

2017

Blackboard Basics

Student guide





About Blackboard

Blackboard is an e-learning platform that you as students of B.S.B.A. or M.B.A. program at City University of Seattle will use on a regular basis.

WHAT do I need to access Blackboard? To work with Blackboard, you will need:

- ✓ valid **registration**
- ✓ valid **CityU student account**
- ✓ connection to the **Internet**



TIP: Use only supported web browsers (ideally Mozilla Firefox or Google Chrome) while working with Blackboard. Many versions of Internet Explorer are either not supported by the vendor or not tested.

Entering Blackboard

Step 1: Open your web browser (ideally Mozilla Firefox or Google Chrome)

Step 2: Type in the following address courses.cityu.edu and hit enter

(you will get to the Blackboard Home page)



Sign in with your organizational account

Sign in

Please use your CityU Email to log in



Step 3: Enter your CityU username (email address) and password

(the one you have received in a notification from CityU, to your e-mail) and click **Sign in**



NOTE: *If you did not receive any notification or the combination you enter is not working, contact the VSM IT dept. via e-mail at pfrana@vsm.sk*

(if you are entering Blackboard Learn 9.1 for the first time, the platform intro will launch)

The screenshot shows the Blackboard Learn 9.1 user interface. At the top right, there is a user profile icon labeled 'Alex' with a dropdown arrow and a power icon. The main content area is dark grey with white text. On the left, it says 'Hi, Alex' in large white font, followed by 'Welcome to the new Blackboard!' and 'Before you get started, we would like to show you the **new features** that we just added.' On the right, there are two numbered sections: '1 Global navigation menu' and '2 Your new Blackboard profile'. The first section includes a list of links: 'Courses', 'Settings and more...', 'Profile', 'Posts', 'People', and 'Updates'. The second section includes a 'Create My Profile' button and a link 'I'll do it later'. A white arrow points from the 'Alex' user icon to the 'Global navigation menu' section.



TIP: *You can skip this part and get back to it anytime you want. Just click **I'll do it later** if you do not want to deal with the introductory stuff at this point.*

*Once your login was successful (and you have skipped the introduction or you have already accessed Blackboard Learn 9.1), you will get to your **Blackboard Course List**.*

The screenshot shows the 'Course List' page. The title 'Course List' is in white text on a dark red background. Below the title, it says 'Courses where you are: Student'. There are two course entries, each with a blue link for the course name and a grey box for the instructor's name. The first entry is '11511699: BSC400_04_ON: Decision Modeling And Analysis - SLOVAKIADL - Summer 2014-2015' with instructor 'Monika Schmidtova'. The second entry is '11511703: IS330_04_ON: Information Systems - SLOVAKIADL - Summer 2014-2015' with instructor 'Martina Cesalova'.



NOTE: You should see all of your current courses in the Course List!

If you cannot find a course you have registered, contact your study advisor, but keep in mind the following:

- ✓ Students will gain access to their Blackboard course shell(s) 3 days prior to the official start date of their course.
- ✓ Students will lose access to their Blackboard course shell(s) 45 days after the official end date of their course.

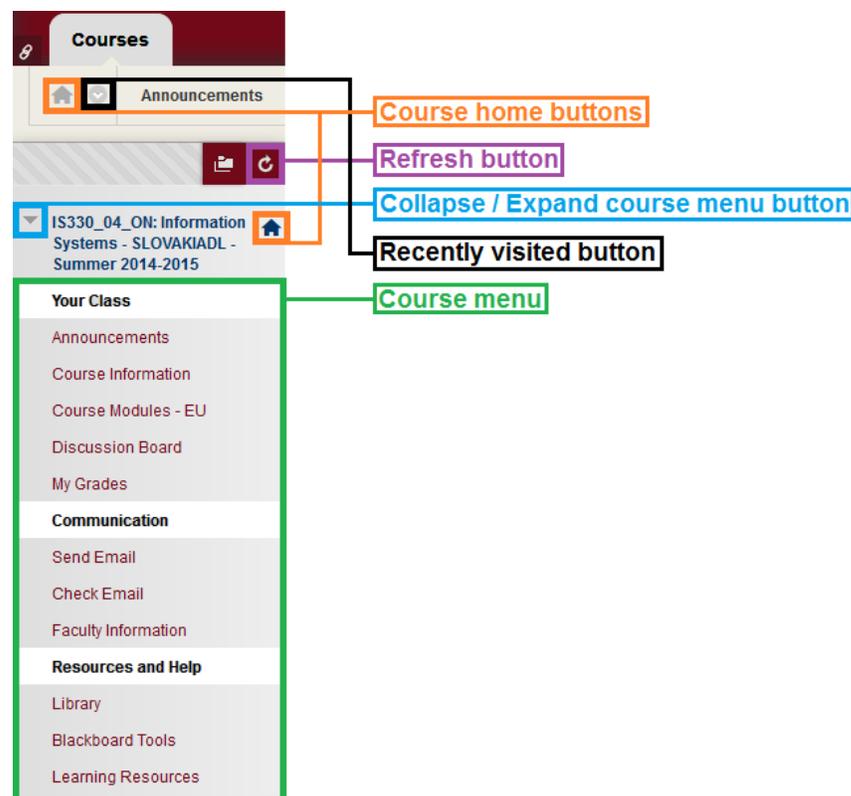
Step 4: Choose any of your courses in the Course List and click its name

(you have entered a Blackboard course successfully)

Blackboard Course Environment

Standard elements

No matter the course you choose, there are several standard elements you should find in each shell. The scheme below shows these basic functions and buttons that will help you navigate throughout your course.





Besides buttons displayed at the previous image, there is also so-called **Quick Links** button (located next to the Courses tab in the upper left corner) where you can find many other links or keyboard shortcuts that might be useful when working in Blackboard.

CityUniversity
of Seattle

Courses

Quick Links

Page Landmarks

- [navigation](#)
- [navigation \(Open Global Navigation Menu\)](#)

Content Outline

Announcements

- Content**
- [Final Exam Information](#)
- [Week 6](#)
- [UPLOADER](#)
- [Week 5](#)
- [Week 4](#)
- [Week 3](#)
- [Week 2](#)
- [Week 1](#)
- [Welcome to IS 330 Information Systems](#)

Current Location

Menu Management Options

Course Menu:

- [IS330_04_ON: Information Systems](#)
- [Your Class](#)
- [Communication](#)
- [Resources and Help](#)

[View options](#)

[Top Frame Tabs](#)

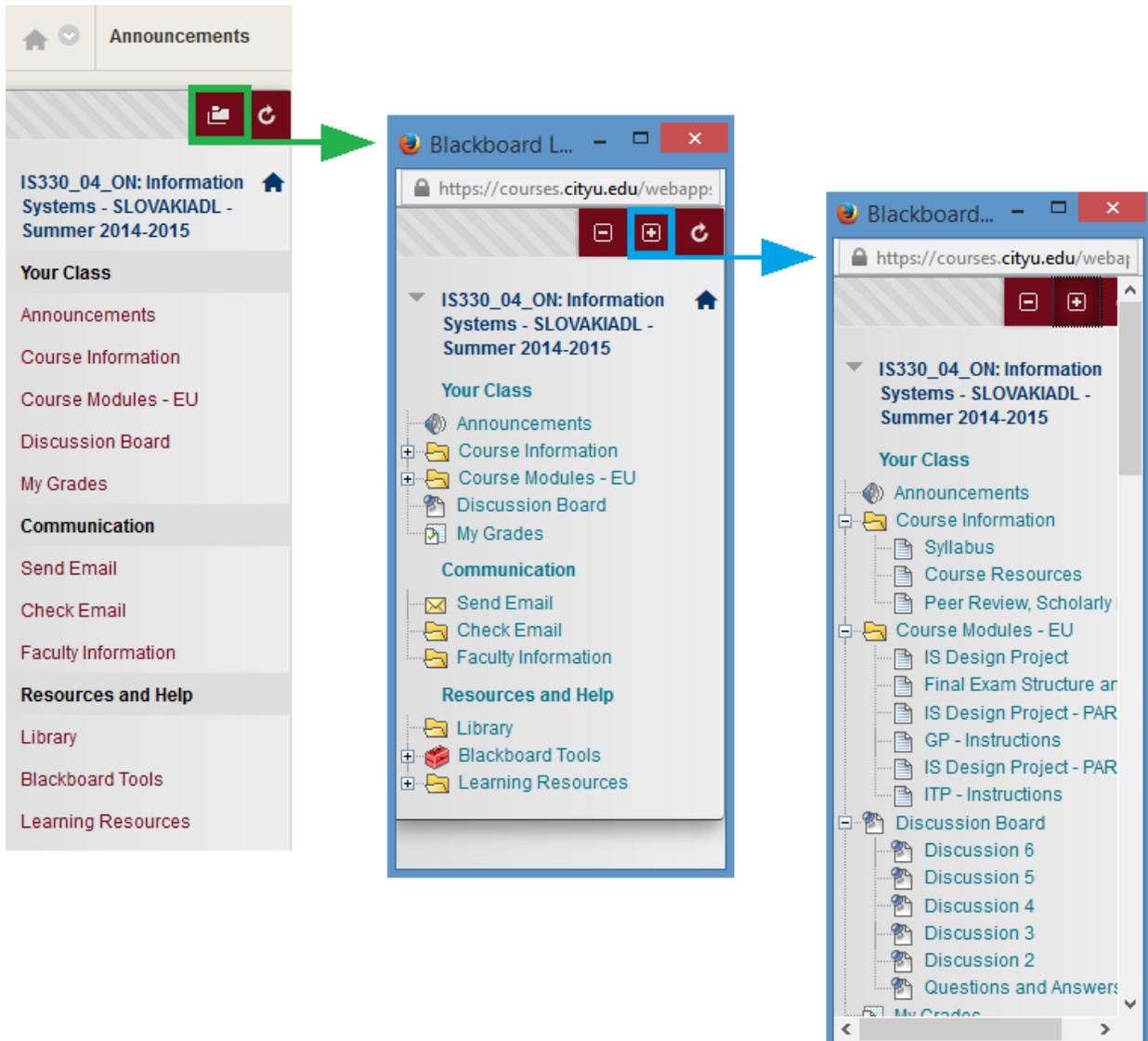
Keyboard Shortcuts

SHIFT + ALT + M
Open Global Navigation Menu

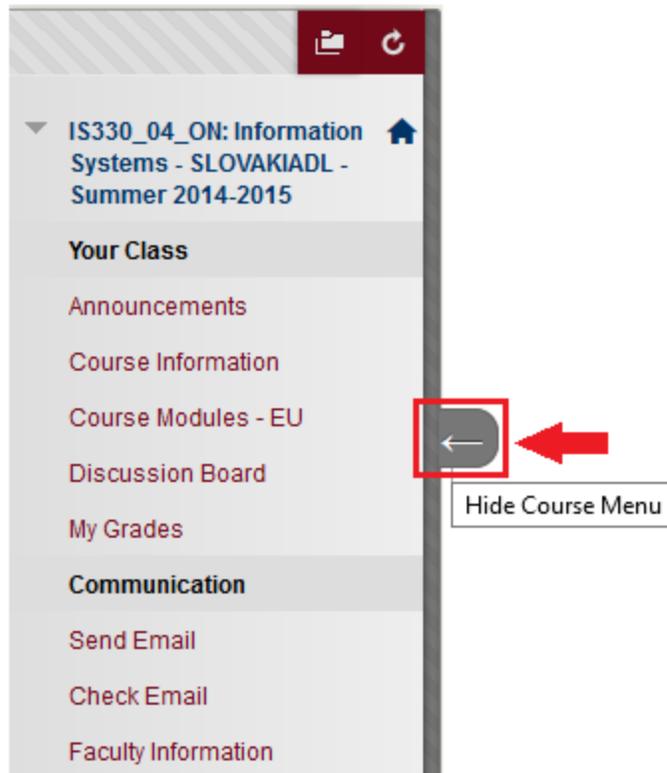
SHIFT + ALT + L
Open Quick Links



In each course shell, you can open the **course menu** in a separate window. Just click the button containing a window icon (as highlighted below) and the **course menu** opens outside the basic Blackboard environment. With the new window opened, you can expand the course menu so you can see all course items at once. Click the **+ button** to expand and **- button** to collapse the course menu (see below).



You can also **hide the course menu completely** by clicking the highlighted arrow. To unhide the menu, just click the arrow again (see below).



Basic Course Icons

There are many types of course content and students can easily recognize it by the icon to the left of its name. Here are a few of the most common types of content icons and what they represent.

	FOLDER	depository containing structured and related materials
	ITEM	general piece of content to which items (e.g. files) may be attached
	LEARNING MODULE	organized collections of content that students move through on a structured path similar to a slide show, they can contain documents, assignments, media, links, quizzes, surveys, etc.
	ASSIGNMENT	graded task based on a given number of points possible (e.g. research paper, essay, case study, group project, etc.)



	TEST / QUIZ	online evaluation of student knowledge and skills, usually with a limited time and based on a given number of points possible
	EXTERNAL LINK	hyperlink to an external website
	COURSE LINK	hyperlink to another item within a course

Discussion Board

Basic Structure

All discussions running within the Blackboard shell are stored in the Discussion Board. Below, you can see the entry page of Blackboard discussion board where each forum is processed into the following view:

Discussion Board
Forums are made up of individual discussion threads that can be organized around a particular subject.

Search

Forum	Description	Total Posts	Unread Posts	Total Participants
Discussion 6	Topic 1: How do you see the future of Information Systems and their utilization in business?	74	46	15

↑ **Title**
 ↑ **Description / Instructions**
 ↑ **Statistics**

Discussion title: name of the forum (click this name if you want to participate in the particular discussion)

Description: place for teacher’s instructions or questions, it may include introduction to the topic or some other directions for students

Statistics: continuously updated counter of total postings, unread postings and total participants within the particular forum



Once you open a concrete discussion, you must decide whether you want to set up your own (new) thread or react on some of existing threads. To do so, use respective buttons as displayed at the picture below.

Forum: Discussion 6
Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format.

[Create Thread](#)
[Grading Information](#)
[Subscribe](#)

Thread Actions

<input type="checkbox"/>	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	8/4/14 1:38 PM	Topic 1	Fox Mulder	Published	5	19

Click here to start your own thread

Click here to subscribe to the forum

Click the thread name to reply / quote an existing thread

Creating a completely new thread is pretty simple. You just need to type in the subject and text of your message, eventually, you can attach a file to your message.

If you clicked an existing thread, you would get to a forum view (see below) with the very first message highlighted and related responses. To post your reply, choose a message you want to comment and click the reply button.

Thread: Topic 1

Select: [All](#) [None](#)

Fox Mulder ★

Topic 1

How do you see the future of Information Systems and their utilization in business?

[Reply](#)

Click here to reply to the very first (instructor's) question

Dana Scully

RE: Topic 1

Let me be very brief on this one, there is no future of business without Information Systems.

[Reply](#) [Quote](#) [Email Author](#)

Click here to reply / quote existing comments from other participants



Other menu items

Besides the discussion board, Blackboard course menu contains several other items. Sure, the course menu may be slightly different in each course, nevertheless, you should find following items in each shell:

- Announcements** are usually used for important reminders and notifications from your instructor (e.g. due dates, changes in schedule, cancelled classes, etc.)
- Course Information** contain the syllabus or a course guide with details about assignments, readings and resource materials for the course
- Course Modules** represent a space for sharing course related materials or learning resources between instructor and students
- Library** includes resources to help you find, evaluate, and use information sources for your assignments
- Faculty Info** is a space for your instructor's contact information, alternatively office location or office hours

Checking Grades

In Blackboard, students also have an option to check their grades from each assignment that was graded by the instructor. To do so, click **My Grades** in the main course menu. You will get to the following table where all graded assignments are included. Since each instructor uses his / her own settings for calculating grades, these tables may slightly differ from a course to course.

My Grades			
All	Graded	Upcoming	Submitted
ITEM	FEEDBACK	LAST ACTIVITY	GRADE
Discussion 1		Jul 7, 2014 4:23 AM GRADED	100.00%
Discussion 2		Jul 14, 2014 2:52 AM GRADED	75.00%
Discussion 3		Jul 22, 2014 3:10 AM GRADED	60.00%
Discussion 4		Jul 29, 2014 5:44 AM GRADED	100.00%
IS Project		Aug 13, 2014 5:43 AM GRADED	75.00%
Final Exam		Aug 12, 2014 5:22 AM GRADED	91.00%
Total Grading Criteria			83.30 /100

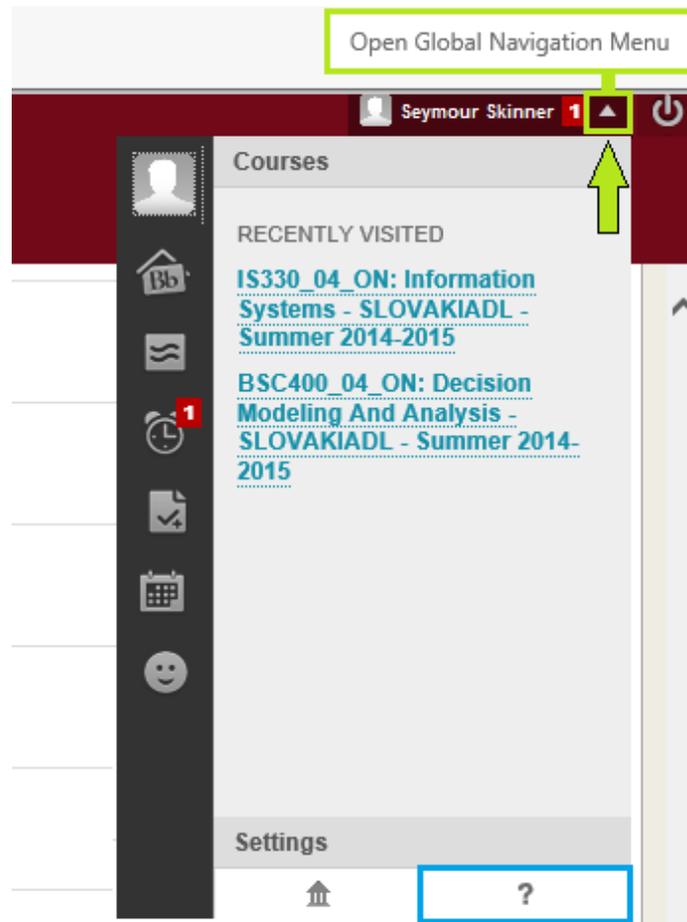


Have not found your grades in My Grades section?

If you are a student of VSM / CityU (Slovak programs), you will get to your grades via Electronic Student Office (ESO) system. Otherwise, your instructor has not graded the assignment or uploaded your grades yet. Keep checking My Grades section.

Other issues

Blackboard includes a robust set of other tools and functions for e-learning purposes. If you get into problems with features that were not discussed within this basic manual, feel free to use assistance either from our IT department in Trenčín, Slovakia [<pfrana@vsm.sk>](mailto:pfrana@vsm.sk) or you may want to contact [Blackboard Help Center](#). You can do so by clicking **the Help button** that is always located in the **Global navigation menu (upper right button, next to your name)**, as displayed below.



Click here to launch
Blackboard Help Center 