

## **Blackboard Step-by-step Instructions for Students**

### **Completing and Submitting an Assignment**

1. Click the appropriate navigation button where the assignment has been posted.
2. Click the "View/Complete" link.
3. Read the instructions.
4. If your instructor has attached a file, click the link to open the file.

If you would like to save the file on your computer in order to edit it:

- Locate the mouse pointer on the underlined file name.
  - Use a right button mouse click and select "Save Target As".
  - Select Desktop by clicking the desktop icon on the left or pulling down the menu from the "Save in" box at the top.
  - Click "Save".
5. Type your answer or comments in the comment box.
  6. If you need to send a completed file back to your instructor, click the Browse button.
  7. Locate the file on the desktop.
  8. Click "Open".
  9. Click "Submit" to send the file.

NOTE: If you click "Save", the file is not sent to your instructor.

### **Viewing a Graded Assignment (including comments and editing)**

1. Click the navigation button where your instructor posted the assignment.
2. Click the "View/Complete" link.
3. Click "OK".
4. Check your grade and read the instructor's comments.
5. If your instructor attached an edited file, click the link to open and view.

### **Accessing the Group Tools**

1. Click on the "Communication" button (or Groups if defined).
2. Select "Group Pages".
3. Click the link for your group.
4. Choose the appropriate tool you want to use.

NOTE: To post messages to the Discussion Board area, you must ask your instructor to first create the forum. Then you can add threads.

### **Sending Email**

1. Click "Communication" (or Email if defined).
2. Choose "Send Email".
3. You can send a message to all the users in the course, all the TA's, all the Instructors or you can individually select whom to send to.
4. Type a subject and message. Add an attachment if necessary.

5. Click "Submit".
6. Notice that a copy of the message will be sent to you automatically.

### **Working in Collaboration Sessions**

There are two types of chat rooms in Blackboard: Virtual Classroom and Lightweight Chat. A Virtual Classroom is capable of not only text-based chat but also a white board for drawing and a window for Website browsing. A Lightweight Chat is only a simple text-based chat room. This instruction shows how to use Virtual Classroom with various tools.

To start the chat room,

1. Click "Join" button (If your computer is not equipped with Java, you need to download it by clicking the link.)
2. Type a message in the "Compose" box at the bottom of the window
3. Click "Send"

To use Course Map tool to access materials in the course

1. Click "Course Map" under "Classroom Tool"
2. Click the button of content area to search the material
3. Select the material
4. Click "Go"

To use Whiteboard to draw diagram

1. Click "Whiteboard" under "Classroom Tool"
2. Select a drawing tools such as pen
3. Click the right mouse button and hold on the whiteboard when you are drawing

To use "Group Browser" to share the Web site

1. Click "Group Browser" under "Classroom Tool"
2. Type URL in the slot
3. Click "Go"

To ask question to the instructor privately, which other students cannot see

1. Click "Ask Question" under "Classroom Tool"
2. Type the question in "Enter Question" box
3. Click "Send" on the "Enter Question" box

Other features

- To send private message to other student, click "Private Message" on the bottom
- To start conversation with selected people aside from the main chat, click "Breakouts" button on the top

### **Downloading a File**

Posted document and presentation can be downloaded to your computer desktop so that you can save it and print it as a handout. Please apply this method when you cannot open the document or presentation on the spot as well.

To ask question to the instructor, which other students cannot see

1. Right-click the mouse
2. Select "Save Target As"
3. Choose the location to save the file

4. Click "Save"
5. Click "Open" if you would like to see the document or presentation you downloaded