

Blackboard Learn 9.1



Blackboard

Getting Started Guide For Students

**Created by the
Oregon Tech Online staff**

Opening Blackboard

Web Address: Login to MyOIT or go directly to Blackboard at <http://online.oit.edu>

Username and password: same as your Oregon Tech email, MyOIT, computer login

The Oregon Tech Online staff has set up Oregon Tech's Blackboard Learn 9.1 entry page with only one tab that includes both your notifications and your list of classes. On this entry page, you will see Announcements, Calendar events and Tasks from all of your classes listed. These items are also available when you go into your class.

Blackboard Help for Students

In the Web Links area of every class is a link labeled "Blackboard Help Website—Oregon Tech" that takes you to the Oregon Tech Blackboard help website.



[Blackboard Help Website - Oregon Tech](#)

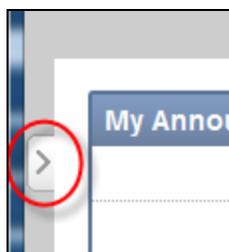
This is the Oregon Tech Distance Education website

The documents included on that webpage were developed by the Oregon Tech Online staff, so the directions are specific to how Blackboard is set up at Oregon Tech. Click the link labeled "Student Help for Blackboard Learn" to view documents written specifically for student questions. Note that if you search the internet, you will find other Blackboard manuals and videos from other universities. Be aware that some of what those sites show does not match how our program is set up. Each school has quite a bit of customization they can do.

Dashboard Page

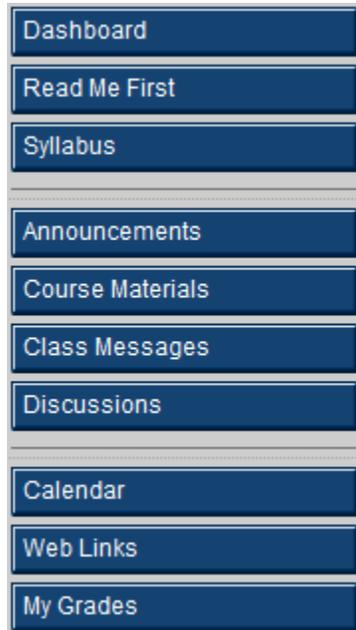
Each Blackboard class at Oregon Tech should look similar. The first page you see when you open your class is the Dashboard. This page pulls notifications from your current class. (If the Dashboard page is not showing, your instructor may have hidden it. Contact them to ask if they plan to display it.)

If the course menu on the left side of the page is not displaying (see example on next page), click the arrow button on the left side of the screen. The arrow button looks like this:

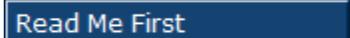


Course Menu

Your classes should all have a similar course menu listed on the left side of the class that looks like this example. Your instructor may hide some tools that they aren't using in their class or they may add other items. The order of the items may be different also.



Read Me First

Click this button to see the Read Me First page. 

As you probably guessed, this is the first item you should read in your class. Your instructor will give you important information about how they set up their particular class and give you tips on how to succeed in the class. Each online class has this item. If you're in an on-campus class that uses a Blackboard class to supplement in-class material, then you won't have this item in the menu.

Here is a partial example of how the Read Me First page will look.

 **Read Me First**
Welcome to AAA 101 Name of Course
Instructor Introduction
My name is _____ and (list credentials, etc.)
General Overview of Course
(List type and amount of work students will complete. This a general listing such as four online quizzes, assigned study questions for grading, and one term paper.)
Keys to Success

- xxx
- xxx

What You Can Expect from the Instructor
I will read and respond to email throughout the week (add specifics about what times during the work- will grade submitted assignments within one week of the listed due date.

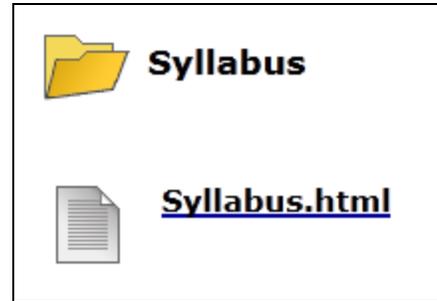
Syllabus

Click this button to view the Syllabus.

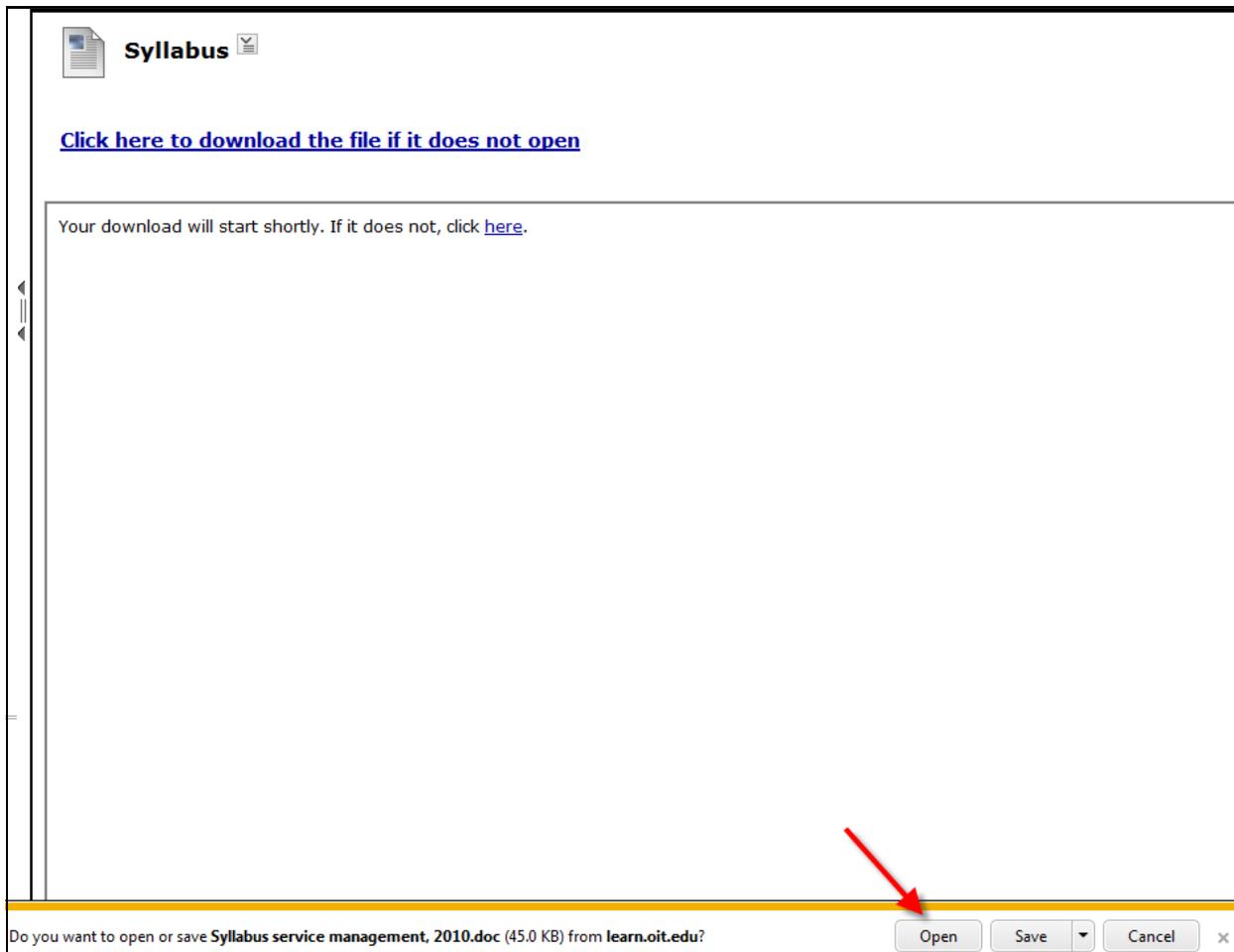
A blue rectangular button with the word "Syllabus" written in white text.

The Syllabus is one of the most important documents you should read in the class. You may want to print it. You will need to refer to it throughout the term to keep track of what is due and when. Sometimes you will even find instructions listed in the syllabus on how to do a particular task. On-campus classes probably won't have a separate area for the syllabus. The syllabus may instead be in the Course Materials area.

After clicking the Syllabus button, you'll see a page like this example. Click the Syllabus link to open the file. Depending on what format it is in, the file may just open directly on the page.



Some faculty upload a syllabus file that is in Word format though. If they do that, then you'll see a warning similar to what is shown below when you click the Syllabus link. Click the Open button at the bottom of the page and the syllabus will open in Word in a separate window.



Announcements

Click this button to view Announcements.

A blue rectangular button with the word "Announcements" in white text.

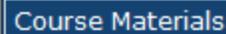
You will also see announcements on the Dashboard page of your class as well as on the Blackboard entry page.

Your instructor decides if the announcement will show for the entire term or for only a certain time. They may also choose to send a copy to your Oregon Tech email account that is outside of Blackboard.

(Be sure to regularly check your Oregon Tech email account for this reason and also because many Oregon Tech offices will only send email to that account and not your other personal email accounts.)

Course Materials

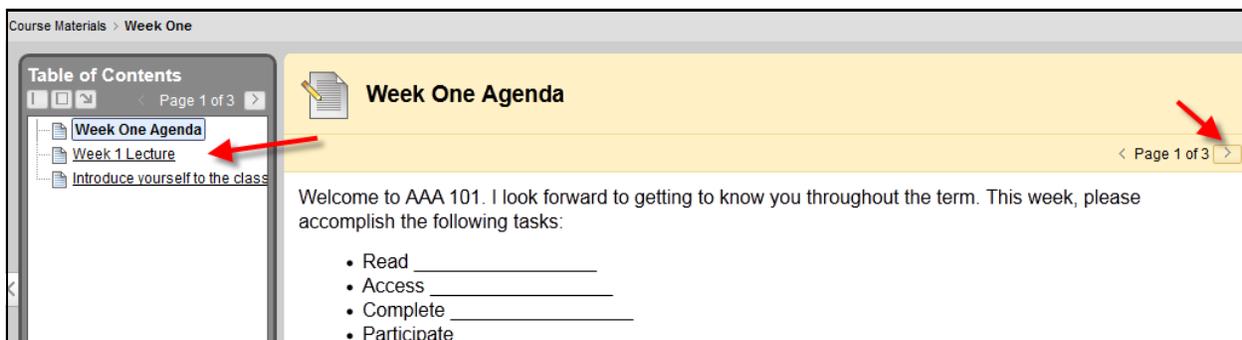
Click this button to view Course Materials.

A blue rectangular button with the words "Course Materials" in white text.

This is one area where faculty may do different things in each class you take. You may see a list of weeks like this example or you may see a list of topic areas or modules. In some classes, you may see the documents listed immediately after you click the Course Materials button in the menu without clicking into another area. Or you may see folders with items listed in them. No matter how the files are organized, you should click a link to open the item.



After you click into one of these week areas, you will see a list of items. Many classes will have a Table of Contents area on the left side to use to navigate to a particular item. Also note that there is usually an arrow in the right corner for moving to the next item. See example below.

A screenshot of a Blackboard course page. The breadcrumb trail at the top reads "Course Materials > Week One". On the left is a "Table of Contents" sidebar with a "Page 1 of 3" indicator and a list of items: "Week One Agenda", "Week 1 Lecture", and "Introduce yourself to the class". A red arrow points from the "Week One Agenda" item in the sidebar to the main content area. The main content area has a yellow header with a document icon and the text "Week One Agenda". Below the header is a "Welcome to AAA 101" message and a list of tasks: "Read", "Access", "Complete", and "Participate". A red arrow points to a right-pointing arrow icon in the top right corner of the main content area, next to a "Page 1 of 3" indicator.

Assessments (Tests and Quizzes)

Important warnings about taking assessments online:

Since most assessments in your classes will be timed, it is very important to have a good computer and internet connection when you take it. You should not use a wireless connection when taking an assessment since a wireless connection is more likely to drop or have lower speeds than a plugged connection. For this reason, mobile devices are also risky to use for taking an assessment. We recommend not using a mobile device at all for taking assessments.

To be safe, you should close all other programs like Facebook, email, instant messaging programs, etc. You don't want another program to cause an interference with your assessment. Also don't open another browser tab or browser window. Don't click the Back arrow in your browser. Any extra movements like these can cause you to get kicked out of the test and you don't want to lose any of your time.

Some classes will have assessments in a separate area.

A blue rectangular button with the word "Assessments" in white text.

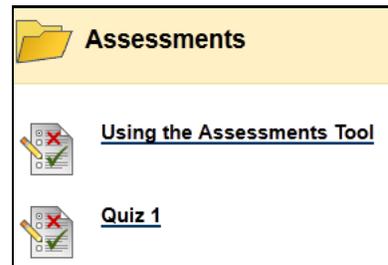
Other faculty may not list assessments in a separate area and instead have your assessments in the Course Materials area.

A blue rectangular button with the text "Course Materials" in white.

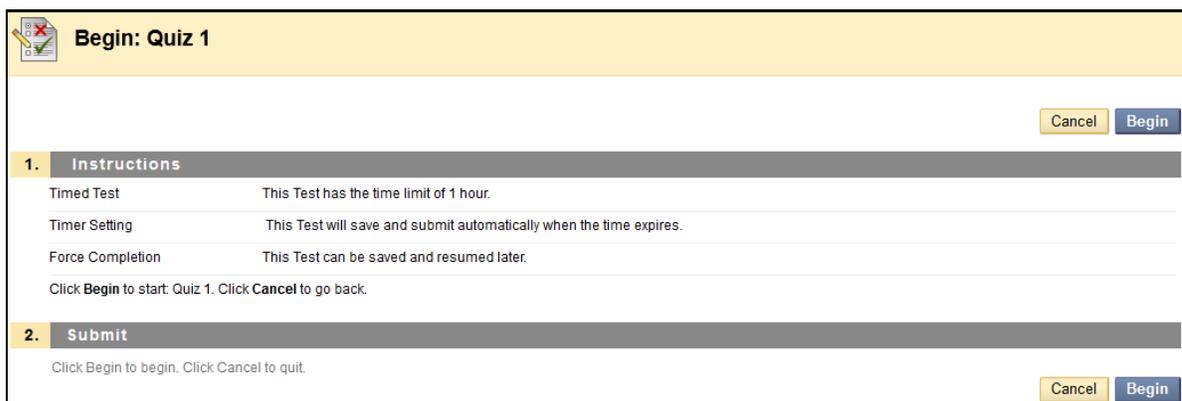
Other classes may have the assessments in both locations. The process to take an assessment is the same no matter where they are stored.

After clicking the Assessment button, you will see a list of tests and quizzes similar to this example.

If the tests and quizzes are in the Course Materials area, you'll see a link to them right along side of the other class material.



Click the assessment name to open it. You may also need to click the "Click to Launch" link to open the assessment if they are in the Course Materials area. Then you'll see a screen similar to the below example. On this page, it will indicate if it is a timed assessment and if it will auto submit when time expires. Click the Begin button to start.

A screenshot of a web interface for starting a quiz. The top has a yellow header with a pencil and checkmark icon, the text "Begin: Quiz 1", and "Cancel" and "Begin" buttons. Below is a section titled "1. Instructions" with a table of details: "Timed Test" (1 hour limit), "Timer Setting" (auto-submit), and "Force Completion" (save and resume). A final instruction says "Click Begin to start. Click Cancel to go back." Below that is a section titled "2. Submit" with the instruction "Click Begin to begin. Click Cancel to quit." and "Cancel" and "Begin" buttons.

[This topic is continued on the next page.]

Assessments (Tests and Quizzes) - continued

The test will open and look somewhat like this example.

 **Take Test: Quiz 1**

Description

Instructions

Timed Test This Test has the time limit of 1 hour. This Test will save and submit automatically when the time expires. Warnings appear when **half the time, 5 minutes, 1 minute, and 30 seconds** remain.

Multiple Attempts Not allowed. This Test can only be taken once.

Force Completion This test may be saved and resumed later. However if a time limit is indicated above, the timer continues to run so you should not leave the test.

Remaining Time: **59 minutes, 20 seconds.**

Question Completion Status:

[Save All Answers](#) [Save and Submit](#)

Question 1 10 points [Save Answer](#)

The instructor maintained a professional relationship with me.

a. strongly agree
 b. agree
 c. neutral
 d. disagree
 e. strongly disagree
 f. not applicable

Question 2 10 points [Save Answer](#)

The instructor was responsive to contact (phone, email, fax) from me.

Click your answer for each question and then click the Save Answer button on the right. The program will auto-save your answers periodically, but it is best if you click that save button as you go. If your internet connection drops, you will not lose any of your work if you have pressed the “Save Answer” button as you go. (If you rely on the auto-save feature, you may lose the last few answers if your internet connection drops.)

You may notice the statement about saving and resuming the test later. For a timed test, the time keeps running even if you get kicked out or leave the exam. You should not leave an exam once you start it.

Click the “Save and Submit” button at either the top of the assessment or the bottom when done.

Class Messages

Click this button to view the Class Messages.

Class Messages

This email tool only allows communication within the class. You can not forward messages out of it to another email account.

After you click the Class Messages button, you will see a page similar to this example.

The screenshot shows a web interface for "Messages". At the top left is a folder icon and the title "Messages". Below the title is a paragraph of text explaining that messages are private and secure text-based communication within a course. A "Create Message" button is located on the left. Below this is a table with columns for "Folder", "Unread", and "Total". The table lists two folders: "Inbox" and "Sent", both with 0 unread messages. At the bottom right of the table area, it says "Displaying 1 to 2 of 2 items" and has "Show All" and "Edit Paging..." buttons.

	Folder	Unread	Total
	Inbox	0	0
	Sent	0	0

To view your messages, click the Inbox link.

To create a new message, click the “Create Message” button in the top left corner. You will see a page like this example.

Create Message

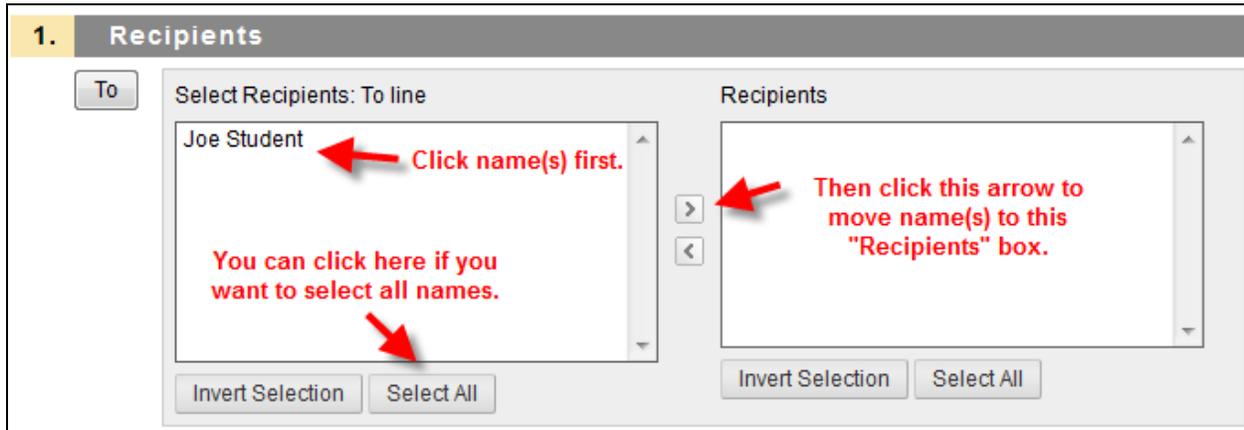
The screenshot shows a "Compose Message" form. At the top left is a folder icon and the title "Compose Message". Below the title is a paragraph of text explaining that messages are private and secure text-based communication within a course. A "Cancel" button and a "Submit" button are on the right. The form is divided into three sections: "1. Recipients" with "To", "Cc", and "Bcc" fields; "2. Compose Message" with a "Subject" field and a "Body" text editor; and "3. Attachment" with an "Upload Attachment" field and a "Browse..." button. The text editor has a toolbar with various formatting options and a "Text Editor is: ON" indicator.

[This topic is continued on the next page.]

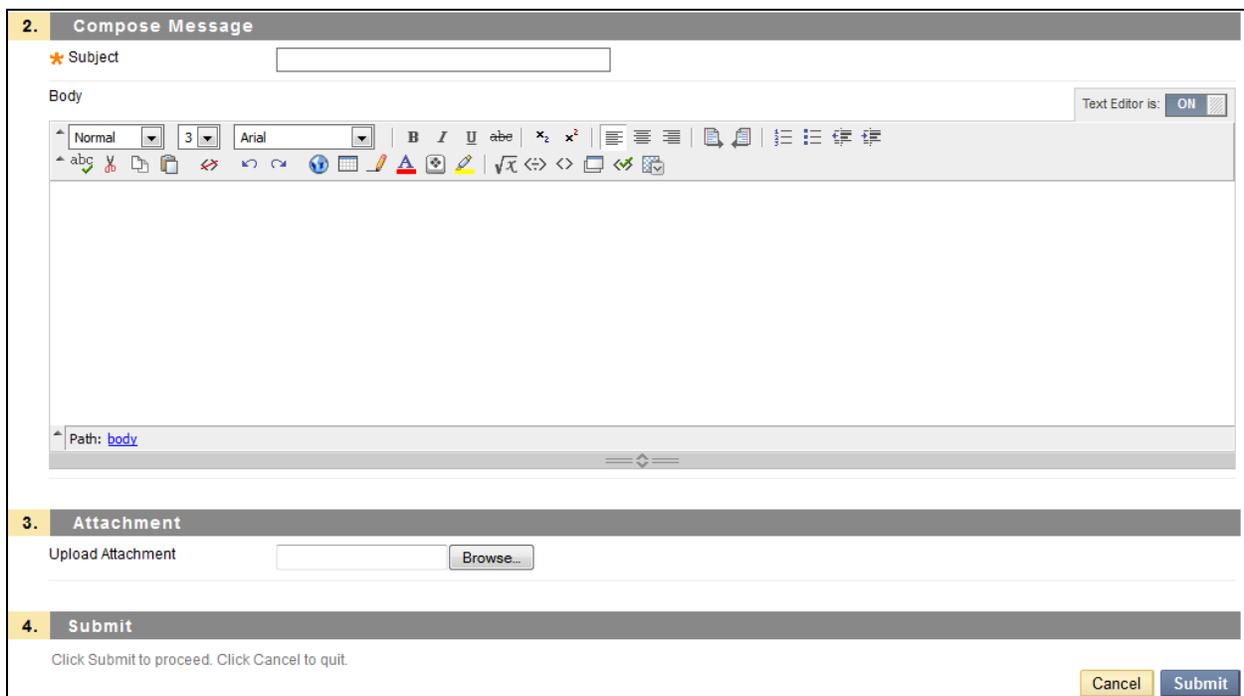
Class Messages - continued

Click the “To” button to see a list of people in the class.

You will see a box like this one. Select names and click the right-pointing arrow to move the name to the Recipients box. You can click the “Select All” button if you want everyone in the class to see the message.



Type a subject and your message. Attach a file if needed. Click the Submit button.



Discussions

Click this button to view the Discussions.



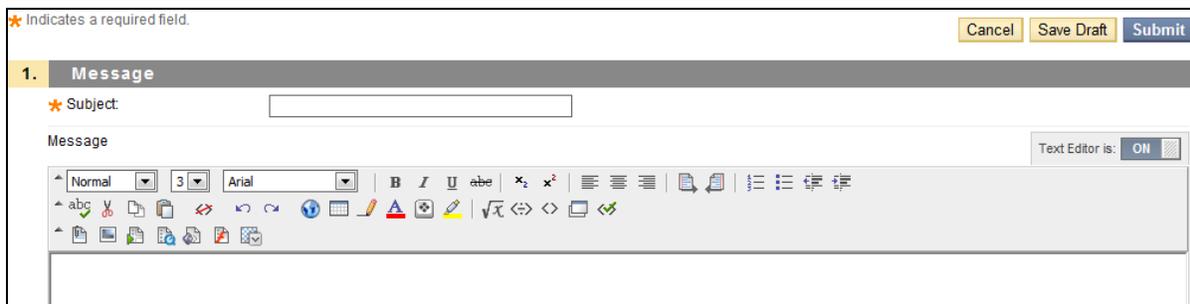
You will see Forums which will contain Threads. You can just reply to the thread the instructor created or you may be allowed to create your own thread.

The main problem in this tool that we've found is that you can only see the description field when you first click the Discussion tool. Once you click a Forum link, you don't see the description anymore. Your instructor may make the first thread a copy of what they put in the description field. (If you access a discussion through the Course Materials area, you won't see the description field when you come into the Forum. Click the Discussion button on the left side to view the list of forums and then you can see the description.) You can sort your list to have oldest thread on top so you can see if your instructor created the first thread. Click the yellow arrow by the word "Thread" in the heading row.



To create a new Thread:

1. Open the forum by clicking its name and then click the "Create Thread" button. (This option may not be available if you are supposed to reply to the original thread only.)



2. Type a Subject, your Message and attach a file if necessary. Click Submit.

3. Click the OK button in the bottom right corner to go back to the list of forums.



To view Threads:

1. Open the forum by clicking its name.
2. You can click on each individual thread to view it.
3. Or you can use the check boxes and click the "Collect" button to view the entire thread at once if there are replies to a thread.



Opening the Collect view also gives you a "Print Preview" box if you need to print the thread. Click the OK button to get out of the "Collect" view.



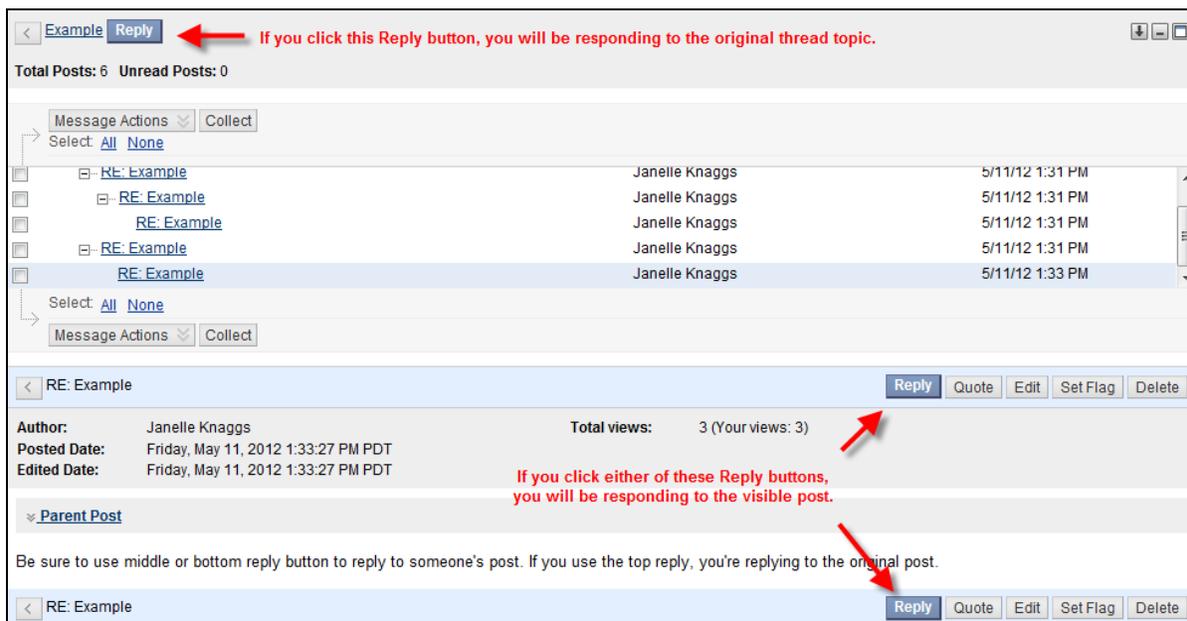
4. You need to scroll the box down that contains the threads if there are more than a few items.
5. Click the OK button in the bottom corner to close the current view.

[This topic is continued on the next page.]

Discussions - Continued

To reply to a Thread:

1. After opening the thread, click one of the Reply buttons if you don't want to include the original post. Click the Quote button instead if you DO want to have the other person's post included in your reply. If you're replying to someone else's post, don't click the Reply button at the very top. It responds to the original post. Use one of the other Reply buttons directly above or below the post you replying to.



2. Type your message and click Submit.

Calendar

Click this button to view the Calendar.

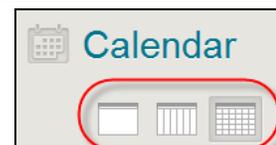


Some faculty may hide this tool. Note that the items listed in the calendar are clickable. When you click some links, you'll be taken directly to the item such as a test or assignment.

To move to a different month, click the arrows next to the current month.



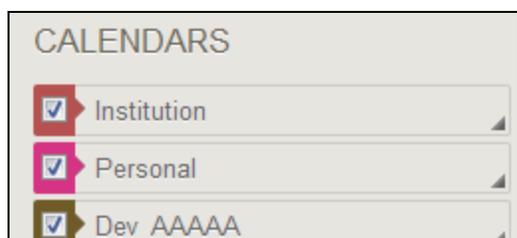
To change your view from month to week or day, click an icon in the top left corner.



You can add personal events that only you will see by clicking the plus in the top right corner.



All of your classes will be listed in the bottom left and will be color coded. You can un-select the other classes if you only want to view the current class calendar.



Web Links

Click this button to view the Web Links.

[Web Links](#)

In this area, you will find links to websites that either the Oregon Tech Online Office staff thought would be helpful or that your instructor added. Here is a list of the common links you will most likely see in every class. The first one is the link to the website that the Oregon Tech Online Office staff created to store helpful information about using Blackboard at Oregon Tech. Your instructor may add other web links in this area.

Web Links

- [Blackboard Help Website - Oregon Tech](#)
This is the Oregon Tech Distance Education website that contains Blackboard Learn 9.1 help documents created specifically to show how to use Blackboard at Oregon Tech.
- [Library and Research Resources](#)
- [CME Units](#)
- [Flashplayer Download](#)
- [Silverlight](#)
- [Java](#)
- [Adobe Reader](#)

Click the link name to open the webpage. Most of these links are configured to open in a new window. Depending on how your browser is set up, you will see the webpage in either a new tab or in a new window.

Some instructors may select to have the webpage **not** open in a new window. When you click a link that is not set to open in a new window, the webpage will try to open inside of your Blackboard page. There will be a warning, and you'll need to click the link listed on that page.

The content below is outside of the Blackboard Learn environment.

External URL: <http://www.oit.edu>

The target page can not be opened within the content frame. The page will be opened in a new window. Click the link below to open the page if your browser is blocking popup windows.

<http://www.oit.edu>

To get back into your Blackboard class material, you can click the browser back arrow, click the name of the class as shown below, or click the “Web Links” link as shown below.

[Training Example Class](#) > [Web Links](#) > [Library and Research Resources](#)

The content below is outside of the Blackboard Learn environment.

My Grades

Click this button to view your grades.



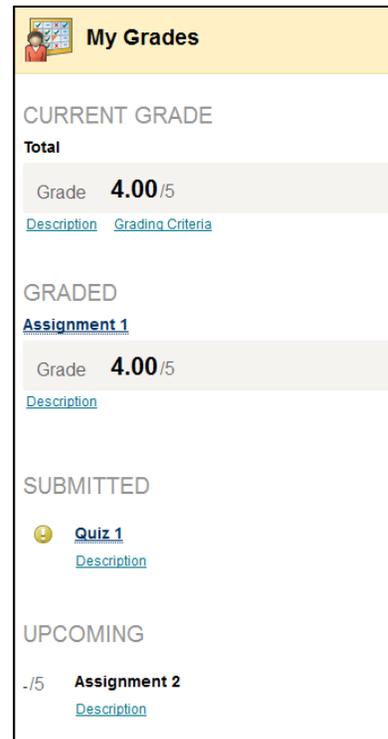
You will see a screen similar to this one.

The Current Grade shows your total for the class. Note that in the example it only shows your total for all of the items that you've turned in already not the total points possible in the class.

If an item has been graded, you will see your grade listed under the Graded heading. If you click the name of an item that has been graded, it will take you to that item. In the example, you could click "Assignment 1." Then you would see what you turned in and any instructor feedback that was provided.

If an item has been completed but not graded, it will be in the Submitted heading. A green exclamation mark in front of the item also indicates that the item has not be graded yet.

The Upcoming area show items that you haven't done yet.



The screenshot shows the 'My Grades' interface. It is divided into four sections: 'CURRENT GRADE', 'GRADED', 'SUBMITTED', and 'UPCOMING'. Under 'CURRENT GRADE', the total grade is 4.00/5, with links for 'Description' and 'Grading Criteria'. Under 'GRADED', 'Assignment 1' is listed with a grade of 4.00/5 and a 'Description' link. Under 'SUBMITTED', 'Quiz 1' is listed with a green exclamation mark and a 'Description' link. Under 'UPCOMING', 'Assignment 2' is listed with a grade of -/5 and a 'Description' link.

Chat

Click this button to open the chat area.



Your instructor may hide this tool. If it is available, you will possibly see options for Chat or Virtual Classroom. Chat is an instant messaging tool to chat with others in the class when they are online at the same time.

This tool requires that you have Java installed on your computer. If you don't have Java, you can download it at the provided link on the Chat page. Note that Chat may not be accessible on a work computer. Many companies, especially hospitals, block this type of communication.

My Blackboard area

In the top right corner of your Blackboard page is the My Blackboard area and the Logout icon.



Click on your name to see your "My Blackboard" area. Here you'll find a list of your classes, an icon to view posts from all of your classes, an icon to view course announcements from all classes, an icon to view your grades, an icon to view the calendar and a home icon that lets you view multiple items on one page, such as what is due today or due this week. When you first open the area, there is also a Settings link to personalize your settings. Explore this area to see if you find it useful. Click the "My Classes" tab to get out of this area.

