

Blackboard Student Manual



Using Blackboard

Introduction

The goal of this Blackboard Student Manual is to provide you with a quick start for students. It is not designed to be comprehensive; Blackboard has a large manual for that purpose and this can be downloaded from this [site](#) or you may access an online version [here](#).

This manual will provide directions on performing the basic set of activities needed to use course material provided by your teacher through Blackboard.

Accessing Blackboard

Open your web browser. It is strongly recommended that you use the MS Internet Explorer. There have been some problems reported with other web browsers so try and avoid their use.

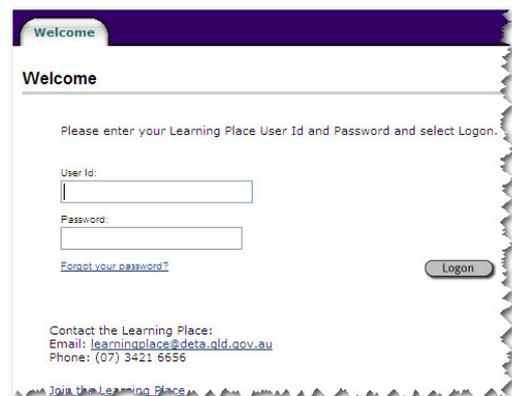
In the address bar, type **elearn.eq.edu.au** and press



The Welcome screen and logon area should now appear. Enter your **username** and **password**.

Your logon and password will have been provided by your teacher.

If you have not received or have forgotten your logon details contact your teacher directly and request these to be provided.

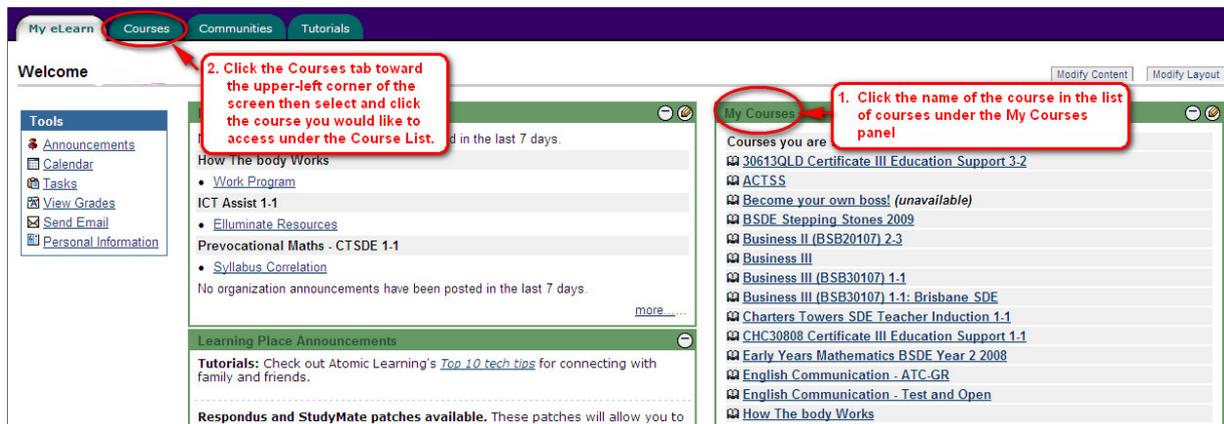


After completing these steps, you should now see your learning space page that contains your courses.

Accessing Courses

Accessing your course sites can be done in one of two ways. You can either:

1. Click the name of the course in the list of courses under the **My Courses** panel. OR you could:
2. Click the **Courses** tab toward the upper-left corner of the screen then select and click the course you would like to access under the **Course List**.



Course Site

After selecting a course you enter and see the **Announcements** page.

The Announcements Section

If you don't see the **Announcements** page after opening your Blackboard Course Site, then you can click the **Announcements** button in the navigation frame to the left side of your browser window.

Course Information

To see information about the course such as an overview, syllabus, or course objectives, you can click the **Course Information** button in the navigation frame to the left of your window screen.

Staff Information

Information provided about the staff associated with your course can be viewed in the Staff Information page. To access this page click the **Staff Information** button in the navigation frame on your course site page.

Other Buttons

Depending upon the construction and layout of your course, there will be several other buttons in the navigation frame.

Explore these to find their purpose.

Some common ones include:

Course Documents:

Documents related to your course such as notes, tips, suggestions, and resource materials are placed in the **Course Documents** section by your teacher. To view your course documents click the **Course Documents** button in the navigation area to the left side of your Blackboard Course Site.

Enter the course:

This is the entry point to a large on-line course that Blackboard loads from an external server. Clicking here is simply like entering a portal or doorway to the course.

Assessment or Assignments:

This area may include the course's tests, assignments, projects, and the like. Simply click the **Assessment** or **Assignments** button to the left side of your screen in the navigation area of the Course Site.

Communication:

In the **Communication** section of your Blackboard Course Site you will find different means to communicate with both your teacher and your fellow students. To access the **Communication** section, click the **Communication** button to the left side of your screen in the navigation area of your Blackboard Course Site.

Here, you'll also find that you can view all of your course announcements by clicking **Announcements** link.

Tools:

You can find various tools to use such as a **Digital Drop Box** or wikis and forums within the Tools section of the Blackboard Course Site. To get to the Tools Section, click the Tools button to the left side of the screen in your Blackboard Course Site.

Forums/Discussion Boards:

You can communicate with your instructor and/or other students using the discussion boards. To access the discussion boards click the **Discussion Boards** link on the **Communication** page.

Next, click the forum in which you will read threads, create your own threads, or reply to threads. After clicking the forum to view the different threads available for reading, you can view a thread by clicking the name of the thread that you would like to view.

Replying to a Forum Thread

Once you're viewing a thread on your screen, you can reply to a thread by:

Clicking the **Reply** button found to the right at the bottom of the text body of the thread will enable you to participate and post a response.

Next, type your replying message in the text area labelled Message. When you're done typing your response to the thread, you can either preview your post, by clicking the **Preview** button or click the **Submit** button to reply.

Adding a New Forum Thread

Once you are in a forum, you can post a new thread of your own where others can reply to your post. To post a new thread:

1. Click the **Add New Thread** button found at the top of the forum page.
2. Give a title to your thread in the text area labelled **Subject**.
3. Next, type your actual message in the text area labelled **Message**.
4. Now, you can either:
 - a. Click the **Preview** button to see how your text looks before posting it. OR...
 - b. You can actually post your new thread by clicking the **Submit** button.

External Links: Your teacher may have provided you with links to other websites associated to your course. If such links have been placed in the Blackboard Course Site, then you will most

likely find them in the External Links section. To view all of the external links click the External Links button in the navigation section of the Blackboard Course Site.

Digital Drop Box:

The **Digital Drop Box** is a very handy tool that allows you to send digital assignments, assessment work and projects (spreadsheets, word documents, etc) to your teacher via the Blackboard Course Site. To access the Digital Drop Box go to the **Tools** page; click the link that says **Digital Drop Box**. Sometimes a course will have a separate button on the navigation panel leading straight to the Digital Drop Box.

Adding Files to the Digital Drop Box

In the Digital Drop Box, you can add files to your drop box or you can send files to your instructor that are either in your drop box on your PC. To add files to your drop box:

1. Click the **Add File Button** in the upper left corner of the **Digital Drop Box** page.
2. On the next page under **File Information**, give a title to your file in the **Title** field and in the **File** text area, you can type the path of your file or click the **Browse** button to find your file and then click the **Open** button after you highlight the file you wish to add.

(Optional) If you like, you can also attach comments to your file in the text area labelled Comments.

3. Once you're done giving information about your file, click the **Submit** button. **Sending Files to your Instructor**

- a. To send files to your instructor via the **Digital Drop Box**:
 - b. Click the **Send File** button found near the top of the **Digital Drop Box** page.
 - c. Under **File Information**, you will have the choice to either send a file that is already in your **Digital Drop Box** or you can upload a new file.
4. If you choose to send a file that is already in your box, then you can...
 - a. Choose the file from the drop down menu labelled **Select File**. OR...
 - b. You can send upload a new file. Here, you can name your file under Title, browse to the location of the file on your PC using the **Browse** button next to the file text area, and add the optional comments.

Once you're all set to upload and/or send the file to your instructor, click the **Submit** button.