



Student Guide to Blackboard NG

<http://bb.gvsu.edu>

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Blackboard Help Documents on the web <http://www.gvsu.edu/it/bb>

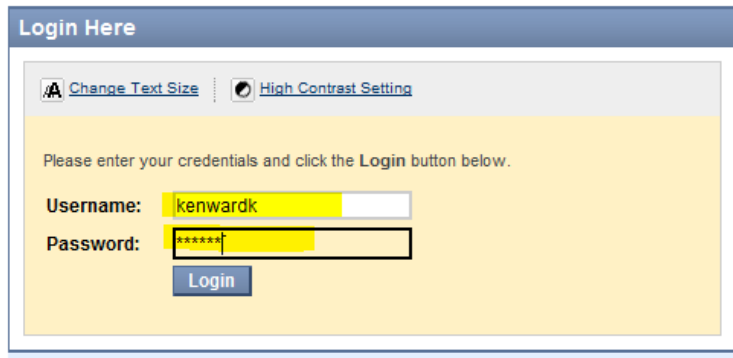
You will find a variety of pdf (Adobe Acrobat) files for getting started with Blackboard by clicking on the **"Help" button** once you've logged into Blackboard. It is at the top of your Blackboard screen.



Student Guide to Blackboard NG

Logging into Blackboard

Open your web browser and go to <http://bb.gvsu.edu> (*note: there is no www in the address*). Enter your username and password and click **login**. Blackboard is also a link available on the GVSU homepage at: <http://www.gvsu.edu/>



Once you have logged into the system, you will see the **My BB tab** (see far left tab at the top) which lists

any Blackboard courses you have and also displays announcements, calendar entries, and tasks for all your Blackboard courses. The **Courses** tab will all display a list of your Blackboard courses. Click on the hyper linked name of your course to get access to that specific course.



Username Information & Password

If you don't know your GVSU network username or password information, go to the IT web site <http://www.gvsu.edu/it> and click on **Students > Network Login Information for Students** or point your browser to <http://www.student.gvsu.edu/> and click on **Reset/Change Your Password**. Please note that you will need your Student ID Number and your six digit PIN number. If you do not know your PIN, there is a link on the page mentioned above which will allow you to reset your PIN. If you need additional assistance, you can contact the Computing and Technology Support HelpDesk at 616-331-2101. The helpdesk cannot unlock student accounts. If your account is locked, call the Records office during normal business hours at 616-331-3327.

Updating Your Email Address

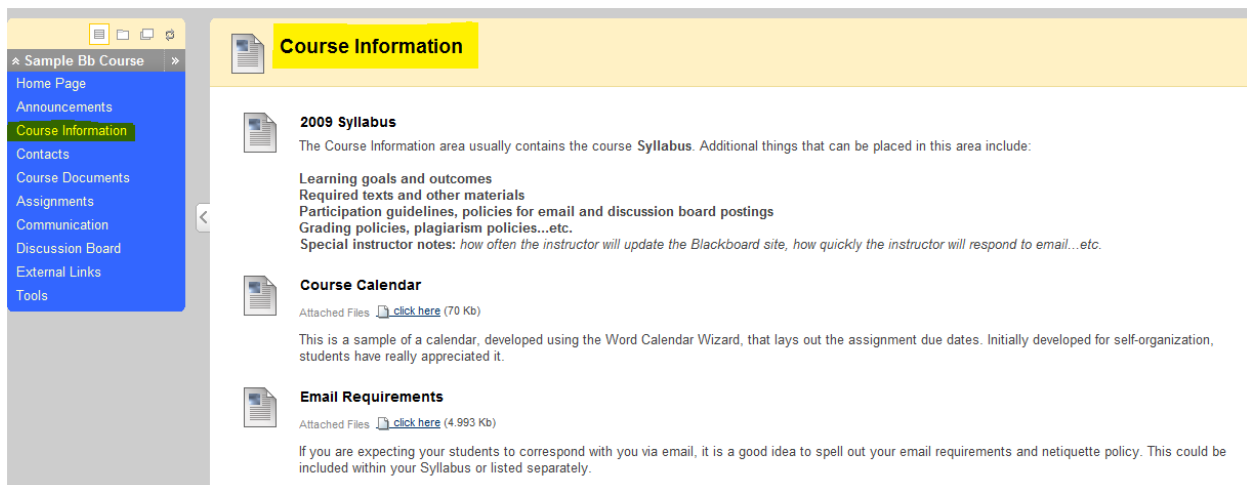
Students using non-GVSU email accounts are responsible for keeping their email address current. If wish to change your email address, please log into Banner with your G number and your six digit pin number and select personal information and then select update email address.

Browser Test for Blackboard & Related Plug-ins

Go to the following URL to test your browser to make sure it has all the necessary plugins installed on your computer: <http://www.bw.edu/blackboard/browser/browsercheck.html>

Navigating Blackboard

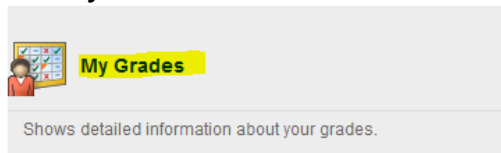
To navigate Blackboard, use the course menu on the left of your course site. Some links, like **Tools** and **Communication**, will take you to a sublist of links. Many instructors put the syllabus and other files describing the course under **Course Information**. They put content files (handouts, PowerPoint files&etc) under **Course Documents**. However, your instructor may have a different naming scheme.



Note: Instructors can customize their Blackboard course sites to meet individual class needs. Some of these navigational links may not appear in your Blackboard site.

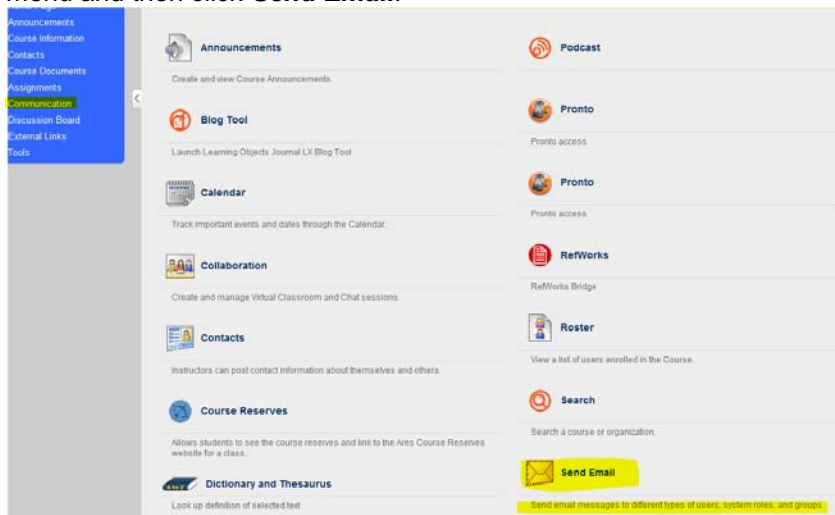
Viewing My Grades

The **My Grades** tool allows you to see grades for assignments, quizzes, papers...etc. Depending on the instructor's settings, this tool might display the grade, the points possible, the class average, and the weight (percentage of total grade) for each entry. To access the **My Grades** tool, click **Tools** and then click **My Grades**.

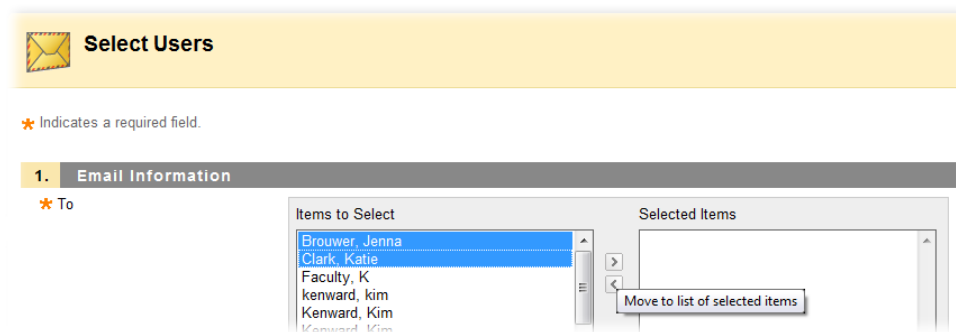


Using Email

The email tool allows you to send messages to other members of your course. You can address mail to individuals, to the entire class, to your instructor, or to groups of students. Messages are sent to the recipients email address listed in Banner. To send email, click **Communication (or Tools)** from the main menu and then click **Send Email**.



Next, click select the type of email you wish to send (all users, all groups, all teaching assistants, users, all student users, all instructor users, select users, select groups). If you are sending an email to specific individuals, be sure to highlight their specific names and click on the arrow to indicate which users should be selected.



Enter your message and add attachments, if any. Then click **Submit**.

From: kim kenward (kenwardk@gvsu.edu)

Subject:

Message

A copy of this email will be sent to the sender.

Attachments: [Attach a file](#)

Using the Discussion Board


The **Discussion Board** allows class members to leave messages (and responses to messages) for others to read. Discussions are organized into different forums (topics). Inside each forum, messages are organized into threads (a thread is an original message and all the replies to that message).

Once you click on the **hyperlinked forum title**, you will see threads posted on the discussion board. Be sure to look at the **unread posts column** to see how many unread posts are present in this thread. Use the **total posts column** to view the total number of posts present (the number of unread posts and total posts includes the initial thread).

Forum	Description	Total Posts	Unread Posts	Total Participants
Bullying Case Study - Sally, Claudia, Rosemary & Diane	After reading through your "Bullying" case study, please address the following: "Am I justified in breaking the confidentiality of my counseling relationship with Kevin? If so, is it appropriate to withhold the source of the information? Lastly, what types of actions are needed in the school to prevent more bullying?"	2	<u>2</u>	2

To add a new thread, click on **Create Thread** and provide a subject line, provide some text in the message area and click **submit**.

List View

 **Forum: Bullying Case Study - Sally, Claudia, Rosemary & Diane**

Organize forum threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the carat at the top of each column. [More Help](#)

Message Actions

<input type="checkbox"/>	Kim's thoughts	Kim Kenward	2/16/09 1:22 PM
<input type="checkbox"/>	test	Katie Student	2/23/09 3:03 PM

Message Actions

You may also use the **attachment feature** if you wish to add an attachment to your thread. Click on the **Attach a file** hyperlink and then browse for a file.

1. Message

★ Subject:

Message Visual Editor: ON

Normal | Times New Roman | B | I | U | abc | x₂ | x² | [List Icons]

[Attachment Icons]

Path: [body](#)

2. Attachments

Attachments [Attach a file](#)

3. Submit

Click Save to save a draft of this message. Click Submit to submit the post. Click Cancel to quit.

If you want to submit your thread later, click **Save Draft** instead of **Submit**. To view multiple threads on one screen, use the **Collect** function. Place a **Check** in the **Checkboxes** of those threads you wish to view and then select the **Collect** option.

Message Actions Collect

[Kim's thoughts](#)

[test](#)

Message Actions Collect

The Discussion Board collection feature is a nice way to be able to view multiple threads all on one screen.

Collection

Users can Collect posts into a printable, sortable format. Collections are a good way to organize posts for quick reading. A Collection must be created to tag posts. [More Help](#)

[Print Preview](#)

Sort by [Date](#) Order [Descending](#)

Mark

<p>Thread: test</p> <p>Post: test</p> <p>Author: Katie Student</p> <p>teststststada adsvsadf sadf</p>	<p>Posted Date: February 23, 2009 3:03 PM</p> <p>Status: Published</p>
--	--

[Reply](#) [Quote](#) [Mark as Read](#)

<p>Thread: Kim's thoughts</p> <p>Post: Kim's thoughts</p> <p>Author: Kim Kenward</p> <p>This is Kim's thoughts on the new DB...blah, blah, blah...etc.</p>	<p>Posted Date: February 16, 2009 1:22 PM</p> <p>Status: Published</p>
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[Reply](#) [Quote](#) [Mark as Read](#)

Uploading Assignments

The upload assignment tool allows you to view and submit assignment attachments online. This tool can be placed in any content area in Blackboard, but many instructors will use this tool in the Assignment area of their Blackboard site. Select **Assignments** from your course menu. You will see a listing of your assignments. Click on the **Name of the Assignment**.



Bibliography

Please submit your working bibliography and be sure to cite at least 4 of your references from online library databases.

A new screen will load where you will see further instructions, a due date, points possible, an area to type comments, and the ability to attach a file. When you are ready to submit an Assignment, click **Browse** to attach your file, then click **Attach File**. **Please note that you MUST click Attach File in order for the file to be included. You are not required to add a (file name/link title).**

Attach File	<input type="button" value="Browse for Local File"/>	
Selected File	File Name	Bb-Fb Sync.doc
	Name of link to file	<input type="text"/>
	<input type="button" value="Attach File"/>	<input type="button" value="Do not attach"/>
Attached files	File Name	Link Title
-		

If you have comments to enter, type them in the comment box and then click **Submit**.

Attach File	<input type="button" value="Browse for Local File"/>	
Attached files	File Name	Link Title
	<input type="button" value="Bb-Fb Sync.doc"/>	<input type="text"/>
	<input type="button" value="Do not attach"/>	
Comments	<input type="text" value="See attached"/>	
3. Submit		
<small>Click Save as Draft to save changes and continue working later. Click Submit to finish. Click Cancel to quit without saving changes.</small>		
	<input type="button" value="Cancel"/>	<input type="button" value="Save as Draft"/>
	<input type="button" value="Submit"/>	

If you want to submit later, click **Save as Draft** instead of **Submit**. After you click Submit, you will be able to view your **Submission History**.

Submission History

Submission (March 9, 2009 2:58:27 PM EDT)

Submission Materials

Submission Field :
Student Comments : See attached.
Attached Files : [Bb-Fb Sync.doc](#)

Instructor Feedback

Grade : Needs Grading
Comments :
Attached Files :

Once your file has been graded by your instructor, you can view the comments, score and files submitted by your instructor under the **Assignment Area** or under the **Tools > My Grades** area of your Blackboard site. Viewing the Assignment once it has been graded under the **Assignment Area** (instead of the My Grades area) provides a more detailed view.

1. Assignment Information

Name:	Journal1
Instructions	Submit Journal #1 by March 9, 2009 no later than 12noon.
Due Date	March 9, 2009 4:33:00 PM EDT
Points Possible	5
Student Name	kim kenward

2. Submission History

Submission (March 9, 2009 12:47:39 PM EDT)

Submission Materials

Submission Field : See attached.
Student Comments : see attached.
Attached Files :

Instructor Feedback

Grade : 2 out of 5
Comments : This is late. Therefore, you can not receive full credit.
Attached Files : [Bb-Fb Sync.doc](#)

3. Finish

Click OK to go back.

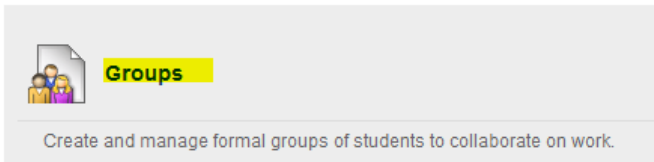
Self & Peer Assessment

Blackboard NG also provides a **Self & Peer Assessment** tool. This is a new feature which works somewhat like the Assignment tool. Please see our Blackboard NG documentation for further information on this new tool: <http://www.gvsu.edu/it/bbng>

Group Pages

Your instructor may have setup Group Pages, which allow you and other members of your group to communicate and exchange files. Group members may have access to a private Discussion Board, Collaboration tools, Email, Blog, and Groups Tasks. You would use these tools just like you would the full class versions.

To access Group Pages, click Communication and then click Group Pages.

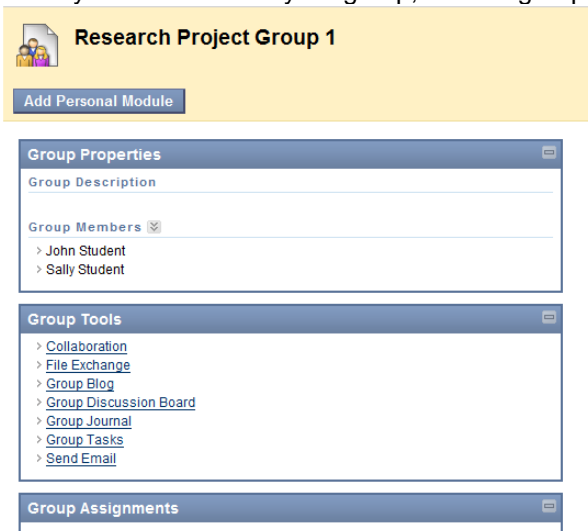


Select the name of your group by clicking on the group name. Students can also create their own groups by clicking on the Create Group.



Research Project Group 1

Once you've clicked on your group, a list of group tools appears.



To exchange online messages with other group members, click on the **Group Discussion Board**. To send **Email** to individual group members or the entire group, click **Send Email**. To communicate with group members in real-time, click **Collaboration**. A new feature in Blackboard NG is the ability to create **Group Tasks**. Select **My Groups** and then select **Group Tasks** and select **Create Group Tasks**.

Sample Bb Course >

My Groups

Research Project Group 1

- Collaboration
- File Exchange
- Group Blog
- Group Discussion Board
- Group Journal
- Group Tasks**
- Send Email
- Group Homepage
- Customize Group Banner
- Customize Group Color

Group Tasks

Create Group Task

No items found.

Select **Create Group Task**. Fill in the necessary information and click **Submit**.

1. Task Information

★ Task Name

Description

Visual Editor: ON

Normal 3 Times New Roman B I U ebe x₂ x²

abg [Rich Text Editor Icons]

By 3/18, we need to each identify at least 4 different scholarly journal articles that we are going to use for our research presentation.

Path: body

★ Due Date

2. Task Options

★ Priority

3. Submit

Click Submit to finish. Click Cancel to quit without saving changes.

As the group complete tasks, the **Group Task** can be edited to show progress. Click on the dropdown arrow next to the **Group Task** and select the appropriate status.

Taking Quizzes or Tests

The Assessment tool allows you to take tests or complete surveys online. Instructors can place assessment links in any content area, although most use Course Documents or Assignments. Your instructor will identify where in your Blackboard course an Assessment is available and to begin the assessment, you will click on the assessment name.



Plagiarism Test

This test will be used to demonstrate how an assessment can be used within a Learning Unit.

Click **Begin** to start the assessment.

When you have answered all the questions, click **Save and Submit**. Blackboard will then ask you to **confirm** your assessment submission. Click **OK**.

If your instructor has made the results available to students, click **OK** to see how you did.

Review Test Submission: Plagiarism Test

User John Student
Submitted 3/9/09 3:53 PM
Name Plagiarism Test
Status Completed
Score 4 out of 4 points

Instructions Please answer these questions related to Plagiarism. You should have completed the assignments prior to taking this assessment.

- Question 1** 1 out of 1 points
It's a good idea to include a statement regarding academic honesty in your course syllabus.
Selected Answer: True
Correct Answer: True
- Question 2** 1 out of 1 points
It's not necessary to vary writing topics from year to year.
Selected Answer: False
Correct Answer: False
- Question 3** 1 out of 1 points
It's a good idea to ask students to justify the web resources they have chosen in their research papers.
Selected Answer: True
Correct Answer: True
- Question 4** 1 out of 1 points
Requiring students to turn in their notes and preliminary drafts with each stage of their paper reduces the chances of plagiarism.
Selected Answer: True
Correct Answer: True

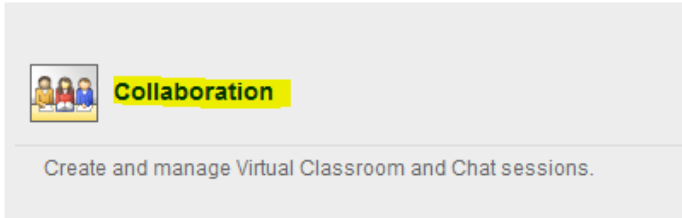
Monday, March 9, 2009 3:54:24 PM EDT

OK

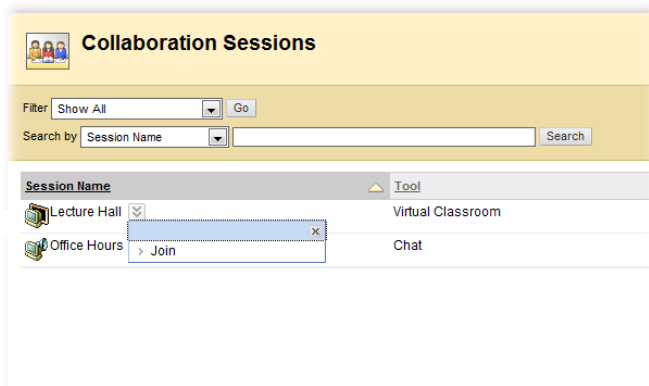
Using Virtual Classroom & Lightweight Chat

Note: The Collaboration tools require an updated version of java (jre-1.5) in order to use them. Please install this java plug-in prior to a scheduled chat session. Use the onscreen prompts to install the necessary java. The Chat feature does not work with Internet Explorer (IE version 6). Use a higher version of IE or use Firefox.

To open the **Collaboration Tools (chat)**, click **Communication** and then click **Collaboration**.



You will see one or more discussion sessions. Next to the session you wish to enter, click on the drop down arrow and select **Join**.



A new window will open. This may take a few minutes. To add a comment to the discussion, type your comment in the **Compose** box (bottom right) and click **Send**. To display a web site (available in the

Virtual Classroom only) click **Group Browser** (top left). To display another area of the Blackboard course within the chat room, click **Course Map**. To draw on the whiteboard (available in the Virtual Classroom only), click on **Whiteboard** and then click on the desired tool (diagonal line for drawing straight lines, pen for drawing free hand; Sigma symbol for entering quotations; square or circle for drawing shapes; or T for entering text.

Web Browser Guidelines for Blackboard

I can't access Blackboard through my web browser. Am I using the right one? Blackboard fully supports a number of browsers including:

Web Browsers: Windows

Browser	XP	Vista	Notes
IE 8	Compatible	Compatible	
IE 7	Compatible	Certified	
Firefox 3.0.x	Certified	Certified	Must run version 3.0.3 to use the Learning Environment Connector.

Web Browsers: Mac

Browser	10.4	10.5
Firefox 3.0.x	Certified	Certified
Safari 3	Certified	Certified
Safari 2	Compatible	Compatible

Firefox 1.5 and 2.0 are not supported for Blackboard Learn. It is recommended that Firefox 1.5 and 2.0 users upgrade to Firefox 3.0 to access the latest security patches and Mozilla support.

Mac OS 10.3 is not supported for use with Blackboard Learn.

Java Virtual Machine

Java Standard Edition 5, 32-bit (1.5.x) and later is the supported version for all operating systems.

I use AOL as my Internet Service Provider. Can I use Blackboard in the AOL Browser?

We do not recommend using the AOL Browser to access Blackboard. You can still use Blackboard however, by connecting through the AOL ISP, minimizing the AOL Browser, and opening a recommended browser, such as Internet Explorer or Netscape 6.X. Additionally, if you are having any problems using a customized, or "branded" browser, which may have been supplied by your Internet Service Provider, please try using a "standard" browser, such as Internet Explorer to access Blackboard, once you have connected.

Need Help Using Blackboard?

Call the IT Help Desk at (616)331-2101 or go to the Information Technology web site at: <http://www.gvsu.edu/it>