

Accessing Your Blackboard Course

- Once you know your UserID and Password you can login to Ulink to access both NetMail and Blackboard.
- To see the complete list of items accessible from Ulink once you have logged in, click on the “Student Services” Tab (circled below) at the top of the window.
- This will allow you to access your personal information and school information such as Financial Aid and other services available to you.
- The link to access Blackboard is located under an area labeled “Academic Resources”. In the screen below it is located at the top right side. It may be located in a different area of the screen when you login.

The screenshot shows the ULink website interface. At the top, there is a navigation bar with tabs: My Page, Faculty/Staff Services, Student Services (circled in red), Find People/Places, and Help. Below the navigation bar, there is a section for "Personalize This Page" with a dropdown menu showing "Content" and "Layout". The main content area is divided into three columns: "Main Menu" (containing links like My Favorites, Administration, Change Password, Request a ULink Feature, ULink Feedback, My Personalizations, My Dictionary), "Welcome" (containing a welcome message and instructions on how to use the site), and "Academic Resources" (containing a list of links including Academic Support Services, Arts and Sciences, Education, ACCESS, Advising, Advisor, Blackboard, Career Development, Commencement, Disability Resource Center, Libraries, Multicultural Academic Enrichment, Orientation for New Students, REACH, and Testing Services).

- Once you click the link labeled Blackboard, you will see the following page.

The screenshot shows the UoFL Blackboard 6.0 page. At the top, there is a navigation bar with tabs: Home, Add to Favorites, Contact, and Logout. Below the navigation bar, there is a section for "Menu" (containing links like My Favorites, Administration, Change Password, Request a ULink Feature, ULink Feedback, My Personalizations, My Dictionary). The main content area is divided into two columns: "UoFL Blackboard 6.0" (containing a link to launch Blackboard 6.0 in a new window, circled in red with a red arrow pointing to it) and "Please Disable Pop-Up Blockers" (containing a message about disabling pop-up blockers).

- This page contains information about pop-up blockers. It is very important to make sure you turn off any pop-up blockers you have because

- some functionality of Blackboard will not operate correctly while the blockers are turned on.
- You will see a link that says “Launch Blackboard 6.0”. If you click that link you will be directed to the Blackboard Login page. (shown below)

New Features in Blackboard 6.1 : May 25, 2004

Please [Click Here](#) to view how the screens will appear when the features are activated.

Blackboard @ U of L

- [Blackboard Help](#)
- [Blackboard Faculty Training](#)
- [NetMail / ULink Help](#)
- [Guest Access](#)
- [Course Catalog](#)

*Blackboard@UofL Maintenance:
Each Friday, 10 PM - 2 AM EST
System unavailable during this time.*

If you already have an account, enter your login information here and click the "Login" button below. If you do not have an account, please click on one of the buttons to the left.

USERNAME:
laleak01

PASSWORD:
●●●●●●

Login

- To login you will use your ULink UserID and Password in the area circled above.
- On the left of this screen, you can access the online help that is available for Blackboard, Ulink and NetMail.
- Also you will see a message at the bottom of this area regarding Maintenance for Blackboard. It explains that Blackboard will unavailable for use on Fridays from 10:00pm to 2:00am on Saturdays each week.
- The system may be available some time during these maintenance periods but do not plan on the system being available on a regular basis during these scheduled hours.
- This will bring you to your own **Blackboard “My UofL”** page where any and all online and web-assisted courses you are registered for will show up in a listing on the right side of the page.
- Locate the course you wish to enter and click on the listing.
- This will bring you into your main entry for each course

Tools

- Announcements
- Calendar
- Tasks
- Send E-mail
- User Directory
- Address Book
- Personal Information
- View Grades

Welcome, Joni Contents Layout

My Announcements

No system announcements have been posted today.

AC3 Informational Site:

- Demo "Do" Posted in Documents
- Updated PowerPoint Slide Show
- Updated Briefing

[more...](#)

My Calendar

No calendar events have been posted today.

[more...](#)

My Courses

Courses in which you are enrolled:

- [Distance Learning Library Services Informational Site](#)
- No Announcements.
- [EDAD 607-60: PRIN OF EDUC LEADSHIP-Sump](#)
- No Announcements.
- [EDAD 684-75: ED RES MGMT POSTSEC EF-Spring 2003](#)
- No Announcements.
- [EDAD 672-50: INSTR DESIGN & DEVELOPMT-Spring 2003](#)
- No Announcements.
- [ELFH 620-75: LEGAL ISS IN P-12 EDUC-Spring 2004](#)
- No Announcements.
- [ELFH 682-50: ORG & ADM H EDUC-Fall 2003](#)
- No Announcements.
- [ELFH 710-75: DOCTORAL SEM EDUC LDRSHP-Fall 2003](#)
- No Announcements.
- [Virtual Writing Center](#)
- No Announcements.

Courses you are teaching:

- [AC3 Informational Site](#)

Announcements

- Demo "Do" Posted in Documents

Blackboard System Requirements

Blackboard works entirely through a Web browser (Microsoft Internet Explorer or Netscape), so you need no special software for Blackboard. The main requirement is that your browser must be up-to-date and current:

- Microsoft Internet Explorer 5 or later or Netscape 4.76 or later.
- Blackboard is not compatible with Windows 95 or Mac OS 8.6 or earlier.
- We have tested Blackboard 6 with Windows 98 and noticed no problems.
- You should use a minimum of a 56K modem.
- Some components of Blackboard require "Java" software that is not automatically included with some Windows systems but can be downloaded from the Web at no charge and easily installed.
- Files with formats like Adobe Acrobat PDF, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint need specialized software to display on some systems where the programs themselves do not exist. Free "readers" for these files can be downloaded from the Web at no charge and easily installed, just visit [the UofL Plug-ins site](#)
- If you need assistance with browser upgrading or configuration, notify the Help Desk at 502-852-7997

- The next few sections of this guide will explain some of the functionality you may use during the semester in each of your classes.

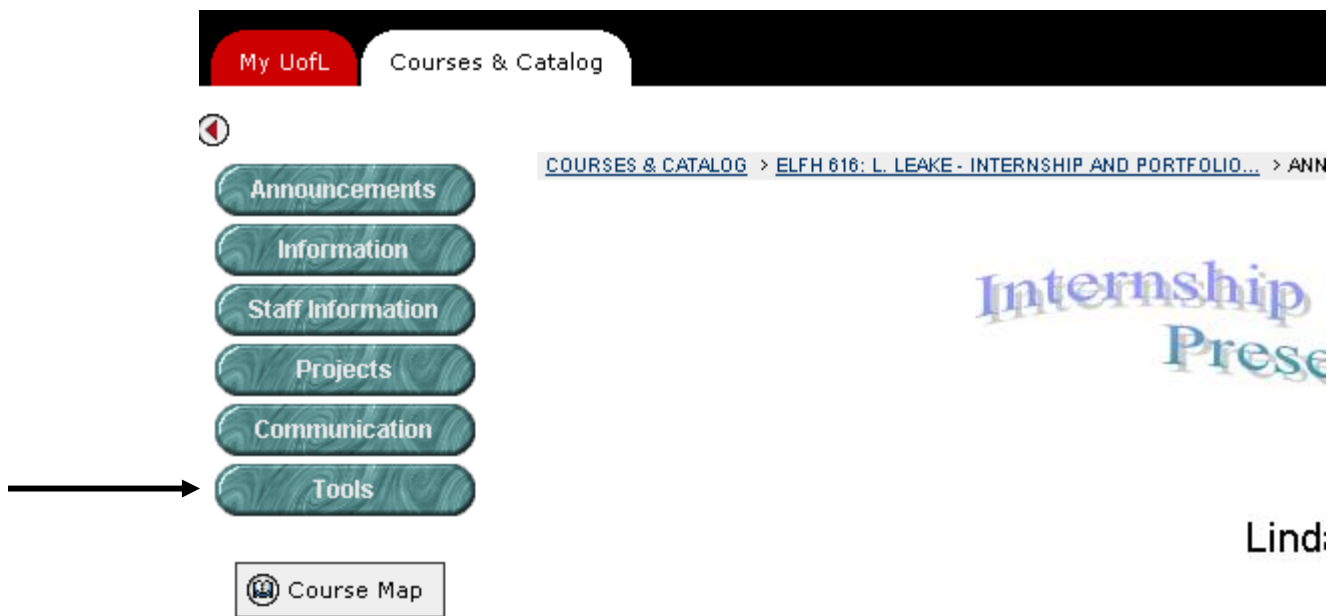
The Digital Drop Box

The Digital Drop Box function in Blackboard has many functions. The list includes:

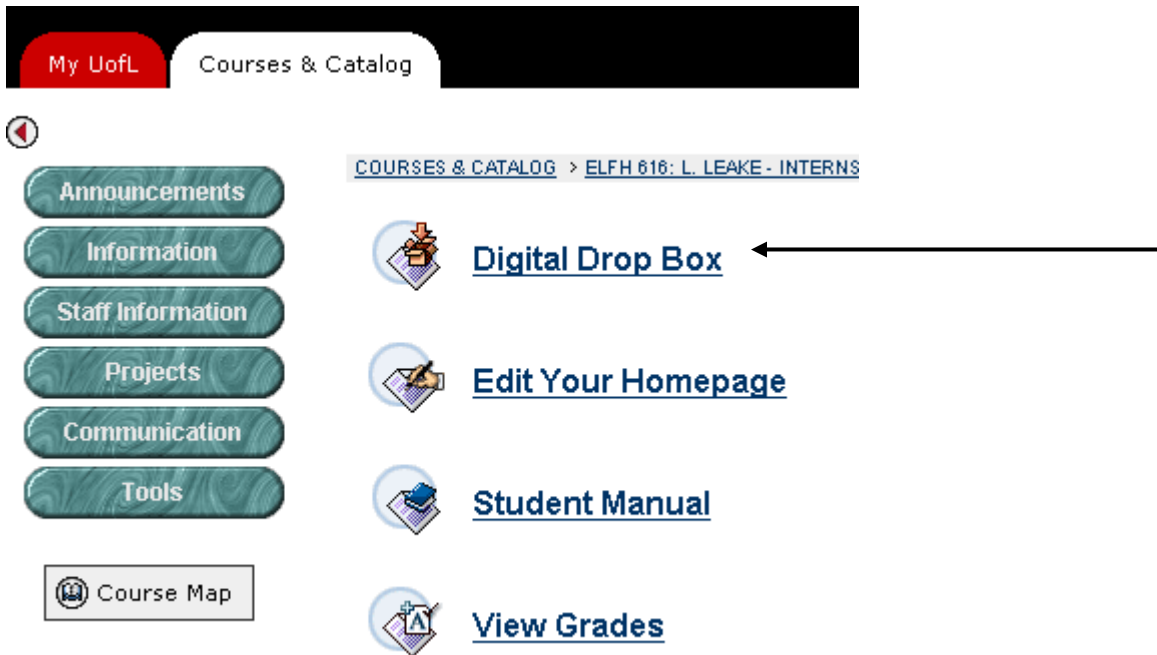
- Allowing instructors to send electronic files to individual or a group of students in a class.
- Allowing students to store electronic files on Blackboard for each class he or she is enrolled.
- Allowing students to send electronic files to the instructor (only) in each course he or she is enrolled.

It can be an electronic file space for each user in the system. A drop box is available to each student and each instructor for each class he or she has access to on the Blackboard system.

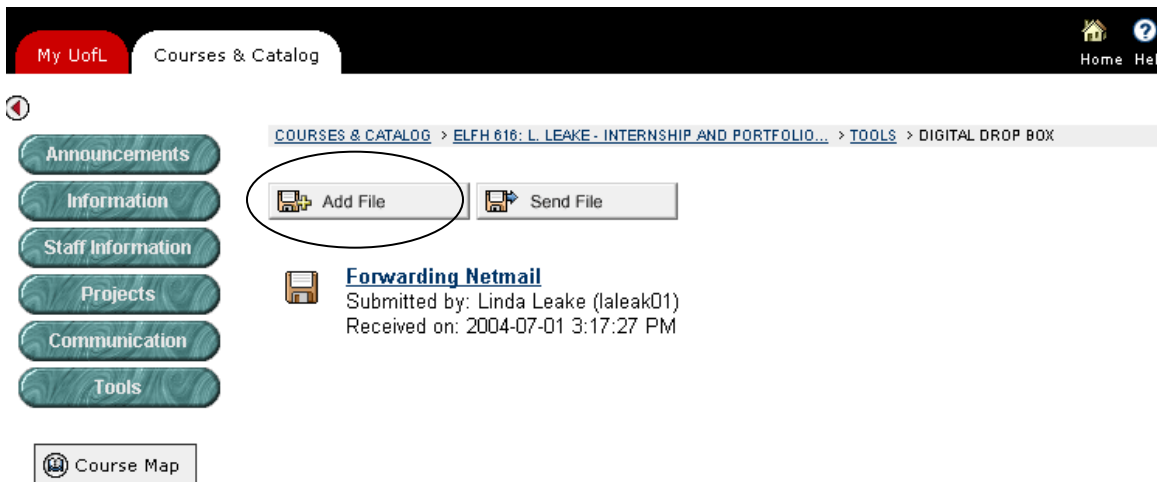
Student View: This is the view from the Student's Perspective.



You will be able to access the Digital Drop Box from the “Tools” menu if the instructor chooses to make it available for you.



From the above screen, the student would click on “Digital Drop Box”.



From this screen the students could choose “Add” to put a file in their personal Drop box.

COURSES & CATALOG > ELFH 616: L. LEAKE - INTERNSHIP AND PORTFOLIO... > TOOLS > DIGITAL DROP BOX

1 File Information

Title:

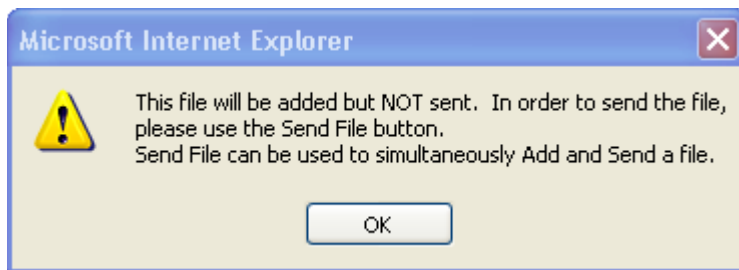
File:

Comments:

2 Submit

Click "**Submit**" to finish. Click "**Cancel**" to abort this process.

When "Submit" is pressed the following warning will appear.

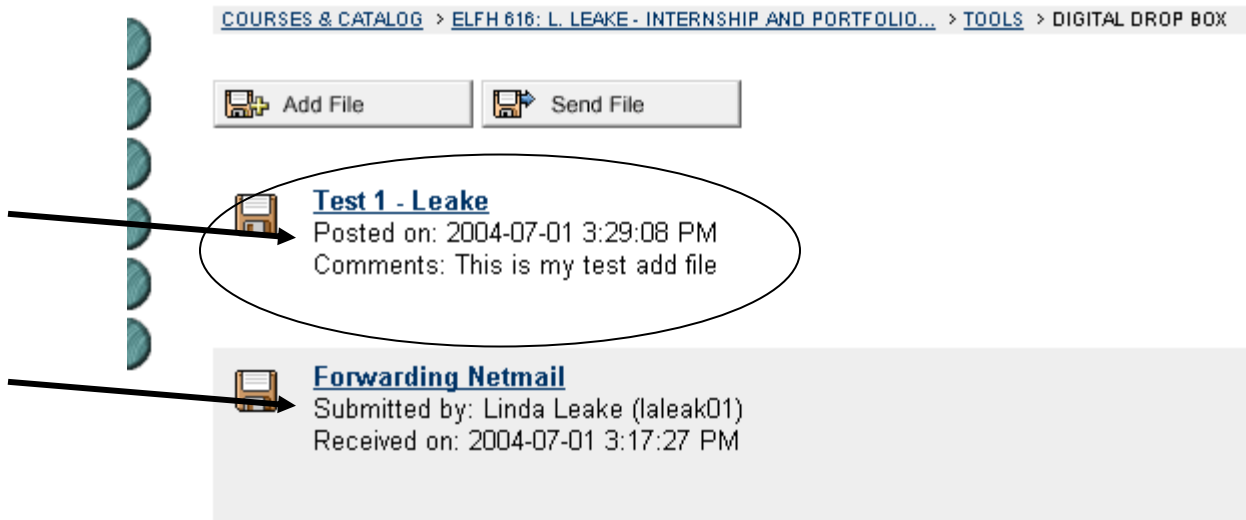


The following screen tells you, "the file has been added but not sent" to the instructor of the course. When "OK" is pressed the acknowledgement screen will appear.

COURSES & CATALOG > ELFH 616: L. LEAKE - INTERNSHIP AND PORTFOLIO... > TOOLS > DIGITAL DR

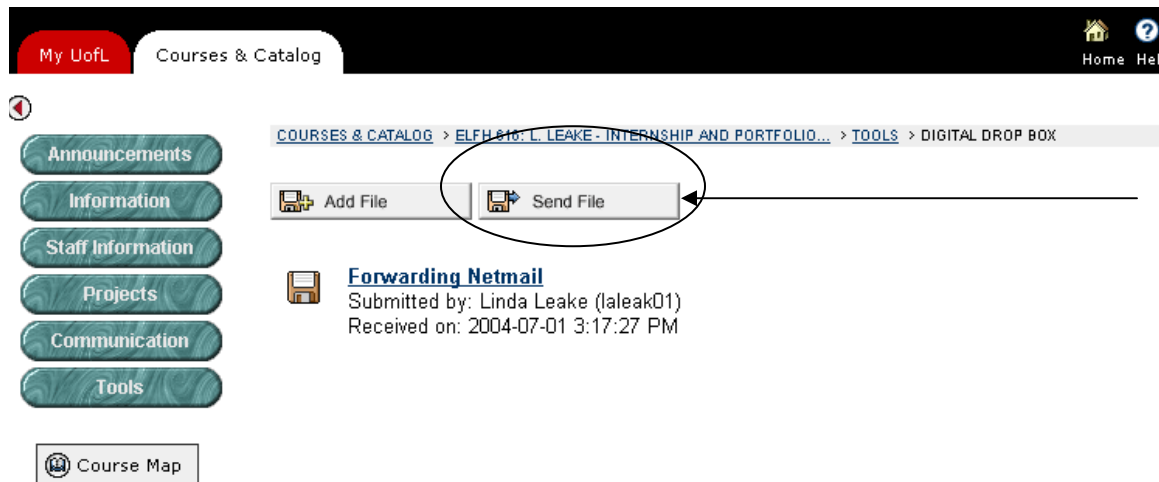
Receipt: Success
Test 1 - Leake has been added to your dropbox.
 2004-07-01 03:29:08 PM

When “OK” is pressed you will be returned to the Drop box main screen.



The list above contains one added file and one submitted file. In your view the file that has been added but not sent to the instructor is denoted as “Posted” (circled above). The file that has been sent to or from the instructor, is denoted as “Submitted.”

Sending a file from the student’s view appears below.



The student would press the “Send File” button from the screen above.

COURSES & CATALOG > ELFH 616: L. LEAKE - INTERNSHIP AND PORTFOLIO... > TOOLS > DIGITAL DROP BOX

1 File Information

Select file:

OR upload new file:

Title:

File:

Comments:

2 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

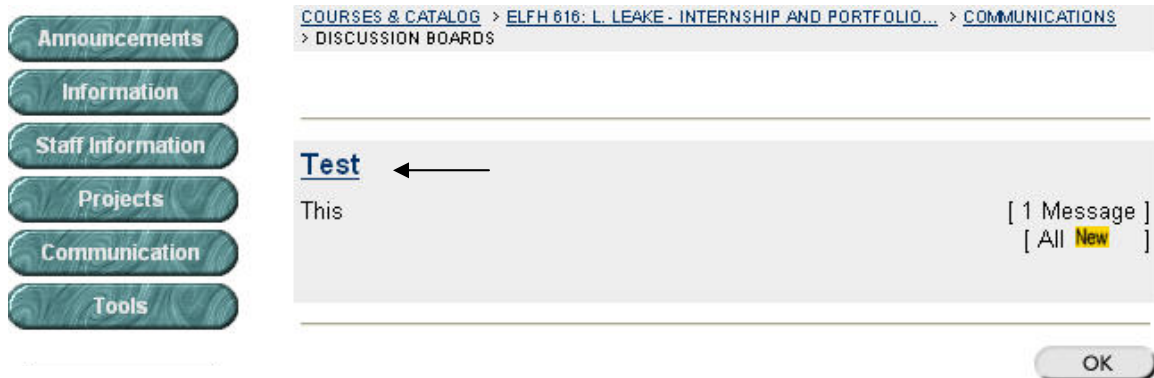
The form for sending a file to an instructor appears above. The first section is the file information. The student can send a file already contained within the drop box for this course using "Select File" or select a file on his or her computer or disk by pressing "Browse". It is advised for each student to place your name somewhere in the title box. An Instructor will receive files from all the students in class, so having your name in the title will help the instructor know whose files have been received and easily keep track of them.

The Discussion Board

The Discussion Boards feature in Blackboard will allow for asynchronous posting and responding to forum messages. An advantage of the Discussion Board is that conversations are logged and organized. Conversations are grouped in threads that contain a main posting and all related replies. To create a forum in the Discussion Boards, login to Blackboard and choose the course in which you want to work.

Students and Instructors may access forums by clicking on the appropriate link in the Discussion Board. When a forum is accessed a page appears which lists the different threads in the forum. A thread is a message that is posted to a forum. Participants can post new threads in a forum and reply to threads that have already been posted.

Note: Students are able to create new threads on the Discussion Board, if allowed by the Instructor. Students can not create a forum, they will only be able to add threads to existing topics.



To read or post a thread in the Discussion Boards click the forum name and view the contents within.



To read a submitted thread, click on the title of the thread. The available options on this screen include:

- Add New Thread: Form to create a new message
- View all Messages: All messages appear.
- View Unread Messages: All unread messages will be shown.
- Thread title: click here to read the submission
- Sort By: Drop down menu allows for sorting threads by Author, Date, or Subject

- [Announcements](#)
- [Information](#)
- [Staff Information](#)
- [Projects](#)
- [Communication](#)
- [Tools](#)

 [Course Map](#)

[COURSES & CATALOG](#) > [ELFH 616: L. LEAKE - INTERNSHIP AND PORTFOLIO...](#) > [COMMUNICATIONS](#)
> [DISCUSSION BOARDS](#) > MESSAGE VIEW

[◀◀ Previous Message](#) [Next Message ▶▶](#)

Current Forum: Test
Date: Tue Jun 8, 2004 4:13 pm
Author: Leake, Linda Anabel <linda.leake@louisville.edu>
Subject: Topic 1

This is topic 1

[Reply](#) ←

[◀◀ Previous Message](#) [Next Message ▶▶](#)

Current Thread Detail:
[Topic 1](#) [Leake, Linda Anabel](#) Tue Jun 8, 2004 4:13 pm

To respond to a message in the thread, click on the “Reply” button in the message. The submitted thread contains the following information:

- **Current Forum:** The name of the Forum
- **Date:** Date the thread was submitted
- **Author:** Name and email address of submitter
- **Subject:** Title of the thread
- Message is listed below these items
- **Reply:** Button available for you to respond to the thread
- **Current Tread Detail:** Includes the original thread and all replies to the thread

[Add New Thread](#)

VIEW UNREAD MESSAGES

EXPAND ALL COLLAPSE ALL

SEARCH

[SHOW OPTIONS](#)

<input type="checkbox"/> Topic 1 Re: Topic 1	Leake, Linda Anabel Yates, angela	Tue Jun 8, 2004 4:13 pm Thu Jun 24, 2004 5:56 pm	<input type="checkbox"/> New
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Sort By:

Your reply is added to the thread for all to read.

The Glossary Feature:

The Glossary is a collection of terms for a course. It is useful as a reference when students are reviewing new or complex material.

Student View of the Glossary:

Announcements

Information

Information

Projects

Communication

Tools

[COURSES & CATALOG](#) > [ZBB6-OLD: ELFH 616: L. LEAKE - INTERNSHIP...](#) > ANNOUNCEMENTS

Internship and Portfolio Presentation

By Linda Leake EDTD 6:

Students will access the Glossary from the “Tools” Menu.



Once the Glossary is clicked from the above screen, an alphabetical list of your glossary will then be viewable.



The students can then use the alphabetical listing above to see other entries that the instructor has entered into the glossary for this course.

Group Pages

This function will allow for group members to work within Blackboard's environment in a space designated within your course for those specific persons, without fear of outside classmates seeing the work that has been accomplished on the project.

The groups feature contains all of the synchronous and asynchronous tools that a full course shell has but those tools are active for the members that are assigned (by the instructor) to each group.

Those options include:

- Discussion Boards (asynchronous communication)
- File Exchange (the group members can share files within the group)
- Virtual Classroom/Chat (synchronous or real-time communication)
- Send E-mail

The screenshot displays a course management system interface. At the top, there are three tabs: "My UofL" (highlighted in red), "Courses & Catalog", and "System Admin". Below the tabs is a left-hand navigation menu with buttons for "Announcements", "Information", "Staff Information", "Projects", "Communication" (circled in red with an arrow pointing to it), and "Tools". Below these buttons is a box containing "Course Map", "Control Panel", and "Quick Unenroll". The main content area shows a breadcrumb trail: "COURSES & CATALOG > ELFH 616: L. LEAKE - INTERNSHIP AND PORTFOLIO... > ANNOUNCEMENTS". The title of the announcement is "Internship and Portfolio Presentation" in a stylized blue font, followed by "By Linda Leake" and "EDTD". Below the title are four buttons: "VIEW TODAY", "VIEW LAST 7 DAYS", "VIEW LAST 30 DAYS", and "VIEW ALL". The date "June 18 - 25, 2004" is displayed. The announcement text begins with "Wed, Jun 23, 2004 -- Welcome to My Internship Portfolio!" and continues with "The purpose of this presentation is to present the final requirements for the Masters of E..."

To access the group pages, click on the communication button (circled above).

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[COURSES & CATALOG](#) > [ELFH 616: L. LEAKE - INTERNSHIP AND PORTFOLIO...](#)

- [Announcements](#)
- [Information](#)
- [Staff Information](#)
- [Projects](#)
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- [Tools](#)

- [Course Map](#)
- [Control Panel](#)
- [Quick Unenroll](#)

- [Announcements](#)
- [Collaboration](#)
- [Discussion Boards](#)
- [Group Pages](#)
- [Roster](#)
- [Send E-mail](#)


The student will then click “Group Pages” (circled above) to see a list of the groups set up for this class.

[My UofL](#) [Courses & Catalog](#) [System Admin](#) [Home](#) [Help](#)

[COURSES & CATALOG](#) > [ELFH 616: L. LEAKE - INTERNSHIP AND PORTFOLIO...](#) > [COMMUNICATIONS](#) > [GROUP PAGES](#)

- [Announcements](#)
- [Information](#)
- [Staff Information](#)
- [Projects](#)
- [Communication](#)
- [Tools](#)

- [Course Map](#)

 [Group One](#)
Your project is to create a Blackboard tutorial for students on how to login to the Blackboard System.

As seen above, you will see the group names and information. If there are multiple groups for each class the entire list will appear. If you have access to a group the name of the group will appear underlined. If you do not have access to a group, the group name will be listed but will not be underlined.

Group Pages - Group One


- ▶ [Group Discussion Board](#)
Use your group discussion board for course-related debates and conversations.
- ▶ [Collaboration](#)
Enter collaboration sessions and view session archives.
- ▶ [File Exchange](#)
Exchange files with your group members.
- ▶ [Send E-mail](#)
Send e-mail messages to one or all of your group members.

▶ **Group Members**

NAME	EMAIL
eight_student	
eighteen_instructor	
eleven_instructor	
eleven_student	
fifteen_instructor	
four_student	

The four options listed above are all communication tools for the students with access to this group. The next few pages will discuss each of the four options in further detail.

Group Discussion Board - Group One

 Add Forum

1  [Group one progress reports](#)

Use this forum to provide your group mates with progress reports on your part of the project.

The above screen is a view from your perspective of the Group Discussion Board. Within groups you can add forums to this discussion board just as instructors can in the main part of the course.

This discussion board operates in the same way as the ones contained in the main part of the course but only the students assigned to this group have access to it. The group members would click on the title of any forum listed above to add or reply to any messages there.

My UofL Courses & Catalog Home Help Logout

COURSES & CATALOG > ELFH 616: L. LEAKE - INTERNSHIP AND PORTFOLIO PRESENTATION > COMMUNICATIONS > GROUP PAGES > GROUP ONE > COLLABORATION

Collaboration Sessions - Group One

Create Collaboration Session

Filter: Search by: Session Name Start Date End Date (MM-DD-YY)

Show All GO Search

Displaying sessions 1-3 of 3

Session Name	Tool	Start Date	End Date		
Group One 06/25/04 12:25:10	Lightweight Chat			Join	Manage
Lecture Hall	Virtual Classroom			Join	Manage
Office Hours	Lightweight Chat			Join	Manage

The second item in the list of tools inside the groups area is the group chat. Again students in this group have the rights to create chat sessions and manage the archives and sessions.

My UofL Courses & Catalog

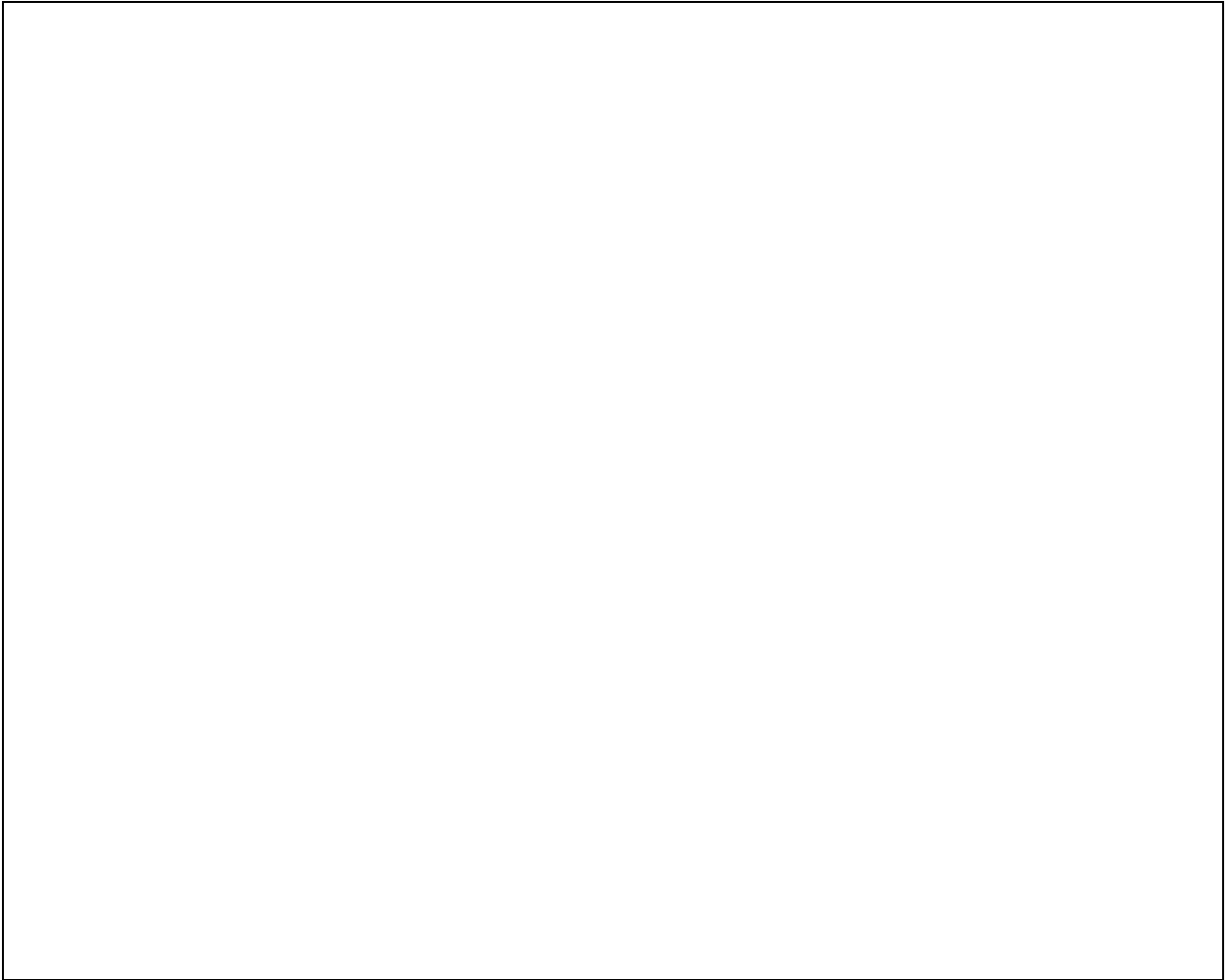
COURSES & CATALOG > ELFH 616: L. LEAKE - INTERNSHIP ANI

File Exchange - Group One

Add File

No files found.

The third item within the group area is a file exchange. The purpose of this is to allow the members of the group to have a space in which each member can add parts of a group project and where all members can see those documents.



The final tool available in the group pages section is a “Send E-mail” function. This will only send emails to the members of the specific group and not to anyone else. As pictured above the group members can choose to send to specific users by checking the box next to each name or send to all the users in the group by checking all the boxes.

The mail will go to your university email account. Remember, Blackboard accounts are created with the university standard email accounts and can not be changed. The students must use the email account given them by the university, for all university emails.

