



Blackboard 9.1



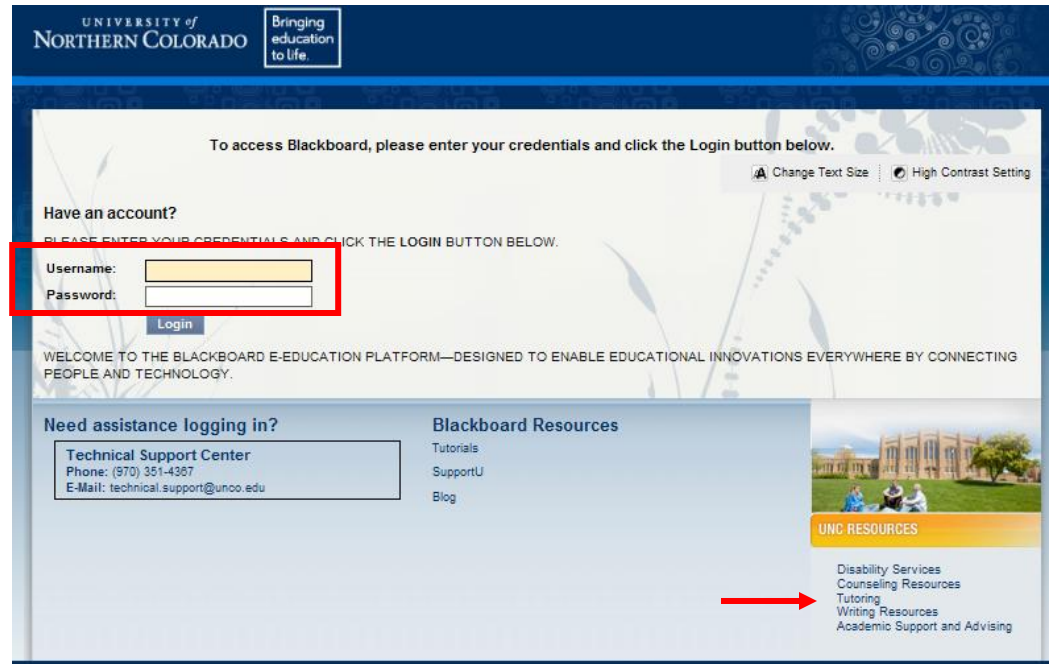
Getting Started in Blackboard 9.1

Login Screen:

Blackboard may be accessed using this url:
<https://unco.blackboard.com/>

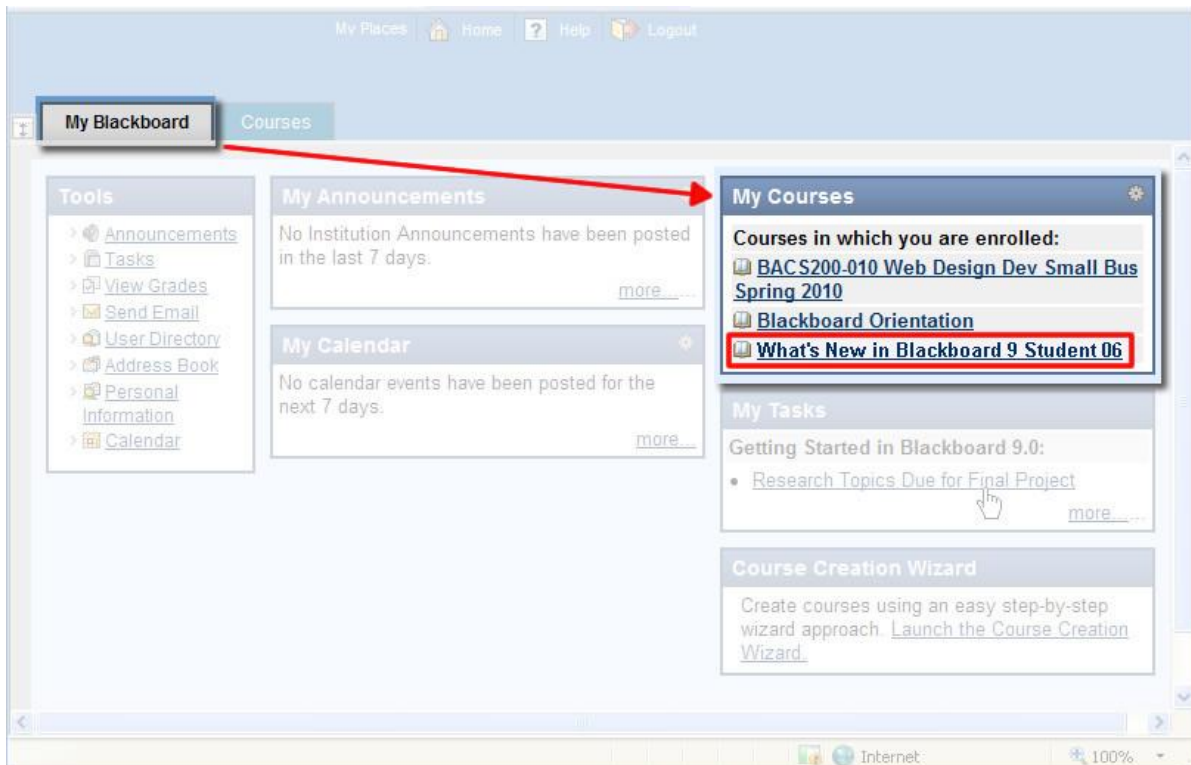
You will login to Blackboard using the same Username and Password assigned to you for URSA.

Notice the links to various University resources at the bottom right of the login page.



My Blackboard:

Once logged into Blackboard, the **My Blackboard** screen will appear. Displayed within the **My Courses** module of the homepage are the course(s) that you are currently enrolled in. To enter the course, select the course link.





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Blackboard Course Homepage:

When you enter the course, the default course homepage is displayed. The key areas of the page are identified as follows:

1. Course Content Area

The main display area of the course contains links to documents, tools and other course materials. This is where you will interact with course materials.

2. Course Name

The name of the course is beneath the My Blackboard and Course tabs.

3. Course View Icons

Each icon changes the view of the menu and you may set it to your preference.

4. Hide Menu Icon

Selecting the Hide Menu icon will allow the course content area of the course to expand. Selecting the icon again will unhide the menu.

5. Course Menu

Common links and tools set up by the instructor.



Common Blackboard 9 Course Menus

The left navigation menu, or Course Menu, is the area of the course set up by the instructor where links to the course content and other materials may be accessed. Each course may have different links or buttons. The most common items found in a course are as follows:

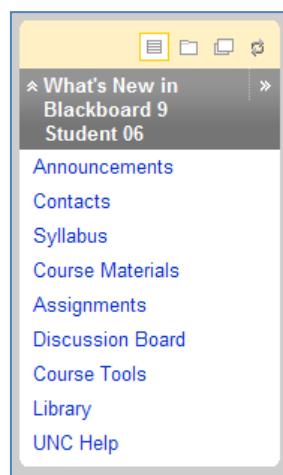
- Announcements** Many instructors use Announcements for timely messages to announce changes in scheduling or to remind you of fast-approaching deadlines.
- Contacts** Used to provide faculty information such as office hours and office location. Pictures, email addresses and other course contacts may also be listed within the Contacts area.
- Syllabus** The course Syllabus.
- Course Materials** This is a content area that usually contains the majority of the course materials and activities. It may also be named Weeks, Learning Units, Modules, Course Topics, etc.
- Assignments** This page can include detailed assignment descriptions and grading rubrics as well as a place to submit assignment papers.
- Discussion Board** This is the area where course topics and asynchronous discussions occur. There may be separate discussion forums for each unit, topic, or assignment, depending on how the instructor organizes the course.
- Course Tools** Provides links to tools (calendar, roster, discussions, email, groups, etc).
- Library** Links automatically to UNC library.
- UNC Help** Contains links to support resources and the technical support center.

Course Menu Views:

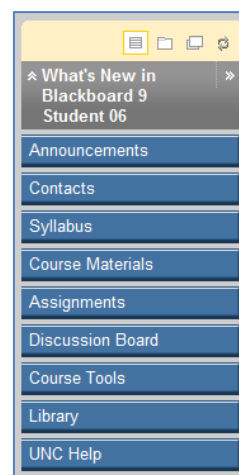
Same Course



Links



Buttons

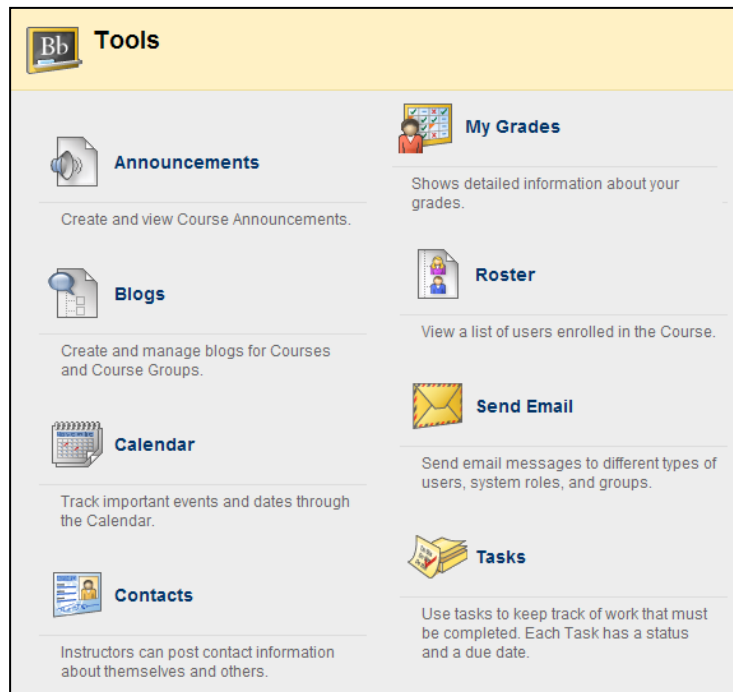
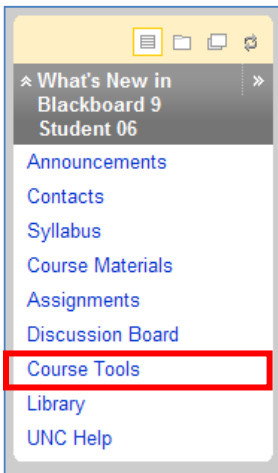


Course Tools

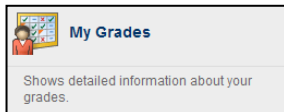
Course Tools:

The instructor of the course will choose the tools that appear in the **Course Tools** menu. Displayed below are a few of the tools that may be used during the course.

Course Menu



My Grades



The **My Grades** tool may be displayed within the **Course Tools** menu. Selecting the icon will display **your grades only**. Feedback from the instructor may also be viewed here.

Item Name	Details	Due Date	Last Submitted, Edited, or Graded	Grade	Points Possible	Comments
Assignment One - Blackboard Tool	Details		Apr 8, 2010 12:48 PM	20.00	25	Great work on this assignment. You picked up your grade from last week.
Assignment Two - SafeAssignment Tool	Details		Apr 9, 2010 9:51 AM	!	25	

Your instructor might upload your paper with comments. If so, click on your grade to view the detailed feedback.

Send Email tool

The Send Email tool allows email to be sent to the instructor and students in a specific course. The email goes to the Bear Mail account(s). The Send Email tool is accessed from the Course Tool link or your instructor might add the Email tool directly to the course menu.

Select the Send Email tool.

From the Send Email screen you can send email to:

- All Users
- All Groups
- Student Users
- Teaching Assistants
- Instructors
- Select Users
- Select Groups

Send Email

Instructors can send email to all or selected individual Users, Students, Groups, Teaching Assistants, Instructors or Observers. Instructors cannot send email to users that are not enrolled from this page. [More Help](#)

- » **All Users**
Send email to all of the users in the Course.
- » **All Groups**
Send email to all of the Groups in the Course.
- » **All Student Users**
Send email to all of the Student users in the Course.
- » **All Teaching Assistant Users**
Send email to all of the Teaching Assistant users in the Course.

Select the user group of choice.

This example displays the use of the All Student User selection.

Files can be attached to the email message also.

All Student Users

★ Indicates a required field. Cancel Submit

1. Email Information

To: Boyer, Kate; student03, demo; student04, demo; student05, demo; student07, demo; student08, demo; student09, demo; student10, demo; student11, demo; student12, demo; student13, demo; student14, demo; student15, demo

From: Kathryn Boyer (Kathryn.Boyer@unco.edu)

Subject:

Message:

A copy of this email will be sent to the sender.

Attachments [Attach a file](#)

Assignments – uploading files

The instructor may require you to submit papers and other types of files for a grade. There are two tools that allow for the uploading of papers and submissions.

- Blackboard Assignments
- SafeAssignments

SafeAssignment compares submitted assignments against a set of academic papers to identify areas of overlap between the submitted assignment and existing works. SafeAssignment can be used to prevent and identify plagiarism and to create opportunities to help students identify how to properly attribute sources rather than paraphrase.

Assignments

Assignment One - Blackboard Tool
This is where the instructions for the assignment will be displayed.

Assignment Two - SafeAssignment Tool
This is where the instructions for the assignment will be displayed.
>> [View/Complete](#)

Blackboard Assignment tool:

To upload and submit a file, select the link to the assignment.

Navigate to the **Assignment Materials** portion of the screen.

Select the **Browse My Computer** button and locate the completed assignment file on your computer.

Notice that the **File Name** of the file appears in the Attached files area.

To complete the process the paper must be submitted.

2 **Assignment Materials**

Submission

Visual Editor: ON

Normal 3 Arial B I U abc x₂ x²

abc ✓ ✂ 📄 📁 ↶ ↷ 🌐 📅 🖋 🔍 🔗 √ ↔ < > 🖨 ↻

Path: [body](#)

Attach File Browse My Computer

Attached files	File Name	Link Title

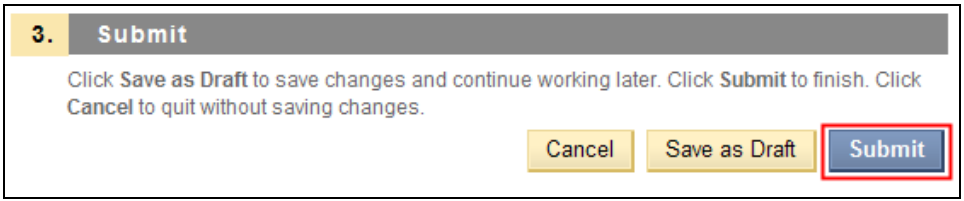
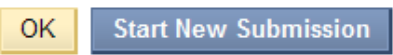
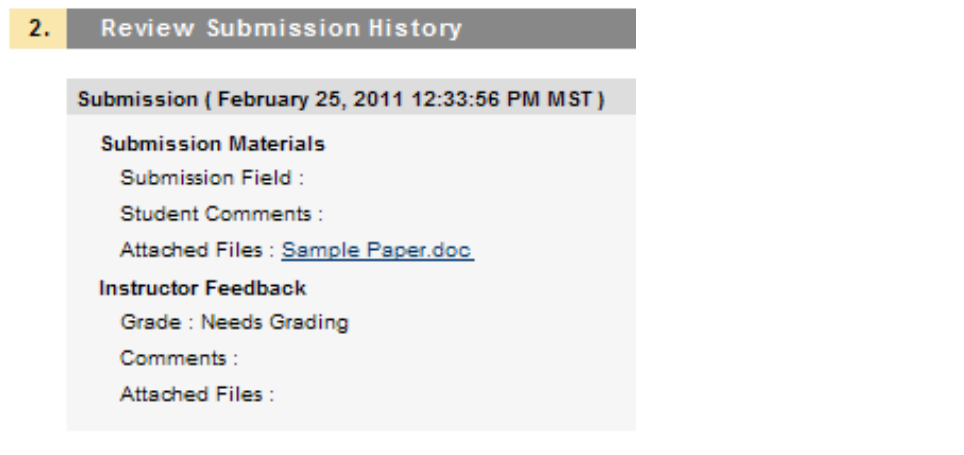
Attach File Browse My Computer

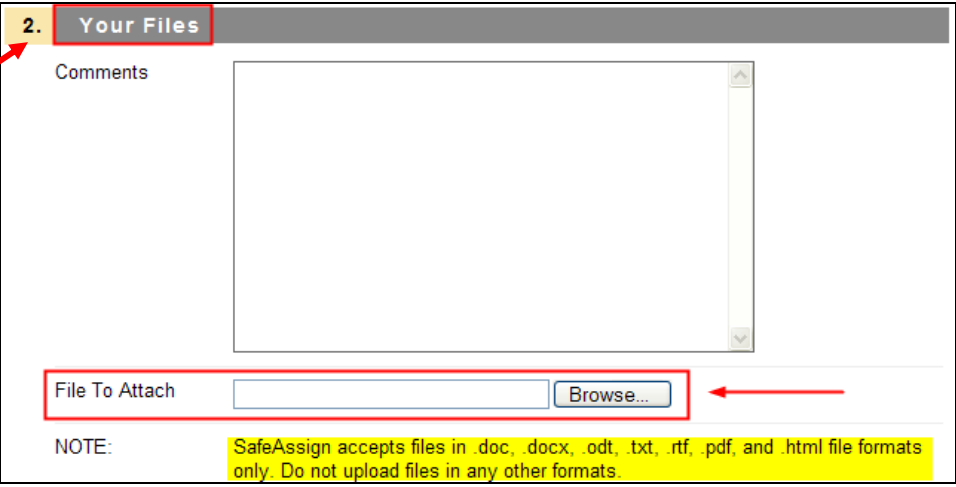
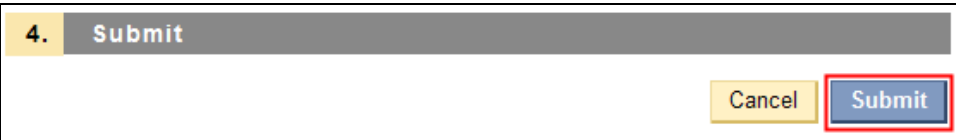
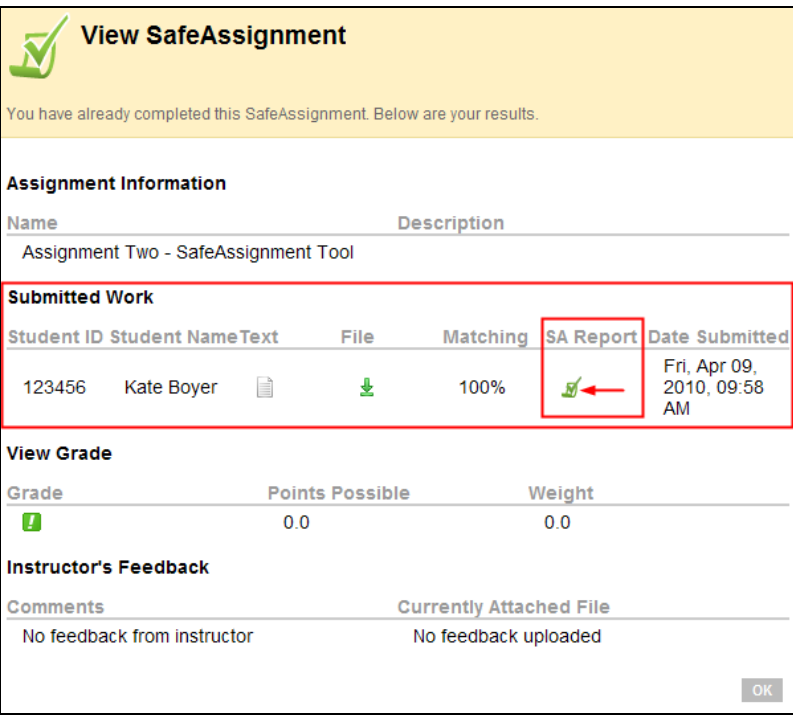
Attached files	File Name	Link Title
	Assignment Paper.docx	Assignment Paper.docx Do not attach



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Blackboard Assignment tool:	
<p>Select the Submit button from the upper or lower right portion of the screen.</p>	
<p>The Submission History screen appears and summarizes the assignment entries you made.</p> <p>If more than one submission is allowed, a Start New Submission button will appear in the upper right portion of the screen.</p>  <p>Instructors can see exactly when the submissions were made.</p>	

SafeAssignment tool:	
<p>To upload and submit a file, select the link associate with the SafeAssignment. >>View/Complete</p> <p>Navigate to the Your Files portion of the screen.</p> <p>Select the Browse button and locate the completed assignment file.</p> <p>*NOTE: Only certain file types are accepted with this tool.</p>	
<p>Select the Submit button from the upper or lower right portion of the screen.</p>	
<p>Once the paper has been submitted it generates a SafeAssignment Report (SA Report) that may be viewed for textual Matching.</p> <p>NOTE: Depending on how large the document is, it may take several minutes for the report to appear as displayed in the screenshot to the right.</p>	
<p>*Keep your document name short and simple, using ONLY letters or numbers, such as "assignment1.docx". Do not add and of these special characters to the file name. - ~ ! @ # \$ % ^ & * () _ + \ / = : ; " ' "</p>	



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SafeAssignment tool:

Selecting the **SA Report** Icon will produce a report similar to the report pictured.

This paper was 100% plagiarized and the suspected sources listed as probable resources.

The screenshot shows the SafeAssign report interface. At the top, the 'safe assign by Blackboard' logo is visible. Below the logo is a 'Paper Information' section with a red border around the 'Matching' field, which shows a 100% match. The 'Paper Information' section includes the following details:

Author: Kate Boyer	Assignment: Assignment Two - SafeAssignment Tool	Save report to disk:
Title: ComputerRequirements.docx	Submitted: Fri, Apr 09 2010, 9:58 AM	Print version:
Matching: 100%	Paper ID: 27290986	Direct link:

Below the 'Paper Information' section is the 'Suspected Sources' section. It contains a list of 9 sources, each with a magnifying glass icon and a checkbox. The sources are:

- http://avconline.avc.edu/info/student/System_BB.htm
- <http://fastteam.pbworks.com/f/requirements.pdf>
- <http://www.clarion.edu/94003/>
- <http://avconline.avc.edu/info/student/BrowserSettings.htm>
- <http://www.solarenergy.org/online-courses-0>
- http://blogs.shu.edu/projects/tech_tips/2009/08/
- <http://oaklandcc.edu/se%2Dmath/bjbllass/B%20Blass%20MAT%201150%20Orientation%20Materials.doc>
- <http://www2.piedmontcc.edu/DL/Accessing%20Blackboard/browsers.htm>
- <http://www.valdosta.edu/vista/popups.shtml>

Interpreting SafeAssignment Scores

Overall score is an indicator of what percentage of the submitted paper matches existing sources. This score is a warning indicator only and papers should be reviewed to see if the matches are properly attributed.

- Scores below 15 percent: These papers typical include some quotes and few common phrases or blocks of text that match other documents. These papers typically do not require further analysis, as there is no evidence of the possibility of plagiarism in these papers.
- Scores between 15 percent and 40 percent: These papers include extensive quoted or paraphrased material or they may include plagiarism. These papers should be reviewed to determine if the matching content is properly attributed.
- Scores over 40 percent: There is a very high probability that text in this paper was copied from other sources. These papers include quoted or paraphrased text in excess and should be reviewed for plagiarism.



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Test Taking Tips in Blackboard 9.1

Please take a few moments to read these test taking tips before starting the test in Blackboard. These tips are meant to reduce the chance of technical problems while working on a Blackboard quiz or exam. For more information call **UNC Technical Support at 970-351-4357**.

Preparation before starting the test:

1. Identify the date of the test and the timing of the test. Most tests will be available during a certain time period as indicated by the instructor.
2. Begin the test at a time free from interruptions. Most tests can only be accessed once and when you click on the link to start the test, you may not be able to come back and finish it later.
3. Check the version of browser on your computer. The following are compatible with Blackboard 9.1:
 - a. Internet Explorer 8.0 and 9.0
 - b. Firefox 3.6 and 6.0
 - c. Safari 4.0 and 5.0
 - d. Chrome 13
4. Do not use a wireless connection. Loss of connection may cause the test to become locked. Use a reliable computer with a high speed Internet connection (DSL or cable) if possible. If wireless is all that is available at your residence consider using a computer lab on campus.
5. Do not double-click the test link. Blackboard reads the first click as an attempt to take the test and the second click as a second attempt, and may therefore block access.
6. Close all other applications and do not multi-task while taking the test. (i.e. email, Google)

During the test:

1. Using the browser Back button or printing the test may take you out of the exam prematurely. Instead, use the scroll bar to move back to check earlier questions and the arrow keys to navigate within a test.
2. Be patient when using the **Next**, **Save** and **Submit** buttons. It may take a few moments to move to the next question or receive confirmation.
3. **IMPORTANT:** Select the **Save** button for each question along the way. This will help prevent issues with the browser timing out. At the end of the test select the Submit button to complete and confirm the testing process. Once the Submit button is selected a confirmation window will appear. Select OK and a final screen will appear confirming that your answers have been accepted.

Contact your instructor if access to the quiz is an issue or problems occur while taking the test. Your instructor is the only person who has the ability to make the test available and/or unlock the test if technical problems occur while taking the test.