

TASC

Tutoring and Academic Success Center

Masterkeys

Blackboard

Handbook

**Basic Blackboard Inquiries:
How-to Guide for Blackboard**

Blackboard

**For more help and information on Blackboard,
please stop by TASC Masterkeys drop-in soft-
ware assistance.**



Tutoring and Academic Success Center

TASC MASTERKEYS

DROP-IN SOFTWARE ASSISTANCE

MICROSOFT OFFICE
PRESENTATION SOFTWARE



BASIC BLACKBOARD
INQUIRIES
SAVING, SENDING,
TRANSFERRING FILES

Drop-In Hours

Monday & Wednesday: 4:00 P.M. - 7:00 P.M.
Tuesdays & Thursday: 11:00 A.M. - 2:00 P.M.

Location: BH 209
Phone: 216-687-2012
Email: tutoring@csuohio.edu

A Brief Look at Blackboard:

Blackboard is a course management system and a virtual learning environment used in many educational settings. Blackboard allows for students and instructors to have a platform for communication. Some of the applications provided through Blackboard include:

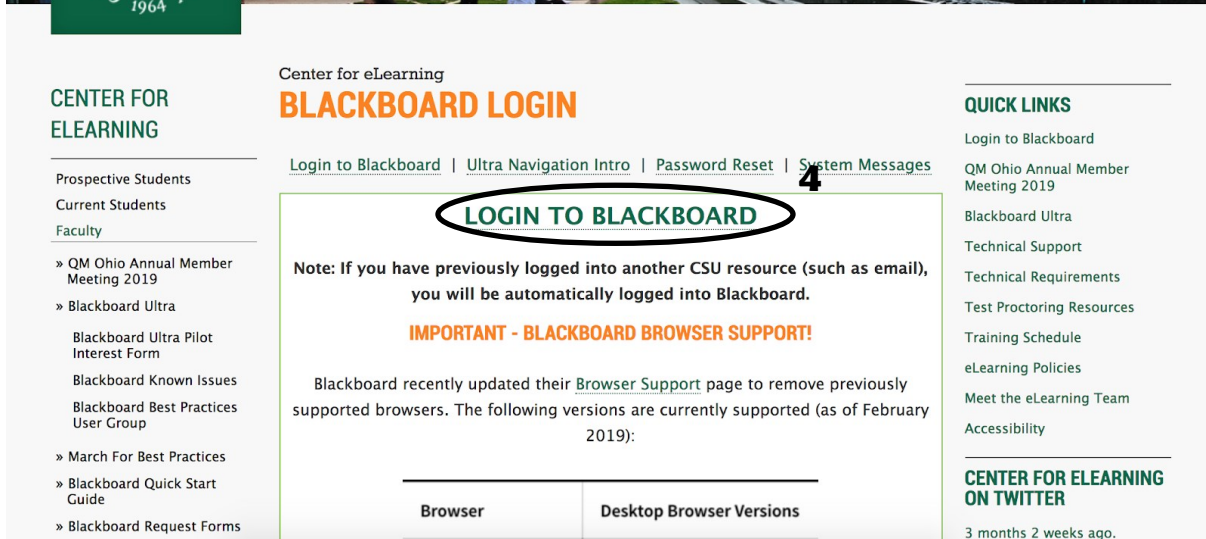
- Announcement boards for instructors
- Discussion boards for students
- Access to course materials
- Turning in assignments
- University announcements and updates
- Course modules
- Course grade access
- Calendar of upcoming assignments
- Access to contacting instructor or classmates

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Opening Blackboard :

1. Go to mycsu.csuohio.edu
2. On the homepage look for the button labeled “Blackboard”
3. Click on this box to drop down the menu
4. Click on “Click here” to launch Blackboard
5. When Blackboard is launched, click on “Login to Blackboard”
6. Use your CSU ID and Campusnet password to access Blackboard

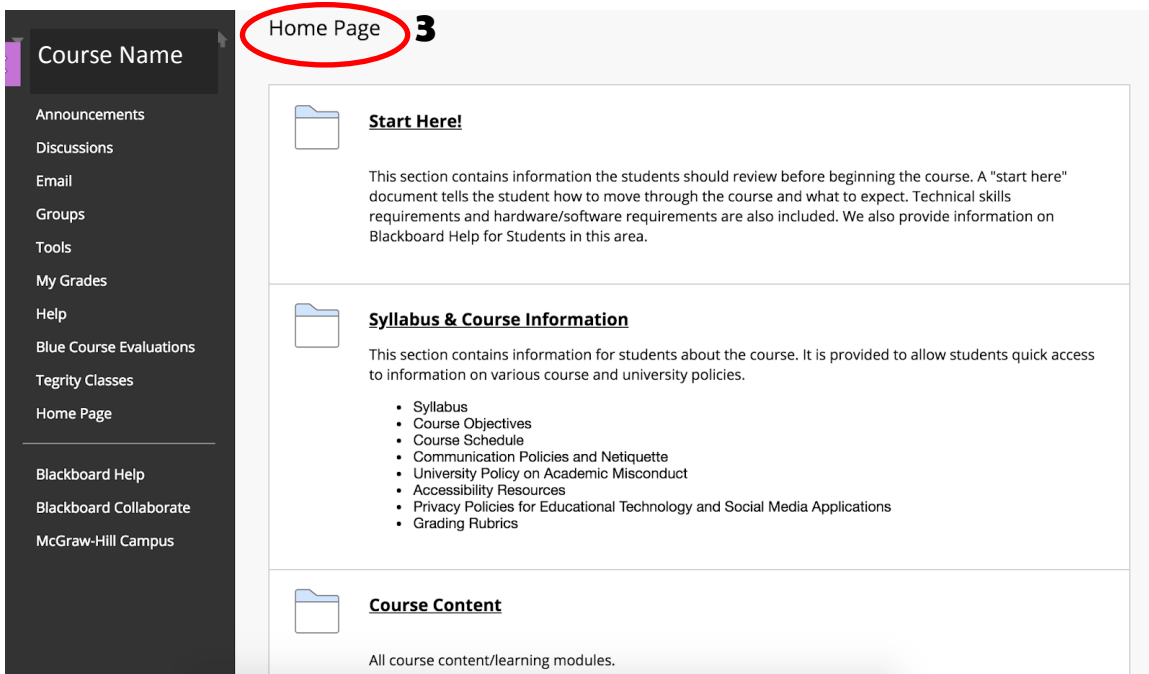


Course Homepage and Materials :

1. Through Blackboard, click on the “Courses” button located on the side of the page
2. Scroll through and select the course desired
3. Here you will find any course materials the instructor has added



This screenshot shows the Blackboard navigation menu on the left and a list of courses on the right. The 'Courses' button in the navigation menu is circled in red and labeled with a '1'. The list of courses, including 'Course 1' through 'Course 6', is enclosed in a red box and labeled with a '2'. Each course entry has a star icon to its right. The Cleveland State University logo is visible at the top left of the navigation menu.



This screenshot shows the homepage of a course. The 'Home Page' link in the left navigation menu is circled in red and labeled with a '3'. The main content area features three sections: 'Start Here!' with a folder icon and introductory text; 'Syllabus & Course Information' with a folder icon and a bulleted list of links; and 'Course Content' with a folder icon and the text 'All course content/learning modules.' The navigation menu includes links for Announcements, Discussions, Email, Groups, Tools, My Grades, Help, Blue Course Evaluations, Tegrity Classes, Home Page, Blackboard Help, Blackboard Collaborate, and McGraw-Hill Campus.

Instructor Announcements :

1. Through Blackboard, click on the “Courses” button located on the side of the page
2. Scroll through and select the course desired
3. On the side menu for the selected course click on “Announcements”
4. Here you will find any announcements the instructor has decided to post through Blackboard

The image shows a two-part screenshot of the Blackboard interface. The top part shows the main navigation menu on the left with the 'Courses' button circled in red and labeled with a '1'. To the right, a list of six courses (Course 1 to Course 6) is shown, with a red box around the list and a '2' indicating the selection step. The bottom part shows a course-specific side menu with 'Announcements' circled in red and labeled with a '3'. To the right, the 'Announcements' page is shown with a red box around the main content area and a '4' indicating the final step. The content area contains the text 'Announcement: 3/22' and 'Your announcements will appear here!'.

Discussion Boards :

1. Through Blackboard, click on the “Courses” button located on the side of the page
2. Scroll through and select the course desired
3. On the side menu for the selected course click on “Discussions”
4. On this page select the discussion board you would like to contribute to
5. Select “Create Thread” to write a new post
6. Or if there is a post you would like to reply to click on that post to open it up and select “Reply” and write your message

Course Name List View Tree View

Campus Internship Level I Section 1

Announcements

Discussions 1

Email

Groups

Tools

My Grades

Help

Blue Course Evaluations

Tegrity Classes

Home Page

Blackboard Help

Blackboard Collaborate

McGraw-Hill Campus

Forum: General Course Discussion

In a thread, you can view the post and information about it, such as the author and posted date. All replies appear on the same page with the parent post. [More Help](#)


Create Thread 2 Subscribe Search Discover Content Display ▾

DATE	THREAD	AUTHOR	STATUS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL POSTS
1/15/19 3:30 PM	Blackboard Module Error	Poster Name	Published	1	0	2

Thread Actions Collect

Thread Actions Collect

Displaying 1 to 1 of 1 items Edit Paging...

 Name of Original Post Creator 2 months ago

[COLLAPSE](#)

Post text.

4 **Reply** Quote Email Author

Calendar :

1. Through Blackboard, click on the “Calendar” button located on the side of the page
2. Here you can select “Schedule” at the top to see the weekly schedule
3. Click the circle button at the top with the + to add your own events
4. You can also select “Due Dates” at the top to see the due dates of different assignments for your courses

The screenshot shows the Blackboard interface for a student. On the left is a dark sidebar with the Cleveland State University logo at the top. Below the logo are menu items: Student Name, Activity Stream, Courses, Organizations, Calendar (highlighted with a red circle and the number 1), Messages, Grades, Tools, and Sign Out. The main content area is titled "Calendar" and features a navigation bar with "Schedule" and "Due Dates" buttons (both circled in red with the number 2), a month selector for "Mar 2019" with left and right arrows, and a "Day" / "Month" toggle. In the top right corner of the calendar area, there is a red circle with a plus sign (circled in red with the number 3) and a gear icon. The calendar grid shows days of the week (Sun to Sat) and dates. Two due dates are listed: "Due: Core Comp..." on Sunday, March 3rd, and "Due: Midterm Ev..." on Sunday, March 10th. The date March 20th is highlighted with a black circle and the number 20. A question mark icon is visible in the bottom right corner of the calendar grid.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	1	2
3 ● Due: Core Comp...	4	5	6	7	8	9
10 ● Due: Midterm Ev...	11	12	13	14	15	16
17	18	19	20	21	22	23

Activity Stream :

1. Through Blackboard, click on the “Activity Stream” button located on the side of the page
2. Here you can access any announcements, assignments, and content recently posted by your instructor
3. Click on any of the activity postings to see more details

The screenshot displays the Blackboard Activity Stream interface. On the left, a dark sidebar contains navigation links: Student Name, Activity Stream (highlighted with a red circle and a '1'), Courses, Organizations, Calendar, Messages, Grades, Tools, and Sign Out. The main content area is titled 'Stream' and features a 'Filter' dropdown set to 'Show All' and a settings gear icon. A large red box labeled '2' encompasses the activity list, which is titled 'Upcoming' and contains five entries: Course 1 Activity, Course 2 Activity, Course 3 Activity, Course 4 Activity, and Course 5 Activity, all dated Dec 17, 2018. A question mark icon is visible in the bottom right corner of the activity list area.

Turning in Assignments :

1. Click on the assignment you wish to submit your work to
2. When the assignment is opened the page below will open
3. Click on one of the following options (depending on how you wish to retrieve your work); “Browse My Computer”, “Browse Content Collection”, and “Browse Cloud Storage”
4. Clicking on one of these options will allow you to choose the work you would like to attach to this assignment
5. After you have selected the work, click on submit at the bottom of the page
6. You will receive a confirmation email from Blackboard when the assignment has gone through

Due Date Sunday, March 24, 2019 12:00 AM	Points Possible 5
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Create a resumé based on what you learned in this module. Upload it here.

ASSIGNMENT SUBMISSION

Text Submission

Write Submission

Attach Files **1**

Browse My Computer Browse Content Collection

Browse Cloud Storage

*When finished, make sure to click **Submit**.*

*Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.*

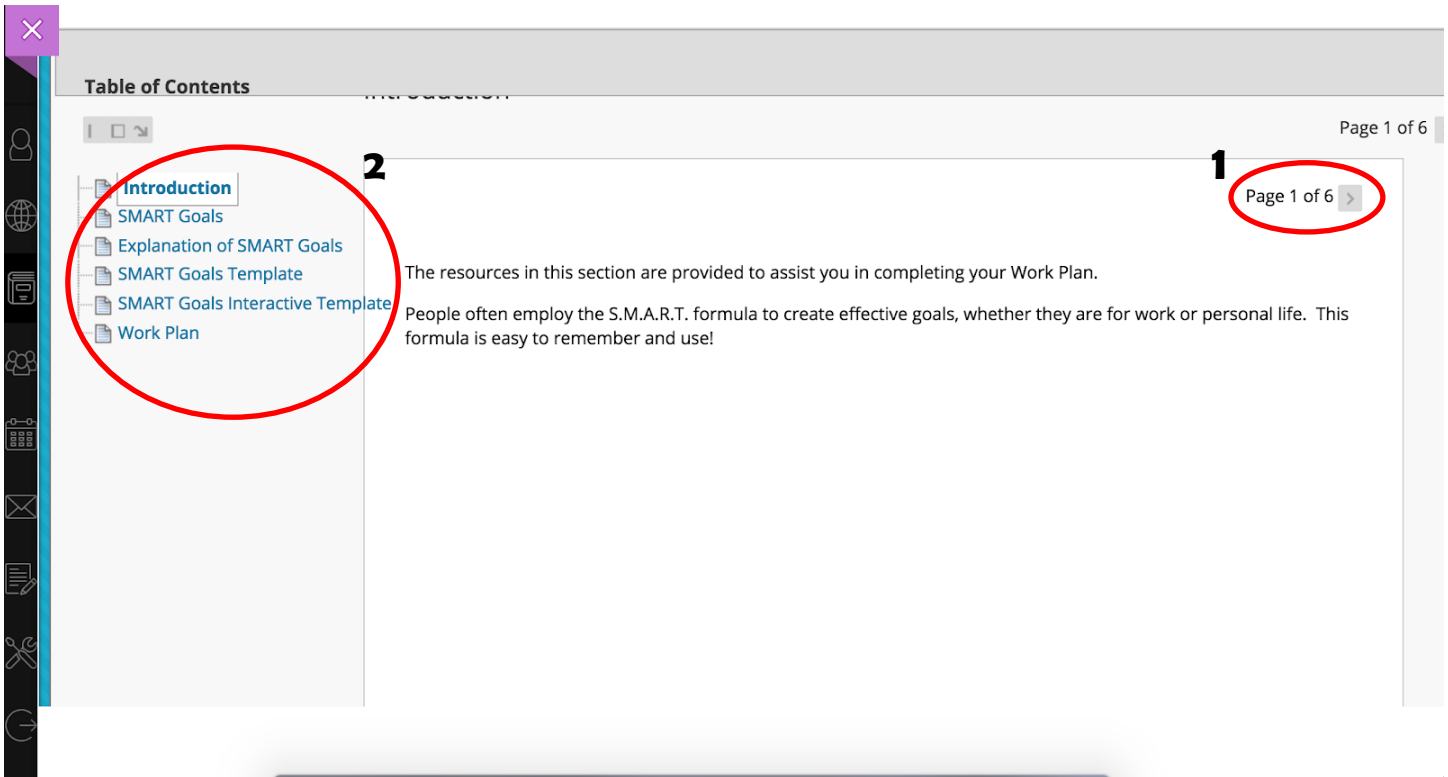
Cancel

Save Draft

2
Submit

Course Modules :

1. Open the module needed through the selected course on the course table of contents
2. In order to go through the module, click the arrow at the far right next to the page number
3. By clicking this button, you can go through the module and interact with the content in the module
4. On the side of the page will be a an outline of the module. You can see your progress throughout the module as you proceed through the pages.
5. In some modules, there will be different assignments or assessments. You can access these by going through the module until you reach the page they are offered on.



Checking Grades :

1. Through Blackboard, click on the “Grades” button located on the side of the home page
2. A list of your courses with the grade you have will appear
3. You can also click on each individual course to see each grade received for specific assignments

The screenshot displays the Blackboard user interface. On the left is a dark sidebar with the Cleveland State University logo at the top. Below the logo are navigation options: Student Name, Activity Stream, Courses, Organizations, Calendar, Messages, Grades, Tools, and Sign Out. The 'Grades' option is circled in red and has a white number '1' next to it. The main content area shows two course cards. The top card is for 'Course 1' and has a large white number '2' in the top right corner. To the right of the course name is a green pill-shaped badge containing the text '43 / 45'. Below the course name is a grey box with the text 'Your recently graded work will appear here'. At the bottom right of the course card is a blue link that says 'View all coursework (14)'. The bottom card is for 'Course 2' and has a grey pill-shaped badge containing the text '-- / 0'. It also has a grey box with the text 'Your recently graded work will appear here'. A red rectangular box highlights the '43 / 45' badge and the 'View all coursework (14)' link.

Contacting Instructors and Classmates :

1. Click on the course that includes the instructor or classmates you would like to contact
2. On the menu for the course on the side of the page will be a button labeled “Email”
3. Click on this button to select the list of people you would like to contact. There are several different options for the amount of people who receive the email.
4. When an email is sent through Blackboard, it is sent through your CSU student email

The image shows a screenshot of the Blackboard interface. On the left is a dark navigation sidebar with a list of course-related items: Homepage, Announcements, Discussions, Email (circled in red with a '1' next to it), Groups, My Grades, Tools, Help, Blue Course Evaluations, and Tegrity Classes. To the right of the sidebar is a light gray area containing the text: "Send emails to others in your course without having to switch to your email provider. [More Help](#)". Below this text is a white box with a red border, labeled with a '2' in the top right corner. This box contains a list of email distribution options, each with a bold heading and a descriptive sentence: "All Users" (Send email to all of the users in the Course.), "All Groups" (Send email to all of the Groups in the Course.), "All Teaching Assistant Users" (Send email to all of the Teaching Assistant users in the Course.), "All Student Users" (Send email to all of the Student users in the Course.), "All Instructor Users" (Send email to all of the Instructor users in the Course.), "Select Users" (Select which users will receive the email.), and "Select Groups" (Select which Groups will receive the email.).