Blackboard Glossary

- *ANNOUNCEMENTS:* Users can view important messages from Instructors or Leaders on the Announcements page.
- *ASSIGNMENTS:* Assignments list the name, description, and attachments for class work. Students complete the assignment in a separate file and send it back to the Instructor. They may also include comments for the Instructor if they choose.
- *COMMUNICATIONS*: In this button you can find the following interactive options.
    - *ANNOUNCEMENTS:* anything that the professor wants to make known publicly or officially.

    - *COLLABORATION:* The Collaboration Tools allow users to participate in real-time lessons and discussions. Examples of these sessions include real-time, online classroom discussions, TA sessions, and live question and answer forums. Archives of previous sessions are also available for review. Guest speakers can also lead sessions using the Collaboration Tools. Users can search for and join Collaboration Sessions and view session archives.

    - *DISCUSSION BOARDS:* Users can post discussion items and reply to other posts. This feature is similar to Chat, but is designed so that Users do not have to be online at the same time to communicate. Discussion Board conversations are logged and organized. Conversations are grouped into threads that contain a main posting and all related replies.

    - *GROUP PAGES:* Groups enable Users to collaborate with each other. Groups usually consist of a smaller group of Users in a course or organization, such as study groups or project groups. From a Group page, users may: send email, exchange files, enter discussion forums, and enter Collaboration Sessions.

    - *ROSTER:* Users can search the Roster and view a list of Users in the course or organization.
    - *SEND EMAIL:* Users can access email functions for through the Send Email page.
- *COURSE DOCUMENT:* Any documents, papers or homework the professor gives can be posted here.

- *COURSE INFORMATION:* The main information of the course that you are taking.

- *EXTERNAL LINKS:* External links access outside Web sites. Usually these links provide content consistent with the objective or area of study. Users can access these links directly from a Content Area.
- *TOOLS:* In this button you can find the following helpful buttons.
    - *CALENDAR:* The Calendar tool allows users to view events by day, week, month, or year. Upcoming and past events can be viewed and organized into categories.
    - *DIGITAL DROPBOX:* The Digital Drop Box enables Users to exchange files with the Instructor or Leader.
    - *EDIT YOUR HOMEPAGE:* Every enrolled User has a Homepage where they can post information about themselves. The Edit Your Homepage screen allows users to edit their homepages. The homepage is blank until the user edits the page. .
    - *ELECTRIC BLACKBOARDS:* The Electric Blackboard® allows users to save notes for a particular course or organization within the course or organization. Users can write notes on The Electric Blackboard®, save them, and then return later to add to and review them.
    - *PERSONAL INFORMATION:* The information that appears in an account profile can be modified on the Edit Personal Information page. Changes made on the Edit Personal Information page will be reflected throughout the *Blackboard Academic Suite*. For example, if the user changes their first name, the new first name will appear in all courses and organizations they are enrolled in.
    - *TASKS:* The Tasks page organizes projects (referred to as Tasks), defines task priority, and tracks task status. Instructors or Leaders can post tasks to users participating in their course or organization.
    - *VIEW GRADES:* The My Grades page lists each user's courses and organizations. Users then select a course or organization to access a grade report.
- *VIRTUAL CLASSROOM:* Users can ask questions, draw on the whiteboard, and participate in breakout sessions from the Virtual Classroom. The Session Admin establishes which tools in the Virtual Classroom users can access.

Information was derived from the web site:

http://jj.bbprod.cuny.edu/webapps/portal/frameset.jsp?tab=courses&url=/bin/common/course.pl?course_id=_23413_1