

What is Blackboard?

Blackboard is a “Virtual Learning Environment” allowing VU faculty to make learning materials, such as coursework, lecture notes, internet links and multimedia resources, assignments and so on available to students over the Internet. It can also be used for online assessment and also allows staff / student online communication.

Logging in to Blackboard

Blackboard Username and Passwords

In order to login to the VU Blackboard environment, you need a valid username and password.

To log in to Blackboard

- In the address box of your web browser type <http://vublackboard.viu.edu>
- Or you can go to www.viu.edu and click on the Blackboard link from the VU homepage. *(Please make sure you are logging into Blackboard not MyVU, these are two separate systems)*
- Click on the login button on the left side of the screen. This takes you to the login screen.
- On this screen type your username in the “USERNAME” box. (This will be your MyVU ID or it will be assigned to you by the CTL)
- Contact the CTL for your password.



Welcome to **Blackboard Learning System™** (Release 6). Please enter your User Name and Password to access your e-Learning system.

You can access as a guest by clicking the “Preview” button below.

Preview

Have an Account? Login Here.

If you already have an account, enter your login information here and click the “Login” button below. If you do not have an account, please click on one of the buttons to the left.

USERNAME:

PASSWORD:

Login

The screenshot shows the Blackboard interface for a user named Charles. At the top, there are navigation tabs for "My Institution" and "Courses". Below the tabs, there is a "Tools" menu with options like Announcements, Calendar, Tasks, View Grades, Send E-mail, User Directory, Address Book, Personal Information, and Course Map. The main content area is titled "Welcome, Charles" and contains three sections: "Announcements" (no announcements posted today), "My Courses" (listing courses in which the user is enrolled and courses they are teaching), and "Course Map" (Control Panel).

Navigating Through Blackboard

Navigation Tabs.



- The Navigation tabs are used to access the different areas in Blackboard. Simply click on the tab to go to that area.

My Institution

- Contains links to Tools, Announcements, and links to the courses you are teaching or enrolled in.

Courses

- Gives detailed list of courses including course ID, and links to the course catalog.

Changing your password

- On the, “My Institution” page in the “Tools” box click on the link Personal Information.
- Click on Change password.
- Be sure to submit when finished.
- For security purposes it is important to change your password from the default given to you.

Tip: When using Blackboard, avoid using the **Back** and **Forward** buttons on your browser. If you do, you may find that the pages are not displayed correctly. Always use the navigation features in Blackboard, either the navigation tabs, course navigation buttons or the “trail” near the top of the Blackboard screen.

Navigating through your Course

After clicking on the link to the course you which to enter under “Courses you are teaching”, you will see the main page of the course, which includes the course menu buttons on the left, the course “Announcement” page, the “Course Map”, and the “Control Panel”.

The screenshot shows the Blackboard interface for a course titled "Speech (Internet Course)". The top navigation tabs are "My Institution" and "Courses". Below the tabs, there is a "Tools" menu with options like Announcements, Course Information, Course Documents, Communication, Virtual Classroom, Discussion Board, Groups, External Links, and Tools. The main content area is titled "Announcements" and contains a section for "Course Information" with a picture of a building and the word "Speech" in large letters. Below the picture, there are buttons for "VIEW TODAY", "VIEW LAST 7 DAYS", "VIEW LAST 30 DAYS", and "VIEW ALL". The date "February 23 - March 1, 2004" is displayed. At the bottom, there is a "No announcements found." message.

For each course a screen will appear which will look similar to the one shown above. The course menu buttons may be customized, or removed by the instructor.

Announcements.

- Displays course specific information from the instructor and also messages from the system administrator.

Course Information.

- Can be used to give an overview of the course. Documents such as syllabus, schedule, and any other information can be placed here.

Staff Information.

- Contact details, virtual office hours and picture of the instructor can be placed here.

Course Documents, Assignments

- Buttons such as Course Documents, Assignments normally contain course content through the use of Bb text box, linking Word, Excel, or PowerPoint documents

Communication, Virtual Classroom, Discussion Board

- These buttons contain links to the course communication tools, such as email, chat, and discussion board.

External Links

- This area is a place for instructors to put links to external resources.

Tools

- Contains links to various course tools for students, manual, grades, tasks, calendar, digital drop box, and personal information.

For login assistance contact **Debbie Stanczak (812 888-5611)** at the CTL

You may also visit the CTL website at

http://viu.edu/Faculty_Staff/CenterforTeachingandLearning/blackboard.aspx

Control Panel

The control panel is only available to those with instructor or higher access; students do not have this button. It would be right to say it is the course edit mode. Instructors must go into the control panel to change, create, or edit content and settings for their course.

Content Areas

This is where the instructor goes to add, edit or remove content from the areas discussed in the Navigating your Course section of this handout..

Course Tools

Course Tools is where the instructor can go to add an announcement, work with the discussion board, digital drop box, email, load their staff information, and use other tools such as tasks and calendar.

Course Options

This area is where an instructor goes to change the menu buttons, settings, recycle, import and export.

User Management

Under User Management instructors can view the class roster, and remove students. Instructors may not add students to a course; this must be done by the CTL.

- Distance Education students are automatically enrolled for instructors by Distance Education.
- For students to be uploaded to On Campus enhancement sites, the instructor must request the courses to be populated through the CTL each semester. Please access request forms from the CTL website listed in Support Contacts on this handout**

Viewing the Class Roster

- Access your course site's Control Panel.
- Click "List/Modify Users" under "User Management"
- Click "List All" tab.

Assessments
The
Assessment
area contains

the instructor's access to create tests, surveys, and test pools. This is also where the instructor goes to use the online gradebook and to view course statistics.

Student Name (Last, First)	Unit Two Pre-Test Quiz Pts Possible: 100 Weight: 0%	Unit Two Test Quiz Pts Possible: 100 Weight: 0%	Unit Three Pre-Test Quiz Pts Possible: 100 Weight: 0%	Unit Three Test Quiz Pts Possible: 100 Weight: 0%	Unit Four Pre-Test Quiz Pts Possible: 100 Weight: 0%	Unit Pts Vie
Lucas	98	-	96	-	100	
Barrett	98	-	98	-	-	
Joseph	100	-	96	-	98	
ger, Lloyd	100	-	100	-	98	
becca	98	-	-	-	-	
S. Ryan	96	-	88	-	94	

Support Contacts

Help using Blackboard

If you are having problems *using* Blackboard, your first source of help should be the **Manual** located in the control panel support box. You may also visit the CTL website at http://vinu.edu/Faculty_Staff/CenterforTeachingandLearning/blackboard.aspx

Still have questions? Contact Debbie Stanczak at the Center for Teaching and Learning.

Call: 812 888-5611 or email: dstanczak@vinu.edu

The Center for Teaching and Learning is located on the second floor of the Shake Learning Resource Library at 1002 N. First St. Vincennes, IN 47591.



Instructors Using Blackboard

How to get a Bb site setup for your on-campus class(s)

Some faculty use Bb as an enhancement for their on-campus classes. Distance courses are done through Distance Education in a different process than the on-campus classes. The process for setting up a course and getting students populated to it is not automatic, so you must submit some online forms to request this. Follow the direction below.

Instructor User ID

1. Begin with a Bb ID, in order for me to create your Bb ID I need your MyVU email (not lotus) if you do not know it call MIC 4332 and ask, then email it to me. Wait until you receive confirmation from me that you have a Bb ID before you go to the next step.

Creating a Bb site

2. Next go to the web site below and submit the "create new Bb site request form" or if you are copying a course use that form. http://www.vinu.edu/cms/opencms/faculty_staff/ctl/bbfaculty.html or go to the CTL website from the www.vinu.edu page

Populating Students to your site

3. Finally use the load student population form to request student population.

- Single is one section to one site
- Multiple is multiple sections to one site.

When students are loaded to your site, it is not dynamic so if you have students add to your classes you need to submit another population form so I can add them. It is the responsibility of the instructor to remove the drop student from their sites the CTL does not remove students from Bb. Contact the CTL for assistance on how to remove students.

When the students are loaded you will receive an email with login directions for your students. Population request may take 2 business days to complete.