

Blackboard 6 Manual – Student

Version 4

This Blackboard 6 Manual is meant for students who work with Blackboard 6 for the first time. In this manual you will not find the complete picture of what Blackboard 6 has to offer. The pictures in this manual originate from a sample course from RISBO-OECR and may differ somewhat from the pictures you will see on your screen.

Prerequisites:

When you want to start working with Blackboard you will need basic knowledge of Microsoft Windows (or an equivalent operating system) and some practice in using a Web Browser such as Netscape Navigator or Internet Explorer.

Additions to the latest version of this manual are:

Version 4 (April 2006)

- Blackboard as a part of *MyEUR*, which is the portal to the primary information system on education of Erasmus University Rotterdam. The portal offers students and staff, wherever they are in the world, access to facilities like web-mail, Blackboard, Osiris, SIN-Online and the University Library.
- New Functions:
 - *Language preference* is selectable
 - The display of the *Course Menu* is adjustable

Version 3 (February 2005)

- *Safe Assignments*: how to avoid digital plagiarism

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1. What is Blackboard?

Blackboard is the digital learning environment of the EUR. For every Major Study (and all its subject courses) a form of "Home Page" is established on the institutions server. In these "Home Pages" you will be able to find information about your course. You can think about information such as: announcements, the structure of your course, teaching staff, documents or books pertaining to the course, assignments you will have to make and interesting or useful links to websites. There is also a communication forum where you can discuss course subjects or ask questions about the contents of the course.

Blackboard is a part of *MyEUR*, the portal to the primary information system on education of Erasmus University Rotterdam. The portal offers students and staff, wherever they are in the world, access to facilities like web-mail, Blackboard, Osiris, SIN-Online and the University Library.

2. Where can you find Blackboard 6?

Use the following procedure to find Blackboard 6:

1. In Netscape Communicator or Internet Explorer go to the homepage of the Erasmus University, <http://www.eur.nl>. Click in this webpage on the *MyEur* logo:



The following screen will load:

Erasmus Universiteit Rotterdam
MyEUR

Log-in met je Erna-gebruikersnaam en -wachtwoord

Naam:

Wachtwoord:

Log-in

MyEUR is de ingang tot de belangrijkste onderwijsinformatiesystemen van de Erasmus Universiteit Rotterdam. De portal biedt studenten en medewerkers waar ook ter wereld toegang tot faciliteiten als web-mail, Osiris, Blackboard, SIN-Online en de Universiteitsbibliotheek.

Om in te loggen op MyEUR heb je een Erna-gebruikersnaam en -wachtwoord nodig. Studenten en medewerkers hebben deze per brief ontvangen.

Let op! Ter bescherming van je persoonlijke gegevens is het belangrijk om:

- Na je bezoek aan de portal uit te loggen via de link "Uitloggen".
- Geen gebruik te maken van de optie "Je wachtwoord opslaan".

De MyEUR portal werkt goed met Internet Explorer en Mozilla Firefox. De browser moet het gebruik van cookies en javascript ondersteunen.

MyEUR wordt regelmatig aangepast en uitgebreid.

- Vragen? MyEUR@eur.nl
- Problemen met inloggen, klik [hier](#).

Mededeling voor Blackboard -en Osiris-gebruikers

Inloggen voor Blackboard en Osiris doet u vanaf heden via MyEUR. U kunt hierboven inloggen met dezelfde gebruikersnaam/wachtwoord-combinatie als voorheen.

Gastgebruikers van Blackboard kunnen inloggen met de naam "guest" en password "guest".

English

English

2. Click on one of the links *English* to get a screen with the instruction in the English language
3. Type into the *Naam:* field your *Username* (to login on Blackboard you need an ERNA account: your student number and two initials followed by *@eur.nl*)
4. Type into the *Wachtwoord:* field your *Password*
5. Click on the *Log-in* button
6. In the next screen of *MyEUR* click under the heading *Blackboard* on *My courses* to go to your Blackboard course.



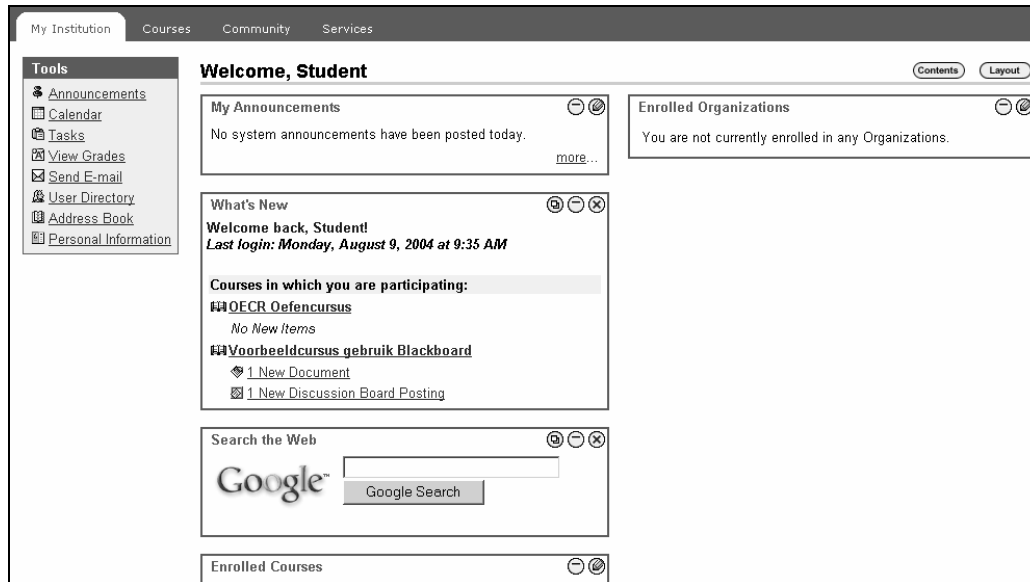
You can gain access to Blackboard from any computer, anywhere, with an Internet connection

When you experience problems logging into Blackboard you can contact the helpdesk of your own faculty at: <http://www.erna.nl/helpdesk/helpdesk.html>

3. Where can you find your own course(s)?

3.1 My Institution Tab

When you are logged in to Blackboard you will see your own personal start-up page:



On the *My Institution* page you will find in the screen module *Enrolled Courses* all the courses in which you are enrolled. In the screen module *My Announcements* you can find a listing of all the announcements that have been made by the Instructor(s) of your course(s). In the module *What's New* you will find all the new items that have been added by the Instructor(s) since you were logged into Blackboard. In the module *Student Information* you can find information about Blackboard which is meant for students.

3.2 Courses Tab

When you click on the Tab *Courses* all courses into which you are enrolled will appear under *Course List*

3.2.1 Enrolling into a course

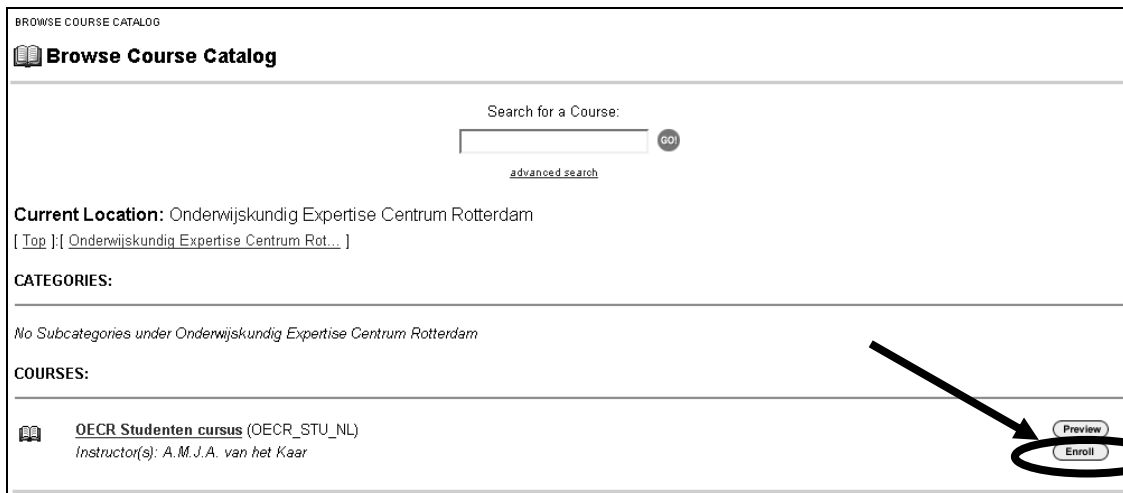
1. click on the Tab *Courses*.



You will have to enroll into each course for which you want access on Blackboard. You can do this yourself but also the Instructor could do this for you. In the example below you are not enrolled as yet into any courses. If you would be, a list would appear under *Course List*.



2. you can find the course by using *Course Search* (in the top left of the screen) or by using the *Course Catalog* (top right of your screen)
3. when you use *Course Search* you can search on the name of the course as well as the course code. If you cannot find the course it is possible that the Instructor has not made the course available for viewing by students as yet.. Try again at a later time.
4. by using the *Course Catalog* you can look for any course that is offered at the EUR:
 - click on ***Browse Course Catalog***. A screen with the name *Browse Course Catalog* appears with departments and faculties
 - click on a department or faculty of your choice
 - in the next screen you can make further selections on subcategories such as Bachelor or Master, or you see courses in which you can enroll:




5. click after the course into which you want to enroll on the ***Enroll*** button.(If the Enroll button is missing there may be 2 causes: you have enrolled yourself in the course already or *the self-enrollment* option has not been activated by your Instructor)
6. click on the ***Submit*** button to confirm your enrollment
7. click on the ***OK.*** button. You will now enter the environment of the course into which you were just enrolled

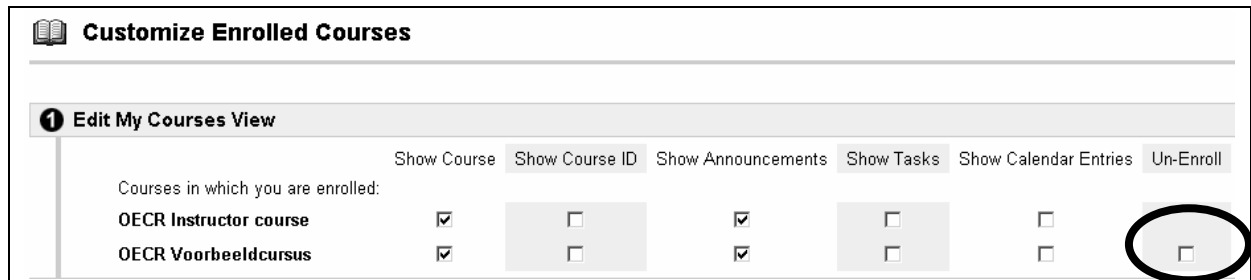


8. click on the word ***COURSES*** in the sub-menu bar when you want to return to the *Course List*.

3.2.2 Cancel your enrollment into a course

You can cancel your enrollment into a course yourself, proceed as follows:

1. Click on the **My Institution** page in the module **Enrolled courses** on the  icon.
2. Select the box in the **Un-enroll** column on the same row in which the name of the course appears (see below)
3. Click on **Submit**



Customize Enrolled Courses

1 Edit My Courses View

	Show Course	Show Course ID	Show Announcements	Show Tasks	Show Calendar Entries	Un-Enroll
Courses in which you are enrolled:						
OECR Instructor course	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OECR Voorbeeldcursus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.3 Community Tab

Next to courses Blackboard features also *Communities* (sometimes also called *Organizations*).

Communities do not belong to any specific course. You can think of communities as groups of students that, for example, belong to the same faculty, the same department or in fact any other form of group somehow connected with the University.

You can find *Communities* by clicking on the *Community Tab*. The *Community* page works similar to the *Course* page, if you find a community group to your liking you can enroll into that group just like you would to a course.

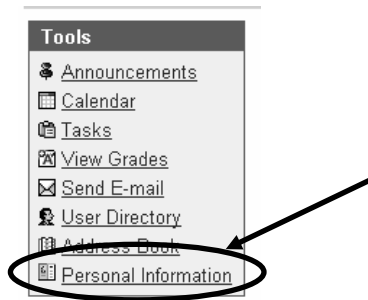
3.4 Changing the preferred user language

You can specify your personal preference for the language used in Blackboard (*Locale*). When you apply this change, buttons, titles or any other text produced by Blackboard will be in the language of your choice. You can choose among the following languages: English, Dutch, German, Spanish, French, Italian or Portuguese.

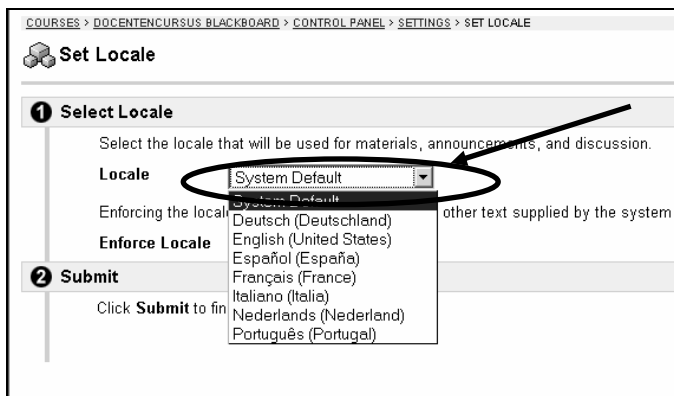
N.B.: At the course level the *Instructor* can enforce the use of a certain language. When you attempt to alter the language setting it will not be allowed. When the Instructor does not enforce the *Locale* language for a particular course then your personal adjustments will take precedence over the standard course language

Changing your personal preferences for the preferred language:

1. Click under the TAB *My Institution* in the *Tools* window on *Personal Information*



2. Click in the next dialog window on: *Set Locale*
3. Choose in the next dialog window after *User Locale* from the pull-down menu, for example 'English' or 'Nederlands' (Obs. the standard language used at the EUR for Blackboard (*System default*) is English).

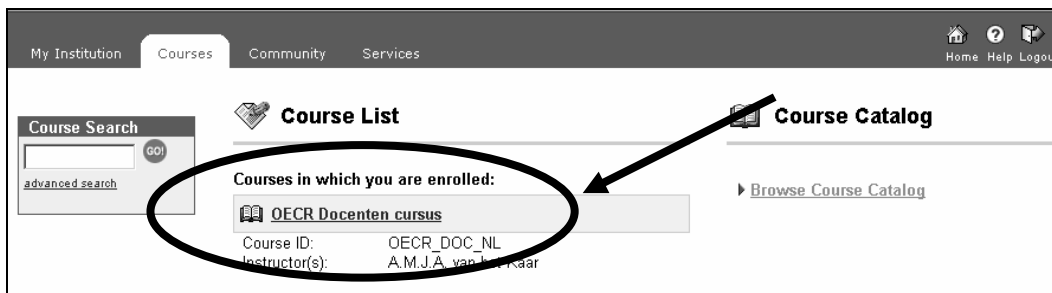


4. Click on the *Submit* button

3.5 Accessing a course on Blackboard

When you are enrolled into a certain course you can use the following procedure:

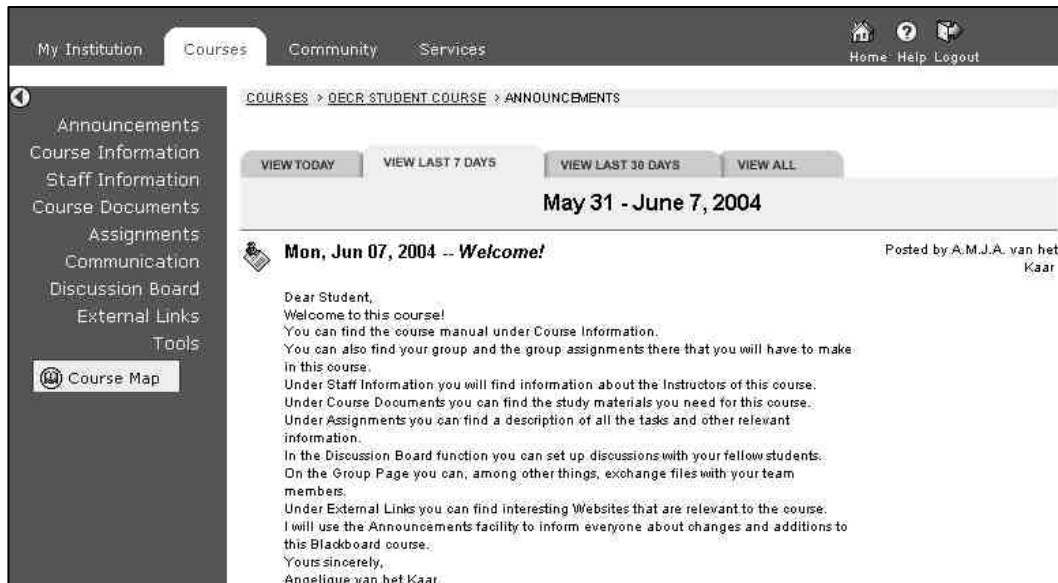
1. click on the tab *Courses*. A screen similar to the one below appears:



2. click under *Course List* on the name of the course where you want to look at.

4. How do you navigate inside your own course in Blackboard?

When you are in the course environment you will see a screen similar to the following one:



It could be that in your course not all the buttons as shown in the left frame of the above print screen will be the same. It is possible that the Instructor has removed some of the buttons because they are not relevant to your course. It is also possible that the Instructor has chosen other button names or a different look than in the screen above.

Below follows a short explanation of the most important possibilities of Blackboard 6. In this explanation the original names given in the *Course Menu* will be used. The original names on the buttons are: *Announcements*, *Course Information*, *Staff Information*, *Course Documents*, *Assignments*, *Communication*, *Discussion Board*, *External Links*, and *Tools*.

4.1 Announcements

Under *Announcements* you can find information supplied by the Instructor, for example, a change in course calendar or relevant course documents that have been added to the course content. These *Announcements* you can also find on your starting page (the *My Institution* page).

4.2 Course Information

Under *Course Information* you can find information about the course. These could be, for example, the goals to be achieved in this course, the course manual, the course calendar or a study guide.

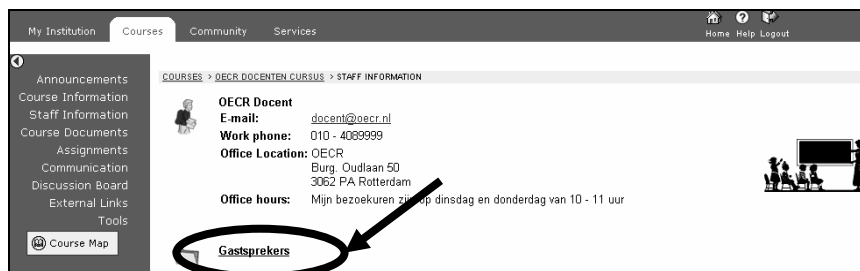


You can read the information contained in a file as follows:

1. click on the underlined text to open a document (for example on the text: *Click here to open this document* or on the name of the file (in the above example *Welcome.doc*)

4.3 Staff Information

Under *Staff Information* you can find information about Instructors, tutor's, guest speakers or student assistants. In the following print screen only one Instructor is involved in the course. You can e-mail to the Instructor by clicking on the underlined e-mail address.. In the same print screen information about guest speakers, placed in a folder, is shown. You can open a folder by double clicking on the , underlined, name of the folder, in this case the folder "Gast sprekers" (*Guestspeakers*)



4.4 Course Documents

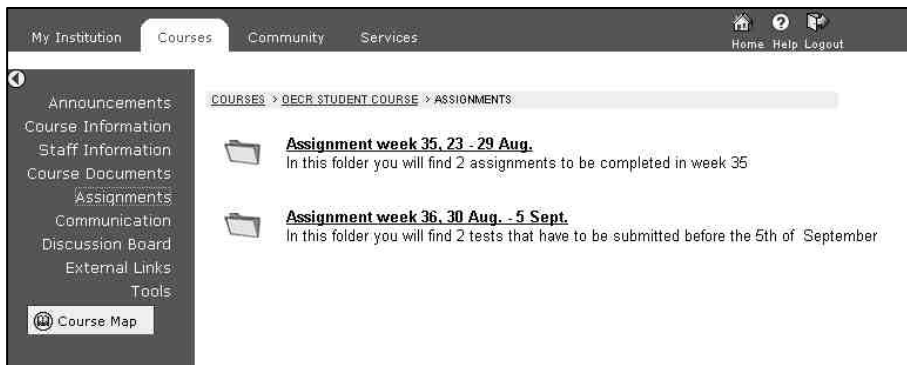
Under *Course Documents* you can find the course material pertaining to your course, such as overhead sheets, articles, lecture notes, summaries, even video recordings are possible. Also clicking on the underlined names that belong to them can open these documents and folders.

4.5 Assignments

4.5.1. Making an assignment and returning it, within Blackboard, to your Instructor

Under *Assignments* you will find the tasks you will have to perform for this course together with material and tips. In the print screen below you can see that in week 1 and week 2 two assignments must be completed. Also a group assignment needs to be completed in this (sample) course.

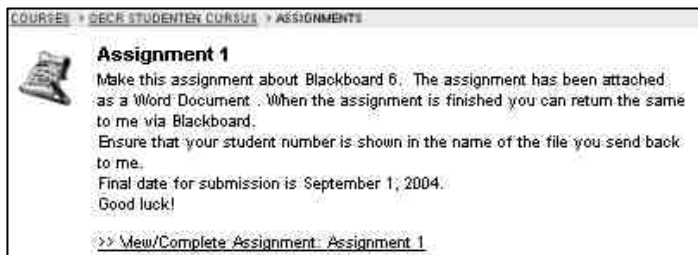
(NB: Assignments can be placed by the Instructor in the content area *Assignments* but also in other content areas such as *Course Documents* of *Course Information!*).



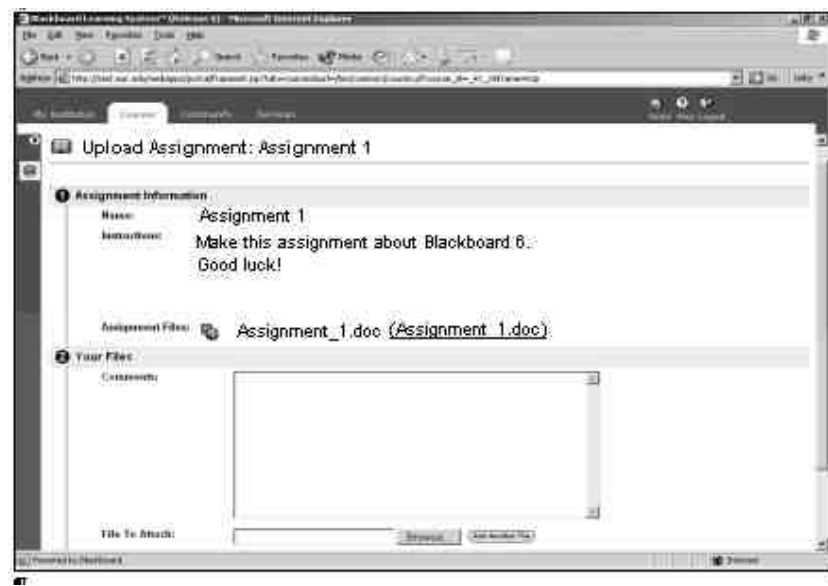
The Instructor can present the students with an assignment with an *attached file* (for example a Word document or an Excel Spreadsheet) in which the actual assignment is contained. You can use that file to make the assignment and send it back to the Instructor in the same form for evaluation, and possibly grading. After that it is possible for the Instructor to give you feed back of the results via Blackboard

To make an assignment in this way use the following procedure:

1. to open an *Assignment* (you were probably informed via *Announcements* that there was one and where you could find it) click in the appropriate *content area* (for example *Assignments*, *Course Documents* or *Course Information*) on the link *View/Complete Assignment: < name of the assignment >* (see example below)



2. the following screen will appear:



3. in this screen you will find, after *Assignment Files* the file (underlined) with the assignment you can complete after downloading
4. when the assignment has been completed you can return the same to your Instructor by using *File to Attach*. With the *Browse* button you can look for the correct file on your hard disk.
 - give the file a descriptive, recognizable name in order for the Instructor to recognize it as coming from you (it is possible that the Instructor gives you instructions concerning this)
 - it is possible to upload more than one file, simply use the *Add Another File* button
 - by clicking on the *Remove* button, which you can find behind the name of the file you could easily remove it.
 - when you do not want(or need) to send a file back to your Instructor simply leave the field after *File to Attach* empty
 - after *Comments* you can provide a direct answer give or comment to the assignment or a short explanation your work
5. with the *Save* button you can save your *Assignment* when you do not wish to complete it in its entirety all at once but want to work at it (or edit it) at a later date
6. by clicking on the *Submit* button you send your completed assignment or comment and possibly the annexed file back to your Instructor.

NB: Observe the difference between the *Save* and *Submit* buttons! With the *Submit* button you send your assignment irrevocably back to your Instructor and you can no longer look at it or edit it in Blackboard!

The Instructor can examine the assignment after you have submitted it in Blackboard he can download the same for evaluation, grading and feedback. You can examine the grade and the feedback by:

1. clicking the (text)button *Tools* (in the *Course Menu*) and after that clicking on *My Grades*
2. by clicking on the name of the assignment in the *Grade* column or by clicking on the number sign of the grade or on the exclamation mark in case no grade has been given (as yet)
3. in the screen that appears you can find the grade and the feedback from the Instructor on your submitted assignment.

4.5.2 Safe Assignments: digital plagiarism avoided

The instructor can use *Safe Assignment* in Blackboard to verify that documents and assignments that are submitted by you are free of plagiarism. When using *Safe Assignment* your documents will be compared with many other digital sources, for example sources that are available on Internet but also with documents submitted by other students to your lecturer via Blackboard. *Safe Assignment* can only compare documents that are submitted in the following text formats: .doc, .rtf, .txt, .html and .pdf.

A manual for students is available in Blackboard on how to make *Safe Assignments* and send the *Safe Assignment* to your Instructor. You can find a link to this manual in the module *Student Information* on your personal start-up page. To open the manual use [Click here](#) (see illustration below).

Student Information ⊖

- Set your preferred Language in Blackboard by going to **Personal Information** in the Tools Area, **Set Locale**. Choose the language of how Blackboard is displayed throughout the system. Instructors can override these setting in their courses when preferred.
- Currently the Safe Assignment Version 2 plagiarism detection module is available in Blackboard. For a student manual [click here](#).

4.6 Online Tests en Surveys

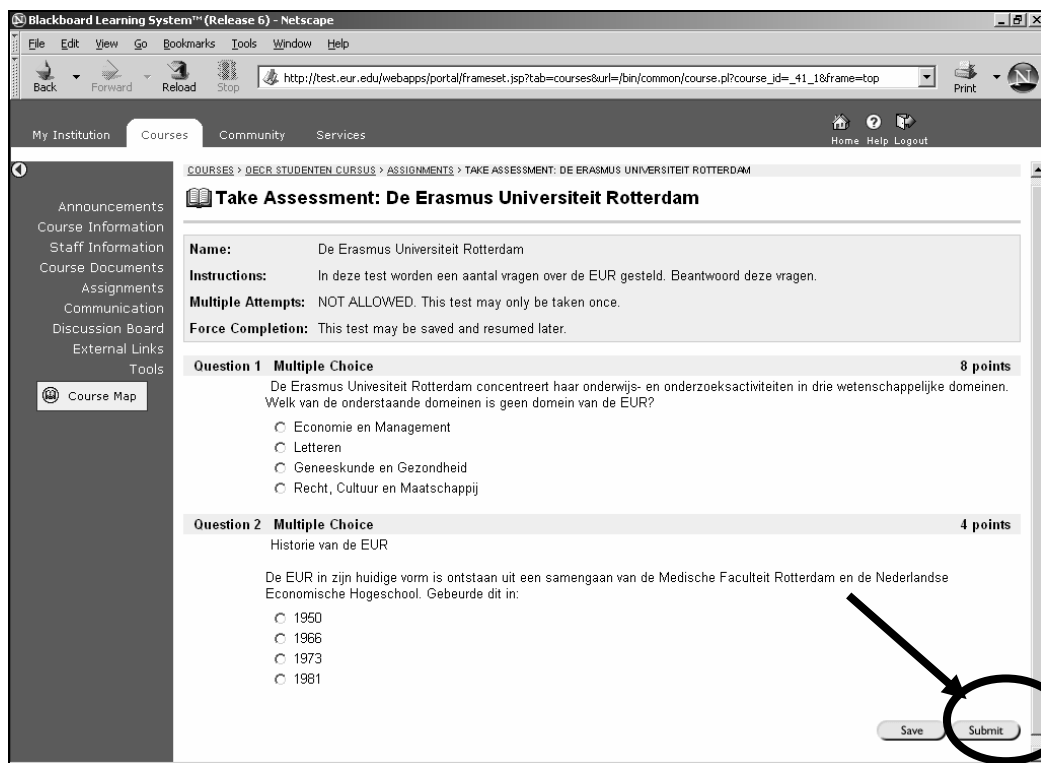
In Blackboard certain tests can be made on-line. You can use these tests to check your understanding of the course material. The questions in the test could be *Multiple Choice* or *Fill in the blanks*. The results of a test you have made will be processed automatically and you can look at the end result. An on-line test may be found under *Course Information*, *Course Documents*, *Assignments* or *External Links*. Your Instructor determines where the course is placed.

Surveys can be used by the Instructor for on-line evaluations or polls.

The procedure to make a *Test* or a *Survey* is almost identical. Below follows a description of the procedure to make a test:

1. click on the Hyperlink that pertains to the test
2. click on *Yes*
3. answer the questions

N.B. It is very important that you, while making the test, do NOT use the BACK button of your browser!



4. when the test is completed click on the *Submit* button
5. when the Instructor has made this possible you can examine which questions you answered right or wrong
6. click on the *OK* button
7. again, when your Instructor has made this possible, you can look at your final score

4.7 Communication

With this Blackboard function you can exchange e-mail with your fellow students, you can work with the *Discussion Board*, the *Virtual Classroom* or *Chat* or you can work with the *Group Pages*. The *Discussion Board* can also be reached as a separate option via the *Course Menu* and can therefore be activated from two different locations inside Blackboard.

4.7.1 Working in a group

An Instructor can place students in groups. Each group has its' own virtual space in Blackboard that cannot be visited by other participants in the course, except for the Instructor. In the *Group Pages* you can exchange information, partial reports or partial investigation results pertaining to the group assignment you are working on. To accomplish this you can use uploading and downloading of files, as follows:

1. click on *Communication > Group Pages*
2. click on the name of your group
3. click on *File Exchange > Add File*
4. after *Name* type an easily recognizable name
5. click on the *Browse* button, open the folder containing the file you want to attach and select it
6. click on the *Open* button
7. click on the *Submit* button to place the file in the line of discussion

4.7.2 Virtual Classroom and Chat

You can use the *Virtual Classroom* or *Chat* for real-time discussions with your Instructor, tutor or fellow students. This system might be used for, for example, an on-line consult, discussion or lecture.

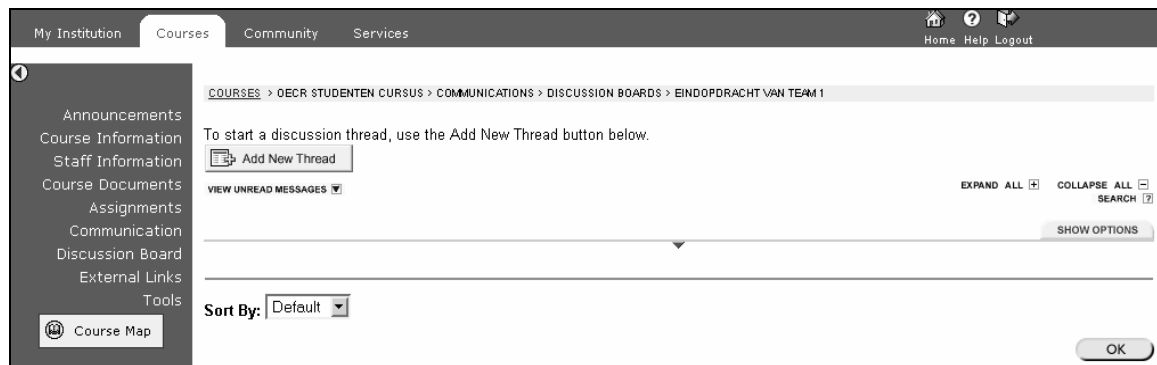
4.8 Discussion Board

The *Discussion Board* can be used for multiple applications. You can debate hypotheses with other students or Instructors, you can ask questions about the course material or you could give, or receive, feedback about the fruits of your scientific endeavors from Instructors or fellow students. You can provide answers or comments on an existing discussion thread (this is easy and requires no further explanation) or you can start a new thread yourself as explained below.

4.8.1 Starting a new thread (line of discussion)

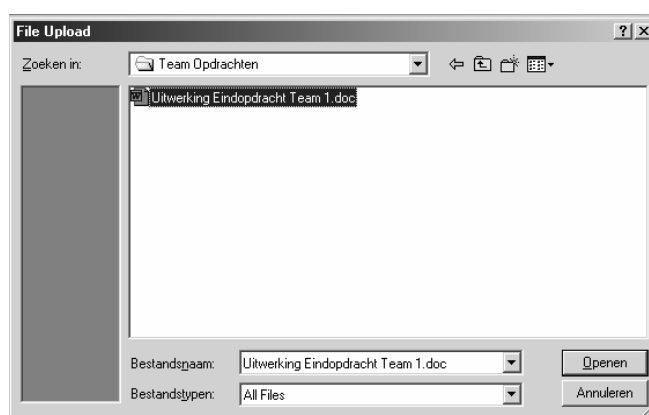
To start up a new line of discussion of your own on the *Discussion Board* you can use the following procedure:

1. click on the *Discussion Board* button
2. click on the name of the forum to which you want to contribute, the following screen appears:



- click on the *Add New Thread* button to add a question, hypothesis or completed assignment to the Discussion Board. The following screen appears:

- type after *Subject*: a description of your contribution. Ensure that this description will be easily understandable for everyone.
- type after *Message*: the question, hypothesis or other item you want to start a discussion about
- after *Attachment*: you can click on the *Browse* button to add a file, for example an assignment you want to submit. A screen similar to the one below appears:



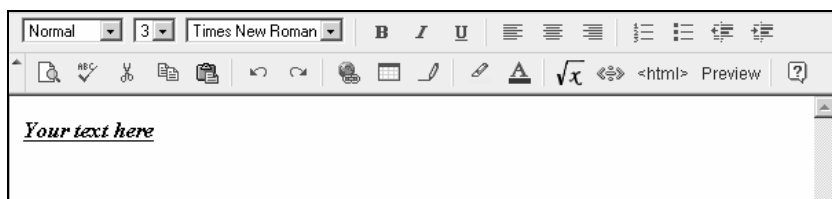
- open the folder containing the file you want to add and select that file
- click on the *Open* button
- click on the *Preview* button to examine how your contribution will look on the *Discussion Board*
- click on the *OK* button
- click on the *Submit* button to place your contribution on the *Discussion Board*.

4.8.1.1 Text Box Editor

When you are using the web browser *Internet Explorer* (with Netscape Navigator this does not work) you can use the *Text Box Editor* to make up your text. The *Text Box Editor* can be found under functions like: *Discussion Board*, *Calendar*, *Task* and *Assessment*. In the *Text Box Editor* you have the possibility to:

- make up your text
- add tables, hyperlinks or formulas
- use the options: *Attach File*, *Attach Image*, *Add MPEG/AVI content*, *Add QuickTime Content*, *Add Audio Content* and *Add Flash/Shockwave Content*.

N.B. When you are using the button bar to make up your text (for example *Italic*, *Bold* or *Underline*) to **ACTIVATE** or **DEACTIVATE** that make up option, you will have to click with your left mouse button in the text entry screen to get you text cursor back!



4.8.2 Posting a reply

You can reply to a message from a fellow student as follows:

1. click on the *Discussion Board* button
2. click on the name of the forum in which you want to react on a posting
3. click on the title of the message you want to reply to
4. click on the *Reply* button
5. type after *Message* your reaction
6. click on the *Submit* button

4.9 External Links

Under *External Links* you can find interesting Internet-sites that enhance the content of your course. Links might also refer to sites where course material can be obtained, commercial companies that will be, or could be, visited or Databases relevant to the course.

4.10 Tools

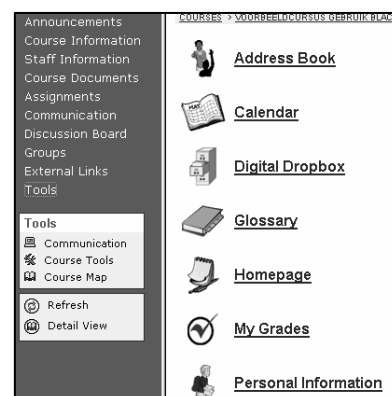
In *Tools* you can find instruments that could be useful for your study. Some of these tools are mentioned below:

Address Book

In the *Address Book* you can add and view your contacts.

Calendar

In *Calendar* you can examine the calendar events of your course, inserted by your Instructor.



Digital DropBox

You can (also) use the *Digital DropBox* to submit your assignments to your Instructor. The Instructor can return the assignment to you with feedback.

Glossary

If an Instructor added a *Glossary* with terms and associated definitions to the course, you may find this Glossary here in *Tools*.

Homepage

With this tool you can adjust your own personal Home Page for the course. You might tell something about yourself, add your picture and show your own favorite Internet Links. Other students can look at this information under *Communication* in the *Roster* by typing your family name in the search field.

My Grades

With this tool you can examine the results you have achieved in the course you are enrolled into. Study results consist of grades and feedback (from the Instructor) you have received on the *Assignments* and *Tests* you have made on-line

Personal Information

You can change your personal information here, but only where a text box is visible (for example your *First Name*)

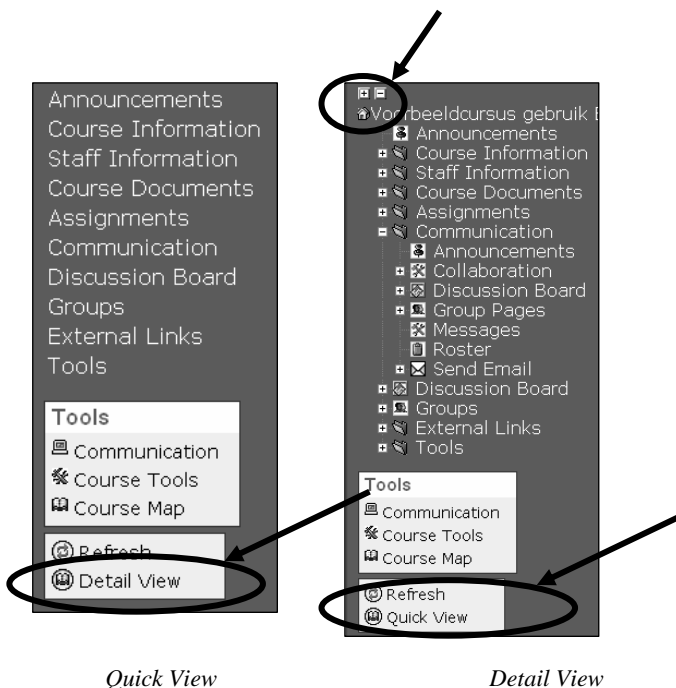
Tasks

In *Tasks* you can see which assignments the Instructor has added.

Electric Blackboard

You can use the *Electric Blackboard* to make your own personal notes about the course you are enrolled in. These notes can be saved as well.

1.11 Changing the Course Menu design



There are two different designs of the *Course Menu*, *Quick View* (this is the original design) and *Detail View*. When using *Detail View* the Main- and Submenu's can be extended and retracted somewhat like the Windows Explorer.

1. Click in the Tool section of the course menu on *Detail View* to activate it. (*Detail View* toggles with *Quick View*)
2. Click in *Detail View* on a in front of a certain *Course Menu* item (for example the item *Communication*) this will expand the item and sub-menu choices will become visible.
3. Click on a to retract a *Course Menu* item.
4. To retract or extend all *Course Menu* items at the same time click on the "+" or "-" at the top of the *Course Menu*.

5. Where can you find more information about Blackboard 6?

More information about the use of Blackboard 6 can be found on the ICTO Website of the EUR:
<http://www.eur.nl/icto> Within this Website you can click on one of the links. The link *Studenten* (see picture below) gets you to information specifically for students.

On the ICTO Website you can find, among other things:

- extended manuals for the use of Blackboard
- links to interesting Websites concerned with working with Blackboard



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ICT & Onderwijs
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