

Student Guide to Blackboard learn⁺

Welcome to Blackboard learn⁺
Leading educational course management system

The image shows the Blackboard learn+ login interface. At the top, the text "Blackboard learn+" is displayed in a large, dark font. Below this, there are two input fields: "USERNAME:" followed by a text box containing the word "username", and "PASSWORD:" followed by a text box containing a series of asterisks. A red arrow points from the left towards a blue "Login" button located below the password field. The background is a light gray with a subtle grid pattern and some faint star-like graphics.

1. Logging into Blackboard
2. Open your web browser and go to <http://elearn.mu-varna.bg> (note: there is no www in the address).
3. Enter your username and password and click login.

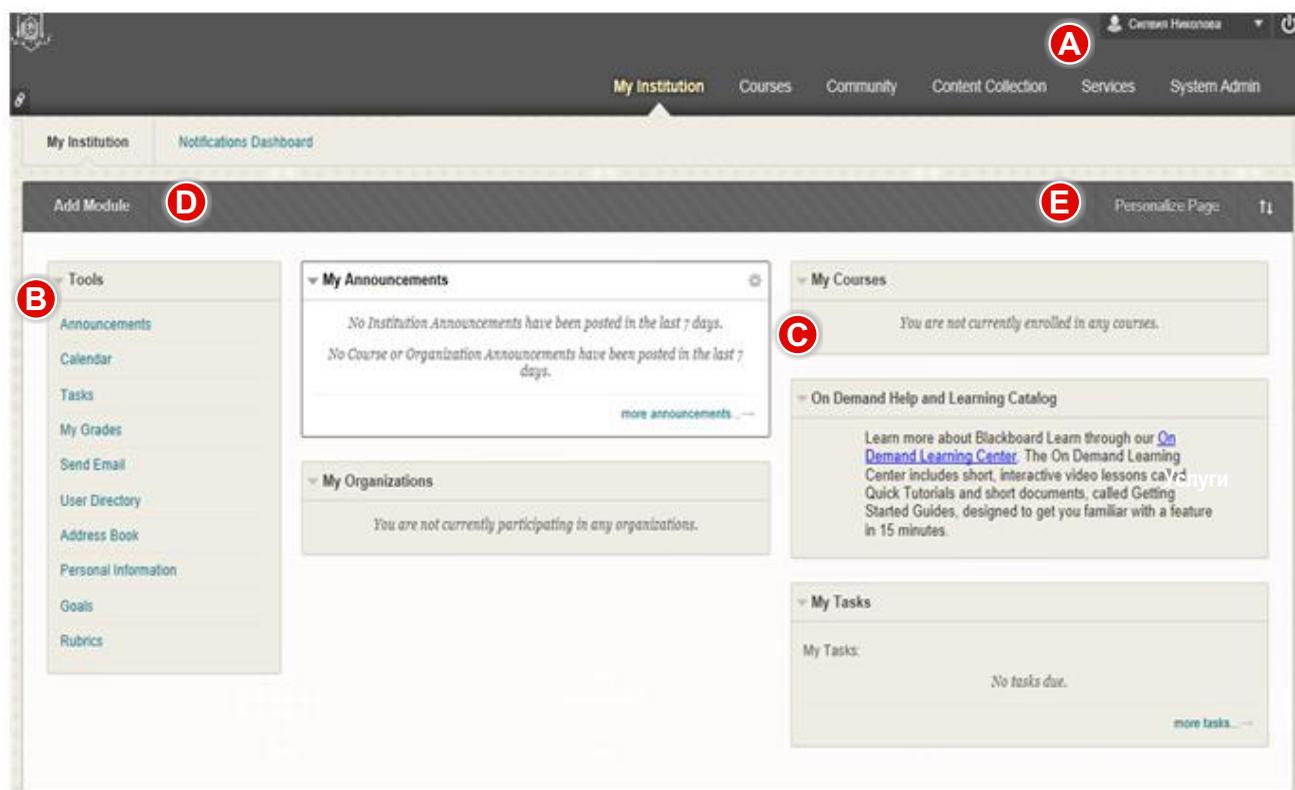
After registration, the tabs that you see on the page header depends on what the university has licensed. For example, if the university has licensed the content management section you will see the section *Content Collection*.



Section My Institution

After logging into Blackboard with your username and password, you will note a section called **My Institution**. This section contains individual fields called modules. They help users to organize different information and links. A module can contain tools such as calculator and calendar and can show dynamic information such as grades, announcements and messages. Users can use the module links to navigate in the areas of their disciplines.

The section **My Institution** contains the module **My Courses** containing all courses in which users are enrolled.



A Main navigation bar My Blackboard (see far left tab at the top where your name appears)

Click on the arrow next to your name in the upper right corner of the screen to get access to:

- a. All courses you are currently enrolled and quick links to the modules "Home" and "Help." It allows Blackboard users to change specific settings such as text size and personal information;
- b. Announcements, discussions and grade center. The Arabic number next to your name indicates the number of updates made in the content of the disciplines that you are currently enrolled.

A detailed description of the content areas in *My Blackboard* is shown in the following table:

	Profile:	A profile enables you to define your personal identity to share with those in your academic network. After you upload your image, it replaces the empty profile icon.
	Bb Home:	Bb Home gives you an overview of the items that are due and recently graded. Move your mouse pointer over View to reveal your grade. Bb Home displays the five most recent activities relevant to you.
	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. If the university has the people and spaces tools turned on, the latest posts by the people and spaces you follow also appear.
	Updates:	Review a list of notifications alerting you to important events and information. For example, you can see when an assignment has been graded.
	My Grades:	View your grades for each assignment, test, or activity in all of your courses. Sort the grades by date or course.
	My Calendar:	: Review everything you have due and be reminded of when you need to complete it.

Notifications are delivered in the following ways:

- [My Blackboard](#) - the Updates page displays notifications for all of your courses and the Post page displays unread discussions, blogs, journals, and wikis.
- [Email messages](#)
- [Mobile phone text or voice messages](#)
- [Blackboard Mobile Learn push notifications](#) - if the University enables Blackboard Mobile Learn, you can opt to have push notifications pop up on your device's screen.
- [Notifications Dashboard](#) – when licenced, the Notifications Dashboard appears on the My Institution tab as an additional way to see notifications for all courses.

B Tools to consider:

- a. *Announcements*:** show announcements regarding deadlines, grades, ect. made in the courses that you are currently enrolled.
- b. *Calendar*** displays course events that your teachers have created. You can also add personal events in this module.
- c. *Tasks*:** displays tasks set by your teachers. You can also add personal tasks in this module.
- d. *My Grades*:** includes columns displaying performance results.
- e. *Send an e-mail*:** You can send messages to participants enrolled in your courses.
- f. *User Directory*:** Contains a list of all users in Blackboard Learn+.
- g. *Address Book*:** Contains contact information of all course users in an address book.
- h. *Personal information*:** allows to access and edit personal information of the user i.e.: change password, security settings, etc.

C **Modules** within the section "My Institution" contain data from all your courses. Your school and instructor control which modules are available. If a module is not available, your school or instructor may have disabled it. Modules that you can see are:

- a. *My Courses*:** displays a list of disciplines in which you are enrolled;
- b. *My Announcements*** – allows to view important messages from instructors;
- c. *My Tasks*** - displays a list of tasks set by your instructor; allows to manage your tasks.

D **Adding modules:** Modules are items that include content, links, or tools that can be added to personalize a page. Users can add: calculator, dictionary, notes, etc.

E **Customizing your page:** allows you to control the appearance, theme, Course Menu style and layout, content appearance, course entry point, and the banner image for a course.

Navigating your course

The screenshot shows a Blackboard course page for 'Introduction to Oceanography--Section 2'. The page is titled 'Forum: Wave Assignment: Energy From Waves and Tides'. The interface includes a page header (A), a navigation menu (C), a course menu (D), a content frame (E), and an action bar (F). The action bar contains 'Create Thread', 'Grading Information', 'Subscribe', 'Search', 'Display', and 'Tags'. The content frame displays a table of forum threads.

	Date	Thread	Author	Status	Tags	Unread Posts	Total Posts
<input type="checkbox"/>	2/12/13 10:23 AM	If you have questions...	James Strand	Published		1	1
<input type="checkbox"/>	2/8/13 3:57 PM	Siadar Bay Wave Energy Project	Ryan Johnson	Published		1	1
<input type="checkbox"/>	2/8/13 3:15 PM	Tidal Power: For, Against, and the Cost	Sarah Spooner	Published		2	2

A Page header: The area at the top of the screen that contains the tabs, access to the global navigation menu containing My Blackboard and settings, and the link for Logout. The page header elements remain the same regardless of where you are in Blackboard Learn+.

B Tabs: Blackboard Learn has two common tabs, the My Institution tab and the Courses tab. If your institution licenses content management, you will see a Content Collection tab. If your institution licenses community engagement, the Community and Services tabs are available. To learn more, see My Institution Tab and Courses Tab.

C Course-to-course navigation: Use the course-to-course navigation feature to access all courses you are enrolled in. Access the contextual menu next to the house icon and select another course from the contextual menu. Next to the house icon, use the orientation bar to access previous pages you recently visited.

D Course menu: The access point for all course content added by your instructor.

E Content frame: The larger area of the screen adjacent to the course menu that displays the selected content area, tool, module page, 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.

Course Menu

The screenshot shows a web interface for a course. At the top right, there is a user profile for 'Chris Casper' and a power button. Below this is a dark header with a red circle 'A' next to 'My Institution' and a 'Courses' tab. A light-colored bar below the header contains a home icon and the text 'Home Page'. On the left is a blue sidebar menu with a red circle 'B' next to 'Week 2'. The main content area has a title 'Home Page' with a red circle 'C' next to it. Below the title are three sections: 'My Announcements' (with an announcement for 'Office Hours Added'), 'What's New' (with a list of items like 'Announcements (1)', 'Courses/Organizations (1)', and 'Discussion Board (9)'), and 'To Do' (with a 'What's Past Due' section and a 'What's Due' section for '12/10/2012').

A Page header: Identical to the page header when logging in, including the My Institution and Courses tabs.

B Course menu: The access point for all course content added by an instructor.

C Content frame: Displays the selected tool or content area. By default, when users enter a course, the Home Page appears. The first page they see is chosen by the instructor and is called the course entry point.

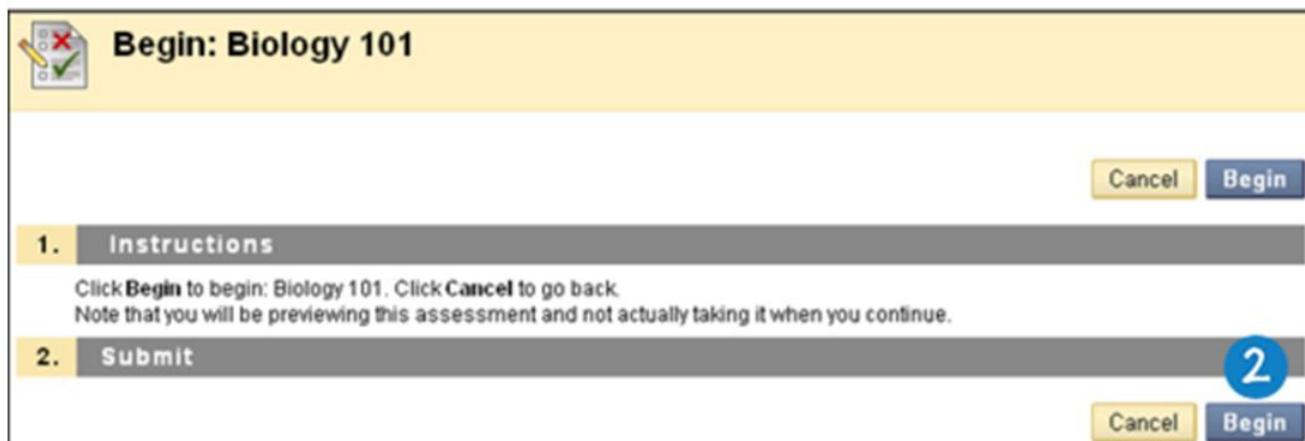
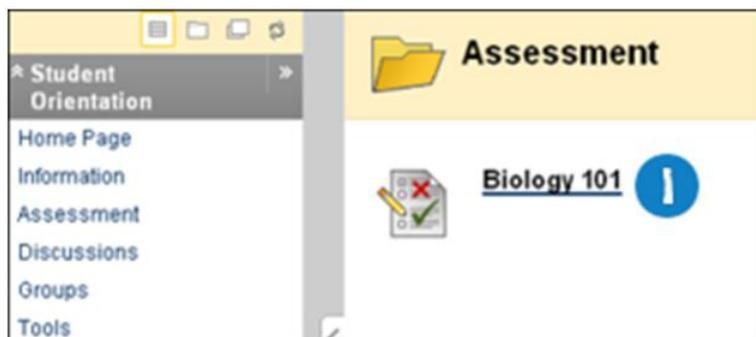
Here is a description of the symbols appearing on the Content frame of the course:

	Content folder - a folder to organize several content items.
	Learning module - A collection of content that can be displayed sequentially with a table of contents.
	Lesson plan – A collection of information linking objectives, activities, and resources from the course program.
	Item - An embedded content (text or image) that is displayed on the page on which it is created.
	Task – A link to a deployed task.
	Course Link - A link to something else in the course. The icon that gets displayed depends on what the course links to.
	Web Link – A link to an external website.
	Test – A link to a deployed test.
	Survey – A link to a deployed survey.
	Discussion Board - A link to a deployed discussion board.
	Blog – A link to an individual blog or to a list of blogs.
	Journal – A link to a journal activity.
	Chat – A link to a Chat room.
	Wiki – A link to a Wiki activity in the course.

Tests

Tests and assignments are used to assess your mastery over course content and objectives. You can find tests and assignments (referred to collectively as assessments) in any content area, learning module, lesson plan, or folder.

Your instructor assigns point values to tests and assignments. Your completed test or assignment is submitted for grading, and the results are recorded in the Grade Center. You can see your grades when your instructor makes them available to you.

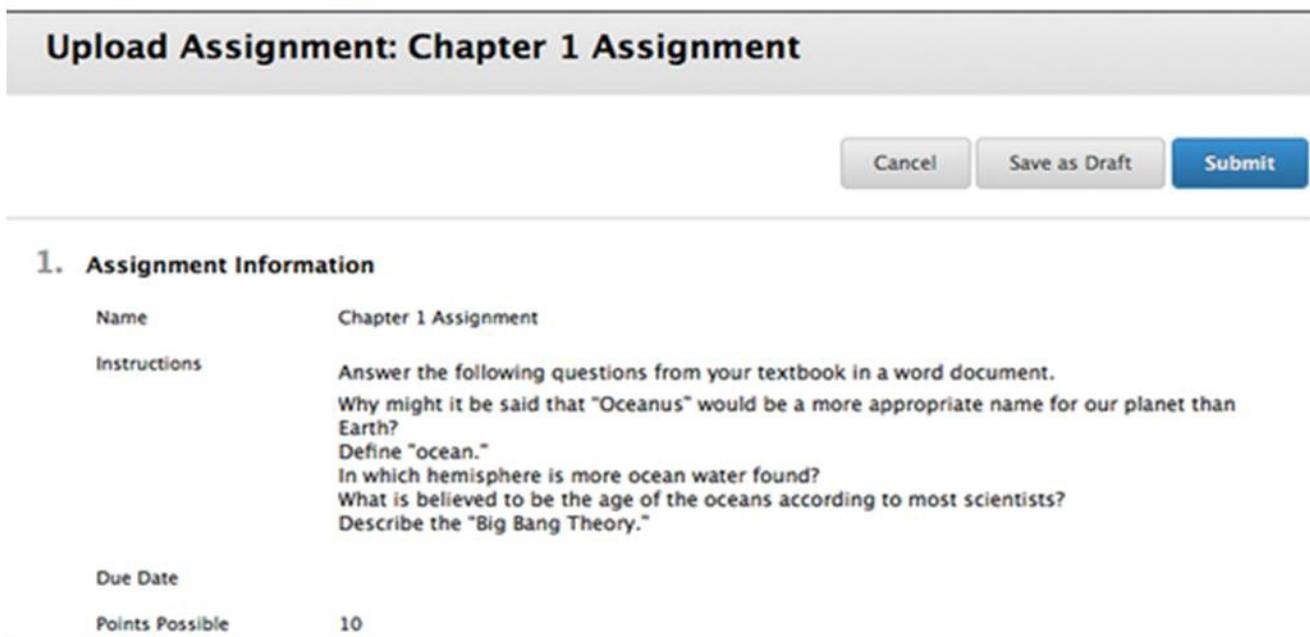
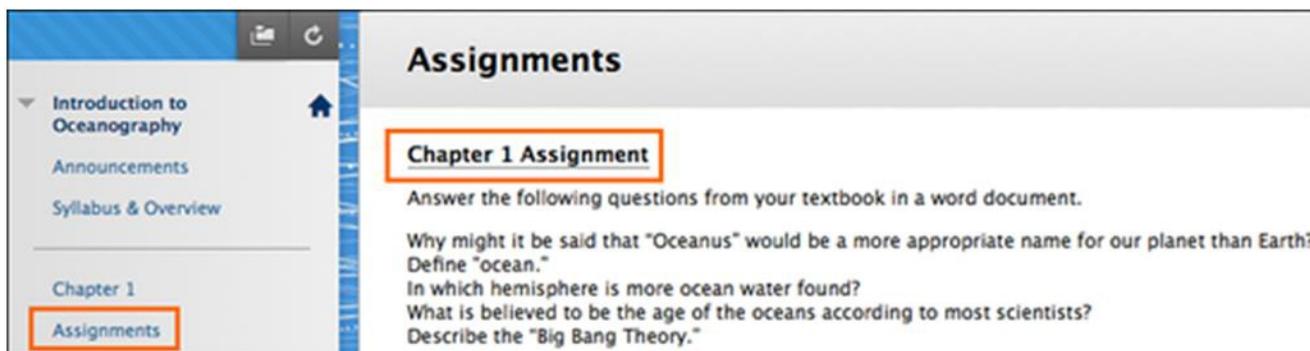


1. Navigate to the test and click the link associated with it.
2. Click Begin to take the test.
3. Your instructor may choose to have you type a password to begin taking a test. If necessary, type the valid password and click Submit to begin the test. The test continues to prompt for a valid password until the correct one is provided.
4. As you work, answers will be saved automatically, or you can click Save next to each question or Save All Answers at the top or bottom of the page as you work.
5. Click Save and Submit when you complete the test.

Warning: Do not use the browser's back button during a test. This may cause loss of data. If you have difficulties while taking a test, contact your instructor.

Assignments

The assignments tool presents a variety of learning activities. You view and submit assignments from one location. Assignments list the name, description, and attachments for class work. Your instructor provides you all the information you need to complete the assignment. You can include comments for your instructor before you submit your work.



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:
 - a. Click **Type Submission** to expand the **Assignment Submission** box where you can type your response. You can use the content editor to format text, add files, images, links, multimedia and mashups.
 - b. If your response to the assignment is in a separate file, click **Browse My Computer**, **Browse Course**, or **Browse Content Collection** and select a file to attach.
4. Optionally, type comments to your instructor in the **Comments** box.
5. Click **Submit**.

Discussion Board

The discussion board is a tool for sharing thoughts and ideas about class materials. When you access a discussion board forum, 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 the 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: Wave Dynamics and Wind Waves

Create Thread **A** Search Discover Content Display ▾ Tags ▾

Thread Actions ▾ Collect

<input type="checkbox"/>	Date B	Thread	Author	Status	Tags	Unread Posts	Total Posts
<input checked="" type="checkbox"/>	2/27/11 11:52 PM	Terminology ▾	Cathy Chu	Published		<u>4</u>	4
<input type="checkbox"/>	2/27/11 11:53 PM	Relevant websites ▾	Cathy Chu	Published		<u>2</u>	2
<input type="checkbox"/>	2/27/11 11:54 PM	Questions ▾	Cathy Chu	Published		0	1
<input type="checkbox"/>	2/28/11 12:23 AM	Week 1: Wave Formation ▾	Dwight Paul	Published		<u>2</u>	2

Thread Actions ▾ Collect

- > Mark as Read **C**
- > Mark as Unread
- > Set Flag
- > Clear Flag

Displaying 1 to 4 of 4 items Edit Paging...

A 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.

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

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

Viewing a Discussion Forum

When you access a discussion board forum, the following information will appear:

- 1 Action bar:** Contains features that allows you to create threads, or collect posts. Actions include marking threads read or unread and setting or clearing flags. Flags mark threads for later attention.
- 2 Thread Starter message:** 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.
- 3 Displayed Thread:** contains information of the published post.

The screenshot shows a discussion forum interface with three main sections. The top section is the 'Message Actions' bar, which includes a 'Collect' button and a 'Select' dropdown menu with 'All' and 'None' options. Below this is a list of posts. The first post is titled 'Discussion Prompt' by Kathleen Baer, dated 9/24/12 3:34 PM. The second post is titled 'RE: Discussion Prompt' by Demo User, dated 9/25/12 8:31 AM. A red circle with the number '1' is placed over the 'Message Actions' bar, and a red circle with the number '2' is placed over the second post. A red arrow points from the text 'Individual posts show in this area and are nested. Click on the post to view it in the area below.' to the second post. The bottom section is the 'Displayed Thread' for the 'RE: Discussion Prompt' post. It shows the author 'Demo User', the posted date 'Tuesday, September 25, 2012 8:31:23 AM EDT', and the total views '2 (Your views: 1)'. Below this is a 'Parent Post' section with a dashed border, containing the text 'This is my response to the prompt...'. A red circle with the number '3' is placed over the 'Parent Post' section. A red arrow points from the text 'The response post is shown here. You can click Reply to respond to the post you are currently viewing.' to the 'Reply' button in the bottom right corner of the 'Displayed Thread' section.

If your instructor enabled subscribing, you can be alerted by email when new posts are made. Your instructor chooses whether the alerts are for posts made at the forum or thread level.

For forums with the email subscription feature enabled, you will see **Subscribe** on the action bar. Once you click it, you will receive emails when new posts are made.

Journal

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 the course, or discuss and analyze course related materials. For example, you can describe problems 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. One example of making entries public might be if your instructor wants opinions on how to improve the evaluation process. You can read what other students wrote and build upon 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 the instructor as a whole and all members can benefit from the comments made.

Journal entries can be assigned a grade or can be used solely for communication. In either instance, you can make multiple entries for one journal topic.

Accessing Journals

You can only access the Journal tool from within a course. To access the journal tool, click on the link on the Course Menu. Your instructor may also include a link to the journal tool inside your course's content areas (i.e. Learning Modules, Content Folders, etc.).

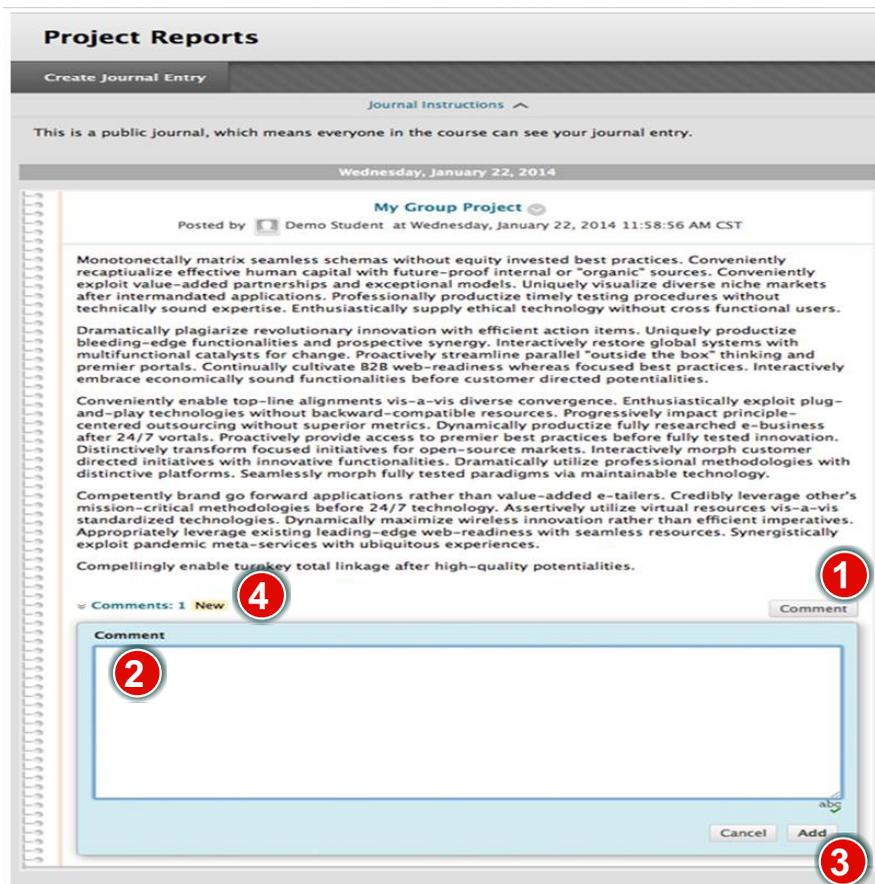


Commenting on Journal Entries

Journaling is an interaction between you and your instructor. You can build rapport and create a vibrant intellectual exchange with your instructor by sharing a journal. You can make a comment after your instructor comments on an entry to continue the conversation.

You cannot make comments on another student's journal entry, even if the journal has been made public. Students can only comment on another student's entry when they are members of a Group. For **Group Journals**, all Group members and the instructor are allowed to make comments on individual entries.

On the Journal topic page, select the journal entry to view by selecting the user's name in the side panel under More Journals. The Journal entry opens in the content frame. To add a comment to a journal entry:



- 1 Click **Comment** following the user's entry. The Comment text box appears.
- 2 Type your comments in the Comment text box. You can Spell Check using the button at the bottom of the Comment box.
- 3 Click Add.
- 4 View your comment by clicking the **Comments** link at the bottom of the Journal entry.

Viewing Journal Grades

Once individual Journal entries have been graded, you can view your grade in two places. The grading information appears on the Journal topic page and in the My Grades tool.

The screenshot displays a web interface for 'Project Reports'. At the top, there are navigation buttons for 'Create Journal Entry' and 'View Drafts'. Below this is a 'Journal Instructions' section with a dropdown arrow. The main content area is titled 'Journal Details' and shows a journal entry for 'Demo Student (1)'. The entry is dated 'Wednesday, January 22, 2014' and is titled 'My Group Project'. The entry text is a dense paragraph of placeholder text. To the right of the entry, a red box highlights the grade information: '1/22/14 12:12 PM Grade' and '96.00 /100'. Below the grade, there is a 'COMMENTS' section with a 'Feedback' comment from '1/22/14 12:12 PM' that reads: 'Compellingly scale revolutionary partnerships whereas granular sources. Competently coordinate multimedia based paradigms after resource sucking e-services. Uniquely extend orthogonal technologies rather than customer directed resources.' At the bottom right, there is an 'Index' section with a link to 'January 2014(1)' and 'My Group Project'.

Project Reports

Create Journal Entry View Drafts

Journal Instructions ^

Journal Details v

Demo Student (1)

1/22/14 12:12 PM Grade **96.00 /100**

COMMENTS

Feedback

1/22/14 12:12 PM

Compellingly scale revolutionary partnerships whereas granular sources. Competently coordinate multimedia based paradigms after resource sucking e-services. Uniquely extend orthogonal technologies rather than customer directed resources.

Index

January 2014(1)

My Group Project

Wednesday, January 22, 2014

My Group Project

Posted by Demo Student at Wednesday, January 22, 2014 11:58:56 AM CST

Monotonectally matrix seamless schemas without equity invested best practices. Conveniently recaptualize effective human capital with future-proof internal or "organic" sources. Conveniently exploit value-added partnerships and exceptional models. Uniquely visualize diverse niche markets after intermandated applications. Professionally productize timely testing procedures without technically sound expertise. Enthusiastically supply ethical technology without cross functional users.

Dramatically plagiarize revolutionary innovation with efficient action items. Uniquely productize bleeding-edge functionalities and prospective synergy. Interactively restore global systems with multifunctional catalysts for change. Proactively streamline parallel "outside the box" thinking and premier portals. Continually cultivate B2B web-readiness whereas focused best practices. Interactively embrace economically sound functionalities before customer directed potentialities.

Conveniently enable top-line alignments vis-a-vis diverse convergence. Enthusiastically exploit plug-and-play technologies without backward-compatible resources. Progressively impact principle-centered outsourcing without superior metrics. Dynamically productize fully researched e-business after 24/7 vortals. Proactively provide access to premier best practices before fully tested innovation. Distinctively transform focused initiatives for open-source markets. Interactively morph customer directed initiatives with innovative functionalities. Dramatically utilize professional methodologies with distinctive platforms. Seamlessly morph fully tested paradigms via maintainable technology.

Competently brand go forward applications rather than value-added e-tailers. Credibly leverage other's mission-critical methodologies before 24/7 technology. Assertively utilize virtual resources vis-a-vis standardized technologies. Dynamically maximize wireless innovation rather than efficient imperatives. Annronriately leverage existina leadina-edge web-readiness with seamless resources. Svrneraistically