Blackboard Academic Suite™ User Manual

Release 6.1 – 6.2
Blackboard Learning System™
Blackboard Portal System™
Blackboard Learning System™ **- Basic Edition**

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Table of Contents

About the *Blackboard Academic Suite* User Manual

Welcome to the *Blackboard Academic Suite*™! The *Blackboard Academic Suite* offers a robust set of tools, functions, and features for learning. Besides the features that are included as part of the *Blackboard Academic Suite*, there are numerous additional tools that can be added to *Blackboard Academic Suite* as Blackboard Building Blocks.

This user manual details the tools and functions included with the platform from the Student or general user perspective. Other manuals detail the construction, customization, and management features for Instructors and System Administrators.

The flexibility of the *Blackboard Academic Suite* means that not all the tools and functions that are available are documented in this manual. Building Blocks allow System Administrators to add a variety of materials, tools, and functions to the *Blackboard Academic Suite*. Individual Building Blocks are not documented in this manual. Contact your System Administrator for assistance with a Building Block.

The tools and functions documented in this manual may not be available to users or only available in certain areas of the *Blackboard Academic Suite*. System Administrators and Instructors can customize the availability of most aspects of the platform.

Manual Organization

This manual begins by introducing the *Blackboard Academic Suite*. The second section reviews the Course environment of the *Blackboard Learning System*. The final section reviews the advanced features of the *Blackboard Portal System*.

Manual Conventions

To make this manual easier to use a number of conventions appear throughout.

Symbol	Description
[r]	Required field.
Bold type	A button or field name.
`Courier font`	Text that users should type.
Steps	Tasks users should perform.

Using this manual

This manual is best used as a reference. It should be read from beginning to end. If the manual is viewed online, the links enable the reader to navigate quickly through topics.

Manual Updates

Please note that this manual is updated periodically. Check the Date of Last Revision at the beginning of the manual to ensure that it is the most recent copy. Any updates are listed in the Appendix.

The HTML version is available through the Student Manual feature in each course and at http://www.blackboard.com/products/services/support. This site also includes the most current versions of the user manuals in PDF format.

Please contact Blackboard Support to report any comments or suggestions regarding this manual.

Part One: Introduction

This part covers basic information needed to get started.

Part One Contents

Part One includes the following chapters:

Chapter 1 – Welcome to the *Blackboard Academic Suite*

The following are some things to keep in mind when using the *Blackboard Academic Suite*:

- Certain tools may not documented.
- System Administrators have the ability to disable certain tools within the application. If you encounter tools that you are unable to access contact your System Administrator.
- The openness of the *Blackboard Academic Suite* allows Instructors and Administrators to be very creative. The names for items in the *Blackboard Academic Suite* may differ from those in the documentation.

Building Blocks allows institutions to integrate external applications, tools, content, and services into the *Blackboard Academic Suite*.

The *Blackboard Learning System* environment

The *Blackboard Learning System* environment includes a header frame with images and buttons customized by the System Administrator and tabs that navigate to different areas. Clicking on a tab will open that area in the content frame.

Header frame

The header frame contains navigation buttons that allow the user to access the institution home page, access the help, and logout.

Tabs

Blackboard Learning System and *Blackboard Learning System*–Basic Edition include two common tabs for users:

- **My Institution:** The My Institution tab contains tools and information specific to each user's preferences. Tools and information are contained in modules. Users can add and remove modules from their My Institution tab. The System Administrator may restrict access to or require specific modules.
- **Courses**: Users click on a link from the Courses tab to access a Course.

Users also have access to the following tabs with the *Blackboard Portal System*:

- **Community:** The Community tab lists Organizations specific to each user, the Organization Catalog for the institution, and institution Discussion Boards. Users click on a link from the Community tab to access an Organization.
- **Services:** The Services tab contains links to other institutional offerings outside of the *Blackboard Learning System*. The links are set by the System Administrator.

In addition, the *Blackboard Portal System* enables the institution to create custom tabs and present different tabs to users based on Institution Roles.

Content frame

The content frame always contains one of the following pages:

- **Tab**: The area that appears in the content frame when a tab is clicked. Tabs hold broad information and allow the user to access pages containing specific content and features.

- **Page**: A page appears in the content frame when accessed through one of the navigational tools described below. Web pages contain specific content or features and originate from tabs.

Courses

Overview

A Course consists of the Course Menu and a content frame. The Course Menu links users to content and tools. The content frame displays content and tools.

Organizations

Organizations function in the same way as Courses. The Organization Manager uses the same tools as a Course Instructor to provide an online environment. Organizations are only available with the *Blackboard Portal System*.

Functions

The table below includes information on the components of a Course. The names of the areas can be changed by the Instructor or the System Administrator.

Area	Description
Announcements	Announcements post timely information critical to course success. Click **Announcements** from the Course Menu to view Announcements.
Staff Information	Staff Information provides background and contact information on Instructors and Teaching Assistants.
Content Areas	Content areas can contain a wide-range of content items including: Assessments, Assignments, Learning Units, and multimedia files.
Communication	The Communication area allows users to: • send and receive messages • open Discussion Boards • enter the Virtual Classroom • view roster • view Group pages
External Links	External Links connect users to learning materials outside of the *Blackboard Academic Suite*.
Tools	Tools that can be used in the Course. These include: Digital Drop Box, Edit Home Page, Personal Information, Calendar, View Grades, Student Manual, Tasks, The Electric Blackboard®, and Address Book.
Course Map	Navigate through a collapsible tree directory.

Chapter 2 - Gateway

The Gateway page welcomes users and provides a login button to access the *Blackboard Academic Suite*. Users must have a valid Username and password to login.

Note: Cookies must be enabled within the Web browser.

Note: Users may also login through a button on the header frame or a special portal module if the Gateway page does not appear.

Functions

The following buttons **may** appear on the Gateway page.

Button	Description
Login	Users can login to the *Blackboard Academic Suite*.
Course Catalog	Browse the Course Catalog.
Create Account	Create an account on the *Blackboard Academic Suite*.

Secure your Password

Passwords enable access to personal information. To maintain security do not share passwords with others.

In this chapter

This chapter includes the following topics.

Topic	Description
Entry Page	Describes the page used to logon to the *Blackboard Academic Suite*.
Lost Password Page	Details how to obtain a new password.
Course Catalog	Describes the Catalog.
Browsing the Course Catalog	Details how to browse and search the Catalog for Courses.

Entry Page

Users login to the *Blackboard Academic Suite* from the Entry page. Click **Login** on the Gateway page to access the Entry page.

Note: Users may be immediately directed to the My Institution tab. If so, Users may also login through a button on the header frame or a special portal module.

Fields

The table below details the entry fields on the Entry page.

Field	Description
Account Login	
Username	Enter the Username.
Password	Enter password. The password and Username must be entered exactly to login. The maximum number of characters in a password is 32. Passwords are case sensitive.

Functions

The table below presents the functions available to users on the Entry page.

To . . .	click . . .
View the *Blackboard Academic Suite* without logging in as a user	**Preview.**
create an account	**Create.**
obtain a new password	Forget your password? to open the Lost Password page.
login	**Login** after entering Username and password.

Lost Password

Overview

Users must complete the Lost Password page to obtain a new password. Users will create a new password based on instructions received in an email from Blackboard. Users must enter information in all the fields in the **Find User With Username** section or all of the fields in the **Find User With Email** section.

Find this page

Follow the steps below to open the Lost Password page.

Step 1 Enter the URL for the *Blackboard Academic Suite* into a Web browser.
Step 2 Click **Login**.
Step 3 Click **Forgot Your Password?**

Fields

The table below details the fields on the Lost Password page.

Field	Description
Find User With Username	
First Name	Enter first name.
Last Name	Enter last name.
Username	Enter Username. This field is case sensitive.
Find User With Email	
First Name	Enter first name.
Last Name	Enter last name.
Email	Enter email address.

Catalog

Overview

The Catalog lists all courses offered at the institution in defined categories such as semester and subject matter. The Course Catalog page allows users to search for courses via keyword or a specific category. The links in the Catalog display Instructor information and a course description. Users may also be able to enroll, preview, or log into a course depending on how the institution customizes the *Blackboard Academic Suite*.

Note: The System Administrator may choose to use a different Catalog or no catalog at all.

Find this page

Click **Browse Course Catalog** from the Gateway page. Or, login and open the Courses tab.

Functions

The table below details the available functions on the Course Catalog page.

To . . .	click . . .
search for a course	**Go** after entering a keyword in the search box.
perform advanced search	**Advanced Search** hyperlink.
browse the Course Catalog	the hyperlink of the category or courses to view.

View a course as a Guest

Users are able to browse the course catalog and preview courses as a guest. Click on the link to a course to view it as a Guest. Guests do not have access to the entire course.

Note: The Instructor determines whether Students are allowed to preview a course prior to enrollment. Thus, this option may not be available for all courses.

Chapter 3—Working in the *Blackboard Academic Suite*

This chapter discusses how to navigate and enter text in the *Blackboard Academic Suite*.

In this chapter

This chapter includes the following topics.

Topic	Description
Navigation	Move throughout the *Blackboard Academic Suite*.
Searching for Users	Locate information about other users.
Entering Text	Input information.
Text Box Editor	Input information using the Text Box Editor.

Navigation

Only the material in the content frame changes when moving to a new area or page. The tabs and header frame are always available for quick access to those navigation features.

Navigation Tool	Description
Tab	Click a tab to open it.
Button	Click a button to navigate to a page within the *Blackboard Academic Suite*. Some buttons also lead to areas outside of the *Blackboard Academic Suite*. Buttons also execute functions.
Link	Click a hypertext link to access another Web page within the *Blackboard Academic Suite*. Links can also open Web sites outside of the *Blackboard Academic Suite*.
Path	Click one of the hypertext links that appear in the navigation path to access that page. The navigation path appears at the top of pages to return to the previous page that led to the current page.

Linking to a Course

To link to a Course, copy the URL from the address bar in the Web. Links to Courses can be posted inside or outside the *Blackboard Academic Suite*. Users will be prompted for authorization before accessing the Course.

Searching for Users

Overview

There are several areas in the *Blackboard Academic Suite* where users can search for other users.

User search options

The table below details the available user search options. All options are not available in all search boxes.

To . . .	then . . .
search for a user using last name or Username	• Select the Search tab. • Enter either a last name or a Username. • Select either the **Last Name** or **Username** option. All matching entries will be displayed.
search for a group of last names or Usernames that start with a particular letter or number	• Select the A-Z, 0-9 tab. • Click on the first letter of the last name or on the first number of the Username. All matching entries will be displayed.
search using a value found in the user's name	• Select the Advanced tab. • Enter a value in the **Containing:** field. • The search will return all users with that value in their Username. • Click the check boxes and select values from the drop-down list to narrow the search.
list all users	• Select the tab. • Click **List All** to list all the names enrolled. All entries will be displayed.

Entering Text

Overview

By default, *Blackboard Academic Suite* will format text to 12-point, left-justified Arial. Any other formatting must be done with HTML tags or using the Text Box Editor.

Text box options

The following options are available in most text entry boxes in the *Blackboard Learning System*:

Format Option	Behavior
Smart Text	Automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source tag appears. Web addresses entered as URLs are converted to links. The URL *must* begin with "http://" and there must be a space before the "http://" to distinguish it from the previous word. If an image tag, `<IMG>`, is entered in Smart Text, the *Blackboard Academic Suite* will automatically prompt you to upload the image.
Plain Text	Displays text as it is written in the text area. Plain text does not render HTML code. HTML code will appear as text.
HTML	Displays text as coded by the user using Hypertext Mark-up Language (HTML) tags.

Note: The Smart Text and Plain Text options are only available if the Administrator has turned off the Text Box Editor or if the user does not have a Windows Operating System and Internet Explorer Version 5.x or a later.

File names

The characters a-z, 0-9, period '.' and underscore '_' are acceptable in file names. Accented characters are not supported. Accented characters and spaces will be converted to underscores '_' in the name of the uploaded file. Special characters are not supported in file names.

Text Box Editor

Overview

The Text Box Editor adds content through a simple editor. The editor resembles a word processor. Users may format text, correct spelling errors, add equations using WebEQ or MathML, and upload multimedia files.

Note: The Text Box editor is only available to Windows Operating System users with Internet Explorer Version 5.x or a later. System Administrators also have the option of turning off the Text Box editor, Spell Check, Web EQ and MathML for all users. Users without the Text Box Editor have access to alternate Text Box Options.

The Text Box Editor appears throughout the *Blackboard Academic Suite*.

Users may select characters to cut or copy and paste words, sentences or paragraphs.

Actions

The Text Box Editor has three rows of buttons. The first row is required and may not be collapsed. The second and third rows may be collapsed with the arrows to the left of the row.

First Row – Basic Actions

Function	Description
Font Style	Select a style for the text. The options correspond to standard HTML Style types.
Font size	Select the size of the text.
Font	Select the font.
Bold	Make selected text bold.
Italics	Make selected text italics.
Underline	Underline the selected text.
Align left	Align text to the left.
Align Center	Align text in the center.
Align Right	Align text to the right.
Ordered list	Create a numbered list or add a numbered list item.
Unordered list	Create a bulleted list or add a bullet list item.
Decrease Indent	Move text left.
Increase Indent	Move text right.

Second Row – Additional Basic Actions

Function	Description
Find	Search for a word or phrase in the text area.
Spell Check	Select the ABC checkmark to open Spell Check.
Cut	Cut the selected items.
Copy	Copy the selected items.
Paste	Paste copied or cut content.
Undo	Select the circular arrow pointing to the left to undo the previous action.
Redo	Select the circular arrow pointing to the right to redo the previous action.
Hyperlink	Add a hyperlink.
Create Table	Add a table.

Horizontal Line	Add a line.
Background Color	Add a highlight color to the selected text.
Text Color	Specify the color of the text.
WebEQ Editor	Open the WebEQ Equation Editor icon (x^2) to add an equation.
MathML Editor	Open the MathML Equation Editor icon ($\sqrt{x}$) to add an equation.
HTML View	View the HTML code that is generated by the Text Box Editor. Users may also edit the HTML in this view.
Preview	Preview the content as it will be seen by the end users.
Help	Select the question mark to launch the Help page.

Third Row – File Attachment Actions

Note: The System Administrator may choose to disable these options.

Function	Description
Attach file	Add a file to the text area. The Insert Link to File page will appear.
Attach image	Add an image to the text area. The Insert Image page will appear.
Attach MPEG/AVI	Add MPEG/AVI media content to the text area. The Insert MPEG file page will appear.
Add Quick Time file	Add Apple QuickTime media to the text area. The Insert QuickTime File page will appear.
Add audio	Add an audio file, such as .mp3, .midi or .wav to the text area. The Insert Audio File page will appear.
Add Flash/Shockwave	Add Macromedia Flash or Shockwave media to the text area. The Insert SWF File page will appear.

Attaching files

Users have the option of attaching different types of files. These files should always be uploaded and not added from another content item. Do not copy and paste a file from one text box to another. This will cause errors.

Keyboard shortcuts

The Text Box Editor supports the following keyboard shortcuts:

Note: An absolutely positioned element is determined by pixels. For example, instead of aligned right or top, the object is located at x=0, y=100 pixels. The shortcut keys that move selected items one character left, right, up, or down will move absolutely positioned elements 1 pixel.

Key	Description
Movement	
RIGHT ARROW	Move one character to the right.
LEFT ARROW	Move one character to the left.
DOWN ARROW	Move down one line.
UP ARROW	Move up one line.
CTRL+RIGHT ARROW	Move right one word.
CTRL+LEFT ARROW	Move left one word.
END	Move to the end of the line.

HOME	Move to the start of the line.
CTRL+DOWN ARROW	Move down one paragraph.
CTRL+UP ARROW	Move up one paragraph.
PAGE DOWN	Move down one page.
PAGE UP	Move up one page.
CTRL+HOME	Move to the beginning of the text.
CTRL+END	Move to the end of the text.
Selection	
SHIFT+RIGHT ARROW	Extend the selection one character to the right.
SHIFT+LEFT ARROW	Extend the selection one character to the left.
CTRL+SHIFT+RIGHT ARROW	Extend the selection right one word.
CTRL+SHIFT+LEFT ARROW	Extend the selection left one word.
SHIFT+UP ARROW	Extend the selection up one line.
SHIFT+DOWN ARROW	Extend the selection down one line.
SHIFT+END	Extend the selection to the end of the current line.
SHIFT+HOME	Extend the selection to the start of the current line.
SHIFT+PAGE DOWN	Extend the selection down one page.
SHIFT+PAGE UP	Extend the selection up one page.
CTRL+SHIFT+END	Extend the selection to the end of the document.
CTRL+SHIFT+HOME	Extend the selection to the beginning of the document.
CTRL+A	Select all elements in the document.
Editing	
BACKSPACE	Delete the selection. Or, if there is no selection, delete the character to the left of the cursor.
CTRL+BACKSPACE	Delete all of a word to the left of the cursor.
CTRL+C	Copy the selection.
CTRL+V	Paste cut contents or copied contents.
CTRL+X	Cut the selection.
DELETE	Delete the selection.
INSERT	Toggle between inserting and overwriting text.
CTRL+Z	Undo the most recent formatting command.
CTRL+Y	Re-do the most recent undone command.
CTRL+F	Find text.
SHIFT+F10	Display the context menu. This is the same as a right-click.
Formatting	
CTRL+B	Toggle bold formatting.
CTRL+I	Toggle italic formatting.
CTRL+U	Toggle underlining.

Link to File

Users may include a link to a file from the Text Box editor.

Fields

The table below details the fields on the Insert Link to File page:

Field	Description
Insert Link to File	
Browse:	Click **Browse** to locate a file.
OR Specify URL:	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg.
Link to File Options	
Name of Link to File:	Enter the name of the link that users click to access the attached file.
Launch in new window:	Select **Yes** to have the file open in a new separate window. Select **No** to have the file open in the content frame.

Insert Multimedia File

Overview

Users may add the following multimedia files when authoring content in the Text Box Editor.

- **Image**.
- **MPEG or AVI**. MPEG (Moving Picture Expert Groups) files are audio-visual files in a digital compressed format. AVI (Audio Video Interleave) is Microsoft's file format for storing audio and video data.
- **Quicktime**. QuickTime is a video and animation system that supports most formats, including JPG and MPEG. Users with a PC will require a QuickTime driver to view QuickTime files. Macintosh users do not require this driver.
- **Audio**.
- **Flash or Shockwave**. Macromedia Flash and Shockwave files support audio, animation and video; they are also browser independent. Browsers require specific plug-ins to run Flash and Shockwave files.

Image Fields

The table below details the fields on the Insert Image page:

Field	Description
Insert Image	
Browse:	Click **Browse** to locate a file.
OR Specify URL:	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg.
Image Options	
Set the Width:	Enter the width of the image in pixels.
Set the Height:	Enter the height of the image in pixels.
Border:	Choose a border for the image. If '0' is chosen there will be no border around the image.
Alt Text:	Enter text that will be used display if the image fails to load. Alternate text is important for visually impaired users who access the Web.

MPEG or AVI Fields

The table below details the fields on the Insert MPEG File page:

Field	Description
Insert MPEG File	
Browse:	Click **Browse** to locate a file.
OR Specify URL:	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg.
MPEG File Options	
Set the Width:	Enter the width of the video in pixels.
Set the Height:	Enter the height of the video in pixels.
AutoStart:	Select **Yes** to start playing when the page is opened. Select **No** to let users start playing manually after opening the page.
Controls:	Select the size of controls to appear to users. Controls must be available if users are to start the video manually.

Quicktime Fields

The table below details the fields on the Insert QuickTime File page:

Field	Description
Insert QuickTime File	
Browse:	Click **Browse** to locate a file.
OR Specify URL:	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg.
QuickTime File Options	
Set the Width:	Enter the width of the video.
Set the Height:	Enter the height of the video.
AutoStart:	Select **Yes** to start playing when the page is opened. Select **No** to let users start playing manually after opening the page.
Loop:	Choose whether the file should repeat continuously.
Controls:	Select to display controls.

Audio Fields

The table below details the fields on the Insert Audio File page:

Field	Description
Insert Audio File	
Browse:	Click **Browse** to locate a file.
OR Specify URL:	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg.
Audio File Options	
AutoStart:	Select **Yes** to start playing when the page is opened. Select **No** to let users start playing manually after opening the page.
Loop:	Choose whether the file should repeat continuously.
Controls:	Select to display controls.

Flash or Shockwave Fields

The table below details the fields on the Insert SWF File page:

Field	Description
Insert SWF File	
Browse:	Click **Browse** to locate a file.
OR Specify URL:	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg.
SWF File Options	
Set the Width:	Enter the width of the video.
Set the Height:	Enter the height of the video.
AutoStart:	Select **Yes** to start playing when the page is opened. Select **No** to let users start playing manually after opening the page.
Loop:	Choose whether the file should repeat continuously.
Set Quality:	Select the quality of the images that will appear to users. Please note that the better the quality of an image the larger the file. Larger files take longer to open.

About Spell Check

Overview

The Spell Check feature supports a full English dictionary, a supplemental word list configured by the System Administrator, and custom word lists that are stored as a cookie on a user's local machine. The spell check feature is available wherever users can enter blocks of text. It is also available as a module with the *Blackboard Portal System*.

Word lists

Misspelled words are determined by the following three sources:

- **Spell Check Dictionary**: A full English dictionary that includes words that will not be flagged for correction. The dictionary is also the only source for suggestions. This dictionary cannot be modified.
- **Supplemental Word List**: A list of additional terms added by the System Administrator that do not appear in the default dictionary.
- **Personal Word List**: This word list is stored as a cookie on each user's local machine. Words are added to this list using the **Learn** function. The words in the personal word list are not flagged for correction. These words are not included as suggestions for misspelled words.

Extensive personal word lists may slow performance of the Spell Check tool.

Personal word list and cookies

The personal word list is stored as a cookie on the user's local machine. The cookie is not user or installation specific. Therefore, a user's word list will be available to them whenever they are using Spell Check as long as they are on the same local machine. Also, if another user logs onto the same machine, that user will have the personal word list stored on that machine applied to Spell Check. For example, if a user creates a personal word list on a computer in the computer lab, this word list will be available to all users who use this computer in the lab. The user may not take this word list with them to a different computer.

Using Spell Check

Overview

When Spell Check is launched it will review the text block and sequentially bring up any words it does not recognize for review.

Functions

The table below details the functions available with Spell Check.

To . . .	then . . .
replace the occurrence of a word with a correction or suggestion	enter a correction in the **Replace With** field or select a suggestion from the list. Click **Replace** to change the word in the text to the word in the **Replace With** field. If the misspelled word appears later in the text block it will be flagged again for correction.
replace every occurrence of a word in the text with a correction or suggestion	enter a correction in the **Replace With** field or select a suggestion from the list. Click **Replace All** to change every occurrence of the word in the text with the word in the **Replace With** field.
ignore the word and not make a correction	click **Ignore**. The word will not be changed. If the word appears again in the text block it will be flagged for correction.
ignore every occurrence of the word in the text block	click **Ignore All**. The word will not be changed and Spell Check will not flag it for correction again in the text.
teach Spell Check to recognize the word as correct	click **Learn**. The word will be added to the personal word list. Whenever Spell Check is run on the local machine the word will be recognized and not flagged.
close the spell check without finishing	click **Finish**.

Recognized errors

Note how Spell Check handles the following circumstances:

- Double words are recognized as errors.
- Irregular capitalization is not recognized as an error.
- Initial capitalization at the beginning of sentences is not checked.
- Words in ALL CAPS are checked for spelling errors.
- Words that contain numbers are recognized as errors.
- A word that appears in the supplemental or personal word list must be entered as a correction during a spell check (these words do not appear as suggestions). The Spell Check tool must be run again to verify that the word is spelled correctly.

Math and Science Notation Tool – WebEQ Equation Editor

Overview

The Math and Science Notation Tool (WebEQ Equation Editor) is a general purpose equation editor. The Math and Science Notation Tool enables users to use mathematical and scientific notation. Users can add equations, edit existing equations, and move equations within the Equation Editor. All of the Equation Editor symbols are based on MathML, a markup language for math on the Web. MathML is a subset of XML.

For best performance on a Windows® operating system use Internet Explorer 6.0.

For best performance on a Macintosh®:

- Mac OS X v10.2
- Netscape® 6.2.3 (or a later version)
- Install the MRJPlug-in. http://homepage.mac.com/pcbeard/MRJPlugin/

MathML Equation Editor

The MathML Equation Editor functions in the same way at the Math and Science Notation Tool. Instead of opening with the symbol buttons, a blank text box will appear where users can enter XML.

Functions

The table below details how to access the Equation Editors.

To . . .	click . . .
access the WebEQ Equation Editor	the **Math and Science Notation Tool** icon.
insert XML	the **MathML Equation Editor** icon.

Adding and Editing Equations

Overview

Once an equation has been created it can be copied and used again or copied and modified using the Notation Tool features.

Functions

The table below describes the functions available in the Math and Science Notation Tool.

To . . .	then . . .
create a name for the equation	enter a name in the **Equation Name:** field. To accept the default name do not make any changes.
create an equation	use the equation symbols available on the keyboard or in the toolbar to create equations.
modify an existing equation	select the equation from the **Edit Equation:** drop-down list. The equation will appear in the Editor. Click **Modify** to save the changes.
submit the equation and its name	click **Add**.

Tip

If an equation is more then one line or uses a large font size, the equation may be cut off when it appears in a course. Add an empty line after the final line in the equation to prevent this error.

Part Two: Courses

Courses include content and tools for teaching and learning.

Part Two Contents

This part includes the following chapters:

Chapter 3 – Course Content

Overview

Courses contain all the content and tools for a course.

The names of the areas in a Course are configured by the Instructor or the System Administrator and may differ from the names shown in this chapter. The function of each area will not change even if the name and purpose of the area is different. The Instructor or the System Administrator may not make all of these areas available. The Course Areas that are accessible by Students make up the Course Menu that appears in the frame on the left side of all Course pages.

In this chapter

This chapter includes the following topics.

Staff Information

Users view staff information such as Instructor name, email address, office location, and office hours in the Staff Information area. This area may include information about the course Instructor, as well as any additional staff, such as Teaching Assistants or Graders.

Course Content Areas

Overview

Course content areas can contain a variety of learning materials. Instructors use these areas to present information from basic text to multimedia. Instructors can also add Assessments and Learning Units to any content areas.

Navigating content areas

Instructors have limitless options when designing content areas. But, navigating through content areas is a structured, easy-to-follow process. Content areas are arranged as a series of nested folders. Each folder can contain items and other folders. Each folder page includes the name of the folder, a navigation path, and items and subfolders the Instructor has included in that folder.

Click the appropriate folder in the navigation path to return to a previous folder or to the beginning of the content area. Click the link in a folder to open an item or to open a subfolder.

Note: Instructors may attach Microsoft® LRN Content to a Content Area. LRN Content files can only be accessed with Internet Explorer, version 5.0 or higher. Microsoft recommends using Internet Explorer 6.0.

Assessments

Overview

An Assessment is a Test or Survey.

Tests can be used to test the knowledge of users. The Instructor assigns point values to questions. Student answers are submitted for grading, and the results can be recorded in the Gradebook.

Surveys can be used for polling purposes and evaluations. These assessments are not graded.

Assessments can be found in any content area, content area folder, or Learning Unit.

There are several types of questions that can be included in an Assessment.

- *Multiple Choice*: Allows A number of choices with one correct answer. Indicate the correct answer by selecting a radio button.
- *True/False*: A statement with the option to choose either true or false. True/False answer options are limited to the words True and False.
- *Fill in the Blank:* A statement that requires an answer to complete it. Answers are evaluated based on an exact text match.
- *Multiple Answer*: A number of choices with one or more correct answers.
- *Matching questions*: Two columns of items where each item in the first column must be matched to an item in the second column.
- *Essay Questions*: A question where the answer must be entered in a text box. Students may use the Math and Science Notation Tool in Essay questions.

Taking Assessments

Follow the steps below to begin taking an Assessment.

Step 1 Locate an Assessment in a Course Content Area and click the hyperlink associated with it.

Step 2 Click **Yes** to begin the Assessment.

Step 3 Instructors may choose to have users enter a password to begin taking an Assessment. If necessary, enter the valid password and select **Submit** to begin the Assessment. The Assessment will continue to prompt for a valid password until the correct one is entered.

If the Assessment is timed, the time remaining will appear in the bottom of the browser.

Note: It is very important that users do not use the **Back** button on the Web browser when taking an Assessment.

Feedback and Grades

Detailed results of Student performance may be available after finishing a Test. Feedback will show the correct answers and comments from the Instructor as well as display the grade received. To access this information select the Test in the Content Area or use the View Grades Tool.

Multiple Attempts

Students may be allowed to take an Assessment multiple times. If this option is available, a link to take the Test again will appear when the Test is opened. Students are notified at the top of an Assessment if a Test will allow multiple attempts. If a Student takes an Assessment again, the Assessment attempt is overwritten each time.

Force Completion

Students must complete the Assessment the first time it is launched if Force Completion is enabled. Students may not exit the Assessment and continue working on it at a later date. The **Save** button is available for Students to save the Assessment as they work through it, but they may not exit and re-enter the Assessment.

Backtrack Prohibited

Students may not return to questions they have already answered if backtracking is prohibited. When taking an Assessment that does not allow backtracking, an error will appear if attempting to use the Assessment **Back** button.

Assessment modes

There are two different options for the way Assessments are presented.

- **All-at-Once**: All of the questions are presented at the same time.

To . . .	click . . .
store an answer	**Save**. A Saved icon will appear. Answers can be changed after they are saved.
finish the Assessment	**Submit.** A receipt page that states the Assessment has been completed and sent will appear.

- **One at a Time:** Questions in the Assessment appear one at a time.

To . . .	click . . .
navigate through the questions	navigation arrows (**<<**, **<**, >, or **>>**). The Question/Section Indicator describes the current location in the Assessment and the overall number of questions. If backtracking is prohibited these arrows will not appear.
store an assessment	**Save**. Questions Students have answered up to this point will be saved.
finish the Assessment	**Submit.** A receipt page that states the Assessment has been completed and sent will appear.

Assignments

Overview

Assignments list the name, description, and attachments for class work. Students complete the assignment in a separate file and send it back to the Instructor. They may also include comments for the Instructor if they choose.

Submit Assignment

Students can submit an Assignment without attaching a file. If **Submit** is selected, and **File to attach** is blank, the Assignment is submitted and will no longer be available to the Student. Instructors may create Assignments where Students do not need to attach files to complete. Be careful in cases where files do have to be submitted!

If the same file is attached to an Assignment more than once, the file name of the duplicate will automatically include a numeric suffix. For example, History_assignment1.doc.

Functions

The table below details the Assignments functions.

To . . .	then . . .
access the files attached to the Assignment	select a link in the **Assignment Files** field.
add comments for the Instructor	enter the comments in the **Comments** field. The Instructor will receive these comments with the submitted Assignment.
add a file to a submission	click **Browse** and locate the file. Then click **Add**. More then one file can be attached.
remove a file	click **Remove** next to a file.
save the Assignment	click **Save** to save the Assignment and continue working on it later.
submit the Assignment	click **Submit** to send the Assignment to the Instructor.

Learning Units

Overview

Blackboard Learning Units enable Students to follow a structured path for progressing through content. Instructors can present content items, files, and Assessments in Learning Units. The sequential path may be enforced or Students may be allowed to access any item at any time.

Functions

The following table describes the functions available in a Learning Unit.

To . . .	click . . .
move forward and backward	the arrows to the left and right of the page number to access the different pages within the Learning Unit.
exit the Learning Unit	**Close**.
view the contents of the Learning Unit	**Contents**. A list of the contents in the Learning Unit will appear. Click **Close** on this page to return to the main Learning Unit page.

External Links

Overview

External links access outside Web sites. Usually these links provide content consistent with the course objective or area of study. Users can access these links directly from a Content Area.

Course Cartridges

Overview

Instructors have the option of using Course Cartridge content in their courses. This content is created by publishers and is available for Instructors to download. Cartridge content often includes:

- Slides
- Documents
- quiz questions
- lists of relevant links

Student Access Keys

Students must enter an Access Key in order to view content downloaded from a Course Cartridge. Access Keys are obtained from the publisher. Keys may be found in the course text book or on the publisher's Web site.

Instructions

Students will be prompted for a key the first time they access cartridge content. After the Key has been entered once, the Student will be able to open any content in the course that comes from the Course Cartridge.

Chapter 4 – Communication

Overview

Students are encouraged to communicate with fellow classmates and Instructors as part of the learning process. The Communication area allows users to:

- send email
- access course Discussion Boards
- use the Collaboration Tools
- review the Student roster
- access Student group pages

Note: Instructors and System Administrators have the option to disable these features. Also, if the Instructor chooses, some of these tools may also appear directly in the Course Menu.

Find this page

Follow the steps below to open the Communication area:

Step 1 Open a Course.
Step 2 Click **Communication** on the Course Menu.

In this chapter

This chapter includes information on the following topics:

Topic	Description
Send Email	Send email to other participants in a course.
Discussion Board	Engage in asynchronous on-line conversations with others in a course.
Collaboration Tools	Participate in real time lessons and discussions.
Roster	Search a participant roster and view lists of Students, Instructors, and Teaching Assistants associated with a specific course.
Group Pages	Access communication functions available to groups created by the Instructor. Instructors may group Students together in study groups, projects, or other course activities.

Course Send Email

Overview

Users can access email functions for through the Send Email page. Users can send email to the following people in a course:

Group	Description
All Users	Sends email to all users in the course or organization.
All Groups	Sends email to all of the groups in a specified course or organization.
All Teaching Assistants	Sends email to all of the Teaching Assistants in a specified course.
All Instructors	Sends email to all of the instructors for a specified course.
Select Users	Sends email to a single user or select users in a specified course.
Select Groups	Send email to a single group or select groups in a course.

Find this page

Follow the steps below to open the Send Email page:

Step 1 Open a Course.
Step 2 Click **Communication** on the Course Menu.
Step 3 Click **Send Email**.

Users can also access the Send Email feature for all of their courses and organizations through the Tools Box on the My Institution tab.

Send Email to Users

Functions

Send Email enables users to send email to fellow classmates, Instructors, Teaching Assistants or Groups within a course.

Note: Recipients of each email will not see the email addresses of other recipients.

Fields

The table below details the fields on the Send Email page.

Field	Description
Enter Message Details	
To:	Recipients display in this field.
From:	The sender's email address will automatically be displayed in this field.
Subject:	Enter the subject of the email.
Message:	Enter the body of the email.
Set Message Options	
Copy of message to self:	Select the check box to send a copy of the message to the sender.
Add Attachments	
Add:	Click here to add attachments. Select **Browse** and navigate to the file that should be attached to the email.

Discussion Board Forums

Overview

Users can post discussion items and reply to other posts. This feature is similar to Chat, but is designed so that Students do not have to be online at the same time to communicate. Discussion Board conversations are logged and organized. Conversations are grouped into threads that contain a main posting and all related replies.

Note: Users may have the option to create Discussion Boards on topics of interest in the Community Tab. This option is made available by the System Administrator. For more information on this topic see Creating Community Discussion Boards in the Community Tab section.

Instructors create forums on specific topics in the Discussion Board. Students may access forums by clicking on the appropriate link in the Discussion Board. When a forum is accessed a page appears which lists the different threads in the forum. A thread is a series of posts. Participants can post new threads in a forum and reply to threads that have already been posted.

Note: Students are able to create new threads on the Discussion Board. If allowed by the Instructor other users can create and administer forums, otherwise Students will only be able to add threads to existing topics.

The *Blackboard Academic Suite* will not accept JavaScript in the Discussion Boards.

Find this page

Follow the steps below to open the Discussion Board page.

Step 1 Open a Course.

Step 2 Click **Discussion Board** on the Course Menu or from the Communication area.

Step 3 To access a forum listed on the Discussion Board page click a forum topic link. The Discussion Board forum will appear.

Functions

The table below details the functions available on Discussion Board Forums.

To . . .	click . . .
start a new thread	**Add New Thread.** The Create New Message page will appear. On the Create New Message page a new subject title and discussion description may be added.
view all messages	the **View all Messages** up arrow. All messages appear.
view unread messages	the **View Unread Messages** down arrow. All unread messages will be shown.
see all the threads and responses	the **Expand All** plus icon. All threads and responses will appear.
see only the first message in each	the **Collapse All** minus icon. The topic threads will appear.

thread	
read a post	The link to a post.
view the tool bar	**Options** tab. The Options tool bar will appear.
view messages that have been archived by the Instructor	**Click Here for Archives.** A page will appear with the threads that have been archived from this forum. Archived messages must be made available by the Instructor.
sort the list of messages	the **Sort by:** drop-down list and select one of the following options: • Author: sort messages by the author. • Date: sort messages by the earliest date. This is the default. • Subject: sort messages by the subject.

Options tab functions

The table below describes the functions available on the Options tab. Click **Show Options** to access these functions. To select multiple threads in a forum, choose the check box next to each thread that will be included.

To . . .	then . . .
select all threads and messages in the forum	click **Select All**.
unselect the selections	click **Unselect All**.
unselect the threads and messages that have been selected and select the threads and messages that have not been selected	click **Invert**.
mark messages as read	select the threads and messages. Then click **Read**.
mark messages as unread	select the threads and messages. Then click **Unread**.
view multiple threads or messages	select the threads and messages. Then click **Collect**.
lock a thread or message	select the thread and messages. Then click **Lock**.

Post and Reply

Overview

A new post starts a thread. All responses to the post appear in the same thread.

Find this page

Follow the steps below to open the Add New Thread page.

Step 1 Click **Discussion Board** from the Communication area.

Step 2 Click on a forum link to open it.

Step 3 Click **Add New Thread**.

Fields

The table below details the fields on the Add New Thread page.

Field	Description
Message Information	
Current Forum:	The name of the Discussion Board Forum appears in this field.
Date:	The date appears in this field.
Author:	The name of the author appears here.
Subject:	Add a subject for the post.
Message:	Enter a message.
Options	
Post message Anonymous	Select the check box to post an anonymous message. This option may or may not be available depending on the Discussion Forum.
Attachment	Enter the file path or click **Browse** to locate a file.
Preview	Preview the message as it will appear on the Discussion Board.

Collaboration Tools

Overview

The Collaboration Tools allow users to participate in real-time lessons and discussions. Examples of these sessions include real-time, online classroom discussions, TA sessions, and live question and answer forums. Archives of previous sessions are also available for review. Guest speakers can also lead sessions using the Collaboration Tools. Users can search for and join Collaboration Sessions and view session archives.

Collaboration Tools

The following Collaboration Tools are available.

Tool	Description
Virtual Classroom	users engage in a real-time discussion with other users, access the Web, and engage in question and answer sessions. Users may also access the Whiteboard to display text and images.
Chat	Chat is part of the Virtual Classroom. It can also be accessed separately. Chat allows users to open just the chat function.

Java Plug-in

The Java 2 Run Time Environment 1.3.1_04 or higher is required to use the Collaboration Tools. The plug-in may be downloaded from the page that appears when a user joins a Collaboration Session, or may be found at http://java.sun.com/products/plugin/index.html.

Take care to uninstall any existing Java plug-ins before installing a new version.

Find this page

Follow the steps below to open the Collaboration Sessions page.

Step 1 Click **Communication** on the Course Menu in a Course.
Step 2 Select **Collaboration**.

Functions

The following table describes the functions available from this page.

To . . .	click . . .
filter the sessions listed on the page	the arrow next to the drop-down list and select the type of session to display. Click **Filter**. The filters include: • **Show All** – The default filter that displays all of the Collaboration Sessions. • **Open Rooms** – Displays all of the sessions that are in use. • **Rooms with Archives** – Displays completed sessions that have an archive. • **Rooms Available in the Future** – Displays sessions that are scheduled to take place in the future.
search for a session	the **Session Name**, **Start Date**, or **End Date** option and then enter a value in the field. Click **Search**.
enter a session	**Join** next to the session.
access the archives for a session	**Archives** next to the session.

User Roles

There are two roles available for users in Collaboration Sessions: Passive and Active. The Session Admin controls user access and functionality during a Collaboration session by assigning Passive or Active roles. For example, Session Admins determine which users can chat, send private messages, or ask questions during a session by assigning specific Access Rights to the different roles. The Student icon will appear in the Role column next to those Students who are Active.

Student roles can change throughout the Collaboration Session. Users who are Passive, but would like Active rights, can signal the Session Admin by clicking the hand icon. The Session Admin then makes the user Active.

Macintosh and the Collaboration Tool

Macintosh users running OS X and Netscape should run Netscape 7. When opening the Collaboration Tool, Netscape may put the tool in the background. If this happens, check under the **Window** menu for the Collaboration Tool. Netscape 6.2 does not work well with the Collaboration Tool and should be replaced with Netscape 7. For those users that wish to use Safari, be aware that Pop-Up Window Blocking must disabled.

Macintosh users running OS 8 or OS 9 must use the Accessible version of the Collaboration Tool. See below for more information on running the Accessible Collaboration Tool.

Accessible Collaboration Tool

An accessible version of the Collaboration Tool is available. Users running Macintosh Operating System 8 or 9 should also use this version.

A link to this version appears when **Join** is selected on the Collaboration Sessions page. This link will open the Accessible version of the Collaboration Tool. Links to items that appear in the Virtual Classroom, such as items in the Course Map and Group Browser, will appear in this version. Documents created on the Whiteboard may be viewed if the Session Admin takes a snapshot. A link will be created to the snapshot for users to view.

The sound of a door opening or closing will be audible to all participants when a user enters or leaves a session through the accessible version.

Virtual Classroom

Overview

Users can ask questions, draw on the whiteboard, and participate in breakout sessions from the Virtual Classroom. The Session Admin establishes which tools in the Virtual Classroom users can access.

Find this page

Follow the steps below to open the Virtual Classroom.

Step 1 Click **Communication** on the Course Menu.

Step 2 Select **Collaboration Tools**.

Step 3 Click **Join next** to a Virtual Classroom session.

Virtual Classroom areas

The table below details the areas of the Virtual Classroom.

Part	Function
Menu Bar	Allows the Session Admin to control the Virtual Classroom. This includes managing participation, monitoring breakout sessions, and ending the session.
Classroom Tool box	Includes all of the tools used during the Virtual Classroom session. This includes searching for Web sites, asking and answering questions, utilizing the Whiteboard, and accessing the Course Map.
Chat	Allows users to compose messages, raise their hands to ask questions, and activate private messages.

Menu Bar

Overview

Only users with Active privileges have access to the options on the Menu Bar. The functions available in the Menu Bar include:

- **View** - Choose an option for viewing Personal Messages in the Virtual Classroom.
- **Clear** - Clear the session display.
- **Breakouts -** Create a breakout room for a group of users.

View

Select **Show in-line** to view private messages within the chat area. Select **Show in separate frame** to view private messages in a separate window.

Clear

Clear erases the users chat display.

Breakouts

Select the checkboxes for the users who will participate in the Breakout session. Users may only join a Breakout session if they are selected by the creator of the Breakout session.

Users who enter a Breakout session are still active in the main Virtual Classroom Session. If a Breakout session is closed users are still active in the main session. Breakout sessions default to the same settings as the main session.

Classroom Tool box

Overview

If granted access to these tools by the Session Admin, users can use the Whiteboard, access Web sites, and view the course map.

The Classroom Tool box appears on the left side of the Virtual Classroom. To begin using items in the Tool box click the name of the tool.

Tools

The following tools are available in the Classroom Tool box.

Tool	Description
Whiteboard	Enables users to present different types of information as they would on a blackboard in a classroom.
Group Browser	Enables users to collaboratively browse the Web.
Course Map	Enables users to browse the Course Contents while they are in a Virtual Classroom.
Ask Question	Enables users to ask questions during the session.
Question Inbox	Enables users to answer questions submitted by other users during a session.

Whiteboard

Overview

The Whiteboard enables users in a Virtual Classroom to present different types of information as they would on a blackboard in a classroom. Using the tools in the Whiteboard Tools palette, users can draw images, type text, and present equations. The Session Admin determines whether or not this function is made available to users.

Note: Only users who have privileges (assigned by the Instructor) can access the Whiteboard.

Functions

The table below details the tools available for use on the Whiteboard.

To . . .	click . . .
select an item	the **Arrow** tool. Then click on an item for selection. The following may be performed on selected items: • Enlarge: Click one of the small black boxes that surround the item and drag it to the desired size. • Move: Click the item and move it to the desired location. • Cut: Click the Whiteboard item. Then click the **Cut** icon. • Copy: Click the Whiteboard item. Then click the **Copy** icon. • Paste: Click the Whiteboard item. Then click the **Paste** icon. • Delete: Click the Whiteboard item. Click on the selected object. Then click the **Delete** icon. • Group items: Click the Whiteboard items. Then click the **Group** icon. • Ungroup: Click a Whiteboard item in a group. Then click the **Ungroup** icon. • Bring front: Click the Whiteboard item. Click on selected object. Then click the **Bring to front** icon. • Bring back: Click the Whiteboard item. Click on selected object. Then click the **Send to back** icon. • Select all figures on the Whiteboard: Click the **Selects all Figures** icon.
draw free hand	the **Pen** tool. Choose the color of the pen in the **Fill Color** drop-down list.

enter text using the keyboard	the text tool (**T**) then the Whiteboard area. A Whiteboard Text Input box appears. Type the text in the box and click **Insert**. Use the options in the Tools palette to select color, font, and size.
draw a straight line	the **Slanted Line** tool.
highlight something with an arrow	the **Pointer**.
draw a square	the **Square** tool. Choose the color of the square from the **Fill Color** drop-down list.
draw a circle	the **Oval** tool. Choose the color of the circle from the **Fill Color** drop-down list.
input an equation	The Math and Science Equation Editor icon (**Σ**). The Equation Editor will appear. Input the equation and click **Insert Equation**.

Group Browser

Overview

The Group Browser enables users to collaboratively browse the Web. This tool opens a URL that is viewable by all users. URLs used in the session will be recorded in the archive if one is created. The Session Admin will determine whether or not this function is made available to users.

Note: Only users who have an Active role can access the Group Browser.

Functions

The table below details the available functions in the Group Browser.

To . . .	click . . .
open a Web site	type the URL in the **Enter Address** field.
choose where to display the Web site	**Display To Class** to display the window in the Whiteboard or click **Preview in New Window** to open the Web site in a new browser window. The preview window will only be displayed to the user that opened it.

Course Map

Overview

The Course Map enables users to browse the course while in a Virtual Classroom. By default, the Session Admin has access to operate the Course Map. Users must have Active privileges to use the Course Map in a Virtual Classroom.

Functions

The table below details the available functions in the Course Map.

To . . .	click . . .
display an element on the map to all users	the content area in the Course Map and select **Display To Class** in the drop-down list.
display an element on the map in a separate window	the content area in the Course Map and select **Preview in New Window** in the drop-down list. The new window is only visible to the User who opens it.
refresh the Course Map during a Collaboration Session	**Refresh Tree** in the drop-down list. This will update the Course Map to match the Course Menu.

Ask Question

Overview

Users are able to ask questions during the session. As users submit questions during the session the Session Admin can view and respond to them.

Note: Only users who have an Active role can ask questions.

Ask a Question

To ask a question, select **Compose** in the Ask Question area. Enter the question in the text box and click **Send**.

Question Inbox

Overview

Questions from users are sent to the Question Inbox during the Virtual Classroom session. The Question Inbox is used to manage and respond to questions during a Collaboration Session.

Note: Only users who have an Active role can access the Question Inbox.

Function

The table below details the functions available in the Question Inbox Tool.

To . . .	click . . .
respond to a question	the Username in the **From** list and click the **Respond to Question** icon. The Respond to Question pop-up window will appear.
delete a question	the Username in the **From** list and click the **Delete** icon.
view only questions that have not been answered	the checkbox next to **Show unanswered only**.

Respond to Question fields

The table below details the fields on the Respond to Question pop-up window.

Field	Description
Question	Question that was submitted.
Response	Enter the response to the question.
Private	Select this check box to make the response to the question private. If marked private, the response will only be sent to the person who submitted the message.

Chat

Overview

The Chat allows the users to interact with each other via a text-based chat. Chat is part of the Virtual Classroom. It can also be accessed separately.

Note: Some of the functionality in the chat is limited to those users with an Active role.

Find this page

Follow the steps below to open a Chat:

Step 1 Click **Communication** on the Course Menu.
Step 2 Select **Collaboration Tools**.
Step 3 Click **Join** to next to a Chat session.

Functions

The table below details the functions available in the Chat.

To . . .	then . . .
enter a message for the class to read	type the message in the **Compose** field. Click **Send**. The message will appear in the chat area. There 1000 character limit for chat messages.
become an Active user	click the hand symbol. A hand appears next to the Username. The Session Admin clicks on the hand to make the user Active.
view user information	Select a Username in the Participant list and then click **User Info**.
send a private message to a user	Select a Username in the Participant list and then click **Private Message**.

Private Messages

Overview

Users can send private messages to each other if the Session Admin enables this tool in the Session Controls. Private messages are not recorded or archived.

Note: Only users who have an Active role can send Private Messages.

User Information

Overview

The User Information pop-up window displays personal information about a user such as name, email address, and any other information the user has chosen to add to their profile.

Click **User Info** in the Chat area and the User Information pop-up window will appear.

Send a Private Message

Click **Private Message** to send a message to the user. The Compose Private Message pop-up window will appear.

Session Archives

Overview

The Session Archives allows users to review all or part of a previous Collaboration Session. Session archives will not be available until the session leader has stopped recording the session.

Find this page

Follow the steps below to access a Session Archives page.

Step 1 Click **Communication** on the Course Menu.
Step 2 Select **Collaboration Tools**.
Step 3 Click **Archives** next to a Virtual Classroom session.

Functions

The table below details the available functions on this page.

To . . .	click . . .
access an archived classroom	the session name in the Archive Name column.
search for an archive	the **Archive Name** or **Creation Date** option in the **Search by:** field. Enter the name of the archive or the date it was created in the field below and click **Search**.
return to the Collaboration Session page	**Back to Collaboration Sessions**.

Roster

Overview

Users can search the Roster and view a list of Students in the course.

Find this page

Follow the steps below to open the Roster page.

Step 1 Open a Course.
Step 2 Select **Communication** on the Course Menu.
Step 3 Click **Roster** from the Communication area.

Search

The Roster contains a search function. Users can search using different variables.

Functions

Click the name of a Student in the list to view their homepage or click their email address to send them an email.

Groups

Overview

Groups enable Students to collaborate with each other. Groups usually consist of a smaller group of Students in a course, such as study groups or project groups. From a Group page, users may:

- send email
- exchange files
- enter discussion forums
- enter Collaboration Sessions

Find this page

Follow the steps below to open the Group page.

Step 1 Open a Course.
Step 2 Click **Communication** on the Course Menu.
Step 3 Click **Group Pages** from the Communication area.
Step 4 Select the name of a Group.

Functions

The following functions are available from the Group page.

Note: Instructors may limit which of these functions are available to Groups.

Function	Description
Group Discussion Board	Enter discussions within various Group forums.
Group Collaboration	Meet classmates and Instructors for real-time discussion or class lessons.
File Exchange	Exchange files.
Send Email	Send email to one or all of their group members.
Group Members	The names and email addresses of all Group members appear.

File Exchange

Overview

The File Exchange function allows users within a Group to exchange files. The File Exchange page displays shared files and includes an option to add files.

Find this page

Follow the steps below to open the File Exchange page.

Step 1 Open a Course.
Step 2 Click **Communication** on the Course Menu.
Step 3 Click **Groups** from the Communication area. Select a Group.
Step 4 Click **File Exchange**.

Functions

Click **Add File** to upload files for Group members to view or modify. Click **Remove** to remove a file. Any user in the Group may remove any file from the File Exchange.

The table below details fields on the Add File page.

Field	Description
File Information	
Title:	Enter the title of the file.
File:	Enter the location of the file or click **Browse** and select the file to upload from your computer.

Group Collaboration Sessions

Overview

The Group Collaboration Sessions have all of the same features as those in the course. All Group members are Session Admins in Group Collaboration Sessions. Therefore, all Group members can manage sessions and access all of the available tools.

Note: The Collaboration Tools section includes information on the Collaboration Tool features.

Find this page

Follow the steps below to open the Group Collaboration Session page.

Step 1 Open a Course.
Step 2 Click **Communication** on the Course Menu.
Step 3 Click **Groups** from the Communication area.
Step 4 Click **Collaboration**.

Functions

The table below details the Session Admin features available when managing Group Collaboration Sessions.

To . . .	click . . .
create a new Collaboration Session	**Create Collaboration Session.** The Create Collaboration Session page will open.
change the name, availability, or tools used during the session	**Manage** next to the session. The Modify Collaboration Session page will appear.
delete a session	**Remove** next to the session. This action is irreversible.

Create/Modify Collaboration Session

Overview

Group Collaboration Sessions using are created on the Create Collaboration Session page. Groups can schedule sessions for specific dates and times. The Create Collaboration Session page and Modify Collaboration Session page function in a similar manner. The Create Collaboration Session page opens with empty fields while the Modify Collaboration Session page opens an existing session.

Find this page

Follow the steps below to open the Create Collaboration Session page.

Step 1 Click **Communication** on the Course Menu.
Step 2 Select **Groups** from the Communication Center.
Step 3 Click **Collaboration**.
Step 4 Click **Create Collaboration Session** or **Manage**.

Fields

The table below details the fields on the Create Collaboration Session page.

Field	Description
Name Your Session	
Session Name:	Enter the name of the new session.
Schedule Availability	
Select Date(s) of Availability:	A Start and End date and time for the Collaboration Session can be set but is not required. If these are not selected then the session is always open and available for users. • Click the **Start After** check box to choose a date and time to begin the Collaboration. Select the date by choosing from the drop-down lists next to the date or by clicking the calendar icon and selecting the date. Select the time to begin the session from the drop-down lists. • Click the **End After** check box to choose when the session will end. Select the date by choosing from the drop-down lists next to the date or by clicking the calendar icon and selecting the date. Select the time to end the session from the drop-down lists.
Available:	Select **Yes** to make the session available.
Collaboration Tools	
Choose a collaboration tool for this session:	Select Virtual Classroom or Chat.

Group Menu

Overview

Group Collaboration Sessions have additional Session Manager features including a Record menu to create session archives and an End option to end a session. All group members have access to these features.

Record menu

The sessions created in Groups can be recorded and archived. Archive recording can be started, stopped, paused, and un-paused during the session. A session can have more then one archive. The table below details the buttons that appear on the Record menu.

End

This tool ends the Virtual Classroom Session. Click **End** on the Menu Bar to end a session.

Session Archives

Introduction

Session Archives allow users to review the discussions and questions raised during a Collaboration Session. Sessions are archived by date and the option to remove an archive is available to all group members.

Find this page

Follow the steps below to open the Session Archives page.

Step 1 Click **Communication** on the Course Menu.
Step 2 Select **Groups** from the Communication Center.
Step 3 Click **Collaboration**.
Step 4 Click **Archives** next to a Collaboration Session.

Functions

The table below describes the functions available on this page

To . . .	click . . .
search for an Archive in the Collaboration Session	the **Archive Name** or **Creation Date** option in the **Search by:** field. Enter the name of the archive or the date it was created. Click **Search**.
open an archive	the archive in the Archive Name column.
change the name or availability of an archive	**Manage**. The Archive Properties page will appear.
remove an archive	**Remove**. This action is irreversible.

Archive Properties

Introduction

The Archive Properties page allows Group members to change the name and availability of an Archive session.

Find this page

Follow the steps below to open the Archive Properties page.

Step 1 Click **Communication** on the Course Menu.
Step 2 Select **Groups** from the Communication Center.
Step 3 Click **Collaboration**.
Step 4 Click **Archives** next to a Collaboration Session.
Step 5 Select **Manage**.

Functions

The table below describes the functions available on this page.

Field	Description
Edit Archive Name	
Archive Name:	Enter or modify the name of the archive.
Availability to Students	
Available:	Select **Yes** and group users will be able to view this archive.

Messages

Overview

The Messages feature gives each course a private and secure system for communication that functions similar to email. Keep in mind that Messages cannot be sent or received outside of the users in the course.

Messages are usually accessed through the Communications area of a course. Although, as with most features, the Instructor can restrict access or change the layout of the Course Menu so that Messages are accessible directly.

Find this page

Follow these steps to open the Messages feature.

Step 1 Click **Communication** from the Course Menu.
Step 2 Click **Messages**.

Functions

The table below details the functions available on the Messages page.

To . . .	click . . .
Open the Inbox to see delivered messages	**Inbox**. The Inbox folder will open with messages received.
View messages that you sent	**Sent**. The Sent folder will open with a list of messages sent.
Add a new folder	**Add Folder**. Folders can be used to organize messages. Note that the system administrator may turn off the ability to add folders.
Change the name of a personal folder	**Modify** next to a personal folder. It is not possible to modify the Inbox folder or Sent folder.
Delete personal folders	The check box next to each folder that will be deleted. Then click **Remove Folder** in the action bar. The folders, and any messages in the folders, will be deleted.

Message Folder

Overview

Folders store messages and provide access to functions for creating and organizing messages. Even the Inbox folder and Sent folder include these functions.

Find this page

Follow these steps to open a folder, including the Inbox folder or Sent folder.

Step 1 Click **Communication** from the Course Menu.
Step 2 Click **Messages**.
Step 3 Click on a folder.

Functions

The table below details the functions on the Course Menu page.

To . . .	click . . .
Read a message	the link that appears in the subject column for the message. The View Message page will appear.
Draft and send a new message	**New Message** in the Action Bar.
Delete messages	The checkbox for each message to delete. Click **Remove** in the Action Bar to delete the messages.
Sort messages	The carat above each column to sort by that column.
Mark messages as unread	The checkbox for each message to mark as unread. Click **Mark Unread** to change the selected messages to unread. Unread messages appear with a closed envelope icon.
Mark messages as read	The checkbox for each message to mark as read. Click **Mark Read** to change the selected messages to read. Read messages appear with an open envelope icon.

View Message

Overview

When reading a message there are several options on the View Message page. The options for responding to a message are functions common to email programs (Reply, Reply All, and Forward).

Find this page

Follow these steps to open a message.

Step 1 Click **Communication** in the Course Menu.
Step 2 Click **Messages**.
Step 3 Select a folder.
Step 4 Click the link in the subject column for a message.

Functions

The table below details the functions available on the View Message page.

To . . .	click . . .
View an attachment	a link in the Attachment field. Links will only appear if there are files attached to the message.
Reply to the sender	**Reply** on the Action Bar. A Compose Message page will appear with the sender of the message already populated in the **To:** field. Note that other users may be added to the message. The text of the message is already populated with the text of the original message. Additional text may be added.
Reply to the sender and all other recipients	**Reply All** on the Action Bar. A Compose Message page will appear with the sender and all other recipients of the message already populated in the **To:** field. Note that other users may be added to the message. The text of the message is already populated with the text of the original message. Additional text may be added.
Send a copy of the message to someone else	**Forward** on the Action Bar. A Compose Message will appear with the text of the message in the **Body** field.
Move the message to a personal folder	**Move** on the Action Bar. The Move Messages page will appear.
Delete a message	**Remove** on the Action Bar. The message will be deleted.
Print a message	**Print** on the Action Bar. The message will be printed using the Web browser's print settings.

Compose Message

Overview

Sending a message is the same process if generating a new message or replying to a message. The only difference is, when replying to a message, some of the fields are already populated. For example, when replying to a message, the subject of the message is populated as re: *original message*. Even though the **Subject** field is already filled out, it can still be changed.

Find this page

Follow these steps to open the Compose Message page.

Step 1 Click **Communication** from the Course Menu.
Step 2 Click **Messages**.
Step 3 Click **New Message**.

Fields

The table below details the fields on the Compose Message page.

Field	Description
Recipients	
To:	Click the button to open a pop-up interface for choosing users to receive the message. Users in the course are listed in the left column and message recipients are listed in the right column. Select users and click one of the arrows to move users between columns. Click **Submit** and the users in the right column will be added to the **To:** field.
Cc:	Use this function to send the message to those users that may be interested in the message but are not the primary recipients.
Bcc:	Use this function to send a copy of the message to those users that may be interested in the message but are not the primary recipients. When using Bcc, other recipients do not know that the users listed in the Bcc field are receiving the message.
Compose Message	
Subject	Enter a short title for the message.
Body	Enter the text of the message. The standard options for editing text in the *Blackboard Academic Suite* are available when entering text.
Attachment	
Upload Attachment/ Include Attachment	Click Choose File to select a file to attach to the e-mail message. If the message is a reply or a forward, you will have the option of including the original attachment. The ability to upload and include file attachments may be toggled on and off by the System Administrator.

Move Messages

Overview

Messages can be moved from any folder to a personal folder. Using personal folders is a good way to organize messages Note that messages cannot be moved to the Sent folder or the Inbox folder.

Find this page

Follow these steps to open the Move Message page.

Step 1 Click **Communication** from the Course Menu.
Step 2 Click **Messages**.
Step 3 Click a folder to view the messages in that folder.
Step 4 Select a message or messages and click **Move** in the Action Bar.

Fields

The table below describes the fields on the Move Message page.

Field	Description
Messages to Move	
This section displays a list of the messages that will be moved to the destination folder.	
Select a Folder	
Select a Personal destination folder	Select a personal folder from the drop-down list. This is the folder where the messages will be stored. Click **Submit**. The messages will be removed from the old folder after they have been moved to the new folder.

Add Folder

Overview

Personal folders can be created to help organize messages. Personal folders are only for storing messages, messages received always appear in the Inbox folder first and messages sent always appear in the Sent folder first. Once a message appears, it can be moved into a personal folder.

Find this page

Follow these steps to open the Add Folder page.

Step 1	Click **Communication** from the Course Menu.
Step 2	Click **Messages**.
Step 3	Click Add Folder from the Action Bar.

Fields

Enter the name of the new personal folder in the **Name** field and click **Submit** to create the folder.

Chapter 5 –Tools

Overview

Tools appear throughout the *Blackboard Academic Suite*. Students can access tools from inside a course or from a tab. The Instructor of a course determines which Tools will be available in the course. The System Administrator selects the Tools that will be available from tabs.

In this chapter

This chapter includes the following sections.

Topic	Description
Announcements	Messages for courses and system-wide announcements.
Digital Drop box	Send files to the Instructor.
Edit Your Homepage	Edit the information on your Student Homepage.
Personal Information	Manage personal data and privacy settings.
Calendar	Manage events for courses, personal events and system-wide events.
View Grade	Check grades for a course.
Tasks	Organizing tasks, defining task priorities, and tracking task status.
The Electric Blackboard®	Discusses The Electric Blackboard® tool and how it is used to save notes for a particular course.
Address Book	Save contact information.
User Directory	List and contact users via email.

Announcements

Overview

Students can view important messages from Instructors on the Announcements page of a Course. Announcements are organized and displayed by:

- current date
- last seven days
- last thirty days
- view all course announcements

When accessed through a tab, all Announcements of interest to the user appear. These include Announcements from all courses the user is enrolled in and system-wide announcements. Users can sort the Announcements by category or post date.

Use the drop-down menu to select a view or click on the tabs to view Announcements for a specific period of time. The default is View Last 7 Days.

Digital Drop Box

Overview

The Digital Drop Box enables Students to exchange files with the Instructor.

Note: A file added to the Drop Box will not appear to the Instructor until it has been sent. Once a file has been sent to the Instructor, it cannot be removed from the Drop Box.

Find this page

Follow the steps below to open the Digital Drop Box page.

Step 1 Open a Course.
Step 2 Click **Tools** on the Course Menu.
Step 3 Select **Digital Drop Box**.

Functions

The following functions are available from the Digital Drop box page.

Function	Description
Add File	Upload files to the Drop Box.
Send File	Send a file to the Instructor.
Remove	Remove a file from the Drop Box.

Time stamps

The following date and time information is included in files:

- Files sent to the Instructor will show the date and time submitted.
- Files that are added to the Drop Box but not sent will show the date and time posted.
- Files sent from the Instructor will show the date and time received.

Note: The date and time displayed in each instance is not the date and time on the user's machine, rather, it is the date and time on the *Blackboard Academic Suite* server.

Add File to the Digital Drop Box

Overview

Files are added to the Digital Drop Box from the Add File page. A file is not automatically sent to the Instructor if it is placed in the Drop Box through the **Add File** option. Files must be sent through the **Send File** option.

Files that are added to the Drop Box but not sent will show the date and time posted. Once the file is sent to the Instructor it will show the date and time submitted.

Find this page

Follow the steps below to open the Add File page.

Step 1 Open a Course.
Step 2 Click **Tools** on the Course Menu.
Step 3 Select **Digital Drop Box**.
Step 4 Click **Add File**.

Fields

The table below details the fields on the Add File page.

Field	Description
File Information	
Title:	Enter the title of the file.
File:	Click **Browse** to locate a file or enter the exact path.
Comments:	Enter any comments related to the file. These comments will appear beneath the title on the Drop Box page.

Send File from the Digital Drop Box

Overview

Students can select a file already in the Digital Drop Box to send to the Instructor. Students may also select a file not in the Digital Drop Box on the **Send File** page. A file sent to the Instructor that is not in the Student's Drop Box is added to the Student's Drop Box when it is sent.

Files that are added to the Drop Box but not sent will show the date and time posted. Once the file is sent to the Instructor it will show the date and time submitted.

Find this page

Follow the steps below to open the Send File page.

Step 1 Open a Course.
Step 2 Click **Tools** on the Course Menu.
Step 3 Select **Digital Drop Box**.
Step 4 Click **Send File**.

Fields

The table below details the fields on this page.

Field	Description
File Information	
Select File:	Click the drop-down arrow and select a file to send.
Title:	Enter the title of the file.
File:	Click **Browse** to upload a file and send it to the Instructor.
Comments:	Enter any comments about the file. These comments will appear beneath the title.

Edit Your Homepage

Overview

Every enrolled Student has a Course Homepage where they can post information about themselves. The Edit Your Homepage screen allows users to edit their Course homepages. The homepage is blank until the user edits the page.

To view a Homepage for a user in the course go to the Roster, located in the Communication Center. When an individual is selected from the Roster their Homepage will appear.

Find this page

Follow the steps below to open the Edit Your Homepage page.

Step 1 Open a Course.
Step 2 Click **Tools** on the Course Menu.
Step 3 Click **Edit Your Homepage**.

Fields

The table below details the fields on this page.

Field	Description
Homepage Information	
Intro Message:	Enter the introductory message that users see when viewing the homepage.
Personal Information:	Enter any personal information that appears when the homepage is accessed.
Upload a Picture	
Current Image:	The current image is displayed.
New Image:	Click **Browse** to upload a new image.
Remove this Image:	Select the checkbox to remove the existing image or any new image.
Favorite Web Sites	
Site 1 Title:	Enter the site title.
Site 1 URL:	Enter the site URL. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com
Description:	Enter the site description.

Personal Information

Overview

Users manage personal data and privacy settings from the Personal Information page. Changes to Personal Information are reflected system wide. The following functions are available to users:

- edit their account profile
- change their password
- identify a CD-ROM drive
- define privacy settings
- enable the Text Box Editor

Functions

The following functions are available from the Personal Information page.

Function	Description
Edit Personal Information	Edit personal information as it is displayed to other users.
Change Password	Change your account password.
Set CD-ROM Drive	Set the CD-ROM drive to access content.
Set Privacy Options	Set the options to display personal information.
Set Text Box Editor Options	Set the options to enable or disable the Text Box Editor.

Edit Personal Information

Overview

The information that appears in an account profile can be modified on the Edit Personal Information page. Changes made on the Edit Personal Information page will be reflected throughout the *Blackboard Academic Suite*. For example, if the user changes their first name, the new first name will appear in all courses they are enrolled in.

Find this page

Select **Edit Personal Information** from the Personal Information page.

Fields

The table below details the entry fields on the Edit Personal Information page.

Field	Description
Personal Information	
First Name [r]	Edit the first name.
Middle Name	Edit the middle name.
Last Name [r]	Edit last name.
Email [r]	Edit email address.
Student ID	Edit Student ID as defined by the institution.
Other Information	
Gender	Edit gender.
Birthdate	Select birthday by clicking on the drop-down arrow and selecting date values.
Education Level	Edit education level.
Company	Edit company.
Job Title	Edit job title.
Department	Edit department.
Street 1	Edit address.
Street 2	Edit any additional address information.
City	Edit city.
State/Province	Edit state or province.
Zip/Postal Code	Edit ZIP code or postal code.
Country	Edit country.
Web Site	Edit the URL of the user's personal Web site. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com
Home Phone	Edit the home phone number of the user. The phone number will display exactly as entered.
Work Phone	Edit the work phone number of the user. The phone number will display exactly as entered.
Work Fax	Edit the fax number of the user. The fax number will display exactly as entered.
Mobile Phone	Edit the mobile phone of the user. The phone number will display exactly as entered.

Change Password

Overview

Account passwords can be changed from the Change Password page. Due to security, it is recommended that users do not use common personal information as their password, such as their name or nickname. It is recommended that users change their passwords periodically to ensure security.

Find this page

Select **Change Password** from the Personal Information page.

Fields

The table below details the fields on the Change Password page.

Field	Description
Reset Password	
Password [r]	Enter a new password for the account. The password must be at least one character and contain no spaces or special characters.
Verify Password [r]	Enter the password again to ensure accuracy.

Set CD-ROM Drive

Overview

The CD-ROM drive must be identified to the *Blackboard Academic Suite* before External Content files can be accessed. Users must set the CD-ROM drive each time they want to upload files from a CD.

Note: A default value for the CD-ROM Drive will appear when this page is opened, but the user must select **Submit** to set the CD-ROM Drive. If **Submit** is not selected, then the value is null and a CD-ROM Drive is not set.

Find this page

Select **Set CD-ROM Drive** from the Personal Information page.

Fields

The table below details the fields on the Set CD-ROM Drive page.

Field	Description
CD-ROM Drive Information	
CD-ROM (for PC):	Click the drop-down arrow and select the drive letter that maps to the drive.
CD-ROM (for MAC):	Enter the CD-ROM drive location.

Set Privacy Options

Overview

The Set Privacy Options page allows users to choose the information they would like to make publicly available. This information will appear in course Rosters and Group pages. Users may also select to make this information available in the User Directory. If an email address is not made available it will not appear in the Roster, Group pages, User Directory, the Collaboration Tool or in any other part of the application.

Find this page

Select **Set Privacy Options** from the Personal Information page.

Fields

The table below details the fields on the Set Privacy Options page.

Field	Description
Contact Information	
Email address	Select this check box to make the email address visible to other users.
Address (Street, City, State, Zip, Country)	Select this check box to make address information visible to other users.
Work Information (Company, Job Title, Work Phone, Work Fax)	Select this check box to make work information visible to other users.
Additional Contact Information (Home Phone, Mobile Phone, Web Site)	Select this check box to make additional contact information visible to other users.
User Directory Status	
List my information in the user directory	Select this check box to list your profile information visible to other users.

Set Text Box Editor Options

Overview

The Text Box Editor allows users to create content through a simple editor If this feature is enabled, users will have additional features available to them when entering content in many text boxes throughout the *Blackboard Academic Suite*. See the Text Box Editor topic for additional information.

Note: The Text Box editor is only available to Windows Operating System users with Internet Explorer Version 5.x or a later. System Administrators also have the option of turning off the Text Box editor, Spell Check, Web EQ and MathML for all users. Users without the Text Box Editor have access to alternate Text Box Options.

Find this page

Select **Set Text Box Editor Options** from the Personal Information page.

Fields

Select **Enable** to turn on the Text Box Editor.

Calendar

Overview

The Calendar tool allows users to view events by day, week, month, or year. Upcoming and past events can be viewed and organized into categories.

When the Calendar is accessed through a tab users view all items on their Calendar and have the options to add and modify personal events. When the Calendar is accessed through a course only those calendar items that relate to the specific course will appear.

Find this page

Follow the steps below to open the Calendar page.

Step 1 Open a Course.
Step 2 Click **Tools** on the Course Menu.
Step 3 Select **Calendar**.

OR

Select **Calendar** from a tab.

Functions

To use the functions available on the Calendar page, follow the table below.

To . . .	click . . .
view events for a specific date and time	**Quick Jump**. The Quick Jump page will open. Select a date and time and the Calendar will immediately display events for that time.
create an event and add it to the calendar	**Add Event** to open the Add Event page.
remove an event	**Remove** to remove an event from the Calendar page. This action is irreversible. **Note:** Only events created by the user can be removed. Events created by an Instructor, Organization Manager, or System Administrator cannot be changed.
view events by day, week, or month	on the tab to view events for the current day, current week, or current month.
view previous or future events	the right arrow to view future events or the left arrow to view previous events.
view event details	on an event to view details.

Quick Jump

Overview

The Quick Jump page allows users to quickly view a portion of the Calendar. Quick Jump is useful when looking for events planned months in advance of the current date.

Find this page

Follow the steps below to open the Quick Jump page.

Step 1 Open a Course.
Step 2 Click **Course Tools** on the Course Menu.
Step 3 Select **Calendar**.
Step 4 Click **Quick Jump**.

OR

Step 1 Select **Calendar** from a tab.
Step 2 Select **Quick Jump**.

Fields

The table below details the fields on the Quick Jump page.

Field	Description
Calendar Quick Jump	
Please select the date you wish to access	Select the calendar date. Click the first down arrow to select a month. Click the next down arrow to select a day and click the last down arrow to select a year. The Calendar page will appear with the entered date.
Please choose the type of view you wish to access the specified date	Click on an option to indicate the type of Calendar view: Month, Week, or Day.

Add or Modify Calendar Event

Overview

When the Calendar is accessed through a tab users have the options to add and modify personal events. Events may be added through the Add Calendar Event page and modified through the Modify Calendar Event page. These pages have the same fields. The Add Calendar Event page opens with empty fields and the Modify Calendar Event page opens an existing event.

Note: Only events created by the user can be modified. Events created by an Instructor, organization Manager, or System Administrator cannot be changed by the user.

Find this page

Follow the steps below to find the Add Calendar Event page.

Step 1 Click **Calendar** from a tab.
Step 2 Click **Add Event** or **Modify** next to an existing event.

Fields

The table below details the fields on the Add Calendar Event page and Modify Calendar Event page.

Field	Description
Event Information	
Event Title:	Enter the title of the event. This title will appear on the Calendar page at the date and time indicated on the Event Time fields.
Description:	Enter a description of the event.
Event Time	
Event Date:	Click the drop-down arrow and select date values or click the icon to select a date from the calendar interface.
Start Time:	Click the drop-down arrow and select time values.
End Time:	Click the drop-down arrow and select time values.

View Grades

Overview

The My Grades page lists each user's courses. Users then select a course or organization to access a grade report.

Users can check their grades within a course by accessing the View Grades page through the Course Menu.

The View Grades page includes information on the following:

- The user's average Assessment grade.
- The total number of points the user has accumulated.
- Details about each Assessment.
- Information about the class average on each Assessment.
- Grade weighting. This is the relative importance of the item when determining a final grade.

Find this page

Follow the steps below to open the View Grades page.

Step 1 Open a Course.
Step 2 Click **Tools** on the Course Menu.
Step 3 Select **View Grades**.

OR

Select **View Grades** from a tab.

Tasks

Overview

The Tasks page organizes projects (referred to as Tasks), defines task priority, and tracks task status. Instructors can post tasks to users participating in their course.

From the Tools Box users can view all of their tasks, including those from the courses they are participating in, tasks posted by the System Administrator and their personal tasks. Users can create their own tasks and post them to the Tasks page. When Tasks is accessed through the Course Menu users view Tasks for that specific course or organization.

Find this page

Follow the steps below to open the Tasks page.

Step 1 Open a Course.
Step 2 Click **Tools** on the Course Menu.
Step 3 Select **Tasks.**

OR

Select **Tasks** from a tab.

Functions

The table below details the functions available on the Tasks page.

To . . .	click . . .
sort the list of tasks	the drop-down arrow and select a task category. Categories include: • All Tasks • My Tasks • Tasks by course
add or modify a task	**Add Task** or **Modify** to access the Add Task or Modify Task page for a particular task.
remove a task	**Remove** to remove a task. A box will appear asking to verify that a task should be removed. This action is irreversible.
view the details of a particular task	the task to view details.

View task details

Click on a task from the Tasks page to view course task details. The task details display:

- the task name
- the due date
- the task priority
- the task status
- a description of the task

Add / Modify Task

Overview

The Add or Modify Task pages allow users to create and modify personal tasks. These pages function in a similar manner. The Add Task page opens with empty fields and the Modify Task page opens an existing Task.

Find this page

Follow the steps below to find the Add Task or Modify Task page.

Step 1 Click **Tasks** in the Tools box.
Step 2 Click **Add Task** or **Modify**.

Fields

The table below details the fields on the Add Task page.

Field	Description
Task Information	
Task Title:	Enter the title of the task.
Description:	Enter a description of the task.
Due Date:	Select the date the task is due from the drop-down list. Click the drop-down arrow and select date values or click the icon to select a date from the calendar interface.
Task Options	
Priority:	Select a priority. The options are: • Low (task appears with a blue arrow pointed down) • Normal • High (task appears with a red arrow pointed up) The selected priority appears on the Tasks page.
Status:	Select a status. The options are: • Not started • In progress • Completed The selected status appears on the Tasks page.

The Electric Blackboard®

Overview

The Electric Blackboard® allows users to save notes for a particular course within the course. Users can write notes on The Electric Blackboard®, save them, and then return later to add to and review them.

Find this tool

Follow the steps below to open The Electric Blackboard®.

Step 1 Open a Course.
Step 2 Click **Tools** on the Course Menu.
Step 3 Select **The Electric Blackboard**.

Address Book

Overview

Users can store contact information in the Address Book. The Address Book is empty until the user enters contacts. Users must enter a profile for anyone they wish to add to their address book, even if the contact is a *Blackboard Academic Suite* user.

Find this page

Follow the steps below to open the Address Book.

Step 1 Open a Course.
Step 2 Click **Tools** on the Course Menu.
Step 3 Select **Address Book**.

OR

Click **Address Book** from a tab.

Search Fields

The Address Book contains a search function at the top of the page. Users can search using different variables selected from the search tabs.

Functions

The table below details the functions available on the Address Book page.

To . . .	click . . .
create a contact and add it to the Address Book	**Add Contact**. The Add Contact page will appear.
modify a contact	**Modify** for a contact.
remove a contact	**Remove** for a contact. This action is irreversible.

Add or Modify Contact

Users create contact profiles for their Address Book from the Add Contact page. Profiles can be created for any contact, including contacts outside of the institution, from the Add Contact page. The Modify Contact page contains the same fields as the Add contact page and allows the user to edit a profile.

Find this page

Follow the steps below to open the Add Contact page.

Step 1 Open a Course.
Step 2 Click **Tools** on the Course Menu.
Step 3 Select **Address Book**.
Step 4 Click **Add Contact**.

OR

Step 1 Click **Address Book** from a tab.
Step 2 Click **Add Contact**.

To modify a contact, find the user profile and click **Modify** next to their name.

Fields

The table below details the fields on the Add or Modify Contact page.

Field	Description
Personal Information	
First Name: [r]	Enter the contact's first name.
Last Name: [r]	Enter the contact's last name.
Email:	Enter the contact's email address.
Other Information	
Company:	Enter the contact's company.
Job Title:	Enter the contact's job title.
Address:	Enter the contact's address.
Address: (cont.)	Enter any additional address information.
City:	Enter the contact's city.
State/Province:	Enter the contact's state or province.
Zip/Postal Code:	Enter the contact's ZIP code or postal code.
Country:	Enter the contact's country.
Web Site:	Enter the URL of the contact's personal Web site. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com
Home Phone:	Enter the home phone number of the contact. The phone number will display exactly as entered.
Work Phone:	Enter the work phone number of the contact. The phone number will display exactly as entered.
Work Fax:	Enter the fax number of the contact. The fax number will display exactly as entered.
Mobile Phone:	Enter the mobile phone of the contact. The phone number will display exactly as entered.

User Directory

The User Directory lists users. A search function at the top of the page creates a list of users. Click on a listed user's email address to send an email.

Users will only appear in the User Directory if they indicate that they wish to be included on the Set Privacy Options page.

Find this page

To open the User Directory, click **User Directory** from a tab.

Search Functions

The User Directory contains a search function at the top of the page. Users can search using different variables selected from the search tabs.

Part 3: Portal Features

Part 3: Portal features covers the basic tabs and modules that come with the *Blackboard Learning System* as well as the more sophisticated features included with the *Blackboard Portal System*.

Part Two Contents

This part includes the following chapters:

Chapter 6 – Tabs and Modules

Overview

There are two core tabs; the My Institution tab and the Courses tab. The *Blackboard Portal System* adds the Community tab, the Services tab, and the ability to add custom tabs. Tabs are defined by the System Administrator. Users have some control over the appearance and content of modules. Modules are content or tools that appear in tabs.

In this chapter

This chapter contains the following sections:

Section	Function
My Institution Tab	
Customizing Content	Customize the modules that will appear on the My Institution area.
Institution Tab Layout	Customize the color and placement of the modules on the My Institution area.
Editing, Minimizing and Removing Content	Edit, minimize, and remove modules from the My Institution area.

My Institution Tab

Overview

The My Institution tab contains tools and content. Several modules include content pulled from courses specific to each user. Note that the System Administrator can rename tabs.

While users can choose which modules appear, the Administrator may restrict or require modules.

In some instances, users may have access to several tabs that contain modules. These additional tabs will include the same features for customizing the content and layout of modules.

Customization

Users can customize the content and layout of the My Institution tab. After customization, the My Institution area displays the desired settings when a Student logs in again.

In this section

This section includes information on the following topics.

Modules

Overview

Modules are packets of content that appear on tabs. Modules allow users to view information from such as events, announcements, and a list of their courses. Administrators can also present more advanced modules, such as news channels or tools using the *Blackboard Portal System*.

Module Types

The following table describes the different types of modules that may be found in the *Blackboard Academic Suite*.

Module	Description
Basic Modules	
Basic modules pull information from the *Blackboard Academic Suite*. For example, the My Calendar module includes events on the user's Calendar for a particular day and links to their My Calendar page.	
Advanced Modules	
Channel Module	Channel modules stream content from an outside source into a module. The module content is updated at intervals. Examples of Channel modules include weather modules and news modules.
URL Module	URL modules display Web page content. The URL of the Web page is entered by clicking the link.
Opinion Poll Module	Opinion Poll modules ask a question and give users a chance to enter a full response in a text box. The module also displays some of the recent responses to the module.
Multiple Choice Poll Module	Multiple Choice Poll modules present a question with multiple answers. Users will see the question as well as options for selecting one of the answers. After users select an answer, they will see the results of the poll to date within the module. The only way to see the results of a poll is to vote.

Customize Tab Content

Overview

Students can customize the modules that will appear on some tabs.

Note: The Modules topic contains Information about the types of modules available.

Find this page

Follow the steps below to open the Tab Content page.

Step 1 Open the My Institution tab or another tab with modules.
Step 2 Click **Content** on the upper right hand corner.

Select Modules

Check the boxes next to those modules to appear on the tab. Click **Submit**. Modules with a red check are required and cannot be changed.

Customize Tab Layout

Overview

Users can customize the color and placement of the modules.

Find this page

Follow the steps below to open the Customize Layout page:

Step 1 Open the My Institution tab or another module tab.
Step 2 Click **Layout** on the upper right hand corner.

Function

The table below describes the functions available on the Customize Layout page.

To…	click…
change where the modules appear on the tab	the arrows to move them up and down on the page or move them from one panel to another.
remove a module from the page	the remove icon. Modules with an asterisk next to them (*) are required and cannot be deleted.
change the appearance of the modules	a theme to choose a color and style for the modules.

Editing, Minimizing and Removing Content

Overview

Users can edit, minimize, and remove modules from a tab area unless the module is required.

Editing content

Click the Pencil icon located at the top of each module to edit the content of that specific module.

Minimizing

Click the minus (-) button located at the top of each module to minimize a module.

Removing

Click the remove icon (x) located at the top of each module to remove the module. Click **Remove** and a confirmation receipt will appear when the process is completed. Modules that do not have a remove icon are required and cannot be removed.

Delegated Module Admin

Overview

Administrators may give a user administrator privileges for one or more modules. If a user has administrator privileges for a module a **Module Admin** button will appear at the top of the tab. Click **Module Admin** to open the Delegated Module Admin page.

Functions

Select **Content** to modify the content within a module, such as the links or HTML it includes. Select **Properties** to modify the title, description, and availability of the module.

Chapter 7—The Community Tab and Organizations

Overview

The Community tab provides access to organizations and system-wide discussion boards.

Note: The Community tab is only available with *Blackboard Portal System*.

In this section

This section includes information on the following topics.

Section	Description
Organizations	Describes organizations.
Community Discussion Boards	Communicate with fellow organization members and classmates through discussion boards.
Create Community Discussion Boards	Create a Discussion Board and add it to the Community Tab.

Organizations

Overview

Organizations are online environments for clubs or groups at the institution. Organizations have the same features for presenting information and communicating with other users that are found in courses.

Note: Organizations are an additional feature included with the *Blackboard Portal System*. Organizations may not be available at your institution.

Organization list

The Organization List, located in the Community tab, provides users with a listing of all the organizations in which they participate. Any user can serve as the manager of an organization.

Create an Organization

Users can send a request to the System Administrator to add an organization. Note that the System Administrator may not allow any user to request an organization.

Click **Request** and an email message to the System Administrator will appear. Enter the name of the organization to add to the current listing and provide a brief description of the organization. Click **Send**.

Organization Catalog

The organization catalog provides a listing of all the organizations at the institution.

Community Discussion Boards

Overview

Community Discussion Boards appear on the Community Tab. Community Discussion Boards function the same as Discussion Boards in courses.

For more information see Discussion Board.

Functions

The table below details the functions available from the Community Discussion Boards.

To . . .	click . . .
access a Discussion Board	the Discussion Board link.
create a new Discussion Board	Create. The Create Discussion Board page will appear. This option is made available by the System Administrator.

Create Community Discussion Boards

Overview

This function allows users to create Discussion Boards for the Community tab.

Find this page

Step 1 Open the Community tab.
Step 2 Click **Create** in the Discussion Board area.

Fields

The table below details the fields on the Create Discussion Board page.

Field	Description
Board Information	
Board Name:	Enter the Discussion Board name.
Board Description:	Enter a description.
Board Options	
Select Icons:	Click the drop-down menu to select an icon associated with the Discussion Board.

Appendix—Updates Since Publication

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