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# Blackboard Quick Start for Students

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Every digital course is different. This guide focuses on the basic tools that most instructors use in Blackboard. You may find differences with your courses than the images shown in this guide. Always refer to the documentation your instructor has provided.

For more information about how to use Blackboard please visit the [Center for Instruction and Technology](#).

# Technical Requirements

Internet technology continues to change rapidly as new products and software developments are released to market and adopted by Internet browsers. Make sure that your browser [meets the minimum standard](#) to run Blackboard successfully.

Check Your Browser

In addition to checking your browser, make sure you also have a strong internet connection. If you experience cut offs, stuttering of signal or flickering, connect to a stronger signal or move closer to the wifi source.

Check Your Internet Speed

Your courses may use web conferencing tools, which may require the use of a headset and/or webcam, depending upon your computer set up and operating system.

Test Your Audio

Test Your Webcam

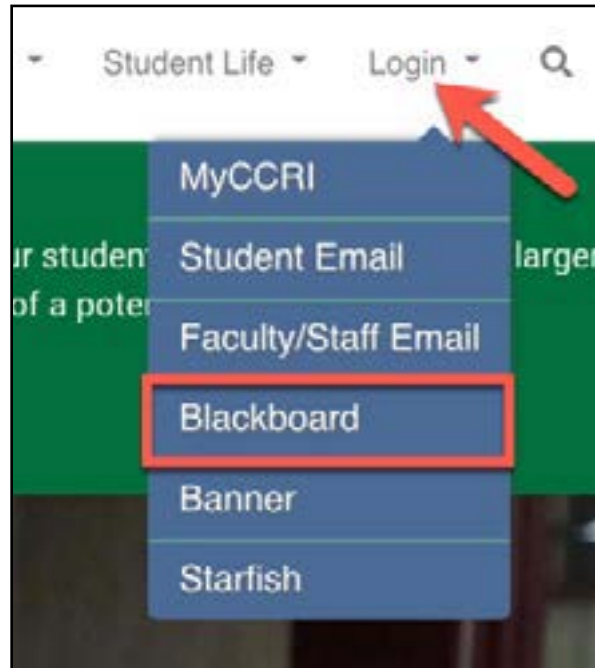
If you continue to have audio problems or are accessing from a place where you can only use audio, you can phone into the web conferencing session.

Use Your Phone for Audio

# Log Into Blackboard

Blackboard is located on the CCRI home page.

1. Go to <https://www.ccri.edu>.
2. In the upper right hand corner, click on **Login**.
3. Choose **Blackboard** from the drop down list.
4. On the **Secure Login Page** type in your username and password.



5. Click **Sign in**.



# Find Your Course

## Blackboard Landing Page

Your courses are located in the **My Courses** Tool, located on the right side of the screen. Locate the title **Courses where you are a Student** in My Courses. Scroll through the list to find the current semester courses.

**My Blackboard** Course

**My Courses**

Courses where you are: Instructor

**Changing the Culture**

**Condensed Course Template** *(not currently available)*

**Template\_ONL** *(not currently available)*

**Test Course** *(not currently available)*

**Courses where you are: Student**

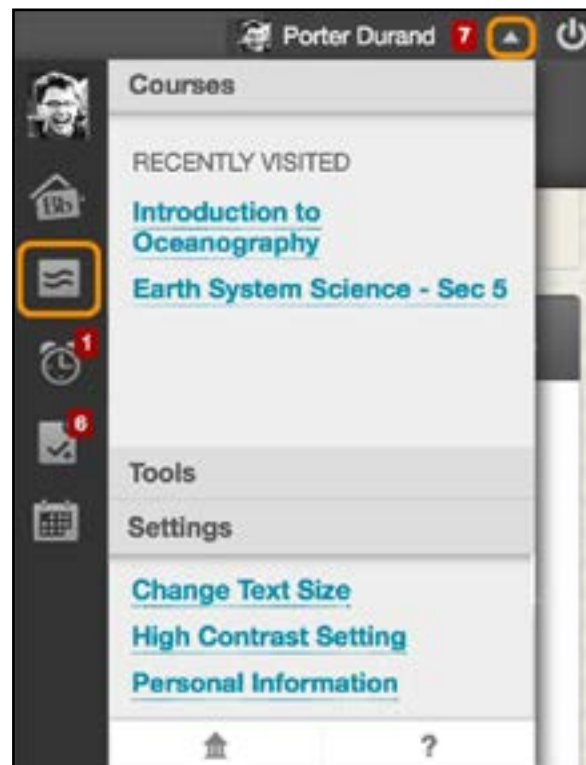
**Setting Up Your Blackboard Course**

# My Blackboard Menu

## My Blackboard — on Computers

The My Blackboard Menu is available in the top right-hand corner of the Blackboard browser window. You can access discussions, grades, updates and calendar for all your courses at once.

[Watch a video about My Blackboard.](#)

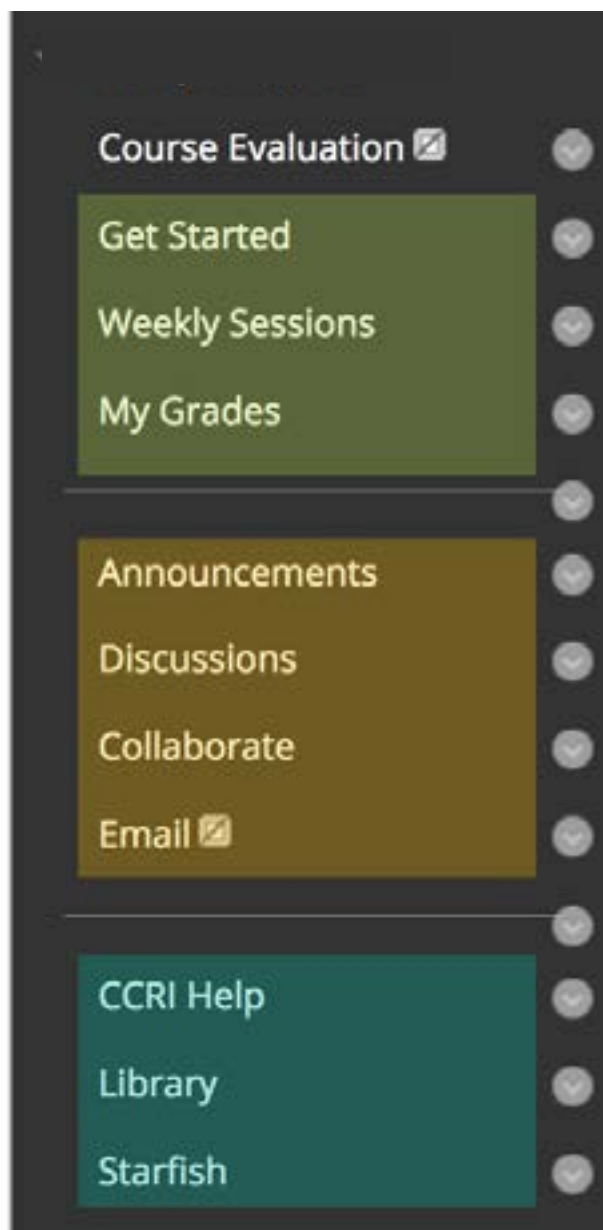


## Blackboard App — Mobile

The Blackboard app is available on IOS and Android. While the app doesn't allow for everything the desktop version can do, the app will allow you to post discussions, check grades and join a Collaborate session. [Learn more about the mobile app.](#)

[Watch a video about the Blackboard App.](#)

# The Standard Course Menu



**Get Started** contains syllabus, schedule and contact information.

**Weekly Sessions** contains the content for the course including files, videos and links.

**My Grades** will let you see grades and feedback.

**Announcements** will keep you informed and up to date.

Post and respond to **Discussions**.

Join a live class using **Collaborate**.

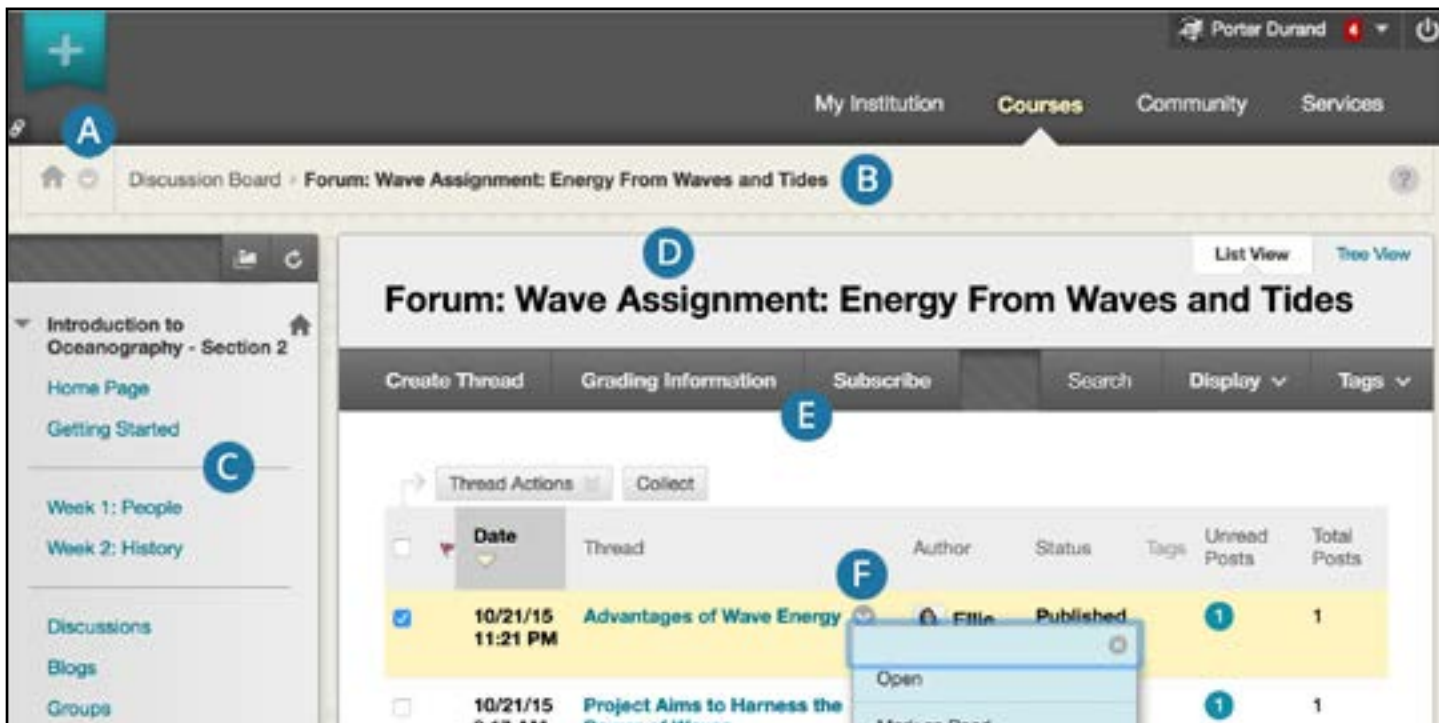
**Email** students individually or in groups.

**Starfish** will help you communicate with advisers and student services like tutoring and technical help.

**CCRI Help** will connect you directly to IT Help Desk.

Use the **Library** link to connect with Library resources.

# Five Fundamentals of Blackboard



**B:** Breadcrumbs, located at the top, show previous pages you've visited.

**C:** Course menu located to the left.

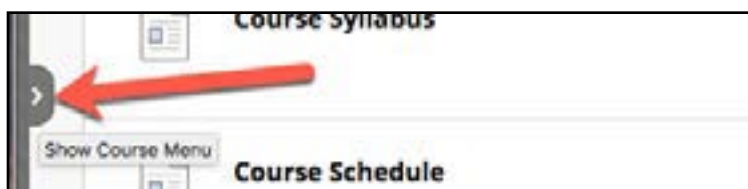
**D:** Content frame is the area to the right of the course menu that displays the content area.

**E:** Action bar is the rows at the top of the content frame that contains page-level actions.

**F:** Drop Down Menus appear for components with menus, such as a thread in discussions. The options in the menu vary based on the component.

And One Secret...

Blackboard is a responsive software, meaning it will collapse and expand depending on the size of the computer screen. Just hover on the blue bar on the left edge of the screen. The blue bar will turn dark gray and an arrow tab will appear. Click of the tab or bar and the menu will expand.

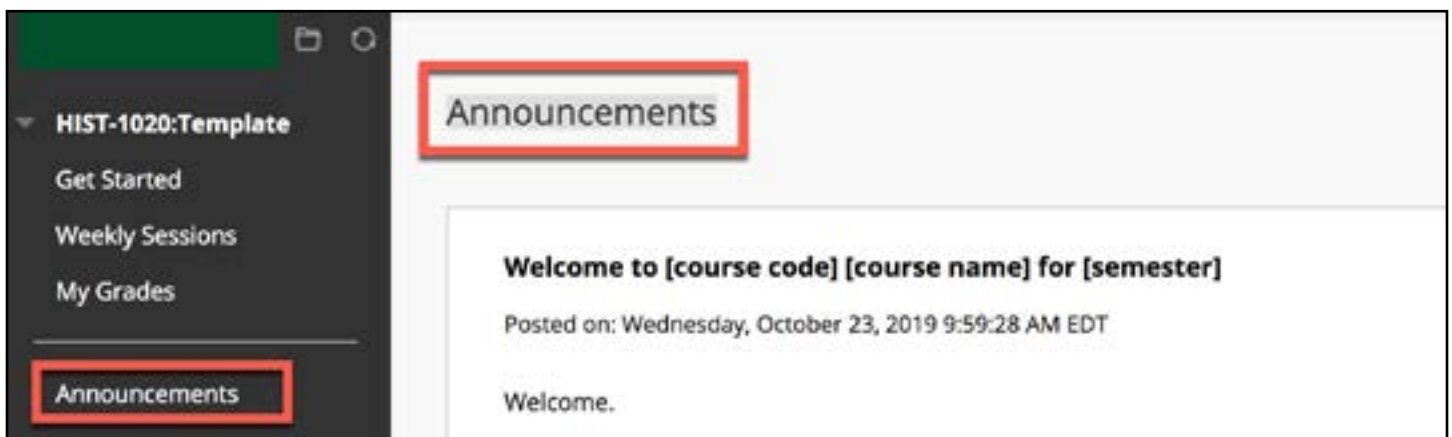




# Communicate with Instructors

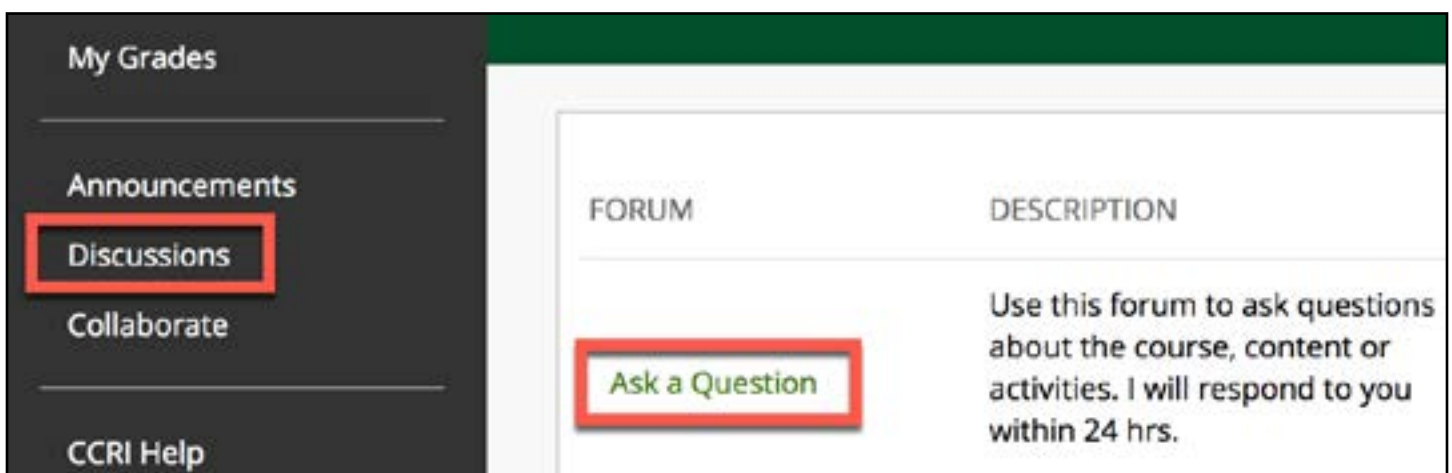
Instructors have several tools in Blackboard with which they can contact you through, in addition to CCRI Email.

**Announcements** are located on the course menu. Announcements may be sent through your CCRI email. Make sure to check for announcements frequently, as well as your CCRI Email.



## “Ask A Question” Discussion

Your instructor may also provide a discussion forum in the **Discussion Board** for you to post your course questions. It may be called **Ask a Question**, Course Questions & Answers or have a similar title.




# Use the Text Editor

With most tools that you use in Blackboard, you will be able to add text, images, and attachments through the **Text Editor**. The Text Editor will help you submit assignments, write a short answer on an exam and post to a discussion.


The text editor is similar to MS Word with many of the same icons.

Color of Name  
■ Black

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



Much of what has been covered to date describes the functioning of a healthy adult (one might even argue college student - the most readily available subject for research).  
Developmental psychology looks at the ends of the age spectrum. Much of developmental psychology is focused on the many changes in all of the previous topics from birth to adulthood and a good chunk also focuses on the changes that occur with aging.  
This week, you will get a brief look at the kinds of questions that developmental psychologists work to answer.



**ATTACHMENTS**

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. Select **Do Not Attach** to remove a selected file.

Attach Files

Browse Local Files    Browse Course Files    Browse Cloud Service

# Join a Collaborate Session

## Live Meetings Through Blackboard

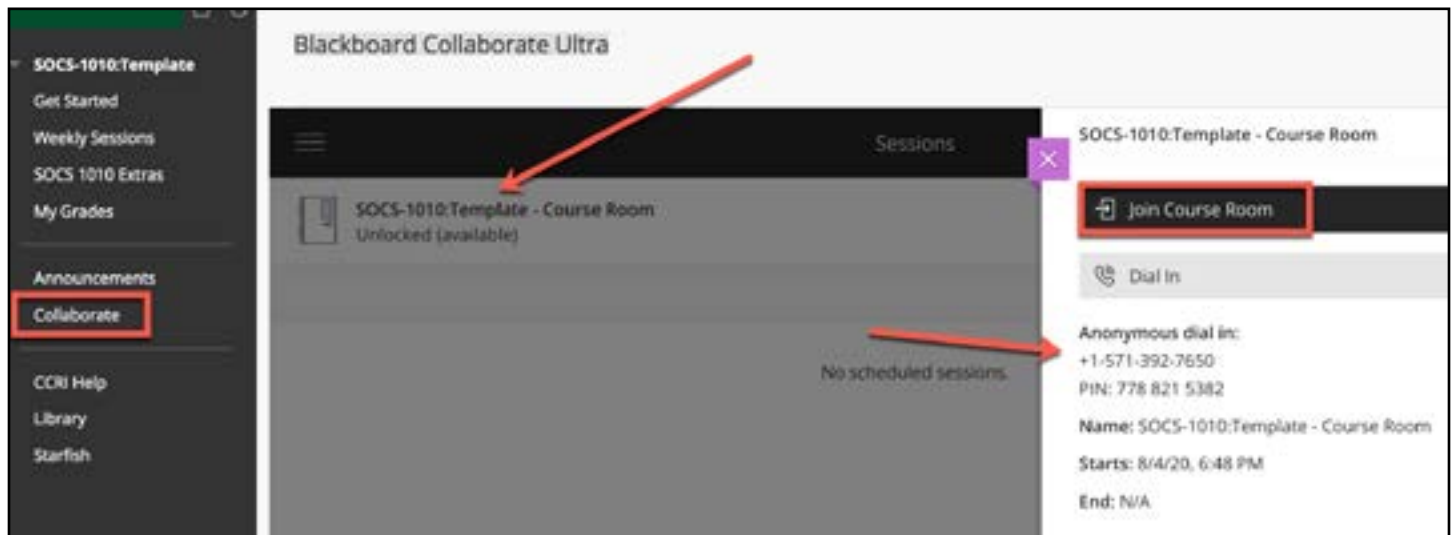
The Collaborate tool in Blackboard allows for live meetings through video conferencing. Some common course activities that you could experience using Collaborate include class lectures, office hours, group collaboration, small group discussions or activities and student presentations.

To learn more about Collaborate visit the links below:

- [How to join a Collaborate session](#)

You can join the **Course Room** to enter Collaborate from the course menu. If your computer audio doesn't work you can use the **dial in** option. Your instructor may also provide you with a **guest URL link**, which will bring you directly to the Collaborate room.

Make sure to use the **Chrome Browser** for Collaborate.



The screenshot displays the Blackboard Collaborate Ultra interface. On the left, a navigation menu lists various course options, with 'Collaborate' highlighted by a red box. The main content area shows a 'Sessions' panel for 'SOCS-1010:Template - Course Room', which is 'Unlocked (available)'. A red arrow points to this session entry. Below the session entry, it states 'No scheduled sessions.' Another red arrow points to this text. On the right side of the interface, a 'Join Course Room' button is highlighted with a red box. Below this button, there is a 'Dial In' section with the following information: 'Anonymous dial in: +1-571-392-7650', 'PIN: 778 821 5382', 'Name: SOCS-1010:Template - Course Room', 'Starts: 8/4/20, 6:48 PM', and 'End: N/A'.

# Submit an Assignment

Your instructor can add assignments to different areas of your course. You might access assignments from a link on the course menu called "Assignments," or your instructor might incorporate assignments into the weekly content. Just click on the [assignment title to upload a file](#).

- Contact your instructor ASAP, if you don't see an assignment you think you should.
- If you submit after the due date, your submission is marked late and penalties may apply. If you know you will be late with an assignment, contact your instructor right away and let them know.
- Avoid **Write Submission**, unless directed to do so, most instructors will ask for a file to be uploaded instead of a written submission.

Upload Assignment: Week 1 Study Guide Questions

**ASSIGNMENT INFORMATION**

Due Date <b>Wednesday, October 5, 2016</b> 3:00 PM	Points Possible <b>30</b> <a href="#">View Rubric</a>
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Add two potential questions that could appear on the Week 1 test. Include the answers. I will compile all submissions for the class to use as a study guide. You're allowed one attempt.

**ASSIGNMENT SUBMISSION**

Text Submission  Write Submission

Rich text editor toolbar: Paragraph, Arial, 12pt, Bold, Italic, Underline, Link, Unlink, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Source.

Path: p

Attach Files:

Attached files

File Name	Link Title
study_guide_sspooner.doc	study_guide_sspooner.di <a href="#">Do not attach</a>

# Take a Test

Your instructor can add assignments to different areas of your course. You might access tests from a link on the course menu called "Exams," or your instructor might incorporate quizzes into the weekly content. Just click on the [test title to begin the test.](#)

- Contact your instructor ASAP, if you don't see a test you think you should.
- The testing window may be quite small, make sure to check when the test will be available and how long you have to complete the test.
- A test may have a variety of question types like matching, multiple choice, short answer and others.
- Pay particular attention to the **Test Information**, which will provide the specifics of the test.

The screenshot shows a Blackboard test interface. At the top, the title is "Take Test: Week 2 Test - History of Ocean Science". Below this is a section titled "Test Information" which is highlighted with a purple box. This section contains several rows of information: "Description" (15 minutes, one attempt), "Instructions" (select correct answer), "Timed Test" (15 minutes limit, automatic save), "Multiple Attempts" (not allowed), and "Force Completion" (can be saved and resumed). Below the "Test Information" is a "Remaining Time" section, also highlighted with a purple box, showing a progress bar and "Remaining Time: 13 minutes, 26 seconds." Below that is a "Question Completion Status" section with a row of seven question status boxes (1-7). At the bottom, "QUESTION 1" is displayed, asking about Alfred Wegener's supercontinent. The options are "Linneus" (selected), "Cosmas", and "Pangaea". To the right of the question, it shows "2 points" and a "Saved" button, with a purple arrow pointing to the "Saved" button.

Take Test: Week 2 Test - History of Ocean Science

**Test Information**

Description This test will cover material presented in Week 2. This is a timed test. You will have 15 minutes to complete once you begin. You will have one attempt to complete the test.

This test is worth 23 points. You will write one essay question that I need to grade so you will not be able to access your score immediately.

Instructions Please select the correct answer for each question.

Timed Test This test has a time limit of 15 minutes. This test will save and submit automatically when the time expires. Warnings appear when **half the time**, **5 minutes**, **1 minute**, and **30 seconds** remain.

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

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

Remaining Time: 13 minutes, 26 seconds.

Question Completion Status:

1 2 3 4 5 6 7

**QUESTION 1**

Alfred Wegener discusses a supercontinent called \_\_\_\_\_.

Linneus

Cosmas

Pangaea

2 points  Saved

# Post to a Discussion

In discussions, you can share thoughts and ideas about different topics. Digital [discussions take the place of in-class discussion](#) in an online course. You don't need to be in the same location or time of day, and you can take the time to consider your responses carefully. Discussions can take place over the entire week with students and the instructor posting and replying to each other.

You can use discussions for these tasks:

- Contact your instructor ASAP, if you don't see a discussion you think you should.
- If you submit after the due date, your submission is marked late and penalties may apply. If you know you will be late, contact your instructor and let them know.
- Check any rubrics or instructions provided before posting. Some discussions may not let you see other student posts until you post first.
- Discussions will first ask you to post your ideas and answer, then secondly, will ask you to comment on other students ideas.

FORUM	DESCRIPTION	TOTAL POSTS	UNREAD POSTS	REPLIES TO ME	TOTAL PARTICIPANTS
<b>Unit 1: Astronomy Overview</b>	What did you think of the chat session to get you ready for what is ahead? Your candid thoughts are appreciated.	20	10	4	7
Unit 2: Astrophotography/Imaging	You will be graded on your discussion and critique of the equipment you used and your description of your photo experiment. You may post as many times as you like. You are not required to post your photos at this time, but do hang on to them. We will browse through them at some point and I will give you instructions for uploading at that time.	20	16	2	11

**A:** Select a forum title to view the messages. Forum titles in bold contain unread posts.

**B:** Select a forum to open the thread of posts.

**C:** Select the number in the Unread Posts column for quick access to a forum's unread messages.

Instructions about the discussion will be available in the **Description**.

# Check Your Grades

Instructors may or may not use the grading tool in Blackboard, called My Grades. Check first in the course syllabus to see if the instruction mentions grading. Sometimes grading is conducted completely in a publisher platform like ALEKS or MindTap.

If your instructor does use Blackboard for grades, you can find the [My Grades tool](#) on the course menu. My Grades will list completed grades, as well as upcoming grades. When grades are ready, you will see a score and possibly a feedback bubble.

You can also check grades through the My Blackboard menu at the top right of the screen. Click on your name and then on the page icon with a checkmark. You will be able to grades from all your current available courses.

You can also check grades through the mobile Blackboard app. From the main app menu, choose Grades.

ITEM	LAST ACTIVITY	GRADE
What do you know? Survey	Jun 3, 2017 12:24 PM GRADED	✓
Unit 1 Quiz Test	Jun 5, 2017 4:53 PM GRADED	🗨️ 0.00 /00000
Unit 2 Quiz Test	Jun 12, 2017 4:40 PM SUBMITTED	➡️ ⚠️
Group Jupiter: Most Unexpected Fact? Journal	Jun 15, 2017 3:19 PM SUBMITTED	30.00 /30.00000

- 🗨️ Select to view feedback from your instructor.
- ✓ You completed the work, but no grade is assigned for items such as surveys.
- ⚠️ You submitted your work. This item is ready for grading.
- 🔄 Your work is in progress, but you haven't submitted it yet.





# Blackboard Quick Start for Students

