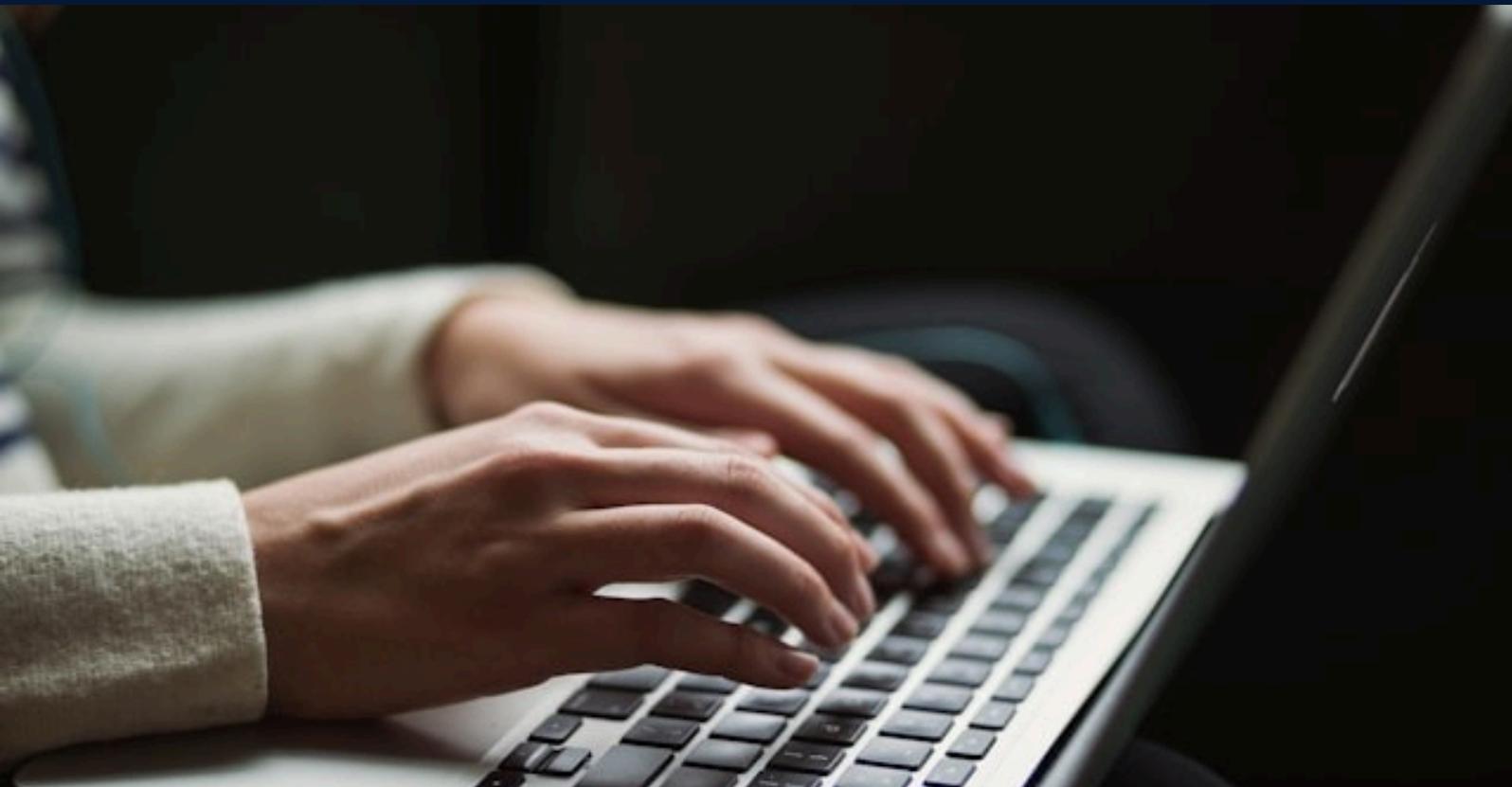


# Blackboard Learn

Students Guide



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## What is Blackboard?

Blackboard is an online learning platform used for:

- Accessing courses and learning materials.
- Submitting assignments and exams.
- Participating in discussions and communicating with instructors.

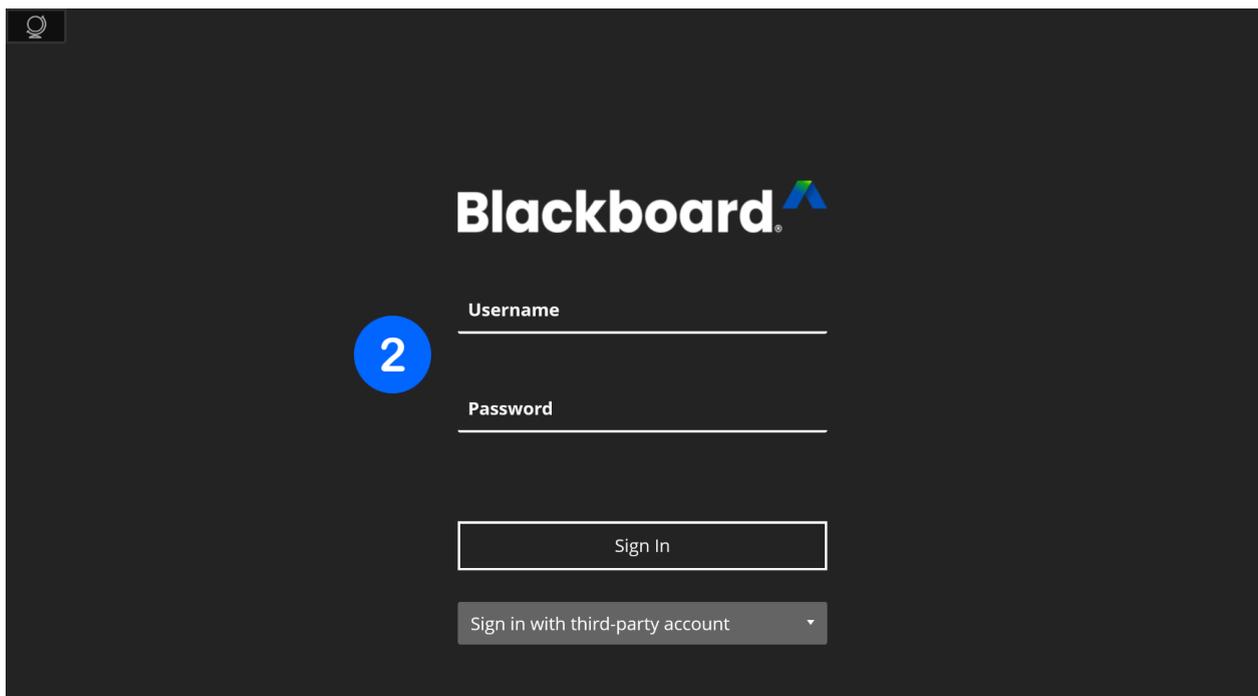
## Accessing Blackboard

### 1. Open Blackboard:

Go to: <https://elearn.mu-varna.bg/>

### 2. Log in with your credentials:

Use the username and password provided by the university.



### 3. If you experience login issues, contact IT support:

support@mu-varna.bg / tel. +359 52 677 024

# Navigating in Blackboard

After logging in, you will see the main user menu (on the left), which includes the following sections:

- **Institutional Page** – Displays important announcements, resource links, guidelines, and university events.
- **Your Name (Profile)** – Contains personal information, profile settings, language change, password update, notifications, and privacy settings.

The screenshot displays the Blackboard interface for a user named Milena Ivanova. The left sidebar contains navigation links: Institution Page, Milena Ivanova, Activity, Courses (highlighted), Calendar, Messages (4), Grades, Tools, and Sign Out. The main content area is titled 'Courses' and features a search bar, filters, and a list of courses. The search bar contains the text 'Search your courses'. The filters section shows 'Terms: All Terms' and 'Filters: All courses'. The results section shows '12 results' and a list of courses under the heading 'Others'. The list includes three courses: 123000\_z-001-2022\_23 Biomedical Imaging // Artificial Intelligence in Bio Medicine\_M (заочно обучение) Ori...; 808080 Blackboard Help (Distance Learning Students) Original Course View; and ITN-230-20022\_23 Course Shell (Original Course View) Original Course View.

- **Activity** – Shows real-time updates across your courses: new assignments, announcements, uploaded materials, deadlines, and grades.
- **Courses** – Lists all the courses you are enrolled in for the current academic year.
- **Calendar** – Displays deadlines for assignments, tests, and important events. You can view events by day, week, or month.
- **Messages** – Enables sending and receiving messages from instructors and other students within each course through Blackboard's internal messaging system.
- **Grades** – Shows all grades received for assignments and tests, along with feedback and deadlines.

- **Tools** – Provides access to additional institutional resources and tools that support your learning process.
- **Sign Out** – Use this to securely log out of your profile.

## Accessing Your Courses

1. Select "**Courses**" from the main menu on the left.
2. **Choose a course** from the list (courses are usually listed alphabetically).

The screenshot displays the Blackboard interface for the 'Courses' section. On the left, a dark sidebar contains navigation options: Institution Page, Milena Ivanova, Activity, **Courses** (highlighted with a blue circle '1'), Calendar, Messages (with a '4' notification), Grades, Tools, and Sign Out. The main area is titled 'Courses' and includes a search bar, filters (Terms: All Terms, Filters: All courses), and a '25 items per page' selector. Below the search bar, it shows '12 results' under the 'Others' category. Three course entries are visible:
 

- 123000\_z-001-2022\_23: Biomedical Imaging // Artificial Intelligence in Bio Medicine\_M (заочно обучение) Ori... (with a star icon)
- 808080: **Blackboard Help (Distance Learning Students) Original Course View** (highlighted with a blue circle '2', with a star icon)
- ITN-230-20022\_23: Course Shell (Original Course View) Original Course View (with a star icon)

 Each entry includes an 'Open' button and a 'More info' dropdown.

### 3. If a course is missing or not visible:

- Check whether you are officially enrolled.
- Use the **search bar** in the top right corner to find the course.

## Working with Learning Materials

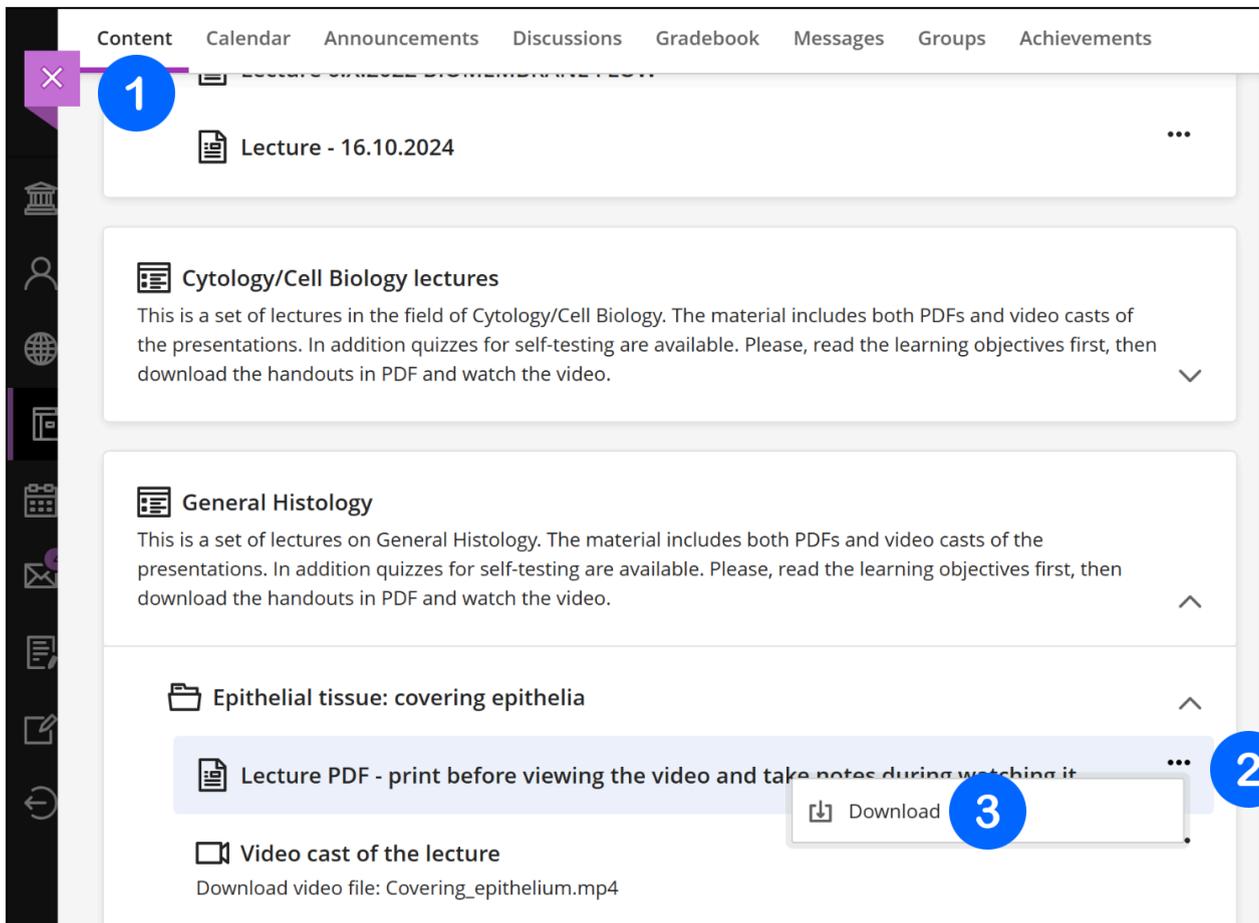
Learning materials are located in the **Content section** of each course and are usually organized into folders or modules. You will find lectures, presentations, documents, videos, and other resources uploaded by the instructor.

In the **Content section**, you will also find assessment activities such as:

- **Assignments** – Detailed instructions for specific tasks; they may require file uploads or text entry directly into Blackboard.
- **Tests** – Online exams or exercises with different types of questions (multiple choice, short answer, etc.), often with a specific deadline.

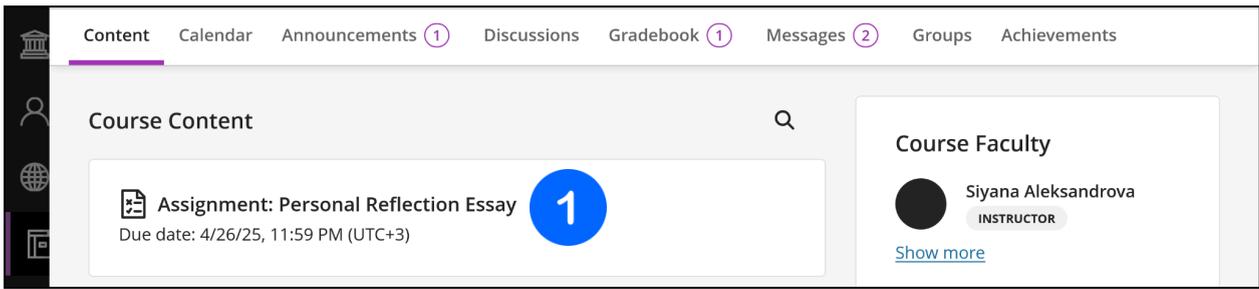
## How to Download a File

1. Open the **Content** section from the course navigation menu.
2. Find the desired file and click on **the three dots (...)** next to its name.
3. Select **Download**.

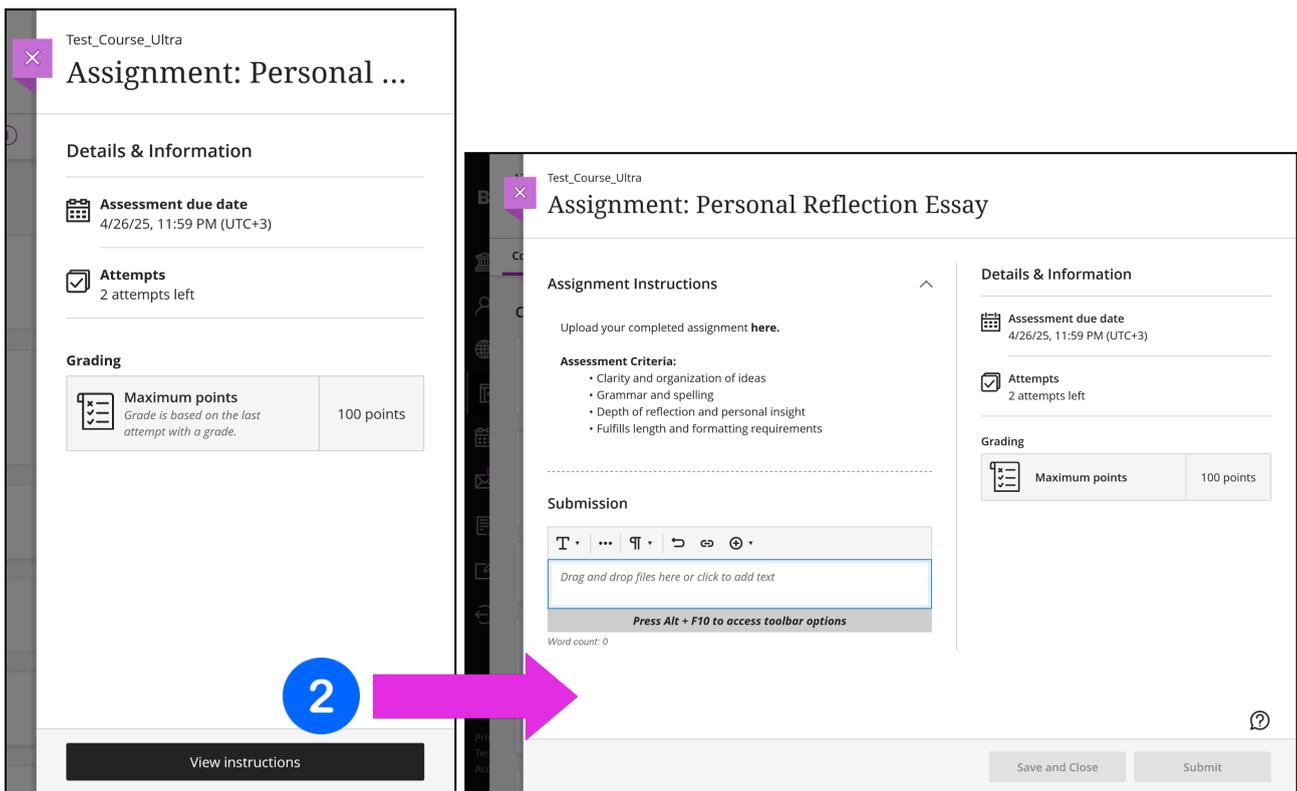


## Submitting an Assignment

1. Click on the assignment name.

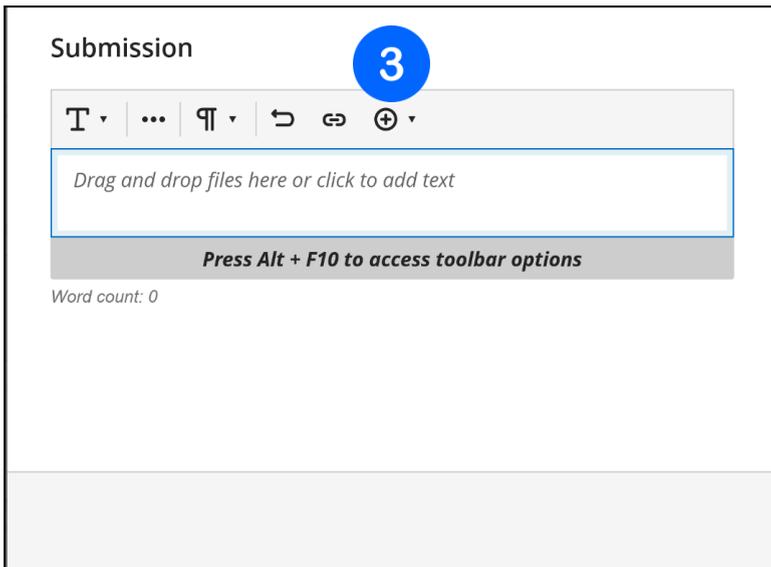


2. Press the "View Instructions" button to see full details about the assignment.

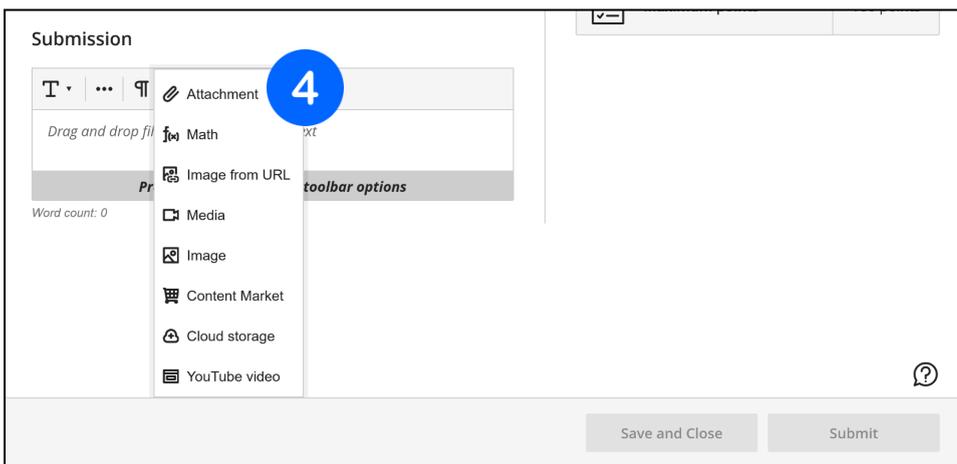


In the Submission section:

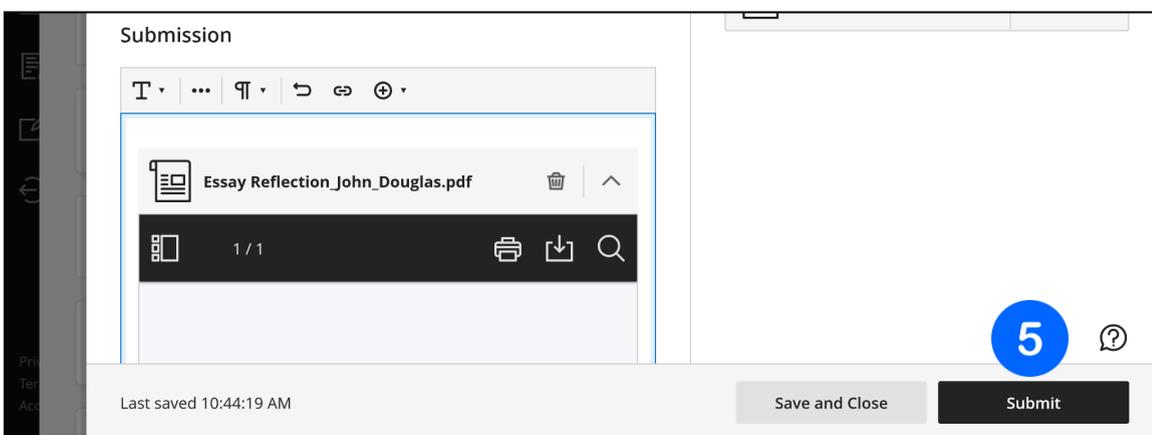
3. Click the plus (+) icon in the text editor.



4. From the dropdown menu, **choose "Attachment"** and upload your document from your computer. Once the file is uploaded, it will appear inside the editor window.



5. **Click the Submit button** to send your assignment.

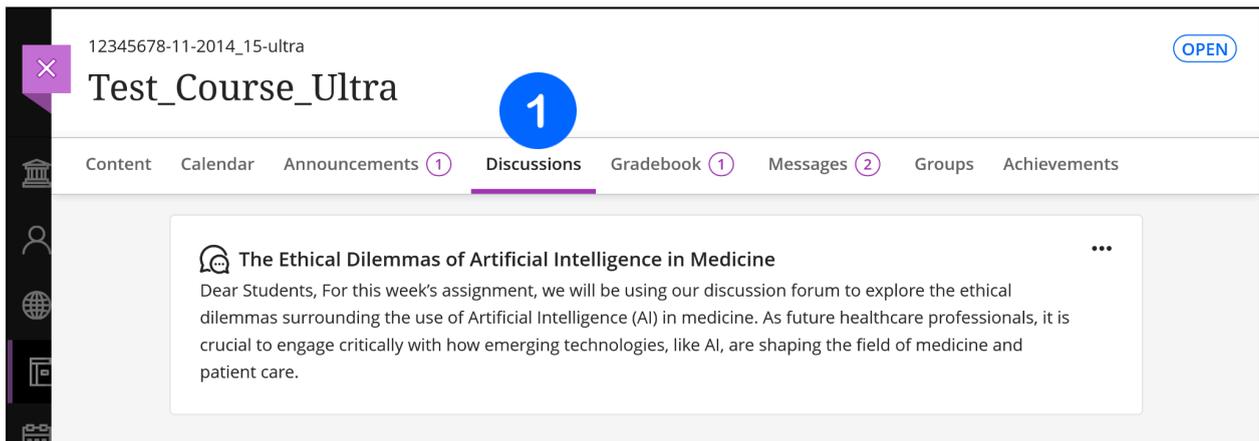


# Participating in Discussion Forums

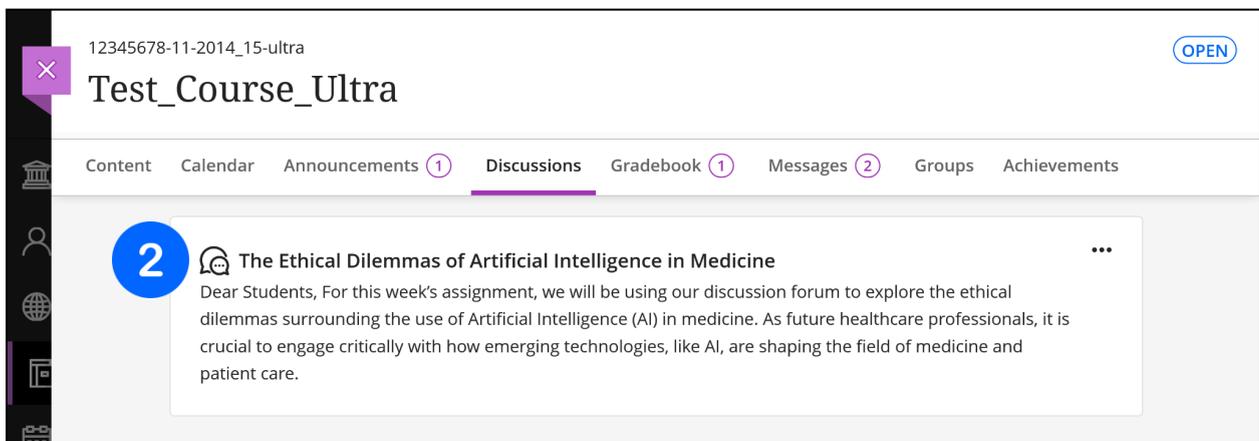
Discussion forums in Blackboard are a space to exchange opinions, ideas, and questions related to your course topics.

## How to participate:

1. **Open the Discussions** section from the course menu.



2. **Choose a topic** posted by your instructor.



3. **Click in the Type a response** field to write your comment or opinion.
4. **Publish** your comment by **clicking Respond**.

# The Ethical Dilemmas of Artificial Intelligence in Medicine

## Discussion Topic

Follow

Dear Students,

For this week's assignment, we will be using our **discussion forum** to explore the ethical dilemmas surrounding the use of **Artificial Intelligence (AI)** in medicine. As future healthcare professionals, it is crucial to engage critically with how emerging technologies, like AI, are shaping the field of medicine and patient care.



Type a response

3

## Checking Your Grades

You can check your grades in two ways:

### From the main menu:

1. Select **Grades**.
2. **Review** your results summary across all courses.

The screenshot shows the Blackboard interface. On the left is a dark navigation menu with icons and labels: Institution Page, Milena Ivanova, Activity, Courses, Calendar, Messages (with a '3' notification), Grades (highlighted with a blue circle and a '1' in a blue circle), Tools, and Sign Out. The main content area shows a list of courses. The top course is '70200033-248\_ENG-2016\_17\_ultra Cytology, General Histology and Human Eml' with a grade of 'F' in a red pill. Below it is a 'Recent Grades' section with a table showing 'Total test points' as '0' in a red pill, and a link 'View all work (20)'. The second course is '124000\_z-40-2022\_23 Preventive Nutrition // Artificial Intelligence i' with a grade of '-- / 316' in a grey pill, and a message 'Your recently graded work will appear here' with a link 'View all work (10)'. The third course is '12345678-11-2014\_15-ultra Test\_Course\_Ultra' with a grade of '4.25' in a yellow pill. A blue circle with the number '2' is positioned above the top course's grade.

### Inside a course:

1. **Open** the specific course.
2. **Select the Gradebook** section from the course menu to see your latest grades.

Item Name	Due Date	Status	Grade	Results
Retake of Colloquim 2 - Bioenergetics and Metabolism of Carbohydrates - 2024 Unlimited attempts possible		Graded	4.25	<a href="#">View</a>
Attendance	Ongoing		100 / 100	<a href="#">View</a>
Assignment: Personal Reflection Essay 1 attempt submitted	4/26/25	Submitted	Not graded	

## Common Issues and Solutions

Problem	What to Do
<b>Forgotten password</b>	Contact the university's system administrators to help you recover your access.
<b>Missing course</b>	Ensure you are officially enrolled via the WebStudent system. If enrolled but still missing a course, contact the Center for E-learning and Distance Education at MU-Varna.
<b>File upload issues</b>	Ensure your file is in a supported format (.doc, .docx, .pdf, .ppt, .pptx, .xls, .xlsx, .jpg, .png, .txt, .zip) and under 100MB. Rename the file if it contains special characters. Use a stable internet connection. If the issue persists, contact the Center for E-learning and Distance Education.

## Contacts and Support

- International Center for E-learning and Distance Education (**Blackboard Support**):  
[elearn@mu-varna.bg](mailto:elearn@mu-varna.bg)  
 +359 52 677 123
- System Administrators (**for username/password issues**):  
[dmanushev@mu-varna.bg](mailto:dmanushev@mu-varna.bg)  
[kostadin.raychev@mu-varna.bg](mailto:kostadin.raychev@mu-varna.bg)  
 +359 52 677 024
- For questions related to course content and materials, **please contact your course instructor.**