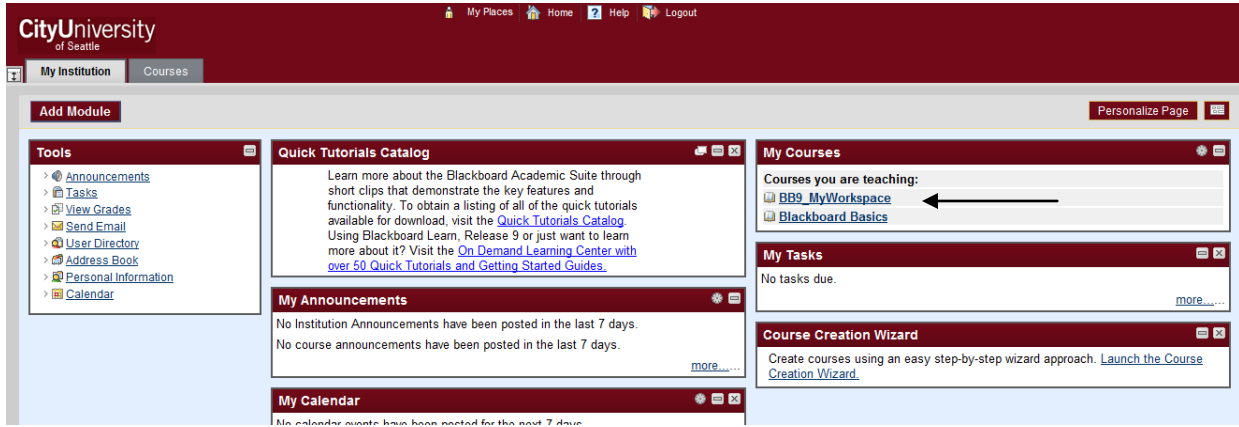
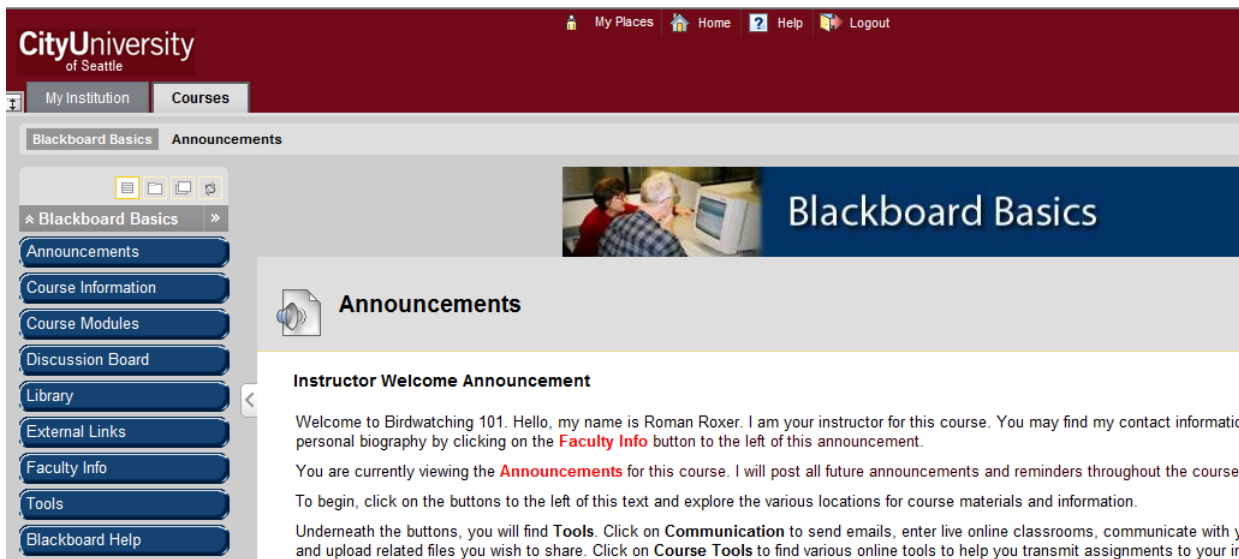


Student Guide – Blackboard 9.0

1. For accessing your Blackboard courses go to <http://courses.cityu.edu/>.
2. Login in to the Blackboard with the same user name and password as for my.cityu.edu portal



3. After successful log in you will see your home page. It might look a bit different because it depends on user privileges and courses you are enrolled in.
4. Click on the course you would like to enter (My courses window).

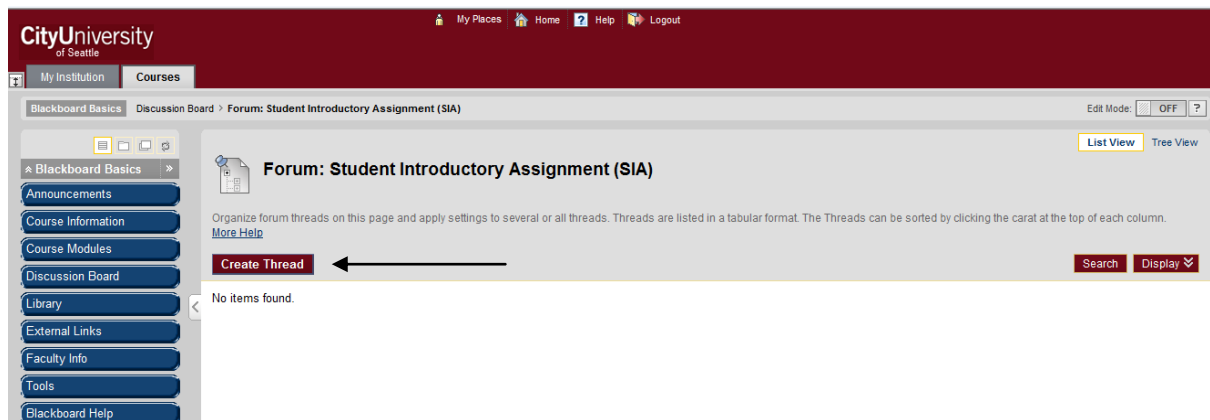


5. Once you see the Blackboard shelf of your course, you should go through menu which is on the left side of the window.
6. Syllabus is usually located under “Course Information”.
7. Teacher has an option to change the menu on the left side of the screen so be aware that it might look a bit different in some cases. If you cannot find something like syllabus, please contact your instructor for help.
8. “Course Modules” section is mostly used for sharing resources between teacher and students.

- All discussions are located under “Discussion Board”. If you click on this button, you will see the current discussions.

Forum	Description	Total Posts	Unread Posts	Total Participants
About Discussion Assignments	A discussion question/topic from your instructor appears weekly in the Discussion Board. You are to post your answer as well as a response to two other student’s responses in the Discussion Forum by the end of each session. The forum is to help promote student to student discussion. The instructor will not be responding to each posting. If you have a question or comment that is specifically for your instructor, email your instructor directly or use the Question and Answer Forum. If you want to talk with other students about issues unrelated to the discussion forums use the Coffee Talk Forum. Although the tone of your discussion board postings can be informal, your instructor will expect the content to be on a professional level. In other words, your comments and questions for discussion should be clear and thoughtful, with correct grammar, spelling, and punctuation. As with written assignments, the quality of your discussion postings will be graded on both content and presentation.	0	0	0
Student Introductory Assignment (SIA)	To begin the online learning process please introduce yourself. This assignment is due by the end of the first week of class. It serves as your Student Introductory Assignment.	0	0	0

- Teachers are usually placing the first question into the forum description, so it is visible right after you click on “Discussion Board” button. Other questions related to a specific discussion are visible inside of each discussion.
- If you want to participate in discussion, click on the name of the forum, for example SIA.
- If you are the first person participating in the forum, you will see the following screen:



- Click on “Create Thread” button and create your post.
- We recommend typing your name or topic of your discussion into the subject line. This will be the name of your thread.
- Type your post into the message column.
- If you want to add an attachment, click on “Attach file”. You cannot add an attachment later on Blackboard.
- Once you are done click on “Submit” button.

Cancel Save Draft Submit

1. Message

* Subject:

Message Visual Editor: ON

Normal 3 Arial B I U abc x2 x2

abc [icons]

Hello my name is

Path: body > p

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.

Cancel Save Draft Submit

18. Once you submit your post, it will be visible for teacher as well as for you classmates.

Thread Actions Collect Delete

Date	Thread	Author	Status	Unread Posts	Total Posts
7/1/10 1:49 AM	First Student SIA	Roman Roxer	Published	0	1
7/1/10 1:50 AM	Second Student SIA	Roman Roxer	Published	0	1
7/1/10 1:50 AM	Third Student SIA	Roman Roxer	Published	0	1

Thread Actions Collect Delete

19. If you would like to participate in your classmates' discussion click on the name of the corresponding thread.

< Second Student SIA >

Reply Quote Edit Set Flag

Author: Roman Roxer **Total views:** 3 (Your views: 3)

Posted Date: Thursday, July 1, 2010 1:50:08 AM PDT

Edited Date: Thursday, July 1, 2010 1:50:08 AM PDT

Hello

< Second Student SIA >

Reply Quote Edit Set Flag

20. If you want to reply, click on the "Reply" button. Your post will be located under your classmates' discussion thread.

If you have any difficulties while working with Blackboard, feel free to contact Roman Roxer

at rroxe@vsm.sk or visit our IT department in Trencin.