

Student Quick Guide to Blackboard at Highline

<http://blackboard.highline.edu>

LOGGING IN

Blackboard Student Username: The first seven (7) letters of your first name and the first seven (7) letters of your last name.

- If either your first or last name is shorter than 7 letters, then we will use as many letters as are in your name.
- If your name is hyphenated or has other punctuation in it, the punctuation will not be used.

Initial Blackboard Password: The first four (4) letters of your last name, all lowercase, and the last four (4) numbers of your SID (Student ID), or EID (Employee ID).

- If your last name is shorter than 4 letters, then your entire last name will be used.
- Due to the Blackboard 7 upgrade, all student users are set to the default password. Your password from previous quarters will not work.
- If your email address is correct in the system, you may use the "Forgot Password?" link above to reset your password.

This information appears on the login screen at <http://blackboard.highline.edu/>.

More detailed information can be found at: <http://flightline.highline.edu/ic/ichelp/passwords/student.php>.

UPDATING PERSONAL INFORMATION

The **Personal Information** feature allows you to:

- **UPDATE** email address (also mailing address and other contact information, though these are not recommended)
- **CHANGE PASSWORD**
- **SET PRIVACY OPTIONS** To determine what information other users will be able to see about you

It is required that you keep your email address updated so that you will get important communications from your instructor and classmates.

Edit your Personal Information

Log on at <http://blackboard.highline.edu>. From there, follow these instructions.

Step 1:	Go to the TOOLS on the left side of the screen
Step 2:	Click on Personal Information .
Step 3:	Click on Edit Personal Information .
Step 4:	Check your email address for accuracy. Enter the email address you are currently using. Please note that this does not change your official college email. See https://sec.highline.edu/wts/student/ to change that.

To change your password:

Log in to Blackboard at <http://blackboard.highline.edu>. From there, follow these instructions

Step 1:	Go to the TOOLS AREA , on the left side of the screen.
Step 2:	Click on Change Password .
Step 3:	Click on Change Password (again).
Step 4:	Follow the instructions on how to put in a new password.

Set Privacy Options

Log in to Blackboard at <http://blackboard.highline.edu>. From there, follow these instructions:

Step 1:	Go to the TOOLS AREA , on the left side of the screen.
Step 2:	Click on Personal Information .
Step 4:	Click on Set Privacy Options .
Step 3:	Put a check mark next to the items you wish others to be able to see. If nothing is checked, your information will remain confidential.

SENDING EMAIL

Blackboard does not contain its own email system. It does contain a set of tools for quickly and easily sending e-mail to users attached to a particular course. You can send email from Blackboard, then go to your email program to read and reply to your mail.

The **email** feature allows students to **SEND** email to all users, groups, teaching assistants and instructors that are attached to a particular course. For example, select “All Instructor Users” to send a message that will go to all of the course instructors.

Select Users

Step 1:	Go to the COMMUNICATION AREA .
Step 2:	Select SEND E-MAIL .
Step 3:	Make a selection from the list of available email options. See figure 1 below. To send a message to individuals, choose Select Users .
Step 4:	Fill in the appropriate information in the <i>Subject:</i> and <i>Message:</i> boxes.
Step 5:	If you chose SELECT USERS or SELECT GROUPS as your email option in Step 3 above, select the appropriate users from the list on the left and use the right-pointing arrow to add them to your selected users list on the right (see figure 2).
Step 6:	Follow the screen directions if you want to add an attachment .
Step 7:	Click on SUBMIT to finish the process.

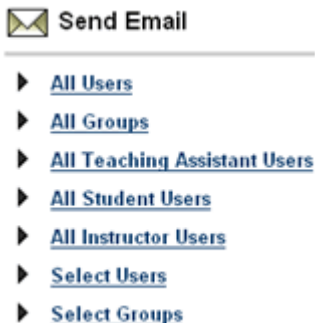


Figure 1. **SEND** email to select users and groups that are attached to a particular course.

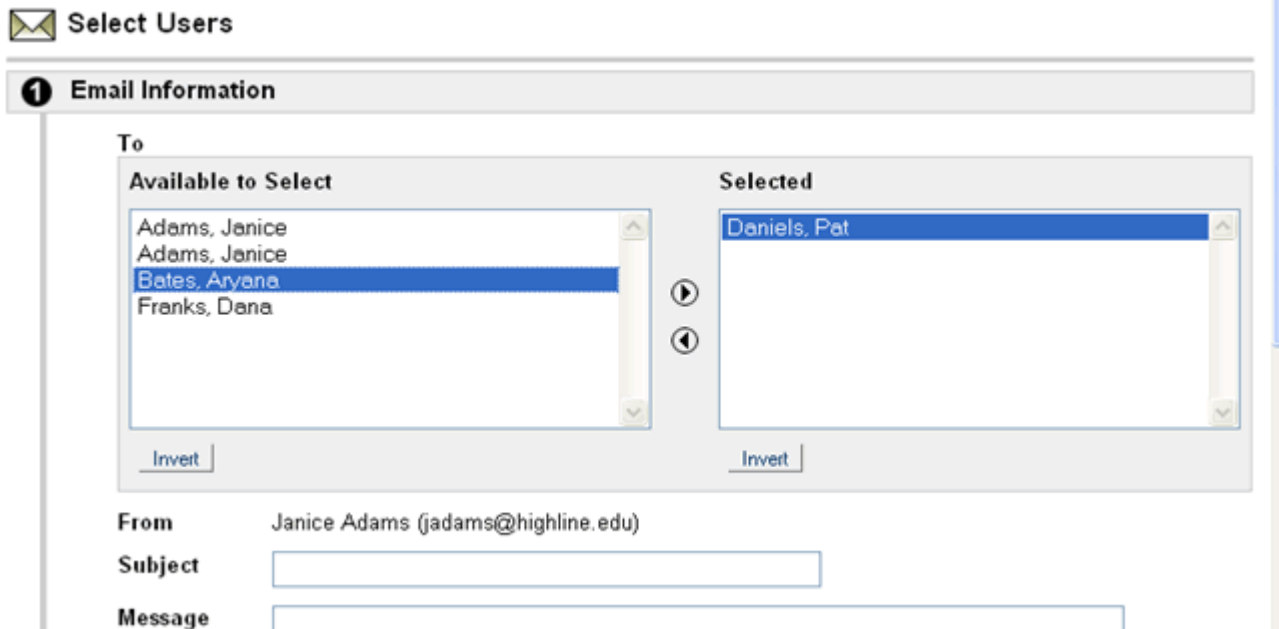


Figure 2.

CHECKING GRADES

Blackboard allows you to check your grades online.

Step 1:	Select your course from the right side of the HOME page.
Step 2:	From within your course, go to the TOOLS area (or COURSE TOOLS).
Step 3:	Select MY GRADES .
Step 4:	Click on your course.
Step 5:	To view the results of an individual assignment/quiz, and see any comments left by your instructor, click on the grade or checkmark.
Step 6:	Click on OK to exit grades.

Note: The gradebook will show ! (an exclamation point) for quizzes or assignments that have been submitted but are not yet graded.

USING THE ASSIGNMENT TOOL TO SUBMIT WORK

The **Assignment tool** allows you to:

- View the instructions.
- Turn in your assignment using an online form, eliminating the need to email your work to your instructor.
- Receive a grade and feedback comments from your instructor through **My Grades** under **TOOLS AREA** (see above).

To view or submit an assignment:

Step 1:	Find the assignment in your online classroom. It may be in Course Documents, Assignments, or another section of the course.
Step 2:	Open it by clicking on either the title link or the link labeled "View/Complete Assignment."
Step 3:	After reading the instructions carefully, complete the assignment. Use the BROWSE button to attach a file.
Step 4:	If you have any comments to make to your instructor, add them to the COMMENTS box.
Step 5:	Click on SAVE to save your work and come back to it.
Step 6:	Click on SUBMIT to send the assignment to your instructor. Once you click SUBMIT, you will not be able to open the assignment again.

The screenshot shows a web interface for submitting an assignment. At the top, there is a tab labeled "2 Assignment Materials". Below this, there is a "Comments" section with a large text area for entering feedback. To the right of the comments box is a small "ABC" icon with a checkmark. Below the comments box, there is a section for "Attach local file" with a text input field and a "Browse..." button. Underneath, there is a "Currently Attached Files:" section with an "Add Another File" button. At the bottom of the form, there is a tab labeled "3 Submit". Below this tab, there is a message: "Click **Save** to stop working and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes." At the very bottom, there are three buttons: "Cancel", "Save", and "Submit".

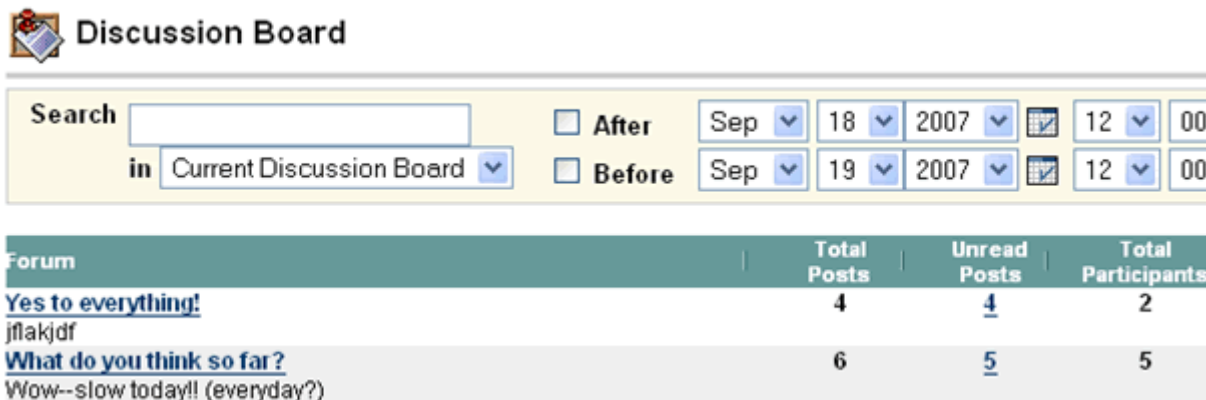
Figure 3. Note COMMENTS box, BROWSE button to attach a file, and SAVE and SUBMIT buttons.

USING DISCUSSION FORUMS

The Discussion Board enables you to engage in discussion with your classmates.

Step 1:	Go to the Communication or Discussion Board navigation button.
Step 2:	In Communication , select Discussion Board . The Discussion Board button will list all forums.
Step 3:	Select the forum.

To read a message in a thread:	Select the thread that you want to read by clicking on the subject line. The message will open so that you can read it.
To reply to a message in a thread:	Click on the REPLY button on the right to reply to a message. A box will open in which you can type your message.
To create a thread:	You may select New Thread to begin a new topic, if your instructor has allowed that option. You can format the text of your message using the word processing tools available. Click SUBMIT to post your message.



Discussion Board

Search After Sep 18 2007 12 00
 in Current Discussion Board Before Sep 19 2007 12 00

Forum	Total Posts	Unread Posts	Total Participants
Yes to everything! jflakjdf	4	<u>4</u>	2
What do you think so far? Wow--slow today!! (everyday?)	6	<u>5</u>	5

Figure 4. Forums in the Discussion Board. Click on the one you want to read.



Figure 5. Detail of open forum called “Yes to everything!”

Moderation Queue

If your instructor has set up the forum to be moderated, you will see a message that your posting has been added to the MODERATION QUEUE. The teacher will read all the messages and either PUBLISH or RETURN them. If your posting is returned, you will receive it by email.

Search within a forum

Step 1:	Select Tree View at the upper right.
Step 2:	Click the Search link in the upper right hand corner, just below the View buttons.
Step 3:	Type your search words into the SEARCH box. Select other search criteria and click the Search button.
Step 4:	The search results will be displayed with the Keyword field bolded.

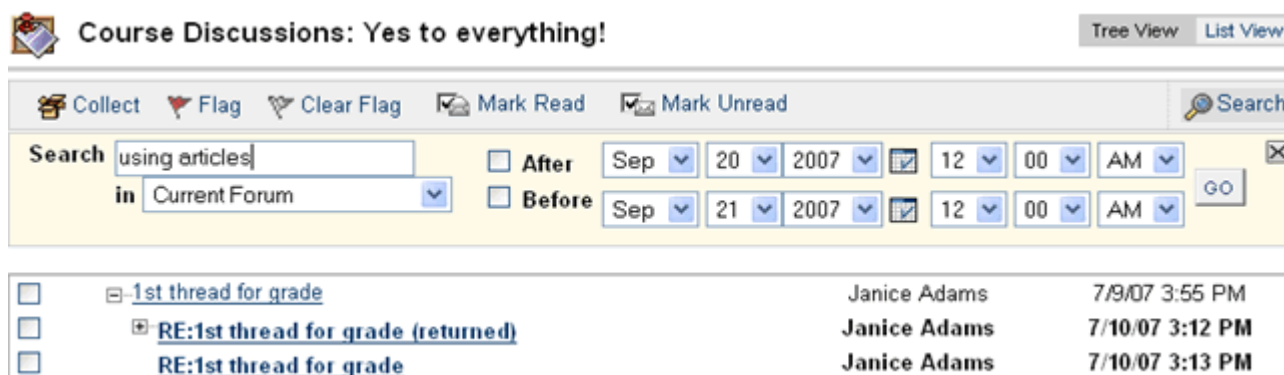


Figure 6. List view and Search

Forum Options

Subscribe to a Thread

You can subscribe to a thread. This will notify you by email when someone makes a new posting. It helps you to stay current with the discussion.

Click on the SUBSCRIBE button above the thread list.

Rate and Flag a Thread

Indicate your rating for a posting by rating it. You can give it 0 or up to 5 stars by opening the pull down menu. Ratings by all students are averaged to show the total “star power.”

Rate the posting for its usefulness to you as a reader of the thread. Rate it highly if you learned from it or if it made you think about the topic. FLAG the posting so that you can find it again.

Collect a Thread

The COLLECT button allows you to collect postings you select all on one page. These are easier to read and to print. Check the boxes to the left of the postings you wish to collect.

The screenshot displays a forum interface with the following elements:

- Thread Detail:** A header section with a grid icon and the text "Thread Detail".
- Action Bar:** A row of buttons: Collect (with a folder icon), Flag (with a flag icon), Clear Flag (with a flag icon and a slash), Mark Read (with a checkmark icon), Mark Unread (with a checkmark icon and a slash), Subscribe (with a mail icon), and Search (with a magnifying glass icon).
- Thread Information:** "Thread: Feedback? Reply" with a dropdown arrow, a minus sign, and a square icon. Below it, "Total posts: 7 Unread posts: 4" and a link for "< Previous Thread".
- Post List:** A table of posts with checkboxes on the left and a vertical scrollbar on the right.

<input type="checkbox"/>	RE: Feedback?	Terry Van Effen	9/17/07 9:44 AM
<input type="checkbox"/>	RE: Feedback?	Susan Landgraf	9/18/07 3:19 PM
<input type="checkbox"/>	RE: Feedback?	Dusty Wilson	9/5/07 12:00 PM
<input type="checkbox"/>	RE: Feedback?	Anthony Newton	9/11/07 9:38 AM
<input type="checkbox"/>	RE: Feedback?	Deanna Heinrich	9/17/07 9:40 AM
- Post Detail:** A section for the selected post with "Subject: RE: Feedback?" and buttons for Reply, Quote, and Set Flag. It includes fields for Author (Anthony Newton), Posted date (Tuesday, September 11, 2007 9:38:19 AM PDT), Last modified date (Tuesday, September 11, 2007 9:38:19 AM PDT), and Total views (14). A "Rate this post:" section shows a dropdown menu with options from 0 to 5 stars, with "2 stars" selected. A "Rate" button is next to the dropdown. Below the dropdown is a "Next Post" button.
- Reply Preview:** A small box at the bottom left showing "Author: Janice Adams", "Date: Thursday, July 19, 2007 8:32:12 AM PDT", and "Subject: Feedback?".

Figure 7. Forum options

USING THE VIRTUAL CLASSROOM

The Virtual Classroom is a synchronous or live chat communication feature that allows you to participate in “live” classroom discussions using text, graphics, virtual field trips to URLs, etc.

Note: Virtual Classroom is a Java application and may take a few minutes to load into a browser window on the first run. Any student wishing to participate must have a Java enabled browser.

To use the Virtual Classroom:

Go to your online classroom at <http://blackboard.highline.edu>. Select the appropriate course from the HOME tab. From your course, follow these instructions.

Step 1:	Go to the Communication button.
Step 2:	In Collaboration choose LECTURE HALL or OFFICE HOURS .
Step 3:	Select Join .
Step 4:	You enter in the Virtual Chat window (microphone icon) where synchronous discussion takes place. At any time you may use the whiteboard tools on the left of the whiteboard to draw, write, or view a web page on the Whiteboard (slide). To view the web page, click on Group Browser , then type in the URL in the address box.
Step 5:	From the Virtual Chat Control Panel (Pointed Finger icon) You can control the student users activity in the Whiteboard, Virtual Chat , and the Questions and Answers area by selecting the student and clicking on the appropriate color coded button (red, yellow, or green).
Step 6:	Click the Q & A icon to Send questions to users or Answer questions for users (privately or openly).
Step 7:	Click the projector screen icon to view all of the slides created on the Whiteboard.
Step 8:	Click the Inbox icon to Send answer to all incoming questions.