

Quickstart Manual Blackboard 6 – Student

Version 4

This Quickstart manual is a short version of the 'Manual Blackboard 6 - Student'

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.

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

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.

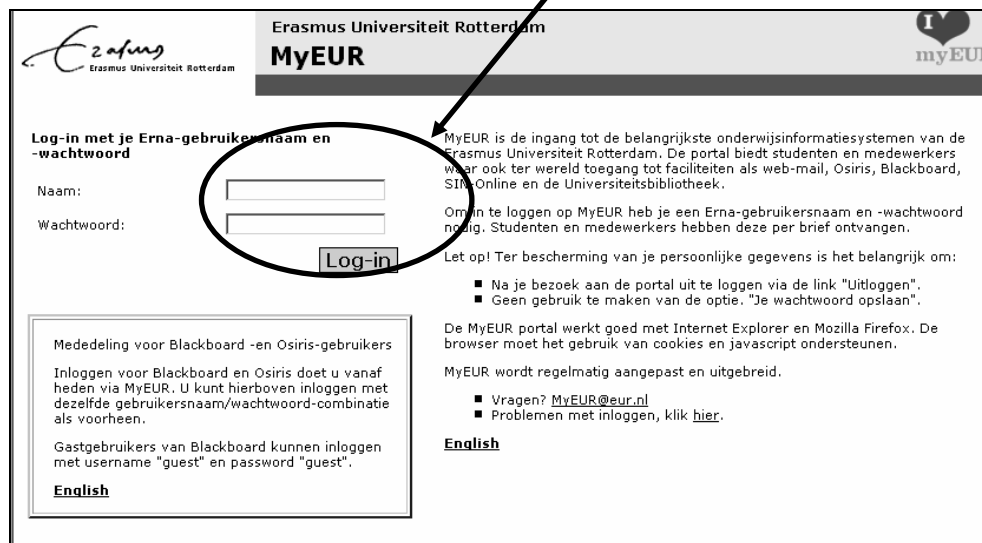
2. Where can you find Blackboard 6?

1. Use the following procedure to find Blackboard 6: in Netscape Communicator or Internet Explorer go to the homepage of the Erasmus University, <http://www.eur.nl>. Click in this webpage on the



2. 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*). Type into the *Wachtwoord:* field your *Password*. Click on the *Log-in* button.

Click on one of the links *English* to get a screen with the instruction in the English language



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](#).

English

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 username "guest" en password "guest".

English

3. In the next screen of *MyEUR* click under the heading *Blackboard on My courses* to go to your Blackboard course.

2.1 Problems with login

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)?

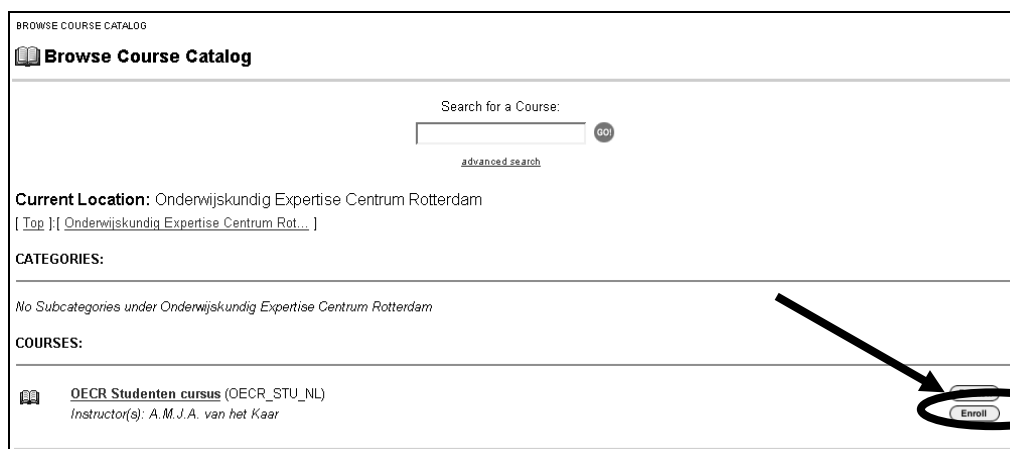
When you are logged in to Blackboard you will see your own personal start-up page. On the **My Institution** page you will find in the screen module **Enrolled Courses** all the courses in which you are enrolled. In the screen module **My Announcements** you can find a listing of all the announcements 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. When you click on the Tab **Courses** all courses into which you are enrolled will appear under **Course List**.

3.1 Enrolling into a course

When you click on the Tab **Courses** under **Course List** all major courses will appear to which you are assigned. 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**.



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). 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. 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:




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). Click on the **Submit** button to confirm your enrollment. Click on the **OK** button. You will now enter the environment of the course into which you were just enrolled.

3.2 Communities

Next to courses Blackboard features also *Communities*. 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.

3.3 Terminating your enrollment into a course (Un-Enroll)

You can terminate your enrollment into any particular course. By clicking on the *My Institution* page in the module *Enrolled courses* on the  icon. Select the box in the *Un-enroll* column on the same row in which the name of the course appears and click on *Submit*.

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

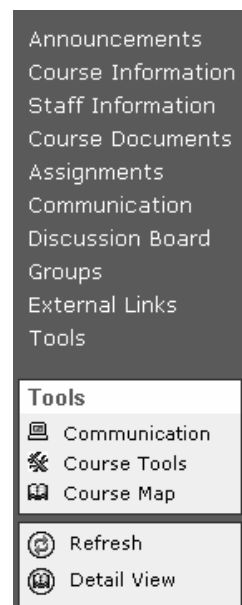
4.1 Structure of the course

When you are enrolled into a certain course you can use the following procedure: click on the tab *Courses*. Next click under *Course List* on the name of the course where you want to look at.

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*.

It could be that in your course not all the buttons in the *Course Menu* will be the same as the original names on the buttons. 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.

- **Announcements:** here 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).
- **Course Information:** in this content area 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 by clicking 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).
- **Staff Information:** here you can find information about Instructors, tutor's, guest speakers or student assistants. You can e-mail to the Instructor by clicking on the underlined e-mail address. You can open a folder by double clicking on the, underlined, name of the folder.
- **Course Documents:** in this content area 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.

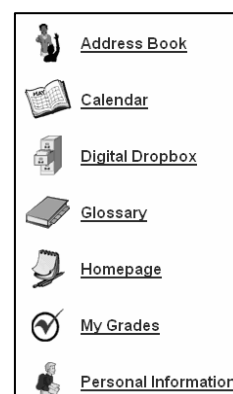
- **Assignments** (*which is a content area*): here you will find the tasks you will have to perform for this course together with material and tips. An assignment (*as a task appointed to you by the Instructor*) can be placed by the Instructor in the content area *Assignments* but also in other content areas such as *Course Documents* or *Course Information*. A task can be presented as an *Assignment*, a *Test* or a *Survey*.
- **Assignment**: the Instructor can present the students with a task 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 task 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.
NB: The instructor can place a task like this for example in the content areas *Assignments*, *Course Documents* or *Course Information*. You can recognize such a task because there will be an underlined link *View/Complete Assignment: < name of the task >*.
- **Tests**: 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 maybe 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.
- **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 be reached as a separate option via the *Course Menu* and can therefore be activated from two different locations inside Blackboard.
- **Working in a group**: by using *Group Pages* 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.
- **Virtual Classroom** or **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.
- **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 (line of discussion) yourself. When you add a new thread you can add a question, hypothesis or completed assignment to the *Discussion Board*. You can also add a file, for example an assignment you want to submit.

- **External Links:** here 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.
- **Course Map:** In a separate window a point by point summary of your course will be opened enabling fast navigation.
- 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. Click in the Tool section of the course menu on *Detail View* to activate it. (*Detail View* toggles with *Quick View*)

4.2 Tools

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

- **Calendar:** here 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
- **Glossary:** If an Instructor added *Glossary* a *Glossary* with terms and associated definitions to the course, you may find this here
- **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.
- **Tasks:** in *Tasks* you can see which assignments the Instructor has added.
- **The Electric Blackboard:** here you can make your own personal notes about the course you are enrolled in. These notes can be saved as well.



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 Erasmus University: <http://www.eur.nl/icto>. Within this Website you can click on one of the links. The link *Students* gets you to information specifically for students. Here you can find, among other things: extended manuals for the use of Blackboard and links to interesting Websites concerned with working with Blackboard.