



## Student Guide to Blackboard

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## Blackboard Help Documents

**Assistance via email:** [Service Portal](#)

This account is read daily Monday-Friday excluding university holidays.

**Assistance via telephone to our Bb Graduate Students:** 616-331-2101

**After hours/weekends/holidays:** If calling the help desk after hours (616-331-2101) callers are auto forwarded directly to Blackboard's 24 x 7 service.

**Blackboard Help Documents:** [Knowledge Base - Blackboard \(gvsu.edu\)](#).

When you are logged into a Blackboard (Bb) Course, click the “Help” button on the left panel for a variety of videos and PDF files for Bb assistance



Blackboard’s Anthology Company’s website also contains a variety of student help documents: <https://help.blackboard.com/Learn/Student>

## Logging into Blackboard

1. Open your web browser and go to: <https://lms.gvsu.edu>
2. Enter your username (**NOT** your G-number) and password and click LOGIN. Blackboard is also a link available on the

A link to Blackboard is also available on the GVSU homepage by clicking on the Bb icon on the top right corner of the page. <http://www.gvsu.edu>



## Username Information & Password

Your username will be the first part of your @mail.gvsu.edu email address, and your password will be the same as your @mail.gvsu.edu email address. If you do not know your GVSU network username or password information, go to the [GVSU IT website](http://www.gvsu.edu/it/) at <http://www.gvsu.edu/it/> and click on **GVSU Accounts** (under Support) > **GVSU Network Account** (under Students) or go to: <https://www.gvsu.edu/passwordreset/>

If you need additional assistance, you can contact the IT Service Desk at 616-331-2101.

## 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:

[https://help.blackboard.com/Learn/Student/Getting\\_Started/Browser\\_Support/Browser\\_Checker](https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support/Browser_Checker)

## Updating your Profile Picture, Personal Pronouns and Pronunciations

Students are encouraged to update your personal settings to include a profile picture, your personal pronouns, and the correct pronunciation of your name. See this [Article - Student - Edit Your Profile... \(qvsu.edu\)](#)

## Navigating Blackboard

To navigate Blackboard, use the course menu on the left of your course site. Some links, like Tools will take you to a sub list of links. Many instructors put the syllabus and other files describing the course under Syllabus tab. Instructors may put content files (handouts, PowerPoint files, etc) under Documents. However, your instructor may have a different naming scheme.

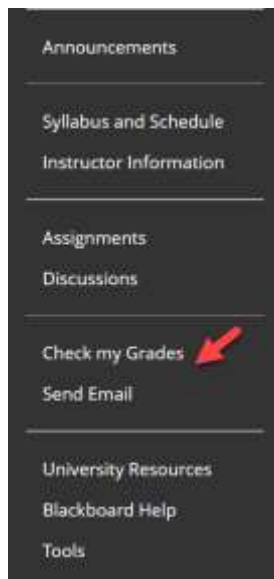
**Note:** *Instructors can customize their Blackboard course sites to meet individual class needs.*

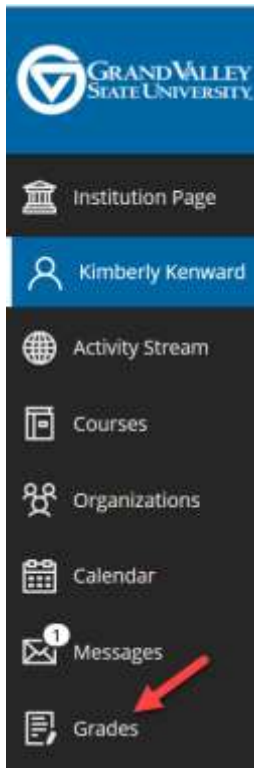
## Viewing My Grades

The 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 Grades from the Bb portal, click Grades. From here you can view your grades in all courses or filter by course.

To access from your course, click **Check my Grades** from the course menu.





## Using Email

You can send email to individuals who participate in your course using the Send Email function. Emails are sent to individual users or to groups of users within the course, such as all Students. The email will be sent to the user's GVSU email. A copy of this email is sent to the sender by default.

1. Access Email by clicking **Send Email** on the Course Menu
2. On the Send Email page, click one of the options listed to send the email, for example, Single/ Select Users.
3. For the Single/ Select Users or Single/ Select Groups, select the recipients in the Available to Select box and click the right-pointing arrow to move them into the Selected box.
4. Type your Subject and Message.
5. Optionally, select the Return Receipt box to send a copy of the message to the sender.
6. Click **Attach a file** to browse for a file on your computer. You can also attach multiple files. After you add one file, the option to attach another file appears.
7. Click Submit.

## 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). Access the Discussion board by selecting Discussions from a course's menu.

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
<a href="#">Week One Discussion</a>	Description of forum	3	0	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. 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.

Subject:

Message

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

thread message

Path: p Words: 2

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ATTACHMENTS

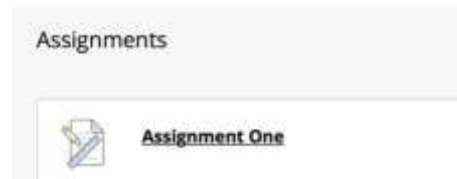
Attach File:

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

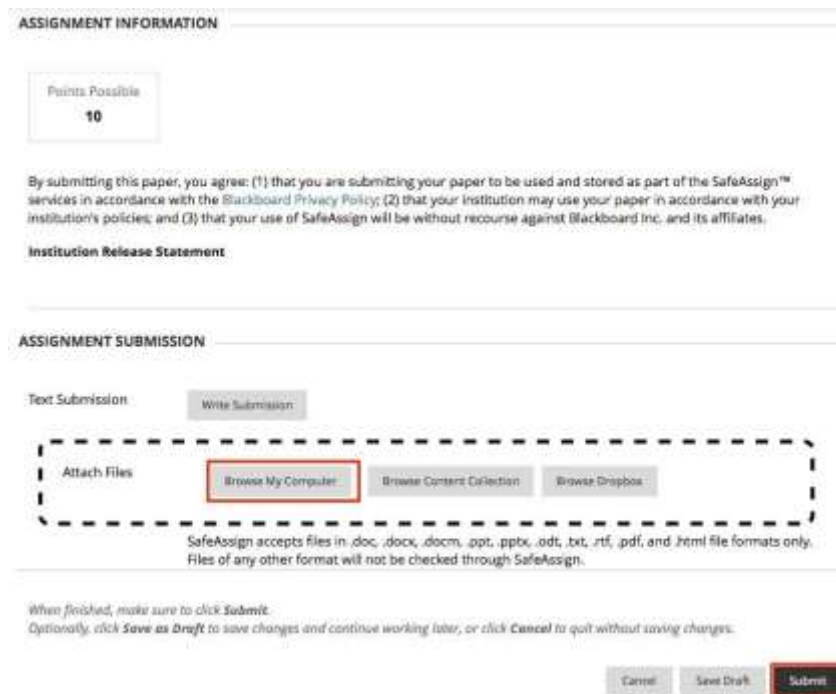
If you want to submit your thread later, click Save Draft instead of Submit. To view multiple threads on one screen, use the **Collect function**. Place a Check in the Checkboxes of those threads you wish to view and then select the Collect option. The Discussion Board collection feature is a nice way to be able to view multiple threads all on one screen.

### Submitting Assignments

1. To submit an assignment in Blackboard, click on the content area where the assignment is located (many instructors use the Assignment content area). If you are unable to locate the assignment, contact your instructor.
2. Click on the assignment. It will have an icon with a pencil and ruler



3. A new screen will load where you will see further instructions, a due date, points possible, an area to type comments, a space to write a submission, and the ability to attach a file.
  - **Write Submission:** Click Write Submission and begin typing.
  - **Attach a File:** Click Browse My Computer and select the file to attach.
4. When finished with your submission, click **Submit**. Only do this if you have completed your entire submission. Most assignments in Blackboard only allow for one submission.
5. If you want to submit later, click **Save Draft**. You can then come back to the assignment later to finish and submit it.



Once your assignment has been graded by your instructor, you can view the comments, score, and files submitted by your instructor. This is done by going to Grades and clicking on the assignment name. You can also click on the blue comment bubble to view feedback.

My Grades

All Graded Upcoming Submitted Order by: Course Order

ITEM	LAST ACTIVITY	GRADE
Total <a href="#">View Description</a> <a href="#">Grading Criteria</a>		<b>43.25000</b> /10
<b>Assignment One</b> Assignment	Feb 16, 2018 10:54 AM GRADED	<b>10.00000</b> /10

## 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 **Tools** from the course menu and then click **Groups**.

## Taking Quizzes or Tests

Your instructor will let you know when a test is available and where to find it in your course. Tests can be located under any content area, learning module, or folder, but most instructors will put them under **Assignments**.



### Midterm

Before beginning a test, make sure you have a stable internet connection. Do not refresh the page, close the window, or use the browser's back button while taking a test. To take a test...

1. Navigate to where the test is located and click on the name
2. This will bring you to a screen displaying instructions. When you are ready, press Begin to start the test. Your instructor may choose to have you type a password to begin taking the test. If this is the case, type the password and click Submit to begin the test.

Begin: Week 2 Test - History of Ocean Science

**INSTRUCTIONS**

**Timed Test** This test has a time limit of 15 minutes.

**Timer Setting** This test will save and submit automatically when the time expires.

**Force Completion** This test can be saved and resumed at any point until time has expired. The timer will continue to run if you leave the test.

**Due Date** This Test is due on April 13, 2016 11:59:00 PM EST.

Click **Begin** to start: Week 2 Test - History of Ocean Science. Click **Cancel** to go back.

3. This will bring you to the questions. If the test is timed, your time remaining will appear at the top of your screen. Each question will display how many points it is worth. Commonly used questions in Blackboard are short answer, fill in the blank, multiple choice, and matching.
4. When you are finished with the test select **Save** and **Submit**.
5. You will then be taken to a new screen confirming your test has been submitted. Press OK at the bottom of the screen. You may see your score immediately and the results, depending on the settings your instructor set.
6. If you are allowed to take a test multiple times this appears at the top of the test. After finishing the test, you will be able to take it again. If your instructor did not allow multiple attempts, you will not be able to retake the test.