Blackboard
Learning Management System
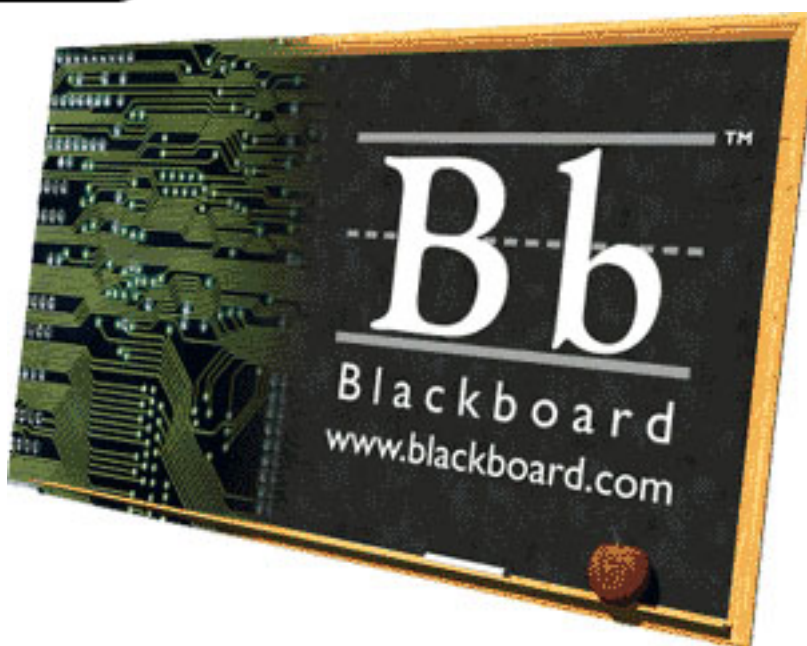
The Ins and Outs of Blackboard 9

Logging into the System

1. Open a browser such as I.E. or Firefox and enter the URL (web address) for Kamehameha Schools' Blackboard site.

   Click the **Login button**

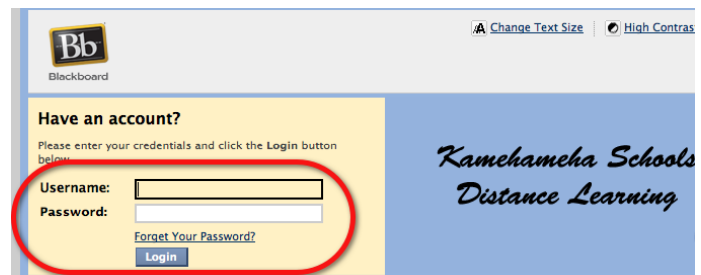**http://blackboard.ksbe.edu**

2. Enter your **Username** and **Password**.

   Press the **Login** button and you will be given access to the course.

   If you forgot your password click **Forgot password?** link. Enter either your first and last name and login or your fist and last name and email address. Click **Submit**. You will receive an email instructing you on changing your password.

3. This is your "**Homeroom**" page.

   a. It has boxes called "modules" with **important** links.

   b. **Drag the title bar** of any module to move it. Click the horizontal bar to collapse or expand the module.

   c. Click **Personalize** to change the colors of your Homeroom page
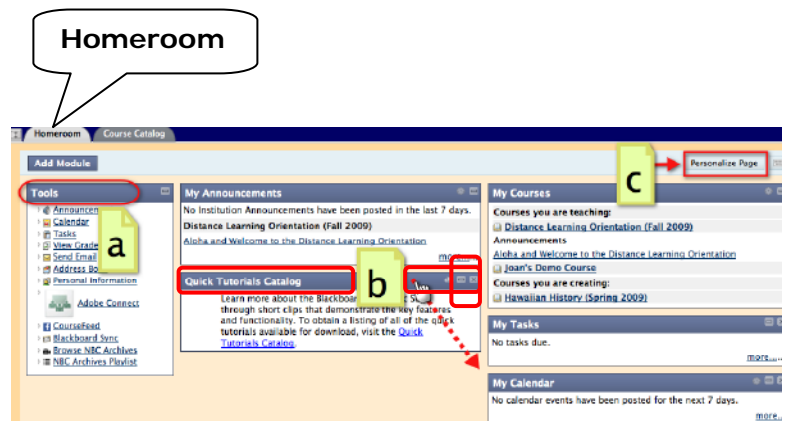
My Places, Change Password

Bb
Blackboard

Personalize your Blackboard account – Change Password, add an Avatar

You can change your password and add an avatar via the **My Places** link. It is visible at the top of the window any time you're in Blackboard.

To access your Personal Information:

1. Click the **My Places** link at the top of the Blackboard window.

2. Click the **Personal Information** link below the image placeholder.

   The Personal Information page opens

To change your password the first time you use Blackboard and as necessary:

1. Click the **Change Password** link.
2. Enter your new password and then verify it by entering it again.
3. Click **Submit**. An email will be sent to you confirming your password change.

   Reminders:
   Choose a password you can remember and no one else can guess. Forgot your password? See page 1.

   Always **log out of Blackboard** when you leave a lab or other shared computer. If you don't, someone could change your password or send messages and take or submit work as if it were you.

To choose an avatar if you wish. An avatar is an image that represents you. To add an avatar.

1. Click the **Personalize My Places** link.
2. Click the **Browse** button to locate an image file on your computer. Click the **Submit** button.
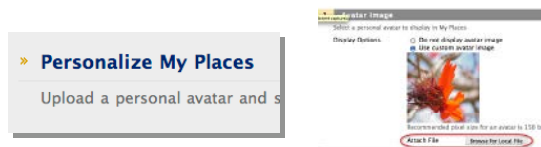
Your avatar will display on you're My Places page and blog posts.

Entering the Course

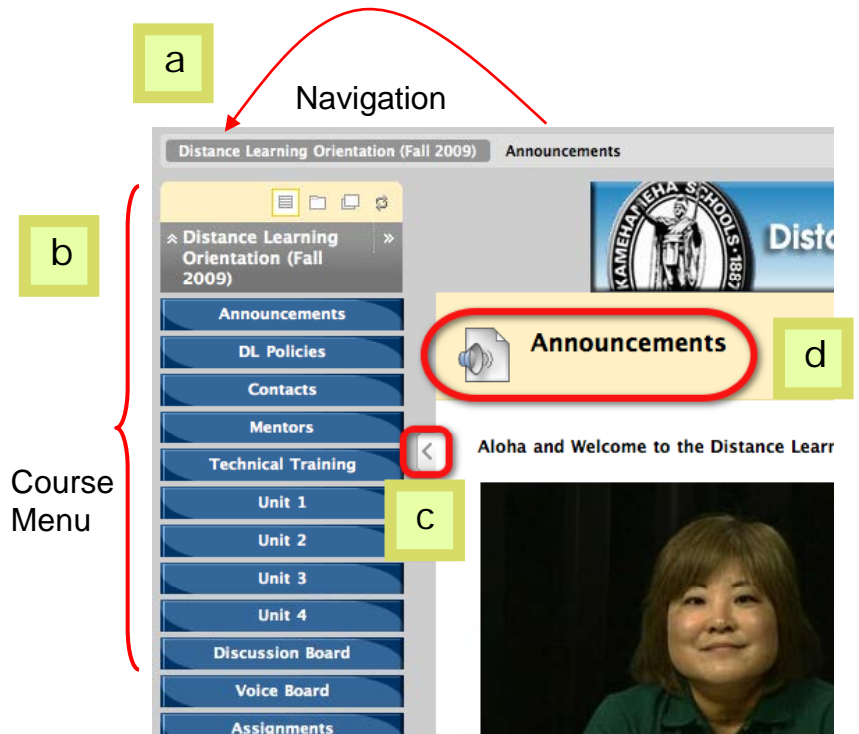**Navigating through the Entry Portal into a Course**

1. Once you login and your **Homeroom** page opens**,** you can enter your course by clicking on its **link** in the **My Courses** section.

   This will bring you into the course. The course homepage opens with several modules to help you keep up-to-date an organized. The modules in each course may vary.
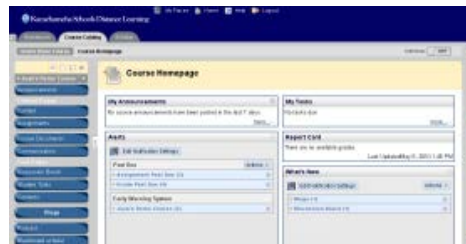
2. Several features help you navigate within the course.
   a. The **Navigation Path links backwards** to the last section of the course you visited.

   b. Click a **Course Menu button** to go to that section of the course.

   c. To **Hide or Show** the **Course Menu** click the ◁ button on its right border.

   d. Check the **Announcements** area daily. Important information is posted for you in this location. You can also check announcements from the Announcements module on your Homeroom page.
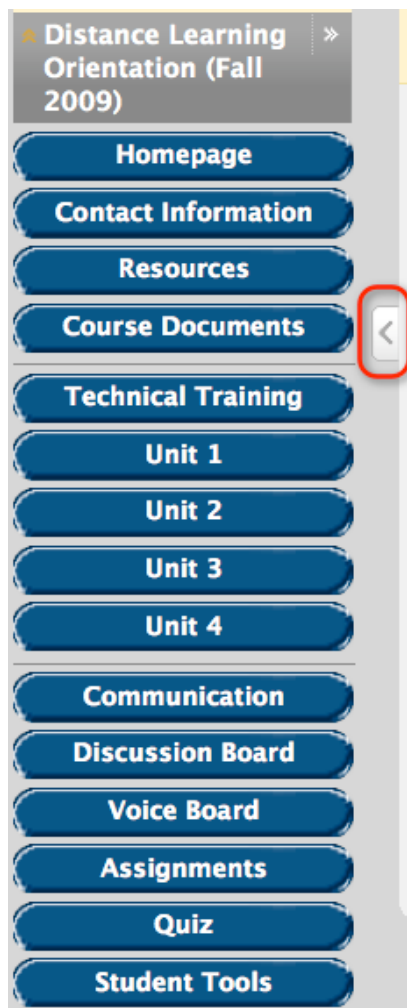
The Course Menu has buttons for that take you to different parts of the course. Although each course may be a little different, here are some examples of some common areas.

1. **COURSE HOMEPAGE:** This is a page with several modules that help you keep track of the course activities. Be sure you check the **Announcements module** daily for reminders, announcements about new assignments, quiz postings and upcoming activities,

2. **CONTACT INFORMATION:** Here are links for contacting your kumu and technical and support staff.

3. **RESOURCES:** This button leads to valuable information about how the course works, tutorials, and useful web links.

4. **TECHNICAL TRAINING and UNITS 1-4:** These are examples of learning units in this particular course.

6. **COMMUNICATION:** Communication tools such as Email, the Discussion Board and the Voice Board are linked from this page. Not all features are used in all courses.

5. **DISCUSSION BOARD:** This page lists the Discussion Board assignments. Individual Discussion Board assignments may be linked from a content page.

7. **VOICE BOARD:** This page lists the Voice Board assignments. Individual Voice Board assignments may also be linked from a content page.

8. **ASSIGNMENTS and QUIZZES** may have a Course Menu button. They may also be linked from a course content page.

9. **STUDENT TOOLS:** This section contains a variety of important course tools for students such as My Grades, and the Dictionary/Thesaurus. Not all Tools are used in all courses.

The arrow button on the right border of the Course Menu collapses and expands the menu.

# *Sending Email*

Using the Send E-Mail Function

Email can be sent from a Blackboard course. Your classmates and kumu are already listed as your contaccts so it's easy. Messages go to your personal email address. However, since Blackboard cannot *receive* messages you need to reply to a message by typing in to the sender's email address or returning to Blackboard to send your message.

To Send an Email

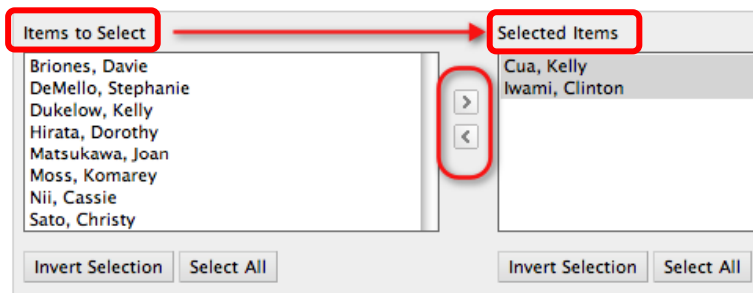1. Click the **Communication button** on the Course Menu and then on **Send Email**.

2. Click **Select Users**
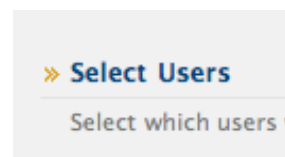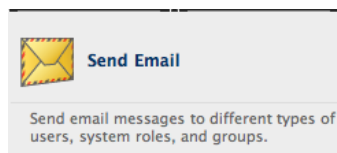
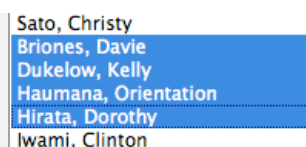3. **Select the Users you want to email**:

   a. **To send to a single user**, select a name by clicking on it once. Then **click the right arrow** to move that person to the "**Selected Items**" column.

   b. **To select several *adjacent* names,** select the first name, then, holding the SHIFT key down, click the last name in the list. All names in between are also selected.
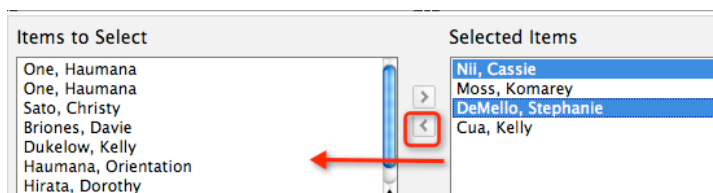
      To select several *nonadjacent* names, click a name, then while holding the **Control** key down (**Command** key on the Mac), click other names.
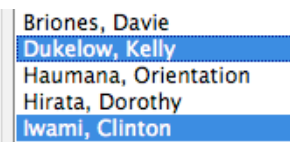
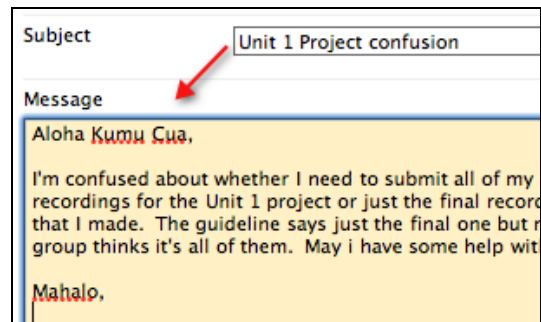   Then click the right arrow key to move them together.

   c. **To remove someone** from the list, select them in the **Selected** column and press the **left** arrow key.

---

5. **Create your message:**

   a. Enter a **Subject** for your email.

   b. Add a greeting, then type your message, end with a closing.

   c. Remember, you'll want to think before you write, proofread your message and use good netiquette.

Subject	Unit 1 Project confusion

Message

Aloha Kumu Cua,

I'm confused about whether I need to submit all of my recordings for the Unit 1 project or just the final recorc that I made. The guideline says just the final one but r group thinks it's all of them. May i have some help wit

Mahalo,

6. **To add attachments to your email**:

   a. Click the **Attach a file** link

   b. Click the **Choose File** button.

Attachments   Attach a file

   c. On your computer double-click the filename to simultaneously select and attach it.

   Or click **once** on the filename to select it, then click the **Open** button to attach it.
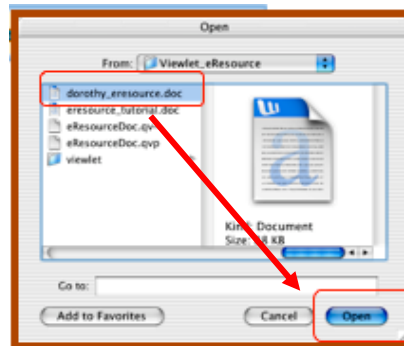
   d. The file now appears in the Attachments section. If desired, click "Attach Another File" to add a second one.

   Click the **remove** link to detach it.

Attachments   C:\Documents and Settings\jomatsuk\My Documents\Black   Browse…   remove
Attach Another File

7. Click the **Submit button** when you are ready to send your email. You will also receive a copy of the message.

Cancel   Submit

Discussion Board

The Discussion Board is a place where you discuss ideas about a particular question or issue with your classmates. Unlike individual emails, messages or "posts" in the Discussion Board messages are grouped by topic and are read by everyone in the class.
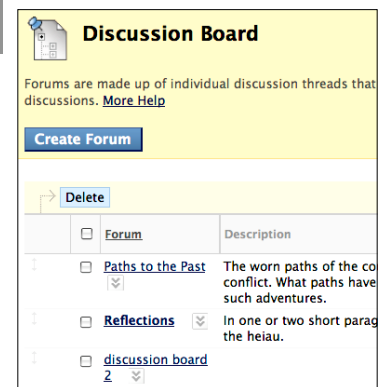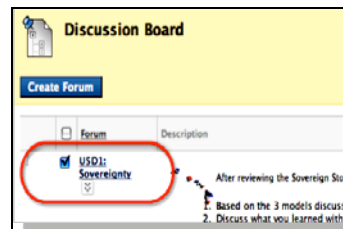
To use the Discussion Board:

1. Click the **Discussion Board** button in the Course Menu.

   A list of available **forums** will appear. A forum is a topic or question for discussion.

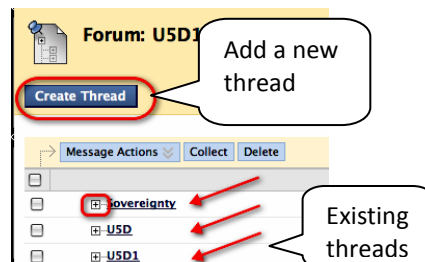2. **Click the blue underlined forum link** to open the forum.

   READ the instructions for that Discussion Board assignment **carefully**.

3. **To READ a forum post** click its link. If there is a "**+**" to the left of a post, click it to display a list of responses to the post.
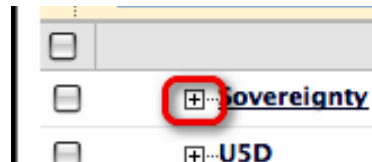
5. **To add a new "Thread" or post,** click the **Create Thread** button.

a. **Type your Message**. Use the formatting tool bar to change the font, color, or highlight copy or paste. If you cannot see this toolbar, make sure the **Visual Editor** is **ON**.

You can also include an image or movie.

b. **To attach a file**, click the **Attach a file** link. Browse to locate your file on your computer. Select the file by double-clicking on it or clicking once, then clicking the Open file button.
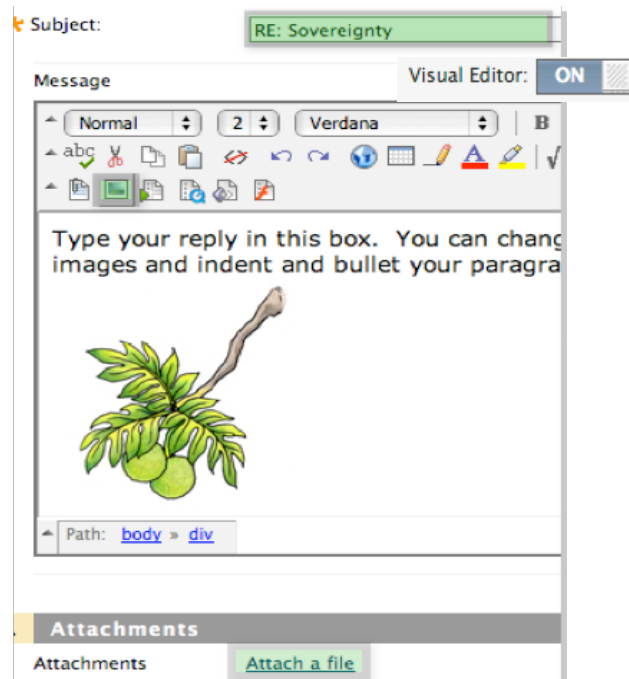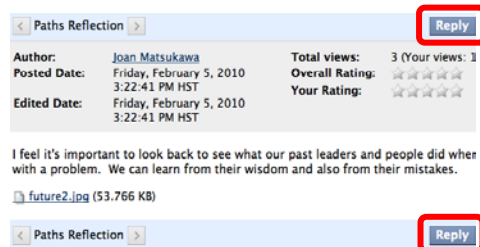
c The path to your attached file will now appear in the Browse text box.

Click the **Submit** button and the message will be posted along with the attachment.

4. **To REPLY to someone else's post**, open the post by clicking on it. Then click one of the **Reply** buttons. Click the **Quote button** if you want all or part of the original message to be included in your reply.

9. Check your post.
An **original thread** will appear in the leftmost position.

A **reply** will appear **indented** under the post it replied to.
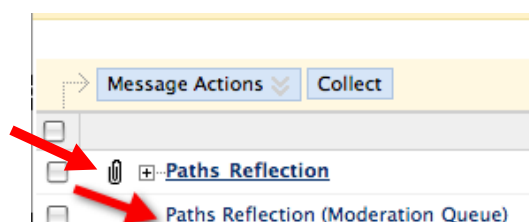
Managing your forum threads (posts). After a short while you will find a lot of postings. Here are some ways to make you more efficient in reading those posts.
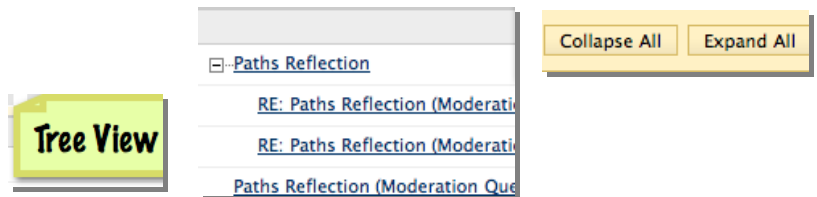
1. **To view forum posts:**
   In the upper right corner of the Discussion Board window there are buttons for List View and Tree View. Choose one.

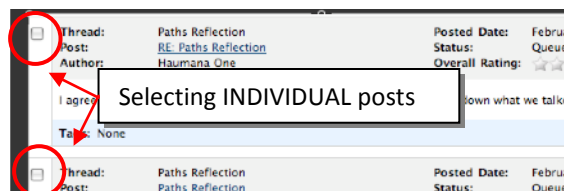   a. **List view** shows just the original Threads. The Replies do not show.
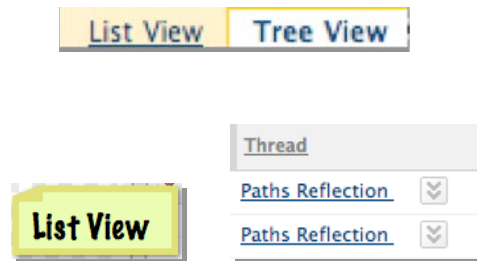
   b. **Tree view** shows the Threads and all Replies to them. You can also click the "Collapse All" or "Expand All" buttons in Tree View to view all or hide all Replies at once.
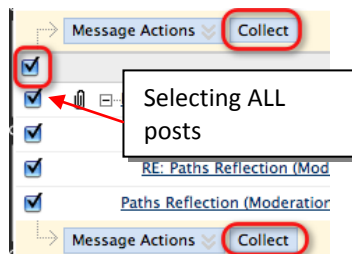
2. **Reading posts:**

   a. **To select and read a SINGLE post** click once on it and it will open.

   b. **To select and read SEVERAL posts:** click the checkboxes next to each post, or click the checkbox at the top of the list to select ALL of them.
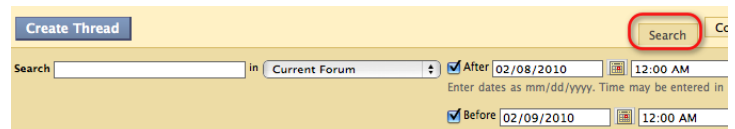
      Click the **Collect** button and all of the posts will open in "digest" format. This is a big time saver when you have several to read.

3. **To Search for thread titles and contents:**
   Enter the *exact* words you want to search &
   - a date range and
   - where to search – just the Current Thread or all postings. Click the Search button.

4. **To exit the Discussion Board posting**
   Click the **"breadcrumb" links** at the top of the window to retrace your steps.

Blogs and Journals

Blogs are a series of short postings by individuals or groups on a particular topic or question. Viewers may be able to comment on the blog postings to add to the discussion. Journals are like blogs, except they're only for the individual or the individual and their kumu to read. They're like private blogs.

1. **First select the blog.**

   Click the **Blogs** button in the Course Menu to open the Blogs page. Click the link for the blog. The blog may also be linked on a content page.
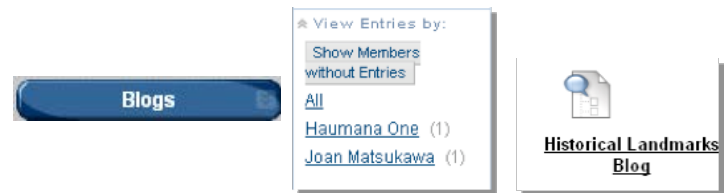
2. **To read a blog entry**, click the entry's link.

   To read Comments others have made to that entry, click the Comments link in the lower **left** corner.

   To add a Comment to another person's blog entry, click the **Comment** link in the lower **right** corner of the post. Type your comment. Click the **Add** button.

3. **To create a NEW blog entry** click the blog's title to open it. First read the instructions *carefully*. You may need to also respond to another student's entry.
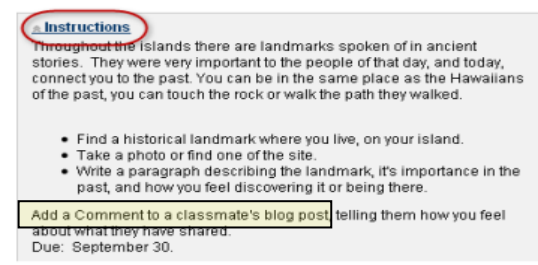
4. Click the **Create Blog Entry** button. Type your message. Click the **Add** button when done.

5. Note: You can attach files, add images, Quicktime movies, and embed YouTube videos right into your blog entry. Use the buttons on the **Visual Editor** to do this.

Assignment Feature

Your kumu creates assignments to help you gather information, think about it then apply it. Links to the assignments are found on the Assignments page or on a page within a learning unit. You pickup an assignment on the Assignment Feature page, do the work, then return to the same Assignment page to turn it in.

To use the Assignment Feature:

1. Click the **Assignment button**. A list of course assignments will display.

2. Read the instructions for the assignment **carefully**. There may be a link to a worksheet or handout for the assignment. Be sure you download it to your computer.
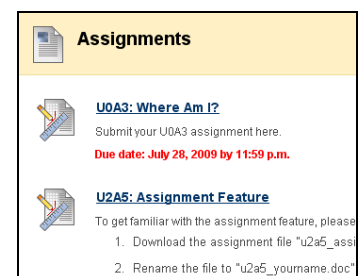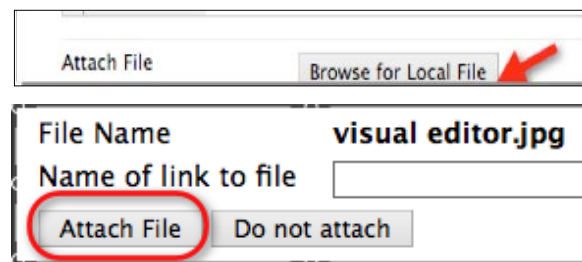
To submit the assignment:

1. **Complete the assignment**, then return to the Assignment page. Click the assignment link.

   Enter a comment in the Assignment Materials section for your instructor. This is not generally where you answer the assignment. Most assignments are a worksheet or document you created.
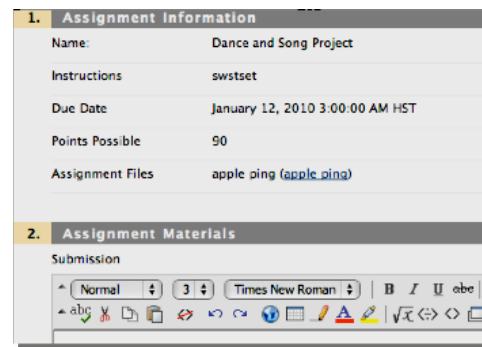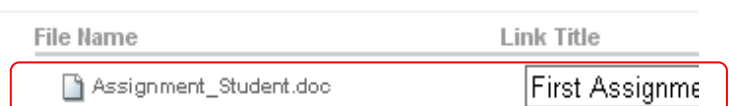
2. **To attach a file:** Click **Browse for Local File** and locate and select the file on your computer.
   It's now **selected** but **not yet attached.**

   You must now click the **Attach File** button.

   It MUST appear next to the "Attached Files" area. Try again if it doesn't. Attach more files if you wish.

3. Click **Submit**. Note: *Save as Draft* stores, but doesn't submit it. Check your grade sheet. If the assignment shows an exclamation mark "!", it was received and is awaiting grading.

Checking Your Grades

Grades for your Blackboard assignments may be in a Gradebook for your review. Your teacher will tell you where *all* of your grades can be accessed.

To access your Blackboard grades:

1. Click the **Student Tools** button and then on **My Grades**.

    Your gradesheet opens.

2. Items found in the Gradebook depend on the assignments for the course. Here are explanations of some of the Gradebook columns.

    Date Due: assignment due date

    Grade: Your grade for this assignment. If an assignment has been submitted, an exclamation point ('!') will appear until it's graded.

    Points Possible: the maximum number of points.

    Average Score: the average class score for this assignment.

    Comments: Teacher comments on the assignment.

Important: If there is a discrepancy with a grade (e.g., you felt you had the correct answer) or if you know you submitted an assignment, but the grade does not reflect that you did, please call or send an email message to your instructor describing the problem. Sometimes you may think you submitted an assignment but did not complete the submittal process. Sometimes it's a technical problem so it's best to check with your teacher.
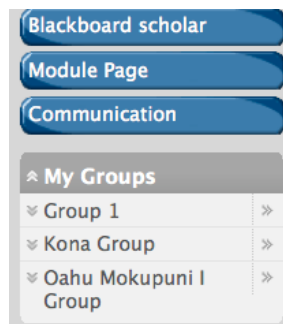
Groups

Communicating and Working with a Group

You may be assigned to one or more groups by your kumu. Your group will be given tools such as having your own email group, Discussion Board or Blog to help you communicate as a private group and do projects together.

1. **To interact with your Group:**
   - Click the **My Groups** link below the Course Menu.
   - Click the **left action button** to see the group's tools such as Email, Discussion Board and the Task list.
   - Click the **right action button** to view the group's module page. This is like your homepage and it can be customized by the group.

2. **Group Assignments:**
   You and your group members will be the only ones who can see your group's assignments.

   If multiple submissions are allowed, the links in the submission history will tell you when one of your members made a submission, who it was, and the grade and your kumu's comments.

   Click the **Start New Submission** button to try to improve your grade. Your grade may be an individual grade or the whole group may get the same grade. Check the Assignment instructions to find out how it will be graded.
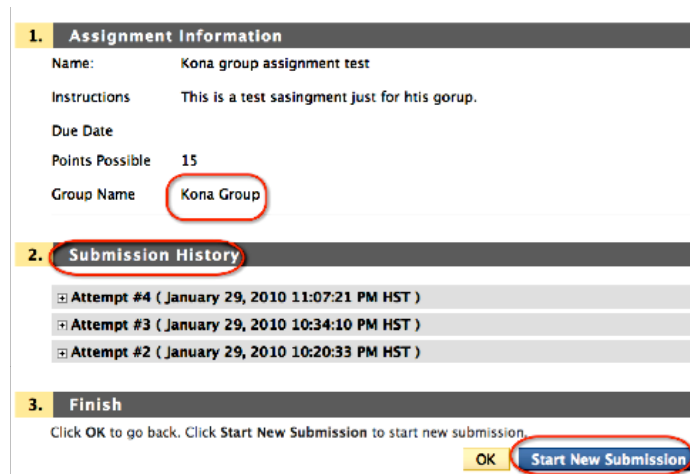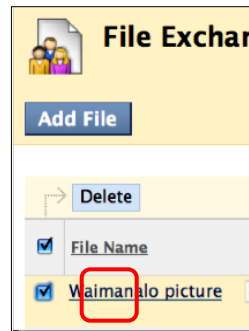
3. **Group File Exchange** allows the group members to share drafts, images and other documents for group projects. To share a file:

a. Click the **File Exchange** link.
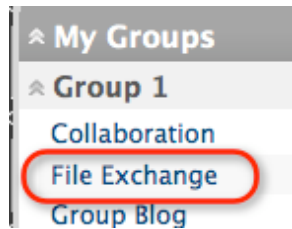
b. **Enter a name** for the file. Click **Browse for Local File** and locate it on your computer. Double-click the filename to attach it. Click the **Submit** button.

c. Now when group members click the File Exchange link, they will see the file.

d. **Single click** the file's link to open it.
   Right-click it to download it.

e. **To Delete a file**, click the file's right action arrow and choose Delete from the drop down menu.

Group Homepage (Module Page)

a. Click the **left** action arrow and choose **Group Homepage**
    or click the group **right action arrow** to open the **Group Module** homepage.

b. The **Group Properties**, **Tools** and **Assignment** modules will already be open.

    The group can personalize this page by clicking **Add Personal Module** and checking any other modules you want to open.

    If you choose to add the **Grades module**, it displays only the grades of the person *currently* logged in on *this* computer. Be sure to logout or QUIT so anyone after you won't see your grades.
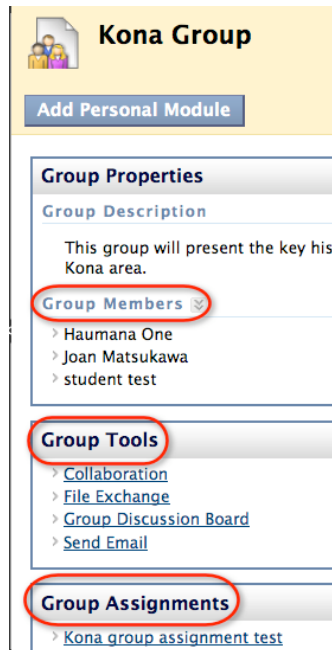
The tiny box in the upper right of any module closes it.