BLACKBOARD LEARN 9.1

STUDENT GUIDE
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WELCOME TO BLACKBOARD LEARN

This guide will introduce you to the Blackboard platform. Below you can find instructions on how to perform certain tasks, as well as, answers to questions you may have.

Blackboard Learn (BB) is a learning management system, which enables its users to easily exchange information, course material and notifications. It is a web based program that can be accessed from any computer connected to the College’s network.

HOW DO I ACCESS BLACKBOARD?

You can access Blackboard either through the College’s Intranet or through Internet. Either way you open a Web-browser (i.e. Internet Explorer, Firefox) and:

- If located on College’s premises (Intranet) on the address bar type [http://acgboard](http://acgboard) and you will be redirected on Blackboard’s login page.
- If located outside the College’s premises (Internet)
  - Type on the address bar [www.acgboard.acg.edu](http://www.acgboard.acg.edu)
  - Or access the College’s Web-site ([www.acg.edu](http://www.acg.edu)). Click the Quick Links button at the top of the page and then Blackboard Login.
HOW TO LOGIN

Type your username and password in the corresponding fields. Your username consists of one of the following introductory parts according to your status:

- “s-“, if you are an Undergraduate student
- “gs-“, if you are a Graduate student
- “cs-“, if you are a Continuing Education student,

The introductory part is followed by the first letter of your first name, the first letter of your last name and your ID number. Your password is your ID number.

Example

Status: Undergraduate student
First name: John
Last name: Smith
ID number: 007007

Username: s-js007007
Password: 007007

Forgot Your Password?:

In case you forget your password, you are able to reset it by clicking the Forgot Your Password? link. Just fill in the Username Option OR the Email Option on the Lost Password page and click Submit. An e-mail will be sent in your ACG Email account (i.e. j.smith@acg.edu) with instructions on how to reset your password.

Change Password:

If you want to change your password, go to My Institution → Personal Information → Change Password and follow the instructions.
I’M IN. NOW WHAT?

Once you log in you are displayed with the initial page of the environment.

At the top of the page there are four fixed buttons:

A. **ACG’s Logo**

B. **Open Global Navigation Menu**

C. **Logout**

D. **Quick Links**

and two tabs:

E. **My Institution** and F. **Courses**
OPEN GLOBAL NAVIGATION MENU

Open Global Navigation Menu - by clicking the arrow next to your name. The menu provides you with:

- Quick access to your courses and your personal information settings.
  - Courses - find all the courses to which you are registered at the moment (the same can be seen by clicking the Courses tab at the initial page.)
  - Settings - find links that allows you to make changes according to your preferences (see Settings table).

- Home

- Help - supports you with help in Blackboard through manuals, tutorials and more.

MY INSTITUTION TAB

The My Institution tab has three default panels: Tools (A), My Announcements (B) and My Courses (C).

✓ Select the Modules you would like to appear in My Institution tab by clicking the Add Module button (D) and checking the corresponding boxes.

✓ Personalize your page from the Personalize Page button (E), (always remember to click Submit for applying your changes).

✓ Alter the order of the boxes with the Keyboard Accessible Reordering: Modules button (F), according to your preferences.
## TOOLS PANEL

<table>
<thead>
<tr>
<th>TOOLS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Announcements</strong></td>
<td>Click the announcements hyperlink to access all announcements that are somehow, related to your account (i.e. institutional, courses).</td>
</tr>
</tbody>
</table>
| **Calendar**        | - It displays a unified view of all of your institution, course and personal events.  
- Click the (+) button, at the top right corner, or inside a date to create an event.  
- Click an event to manage it and also drag & drop it to change the date.  
- Course items with due dates automatically appear in the course calendar.  
- Get an iCal URL for importing your Blackboard calendar into an external calendar application.  
- Create recurring events by selecting the Repeat checkbox. |
| **Tasks**           | - Click the tasks link to access your tasks.  
- You can add personal tasks by clicking the button on the top.  
- Your tasks area will be automatically updated by course tasks that are related to your account. |
| **My Grades**       | - Use the “My Grades” link to view your grades for the courses that you are currently enrolled.  
- Access My Grades from My Institution tab to see grades for all courses you are currently enrolled.  
- Access My Grades inside a specific course to see the grades for that course only.  
- Click View Attempt to view your grade details. |
| **Send Email**      | Use the “Send Email” link to exchange email messages with other users currently enrolled for the same courses as you.                           |
| **User Directory**  | - Use the “User Directory” link to search for other students and instructors in the blackboard. Type the last name of the person you are looking for in the search engine and click Go.  
- Also, by clicking at Edit My Privacy Options, you can choose whether to be included in the directory and what information to share. |
| **Address Book**    | - You can use the “Address Book” in order to record your personal contacts.  
- Click the button on the top to add new information.  
- Use the Search Engine to quickly find a certain contact. |
| **Personal Information** | Edit personal information by changing the appropriate fields, change your password and specify which fields of your personal information should be publicly available |
My Announcements – displays the announcements of all the courses you are enrolled in along with the Institutional ones of the last seven days.

Click more announcements to view them all. Additionally, all announcements can be seen in detail through Tools module and the Announcements link.
**My Courses** – this module, displays the list of the courses that you are enrolled. By clicking a course’s name you are able to view its contents. The same can be done by the **Courses** tab.

The **Course Tab** allows you to access the courses that you are currently enrolled in and view the Instructors that teach them.

A. **Bookshelf by Vital Source** - Access your eTextbooks in the Bookshelf by Vital Source environment by clicking *view book panel*…

B. **Course Search** - type the name of the course you are looking for and click Go.

C. **Course List** - look for your course and click its name so as to enter the course environment.

D. **Quick Tutorials Catalog** – find more tutorials, videos and instruction notes on the official Blackboard website by clicking *On Demand Learning Center with over 50 Quick Tutorials and Getting Started Guides*. 
COURSE ENVIRONMENT

Courses vary in design depending on the instructor but some common elements exist. An example of your environment might look like this:

*Course-to-course navigation* - use this feature to access all the courses you are enrolled in.

![Course Environment Interface]

Click the downward arrow next to the house icon to access the contextual menu and select another course.

**A. Orientation bar** - use the contextual menu next to the house icon, to navigate to previous pages or visit the home page. It’s better to use the orientation bar to view previous visited pages, and NOT the browser back button since you may come across to a *Page Expired* notification.

**B. Course menu** - the panel on the left side which allows you to access the various course sub-areas. Activate an area, by clicking the corresponding button. Depending on the course, the menu items may vary.
COURSE MENU PANEL

The following menu items may be available on a course menu:

**TODAY** > The customizable Today module page, provides you with a single place to go for an overview of current course information such as Announcements, My Calendar, To Do, What’s New, and My Tasks.

![Today module](image)

**ANNOUNCEMENTS** > Use it in order to view the specific course’s announcements.

**COURSE INFORMATION** > Here you will find course related information like meeting times, outline, syllabus, policies and procedures.

**ETEXTBOOKS OR BOOKS** > Books in this area your instructor provides you with your course ebook(s) or any other books.

**MY INSTRUCTOR** > Provides information about your professor.

**COURSE NOTES OR DOCUMENTS** > In this area the instructor will be posting, notes, presentations, files, lesson plans, URLs, or anything needed as a course material.

**ASSIGNMENTS** > In this area you can submit, edit or save your assignment. See the next page for details:
Submit a Blackboard Assignment:

→ Visit the content area in the course menu your Instructor has specified for submitting your Blackboard Assignment i.e. Assignments.

→ Click on the name of the assignment.

→ On the Upload Assignment page, review the instructions and download any files provided by your instructor. Complete the assignment using one or both of the following:

  • Click Write Submission to expand the Assignment Submission box where you can type your response. You can use the content editor to format text, add files, images, links, multimedia etc.

  • If your response to the assignment is in a separate file, click Browse My Computer, and select a file to attach. If you attach a file, type a Link Title. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.

  ➔ In case you have selected the wrong file, you can remove it by clicking Do not attach.

  If the same file is attached to your assignment more than once, the new file is saved with a number appended to the name. For example, history assignment (1).doc

→ Optionally, type comments to your instructor in the Comments box.

→ Click Submit.
A success message appears, confirming the assignment submission.

**Save a Blackboard Assignment as Draft and submit it later:**

Use the *Save as Draft* function if you need to return to your assignment at a later time. This function saves your comments and files on the page. You can resume your work where you left off when you return.

→ On the *Upload Assignments* page, click *Save as Draft* to save your changes and continue working.
→ To submit your Draft assignment click the Assignment content area from me course menu and click on the assignment link.
→ On the *Review Submission History* page, click *Continue*.

→ You are now back on the *Upload Assignment* page. Make any changes needed.
→ Optionally, add comments in the *Comments* box.
→ Click *Submit*. The *Review Submission History* page appears showing the information about your submitted assignment.
Edit or Resubmit a Blackboard Assignment:
If your instructor has allowed you to submit an assignment more than once, you will see a Start New button on the Review Submission History page.

→ To access this page click the Assignments content area (or any other area specified by your Instructor) of your course.
→ Click the assignment name.
→ On the Review Submission History page, view the details of your first submission. Click Start New.

→ On the Upload Assignment page, make your changes to the new submission.
→ Optionally, in the Comments box, type your comments.
→ Click Submit. You are returned to the Review Submission History page where your submission appears.
→ View your past submission attempts by expanding the Attempt section.
TURNITIN ASSIGNMENT

To upload an assignment in the Turnitin system, click the View/Complete link of the assignment.

The first webpage you see is the License Agreement page. Choose the option that says you are above 13 years of age. The Submit Turnitin Assignment page appears. You are now in the Turnitin environment.

You will see here the paper title, the start date and the due date for the submission.
Click the Submit button so as to enter your paper.
Select the paper item submission method from the drop down list. You can choose between single file submissions, multiple file upload, cut & paste upload and zip file upload.
Enter your first name, last name and the submission title of the assignment which are required fields.
Click the Browse button so as to find the assignment to upload and once you select it click the Upload button.

NOTE THAT FOR A SINGLE FILE UPLOAD

The file must be less than 20 MB
The maximum paper length is 400 pages.
File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.

Wait until the file is transferred and you will see a submission paper page. Review the paper and click Submit.

Turnitin is now processing your submission. You will receive a successful submission page with your paper title, your name and the contents of your assignment.
You have now finished the submission.
Click the Go to Portfolio button to enter your class’s homepage in Turnitin.
Click the Resubmit button so as to resubmit your assignment if you want to.
To see the details for your paper submission click the Show Details link. Information on your paper (see paper title) originality report, GradeMark and Download will appear. You can click on them so as to get your results and download your paper. Note that sometimes originality reports may delay or your professor might have not permitted the generation of the report.
WEBPAGES

In this module you can find a number of links related to your course.

TEST & QUIZ

In this area you are able to take a test or a quiz
Click the link, begin the test and read the instructions.
When you finish the test click Save and Submit

You will receive a confirmation followed by a receipt page stating the test is completed.

The question completion status indicator provides an up-to-date look at complete or incomplete questions in a test. The status of which questions have been answered is displayed at the top of the page.

SURVEY

Here you can take the available survey used for polling purposes and evaluations. Surveys are not graded. Click the link and follow the instructions. The process is the same with Test & Quizzes.

DISCUSSION BOARD

Use the Discussion Board in order to participate to course discussions (you may also find it at the tools section), initiated either by the instructor or a fellow student.
Specific conversations (threads), where users discuss a topic or a group of related topics, are grouped into Forums. Click a forum-hyperlink to join a discussion. (Forums containing unread posts appear in bold).
Threads consist of messages, a main posting and all related replies. Click on the subject of a message in order to read it and reply to it.
Click Create Thread so as to open a new topic for discussion concerning the related forum topic.
TOOLS

- Announcements
- Blackboard Help for Students
- Blogs
- Calendar
- Collaboration
- Contacts
- Discussion Board
- Glossary
- Groups
- Journals
- My Grades
- Roster
- Send Email
- Tasks
- Wikis

BLOGS

Blogs are an effective means of sharing knowledge and materials created and collected by the group in the course. It may include any combination of text, images, links, multimedia, attachments etc. You can post entries and add comments to existing blogs. Any course member can read and comment on a group blog, but cannot make entries if they are not a member of the Group. Only your instructor can create a blog, but after creation, you can create entries. If you are removed from a course, you will not have access to any blogs.

To Access a Blog & Create a Blog Entry:
- On the course menu, click Tools. On the Tools page, select Blogs.
- On the Blogs listing page, click the name of the blog you want to access.

The blog topics appear in alphabetical order on the Blogs page. Following each blog title, view if the blog belongs to:

- A group - group members are selected from the instructor. All group members can make blog entries and comments
- The course - all enrolled users. All enrolled users can create blog entries and add comments
- Individual - Only the owner of a blog can create blog entries. All other enrolled users can view and add comments

Create Blog Entry button:
- Give a title for your entry
- Type your message or upload your file and click post entry or save entry as draft to save the entry for later posting.
COLLABORATION

Two collaboration tools are available.

1. Virtual classroom includes a whiteboard, chat panel, web browser, course map, and a question-and-answer area.
2. Chat is an exchange of text messages online. You can access chat separately from the virtual classroom.

The collaboration tools allow you to participate in real-time lessons and discussions. Examples of these sessions include online discussions, test review sessions, real-time lectures, and live question-and-answer forums. You may also be able to review recordings of previous sessions.

Note: You need the Java 2 Run-time Environment to use the collaboration tools. Download the plug-in from the page that appears when you join a collaboration session. Enable pop-ups to successfully run a collaboration tool. To use Safari, you must disable pop-up window blocking.

GROUPS

Your instructor can create a group, place you or allow you to select the group you want to join and provide a number of tools that will assist each group member like:

- **Collaboration** - Create and attend chat sessions and virtual classroom sessions.
- **File Exchange** - All members, as well as your instructor, can add files. They can also delete files, regardless of who added them.
- **Group Discussion Board** - Users within the group can create and manage their own forums and discuss topics with just the group members.
- **Group Blog** - All course members can, read and comment on a group blog, but they cannot make posts unless they are members of the group. Your instructor can select the grade option for group blogs.
- **Group Journal** - All members of a group can view each other's entries, but the group journal can only be viewed by the group and your instructor. Your instructor can select the grade option for journals.
- **Group Task** - Users within the group can create tasks that are distributed to all group members.
- **Group Wiki** - Users within the group can edit, and view their group wiki. Your instructor can view and edit a group wiki and can select the grade option for group wikis.
- **Send Email** - Users within the group can email individual members or the entire group.
JOURNALS

Journals are a personal space for you to communicate privately with your instructor. You can also use a journal as a self-reflective tool to post your opinions, ideas, and concerns about your course, or discuss and analyze course related materials. Your instructor can choose to make journal entries public, allowing all course members to view all entries. You can read what other students wrote and build on those ideas. When used in the group area, members of a group can view and comment on each other’s entries for a group journal. Your instructor can grade group journals and apply the grade to every member of the course group.

MY GRADES

The My Grades page shows the status of gradable items, such as tests, assignments, journal and blog entries, and discussion posts. It may include item names, details, due dates, student and instructor dates of activity, posted grades, points possible, links to rubrics used for grading, and your instructor's comments about the items.

<table>
<thead>
<tr>
<th>My Grade Item Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
</tr>
<tr>
<td>✅ Item has been completed. No information is available.</td>
</tr>
<tr>
<td>🚨 Item is completed, but will not have a grade (for items such as surveys).</td>
</tr>
<tr>
<td>😞 Item has been submitted. This item is waiting to be reviewed by your instructor -OR- Item has been submitted. Your instructor may review this item, but may not be provided a grade.</td>
</tr>
<tr>
<td>Grade Item has been graded. Click the grade to view detailed feedback.</td>
</tr>
<tr>
<td>🕵️‍♂️ Attempt is in progress. This item has not been submitted. To submit the item, see Submitting a Draft Assignment.</td>
</tr>
<tr>
<td>⏰ Grade is exempted for this user. If you do not complete this assignment, it will not affect your grade.</td>
</tr>
<tr>
<td>🚨 Error has occurred. Contact your instructor.</td>
</tr>
</tbody>
</table>

Academic Computing
IRM Department – The American College of Greece
WIKIS

A wiki is a collaborative tool that allows you to contribute and modify one or more pages of course related materials. A wiki provides an area where users can collaborate on content. Users within a course can create and edit wiki pages that refer to the course or a course group. Instructors and students can offer comments, and your instructor can grade individual work.

FAQ

I CANNOT LOGIN. WHAT IS WRONG?

→ Check again whether you type the correct username and password.

Remember: Your username consists of the introductory part “s-” for Undergraduate Deree students, “gs-” for Graduate School students and “cs-“ for Continuing Education students. Your default temporary password is your ID number.

→ Check the Caps Lock button on your keyboard. Make sure it’s off.

→ I tried everything and I still cannot log in. Visit or call ACG’s Computer Labs for assistance.

HOW CAN I CHANGE MY PASSWORD?

→ Login to Blackboard and visit the “Tools” Panel in "My Institution" tab. Click Personal Information ->Change Password--> Type your new password twice and click “Submit”.


I FORGOT MY PASSWORD. HOW DO I RESET IT?

In case you forget your password, you are able to reset it. Just click the “Forgot Your Password?” link that is located at the Blackboard login page.

The following page will appear. Fill in the Username Option OR the Email Address Option and then click “Submit”. An e-mail will be sent in your active email account (i.e. foo@acg.edu) with instructions on how to reset your password.

I CANNOT SEE MY COURSE. WHAT SHOULD I DO?

If you cannot see the course you are attending, notify your Professor. He will make sure you are enrolled in his Blackboard course or that the course is on and available for the students to see.

WHERE CAN I SEE MY GRADES?

Visit the “Tools” module in the "My Institution" area. Click My Grades and choose the respective course so as to see your grades. Keep in mind that you will NOT see the Final Exam grade and the grade of your course in Blackboard. You will get these grades from the myACG Portal. You can view all other grades of i.e. midterm, quizzes, assignments in case your Professor has enabled them.
I CANNOT UPLOAD A FILE ON BLACKBOARD. WHAT IS WRONG?

If you are not able to upload a file on Blackboard, make sure the file’s size is up to 10MB. If again you face the same problem, then check out the name of your file. File names should not have spaces or special characters. Try to use an underscore (_) instead of spaces. Moreover, include an extension to your file (i.e. photo.jpg).

Do NOT use the following special characters for naming your files:

- Semi-colon (;)
- Colon (:)
- Dollar sign ($)
- Ampersand (&)
- Pound sign / hash sign (#)
- Front slash or back slash (/ or \)

WHAT ARE THE DC STUDENT SERVICES, DC ATHLETICS AND STUDENT LIFE, AND ACG HEALTH & WELLNESS CENTER CONTAINERS?

These containers concern only the Undergraduate Deree students and are visible only to them.

→ DC Student Services – This container holds announcements, information, events, deadlines and forms from the ACGs’ offices (SSC, Academic Advising, Registration, Student Affairs, Financial Aid, Career Services, The Writing Center, Peer Tutoring, Information Resources Management Department (IRM))

→ DC Athletics and Student Life – In this container you can see information and announcements about Athletics, Outdoor Recreation, Fitness Center, Clubs and Organizations e.t.c.

→ ACG Health & Wellness Center - A container for the Health and Wellness Center which offers Health Services, Wellness Coaching and Nutrition Services.
WHAT ARE THE GS STUDENT SERVICES AND ACG HEALTH & WELLNESS CENTER CONTAINERS?

These containers concern only the Graduate School students and are visible only to them.

- **GS Student Services** - This container holds announcements, information, Graduate Courses Syllabi, Graduate Certificates and Graduate Degree Brochures from the Office of the Dean of the Graduate School and Professional Studies and SSC
- **ACG Health & Wellness Center** - A container for the Health and Wellness Center which offers Health Services, Wellness Coaching and Nutrition Services

I NEED ASSISTANCE. WHERE DO I GO?

If you need assistance about Blackboard, visit or call ACG’s Computer Labs or send an email to bbhelpdesk@acg.edu.

- APC Fine Arts Practice Lab Tel. 210-6009800 ext. 1166
- APC CN1110 Practice Lab Tel. 210-6009800 ext. 1004 and 1007