

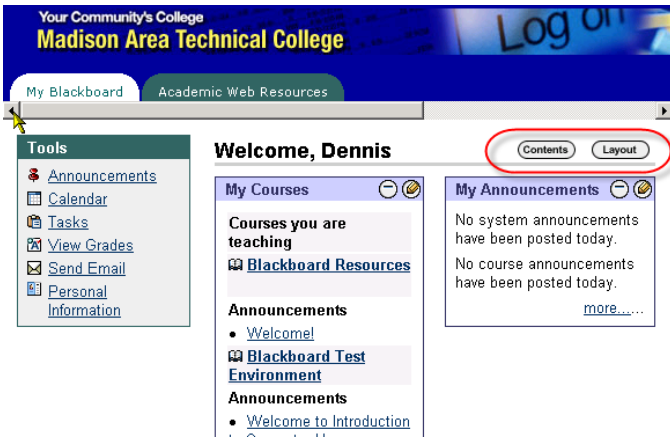
Blackboard - Quick Start for Students

<http://matcmadison.edu/in/blackboard-help>

Email: blackboard@matcmadison.edu

Last Updated: October 29, 2009

Getting Started



Customizing Your "My Blackboard" Page Contents

1. On your "My Blackboard" page, click **Contents**
2. Select the modules you want to display
3. Clear boxes for the modules you want to remove
4. Click **Submit**

Customizing Your "My Blackboard" Page Layout

1. On your "My Blackboard" page, click **Layout**
2. Make changes to the layout options
3. Click **Submit**

Modifying Your "My Courses" List

1. On your "My Blackboard" page, click the pencil icon in the **My Courses** module



2. Check mark those items to be displayed in the **My Courses** module
3. Click **Submit**

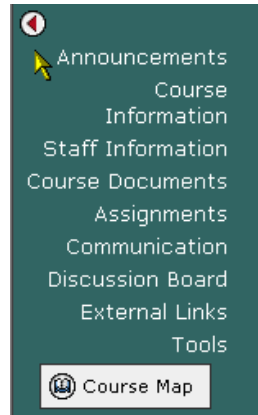
Account Activation and Password Control

1. In order for an employee or student to get access to Blackboard they need to activate their MATC network ID at Inside MATC
2. Go to <http://matcmadison.edu>
. Look for Inside MATC in the top navigation bar
3. Select your role – Employee or Student
4. Activate your account

Your Blackboard Class Sites

Course Menu

The Course Menu appears on the left side of a course Web site. Content and tools are accessed from the **Course Menu**



A typical class using Blackboard will have a course menu similar to this one

Your Instructor may change colors, names of the links or position of the links

1. **Announcements** - timely information critical to class success
2. **Course Information** - Syllabus, class objectives, class management information
3. **Course Documents**- includes learning materials and lesson aids, such as lecture notes
4. **Assignments** - lists the due date and description for class work. Students may view files the Instructor has attached to an Assignment. They may also attach files to an Assignment to submit to the Instructor
5. **Communication** - Course users communicate through the Communication Center. The Communication Center allow users to:
 - a. send email
 - b. read and post messages to Discussion Boards
 - c. enter Collaboration Sessions
 - d. view Student roster
 - e. view Group pages
6. **External Links** - connects course users to outside learning materials. Instructors may select outside materials and post a hyperlink and brief description for each external source

7. **Tools** - Tools that can be used in the class site. Tools include:

- a. Edit Home Page
- b. Personal Information
- c. Course Calendar
- d. View Grades
- e. Student Manual
- f. Tasks
- g. Electric Blackboard

8. **Course Map** - Allows class site navigation through a collapsible tree directory. Students can go directly to various course areas

Sending EMAIL

1. Click on the **Communication** button located at the left of your screen
2. Click on the **Send E-Mail** button.
3. Select who you would like to send your e-mail message to
4. In the new window that appears, enter the subject heading and message to be posted in your message. (As a special note, you may wish to create your message in a word processing program, then copy and paste it into the message box. Why? You can conduct a spell check of your work in your word processor whereas you are unable to do so in the Blackboard email program. In addition, you can have a copy of your work to re-post if you run into technical difficulties)
5. Once you are finished entering your subject heading and message, click the gray **Submit** button at the bottom of your screen to send message to the members of your group(s) or class
6. Please refer to your Student Manual located in the **Tools** section of the course for more information on or assistance with Sending E-Mail
7. Contact your instructor if you have any questions or comments about sending e-mail

Using the Discussion Board

1. To use the discussion board, go into the course pages, find your course, and click on it
2. Click **Discussion Board** on the left side of the screen
3. Click on the forum which you wish to use
4. To read messages from other students, click on the message subject
5. Post your own message by click on **Add New Threads**
6. Click **Submit**, and then **OK**
7. Your message is posted
8. *If the text box area is missing*
 - a. In Internet Explorer's security settings, make sure the setting for **Run ActiveX Controls and Plug-ins** is set to enable for the Internet zone
 - b. Alternatively, add the Blackboard site to the **Trusted Sites** zone. The trusted site configuration should have ActiveX enabled by default, and would allow you to enable this for only the Blackboard site
 - c. If you do not wish to use the Text box editor, you can disable it through Personal Information from the My Institution page (the page seen after logging in). This will use the smart text

entry box that was used in previous Blackboard versions

Hints for Responding to Discussion Threads

1. Don't agree with everything
2. Don't disagree with everything
3. Keep replies balanced
4. Replies should be useful
5. Attack arguments, NOT people

Assignment Submission

1. Instructors may also use the Assignment Submission Feature now built into Blackboard
2. A Learning Unit/Assignment icon indicates a writing assignment link
3. When students click the **View/Complete** link, they will receive a new screen with directions for typing a paragraph and / or attaching a file. If you have more than one file you need to send make sure you do so at the same time
4. An Instructor may have also attached a file for the student to work on prior to submission
5. To add a file, use the **Browse** button to locate the file(s) you want to add to your digital drop box
6. Once you have located the file, click it and the file name shall appear to the left of the Browse button
7. Click **Submit** and then **OK** to add the file to your Gradebook
8. When the student submits the assignment, the instructor can read, make comments on, and evaluate through the Gradebook



Week One Written Assignment

Follow the link below to attach and submit your assignment.

>> [View/Complete](#)

Taking a Test

1. Choose the course in which the test is located
2. Click the content area in which the test is located (e.g. Assignments, Tests)
3. Click the test you want to take
4. Read all instructions, then take the test
5. DO NOT hit the Back button. You will get locked out
6. Once you start the test you may be required to complete it in one sitting. **Plan for it**
7. Sometimes students on a dial-up connection will have difficulty taking or completing tests. Make sure your connection has the ability to stay open for the duration of your test

Communicating With Your Instructor

1. Check in with your instructor regularly
2. Use email as your first mode of communication
3. But don't be afraid to try other forms of contact
4. Check your email regularly
5. Use specific subject lines for your messages
6. Be specific in the content of your messages
7. Read your Instructors Syllabus and Announcements for specific instructions and timelines