



Click on the topics below for step-by-step instructions.

[Recommended Browsers for Blackboard 8.0 Use](#)

[Logging into Blackboard](#)

[Downloading a File](#)

[Completing and Submitting an Assignment](#)

[Viewing a Graded Assignment \(including comments and editing\)](#)

[Taking Quizzes](#)

[Checking Your Grades](#)

[Accessing the Group Tools](#)

[Sending Email](#)

[Accessing the Discussion Boards](#)

**** Please call the Support Desk if you have any questions at 513.529.7900 or at ithelp@muohio.edu.*

Recommended Browsers for Blackboard 8.0 Use

Firefox 3.0 is recommended for Mac and Firefox 3.0 and Internet Explorer 7 for PC.
Click [here](#) to check your browser

Logging into Blackboard

1. Go to [myMiami](#), log in using your Miami UniqueID and MUnet password, and click the "MyTab."
2. Ensure the current semester is shown under "Courses you're taking." Change the semester if necessary.
3. Click the "Course" link you wish to access.

Note: If you do not see the course that you want, contact your instructor.

[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.

1. Right-click the filename.
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.

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.

[Top](#)

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.

[Top](#)

Taking Quizzes

1. Enter the course link that you wish to access.
2. Locate the test you wish to complete. The instructor will indicate the folder where the test has been placed (such as Tests, Assignments, or Course Documents).
3. Click on the test name, and click OK to begin.
4. The instructor will indicate specific test procedures such as time constraints, and test organization. For example, your instructor may:
 - a. Allow multiple attempts vs. requiring that test be completed in one session
 - b. Allow backtracking to previous questions or not permit it;
 - c. Present questions one at a time VS. showing all questions; and/or
 - d. Require a password to take the test.
5. To be safe, please save your answer after each question.
6. Click "submit" when finished your session.

Checking Your Grades

Follow the steps below to open the My Grades page.

1. Open your course site.
2. Click **Tools** on the Course menu.
3. Select **My Grades**.

OR

Select **My Grades** in the Tools box of a common area.

[Top](#)

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.

[Top](#)

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 tool 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.

[Top](#)

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.

Accessing the Discussion Boards

1. Login to your Blackboard Course.
2. Click on the Communication button.
3. Click on Discussion Board.

****Note:** If allowed by an instructor a student can create a forum, otherwise students will only be able to add threads

[Top](#)

How to Open a Forum:

1. Click on the *Forum Topic* Link to open a specific forum.
2. The *Discussion Forum Board* will appear.

How to Open a Thread:

On the *Discussion Board* page students may access threads by clicking on the *Subject of the Message*.

****Note:** Once a forum has been accessed a new *Discussion Board* page appears. Students are able to create new threads from the discussion board.

How to Add New Thread:

1. Open the Forum.
2. Click the **Add New Thread** button, the *Create New Message* dialogue box will appear.
3. In the *Subject* field, type a subject for your new message.
In the *Message* field, type the body of your message.

****Note:** To Preview the Message, click the "Preview" button.

4. To post the Message, click the "Submit" button.

How to Reply to a Thread:

1. Open the thread. Click the Reply button.
2. The *Your Response* dialogue box will appear.
In the *Subject* field, type a subject for your response.
In the *Message* field, type the body of your message.
3. To Preview the Message, click the "Preview" button.
4. To post the Reply, click the "Submit" button.