Blackboard Learn 9.1

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.


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.)

If the course menu on the left side of the page is not displaying (see example on next page), move your mouse to the far left side of your class and click on the arrow icon when it displays. The arrow icon looks like this:
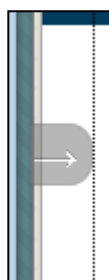
Course Menu

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.

Dashboard
Read Me First
Syllabus

Announcements
Course Materials
Discussions

Web Links
My Grades

Class Messages
Research Assistance
Peer Consulting

Read Me First

Click this menu link to see the Read Me First page.

Read Me First

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.
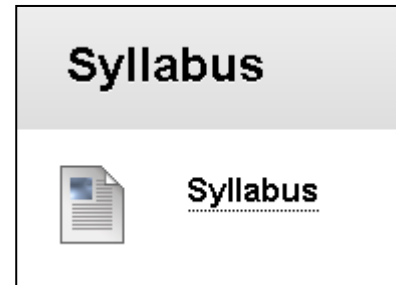
Syllabus
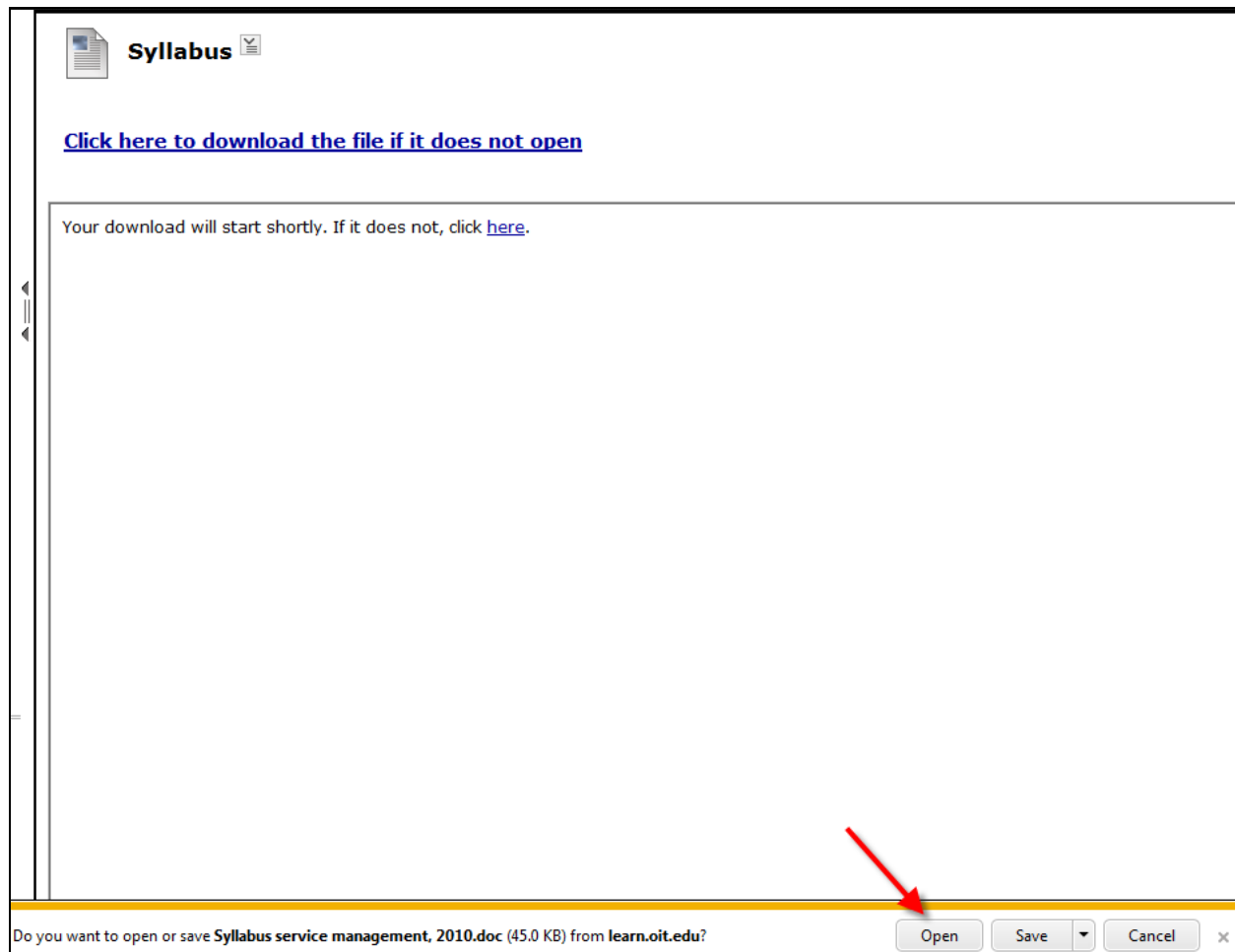
Click this link to view the Syllabus.   Syllabus

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

Syllabus

Syllabus

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.

Syllabus

Click here to download the file if it does not open

Your download will start shortly. If it does not, click here.

Do you want to open or save **Syllabus service management, 2010.doc** (45.0 KB) from **learn.oit.edu**?   Open   Save ▾   Cancel   ×

Announcements

Click this link to view Announcements.   Announcements

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 link to view Course Materials.   Course Materials

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 link 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.

Course Materials

Week One
You can also list topic/subject

Week Two

Week Three

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.

Table of Contents

| □ ↘   Page 1 of 3 >

Week One Agenda
Week 1 Lecture
Introduction

Week One Agenda

Page 1 of 3 >

Welcome to AAA 101. I look forward to getting to know you throughout the term. This week, please accomplish the following tasks:

- Read
- Discuss
- Complete

Assignments

Some classes will have assignments in a separate link. **Assignments**

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

Other classes may have the assignments in both locations. The process to submit an assignment is the same no matter where they are stored.

In the Assignment link, you will see a list of assignments similar to this example. If they are in the Course Materials area instead, the links will look similar but will be listed next to other types of documents.

Click the assignment name to open it. A page like the below example will open. It will include information about the due date and points possible as well as the instructions for the assignment.

Assignments

Assignment 1

Assignment 2

Upload Assignment: Assignment 1

Cancel   Save Draft   **Submit**

ASSIGNMENT INFORMATION

Due Date	Points Possible
Wednesday, February 19, 2014	**18**
11:59 PM	

ASSIGNMENT SUBMISSION

Text Submission   Write Submission

Attach File   Browse My Computer

ADD COMMENTS

Comments
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Most instructors do not want you to type your assignment directly in Blackboard. They usually want you to type the document outside of Blackboard and then attach the file to the assignment. To attach a file, click the "Browse My Computer" button listed by the Attach File label.

Be sure to click one of the Submit buttons that are listed both at the top and bottom right corners of the assignment page to complete the process.

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.

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

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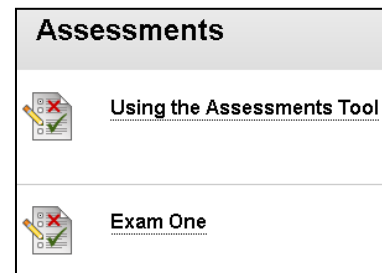
Click the assessment name to open it. You may also need to click the "Click to Launch" link to open the assessment if they are in the Course Materials area. Then you'll see a screen similar to the below example. On this page, it will indicate if it is a timed assessment and if it will auto submit when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

Begin: Exam One

Cancel   Begin

INSTRUCTIONS

Timed Test	This test has a time limit of 1 hour.
Timer Setting	This test will save and submit automatically when the time expires.
Force Completion	Once started, this test must be completed in one sitting. Do not leave the test before clicking **Save and Submit**.
Due Date	This Test is due on May 24, 2014 11:59:00 PM PDT.

Click **Begin** to start: Exam One. Click **Cancel** to go back.
You will be previewing this assessment and your results will not be recorded.

Click Begin to start. Click Cancel to quit.

Cancel   Begin

The test will open and look somewhat like this example.

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.)

Please do not leave the test and think you'll be able to return to it 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 link 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. Only fully online classes usually use this tool.

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

Course Messages

Course Messages are private and secure text-based communication that occurs within a course and among course members. Although similar to email, users must be logged into the course to read and send messages. More Help

Create Message	Create Folder		
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

Compose Message

Course Messages are private and secure text-based communication that occurs within a Course and among Course members. Although similar to email, users must be logged into the Course to read and send Messages. More Help

✱ *Indicates a required field.*

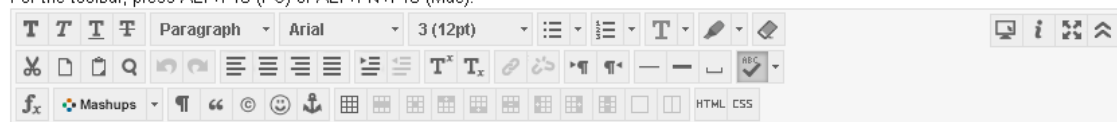Cancel   Submit

RECIPIENTS

To

Cc

Bcc

COMPOSE MESSAGE

✱ Subject

Body
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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 link to view the Discussions.   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.

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.)   Create Thread
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.   OK

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 click the check boxes in front of each thread and click the "Collect" button to view the entire thread at once if there are replies to a thread.

Click the OK button to get out of the "Collect" view.

To reply to a Thread:

1. After opening the thread, move your cursor into the box for the post you want to reply to and click the Reply button.

Thread: Here is my post

Q Search   Refresh

Select: All None
Message Actions ⌄   Expand All   Collapse All

4 Posts in this Thread   **0** Unread

Joe Student   3 years ago
Here is my post

I hope I get the full points for this discussion post.

Reply

More options will display next to the Reply button once you move your cursor into this box.

Joe Student   3 years ago
RE: Here is my post

Replying to the post

You can reply to this post by moving your cursor into this box. A Reply button will display under the text.

▲ Hide 2 replies

2. Type your message and click Submit.
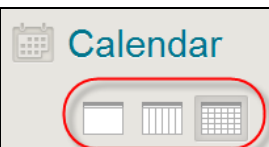
Calendar

Click this link to view the Calendar.   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.

📅 **Calendar**

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.

CALENDARS

☑ Institution
☑ Personal
☑ Dev_AAAAA
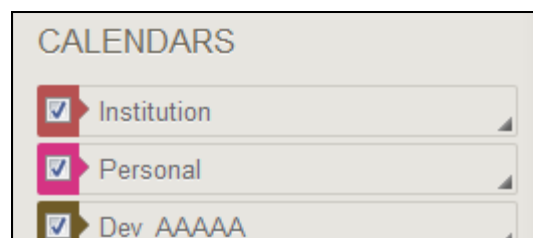
Web Links

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

Adobe Reader

Adobe Flashplayer Download

Java

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 Black-board page. There will be a warning, and you'll need to click the link listed on that page.

My Grades

Click this link to view your grades.   My Grades

You will see a screen similar to this one.

My Grades

All	Graded	Upcoming	Submitted		Order by: Course Order ▼
ITEM			LAST ACTIVITY		GRADE
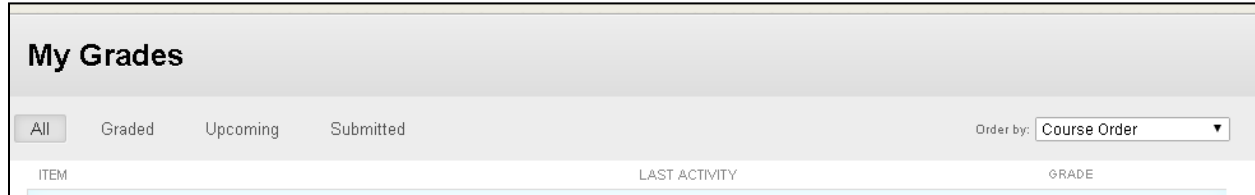
In the All heading, you will see all gradable items listed. You can click on an item's name to open that item and see your instructor's comment on that item if it has been graded already.

If an item has been graded, you will also 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. For 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. An exclamation mark in the item's grade area also indicates that the item has not be graded yet.

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

Other areas

Your class may have other links such as Research Assistant and Peer Consulting. These links list the library resources available and tutoring services that are offered at Oregon Tech.

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. 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.

👤 Joe Student 56 ▼ ⏻

👤 Joe Student ▼ ⏻

➡ My Classes