

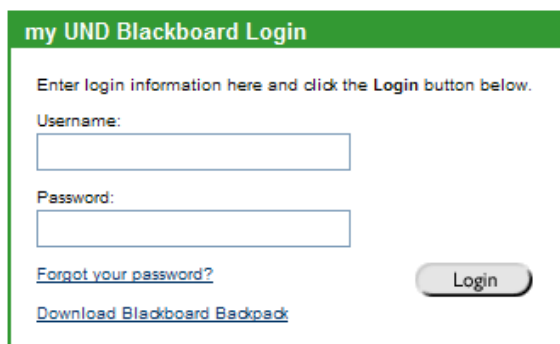
A Student Guide to Blackboard

What is Blackboard?

Blackboard is a web-based learning system used by faculty at the University of North Dakota. Faculty use Blackboard to make course materials available to students in a password-protected environment.

How to Login and Logout

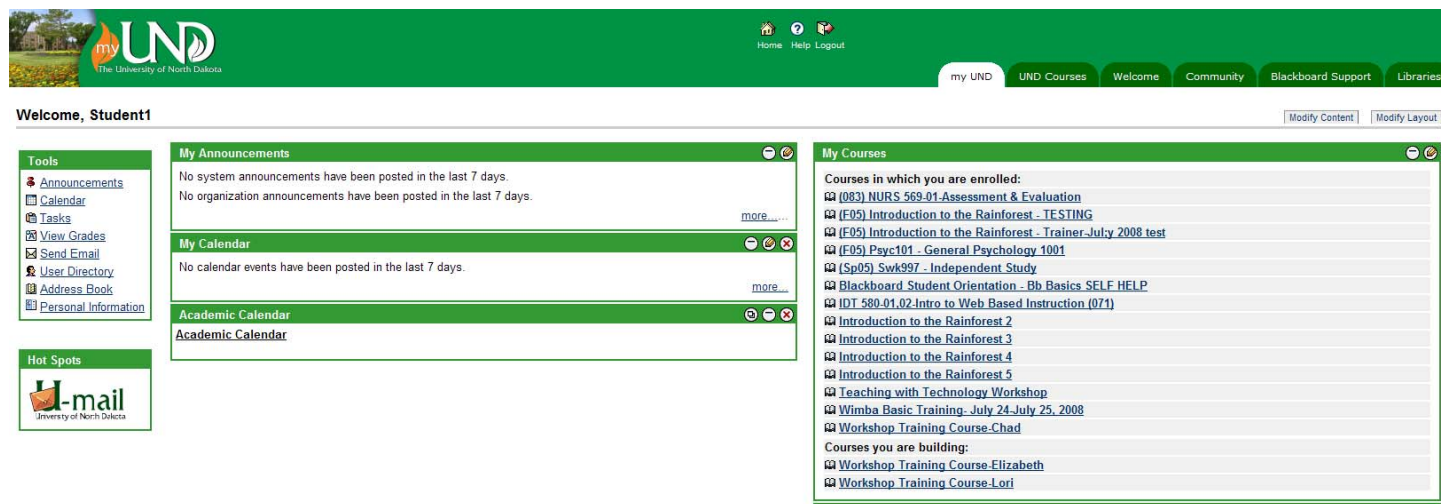
1. Go to the main UND homepage and click on the Blackboard link (or
 - a. Click on myUND
 - b. Or, go directly to <http://online.und.edu>.
2. Click the myUND button
 - a. User name = w +Campus Connection UserID (Ex. W0111122)
 - b. Password= CampusConnection UserID minus the “w” followed by the last four digits of your social security number.
 - c. Click the Login button



NOTE: Each time you finish using Blackboard, please make sure to properly log out using the Logout button at the top of your screen. This is important because you have logged on using your UND CampusConnection username and password; if you simply close the window, rather than logging out, the next person to use the computer you are on could have access to your Blackboard account.

myUND Page

Your myUND page should appear:



This screen is your portal page to access all of your Blackboard course sites. You can customize your myUND page by following the steps below.

1. Change the color scheme by clicking on Modify Layout towards the top right of the screen.
2. Add modules, e.g. headlines from the New York Times, or a thesaurus or calculator, by clicking on Modify Contents towards the top right of the screen.
3. Minimize the different boxes (My Announcements, My Calendar) by clicking on the icon with a minus sign in it, in each box.

- Prevent announcements from appearing twice (once in My Courses, and once in My Announcements) by clicking on the pencil icon in the top right hand corner of the My Courses box.
- Show only today's announcements (rather than the announcements for the last 7 days) by clicking on the pencil icon in the top right hand corner of the My Announcement box.
- On the left hand side of the myUND page there is a section titled Personal Information, where you can change your password or update your email.

Entering Your Courses

- By clicking on your course title in the My Courses module you will be taken into the course site.
- If you are taking several courses using Blackboard, each of those courses will be listed under My Courses.
- NOTE: not all UND courses have Blackboard sites, so do not expect to see all your courses listed in Blackboard, check with your instructors if you do not see their courses listed.
- Once in your course site, a menu will appear on the left side of the screen (the appearance of the menu will vary slightly from course to course, depending on how your instructor has decided to set up the course).
- The menu lists the main areas of content, such as; Announcements, Assignments, Syllabus, Course Documents, etc.
- You can also use the Course Map button, below the menu, to navigate and get a sense of the structure of the site.

Blackboard Student Orientation Course

- All students are enrolled in the Blackboard Student Orientation self-help tutorial course.
- Click on the course link and begin your Blackboard experience by posting a Blog, collaborating on a Wiki, taking a test, or submitting an assignment.

General information about using Blackboard

Blackboard can be used in a variety of ways. It may only be a supplement to your course, or it may actually replace classtime with online activities. Assignments and lecture notes (where available) may be posted on Blackboard. Some online activities, such as discussions, may be required throughout the semester.

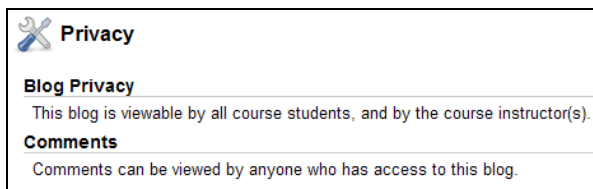
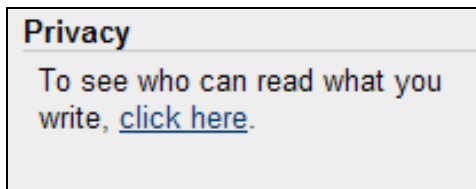
Announcements

Class announcements may be posted regularly by the instructor. Blackboard system administrators will sometimes post announcements about the Blackboard system (e.g. if there is going to be a known down time of the server).

Communication

Communication can take place using e-mail, messages, discussion boards, blogs, and/or chat sessions. E-mail should be used for private communication with the instructor or other students. Any questions regarding grades or communication about more personal issues should be handled with your instructor, in person.

Discussion boards and blogs are appropriate for questions or discussions that would normally occur in the classroom. Remember that the discussion board is public and that your classmates can read what you post there! Blogs may be public or private, depending on the purpose of the blog. Click in the bottom right corner of the blog to check on the privacy status.



Computer Use Policies

When using Blackboard, and in particular when posting to the discussion boards, you are bound by UND's computer use policies, which can be found in full at <http://www.und.edu/dept/itss/policy.html>. You may not use Blackboard to access or distribute inappropriate material, and when emailing or using any communication tools you may not write anything which could be deemed discriminatory, defamatory or threatening.

Course Materials

Assignments, lecture notes and a variety of readings may be posted in Blackboard. If you are using a PC, a helpful trick to know is the use of right-click, when you hover over a particular document link. If you right-click on a document link you will have the option to save the document straight to your computer or a disk, or to open the document in a new window. This is very useful if you wish to print off the document. Mac users should hold their mouse over the link, click and hold down the clicker for the options to appear (or press the command key and click).

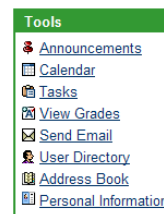
Web Resources

A variety of useful web sites are listed under Web Resources. If you would like to make suggestions about other sites to add to this list, please email your instructor with details of them.

Checking Your Grades

You can view your grades in two different ways:

1. From your myUND page:
 - a. Log into Blackboard.
 - b. On the left hand side is the Tools box. Click on the View Grades link.
 - c. This will list all of your courses. Select the course in which you wish to view the grades.
2. From inside a course:
 - a. Click on the Tools button located on the course menu.
 - b. Next, find and click on the Check Grade link.
3. A summary of points you have earned on quizzes, exams, and other assignments entered by your instructor are displayed.
4. Keys to the symbols used in your online Gradebook are listed at the bottom of the Blackboard online Gradebook page. If detailed quiz results are enabled by your instructor, you will be able to see more information regarding your answers by clicking on your score next to the quiz you wish to view.



Checking In

Instructors will expect you to log in at different times a week to read current announcements and look for assignments that have been posted. You may do this at any time of day or night. Your Instructor will generally answer e-mails, respond to discussions, etc. during traditional work hours (M-F 9:00 a.m. – 5:00 p.m.) unless you have been told otherwise.

If you need help with Blackboard

If you are having problems logging in to Blackboard:

1. Call the ITSS Helpdesk at 777-2222
2. Click on the Blackboard Support Page link in the Blackboard Support module on the main Blackboard page.

Blackboard Support

[Blackboard Support Page](#)

[Technical Requirements](#)

[ITSS Help Desk](#)


[Blackboard Browser Plug-Ins](#)

[Faculty Course Requests](#)

[Blackboard Community Site Request Form](#)

[Faculty Workshops](#)

3. Call the Blackboard Support office at 777-6305.
4. Blackboard support information can also be found by clicking the Blackboard Support tab inside Blackboard.



The screenshot shows the Blackboard Support page on the University of North Dakota website. The page features a green header with the UND logo and navigation links. The main content area is titled "Blackboard Support" and includes a search bar, a "Blackboard News" section, and a "New Student Login Information" section. The "New Student Login Information" section provides instructions on how to create a user name and password based on the user's Campus Connection UserID and social security number. A sidebar on the left contains a search bar and a list of links for Blackboard users and faculty.

5. Technical Requirements listing the best browser to use with Blackboard are summarized in the Technical Requirements link.
6. Links to install plugins that may be used in your course sites are listed in the Blackboard Browser Plugins link.

Contact Information:

Center for Instructional & Learning Technologies 777-2129

370 Oxford Street Stop 7098, Robertson Sayre Hall, Rm 104

Blackboard support 777-6305

Blackboard@mail.und.edu

<http://cilt.und.edu>

<http://online.und.edu>