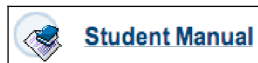


Getting Help

If you are unable to Login to Blackboard or have tried other possible solutions, please call the TSS help desk at **419-434-help (4357)** any time from 7:00 AM to 8:30 PM EST. If you are able to Login and need help with the Blackboard application, click on the help button found at the top of any page. In addition,



there is a searchable student manual located in the tools section of each course.



Notes About Electronic Correspondence (fully online courses)

Nearly all of the interaction in a fully online course will take place over the Internet. This includes weekly chat sessions, submission of course documents through Blackboard, and the submission of other work attached as e-mail messages to your professor and/or fellow students. In order to ensure a problem-free process, make sure you have installed all of the software recommended by your professor. Most software needed may be purchased through the Information Technology Services located in the basement of Shafer Library.

UF Online

A Student's Guide to Blackboard

Blackboard

All university students and faculty members have access to Blackboard, a web-based software program for online teaching and learning. The program allows users to have access to university resources, personal tools, and course materials from any computer connected to the internet. This guide only provides the basic knowledge needed to get started in the Blackboard course system.

Getting Started

Before users can log into Blackboard they must first obtain a UFnet account from Information Technology Services located on the first floor of Old Main. Students may apply online by navigating to the ITS website located at <http://www.findlay.edu>.

Once users have changed their temporary password provided by ITS they may log into Blackboard. To log in, click "UF Online" from the University's main page or navigate to <http://ufonline.findlay.edu>.

Forgotten Password

If, for any reason, users cannot remember their password or are simply having trouble with their net account information, please contact Technology Support Services at extension **4357 (HELP)**.

System Requirements

At this time, the software maker supports Internet Explorer versions 5.0, 5.5, and 6.0 or Netscape Navigator 4.77 and 6.1 for Windows users. The following browsers are supported for Macintosh users: Internet Explorer 5.1 or Netscape 4.7 or 6.1. While not officially supported, Safari for Mac OS 10, 10.2 or higher, and 10.3 or higher users also works well.

Logging In

The web address for the UF Blackboard server is <http://ufonline.findlay.edu>; or, you may go to UF homepage and click "UF Online." Log in with your UF net account information.

My UF Online

The first screen you see after you log in is called the "My UF Online" page. From this page you can navigate to all of the different areas of Blackboard. The "My UF Online" tab is visible from every screen. Clicking on it will take you to this first screen if you ever find yourself lost in the software.



The "My UF Online" Page Has Five Major Areas:

Tools: The "Tools" box, at the upper left side of the page, contains links to several tools, which are outlined later in this brochure.

Tabs: The tabs at the top of the screen allow you to navigate back to "My UF Online," "Courses," "Community," "Content System," "Services," "Academic Web Resources," or "Atomic Learning."

Help & Logout: The "Help" button opens a new window to the "Frequently Asked Questions" list and other valuable information on the Blackboard Support site. All users must click the Logout button to end their Blackboard session before closing the browser window.

Contents & Layout: The "Contents" and "Layout" buttons allow users to customize the order and types of modules that appear on the "My UF Online" page. There are many useful/fun modules that can be added to this page, including sports scores, stock tickers, or even your daily horoscope!

Modules: The various boxes that appear in the main part of the window are called modules, and they are labeled according to their function. The "My Courses" module is the main entrance to a user's course list. In addition, system information is presented in the "My Announcements" module.

The Tools Box

The gray box on the upper left side of the screen contains links to many features you can use to enhance your Blackboard experience.

Announcements link allows users to view all course announcements.

UF Web Calendar will link you to the UF calendar system. This calendar is independent from the Blackboard program.

Tasks link displays current responsibilities and their corresponding levels of priority. The individual user creates these tasks.

View Grades link allows students to view their grades where the instructor has entered accessible grades. This is not the official grade report for the University.

Send E-mail link lists the courses in which you are participating and will allow you to choose different groups of people (i.e. Users, Instructors, etc.) to send e-mails to.

The **User Directory** provides a list of users who have made some or all of their personal information "public". (see Personal Information below)

Use the **Address Book** to store friends' and colleagues' contact information. Then, you can get the information you need whenever and wherever you have access to the Internet.

Personal Information link allows you to add and edit your personal information and choose privacy settings.

Note

It is recommended that users do not attempt to change their username or password. All usernames and passwords are maintained through an ITS database separate from Blackboard. Your password may only be changed within your UF net account software. Changing passwords in Blackboard will disable future access.

The “My Courses” Module

This module is, initially, the gateway to your Blackboard courses. By default, every course you are taking will be displayed on the list. Simply click on the name of a course to enter the course site on Blackboard.



The “My Courses” module can also be customized to display only the specific courses you wish to use in Blackboard. To edit the list, click the small pencil icon in the upper right corner of the module. In the next screen, uncheck courses you do not wish to appear. You may also choose to un-check the companion “Show Announcements” for the course you no longer want to be listed in your “My Courses” module. Keep in mind, you can always continue to see your entire course list by clicking on the “Courses” tab at the top of the screen.

Overview of a Course

When you enter a course, you immediately see the Course Announcements page. Use the navigation buttons down the left side of the screen (the “course menu”) to view the various areas of the course.

Below you will find a description and example of each navigation button. The button names, appearance, and order may vary depending on instructor preferences.

Announcements: New information about the course-room changes, quizzes, chat room meetings

Course Information: General information - Syllabus, grading policy, assignment schedule

Staff Information: Instructor’s information - office hours, email address, phone number(s)

Course Documents: Course Content - Lecture outlines, lessons, required readings, presentations

Assignments: Assignment listings - class projects, research, links to quizzes

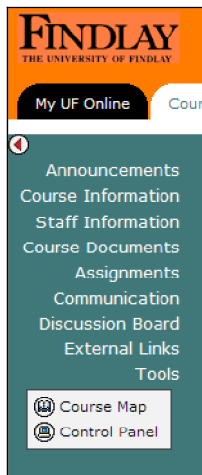
Communication: Links to communication tools - email, discussion board, virtual classroom

Discussion Board: The Discussion Board allows instructors and students to take part in an asynchronous chat.

External Links: Links to web pages - sites which contain content covered/relevant to course

Tools: Access to your information, gradebook, calendar- send & receive files.

You can also navigate within a course by clicking on the navigation trail at the top of the page in each frame.



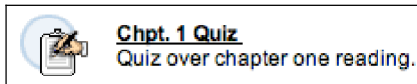
Completing an Assignment

To complete an assignment click view/complete under the assignment name and read the directions for that assignment. Download any files given and save them to a convenient location. When the work is completed, save it (with an appropriate file name that has your username included). Attach your file to the assignment and type any comments in the text box given.

Once you have finished the assignment and are ready to turn it in, click the submit button. After the assignments have been graded, please return to the view/complete link to view my comments and your grade.

Completing an Exam

Locate an Assessment in a Course Content Area and click the hyperlink associated with it. Click Yes to begin the Assessment.



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.

Communication Tools

The Communication tools area is customizable on a course-by-course basis so all the options shown here may not be available for your particular course. The instructor decides which features to enable or disable on a class-by-class basis. These tools allow for such actions as: sending e-mail, synchronous and asynchronous communication, and viewing a roster of fellow students.

Announcements: The announcements page allows instructors to post information to the students.

Collaboration: Synchronous tool allowing for a chat room, whiteboard, and Q & A area.

Discussion Boards: Asynchronous tool with discussion threads and responses.

Group Pages: Listing of groups in the course and access to private group areas.

Roster: List of students names and e-mail addresses

Send E-Mail: Sending e-mail the other students and instructors in the course.

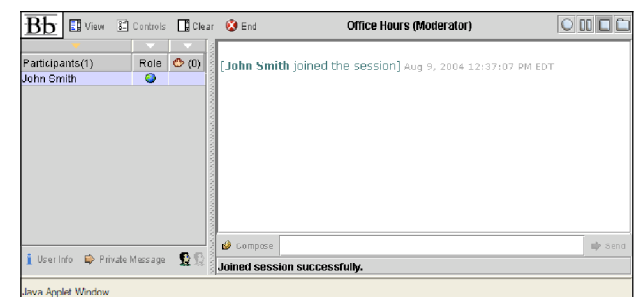
Discussion Board

Select the **Communication** button from the course menu along the left side of the page and then click on the **Discussion Boards** link. Click on the **name** of the forum to "enter" that discussion. Within each forum a thread should be posted by the instructor or a fellow classmate. To read a thread, click the title. To respond to a thread, click the **Reply** button following the text.

Collaboration

Click on the **Communication** button from the course menu and select **Collaboration**. Choose **Join** next to the session you wish to enter. There are two types of synchronous chat, Lightweight chat or the Virtual Classroom. Using the areas within the Virtual Classroom you may draw, ask questions, navigate web pages, or carry on a chat. The functions that you can use depend on the permissions granted by the instructor.

Note: You must have Java installed and JavaScript enabled in your Web browser in order to run the either of the two chat rooms, lightweight or virtual classroom.



Lightweight Chat

Important Information: Be sure to log out at the end of each session when you have finished working in Blackboard.

