



CNMI Public School System



Blackboard Help Guide

for Students & Families

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Topic 1:

An Introduction to Blackboard Learn and Learning Online

1. Overview of Blackboard Learn:

What is Blackboard Learn?

Your institution is using Blackboard Learn to deliver your online learning experience. Blackboard Learn is a Learning Management System (LMS) platform that provides your institution with the power to deliver, administer, track, and report education online. It allows teachers to develop and deliver education online in a user-friendly way. As a student, you'll be able to view content, submit work, communicate with others, and view your grades. Each course in which you are enrolled within Blackboard Learn has a self-contained area comprising course content, activities, students, and teachers. You may interact with this online platform to:

- Review materials such as readings
- Complete course work such as tests and assignments
- Complete activities such as discussions or tests
- Communicate with the class using web conferencing such as Blackboard Collaborate, a virtual classroom for synchronous meetings or class sessions

The Blackboard Learn platform offers students a range of communication tools used for anything from self-reflection to sharing ideas and resources with your classmates. Some activities are synchronous (i.e., you are online at the same time as those with whom you are communicating) and others are asynchronous (i.e., users are not required to be online at the same time).

2. Accessing Blackboard Learn:

You can access Blackboard Learn from a variety of devices and, since it is built with the responsive framework, the display of content will adjust into a variety of layouts based on the size of the one you are using. Likewise, if you are on a laptop or desktop and change the size of the browser window, the content will adjust for optimal display rather than create horizontal scrolling.

How can I access from my computer?

When you are on a computer, you can access Blackboard Learn from your browser. Make sure you use a [supported browser](#). Please note that Internet Explorer is not supported for the experience your site is using.

Can I access from my mobile device?

While you could use the browser on your mobile device, the best way to access it is with the Blackboard app (formerly Bb Student). The Blackboard app provides you an intuitive way to view and interact with courses, teachers, and content with emphasis placed on your immediate needs. View this video to learn more about the [Blackboard app](#).

Explore:

1. **Determine availability:** Your site may or may not use the Blackboard app. To find out if it is available at your school, use the [mobile school finder](#).
2. **Review quick start guide:** If your school is on the list, then review these [quick start instructions](#) to download and use the app.
3. **Download the app:** You will need to download the app required for your device:
 - a. - [Google Play](#)
 - b. - [iTunes](#)
4. **View this course.** Review this course within the app.

3. Help with Blackboard Learn:

This playlist from Blackboard TV includes tutorials for students. Bookmark this playlist for your reference. You can also follow the YouTube channel by subscribing to it.

[Blackboard Learn Video Playlist](#)

Find information about Blackboard Learn and other products. This link directs you to the student section. Bookmark this site for later reference.

4. Preparing for Your Online Courses

Benefits and Challenges of Learning Online

Online courses can be as different from one another as the instructors who teach them. With some exploring, you'll find your way quickly. Online learning has some distinct benefits: flexibility, course materials are available all the time for review, and interactions with geographically dispersed people you might not have met otherwise. But you must also rise to the following challenges:

- **Time management:** It is a misconception that online classes take less time than face-to-face classes. Find out how much time is required for reading class materials, doing assignments and projects, interacting with classmates, and conducting research. Make a schedule for yourself that accommodates your online course as well as other commitments.
- **Self-motivation:** Without face-to-face time with your instructor, you need to utilize online interaction to provide the same reminder to stay on task.
- **Technical skills:** You must possess or acquire the technical skills to perform tasks in your course.
- **Verbal skills:** Much of the interaction, collaboration, and participation takes place through writing. Tap your inner champion! These challenges can be met with your diligence...you have what it takes!

Tips for Succeeding Online

Follow these tips for online success!

- **Add your teachers to your phone and email contact lists.** You need to be able to contact your teachers even if you can't log into your courses. It's useful to be able to contact them from various devices, especially if you are on the go.
- **Bookmark your school's website and your school's computing help desk page.** Go ahead and do it now...we'll wait.
- **Get your hardware and software ready.** Check that you are using a Blackboard supported browser and follow the hardware, software, and internet connection recommendations provided by your school.
- **Use the Blackboard mobile app.** If your school has enabled this mobile app, you will be able to use it to view course materials and complete some types of course work.
- **Many online students feel a bit "lost" at first. Don't be afraid to explore.** Read, read, and read some more! In addition to the course lessons, your teacher will provide you with a syllabus, instructions, expectations, announcements, and reminders. It's important to read everything and keep your eyes open for directives from your teacher. With each new activity, if you can't find instructions, or if something is not clear to you, ask your teacher.
- **Create a plan.** Make sure you have a set plan for how you will complete your online course. Some courses require more frequent interaction than others. Make sure you are meeting the expectations set by your teacher.

- **Make sure you "attend" your online class regularly.** Set aside time each day to read course content, answer email, and check for announcements and class discussion. The learning management system can help you stay on top of the tasks that you need to complete. By checking in daily, you will be more informed on what you need to do. You can check in via your mobile device or from your computer.

Explore:

Read Debbie Morrison's blog post titled, "[Five-step Strategy for Student Success with Online Learning](#)" from the *Online Learning Insights* blog (opens in new window).

5. Participating in Your Online Course

Overview

The online classroom can be a very collaborative environment where you will interact with your peers and possibly even work in groups. Your main method of online communication will most likely be written text. For this reason, you have to be careful not only of what you write but of how you write it. Remember that you are not on a social media site, but a professional site with your peers and teachers. As you communicate, you'll want to ensure you are following netiquette (i.e., Internet etiquette) guidelines.

Appropriate Online Behavior

Make sure you check your school's policies for online behavior. In general, appropriate online behavior includes the following:

- Respect your peers. Be polite and be aware of your tone. Do not use offensive language or be confrontational. If you feel emotional about a response you are writing, save it and send it tomorrow.
- Make a good impression. Use spell check and check your facts.
- Be forgiving of your peers' slip-ups.
- Cite your sources and obey copyright laws.

Netiquette Guidelines

Netiquette guidelines should be followed for communication in emails, discussions, messages, and any other online classroom tool. As a best practice, follow these guidelines when participating in your online courses:

- Format your text so it is easy to read. Try to use standard paragraph spacing, indentation, and legible font. Try to be consistent with your formatting, including font size, color, etc.
- Be concise and to the point in your communication. Limit discussion forum posts to a few paragraphs. Proofread and edit your work before posting.
- Respect the fact that classmates have varying degrees of sensitivity, and that even some well-meaning constructive suggestions (e.g., comments about broken links, typos, misspellings) may be misconstrued as public criticism. Therefore, please refrain

from sharing comments in ways that might be misinterpreted, or do so privately when appropriate.

- Use standard punctuation. Remember what your teacher taught you in primary school about good punctuation and spelling. AVOID THE USE OF ALL CAPS as this may be interpreted as shouting. Using all lowercase letters also can make it more difficult to read the text.
- Avoid 'texting' abbreviations such as OMG.
- Avoid using humor and sarcasm, as they are often difficult to detect in written communication. It is okay to sparingly use emoticons to communicate subtleties or emotions that are more obvious in spoken communication.
- Flaming (a rant about someone or some topic) is prohibited in our courses. Practice civil discussion. Respect the privacy of communication within a course. Do not publicly forward the comments of classmates to others outside of the course.
- Stay on topic in discussions.

Group Work in the Online Environment

Online groups are successful if the members:

- Come prepared to group meetings. Do the reading, research, brainstorming, and peer editing before meetings.
- Actively participate and provide encouragement to the team. Answer correspondence as soon as possible and check for messages regularly.
- Compromise and keep an open mind.
- Help to divide the work evenly, so everyone takes on a fair share.

To learn more, read "[How to Survive Virtual Group Work](#)" (opens in new window).

Topic 2:

Navigating a Blackboard Learn Site

6. Understanding the Site Interface

Introduction to the Site Navigation

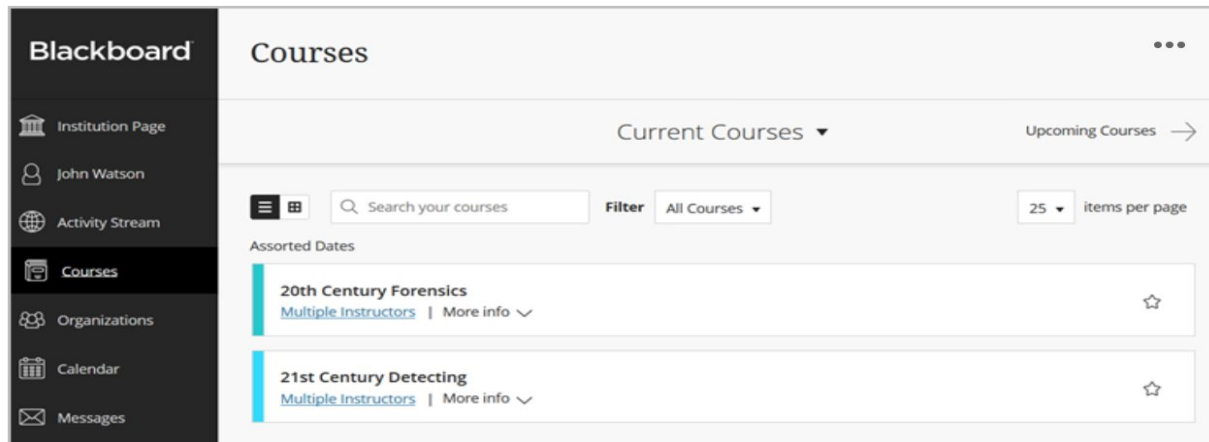
Your Blackboard Learn site is using the Ultra experience. This is the newest interface and provides you with the latest features. The Ultra navigational experience provides you with key workflow tools through the *base navigation*.

From the base navigation, you can:

- Access your profile
- View recent activity
- Enter a course
- View organizations
- View and respond to messages

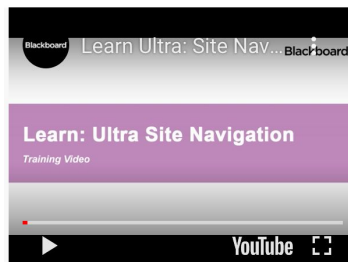
- View and grade activities
- Access additional tools

The base navigation is always available to you, no matter where you are within the Learn site. You can move back to this location at any time by simply clicking the base navigation, and all other layers will close (even if they have a close button).



How to Navigate the Site

In this video, we will explore the overall navigational components of the Ultra experience in Learn, and the responsive design functionality of the platform. Select the link to begin watching. <https://tinyurl.com/yyax9jy8>.



7. Updating Your Profile

Introduction to Profile

Upon logging into the system, you will find your name at the top of the base navigation. Clicking your name will allow you to update your personal profile. Updating and selecting the appropriate user profile settings within Learn is an important first step for any user. Don't overlook these settings as your profile is part of your online persona.

Profile Image

It is much more personal to upload a profile image (as shown above) rather than having the default initials of your name display (as shown below). This may seem like a trivial thing to do,

but many people underestimate the potential impact of adding a profile picture for other users. The profile image that you upload will display through the site. Adding a picture is a great way to start building rapport and it helps other users identify who you are by seeing it when reviewing discussions and sending messages.

Personal Info

The first section on your profile page is *Personal Info*. This section allows you to update your profile information and change your password. By default, your profile is viewable by any other user in the system, and it displays information such as your name, avatar image, and email address.

- You can modify your contact information by selecting Contact Info. Make sure you have an up-to-date email address in this area.
- If you want to change your password, click the Change Password link within this section.

Settings

While all information in the profile doesn't necessarily show to other users, the options under *Settings* will control site customizations for your experience. You can choose how to see certain features in the system and select how to receive messages and notifications. In order to optimize your experience with Learn, make sure you review the following settings:

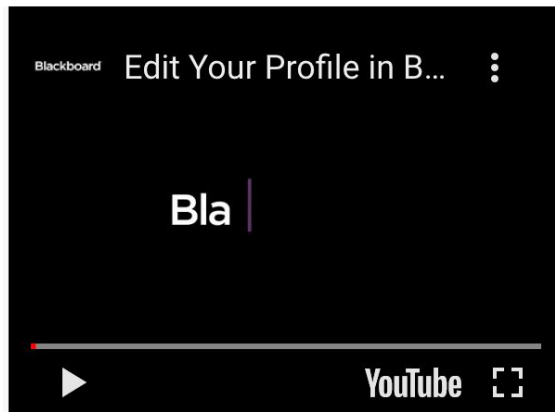
- **Language:** You may have the option to change your language preference based on the available language packs.
- **Privacy Settings:** If you prefer to receive messages only from people in your classes, make sure you update this setting.

External Connections

The *External Connections* section allows you to link to external connections. Currently, you can link to your personal OneDrive account. If you have a OneDrive account and would like to use it to submit work, then you should link it to your profile.

When you use this feature to submit work, a copy of your OneDrive file will be submitted. Therefore, if you make changes in your OneDrive after uploading the file those changes will not be included in your submitted work. This ensures that you CANNOT make changes to submitted work after providing it to your teacher. As a best practice, do not upload the file until it is ready for submission. If you need to make changes to a draft version, then you can delete the older version and upload the current one.

Watch This Video: <https://tinyurl.com/yy2s3bq9>



8. Using the Activity Stream

Introduction to the Activity Stream

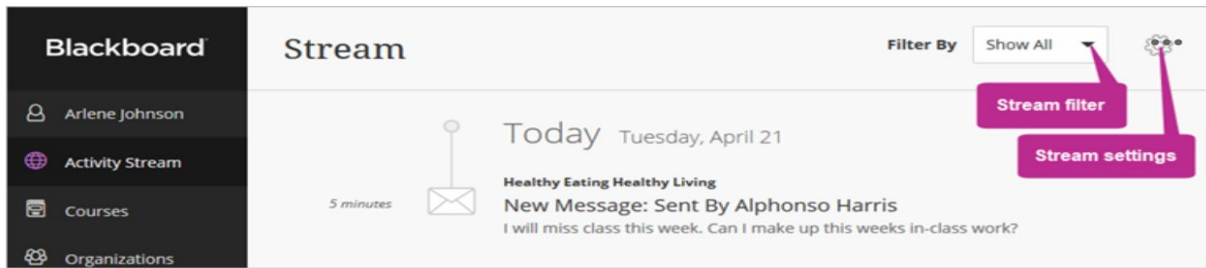
Once logged into the system, you will immediately see the Activity Stream. Here you will receive real-time notifications of new activity in all courses you are enrolled into (no matter if Original or Ultra), any messages that have been sent to them, grades/submissions, announcements, and important messages from your institution. This landing page allows you to see activity since the last time you logged in, upcoming events, and other relevant information to you. The content that displays in the Activity stream is grouped into categories to make the list easier to scan: *important*, *upcoming*, *today*, and *recent*.

The Activity Stream allows you to complete various actions, such as:

- Select a stream item to go directly to the relevant piece of content or activity. For example, you can view items in which the teacher recently graded.
- View alert-based iconography and visual treatment depending on the urgency of the event.
- Track items as new or viewed.
- Filter the stream based on the information they would like to see.
- Control the types of notifications you receive.

The Stream Filters and Stream Settings

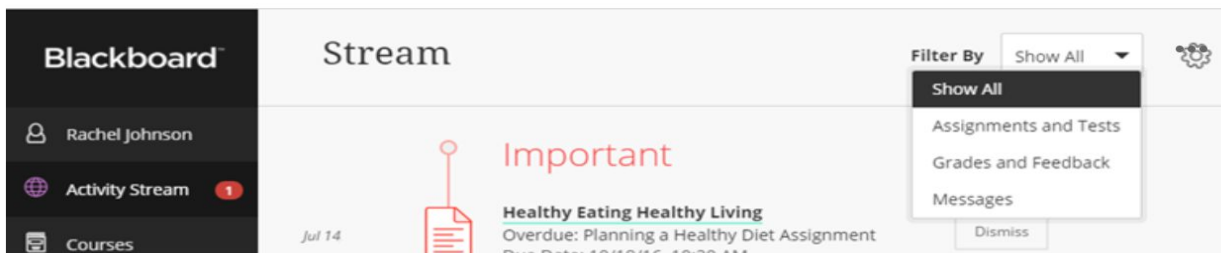
You can filter your stream to control the types of notifications you see and you can change the settings to control the types of notifications you review in the stream. On the Activity Stream page, you will see the *Filter By* drop-down menu and *Stream Settings* icon. Find these features in the image below.



Filtering the Stream

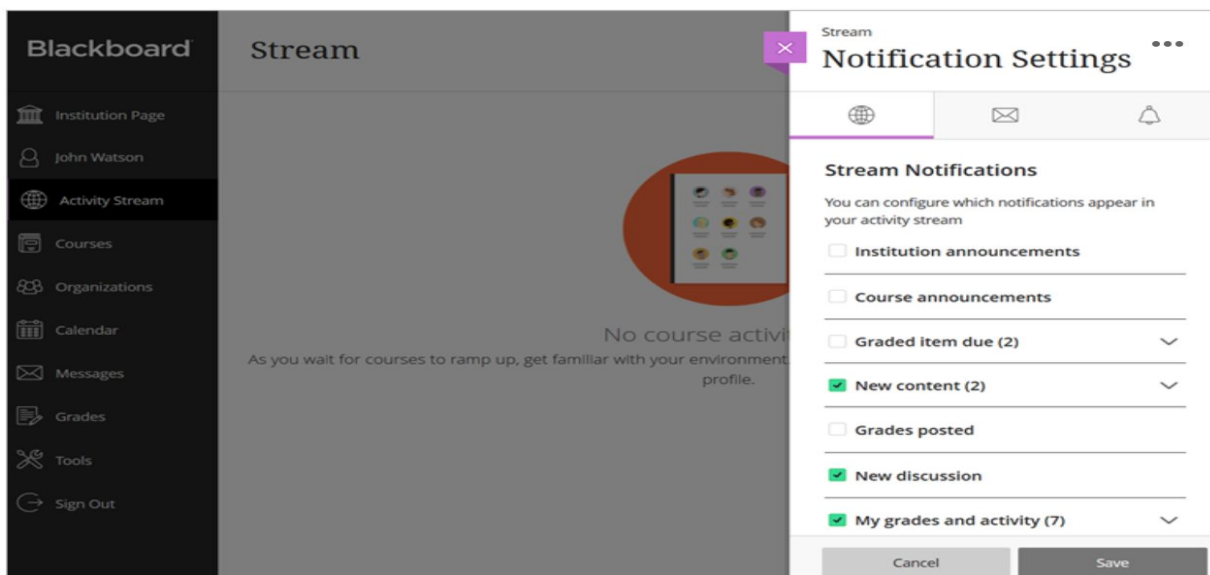
Depending on the number of courses you are enrolled into, you might want to filter the Activity Stream. As a student, you can filter by:

- Assignments and tests
- Grades and feedback
- Messages



Stream Settings

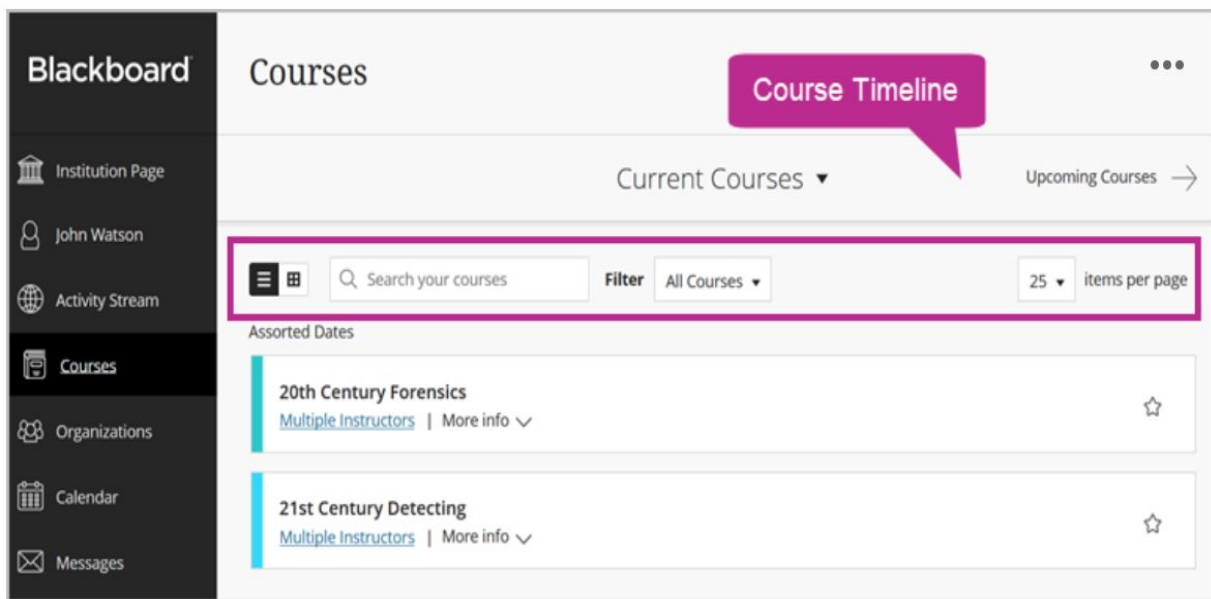
As a best practice, it is recommended to configure your Stream Settings so that you are controlling the type of information you would like in your stream.



9. Finding Your Courses

Introduction to Courses

The Courses page allows you to view courses in which you are enrolled, view high-level course information, and access your courses. The courses appear on the *Course Timeline* and you can use the *Filter By* drop-down menu to filter them. Other options include search for a course by name or teacher; select how many courses appear on a page, and toggle between List View and Grid View.



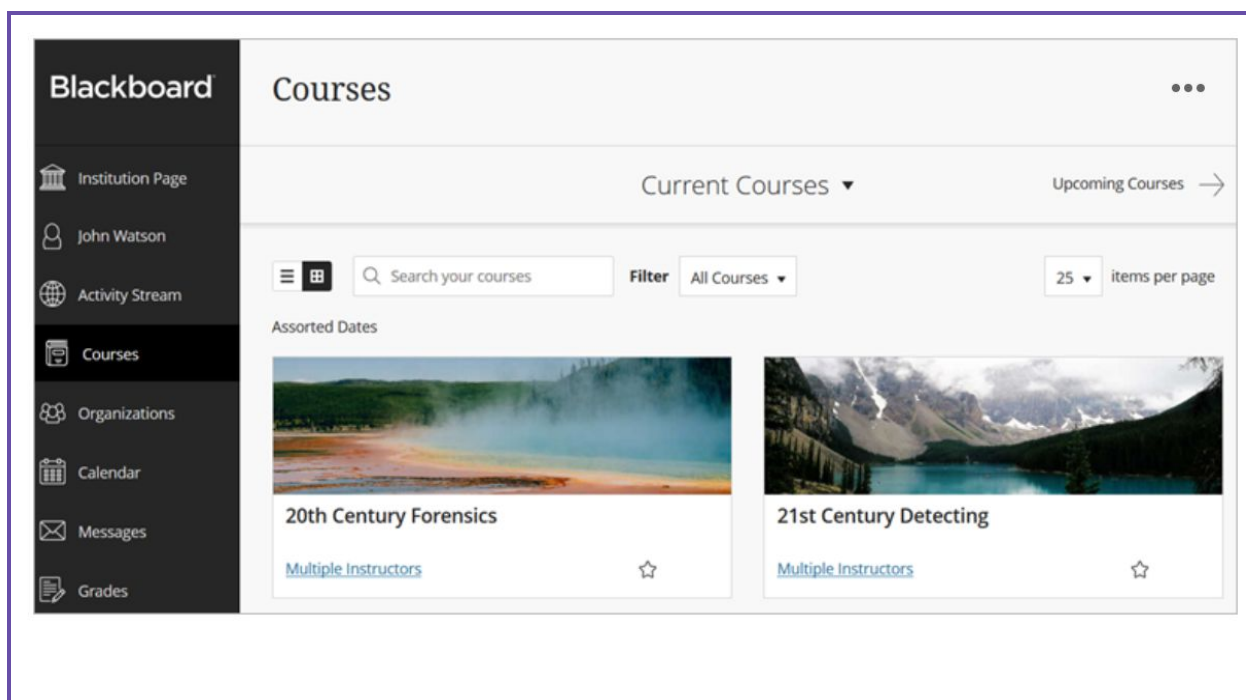
The Course Timeline

The Courses interface displays a course timeline showing past, present, and future courses. Your institution controls how these categories will display and the titles you will see. The Course Timeline includes arrows for navigating through the sequence of courses.

Filtering Courses

The course filters allow you to further drill-down course results. Simply click the Filter By drop-down menu. As a student you can filter by:

- **Courses I am taking:** Use this to filter courses that you are currently taking.
- **Open courses:** Open courses are ones that are available for you to access.
- **Completed courses:** Use to view courses that are marked as completed. Previous courses you have completed can be accessed to review content only.



10. Managing Your Calendars

Introduction to Calendar

As a student, it can be challenging to maintain a calendar with all the projects and homework you receive. To assist you in staying organized, Blackboard Learn has a calendar. This allows you to see due dates, and will even remind you when things are due (for any item your teacher has set a due date for).

When you click Calendar from the base navigation, you are accessing the *global Calendar*. It displays all of your calendars and events to you in one place. You have a personal calendar, an institution calendar, and a course calendar (for any active course you are enrolled into).

- **Personal Calendar:** You can add personal events by clicking the *Add Event* icon. No one else will see your personal calendar. Personal events can only be viewed and managed when accessing the Calendar from the base navigation.
- **Institution Calendar:** Administrators can create institution events.
- **Course Calendars:** Teachers create course calendars that list course-specific events such as office hours and a course schedule. Any item with a due date set in the system will appear on your course calendar.

Course calendars can also be viewed from within a course. When the calendar is accessed from the course, only course-specific events will display. Other course calendars, your personal calendar, and the institution calendar are visible and modifiable from the global calendar only.

Managing Your Calendar View

You can control which calendars display within their global Calendar by selecting the *Calendar Settings* icon. This setting is the only one that is unique to accessing the calendar from the base navigation. You will not see it from within the course calendar since in that view you can only view that specific course's events.

You can select the *Calendar View* icons to change how the calendar displays.

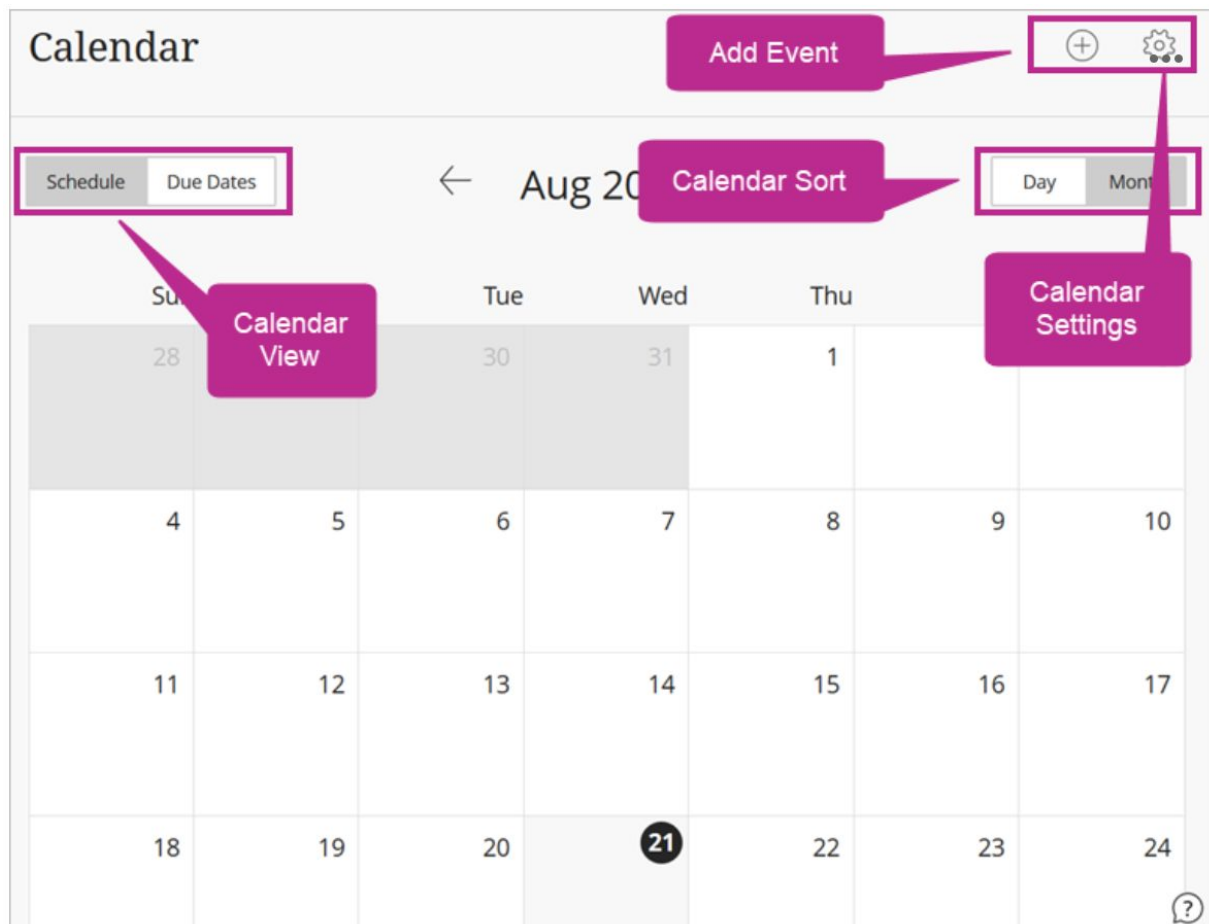
Modifying the View

There are two options for controlling the view of the calendar:

- The default view, *Schedule*, shows the calendar chart where each date has its own box. Each course uses one color to identify events that correspond to that class.
- Selecting the *Due Dates* view will show a list format with the closest upcoming dates shown at the top.

Sorting Events

You can also control how to sort the calendar: by *Day* or *Month*.



11. Sending Messages

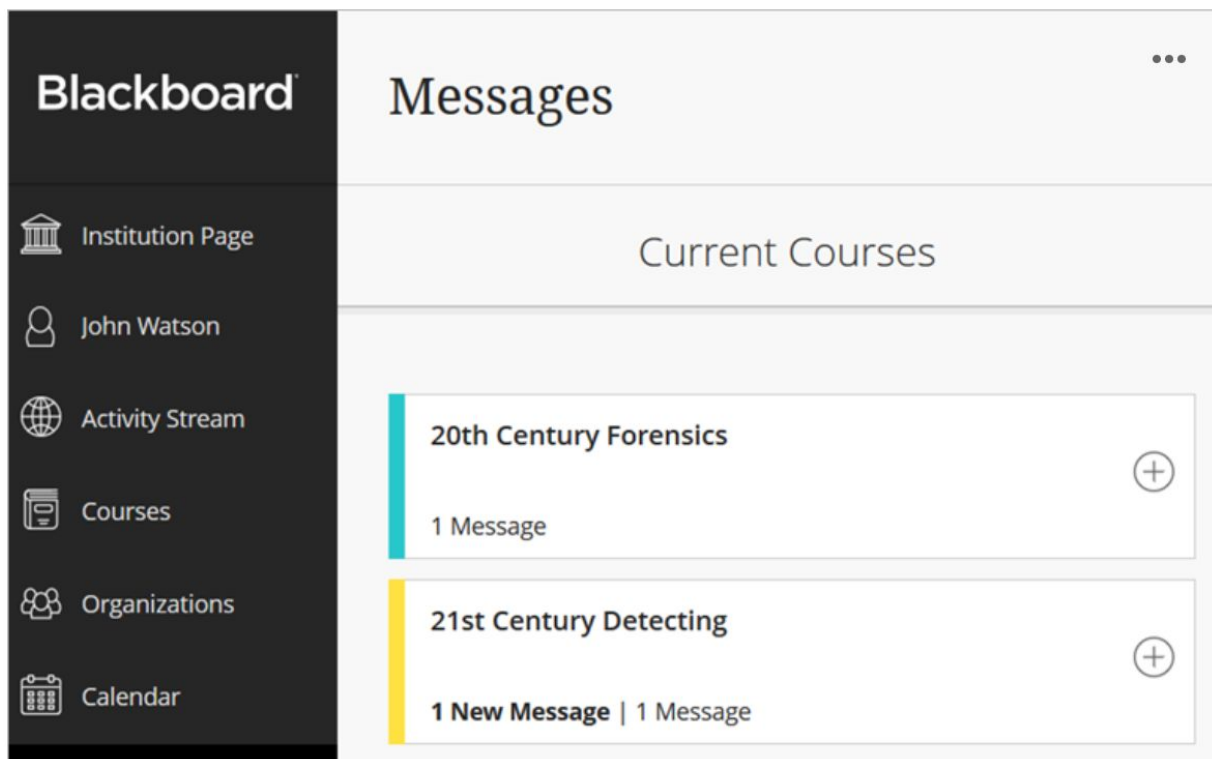
Introduction to Messages

The *Messages* feature can be accessed from the base navigation as well as from within a course. You can use this tool to communicate to your teacher and other users. Messages may be sent to a single other user, a group of users, or the entire class. If your teacher has sent a message to the entire class, keep in mind that you may not be able to respond to the message.

Messaging Tips

Keep these tips in mind when working with messages:

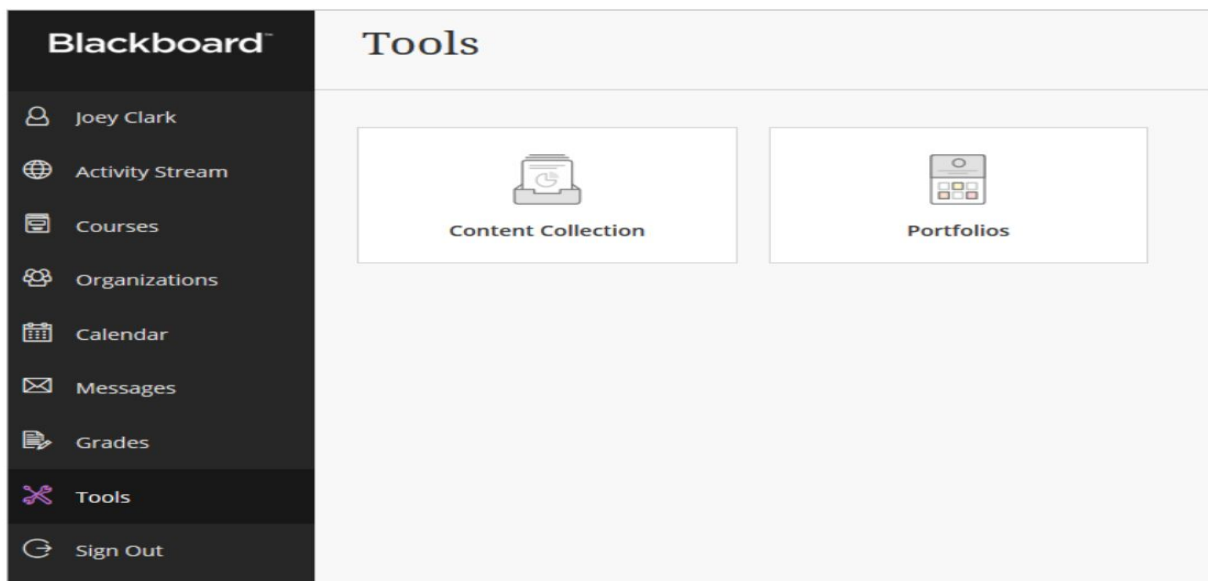
- You must check this area frequently as *the messages are NOT sent to your email*. These messages reside only in the Blackboard Learn system.
- Download the Blackboard app to stay on top of all communications and notifications.
- Messages are organized by course and can be viewed and replied to from the main interface. New messages can also be created here.
- You can message one or many users. If a new user needs to be added to the conversation, you can add them to the message.



12. Accessing Tools

Introduction to Tools

The *Tools* area is located in the base navigation and provides you with access to global functions that are located outside a course. On this page, you will see tools that you have permission to use. Some of the capabilities that can be found in the Tools area are Enterprise Survey, Goals, Content Collection, and Portfolios. You can use the Content Collection to share content outside of courses for collaboration purposes.



13. Viewing Your Gradebook

Introduction to the Gradebook

You can view your grades by opening the Grades page from the base navigation or by opening Grades from within a course. You also can view grades for individual items when you view the item in the course. You cannot see the grade for an item until your teacher posts it.

Global Grades

Select "Grades" in the base navigation to view your grades for all courses at once.

Blackboard

Institution Page

John Watson

Activity Stream

Courses

Organizations

Calendar

Messages

Grades

Tools

Sign Out

Grades

Current Courses

20th Century Forensics

B-

Recent Grades

Quiz Unit 1

Submitted: 2/20/19

45 / 50

Quiz Unit 2

Submitted: 2/20/19

30 / 30

Unit 2: Photo Instructions

Submitted: 2/19/19

25 / 25

Project

90 / 100

Reflection

Submitted: 2/19/19

90 / 100

View all coursework (12)

21st Century Detecting

Course Grades

When you are within the context of a course, the Gradebook page can be accessed by selecting its icon within Course Tools. Notice this icon in the upper right-hand corner in the image below. It is bolded and has a purple line under it.

20th Century Forensics

Course Grades

John Watson

Overall Grade --

Item Name	Due Date	Status	Grade	Feedback
Quiz Unit 1		Graded	--	
Quiz Unit 2 4 attempts submitted		Graded	--	
Project 1 attempt submitted (0 Late)	3/1/19	Graded	--	
Reflection First participated on 2/19/19	2/20/19	Graded	--	

Explore the Ultra Base Navigation

Now, it's time for you to explore the Ultra base navigation. Complete the following on this site:

1. Go to your **Profile** and upload a picture of yourself.

- Click your name in the base navigation to view your profile.
 - Click the circle with your initials to upload your picture.
 - Under Settings, update your privacy settings to your preference.
 - Under External Connections, link your personal OneDrive account if you plan to use it.
2. Navigate to the **Activity Stream**. Then, update your personal preferences for notifications by clicking the Settings icon.
 3. Navigate to **Calendar**. View the calendar for this course.
 4. Navigate to **Messages**.
 5. Navigate to **Grades**.
 6. Navigate to **Tools**.
 7. Then, navigate back to this course by going into **Courses**.

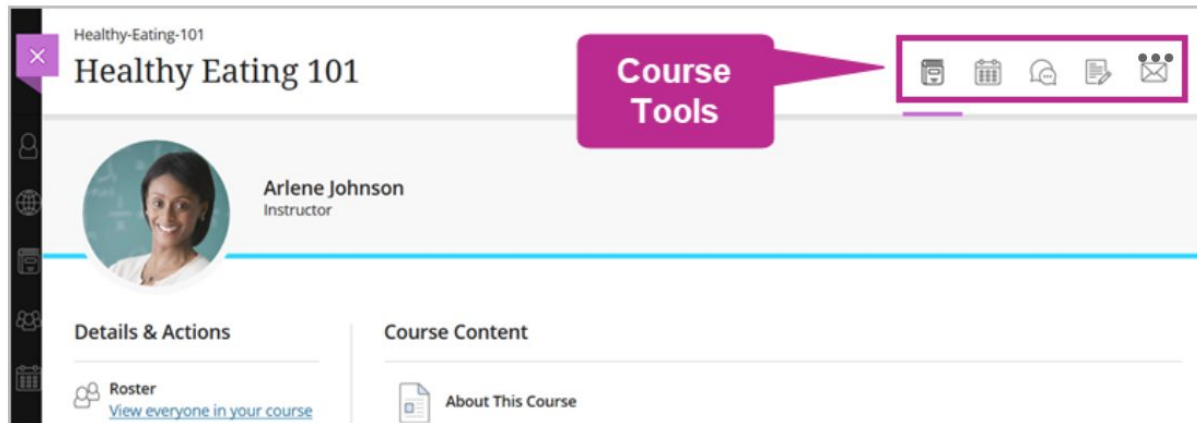
Topic 3: Navigating A Learn Ultra Course

Understanding the Course Interface

Introduction to Course Navigation

Next, we are going to navigate into an Ultra course. Ultra courses use *Course Tools* as the main navigation. These are the main navigational tools to switch between course areas. These tools are located in the upper right-hand corner of the screen. Use this to jump between the Content, Calendar, Participation, Grades, and Messages features. When you first enter an Ultra course, you will see the *Content* area of your course tools by default.

You will notice that some of the Course Tools have the same name as tools found in the base navigation: specifically, Calendar, Grades, and Messages are universal tools. Accessing one of these tools from the base navigation will give you access to the global view of it, showing you the tool's information for all courses that you are enrolled into. When you access these tools from the context of a course, you will see only information that relates to the specific course you are viewing.



About Course Tools

In this topic, we will review each of these tools. Here is an introduction to each of them.

- **Content:** As you navigate into various course tools, you can return to the course content by clicking the Content icon, which is highlighted in the image below.
- **Calendar:** The Calendar icon in Course Tools will jump you to the course Calendar. The functionality of Calendar within the course is very similar to the one within the base navigation. The only exception is that from within the course, you can see only events specific to the course you are viewing. In order to view your other course calendars, you will need to access the course you wish to view or navigate to the global Calendar in the base navigation.
- **Participation:** Participation is the central location for accessing and participating in all discussions that are located within a course. Each discussion is an area where users discuss a topic or a group of related topics. Teachers also have the ability to organize Discussions into folders. You can participate by navigating to Participation, navigating to the course activity, or responding from the Activity Stream. You can also add new Discussions from the Participation screen.
- **Course Grades:** Here you can access posted grades, view the activities in the course, and review your submissions, grades, and feedback. Don't forget that grade information can also be viewed and updated through the base navigation from within Grades and Activity Stream.
- **Messages:** As discussed earlier in this course, the Messages feature can be accessed from with courses and from the base navigation. Use this feature to message your teacher as needed as well as classmates.

How to Navigate an Ultra Course

Watch this video to learn how to use Course Tools to navigate your courses. Select Play to begin watching. <https://tinyurl.com/yyjkjaml>

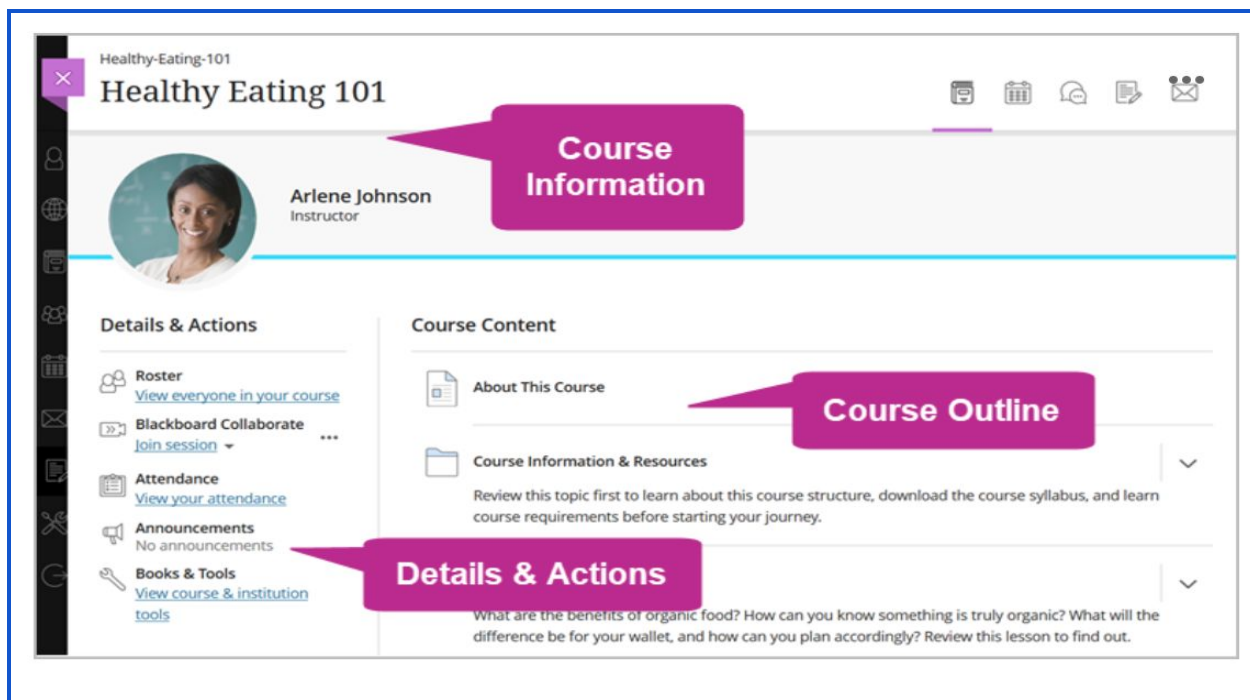


Understanding the Content Area

The Content page is the default screen you will see when you enter a course. There are three main areas on this page:

- **Course Information:** This area provides information about your teacher(s), course location, and course schedule. You will only see the location and schedule if your teachers add this information to the course.
- **Course Outline:** The content of the course is outlined in this area for you to access course content. The course content is often times structured with folders.
- **Details & Actions:** This area provides you with the course roster, course description (if set), and a course room (if your institution is using Collaborate).

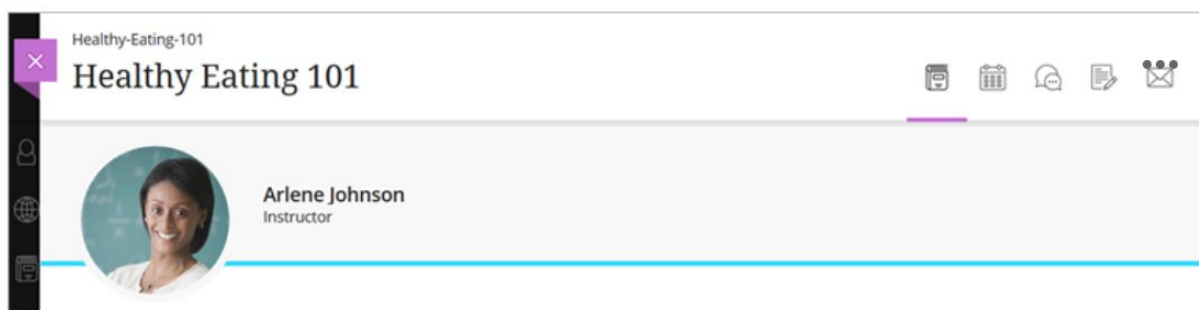
Review these areas in the image below.



Viewing Your Course Information

Introduction to Course Information

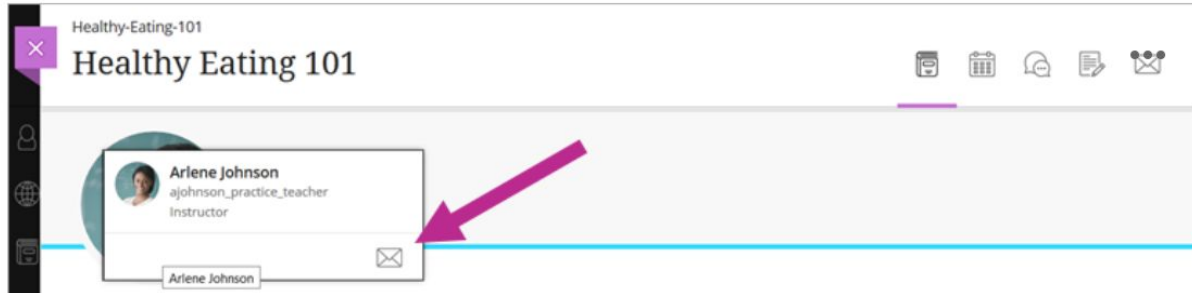
Let's start off by looking at Course Information. This area displays your teacher's information, and it may display the *course schedule* and *meeting location* if your teacher has set this information (as shown in the image below).



The teacher's information displays a profile image and role. The teacher's image displays only when a profile image has been uploaded for that user. If there are multiple teachers or teacher assistants in a course, only one teacher will display in the Course Information. The other teachers, however, are identified as Instructors in the Details & Actions area, as well as in the Roster.

Messaging Your Teachers

To message your teacher, simply click the teacher's profile image and a pop-up will appear. Clicking the "Send Message" icon will open a message to your teacher. Simply type your message and click "Send."



Viewing Course Content

Introduction to Course Content

The *Course Outline* is the main navigational structure for your course content. It is located in the center of the screen and contains items. You can view your course content by selecting an item from the Course Outline

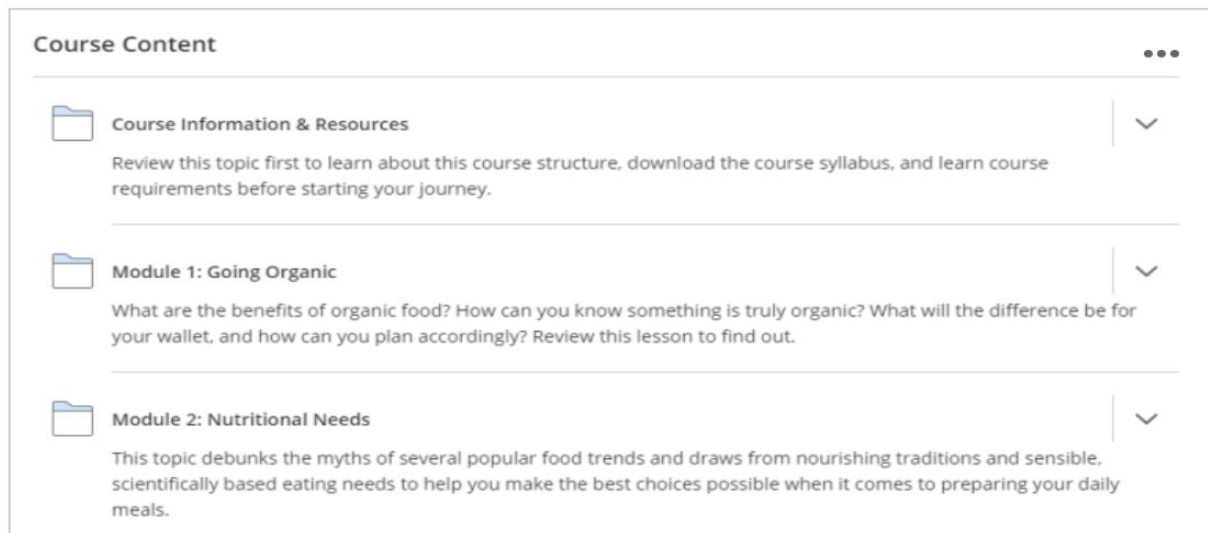
Course Structures

The structure and look of courses can vary. Teachers build the course learning experience by structuring the Course Outline into a structure that makes sense for the content they will be delivering to students. The most common choices for course organization are chronologically (such as weeks) or topically by content subject. A less common structure is by tool type.

Some schools require courses to have a consistent look and organization. Some do not. Expect that courses will vary in how they are structured because all teachers teach differently. Courses commonly include a combination of the following elements:

- Syllabus
- Announcements
- Calendar
- Communication Tools
- Grades
- Course Lessons
- Lectures
- Tests
- Assignments
- Multimedia

In this example, the content is organized by topic in a modular format. Notice how it is structured with folders so that students can view the content simply by clicking a folder to expand it and see its contents.



Types of Course Content

The Course Outline typically is structured with folders that contain a variety of course items. The content in a course can be static or require your interaction. Content Items can be grouped into three main content types: Course Content, Assessment, or Participation and Engagement. In this course, you'll learn more about these items in depth. Here is a brief overview to get you started.

Course Content Items

These items provide content to you but don't require you to submit anything. For example, you teacher may want you to view a file or visit a specific website.

- **Folder:** Folders can contain any other item type, even other Folders as they can be nested within each other. You can expand and collapse the Folders to control the display of the content visible on the outline at any given time.
- **Learning Module:** Similar to a folder, it provides navigation links in the upper left and upper right areas of the screen to back up or advance to other course pages.
- **Link:** This item displays a website, which will open in a new tab/browser.
- **File:** This item provides you with a file to download or view online.
- **Document:** Documents are viewable on the site and allow you to view a variety of media as text, inline videos, links, and images.
- **Content Market:** These resources may be materials, assessments, or ebooks.

Assessment

These items will require you to interact with the system to submit work, such as an assignment of a test.

- **Test:** This is an online quiz that may be graded.
- **Assignment:** The assignment feature allows you to submit your work online for papers, reports, research, etc.

Participation and Engagement

These features are interactive in nature and require your participation. For example, your teacher may create an area for you to have discussions with other students.

- **Discussion:** This is an online discussion that allows you to communicate with other students and the teacher. These may be graded or not.

Topic 4: **Submitting Work in Blackboard Learn**

Overview of Submitting Work

Introduction to Submitting Work

In this topic, you will learn about the types of items requiring you to submit work. You'll also have the option to practice hands-on. Make sure you take the time to practice submitting course work here in this risk-free environment.

Tips

Keep the following in mind when you are submitting work:

- You can type content directly into the system (or paste it from other sources such as Microsoft Word), link to content from OneDrive, or upload files from your computer. If you are typing in the system or pasting content into it, then use the formatting tools to format the text or organize it using bullets. For math classes, you may need to launch the [Math Editor](#), located on the toolbar.
- When you submit your work, you can browse for files in OneDrive or on your computer. You can include documents, video, audio, and images. The supported file types include DOC, DOCX, HTM, HTML, MP3, MPG, PDF, PPT, PPTX, XLS, XLSX, RTF, TXT, ZIP, and most image types. Learn more about [supported file types](#). To use OneDrive, you must configure your profile with your account information.
- You can drag and drop files to upload them.

Tests

About Tests

An Introduction to Tests

Online tests, like paper-and-pencil tests, contain a variety of question types such as multiple choice, short answer, or matching. The technology of online tests allows your teachers to use features such as automated grading, multiple attempts, time limits, multimedia in questions, and time ranges.

Tips

Here are some tips for taking tests online:

- Identify if there is a due date or not.
- Read the instructions!
- Read the questions carefully and double-check answers.
- Schedule time to take online tests on a computer with a secure and reliable connection that is located in a quiet environment.
- If the test you are taking has a time limit, make sure you do not begin taking it until you are ready!
- If you need special accommodations for a test, contact your teacher at the beginning of the term and prior to each test.
- You may be able to take a test multiple times. Look in the Details & Information section for the test to see how many tries you will have for the test. If you have multiple attempts, your teacher will control how the grade is calculated.
- For multiple choice questions with multiple answers, your teacher controls how you are penalized for incorrect choices. Make sure you read these questions carefully and only select the answers you believe to be correct.

Discussions

About Discussion

An Introduction to Discussions

Your teacher will most likely use the *Discussion* item to promote collaboration in your classroom. Discussions allow teachers and students to communicate with each other on a given topic by exchanging ideas through posts and replies. Unlike the face-to-face classroom,

you do not need to raise your hand to make a point; instead, you can post your thoughts to a discussion.

There are three ways in which you can participate in a discussion:

1. From within the course, you can open the item on the Content Outline.
2. From within the course, you can find the item in the Discussions area, located within Course Tools. Here you can monitor all course Discussions from one location.
3. You can participate in a Discussion from the Activity Stream.

Tips

Remember these tips when participating in a discussion:

- Take time to write a meaningful response.
- Respond to your peers.
- Check back frequently and look for new posts.
- Follow netiquette guidelines.
- Stay on topic.

Assignments

About Assignments

An Introduction to Assignments

Assignments allow teachers to distribute and collect your work in the online environment. A variety of activities can be created as an assignment. Your teachers can use it to collect assignments such as papers, reports, case studies, essays, research papers, projects, and presentations. Your teacher can collect your work, review it, grade it, and provide you with feedback.

For a given assignment, your teacher will provide you with the directions and any files needed to complete it. If it is a graded assignment, you'll see it in the gradebook along with the due date. Any assignment with a due date will also appear in your calendar. Your teacher will post your grades once grading is complete, or they will release all grades at one time to the entire class. You will receive a notification in the activity stream when an item is graded. In addition, you can check the gradebook for its status.

Tips

Here are a few pointers when working on assignments:

- Pay close attention to the assignment instructions. The requirements may vary from course to course, and assignment to assignment.
- A *rubric* may be available to you so that you are aware of how you are being graded. If this is the case, make sure you review it carefully before starting your submission.

- You may be assigned to a *group* to complete an assignment. If this is the case, you'll see who your group members are when you start the assignment. Everyone in your group can edit the assignment. However, only one person can submit it. Make sure you do NOT submit it for grading until everyone in your groups agrees that it is ready for submission.
- Some assignments may have the *conversation* feature enabled (called Class Conversation). This feature allows you to discuss the assignment with the teacher and other students. If you are working on a group assignment, you will also be able to have a conversation with only your group members. In addition, if your site uses Collaborate, then you'll also be able to meet virtually with your group using it.
- If you can submit an assignment more than once, take advantage of your teacher's revise-and-review process.
- Submit your assignment in the file formats your teacher requested.

Topic 5:

Tracking Your Performance

Knowing What's Due

In order to be successful, you will need to stay on top of when items are due, and plan for what's coming up in the near future. In Blackboard Learn, there are many tools available to help you with staying organized and focused. Noted below are the many steps you can take and tools you can use to help you prioritize your tasks each day as you work in your courses.

1. Review your course syllabus.

Your teacher will most likely provide you with a course syllabus that outlines all graded items as well as due dates. Pay attention to this valuable document and review it often as you complete work.

2. Check your activity stream.

The Activity Stream will assist you in staying on top of what's due. It will display action alerts to you, as long as the items have due dates set and you have not disabled the notification within the Activity Stream settings. You'll see *Important* messages at the top of your stream (e.g., when something is due), and a red count indicator within the base navigation to remind you to review these. Anything that is due in the next few days will show as *Upcoming*.

Remember, if your teacher is not using due dates, then no reminder will appear for you. Your stream will also remind you of past due assignments and messages from your teacher.

The screenshot shows the top navigation bar of a learning management system. On the left is a dark sidebar with the user's name 'Joey Clark' and icons for 'Activity Stream' and 'Courses'. The main area displays two course items from 'Healthy Eating 101'. The first item is 'Module 1 Essay: Your Food Journal' with a due date of 8/28/19, 11:59 PM, and a '7 minutes' indicator. The second item is 'Module 1 Assignment: Buying Local Essay' with a due date of 9/12/19, 11:59 PM, and a '6 minutes' indicator. Each item has a document icon and a three-dot menu.

3. Review your course calendar.






Items with due dates will display on your course calendar. Plus, you can use the calendar to create personal events. You may want to add personal events to plan out time to work on a project or study for a test. Having it on your calendar is a great way to plan ahead and stay focused. If you access Calendar from the base navigation, you'll be able to view all courses at once. Then, you can use the *Due Dates* filter to help see which items are due next or use the *Schedule* filter to see the ones due for a specific day or month.

The screenshot shows the 'Calendar' view in the sidebar. The main area displays a calendar for 'Aug 2019'. There are tabs for 'Schedule' and 'Due Dates', and a 'Today' button. The calendar shows two due dates: 'Wednesday - August 28, 2019' for 'Module 1 Essay: Your Food Journal' (due 8/28/19, 11:59 PM) and 'Thursday - September 5, 2019' for 'Module 2: Create Your Personal Plan' (due 9/5/19, 11:59 PM). Each event is represented by a document icon and a text box.

4. Review your gradebook.


Your gradebook will show the due date if one is set. You also want to check your gradebook to see how you are doing in your courses. If there is an overall grade set, you can see an indicator of your grade to date, based on the currently graded items in the course.

The order in which an item appears in gradebook is dependent on its due date. If no due date is set, an item appears after all items containing a due date. Items appear alphabetically in the event that more than one item is due on the same date or for items that do not have a due date set.






Healthy Eating 101				
Course Grades				
<div>  Joey Clark Overall Grade A </div>				
Item Name	Due Date	Status	Grade	Feedback
 Module 1 Assignment: Benefits of Org...	7/31/19	Submitted	 Pending	
 Module 1 Assignment: Buying Local Es...	9/12/19	Unopened	-- / 100	
 Module 2: Create Your Personal Plan 3 attempts possible	9/5/19	Unopened		

5. Check your messages.

Check your messages to see if anyone is trying to communicate with you. You will see new messages in the Activity Stream, but the Messages area stores all read and unread messages. You may receive messages or announcements from your teacher so it's critical to check this area frequently.



Healthy Eating 101

Messages

1 Message

25 items per page



Joey Clark(You)

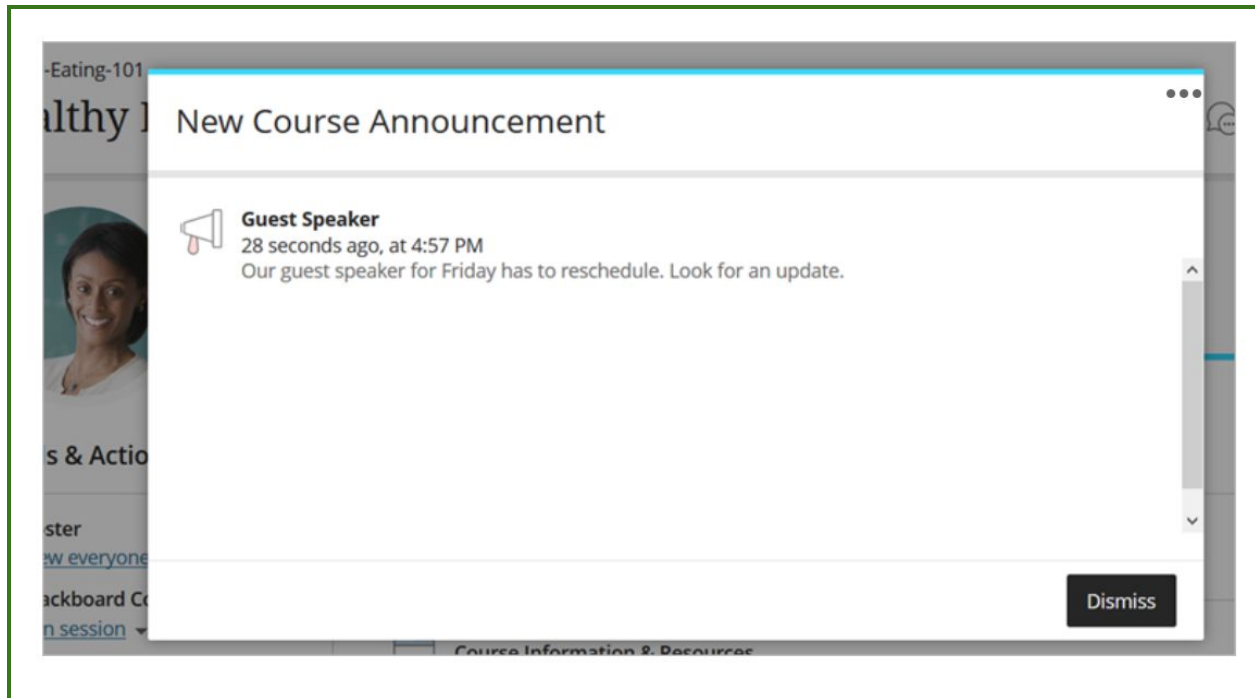
To: All course members

9 minutes ago, at 4:54 PM

Don't forget to submit your assignment on time.

6. Review any course announcements.

When you enter a course, you may receive course notices reminding you of events or items due that day, and it will notify you of any course wide messages from your teacher.

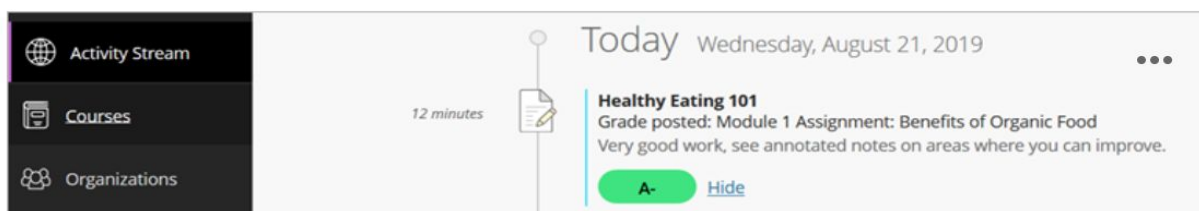


Reviewing Your Grades

There are many places in the system that allow you to view your grades and see how you are doing.

Activity Stream Notifications

From the Activity Stream, you can see recently graded items in your stream. You can select the Show link to reveal the grade and click the item's name to go to the gradebook for that course. The stream may also provide you with information about [how you are doing](#) compared to your classmates (opens in new window).



Global Gradebook

Opening the Grades page from the base navigation will show you all of your course cards. Select a course name to go to that course's grades page. The course cards are organized by course and term, in alphabetical order. Here is an example of how a course card displays on the global Grades page:

Course Gradebook

Here are some pointers for viewing your grades on this page:

- Select an item that was recently graded to view it.
- Select the "View all coursework" link to view all gradable items for a particular course.
- To the right of the course name, you'll find your overall grade if one is set. The overall grade lets you keep track of how you're doing in each of your courses. You can refer back to your overall grade to see if you are on track for the grade you want, or if you need to improve. Select your overall grade to see how it is calculated. Learn more about [overall grades](#) (opens in new window).

Item Name	Due Date	Status	Grade	Feedback
Module 1 Assignment: Benefits of Org...	7/31/19	Graded	A-	
Module 1 Assignment: Buying Local Es...	9/12/19	Unopened	-- / 100	
Module 2: Create Your Personal Plan 3 attempts possible	9/5/19	Unopened		
Field Trip Attendance	6/14/18		-- / 50	
Module 1 Test: Going Organic 1 attempt submitted (0 Late)	6/15/19	Graded	66 / 70	

As shown in the above image, the gradebook contains the following columns:

- **Item Name:** This is the name of the gradable item. Selecting the item's name will provide you with the ability to see comments and the item's details.
- **Submissions:** This column displays the status of your submission and the number of comments attached to the item.
- **Due Date:** Here you can find an item's due date. If you submit an item after this time frame, the item will be marked as late. Your teacher may not accept late submissions. Teachers are able to hide items after a certain date. Also, keep in mind that your teacher may or may not set due dates. They may instead decide to use other methods, such as listing due dates in the course syllabus.
- **Grade:** This column displays the grade you were given by the teacher.
- **Feedback:** This icon indicates that your teacher left you a comment.

Your teacher may configure any of the following items into the gradebook:

- Rather than an overall grade, your teacher may use an *inline calculation* for calculating your grade. If this is the case, you'll see it at the bottom of the gradable items list. Your teacher can provide details for how this calculation is set up.
- Your teacher may add *manual items* into the gradebook for activities not completed within Blackboard Learn, such as in-class work or field trip attendance. You will see these items in the gradebook. Once the item has been graded, you can see the grade and comments given by your teacher. This course has a manual item in the gradebook titled "In-class Presentation (Sample Manual Item)".
- When calculating your grades, if the teacher has chosen to set one gradable item as the overall grade, the item will not appear in the list on the Course Grades page. If you want to see comments or details regarding this item, you would need to navigate to the item from the Content Outline.

The Item

When you view the item from the Content area you can see the grade within the Details & Information panel if it has been posted. Selecting the grade will allow you to view the details of it.

The screenshot displays the Blackboard interface. On the left, a sidebar titled 'Healthy Eating Guide' contains a list of course items: 'Lesson 2: Buying Local', 'Module 1 Essay: Your Food Journal', 'Module 1 Assignment: Benefits of Organic Food', 'Module 1 Test: Going Organic', and 'Module 1 Discussion: Find a Farmer Near You'. The 'Module 1 Assignment: Benefits of Organic Food' item is selected, and its details are shown in a panel on the right. This panel, titled 'Healthy Eating 101' and 'Module 1 Assignment: ...', includes a 'Details & Information' section with fields for 'Due date' (7/31/19, 1:55 PM (EDT)), 'Grading rubric' (a link to 'This item is graded with a rubric'), and 'Attempts' (0 attempts left). Below this is a 'Grading' section showing 'Your Grade' as 'A-' in a green box. The 'Description' section at the bottom states: 'What are the benefits of organic food. Which of these is most important to you?'.

Course Summary

You have now completed the *Learn Student Orientation* course. In this course, you were introduced to Blackboard Learn and how to use it for completing course work. You also were provided with information to help you be a successful online learner! Now you are set for success as you now have a basic understanding of this learning platform. You can navigate your way around the site and a course, find your grades, interact with your peers, and so much more! Before you go, download the file below so that you can reference it as you get started with your journey.

*Congratulations,
you are ready!*

