

# Getting Started with BlackBoard

(Updated 9/25/00 by Dr. Scott Schneider)

## Logging on

You should have received an email message giving your username and password. Note that the username should be ALL CAPITALS, and that the password is case-sensitive.

You can start your browser here <http://www4.ltu.edu/mybb.html>, you will be prompted to enter your username and password.



It will take you to a screen that will show all the classes for which there are BlackBoard pages. (If you have multiple classes using BlackBoard, this would be the best page to bookmark – since you can then jump to whichever class you want. Otherwise, you might just want to bookmark each individual class page, to go directly there (each time you use the bookmark, it will prompt you for your username/password .. as long as you leave the browser open, you can jump around to other classes without having to reenter the username or password).

A screenshot of the BlackBoard "My Blackboard" home page. The page is for user "Scott Schneider" and is dated "Saturday September 23rd, 2000". The page features a navigation menu on the left with options: HOME, PERSONAL TOOLS, COURSES, CAMPUS CENTER, and COMMUNITY. Below this is a "WEB RESOURCES" section with a "Powered By Bb Blackboard" logo. The main content area is titled "Home" and includes several sections: "My Courses" (listing "University Seminar" with a "more ..." link), "Today's Announcements" (stating "No announcements were posted today." with a "more ..." link), "Today's Calendar" (stating "You have no calendar events today." with a "more ..." link), "Today's Tasks" (stating "You have no tasks due today." with a "more ..." link), and "Campus Center" (listing "Main LTU Web Page" and "Web Resources (including LTOLL)"). On the right side, there are sections for "News and Events" (listing various news items), "Accu Weather" (showing "PARTLY SUNNY" weather for "SOUTHFIELD, MI" with temperature, humidity, wind, and visibility details), and a "Logout" button.

[Notice in the case above, there is only one course listed under “My Courses”. You might have several.]

Select the course page you want to jump to from the “My Courses” section.

Here is a sample “main Page” for a course :



Most of the Buttons on the left panel should be self-explanatory. Clicking them will change the information on the right (jumping to the appropriate section of the website).

Here is a sample area :

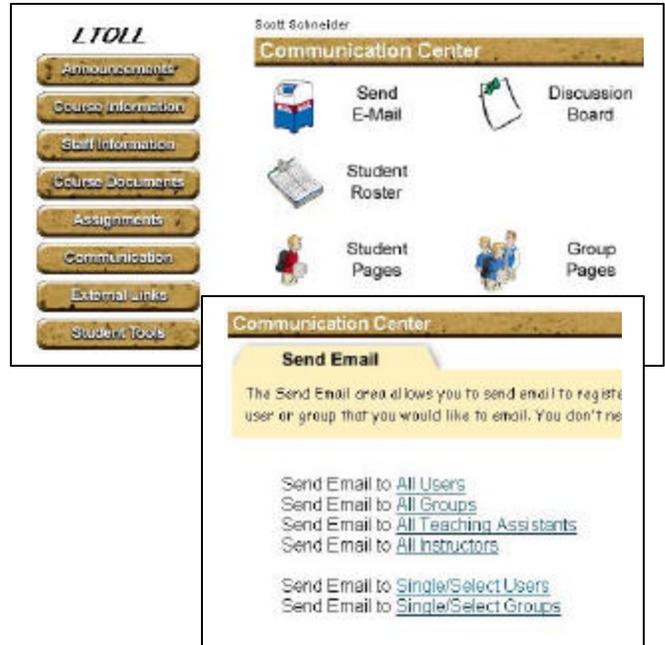


**How do I “get” a file if there is one posted in the Course areas?** If you double-click on the filename, it might try to “open” in into the window .. but you might want a copy saved to your computer. In that case, **Right-Click** on the filename and choose the “Save Link As ..” option, and your computer will prompt you for a place to save the file.

## Different “Communication” Options

### Send EMAIL :

- 1) Choose the “Communication” button from the first page.
- 2) Click on the “Send E-Mail” button.
- 3) Choose the recipients of the email (Mostly, you will probably choose “All Instructors”, but you can choose individual classmates using the “Single/Select Users” option.)
- 4) Fill in the email information (and decide if you want a copy yourself) and click to send it.



### ELECTRONIC DROP BOX

This is a very useful capability – a drop box for the Instructor to pass out a file, or for you to submit a file to the instructor.

- 1) Choose the STUDENT TOOLS button from the main screen.
- 2) Choose the STUDENT DROP BOX icon from the Tools screen.
- 3) The top part of the screen shows any files you might have already received.
- 4) The bottom of the screen shows a place where you can upload a file to the instructor (such as to submit a homework assignment).
- 5) (After you have “finished” with the file that was dropped off, you can remove the file from the list).

