

Navigating Blackboard

The **Home** tab features a welcome page with quick links to many useful features of Blackboard, as well as a list of courses and organizations of which you are enrolled. There is also a section for Frequently Asked Questions which address some common Blackboard issues, as well as a **Help** tab for anyone needing further assistance.

John Jay-specific announcements are accessible by clicking on the **John Jay Students** tab. The **Scholar** tab brings you to Blackboard Scholar, a bookmarking tool for keeping track of and sharing useful websites and articles found on the web.

The screenshot displays the Blackboard 8.0 student interface. At the top, the 'CU NY Blackboard 8.0' header is visible, along with navigation icons for Home, Help, and Logout. Below the header, there are tabs for Home, Scholar, Help, and John Jay Students. The main content area is titled 'Welcome, Student' and includes several panels:

- Tools:** A vertical list of links including Announcements, Calendar, Tasks, View Grades, Address Book, Personal Information, Update Email, Expo, My Scholar, Blackboard Sync, and Search Tools.
- FAQ's:** A section titled 'Where are the rest of my courses?' with text explaining that courses may not be visible if the instructor hasn't made them available. It includes a note about course registration and a question 'Can other students see my email address?' with an answer stating that email addresses are not viewable by default and can be changed via privacy options.
- My Courses:** A section titled 'Courses in which you are enrolled:' listing 'Blackboard Workshops', 'Fall 2009 Criminal Law: LAW 209 98 [0628] (John Jay)', and 'JOHNJ_HKeier_test'.
- My Organizations:** A section stating 'You are not currently participating in any organizations.'
- My Announcements:** A section stating 'No system announcements have been posted in the last 7 days.' and 'No course announcements have been posted in the last 7 days.' with a 'more....' link.

Blackboard Tools (Left Navigation Menu)

Announcements—Shows announcements from professors, separated by course. You can filter announcements by date (e.g., **View Today**, **View Last 7 Days**, **View Last 30 Days**, or **View All**).

Calendar—Shows any events added by course instructors and organizations of which you are a member. You can also add your own events, which cannot be viewed by anyone else. Calendar views can be filtered by **day**, **week**, **month**, or **year**.

Tasks—Lists important tasks or assignments from course instructors. You may also add your own tasks, much like a to-do list. Tasks that have been added by you cannot be viewed by anyone else. Tasks can be filtered by **Priority**, **Course/Subject**, **Status** (*Completed*, *In Progress*, *Not Started*), or **Due Date**.

View Grades—If your course instructor has enabled and uses this feature, you will be able to view a list of course grades for various assignments and exams, as well as a total or averaged score.

Address Book—Enables you to input and store important contact information. Contacts added by you cannot be viewed by anyone else.

Personal Information—Allows you to create a profile using your own contact information, set privacy options, set primary language, and other configuration options (**Note:** Profiles are disabled at this time, and students do not have access to each other's email addresses or other personal information).

Update Email—Allows you to change your email address associated with Blackboard*. Since many instructors use Blackboard to send mass announcements to their classes, make sure your email address is current. **Updating your Blackboard email is NOT the same as updating your Portal email.*

Expo—Expo is an add-on package for Blackboard that allows users to create blogs, wikis, and podcasts, which can then be shared with other users.

My Scholar—An alternate method to access Blackboard Scholar (also via the **Scholar tab**). Scholar is a bookmarking tool where users can store and share bookmarks of useful websites and articles they find on the web.

Blackboard Sync—A relatively new feature which allows users to sync Blackboard to their Facebook accounts and/or iPhone or iPod Touch.

Search Tools—Located just beneath the Tools navigation menu, users may search for specific courses and organizations available on Blackboard. Some organizations allow open enrollment, but most require an access code from the organization or course leader in order to enroll. ITSS encourages departments and student organizations to contact us to set up their own Blackboard communities.

Accessing a Course or Organization

When you click on a Course or Organization link from the Blackboard Home page, you will be directed to a landing page showing the course announcements with a course menu on the left.

Course Menus are designed by the instructor or course/organization leader. Sample menu items might include a section for the course syllabus, staff information (usually instructor contact information and office hours), lecture notes, required reading materials (e.g., PDF articles), assignments, links to external sites, or even embedded video/audio.

You can view two different versions of the Course Menu:

Quick View – displays the top level of the Course Menu only

Detail View – displays Course Menu items as a tree of folders. You can expand and collapse folders and access links within them.

Blackboard provides additional tools mentioned previously, including Communication Tools (discussion board, group email tool); Add-ons (Expo, Scholar); podcasting, blog and wiki tools; a virtual classroom; calendar and tasks; grade information; and other features.

Sample Communication Tools



[Announcements](#)



[Collaboration](#)



[Discussion Board](#)



[Group Pages](#)



[Messages](#)
Messages



[Roster](#)



[Send Email](#)
Send email.



[Wimba Pronto](#)
Wimba Pronto access

Some Course Tools, such as the wiki, podcast and blog need to be enabled by your course instructor before you can begin using them.

Sample Course Tools



[Address Book](#)
Address Book



[Calendar](#)
Calendar



[Glossary](#)
Glossary Tool



[Homepage](#)
Edit homepage.



[My Grades](#)
View grades.



[Personal Information](#)
Change your information



[Tasks](#)
Tasks



[The Electric Blackboard®](#)
The Electric Blackboard®



[User Manual](#)
User Manual



[Course Objectives](#)



[Scholar Course Home](#)
View Scholar Course Home



[My Scholar Home](#)
View My Scholar Home



[Wimba Pronto](#)
Wimba Pronto access



[Wiki Tool](#)
Launch Learning Objects Teams LX Wiki Tool



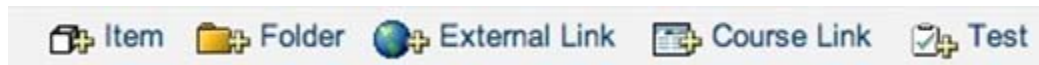
[Podcast](#)



[Blog Tool](#)
Launch Learning Objects Journal LX Blog Tool

Exploring Course Menu Items

If you have enrolled in a course that will use Blackboard, take a moment to explore all of the different Course Menu items provided by the instructor. The different types of items include:



Item—Text, graphics, embedded web pages or video players, or downloadable attachments (Word docs, PDFs, etc.).

Folder—Used by instructor or course builder to organize materials by subject, time, etc.

External Link—A link to another webpage

Course Link—A link to another page within Blackboard

Test—A quiz or exam set up by the instructor.