



Blackboard Quick Start Guide for Students



LEARNING
DESIGN
CENTER

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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

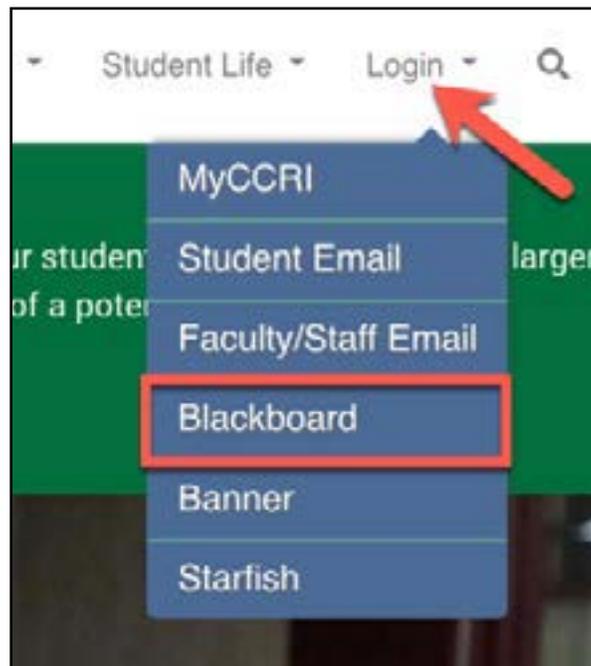
If you continue to have audio problems or are accessing from a place where you can only use audio, you can phone into the web conferencing session.

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.



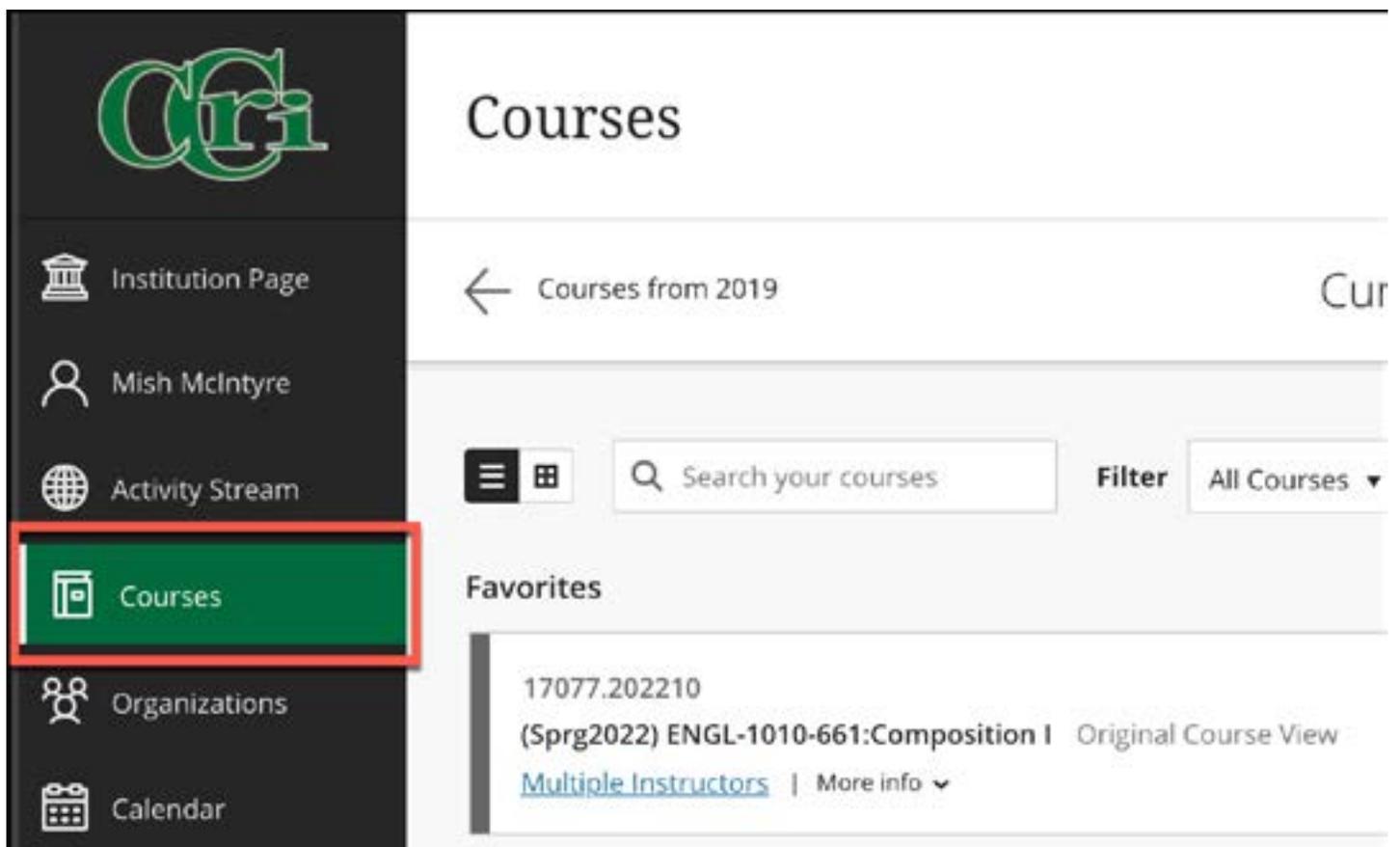
5. Click **Sign in**.



Find Your Course

Blackboard Institutional Landing Page

Your courses are located in the **Courses** Tool, located on the right side of the screen. Scroll through the list to find the current semester courses.



The screenshot displays the Blackboard Institutional Landing Page. On the left is a dark navigation sidebar with the following items: the institution logo (CGri), Institution Page, user profile (Mish McIntyre), Activity Stream, **Courses** (highlighted with a red box), Organizations, and Calendar. The main content area is titled "Courses" and includes a back arrow, "Courses from 2019", and a "Cur" label. Below this is a search bar with the text "Search your courses" and a "Filter" dropdown menu set to "All Courses". A "Favorites" section is visible, containing a course entry: "17077.202210 (Sprg2022) ENGL-1010-661:Composition I Original Course View" with links for "Multiple Instructors" and "More info".

Activity Stream

On a Computers or Tablet

The Activity Stream is available in the left-hand menu. The up-to-the-minute activity stream lets you jump directly into course actions. You don't need to dig through the system, search for deadlines, or miss assignments and tests.

[Watch a video about the Activity Stream.](#)



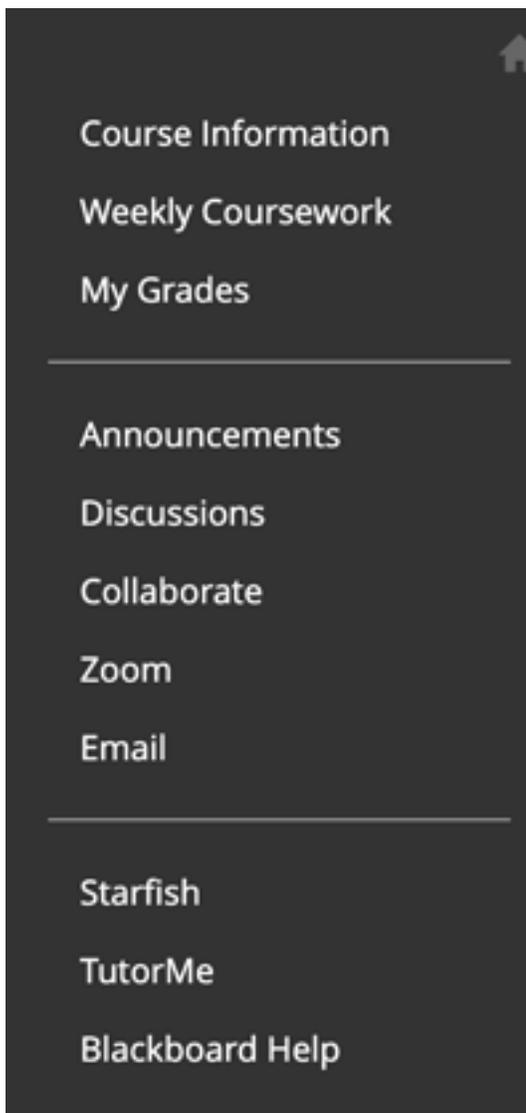
The screenshot displays the Blackboard Activity Stream interface. On the left, a dark sidebar contains navigation options: 'Institution Page', 'Mish McIntyre', 'Activity Stream' (highlighted with a red box), 'Courses', and 'Organizations'. The main content area is titled 'Stream' and features a 'Recent' section. Two announcements are visible, both dated 'Mar 21, 2022'. The first announcement is from 'ONLN-1010-600: Effective Practices in Teaching' and reads: 'Welcome to Spring! Hello all, Spring has sprung! The snow melt is gone and cr through. We have 8 Wee...'. The second announcement is from '(Sprg2022) ENGL-1010-661:Composition I' and reads: 'ENGL 1010 Update About First Papers with Reco'.

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 Universal Course Menu



Course Information contains syllabus, schedule and instructor information.

Weekly Coursework contains the content for the course including files, videos and links organized in weekly folders.

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 or Zoom**.

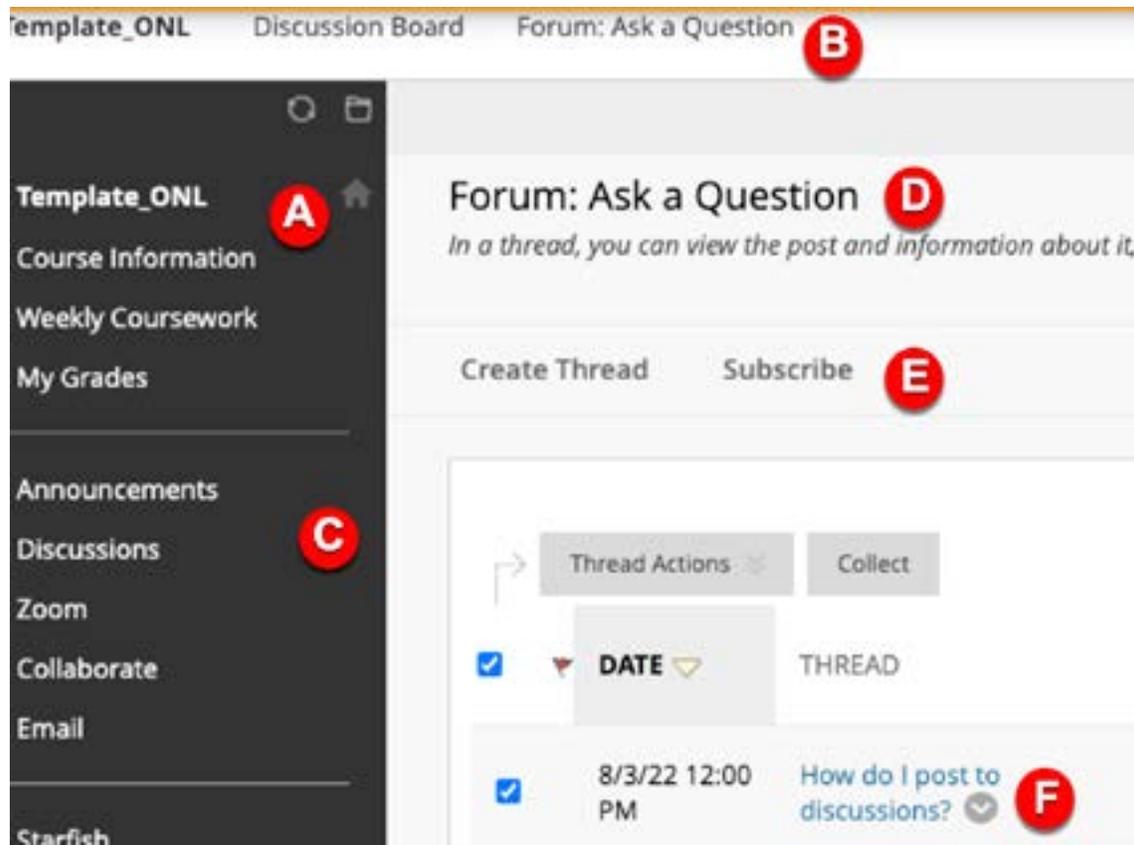
Email your instructor or other students.

Starfish will help you communicate with advising coaches and student services.

TutorMe is a 24/7 tutoring service. You will receive help from a tutor in less than 2 mins.

Blackboard Help will connect you to technical support.

Five Fundamentals of Blackboard



A: Home button is on the top of the left menu.

course menu that displays the content area.

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

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

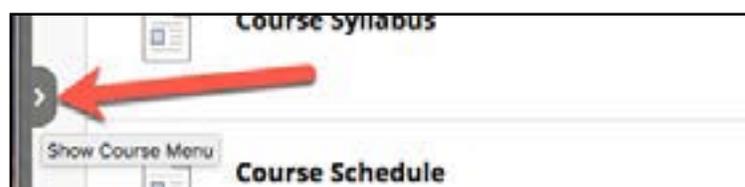
C: Course menu located to the left.

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.

D: Content frame is the area to the right of the

And One Secret...

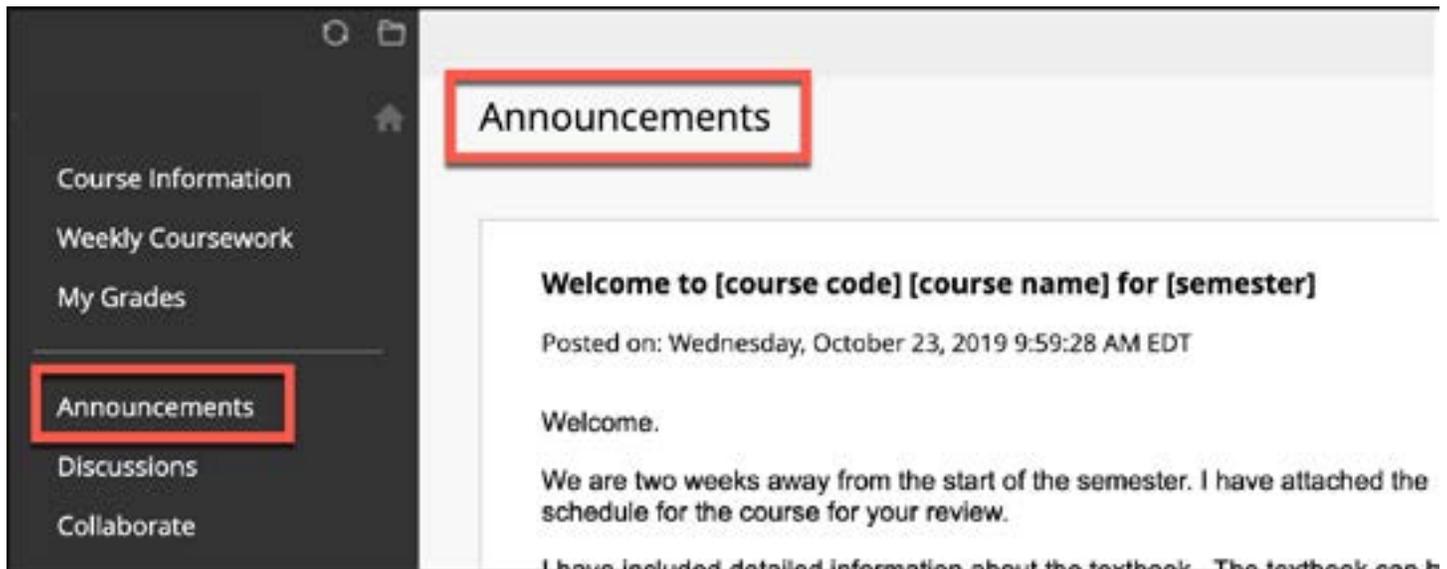
Blackboard is a responsive software, meaning it will collapse and expand depending on the size of the computer screen. Just hover on the blue bar on the left edge of the screen. The blue bar will turn dark gray and an arrow tab will appear. Click of the tab or bar and the menu will expand.



Communicate with Instructors

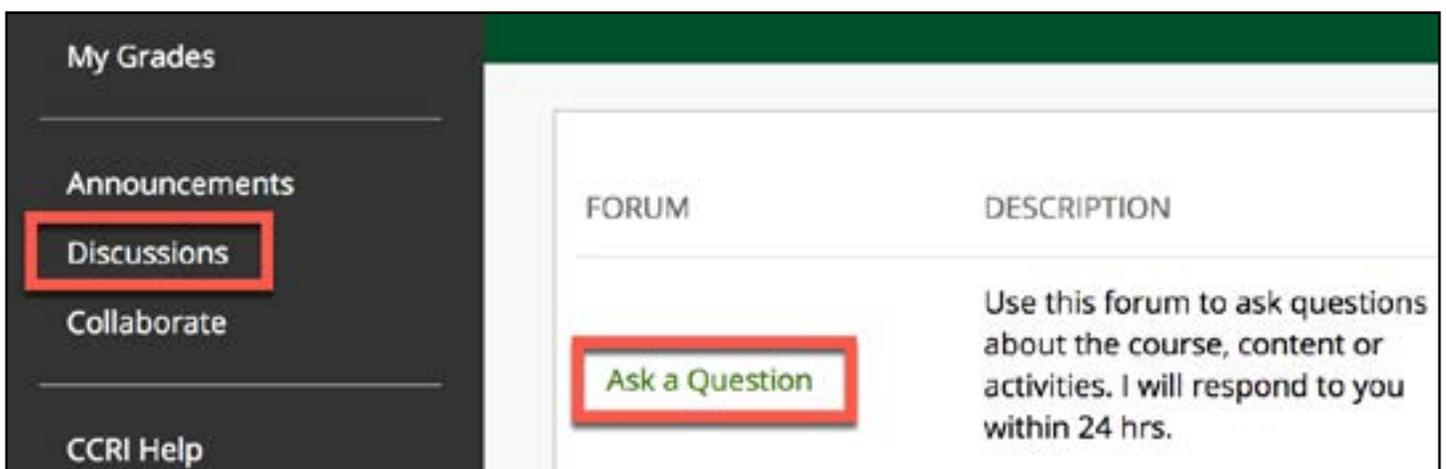
Instructors have several tools in Blackboard with which they can contact you, in addition to CCRI Email.

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 including add a link, add a file, spelling and attach a file..

Color of Name
■ Black

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

Create a link **Spelling**

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.

Add an image or video

ATTACHMENTS

Attach an assignment file

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

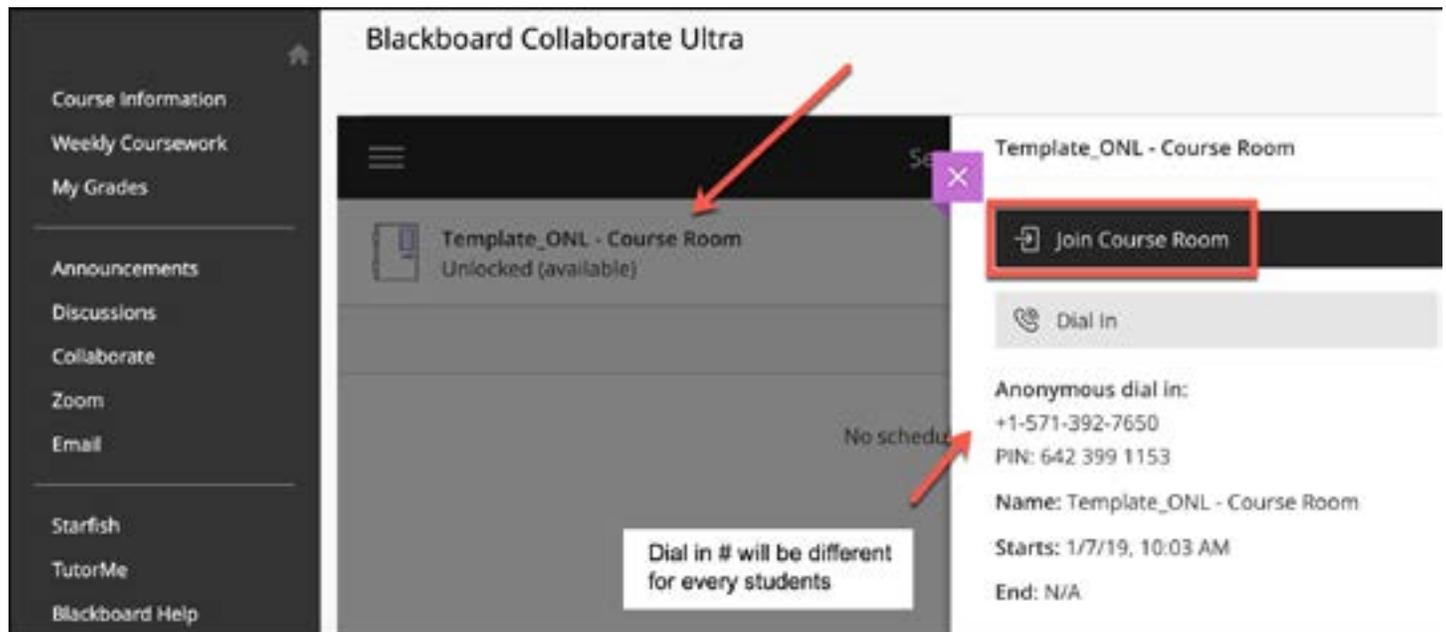
The Collaborate tool in Blackboard allows for live meetings through video conferencing. Some common course activities that you could experience using Collaborate include class lectures, office hours, group collaboration, small group discussions or activities and student presentations. Faculty may also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

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 is a dark sidebar menu with options: Course Information, Weekly Coursework, My Grades, Announcements, Discussions, Collaborate, Zoom, Email, Starfish, TutorMe, and Blackboard Help. The main content area is titled 'Blackboard Collaborate Ultra' and shows a card for 'Template_ONL - Course Room' which is 'Unlocked (available)'. A red arrow points to the 'Join Course Room' button, which is highlighted with a red box. Below this is a 'Dial In' section with the following information: Anonymous dial in: +1-571-392-7650, PIN: 642 399 1153, Name: Template_ONL - Course Room, Starts: 1/7/19, 10:03 AM, End: N/A. A white text box at the bottom states 'Dial in # will be different for every students'. A red arrow also points to the 'No scheduled sessions' text.

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.
- 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 Wednesday, October 5, 2016 3:00 PM	Points Possible 30 View Rubric
--	---

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: Browse My Computer Browse Content Collection Browse Cloud Storage

Attached files

File Name	Link Title
study_guide_sspooner.doc	study_guide_sspooner.di Do not attach

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 the test.
- The testing time may be quite short, 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.

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 **2 points** **Saved**

Alfred Wegener discusses a supercontinent called _____.

Linneus

Cosmas

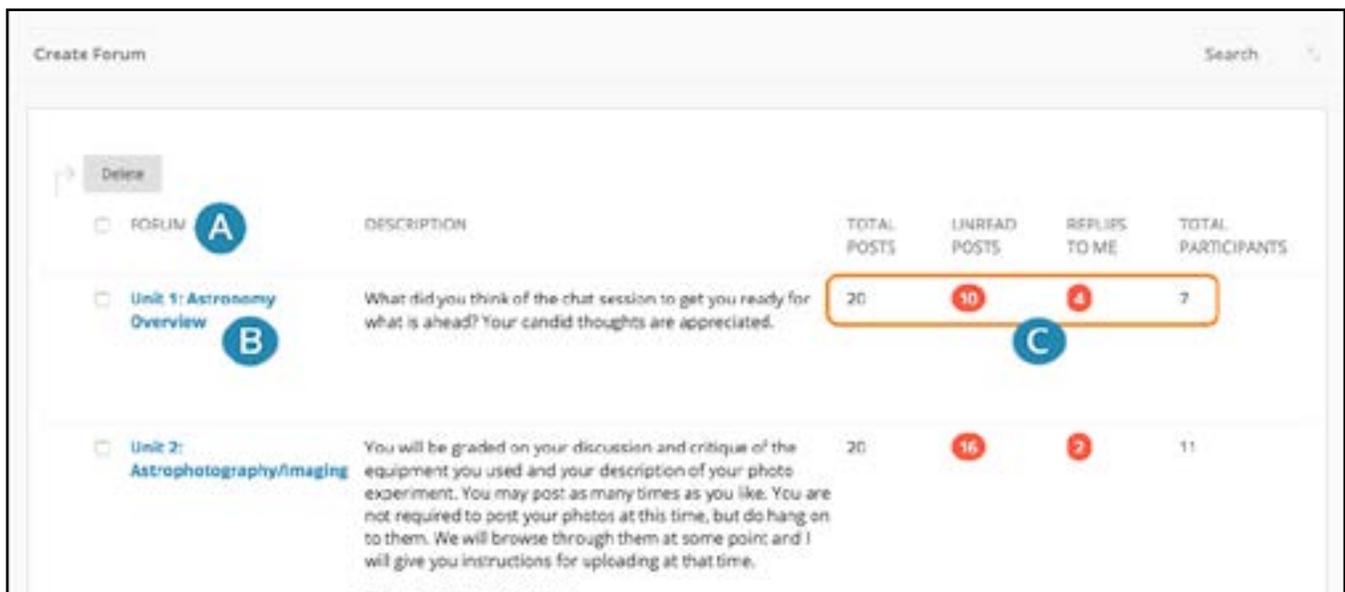
Pangaea

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.
- 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.
- 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.



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 it mentions grading. Sometimes grading is conducted completely in a publisher platform like ALEKS or MindTap.

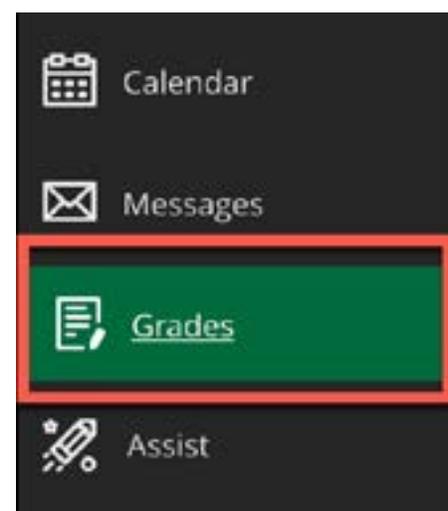
If your instructor does use Blackboard for grades, you can find the [My Grades tool](#) on the course menu. **My Grades** will list completed grades, as well as upcoming grades. When grades are ready, you will see a score and possibly a feedback bubble.

You can also check grades through the Blackboard main menu. Click on **Grades**. You will be able to see grades from all your currently available courses.

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

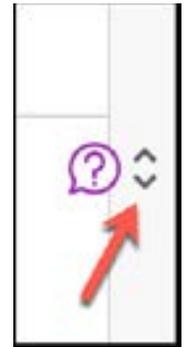
ITEM	LAST ACTIVITY	GRADE
What do you know? Survey	Jun 3, 2017 12:24 PM GRADED	30.00 /30.00000
Unit 1 Quiz Test	Jun 5, 2017 4:53 PM GRADED	30.00 /30.00000
Unit 2 Quiz Test	Jun 12, 2017 4:40 PM SUBMITTED	30.00 /30.00000
Group Jupiter: Most Unexpected Fact? Journal	Jun 15, 2017 3:19 PM SUBMITTED	30.00 /30.00000

- Select to view feedback from your instructor.
- You completed the work.
- You submitted your work. This item is ready for grading.
- Your work is in progress, but you haven't submitted it yet.



Get Help for Blackboard

When you are not sure how to do something in Blackboard, find help in the **Impact Support Center**. The tool is located on the right hand side in any course or organization. The tool appears as a question mark.



Click on the question mark to open the **Impact Support Center**. You can move the Center up and down by hovering over the question mark till the up and down chevrons appear, click and hold, then drag it out of the way.

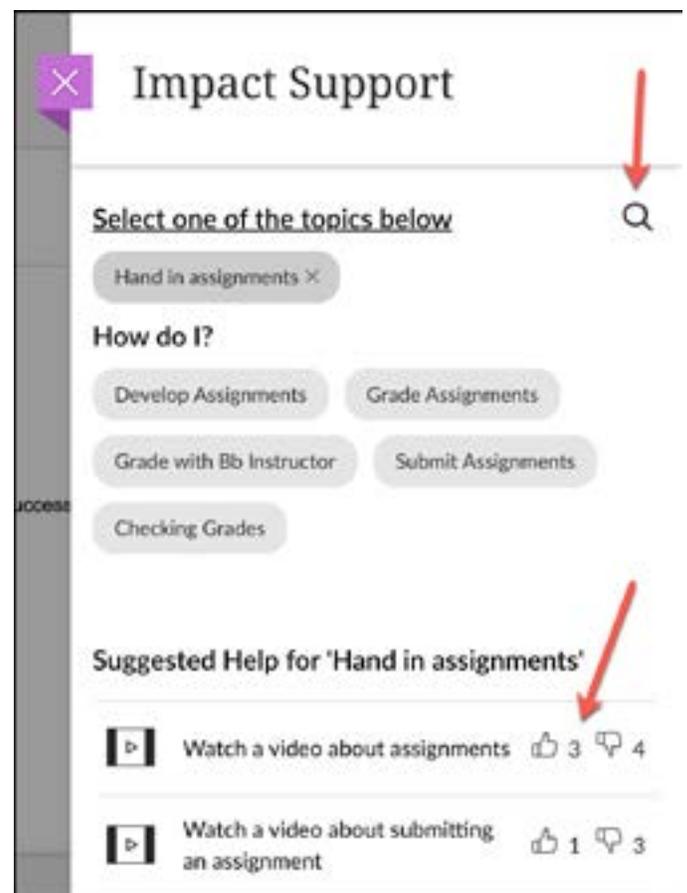
The Center is context sensitive, meaning if you have an assignment open, it will automatically show you help for assignments.

Click on the magnifying glass to type in your own search words.

Choose a video at the bottom to watch a step-by-step demonstration video.

You can up or down vote resources to let us know what was or was not helpful.

At the bottom of the **Impact Support Center**, if you couldn't find an answer, call or email the Help Desk. We are here to help you reach your goals and dreams. We are happy to help you.



Know the Help Desk Schedule!

[The Help Desk answers calls and emails at certain times of the day.](#) Make sure that you get your questions answered during open hours.

