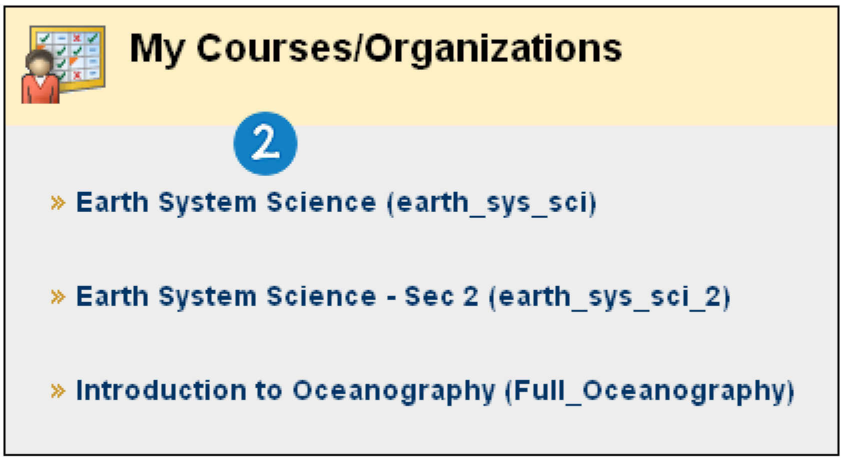
Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **My Grades**.

How to View My Grades From My Institution

1. On the **My Institution** tab, click **My Grades** on the **Tools** panel.
2. On the **My Courses/Organizations** page, click the name of your course.





How to View Grade Details

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **My Grades**.

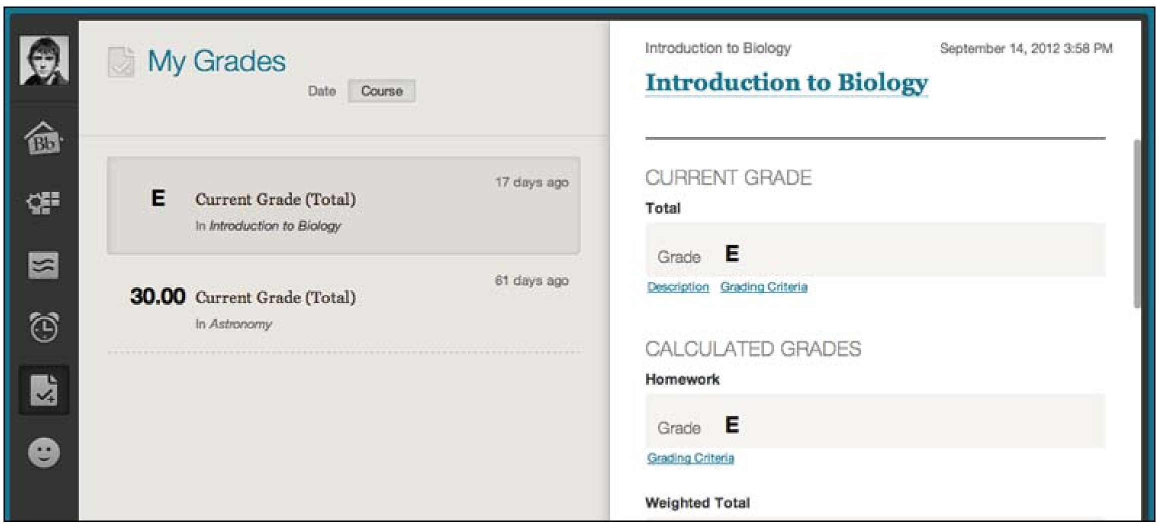
3. If your assignment has not been graded, the **Grade** column contains a symbol indicating its status. If your assignment has been submitted and graded, the grade appears in the **Grade** column. To view more detail, click the link to see the assignment's **Review Submission History** page. This page includes:
   - **Instructor Feedback**: This section lists your grade and any feedback provided by your instructor.
   - **Attached Files**: This section provides links to open or download any files attached by you or your instructor. For example, your instructor might provide comments in a file that you submitted with your assignment.

Note: If you see feedback for an item but do not see a grade, contact your instructor.

How to View My Grades From My Blackboard

View graded items from all of your courses in one location.

From **My Blackboard**, click **My Grades**. By default the page opens on the most recent item graded. You can sort the page by course or date as well as view submitted items that are waiting grading.



My Grade Item Status

The following table describes the symbols appearing on the **My Grades** page.

Symbol	Description
-	Item has not been completed. No information is available.
	Item is completed, but will not have a grade (for items such as surveys).
	Item has been submitted. This item is waiting to be reviewed by your instructor. -OR- Item has been submitted. Your instructor may review this item but may not be provided a grade (for items such as surveys).
Grade	Item has been graded. Click the grade to view detailed feedback.

Symbol	Description
	Attempt is in progress. This item has not been submitted. To submit the item, see Submitting a Draft Assignment.
	Grade is exempted for this user. If you do not complete this assignment, it will not affect your grade.
	Error has occurred. Contact your instructor.

Related Tutorials Checking Your Grades (Flash movie | 2m 18s | 4,007 KB)

Search for Users

Note: Your instructor controls which tools are available. If these tools are not available, your instructor may have disabled them.

To search for other students in your course, use the Roster. The name of each student is included in the Roster automatically. You cannot remove your name from the Roster, but you can choose to make your email address available.

To search for other students and instructors in the system, use the User Directory. You can choose whether to be included and what information to share by setting your privacy options. To learn more, see How to Set Privacy Options.

For your personal information to appear in the Roster or User Directory, it must be appear on the **Edit Personal Information** page. To learn more, see How to Edit Personal Information.

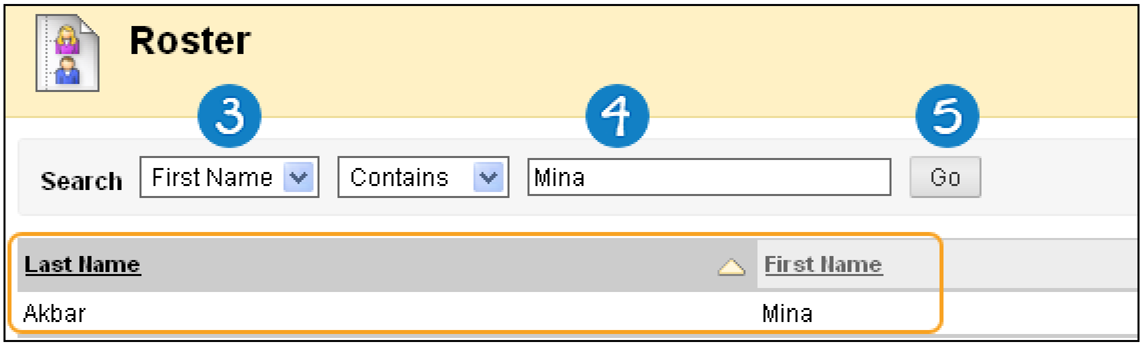
How to Search for Other Students in Your Course Using the Roster

1. On the Course Menu, click **Tools.**
2. On the **Tools** page, click **Roster**.

3. On the **Roster** page, use the following parameters to search for users, or click **Go** to list all students:
   - First Name
   - Last Name
   - Contains

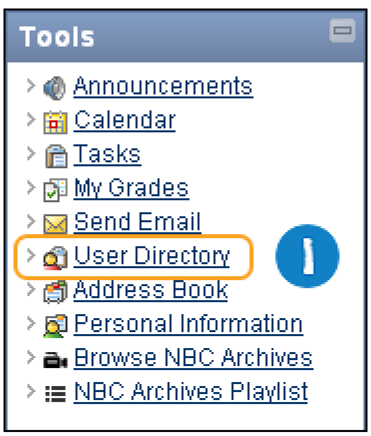
- Equal to
- Starts with
- Not blank

4. Type a name or keyword in the text box.
5. Click **Go**.



How to Search for Users in the User Directory

1. On the **Tools** panel, click **User Directory**.



2. On the **Users** page, use the following parameters to search for users, or click **Go** to list all users:
   - Username
   - First Name
   - Last Name
   - Email
   - Contains
   - Equal to
   - Starts with
3. Type a name or keyword in the text box.
4. Click **Go**.

Tasks

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

The **Tasks** page organizes projects (referred to as tasks), defines task priority, and tracks task status. Your instructors can assign tasks to users participating in their course. Tasks can also be assigned to all members of a course group.

From the **Tools** panel you can view all of your tasks, including those from the courses you are participating in, tasks posted by the Blackboard administrator at your school, and your personal tasks. You can create your own tasks and post them to the **Tasks** page. When you access tasks through the course, you view tasks for that specific course.

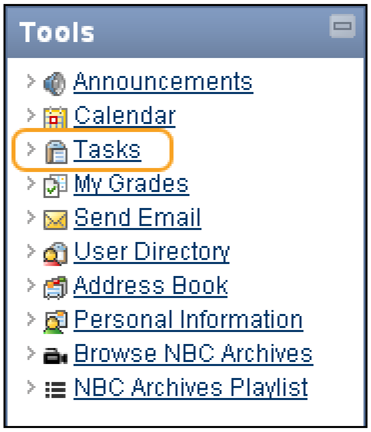
Note: The **Tasks** tool is not the same as the **To Do** module. To learn more about the To Do module, see To Do Module.

How to Open the Task List

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Tasks**.

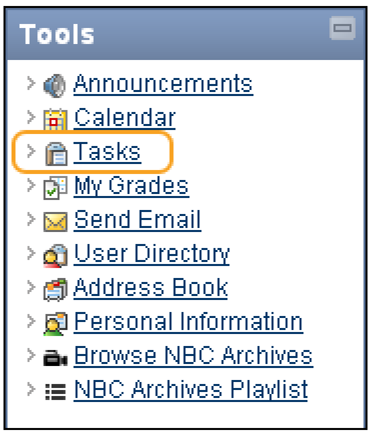
-OR-

On the **Tools** panel, click **Tasks**.

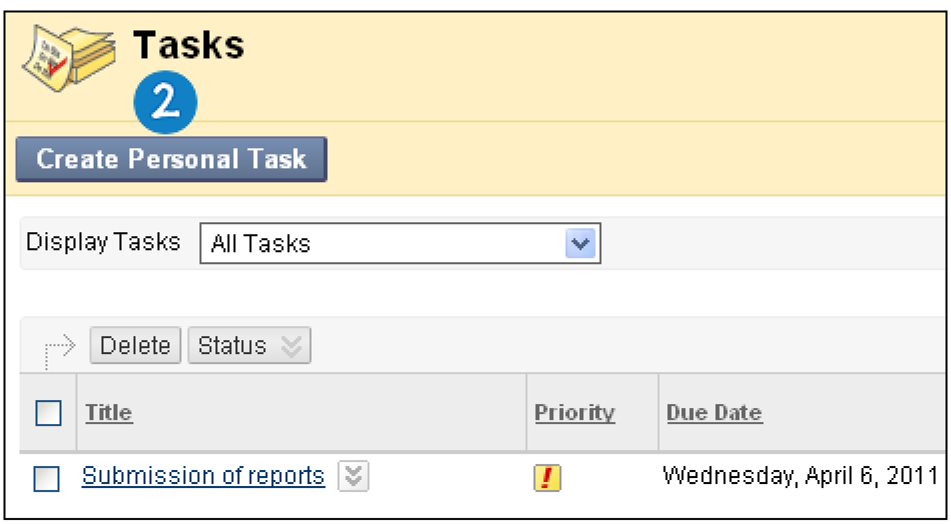


How to Create or Edit a Personal Task

1. On the **Tools** panel, click **Tasks**.

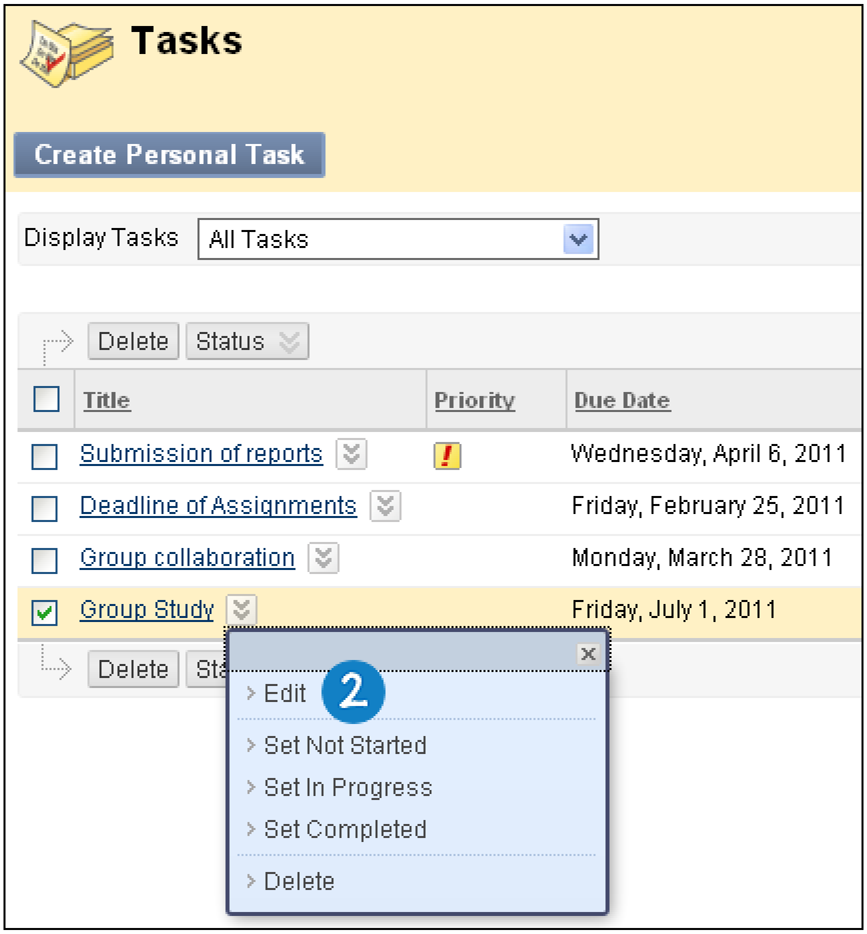


2. To create a task, on the **Tasks** page, click **Create Personal Task**.



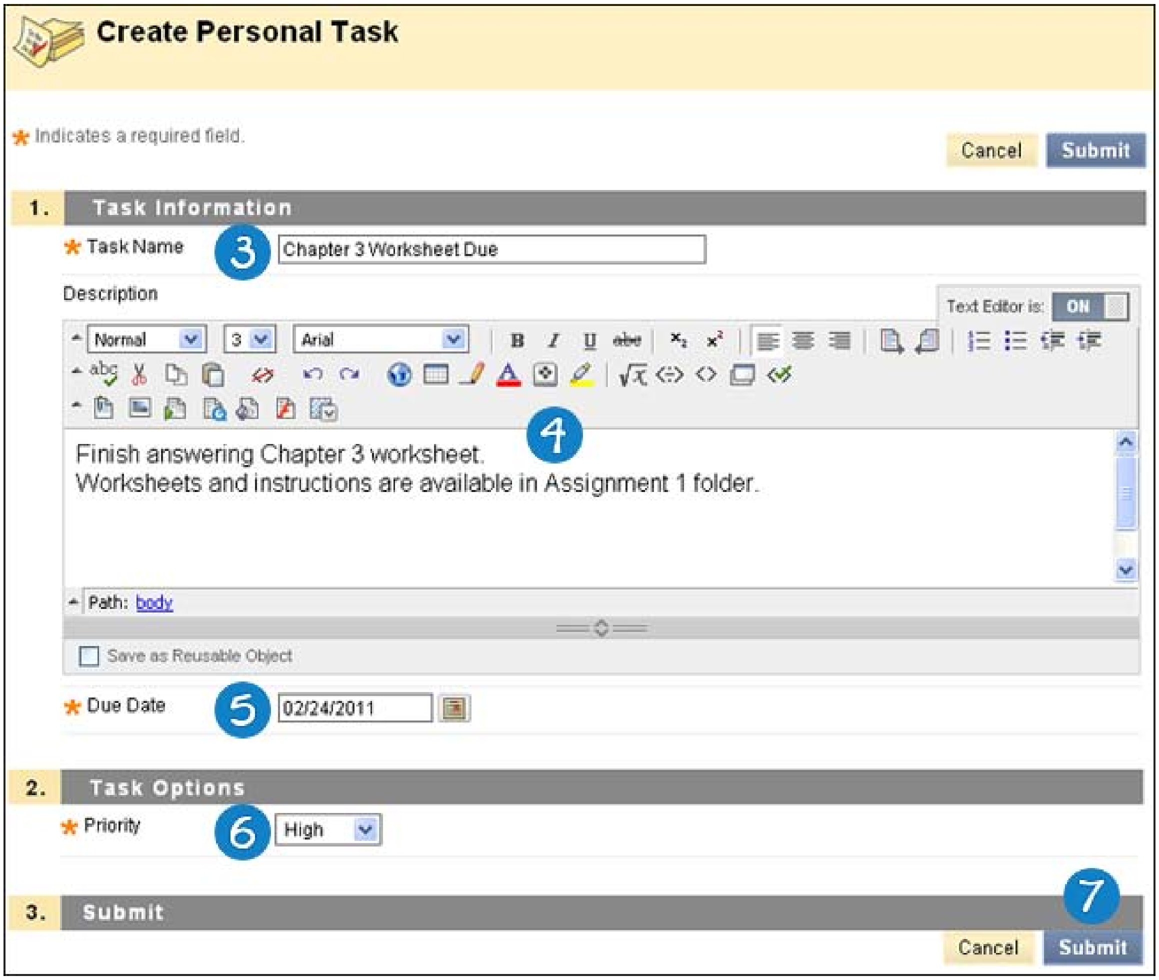
-OR-

To edit an existing task, click **Edit** from the contextual menu for a particular task.



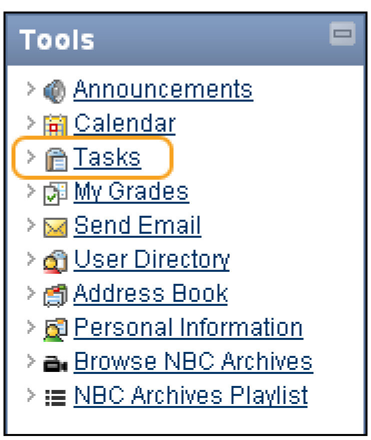
Note: You can only edit personal tasks.

3. On **Create Personal Task** page, type your **Task Name**.
4. Type a **Description**.
5. Type a **Due Date** or use the **Date Selection Calendar** to set the due date.
6. Select the level of priority for your task from the **Priority** drop-down list.
7. Click **Submit**.

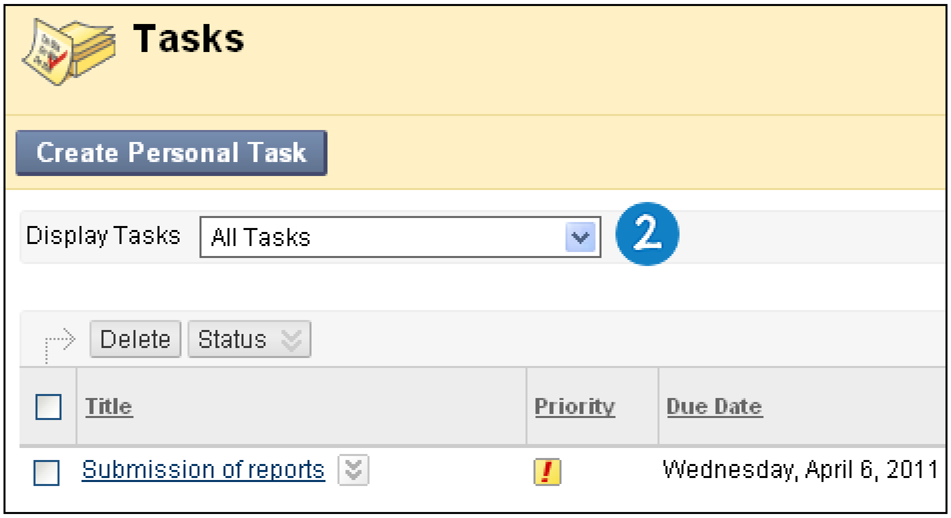


How to Sort the List of Tasks

1. On the **Tools** panel, click **Tasks**.

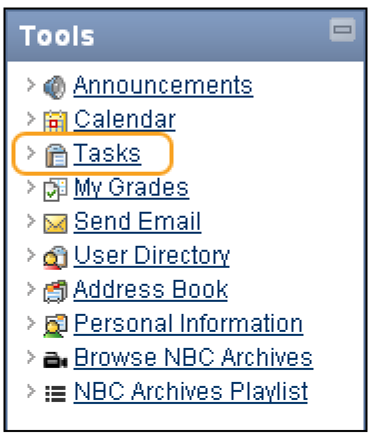


2. On the **Tasks** page, click the drop-down arrow and select a task category. Categories include: **All Tasks**, **My Tasks**, and **By Course**.

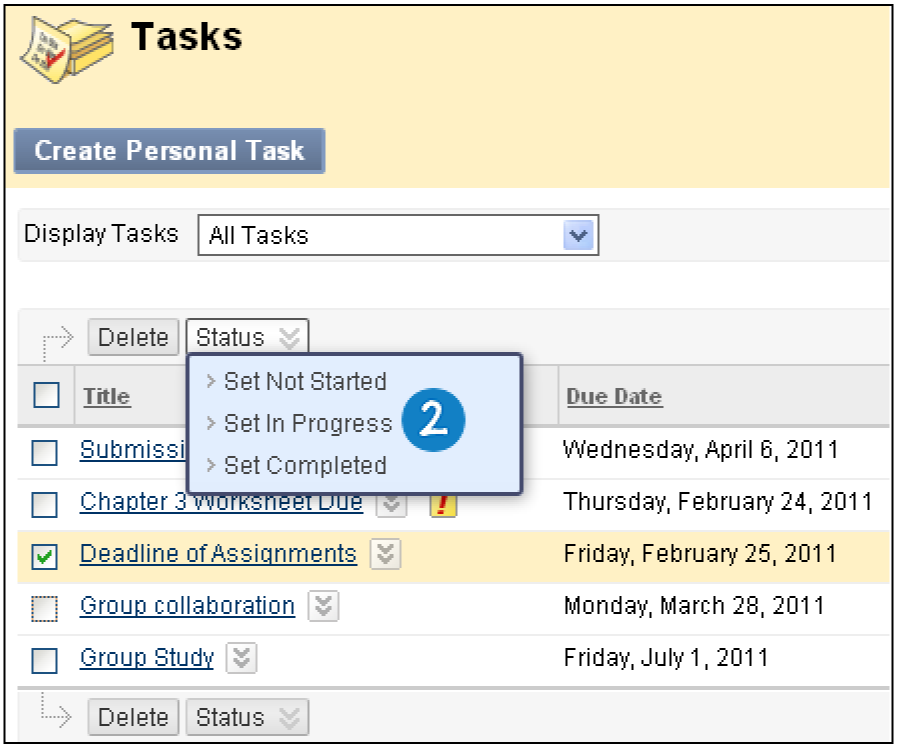


How to Change the Status of a Task

1. On the **Tools** panel, click **Tasks**.



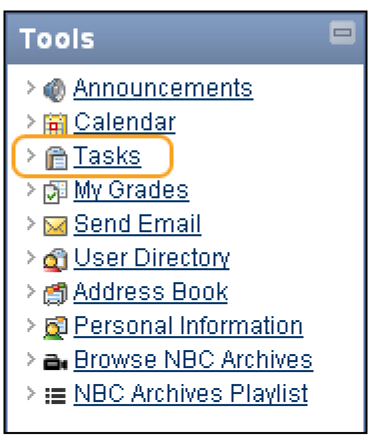
2. On the **Tasks** page, select the tasks and click **Status** to select the current status: **Set Not Started**, **Set In Progress**, and **Set Complete**.



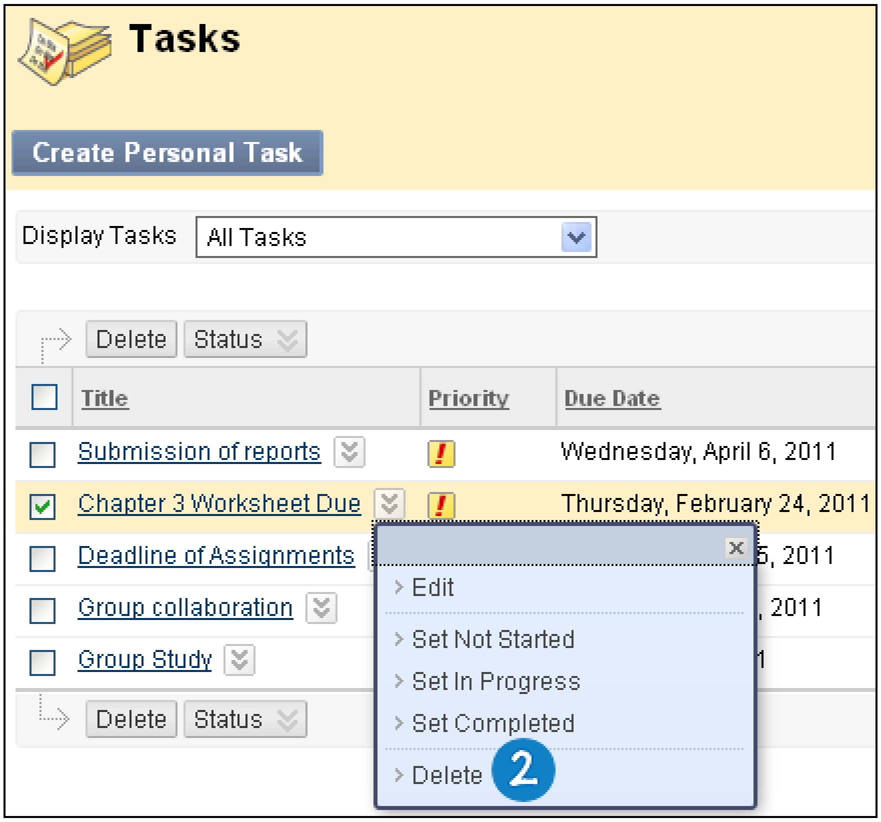
How to Delete a Personal Task

Note: This action is final and cannot be undone.

1. On the **Tools** panel, click **Tasks**.

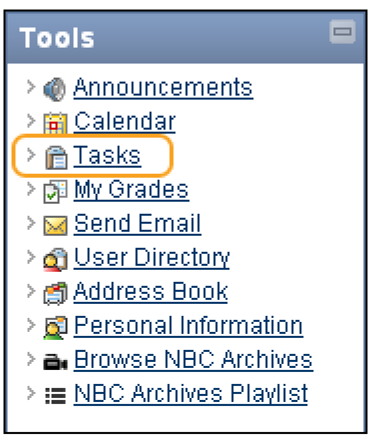


2. On the **Tasks** page, select **Delete** in the contextual menu for a task.

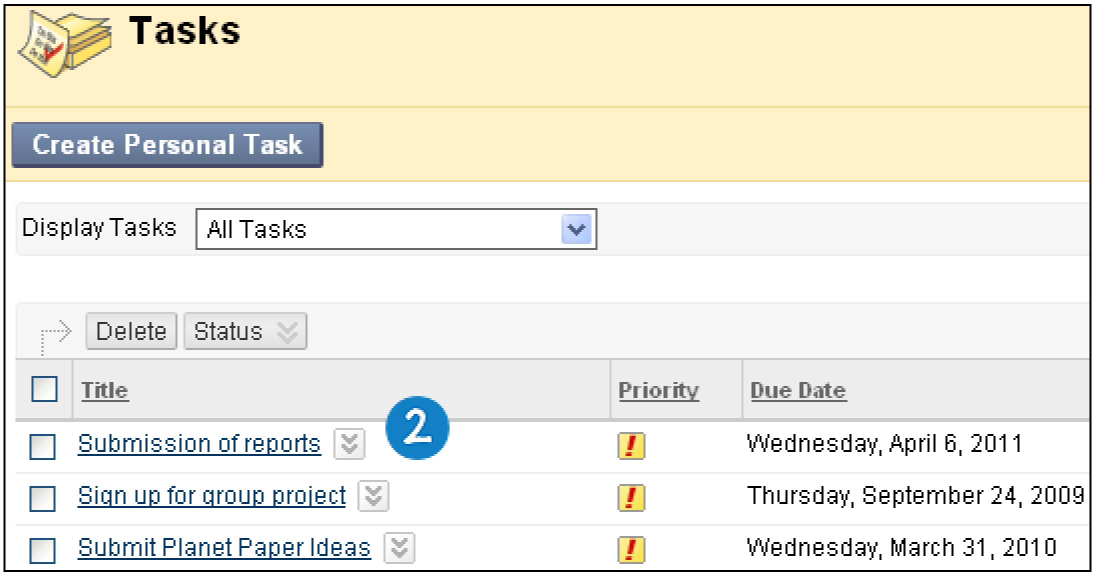


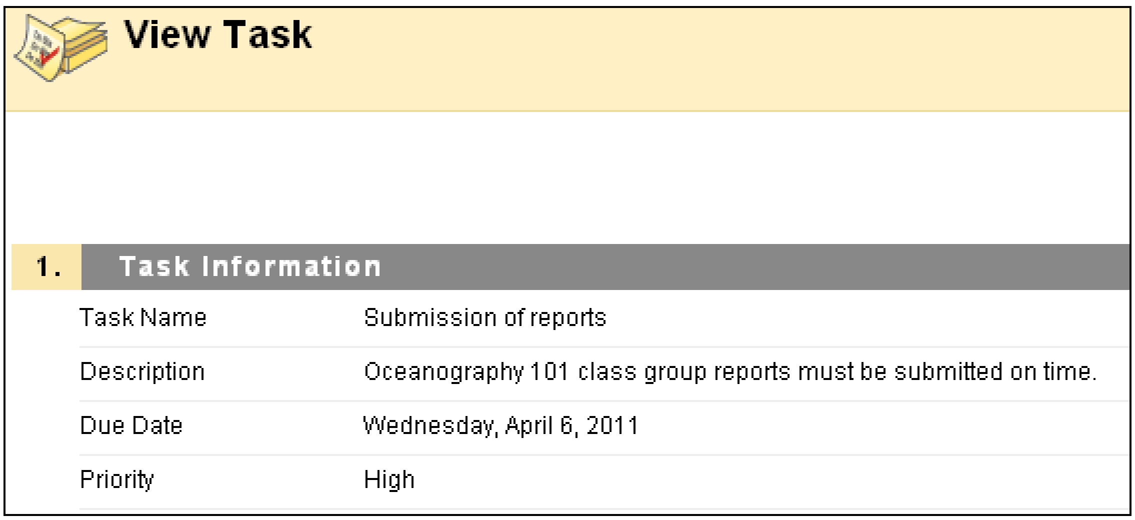
How to View Task Details

1. On the **Tools** panel, click **Tasks**.



2. On the **Tasks** page, select a task.





Related Tutorials Stay Organized by Managing Your Course and Personal Tasks (Flash movie | 3m 02s | 4,994 KB)

Wikis

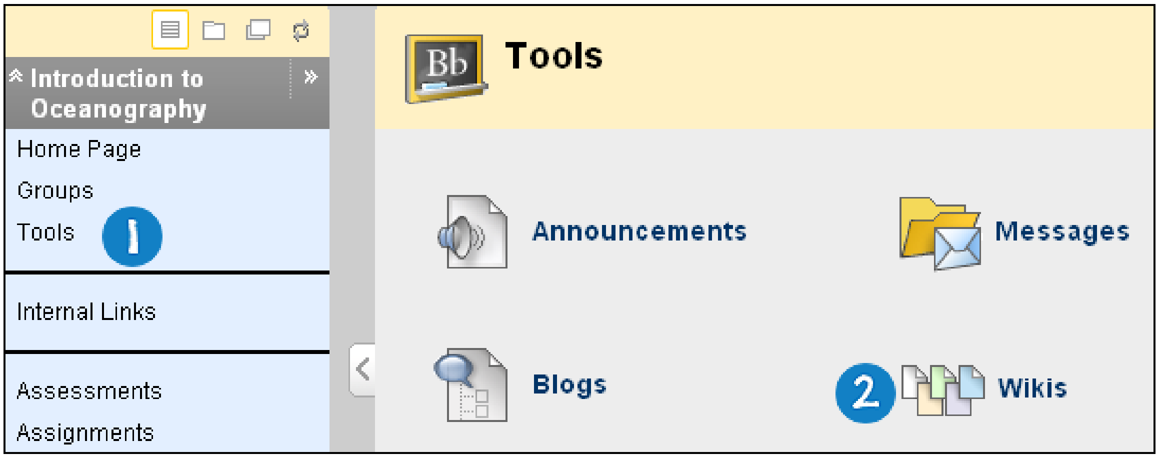
Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

A wiki is a collaborative tool that allows you to contribute and modify one or more pages of course related materials. The wiki page is an area where users can collaborate on content. Users within a course can create and edit wiki pages in the course or within a course group. Instructors and students can offer comments and your instructor can grade individual work.

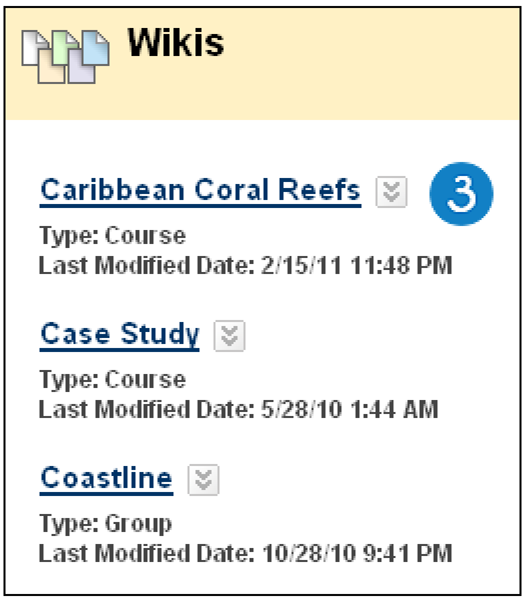
How to Create a Wiki Page

1. On the Course Menu, click **Tools**.

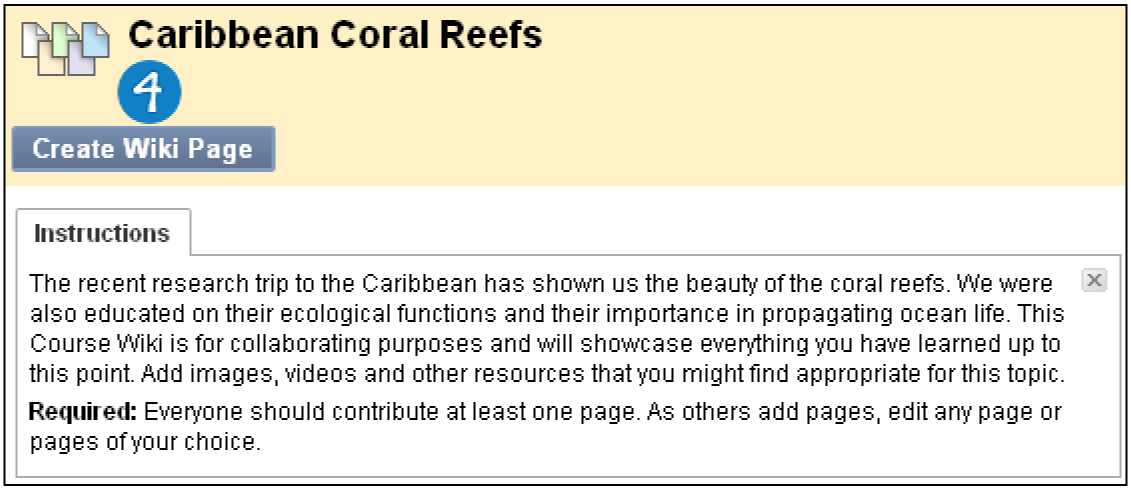
2. On the **Tools** page, click **Wikis**.



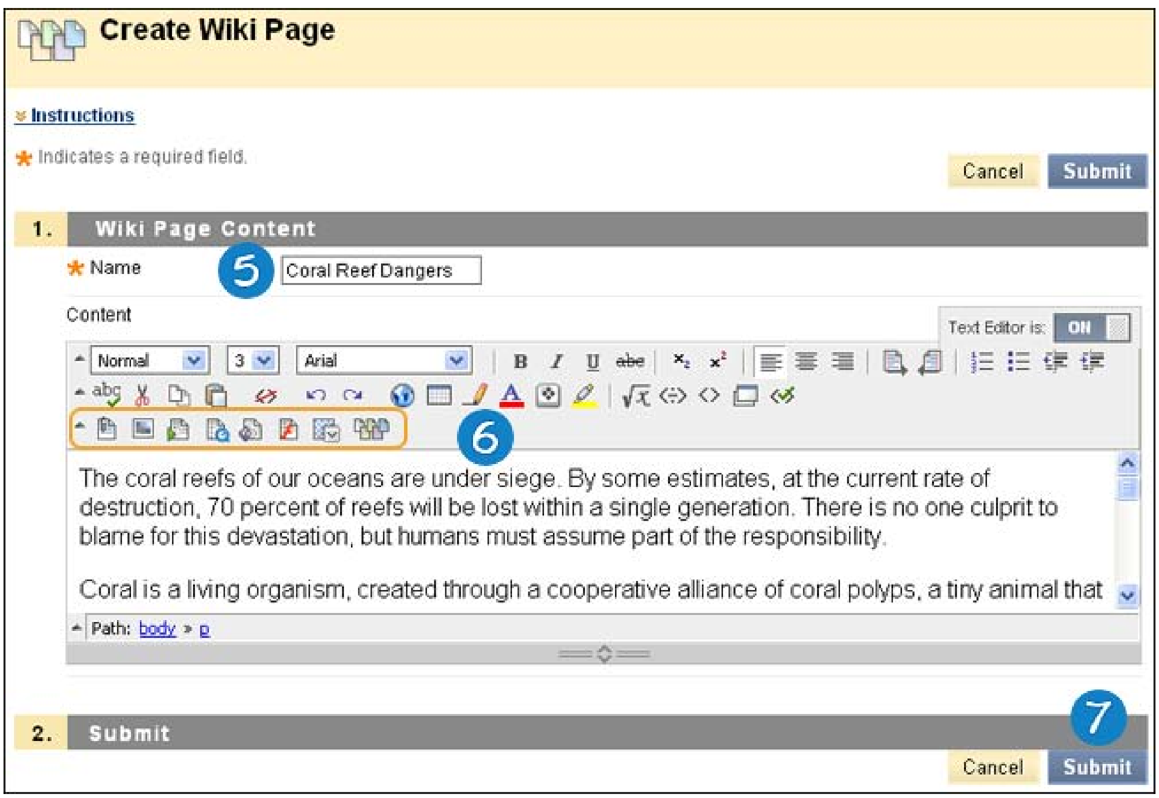
3. On the **Wikis** listing page, select a wiki title.



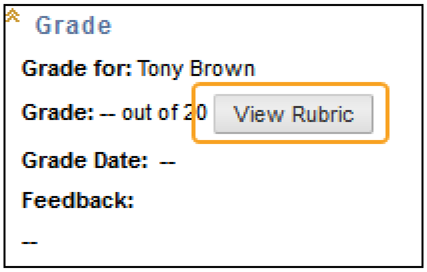
4. On the **Wiki** topic page, click **Create Wiki Page**.



5. On the **Create Wiki Page**, type a **Name** for the wiki page.
6. Type text in the **Content** text box. You can use the Text Editor functions to format the text and include files, images, web links, multimedia, and Mashups.
7. Click **Submit**.



Note: If your instructor has associated a rubric with the journal and made it available to students, click **My Contributions** page, click **View Rubric** in the **Grade** section to display grading criteria.



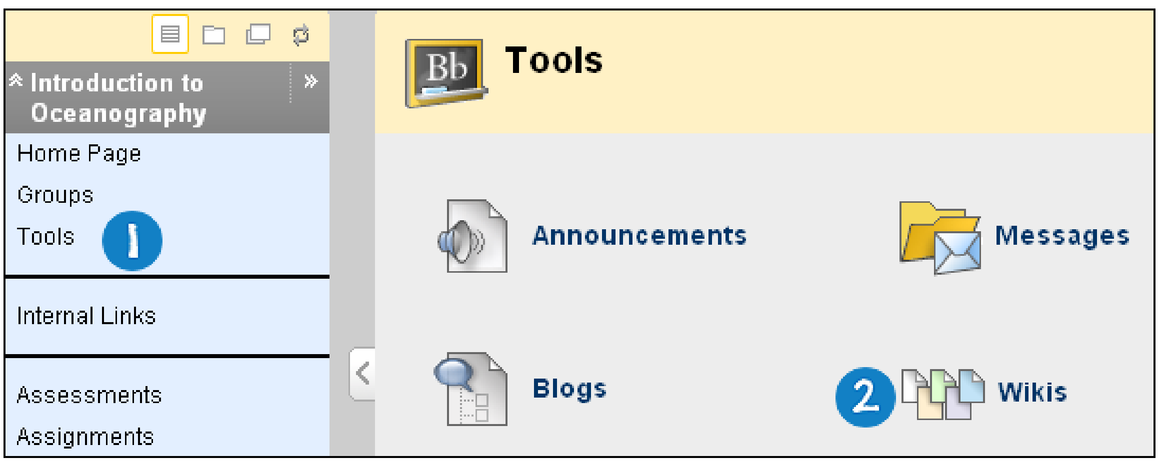
If there is no associated rubric or your instructor has not made it available, the **View Rubric** button will not be visible.

How to Edit Wiki Content

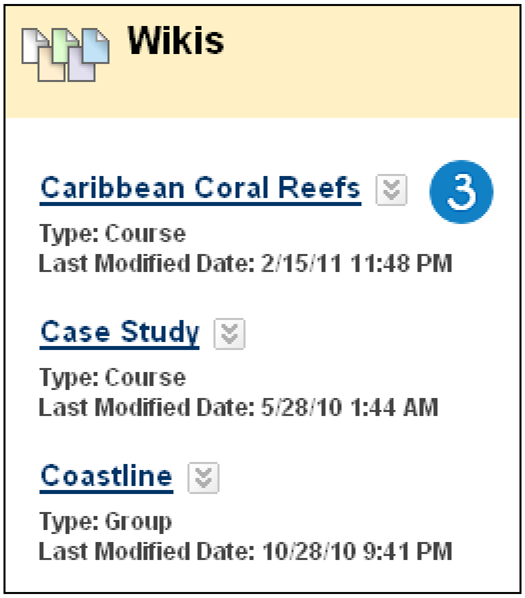
Any course member can edit a course wiki page and any group member can edit a group wiki page. All course members, including your instructor, edit in the same way.

When a wiki page is being edited by one user, it is locked to prevent others from editing the same page. If you try to edit a page someone else is editing, you are informed that the page is currently being edited by another user.

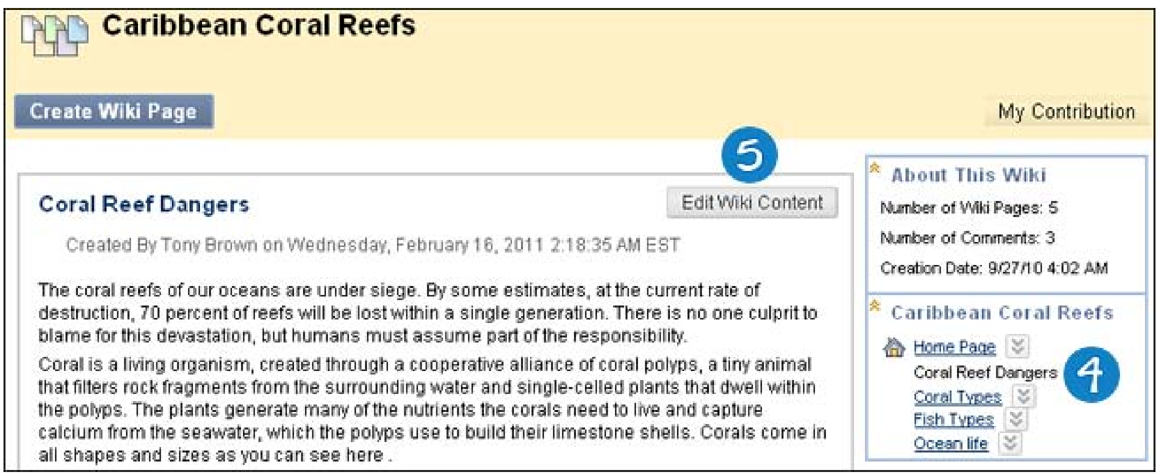
1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Wikis**.



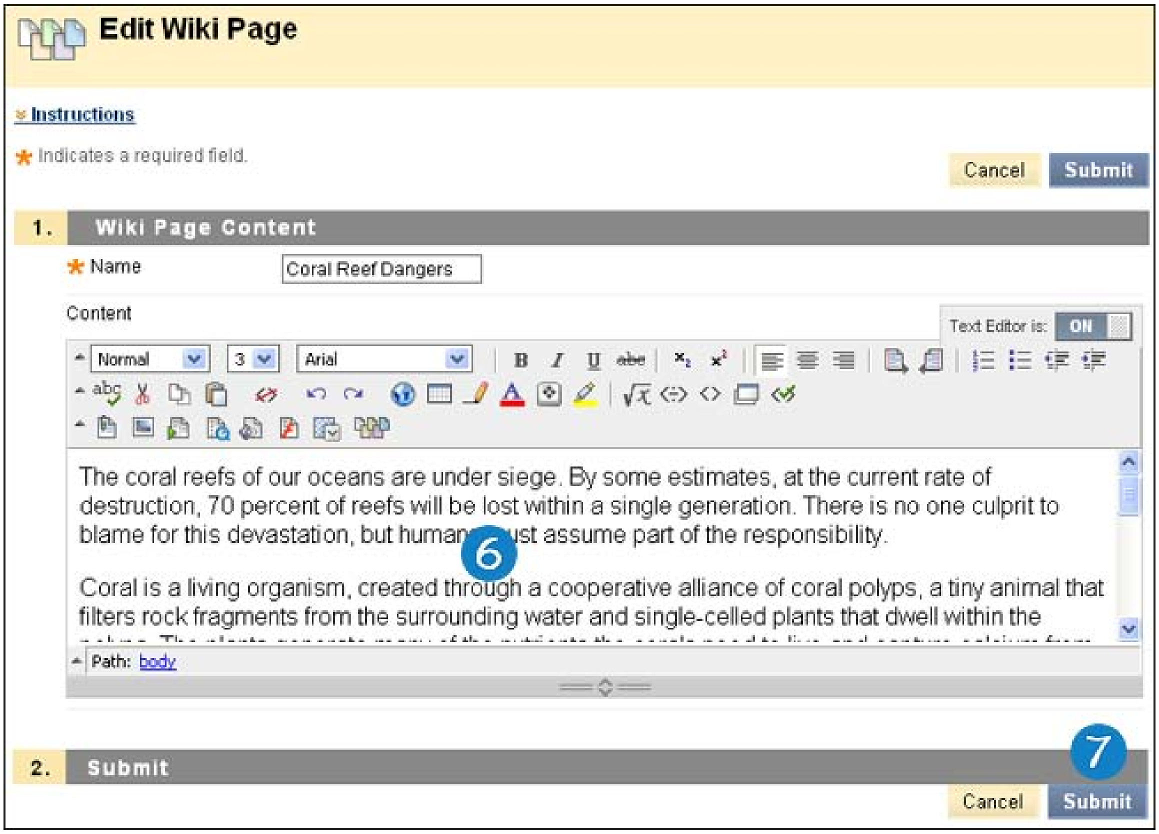
3. On the **Wikis** listing page, select a wiki title.



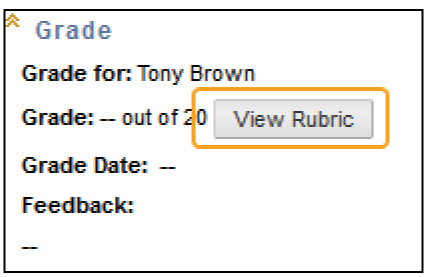
4. On the **Wiki** topic page, select the wiki page to edit.
5. Click **Edit Wiki Content**.



6. On the **Edit Wiki Page**, make the necessary changes.
7. Click **Submit** to save your work.



Note: If your instructor has associated a rubric with the journal and made it available to students, click **My Contributions**, then click **View Rubric** in the **Grade** section to display grading criteria.

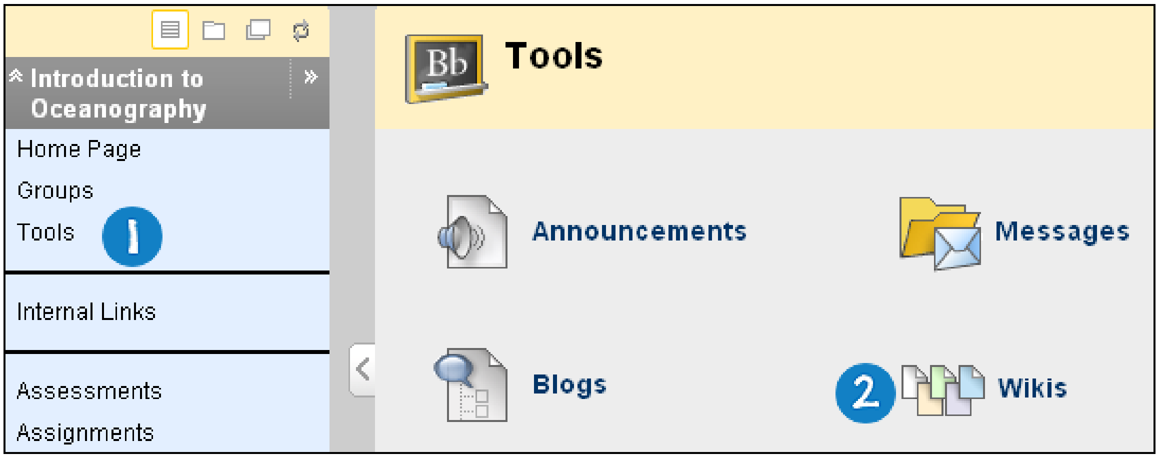


If there is no associated rubric or your instructor has not made it available, the **View Rubric** button will not be visible.

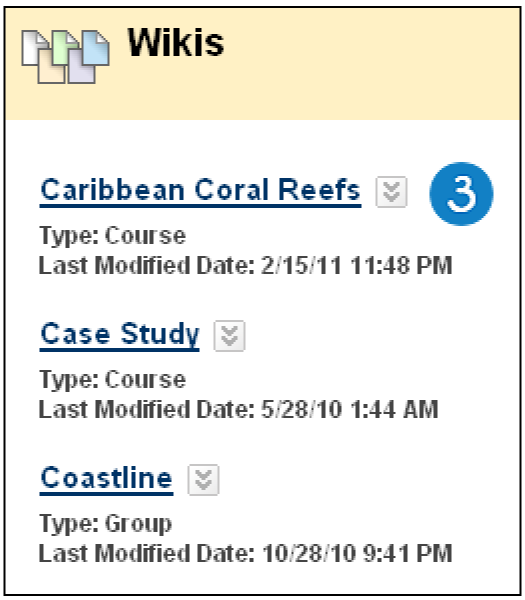
How to Link to other Wiki Pages

If the wiki consists of many pages, it can be helpful to insert a link to that page right on the page currently being viewed. You can only create links to other wiki pages when at least two pages exist. The link icon appears in the text editor of the page you are working on.

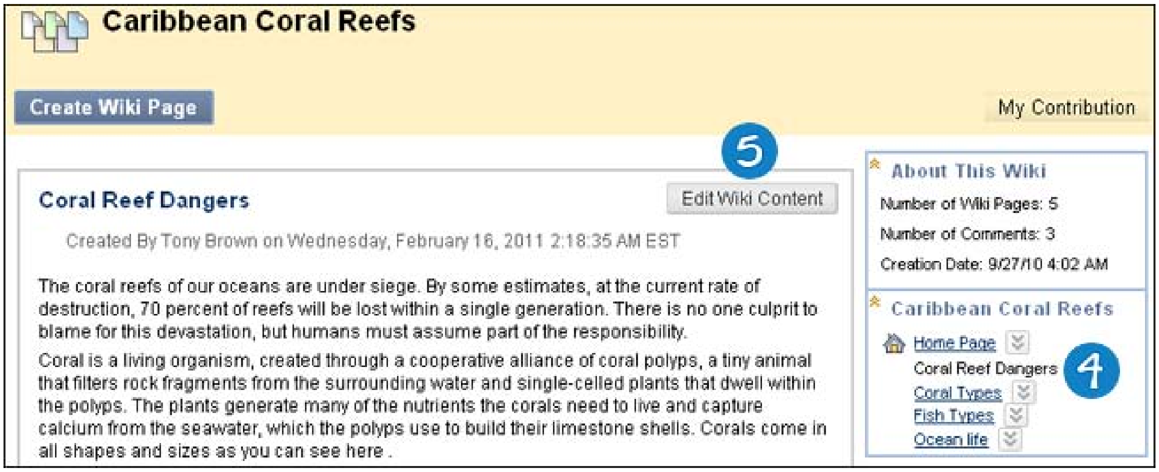
1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Wikis**.



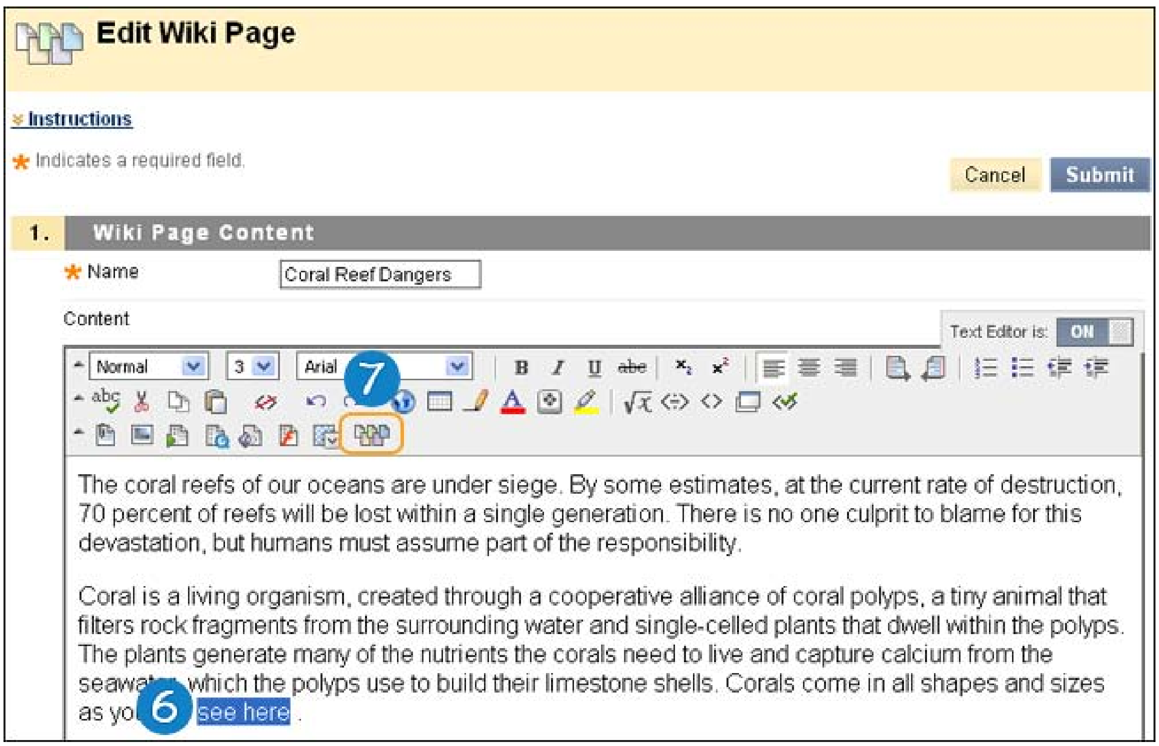
3. On the **Wiki** listing page, select a wiki title.



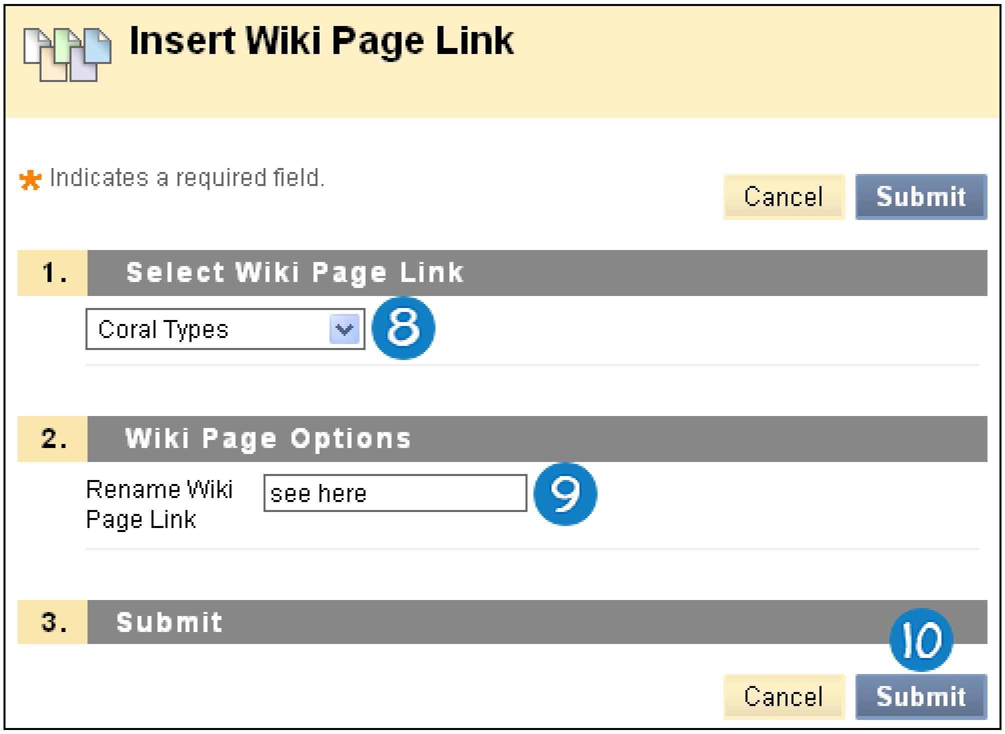
4. On the **Wiki** topic page, select the wiki page where you want to place the link. The wiki page opens in the content frame.
5. Click **Edit Wiki Content**.



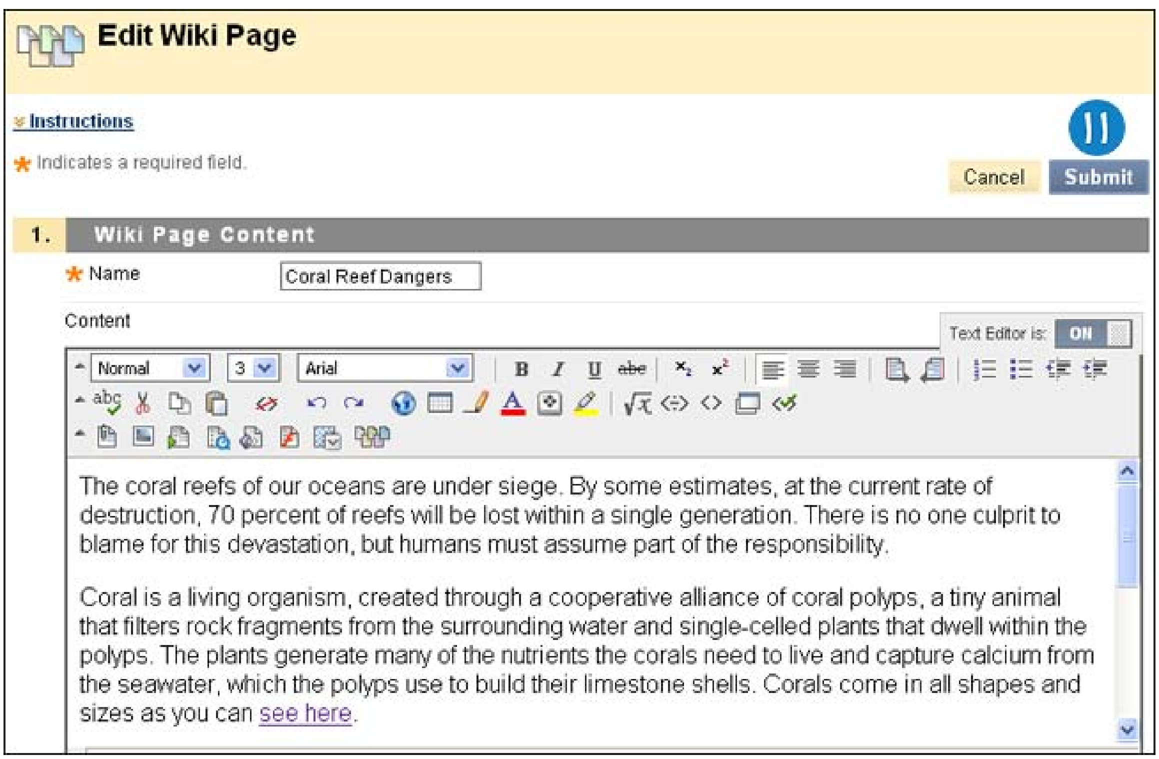
6. On the **Edit Wiki Page**, position your mouse pointer where you want to add a link to another wiki page.
7. Click the **Link to Wiki page** function in the **Text Editor**, represented by several sheets of paper. If there is only one page in the wiki, this function is disabled.



8. On the **Insert Wiki Page Link** pop-up window, select the wiki page to link to from the drop-down list.
9. Optionally, type a name for the link in the **Rename Wiki Page Link** text box. If you do not rename the link, the original page title is used as the link.
10. Click **Submit**. The link appears in the **Text Editor**.

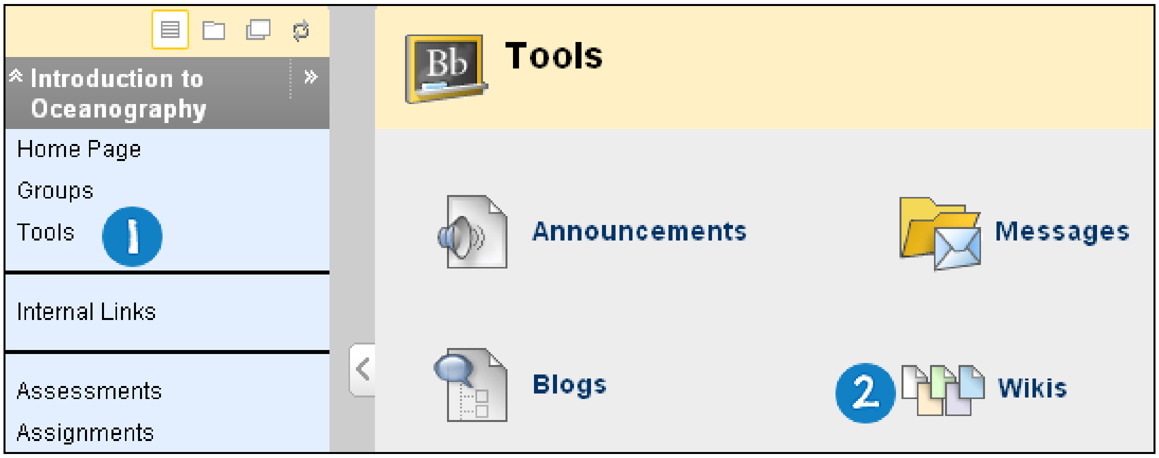


11. On **Edit Wiki Page**, click **Submit**. The new page with the link is added to the wiki.



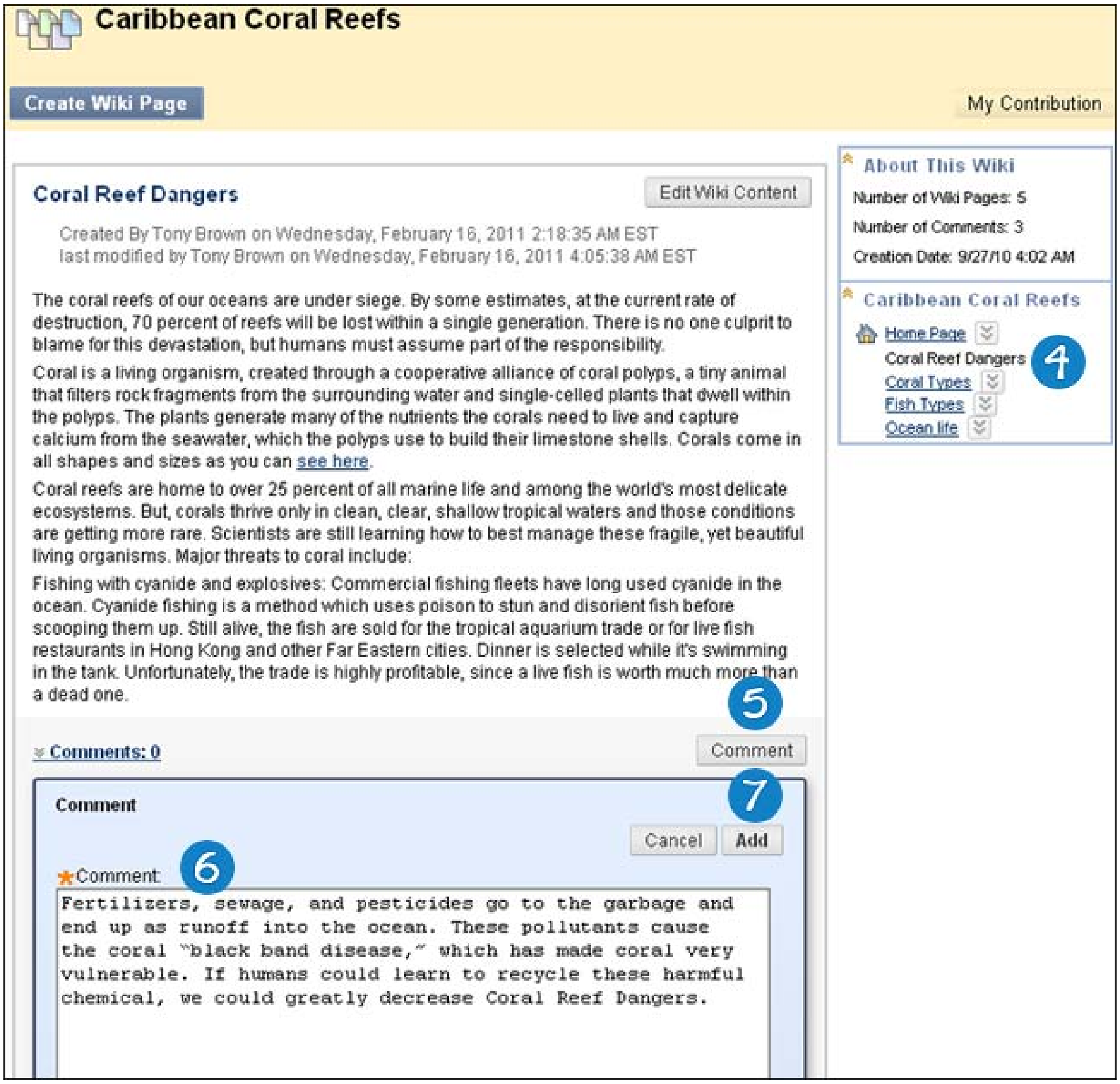
How to Comment on a Wiki Entry

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Wikis**.



3. On the **Wikis** listing page, select a wiki title.

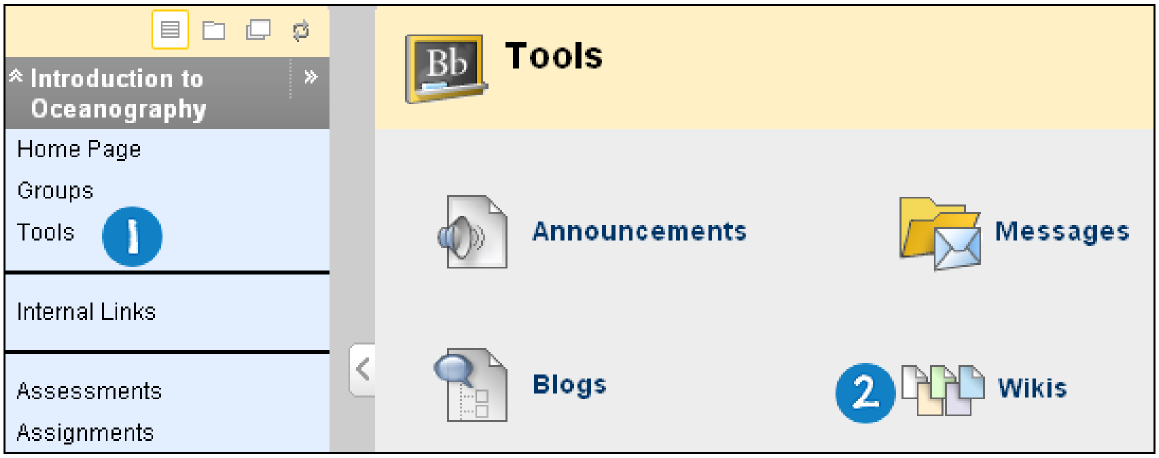
4. On the **Wiki** topic page, select the wiki page where you want to place your comment. The wiki page opens in the content frame.
5. Click **Comment** following the user's entry.
6. Type your comments in the **Comment** text box.
7. Click **Add**. To view all the comments, expand the **Comments** link.



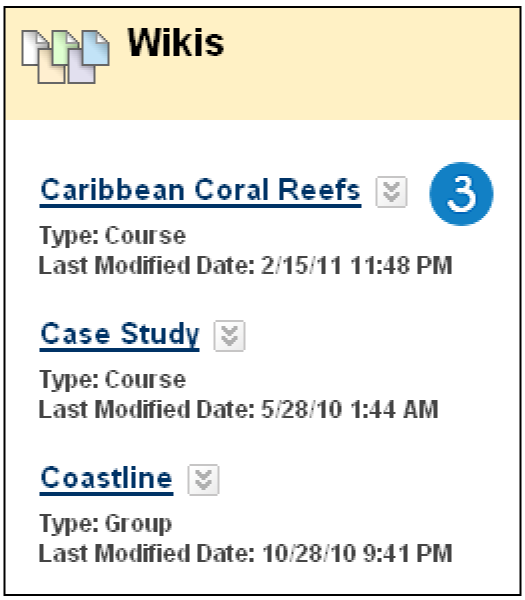
How to View Your Contributions

You can view a list of all the pages and versions you have contributed or modified and determine if edits need to be made.

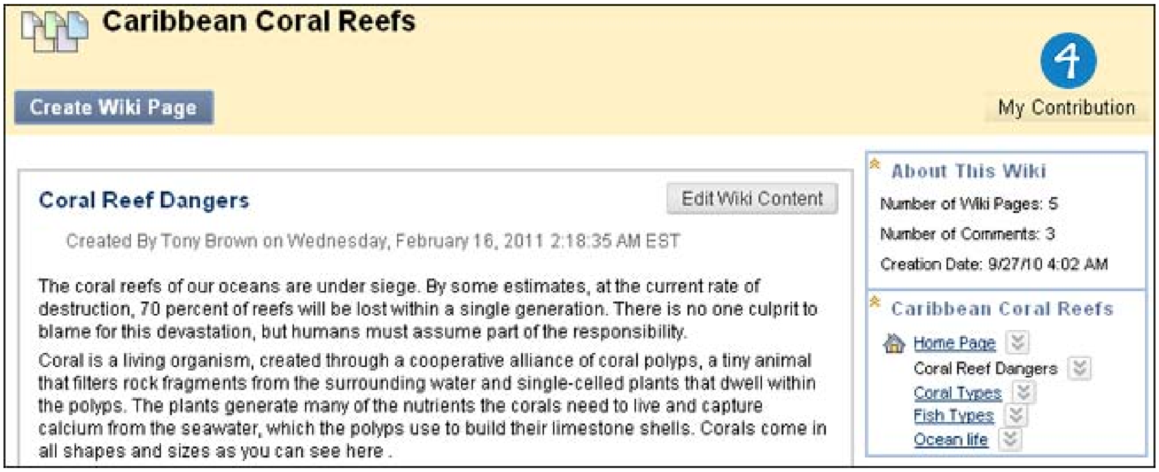
1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Wikis**.



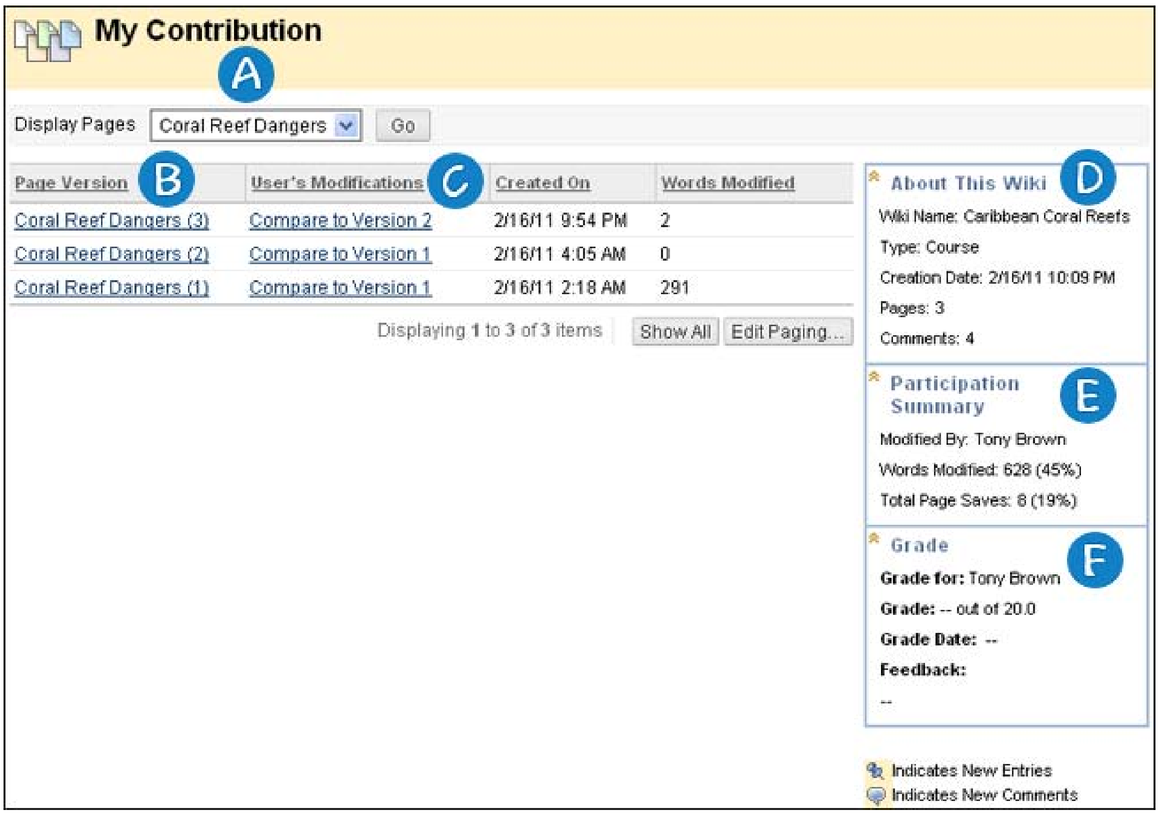
3. On the **Wikis** listing page, select a wiki title.



4. On the **Wiki** topic page, click **My Contribution** on the Action Bar. On the **My Contribution** page, you can view information about your contribution to the wiki in the content frame and the side panel.



The My Contribution Page



A **Display Pages**: All pages and versions that you added and modified are listed in the **Display Pages**. Use the **Display Pages** drop-down list on the Action Bar to narrow what is shown in the **My Contribution** page.

B **Page Version**: In the **Page Version** column, page titles appear with their corresponding version numbers. Click a title to view the page without annotated changes. The page opens in a new window. By default, the most recent page version is listed first.

C **User's Modification**: In the **User's Modifications** column, click a link to compare a page to its previous version. The **Page Comparison** opens in a new window. Click the **Legend** tab to view the comparison with a legend or explanation of the formatting used to communicate version differences.

D **About This Wiki**: In the **About This Wiki** section, the you can view wiki information, how many pages you added and edited, and how many comments you added to the wiki.

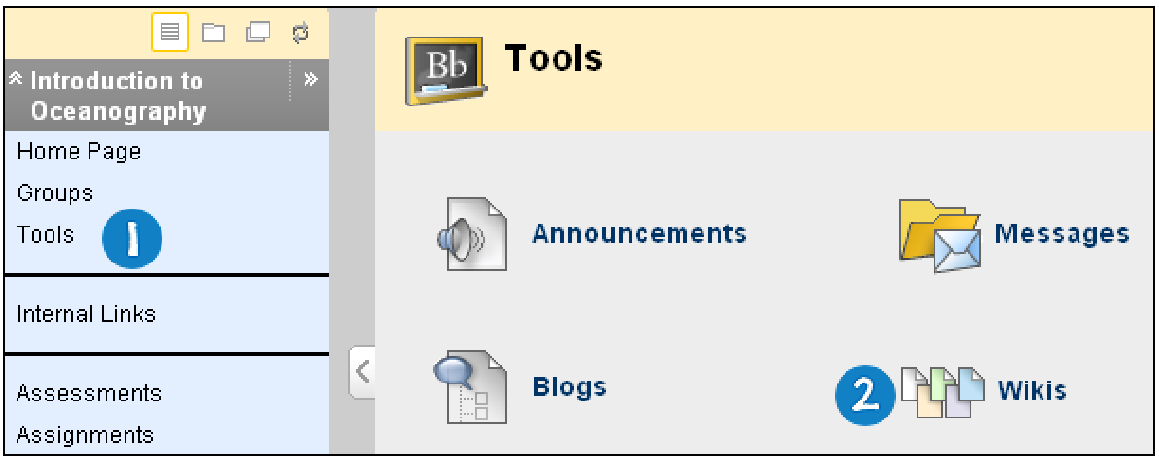
E **Participation Summary**: In the **Participation Summary** section, you can view **Words Modified**, which tallies any word added, deleted, or edited in all pages and each page's versions, available in number count and percentage. **Total Page Saves** includes any time **Submit** is clicked on any **Edit Wiki Page** in the wiki—regardless of content being changed—available in number count and percentage.

F **Grade**: The **Grade** section appears if the wiki is set to be graded.

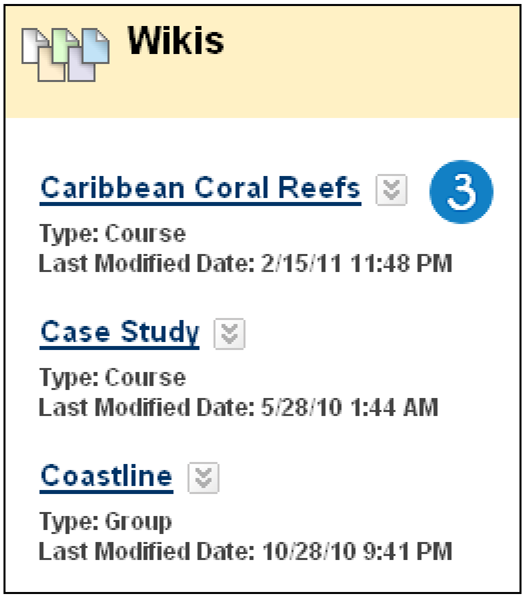
How to View Grades for Wiki Contributions

Once wiki contributions have been graded, you can view the grade in two places. The grading information appears on the **My Contribution** page and in the **My Grades** tool.

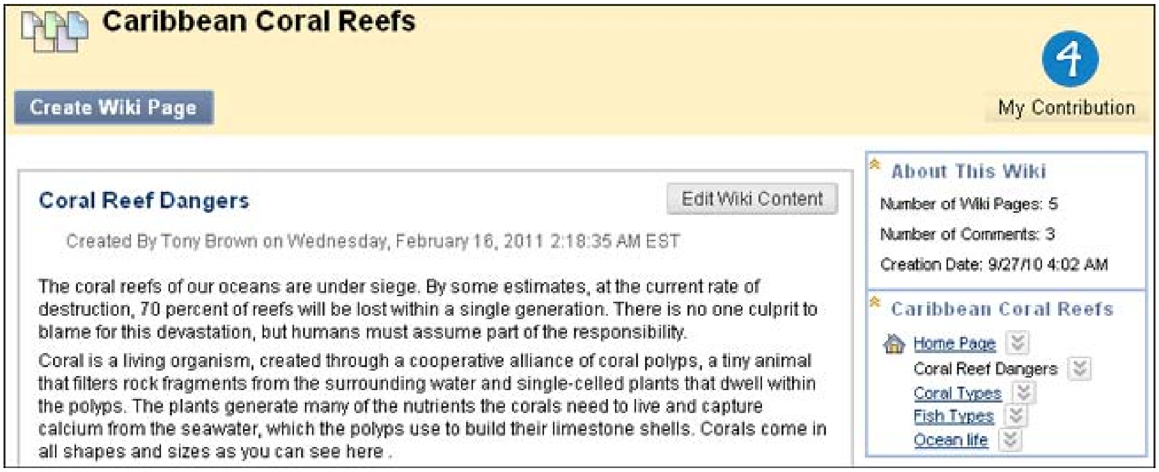
1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Wikis**.

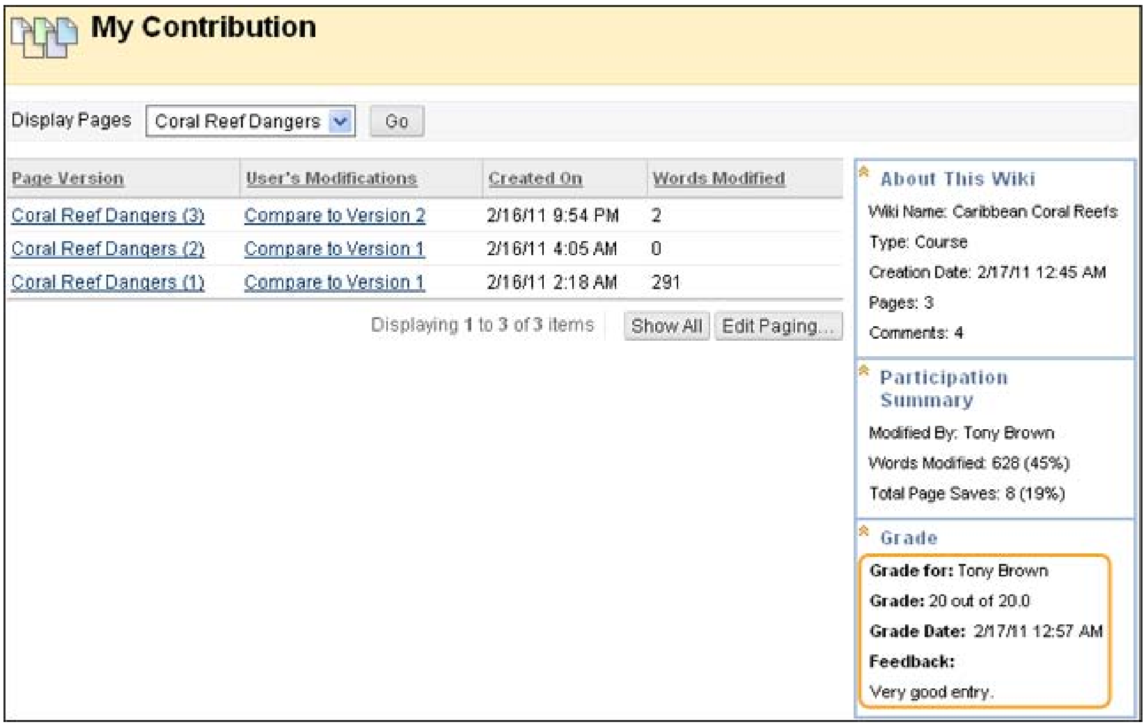


3. On the **Wikis** listing page, select a wiki title.

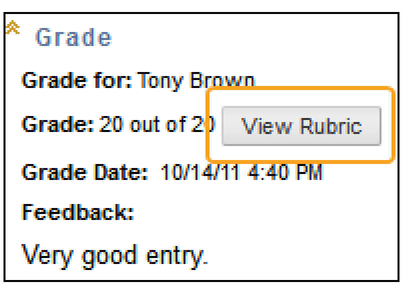


4. On the **Wiki** topic page, click **My Contribution** on the Action Bar. On the **My Contribution** page's **Grade** section, you can view the assigned grade for the contributions listed in the content frame, feedback, and the date the grade was assigned.





Note: If your instructor has used a rubric for grading and made it available to students, click **View Rubric** to display detailed grading information.



If there is no associated rubric or your instructor has not made it available, the **View Rubric** button will not be visible

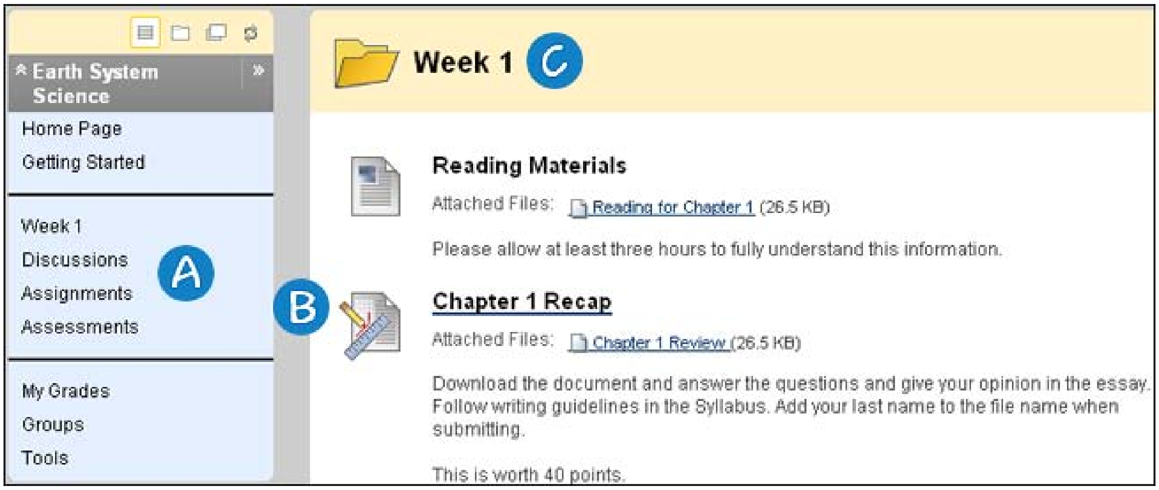
Related Tutorials Creating and Editing a Wiki Page (Flash movie | 2m 40s | 4,329 KB) | Linking Wiki Pages (Flash movie | 2m 10s | 16,272 KB)

Courses and Content

About Courses

Courses contain content and tools for your learning experience. Your instructor manages the course through the Course Menu and Control Panel. While your instructor has control over the course, the Blackboard administrator at your school can set defaults that can restrict or require specific features and tools.

A course consists of the Course Menu and a content frame. The Course Menu links to content and tools and the content frame will display the feature you select.



A **Course Menu**: The Course Menu appears on the left side of a course and contains links to materials and tools within the course.

B **Content Frame**: The content frame occupies most of the screen to display the current view. You will interact with content from this screen.

C **Content Area**: Content Areas are top-level containers that organize and store course content, such as lecture notes, assignments, and tests. The content appears in the content frame.

About Course Content

A Content Item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or folder. Your instructors can add a number of different types of content to these course areas.

Types of Content

You can view different types of content in a Content Area. All content shares a few similarities. Each piece of content has a name and description. Many types of content allow your instructor to set options, such as availability and date restrictions.

Note: Icons may be different at your institution because the Blackboard administrator at your school has the option to select which icons to use.

Icon	Content Type	Description
	Item	A general piece of content, such as a file, image, text, or link. A description and other items may be attached.
	File	An HTML file to be used in the course. These files can be viewed as a page within the course or as a separate piece of content in a separate browser window.
	Audio	Audio file that can be played in a page. If **Autostart** and **Loop** are both set to **Yes**, the audio file plays when you open the page and continues to play until you stop it or navigate away from the page.
	Image	Image file that can be shown on the page.
	Video	Video file that you can view. The video player appears directly on the page.
	URL	Link to a website or resource to provide a quick access point to relevant materials.
	Learning Module	A set of content that focuses on a specific subject that you can navigate at your own pace. Instructors can set the path so students must view content in a specific order, or permit users to view the content in any order. All types of content, including items, assignments, and tests can be viewed in a Learning Module.
	Lesson Plan	A Lesson Plan is a special type of content that combines information about the lesson itself with the curriculum resources used to teach it.
	Syllabus	An outline of a course of study. It can contain course information, objectives, instructor contact information, assignments, class meeting dates, and textbook information.
	Course Link	A shortcut to an item, tool, or area in a course. A Course Link provides a quick access point to relevant materials and tools.
	Content Folder	A Content Folder is a way of organizing content items. Content folders and subfolders set up a hierarchy to group related material together. Content folders can be used to group material based on a theme, such as media clips. Content folders can also be used to group material based on a schedule, for example, placing all items for "week 1" together. Using folders to organize content items can make materials easier to find and reduce the length of a Content Area page.
	Blank Page	A Blank Page can be added and customized based on the needs of the course..
	Module Page	Module Pages are specialized content pages that present content in a module box. The modules that appear on this page can be arranged in any order. Module Pages can be personalized by students if the instructor permits it.
	Tool	A shortcut to a specific tool in the course, such as the Discussion Board or Blogs. The link brings students to that tool and away from the content they are viewing. Instructors can also link to the Tools page, which provides links to all available tools.
	Flickr® Photo	A link to a site for viewing and sharing photos and images.
	SlideShare Presentation	A link to a site for viewing and sharing Microsoft® PowerPoint®, Microsoft® OpenOffice, or Adobe® PDF presentations.
	YouTube™ Video	A link to a site for viewing and sharing online videos.

Content Availability

Your instructors can limit the availability of content items based on date, time, individual users, course groups, and performance on graded items. This means that the content displayed in the Course Menu or Content Areas can change over time. For example, your instructor restricts access to a piece content until you complete a unit test. The content appears after you complete the test. There are further settings that can be added such as only making the item appear after you complete the test and score at least a 70 percent. If you have questions about content that your instructor mentions should be available, make sure to ask them if it has been made available to everyone or based on specific criteria.

Review Status

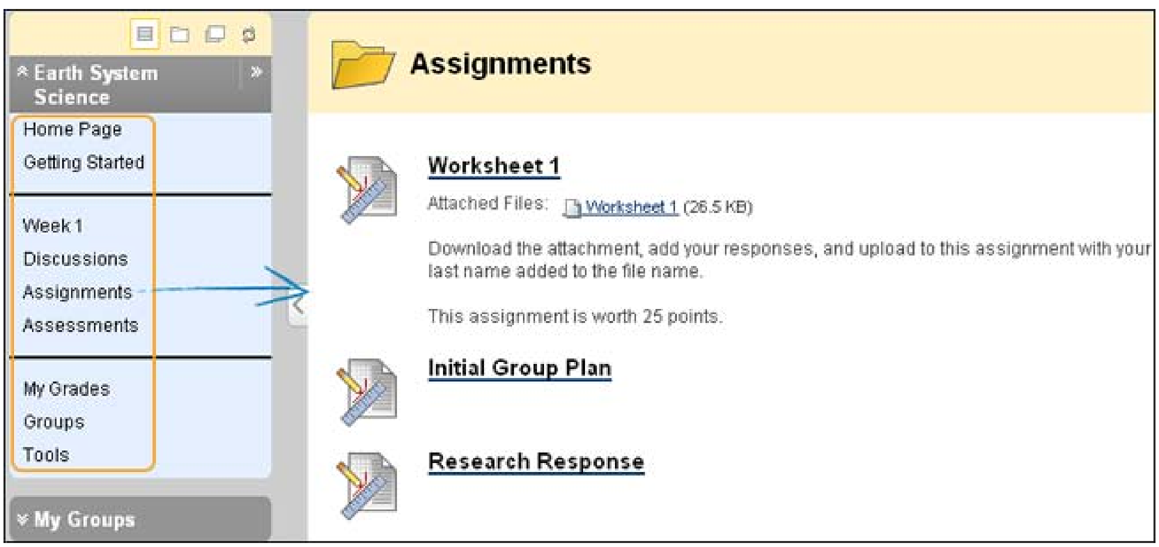
Review Status allows your instructor to track interaction with specific content items and may affect the release of additional content. For example, your instructor enables Review Status for an article added to a Content Area and made the release of a quiz contingent upon you reviewing the article. After you mark the article Reviewed, the quiz appears.

A **Mark Reviewed** option appears on the item when it is opened. After reviewing the item, select the option to mark it as **Reviewed**.

Note: You can switch between **Reviewed** and **Mark Reviewed**. Use this option if you want to go back to a content item and review it again. Your instructor only views the current setting. If the item is marked **Reviewed**, then switched to **Mark Review**, your instructor does not see that the item was marked **Reviewed** at any time.

Course Content Areas

Content Areas are top-level containers that organize and store course content, such as lecture notes, assignments, and tests. Content Areas that are available to users make up the Course Menu that appears as links in the frame on the left side of the course. To access a Content Area, click its name on the Course Menu. The content appears in the content frame. Typical Content Areas that you might see are Instructor Info, Assignments, Tests, My Grades, and the names of units that correspond to the work you will complete throughout your course.



Your instructor or administrator creates the names of the areas in a course, which may differ from the names shown in this section. The Content Area names can also change course by course within your institution.

Content Area Organization

You can access a Content Area item by clicking its link in the course menu, such as a Discussion Board or a file. Your instructors can further organize content using folders, subfolders, Learning Modules, or Lesson Plans.

Breadcrumbs

As items and links are viewed in a Content Area, use the breadcrumbs to navigate to previous pages.

Using the Content Editor

The content editor allows you to add and format text, insert equations and hyperlinks, tables, and attach different types of files to content. The editor appears throughout the system as the default editor.

The content editor or WYSIWYG (What You See Is What You Get) editor is based on the industry standard TinyMCE platform. TinyMCE is a javascript-based WYSIWYG content editor that provides a stable, robust user experience. The legacy WebEQ equation editor has been replaced with a new mathML equation editor (WIRIS).

The content editor is always available to all users. Your school can control the availability of specific tools within the content editor, but users no longer need to explicitly opt in or opt out of using the content editor.

Note: Your school and your instructor control the content editor's features and availability. If you have difficulty accessing the content editor, contact your school's computing help desk for assistance.

Two Views of the Content Editor

The content editor has two view modes: simple mode and advanced mode. Change the view in the upper-right corner of the content editor.

Simple Mode

The simple mode contains a minimal set of the most used text formatting functions. Click the show more ( ) function—represented by two down pointing arrows—to access more editor functions. To learn more, see Simple Content Editor Features.

Advanced Mode

The advanced mode includes every available formatting and object attachment function. Click the show less ( ) function—represented by two down pointing arrows—to view only one row of functions. To learn more, see Advanced Content Editor Features.

Functions not currently available appear grayed out. For example, the functions to apply or remove a hyperlink are available only when you select text or an object in the text box.

IMPORTANT! Your school can turn on and off certain functions such as spell check and the math editor.

Note: Depending on your school's HTML policy, certain tags and attributes are not allowed in the content editor and will not work. If you have questions about this, contact your instructor or school about being granted the appropriate privilege for using unrestricted/trusted HTML input.

Adding and Editing Content

By default, Blackboard Learn formats text to 12-point, left-justified Arial. Use the content editor functions to apply other formatting. With the mouse pointer positioned in the text box, you can use four methods for adding, formatting, and editing text and objects:

- Content editor functions. To learn more, see Simple Content Editor Features and Advanced Content Editor Features.
- Right-click contextual menu. To learn more, see Using the Right-Click Contextual Menu.
- Keyboard shortcuts. To learn more, see Keyboard Shortcuts for the Content Editor.
- Direct editing of the HTML code. To learn more, see HTML Code View.

Best Practice: Copying and Pasting Text to Prevent Loss

To protect against losing work if an internet connection loss or software error occurs, you may choose to type in an offline simple text editor, such as Notepad or TextEdit, and copy and paste your work into Blackboard Learn.

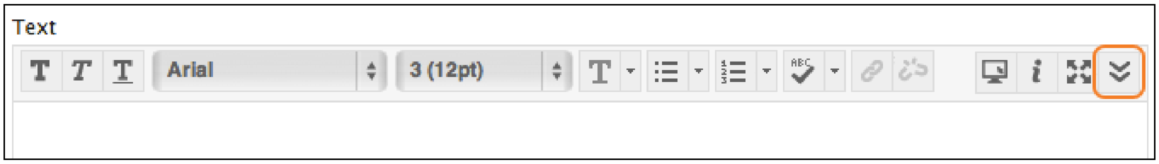
Alternately, before submitting or saving, you can select and copy all of the text typed in Blackboard Learn. Select the text and right-click to copy it. You may also use key combinations for copying and pasting:

- Windows: `CTRL+A` to select all the text, `CTRL+C` to copy, and `CTRL+V` to paste.
- Mac: `COMMAND+A` to select all the text, `COMMAND+C` to copy, and `COMMAND+V` to paste.

Simple Content Editor Features

In the content editor's simple mode, you see a single row of functions. Click the show more ( ) function—

represented by two down pointing arrows—to access more editor functions.

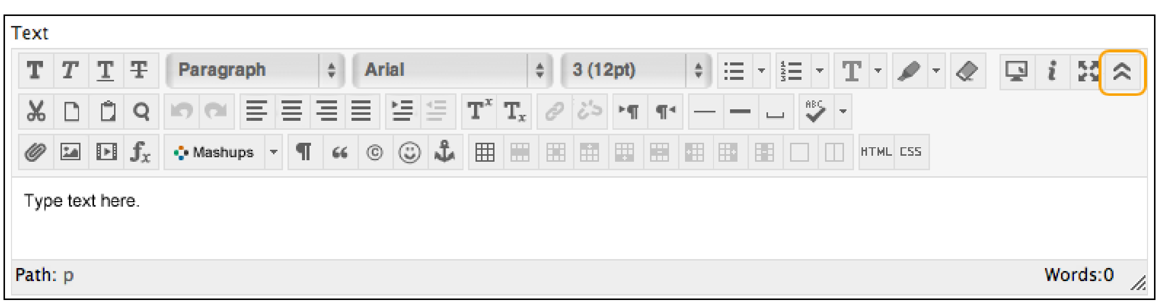


The following table defines each function.

Function	Description
	Bold the selected text.
	Italicize the selected text.
	Underline the selected text.
Arial	Select the font face for the text. Click the down arrow next to the displayed current font to select from a list of all available fonts.
3 (12pt)	Select the size of the text. Click the down arrow next to the displayed current font size to select from a list of all available font sizes.
	Set the text color. Click the down arrow to select a different text color.
	Create a bulleted list. To learn more, see Working With Lists.
	Create a numbered list. To learn more, see Working With Lists.
	Begin the automatic spell check. Click the down arrow to select a different language. To learn more, see Using the Spell Checker.
	Add a new or edit an existing hyperlink. To learn more, see How to Use Links.
	Remove a hyperlink from the selected text or object.
	Opens a preview window showing how the content will appear after submitting.
	Open the context editor help information pop-up display.
	Expand the content editor window to fill the entire browser frame.
	Access the advanced content editor features.

Advanced Content Editor Features

In the content editor's advanced mode, you see three rows of functions. Click the show less ( ) function—represented by two down pointing arrows—to view only one row of functions.



The following tables describe each function.

Row 1 Functions	Description
	Bold the selected text.
	Italicize the selected text.
	Underline the selected text.
	Display text with a horizontal line through the letters (strikethrough).
Paragraph	Select a paragraph style for the text. Click the down arrow next to the displayed current style to select from a list of all available styles.
Arial	Select the font face for the text. Click the down arrow next to the displayed current font to select from a list of all available fonts.
3 (12pt)	Select the size of the text. Click the down arrow next to the displayed current font size to select from a list of all available font sizes.
	Create a bulleted list. To learn more, see Working With Lists.
	Create a numbered list. To learn more, see Working With Lists.
	Set the text color. Click the down arrow to select a different text color.
	Set the text highlight (background) color. Click the down arrow to select a different highlight color.
	Remove all formatting, leaving only the plain text.
	Opens a preview window showing how the content will appear after submitting.
	Opens the context editor help window.
	Expand the content editor window to fill the entire browser frame.
	Collapse functions to one row of the most used text formatting functions.

Row 2 Functions	Description
	Cut the selected items.
	Copy the selected items.
	Paste the most recently copied or cut items.
	Search for and replace text. To learn more, see Using Find and Replace.
	Undo the previous action.
	Redo the previous action—available only if an action has been undone.
	Align text to the left margin.
	Align text in the center.
	Align text to the right.
	Align text to both the left and right margins.

Row 2 Functions	Description
	Move the text or object to the right (indent). Click again to indent further.
	Move the text or object to the left (outdent). Click again to outdent further. You cannot outdent text beyond the left margin.
	Make the text into a superscript.
	Make the text into a subscript.
	Add a new or edit an existing hyperlink. To learn more, see How to Use Links.
	Remove a hyperlink from the selected text or object.
	Enter text to the right of the current mouse pointer location (default).
	Enter text to the left of the current mouse pointer location.
	Add a thin horizontal line to the current mouse pointer position, spanning the entire width of the text area.
	Add a thin centered line, setting width, height relative to the current mouse pointer position, and whether to use shadows. To learn more, see Inserting Lines and Horizontal Rules.
	Insert a nonbreaking space character at the current mouse pointer position.
	Begin the automatic spell check. Click the down arrow to select a different language. To learn more, see Using the Spell Checker.

Row 3 Functions	Description
	Add a link to a file in the text box. The **Insert Content Link** window appears. You can link to the following file types: DOC, DOCX, EXE, HTML, HTM, PDF, PPT, PPTX, PPS, PPSX, TXT, WPD, .XLS, XLSX, and ZIP. You can link to a file from your computer, from Course Files or the Content Collection, or a URL.
	Embed an image in the text box or edit an existing selected image. The **Insert/Edit Image** window appears. You can add the following file types: GIF, JPG, JPEG, BMP, PNG, and TIF. You can add images from your computer, from Course Files or the Content Collection, or a URL. To learn more, see Adding Images.
	Embed a media clip in the text box or edit an existing selected media object. The **Insert/Edit Media** window appears. From the **Type** drop-down list, select the type of media you want to add: Flash (default), HTML 5 video, QuickTime, Shockwave, Windows Media, Real Media, Iframe, and Embedded Audio. You can add media files from your computer, from Course Files or the Content Collection, or a URL. To learn more, see Adding Media Files.
	Opens the **WIRIS Formula Editor** page—the visual math equation editor page. To learn more, see Using the Math Editor.
Mashups	Add a Mashup to the text box. Click to display a drop-down list and select Flickr© Photo, SlideShare presentation, YouTube™ Video, or NBC Content. To learn more, see Adding Mashups.
	Click to show all nonprinting characters. Click again to hide them from view.
	Format the text as a blockquote.
	Opens the **Select Special Character** window. Select a symbol to insert at the current mouse pointer position.

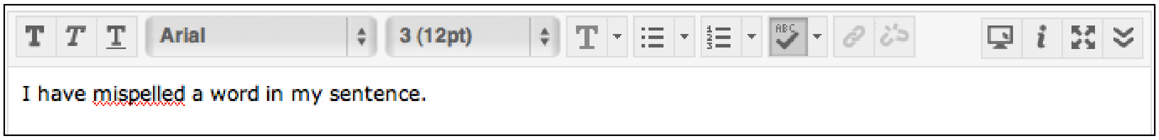
Row 3 Functions	Description
	Opens the **Insert Emoticon** window. Select the emoticon to insert at the current mouse pointer position.
	Position the mouse pointer where you want the anchor to appear and click to open the **Insert/Edit Anchor** window. Use anchors to position (anchor) other items and objects, such as images. To learn more, see Using Anchors.
	Opens a preview window so you can see how the content will appear after publishing.
	Click to open the **Insert/Edit Table** window. To learn more about tables, see Working With Tables.
	Click to open the **Table Row Properties** window.
	Click to open the **Table Cell Properties** window.
	Insert a blank row in the table above the current mouse pointer position.
	Insert a blank row in the table after the current mouse pointer position.
	Delete the current row from the table. If you select multiple rows, all are deleted.
	Insert a blank column in the table to the left of the current mouse pointer position.
	Insert a blank column in the table to the right of the current mouse pointer position.
	Delete the current column from the table. If you select multiple columns, all are deleted.
	Merge two or more selected table cells into a single cell.
	Split previously merged table cells. If the cell or cells are not ones that were merged, nothing happens.
HTML	Click to open the **HTML Code View** window. Then, you can directly edit the content HTML code. This feature is intended for experienced web developers. To learn more, see HTML Code View.
CSS	Edit the cascading style sheet (CSS). This feature is included for experienced web developers. To learn more, see Advanced Image Settings.

Working With Lists

- **Ordered/Numbered List**: Creates an ordered or numbered list, or adds a numbered list item. Click the down arrow ( ) to select from the available list ordering schemes. Choices include:
  - Alphabetic
  - Roman numerals
  - Greek symbols
- **Bullet List**: Creates an unordered or bullet list, or adds a bulleted list item. Click the down arrow ( ) to select from the available bullet list symbols.

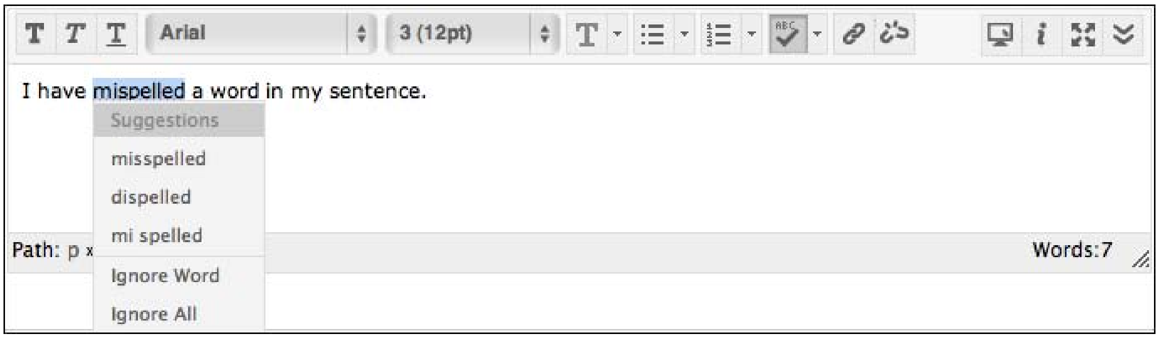
Using the Spell Checker

Click the spell checker ( ) icon to turn the automatic spell check function on or off. Click the down arrow to select a different language's dictionary. You will see wavy, red underlining for words detected as potentially misspelled or not found in the loaded dictionary. If you resume typing text, the spell checker function switches off.



Right-click an underlined word to view a menu, allowing you to:

- See a list of suggested correction.
- Ignore the single instance.
- Ignore all occurrences of the indicated word.



Note: Your school determines if the spell checker function is available and which spelling dictionaries are loaded in.

Using Find and Replace

Use find ( ) to search for matching text and, optionally, replace it with other text.

Finding Text

In the pop-up window, click the **Find** tab and type the text to find.

For **Direction**, choose whether to search up or down from the current mouse pointer position. Select the **Match Case** check box to match upper and lower case. Clear the check box to ignore case. If the text is located, it appears highlighted in the text box.

Click **Find Next** to locate the next match or **Close** to close the window.

You can also click the **Replace** tab to switch to the replace text function.

Replacing Text

To search for and replace text from one tab, click the **Replace** tab.

Type the text you want to replace. For **Direction**, choose whether to search up or down from the current mouse pointer position. Select the **Match Case** check box to match upper and lower case. Clear the check box to ignore case. Click `Enter` or `Return`. If the text is located, it appears highlighted in the text box.

In the **Replace with** text box, type the text to replace the located text with and choose an action:

- **Replace**: Replace the next instance found.
- **Replace All**: Replace every matched instance.
- **Find Next**: Find the next match and highlight it, but do not change the text.

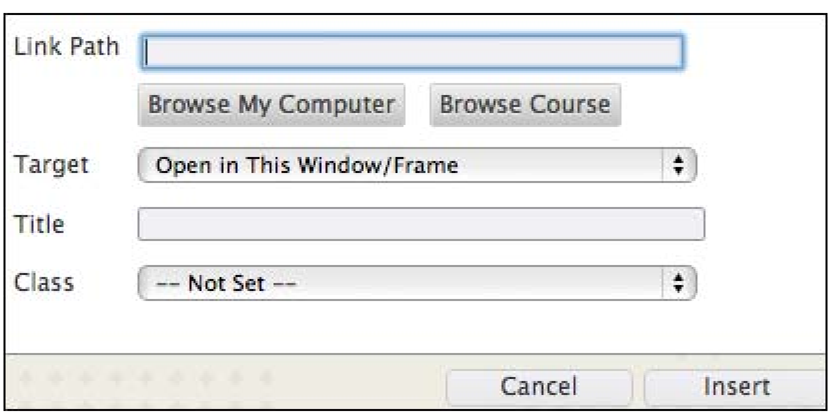
You can also click the **Find** tab to switch to the search-only function.

How to Use Links

Select text or an object, and click the link function ( ) to add a new hyperlink or edit an existing hyperlink. To remove a link, select the link and click the remove link function ( ). You can also link and remove links using the right-click contextual menu. You must use the `http://` protocol when typing or pasting an address for the link.

Note: Unless you select text or an object, the insert/edit link and remove link functions are grayed out and unavailable. If you click remove link for something that has no hyperlink, nothing happens.

You can specify a link to a website, a file from your computer, or an item in Course Files or the Content Collection.



In the **Target** drop-down list,choose where to open the link:

- Open in this window/frame.
- Open in a new window.
- Open in parent window/frame.
- Open in top frame, replacing all current frames.

Type an optional title for the window or frame displayed when users click the link. Optionally, select a link class. If no other choices are available, the drop-down list may only show **Not Set**.

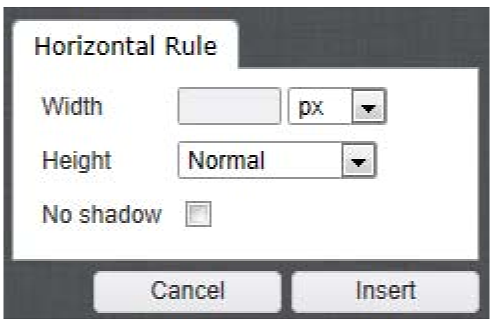
Inserting Lines and Horizontal Rules

Line: Click the line function (—) to add a thin horizontal line to the current mouse pointer position, spanning the entire width of the text area.

Horizontal Rule: Click the horizontal rule function (▬) to add a thin centered line. You can set:

- Width in pixels or as a percentage of the total available width of the text area.
- Height of the line relative to the current position.
- Whether to have the line shadowed or not—default is with shadow.

Use the **Width** drop-down list to choose pixels or percentage. Use the **Height** drop-down list to choose **Normal** or a height increment from 1 to 5. Click **Insert** to add the line or **Cancel** to close the window.



Adding Images

Click the insert/edit image function ( ) to embed an image in the text area or edit an existing selected image. Alternatively, embed an image using the right-click contextual menu. You can also use the contextual menu to edit the properties of an existing selected image.

You can add the common image types, such as GIF, JPG, JPEG, BMP, PNG, and TIF.

Note: Whenever possible, use compact, compressed file formats such as JPG or PNG to reduce the time required to download the embedded image.

General Image Settings

On the **General** tab, embed an image from one of the following:

- To create a link to a file outside of the local system, type or paste a URL in the **Image URL** text box. You must use the `http://` protocol.
- To upload a file from your computer, click **Browse My Computer**.
- To upload a file from the course's storage repository:

- If Course Files is the course's storage repository, click **Browse Course**.

  -OR-
- If your school licenses content management, click **Browse Content Collection**.

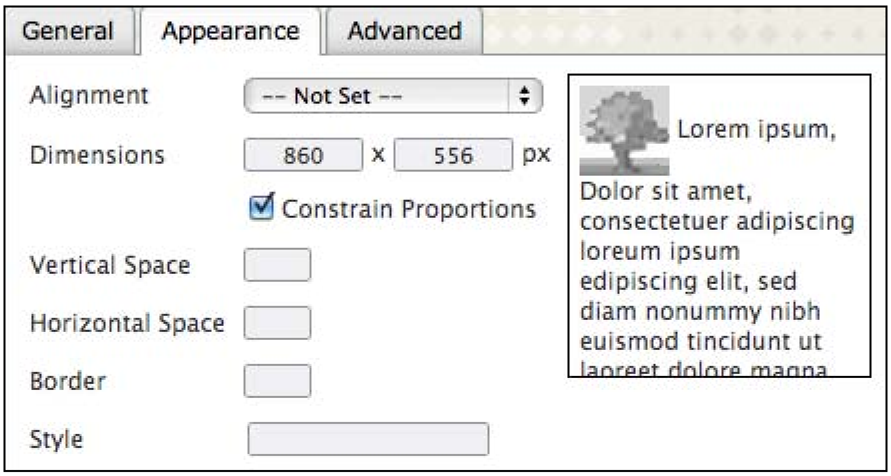
Note: To email a link to a file you are including, you must first submit the content item so the file can be assigned a permanent URL. In the Content Collection or Course Files, access the file's 360 View. Copy the permanent URL address and paste it in an email.

Image description: Optionally, type a description for the image. Recommended for accessibility readers.

Title: Optionally, type a title for the image.

Appearance Settings

The **Appearance** tab allows you to control image placement and appearance. A sample thumbnail display on the right side of the window shows how the various choices will appear.

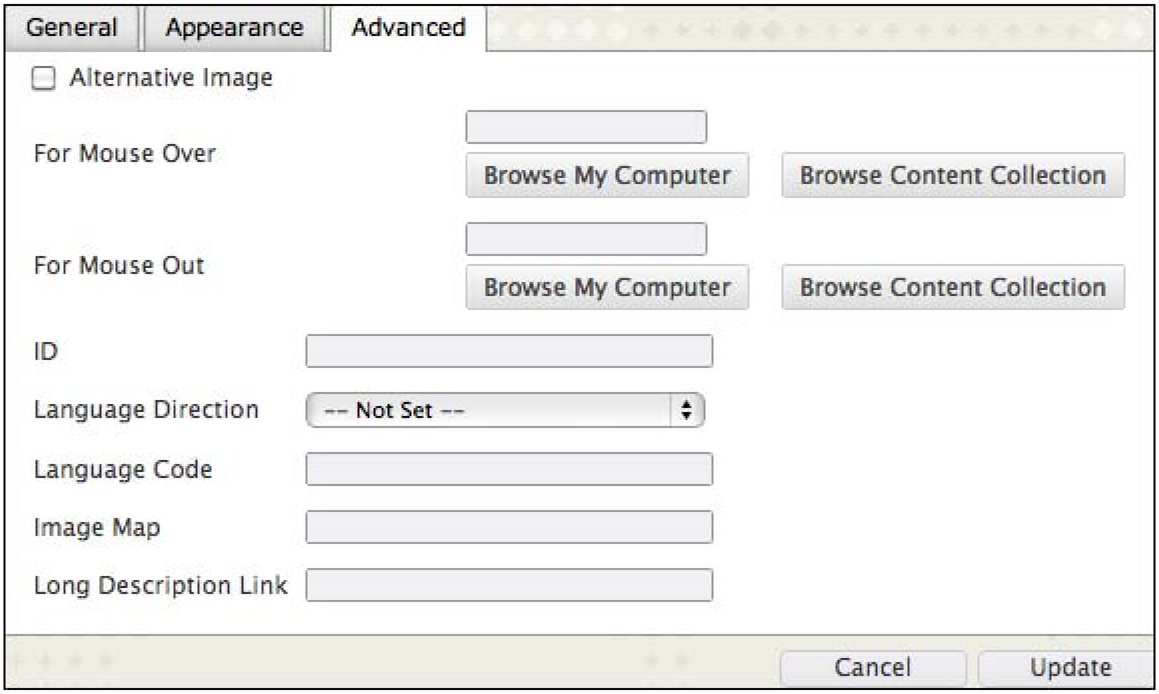


- **Alignment**: Placement of the image relative to the nearby text. Choices include baseline, top, middle, bottom, text top, text bottom, left, and right.
- **Dimensions**: Image size displayed in pixels. ***Important:*** If not set, the actual image size populates the boxes.

  If you select the check box for **Constrain Proportions** and add a measurement, the image is resized without horizontal or vertical distortion.
- **Vertical space**: In pixels, the margin reserved above and below the image.
- **Horizontal space**: In pixels, the margin reserved on either side of the image.
- **Border**: In pixels, applies a border around the image.
- **Style**: Whenever you change the appearance settings, this box displays the HTML code used to format the image. If necessary, you can enter additional code or alter the existing code.

Advanced Image Settings

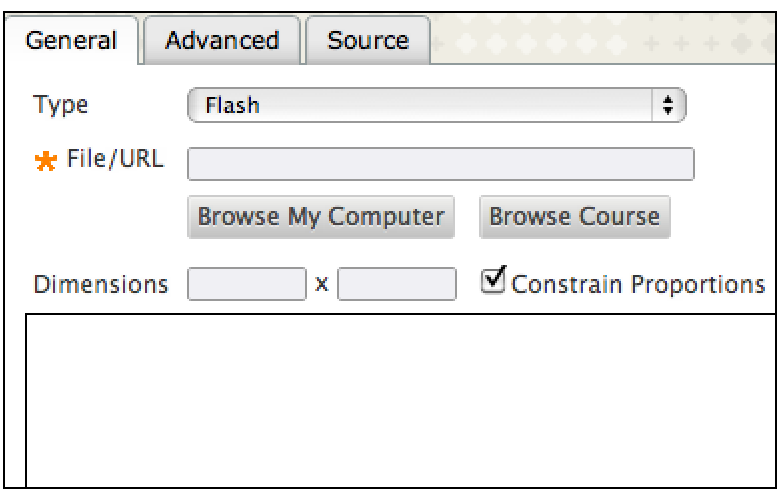
Use the advanced image settings to specify an alternative image based on mouse activity. You can also set additional identification, language, and link parameters. Normally, you do not need to set or change these settings.



Adding Media Files

Click the insert/edit embedded media function ( ) to embed a media clip in the text area or edit an existing selected media item. You can also use the right-click contextual menu to edit the properties of an existing selected media clip.

General Media Settings



Type: From the drop-down list, select the type of media you want to add, including:

- Flash (default)
- QuickTime
- Shockwave

- Windows Media
- Real Media
- Iframe
- Embedded Audio

After setting the media type:

- To create a link to a media file outside of the local system, type or paste a URL in the **File/URL** text box. You must use the `http://` protocol.
- To upload a file from your computer, click **Browse My Computer**.
- To upload a file from the course's storage repository:
  - If Course Files is the course's storage repository, click **Browse Course**.

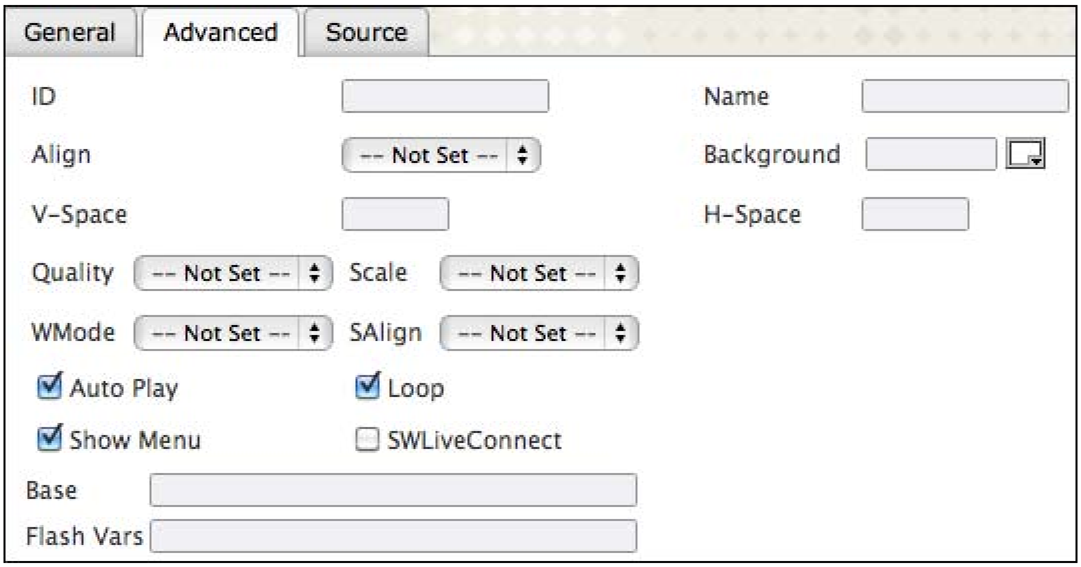
    -OR-
  - If your school licenses content management, click **Browse Content Collection**.

  Note: To email a link to a file you are including, you must first submit the content item so the file can be assigned a permanent URL. In the Content Collection or Course Files, access the file's 360 View. Copy the permanent URL address and paste it in an email.
- **Dimensions**: Size displayed in pixels. ***Important:*** If not set, the actual size populates the boxes.

  If you select the check box for **Constrain Proportions** and add a measurement, the file is resized without horizontal or vertical distortion. You are able to preview the file in the window.

Advanced Media Settings

On the **Advanced tab**, you can set advanced display parameters, as well as a number of options specific to Flash media only.



Advanced:

- **ID**: Set an identification code for the media.
- **Name**: Type a name for the media.
- **Align**: Set whether to align the media to the top, right, bottom, or left.

- **Background**: Set a background color for the media.
- **V-Space** and **H-Space**: Set vertical and horizontal margins for space around the embedded media.

Flash options:

- **Quality**: Set the playback quality for the Flash media. Choices are high, low, autolow, autohigh, and best.
- **Scale**: Select a resizing option for Flash media. Choices are show all, no border, exact fit, and no scale.
- **WMode**: Set a display mode for the media. Choices are window, opaque, and transparent.
- **SAlign**: Set the position alignment for the media within the Flash media player. Choices are left, top, right, bottom, top left, top right, bottom left. and bottom right.
- **Auto Play**: Select to have the Flash media play automatically when selected.
- **Loop**: Select so the media file loops (replays) after reaching the end.
- **Show Menu**: Select to show the Flash media player menu.
- **SWLiveConnect**: Used only in older Flash media. When selected, allows the player and browser to exchange information.Typically, this parameter is not necessary.
- **Base** and **Flash Vars**: Manually configure the Flash options. These features are intended for advanced web developers needing a high degree of control and customization over the Flash player appearance and behavior.

Media Source Settings

In the **Source** tab, you can enter custom media HTML code. This feature is intended for advanced web developers.

Adding Mashups

A mashup combines elements from two or more sources. When you view a YouTube™ video in a Blackboard Learn course as part of the course content, you are experiencing a mashup.

Click the insert mashup function (Mashups) to display a drop-down list and select from the following:

- Flickr© Photo
- SlideShare Presentation
- YouTube™ Video
- NBC Content

Note: Your school determines the availability of specific mashup types.

After you select a mashup type, you can search for content to fit your course. Then, you set viewing and presentation options.

Before submitting, click the preview function ( ) to see how the mashup will appear in the content item.

Close the preview window to make changes. When you are satisfied with the selection and options, click **Submit** to continue or **Cancel** to abort adding the mashup.

To learn more about how students can use mashups, see Mashups.

Using the Math Editor

The math editor delivered within the content editor provides an interface for creating and managing math formulas in your course. The math editor is written by WIRIS and is standard- based using the latest MathML standard for describing math formulas for display in browsers. Additionally, the created formulas are saved as the MathML for future editing AND as a PNG file for rapid deployment to browsers.

Click the launch math editor function ( ) to open the math equation editor window, the WIRIS Formula Editor.

Note: Javascript must be enabled for the math editor to function.

Rich Set of Feature

- Basic operations
- Matrix calculus
- Calculus and series
- Logic and set theory
- Units
- Greek alphabet

Improved Rendering Experience

The math editor automatically converts formulas and equations to images so that users do not need to download an applet to view them. The formulas and equations continue to remain fully editable for an author.

Supports Copy/Paste

The math editor supports copying and pasting of MathML formulas and equations directly in the editor.

Supports Legacy Equations

The math editor continues to support W3C MathML standards and extracts MathML from the pre-SP8 legacy math editor.

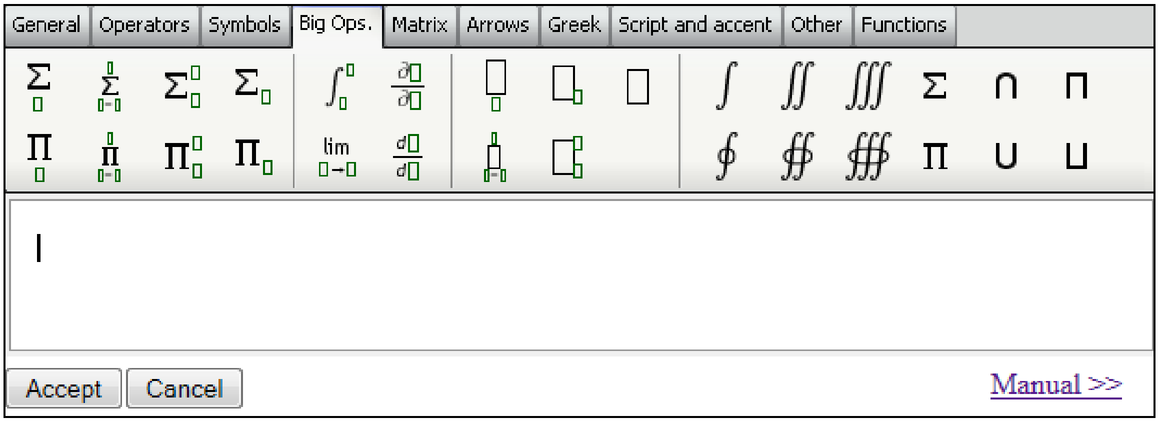
Course Conversion Support

If upgrading from other platforms such as CE 4 or Vista, the math editor can accommodate the formulas and equations from these platforms.

Understand the Tabs

The tabs at the top of the page allow you to select different elements:

- General
- Operators
- Symbols
- Big operations
- Matrix mathematics
- Arrows
- Greek symbols
- Superscript, subscript, and accents
- Other miscellaneous math elements
- Functions



To learn more, click the **Manual** link to access the WIRIS website user manual.

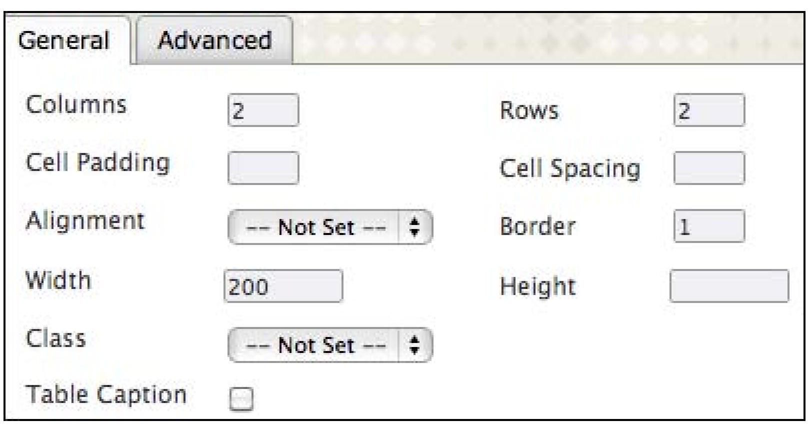
Working With Tables

Click the insert/edit table function ( ) to begin adding a table in the text area. Alternatively, you can use the insert/edit table command from the right-click contextual menu.

Note: Most of the table functions are unavailable (grayed out) unless you place the mouse pointer inside an existing table.

General Tab

On the **General** tab, you can set the basic properties for a table. Note that after creation, you can edit a table using the table functions and commands. You can resize a table by clicking and dragging the table border anchors.

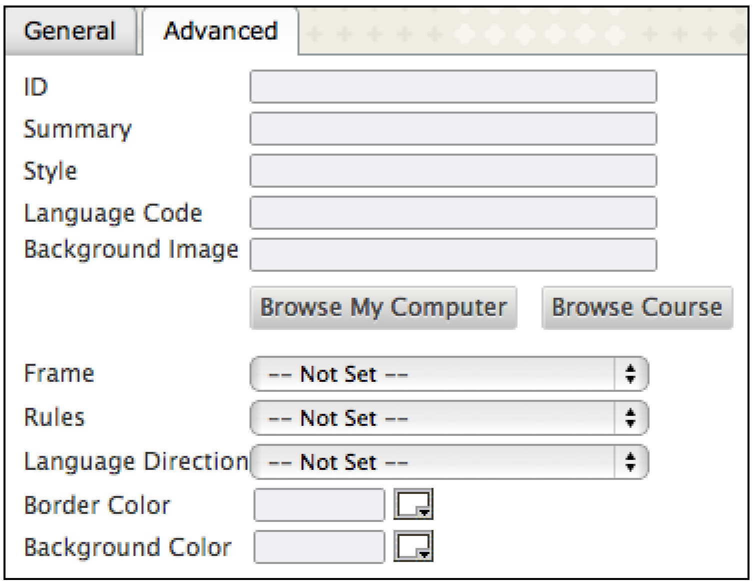


- **Columns**: Type the initial number of columns for the table. The default is set to two columns.
- **Rows**: Type the initial number of rows for the table. The default is set to two rows.
- **Cell Padding**: Type a number in pixels for the individual table cells' padding.
- **Cell Spacing**: Type a number in pixels to separate the table cells.
- **Alignment**: Select the table alignment: center, left, or right. If not set, the current paragraph alignment is used.

- **Border**: Creates a simple black line border around the table. Type a number in pixels for the width of the table border. The default is set to one pixel.
- **Width**: Set the width of the table in either pixels or a percentage of the available display width. The default is set to 200 pixels.
- **Height**: Set the height of the table in either pixels or a percentage of the available display height. If left blank, the table is sized automatically as needed to fit the content.
- **Class**: Set the HTML class for the table. If your setup does not use classes, ignore this setting
- **Table Caption**: Select the check box so the table is created with a caption cell at the top. A table caption appears as the title of the table.

Advanced Tab

On the **Advanced** tab, you can set additional properties for a table.



- **ID**: Type a table description or identifier.
- **Summary**: Type a description for a table.
- **Style**: Allow HTML code overrides for the placement, size, appearance, and border.
- **Language Code**: Assign a language code to a table— used in translations.
- **Background Image**: Use a graphic image to appear as a background for a table. You can provide a URL to create a link to an image file outside of the local system.
  - To upload a file from your computer, click **Browse My Computer**.
  - To upload a file from the course's storage repository:
    - If Course Files is the course's storage repository, click **Browse Course**.

      -OR-
    - If your school licenses content management, click **Browse Content Collection**.
- **Frame**: Set the table frame parameter: void, above, below, hsides, lhs, rhs, vsides, box, or border.
- **Rules**: Set rules for the table content: none, groups, rows, cols, or all.
- **Language Direction**: Set whether text entered in the table goes left to right or right to left from the mouse pointer position.

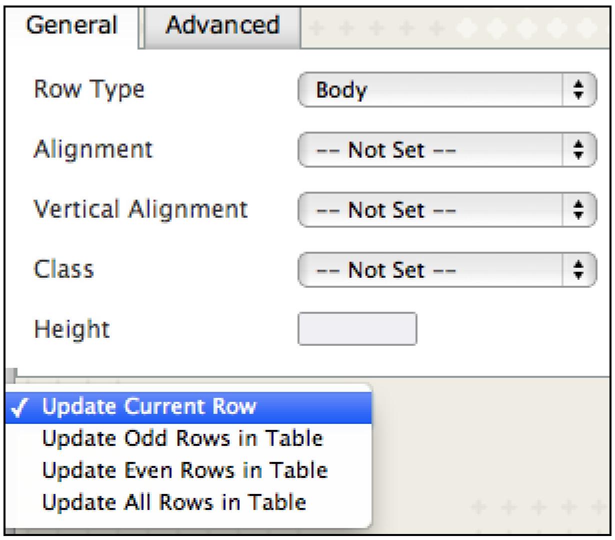
- **Border Color**: Set the color for the table border.
- **Background Color**: Set the background color for the table.

Setting Row and Cell Properties

Row properties affect an entire table row or a number of selected table rows. Cell properties affect the current table cell or a number of selected cells.

Row Properties

Click inside an existing table and click the table row properties function ( ) to open the **Table Row Properties** window. You can set formatting parameters to control how the contents of a table row or selected rows will appear.



General Tab

On the **General** tab, you can:

- **Row Type**: Set whether the row is a header, body, or footer.
- **Alignment**: Set the alignment of the row's cell contents to center, left, or right.
- **Vertical alignment**: Set the alignment of the row's cell contents to top, center, or bottom.
- **Class**: Set the row content HTML class. If classes are not used, ignore this setting.
- **Height**: Manually set the height of the row. Otherwise, the row expands or contracts as needed to fit the contents.

From the drop-down list at the bottom of the window, select to:

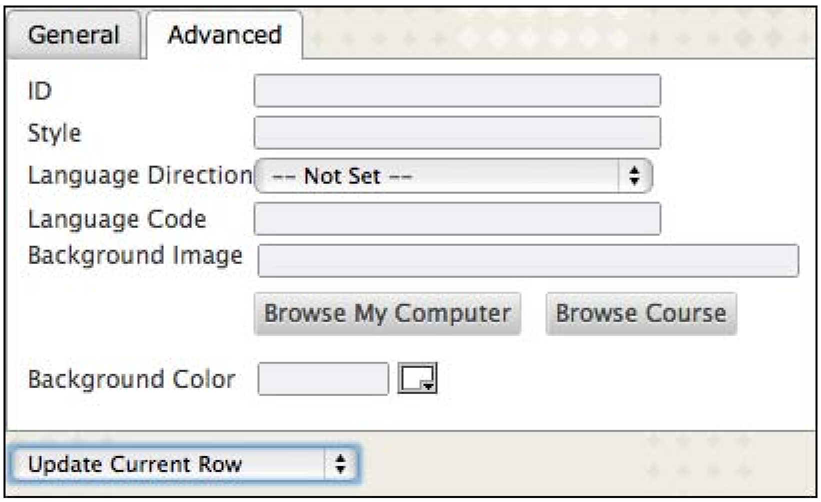
- Update the current row or selected rows only (default).
- Update odd rows in the table.
- Update even rows in the table.
- Update all rows in the table.

Advanced Tab

On the **Advanced** tab, you can set additional row properties.

- **ID**: Type a row description or identifier.
- **Style**: Allow HTML code overrides for the placement, size, appearance, and border.
- **Language Direction**: Set whether text entered in the row goes from left to right or right to left from the mouse pointer position.
- **Language Code**: Assign a language code to a row—used in translations.
- **Background Image**: Use a graphic image to appear as a background for a row. You can provide a URL to create a link to an image file outside of the local system.
    - To upload a file from your computer, click **Browse My Computer**.
    - To upload a file from the course's storage repository:
        - If Course Files is the course's storage repository, click **Browse Course**.

          -OR-
        - If your school licenses content management, click **Browse Content Collection**.
- **Background Color**: Set the background color for the row.



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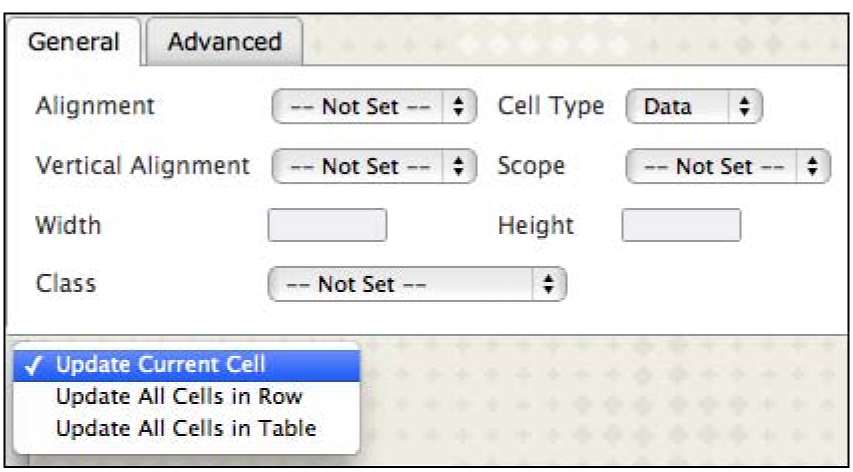
Cell Properties

Click the table cell properties function ( ) to open the **Table Cell Properties** window. You can set formatting parameters to control how the contents of a table cell or selected cells will appear.



General Tab

On the **General** tab, you can:

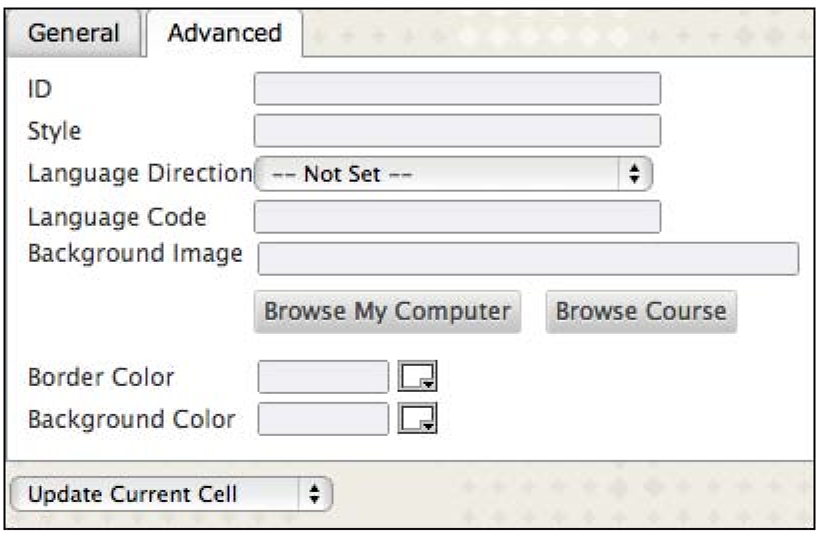
- **Alignment**: Set the alignment for a cell contents to center, left, or right.
- **Cell Type**: Set a cell content type to data or header.
- **Vertical Alignment**: Set the alignment for a cell contents to top, center, or bottom.
- **Scope**: Expand the modification selection beyond an individual cell and applies the changes to a column, row, row group, col group.
- **Width**: Manually set the width of a cell.
- **Height**: Manually set the height of a cell.
- **Class**: Set the row content HTML class. If classes are not used, ignore this setting.

From the drop-down list at the bottom of the window, select to:

- Update the current cell or selected cells only (default).
- Update all cells in a row.
- Update all cells in a table.

Advanced Tab

On the **Advanced** tab, you can set additional cell properties.



- **ID**: Type a cell description or identifier.
- **Style**: Allows HTML code overrides for the placement, size, appearance, and border.
- **Language Direction**: Set whether text entered in a cell goes from left to right or right to left from the mouse pointer position.
- **Language Code**: Assign a language code to a cell—used in translations.
- **Background Image**: Use a graphic image to appear as a background for a cell. You can provide a URL to create a link to an image file outside of the local system.
  - To upload a file from your computer, click **Browse My Computer**.
  - To upload a file from the course's storage repository:

    - If Course Files is the course's storage repository, click **Browse Course**.

      -OR-

    - If your school licenses content management, click **Browse Content Collection**.
- **Border Color**: Set the color for a cell border.
- **Background Color**: Set the background color for a cell.

Editing Tables

Click inside an existing table to make the table editing functions active in the content editor.

Function	Description
	Click to open the **Insert/Edit Table** window. If clicked inside a table, a new table is created inside the first one.
	Click to open the **Table Row Properties** window.
	Click to open the **Table Cell Properties** window.
	Insert a blank row before the current mouse pointer position.
	Insert a blank row after the current mouse pointer position.
	Delete the current row from the table. If you select multiple columns, all of them are deleted.
	Insert a blank column to the left of (before) the current mouse pointer position.
	Insert a blank column to the right of (after) the current mouse pointer position.
	Delete the current column from the table. If you select multiple columns, all of them are deleted.
	Merge two or more selected cells into a single table cell.
	Split previously merged table cells. If the cell or cells are not ones that were merged, nothing happens.

To resize a table, in addition to using table, row, or cell properties, you can also press and drag one of the table border anchors. These are positioned at each of the table corners—to make the entire table larger or smaller. You will also find them in the middle of each side—left, right, top, and bottom—to resize the table horizontally or vertically.

Right-Click Contextual Menus

You can also right-click anywhere inside an existing table to access a contextual menu. Select **Insert/Edit Table** to access some editing properties for an existing table.

Using Anchors

You can use anchors to position (anchor) other items and objects, such as images. Position the mouse pointer where you want the anchor to appear, and click the anchor function () to open the **Insert/Edit Anchor** window. Type a name for the anchor and click **Insert** to add it.

To modify an existing anchor, select it and click the anchor function.

To remove an anchor, select it and press the `Delete` key.

Note: Deleting an anchor also deletes the object or text anchored to it.

Advanced Functions

HTML Code View

Click the HTML code view function (HTML) to open the **HTML Code View** window. Then, you can directly edit the content HTML code. When finished, click **Update** to apply your changes or **Cancel** to abort.

The content editor performs some code verification. To keep the code valid and working, HTML tags are added or removed as needed. However, you might enter invalid codes or tags, and the content editor's auto-correcting capabilities may not catch all issues. Displayed results can be unpredictable.

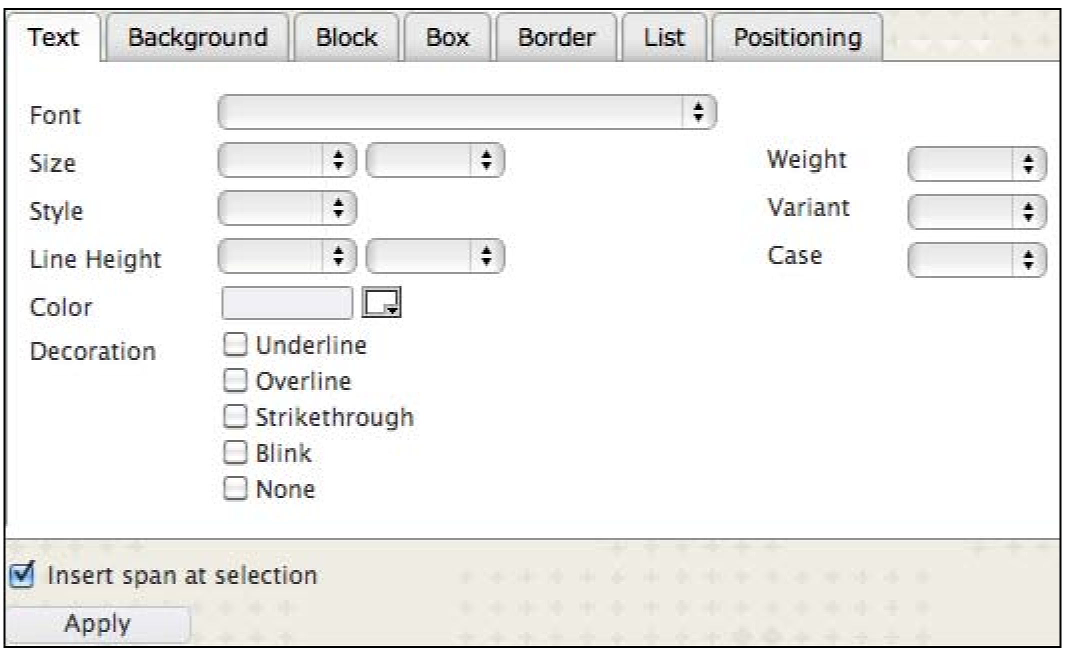
Note: This feature is intended for experienced web developers.

Editing CSS

Click the edit CSS function (CSS) to edit the cascading style sheet (CSS) for the page.

Note: This feature is intended for experienced web developers.

In the **Edit CSS Style** window, using the tabs and individual settings, you can customize nearly all of the basic formatting defaults for the current content editor display. Each tab controls a different category of style overrides.

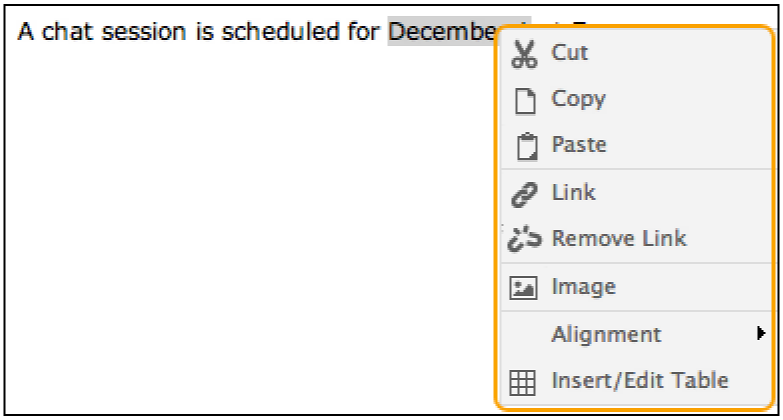


- **Text**: Set the font face, size, style, weight, and aspects of text appearance.
- **Background**: Use a background color or image, and set how it is displayed.
- **Block**: Set formatting options at the paragraph level, including word and letter spacing, alignment, indenting.
- **Box**: Set defaults for drawn boxes.
- **Border**: Set the style, width, and color for all aspects of table and object borders.
- **List**: Set defaults for formatted lists.
- **Positioning**: Set the overall page positioning, placement, and clipping preferences.

Click **Apply** or **Update** to make the changes or **Cancel** to abort.

Using the Right-Click Contextual Menu

In the content editor, you can place your mouse pointer in the text area and right-click to access a contextual menu. The menu includes the editor's most commonly used functions.



- **Cut**: Cut the selected text or object.
- **Copy**: Copy the selected text or object.
- **Paste**: Paste the most recently cut or copied text or object.
- **Link**: Visible only when you select text or an object and opens the insert/edit link window. To learn more, see How to Use Links.
- **Remove Link**: Visible only when you select text or an object and removes any hyperlink. If you click remove link for something that has no hyperlink, nothing happens.
- **Image**: Add or edit an image. To learn more, see Adding Images.
- **Alignment**: Open a sub-menu, allowing you to align text to the left margin, center, right margin, or both margins.
- **Insert/Edit Table**: Place your mouse pointer inside an existing table and click this option to access the available editing features.

Note: Cut, copy, and paste functions may not be available in all browsers.

Keyboard Shortcuts for the Content Editor

The content editor supports the keyboard shortcuts listed in the following table. Please note that Mac users use the `COMMAND` key instead of the `CTRL` key. In the table, these are indicated by "MAC:" and `COMMAND`is abbreviated as `CMD`.

Note: If you use the shortcut keys that move selected items one character left, right, up, or down, the object you are moving is absolutely positioned. An absolutely positioned element is determined by pixels so moving it up once moves it up one pixel.

Keyboard Shortcut	Description
`RIGHT ARROW`	Move one character to the right.
`LEFT ARROW`	Move one character to the left.
`DOWN ARROW`	Move down one line.

Keyboard Shortcut	Description
UP ARROW	Move up one line.
CTRL+RIGHT ARROW MAC: CMD+RIGHT ARROW	Move right one word.
CTRL+LEFT ARROW MAC: CMD+LEFT ARROW	Move left one word.
END	Move to the end of the line.
HOME	Move to the start of the line.
CTRL+DOWN ARROW MAC: CMD+DOWN ARROW	Move down one paragraph.
CTRL+UP ARROW MAC: CMD+UP ARROW	Move up one paragraph.
PAGE DOWN	Move down one page.
PAGE UP	Move up one page.
CTRL+HOME MAC: CMD+HOME	Move to the beginning of the text.
CTRL+END MAC: CMD+END	Move to the end of the text.
Selection	
SHIFT+RIGHT ARROW	Extend the selection one character to the right.
SHIFT+LEFT ARROW	Extend the selection one character to the left.
CTRL+SHIFT+RIGHT ARROW MAC: CMD+SHIFT+RIGHT ARROW	Extend the selection right one word.
CTRL+SHIFT+LEFT ARROW MAC: CMD+SHIFT+LEFT ARROW	Extend the selection left one word.
SHIFT+UP ARROW	Extend the selection up one line.
SHIFT+DOWN ARROW	Extend the selection down one line.
SHIFT+END	Extend the selection to the end of the current line.
SHIFT+HOME	Extend the selection to the start of the current line.
SHIFT+PAGE DOWN	Extend the selection down one page.
SHIFT+PAGE UP	Extend the selection up one page.
CTRL+SHIFT+END	Extend the selection to the end of the document.
CTRL+SHIFT+HOME MAC: CMD+SHIFT+HOME	Extend the selection to the beginning of the document.
CTRL+A MAC: CMD+A	Select all elements in the document.
Editing	
BACKSPACE	Delete the selection. Or, if you make no selection, delete the character to the left of the mouse pointer.

Keyboard Shortcut	Description
CTRL+BACKSPACE MAC: CMD+BACKSPACE	Delete all of a word to the left of the mouse pointer.
CTRL+C MAC: CMD+C	Copy the selection.
CTRL+V MAC: CMD+V	Paste cut contents or copied contents.
CTRL+X MAC: CMD+X	Cut the selection.
DELETE	Delete the selection.
INSERT	Toggle between inserting and overwriting text.
CTRL+Z MAC: CMD+Z	Undo the most recent formatting command.
CTRL+Y MAC: CMD+Y	Redo the most recent undone command.
CTRL+F MAC: CMD+F	Find text.
SHIFT+F10	Display the contextual menu. This is the same as a right-click.
Formatting	
CTRL+B MAC: CMD+B	Select or clear bold formatting.
CTRL+I MAC: CMD+I	Select or clear italic formatting.
CTRL+U MAC: CMD+U	Select or clear underlining.

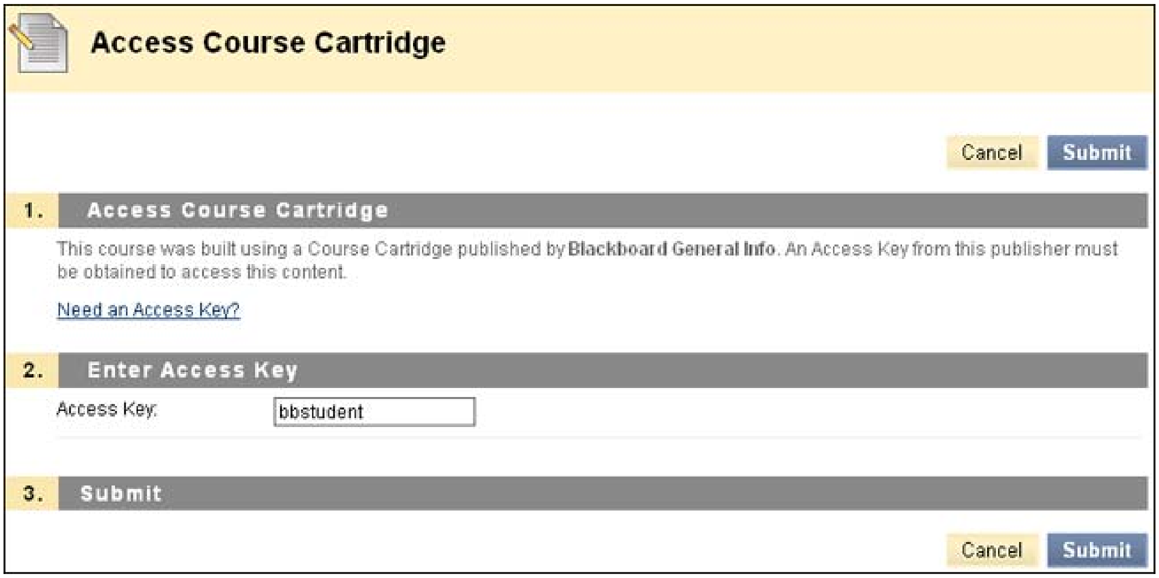
Course Cartridges

Your instructors have the option of using Course Cartridge content in their courses. This content is created by third party publishers and is available for instructors to download. When you access this content within a course, you are prompted for an Access key. Cartridge content often includes:

- Slides
- Documents
- Quiz questions
- Lists of relevant links

Accessing a Course Cartridge

To access a Course Cartridge, you must be enrolled in the course and have an Access Key to open the course material. When you attempt to access Course Cartridge content the first time, you will be prompted for a key. The publisher of the Course Cartridge provide the Access Key for a course. The Access Key for a Course Cartridge may be found in the course text book or on the publisher’s website. After you enter the key, you can open any content in the course that comes from that Course Cartridge.



Troubleshooting Course Cartridge Issues

If you are having difficulty with your Course Cartridge, you can contact any of the following resources for help.

- The company that publishes the Course Cartridge.
- Your school's computing help desk or bookstore (where you purchased the text or Access Key).
- Your instructor.

While the publisher controls Access Keys and Cartridge content, your instructor, campus computing help desk, or campus bookstore may be able to help you contact the publisher directly or provide other assistance.

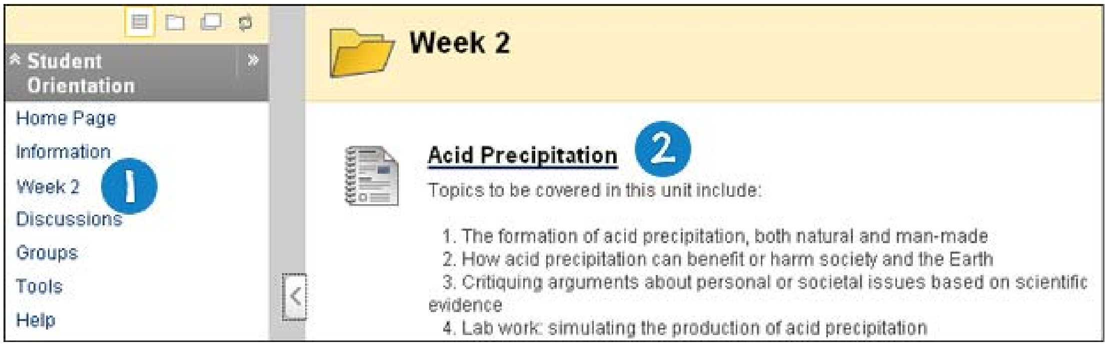
Lesson Plans

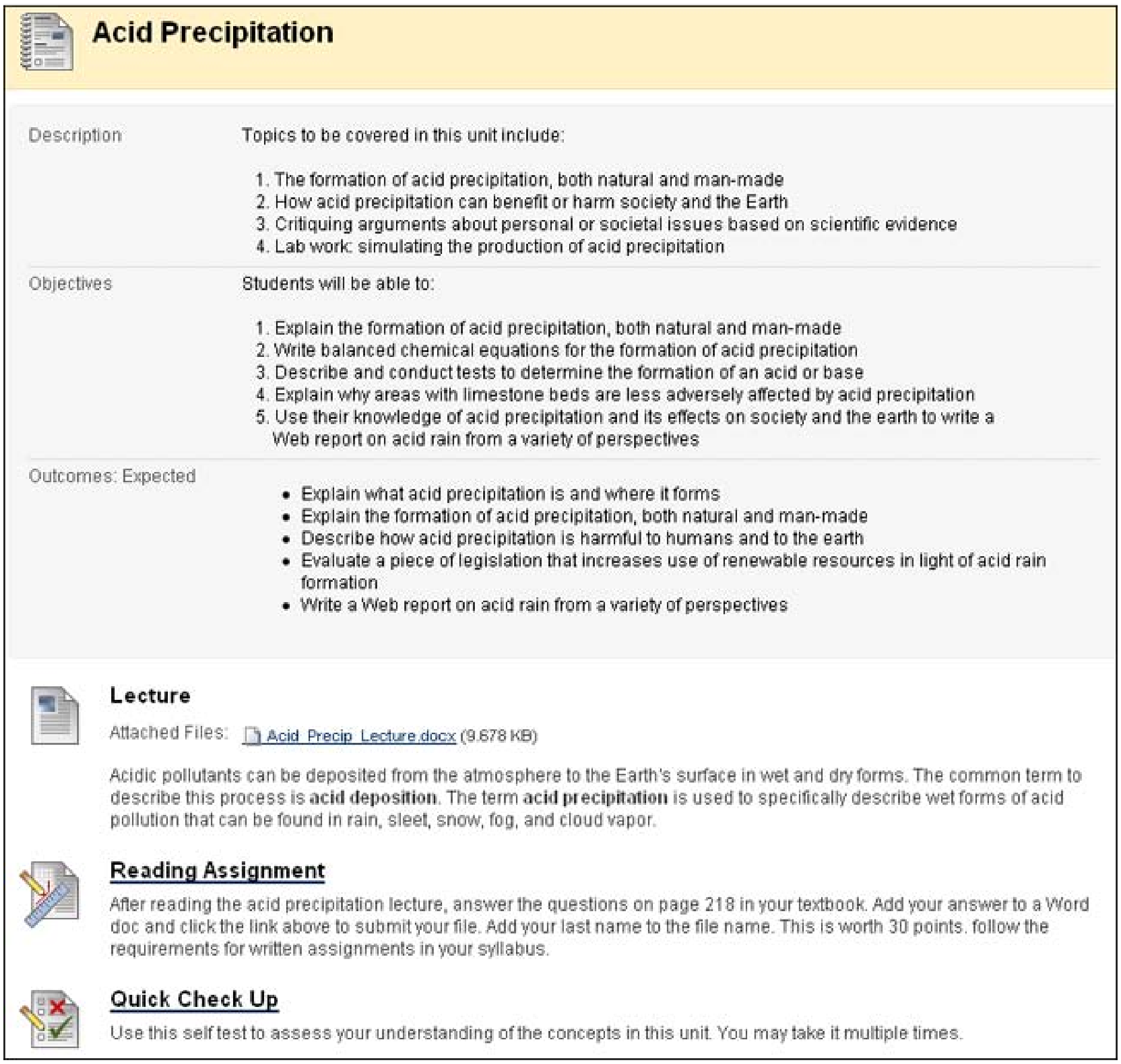
A Lesson Plan is a container for content similar to a Content Area or folder. This allows you to view the lesson profile, objectives, and content items you need to complete a lesson. Your instructor can provide you with information on how your knowledge will be measured, the needed materials, the duration of the instruction, and what you should have learned after the instruction.

Typically, Lesson Plans are added to Content Areas, but they can be added to Learning Modules and folders.

The Lesson Plan appears first in the content list and has its own unique icon. If a description was added to the Lesson Plan when it was created, it appears following the title.

1. Select the Content Area from the Course Menu that holds the Lesson Plan. For example, Week 2.
2. Click the name of the Lesson Plan.





The Lesson Plan's general information and content items are organized following the title. The top portion contains general information about the lesson, while the bottom contains content items.

In this example, the content items for the lesson are shown with icons and text. Your instructor can select Icons Only, Text Only, or Icons and Text for the content view. By default Lesson Plans have four sections:

- Instructional Level
- Instructor

- Subject Area
- Objectives

Your instructor may customize the sections in the lesson plan, so you may see different sections.

Learning Modules

A Learning Module is an organized collection of content presented together. Learning Modules are shells in which other content items such as files, folders and tools are added. It can support a course goal, a course objective, a subject, a concept, or a theme. Learning Modules enable you to follow a structured path for progressing through content.

Following a Sequential Path

The sequential path may be enforced or you may be allowed to access any item at any time. For example, your instructor may set up a Learning Module on Astronomy. This unit walks you through a series of articles about Astronomy, displays media files, and finally presents an assessment about the information covered. You must move through the contents in this order if the sequential path is enforced. You will know if there is a set path because only the link immediately following the page you are viewing is available. If the sequential path is not enforced, all the links will be available.

Navigating within Learning Modules

To move from page to page within a module, click the right and left arrow buttons on the top right of the content area.

Example:

The button will appear next to the "Page 1 of 3" text.

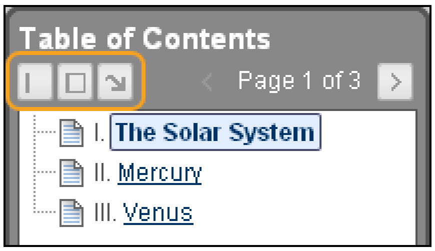
Note: The name of a folder or subfolder will count as a page. For example, if the Learning Module contains two folders, each containing one file, there will be a total of 4 pages.

It is also possible to navigate by clicking the name of the page in the Table of Contents instead of clicking the forward or back arrow buttons.

Using the Table of Contents

The Table of Contents displays next to the Course Menu on the left-hand side of the page. It can also be moved below the Learning Module content area.

There are three display options available on the header of the Table of Contents:



- Minimize
- Maximize
- Move to the bottom or the left

How to Move the Table of Contents

Click the button with the arrow pointing down () to move the Table of Contents to the bottom of the page. To move the Table of Contents back to the left, click the left-facing arrow (). The move to the left option will reposition the Table of Contents to the left of the content area.

Note: Your instructors can organize the Table of Contents however they see fit. The Table of Contents can be displayed using roman numerals, numbers, letters, or any combination of the three.

Mashups

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

A Mashup combines elements from two or more sources. When you view a YouTube™ video in a Blackboard Learn course as part of the course content, you are experiencing a Mashup. Mashups can also include Flickr® photos and SlideShare presentations.

You can use this content in a variety of ways within a course: a standalone piece of content, part of a test question, a topic in a Discussion Board, or as part of an assignment. For example, you can include a clip of your favorite movie in a journal entry.

Mashups are displayed in the following ways:

- **Embed**: The Mashup displays directly on the page.
- **Thumbnail**: A small picture of the Mashup displays on the page with controls to launch it.
- **Text Link with Player**: A link to the Mashup is displayed on the page. Click the link to launch the Mashup.

Mashups are added through the Text Editor.

Default Mashup Types

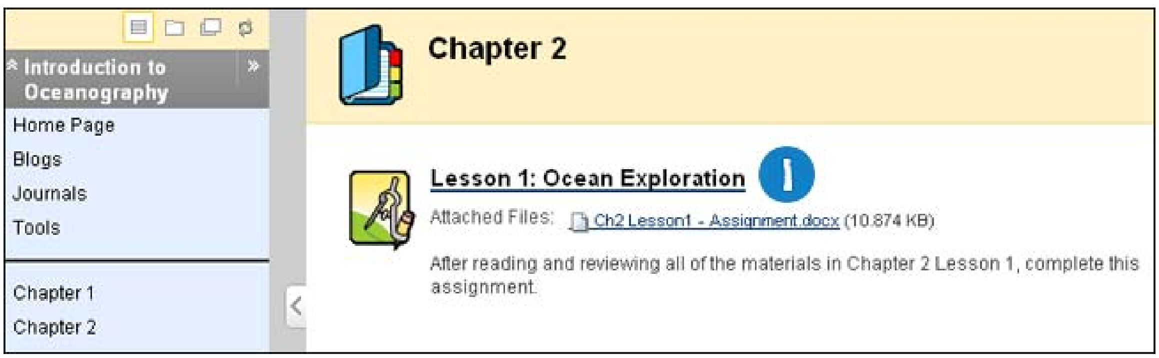
Blackboard Learn supports any file type available on the following websites:

- ***Flickr***: A website for viewing and sharing photos and images.
- ***SlideShare***: A website for viewing and sharing slide presentations and documents.
- ***YouTube***: A website for viewing and sharing online videos.

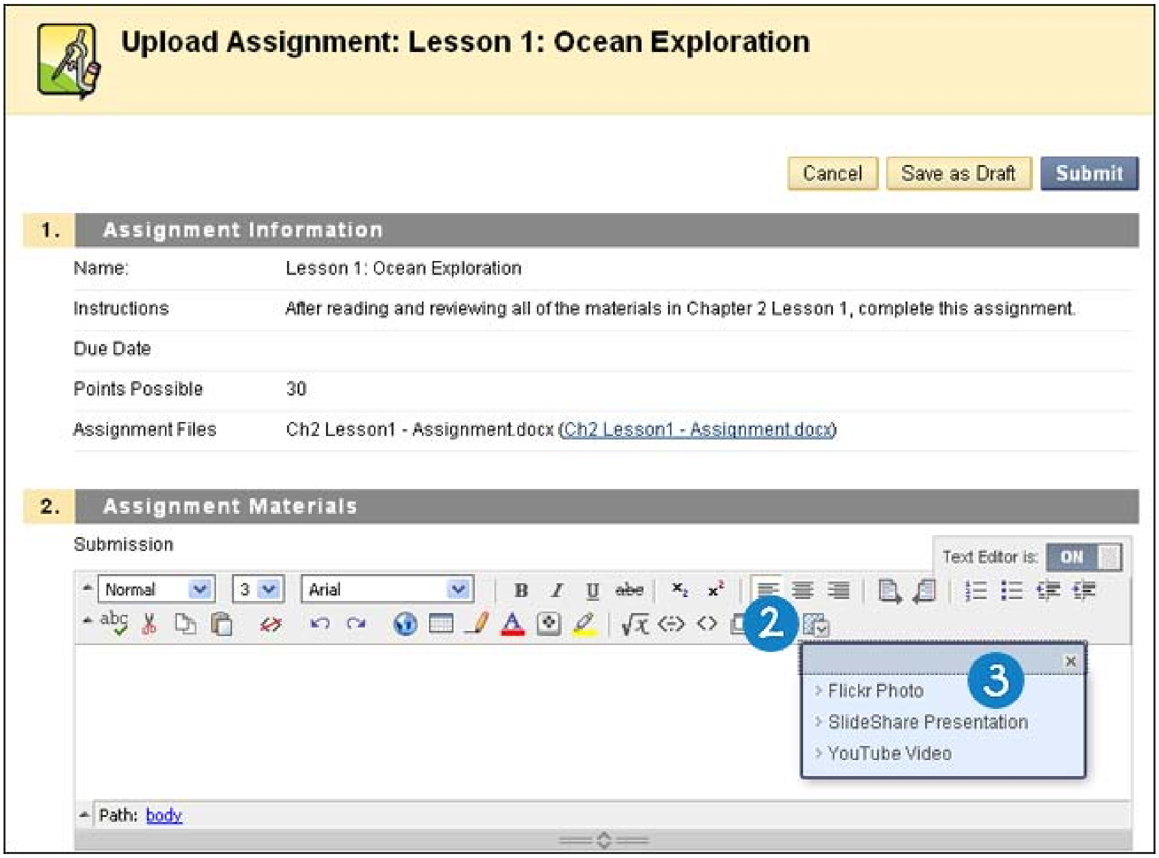
The Blackboard administrator at your school may enable other types of Mashups.

How to Create a Mashup Item Using the Text Editor

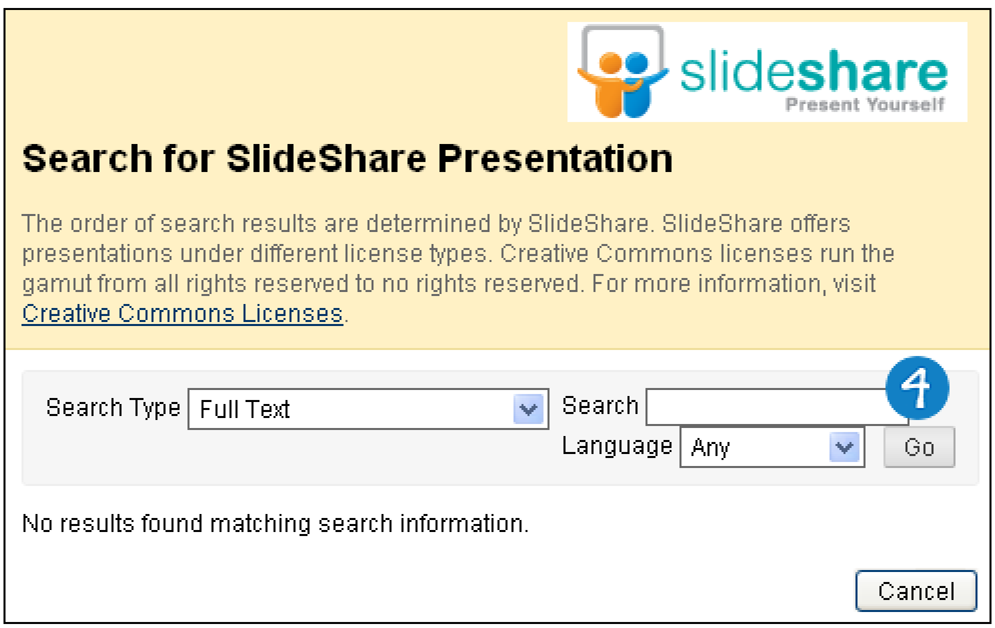
1. Navigate to an assignment, journal, or other piece of content, for example, Lesson 1: Ocean Exploration.



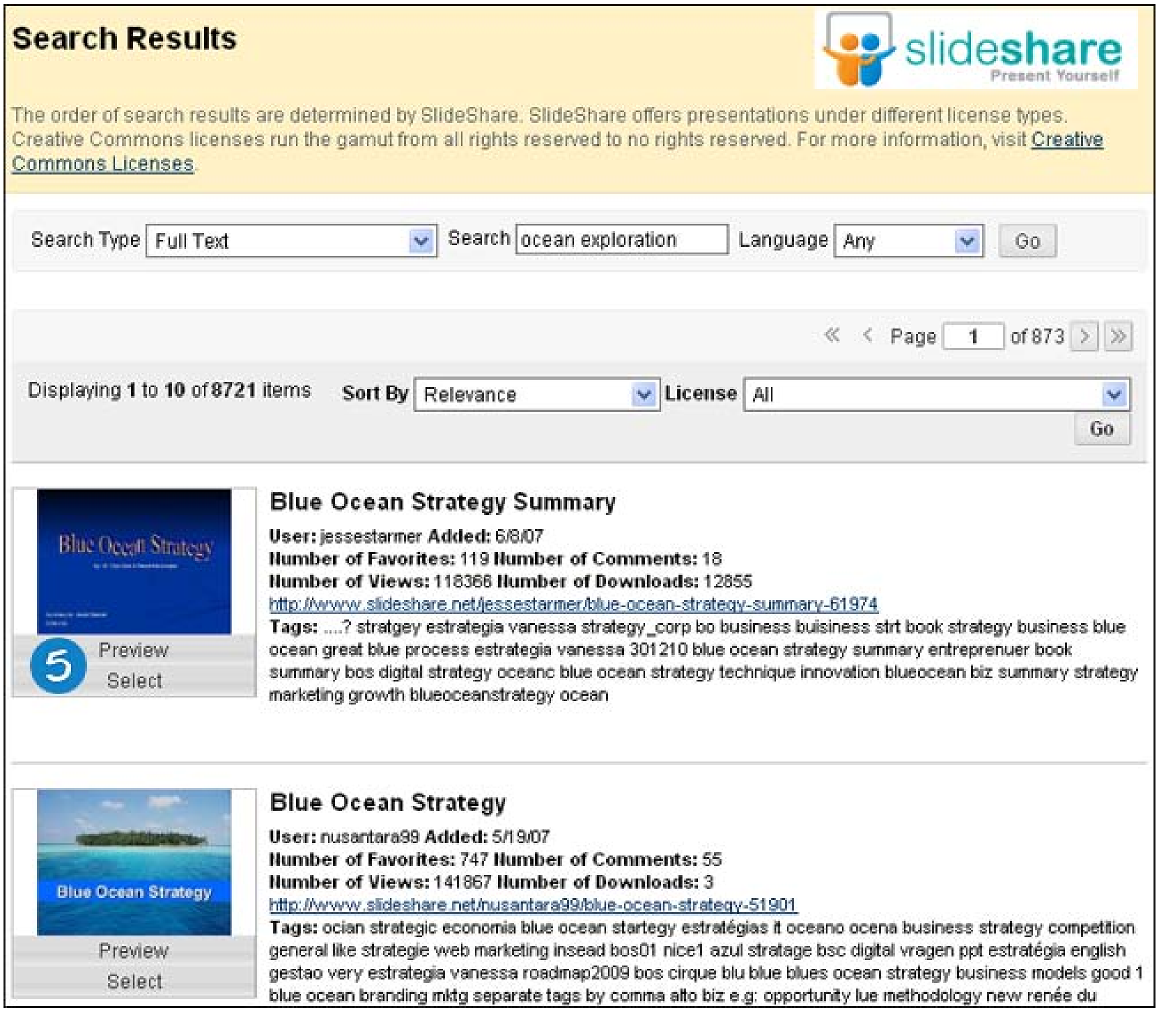
2. On the **Upload Assignment** page, click **Add Mashup** in the third row of Text Editor functions.
3. Select **Flickr Photo**, **SlideShare Presentation**, or **YouTube Video**.



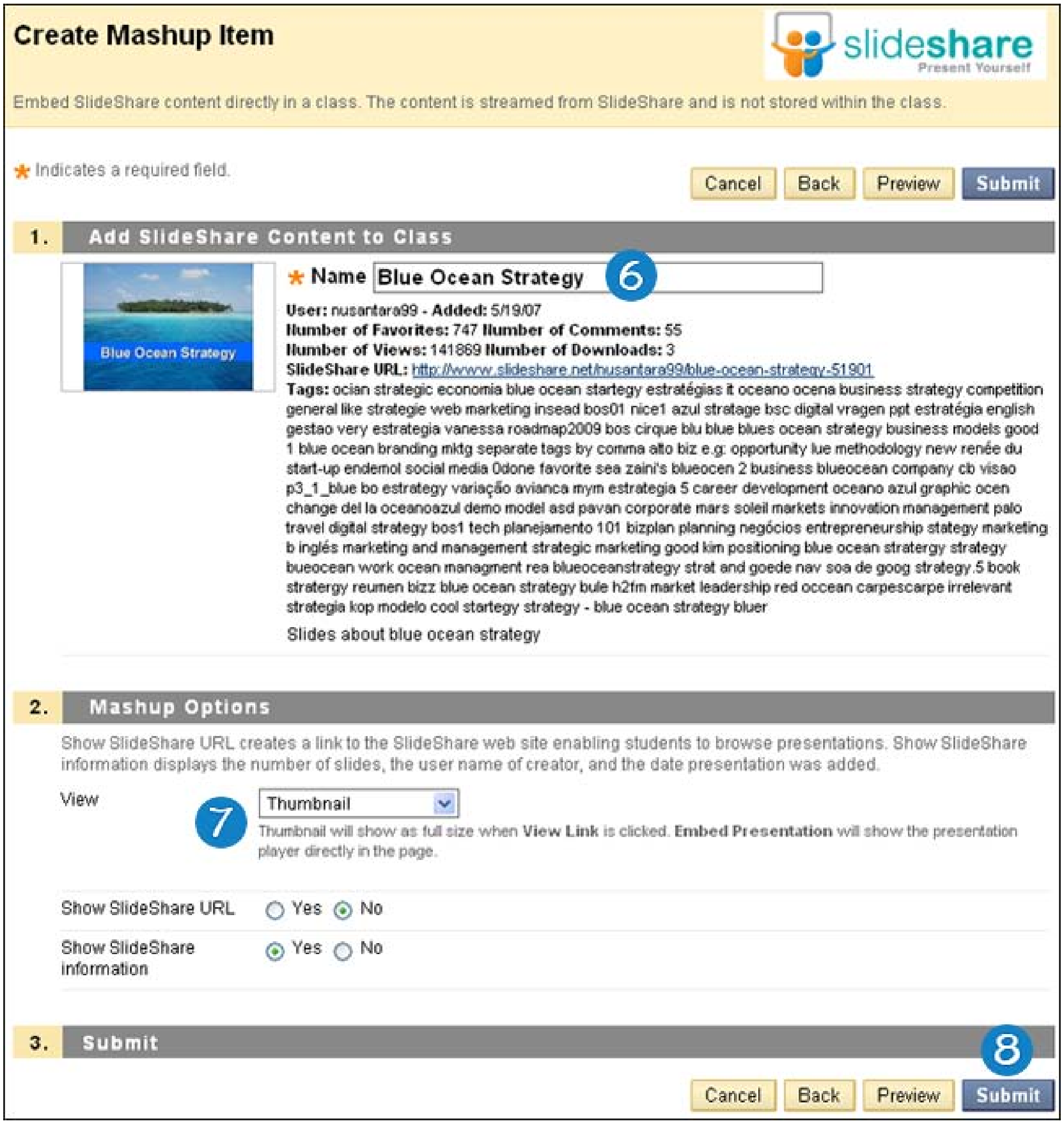
4. On the **Search for Mashup** pop-up window, search for content. Type the content name in the **Search** box and click **Go**.



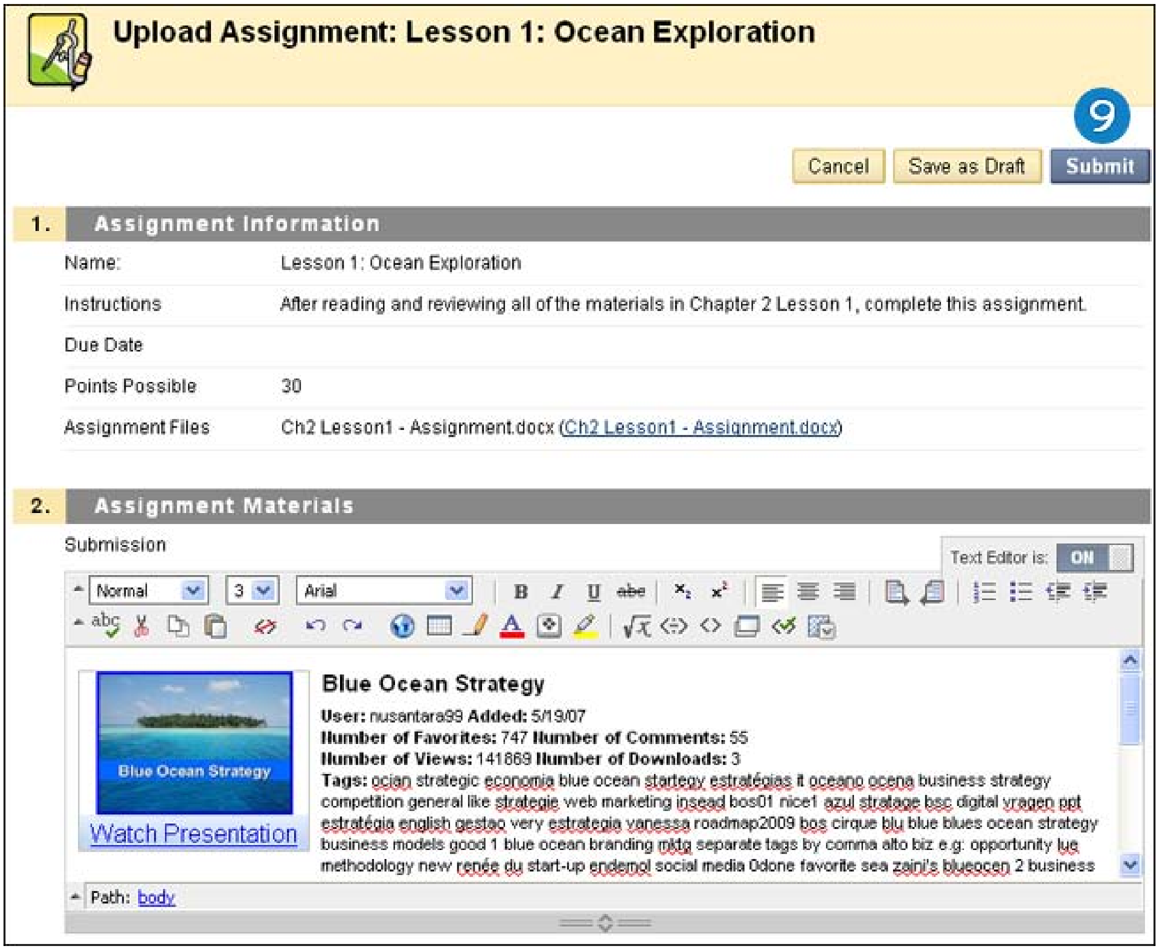
5. On the **Search Results** page, you can click **Preview** to examine the items, or click **Select** to include the appropriate item.



6. On the **Create Mashup Item** page, change the **Name** of the item. This is a required field.
7. Set the **Mashup Options**.
8. Click **Submit**.



9. On the **Upload Assignment** page, click **Submit**.



Result

The Mashup appears with your content.

If the Mashup does not appear or displays an error after initially appearing, it is possible that the URL has changed or the item was deleted from Flickr, SlideShare, or YouTube.

Course Groups

About Course Groups

Your instructor can create groups of students within a course. Groups usually consist of a smaller group of users in a course, such as study groups or project groups. These course groups have their own area in the course to collaborate. These spaces are equipped with tools that can assist each group member. Within **Group** page, you may:

- Send email
- Exchange files
- Enter discussion forums
- Enter collaboration sessions
- Change the position of individual modules by dragging and dropping

Your instructor can provide Communication and Collaboration tools that only group members can access, such as a private File Exchange area, a Group Discussion Board, and a Group Journal.

Your instructor will either place you into a group by selecting your group for you, assigning students in random groups or allowing you to select the group you want to join.

Frequently Asked Questions

How do I remove myself from a group?

Once you are enrolled in a group, only your instructor can remove you from the group.This applies to self-enroll and student-created groups as well. Contact your instructor about leaving a group.

How can I add users to a group I created?

If you create a group within your course for other classmates to join, they will have to self-enroll in the group by clicking **Sign Up** under the Group name in the list of Groups.

How do I join a group one of my classmates created?

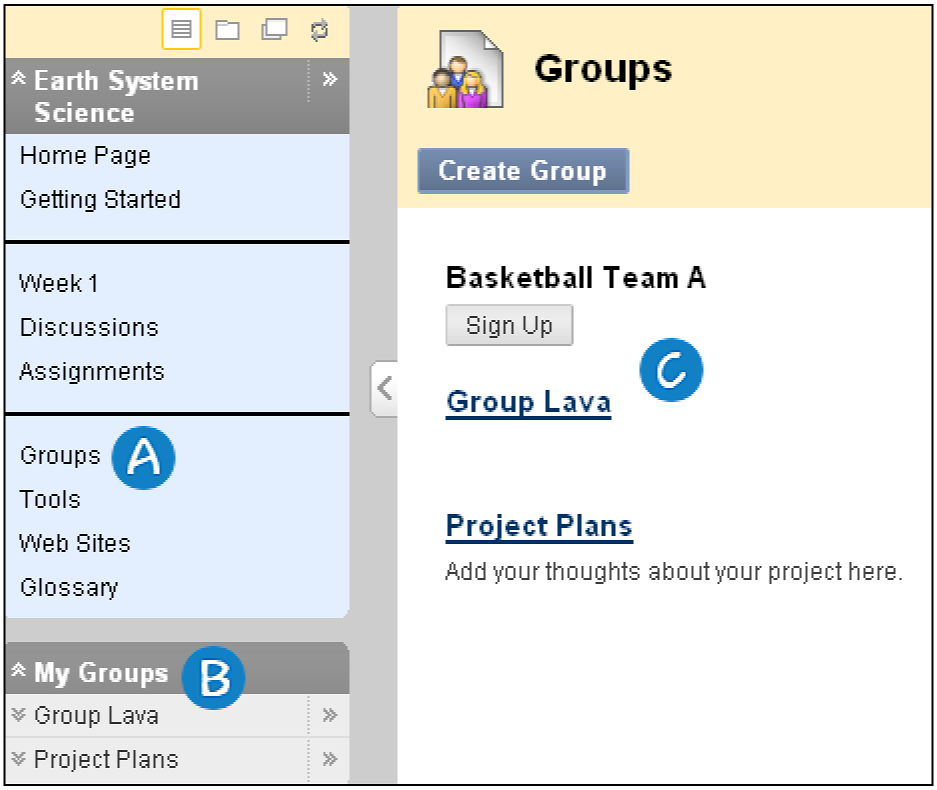
Find the group listed on the Groups page and click **Sign Up**. The Group will display on your My Groups control panel.

How do I remove someone from a group I created?

You do not have the ability to remove classmates from a group you created. Talk to your instructor about removing a classmate that shouldn't be in your Group.

Accessing Groups

You can only access a group within a course, and there are several ways to access a group.



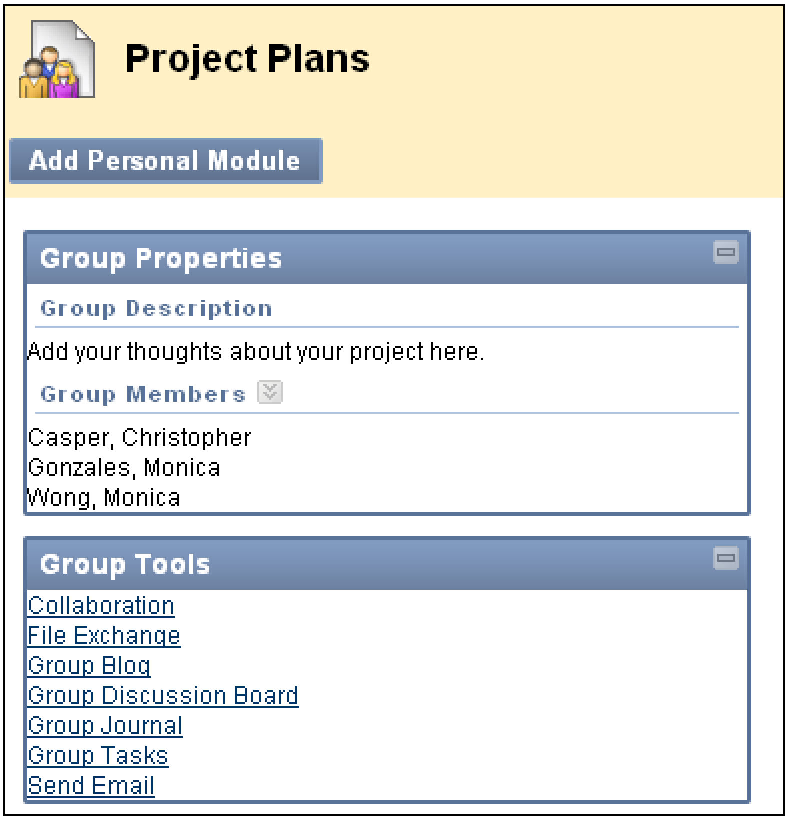
Ⓐ **Groups page link**: The **Groups** page link appears on the Course Menu or in a Content Area. The **Groups** page lists all available groups and sign-up sheets for self-enroll groups.

Ⓑ **My Groups panel**: The **My Groups** panel appears following the Course Menu. The **My Groups** panel provides direct links to the group space for each group you belong to. You can expand the panel to reveal all the tools that are available for the group to use. If you are enrolled in a group, the panel appears automatically.

Ⓒ **Group Link**: A Group Link is a link to a single group, sign-up sheet, or the **Groups** page made available in a course area.

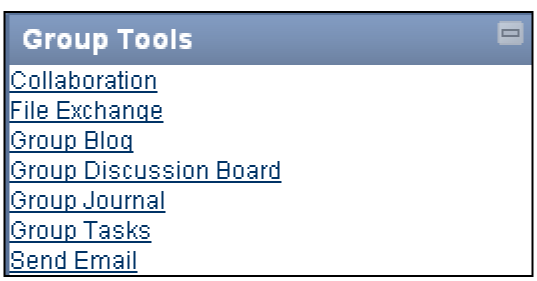
Group Homepage

The group homepage is the center for group activity and can contain a description of the group, a list of members, and tools. If your instructor permits, this page can be customized by adding a banner, selecting a color scheme, and adding Personal Modules, such as My Calendar or Report Card, which are visible only to the member who added the modules. Access **Group Tools** and **Group Members** here.



Group Tools

Each group has its own space in the course to work together. When inside your group, you will find the tools your instructor has made available to you. Your instructor may not turn on all the available tools. Be sure to ask about any tools you want to use but do not find on your groups page. Review any instructions provided by your instructor on how to use these tools to complete group work. Tools that can be made available to a group include:



- **Collaboration**: Users within the group can create and attend chat sessions and virtual classroom sessions.
- **File Exchange**: Group members and your instructor can share files in this area. All members, as well as your instructor, can add files. They can also delete files, regardless of who added them.
- **Group Blog**: In the group area, all members of a group can create entries for the same blog, building on one another. Any course member can read and comment on a group blog, but cannot make entries if they are not a member of the group. Your instructor can select the grade option for group blogs.

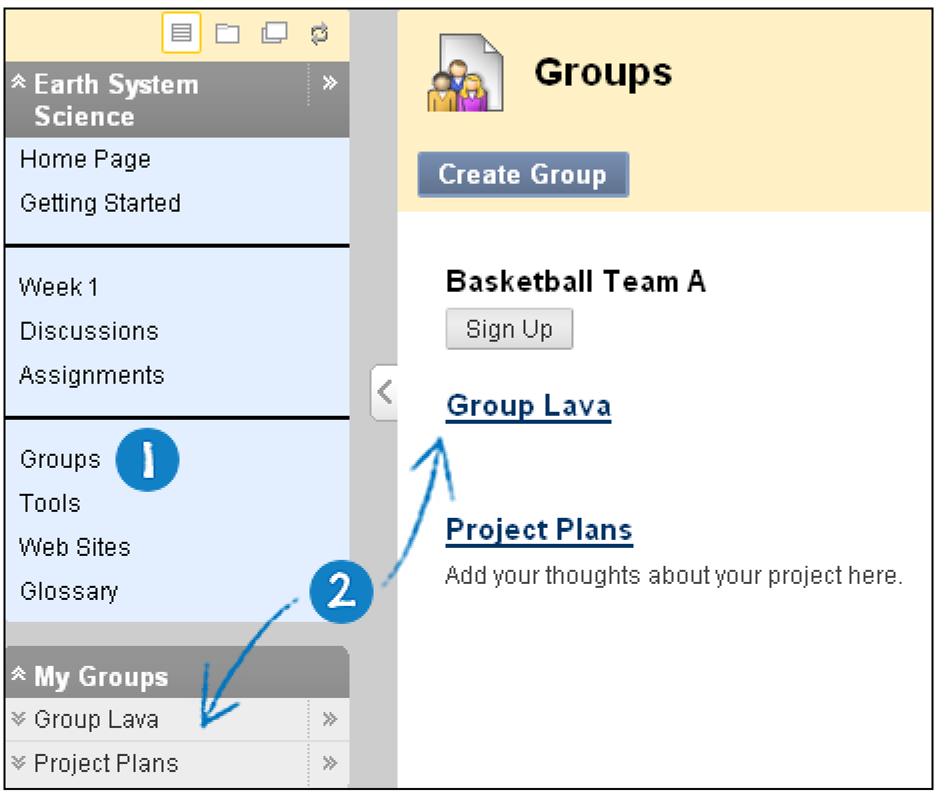
- **Group Discussion Board**: Users within the group can create and manage their own forums and discuss topics with only the group members.
- **Group Journal**: When used in the group area, all members of a group can view each other's entries, but the group journal can only be viewed by the group and your instructor. Your instructor can select the grade option for journals.
- **Group Task**: Users within the group can create tasks that are distributed to all group members.
- **Group Wiki**: Users within the group can edit, and view their group wiki. Your instructor can view and edit a group wiki and can select the grade option for group wikis.
- **Send Email**: Users within the group can email individual members or the entire group.

How to Open a Group Page

1. On the Course Menu, select the Content Area that holds the group.
2. On the **Groups** page, click the name of a group.

   -OR-

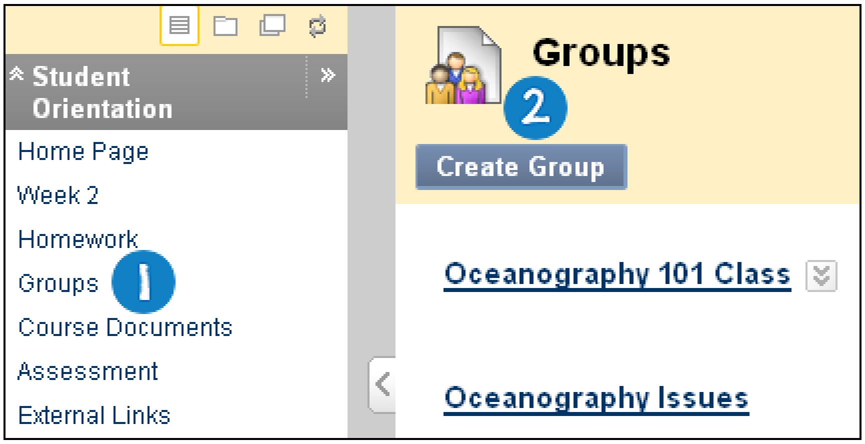
   On the **My Groups** panel, click the name of a group.



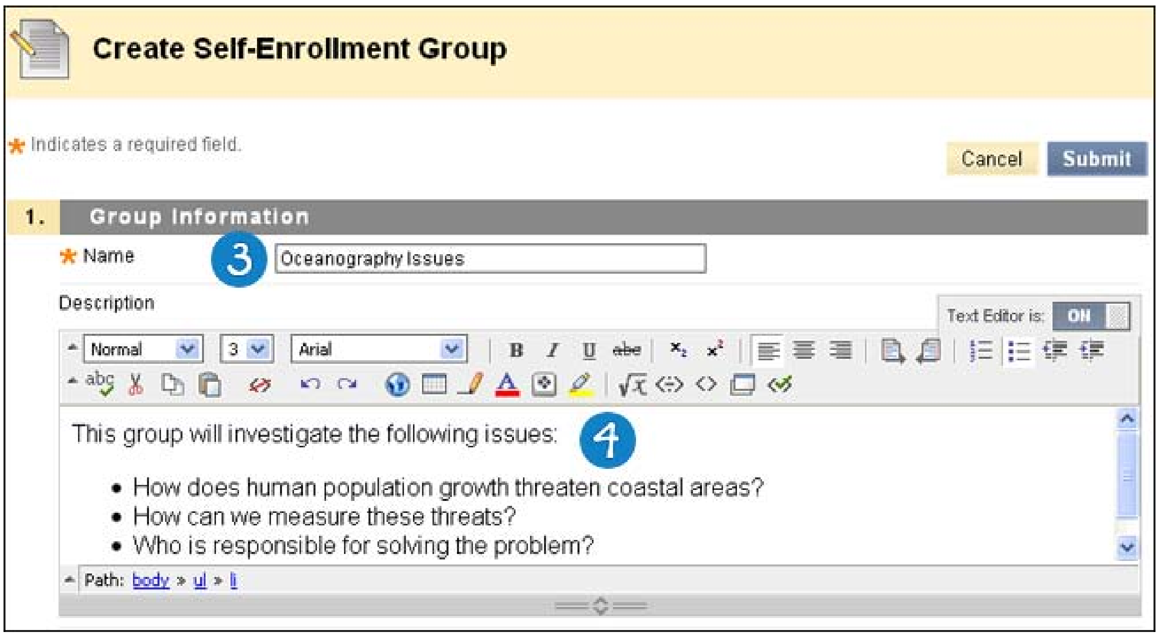
How to Create a Group

You can create course groups that other users in the course can sign up to join on the **Groups** page.

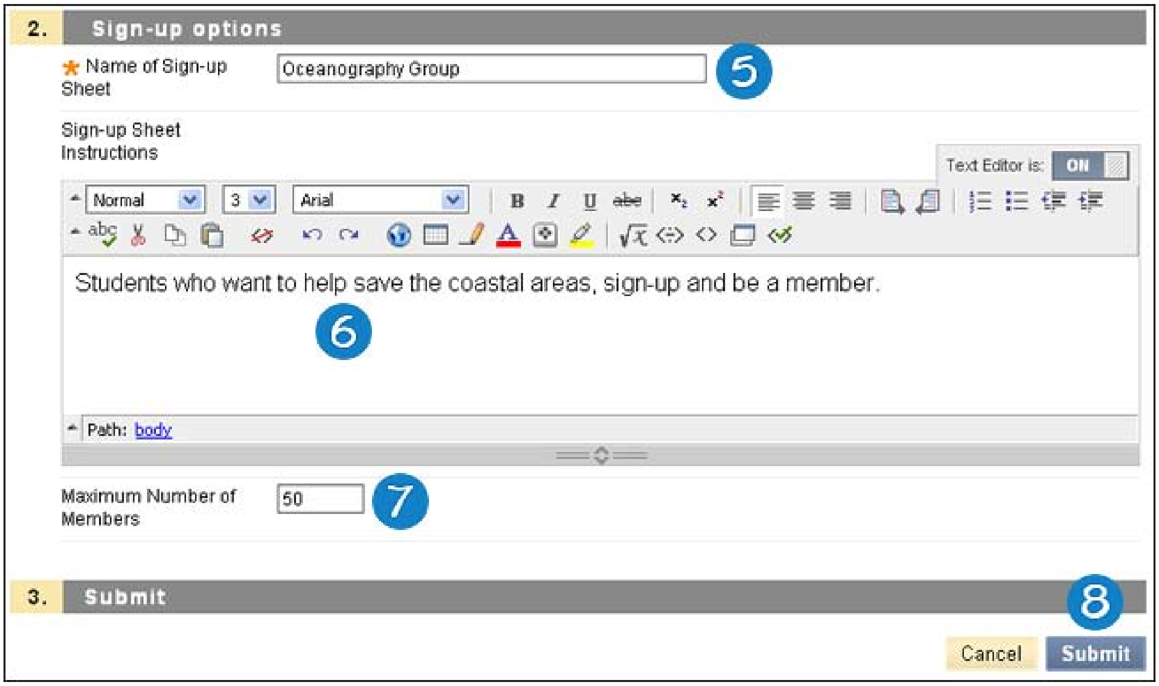
1. On the Course Menu, select the Content Area that holds the group.
2. On the **Groups** page, click **Create Group**.



3. On the **Create Self-Enrollment Group** page, type the group **Name**.
4. Type a **Description** of the group.



5. Type a **Name of Sign-up Sheet**.
6. Type **Sign-up Sheet Instructions**.
7. Type the **Maximum Number of Members**.
8. Click **Submit**.

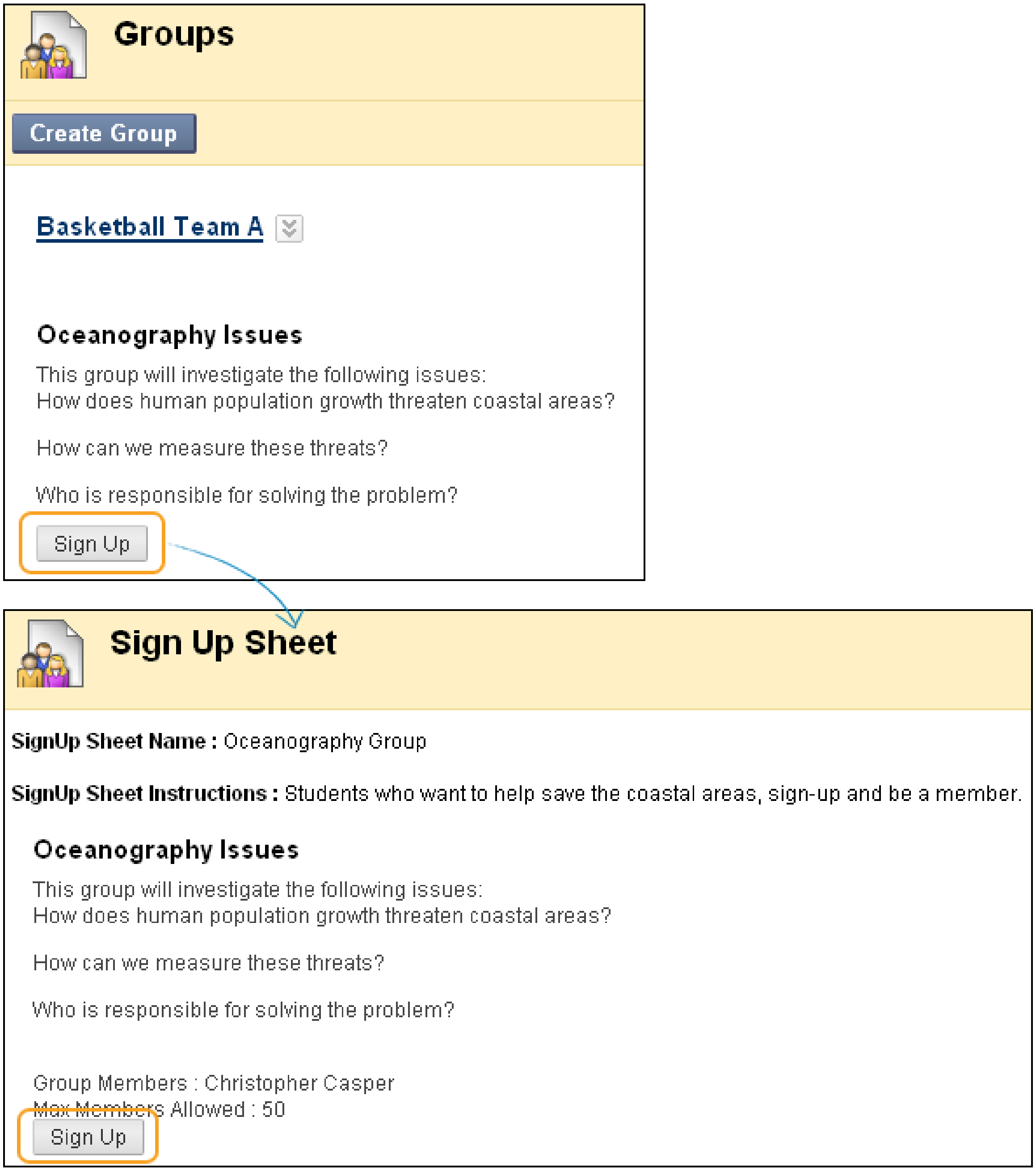


Signing Up to Join a Course Group

Your instructor can choose whether to allow you to self-enroll in a course group. The instructor also has the option to display the names of other members of the group to help you choose which group to join.

The instructor can choose whether to display the sign-up sheet on the groups listing page and add the sign-up sheet as a link from other areas, such as a Content Area, folder, Learning Module, or Lesson Plan.

On the **Groups** page, click **Sign Up** to access the sign-up sheet. On the **Sign Up Sheet** page, when you click **Sign Up**, you are automatically added to the group.



Managing Group Collaboration Sessions

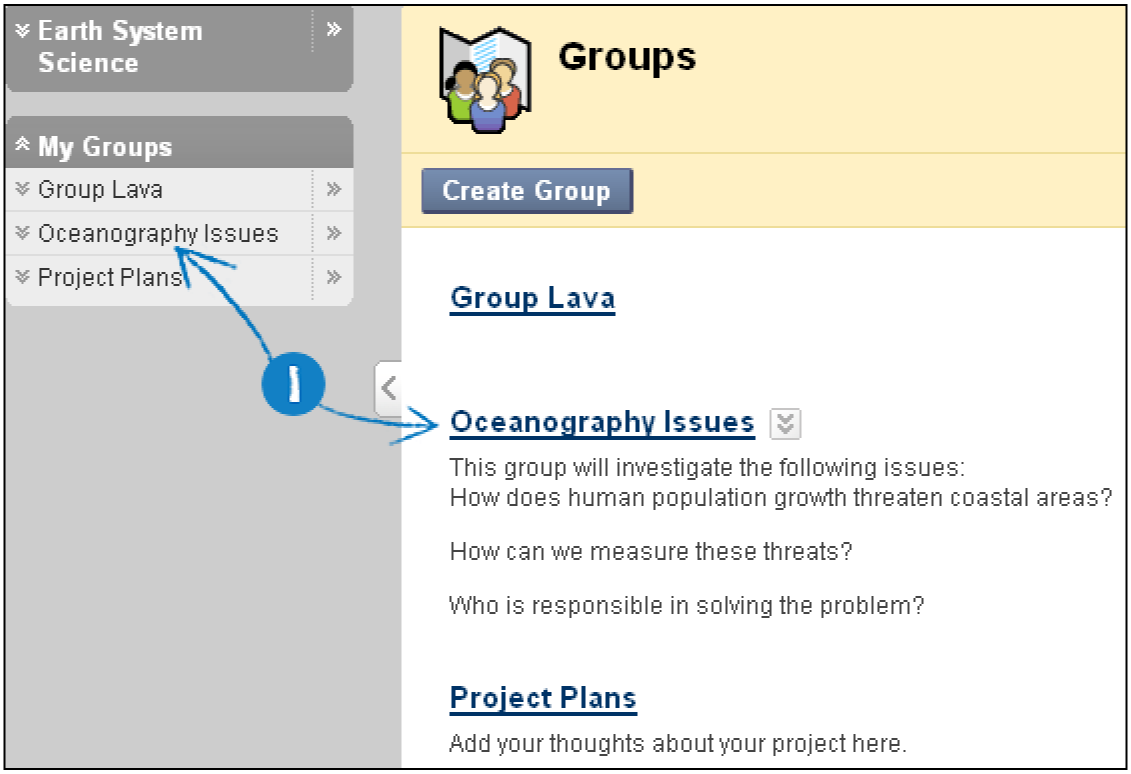
The Group Collaboration Sessions have all of the same features as those in the course. All group members are moderators in Group Collaboration Sessions. Therefore, all group members can manage sessions and access all of the available tools.

Groups can schedule sessions for specific dates and times.

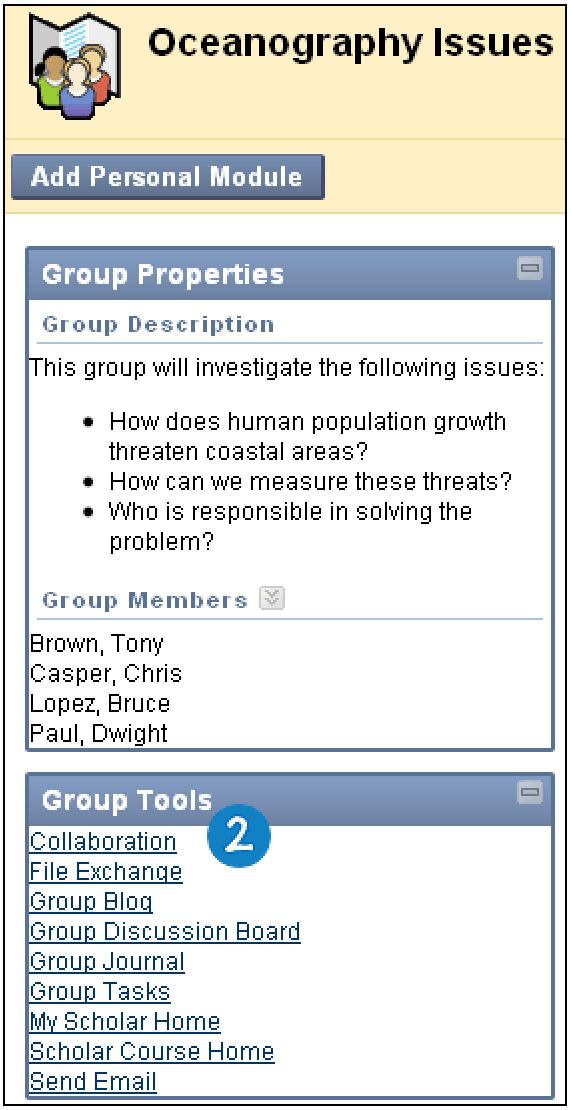
The **Create Collaboration Session** page and **Edit Collaboration Session** page function in a similar manner. The **Create Collaboration Session** page opens with empty fields while the **Edit Collaboration Session** page opens an existing session.

How to Create or Edit Collaboration Sessions

1. Access your group in the **Groups** page, or in the **My Groups** panel.



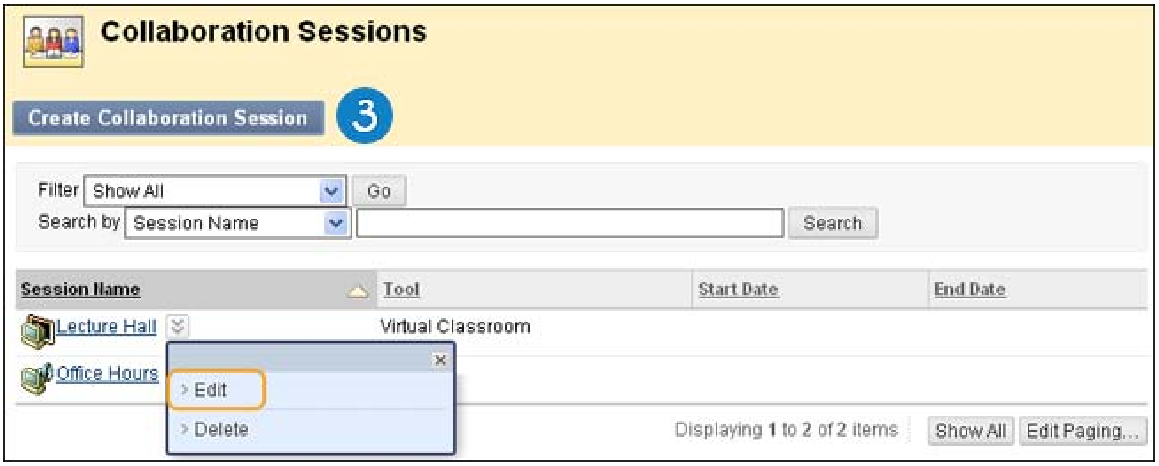
2. On the group homepage, click **Collaboration** from **Group Tools**.



3. To create a new Collaboration session, click **Create Collaboration Session**.

   -OR-

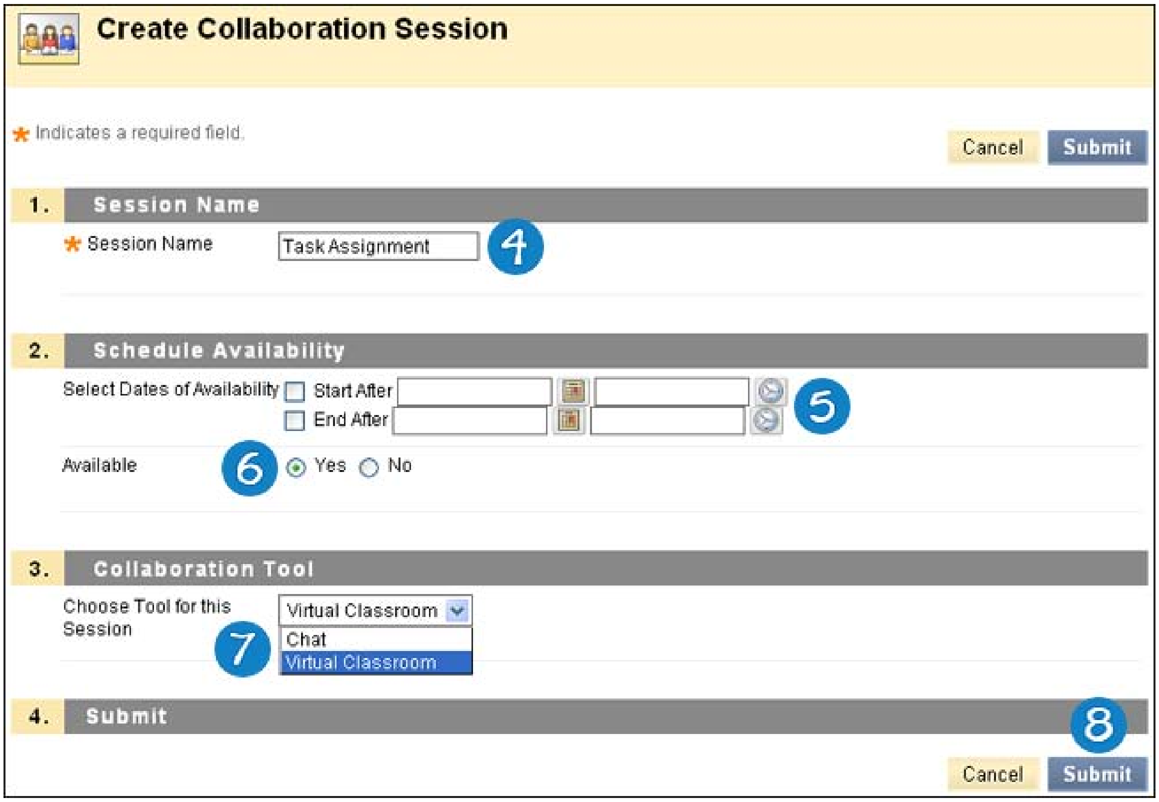
   To edit an existing Collaboration session, in the contextual menu for the session, click **Edit**.



4. On the **Create Collaboration Session** page, type or edit the name of the new session.
5. Select the dates of availability. A start and end date and time for the collaboration session can be set but is not required. If these are not selected then the session is always open and available for users.

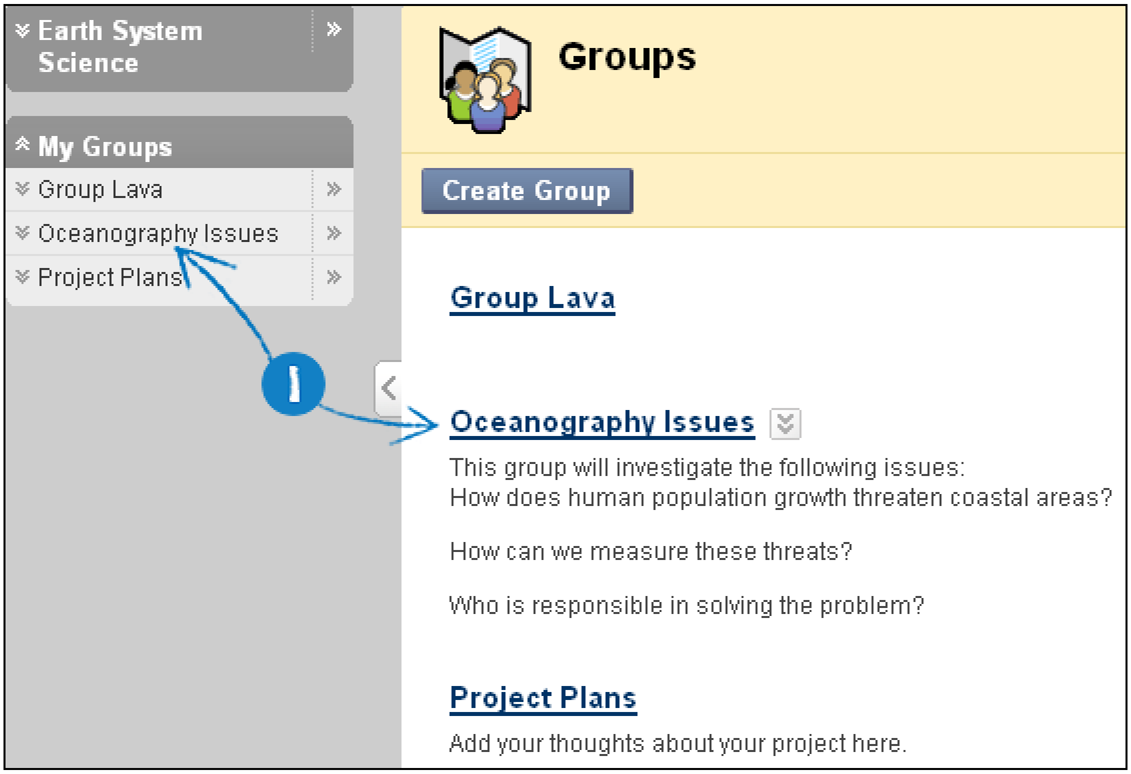
   Click the **Start After** check box to choose a date and time to begin the collaboration. Click the **Date Selection Calendar** and select a date. Select the time to begin the session from the **Time Selection Menu**.

   Click the **End After** check box to choose when the session ends. Click the **Date Selection Calendar** and select a date. Select the time to end the session from the **Time Selection Menu**.
6. Select **Yes** to make the session available.
7. Select the Collaboration tool for this session: **Virtual Classroom** or **Chat**.
8. Click **Submit**.

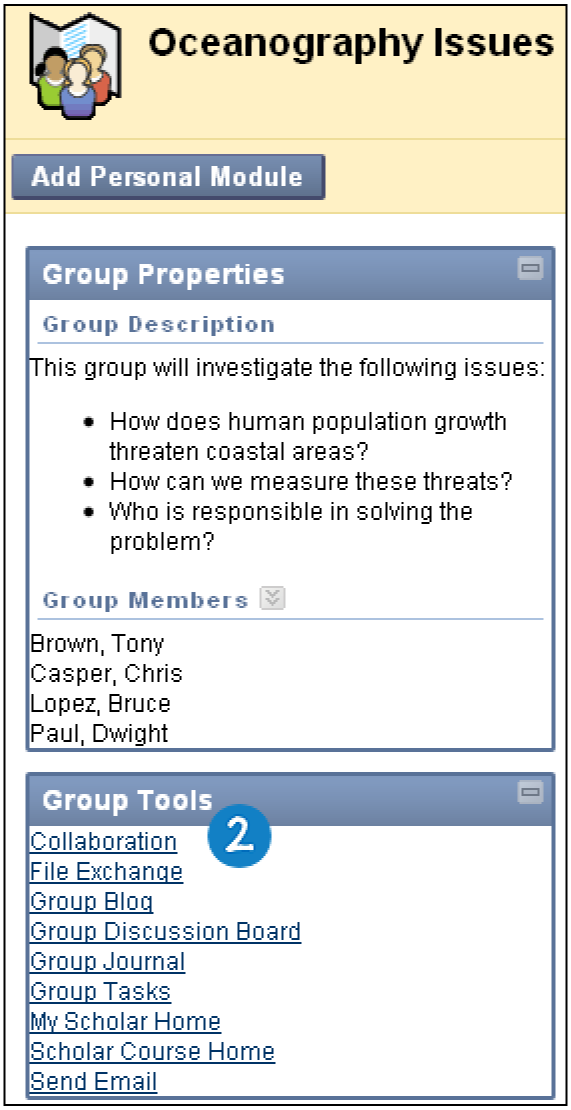


How to Delete a Collaboration Session

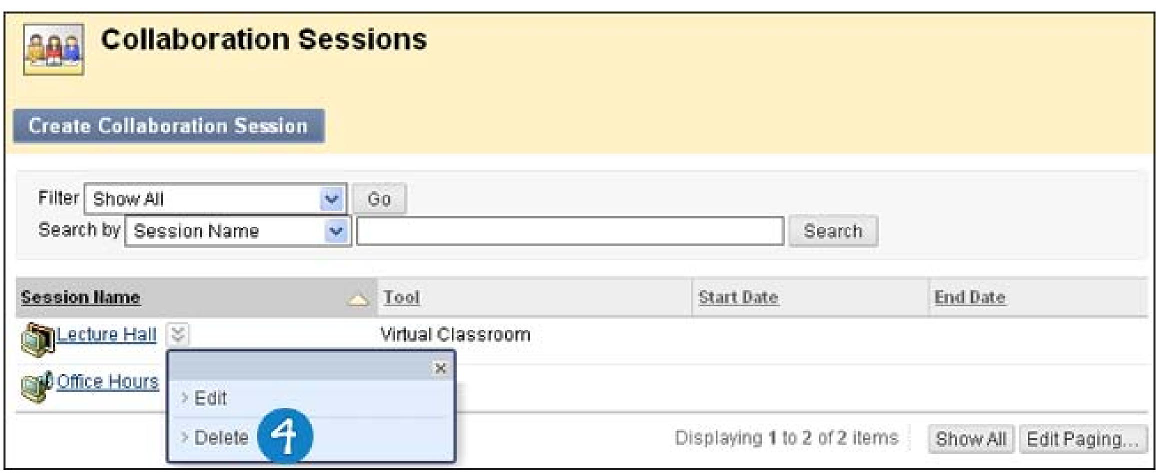
1. You can access your group in the **Groups** page, or in the **My Groups** panel.



2. On the group homepage, click **Collaboration** from **Group Tools**.



3. To delete a Collaboration session, in the contextual menu for the session, click **Delete**. This action is final and cannot be undone.

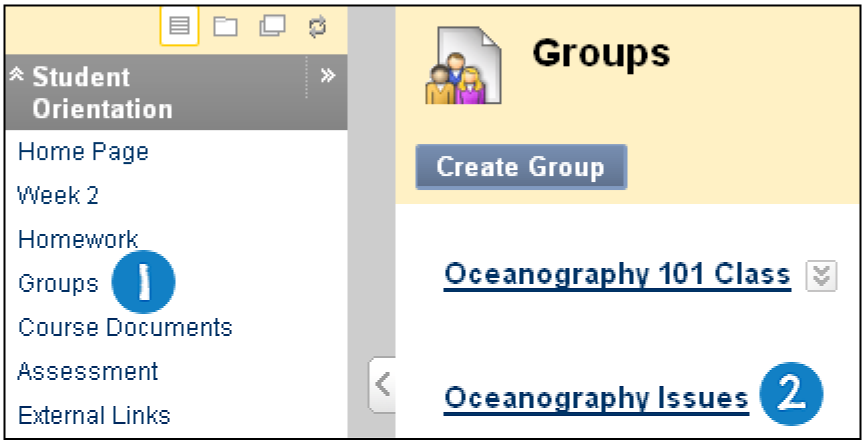


Exchanging Files within a Course Group

File Exchange enables you to exchange files with other members of a group, including the instructor.

How to Add a File to the File Exchange

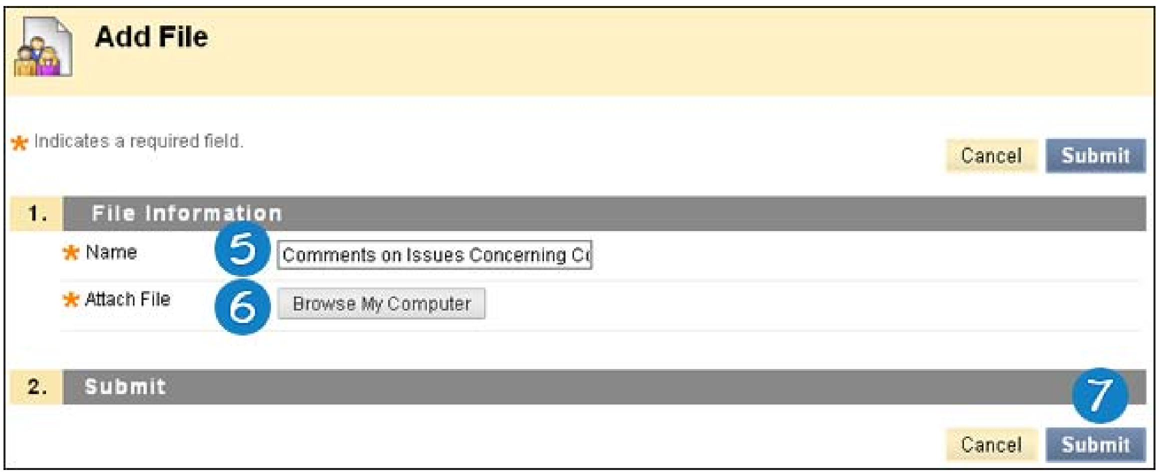
1. On the Course Menu, select the Content Area that holds the group.
2. On the **Groups** page, click a group name.



3. On the **Group Tools** module, click **File Exchange**.

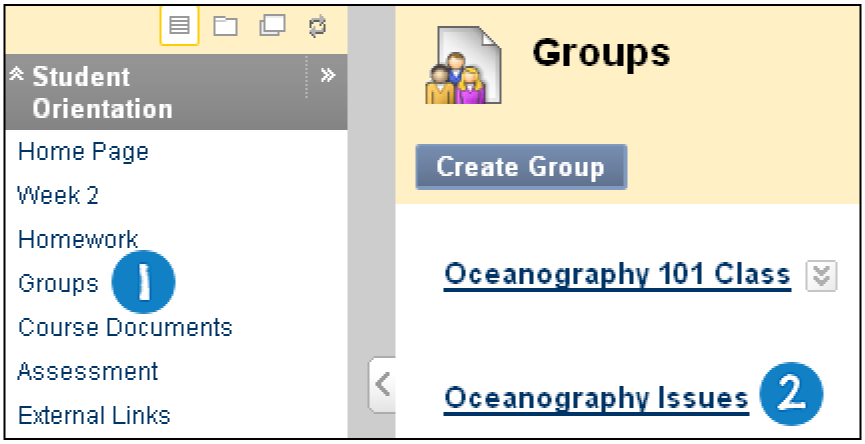
4. On the **File Exchange** page, click **Add File**.

5. On the **Add File** page, type the name of the file in the **Name** field.
6. In the **Attach File** field, click **Browse My Computer** and select the file to upload from your computer. If you have access to the Content Collection, click **Browse Content Collection** and select the file to upload.
7. Click **Submit**.



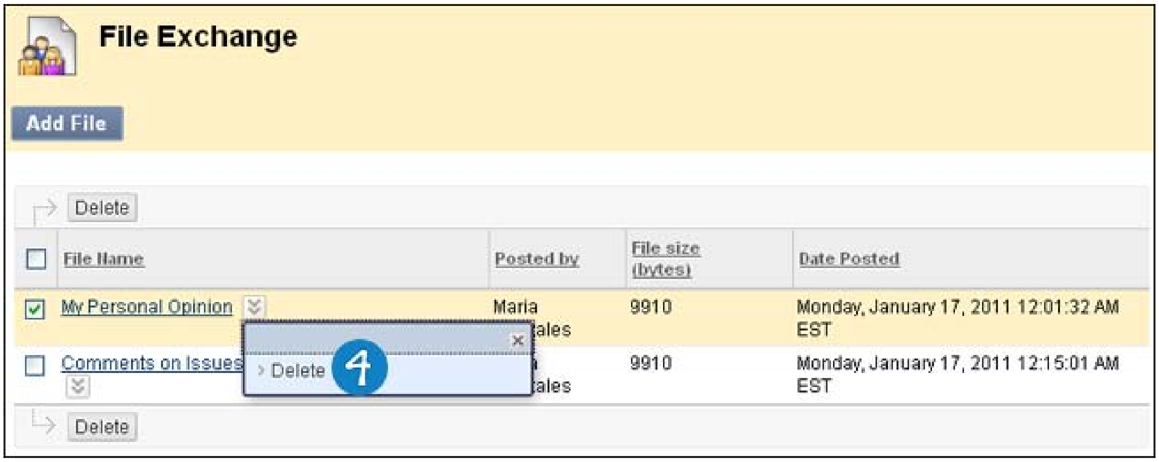
How to Delete a File

1. On the Course Menu, select the Content Area that holds the group.
2. On the **Groups** page, click a group name.



3. On the **Group Tools** module, click **File Exchange**.

4. On the **File Exchange** page, click **Delete** from a file's contextual menu.



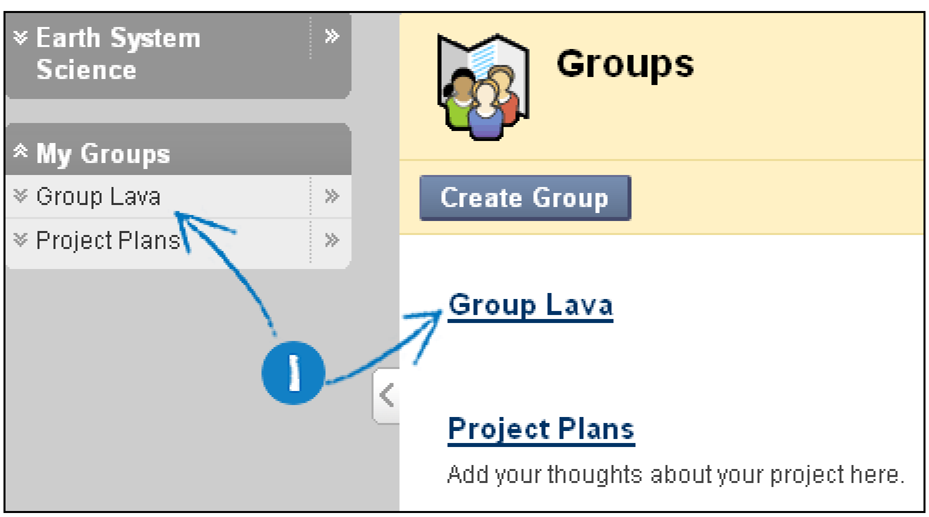
Emailing a Course Group

Instructors and course group members can send email messages to selected group members or the entire group.

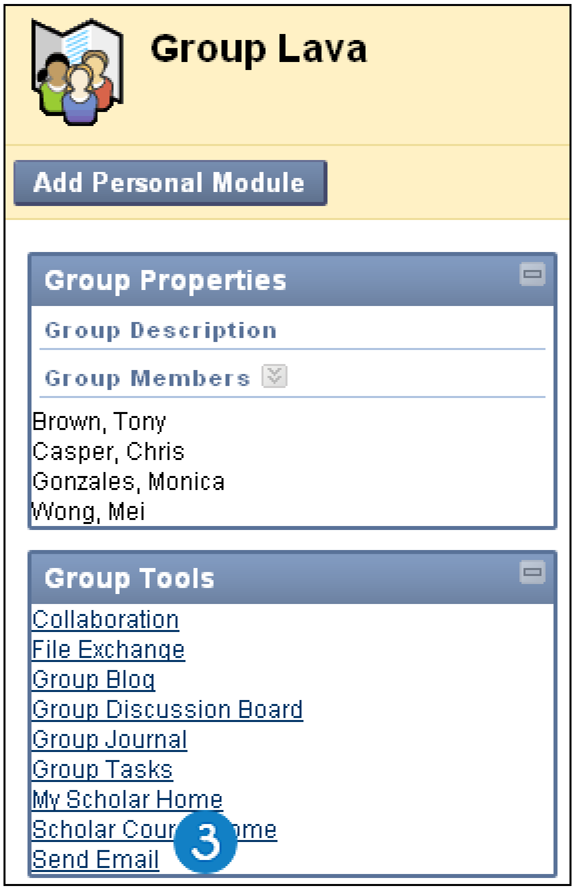
> ***IMPORTANT!*** Blackboard Learn keeps no record of sent emails. You will receive a copy of your email in the Inbox of your external email account. Keep a copy of important messages in case you need them at a later date.

How to Send an Email Message Within a Course Group

1. Access your group from the **Groups** page or from the **My Groups** panel.

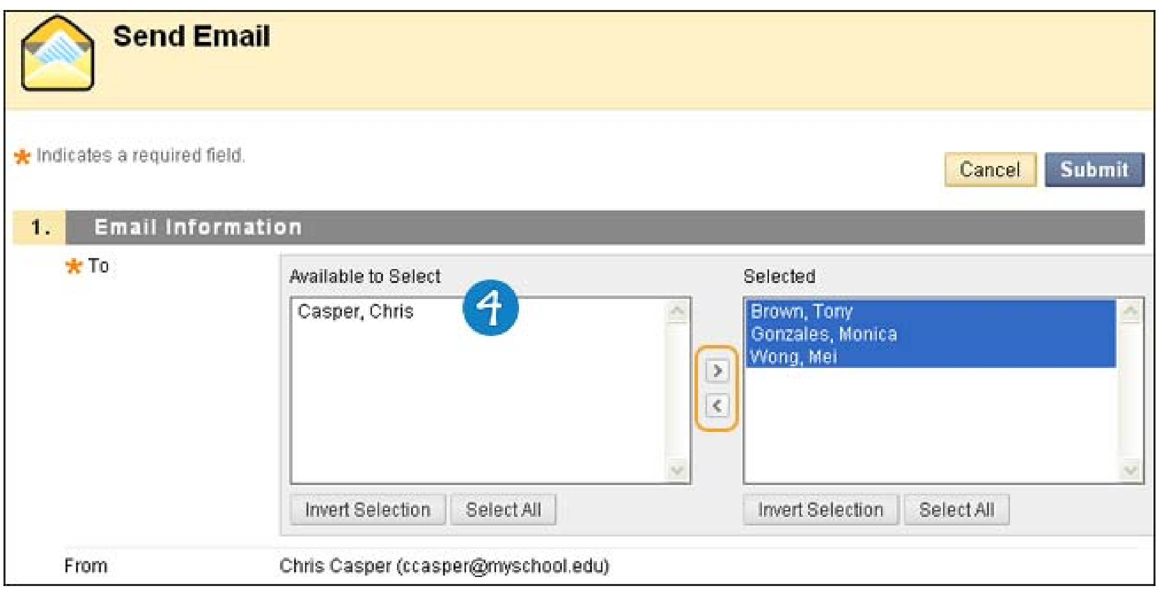


2. On the **Group Tools** module, click **Send Email**.

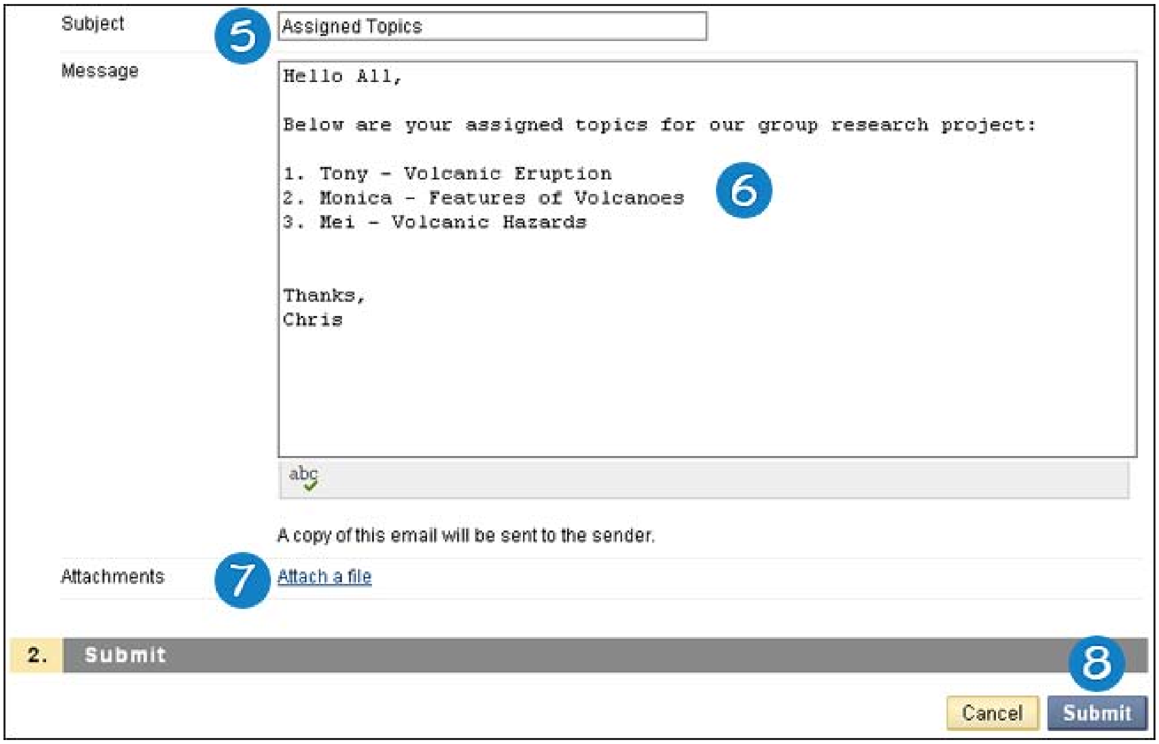


3. On the **Send Email** page, select the recipients from the **Available to Select** box and click the right-pointing arrow to move them into the **Selected** box.

Tip: For Windows, to select multiple users in a list, press the `SHIFT` key and click the first and last users. To select users out of sequence, press the `CTRL` key and click each user needed. For Macs, press the `COMMAND` key instead of the `CTRL` key.



4. Type a **Subject**.
5. Type the **Message**.
6. In the **Attachments** field, click **Attach a file** and select the file to upload from your computer.
7. Click **Submit**.



Group Assignments

You can submit your work to complete group assignments in the following ways:

- Text typed on the **Upload Assignment** page.
- Files attached from your computer or from the Content Collection.
- A combination of both text and attached files.

Assignments list the name, description, and attachments for course work. You can also choose to include comments for your instructor.

The grade provided by your instructor for the final assignment is given to every member of the group.

Frequently Asked Questions

Why can't I open our group assignment?

Please contact the computing help desk at your school. They can help you troubleshoot and download any application you might need. If you're not sure how to contact them, look for the technology office on your school's website or search the web for *your school's name* + *Blackboard* + *help* or *support*. You may also check to make sure you are using a supported Internet browser and operating system for the version of Blackboard that your school is using.

Why can't I find our group assignment?

Your instructor might make an assignment unavailable until after a certain date or until other criteria has been met. For example, you might have to mark a lecture as reviewed before you can access the assignment. Please contact your instructor for more information.

My instructor did not receive our group assignment. What do I do?

You must discuss this issue with your instructor. To see the step-by-step instructions for submitting a group assignment, see How to Submit Work for a Group Assignment.

How do I edit or resubmit a group assignment?

Editing a group assignment requires you to resubmit the assignment, and not all assignments can be resubmitted. If your instructor has not allowed you to submit an assignment more than once and you made a mistake when submitting the assignment, you must contact your instructor to ask for the opportunity to resubmit the assignment.

If your instructor has allowed you to submit an assignment more than once, you will see a **Start New Submission** function on the **Review Submission History** page. You access this page by clicking the assignment link in your course. To learn more, see How to Edit or Resubmit a Group Assignment.

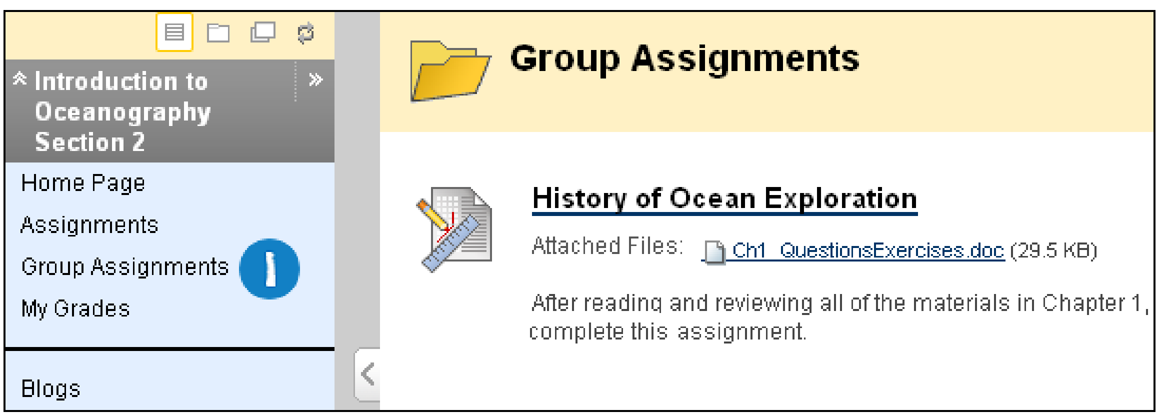
How do I know whether my assignment has been graded?

On the Course Menu, click **Tools**, and then click **My Grades**. If your assignment has not been graded, the **Grade** column contains a symbol indicating its status. If your assignment has been submitted and graded, the grade appears in the **Grade** column. To view more detail, click the link to see the assignment's **Review Submission History** page.

To learn more, see How to View Group Assignment Grades and Feedback.

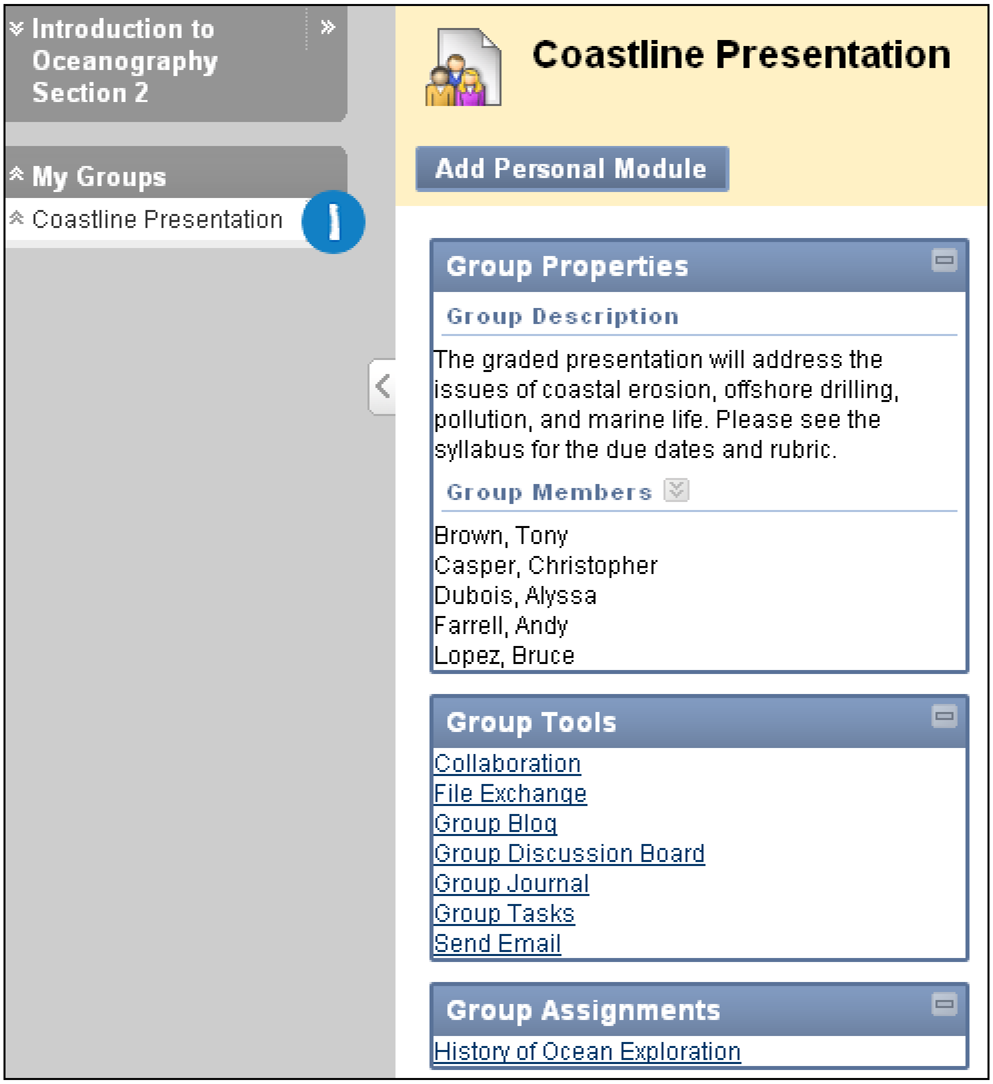
How to Submit Work for a Group Assignment

1. On the Course Menu, select the Content Area that holds the group assignment, for example, the **Group Assignments** Content Area. Click the name of the assignment.



-OR-

1. In the **My Groups** panel, select your group name. On the group homepage, click the name of the assignment in the **Group Assignments** section.



2. On the **Upload Assignment** page, review the instructions and download any files provided by your instructor and complete the assignment using one or both of the following:
    - In the **Submission** box, type your response. You can use the Text Editor functions to format the text and include files, images, web links, multimedia, and Mashups.
    - If your response to the assignment is in a separate file, click **Browse My Computer** and select a file to attach. If you attach a file, type a **Link Title**. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.

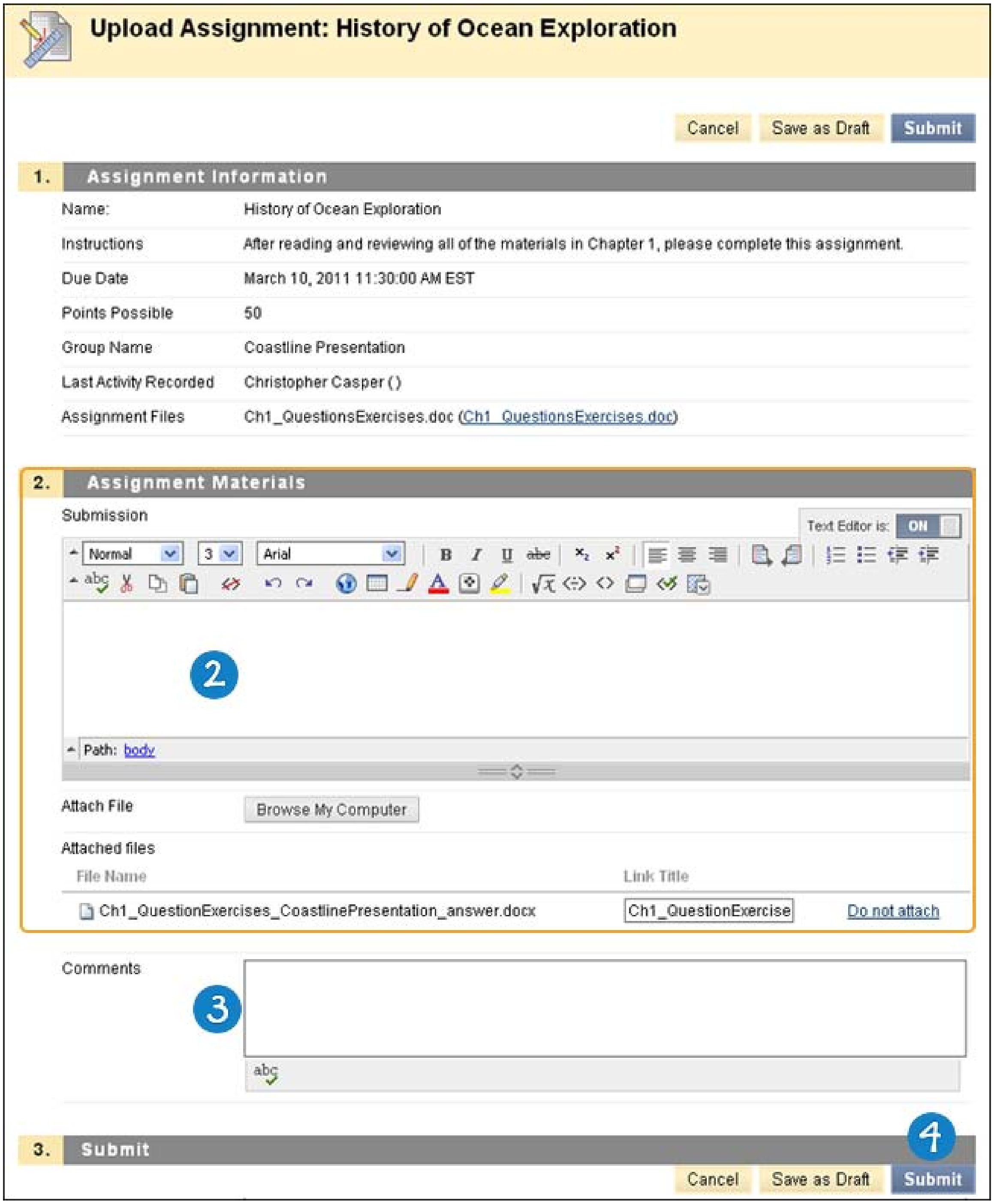
    Note: The **Do not attach** option appears next to an uploaded file. If you have selected an incorrect file, you can remove it with this option. If the same file is attached to your assignment more than once, the new file is saved with a number appended to the name. For example, `history_assignment(1).doc`.

    Note: If your instructor is using a rubric and has made it available to students, click the **View Rubric** button to view grading criteria.
3. Optionally, in the **Comments** box, type your comments.

> ***WARNING!*** If your instructor has ***not*** allowed multiple attempts, assignments can be submitted only once. Ensure that you have attached any required files to your assignment before you click **Submit**.

4. Click **Submit**.

> ***WARNING!*** When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.



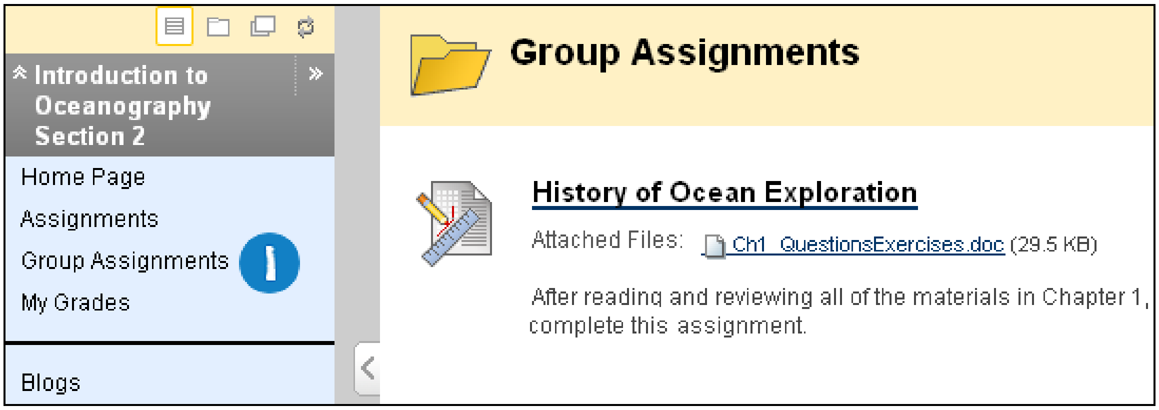
How to Save a Group Assignment as Draft and Submit Later

The **Save as Draft** function is available if you need to return to your group assignment at a later time. This function saves your comments and files on the page.

When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.

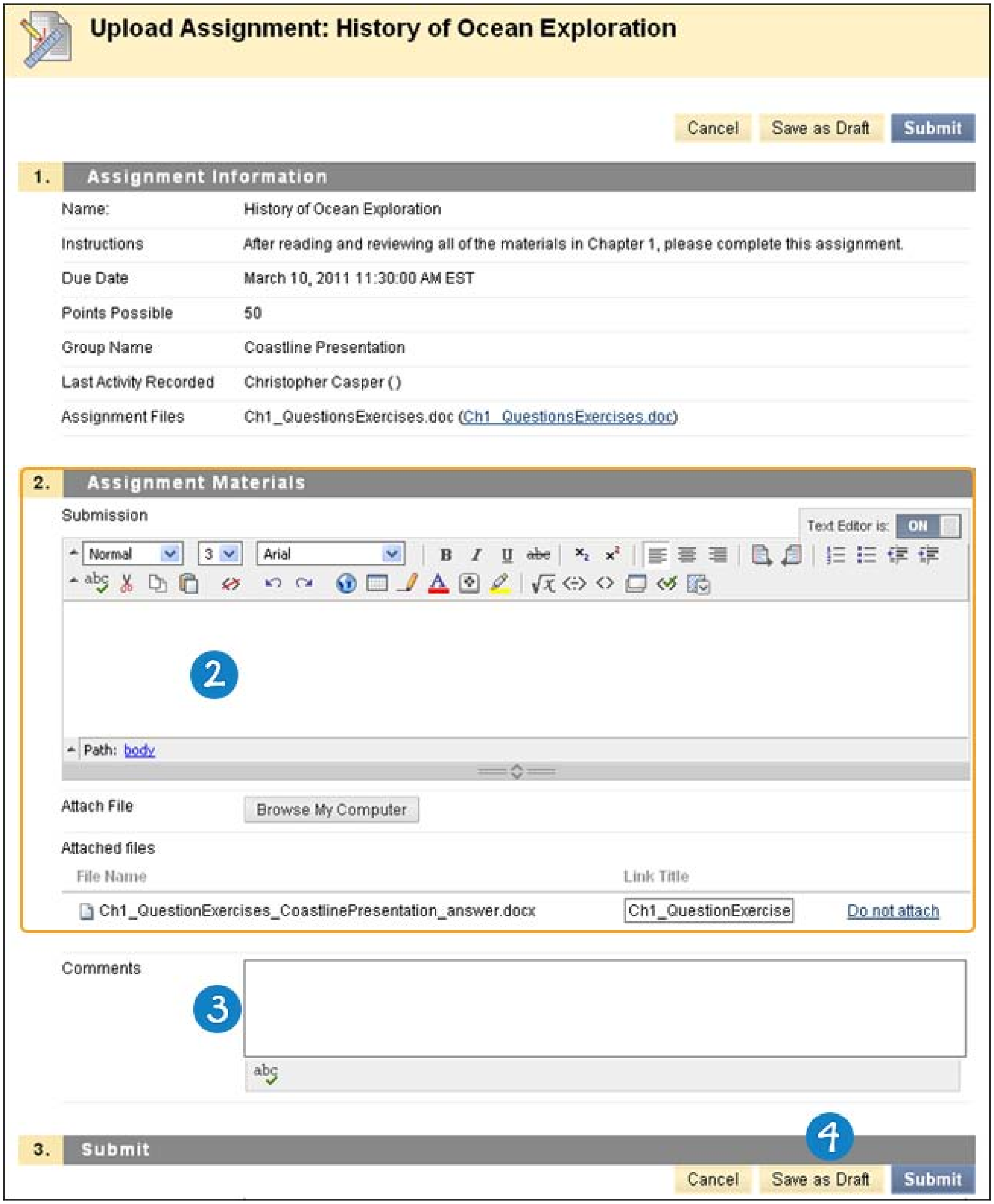
Saving a Group Assignment as a Draft

1. On the Course Menu, select the Content Area that holds the group assignment, for example, the **Group Assignments** Content Area. Click the name of the assignment.

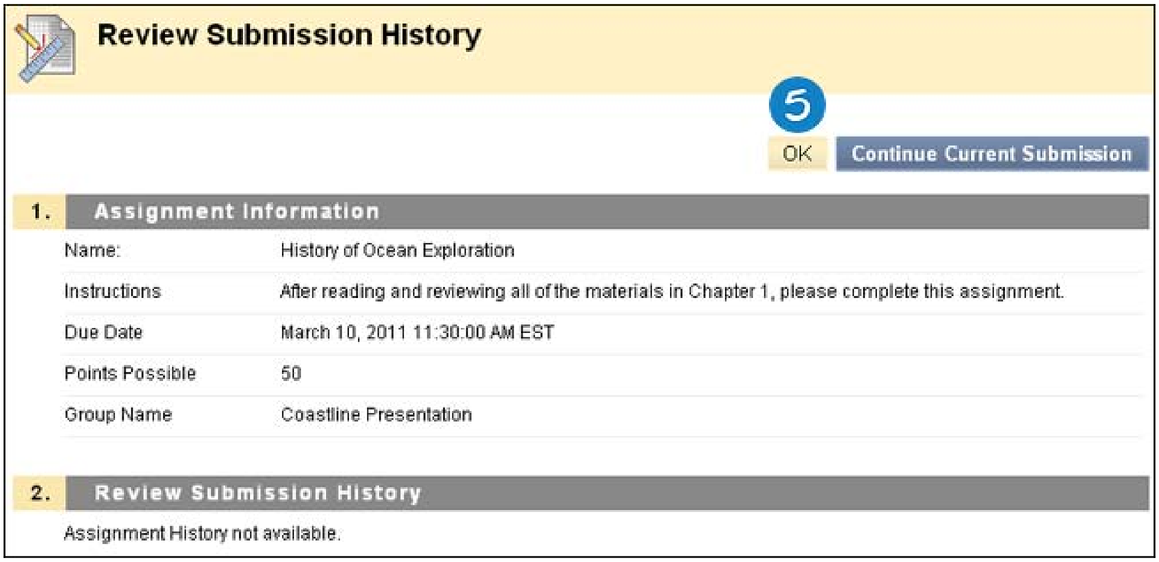


2. On the **Upload Assignment** page, download any files provided by your instructor and complete the assignment using one or both of the following:
   - In the **Submission** box, type your response. You can use the Text Editor functions to format the text and include files, images, web links, multimedia, and Mashups.
   - If your response to the assignment is in a separate file, click **Browse My Computer** and select a file to attach. If you attach a file, type a **Link Title**. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.

   Note: The **Do not attach** option appears next to an uploaded file. If you have selected an incorrect file, you can remove it with this option. If the same file is attached to your assignment more than once, the new file is saved with a number appended to the name. For example, `history_assignment(1).doc`.
3. Optionally, in the **Comments** box, type your comments.
4. Click **Save as Draft** to save your changes and continue working later.

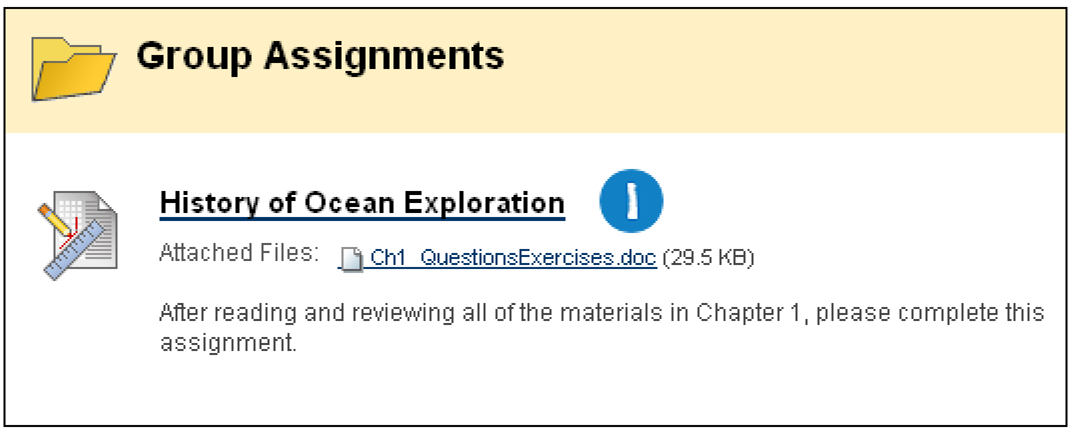


5. When you reach the **Review Submission History** page, click **OK**.

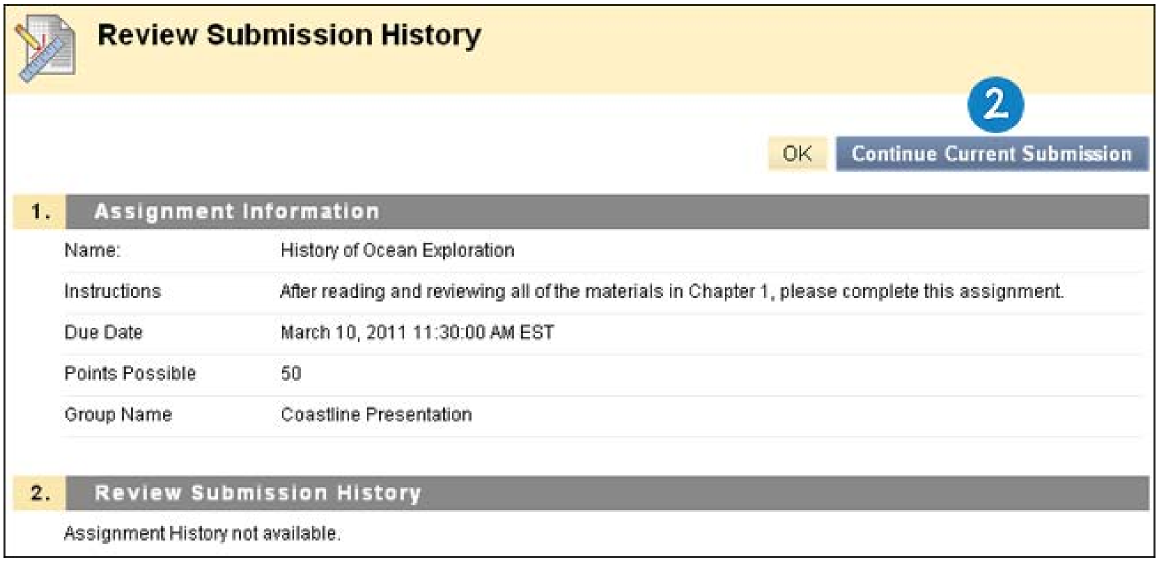


Submitting a Draft Assignment

1. Return to the group assignment link in the Content Area that holds the assignment.



2. On the **Review Submission History** page, click **Continue Current Submission**.

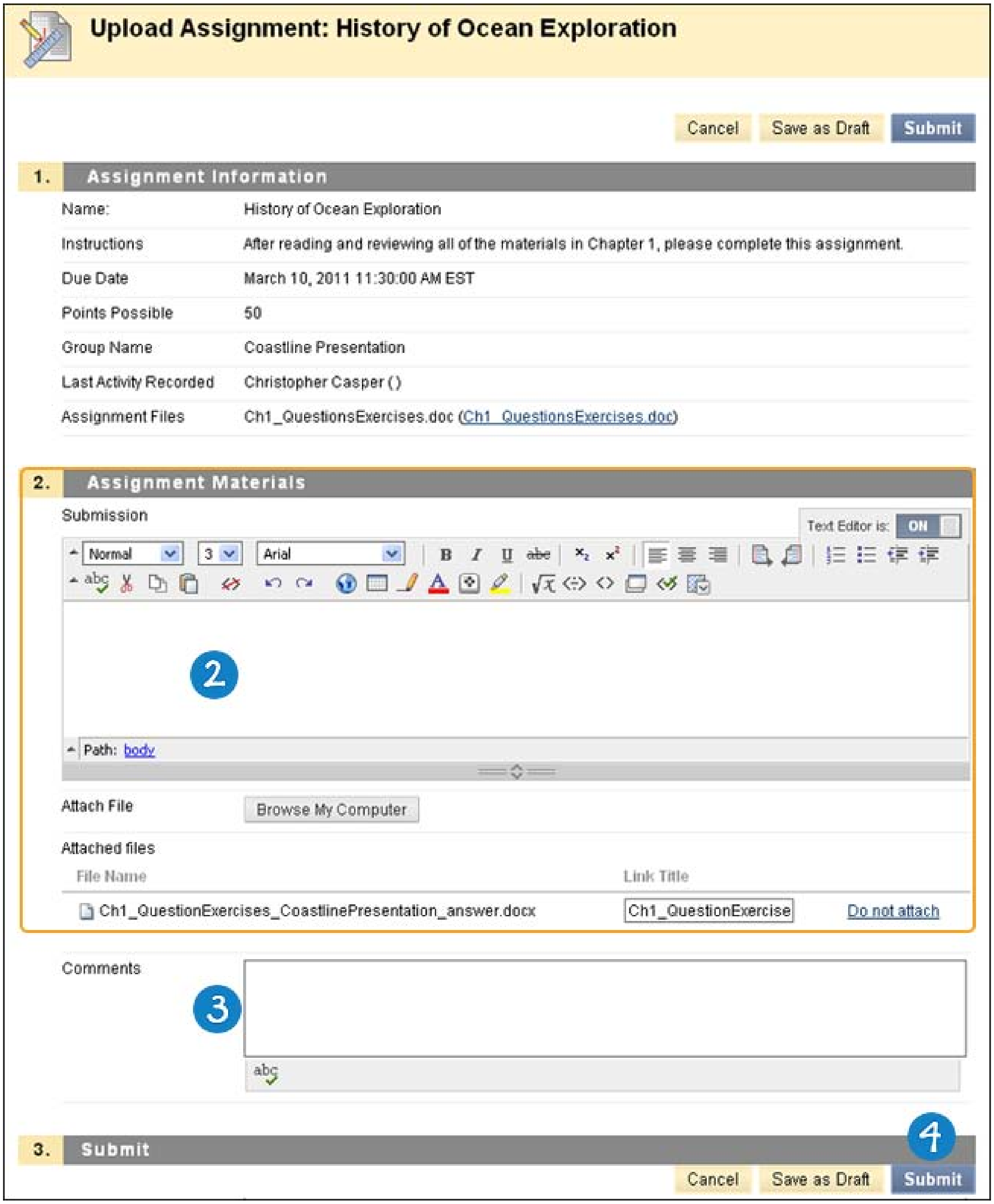


3. On the **Upload Assignment** page, make the necessary changes in your assignment.
4. Optionally, in the **Comments** box, type your comments.

> ***WARNING!*** If your instructor has ***not*** allowed multiple attempts, assignments can be submitted only once. Ensure that you have attached any required files to your assignment before you click **Submit**.

5. Click **Submit**. The **Review Submission History** page appears showing the information about your submitted assignment.

> ***WARNING!*** When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.



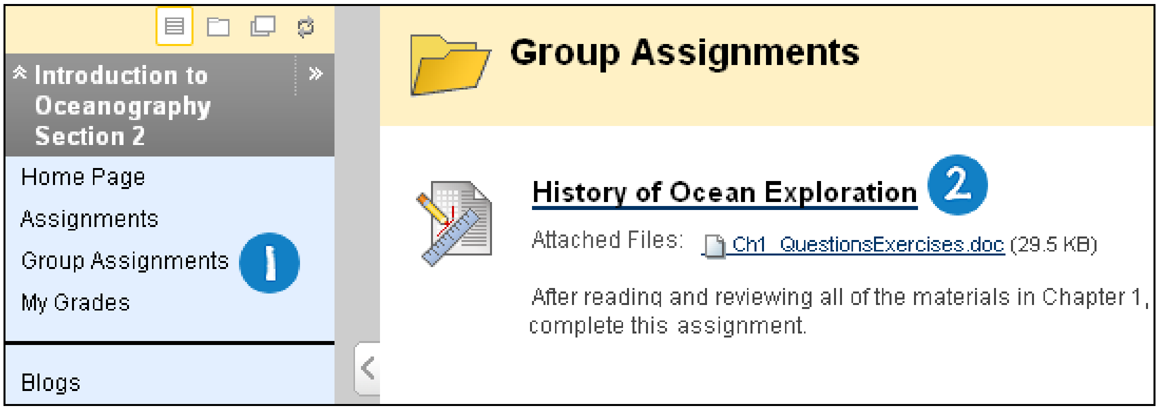
How to Edit or Resubmit a Group Assignment

Editing a group assignment requires you to resubmit the assignment, and not all assignments can be resubmitted. If your instructor has not allowed you to submit a group assignment more than once and you made a mistake when submitting the assignment, you must contact your instructor to ask for the opportunity to resubmit the assignment.

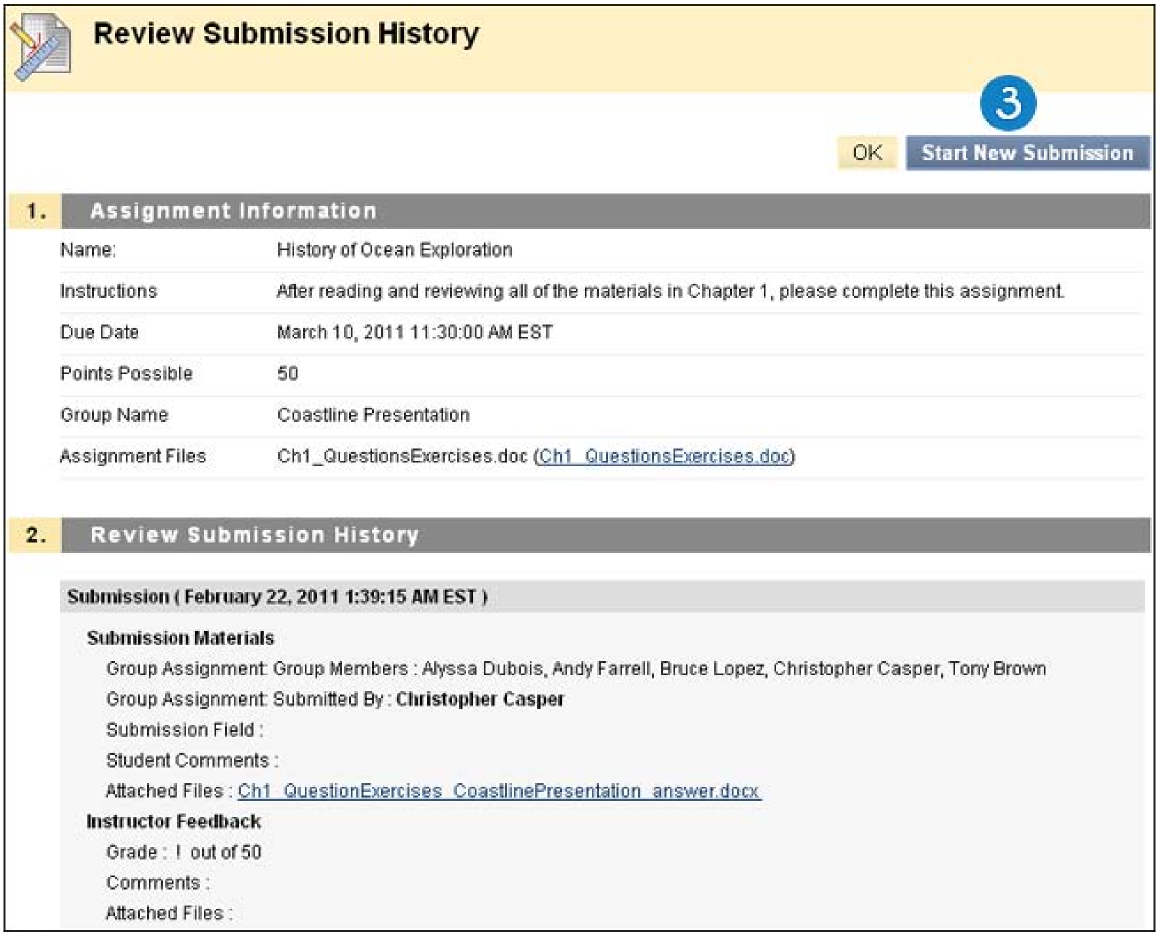
Your instructor may allow you to submit a group assignment more than once for a variety of reasons. For example, your instructor can provide comments on your first draft so that you can try to improve your work. Your instructor can choose to use either the highest graded attempt or the last graded attempt for your grade.

If your instructor has allowed you to submit a group assignment more than once, you will see a **Start New Submission** function on the **Review Submission History** page. You access this page by clicking the group assignment link in your course.

1. Return to the group assignment link in the Content Area that holds the assignment.
2. Click the name of the assignment.



3. On the **Review Submission History** page, view the details of your first submission. Click **Start New Submission**.



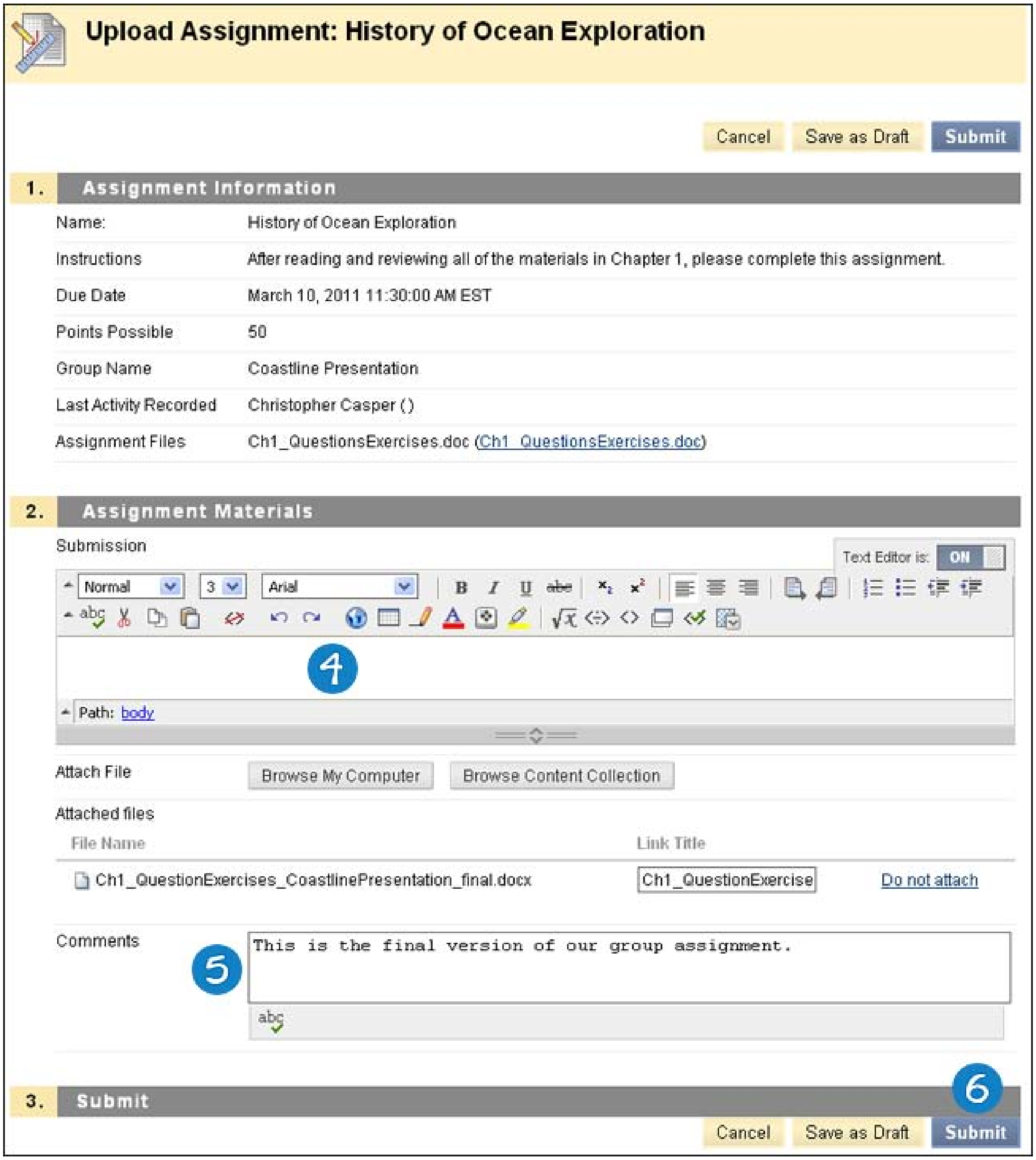
4. On the **Upload Assignment** page, download any files provided by your instructor and complete the assignment using one or both of the following:
   - In the **Submission** box, type your response. You can use the Text Editor functions to format the text and include files, images, web links, multimedia, and Mashups.
   - If your response to the assignment is in a separate file, click **Browse My Computer** and select a file to attach. If you attach a file, type a **Link Title**. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.

   Note: The **Do not attach** option appears next to an uploaded file. If you have selected an incorrect file, you can remove it with this option. If the same file is attached to your assignment more than once, the new file is saved with a number appended to the name. For example, `history_assignment(1).doc`.
5. Optionally, in the **Comments** box, type your comments.

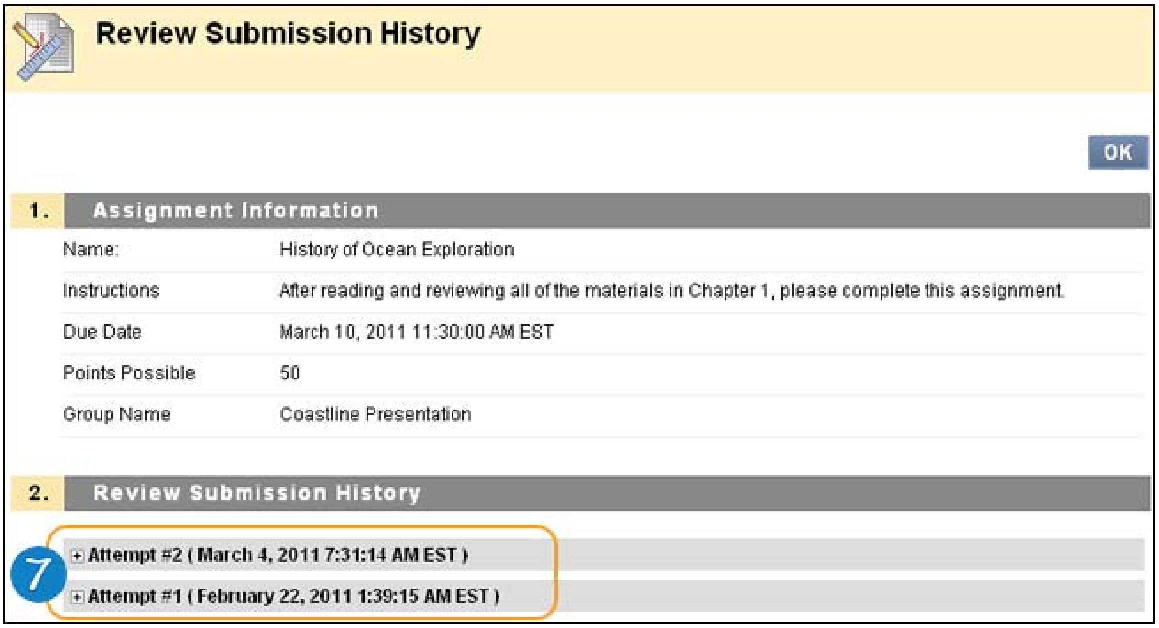
> ***WARNING!*** Ensure that you have attached any required files to your assignment before you click **Submit**.

6. Click **Submit**.

WARNING! When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.



7. On the **Review Submission History** page, you can see all of your submissions listed by date and time. To view the details of a submission, click the plus sign next to an attempt.



How to View Group Assignment Grades and Feedback

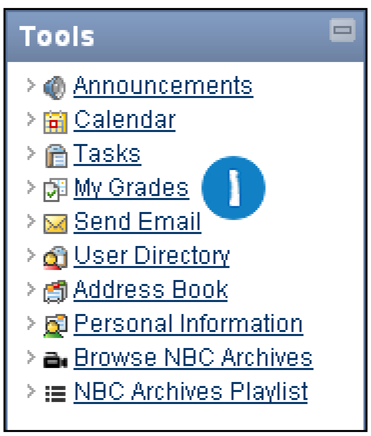
Blackboard does not score assignments automatically. Each assignment needs to be reviewed by your instructor. You can review the information provided by your instructor in **My Grades** or on the assignment's **Review Submission History** page.

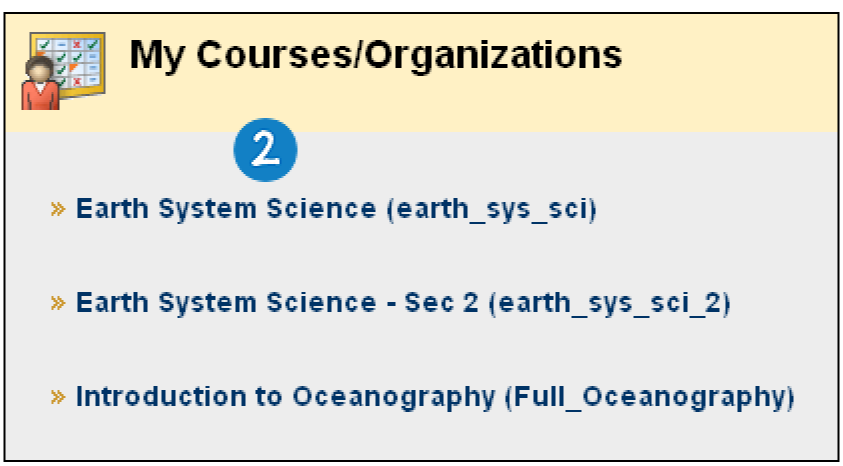
Accessing My Grades From Within Your Course

1. On the Course Menu, click **Tools**
2. On the **Tools** page, click **My Grades**.

Accessing My Grades From Outside Your Course

1. On the **My Institution** tab, click **My Grades** on the **Tools** panel.
2. On the **My Courses/Organizations** page, click the name of your course.





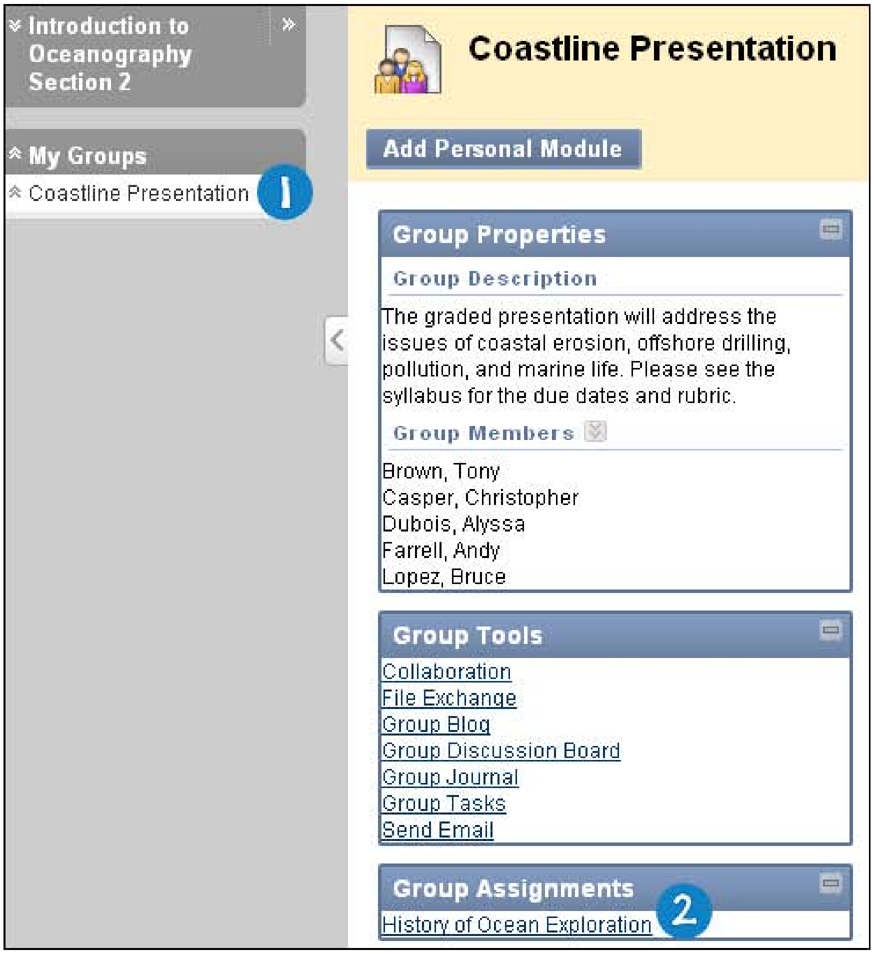
Reviewing Your Grade

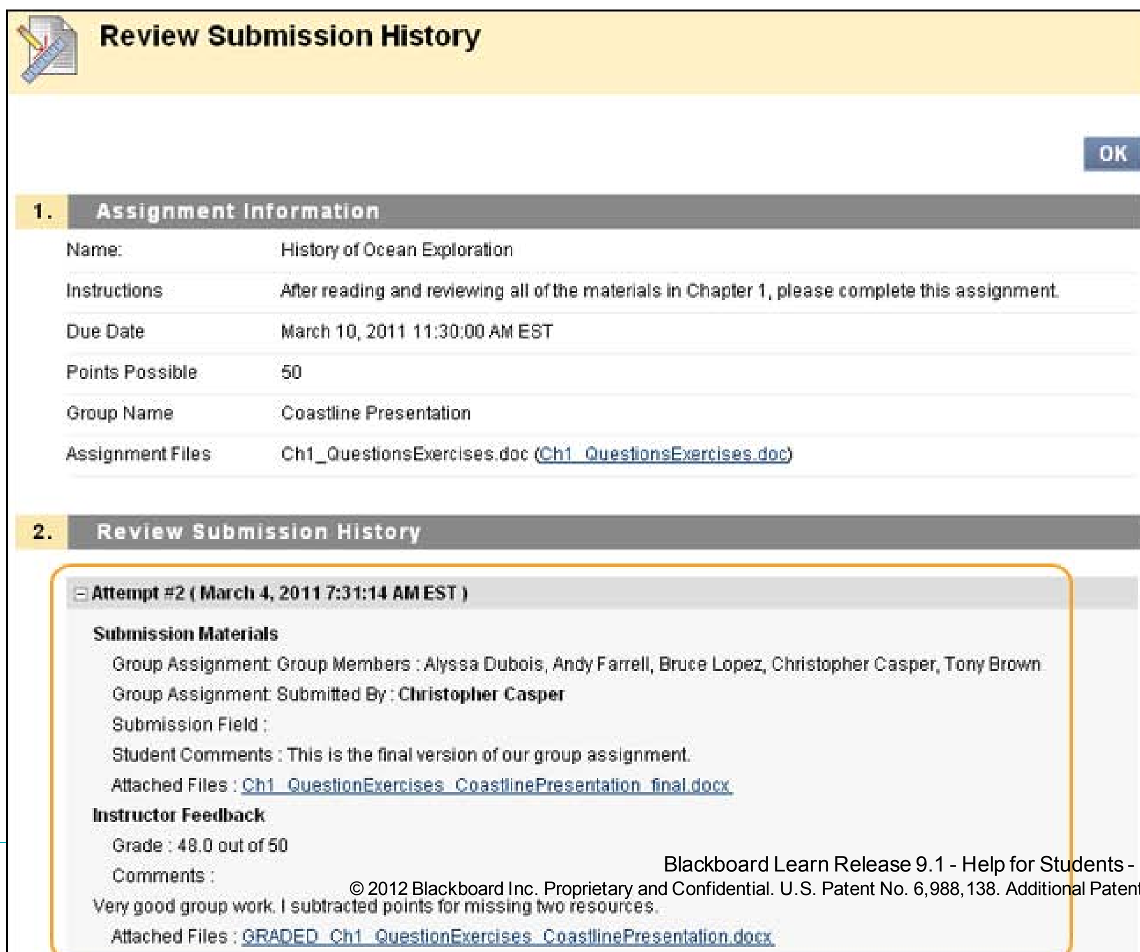
- If your group assignment has not been graded, the **Grade** column contains a symbol indicating its status.
- If your group assignment has been submitted and graded, the grade appears in the **Grade** column. You can also see your instructor's feedback in the **Comments** column.

Reviewing Your Grade From the Group Homepage

You can also view your grade and any feedback provided by your instructor in the assignment's **Review Submission History** page. If your instructor attached a file, you must access it from the group assignment link on the group homepage.

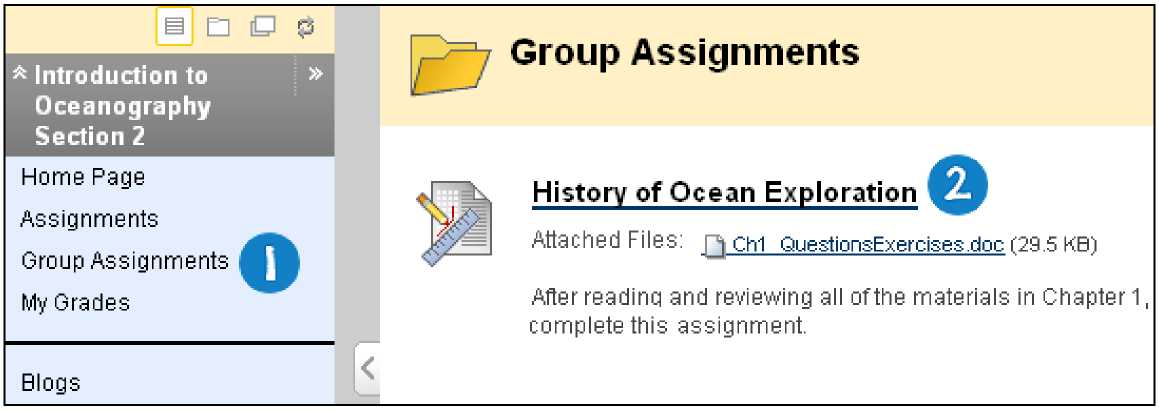
1. On the **My Groups** panel, click the name of your group.
2. On the group homepage, click the name of your group assignment. The **Review Submission History** page includes:
   - **Instructor Feedback**: This section lists your grade and any feedback provided by your instructor.
   - **Attached Files**: This section provides links to open or download any files attached by you or your instructor. For example, your instructor might provide comments in a file that you


Introduction to Oceanography Section 2
My Groups
Coastline Presentation
1
Coastline Presentation
Add Personal Module
Group Properties
Group Description
The graded presentation will address the issues of coastal erosion, offshore drilling, pollution, and marine life. Please see the syllabus for the due dates and rubric.
Group Members
Brown, Tony
Casper, Christopher
Dubois, Alyssa
Farrell, Andy
Lopez, Bruce
Group Tools
Collaboration
File Exchange
Group Blog
Group Discussion Board
Group Journal
Group Tasks
Send Email
Group Assignments
2
History of Ocean Exploration


Review Submission History
OK
1. Assignment Information
Name: History of Ocean Exploration
Instructions After reading and reviewing all of the materials in Chapter 1, please complete this assignment.
Due Date March 10, 2011 11:30:00 AM EST
Points Possible 50
Group Name Coastline Presentation
Assignment Files Ch1_QuestionsExercises.doc (Ch1_QuestionsExercises.doc)
2. Review Submission History
Attempt #2 (March 4, 2011 7:31:14 AM EST)
Submission Materials
Group Assignment: Group Members : Alyssa Dubois, Andy Farrell, Bruce Lopez, Christopher Casper, Tony Brown
Group Assignment: Submitted By : Christopher Casper
Submission Field :
Student Comments : This is the final version of our group assignment.
Attached Files : Ch1_QuestionExercises_CoastlinePresentation_final.docx
Instructor Feedback
Grade : 48.0 out of 50
Comments :
Very good group work. I subtracted points for missing two resources.
Attached Files : GRADED_Ch1_QuestionExercises_CoastlinePresentation.docx

Accessing the Review Submission History Page from Group Assignments

1. Return to the group assignment link in the Content Area that holds the assignment.
2. Click the name of the assignment.



Note: If your instructor has used a rubric for grading and has made it available to students, click **View Rubric** to display detailed grading information.

My Grades Item Status

The following table describes the symbols appearing on the **My Grades** page.

Symbol	**Description**
-	Item has not yet been completed. No information is available.
	Item has been completed, but will not have a grade (for items such as surveys).
	Item has been submitted. This item is waiting to be reviewed by your instructor. -OR- Item has been submitted. Your instructor may review this item but may not be provided a grade (for items such as surveys).
Grade	Item has been graded. Click the grade to view detailed feedback.
	Attempt is in progress. This item has not been submitted. To submit the item, see Submitting a Draft Assignment.
	Grade is exempted for this user. If you do not complete this assignment, it will not affect your grade.
	Error has occurred. Contact your instructor.

Tests and Assignments

Tests and Surveys

You can find tests and surveys (referred to collectively as assessments) in any Content Area, Learning Module, Lesson Plan, or folder.

Tests are used to assess your knowledge. Your instructor assigns point values to questions. Your answers are submitted for grading, and the results are recorded in the Grade Center.

Surveys can be used for polling purposes and evaluations. This type of assessment is not graded.

WARNING! Do not refresh the page, close the window, or click the browser's back button while taking an assessment. If you experience problems during a test or survey, **please contact your instructor**.

Question Types

There are many types of questions that can be included in an assessment.

- **Calculated Formula**: Contains a formula with a number of variables. The correct answer can be a specific value or a range of values.
- **Calculated Numeric Response**: Resembles a fill-in-the-blank question except a number is entered to complete the statement. The correct answer can be a specific number or within a range of numbers. The answer must be numeric (42 instead of forty-two) .
- **Either / Or**: A statement with a pre-defined choice of two answers (Yes/No, On/Off).
- **Essay**: A question where the answer must be typed in a text box.
- **File Response**: Uploaded files are used to respond to the question.
- **Fill in Multiple Blanks**: Multiple responses are inserted into a sentence or paragraph.
- **Fill in the Blank**: A statement that requires an answer to complete it. Answers are evaluated based on an exact text match.
- **Hot Spot**: A specific point on an image is used to indicate the answer. For example, selecting all the countries in South America by clicking on each one on a map.
- **Jumbled Sentence**: A sentence with a number of variables within it.
- **Matching**: Two columns of items where each item in the first column must be matched to an item in the second column.
- **Multiple Answer**: A number of choices with one or more correct answers.
- **Multiple Choice**: Allows a number of choices with one correct answer. Indicate the correct answer by selecting the correct answer.
- **Opinion Scale / Likert**: A rating scale used to measure attitudes or reactions.
- **Ordering**: A question that requires users to provide an answer by selecting the correct order of a series of items.
- **Quiz Bowl**: An answer appears; the users responds with a who, what, or where question to respond.
- **Short Answer**: Similar to Essay questions; answer length is limited.
- **True / False**: A statement with the option to choose either true or false. True/False answer options are limited to the words True and False.

Grading Questions

The majority of questions in assessments are auto-graded. Your instructor defines the correct answers and assigns a certain number of points to each question when the assessment is created. The system validates your answers against the key and assigns the score. You may find out your score on an assessment immediately after completing it if all questions are auto-graded and your instructor releases this information.

Essay questions, file response, and short answer questions are not auto-graded, meaning that your instructor must grade these questions manually. After you submit an assessment, your instructor reviews these questions and manually provides a score. If an assessment contains these question types, the grade for the assessment is not immediately available after the assessment is submitted.

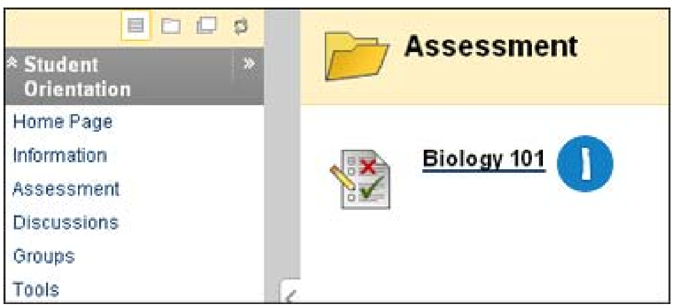
If your instructor has associated a rubric with an Essay, File Response, or Short Answer question and made it available, a **View Rubric** button will appear next to the **Save Answer** button. Click **View Rubric** to review the criteria your instructor has chosen.

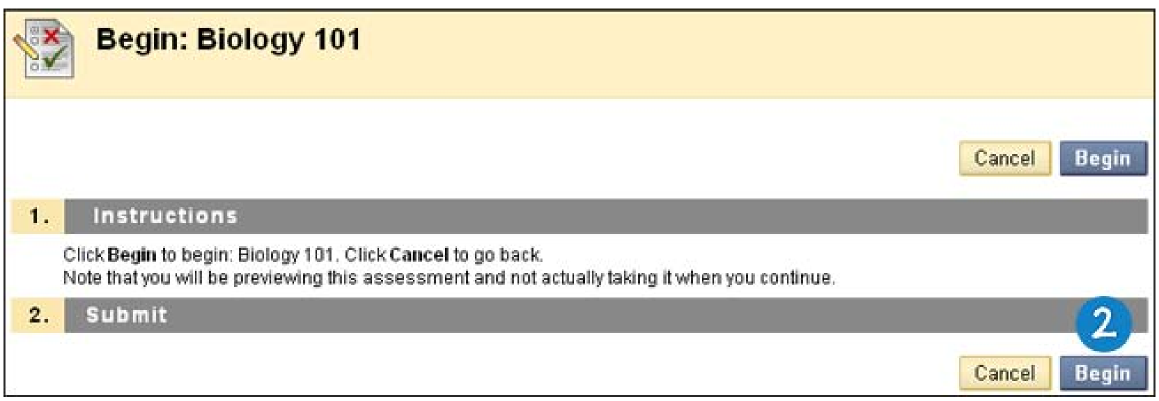
How to Take an Assessment

Assessments are located within Content Areas in a course.

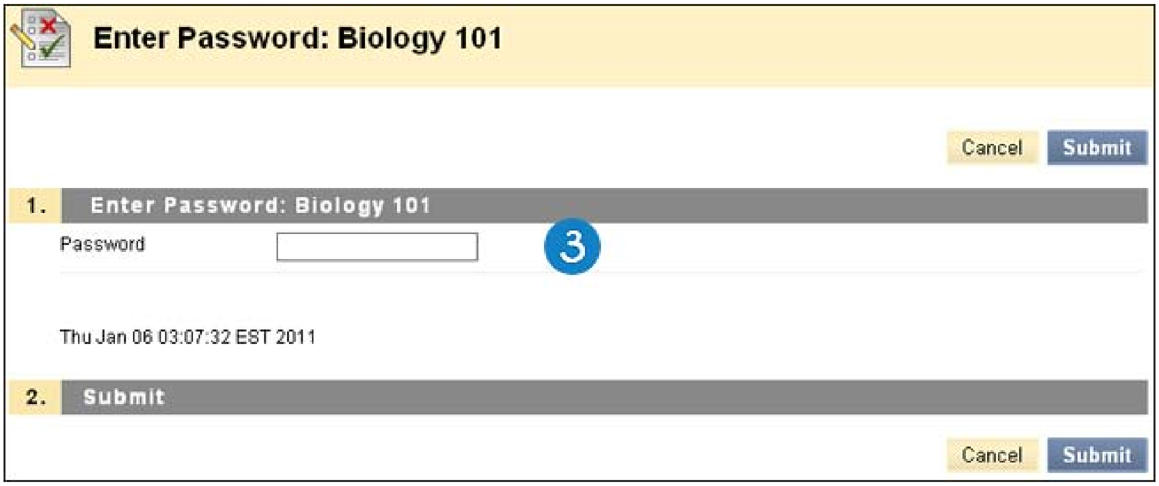
Note: Contact your instructor if you encounter issues or problems while taking your assessment.

1. Navigate to an assessment and click the link associated with it.
2. Click **Begin** to take the assessment.

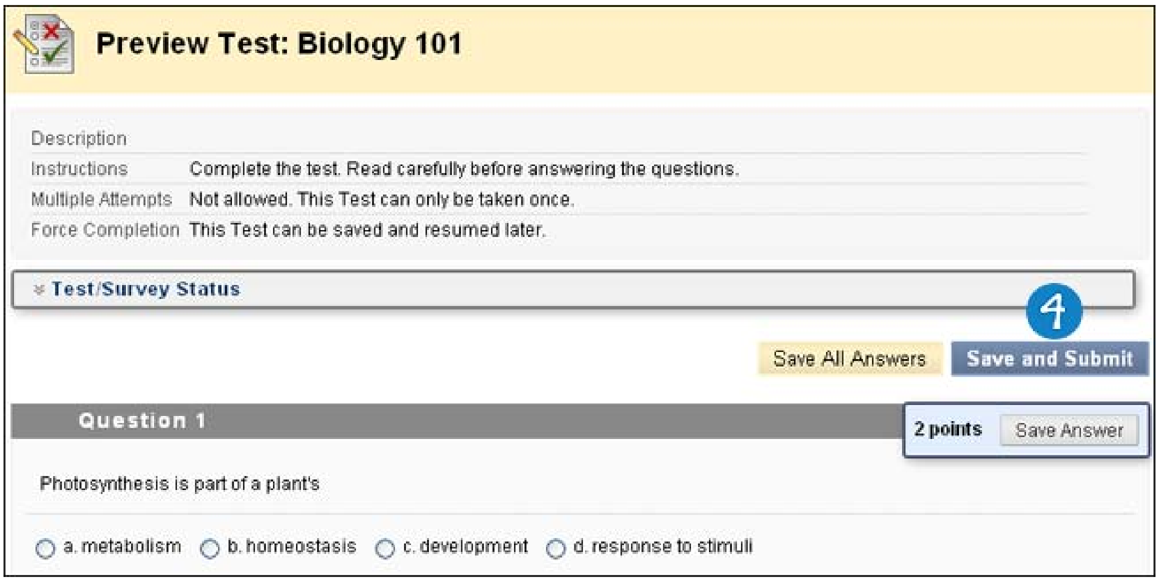




3. Your instructor may choose to have you type a password to begin taking an assessment. If necessary, type the valid password and click **Submit** to begin the assessment. The assessment continues to prompt for a valid password until the correct one is provided.



4. As you work, answers will be saved automatically, or you can click the **Save** button by each question or the **Save All Answers** button at the top or bottom of the page as you work.
5. Click **Save and Submit** when you complete the assessment.



WARNING! Do not use the browser's **Back** button during an assessment. This may cause loss of data. If you have difficulties while taking an assessment, contact your instructor.

Note: If your instructor has associated a rubric with an Essay, File Response, or Short Answer question on a test, click **View Rubric** to display grading criteria.

Timed Assessments

If your instructor chooses a timed assessment, the scheduled time is included in the instructions before you begin.

You will also be notified of the instructor's choice of **Timer Setting**, which determines whether the assessment saves and submits automatically when time expires, or if you have the option to continue beyond the time limit.

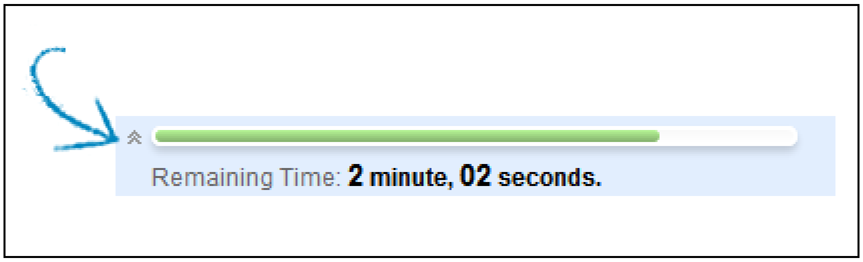
There is no automatic penalty for continuing beyond the time limit, however, final scoring decisions are made by your instructor. Talk to your instructor if you have questions about this setting.

The total time you spend on the assessment is recorded and available to the instructor when the test is submitted.

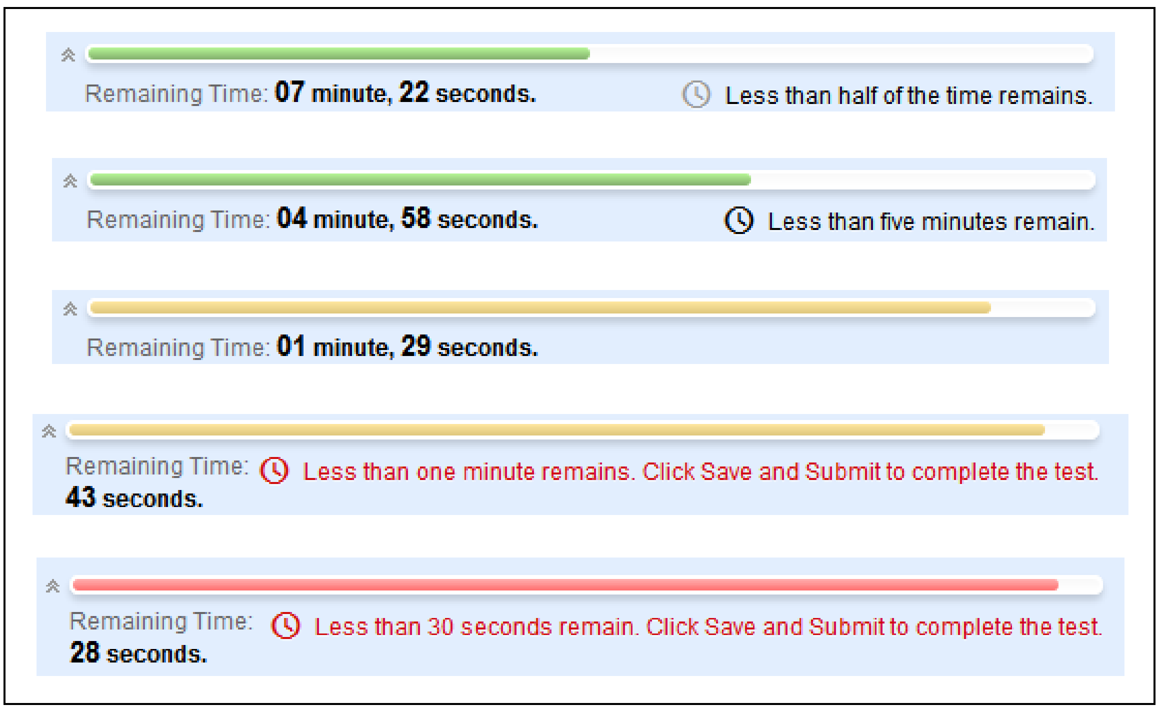
Note: If you save and exit the assessment, the timer continues running. If you start your test on Tuesday, save and exit it, then complete it on Thursday the timer will show that it took you 48 hours to complete the assessment.

If the auto-submit feature is selected, when the timer runs out, the test saves and submits and the Test Submitted page displays. If the option is not selected, a pop-up window will appear with the choice to submit or continue.

The remaining time appears on the assessment page. Click the chevron next to the timer to collapse or expand it.



Timer warnings will appear when half the time, five minutes, one minute, and thirty seconds remain. When the remaining time reads 1 minute, 30 seconds, the status bar will turn yellow. At 1 minute, the warning will be red, and at 30 seconds, both the status bar and the warning will be red. If the timer is collapsed, the color changes will not be visible.



Feedback and Grades

The performance results you receive after completing a test depend on the options selected by your instructor.

For example, your instructor may only show the final score for one test, while for another test the final score and correct answers are displayed. Feedback includes one or more of the following:

- Final score for the test
- Answers submitted
- Correct answers
- Feedback for the questions

To access Feedback and Grade information, select the test in the Content Area or use the **My Grades** tool.

Note: If your instructor has used a rubric for grading an Essay, File Response, or Short Answer test question and has made it available to students, click **View Rubric** while viewing the graded test to display detailed information.

Multiple Assessment Attempts

You may be allowed to take an assessment multiple times. If multiple attempts are allowed, this is noted at the top of the assessment. Your instructor may also set a limit on the number of attempts, which will also be noted at the top. A link to take the test again appears if the test is re-opened. Your instructor determines if one or more of the test attempt scores are recorded in the Grade Center.

Presentation Option

Force Assessment Completion

If Force Completion is enabled, you must complete the assessment the first time it is launched. If Force Completion is enabled, this is noted at the top of the assessment. You may not exit the assessment and continue working on it at a later date. The **Save** function is available for you to save the assessment as you work through it, but you may not exit and re-enter the assessment.

Backtrack Prohibited

You may not go back to questions you have already answered if backtracking is prohibited. If backtracking is prohibited, this is noted at the top of the assessment. When you take an assessment that does not allow backtracking, an error appears if you attempt to use the **Back** function within the assessment.

Assessment Presentation

Your instructor has two different options for presenting Assessments: all-at-once and one-at-a-time.

All-at-once assessments present all of the questions at the same time. The following options are available while taking this type of assessment:

Function	Action
Store answers	Select **Save All Answers**. A Saved icon appears in the Question Status Indicator. Answers may be changed after they are saved.
Finish the assessment	Select **Save and Submit**. You receive a confirmation followed by a receipt page stating that the assessment has been completed.

One-at-a-time assessments present questions separately, only one question appears on the screen. You decide when you are ready to move onto the next question. The following options are available while taking this type of assessment:

Function	Action
Navigate through questions	Use the navigation arrows (<<, <, >, or >>). The Question/Section Indicator describes the current location in the assessment and the overall number of questions. If backtracking is prohibited, these arrows do not appear.
Save answers	Select **Save All Answers**. Questions answered up to this point are saved.
Finish the assessment	Select **Save and Submit**. You receive a confirmation followed by a receipt page stating the assessment has been completed.

Question Completion Status

The Question Completion Status indicator provides you with a quick up-to-date look at complete or incomplete questions in an assessment at all times.

The status of which questions have been answered is displayed at the top of the page. Click the chevron next to the Question Completion Status to collapse or expand it.

When you answer a question and move to the next question in a question-by-question assessment, the status box is edited on the next page to show that the previous question was answered. If you do not answer a question and move on to the next page in a question-by-question assessment, the status box will show on the next page that the previous question was not answered. Navigate between questions by clicking on the question number in the status indicator.

When you take an all-at-once assessment (an assessment where the questions all appear on the same page), click **Save Answer** to save a specific question without scrolling to the bottom of the page to save. Saving either a single question or all of the questions that have been answered (with the **Save All Answers** at the top or bottom of the page) changes the status indicator to show which questions have been completed.

Submitting Assignments

The Assignments tool is used to present a variety of learning activities to you as a student, allowing you to view and submit assignments from one location. You can submit assignments in the following ways:

- Provide text on the **Upload Assignment** page.
- Files attached from your computer or from the Content Collection.
- A combination of both text and attached files.

Assignments list the name, description, and attachments for class work. Your instructor will provide you all the information you need to complete the assignment. You can also choose to include comments for your instructor before you submit your work.

Frequently Asked Questions

Why can't I open my assignment?

Please contact the computing help desk at your school. They can help you troubleshoot and download any application you might need. If you're not sure how to contact them, look for the technology office on your school's website or search the web for *your school's name* + *Blackboard* + *help* or *support*. Check to make sure you are using a supported Internet browser and operating system for the version of Blackboard that your school is using.

Why can't I find my assignment?

Your instructor might make an assignment unavailable until after a certain date or until other criteria has been met. For example, you might have to mark a lecture as reviewed before you can access the assignment. Please contact your instructor for more information.

How do I check to be sure my assignment was submitted?

After submitting an assignment, you can check to make sure it was uploaded and saved properly. Click the name of the assignment as if you were going to submit it again.

Previous submission attempts are listed under **Review Submission History**.

If you have questions about your attempts or the assignment, contact your instructor for assistance.

My instructor did not receive my assignment. What do I do?

You must discuss this issue with your instructor. To see the step-by-step instructions for submitting an assignment, see How to Submit an Assignment.

How do I edit or resubmit an assignment?

Editing an assignment requires you to resubmit the assignment. Not all assignments can be resubmitted. If your instructor has not allowed you to submit an assignment more than once and you made a mistake when submitting the assignment, you must contact your instructor to ask for the opportunity to resubmit the assignment.

If your instructor has allowed you to submit an assignment more than once, you will see a **Start New Submission** function on the **Review Submission History** page. You access this page by clicking the assignment link in your course. To learn more, see How to Edit or Resubmit an Assignment.

How do I know whether my assignment has been graded?

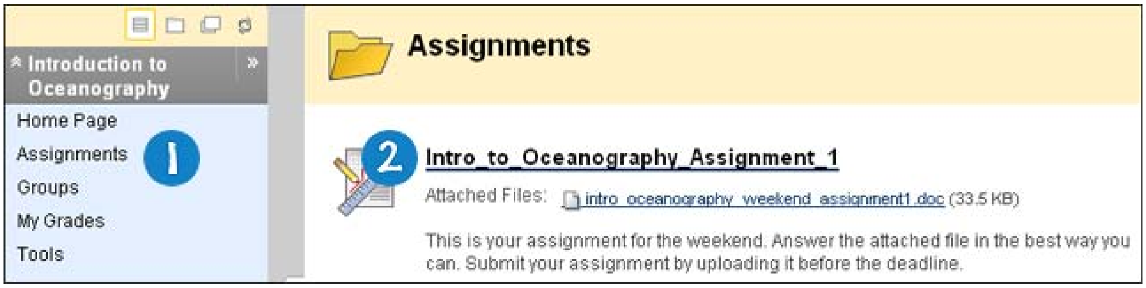
On the Course Menu, click **Tools**, and then click **My Grades**. If your assignment has not been graded, the **Grade** column contains a symbol indicating its status. If your assignment has been submitted and graded, the grade appears in the **Grade** column. To view more detail, click the link to see the assignment's **Review Submission History** page.

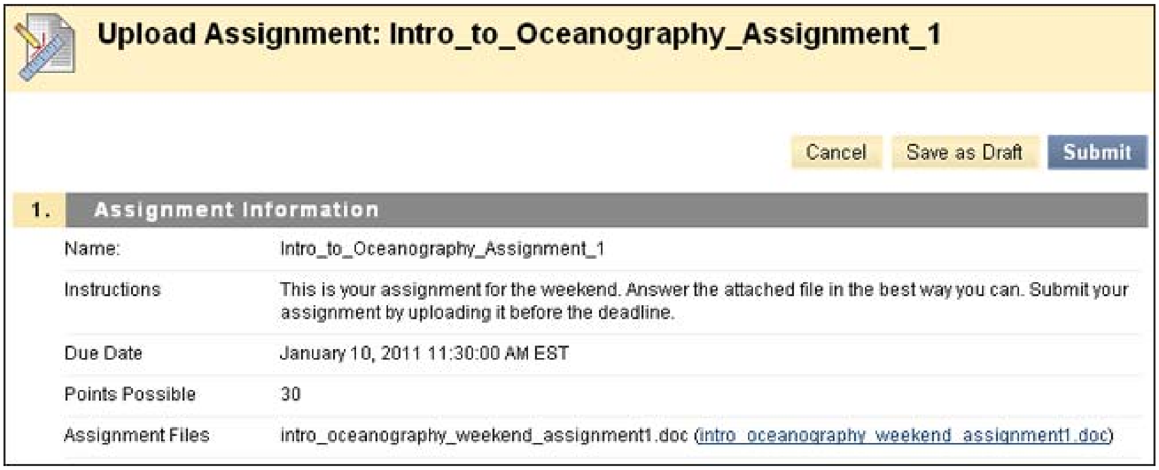
To learn more, see How to View Assignment Grades and Feedback.

How to Submit an Assignment

When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.

1. On the Course Menu, select the Content Area that holds the assignment, for example, the **Assignments** Content Area.
2. Click the name of the assignment.





3. On the **Upload Assignment** page, review the instructions and download any files provided by your instructor and complete the assignment using one or both of the following:
   - In the **Submission** box, type your response. You can use the Text Editor functions to format the text and include files, images, web links, multimedia, and Mashups.
   - If your response to the assignment is in a separate file, click **Browse My Computer** and select a file to attach. If you attach a file, type a **Link Title**. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.

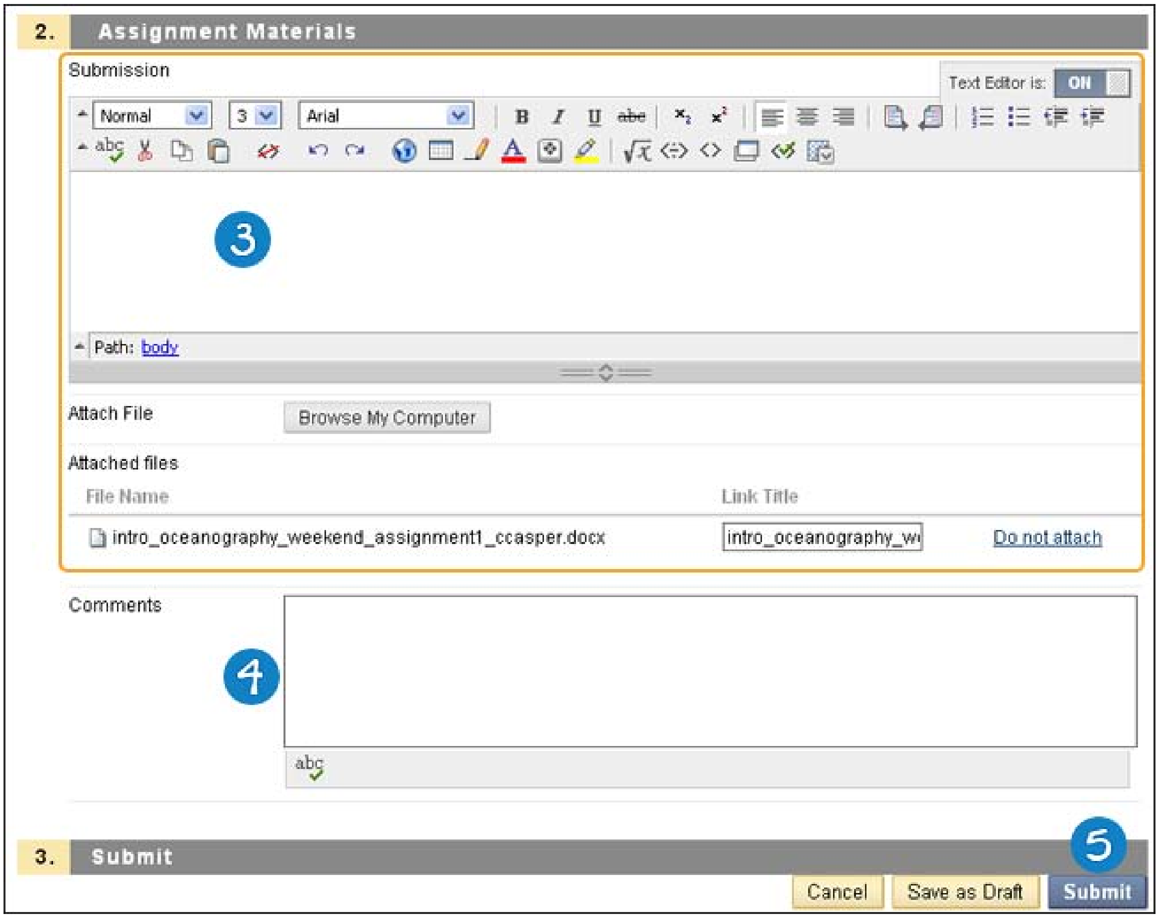
   Note: The **Do not attach** option appears next to an uploaded file. If you have selected an incorrect file, you can remove it with this option. If the same file is attached to your assignment more than once, the new file is saved with a number appended to the name. For example, `history_assignment(1).doc`.

   Note: If your instructor is using a rubric and has made it available to students, click the **View Rubric** button to view grading criteria.
4. Optionally, in the **Comments** box, type comments to your instructor.

> ***WARNING!*** If your instructor has ***not*** allowed multiple attempts, assignments can be submitted only once. Ensure that you have attached any required files to your assignment before you click **Submit**.

5. Click **Submit**.

WARNING! When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.



6. A success message appears, confirming the assignment submission.

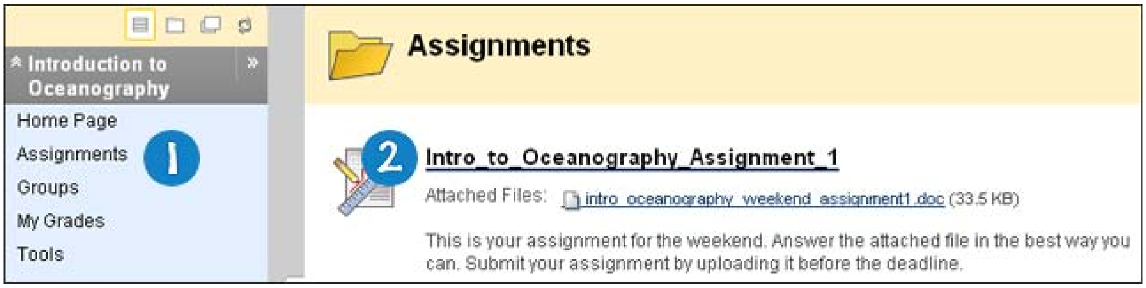
How to Save an Assignment as Draft and Submit Later

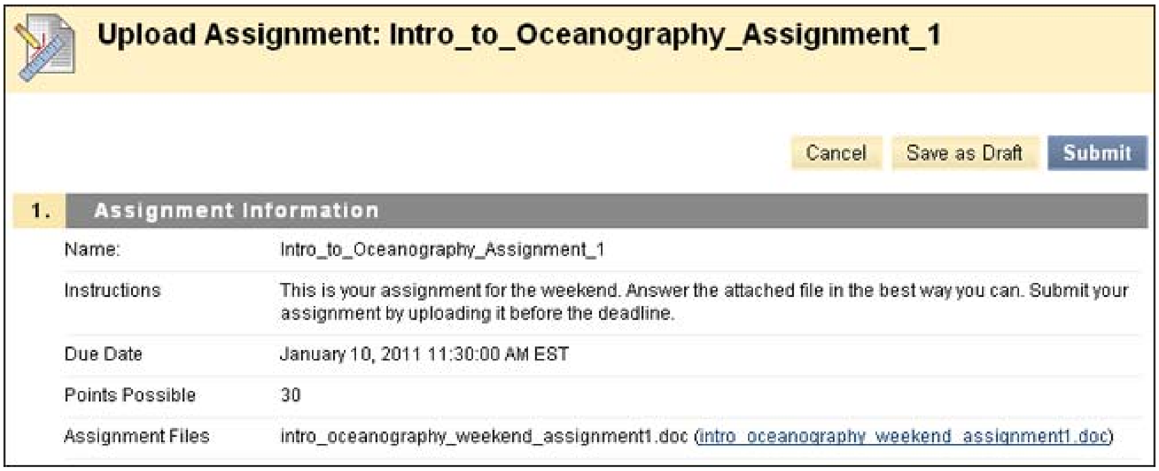
The **Save as Draft** function is available if you need to return to your assignment at a later time. This function saves your comments and files on the page.

When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.

Saving an Assignment as Draft

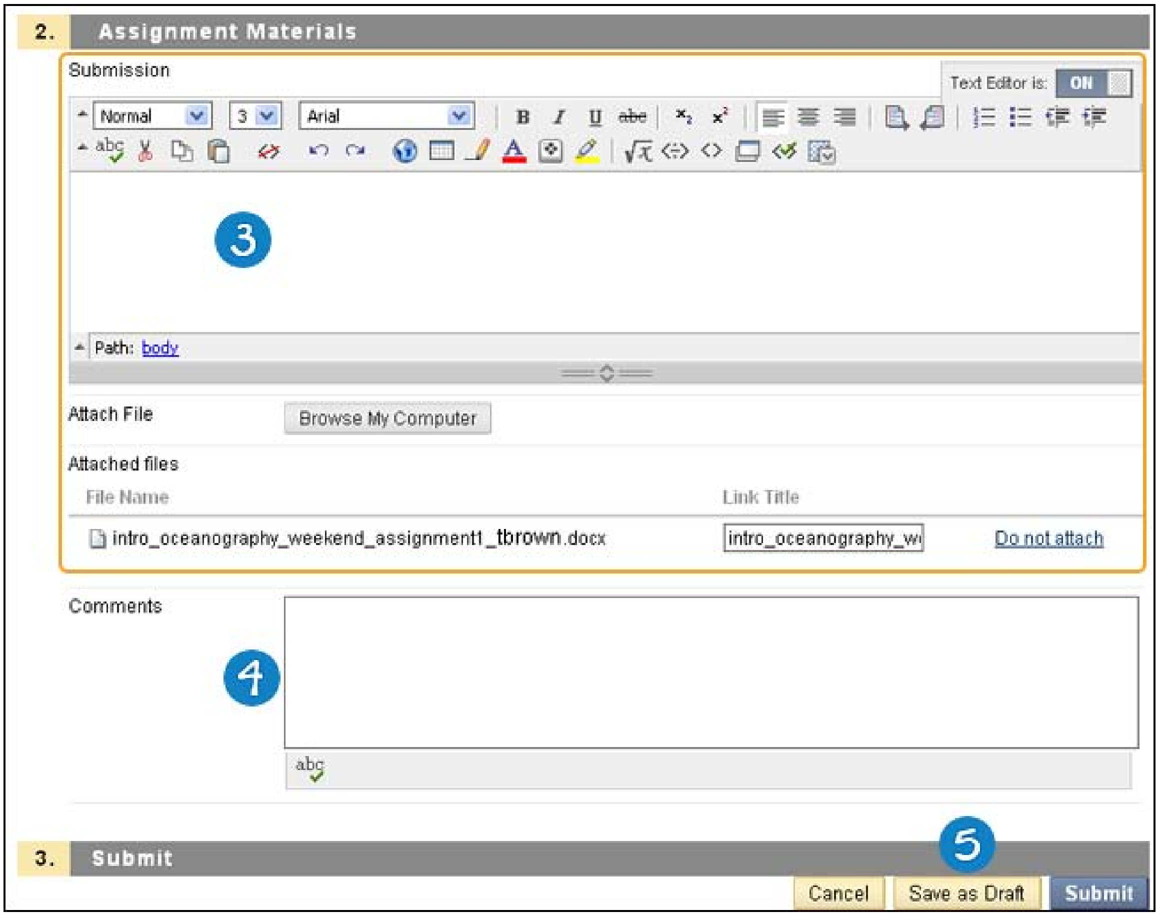
1. On the Course Menu, select the Content Area that holds the assignment, for example, the **Assignments** Content Area.
2. Click the name of the assignment.



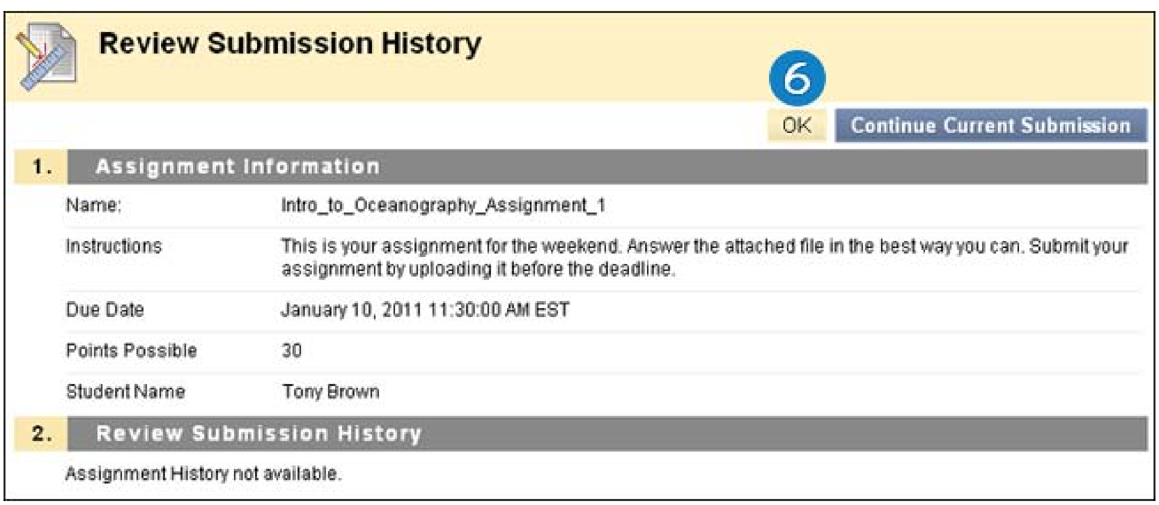


3. On the **Upload Assignment** page, download any files provided by your instructor and complete the assignment using one or both of the following:
   - In the **Submission** box, type your response. You can use the Text Editor functions to format the text and include files, images, web links, multimedia, and Mashups.
   - If your response to the assignment is in a separate file, click **Browse My Computer** and select a file to attach. If you attach a file, type a **Link Title**. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.

   Note: The **Do not attach** option appears next to an uploaded file. If you have selected an incorrect file, you can remove it with this option. If the same file is attached to your assignment more than once, the new file is saved with a number appended to the name. For example, `history_assignment(1).doc`.
4. Optionally, in the **Comments** box, type your comments.
5. Click **Save as Draft** to save your changes and continue working later.

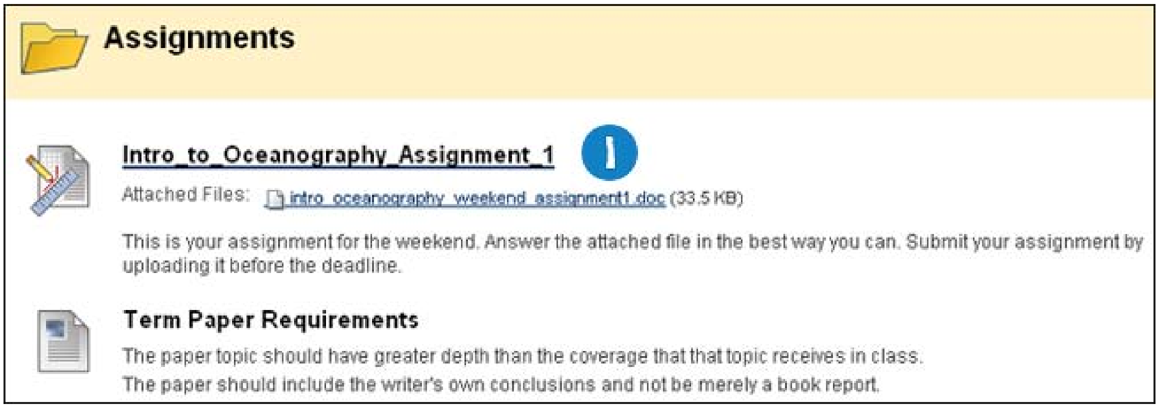


6. When you reach the **Review Submission History** page, click **OK**.

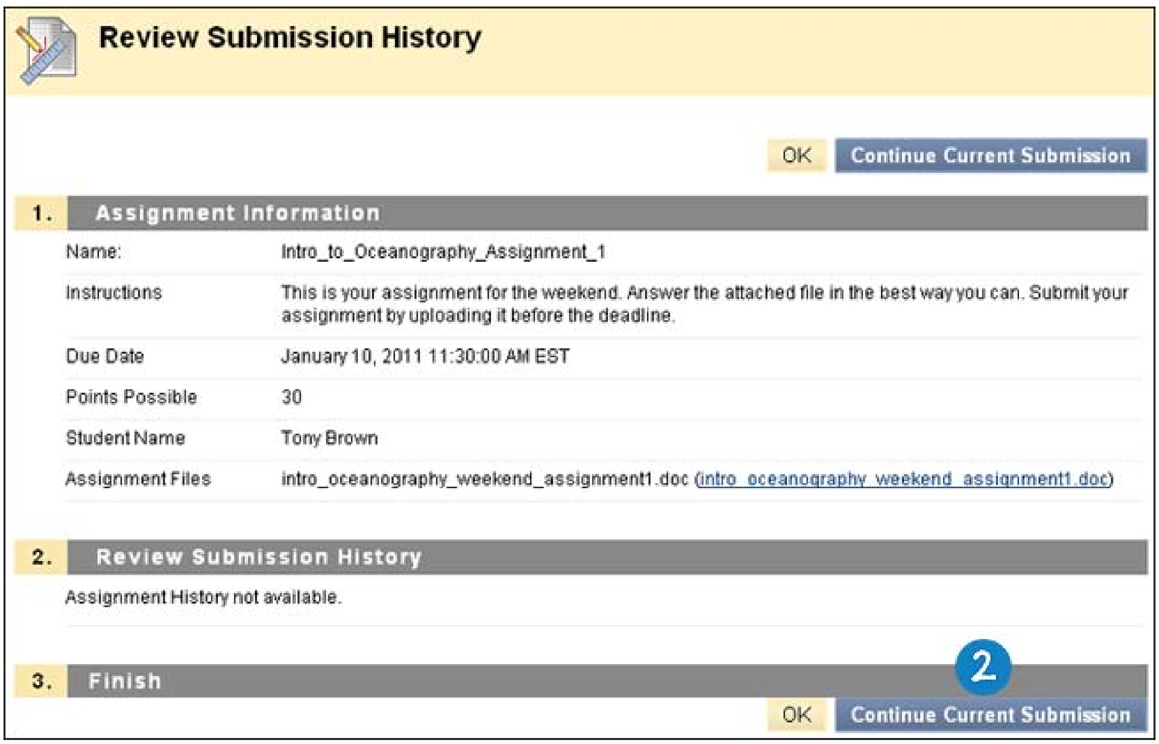


Submitting a Draft Assignment

1. Return to the assignment link in the Content Area that holds the assignment.



2. On the **Review Submission History** page, click **Continue Current Submission**.

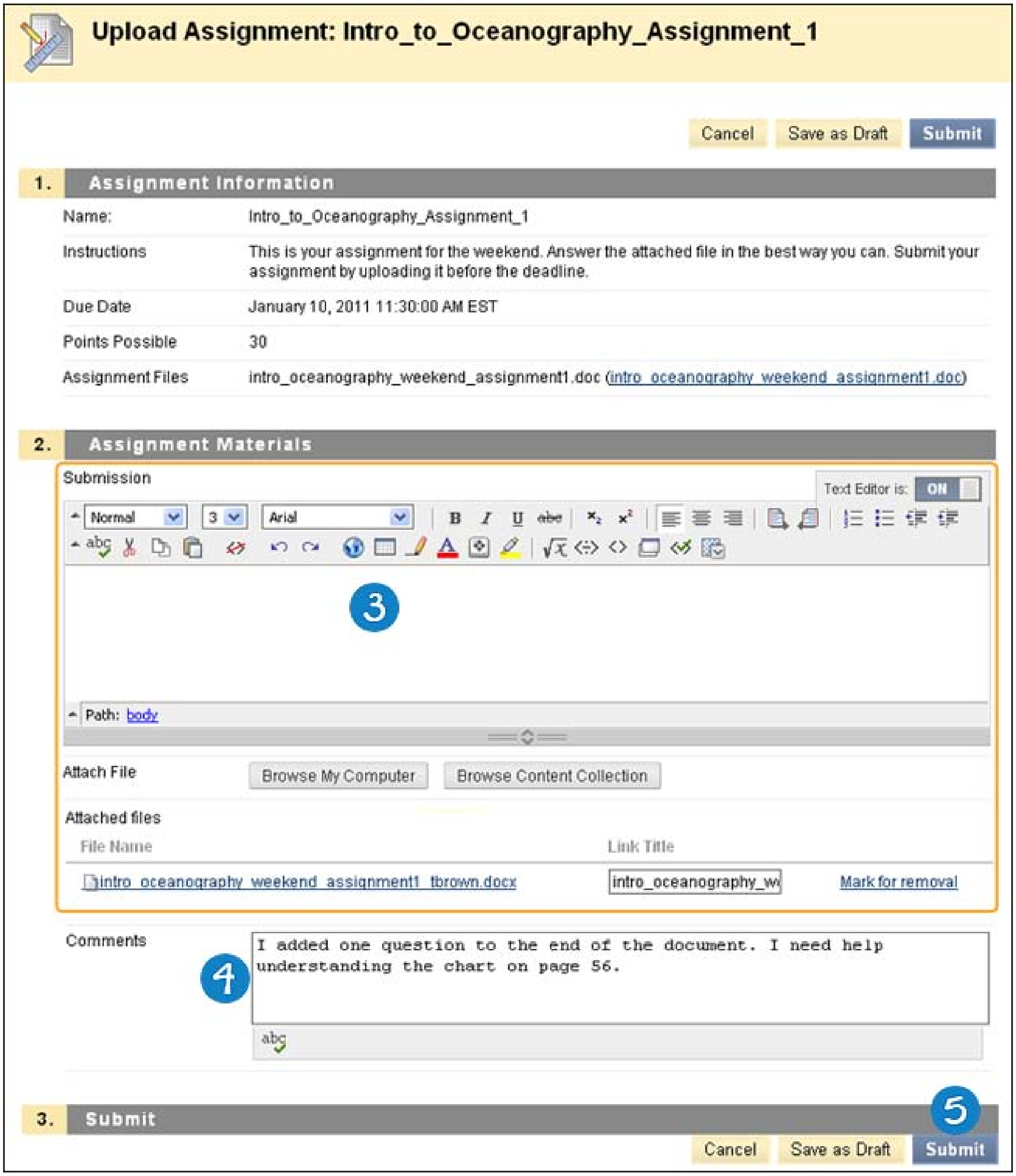


3. On the **Upload Assignment** page, make the necessary changes in your assignment.
4. Optionally, in the **Comments** box, type your comments.

WARNING! If your instructor has ***not*** allowed multiple attempts, assignments can be submitted only once. Ensure that you have attached any required files to your assignment before you click **Submit**.

5. Click **Submit**. The **Review Submission History** page appears showing the information about your submitted assignment.

WARNING! When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.



6. A success message appears, confirming the assignment submission.

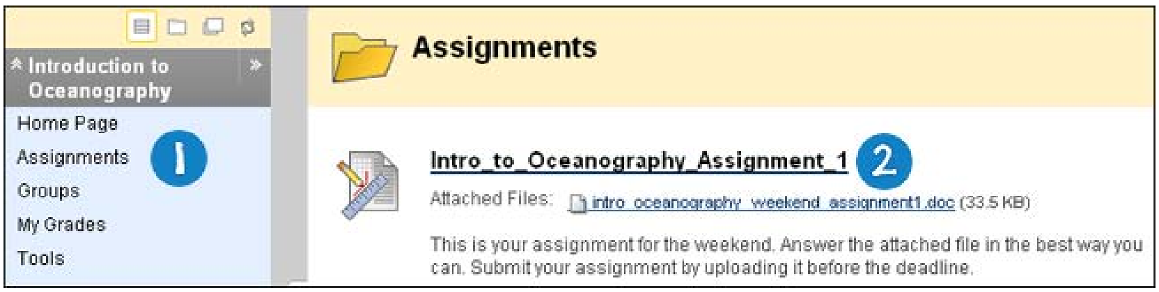
How to Edit or Resubmit an Assignment

Editing an assignment requires you to resubmit the assignment, and not all assignments can be resubmitted. If your instructor has not allowed you to submit an assignment more than once and you made a mistake when submitting the assignment, you must contact your instructor to ask for the opportunity to resubmit the assignment.

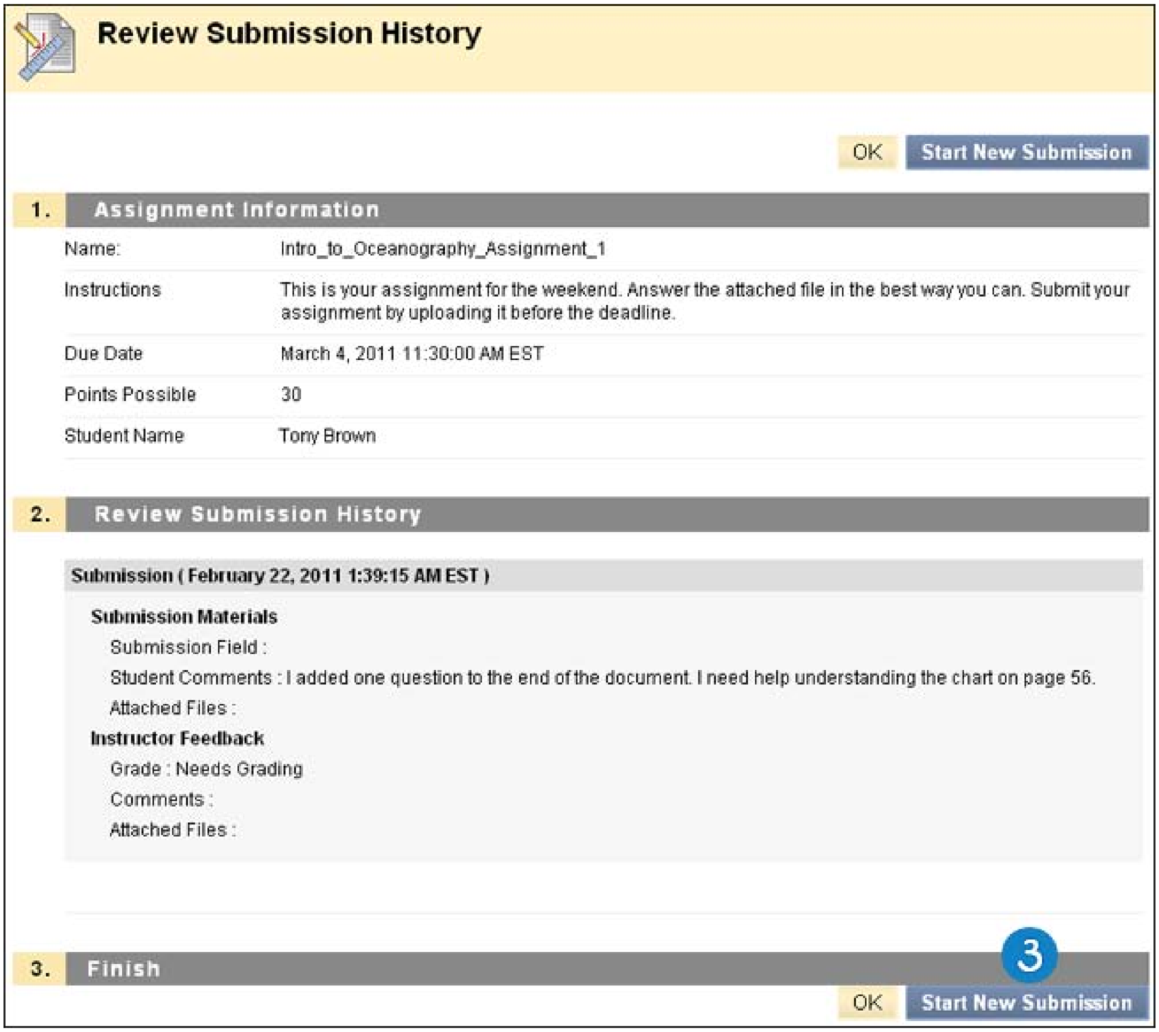
Your instructor may allow you to submit an assignment more than once for a variety of reasons. For example, your instructor can provide comments on your first draft so that you can try to improve your work. Your instructor can choose to use either the highest graded attempt or the last graded attempt for your grade.

If your instructor has allowed you to submit an assignment more than once, you will see a **Start New Submission** function on the **Review Submission History** page. You access this page by clicking the assignment link in your course.

1. Return to the assignment link in the Content Area that holds the assignment.
2. Click the name of the assignment.



3. On the **Review Submission History** page, view the details of your first submission. Click **Start New Submission**.



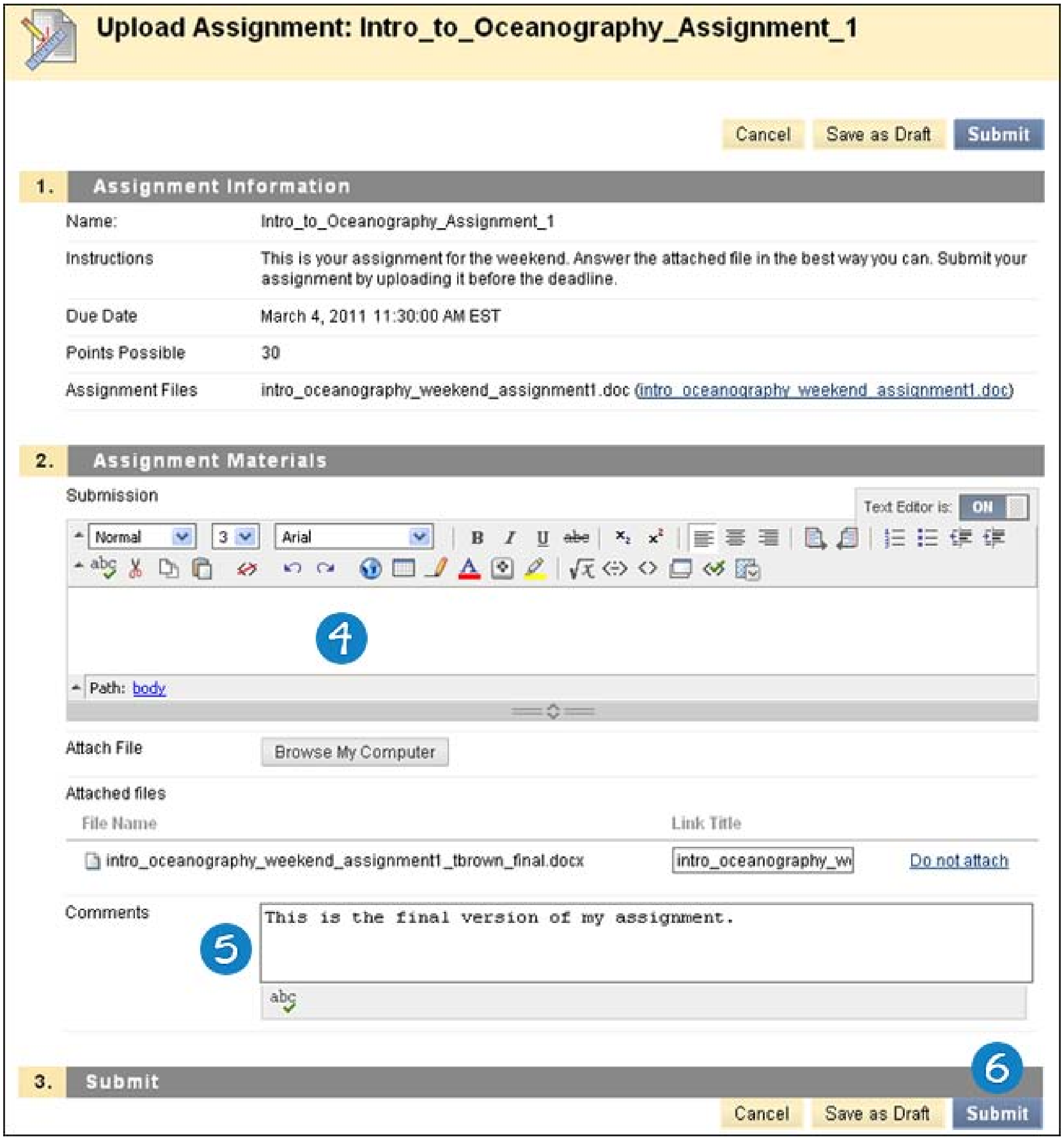
4. On the **Upload Assignment** page, download any files provided by your instructor and complete the assignment using one or both of the following:
   - In the **Submission** box, type your response. You can use the Text Editor functions to format the text and add files, images, web links, multimedia, and Mashups.
   - If your response to the assignment is in a separate file, click **Browse My Computer** and select a file to attach. If you attach a file, type a **Link Title**. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.

   Note: The **Do not attach** option appears next to an uploaded file. If you have selected an incorrect file, you can remove it with this option. If the same file is attached to your assignment more than once, the new file is saved with a number appended to the name. For example, `history_assignment(1).doc`.
5. Optionally, in the **Comments** box, type your comments.

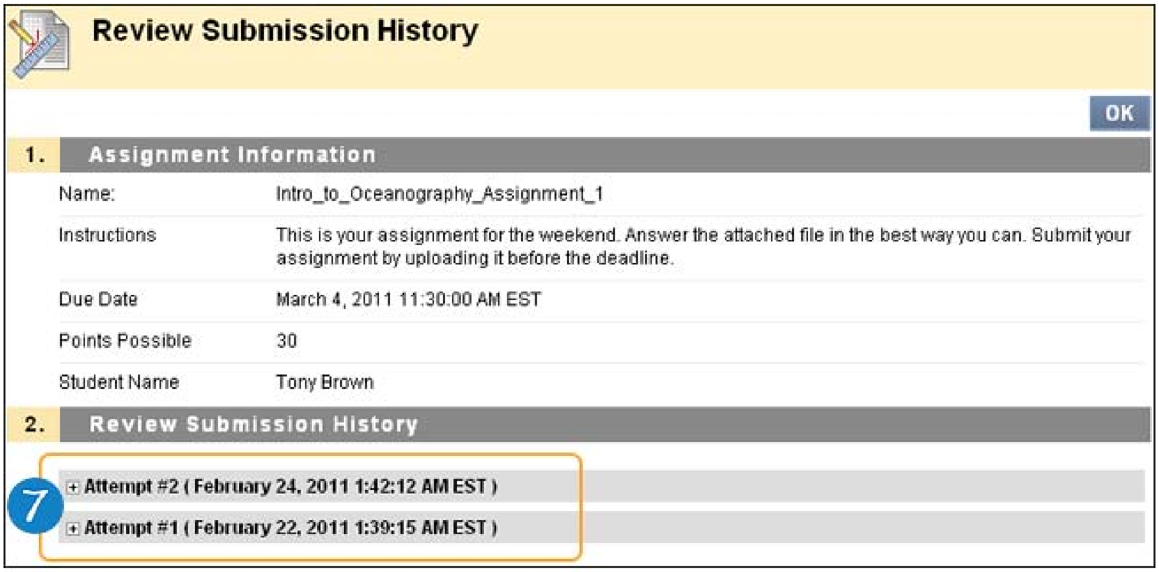
> ***WARNING!*** Ensure that you have attached any required files to your assignment before you click **Submit**.

6. Click **Submit**.

WARNING! When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.



7. On the **Review Submission History** page, you can see all of your submissions listed by date and time. To view the details of a submission, click the plus sign next to an attempt.



How to View Assignment Grades and Feedback

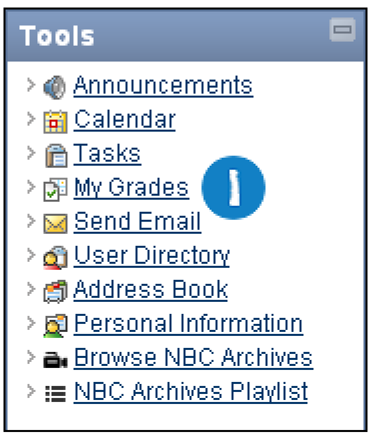
Assignments are not graded automatically. Each assignment needs to be graded by your instructor. You can review the information provided by your instructor in **My Grades** or on the assignment's **Review Submission History** page.

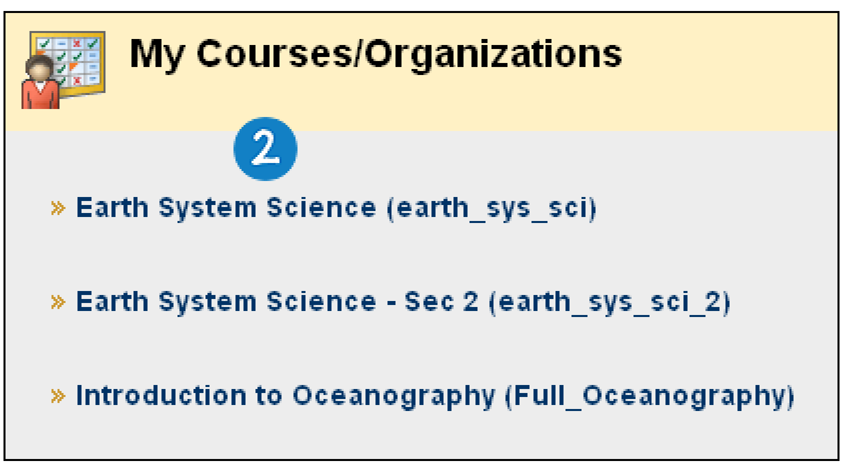
Accessing My Grades From Within Your Course

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **My Grades**.

Accessing My Grades From Outside Your Course

1. On the **My Institution** tab, click **My Grades** on the **Tools** panel.
2. On the **My Courses/Organizations** page, click the name of your course.





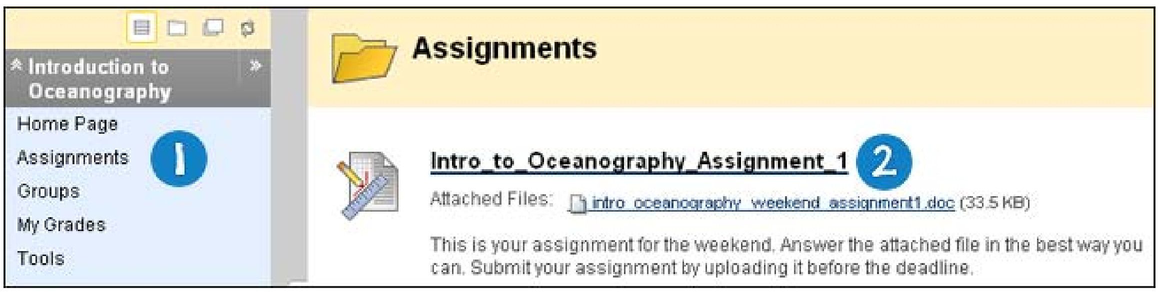
Reviewing Your Grade

- If your assignment has not been graded, the **Grade** column contains a symbol indicating its status.
- If your assignment has been submitted and graded, the grade appears in the **Grade** column. To view more detail, click the link to see the assignment's **Review Submission History** page. This page includes:
    - **Instructor Feedback**: This section lists your grade and any feedback provided by your instructor.
    - **Attached Files**: This section provides links to open or download any files attached by you or your instructor. For example, your instructor might provide comments in a file that you submitted with your assignment.

Note: If your instructor has used a rubric for grading and has made it available to students, click **View Rubric** to display detailed grading information.

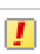
Accessing the Review Submission History Page from the Assignment

1. Return to the assignment link in the Content Area that holds the assignment.
2. Click the name of the assignment.



My Grades Item Status

The following table describes the symbols appearing on the **My Grades** page.

Symbol	Description
-	Item has not yet been completed. No information is available.
	Item has been completed, but will not have a grade (for items such as surveys).
	Item has been submitted. This item is waiting to be reviewed by your instructor -OR- Item has been submitted. Your instructor may review this item but may not be provided a grade (for items such as surveys).
Grade	Item has been graded. Click the grade to view detailed feedback.
	Attempt is in progress. This item has not been submitted. To submit the item, see Submitting a Draft Assignment.
	Grade is exempted for this user. If you do not complete this assignment, it will not affect your grade.
	Error has occurred. Contact your instructor.

Related Tutorials Submitting Assignments (Flash movie | 2m 43s | 5,775 KB)

Group Assignments

You can submit your work to complete group assignments in the following ways:

- Text typed on the **Upload Assignment** page.
- Files attached from your computer or from the Content Collection.
- A combination of both text and attached files.

Assignments list the name, description, and attachments for course work. You can also choose to include comments for your instructor.

The grade provided by your instructor for the final assignment is given to every member of the group.

Frequently Asked Questions

Why can't I open our group assignment?

Please contact the computing help desk at your school. They can help you troubleshoot and download any application you might need. If you're not sure how to contact them, look for the technology office on your school's website or search the web for *your school's name* + *Blackboard* + *help* or *support*. You may also check to make sure you are using a supported Internet browser and operating system for the version of Blackboard that your school is using.

Why can't I find our group assignment?

Your instructor might make an assignment unavailable until after a certain date or until other criteria has been met. For example, you might have to mark a lecture as reviewed before you can access the assignment. Please contact your instructor for more information.

My instructor did not receive our group assignment. What do I do?

You must discuss this issue with your instructor. To see the step-by-step instructions for submitting a group assignment, see How to Submit Work for a Group Assignment.

How do I edit or resubmit a group assignment?

Editing a group assignment requires you to resubmit the assignment, and not all assignments can be resubmitted. If your instructor has not allowed you to submit an assignment more than once and you made a mistake when submitting the assignment, you must contact your instructor to ask for the opportunity to resubmit the assignment.

If your instructor has allowed you to submit an assignment more than once, you will see a **Start New Submission** function on the **Review Submission History** page. You access this page by clicking the assignment link in your course. To learn more, see How to Edit or Resubmit a Group Assignment.

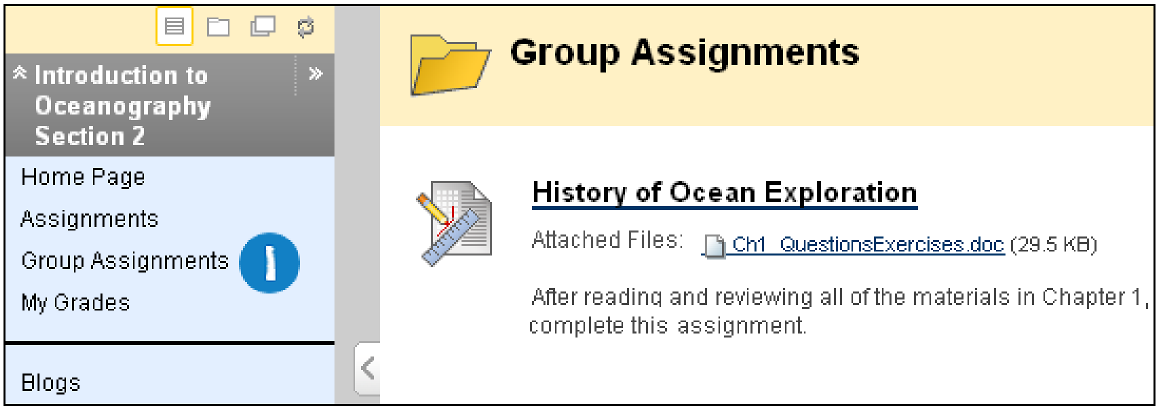
How do I know whether my assignment has been graded?

On the Course Menu, click **Tools**, and then click **My Grades**. If your assignment has not been graded, the **Grade** column contains a symbol indicating its status. If your assignment has been submitted and graded, the grade appears in the **Grade** column. To view more detail, click the link to see the assignment's **Review Submission History** page.

To learn more, see How to View Group Assignment Grades and Feedback.

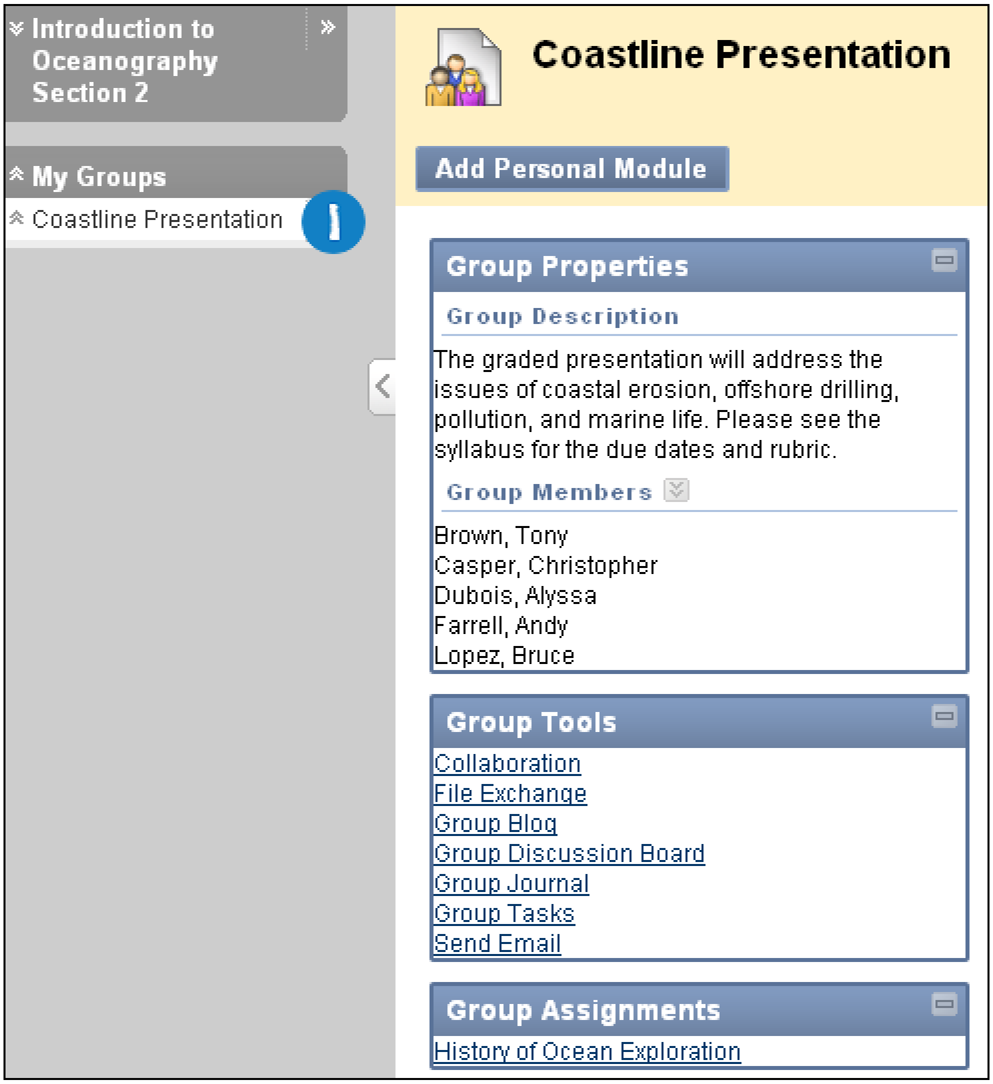
How to Submit Work for a Group Assignment

1. On the Course Menu, select the Content Area that holds the group assignment, for example, the **Group Assignments** Content Area. Click the name of the assignment.



-OR-

1. In the **My Groups** panel, select your group name. On the group homepage, click the name of the assignment in the **Group Assignments** section.



2. On the **Upload Assignment** page, review the instructions and download any files provided by your instructor and complete the assignment using one or both of the following:
    - In the **Submission** box, type your response. You can use the Text Editor functions to format the text and include files, images, web links, multimedia, and Mashups.
    - If your response to the assignment is in a separate file, click **Browse My Computer** and select a file to attach. If you attach a file, type a **Link Title**. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.

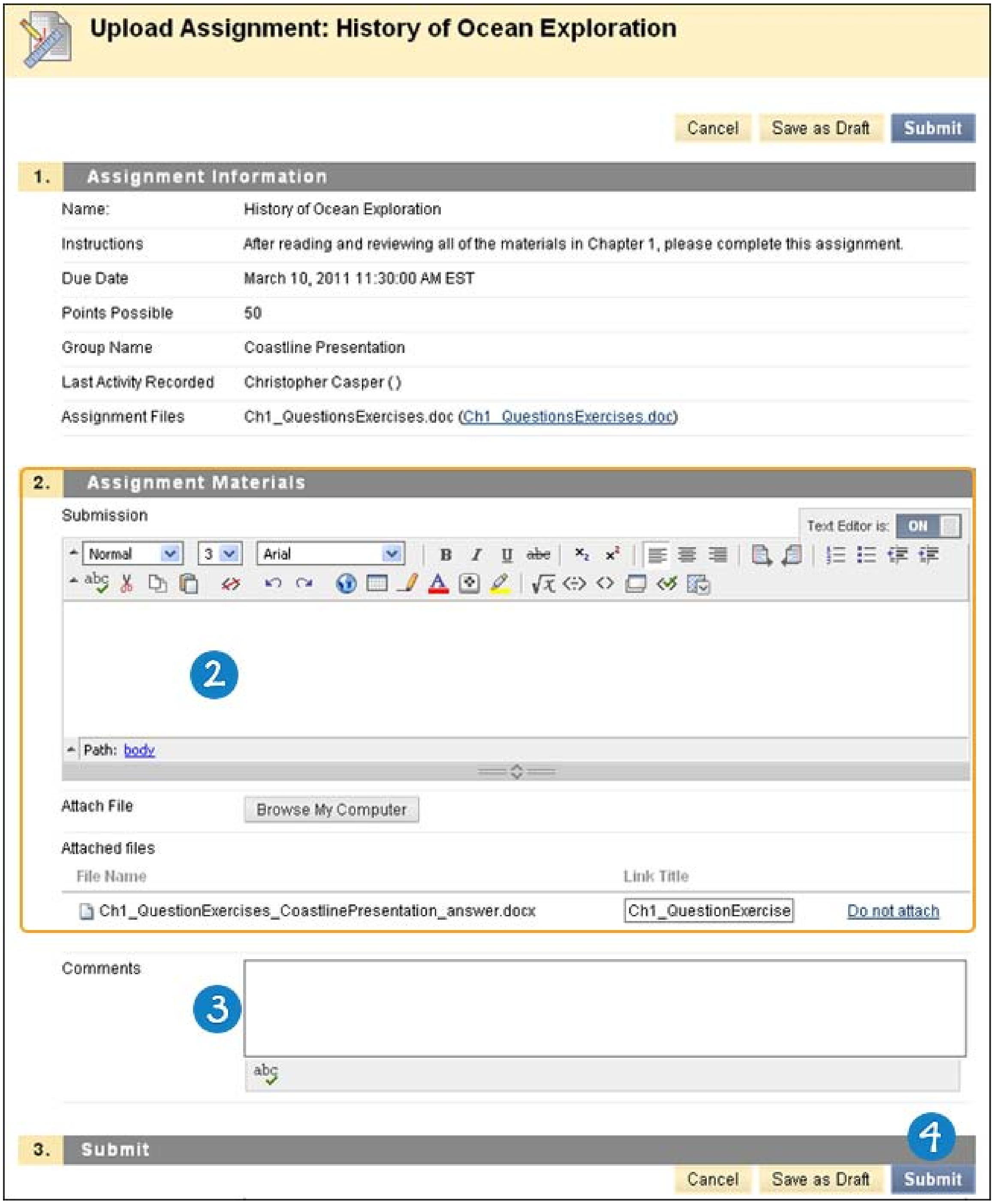
    Note: The **Do not attach** option appears next to an uploaded file. If you have selected an incorrect file, you can remove it with this option. If the same file is attached to your assignment more than once, the new file is saved with a number appended to the name. For example, `history_assignment(1).doc`.

    Note: If your instructor is using a rubric and has made it available to students, click the **View Rubric** button to view grading criteria.
3. Optionally, in the **Comments** box, type your comments.

WARNING! If your instructor has ***not*** allowed multiple attempts, assignments can be submitted only once. Ensure that you have attached any required files to your assignment before you click **Submit**.

4. Click **Submit**.

WARNING! When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.



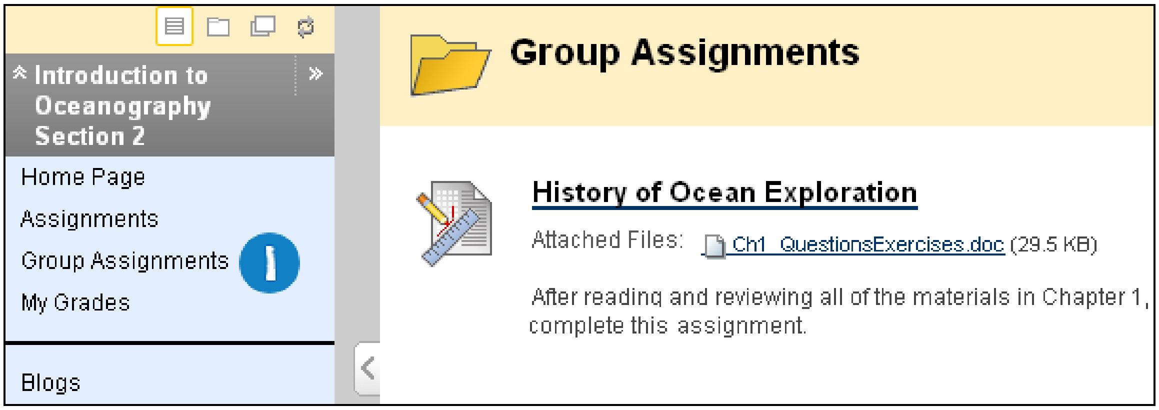
How to Save a Group Assignment as Draft and Submit Later

The **Save as Draft** function is available if you need to return to your group assignment at a later time. This function saves your comments and files on the page.

When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.

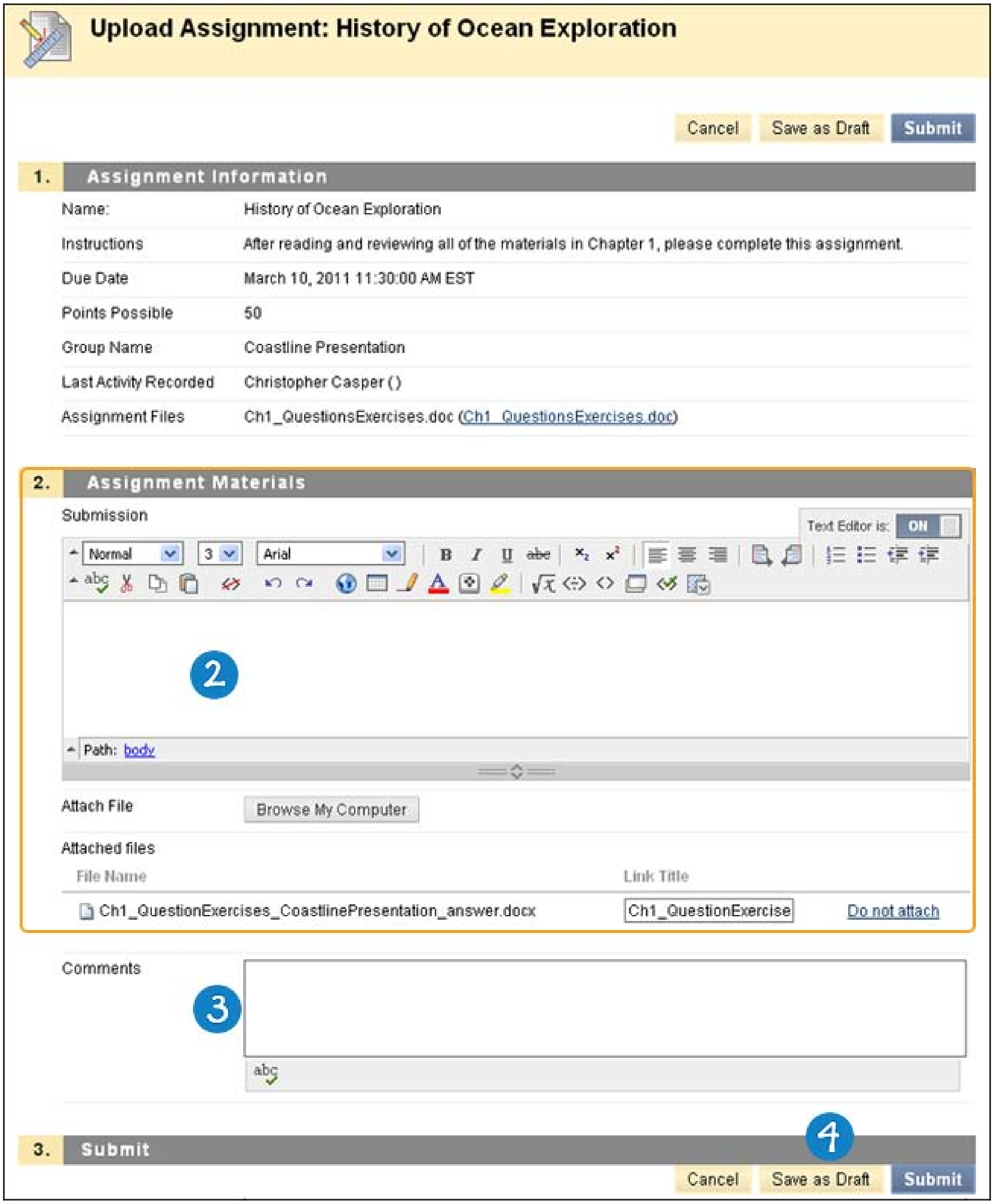
Saving a Group Assignment as a Draft

1. On the Course Menu, select the Content Area that holds the group assignment, for example, the **Group Assignments** Content Area. Click the name of the assignment.

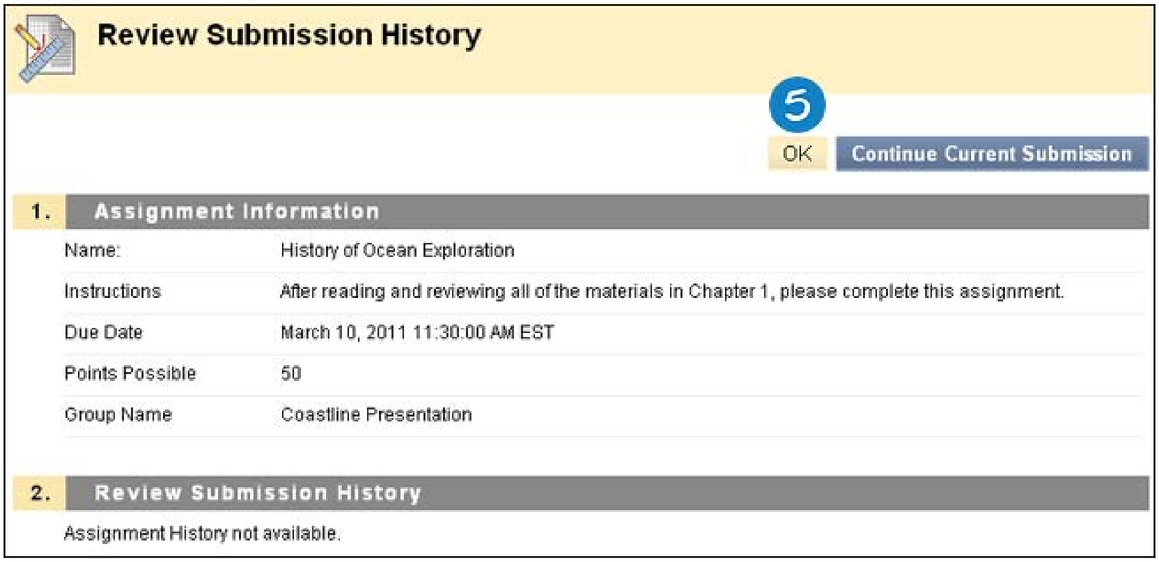


2. On the **Upload Assignment** page, download any files provided by your instructor and complete the assignment using one or both of the following:
   - In the **Submission** box, type your response. You can use the Text Editor functions to format the text and include files, images, web links, multimedia, and Mashups.
   - If your response to the assignment is in a separate file, click **Browse My Computer** and select a file to attach. If you attach a file, type a **Link Title**. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.

   Note: The **Do not attach** option appears next to an uploaded file. If you have selected an incorrect file, you can remove it with this option. If the same file is attached to your assignment more than once, the new file is saved with a number appended to the name. For example, `history_assignment(1).doc`.
3. Optionally, in the **Comments** box, type your comments.
4. Click **Save as Draft** to save your changes and continue working later.

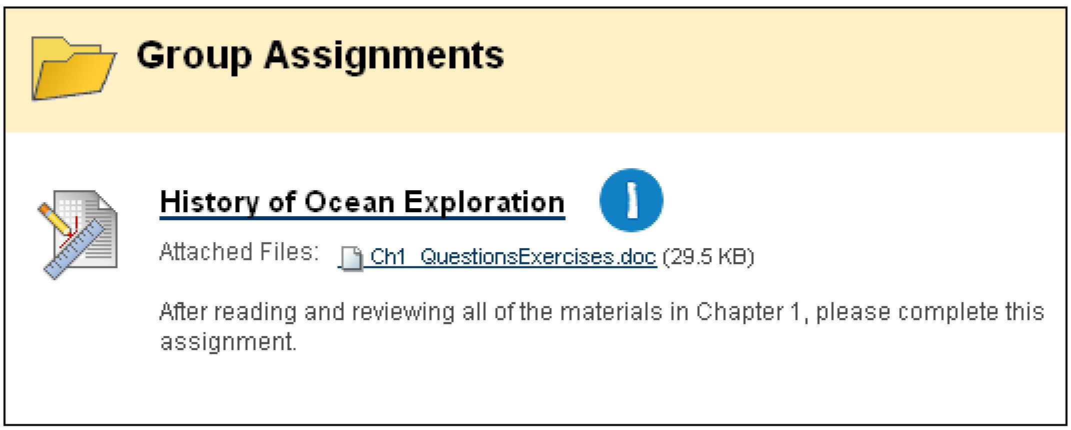


5. When you reach the **Review Submission History** page, click **OK**.

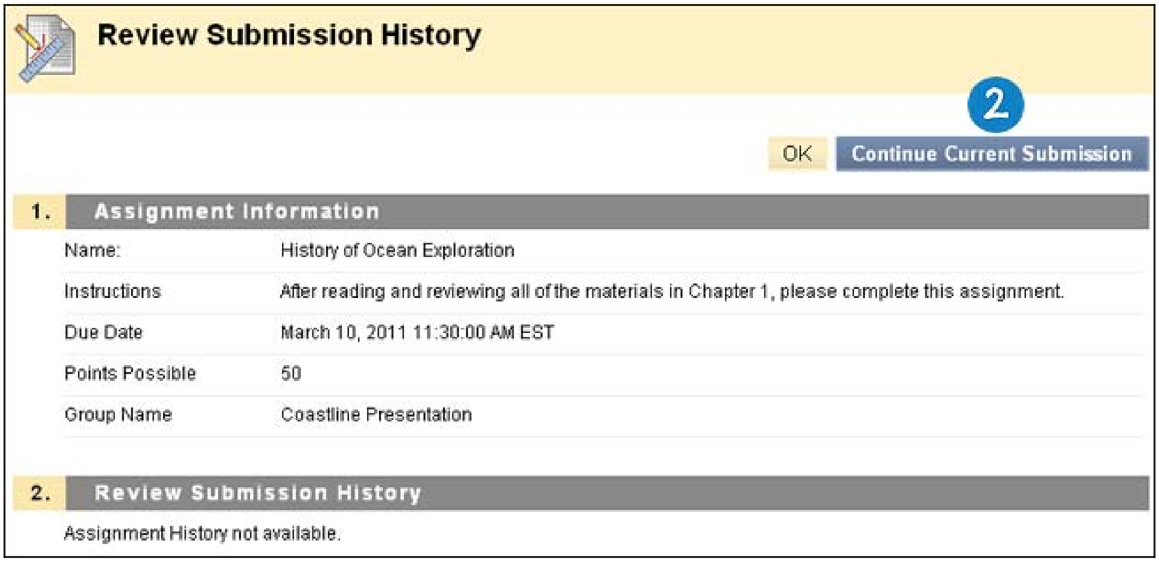


Submitting a Draft Assignment

1. Return to the group assignment link in the Content Area that holds the assignment.



2. On the **Review Submission History** page, click **Continue Current Submission**.

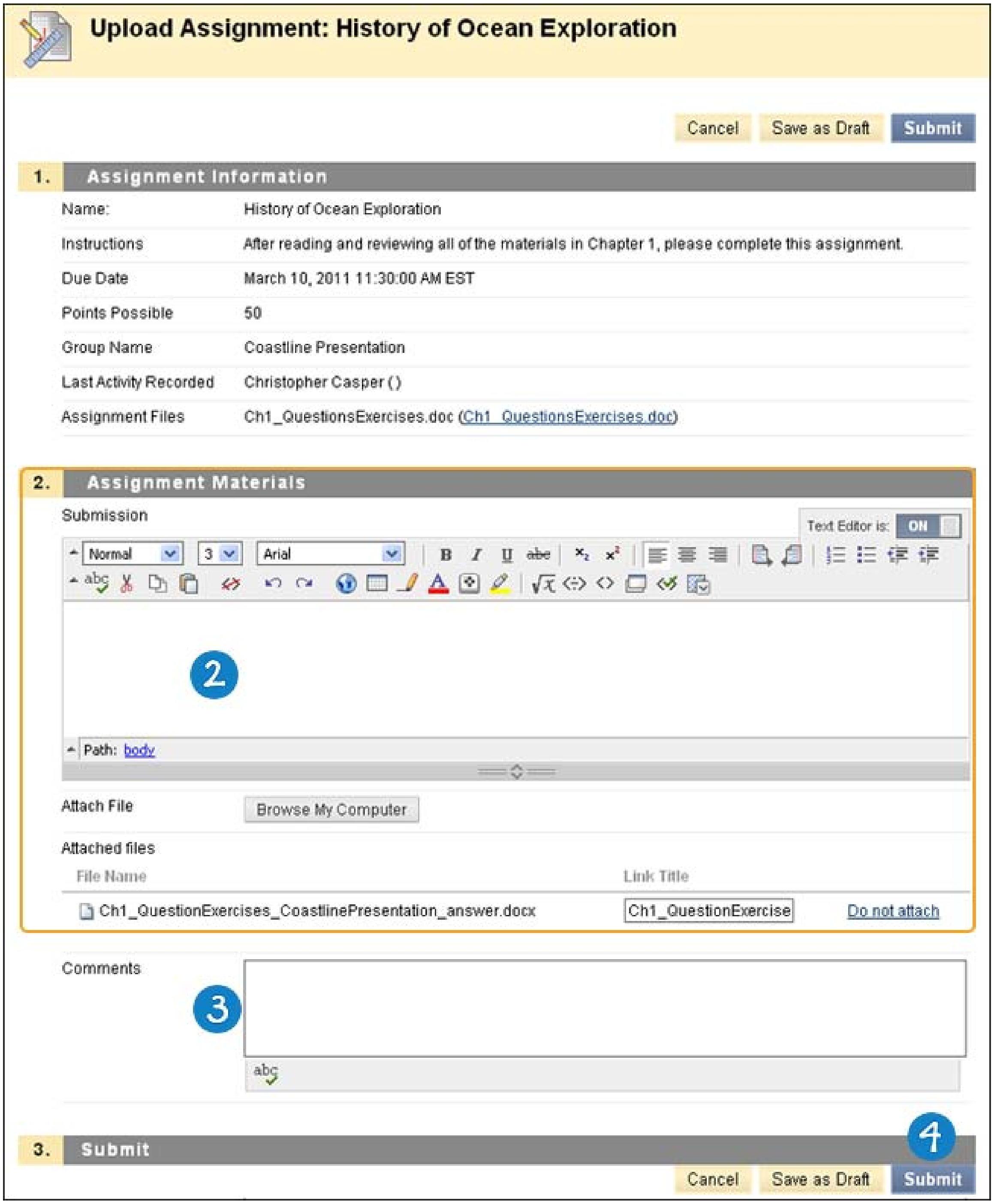


3. On the **Upload Assignment** page, make the necessary changes in your assignment.
4. Optionally, in the **Comments** box, type your comments.

> ***WARNING!*** If your instructor has ***not*** allowed multiple attempts, assignments can be submitted only once. Ensure that you have attached any required files to your assignment before you click **Submit**.

5. Click **Submit**. The **Review Submission History** page appears showing the information about your submitted assignment.

> ***WARNING!*** When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.



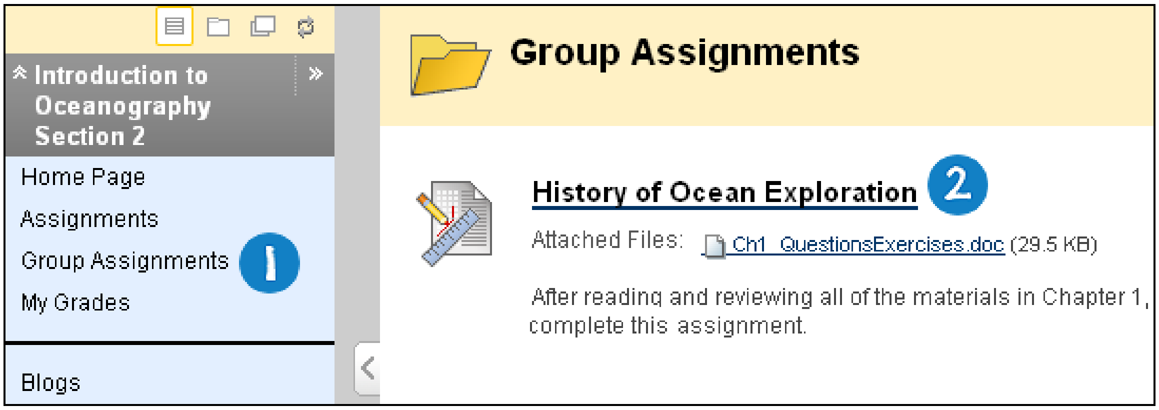
How to Edit or Resubmit a Group Assignment

Editing a group assignment requires you to resubmit the assignment, and not all assignments can be resubmitted. If your instructor has not allowed you to submit a group assignment more than once and you made a mistake when submitting the assignment, you must contact your instructor to ask for the opportunity to resubmit the assignment.

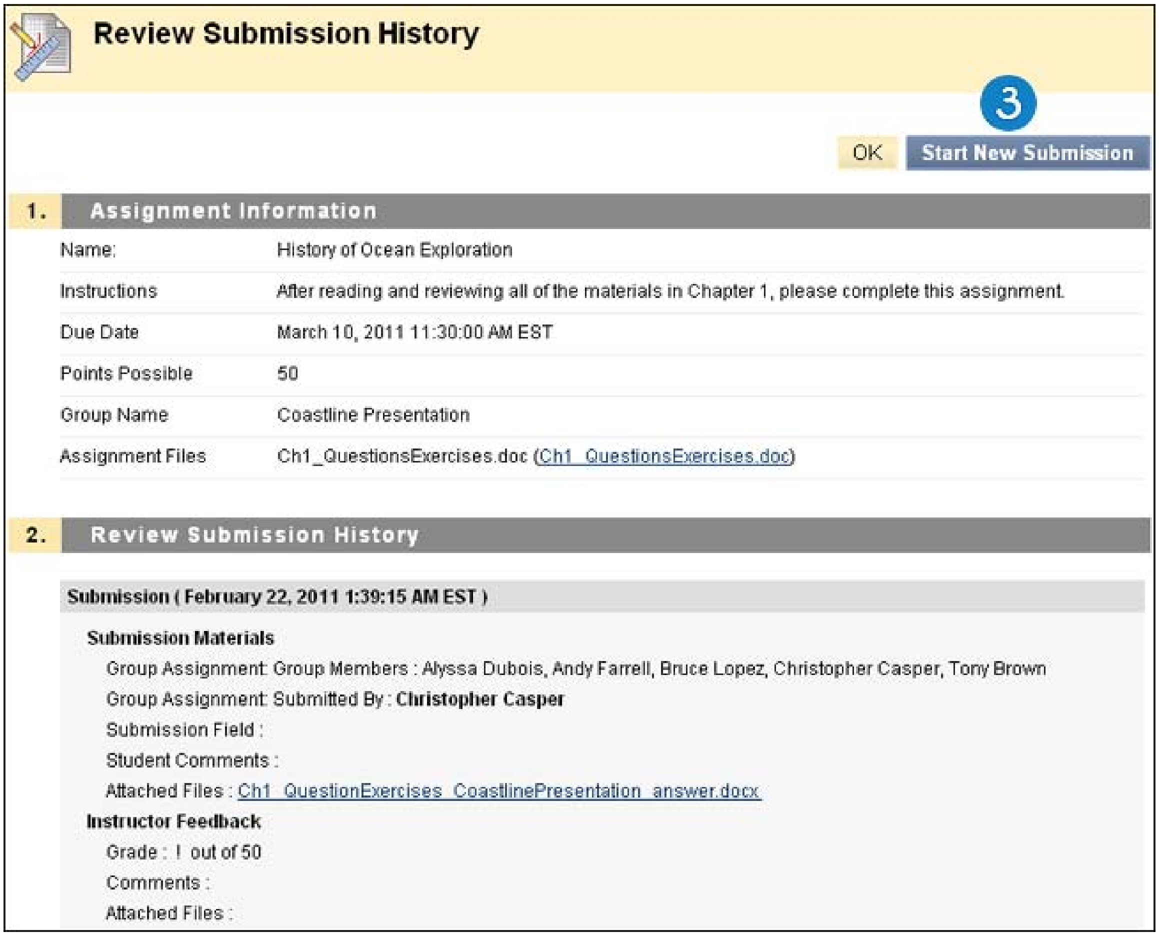
Your instructor may allow you to submit a group assignment more than once for a variety of reasons. For example, your instructor can provide comments on your first draft so that you can try to improve your work. Your instructor can choose to use either the highest graded attempt or the last graded attempt for your grade.

If your instructor has allowed you to submit a group assignment more than once, you will see a **Start New Submission** function on the **Review Submission History** page. You access this page by clicking the group assignment link in your course.

1. Return to the group assignment link in the Content Area that holds the assignment.
2. Click the name of the assignment.



3. On the **Review Submission History** page, view the details of your first submission. Click **Start New Submission**.



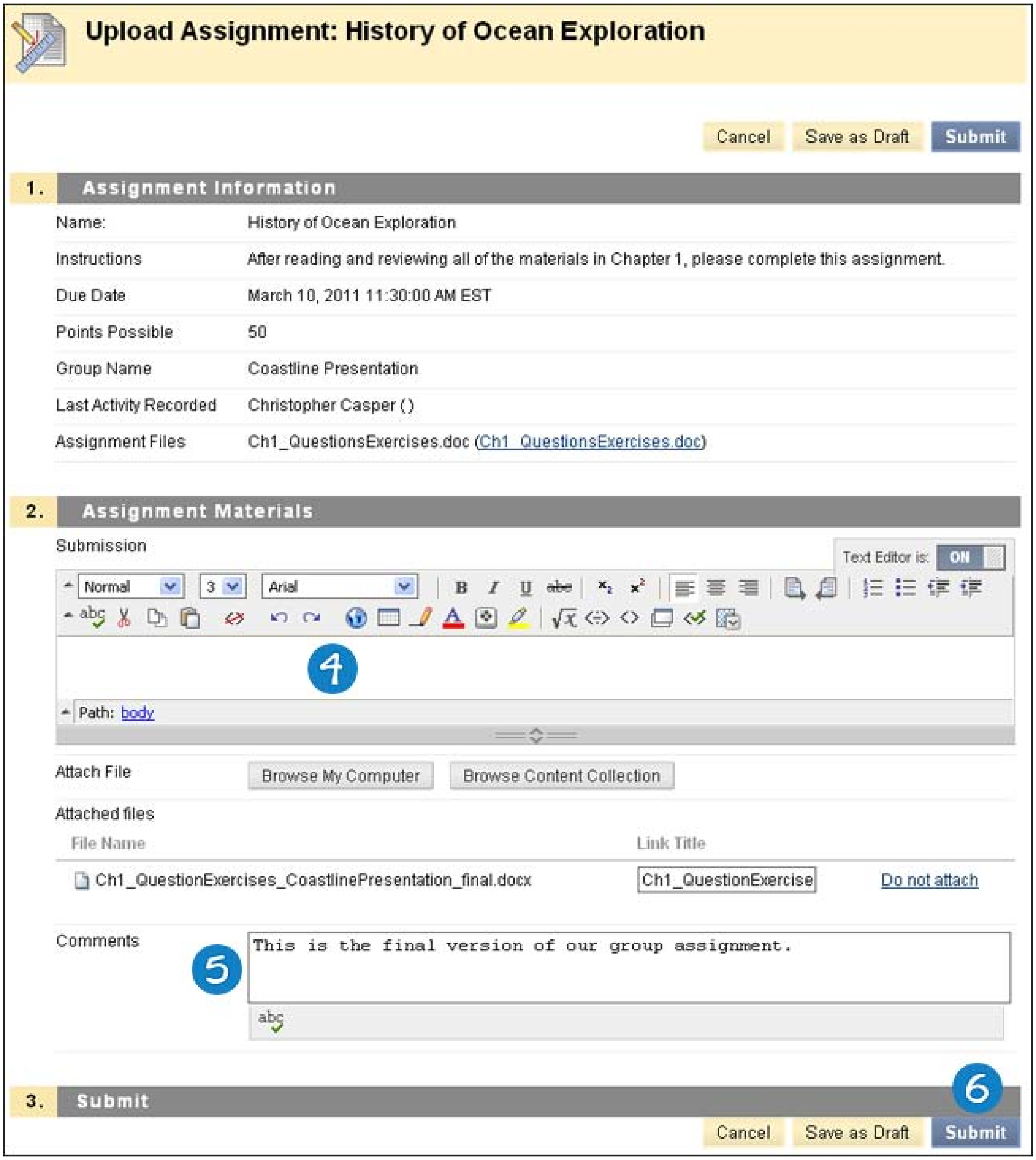
4. On the **Upload Assignment** page, download any files provided by your instructor and complete the assignment using one or both of the following:
   - In the **Submission** box, type your response. You can use the Text Editor functions to format the text and include files, images, web links, multimedia, and Mashups.
   - If your response to the assignment is in a separate file, click **Browse My Computer** and select a file to attach. If you attach a file, type a **Link Title**. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.

   Note: The **Do not attach** option appears next to an uploaded file. If you have selected an incorrect file, you can remove it with this option. If the same file is attached to your assignment more than once, the new file is saved with a number appended to the name. For example, `history_assignment(1).doc`.
5. Optionally, in the **Comments** box, type your comments.

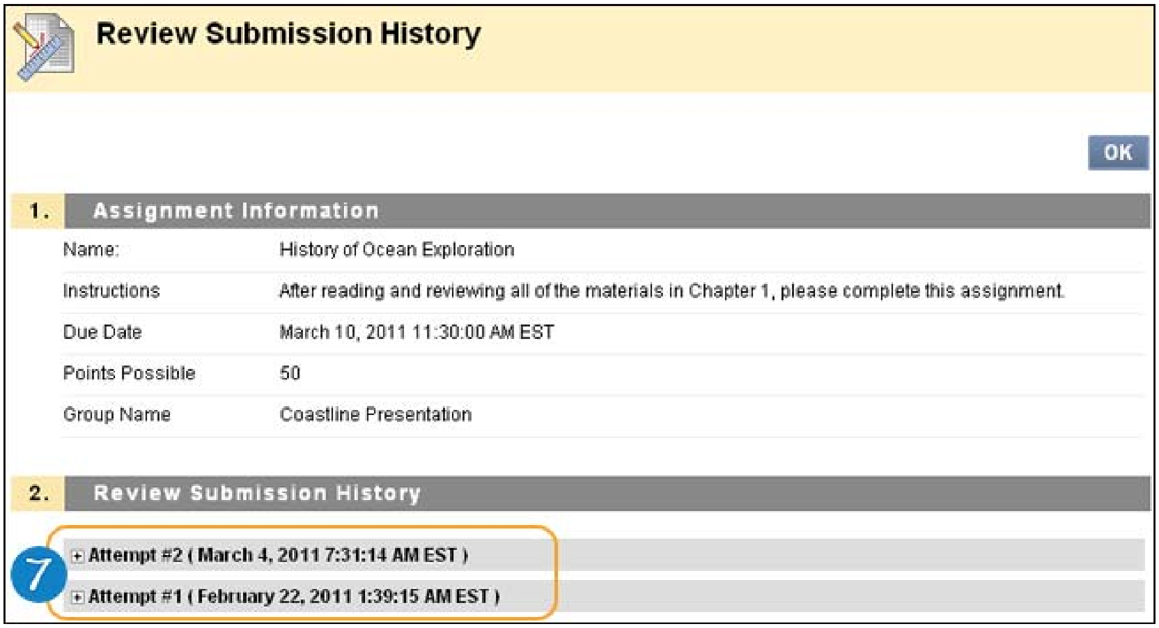
> ***WARNING!*** Ensure that you have attached any required files to your assignment before you click **Submit**.

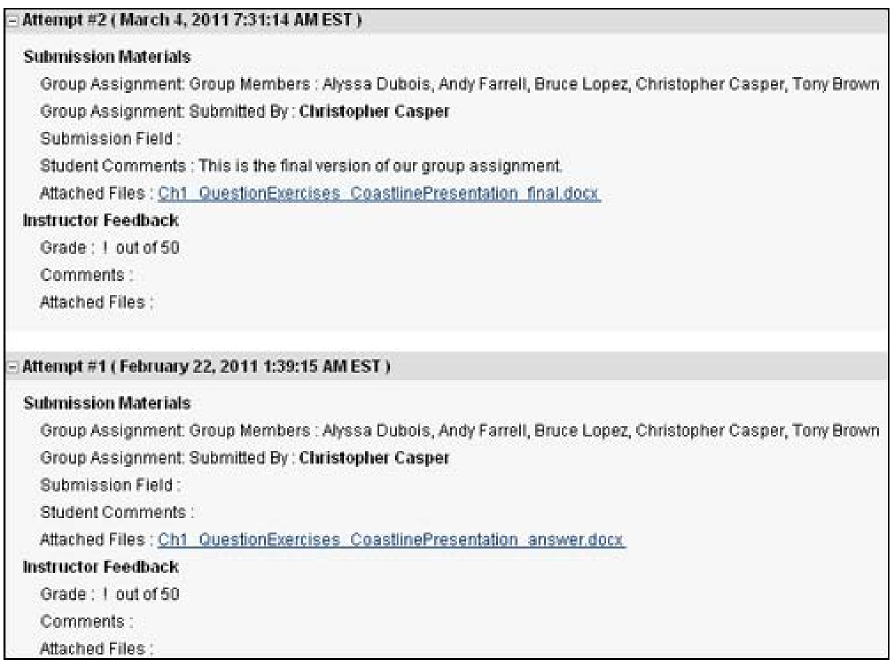
6. Click **Submit**.

WARNING! When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.



7. On the **Review Submission History** page, you can see all of your submissions listed by date and time. To view the details of a submission, click the plus sign next to an attempt.





How to View Group Assignment Grades and Feedback

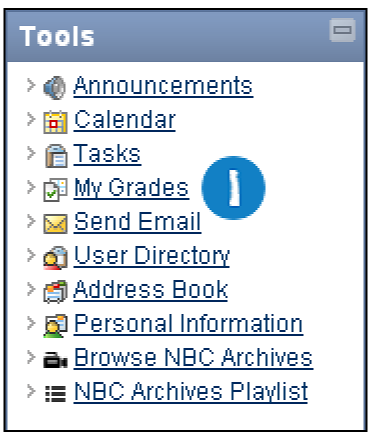
Blackboard does not score assignments automatically. Each assignment needs to be reviewed by your instructor. You can review the information provided by your instructor in **My Grades** or on the assignment's **Review Submission History** page.

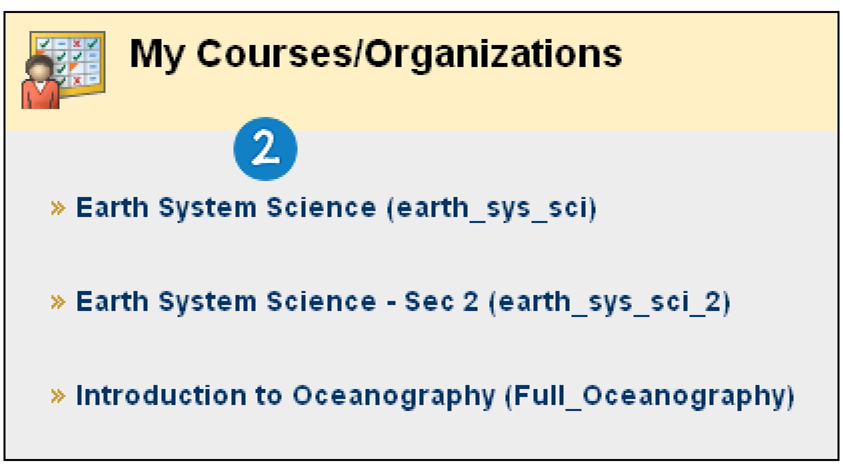
Accessing My Grades From Within Your Course

1. On the Course Menu, click **Tools**
2. On the **Tools** page, click **My Grades**.

Accessing My Grades From Outside Your Course

1. On the **My Institution** tab, click **My Grades** on the **Tools** panel.
2. On the **My Courses/Organizations** page, click the name of your course.





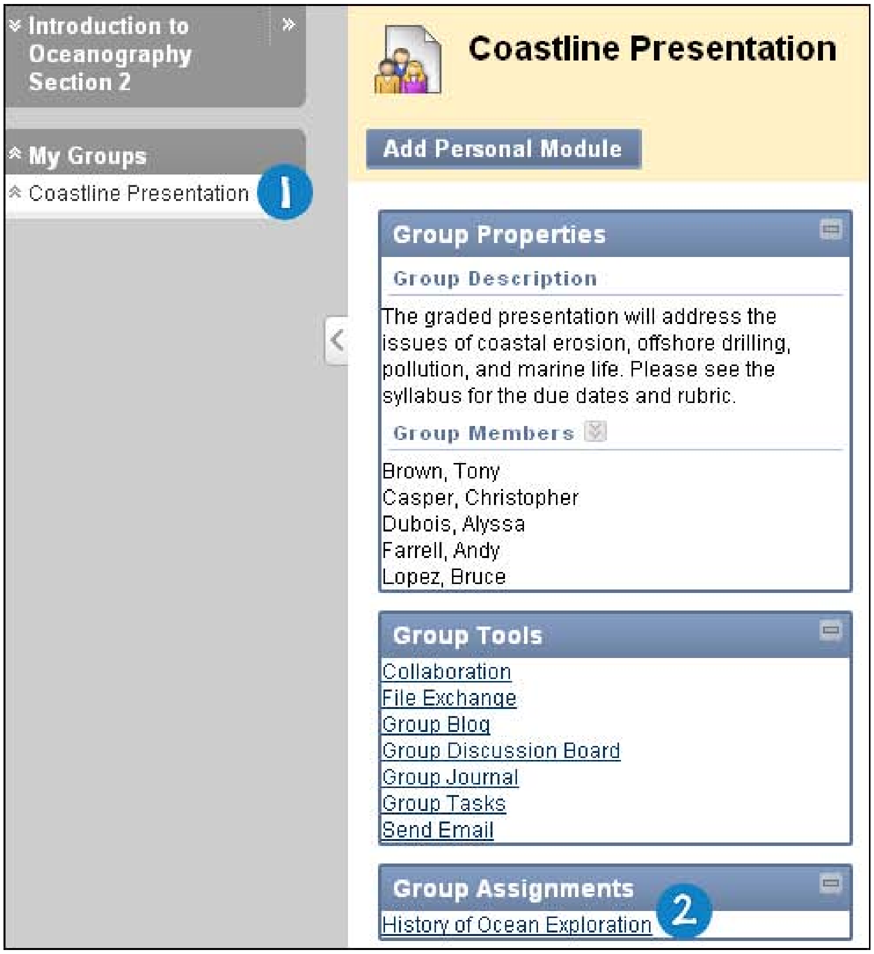
Reviewing Your Grade

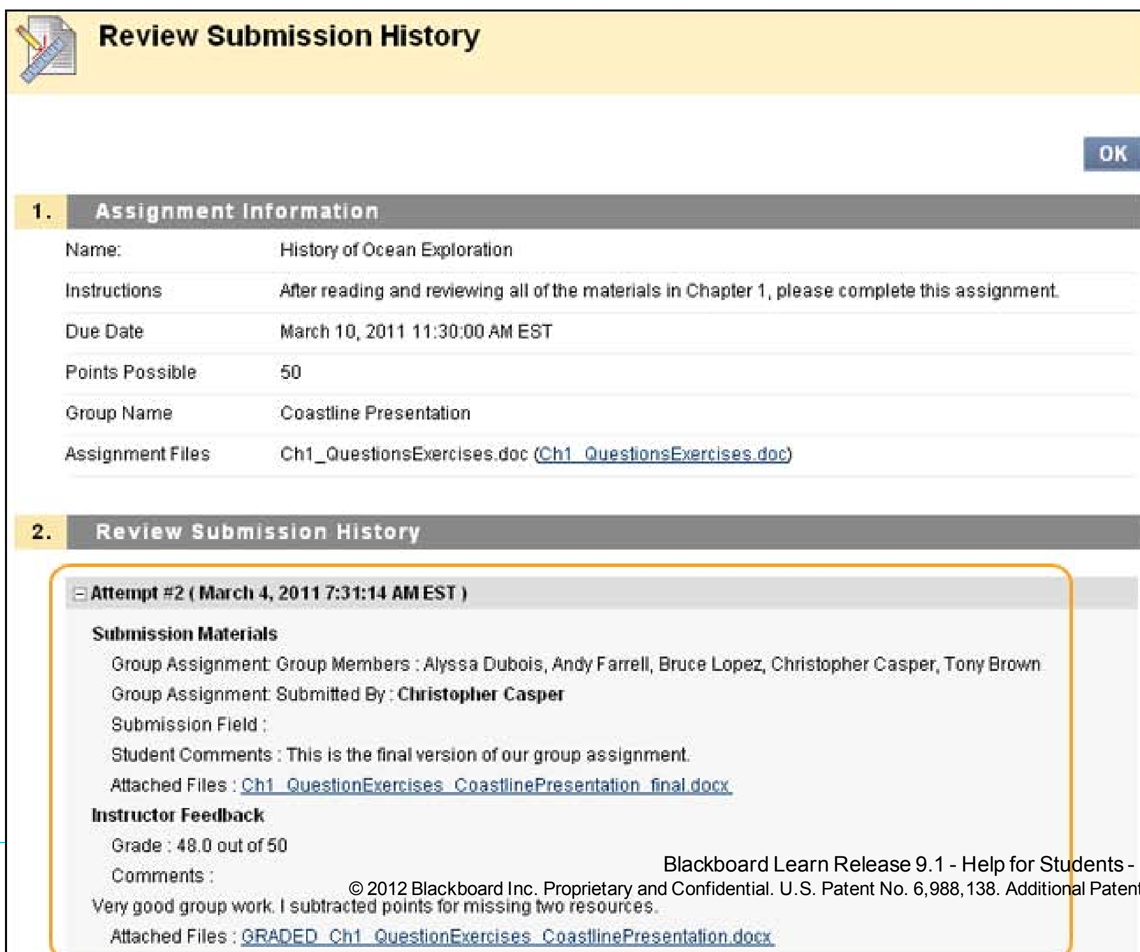
- If your group assignment has not been graded, the **Grade** column contains a symbol indicating its status.
- If your group assignment has been submitted and graded, the grade appears in the **Grade** column. You can also see your instructor's feedback in the **Comments** column.

Reviewing Your Grade From the Group Homepage

You can also view your grade and any feedback provided by your instructor in the assignment's **Review Submission History** page. If your instructor attached a file, you must access it from the group assignment link on the group homepage.

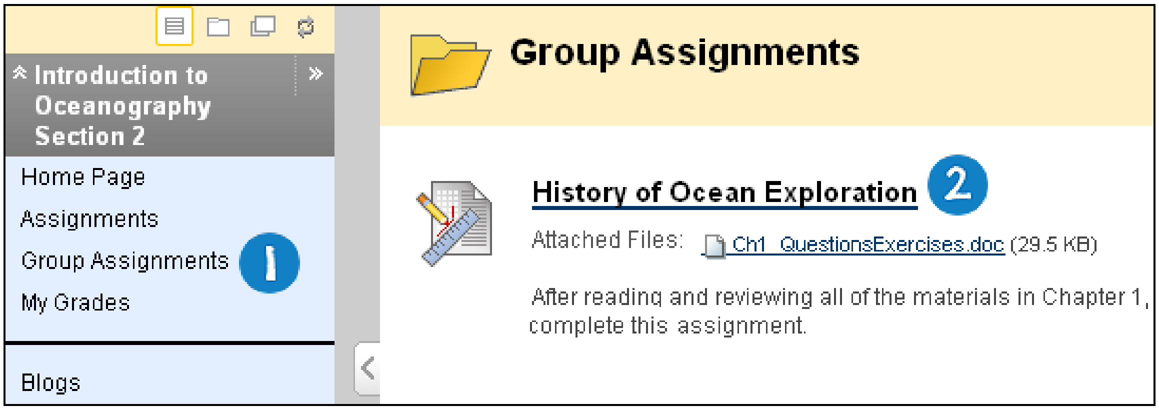
1. On the **My Groups** panel, click the name of your group.
2. On the group homepage, click the name of your group assignment. The **Review Submission History** page includes:
    - **Instructor Feedback**: This section lists your grade and any feedback provided by your instructor.
    - **Attached Files**: This section provides links to open or download any files attached by you or your instructor. For example, your instructor might provide comments in a file that you


Introduction to Oceanography Section 2
My Groups
Coastline Presentation
1
Coastline Presentation
Add Personal Module
Group Properties
Group Description
The graded presentation will address the issues of coastal erosion, offshore drilling, pollution, and marine life. Please see the syllabus for the due dates and rubric.
Group Members
Brown, Tony
Casper, Christopher
Dubois, Alyssa
Farrell, Andy
Lopez, Bruce
Group Tools
Collaboration
File Exchange
Group Blog
Group Discussion Board
Group Journal
Group Tasks
Send Email
Group Assignments
2
History of Ocean Exploration


Review Submission History
OK
1. Assignment Information
Name: History of Ocean Exploration
Instructions After reading and reviewing all of the materials in Chapter 1, please complete this assignment.
Due Date March 10, 2011 11:30:00 AM EST
Points Possible 50
Group Name Coastline Presentation
Assignment Files Ch1_QuestionsExercises.doc (Ch1_QuestionsExercises.doc)
2. Review Submission History
Attempt #2 (March 4, 2011 7:31:14 AM EST)
Submission Materials
Group Assignment: Group Members : Alyssa Dubois, Andy Farrell, Bruce Lopez, Christopher Casper, Tony Brown
Group Assignment: Submitted By : Christopher Casper
Submission Field :
Student Comments : This is the final version of our group assignment.
Attached Files : Ch1_QuestionExercises_CoastlinePresentation_final.docx
Instructor Feedback
Grade : 48.0 out of 50
Comments :
Very good group work. I subtracted points for missing two resources.
Attached Files : GRADED_Ch1_QuestionExercises_CoastlinePresentation.docx

Accessing the Review Submission History Page from Group Assignments

1. Return to the group assignment link in the Content Area that holds the assignment.
2. Click the name of the assignment.



Note: If your instructor has used a rubric for grading and has made it available to students, click **View Rubric** to display detailed grading information.

My Grades Item Status

The following table describes the symbols appearing on the **My Grades** page.

Symbol	Description
-	Item has not yet been completed. No information is available.
	Item has been completed, but will not have a grade (for items such as surveys).
	Item has been submitted. This item is waiting to be reviewed by your instructor. -OR- Item has been submitted. Your instructor may review this item but may not be provided a grade (for items such as surveys).
Grade	Item has been graded. Click the grade to view detailed feedback.
	Attempt is in progress. This item has not been submitted. To submit the item, see Submitting a Draft Assignment.
	Grade is exempted for this user. If you do not complete this assignment, it will not affect your grade.
	Error has occurred. Contact your instructor.

About SafeAssign

SafeAssign compares submitted assignments against a set of academic papers to identify areas of overlap between the submitted assignment and existing works. Safe Assign is used to prevent plagiarism and to create opportunities to help students identify how to properly attribute sources rather than paraphrase. SafeAssign is effective as both a deterrent and an educational tool.

How SafeAssignments Work

SafeAssign is based on a unique text matching algorithm capable of detecting exact and inexact matching between a paper and source material. SafeAssignments are compared against several different databases, including:

- **Internet**: Comprehensive index of documents available for public access on the Internet
- **ProQuest ABI/Inform database**: More than 1,100 publication titles and about 2.6 million articles from 1990s to present time, updated weekly (exclusive access)
- **Institutional document archives**: Contains all papers submitted to SafeAssign by users in their respective institutions
- **Global Reference Database**: Contains papers that were volunteered by students from Blackboard client institutions to help prevent cross-institutional plagiarism

Global Reference Database

Blackboard's Global Reference Database is a separate database where students voluntarily donate copies of their papers to help prevent plagiarism. It is separated from each institution's internal database, where all papers are stored by each corresponding institution, and students are free to select the option to check their papers without submitting them to the Global Reference Database. Students submit their papers to the database voluntarily and agree not to delete papers in the future. Submissions to the Global Reference Database are extra copies that are given voluntarily for the purpose of helping with plagiarism prevention. Blackboard does not claim ownership of submitted papers.

SafeAssign Originality Reports

After a paper has been processed, a report will be available detailing the percentage of text in the submitted paper that matches existing sources. It also shows the suspected sources of each section of the submitted paper that returns a match. Instructors can delete matching sources from the report and process it again. This may be useful if the paper is a continuation of a previously submitted work by the same student.

Because SafeAssign identifies all matching blocks of text, it is important to read the report carefully and investigate whether or not the block of text is properly attributed.

Interpreting SafeAssign Scores

Sentence matching scores represent the percentage probability that two phrases have the same meaning. This number can also be interpreted as the reciprocal to the probability that these two phrases are similar by chance. For example, a score of 90 percent means that there is a 90 percent probability that these two phrases are the same and a 10 percent probability that they are similar by chance and not because the submitted paper includes content from the existing source (whether or not it is appropriately attributed).

Overall score is an indicator of what percentage of the submitted paper matches existing sources. This score is a warning indicator only and papers should be reviewed to see if the matches are properly attributed.

- **Scores below 15 percent**: These papers typical include some quotes and few common phrases or blocks of text that match other documents. These papers typically do not require further analysis, as there is no evidence of the possibility of plagiarism in these papers.
- **Scores between 15 percent and 40 percent**: These papers include extensive quoted or paraphrased material or they may include plagiarism. These papers should be reviewed to determine if the matching content is properly attributed.

- **Scores over 40 percent**: There is a very high probability that text in this paper was copied from other sources. These papers include quoted or paraphrased text in excess and should be reviewed for plagiarism.

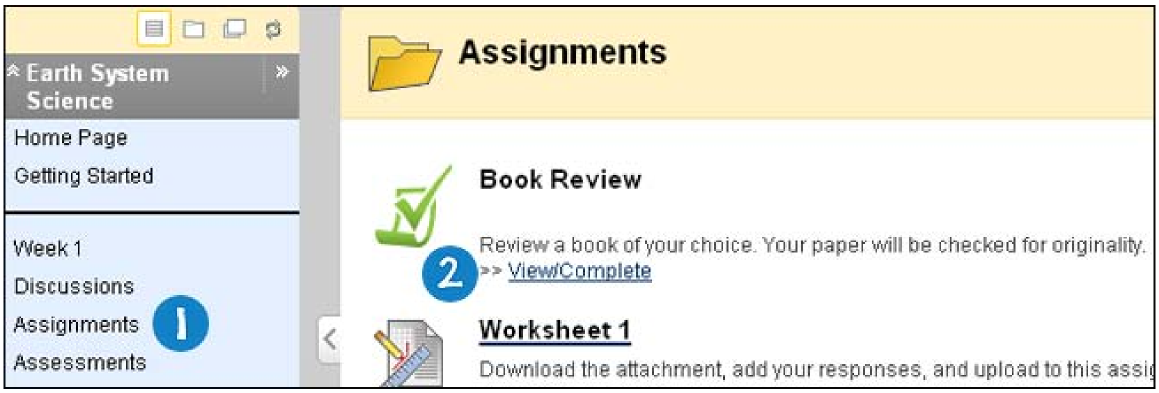
Grade Center Integration

SafeAssignments are created with associated Grade Center items. The score is then recorded in the Grade Center.

How to Submit a SafeAssignment

Note: You can only submit a SafeAssignment once. If you would like to edit, delete, or resubmit a SafeAssignment, contact your instructor and request that they clear your first submission.

1. On the Course Menu, select the Content Area that holds the SafeAssignment, for example, the **Assignments** Content Area.
2. On the **Assignments** page, look for the SafeAssignment and click **View/Complete**.

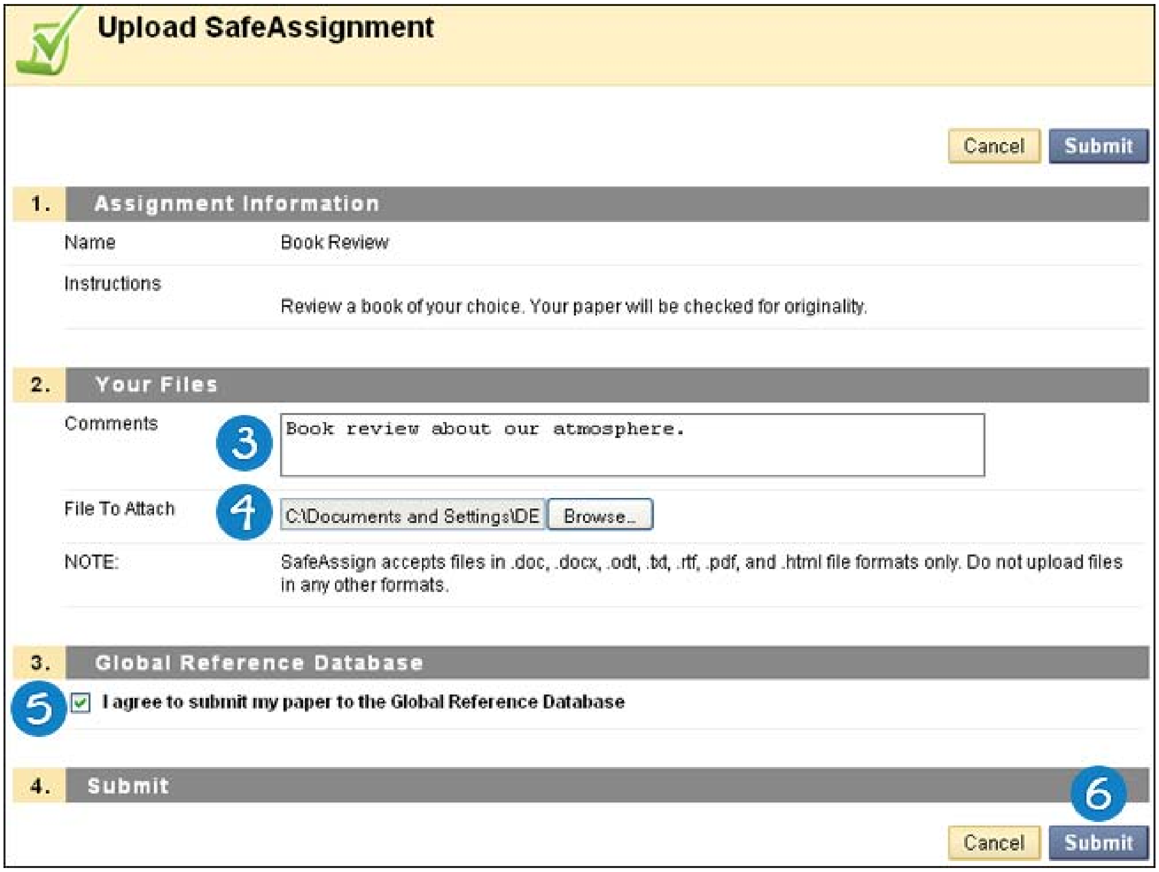


3. On the **Upload SafeAssignment** page, optionally, type your comment in the **Comment** box.
4. Click **Browse** to select a file to attach as your submission.
5. Optionally, select the **Global Reference Database** check box to upload your paper to the Global Reference Database.

   Note: Submitting to the SafeAssign Global Reference Database allows papers from other institutions to be checked against your paper to protect the originality of your work across institutions.

6. Click **Submit**.

Note: After you submit SafeAssignments, there is a slight delay between the upload and the availability of the SafeAssign report. Results are normally available within 10-15 minutes.



How to View SafeAssignment Submissions

Your submissions and the SafeAssign reports associated with submissions are viewable by accessing the SafeAssignment after submitting your paper.

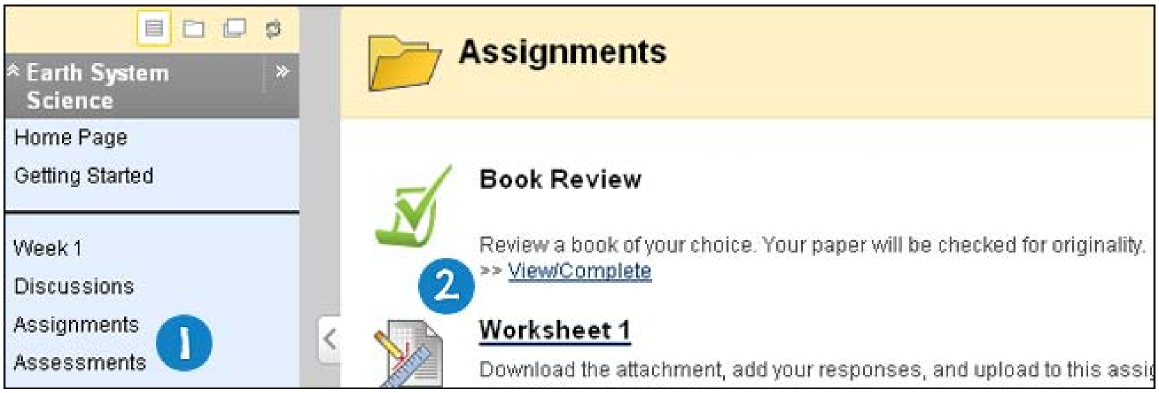
Note: This option is only available if allowed by your instructor.

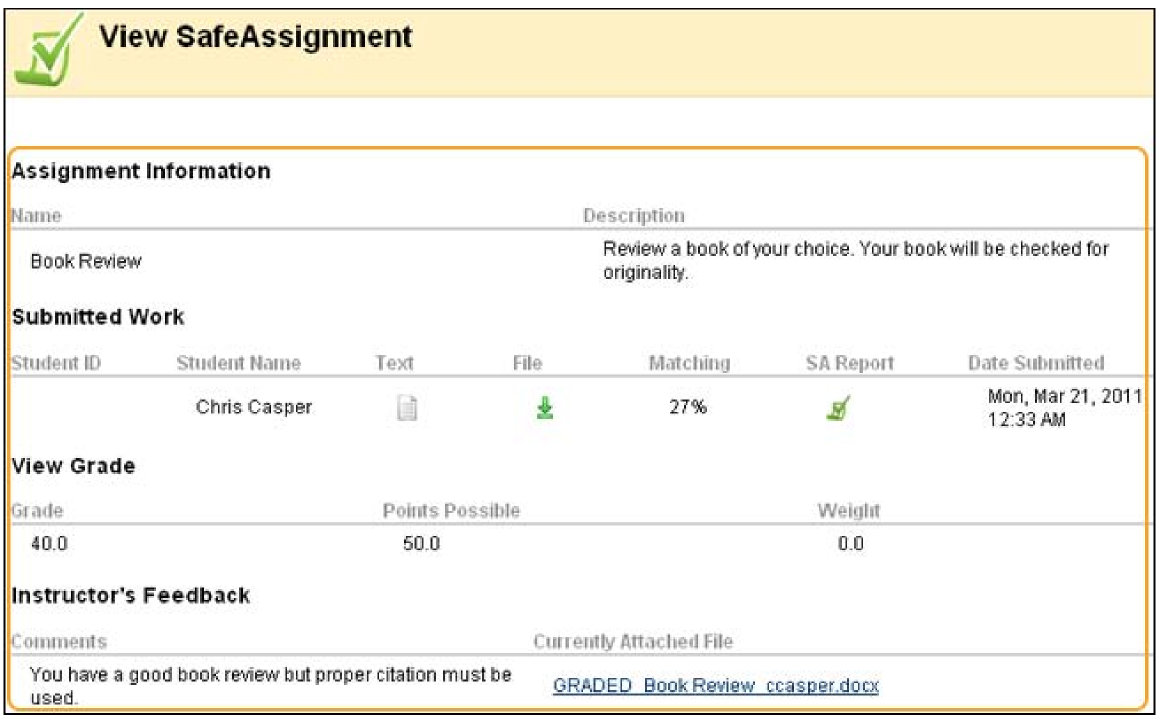
Viewing a SafeAssign Submission

1. Return to the assignment link in the Content Area that holds the SafeAssignment, for example, the **Assignments** Content Area.
2. On the **Assignments** page, look for the SafeAssignment and click **View/Complete**. The **View SafeAssignment** page appears. This page includes:
   - **Assignment Information**: This section displays the name of the SafeAssignment and its description.
   - **Submitted Work**: This section provides link to the following :
     - **Text**: Select this option to view your paper and comments.
     - **File**: Select this option to download the submission.

- **Matching**: The percentage listed is the percentage of your paper that matches other sources. Read the full report to determine if the matching is properly attributed.
- **SA Report**: Select this option to view the full SafeAssign report.

- **View Grade**: This section lists the grade given by your instructor.
- **Instructor's Feedback**: This section lists any feedback, and provides links to open or download any files attached by your instructor..

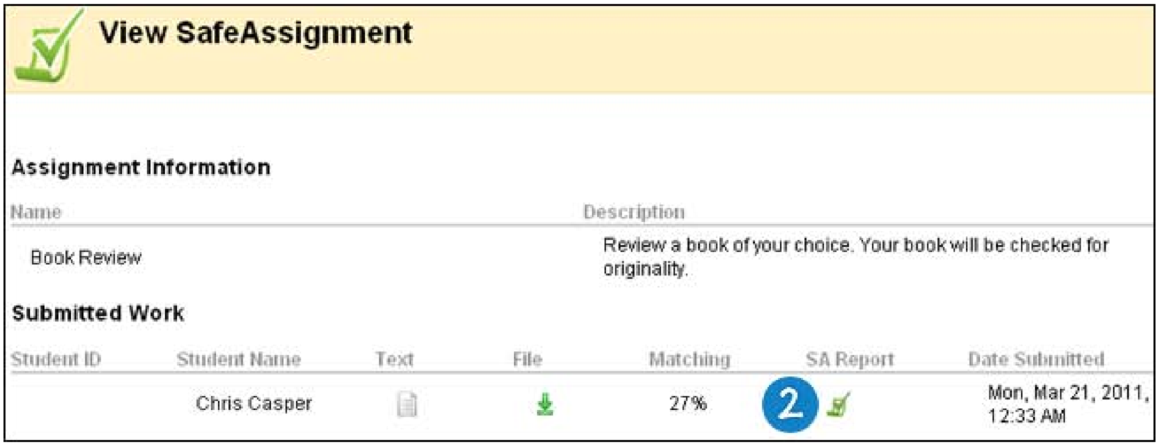


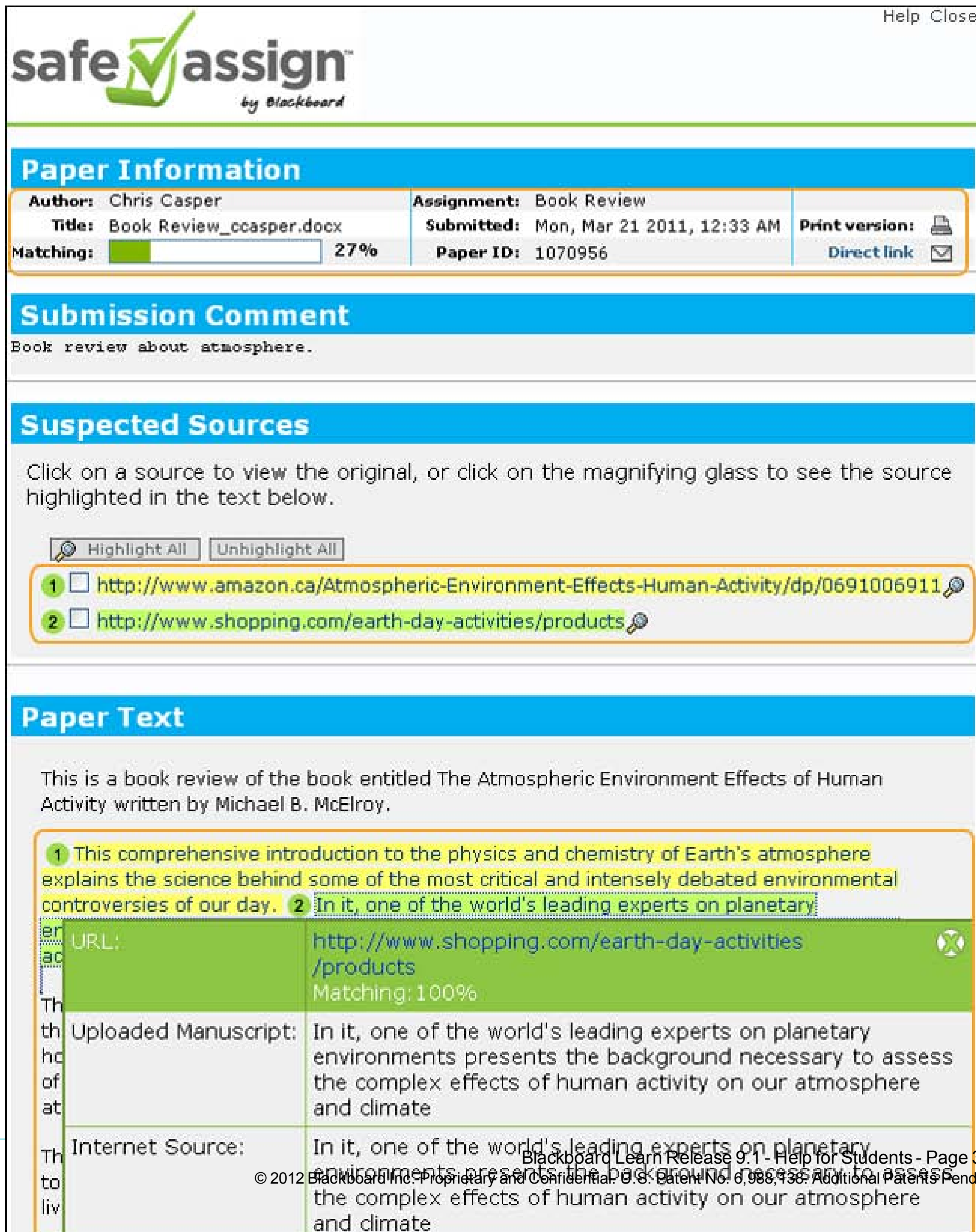


Viewing a SafeAssign Report

SafeAssign Report provides detailed information about the matches found between your submitted paper and existing sources. The SafeAssign Report identifies all matching blocks of text. It is your and your instructor's responsibility to investigate whether the matching text is properly referenced or not. Detailing every match prevents detection errors due to differences in citing standards.

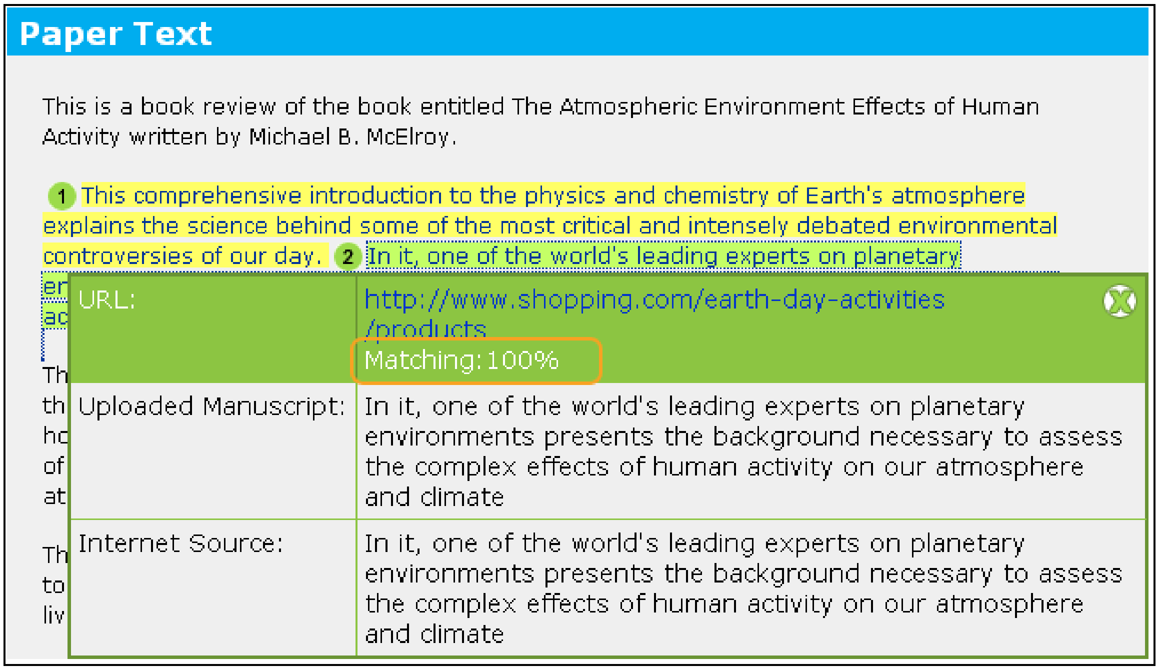
1. Return to the **View SafeAssignment** page.
2. On the **View SafeAssignment** page, click the green check mark link under **SA Report**. The **SA Report** provides extensive information to help you determine whether you are appropriately citing your works. This page includes:
    - **Paper Information**: This section lists data about the paper, such as the author, percent matching, and when it was submitted. This section also includes options for downloading the report, emailing the report, or viewing a printable version. Note that the printable version may be the most effective view of the report for those users that rely on assistive technologies to access Blackboard Learn.
    - **Suspected Sources**: This section lists the original sources that match sections of the submitted paper.
        - To display the original work, click on the source title.
        - To display the related phrase within your paper, click the magnifying glass.
    - **Paper Text**: This section shows the submitted paper. All matching blocks of text are identified and numbered. Click a phrase to display the Source Comparison Window which provides a direct comparison between your paper's phrase and the source document it matches.


View SafeAssignment
Assignment Information
Name
Description
Book Review
Review a book of your choice. Your book will be checked for originality.
Submitted Work
Student ID
Student Name
Text
File
Matching
SA Report
Date Submitted
Chris Casper
27%
2
Mon, Mar 21, 2011, 12:33 AM


Help Close
safe assign
by Blackboard
Paper Information
Author: Chris Casper
Title: Book Review_ccasper.docx
Matching: 27%
Assignment: Book Review
Submitted: Mon, Mar 21 2011, 12:33 AM
Paper ID: 1070956
Print version:
Direct link
Submission Comment
Book review about atmosphere.
Suspected Sources
Click on a source to view the original, or click on the magnifying glass to see the source highlighted in the text below.
Highlight All
Unhighlight All
1 http://www.amazon.ca/Atmospheric-Environment-Effects-Human-Activity/dp/0691006911
2 http://www.shopping.com/earth-day-activities/products
Paper Text
This is a book review of the book entitled The Atmospheric Environment Effects of Human Activity written by Michael B. McElroy.
1 This comprehensive introduction to the physics and chemistry of Earth's atmosphere explains the science behind some of the most critical and intensely debated environmental controversies of our day.
2 In it, one of the world's leading experts on planetary
URL:
http://www.shopping.com/earth-day-activities/products
Matching: 100%
Uploaded Manuscript:
In it, one of the world's leading experts on planetary environments presents the background necessary to assess the complex effects of human activity on our atmosphere and climate
Internet Source:
In it, one of the world's leading experts on planetary environments presents the background necessary to assess the complex effects of human activity on our atmosphere and climate

Interpreting the Overall SafeAssign Score

The overall SafeAssign score indicates the percentage of the submitted paper that matches existing sources.



- ***Scores below 15 percent***: These papers typically include some quotes and few common phrases or blocks of text matching other documents.
- ***Scores between 15 percent and 40 percent***: These papers include extensive quoted or paraphrased material or they may include plagiarism.
- ***Scores over 40 percent***: There is a very high probability that text in this paper was copied from other sources. These papers include quoted or paraphrased text in excess.

Digital Dropbox

The Digital Dropbox has been replaced by the **Assignments** tool in Blackboard Learn, Release 9.1.

If your instructor has asked you to submit something to the Digital Dropbox, please contact them for alternative instructions.