



Blackboard Academic Suite™ User Manual

**Release 6.1 and 6.1.5
Blackboard Learning System
Blackboard Portal System™
Blackboard Learning System - Basic Edition**

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Table of Contents

Table of Contents.....	3
About the <i>Blackboard Academic Suite</i> User Manual	5
Part One: Introduction to the <i>Blackboard Learning System</i>	7
Chapter 1 – Welcome to the <i>Blackboard Learning System</i>.....	8
Course Web Sites.....	12
Chapter 2 – <i>Blackboard Academic Suite</i> Gateway	15
Creating an Account	16
Entry Page	18
Entry Page	18
Lost Password	20
Course Catalog	21
Browsing the Course Catalog.....	22
Part Two: Courses.....	23
Chapter 3 – Course Content.....	24
Staff Information	26
Course Content Areas	27
Assessments	29
Assignments	32
Learning Units	34
External Links.....	35
Course Cartridges	36
Text Box Editor	37
Text Box Content	41
Insert Link to File.....	42
Insert Image	43
Insert MPEG File	45
Insert QuickTime File.....	47
Insert Audio File	49
Insert SWF File	51
About Spell Check.....	53
Using Spell Check	54
Math and Science Notation Tool – WebEQ Equation Editor.....	56
Adding and Editing Equations	58
Chapter 4 – Communication	61
Course Send Email.....	63
Send Email to Users	65
Discussion Board	67
Discussion Board Forums	68
Create New Message	70
Your Response.....	72
Collaboration Tools	74
Virtual Classroom	77
Menu Bar	79
Classroom Tool box.....	81
Whiteboard	82
Group Browser	84
Course Map.....	85
Ask Question.....	86
Question Inbox.....	87
Lightweight Chat	89
Private Messages	90
User Information	91
Session Archives.....	92
Roster.....	94
Groups.....	96

File Exchange	98
Add File	99
Group Collaboration Sessions	100
Create/Modify Collaboration Session.....	102
Group Menu	104
Session Archives.....	106
Archive Properties.....	107
Messages	109
Message Folder.....	110
View Message.....	111
Compose Message	113
Move Messages	115
Add Folder	116
Chapter 5 –Tools	117
Announcements.....	119
Digital Drop Box	120
Add File to the Digital Drop Box.....	122
Send File from the Digital Drop Box.....	124
Edit Your Homepage	126
Personal Information.....	128
Personal Information.....	128
Edit Personal Information.....	130
Change Password.....	132
Set CD-ROM Drive	134
Set Privacy Options.....	136
Set Text Box Editor Options	138
Calendar.....	139
Quick Jump	141
Add or Modify Calendar Event.....	142
View Grades	144
View Grades	144
Tasks.....	145
Add / Modify Task	147
The Electric Blackboard®	149
Address Book.....	150
Add or Modify Contact	152
User Directory.....	154
Part Three: Blackboard Academic Suite Portal Features.....	155
Chapter 6 - Blackboard Learning System and Blackboard Portal System Tabs	156
My Institution Tab	157
Customizing Content	158
My Institution Layout	159
Editing, Minimizing and Removing Content.....	160
Courses Tab.....	161
Course Listing	162
Course Catalog	163
Community Tab.....	165
Organizations	166
Community Discussion Boards.....	168
Create Community Discussion Boards.....	169
Services Tab	170
Chapter 7— Modules.....	171
Delegated Module Admin	173
Appendix—Updates Since Publication	174

About the *Blackboard Academic Suite* User Manual

Overview

Welcome to the *Blackboard Academic Suite*™! The *Blackboard Academic Suite* offers a robust set of tools, functions, and features for learning. Besides the features that are included as part of the *Blackboard Academic Suite*, there are numerous additional tools that can be added to *Blackboard Academic Suite* as Blackboard System Extensions.

The *Blackboard Academic Suite Student Manual* details the tools and functions included with the platform from the Student or general user perspective. Other Blackboard manuals detail the construction, customization, and management features that Instructors and Administrators use to build an impressive education environment on the Blackboard platform.

The flexibility of the *Blackboard Academic Suite* means that not all the tools and functions that are available are documented in this manual. Blackboard System Extensions allow System Administrators to add a variety of materials, tools, and functions to *Blackboard Academic Suite*. Individual System Extensions are not documented in this manual. For assistance with a System Extension, please contact your System Administrator. In addition, the tools and functions that are documented in this manual may not be available to users or only available in certain areas of the platform because Administrators and Instructors can customize the availability of most aspects of the platform. Finally, some tools and functions may appear differently in the *Blackboard Academic Suite* than the examples in this manual because System Administrators and Instructors can customize the name and appearance of many aspects of the platform.

The *Blackboard Academic Suite*™ includes:

- *Blackboard Learning System*™ (Release 6.1)
- *Blackboard Learning System - Basic Edition*™ (Release 6.1)
- *Blackboard Portal System*™ (Release 6.1)
- *Blackboard Learning System - ML*™

For most users, it is only important to know what Blackboard products are in use when determining if a particular function is available.

This document does not provide information on *Blackboard Learning System - ML*.

Manual Organization

The *Blackboard Academic Suite User Manual* begins by introducing the *Blackboard Academic Suite*. The second section of the manual is dedicated to the course Web site environment of the *Blackboard Learning System* and the final section provides a review of the *Blackboard Learning System* basic portal and the advanced features of the *Blackboard Portal System*.

Manual Conventions

To make this manual easier to use a number of conventions appear throughout. These conventions are detailed in the table below.

Symbol	Description
[r]	Required field
Bold type	A button or field name.
Courier font	Text that users should type.
Steps	Tasks users should perform.

Using this manual

This manual is best read as a reference, rather than as a book to be read from cover to cover. If the manual is viewed online, the embedded links enable the reader to navigate quickly through topics and follow the same workflows that appear in the software. For readers that prefer to print out and read a paper copy of the manual, refer to the table of contents to locate topics that are referenced in the text.

Manual Updates

Please note that the *Blackboard Academic Suite User Manual* is updated periodically. Check the Date Last Update at the beginning of the manual to ensure that it is the most recent copy. Any updates are listed in the [Appendix](#).

The HTML version is available through the Student Manual feature in each course and at <http://www.blackboard.com/products/services/support>. Also, the Behind the Blackboard extranet includes the most current versions of the user manuals in PDF format for those who would like to print a hard copy.

To report any comments or suggestions regarding this manual, please contact Blackboard Support.

Which Blackboard product is installed?

To find out which Blackboard product you are using contact your System Administrator.

Part One: Introduction to the *Blackboard Learning System*

Overview

The *Blackboard Learning System* delivers a complete course management system. Within the *Blackboard Learning System* environment navigation is simple with a header frame that includes images and buttons customized by the institution and tabs that navigate to the different common areas.

The Blackboard Gateway page welcomes users and provides an access point to the *Blackboard Academic Suite*. It should be noted that some institutions may choose to skip the Gateway page entirely and allow users to login through a function on the header frame.

Part One Contents

This part of the *Blackboard Academic Suite User Manual* includes the following chapters:

- [Chapter 1 - Welcome to the *Blackboard Learning System*](#)
 - [Chapter 2 - Blackboard Platform Gateway](#)
-

Chapter 1 – Welcome to the *Blackboard Learning System*

Introduction

The *Blackboard Learning System* is a comprehensive and flexible e-Learning software platform that delivers a complete course management system. While the *Blackboard Learning System*, and the *Blackboard Learning System - Basic Edition* are all course management systems, the *Blackboard Learning System* includes advanced integration tools and APIs to seamlessly assimilate the *Blackboard Learning System* with existing institution systems. Furthermore, the *Blackboard Learning System* includes additional customization features and the ability to build out the platform with Blackboard System Extensions. Finally, the *Blackboard Portal System* includes a customizable institution-wide portal with online communities.

Blackboard Building Blocks allows institutions to integrate external applications, tools, content, and services into the *Blackboard Learning System*.

The following are some things to keep in mind when using the *Blackboard Learning System*:

- Due to the fact that the *Blackboard Portal System* and the *Blackboard Learning System* are highly flexible and customizable platforms, which can integrate third party applications, there may be certain tools that are not documented.
- System Administrators have the ability to disable certain tools within the application. If you encounter tools that you are unable to access contact your System Administrator.
- The openness of the platform allows Instructors and Administrators to be very creative; therefore, the names for items users see in the application may differ from those in the documentation.

The *Blackboard Learning System* environment

The *Blackboard Learning System* environment includes a header frame with images and buttons customized by the institution and tabs that navigate to different areas within the *Blackboard Learning System*. Clicking on a tab will open that area in the content frame. Web pages containing specific content, features, functions, and tools are accessed from the common areas.






Header frame

The header frame contains a customizable institution image and navigation buttons that allow the user to access the institution home page, access the Blackboard help, and logoff of the *Blackboard Learning System*.



The table below details the buttons that appear in the header frame and their functions.

Button	Description
 Home	Click Home to return to an institution home page. This URL is set by the system administrator.
 Help	Click Help to access an institution defined help site. This URL is set by the System Administrator.
 Logout	Click Logout to end a session.

Common Areas

Blackboard Learning System and *Blackboard Learning System*–Basic Edition include two common areas for users:

- **My Institution:** The My Institution common area contains tools and information specific to each user’s preferences. Tools and information are contained in modules, which users can add and remove from their My

Institution common area. While users can choose which modules appear, the Administrator may restrict access to or require specific modules.

- **Courses:** Courses are listed by role: courses that a user teaches as an Instructor and courses that a user takes as a Student. Users click on a course from the Courses common area to access the course Web site.

Users also have access to the following common areas with the *Blackboard Portal System*:

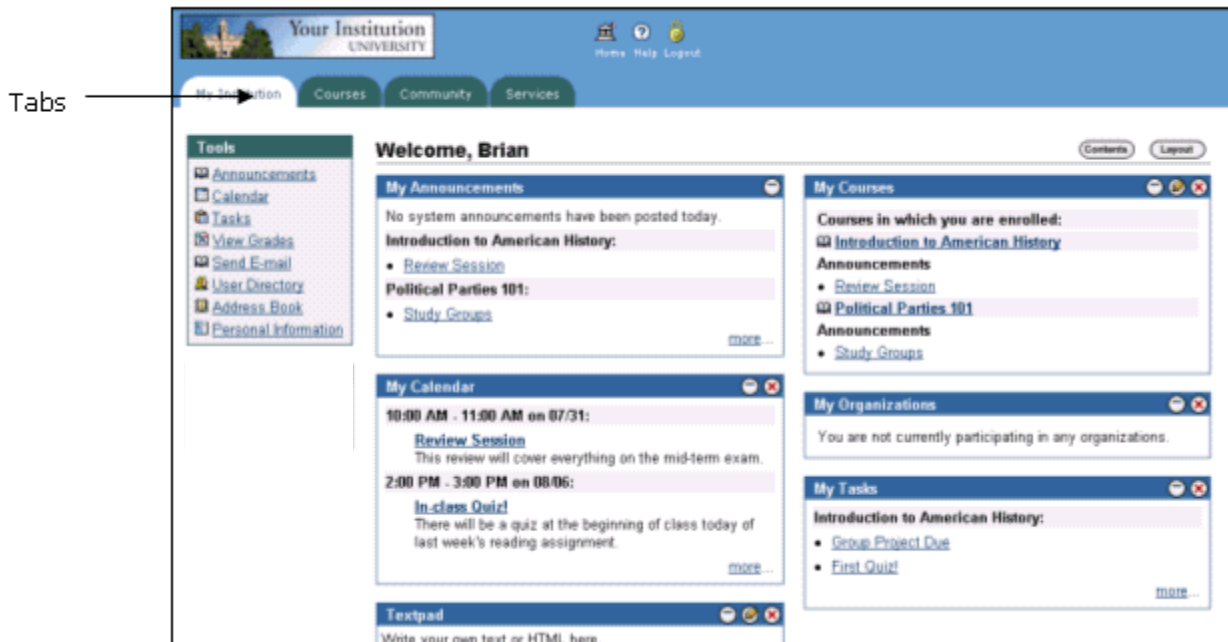
- **Community:** The Community common area lists organizations specific to each user, the Organization Catalog for the institution, and institution-wide Discussion Boards. User organizations are listed by role: organizations that a user administrates as a manager and organizations that a user participates in as a member. Users simply click on an organization from the Community common area to access the organization Web site.
- **Services:** The Services common area contains links to other institutional offerings outside of the *Blackboard Learning System*. The links are set by the System Administrator and cannot be modified by an individual user.

In addition, the *Blackboard Portal System* enables the institution to create custom tabs and present a different environment, or Portal, to users based on the User's role at the institution.

Tabs

The tabs are navigation tools that access the common areas of the *Blackboard Learning System*. Tabs also appear in search boxes as a means of changing the search parameters.

Click on a tab to access that common area.



Content frame






The content frame always contains one of the following pages:

- **Common area:** The area that appears in the content frame when a tab is clicked. Common areas hold broad information and allow the user to access Web pages containing specific content and features.
- **Web page:** A Web page appears in the content frame when accessed through one of the navigational tools described below. Web pages contain specific content or features and originate from common areas.

Navigating within the Blackboard Learning System

The *Blackboard Learning System* contains several ways to move from one area or page to the next. Only the material in the content frame changes when moving to a new area or page. The tabs and header frame are always available for quick access to those navigation features.

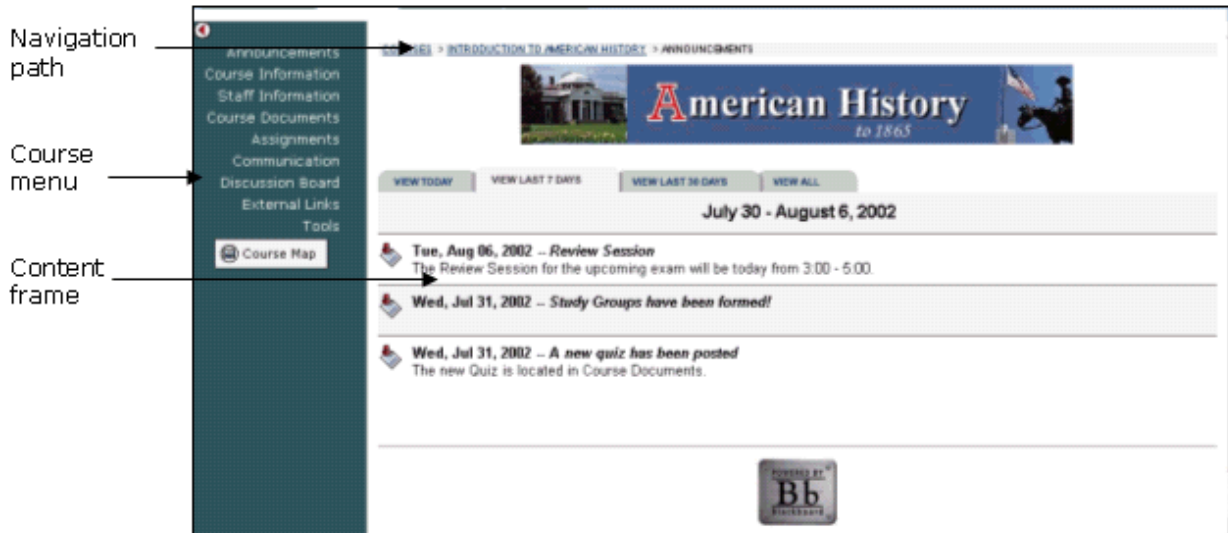
The table below describes each navigation tool available in the *Blackboard Learning System*.

Navigation Tool	Description
Tab 	Click a tab to navigate to a common area. Top-level navigation is always available no matter what page or area appears in the content frame.
Button 	Click a button to navigate to a page within the <i>Blackboard Learning System</i> . Some buttons also lead to areas outside of the <i>Blackboard Learning System</i> . In addition, buttons execute functions.
Link 	Click a hypertext link to access another Web page within the <i>Blackboard Learning System</i> . The page will appear in the content frame. Links can also open Web sites outside of the <i>Blackboard Learning System</i> .
Image 	Click an image to navigate to another page. The customized images that appear in the platform can be linked by the Administrator to another URL.
Path 	Click one of the hypertext links that appear in the navigation path to access that page. The navigation path appears at the top of pages to allow users to quickly return to the previous page that led to the current page.

Course Web Sites

Overview

Each course offered by an institution is hosted on a Web site. A course Web site consists of a navigation path, a Course menu, and a content frame. The navigation path allows users to return to any page accessed between the main course page and the current page. The Course menu links users to the available content areas and tools. The content frame displays Web pages accessed through the buttons or navigation path.



Organization Web Sites

Organization Web sites function in the same way as course Web sites. The organization Manager uses the flexible learning tools of a course Web site to provide an online environment for the organization. Organizations are only available with the *Blackboard Portal System*.

Linking to a course Web site

To create a link to a course Web site, simply copy the URL from the address bar in the Web. Links to course Web sites can be posted inside the *Blackboard Learning System* or externally. In either case, the user will be prompted for authorization before accessing the course Web site.

Functions

The table below includes information on the components of a course Web site. The names of the areas are customizable by the Instructor or the System Administrator.

Area	Description
Announcements	<p>Announcements post timely information critical to course success. Announcements occupy the Main Frame upon entry to a course Web site and can also appear on the My Institution and Courses area depending on system configuration.</p> <p>Click Announcements from the course Web site tool bar to view course Announcements.</p>
Staff Information	<p>Staff Information provides background and contact information on course Instructors and Teaching Assistants.</p>
Content Areas	<p>Content areas can contain a wide-range of content items including:</p> <p>Course Information – Course Information displays descriptive materials about the course. Materials usually posted here include the syllabus and course objectives.</p> <p>Course Documents – Course Documents may include learning materials and lesson aids, such as lecture notes.</p>
Assignments	<p>Assignments lists the due date and description for class work. The Instructor posts assignments and can modify the instructions and due date. Students may view files the Instructor has attached to an Assignment. They may also attach files to an Assignment to submit to the Instructor.</p>
Communication	<p>Course users communicate through the Communication Center. The Communication Center allow users to:</p> <ul style="list-style-type: none"> • send and receive email • read and post messages to Discussion Boards • enter the Virtual Classroom • view Student roster • view Group pages
External Links	<p>External Links connects course users to outside learning materials. Instructors may select outside materials and post a hyperlink and brief description for each external source.</p>
Tools	<p>Tools that can be used in the course Web site. These include: Digital Drop Box, Edit Home Page, Personal Information, Calendar, View Grades, Student Manual, Tasks, The Electric Blackboard®, and Address Book.</p>
Resources	<p>Accesses the Blackboard Resource Center.</p>
Course Map	<p>Allows course Web site navigation through a collapsible tree directory. Instructors can go directly to various course areas.</p>

Chapter 2 - Blackboard Academic Suite Gateway

Overview

To utilize the exciting features of the *Blackboard Academic Suite* users must have a valid username and password. The Gateway page welcomes users and provides a login button to access the Blackboard platform. Before logging in, a user must have a valid user name and password.

Note: The *Blackboard Learning System* requires that cookies are enabled within the Web browser.

Note: The Institution may select to bypass the Gateway page. If this is the case, a User accessing the URL will be directed to the My Institution tab and authenticated as a guest. Users may login to through a button on the header frame or a special portal module.

Functions

The following buttons appear on the Gateway page.

Note: The **Course Catalog** and **Create Account** buttons may not appear depending on institutional preferences.

Function	Description
Login	Users can log into their account from the Blackboard Gateway page.
Course Catalog	Browse the Course Catalog .
Create Account	Users can create an account to the Blackboard Gateway page.

In this chapter

This chapter includes the following topics.


Topic	Description
Creating an Account	Details how to create a Blackboard account with a user name, password and personal information. Depending on institutional preferences, this option may not be available to users.
Entry Page	Describes the page used to logon to Blackboard.
Lost Password Page	Details how to obtain a new password in the case that yours is lost.
Course Catalog	Describes the Course Catalog for your institution
Browsing the Course Catalog	Details how to browse and search the Course Catalog for specific courses.

Creating an Account

Overview

Users may create their own account from the Gateway page. In this area they can choose a user name and password, and fill out any personal information they choose.

Note: The Administrator may make this option unavailable.

 **Create New Account**

1 Instructions

Fill in the fields below and click **Submit** to create a user account and begin using Blackboard Learning System TM (Release 6). The User Name you select identifies you within Blackboard Learning System TM (Release 6) and must be entered, along with the password you choose, each time you login to Blackboard Learning System TM (Release 6). The account you create will have a student role. If you wish to create or manage a course or organization Web site as an instructor, please contact your system administrator to update your role.

2 Personal Information

* First Name

Middle Name

* Last Name

* E-mail

Student ID

3 Account Information

* User Name

* Password

Find this page

Follow the steps below to open the Create New Account page.

- Step 1** Enter the URL for the *Blackboard Learning System* into your Web browser.
- Step 2** Click **Create Account** from the Gateway page.

Fields

The table below details the fields on the Create New Account page.

Field	Description
Personal Information	
First Name: [r]	Enter the user's first name.
Middle Name:	Enter the user's middle name.
Last Name: [r]	Enter the user's last name.
Email: [r]	Enter the user's email address.
Student ID:	Enter the user's Student ID as defined by the institution.
Account Information	
User Name: [r]	Enter a user name.
Password: [r]	Enter a password.
Verify Password: [r]	Enter the password a second time to verify.
Other Information	
Gender:	From the drop-down list select the user's gender.
Birthdate:	Enter the user's birth date.

Education Level:	From the drop-down list select the user's education level.
Company:	Enter the user's company.
Job Title:	Enter the user's job title.
Department:	Enter the user's department.
Street 1:	Enter the first line of the user's address.
Street 2:	Enter the second line of the user's address.
City:	Enter the user's city.
State/Province:	Enter the user's state.
Zip Code/Postal Code:	Enter the contact's ZIP code or postal code.
Country:	Enter the contact's country.
Web Site:	Enter the URL of the user's personal Web site. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com.
Home Phone:	Enter the user's home phone number.
Work Phone:	Enter the user's work phone number.
Work Fax:	Enter the user's fax number.
Mobile Phone:	Enter the user's mobile phone number.

Secure your Password

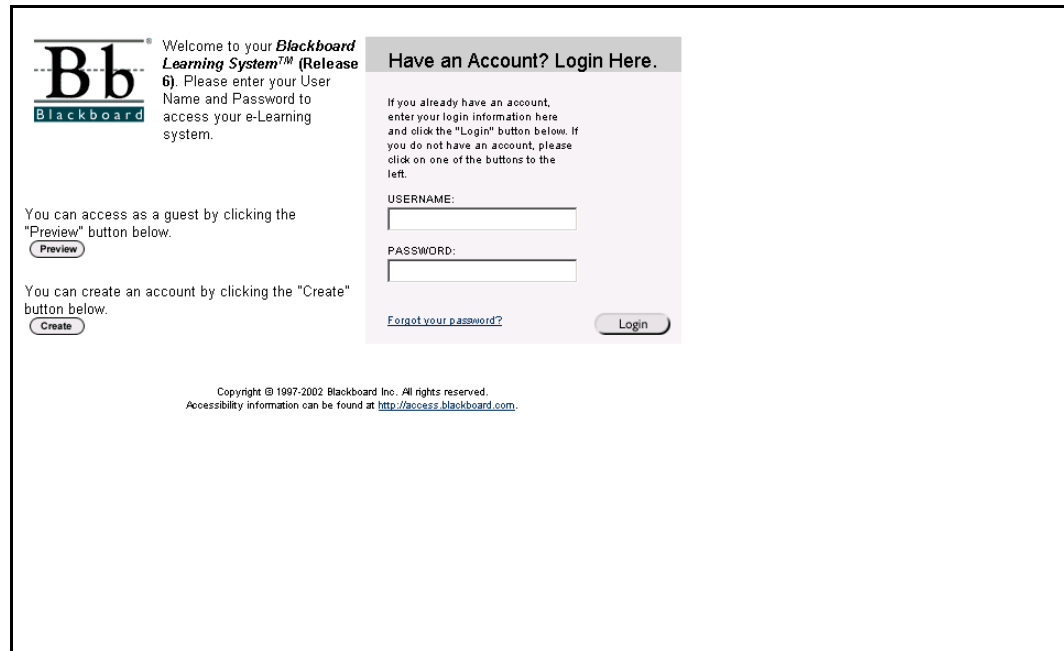
Passwords enable users to access all of their personal information. To maintain security users should not use not share their password with others.

Entry Page

Overview

By logging into the *Blackboard Academic Suite*, users can access a secure environment to view courses, obtain course documents, view organization information and much more.

Note: If the Administrator has enabled Portal Direct Entry, users will view the My Institution page upon opening the *Blackboard Academic Suite*. Users may login to the system through this page.



Find this page

Follow the steps below to open the Entry page.

- Step 1** Enter the URL for the *Blackboard Academic Suite* into your Web browser.
Step 2 Click **Login**.

Fields

The table below details the entry fields on the Entry page.

Field	Description
Account Login	
Username:	Enter the User Name.
Password:	Enter password. The password and User Name must be entered exactly to login. The maximum number of characters in a password is 32. Passwords are case sensitive.

Functions

The table below presents the functions available to users on the Entry page.

To . . .	click . . .
preview the <i>Blackboard Academic Suite</i> environment	Preview.
create an account	Create.
obtain a new password	Forget your password? to access the Lost Password page.
login	Login after entering User Name and password in the fields.

Lost Password

Overview

If users forget or lose their password, they must complete the Lost Password page to obtain a new password. Users will need to create a new password based on instructions received in an email from Blackboard. To receive password information, users must enter their first and last names. Additionally, users have the option of entering a user name or an email address to verify password information. Users must enter information in all the fields in the **Find User With User Name** section or all of the fields in the **Find User With Email** section.

Lost Password

1 Find User With User Name

If you have forgotten your password, enter your **First Name, Last Name and User Name** below. In order to change your password, you must have provided an active e-mail address when registering for your account. You will receive an e-mail message with instructions to make the password change. Your current password will remain active until you respond to the e-mail.

First Name:

Last Name:

User Name:

2 Find User(s) With Email

If you have forgotten your password, enter your **First Name, Last Name and Email** below. In order to change your password, you must have provided an active e-mail address when registering for your account. You will receive an e-mail message with instructions to make the password change. Your current password will remain active until you respond to the e-mail.

First Name:

Last Name:

Email:

3 Submit

Click "**Submit**" to finish. Click "**Cancel**" to abort this process.

Find this page

Follow the steps below to open the Lost Password page.

- Step 1** Enter the URL for the Blackboard platform into your Web browser.
- Step 2** Click **Login**.
- Step 3** Click **Forgot Your Password?**

Fields

The table below details the fields on the Lost Password page.

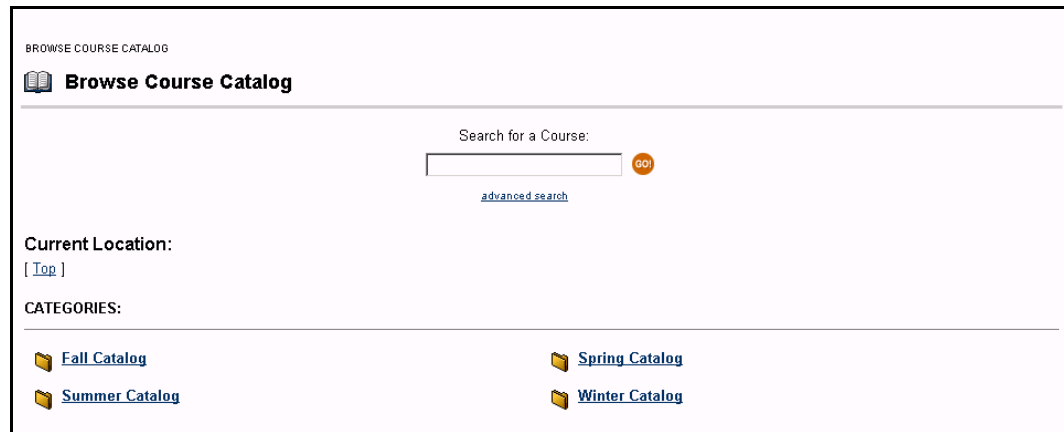
Field	Description
Find User With User Name	
First Name:	Enter first name.
Last Name:	Enter last name.
User Name:	Enter user name. This field is case sensitive.
Find User With Email	
First Name:	Enter first name.
Last Name:	Enter last name.
Email:	Enter email address.

Course Catalog

Overview

The Course Catalog lists all courses offered at the institution in defined categories such as semester and subject matter. The Course Catalog page allows users to search for courses via keyword or a specific category. The Administrator sets the categories. The links in the Course Catalog allow users to view Instructor information and a course description. From that point, users are also able to enroll, preview, or log into a course depending on how the institution customizes the *Blackboard Learning System*.

Note: The institution may choose to use a different Course Catalog other than the one provided with the *Blackboard Learning System* or no catalog at all.



Find this page

Follow the steps below to open the Browse Course Catalog page.

- Step 1** Enter the URL for the *Blackboard Learning System* into your Web browser.
Step 2 Click **Browse Course Catalog**.

Functions

The table below details the available functions on the Course Catalog page.

To . . .	click . . .
search for a course	Go after entering a keyword in the search box.
perform advanced searching	Advanced Search hyperlink and provide the search criteria in the space provided, click Search .
browse the Course Catalog	the hyperlink of the category or courses to view.

Browsing the Course Catalog

Preview a course

From the Login page Students are able to browse the course catalog and preview courses as a guest. To browse the course catalog follow the steps below.

- Step 1** From the Welcome page, click **Preview**.
- Step 2** In the Courses common area, select a Course Catalog link.
- Step 3** From the Course Catalog page, click the hyperlink of the course you wish to preview.

Note: The Instructor determines whether Students are allowed to preview a course prior to enrollment. Thus, this option may not be available for all courses.

Search the Course Catalog

Follow the steps below to search for a course from the Course Catalog main page.

- Step 1** Click the text box and enter the keyword or course
- Step 2** Click **Search**.

Advanced Search: Users can search by course title or course ID by clicking **Advanced Search**

View all courses in the Course Catalog

Follow the steps below to view all courses in the Course Catalog:

- Step 1** Click **Advanced Search**.
- Step 2** Select **List All** to view all courses.

The screenshot displays the 'Course Search' page. At the top, there are navigation tabs for 'SEARCH', 'A-Z, 0-9', and 'LIST ALL'. A note states: 'NOTE: Depending on the number of records, this function may take some time to process. Click the List All button to show the list.' Below the note is a 'List All' button and a link for 'simple search'. The search results show '3 course(s) located' and 'Displaying records 1-3'. The results are as follows:

Course Title	Course ID	Instructor(s)	Actions
American History since 1836	(AmerHist101)	Sheila Mackey	Preview, Enroll, Login
Introduction to American History	(HIST101)	Sheila Mackey	Enroll, Login
Political Parties 101	(PolParties101)	Sheila Mackey	Preview, Enroll, Login

Part Two: Courses

Overview

Course Web sites include all of the information for a particular course. Course Content areas contain information on course areas such as Course Documents, Course Information and Course Announcements. The Communication Tools enable users to interact with their fellow classmates and Instructors from the course Web site. Some of the tools included are Collaboration Tools, Discussion Boards and class Rosters. Course Tools enable users to manage their work and individual information within a specific course. Users can edit their personal information, view the course calendar, and check their grades.

Part Two Contents

This part of the *Blackboard Academic Suite User Manual* includes the following chapters:

- [Chapter 3 – Course Content](#)
 - [Chapter 4 – Communication](#)
 - [Chapter 5 – Course Tools](#)
-

Chapter 3 – Course Content

Overview

Each course offered by an institution is hosted on a Web site. Course Web sites contain all the content and tools for a course. This includes:

- Course Materials
- Course Calendar
- Course Announcements
- Assignments and Assessments

A course Web site consists of a navigation path, a Course menu, and a content frame. The navigation path allows users to return to any page accessed between the main course page and the current page. The Course menu links users to the available content areas and tools. The content frame displays Web pages accessed through the buttons or navigation path.

After selecting a course in the Courses common area, click the corresponding button from the Course Menu on the left side of the page to access a course content area.

The screenshot shows a Blackboard course page for 'American History to 1865'. On the left is a navigation menu with links: Announcements, Course Information, Staff Information, Course Documents, Assignments, Communication, Discussion Board, External Links, Tools, and a Course Map button. The main content area has a breadcrumb trail: COURSES > INTRODUCTION TO AMERICAN HISTORY > ANNOUNCEMENTS. Below this is a banner for 'American History to 1865' with a date range of July 30 - August 6, 2002. There are four buttons: VIEW TODAY, VIEW LAST 7 DAYS, VIEW LAST 30 DAYS, and VIEW ALL. The announcements list includes:

- Tue, Aug 06, 2002 -- Review Session**: The Review Session for the upcoming exam will be today from 3:00 - 5:00.
- Wed, Jul 31, 2002 -- Study Groups have been formed!**
- Wed, Jul 31, 2002 -- A new quiz has been posted**: The new Quiz is located in Course Documents.

 At the bottom right, there is a 'POWERED BY Bb BLACKBOARD' logo.

Find this page

Follow the steps below to open a course Web site:

Step 1 Login to Blackboard.

Step 2 Select a course in which you are enrolled from the My Courses module on the My Institution common area

OR

Open the Courses common area and select a course in the **Courses in which you are participating:** area.

Course Areas

The names of the areas in a course Web site are configured by the Instructor or the System Administrator and may differ from the names shown in this chapter. The

function of each area will not change even if the name and purpose of the area is different. The Instructor or the System Administrator may not make all of these areas available. The Course Areas that are accessible by Students make up the Course Menu that appears in the frame on the left side of all Course pages.

In this chapter

This chapter includes information on the following sections.


Section	Description
Staff Information	Explains how to view information about the staff such as Instructor name, email address, office location, and office hours.
Content Areas	Provides information on how course materials and information is presented in many different ways from basic text to multimedia. Explains how Instructors can also post Assessments and Learning Units.
External Links	Explains how to access external links posted by course Instructors. Usually these links provide content consistent with the course's objective or area of study.


Staff Information

Overview

Users view staff information such as Instructor name, email address, office location, and office hours in the Staff Information area. This area may include information about the course Instructor, as well as any additional staff, such as Teaching Assistants or Graders. Please note that the Instructor or the Administrator can change the name of this Course area.

[COURSES](#) > [INTRODUCTION TO AMERICAN HISTORY](#) > [STAFF INFORMATION](#)

 **Dr. Sheila Mackey**
E-mail: smackey@yourinstitution.com
Office Location: Room 409
Office hours: Monday 1-5

 **Mr. James Berrifield**
E-mail: jberrifield@yourinstitution.com
Office Location: 409B
Office hours: Wednesday 10-12
Thursday 3-7

Find this page

Follow the steps below to open the Staff Information page.

- Step 1** Open a course Web that you are participating in.
 - Step 2** Click **Staff Announcements** on the Course menu.
-

Course Content Areas

Overview

Course content areas may contain a variety of learning materials. Instructors use these areas to present information in many different ways, from basic text to multimedia. Instructors can also post Assessments and Learning Units within any of the content areas.

The following is an example of the how a course content area may appear.



Common content areas

The following content areas are examples of some of the more common uses for content areas:

- **Course Information:** Course Information displays descriptive materials about the course such as the course syllabus and course objectives.
- **Course Documents:** Course Documents can be used by Instructors to organize learning materials and lesson aids.
- **Assignments:** Assignments lists the due date and description for class work. The Instructor posts assignments and can modify the tasks and due dates from the Assignments page.
- **Books:** Instructors post recommended reading lists, useful articles, and other similar material in the Books area.
- **External Links:** The External Links content area provides a page to reference Web sites useful for a course.

Navigating content areas

While Instructors have limitless options when designing content areas, navigating through content areas is a structured, easy-to-follow process. Content areas are arranged as a series of nested folders where each folder can contain items and other folders. Each content area folder page includes the location at the top, a navigation path, and whatever items the Instructor has included in that folder.

To return to a previous folder or to the beginning of the content area, click the appropriate folder in the navigation path. To open a folder, Learning Unit, Assessment, or file, click the links that appear in the folder contents.

Note: Instructors may attach Microsoft® LRN Content to a Content Area. LRN Content files can only be accessed with Internet Explorer, version 5.0 or higher. Microsoft recommends using Internet Explorer 6.0.

In this section

The section includes information in the following topics.

Section	Description
Assessments	Provides information for taking Tests and Surveys and reviewing the results.
Assignments	Explains how Course Assignments are accessed and submitted to the Instructor.
Learning Units	Provides information on how to navigate within a Learning Unit.
External Links	Explains how to access external links that the Instructor may include in course content areas.
Course Cartridges	Provides information on Course Cartridges and how to access them from within a course.

Assessments

Overview

An Assessment is a Test or Survey created by an Instructor or Teaching Assistant. Tests can be used to test the knowledge and skill level of the users enrolled in the course. They allow the Instructor to assign point values to questions. Student answers are submitted for grading, and the results can be recorded in the Gradebook.

Surveys can be used for polling purposes and evaluations. These assessments are not graded.

Students can find Assessments within any content area, content area folder, or Learning Unit within the course Web site.

There are several types of questions that can be included in an Assessment. A description of each question type is provided below.

- *Multiple Choice*: Allows the user a multitude of choices. In multiple-choice questions, the user indicates the correct answer by selecting a radio button.
- *True/False*: Allows the user to choose either true or false. True/False answer options are limited to the words True and False.
- *Fill in the Blank*: Users enter the answer in the text fields provided. Those answers are evaluated based on an exact text match.
- *Multiple Answer*: Multiple answer questions allow the user to choose more than one answer.
- *Matching questions*: Allows the user to pair questions to answers.
- *Essay Questions*: Instructors provide Students with a question or statement. Students are given the opportunity to type or cut and paste an answer into a text field. Students may also use the [Math and Science Notation Tool](#) in Essay questions.


Taking Assessments

Follow the steps below to begin taking an Assessment.

- Step 1** Locate an Assessment in a Course Content Area and click the hyperlink associated with it.
- Step 2** Click **Yes** to begin the Assessment.
- Step 3** Instructors may choose to have users enter a password to begin taking an Assessment. If necessary, enter the valid password and select **Submit** to begin the Assessment. The Assessment will continue to prompt for a valid password until the correct one is entered.

If the Assessment is timed, the time remaining will appear in the bottom of the browser. An example of an Assessment is shown below.

Note: It is very important that users do not use the **Back** button when taking an Assessment.

 Take Assessment: The First American President	
Name:	The First American President
Instructions:	Please complete this exam within one hour.
Timed assessment:	This test has a 1 hour time limit. The elapsed time appears at the bottom of your browser. A 1 minute warning will be displayed.
Multiple Attempts:	This test allows multiple attempts.
Force Completion:	This test may be saved and resumed later.
Backtrack Prohibited:	This test does not allow backtracking. You will not be able to return to this page after you have submitted this question.
Question 1 True/False	25 points
George Washington was the first president.	
<input type="radio"/> True <input type="radio"/> False	
You may <i>not</i> return to this question after submitting and moving to the next question.	
Question 1 of 2 ▶	

Feedback and Grades

After finishing a Test, detailed results of Student performance may be available if configured by the Instructor. Feedback will show the correct answers and comments from the Instructor as well as display the grade received. To access this information select the Test in the Content Area or use the [View Grades](#) Tools.

If an Assessment is changed by an Instructor after the user has submitted it, the new, modified Assessment will appear if the user accesses their grade and feedback after the change was made.

Multiple Attempts

Instructors have the option of allowing Students to take an Assessment multiple times. If this option is available, after the Assessment is submitted a link to take the Test again will appear when the Test is opened. Students are notified at the top of an Assessment if a Test will allow multiple attempts. If a Student takes an Assessment a second time, the first Assessment will be over-written. If the Assessment does not allow multiple attempts, the Review Assessment page will appear when the Student clicks **OK** on the receipt.

Force Completion

If the Force Completion option is enabled, Students must complete the Assessment the first time it is launched. They may not exit the Assessment and continue working on it at a later date. The **Save** button is available for Students to save the Assessment as they work through it, but they may not exit and re-enter the Assessment.

Backtrack Prohibited

Instructors use this option to prevent Students from returning to questions they have already answered. If this option is not enabled, Students may return to previous questions. If a Student is taking an Assessment that does not allow backtracking, an error page will appear if they submit a question and then attempt to use the **Back** button on the browser. The Student will be sent to the last unsaved question from this page.

Assessment modes

An Assessment is a Test or Survey created by an Instructor or Teaching Assistant. There are two different options for the way Assessments are presented. These include:

- **All-at-Once:** All of the questions are presented at the same time. The following table describes the functions available for an All-at-Once Assessment:

To . . .	click . . .
store an answer	Save. A Saved icon will appear. Answers can be changed after they are saved.
finish the Assessment	Submit. The Assessment will be sent to the server. A receipt page that states the Assessment has been completed and sent will appear.

- **One at a Time:** Questions in the Assessment appear one at a time. The following table describes the functions available for a One at a Time Assessment:

To . . .	click . . .
navigate through the questions	navigation arrows (<<, <, or >>). The Question/Section Indicator describes their current place in the Assessment and the overall number of questions. If backtracking is prohibited these arrows will not appear.
store an assessment	Save. A Saved icon will appear. Questions Students have answered up to this point will be saved.
finish the Assessment	Submit. The Assessment will be sent to the server. A receipt page that states the Assessment has been completed and sent will appear.

Assignments

Overview

Instructors can create Assignments and add them to a Content area. Assignments list the name, description, and attachments for class work. Students complete the assignment in a separate file and send it back to the Instructor. They may also include comments for the Instructor if they choose.

The screenshot shows the 'Upload Assignment: Assignment #1' page. At the top, there is a breadcrumb trail: COURSES > INTRODUCTION TO AMERICAN HISTORY > COURSE DOCUMENTS > UPLOAD ASSIGNMENT: ASSIGNMENT #1. Below this is a header with a book icon and the title 'Upload Assignment: Assignment #1'. The main content is divided into two sections: '1 Assignment Information' and '2 Your Files'. In the 'Assignment Information' section, the 'Name' is 'Assignment #1', the 'Instructions' are 'Please complete the attached questions and submit them by September 15th.', and the 'Assignment Files' section shows a file named 'History assignment.doc' with a link '(History assignment.doc)'. The 'Your Files' section has a 'Comments:' label next to a large text area. At the bottom, there is a 'File To Attach:' label, a text input field, a 'Browse...' button, and an 'Add Another File' button.

Find this page

Locate an Assignment in a Course Content Area and click the hyperlink associated with it.

Functions

The table below details the functions available on this page.

To . . .	then . . .
access the files attached to the Assignment	select a link in the Assignment Files field.
add comments for the Instructor	enter the comments in the Comments field. The Instructor will receive these comments with the submitted Assignment.
submit a file	click Browse and locate the file to attach, then click Add . More than one file can be attached using this method.
remove a file	click Remove next to a file that has been attached.
save the Assignment	click Save to save the assignment and continue working on it later.
submit the Assignment	click Submit to send the Assignment to the Instructor.

Submit Assignment

Students are able to submit an Assignment without attaching a file. If **Submit** is selected, and **File to attach** is blank, the Assignment is still submitted and will no longer be available. Instructors may create Assignments where Students do not need to attach files to complete them, but in cases where files do have to be submitted this should be kept in mind.

If the same file is attached to an Assignment more than once, the file name of the duplicate will automatically include a numeric suffix, for example, History_assignment1.doc.

Learning Units

Overview

Blackboard Learning Units enable Students to follow a structured path for progressing through content. Instructors can present content items, files, and Assessments in Learning Units. Instructors also have the option of enforcing the sequential path or allowing Students to access any page within the Learning Unit at any time.



Functions

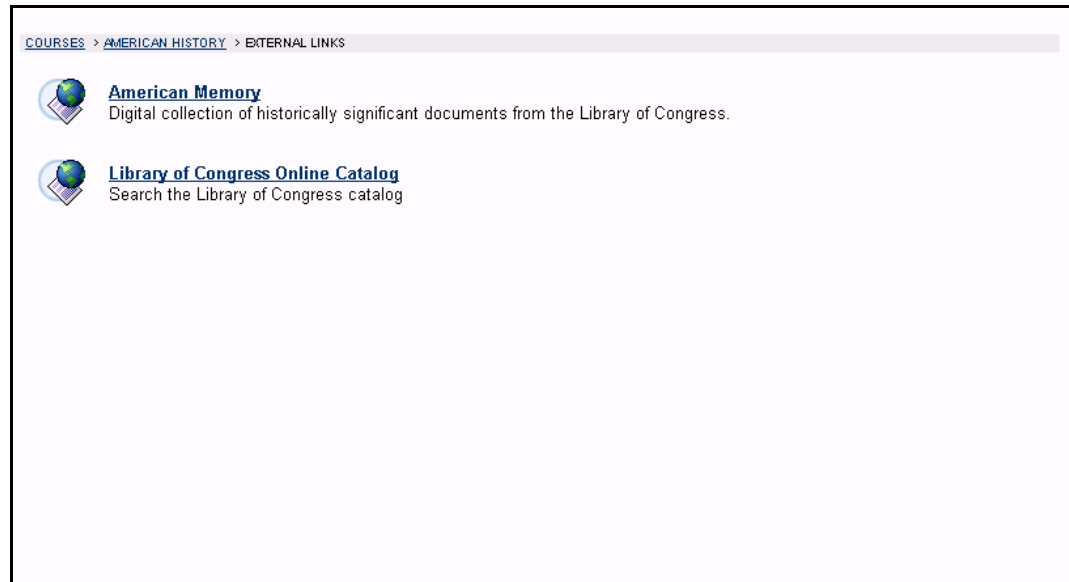
The following table describes the functions available in a Learning Unit.

To . . .	click . . .
move forward and backward	the arrows to the left and right of the page number to access the different pages within the Learning Unit. If Students have non-sequential access to all pages within the Learning unit, Students may click to a view any page.
exit the Learning Unit	Close.
view the contents of the Learning Unit	Contents. A list of the contents in the Learning Unit will appear. Click Close on this page to return to the main Learning Unit page.

External Links

Overview

Users can access external links posted by course Instructors. Usually these links provide content consistent with the course's objective or area of study. Users can access these links directly from a Content Area.



The screenshot displays a course page with a breadcrumb trail: COURSES > AMERICAN HISTORY > EXTERNAL LINKS. Below the trail, there are two external links, each with a globe icon:

- American Memory**
Digital collection of historically significant documents from the Library of Congress.
- Library of Congress Online Catalog**
Search the Library of Congress catalog

Course Cartridges

Overview

Instructors have the option of using Course Cartridge content in their courses. This content is created by publishers and is available for Instructors to download. Content ranges from textbooks to slides, documents, quiz banks, lists of relevant links, and other materials.

Student Access Keys

Students must enter an Access Key in order to view content downloaded from a Course Cartridge. Access Keys may be found in a number of places, depending on the publisher's preference. They may be found in the course text book or on the publisher's Web site. The Instructor should know where the Student Access Keys may be located.

Instructions

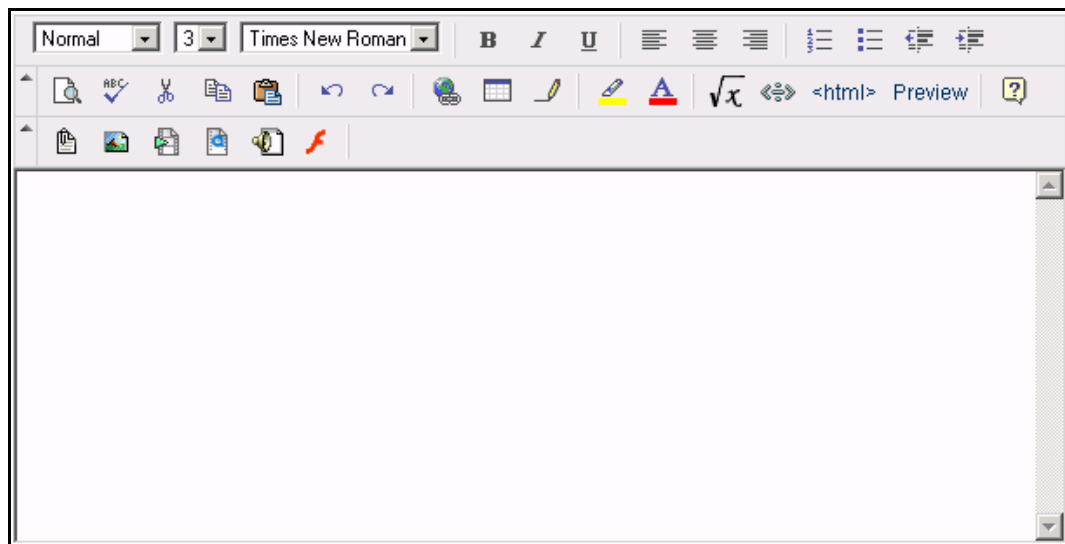
The first time a Student attempts to open an item in a course that has been downloaded from a Course Cartridge they will be prompted to enter the Access Key. After the Key has been entered once, the Student will be able to open any content on the course that has been downloaded from the Course Cartridge.

Text Box Editor

Overview

The Text Box Editor allows users to create content through a simple editor within the *Blackboard Learning System*. Using WYSIWYG (What You See Is What You Get), users may format text to create HTML, identify and correct spelling errors, add equations using WebEQ and MathML, and upload different types of files within a text box.

Note: The Text Box editor is only available to Windows Operating System users with Internet Explorer Version 5.x or a later version. System Administrators also have the option of turning off the Text Box editor, Spell Check, Web EQ and MathML for all users. Users without WYSIWYG features users have access to alternate [Text Box Options](#).



Find this page

The Text Box Editor appears throughout the *Blackboard Learning System*. This includes Calendar, Task, Assessment, and Discussion Board pages.

Actions

The Text Box Editor includes three rows of buttons. The first row is required and may not be collapsed. Users have the options of collapsing the second and third rows with the arrows to the left of the row. These options cannot be reorganized or rearranged by the user. The following table details the tools available in the Text Box Editor by row:

First Row – Basic Actions

Function	Description
Font Style	Select the font for the text, these options correspond to standard HTML Style types.
Font size	Select the size for the text.
Font	Select the type of font for the text.
Bold	Make selected text bold.

Italics	Make selected text italics.
Underline	Underline the selected text.
Align left	Align text to the left of the text area.
Align Center	Align text in the center of the text area.
Align Right	Align text to the right of the text area.
Ordered list	Create a numbered list or add a numbered list item.
Unordered list	Create a bulleted list or add a bullet list item.
Decrease Indent	Move text to the left.
Increase Indent	Move text to the right.

Second Row – Additional Basic Actions

Function	Description
Find	Search for a word or phrase in the text area.
Spell Check	Select the ABC checkmark to open the Spell Check pop-up window. Users use this to check spelling in the text area.
Cut	Cut the selected items
Copy	Copy the selected items
Paste	Paste copied or cut content.
Undo	Select the circular arrow pointing to the left to undo the previous action.
Redo	Select the circular arrow pointing to the right to redo the previous action.
Hyperlink	Add a hyperlink to a URL in the text area.
Create Table	Add a table. Select the number of rows and cells in the table.
Horizontal Line	Add a line to the text box.
Background Color	Add a highlight color to the selected text.
Text Color	Specify the color of the text.
WebEQ Editor	Open the WebEQ Equation Editor icon (x^2) to add an equation.
MathML Editor	Open the MathML Equation Editor icon (\sqrt{x}) to add an equation.
HTML View	View the HTML code that is generated by the Text Box Editor. Users may also edit the HTML in this view.
Preview	Preview the content as it will be seen by the end users.
Help	Select the question mark to launch the Help page.

Third Row – File Attachment Actions

Note: The third row action buttons may not be available. The Administrator may choose to disable these options.

Function	Description
Attach file	Add a file to the text area. When selected, the Insert Link to File page will appear.
Attach image	Add an image to the text area. When selected, the Insert Image page will appear.
Attach MPEG/AVI	Add MPEG/AVI media content to the text area. When selected, the Insert MPEG file page will appear.
Add Quick Time file	Add Apple QuickTime media to the text area. When selected, the Insert QuickTime File page will appear.

Add audio	Add an audio file, such as .mp3, .midi or .wav to the text area. When selected, the Insert Audio File page will appear.
Add Flash/Shockwave	Add Macromedia Flash or Shockwave media to the text area. When selected, the Insert SWF File page will appear.

Attaching files

Users have the option of attaching different types of files to a text box. These files should always be uploaded from their original source, for example from the user's local drive, not from another area where the file has been attached to a course in Blackboard. Users should not copy and paste a file from one text box to another; this will cause errors and the files will not appear properly. When the page is opened, a link to the file will appear. Users may select the link to open the file or save the file.

Keyboard shortcuts

The Text Box Editor supports the following keyboard shortcuts:

Note: An absolutely positioned element is an object that has a css style applied to it, so its location is determined by pixels. For example, instead of aligned right or top, the object is located at x=0, y=100 pixels.

Key	Description
Movement	
RIGHT ARROW	Move one character to the right. If an absolutely positioned element is selected, the element is moved one pixel to the right.
LEFT ARROW	Move one character to the left. If an absolutely positioned element is selected, the element is moved one pixel to the left.
DOWN ARROW	Move down one line. If an absolutely positioned element is selected, the element is moved down one pixel.
UP ARROW	Move up one line. If an absolutely positioned element is selected, the element is moved up one pixel.
CTRL+RIGHT ARROW	Move right one word.
CTRL+LEFT ARROW	Move left one word.
END	Move to the end of the current line.
HOME	Move to the start of the current line.
CTRL+DOWN ARROW	Move down one paragraph.
CTRL+UP ARROW	Move up one paragraph.
PAGE DOWN	Move down one page.
PAGE UP	Move up one page.
CTRL+HOME	Move to the beginning of the document.
CTRL+END	Move to the end of the document.
Selection	
SHIFT+RIGHT ARROW	Extend the selection one character to the right. Users may select characters to cut or copy and paste words, sentences or paragraphs.
SHIFT+LEFT ARROW	Extend the selection one character to the left. Users may select characters to cut or copy and paste words, sentences or paragraphs.

CTRL+SHIFT+RIGHT ARROW	Extend the selection right one word. Users may select characters to cut or copy and paste words, sentences or paragraphs.
CTRL+SHIFT+LEFT ARROW	Extend the selection left one word. Users may select characters to cut or copy and paste words, sentences or paragraphs.
SHIFT+UP ARROW	Extend the selection up one line. Users may select characters to cut or copy and paste words, sentences or paragraphs.
SHIFT+DOWN ARROW	Extend the selection down one line. Users may select characters to cut or copy and paste words, sentences or paragraphs.
SHIFT+END	Extend the selection to the end of the current line. Users may select characters to cut or copy and paste words, sentences or paragraphs.
SHIFT+HOME	Extend the selection to the start of the current line. Users may select characters to cut or copy and paste words, sentences or paragraphs.
SHIFT+PAGE DOWN	Extend the selection down one page. Users may select characters to cut or copy and paste words, sentences or paragraphs.
SHIFT+PAGE UP	Extend the selection up one page. Users may select characters to cut or copy and paste words, sentences or paragraphs.
CTRL+SHIFT+END	Extend the selection to the end of the document. Users may select characters to cut or copy and paste words, sentences or paragraphs.
CTRL+SHIFT+HOME	Extend the selection to the beginning of the document. Users may select characters to cut or copy and paste words, sentences or paragraphs.
CTRL+A	Select all elements in the document. Users may select characters to cut or copy and paste words, sentences or paragraphs.
Editing	
BACKSPACE	Delete the selection or, if there is no selection, the character to the left of the insertion point
CTRL+BACKSPACE	Delete all of a word to the left of the insertion pointer, not including the space before.
CTRL+C	Copy the selection to the Clipboard.
CTRL+V	Paste the contents of the Clipboard to the current location.
CTRL+X	Cut the selection to the Clipboard.
DELETE	Delete the selection without placing it on the Clipboard.
INSERT	Toggle between inserting and overwriting text.
CTRL+Z	Undo the most recent formatting commands.
CTRL+Y	Re-do the most recently undone commands .
CTRL+F	Find text .
SHIFT+F10	Display the context menu, if one is available (this is equivalent to right-clicking the document)
Formatting	
CTRL+B	Toggle bold formatting.
CTRL+I	Toggle italic formatting.
CTRL+U	Toggle underlining.

Text Box Content

Overview

Users may enter different types of text in Text fields throughout the *Blackboard Learning System*. By default, the *Blackboard Learning System* will format text to 12-point, left-justified Arial. Any other formatting must be done with HTML tags (unless the WYSIWYG features are used).

Text box options

The following options are available in most text entry boxes in the *Blackboard Learning System*:

Format Option	Behavior
Smart Text	<p>Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item.</p> <p>Web addresses entered in the URL format are automatically converted to links. For this to function the URL <i>must</i> begin with "http://" and there must be a space before the "http://" to distinguish it from the previous word.</p> <p>If an image tag, , is entered in Smart Text, <i>Blackboard Learning System</i> will automatically prompt you to upload the image. (This only works when creating content; it does not work when modifying existing content.)</p>
Plain Text	Displays text as it is written in the text area. Plain text does not render HTML codes; any HTML codes will appear as text.
HTML	Displays text as coded by the user using Hypertext Mark-up Language (HTML) tags. May be used for cutting and pasting HTML from another source.

Note: The Smart Text and Plain Text options are only available if the Administrator has turned off the Text Box Editor (disabling the WYSIWYG features) or if users do not have Windows Operating System and Internet Explorer Version 5.x or a later version

Insert Link to File

Overview

Users may include a link to a file from the Text Box editor. This option is available if the Text Box editor is enabled.

Note: Users who do not have access to the Text Box Editor, or if the Text Box Editor is disabled, may still attach files to course Web sites

Insert Link to File

1 Insert Link to File

Browse:

OR Specify Url:

2 Link to File Options

Name of Link to File:

Launch in new window: Yes No

3 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

Find this page

The Text Box Editor appears throughout the *Blackboard Learning System*. Select the first button, **Attach File**, in the third row of the Action bar.

Fields

The table below details the fields on the Insert Link to File page:

Field	Description
Insert Link to File	
Browse:	Click Browse to locate a file.
OR Specify URL:	Enter a URL to create a link to a file outside of the local system. An example is http://blackboard/images/picture1.jpeg .
Link to File Options	
Name of Link to File:	Enter the name of the link that Students click to access the attached file.
Launch in new window:	Select Yes to have the file open in a new separate window. Select No to have the file open in the same window.

Insert Image

Overview

Users may add an image to the Text Box Editor. This option is available if the Text Box editor is enabled.

Note: Users who do not have access to the Text Box Editor, or if the Text Box Editor is disabled, may still attach images to course Web sites, such as in Discussion Boards.

Find this page

The Text Box Editor appears throughout the *Blackboard Learning System*. Select the second button, **Attach Image**, in the third row of the Action bar.

Fields

The table below details the fields on the Insert Image page:

Field	Description
Insert Image	
Browse:	Click Browse to locate a file.
OR Specify URL:	Enter a URL to create a link to a file outside of the local system. An example is http://blackboard/images/picture1.jpeg .
Image Options	
Set the Width:	Enter the width of the image in pixels for how it will appear to users.
Set the Height:	Enter the height of the image in pixels for how it will

	appear to users.
Border:	Choose a border for the image. This option determines the thickness of the border around the image. If '0' is chosen there will be no border around the image.
Alt Text:	Enter text that will be used by accessibility tools. Alternate text is important for visually impaired users who access the Web. Alternate text will also tell users what should appear if, for some reason, the image does not display

Insert MPEG File

Overview

MPEG (Moving Picture Expert Groups) files are audio-visual files in a digital compressed format. AVI (Audio Video Interleave) is Microsoft's file format for storing audio and video data. Users may add MPEG and AVI files to the Text Box Editor. This option is available if the Text Box Editor is enabled.

Note: Users who do not have access to the Text Box Editor, or if the Text Box Editor is disabled, may still attach MPEG files to course Web sites, such as in Discussion Boards.

Insert MPEG File

1 Insert MPEG File

Browse: Browse...

OR Specify Url:

2 MPEG File Options

Set the Width:

Set the Height:

AutoStart: Yes No

Controls: ▾

3 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

Cancel Submit

Find this page

The Text Box Editor appears throughout the *Blackboard Learning System*. Select the third button, **Add MPEG/AVI Content**, in the third row of the Action bar.

Fields

The table below details the fields on the Insert MPEG File page:

Field	Description
Insert MPEG File	
Browse:	Click Browse to locate a file.
OR Specify URL:	Enter a URL to create a link to a file outside of the local system. An example is http://blackboard/images/picture1.jpeg .
MPEG File Options	
Set the Width:	Enter the width of the video in pixels for how it will appear

	to users.
Set the Height:	Enter the height of the video in pixels for how it will appear to users.
AutoStart:	Select Yes for the video to start playing when the page is opened by a user. Select No and the user will have to begin the video manually after opening the page.
Controls:	Select the size of controls to appear to users. These controls must be available if users have to begin the video manually.

Insert QuickTime File

Overview

QuickTime is a video and animation system that supports most formats, including JPG and MPEG. Users have the option of including QuickTime files in the Text Box Editor. This option is available if the Text Box Editor is enabled.

Users with a PC will require a QuickTime driver to view QuickTime files. Macintosh users do not require this driver.

Note: Users who do not have access to the Text Box Editor, or if the Text Box Editor is disabled, may still attach QuickTime files to course Web sites, such as in Discussion Boards.

Insert Quicktime File

1 Insert Quicktime File

Browse: Browse...

OR Specify Url:

2 Quicktime File Options

Set the Width:

Set the Height:

AutoStart: Yes No

Loop: Yes No

Controls: Yes No

3 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

Cancel Submit

Find this page

The Text Box Editor appears throughout the *Blackboard Learning System*. Select the fourth button, **Add QuickTime Content**, in the third row of the Action bar.

Fields

The table below details the fields on the Insert QuickTime File page:

Field	Description
Insert QuickTime File	
Browse:	Click Browse to locate a file.
OR Specify URL:	Enter a URL to create a link to a file outside of the local system. An example is http://blackboard/images/picture1.jpeg .
QuickTime File Options	
Set the Width:	Enter the width of the video for how it will appear to users.
Set the Height:	Enter the height of the video for how it will appear to users.
AutoStart:	Select Yes for the video to start playing when the page is opened by a user. Select No and the user will have to begin the video manually after opening the page.
Loop:	Choose whether the file should loop (repeat continuously).
Controls:	Select if the controls for the file (for example, Start, Pause, and Stop) should appear.

Insert Audio File

Overview

Users have the option of including audio files, for example a .wav file, in the Text Box Editor. This option is available if the Text Box Editor is enabled.

Note: Users who do not have access to the Text Box Editor, or if the Text Box Editor is disabled, may still attach audio files to course Web sites, such as in Discussion Boards.

Insert Audio File

1 Insert Audio File

Browse: Browse...

OR Specify Url:

2 Audio File Options

AutoStart: Yes No

Loop: Yes No

Controls: ▾

3 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

Cancel Submit

Find this page

The Text Box Editor appears throughout the *Blackboard Learning System*. Select the fifth button, **Add Audio Content**, in the third row of the Action bar.

Fields

The table below details the fields on the Insert Audio File page:


Field	Description
Insert Audio File	
Browse:	Click Browse to locate a file.
OR Specify URL:	Enter a URL to create a link to a file outside of the local system. An example is http://blackboard/images/picture1.jpeg .
Audio File Options	
AutoStart:	Select Yes for the file to start playing when the page is opened by a user. Select No and the user will have to begin the file manually after opening the page.
Loop:	Choose whether the file should loop (repeat continuously).
Controls:	Select the size of controls to appear to users. These controls must be available if users have to begin the audio manually.

Insert SWF File

Overview

Macromedia Flash and Shockwave files support audio, animation and video; they are also browser independent. Browsers require specific plug-ins to run Flash and Shockwave files. Users have the option of including Flash and Shockwave files in the Text Box Editor. This option is available if the Text Box Editor is enabled.

Note: Users who do not have access to the Text Box Editor, or if the Text Box Editor is disabled, may still attach Flash and Shockwave files to course Web sites, such as in Discussion Boards.

 **Insert SWF File**

1 Insert SWF File

Browse:

OR Specify Url:

2 SWF File Options

Set the Width:

Set the Height:

AutoStart: Yes No

Loop: Yes No

Set Quality: ▾

3 Submit

Click "**Submit**" to finish. Click "**Cancel**" to abort this process.

Find this page

The Text Box Editor appears throughout the *Blackboard Learning System*. Select the sixth button, **Add Flash/Shockwave Content**, in the third row of the Action bar.

Fields

The table below details the fields on the Insert SWF File page:

Field	Description
Insert SWF File	
Browse:	Click Browse to locate a file.
OR Specify URL:	Enter a URL to create a link to a file outside of the local system. An example is

	http://blackboard/images/picture1.jpeg .
SWF File Options	
Set the Width:	Enter the width of the video for how it will appear to users.
Set the Height:	Enter the height of the video for how it will appear to users.
AutoStart:	Select Yes for the video to start playing when the page is opened by a user. Select No and the user will have to begin the video manually after opening the page.
Loop:	Choose whether the file should loop (repeat continuously).
Set Quality:	Select the quality of the images that will appear to users. Please note that the better the quality of an image the larger the file, and the longer it will take to open and display to users.

About Spell Check

Overview

The *Blackboard Learning System* includes a robust Spell Check feature that supports a full English dictionary, a supplemental word list configured by the Administrator, and custom word lists that are stored as a cookie on a user's local machine. The spell check feature is available wherever users can enter blocks of text. It is also available as a module with the *Blackboard Portal System*.

Word lists

Misspelled words are determined by the following three sources:

- **Spell Check Dictionary:** A full English dictionary that includes words that will not be flagged for correction. The dictionary is also the only source for suggestions. This dictionary cannot be modified.
- **Supplemental Word List:** A list of additional terms added by the System Administrator that do not appear in the default dictionary. For example, a medical school might wish to upload a list of medical terms so they are not flagged as incorrect terms for their users. This word list can be modified from the System Control Panel.
- **Personal Word List:** This word list is stored as a cookie on each user's local machine. Words are added to this list using the **Learn** feature within Spell Check. Like the supplemental word list, the words on each personal word list are not flagged for correction and are not included as suggestions for errors.

Extensive personal word lists may slow performance of the Spell Check tool.

Spell Check module

The Spell Check module includes the same features as the spell check for reviewing a text block. Users simply cut and paste text into the module and then run the spell checker. The module also includes a **Clear** button to reset the module so new text can be reviewed.

Personal word list and cookies

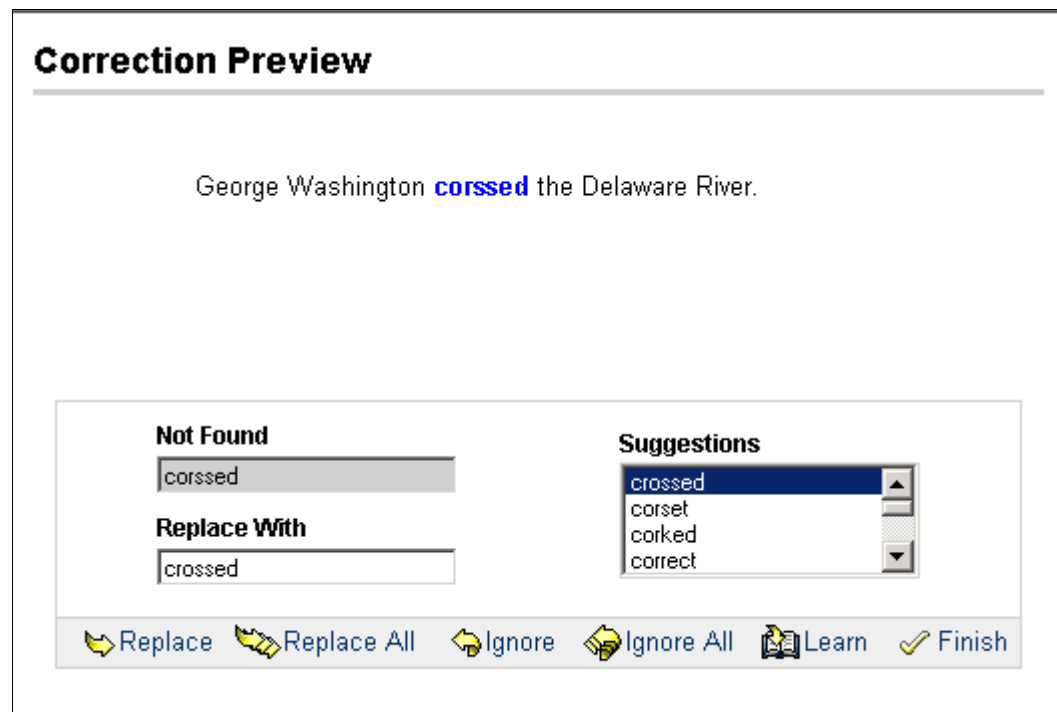
The personal word list is stored as a cookie on the user's local machine. The cookie is not user or installation specific. Therefore, a user's word list will be available to them whenever they are using Spell Check with an installation of the *Blackboard Learning System*, as long as they are on the same local machine. Also, if another user logs onto the same machine, that user will have the personal word list stored on that machine applied to the spell checker. For example, if a user creates a personal word list on a computer in the computer lab, this word list will be available to all users who use this computer in the lab. The user may not take this word list with them to a different computer.

Using Spell Check

Overview

The Spell Check feature appears anywhere users can enter blocks of text. It also appears as a portal module with the *Blackboard Portal System*. When Spell Check is launched it will review the text block and sequentially bring up any words it does not know for review. When a word is brought up for review the user will have several options for changing the text or setting Spell Check to recognize the word. Teaching Spell Check a new word with the Learn function adds the word to the personal word list stored on the local computer.

Information about word lists and the Spell Check module is located in the topic [About Spell Check](#).



Functions

The table below details the functions available with Spell Check.

To . . .	then . . .
replace the current occurrence of a word with a correction or suggestion	enter a correction in the Replace With field or select a suggestion from the list. Once the correct word appears in the Replace With field, click Replace to change the word in the text. If the misspelled word appears later in the text block it will be flagged again for correction.
replace every occurrence of a word in the text with a correction or suggestion	enter a correction in the Replace With field or select a suggestion from the list. Once the correct word appears in the Replace With field, click Replace All to change every occurrence of the word in the Not Found field with the word in the Replace With field.

ignore the word and not make a correction	click Ignore . The word will not be changed. If the word appears again in the text block it will be flagged for correction.
ignore every occurrence of the word in the text block	click Ignore All . The word will not be changed and the Spell Check will not flag it for correction elsewhere in the text block.
teach Spell Check to recognize the word as correct	click Learn . The word will be added to the personal word list stored as a cookie on the local machine. Whenever Spell Check is run on the local machine the word will be recognized and not flagged as misspelled.
close the spell check without finishing	click Finish . The Spell Check tool will close.

Recognized errors

Note how Spell Check handles the following circumstances:

- Double words are recognized as errors.
- Irregular capitalization is not recognized as an error.
- Initial capitalization at the beginning of sentences is not checked.
- Words in ALL CAPS are checked for spelling errors.
- Words that contain numbers are recognized as errors.
- A word that appears in the supplemental or personal word list may be entered as a correction during a spell check (they do not appear as suggestions). The Spell Check tool must be run again to verify that the word is spelled correctly.

Math and Science Notation Tool – WebEQ Equation Editor

Overview

The Math and Science Notation Tool (WebEQ Equation Editor) is a general purpose equation editor designed for working with equations. The Math and Science Notation Tool enables users to use mathematical and scientific notation throughout the *Blackboard Learning System*. Users have the ability to add equations, edit existing equations, and move equations within the Equation Editor. All of the Equation Editor symbols are based on MathML, a markup language for math on the Web. MathML is a subset of XML.

Note: The Math and Science Notation Tool may be available through an Essay question on an Assessment. Students may also access the Math and Science Notation Tool during a Collaboration Session.

WebEQ Equation Editor

Edit Equation:

Equation Name:

Font size: Adjust width: Adjust height:

Powered by **WebEQ™**

MathML Equation Editor

The MathML Equation Editor functions in the same way at the Math and Science Notation Tool. Instead of opening with the symbol buttons, a blank text box will appear where users can enter XML.

Functions

The table below details how to access the Equation Editors.

To . . .	click . . .
access the WebEQ Equation Editor	the Math and Science Notation Tool icon. The Math and Science Notation Tool will appear.
insert XML	the MathML Equation Editor icon. The MathML Equation Editor will open.

Installation Notes

For best performance on a Windows® operating system Blackboard recommends using Internet Explorer 6.0.

For best performance on a Macintosh®, Blackboard recommends the following.

- Step 4** Upgrade the operating system to Mac OS X v10.2
- Step 5** Install Netscape® 6.2.3 (or a later version)
- Step 6** Install the MRJPlug-in. This is located at <http://homepage.mac.com/pcbeard/MRJPlugin/>

Adding and Editing Equations

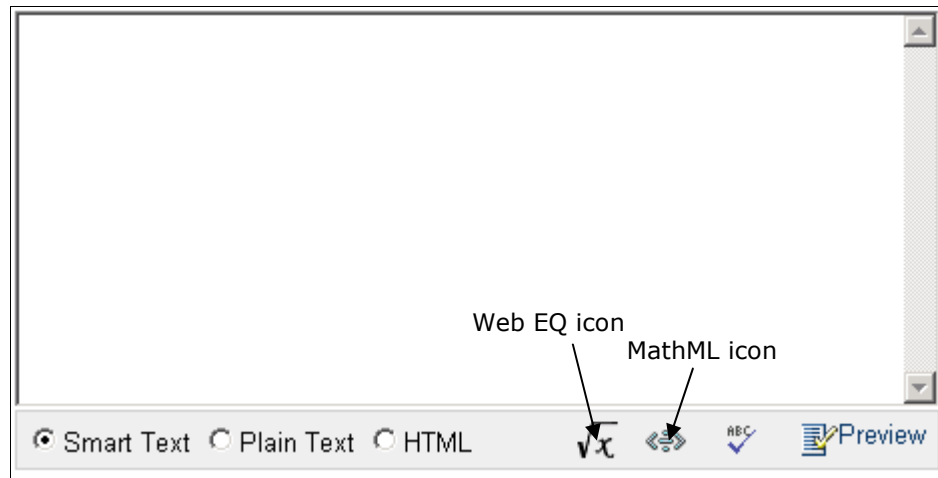
Overview

The Math and Science Notation Tool (WebEQ Equation Editor) enables users to use mathematical and scientific notation throughout the *Blackboard Learning System*. Users are able to add and edit existing equations. Once an equation has been created it can be copied and used again or copied and modified using the Notation Tool features.

The MathML Equation Editor functions in the same way as the Math and Science Notation Tool. Instead of opening with the symbol buttons, a blank text box will appear where users can enter XML.

Note: The Math and Science Notation Tool may be available through an Essay question on an Assessment.

The image below is an example of an area where the Math and Science Notation Tool is available, such as an Essay question.



The following is an image of the Math and Science Notation Tool.

WebEQ Equation Editor

Edit Equation: Choose Equation ▼

Equation Name:

\square^{\square} $\sqrt{\square}$ \square^{\sim} $(\square) [\square]$ $\angle \theta \sin$ $\int \frac{d}{dx}$ $\frac{\square}{\square}$
→ ↓ ÷ × <> ∈ ⊂ ∪ ∩ α γ

|

Powered by **WebEQ**™

Add
Modify
Cancel

Functions

The table below describes the functions available in the Math and Science Notation Tool.

To . . .	then . . .
create a name for the equation	enter a name in the Equation Name: field. To accept the default name do not make any changes.
create an equation	use the equation symbols available on the keyboard or in the toolbar to create equations.
modify an existing equation	select the equation from the Edit Equation: drop-down list. The equation will appear on the Editor and can be edited using the Equation Editor features. Click Modify to save the changes.
submit the equation and its name	click Add .

Tips and Tricks

If an equation is more than one line or uses a large font size, the equation may be cut off when it appears on the course Web site. To prevent this from happening add an empty line after the final line in the equation on the Math and Science Notation Tool. The entire equation will appear.

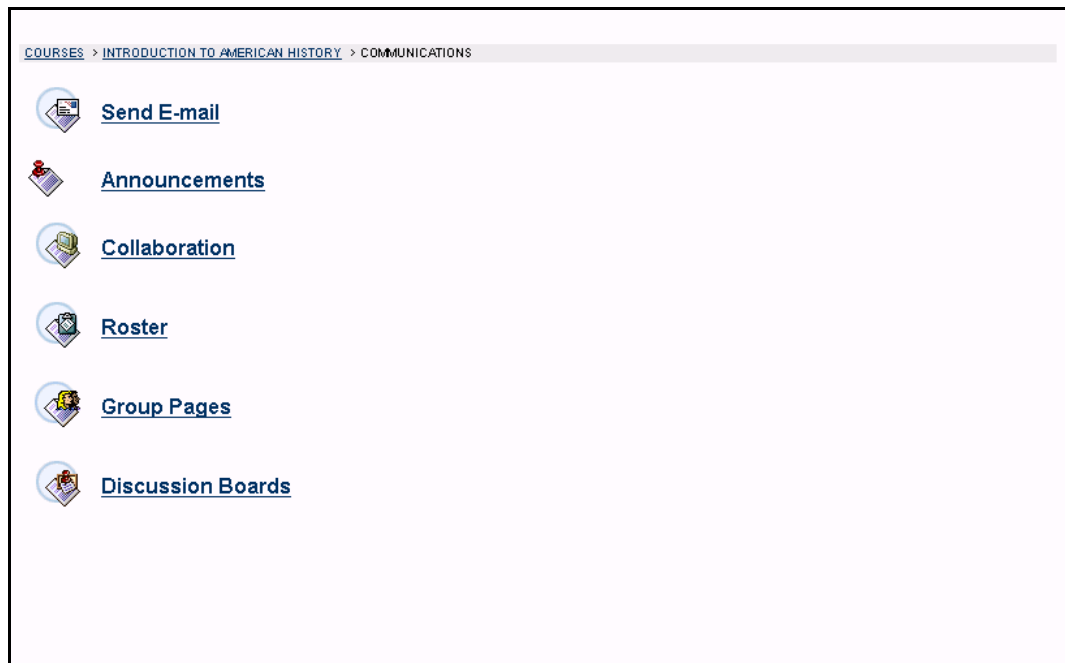
Chapter 4 – Communication

Overview

Students are encouraged to communicate with fellow classmates and Instructors as part of the learning process. The Communication Center allows users to:

- send email
- access course Discussion Boards
- use the Collaboration Tools
- review the Student roster
- access Student group pages

Note: Instructors and System Administrators have the option to disable these features. Also, if the Instructor chooses, some of these tools may also appear directly in the Course Menu.



Find this page

Follow the steps below to open the Communication Center:

- Step 1** Open a course Web site for a course that you are participating in.
Step 2 Click **Communication** on the course menu.

In this chapter

This chapter includes information on the following sections:

Topic	Description
Send Email	Provides information on how to send email to other participants in a course.
Discussion Board	Explains how to engage in asynchronous on-line conversations with others in a course.

Collaboration Tools	Explains how to participate in real time lessons and discussions.
Roster	Discusses how to search a participant roster and view lists of Students, Instructors, and Teaching Assistants associated with a specific course.
Group Pages	Explains how to access communication functions available to groups created by the Instructor. Instructors may group Students together in study groups, projects, or other course activities.

Course Send Email

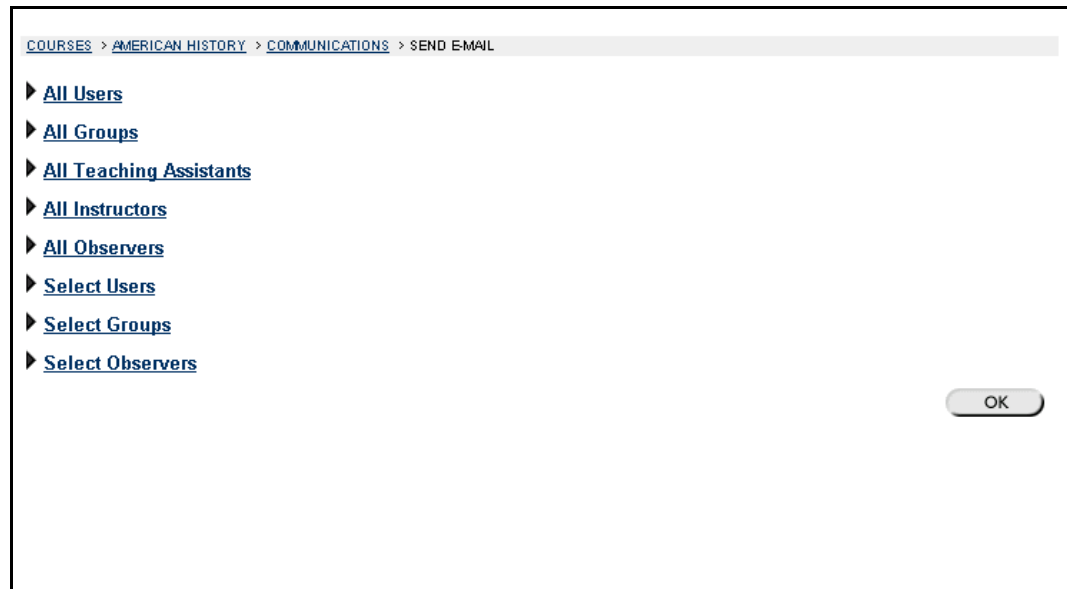
Overview

Users can access email functions for specific courses and organizations through the Send Email page. From this page users can send email to the following people in a course:

- fellow classmates
- Instructors
- Teaching Assistants
- Groups within a course

Send Email allows users direct access to course participants and can also be accessed from the Tools box on the My Institution area.

Note: The Send Email function is different from Web email, an optional service that allows users to access their Web email account through Blackboard.



Find this page

Follow the steps below to open the Send Email page:

- Step 1** Open a course Web site for a course that you are participating in.
Step 2 Click **Communication** on the course menu.
Step 3 Click **Send Email** from the Communication Center.

Functions

The following groups are available to send email to from the Send email page:


Group	Description
All Users	Sends email to all users in the course or organization.
All Groups	Sends email to all of the groups in a specified course or organization.

All Teaching Assistants	Sends email to all of the Teaching Assistants in a specified course.
All Instructors	Sends email to all of the instructors for a specified course.
Select Users	Sends email to a single user or select users in a specified course.
Select Groups	Send email to a single group or select groups in a course.

Send Email in the Tools Box

Users can access the Send Email feature for all of their courses and organizations through the Send Email page in the Tools Box. From this page they are able to send messages to users in any of their courses or organizations. To open this page, click **Send Email** in the Tools box of a common area.

SEND EMAIL

 **Send E-mail**

Courses in which you are participating:

- ▶ [Introduction to American History](#) (HIST101)
- ▶ [Political Parties 101](#) (PolParties101)

Organizations in which you are participating:

- ▶ [Soccer Club](#) (SOCCER)

Send Email to Users

Functions

Send Email enables users to send email to fellow classmates, Instructors, Teaching Assistants or Groups within a course. Users can create a message and choose who will receive it on the Select Users page.

Note: To minimize the distraction of long lists of To: addresses, and to make the re-use of the address lists more difficult for potential spammers, all destination addresses are placed into the mail message's Bcc: (Blind Carbon Copy) field upon receipt.

COURSES > INTRODUCTION TO AMERICAN HISTORY > COMMUNICATIONS > SEND EMAIL > ALL USERS

All Users

1 Enter Message Details

To: Berrifield, James; Dorn, Brian; Franklin, Greg; Gude, Terry; Johnson, Adam; Kearson, Julie; Mackey, Sheila; Marcelli, Courtney; Mary, Wallace; Ortiz, Wendy; Smith, Amanda; Smith, Andrew;

From: bdom@yourinstitution.edu

Subject:

Message:

Find this page

Follow the steps below to open the All Users page:

- Step 1** Open a course Web site for a course that you are participating in.
- Step 2** Click **Communication** on the Course Menu.
- Step 3** Click **Send Email** from the Communication Center.
- Step 4** Click **Select Users**.

Fields

The table below details the fields on the All Users page.

Field	Description
Enter Message Details	
To:	All users enrolled in the course will appear.
From:	The user's email address will automatically be displayed in this field.
Subject:	Enter the subject of the email.
Message:	Enter the email message.
Set Message Options	

Copy of message to self:	Click the check box to send a copy of the message to the sender.
Add Attachments	
Add:	Click here to add attachments. Select Browse on the page that appears and navigate to the file that should be attached to the email.

Discussion Board

Overview

The Discussion Board is another communication tool that can be used to enhance a course Web site. Topics are posted to the Discussion Board that course participants can reply to and converse about on-line. This feature is similar to the Lightweight Chat, but is designed for asynchronous use, meaning Students do not have to be online at the same time to have a conversation. An additional advantage of the Discussion Board is that Student conversations are logged and organized. Conversations are grouped into threads that contain a main posting and all related replies for easy retrieval.

Note: Users may have the option to create Discussion Boards on topics of interest in the Community Common area. This option is made available by the System Administrator. For more information on this topic see [Creating Community Discussion Boards](#) in the Community Tab section.

[COURSES](#) > [INTRODUCTION TO AMERICAN HISTORY](#) > DISCUSSION BOARDS

[General Discussion](#)

Please use this board to discuss class materials and share information with other in the course. Dr. Mackey and Mr. Berrifield will check the board daily to answer any posted questions. [4 Messages] [3 **New**]

Please use the board for discussions related to the course. Posting irrelevant or innapropriate messages may result in a loss of discussion board privileges which in turn will impact your participation grade.

[The American Revolution](#)

Please use this forum to ask and answer questions related to people, places and events during the American Revolution. [1 Message] [All **New**]

Find this page

Follow the steps below to open the Discussion Board page.

- Step 1** Open a course Web site for a course that you are participating in.
- Step 2** Click **Discussion Board** on the Course Menu or from the Communication Center.
-

Function

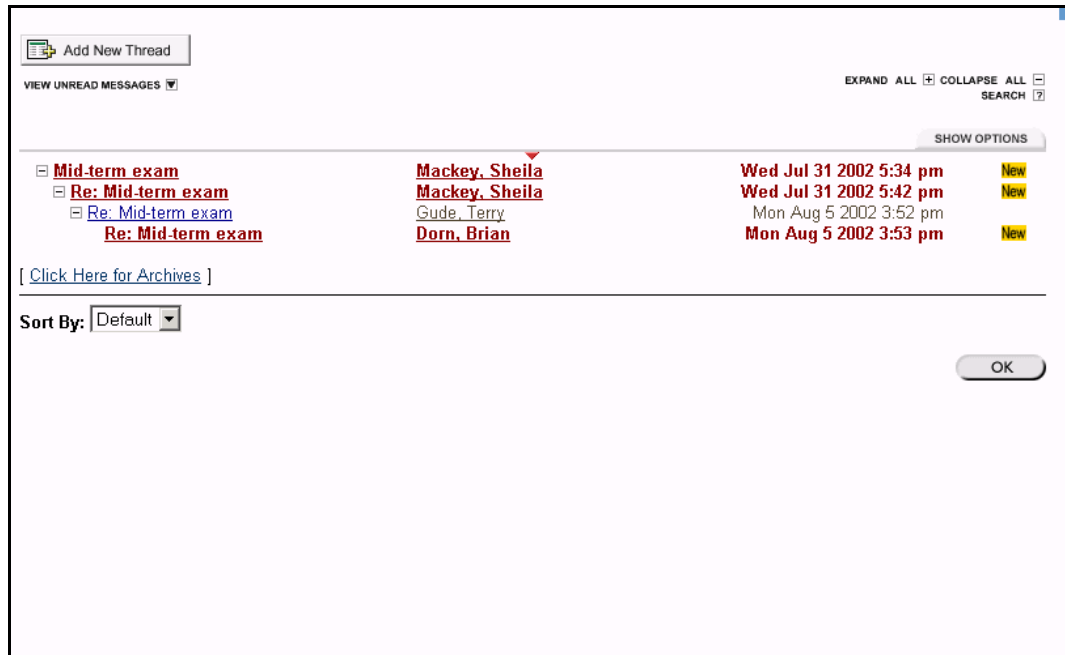
To access a forum listed on the Discussion Board page click a forum topic link. The Discussion Board forum will appear. The system will not accept JavaScript in the Discussion Boards.

Discussion Board Forums

Overview

The Discussion Board is a communication tool that can be used to enhance a course Web site. Instructors create forums on specific topics in the Discussion Board. For example, an Instructor may create a Mid-Term Review forum, where Students may go ask and answer questions about the Mid-Term exam. Students may access forums by clicking on the appropriate link in the Discussion Board. When a forum is accessed a page appears which lists the different threads in the forum. A thread is a message that is posted to a forum. Participants can post new threads in a forum and reply to threads that have already been posted.

Note: Students are able to create new threads on the Discussion Board. If allowed by the Instructor a Student can create a forum, otherwise Students will only be able to add threads to existing topics.



Find this page

Follow the steps below to open the Discussion Board Forum page.

- Step 1** Click **Discussion Board** on the course menu.
- Step 2** Click a forum to open it and view the contents within.

Functions

The table below details the functions available on the Discussion Board Forum page.

To . . .	click . . .
start a new thread	Add New Thread . The Create New Message page will appear. On the Create New Message page a new subject title and discussion description may be added.
view all messages	the View all Messages up arrow. All messages appear.
view unread messages	the View Unread Messages down arrow. All unread

	messages will be shown.
see all the threads and responses	the Expand All plus icon. All threads and responses will appear.
see only the first message in each thread	the Collapse All minus icon. The topic threads will appear.
read a message	a message link. A new Discussion Board page will appear. Depending on their course role, users may modify, remove, or reply to a message.
view the tool bar	Options tab. The Options tool bar will appear.
view messages that have been archived by the Instructor	Click Here for Archives. A page will appear with the threads that have been archived from this forum. Archived messages must be made available by the Instructor.
resort the list of messages	the Sort by: drop-down list and select one of the following options: <ul style="list-style-type: none"> • Default: sort messages by the earliest date. • Author: sort messages by the author. • Date: sort messages by the earliest date. This is the default. • Subject: sort messages by the subject.

Options tab functions

The table below describes the functions available on the Options tab. Click **Show Options** to access these functions. To select multiple threads in a forum, choose the check box next to each thread that will be included.

To . . .	then . . .
select all threads and messages in the forum	click Select All .
unselect the selections	click Unselect All .
unselect the threads and messages that have been selected and select the threads and messages that have not been selected	click Invert .
mark messages as read	select the threads and messages, then click Read .
mark messages as unread	select the threads and messages, then click Unread .
view multiple threads or messages	select the threads and messages, then click Collect .
lock a thread or message	select the thread and messages, then click Lock .

Create New Message

Overview

When a new message is posted to a forum it starts a thread. All responses to the message appear under the message on the Discussion Board forum. The Create New Message page is used to add a new thread to a Discussion Board Forum.

Create New Message

Current Forum: Mid-term exam
Date: Mon Dec 8 2003 1:41 pm
Author: Mackey, Sheila

Subject:

Message:

Smart Text Plain Text HTML

Post message as *Anonymous*

Attachment:

Find this page

Follow the steps below to open the Create New Message page.

- Step 1** Click **Discussion Board** on the course menu or from the Communication Center.
- Step 2** Click on a forum link to open it and view the contents within.
- Step 3** Click **Add New Thread**.

Fields

The table below details the fields on the Create New Message page.

Field	Description
Message Information	
Current Forum:	The name of the Discussion Board Forum appears in this field.
Date:	The date appears in this field.
Author:	The name of the author appears here.
Subject:	Enter the subject of the thread.

Message:	Enter a message. The following options are available: <ul style="list-style-type: none">• Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item.• Plain text: Displays text as written.• HTML: Displays text as coded using HTML tags.• \sqrt{x}: Opens the WebEQ Equation Editor.• $\langle \cdot \rangle$: Opens the MathML Equation Editor.• ABC: Opens Spell Check.• Preview: Opens the text as it will appear to the user.
Post message as Anonymous	Select this check box and the message will be posted anonymously. The Instructor may make this feature unavailable.
Attachment	Enter the file path or click Browse to locate the file.

Your Response

Overview

Users add message to threads by posting messages in response to the previous messages in the thread. Messages are added to a thread from the Your Response page.

Your Response:

Current Forum: Mid-term exam
Date: Mon Dec 8 2003 1:43 pm
Author: Mackey, Sheila

Subject:

Message:

Smart Text
 Plain Text
 HTML

Post message as *Anonymous*

Attachment:

Find this page

Follow the steps below to open the Your Response page:

- Step 1** Click **Discussion Board** on the Course menu or from the Communication Center.
- Step 2** Click on a forum link to open it and view the contents within.
- Step 3** Open a message.
- Step 4** Click **Reply** to respond to the message.

Fields

The table below details the fields on this page.

Field	Description
Message Information	
Current Forum:	The name of the Discussion Board Forum appears in this field.
Date:	The date appears in this field.
Author:	The name of the author appears here.
Subject:	Subject defaults to the subject on the Add Thread page.

Message:	Enter a message. The following options are available: <ul style="list-style-type: none"> • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. • Plain text: Displays text as written. • HTML: Displays text as coded using HTML tags. • \sqrt{x}: Opens the WebEQ Equation Editor. • $\langle \cdot \rangle$: Opens the MathML Equation Editor. • ABC: Opens Spell Check. • Preview: Opens the text as it will appear to the user
Options	
Post message Anonymous	Select the check box to post an anonymous message. This option may or may not be available depending on the options selected when Discussion Forum was set up.
Attachment	Enter the file path or click Browse to locate the desired file.
Preview	Preview the message as it will appear on the Discussion Board.

Collaboration Tools

Overview

The Collaboration Tools allow the Instructor and Students to participate in real-time lessons and discussions. Examples of these sessions include real-time, online classroom discussions, TA sessions, and office hour type question/answer forums. Archives of previous sessions are also available for review. Guest speakers and subject-matter experts can also lead sessions using the Collaboration Tools. The Collaboration Session page is used to organize and access sessions. From this page users can search for and join Collaboration Sessions and view session archives.

COURSES > INTRODUCTION TO AMERICAN HISTORY > COMMUNICATIONS > COLLABORATION

Collaboration Sessions

Filter: Search by: Session Name Start Date End Date (MM-DD-YY)

Displaying sessions 1-3 of 3

Session Name	Tool	Start Date	End Date
Exam Review	Virtual Classroom		<input type="button" value="Join"/>
Lecture Hall	Virtual Classroom		<input type="button" value="Join"/>
Office Hours	Lightweight Chat		<input type="button" value="Join"/>

3 Sessions
Displaying sessions 1-3

Collaboration Tools

The following Collaboration Tools are available.

Tool	Description
Virtual Classroom	Allows users to enter a real-time discussion with Instructors, Students, and colleagues, access the Web, and engage in question and answer sessions. Users may also access the Whiteboard to display text and images.
Lightweight Chat	The Lightweight Chat is part of the Virtual Classroom, but can also be accessed separately. It allows users to open just the chat function of the Virtual Classroom.

Java Plug-in

The Java 2 Run Time Environment 1.3.1_04 or higher is required to use the Collaboration Tools. This plug-in may be downloaded from the page that appears when a user joins a Collaboration Session, or may be found at <http://java.sun.com/products/plugin/index.html>.

Users should take care to uninstall any existing Java plug-ins before installing a new version.

Find this page

Follow the steps below to open the Collaboration Sessions page.

- Step 1** Click **Communication** on the course menu in a course Web site.
Step 2 Select **Collaboration**.

Functions

The following table describes the functions available from this page.

To . . .	click . . .
filter the sessions listed on the page	the arrow next to the drop-down list and select the type of session to display. Click Filter . The filters include: <ul style="list-style-type: none"> • Show All – The default filter that displays all of the Collaboration Sessions. • Open Rooms – Displays all of the sessions that are currently being used. • Rooms with Archives – Displays completed sessions that have an archive. • Rooms Available in the Future – Displays sessions that are scheduled to take place in the future.
search for a session	the Session Name , Start Date or End Date option and then enter a value in the field. Click Search .
enter a session	Join next to the session. The Virtual Classroom or Lightweight chat for that session will open.
access the archives for a session	Archives next to the session. The Session Archives page will appear.

User Roles

There are two roles available for users in Collaboration Sessions: Passive and Active. Instructors control user access and functionality during a Collaboration session by assigning roles. These roles determine how much functionality a user has during a Collaboration Session. For example, Instructors determine which users can chat, send private messages, or ask questions during a session by assigning specific Access Rights to the different roles. The Student icon will appear in the Role column next to those Students who are Active.

Student roles can change throughout the Collaboration Session. Users who are Passive, but would like Active rights, can “raise their hand” by clicking the hand icon,

which is visible to Passive Students. The Instructor then clicks the hand icon next to a user name or clicks the Student icon to make the user Active.

Macintosh and the Collaboration Tool

Macintosh users running OS X and Netscape should run Netscape 7. When opening the Collaboration Tool, Netscape may put the tool in the background. If this happens, check under the **Window** menu for the Collaboration Tool. Netscape 6.2 does not work well with the Collaboration Tool and should be replaced with Netscape 7. For those users that wish to use Safari, be aware that the Safari browser is not yet supported by Blackboard, however, the Collaboration Tool should function normally in Safari so long as Pop-Up Window Blocking is disabled (that is, you allow pop-up windows to display). When Safari is supported by Blackboard, it will be listed in the Client/Browser Configuration Guide available at <http://behind.blackboard.com>.

Macintosh users running OS 8 or OS 9 must use the Accessible version of the Collaboration Tool. See below for more information on running the Accessible Collaboration Tool.

Accessible Collaboration Tool

An accessible version of the Collaboration Tool is available in the *Blackboard Learning System*. Users running Macintosh Operating System 8 or 9 should also use this version.

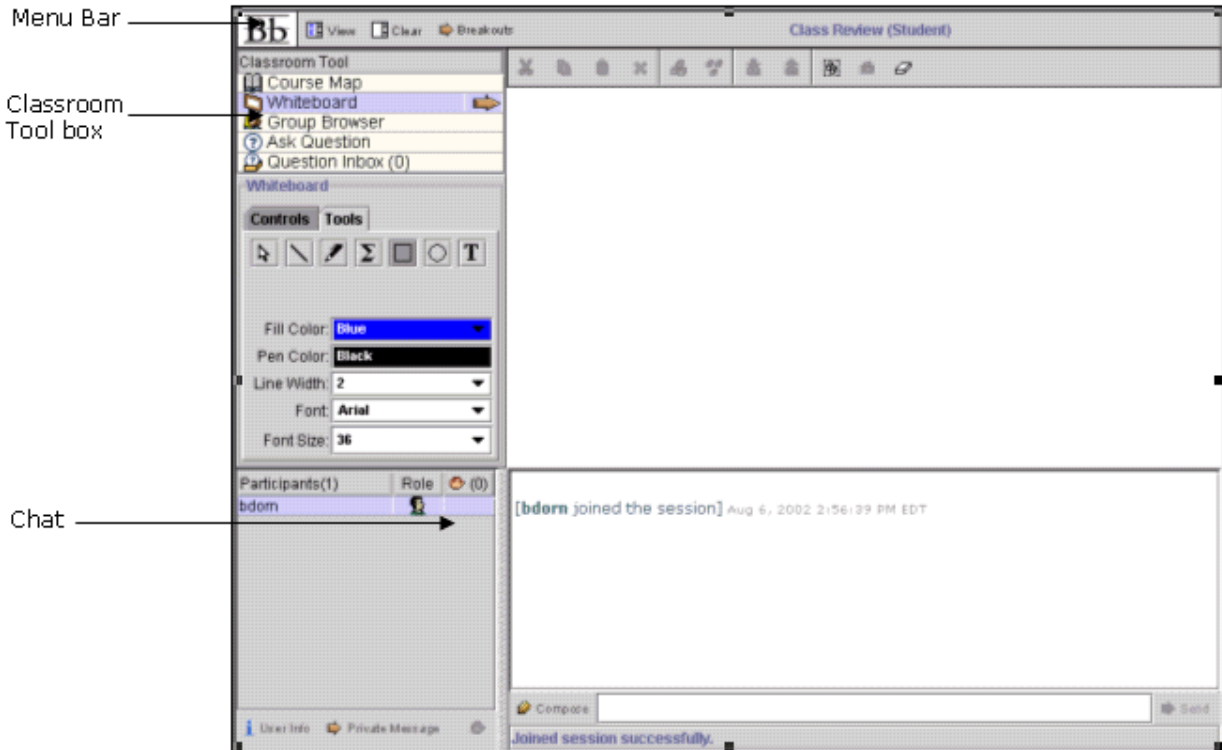
On the launch page, which opens when **Join** is selected on the Collaboration Sessions page, a link to this version appears. This link will open the Accessible version / Macintosh OS 8 and 9 version of the Collaboration Tool, which resembles the Lightweight Chat. Links to items that appear in the Virtual Classroom, such as items in the Course Map and Group Browser, will appear in this version. Documents created on the Whiteboard may be viewed if the Instructor takes a snapshot of them, using the Snapshot button on the Whiteboard action bar. A link will be created to the snapshot for users to view it.

When a user, using the Accessible Collaboration Tool, enters or exits the room the sound of a door opening or closing will be audible to all participants in the Collaboration Session.

Virtual Classroom

Overview

The Virtual Classroom allows the Instructor and Students to participate in real time lessons and discussions. The main page of the Virtual Classroom includes all of the functions available to users. From this area users can access all of the tools associated with the Virtual Classroom, such as asking questions, drawing on the whiteboard, and participating in breakout sessions. The Instructor establishes which tools in the Virtual Classroom users can access.



Find this page

Follow the steps below to open the Virtual Classroom.

- Step 1** Click **Communication** on the course menu of a course Web site.
- Step 2** Select **Collaboration Tools**.
- Step 3** Click **Join next** to a Virtual Classroom session. The Virtual Classroom will open.

Virtual Classroom areas

The table below details the areas of the Virtual Classroom.

Part	Function
Menu Bar	Allows the Instructor to administer the Virtual Classroom. This includes managing participation, monitoring breakout sessions, and ending the session.

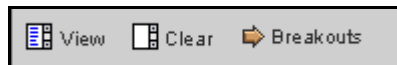
Classroom Tool box	Includes all of the tools used during the Virtual Classroom session. This includes searching for Web sites, asking and answering questions, utilizing the Whiteboard, and accessing the Course Map.
Lightweight Chat	The main section where interaction between the users takes place. Allows users to compose messages, raise their hands to ask questions, and activate private messages.

Menu Bar

Overview

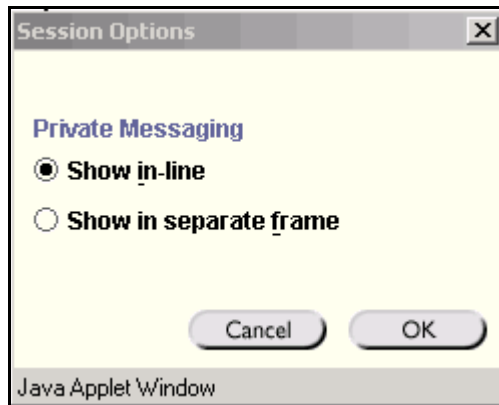
The Menu Bar allows the user to manage their Virtual Classroom session. Only users with Active privileges will have access to the options on the Menu Bar. The functions available in the Menu Bar include:

- **View** - Choose an option for viewing Personal Messages in the Virtual Classroom
- **Clear** - Clear the session display
- **Breakouts** - Create a breakout room for a group of users



View

View allows the Instructor and users to select options for how they would like to view private messages.



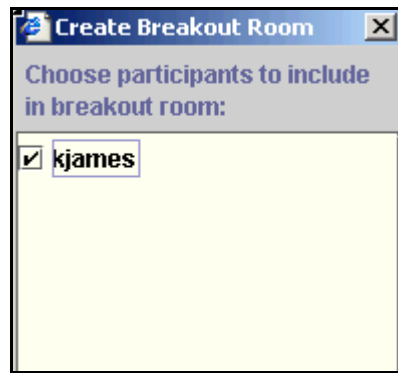
Select **Show in-line** to view private messages within the chat area. Select **Show in separate frame** to view private messages in a separate window.

Clear

Clear erases the users chat display. To clear the chat display click **Clear** on the Menu Bar.

Breakouts

This tool allows select users to participate in a separate session, while also participating in the main session. 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.



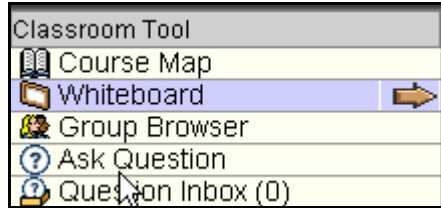
Select the checkboxes for the users who will participate in the Breakout session. Users may only join a Breakout session if they are selected by the creator of the Breakout session.

Classroom Tool box

Overview

The Classroom Tool box enables the Instructor and users to use the different tools available within the Virtual Classroom. If granted access to these tools by the Instructor, users can use the Whiteboard, access Web sites, and view the course map.

The Classroom Tool box appears on the left side of the Virtual Classroom. To begin using items in the Tool box click the name of the tool.



Tools

The following tools are available in the Classroom Tool box.

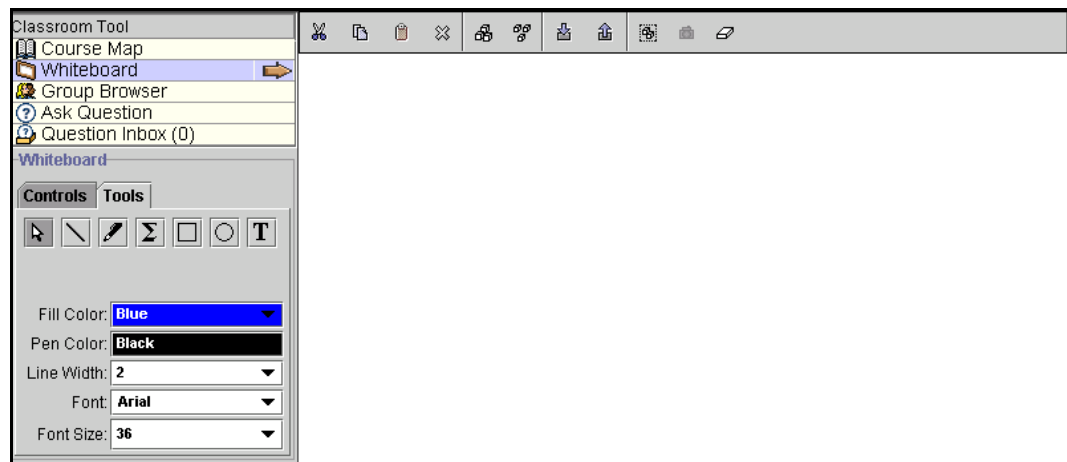
Tool	Description
Whiteboard	Enables users to present different types of information as they would on a blackboard in a classroom.
Group Browser	Enables users to collaboratively browse the Web.
Course Map	Enables users to browse the Course Contents while they are in a Virtual Classroom.
Ask Question	Enables users to ask questions during the session.
Question Inbox	Enables users to answer questions submitted by other users during a session.

Whiteboard

Overview

The Virtual Classroom allows the Instructor and Students to participate in real time lessons and discussions. The Whiteboard enables users in a Virtual Classroom to present different types of information as they would on a blackboard in a classroom. Using the tools in the Whiteboard Tools palette, users can draw images, type text, and present equations. The Instructor will determine whether or not this function is made available to users.

Note: Only users who have privileges (assigned by the Instructor) can access the Whiteboard. See the [User Roles](#) topic for more information on Collaboration Session roles.



Find this tool

Follow the steps below to locate the Whiteboard.

- Step 1** Open a Virtual Classroom session.
- Step 2** The Whiteboard frame appears as a black white space on the left side of the Virtual Classroom. Click **Whiteboard** in the Classroom Tool to view the tools available for the Whiteboard. Click the name of the tool to begin using it.

Functions

The table below details the tools available for use on the Whiteboard.

To . . .	click . . .
----------	-------------

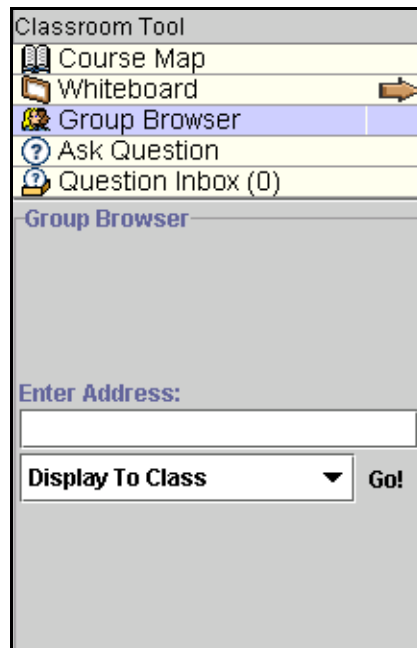
select an item	<p>the Arrow tool. Then click on an item for selection. The following may be performed on selected items:</p> <ul style="list-style-type: none"> • Enlarge: Click one of the small black boxes that surround the item and drag it to the desired size. • Move: Click the item and move it to the desired location • Cut: Click the Whiteboard Tools palette item, then click the Cut icon. • Copy: Click the Whiteboard Tools palette item, then click the Copy icon. • Paste: Click the Whiteboard Tools palette item, then click the Paste icon. • Delete: Click the Whiteboard Tools palette item; click on the selected object; then click the Delete icon. • Group items: Click the Whiteboard Tools palette items, then click the Group icon. • Ungroup: Click a Whiteboard Tools palette item in a group, then click the Ungroup icon. • Bring front: Click the Whiteboard Tools palette item; click on selected object; then click the Bring to front icon. • Bring back: Click the Whiteboard Tools palette item; click on selected object; then click the Send to back icon. • Select all figures on the Whiteboard: Click the Selects all Figures icon.
draw free hand	the Pen drawing tool. Choose the color of the pen in the Fill Color drop-down list.
enter text using the keyboard	the text tool (T) then 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	the Slanted Line tool.
highlight something with an arrow	the Pointer .
draw a square	the Square drawing tool. Choose the color of the square from the Fill Color drop-down list.
draw a circle	the Oval drawing tool. Choose the color of the circle from the Fill Color drop-down list.
input an equation	The Math and Science Equation Editor icon (Σ). The Equation Editor will appear. Input the equation and click Insert Equation .

Group Browser

Overview

The Virtual Classroom allows Instructors and Students to participate in real time lessons and discussions. The Group Browser enables users to collaboratively browse the Web. The Instructor and users use this tool to open a URL that is viewable by all users. URLs used in the session will be recorded in the archive if one is created. The Instructor will determine whether or not this function is made available to users.

Note: Only users who have an Active role can access the Group Browser. See the [User Roles](#) topic for more information on roles.



Find this tool

Follow the steps below to locate the Group Browser.

- Step 1** Open a Virtual Classroom session.
Step 2 Select the **Group Browser** in the Classroom Tool to begin using this tool.

Functions

The table below details the available functions in the Group Browser.

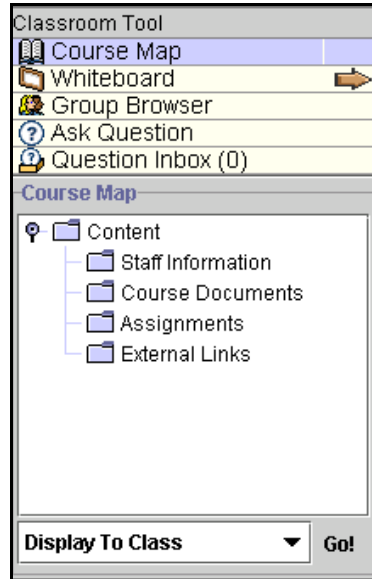
To . . .	click . . .
open a Web site	type the URL in the Enter Address field.
choose where to display the Web site	Display To Class to display the window in the Whiteboard area of the Virtual Classroom or click Preview in New Window to open the Web site in a new browser window. This window will only be displayed to the Instructor.

Course Map

Overview

The Course Map enables users to browse the Course Contents while they are in a Virtual Classroom. By default, the Instructor has access to operate the Course Map. Users must have Active privileges to use the Course Map in a Virtual Classroom.

Note: The Course Map in the Virtual Classroom appears similar to the Course Map for linking items within a course but they are functionally different.



Find this tool

Follow the steps below to locate the Course Map.

- Step 1** Open a Virtual Classroom session.
Step 2 Select the **Course Map** in the Classroom Tool to begin using this tool.

Functions

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

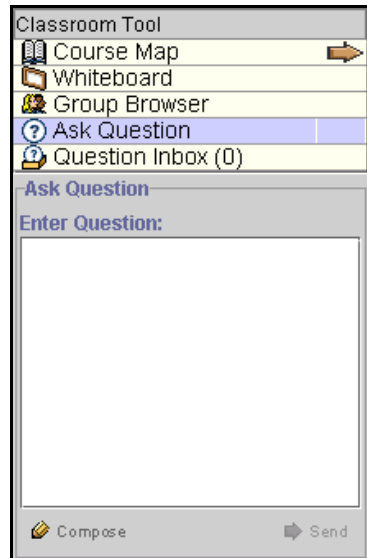
To . . .	click . . .
display an element on the map to all users	the content area in the Course Map and select Display To Class in the drop-down list.
display an element on the map in a separate window	the content area in the Course Map and select Preview in New Window in the drop-down list. The new window is only visible to the User accessing it.
refresh the Course Map during a Collaboration Session	Refresh Tree in the drop-down list. This will update the Course Map to match the latest Course menu on the course Web site.

Ask Question

Overview

Users are able to ask questions during the session by using the Ask Question tool. As users submit questions during the session the Instructor can view and respond to them.

Note: Only users who have an Active role can ask questions. See the [User Roles](#) topic for more information on roles.



Find this tool

Follow the steps below to access the Ask Question tool.

- Step 1** Open a Virtual Classroom session.
- Step 2** Select **Ask Question** in the Classroom Tool to begin using this tool.

Ask a Question

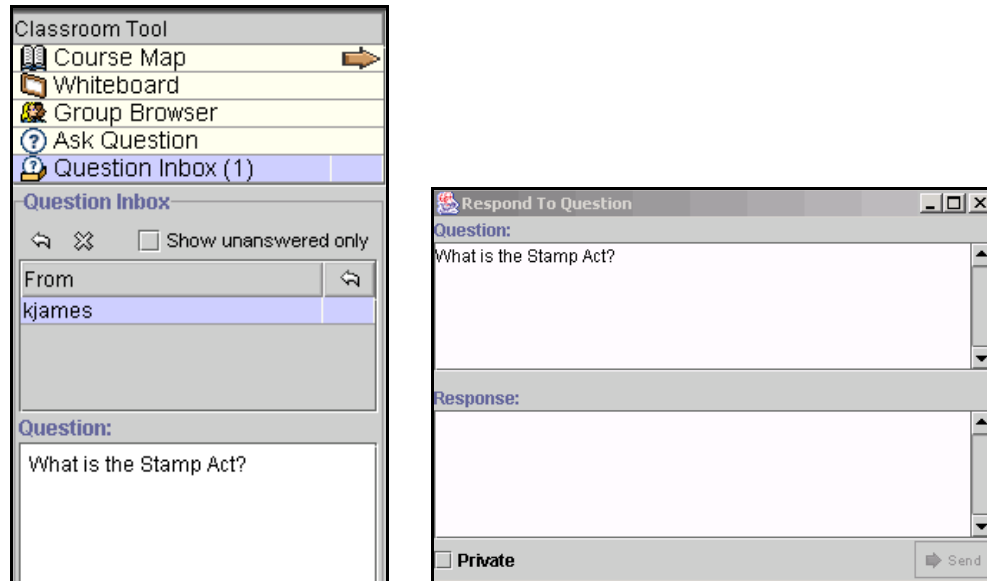
To ask a question, select **Compose** in the Ask Question area, enter the question in the text box and click **Send**.

Question Inbox

Overview

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.

Note: Only users who have an Active role can access the Question Inbox. See the [User Roles](#) topic for more information on roles.



Find Respond to Question

Follow the steps below to access the Respond to Question tool:

- Step 1** Open a Virtual Classroom session.
Step 2 Select **Question Inbox** in the Collaboration Tool.

Function

The table below details the functions available in the Question Inbox Tool.

To . . .	click . . .
respond to a question	the user name in the From list and click the Respond to Question icon. The Respond to Question pop-up window will appear.
delete a question	the user name in the From list and click the Delete icon.
view only questions that have not been answered	the checkbox next to Show unanswered only .

Respond to Question fields

The table below details the fields on the Respond to Question pop-up window.

Field	Description
-------	-------------

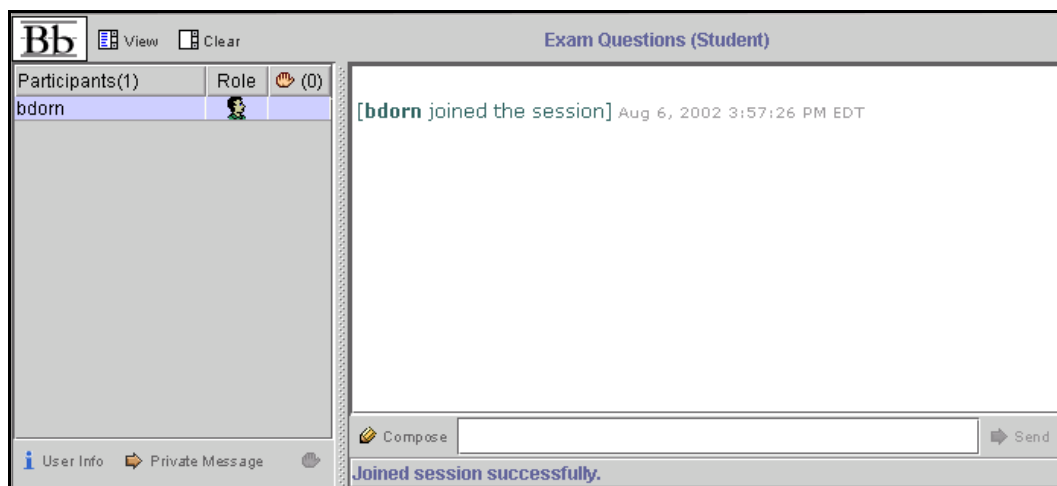
Question	Question that was submitted.
Response	Enter the response to the question.
Private	Select this check box to make the response to the question private. If marked private, the response will only be sent to the person who submitted the message.

Lightweight Chat

Overview

The Lightweight Chat allows the users to interact with each other and the Instructor via a text-based chat region. This region is part of the Virtual Classroom, but can also be accessed separately without the rest of the tools that make up the Virtual Classroom. When accessed separately, it is called the Lightweight Chat.

Note: Some of the functionality in the chat is limited to those users with an Active role. See the [User Roles](#) topic for more information on roles.



Find this page

Follow the steps below to open a Lightweight Chat:

- Step 1** Click **Communication** on the Course menu of a course Web site.
- Step 2** Select **Collaboration Tools**.
- Step 3** Click **Join** to next to a Lightweight Chat session.

Functions

The table below details the functions available in the Lightweight Chat.

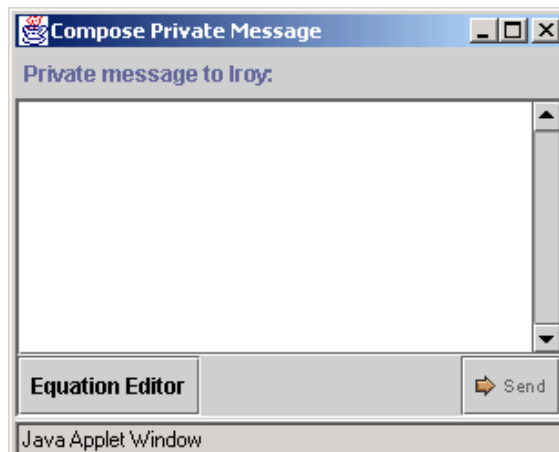
To . . .	then . . .
enter a message for the class to read	type the message in the Compose field. Click Send . The message will appear in the chat area. If the message is over 1000 characters, only the first 1000 characters will appear.
become an Active user	click the hand symbol. A hand appears next to the user name. The Instructor clicks on the hand to make the user Active. This means that the User may now post a message in the Chat.
view user information	Select a user's name in the Participant list and then click User Info .
send a private message to a user	Select a user's name in the Participant list and then click Private Message . The Compose Private Message window will appear.

Private Messages

Overview

The Instructor of a Collaboration Session can send and receive private messages from the users during the Collaboration Session. Users can send private messages to each other if the 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. See the [User Roles](#) topic for more information on roles.



Find this pop-up window

Follow the steps below to access the Private Message pop-up window.

- Step 1** Open a Virtual Classroom or Chat session.
- Step 2** Select a user's name and click **Private Message**.

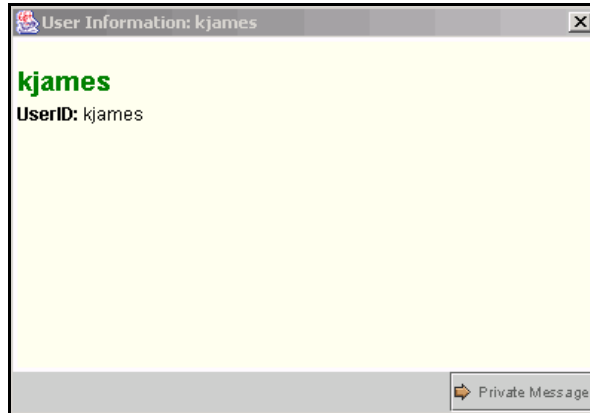
Functions

To send a Private Message, enter the message in the text box and click **Send**.

User Information

Overview

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



Find this pop-up window

Follow the steps below to access the User Information pop-up window.

- Step 1** Open a Virtual Classroom session.
- Step 2** Click **User Info** in the Chat area and the User Information pop-up window will appear.

Send a Private Message

Click **Private Message** to send a message to the user. The [Compose Private Message](#) pop-up window will appear.

Session Archives

Overview

The Session Archives allows Instructors and Students to review the discussions and questions raised during a previous Collaboration Session. Session archives will not be available until the session leader has stopped recording the session.

COURSES > AMERICAN HISTORY UNTIL 1865 > COMMUNICATIONS > COLLABORATION > VIEW ARCHIVES

Session Archives

[Back to Collaboration Sessions](#)

Search by: Archive Name Creation Date (MM-DD-YY)

Displaying archives 1-2 of 2

Archive Name	Date Created	Archive Duration (day:hr:min:sec:ms)
Review	Jul 30, 2002 at 9:56 AM EDT	0:00:00:42:000
Review 2	Jul 30, 2002 at 9:59 AM EDT	0:00:1:56:000

2 Archives
Displaying archives 1-2

Find this page

Follow the steps below to access the Session Archives page.

- Step 1** Click **Communication** on the Course Menu of a course Web site.
Step 2 Select **Collaboration Tools**.
Step 3 Click **Archives** next to a Virtual Classroom session.

Functions


The table below details the available functions on this page.

To . . .	click . . .
access an archived classroom	the session name in the Archive Name column. The Archive page for that session will appear.
search for an archive	the Archive Name or Creation Date option in the Search by: field. Enter the name of the archive or the date it was created in the field below and click Search .
return to the Collaboration Session page	Back to Collaboration Sessions.

Example

The following is an example of an Archive.

[COURSES](#) > [AMERICAN HISTORY UNTIL 1865](#) > [COMMUNICATIONS](#) > [COLLABORATION](#) > [NEW ARCHIVE](#)

 **View Archive: Review 2**

Question from smackey: what time is the exam? Tue Jul 30 09:57:06 EDT 2002

Response from smackey: The exam is at 1:00 pm. Please bring a calculator with you. Tue Jul 30 10:00:02 EDT 2002

[smackey displayed the following content: http://twserver:80/bin/common/content.pl?action=LIST&render_type=DEFAULT&content_id=18_1] Jul 30, 2002 10:00:20 AM EDT

bdorn: Can we use our review materials during the exam? Jul 30, 2002 10:00:55 AM EDT

smackey: No, there will be no use of notes or books during the exam. Jul 30, 2002 10:01:13 AM EDT

Roster

Overview

Users can search the Roster and view lists of Students associated with a specific course.

Find this page

Follow the steps below to open the Roster page.

- Step 1** Open a course Web site.
- Step 2** Select **Communication** on the Course menu.
- Step 3** Click **Roster** from the Communication Center.

Search

The Roster contains a search function. Users can search using different variables. The table below details the search options that are available:

To . . .	then . . .
search for a user using the user's last name or User Name	<ul style="list-style-type: none"> • Select the Search tab. • Enter either a last name or a user name. • Select either the Last Name or User ID option. All matching entries will be displayed.
search for a group of last names that start with a particular letter or a user ID that starts with a particular number	<ul style="list-style-type: none"> • Select the A-Z, 0-9 tab. • Click on the first letter of the last name or on the first number of the user's ID. All matching entries will be displayed.

search using a value found in the user's name	<ul style="list-style-type: none">• Select the Advanced tab.• Enter a value in the Containing: field.• The search will return all users with that value in their User Name.• Click the check boxes and select values from the drop-down list to narrow the search.
list all users	<ul style="list-style-type: none">• Select the tab.• Click List All to list all the names enrolled. All entries will be displayed.

Functions

Once a list has been generated, click the name of a Student in the list to view their homepage or select their email address to send them an email.

Groups

Overview

Instructors can create Groups in a course to enable Students to collaborate with each other. These groups usually consist of a smaller group of Students in a class, such as study groups or project groups. From a Group page, users may:

- send email to Group members
- exchange files
- enter discussion forums
- enter Collaboration Sessions

All of the functions available from Group pages, with the exception of the File Exchange, act in the same way in the course Web site. Additional features of the Collaboration Tools are also available when accessed through Groups.

[COURSES](#) > [INTRODUCTION TO AMERICAN HISTORY](#) > [COMMUNICATIONS](#) > [GROUP PAGES](#) > [STUDY TEAM #1](#) > [GROUP TOOLS](#)

Group Pages - Study Team #1

- ▶ [Group Discussion Board](#)
Use your group discussion board for course-related debates and conversations.
- ▶ [Collaboration](#)
Enter collaboration sessions and view session archives.
- ▶ [File Exchange](#)
Exchange files with your group members.
- ▶ [Send E-mail](#)
Send e-mail messages to one or all of your group members.
- ▶ **Group Members**

NAME	EMAIL
Dorn, Brian	
Franklin, Greg	
Gude, Terry	
Johnson, Adam	
Kearson, Julie	
Marcelli, Courtney	
Mary, Wallace	

Find this page

Follow the steps below to open the Group page.

- Step 1** Open a course Web site.
- Step 2** Click **Communication** on the course menu.
- Step 3** Click **Group Pages** from the Communication Center.
- Step 4** Select the name of a Group in which you are a member.

Functions

The following functions are available from the Group page.

Note: Instructors may limit which of these functions are available to Groups.

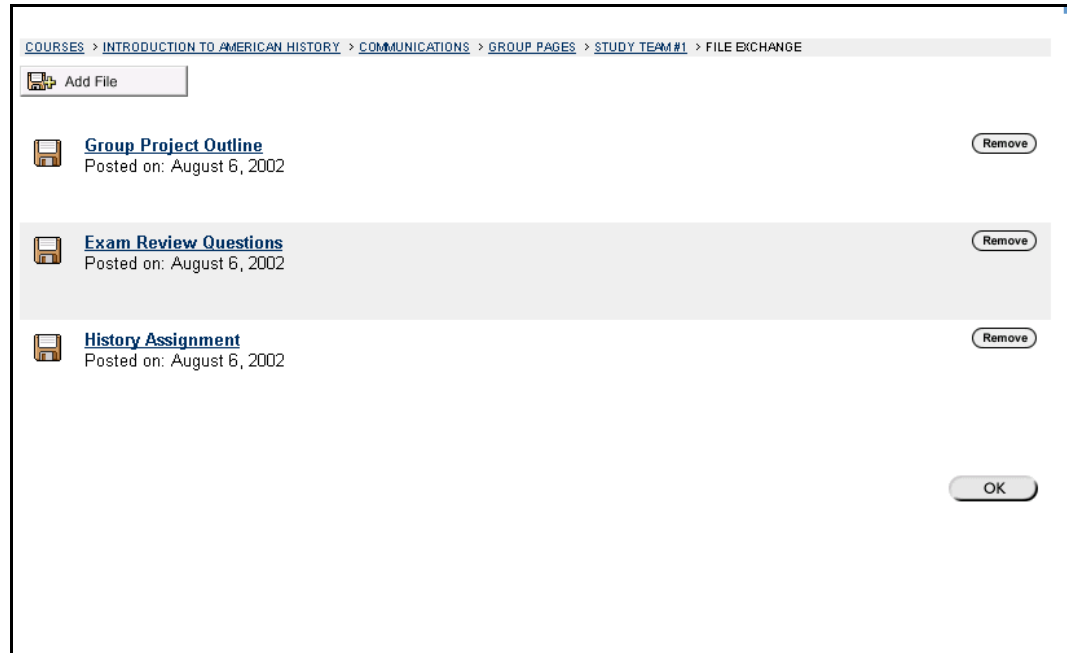
Function	Description

Group Discussion Board	Group members can enter discussions within various Group forums.
Group Collaboration	Group members can meet their classmates and Instructors for real-time discussion or class lessons.
File Exchange	Group members can exchange files.
Send Email	Group members can send email to one or all of their group members.
Group Members	The names of all members of the Group will appear along with their email address.

File Exchange

Overview

Students are encouraged to communicate with fellow classmates and Instructors from the Communication Center, located in the course Web site. Instructors can create Groups in a course to enable Students to collaborate with each other. The File Exchange function allows users within a Group to easily exchange files with their fellow Group members. The File Exchange page displays the current files available for use by the Group members and the option to add files.



Find this page

Follow the steps below to open the File Exchange page.

- Step 1** Open a course Web site.
- Step 2** Click **Communication** on the course menu.
- Step 3** Click **Groups** from the Communication Center. Select a Group.
- Step 4** Click **File Exchange**.

Function

Click **Add File** to upload files for Group members to view or modify. Users can easily upload portions of Group assignments for review and editing by other Group members. Click **Remove** to remove a file. All users in the Group may remove files from the File Exchange.

Add File

Overview

The File Exchange function allows users within a group to easily exchange files with their fellow Group members. The Add File page enables Group members to add a file to the Group's File Exchange for others to view.

Find this page

Follow the steps below to open the Add File page.

- Step 1** Open a course Web site.
- Step 2** Click **Communication** on the course menu.
- Step 3** Click **Groups** from the Communication Center. Select a Group.
- Step 4** Click **File Exchange**.
- Step 5** Click **Add File**.

Fields

The table below details fields on this page.

Field	Description
File Information	
Title:	Enter the title of the file.
File:	Enter the location of the file or click Browse and select the file to upload from your computer.

Group Collaboration Sessions

Overview

Collaboration Sessions allow Instructors and Students to participate in real time lessons and discussions. The Group Collaboration Sessions accessed from the Group page have all of the same functionality as those in the Communication Area. Users also have additional features available to them in a Group Collaboration Session. All Group members are granted an Instructor role when they access Group Collaboration Sessions. Therefore, all Group members can manage sessions and access all of the available tools.

Note: The [Collaboration Tools](#) section includes information on all of the features and functionality available in Course Collaboration Sessions.

Find this page

Follow the steps below to open the Group Collaboration Session page.

- Step 1** Open a course Web site.
- Step 2** Click **Communication** on the course menu.
- Step 3** Click **Groups** from the Communication Center.
- Step 4** Click **Collaboration**.

Functions

The following functions are available from the Collaboration Sessions page. Since all Group members have an Instructor role in Group Collaboration Sessions, these functions are available to everyone in the Group.

To . . .	click . . .
create a new Collaboration Session	Create Collaboration Session . The Create Collaboration Session page will open.

filter the sessions listed on the page	<p>the arrow next to the drop-down list and select the type of session to display. Click Filter. The filters include:</p> <ul style="list-style-type: none"> • Show All – The default filter that displays all of the Collaboration Sessions. • Open Rooms – Displays all of the sessions that are currently being used. • Rooms with Archives – Displays completed sessions that have an archive. • Rooms Available in the Future – Displays sessions that are scheduled to take place in the future.
search for a session	the Session Name, Start Date or End Date option and then enter a value in the field. Click Search .
enter a session	Join next to the session. The Virtual Classroom or Chat for that session will open.
access the archives for a session	Archives next to the session. The Session Archives page will appear.
change the name, availability, or tools used during the session	Manage next to the session. The Modify Collaboration Session page will appear.
delete a session	Remove next to the session. This action is irreversible.

Create/Modify Collaboration Session

Overview

New Group Collaboration Sessions using the Virtual Classroom or the Chat are created on the Create Collaboration Session page. Groups can schedule sessions for specific dates and times and choose how long the sessions will be. The Create Collaboration Session page and Modify Collaboration Session page function in a similar manner. The difference being, the Create Collaboration Session page opens with empty fields while the Modify Collaboration Session page opens with populated fields.

Note: This feature is only available to users in Group Collaboration Sessions. Only the Instructor may create course-wide Collaboration Sessions.

COURSES > INTRODUCTION TO AMERICAN HISTORY > COMMUNICATIONS > GROUP PAGES > STUDY TEAM #1 > COLLABORATION > CREATE COLLABORATION SESSION


Create Collaboration Session

1 Name Your Session

Session Name:


2 Schedule Availability

Select Date(s) of Availability: Start After

Aug 06 2002 

04 00 PM

End After

Aug 06 2002 

04 00 PM

Available: Yes No

3 Collaboration Tool

Choose a collaboration tool for this session:

4 Submit

Find this page

Follow the steps below to open the Create Collaboration Session page.

- Step 1** Click **Communication** on the Course menu.
- Step 2** Select **Groups** from the Communication Center.
- Step 3** Click **Collaboration**.
- Step 4** Click **Create Collaboration Session** or **Manage**.

Fields

The table below details the fields on the Create Collaboration Session page.

Field	Description
Name Your Session	
Session Name:	Enter the name of the new session.
Schedule Availability	

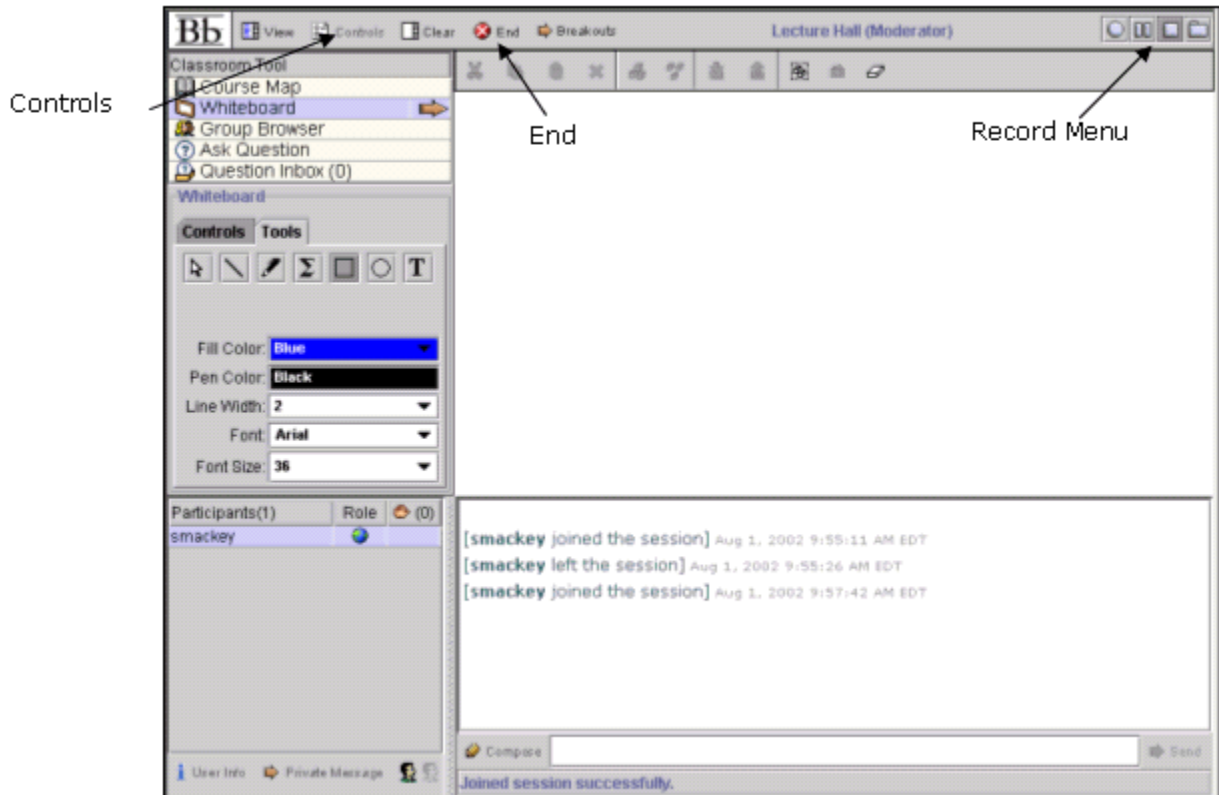
Select Date(s) of Availability:	<p>A Start and End date and time for the Collaboration Session can be set but is not required. If these are not selected then the session is always open and available for users. There is also the option to choose only a Start or an End date and time.</p> <ul style="list-style-type: none"> • Click the Start After check box to choose a date and time to begin the Collaboration. The date can be selected by choosing from the drop-down lists next to the date or by clicking the calendar icon and selecting the date. Select the time to begin the session from the drop-down lists. • Click the End After check box to choose when the session will end. The date can be selected by choosing from the drop-down lists next to the date or by clicking the calendar icon and selecting the date. Select the time to begin the session from the drop-down lists.
Available:	Select Yes to make the session available.
Collaboration Tools	
Choose a collaboration tool for this session:	<p>Select the tool that will be used during this session from the drop-down list. The two types of Collaboration tools are:</p> <ul style="list-style-type: none"> • Virtual Classroom - Allows users to enter a real-time discussion with group members, access the Web, and engage in question and answer sessions. • Lightweight Chat - The Chat is part of the Virtual Classroom, but can also be accessed separately. It allows users to open just the chat function of the Virtual Classroom.

Group Menu

Overview



Group Collaboration Sessions have additional features available in the menu of the Collaboration Tool. These features include a Record menu to create session archives and an End option to end a session. All group members have an Instructor role in a Group Collaboration Session; therefore, they can all access these features.



Note: These features are only available to Students during Group Collaboration Sessions.



Record menu

The Virtual Classroom and Lightweight Chat sessions created in Groups can be recorded and archived. Archive recording can be started and stopped, as well as paused and un-paused by the users during the session. A session can have more than one archive. The table below details the buttons that appear on the Record menu.

Button	Description
	Click Start to begin recording a session. The user will be prompted to name the archive. A default name will pre-populate this box; the user can click Submit to keep the default name or makes changes then submit it.
	Click Pause to pause a recording once it has started. Click this button again to Un-pause the recording and begin recording again. Pause and un-pause will be marked and timestamped in the archive.

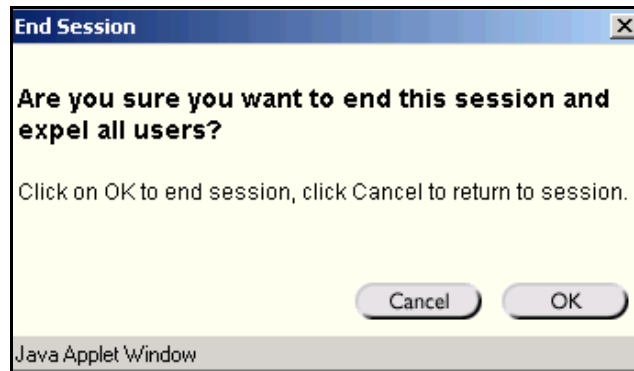
	Click Stop to end recording the session. When Stop is selected the archive is completed and a stop marker and time/date stamp will be included at the end of the archive.
	Click Bookmark to insert a bookmark anywhere in the archive of the session. A name can be included for the bookmark.

Controls

The Group Collaboration Session includes a Controls option on the menu. All users in a group are given Instructor privileges, and therefore cannot change the Access rights of each other. All users have access to all of the tools in a Collaboration Session.

End

This tool ends the Virtual Classroom Session. Click **End** on the Menu Bar. The End Session pop-up window appears as shown below.



Session Archives

Introduction

Group Collaboration Sessions have Archive features available to Group Members. Session Archives allow users to review the discussions and questions raised during a Collaboration Session. Sessions are archived by date and the option to remove an archive is available. All Group members have an Instructor role in Group Collaboration Sessions; therefore, they can all access the Archive features.

Note: The feature to manage Archives is only available to Students in Group Collaboration Sessions. Only the Instructor can manage the archives of Course Collaboration Sessions.

Find this page

Follow the steps below to open the Session Archives page.

- Step 1** Click **Communication** on the Course menu.
- Step 2** Select **Groups** from the Communication Center.
- Step 3** Click **Collaboration**.
- Step 4** Click **Archives** next to a Collaboration Session.

Functions

The table below describes the functions available on this page

To . . .	click . . .
search for an Archive in the Collaboration Session	the Archive Name or Creation Date option in the Search by: field. Enter the name of the archive or the date it was created in the field below, and click Search .
open an archive	the archive in the Archive Name column.
change the name or availability of an archive	Manage . The Archive Properties page will appear.
remove an archive	Remove . This action is irreversible.

Archive Properties

Introduction

The Archive Properties page allows Group members to change the name and availability of an Archive session. All Group members have an Instructor role in a Group Collaboration Session; therefore, they can all access the Archive Properties features.

Note: This feature is only available to Students in Group Collaboration Sessions. Only Instructors can change the archive properties of an archived Course Collaboration Session.

COURSES > AMERICAN HISTORY UNTIL 1885 > CONTROL PANEL > COLLABORATION > ARCHIVE PROPERTIES

Archive Properties

1 Edit Archive Name

Archive Name:

2 Availability To Students

Available: Yes No

3 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

Find this page

Follow the steps below to open the Archive Properties page.

- Step 1** Click **Communication** on the Course menu.
- Step 2** Select **Groups** from the Communication Center.
- Step 3** Click **Collaboration**.
- Step 4** Click **Archives** next to a Collaboration Session.
- Step 5** Select **Manage**.

Functions

The table below describes the functions available on this page.

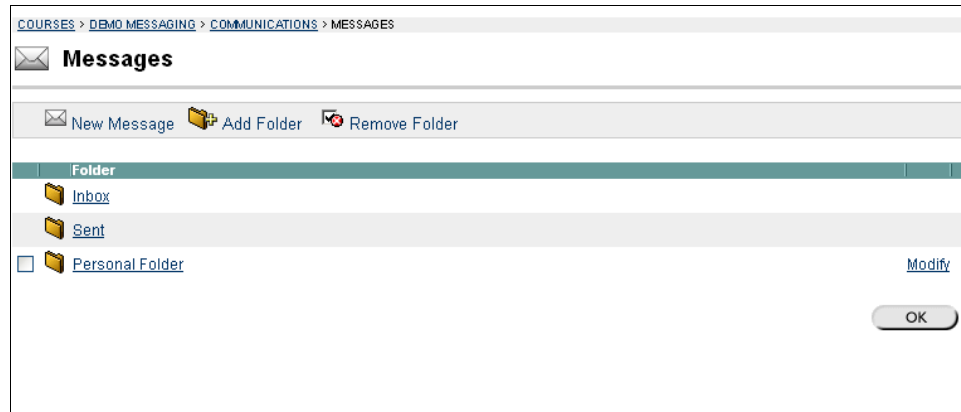
Field	Description
Edit Archive Name	
Archive Name:	Enter or modify the name of the archive.
Availability to Students	
Available:	Select Yes and users will be able to view this archive.

Messages

Overview

The Messages feature gives each course a private and secure system for communication that functions similar to email. Keep in mind that Messages cannot be sent or received outside of the users in the course.

Messages are usually accessed through the Communications area of a course. Although, as with most features, the Instructor can restrict access or change the layout of the Course Menu so that Messages are accessible directly.



Find this page

Follow these steps to open the Messages feature.

- Step 1** Click **Communication** from the Course Menu.
- Step 2** Click **Messages**.

Instructors can also access Messages from the Course Control Panel.

Functions

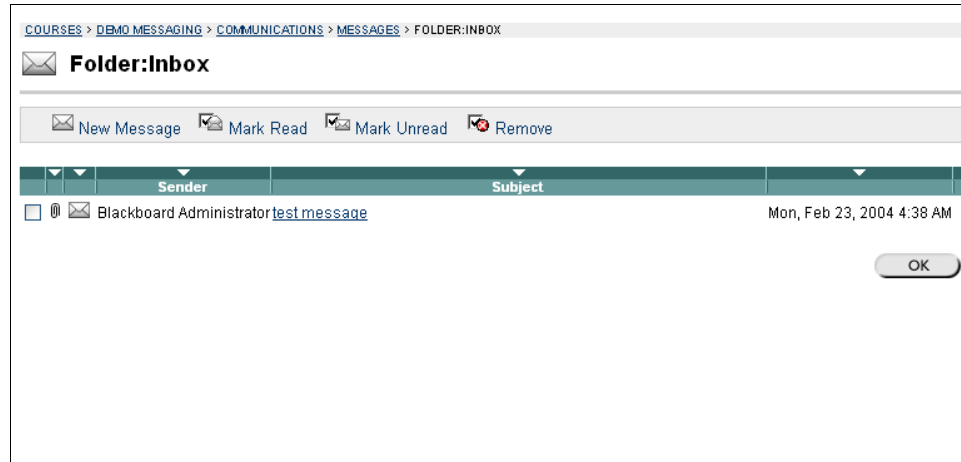
The table below details the functions available on the initial Messages page.

To . . .	click . . .
Open the Inbox to see delivered messages	Inbox . The Inbox folder will open with messages that you have received.
View messages that you sent	Sent . The Sent folder will open with a list of messages that you have sent.
Add a new folder	Add Folder . Folders can be used to organize messages. Note that the system administrator may turn off the ability to add folders.
Change the name of a personal folder	Modify next to a personal folder. It is not possible to modify the Inbox folder or Sent folder.
Delete personal folders	The check box next to each folder that will be deleted. Then click Remove Folder in the action bar. The folders, and any messages in the folders, will be deleted.

Message Folder

Overview

Folders store messages and provide access to functions for creating and organizing messages. Each folder includes the same set of functions. Even the Inbox folder and Sent folder include the same set of functions.



Find this page

Follow these steps to open a folder, including the Inbox folder or Sent folder.

- Step 1** Click **Communication** from the Course Menu.
- Step 2** Click **Messages**.
- Step 3** Click on a folder.

Functions

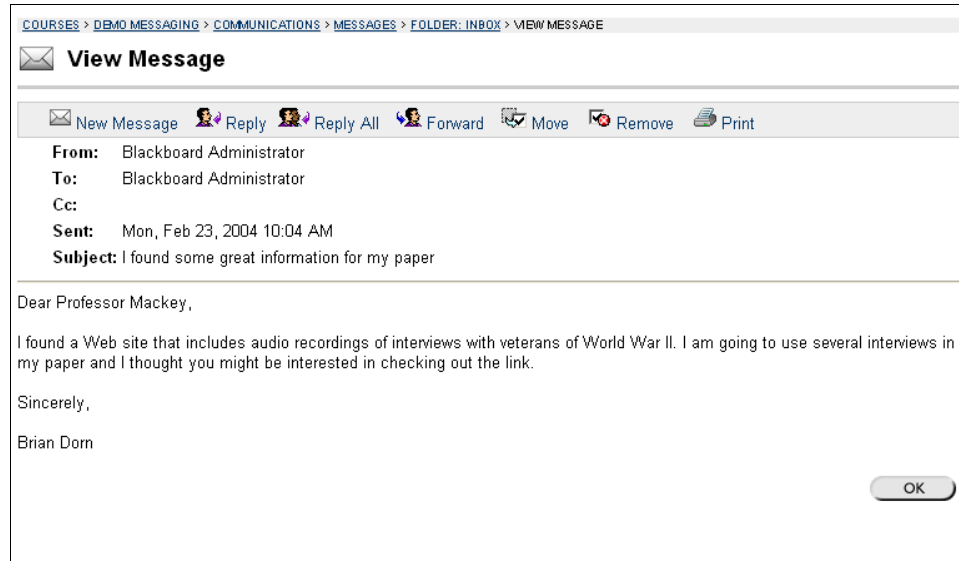
The table below details the functions on the Course Menu page.

To . . .	click . . .
Read a message	the link that appears in the subject column for the message you wish to read. The View Message page will appear.
Draft and send a new message	New Message in the Action Bar.
Delete messages	The checkbox for each message to delete. Click Remove in the Action Bar to delete the messages.
Sort messages	The carat above each column to sort by that column.
Mark messages as unread	The checkbox for each message to mark as unread. Click Mark Unread to change the selected messages to unread. Unread messages appear with a closed envelope icon.
Mark messages as read	The checkbox for each message to mark as read. Click Mark Read to change the selected messages to read. Read messages appear with an open envelope icon.

View Message

Overview

When reading a message there are several options on the View Message page. The options for responding to a message are functions common to email programs (Reply, Reply All, and Forward).



Find this page

Follow these steps to open a message.

- Step 1** Click **Communication** in the Course Menu.
- Step 2** Click **Messages**.
- Step 3** Select a folder.
- Step 4** Click the link in the subject column for a message. The message will appear.

Functions

The table below details the functions available on the View Message page.

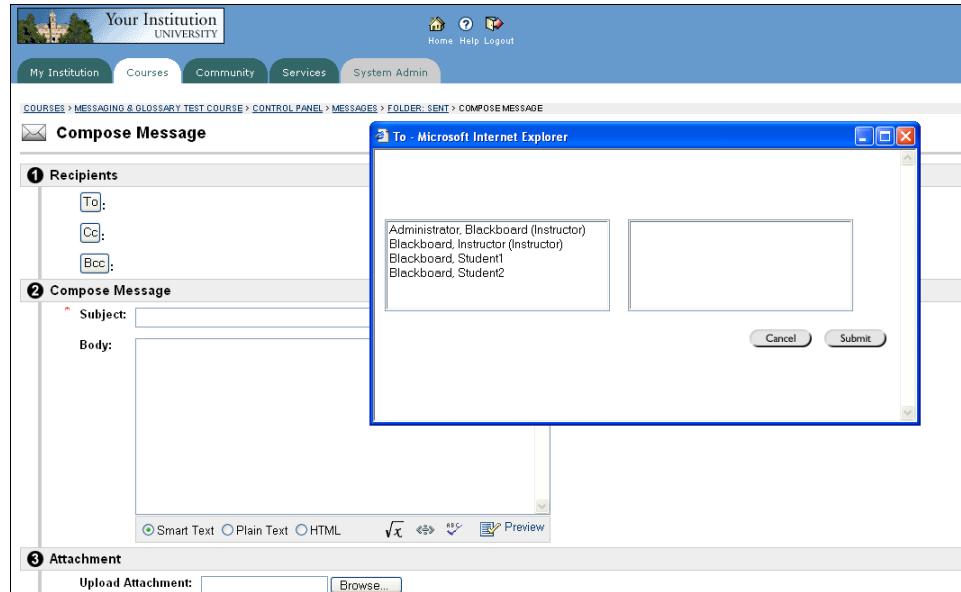
To . . .	click . . .
View an attachment	a link in the Attachment field. Links will only appear if there are files attached to the message.
Reply to the sender	Reply on the Action Bar. A Compose Message page will appear with the sender of the message already populated in the To: field. Note that other users may be added to the message. The text of the message is already populated with the text of the original message. Additional text may be added.

Reply to the sender and all other recipients	Reply All on the Action Bar. A Compose Message page will appear with the sender and all other recipients of the message already populated in the To: field. Note that other users may be added to the message. The text of the message is already populated with the text of the original message. Additional text may be added.
Send a copy of the message to someone else	Forward on the Action Bar. A Compose Message will appear with the text of the message in the Body field.
Move the message to a personal folder	Move on the Action Bar. The Move Messages page will appear.
Delete a message	Remove on the Action Bar. The message will be deleted.
Print a message	Print on the Action Bar. The message will be printed using the Web browser's print settings.

Compose Message

Overview

Sending a message is the same process if generating a new message or replying to a message. The only difference is, when replying to a message, some of the fields will already be populated. However, this does not prevent you from adding or changing information in these fields. For example, when replying to a message, the subject of the message is populated as re: *original message*. Even though the **Subject** field is already filled out, it can still be changed.



Find this page

Follow these steps to open the Compose Message page.

- Step 1** Click **Communication** from the Course Menu.
- Step 2** Click **Messages**.
- Step 3** Click **New Message**.

Fields

The table below details the fields on the Compose Message page.

Field	Description
Recipients	
To:	Click the button to open a pop-up interface for choosing users to receive the message. Users in the course are listed in the left column and message recipients are listed in the right column. Select users and click one of the arrows to move users between columns. Click Submit and the users in the right column will be added to the To: field.
Cc:	Cc: stands for carbon-copy. Use this function to send the message to those users that may be interested in the message but are not the primary recipients.

Bcc:	Bcc: stands for blind carbon-copy. Use this function to send a copy of 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.
Compose Message	
Subject	Enter a short title for the message.
Body	Enter the text of the message. The standard options for editing text in the Blackboard Learning System are available when entering text. There is also a Preview function.
Attachment	
Upload Attachment/ Include Attachment	<p>Click Choose File to select a file from your files to attach to the e-mail message. If the message is a reply or a forward, you will have the option of including the original attachment.</p> <p>The ability to upload and include file attachments may be toggled on and off by the System Administrator.</p>

Move Messages

Overview

Messages can be moved 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 Messages function to move messages from one folder to another. Note that messages cannot be moved to the Sent folder or the Inbox folder.

Find this page

Follow these steps to open the Move Message page.

- Step 1** Click **Communication** from the Course Menu.
- Step 2** Click **Messages**.
- Step 3** Click a folder to view the messages in that folder.
- Step 4** Select a message or messages and click **Move** in the Action Bar.

Fields

The table below describes the fields on the Move Message page.

Field	Description
Messages to Move	
This section displays a list of the messages that will be moved to the destination folder.	
Select a Folder	
Select a Personal destination folder	Select a personal folder from the drop-down list. This is the folder where the messages will be stored after clicking Submit . The messages will be removed from the old folder after they have been moved to the new folder.

Add Folder

Overview

Personal folders can be created to help organize 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 first. Once a message appears, it can be moved into a personal folder.

COURSES > @FAHIST301C: WESTERN CIVILIZATION > CONTROL PANEL > MESSAGES > ADD FOLDER

Add Folder

1 Add Folder

Name:

2 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

Cancel Submit

Find this page

Follow these steps to open the Add Folder page.

- Step 1** Click **Communication** from the Course Menu.
- Step 2** Click **Messages**.
- Step 3** Click Add Folder from the Action Bar.

Fields

The Add Folder page only includes one field, **Name**. Enter the name of the new personal folder in this field and click **Submit** to create the folder.

Chapter 5 –Tools

Overview

Tools enable users to manage their work and individual information. Course Tools are available on the Course menu in a course Web site and Institution Tools are available in the Tools box in a common area. Certain Tools, such as the Calendar and Tasks, may be available as both a Course Tool and an Institution Tool.

Institution Tools allow users to access Tools that appear in course and organization Web sites on a system-wide scale. For example, Tasks, when accessed through the Tools box, allows the User to:

- view Tasks from all of the courses and organizations the user participates in
- view Tasks posted by the System Administrator
- enter personal Tasks

If Tasks is viewed through the Course menu in a course Web site, only Tasks that have been posted for that course will appear.

The Instructor of a course determines which Tools will be available in the course. The System Administrator selects the Tools that will be available in the Tools box in common areas.

Note: With *Blackboard Learning System* and *Blackboard Learning System - Basic Edition*, the Tools Box will only appear on the My Institution Tab.

Example

The image below is an example of how Tools will appear in the Course menu on a course Web site.

The image below is an example of how Institution Tools will appear in the Tools box in common areas.

The screenshot displays the Blackboard user interface for a user named Brian. On the left, there is a 'Tools' sidebar with links to Announcements, Calendar, Tasks, View Grades, Send E-mail, User Directory, Address Book, and Personal Information. Below this is a 'Search The Web' section with a search box and a 'GO!' button. The main content area is titled 'Welcome, Brian' and contains several panels:

- My Announcements:** Shows a message that no system announcements have been posted today. It lists 'Introduction to American History' with a link to 'Review Session' and 'Political Parties 101' with a link to 'Study Groups'.
- My Calendar:** Displays two events: '10:00 AM - 11:00 AM on 07/31' with a 'Review Session' link, and '2:00 PM - 3:00 PM on 08/06' with an 'In-class Quiz!' link.
- My Courses:** Lists 'Introduction to American History' with a 'Review Session' link and 'Political Parties 101' with a 'Study Groups' link.
- My Organizations:** Shows 'Soccer Club' as an organization the user is participating in.
- My Tasks:** Lists 'Group Project Due' and 'First Quiz!' for the course 'Introduction to American History'.
- Textpad:** A section for writing text or HTML.

In this chapter

This chapter includes the following sections.

Topic	Description
Announcements	Provides information on messages for courses and system-wide announcements.
Digital Drop box	Explains how to send files to the Instructor.
Edit Your Homepage	Explains how to edit the information on your Student Homepage.
Personal Information	Provides information on managing personal data and privacy settings such as editing your account profile and changing your password.
Calendar	Discusses the Calendar tool, which manages events for courses, personal events and system-wide events.
View Grade	Explains how to check grades for a course.
Tasks	Provides information for organizing tasks, defining task priorities, and tracking task status.
The Electric Blackboard®	Discusses The Electric Blackboard® tool and how it is used to save notes for a particular course.
Address Book	Explains how to save contact information.
User Directory	List and contact system users via email.

Announcements

Overview

Students can view important messages from Instructors on the Announcements page of a course Web site. Announcements are organized and displayed by:

- current date
- last seven days
- last thirty days
- view all course announcements

When accessed through the Tools box, all Announcements of interest to the user appear. These include Announcements from all courses the user is enrolled in and system-wide announcements. Users can sort the Announcements by category or post date.

Use the drop-down menu to select a view or click on the tabs to view Announcements for a specific period of time. The default is View Last 7 Days.

Note: Users can also access their Announcements from the Tools box in the common areas. These Announcements include those from all courses and organizations the user is enrolled in as well as any system wide announcements.

The screenshot shows the Blackboard Announcements interface. At the top, there is a header "ANNOUNCEMENTS" and a sub-header "Announcements" with a book icon. Below this, there are navigation tabs: "VIEW TODAY", "VIEW LAST 7 DAYS", "VIEW LAST 30 DAYS", and "VIEW ALL". To the right of these tabs is a dropdown menu set to "Show All" and a "Go" button. The main content area displays a date range "December 1 - 8, 2003" and a list of three announcements, each with a small icon, a date, a subject line, a description, and the poster's name "Posted by Sheila Madkey".

Date	Subject	Description	Posted by
Mon, Dec 01, 2003	AmerHist101: Welcome to American History	This is an intensive 16 week survey of our nation's history.	Posted by Sheila Madkey
Mon, Dec 01, 2003	AmerHist101: A new Quiz has been posted	This is a 5 question quiz to verify your knowledge of The Mayflower Compact.	Posted by Sheila Madkey
Mon, Dec 08, 2003	AmerRev: Group Projects Due	Group Projects are due at 5pm today!	Posted by Sheila Madkey

An "OK" button is located at the bottom right of the announcement list.

Find this page

To view the Announcements page, open a course Web site and click **Announcements** on the course menu.

OR

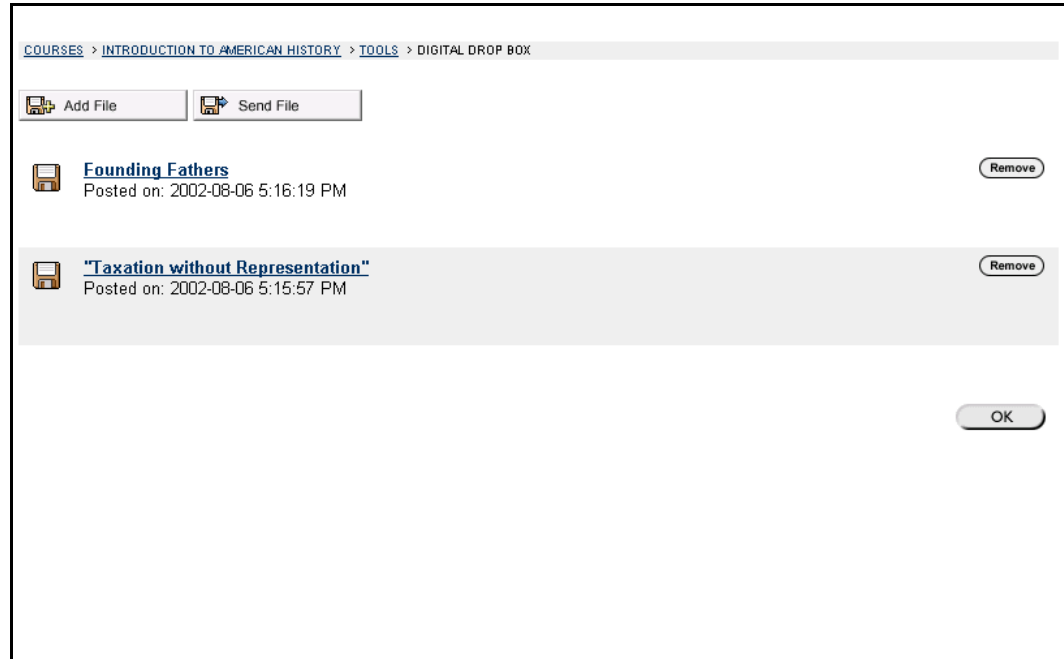
Click **Announcements** in the Tools box.

Digital Drop Box

Overview

The Digital Drop Box enables Students to exchange files with the Instructor. Digital Drop Box is only available as a Course Tool, it is not an Institution Tool.

Note: A file added to the Drop Box will not appear to the Instructor until it has been sent. Once a file has been sent to the Instructor, it cannot be removed from the Drop Box.



Find this page

Follow the steps below to open the Digital Drop Box page.

- Step 1** Open a course Web site for a course.
- Step 2** Click **Tools** on the course menu.
- Step 3** Select **Digital Drop Box**.

Functions

The following functions are available from the Digital Drop box page.

Function	Description
Add File	Upload files to the Drop Box.
Send File	Send a file to the Instructor.
Remove	Remove a file from the Drop Box.

Tips and Tricks

The following date and time information is included in files:

- files sent to the Instructor will show the date and time submitted
- files that are added to the Drop Box but not sent will show the date and time posted
- files sent from the Instructor will show the date and time received

Note: The date and time displayed in each instance is not the date and time on the user's machine, rather, it is the date and time on the *Blackboard Learning System* server.

Add File to the Digital Drop Box

Overview

The Digital Drop Box page enables Students to exchange files with the Instructor. Files are added to the Digital Drop Box from the Add File page. The Add File page requests information on the title, file location, and any comments regarding the file. A file is not automatically sent to the Instructor if it is placed in the Drop Box through the **Add File** option. Files must be sent through the **Send File** option.

Files that are added to the Drop Box but not sent will show the date and time posted. Once the file is sent to the Instructor it will show the date and time submitted.

Note: The date and time displayed in each instance is not the date and time on the user's machine, rather, it is the date and time on the *Blackboard Learning System* server.

COURSES > INTRODUCTION TO AMERICAN HISTORY > TOOLS > DIGITAL DROP BOX

1 File Information

Title:

File: Browse...

Comments:

2 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

Cancel Submit

Find this page

Follow the steps below to open the Add File page.

- Step 1** Open a course Web site.
- Step 2** Click **Tools** on the course menu.
- Step 3** Select **Digital Drop Box**.
- Step 4** Click **Add File**.

Fields

The table below details the fields on this page.

Field	Description
File Information	
Title:	Enter the title of the file.
File:	Click Browse to locate a file or enter the exact path.
Comments:	Enter any comments related to the file. These comments will appear beneath the title on the Drop Box page.

Send File from the Digital Drop Box

Overview

Students can select a file from the Digital Drop Box to send to the Instructor or select a file not in the Digital Drop Box on the **Send File** page. A file sent to the Instructor that is not in the Digital Drop Box will be added to the Student's Drop Box when it is sent.

Files that are added to the Drop Box but not sent will show the date and time posted. Once the file is sent to the Instructor it will show the date and time submitted.

Note: The date and time displayed in each instance is not the date and time on the user's machine, rather, it is the date and time on the *Blackboard Learning System* server.

The screenshot shows the 'Send File' page in Blackboard. At the top, there is a breadcrumb trail: COURSES > INTRODUCTION TO AMERICAN HISTORY > TOOLS > DIGITAL DROP BOX. Below this is a section titled '1 File Information'. It contains a 'Select file:' dropdown menu with a '-' sign. Below that is the text 'OR upload new file:'. There are three input fields: 'Title:', 'File:', and 'Comments:'. The 'File:' field has a 'Browse...' button next to it. At the bottom of the '1 File Information' section is a section titled '2 Submit'. Below this section is the text: 'Click "Submit" to finish. Click "Cancel" to abort this process.' At the bottom right of the page are two buttons: 'Cancel' and 'Submit'.

Find this page

Follow the steps below to open the Send File page.

- Step 1** Open a course Web site.
- Step 2** Click **Tools** on the course menu.
- Step 3** Select **Digital Drop Box**.
- Step 4** Click **Send File**.

Fields

The table below details the fields on this page.

Field	Description
File Information	
Select File:	Click the drop-down arrow and select the file to send.
Title:	Enter the title of the file.
File:	Click Browse to upload a file and send it to the Instructor.
Comments:	Enter any comments about the file. These comments will appear beneath the title on the Drop Box page.

Edit Your Homepage

Overview

Every enrolled Student has a course Web site Homepage where they can post information about themselves. The Edit Your Homepage screen allows users to edit their course Web site homepages. This area is created by default, each time a new Student registers in the course. The default page is blank until the user edits the page.

The Student Homepage is only available as a Course Tool; it is not available as an Institution Tool. Other users view your Homepage by clicking your name in the Roster.

COURSES > INTRODUCTION TO AMERICAN HISTORY > TOOLS > EDIT YOUR HOMEPAGE

1 Homepage Information

Intro Message:

Personal Information:

2 Upload a Picture

Current Image: None

New Image:

Find this page

Follow the steps below to open the Edit Your Homepage page.

- Step 1** Open a course Web site.
- Step 2** Click **Tools** on the course menu.
- Step 3** Click **Edit Your Homepage**.

Fields

The table below details the fields on this page.

Field	Description
Homepage Information	
Intro Message:	Edit or enter the introductory message that users see when viewing the homepage.
Personal Information:	Edit or enter any personal information that appears when the homepage is accessed.
Upload a Picture	
Current Image:	The current image is displayed.
New Image:	Click Browse to upload a new image.

Remove this Image:	Select the checkbox to remove the existing image or any new image.
Favorite Web Sites	
Site 1 Title:	Edit or enter the site title. If a title is entered but the URL is not entered in the field below, the link will not work.
Site 1 URL:	Edit or enter the site URL. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com
Description:	Edit or enter the site description.

Tips and Tricks

To view a Homepage for a user in the course go to the [Roster](#), located in the Communication Center. When an individual is selected from the Roster their Homepage will appear.

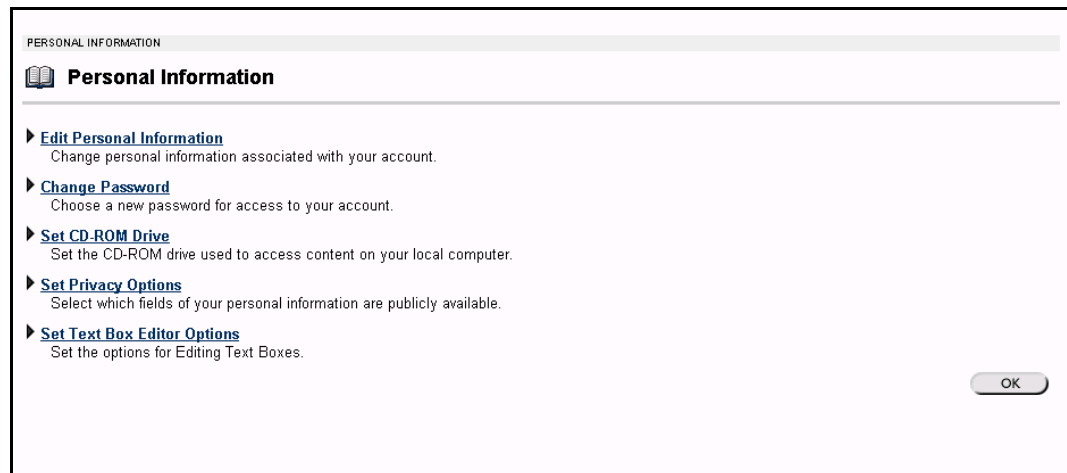
Personal Information

Overview

Users manage personal data and privacy settings from the Personal Information page. The following functions are available to users:

- edit their account profile
- change their password
- identify a CD-ROM drive to the *Blackboard Learning System*
- define privacy settings
- enable the Text Box Editor

Users may also access and make changes to their personal information from the Tools box in a common area. Changes to Personal Information are reflected system wide. For example, if an email address is changed in one course, the user's email address will be changed in all of the courses he or she is enrolled in.



Find this page

Follow the steps below to open the Personal Information page.

- Step 1** Open a course Web site for and click **Tools** on the Course Menu.
Step 2 Select **Personal Information**.

OR

Select **Personal Information** in the Tools box of a common area.

Functions

The following functions are available from the Personal Information page.

Function	Description
Edit Personal Information	Edit personal information as it is displayed to other users.
Change Password	Change your account password.
Set CD-ROM Drive	Set the CD-ROM drive used to access content from your computer.
Set Privacy Options	Set the options to limit or increase the amount of personal information displayed to fellow Students and Instructors.
Set Text Box Editor Options	Set the options to enable or disable the Text Box Editor.

Edit Personal Information

Overview

The information that appears in a user's account profile can be modified on the Edit Personal Information page. Users can change the values in fields, populate empty fields, or remove information from fields on this page.

COURSES > INTRODUCTION TO AMERICAN HISTORY > TOOLS > PERSONAL INFORMATION > EDIT PERSONAL INFORMATION

1 Personal Information

First Name

Middle Name

Last Name

E-mail

Student ID

2 Other Information

Gender

Birthdate

Education Level

Company

Job Title

Find this page

Follow the steps below to open the Edit Personal Information page.

- Step 1** Open a course Web site.
- Step 2** Click **Tools** on the Course menu.
- Step 3** Select **Personal Information**.
- Step 4** Select **Edit Personal Information**.

OR

- Step 1** Select **Personal Information** in the Tools box of a common area.
- Step 2** Select **Edit Personal Information**.

Fields

The table below details the entry fields on the Edit Personal Information page.

Field	Description
Personal Information	
First Name [r]	Edit the first name.
Middle Name	Edit the middle name.
Last Name [r]	Edit last name.
Email [r]	Edit email address.
Student ID	Edit Student ID as defined by the institution.
Other Information	

Gender	Edit gender.
Birthdate	Select birthday by clicking on the drop-down arrow and selecting date values.
Education Level	Edit education level.
Company	Edit company.
Job Title	Edit job title.
Department	Edit department.
Street 1	Edit address.
Street 2	Edit any additional address information.
City	Edit city.
State/Province	Edit state or province.
Zip/Postal Code	Edit ZIP code or postal code.
Country	Edit country.
Web Site	Edit the URL of the user's personal Web site. When adding a URL, do so as http://www.blackboard.com , not www.blackboard.com or blackboard.com
Home Phone	Edit the home phone number of the user. The phone number will display exactly as entered.
Work Phone	Edit the work phone number of the user. The phone number will display exactly as entered.
Work Fax	Edit the fax number of the user. The fax number will display exactly as entered.
Mobile Phone	Edit the mobile phone of the user. The phone number will display exactly as entered.

Tips and Tricks

Changes made on the Edit Personal Information page will be reflected throughout the *Blackboard Learning System*. For example, if the user changes their first name, the new first name will appear in all courses they are enrolled in.

Change Password

Overview

Account passwords can be changed from the Change Password page. The Change Password page is accessible through the Personal Information features. Each user must enter a user name and password to login to the system.

Find this page

Follow the steps below to open the Change Password page.

- Step 1** Open a course Web site.
- Step 2** Click **Tools** on the Course menu.
- Step 3** Select **Personal Information**.
- Step 4** Select **Change Password**.

OR

- Step 1** Select **Personal Information** in the Tools box of a common area.
- Step 2** Select **Change Password**.

Fields

The table below details the fields on the Change Password page.

Field	Description
Reset Password	
Password [r]	Enter a new password for the account. The password must be at least one character and contain no spaces or special characters.
Verify Password [r]	Enter the password again to ensure accuracy.

Tips and Tricks

Due to security, it is recommended that users do not use common personal information as their password, such as their name or nickname. It is recommended that users change their passwords periodically to ensure security.

Set CD-ROM Drive

Overview

Users identify the CD-ROM drive location on the current workstation to the *Blackboard Learning System* from the Set CD-ROM Drive page. The CD-ROM drive must be identified to the *Blackboard Learning System* before files can be uploaded from a CD-ROM to the *Blackboard Learning System*. Users must set the CD-ROM drive each time they want to upload files from a CD.

Note: A default value for the CD-ROM Drive will appear when this page is opened, but the user must select **Submit** to set the CD-ROM Drive. If **Submit** is not selected, then the value is null and a CD-ROM Drive is not set.

The screenshot shows the 'Set CD-ROM Drive' page within a Blackboard course. The breadcrumb trail at the top reads: COURSES > INTRODUCTION TO AMERICAN HISTORY > TOOLS > PERSONAL INFORMATION > SET CD-ROM DRIVE. The page is divided into two sections. The first section, '1 Select CDROM Drive', contains two labels: 'CD-ROM (for PC):' with a dropdown menu showing 'D:' and 'CD-ROM (for MAC):' with an empty text input field. The second section, '2 Submit', contains the instruction: 'Click "Submit" to finish. Click "Cancel" to abort this process.' At the bottom right of this section are two buttons: 'Cancel' and 'Submit'.

Find this page

Follow the steps below to open the Set CD-ROM Drive page.

- Step 1** Open a course Web site.
- Step 2** Click **Tools** on the Course menu.
- Step 3** Select **Personal Information**.
- Step 4** Select **Set CD-ROM Drive**.

OR

- Step 1** Select **Personal Information** in the Tools box of a common area.
- Step 2** Select **Set CD-ROM Drive**.

Fields

The table below details the fields on the Set CD-ROM Drive page.

Field	Description
CD-ROM Drive Information	
CD-ROM (for PC):	Click the drop-down arrow and select the drive letter that maps to the CD-ROM drive from the list.
CD-ROM (for MAC):	Enter the CD-ROM drive location.

Set Privacy Options

Overview

The Set Privacy Options page allows users to choose the information they would like to make publicly available. This information will appear in course Rosters and Group pages. Users may also select to make this information available in the User Directory. If an email address is not made available it will not appear in the Roster, Group pages, User Directory, the Collaboration Tool or in any other part of the application.

PERSONAL INFORMATION > SET PRIVACY OPTIONS

Set Privacy Options

1 Personal Information

Choose the information from your user profile that should be publicly available. Please note that your name will be listed in the roster and group pages (if applicable) of any course you participate in. If you wish any other information to be displayed to other users, it must be selected below. In addition, your email address will appear with any message you post to a discussion board, unless the message is posted anonymously.

- Email address
- Address (Street, City, State, Zip, Country)
- Work Information (Company, Job Title, Work Phone, Work Fax)
- Additional Contact Information (Home Phone, Mobile Phone, Web Site)

2 User Directory Status

You may choose to be unlisted in the user directory. Note that privacy options from above hold even if you choose to be listed.

- List my information in the user directory

3 Submit

Find this page

Follow the steps below to open the Set Privacy Options page.

- Step 1** Open a course Web site.
- Step 2** Click **Tools** on the Course Menu.
- Step 3** Select **Personal Information**.
- Step 4** Select **Set Privacy Options**.

OR

- Step 1** Select **Personal Information** in the Tools box of a common area.
- Step 2** Select **Set Privacy Options**.

Fields

The table below details the fields on the Set Privacy Options page.

Field	Description
Contact Information	
Email address	Select this check box to make the email address visible to other users through the User Directory, and in other parts of the <i>Blackboard Learning System</i> , such as the Roster and Group pages.
Address (Street, City, State, Zip, Country)	Select this check box to make address information visible to other users through the User Directory.

Work Information (Company, Job Title, Work Phone, Work Fax)	Select this check box to make work information visible to other users through the User Directory.
Additional Contact Information (Home Phone, Mobile Phone, Web Site)	Select this check box to make additional contact information visible to other users through the User Directory.
User Directory Status	
List my information in the user directory	Select this check box to list your profile information visible to other users through the User Directory.

Set Text Box Editor Options

Overview

The Text Box Editor allows users to create content through a simple editor within the *Blackboard Learning System*. This page allows users to choose whether or not WYSIWYG (What You See Is What You Get) functionality will be enabled on their system. If this feature is enabled, users will have additional features available to them when entering content in many text boxes throughout the *Blackboard Learning System*. See the [Text Box Editor](#) topic for additional information.

Note: The Text Box Editor is only available to Windows Operating System users with Internet Explorer Version 5.x or a later version. System Administrators also have the option of turning off the WYSIWYG features for the Text Box Editor for all users. Users without WYSIWYG functionality have access to alternate [Text Box Options](#).

 Enable Disable'. The second section is '2 Submit', which includes the text 'Click "Submit" to finish. Click "Cancel" to abort this process.' and two buttons: 'Cancel' and 'Submit'."/>

Find this page

Follow the steps below to open the Set Text Box Editor Options page.

- Step 1** Open a course Web site.
- Step 2** Click **Tools** on the Course Menu.
- Step 3** Select **Personal Information**.
- Step 4** Select **Set Text Box Editor Options**.

OR

- Step 1** Select **Personal Information** in the Tools box of a common area.
- Step 2** Select **Set Text Box Editor Options**.

Fields

Select **Enable** and text boxes throughout the *Blackboard Learning System* will be enabled with additional WYSIWYG features. Select **Disable** and text boxes include basic options.

Calendar

Overview

The Calendar tool allows users to view Calendar items by day, week, month, or year. Users can also manage the following events through the Calendar:

- course
- organization
- institution
- personal

Upcoming and past events can be viewed daily, weekly, or monthly and organized into categories.

When the Calendar is accessed through the Tools Box users view all items on their Calendar and have the options to add and modify personal calendar items. When the Calendar is accessed through a Course or Organization only those calendar items that relate to the specific course or organizations will appear.

Note: Students may not add events to the Calendar when it is accessed through a Course or Organization. Events may only be added when it is accessed through the Tools Box in a common area.

CALENDAR

My Calendar: View by Day

Add Event Quick Jump All Events Go

VIEW DAY VIEW WEEK VIEW MONTH VIEW YEAR

Wednesday, August 7, 2002

AM	Time	Event	Category	Actions
	6:00			
	6:30			
	7:00	Soccer Practice (1 hour)	Personal	Modify Remove
	7:30			
	8:00			
	8:30			
	9:00			
	9:30			
	10:00	Exam Review (1 hour)	HIST101	
	10:30			
	11:00			
	11:30			

Find this page

Follow the steps below to open the Calendar page.

- Step 1** Open a course Web site.
Step 2 Click **Tools** on the Course menu.
Step 3 Select **Calendar**.

OR

Select **Calendar** in the Tools box of a common area.

Functions


To use the functions available on the Calendar page, follow the table below.

To . . .	click . . .
view events for a specific date and time	Quick Jump to access the Quick Jump page. From here, select a date and time and the Calendar will immediately display events for that time.
create an event and add it to the calendar	Add Event to access the Add Event page.
remove an event	Remove to remove an event from the Calendar page. This action is irreversible.
	Note: Only events created by the user can be removed. Events created by an Instructor, Organization Manager, or System Administrator cannot be changed.
view events by day, week, or month	on the tab to view events for the current day, current week, or current month.
view previous or future events	on the arrows to the left of the current day, week, or month to view events for the previous day, week, or month. Click on the arrows to the right to view future events.
view event details	on a Calendar event to view details.

View Event

Click on an event to view event details. The Calendar: View Event page will appear as shown below.

CALENDAR > VIEW EVENT

 **Calendar: View Event**

Exam Review

Date: Wednesday, August 7, 2002
Start Time: 10:00 AM
End Time: 11:00 AM
Category: Course (HIST101)

Join us for the exam review in Room 415.

Quick Jump

Overview

The Quick Jump page allows users to quickly view a portion of the Calendar. Quick Jump is useful when looking for events planned months in advance of the current date. It is also useful for looking up the events of a past day, week, or month.

Find this page

Follow the steps below to open the Quick Jump page.

- Step 1** Open a course Web site.
- Step 2** Click **Course Tools** on the Course Menu.
- Step 3** Select **Calendar**.
- Step 4** Click **Quick Jump**.

OR

- Step 1** Select **Calendar** in the Tools box of a common area.
- Step 2** Select **Quick Jump**.

Fields

The table below details the fields on the Quick Jump page.

Field	Description
Calendar Quick Jump	
Please select the date you wish to access	Select the calendar date. Click the first down arrow to select a month. Click the next down arrow to select a day and click the last down arrow to select a year. The Calendar page will appear with the enter date.
Please choose the type of view you wish to access the specified date	Click on an option to indicate the type of Calendar view: Month, Week, or Day.

Add or Modify Calendar Event

Overview

When the Calendar is accessed through the Tools Box users have the options to add and modify personal calendar items. Events may be added through the Add Calendar Event page and modified through the Modify Calendar Event page. These pages are the same, the difference being, the Add Calendar Event page opens with empty fields and the Modify Calendar Event page opens with populated fields.

Note: Only events created by the user can be modified. Events created by an Instructor, organization Manager, or System Administrator cannot be changed by the user.

Find this page

Follow the steps below to find the Add Calendar Event page.

- Step 1** Click **Calendar** in the Tools box.
Step 2 Click **Add Event** or **Modify** next to an existing Calendar event.

Fields

The table below details the fields on the Add Calendar Event page and Modify Calendar Event page.

Field	Description
Event Information	
Event Title:	Enter the title of the event. This title will appear on the Calendar page at the date and time indicated on the Event Time fields.

Description:	Enter a description of the event. The following options are available: <ul style="list-style-type: none"> • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. • Plain text: Displays text as written. • HTML: Displays text as coded using HTML tags. • \sqrt{x}: Opens the WebEQ Equation Editor. • $\langle \div \rangle$: Opens the MathML Equation Editor. • ABC: Opens Spell Check. • Preview: Opens the text as it will appear to the user.
Event Time	
Event Date:	Click the drop-down arrow and select date values or click the icon to select a date from the calendar interface.
Start Time:	Click the drop-down arrow and select time values.
End Time:	Click the drop-down arrow and select time values.

View Grades


Overview

The Tools box provides quick access for users to check grades and performance statistics from all their Courses. The My Grades page lists each user's courses and organizations. Users then select a course or organization to access a report.

Users can check their grades in a course by accessing the View Grades page through the Course menu. This page includes information on the following:

- the user's average Assessment grade
- the total number of points the user has accumulated
- details about each Assessment.
- information about the class average on each Assessment
- grade weighting. This is the weight of the item.

COURSES > AMERICAN HISTORY > TOOLS > VIEW GRADES

 **View Grades**

Item Name	Date	Grade	Points Possible	Class Average	Weight
Mid-Term Exam	11/25/03	-	100	-	30%
The Mayflower	12/5/03 11:15 AM	86	10	85.5	30%
Quiz #1	12/5/03 11:14 AM	98	20	89.75	20%
Assignment 1	12/5/03 2:10 PM	!	20	0	10%
Assignment #3	12/8/03	-	25	-	5%
Assignment #3	12/8/03	-	25	-	5%
Total		184	200	-	
Weighted Total		356%		-	

Find this page

Follow the steps below to open the View Grades page.

- Step 1** Open a course Web site.
Step 2 Click **Tools** on the Course menu.
Step 3 Select **View Grades**.

OR

Select **View Grades** in the Tools box of a common area.

Tasks

Overview

The Tasks page organizes projects (referred to as Tasks), defines task priority, and tracks task status. Instructors and organization leaders can post tasks to users participating in their course or organization.

From the Tools Box users can view all of their tasks, including those from the courses and organizations they are participating in, tasks posted by the System Administrator and their personal tasks. Users can create their own tasks and post them to the Tasks page. When Tasks is accessed through the Course menu users view Tasks for that specific course or organization.

PRIORITY	SUBJECT	STATUS	DUE DATE	
▲ - High Priority	Introduction to American History: First Quiz!	NOT STARTED	Oct 31, 2002	Modify
▼ - Low Priority	Write draft for English paper	IN PROGRESS	Sep 17, 2002	Modify Remove
▲ - High Priority	Introduction to American History: Group Project Due	NOT STARTED	Oct 5, 2002	Modify

Find this page

Follow the steps below to open the Tasks page.

- Step 1** Open a course Web site.
Step 2 Click **Tools** on the course menu.
Step 3 Select **Tasks**.

OR

Select **Tasks** in the Tools box of a common area.

Functions

The table below details the functions available on the Tasks page.

To . . .	click . . .
sort the list of tasks	the drop-down arrow and select a task category. Categories include: <ul style="list-style-type: none"> • All Tasks • My Tasks • Tasks by course
add or modify a task	Add Task or Modify to access the Add / Modify Task page for a particular task.


remove a task	Remove to remove a task. A box will appear asking to verify that a task should be removed. This action is irreversible.
view the details of a particular task	the task to view details.

View task details

Click on a task from the Tasks page to view course task details. The task details display:

- the task name
- the due date
- the task priority
- the task status
- a description of the task

[COURSES](#) > [INTRODUCTION TO AMERICAN HISTORY](#) > [TOOLS](#) > [TASKS](#)

 **Introduction to American History: First Quiz!**
 Due Date: Oct 31, 2002
 Priority: Normal
 Status: Not Started

There will be a quiz on the reading assignment. Please read the first two chapters of your text to prepare.

The quiz will appear in Course Documents after Tuesday's session.

Add / Modify Task

Overview

The Add or Modify Task pages allow users to create and modify personal tasks. These pages function in a similar manner. The difference being, the Add Task page opens with empty fields and the Modify Task page opens with populated fields. To modify a task, click **Modify**.

Note: The only tasks that can be added or fully modified by the user are personal tasks created by that user. Users may adjust the Status for Tasks created by an Instructor or organization Manager.

Find this page

Follow the steps below to find the Add Task or Modify Task page.

- Step 1** Click **Tasks** in the Tools box.
Step 2 Click **Add Task** or **Modify**.

Fields

The table below details the fields on the Add Task page.

Field	Description
Task Information	
Task Title:	Enter the title of the task.

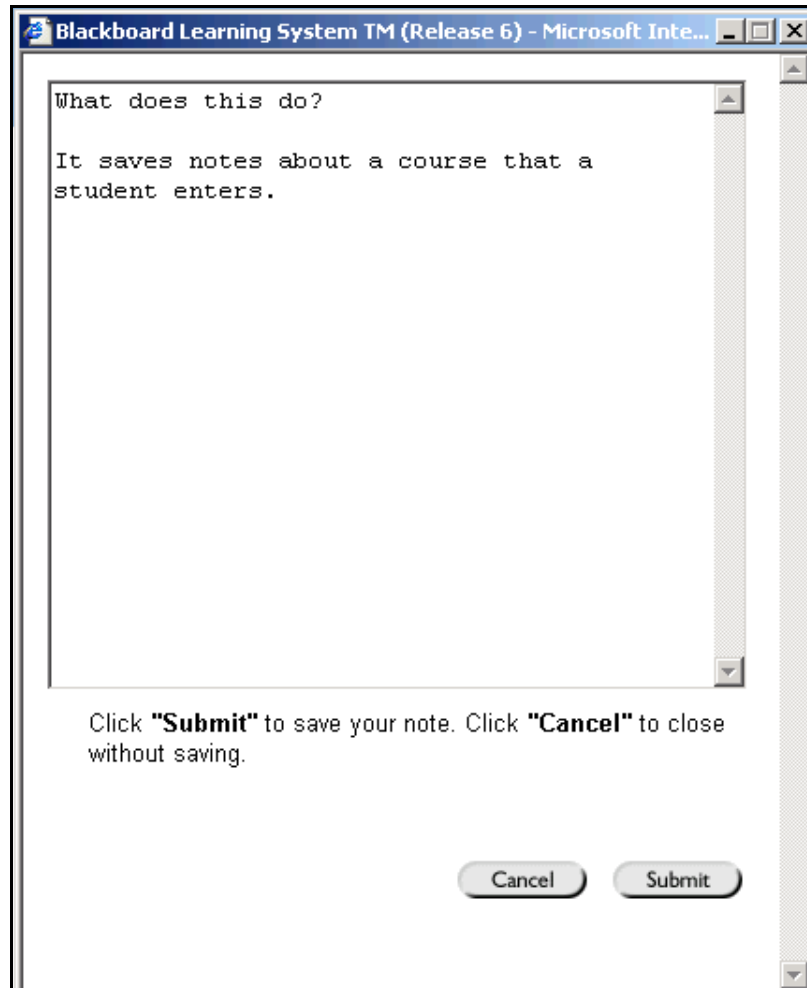
Description:	Enter a description of the task. The following options are available: <ul style="list-style-type: none"> • Smart Text: Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. • Plain text: Displays text as written. • HTML: Displays text as coded using HTML tags. • \sqrt{x}: Opens the WebEQ Equation Editor. • $\langle \rightarrow \rangle x$: Opens the MathML Equation Editor. • ABC: Opens Spell Check. • Preview: Opens the text as it will appear to the user.
Due Date:	Select the date the task is due from the drop-down list. Click the drop-down arrow and select date values or click the icon to select a date from the calendar interface.
Task Options	
Priority:	Select a priority. The options are: <ul style="list-style-type: none"> • Low (task appears with a blue arrow pointed down) • Normal • High (task appears with a red arrow pointed up) The selected priority appears on the Tasks page.
Status:	Select a status. The options are: <ul style="list-style-type: none"> • Not started • In progress • Completed The selected status appears on the Tasks page.

The Electric Blackboard®

Overview

The Electric Blackboard® allows users to save notes for a particular course within the *Blackboard Learning System* environment. Users can write notes on The Electric Blackboard®, save them, and then return later to add to and review them.

Note: The Electric Blackboard® is only available in a course Web site. It is not available in the Tools box in a common area.



Find this tool

Follow the steps below to open The Electric Blackboard®.

- Step 1** Open a course Web site.
 - Step 2** Click **Tools** on the Course menu.
 - Step 3** Select **The Electric Blackboard**.
-

Address Book

Overview

Users can store contact information in the Address Book. Users must enter a profile for anyone they wish to add to their address book, even if the contact is a system user. The Address Book is empty until the user enters contacts.

The Address Book will contain the same information if it is accessed through a Course menu or through the Tools box.



Find this page

Follow the steps below to open the Address Book.

- Step 1** Open a course Web site.
- Step 2** Click **Tools** on the course menu.
- Step 3** Select **Address Book**.

OR

Click **Address Book** in the Tools Box.

Search Fields

The Address Book contains a search function at the top of the page. Users can search using different variables selected from the search tabs. The following search tabs are available on the Address Book page.

Tab	Description
Search:	Click Last Name , User Name or E-mail and enter a value. The search function will create a list of contacts with that last name, user name or email.

A-Z, 0-9:	Click the letter or number that represents the first character of a last name. The search function will create a list of all contacts with a last name that begins with that character.
------------------	---

Functions

The table below details the functions available on the Address Book page.

To . . .	click . . .
create a contact and add it to the Address Book	Add Contact . The Add Contact page will appear.
modify a contact	Modify for a contact.
remove a contact	Remove for a contact. This action is irreversible.

Add or Modify Contact

Overview

Users create contact profiles for their Address Book from the Add Contact page. Profiles can be created for any contact, including contacts outside of the institution, from the Add Contact page. The Modify Contact page contains the same fields as the Add contact page and allows the user to edit a profile.

Note: The user must create a profile for each contact, even those contacts that are also system users.

COURSES > INTRODUCTION TO AMERICAN HISTORY > TOOLS > ADDRESS BOOK > ADD CONTACT

1 Personal Information

* First Name:

* Last Name:

Email:

2 Other Information

Company:

Job Title:

Address:

Address: (cont.)

City:

State / Province:

Zip / Postal Code:

Find this page

Follow the steps below to open the Add Contact page.

- Step 1** Open a course Web site.
- Step 2** Click **Tools** on the course menu.
- Step 3** Select **Address Book**.
- Step 4** Click **Add Contact**.

OR

- Step 1** Click **Address Book** in the Tools Box.
- Step 2** Click **Add Contact**.

To modify a contact, find the user profile and click **Modify** next to their name.

Fields

The table below details the fields on the Add or Modify Contact page.

Field	Description
Personal Information	
First Name: [r]	Enter the contact's first name.
Last Name: [r]	Enter the contact's last name.
Email:	Enter the contact's email address.
Other Information	
Company:	Enter the contact's company.
Job Title:	Enter the contact's job title.
Address:	Enter the contact's address.
Address: (cont.)	Enter any additional address information.
City:	Enter the contact's city.
State/Province:	Enter the contact's state or province.
Zip/Postal Code:	Enter the contact's ZIP code or postal code.
Country:	Enter the contact's country.
Web Site:	Enter the URL of the contact's personal Web site. When adding a URL, do so as http://www.blackboard.com , not www.blackboard.com or blackboard.com
Home Phone:	Enter the home phone number of the contact. The phone number will display exactly as entered.
Work Phone:	Enter the work phone number of the contact. The phone number will display exactly as entered.
Work Fax:	Enter the fax number of the contact. The fax number will display exactly as entered.
Mobile Phone:	Enter the mobile phone of the contact. The phone number will display exactly as entered.

User Directory

Overview

The Tools box provides access to the User Directory. The User Directory enables users to list users and contact other users via email. A search function at the top of the page creates a list of users. From the list, a user can click on a listed user's email address to send a message.

Users will only appear in the User Directory if they indicate that they wish to be included on the [Set Privacy Options](#) page.

Note: The User Directory is not available from a course Web site.

Find this page

To open the User Directory, click **User Directory** in the Tools box.

Search Functions

The User Directory contains a search function at the top of the page. Users can search using different variables selected from the search tabs. The following search tabs are available on the User Directory page:

Tab	Description
Search:	Click Last Name , User Name or E-mail and enter a value. The search function will create a list of contacts with that last name or user name.
A-Z, 0-9:	Click the letter or number that represents the first character of a last name. The search function will create a list of all contacts with a last name that begins with that character.

Part Three: *Blackboard Academic Suite* Portal Features

Overview

The user interface tabs are used to navigate throughout the *Blackboard Academic Suite*. Tabs appear in the header frame of the user interface and are used to navigate to content-rich Web pages. Tabs contain links to courses and organizations, modules of content, user tools, and external links to additional services and content.

The tabs available in the user interface depend on the product that the institution is using.

- *Blackboard Learning System*: The user interface includes the My Institution tab and the Courses tab. Modules may include information that is pulled from the *Blackboard Learning System*, such as Announcements and the Calendar.
- *Blackboard Learning System – Basic Edition*: The user interface includes the My Institution tab and the Courses tab. Modules may include information that is pulled from the *Blackboard Learning System*, such as Announcements and the Calendar.
- *Blackboard Portal System*: All tabs are available in the user interface, including the My Institution tab, the Course tab, the Community tab, and the Services tab. Modules may include information that is pulled from the *Blackboard Learning System*, such as Announcements and the Calendar, and also information from outside sources, such as external Web sites.

Part Three Contents

This part of the *Blackboard Academic Suite User Manual* includes the following chapters:

- [Chapter 6 – *Blackboard Learning System* and *Blackboard Portal System* Tabs](#)
 - [Chapter 7 – Modules](#)
-

Chapter 6 - Blackboard Learning System and Blackboard Portal System Tabs

Overview

Within the *Blackboard Learning System*, there are two core tab areas; the My Institution tab and the Courses tab. The *Blackboard Portal System* adds the Community tab, the Services tab, and any other tab areas created by the school. System Administrators also have the option of adding tabs specific to their institution.

In this chapter

This chapter contains the following sections:

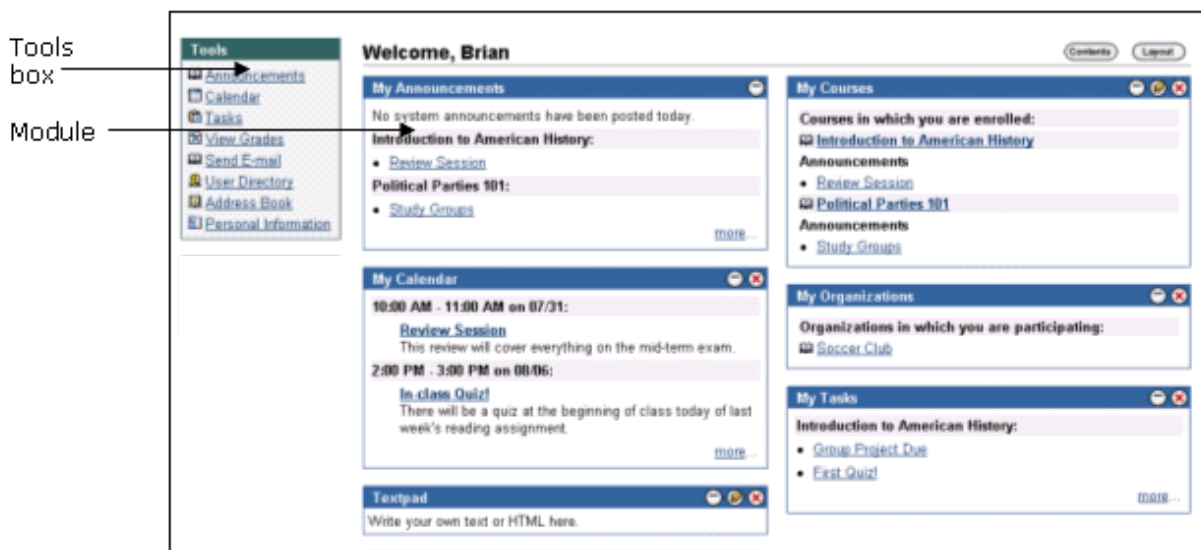
Section	Function
My Institution Tab	Contains tools and information in modules that can be customized for each user's preference.
Courses Tab	Lists courses specific to each user as well as the Course Catalog for the institution
Community Tab	Lists organizations specific to each user, the Organization Catalog for the institution, and institution-wide Discussion Boards
Services Tab	Contains links to other institutional offerings outside of the <i>Blackboard Academic Suite</i> .

My Institution Tab

Overview

The My Institution common area contains tools and information specific to each user’s preferences. Tools and information are contained in modules, which users can add and remove from their My Institution common area.

While users can choose which modules appear, the Administrator may restrict access to or require specific modules. With the *Blackboard Portal System*, modules on the My Institution Tab can present and interact with content outside the scope of *Blackboard Learning System* courses.



Customization

Users can customize the [content](#) and [layout](#) of the My Institution area. After customization, the My Institution area displays the desired settings when a Student logs in again.

In this section

This section includes information on the following topics.

Section	Function
Customizing Content	Customize the modules that will appear on the My Institution area.
Institution Tab Layout	Customize the color and placement of the modules on the My Institution area.
Editing, Minimizing and Removing Content	Edit, minimize, and remove modules from the My Institution area.

Customizing Content

Overview

From the My Institution common area, Students are able to access Institution Tools, courses, organizations and content from outside sources. Students can customize the modules that will appear on their My Institution area. Content such as the news, weather, and sports and other items are presented in modules that can be customized from the Institution Tab Content page.

Note: The [Modules](#) chapter contains Information about the types of modules available in the *Blackboard Learning System*. Basic Modules are available with *Blackboard Learning System* and *Blackboard Learning System - Basic Edition*. Basic Modules and Advanced Modules are available with *Blackboard Portal System*.

MY INSTITUTION > MY INSTITUTION CONTENT

My Institution Content

Select Modules

Please select the modules you would like to appear on your My Institution page.

- Bookmarks**
Bookmarks
- Calculator**
Calculator
- Courses :Quick View**
Displays courses in which the user is enrolled.
- Dictionary**
Dictionary
- My Announcements**
Displays announcements for courses in which the user is enrolled.
- My Calendar**
Displays calendar events for courses in which the user is enrolled.
- My Courses**
Displays courses in which the user is enrolled along with announcements, calendar items and tasks.
- My Organizations**
Displays organizations in which the user is a member.
- My Tasks**
Displays tasks for courses in which the user is enrolled.
- New York Times News**

Find this page

Follow the steps below to open the My Institution Content page.

- Step 1** Open the My Institution common area.
- Step 2** Click **Content** on the upper right hand corner.

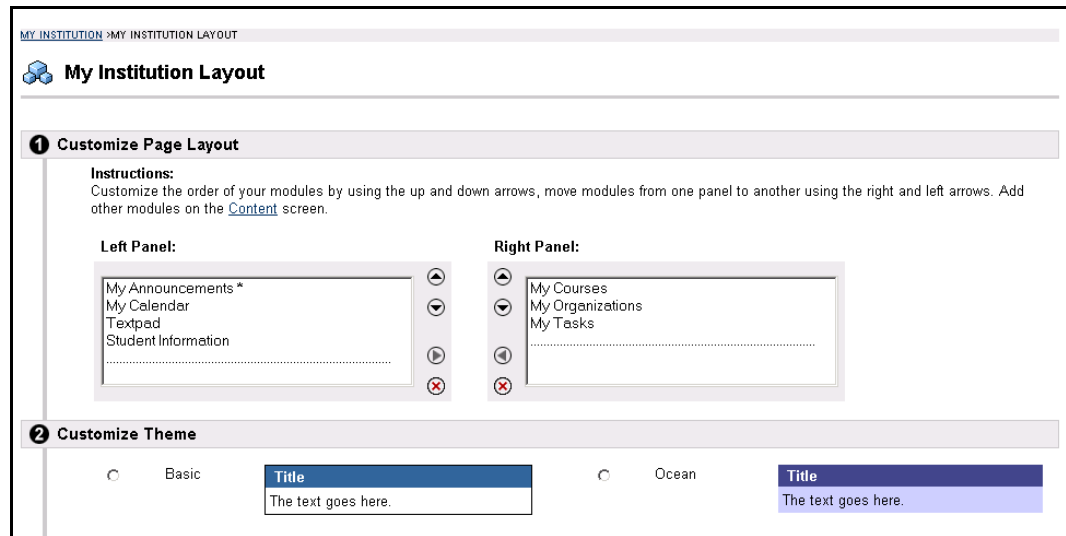
Functions

Check the boxes next to those modules you would like to have appear in the My Institution tab, click **Submit**. Modules with a red check have been selected by the System Administrator and cannot be changed. Modules that display information from an outside source, such as weather and news, are referred to as channels.

My Institution Layout

Overview

From the My Institution area, Students are able to access Institution Tools, courses, organizations and content from outside sources. Students can customize the color and placement of the modules on their My Institution common area through the My Institution Layout page.



Find this page

Follow the steps below to open the My Institution Layout page:

- Step 1** Open the My Institution common area.
- Step 2** Click **Layout** on the upper right hand corner.

Function

The table below describes the functions available on the My Institution Layout page.

To...	click...
change where the modules appear on the My Institution tab	the arrows to move them up and down on the page or move them from one panel to another.
remove a module from the page	the remove icon. Modules with an asterisk next to them (*) have been set by the Administrator and cannot be deleted.
change the appearance of the modules	a theme to choose a color and style for the modules.

Editing, Minimizing and Removing Content

Overview

The *Blackboard Learning System* allows users to edit, minimize, and remove modules from the My Institution area unless a module has been set as required by the System Administrator.

Editing content

The Pencil icon located at the top of each module allows the user to edit the content of that specific module.

Minimizing

The minus (-) button located at the top of each module allows the user to minimize the individual modules.

Removing

The remove icon located at the top of each module allows the user to remove the individual modules. Click **Remove** and a confirmation receipt will appear when the process is completed. Modules that do not have a remove icon have been set by the System Administrator and cannot be changed.

Courses Tab

Overview

The Courses common area enables users to access courses they are instructing, courses they are participating in, and the Course Catalog. Users can also search for courses, and access tools and links that are configured by the Administrator.

In this section


This section includes information on the following topics.

Topic	Description
Course List	Explains how to access courses you are instructing or participating in.
Course Catalog	Discusses browsing and searching the Course Catalog.


Course Listing

Overview

The Courses common area enables users to access courses they are instructing, courses they are enrolled in, and the Course Catalog. The user can access all courses they are participating in from the Course List. Click on a course to access the course Web site for that course.


 **Course List**

Courses you are teaching:


 [Introduction to Economics](#)

Course ID: [Econ100](#)
Instructor(s): Brian Dorn

Courses in which you are participating:

 [Introduction to American History](#)

Course ID: [HIST101](#)
Instructor(s): Sheila Mackey

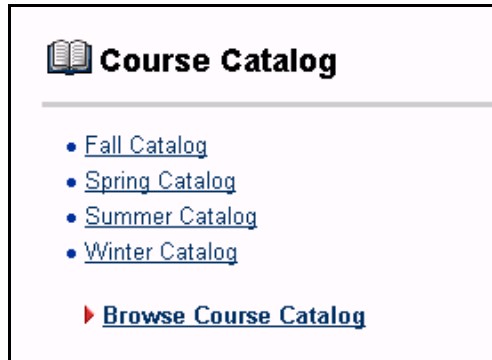
 [Political Parties 101](#)

Course ID: [PolParties101](#)
Instructor(s): Sheila Mackey

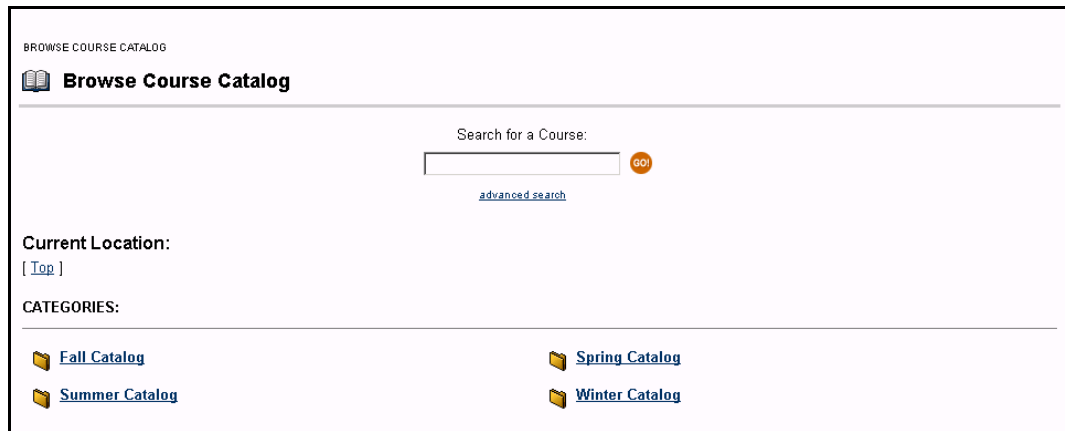
Course Catalog

Overview

Users can access the Course Catalog from the Courses common area. The Course Catalog allows them to view all courses offered by their institution that are categorized in the catalog. The catalog organizes Courses into categories. Users can browse through the categories and subcategories or use the search function to locate a course. The search function will only look for courses that are available in the Course Catalog.



The image below is an example of the Search function in the Course Catalog.



Functions

The table below describes the available functions on the Browse Course Catalog page.


To . . .	click . . .
search for a course	the text box, enter the course keyword, then click Go .
complete a search by Course ID or description, or to list all courses in the Catalog	the advance search option.
browse course categories	the hyperlink of the desired category.

Community Tab

Overview

The Community common area allows the user to perform organization searches, view organization listings, and participate in community-wide Discussion Boards.

Note: The Community tab is only available with *Blackboard Portal System*.


 **Organization List**

Organizations which you are managing:

- [Soccer Club](#)
- [College Democrats](#)
- [Young Republicans](#)


Organizations in which you are participating:




- [Astronomy Club](#)

 **Organization Catalog**

- [Fall Catalog](#)
- [Spring Catalog](#)
- [Summer Catalog](#)
- [Winter Catalog](#)

▶ [Browse Organization Catalog](#)

 **Discussion Boards**

-  [Ride Board](#)
Post messages regarding travel-find a ride home for break or carpool to class!
-  [Your Institution Press](#)
Discuss the latest articles and opinions in the Your Institution Press with other members of the university community.
-  [Study Groups](#)
Share information about Study Groups on campus or form your own!

In this section

This section includes information on the following topics.

Section	Description
Organizations	Lists the organizations available at the institution and explains the Organization Catalog.
Community Discussion Boards	Communicate with fellow organization members and classmates by posting messages on particular topics.
Create Community Discussion Boards	Create Discussion Boards on topics of interest that others can access and reply to.

Organizations


Overview

Organization Web sites, accessed through the Community tab, offer similar features as course Web sites. Organization members can view information about the organization posted by the organization Manager, such as Announcements, Calendar events, Discussion Boards and Rosters.

Note: Organizations are only available with *Blackboard Portal System*.

Organization list

The Organization List, located in the Community common area, provides users with a listing of all the organizations in which they are a member. Any user can serve as the manager of an organization.

 **Organization List**

Organizations which you are managing:
[Soccer Club](#)
[College Democrats](#)
[Young Republicans](#)

Organizations in which you are participating:
[Astronomy Club](#)

Function

If the *Blackboard Portal System* is configured by the institution to allow requests for organizations, users can send a request to the System Administrator to add an organization to the Institution's current organization listing.

Click **Request** and an email message to the System Administrator will appear. Enter the name of the organization to add to the current listing and provide a brief description of the organization. Click **Send**.

Organization Catalog

The organization catalog provides a listing of all the organizations at the institution.

 **Organization Catalog**

- [Fall Catalog](#)
- [Spring Catalog](#)
- [Summer Catalog](#)

▶ [Browse Organization Catalog](#)

Functions

Follow the table below to use the functions available on the Organization Catalog page.

To . . .	click...
view an organization in a predefined category	the hyperlink of the category.
browse organizations	Browse Organization Catalog.

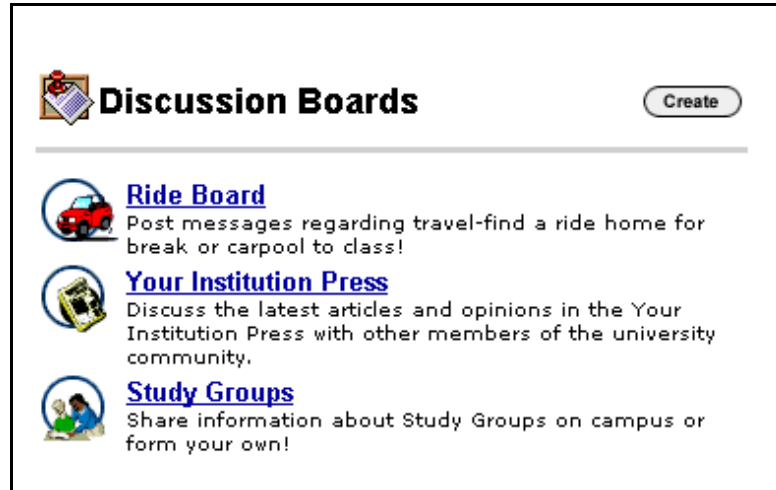
Community Discussion Boards

Overview

Community Discussion Boards allow the user to communicate with fellow organization members and classmates by posting messages on particular topics.

For more information on this topic see [Discussion Board](#) in the Courses section.

Note: Community Discussion Boards are only available with *Blackboard Portal System*.



Functions

The table below details the functions available from the Community Discussion Boards.

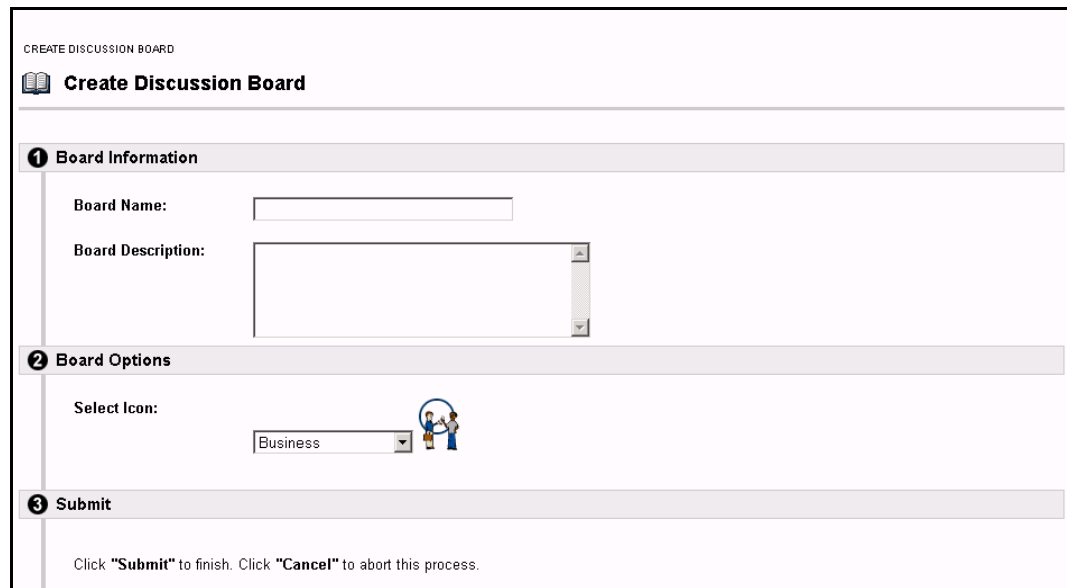
To . . .	click . . .
access a Discussion Board	the Discussion Board link.
create a new Discussion Board	Create . The Create Discussion Board page will appear. This option is made available by the System Administrator.

Create Community Discussion Boards

Overview

Discussion Boards allow the user to communicate with other users by posting messages on particular topics. Users may create Discussion Boards on topics of interest. This function allows users to create Discussion Boards for others to access and reply to. This option is made available by the System Administrator.

Note: Community Discussion Boards function in the same way as course [Discussion Boards](#).



Find this page

Follow the steps below to find the Community Discussion Boards.

- Step 1** Open the Community common area.
- Step 2** Click **Create** in the Discussion Board area.

Note: This page is only available with *Blackboard Portal System*.

Fields

The table below details the fields on the Create Discussion Board page.

Field	Description
Board Information	
Board Name:	Enter the Discussion Board name
Board Description:	Enter the Discussion Board description
Board Options	
Select Icons:	Click the drop-down menu to select an icon associated with the Discussion Board.

Services Tab

Overview

The Services common area allows users to view external links to the various services provided by the institution. The institution's System Administrator establishes these services.

Note: The Services tab is only available with *Blackboard Portal System*.

The screenshot displays the 'Institution Services' section of the Blackboard interface. On the left, there are two panels: 'Off-Campus Services' and 'Search The Web'. The 'Off-Campus Services' panel includes links for 'Inter-Library Loan' (with a sub-link 'Access a national Web site listing university ...'), 'Financial Aid Information' (with a sub-link 'Click here for financial aid information or to ...'), and 'Search The Web' (with a search input field and a 'GO' button). The main 'Institution Services' area is titled 'Institution Services' and contains four service links, each with a globe icon: 'Registrar' (Enroll, drop or add a course, or request a transcript), 'University Security' (Report any security issues or concerns), 'Bursar' (Pay for classes online or check account status), and 'Library Card Catalog' (Search the card catalog of the main library as well as the Science and Law Libraries for resources).

Find the Services common area

Login and click the Services tab.

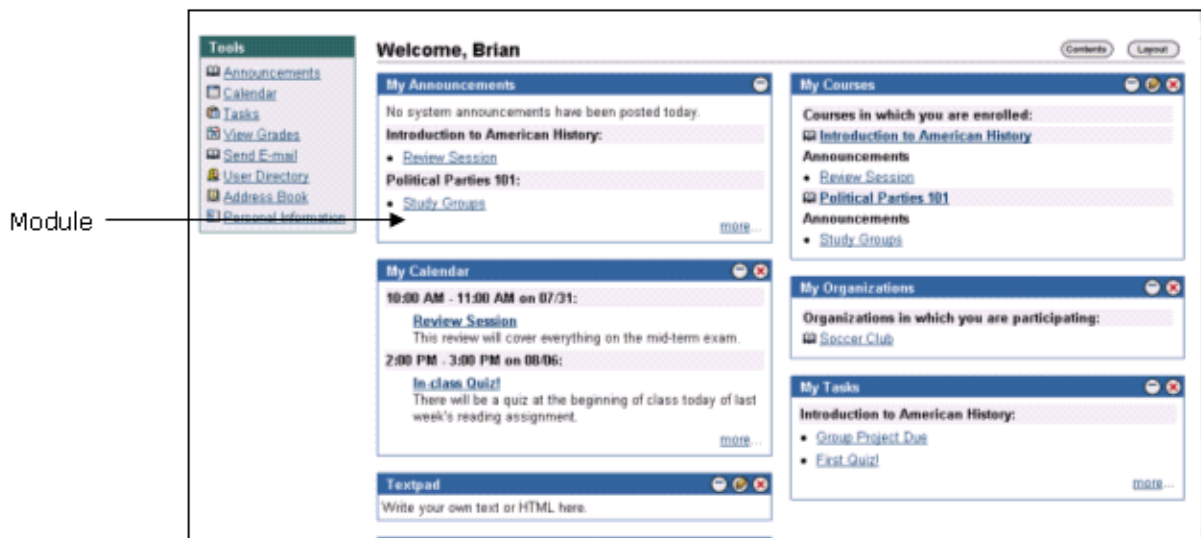
Chapter 7— Modules

Overview

Modules are packets of content that appear on the My Institution Tab or Module tabs. They are made available by the System Administrator. Modules allow users to view information from within *Blackboard Learning System*, such as Calendar events and Courses. Information from outside, such as news, the weather, and other Web sites can be presented to modules through the *Blackboard Portal System*.

Note: Basic modules are available in all of *Blackboard Learning System* products. Advanced modules are only available in the *Blackboard Portal System*.

Note: See the topic on [Customizing Content](#) for information on how to personalize the modules that appear on My Institution tab.



Module Types

The following table describes the different types of modules that may be found in the *Blackboard Academic Suite*.

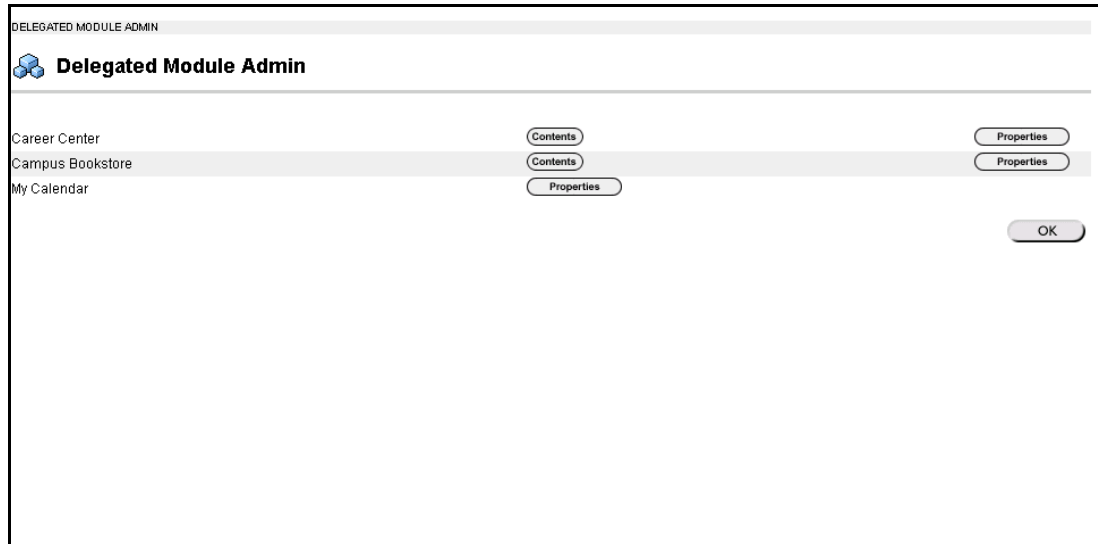
Module	Description
Basic Modules	
Basic modules pull information from within the <i>Blackboard Learning System</i> . For example, the My Calendar module includes events on the user’s Calendar for a particular day and links to their My Calendar page, where the user may modify their Calendar events.	
Advanced Modules	
Channel Module	Channel modules stream content from an outside source into a <i>Blackboard Learning System</i> module. The module content is updated at intervals. Examples of Channel modules include weather modules and news modules.
URL Module	URL modules display Web page content from outside of <i>Blackboard Learning System</i> . The URL of the Web page is entered by clicking the link.

Opinion Poll Module	Opinion Poll modules ask a question and give users a chance to enter a full response in a text box. The module also displays some of the recent responses to the module.
Multiple Choice Poll Module	Multiple Choice Poll modules present a question with multiple answers. Users will see the question as well as options for selecting one of the answers. After users select an answer, they will see the results of the poll to date within the module. The only way to see the results of a poll is to vote.

Delegated Module Admin

Overview

Administrators may give a user administrator privileges for one or more modules. If a user has administrator privileges for a module a **Module Admin** button will appear at the top of the My Institution page. When selected, the Delegated Module Admin page will appear, enabling the user to open and modify those modules they have administrator privileges for.



Functions

Select **Content** to modify the content within a module, such as the links or HTML it includes. Select **Properties** to modify the title, description and availability of the module.

Appendix—Updates Since Publication

This document was published on February 9, 2004.

April 26, 2004—Information on the Blackboard Messages feature added.