

Blackboard v8

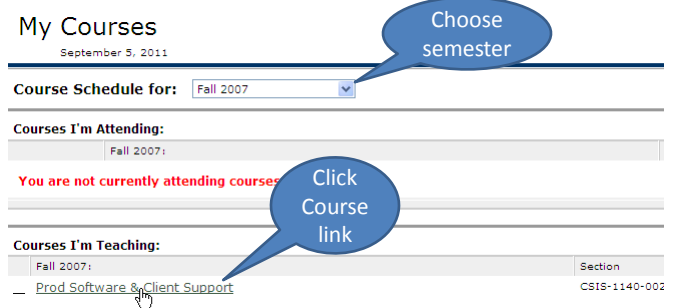
CEIT Orientation
Centre for Educational & Information
Technology

Blackboard v8: Log in

The screenshot shows the myDouglas Secure Login interface. At the top, a dark blue bar contains the text "Log in: http://myDouglas.douglas.bc.ca" and a callout bubble labeled "Outage notices" pointing to a yellow box that says "There are no service alerts at this time." Below this is the "myDouglas Secure Login" form with fields for "User ID:" and "PIN:", and "Login" and "Cancel" buttons. A callout bubble labeled "Log in" points to the "Login" button. To the right, under "Maintenance and Service Bulletins", there is a "Resources & Tutorials" section with sub-sections for "Students" and "Employees". A callout bubble labeled "How to Info" points to the "Students" section. Below the "Need Help?" section, there is a "Still need help?" section with contact information for the CEIT Help Desk. A callout bubble labeled "Technical Help" points to this section. At the bottom, a dark blue bar contains the text "Username: / Password: 9-digit ID# and PIN (default is birth date DDMMYY)".

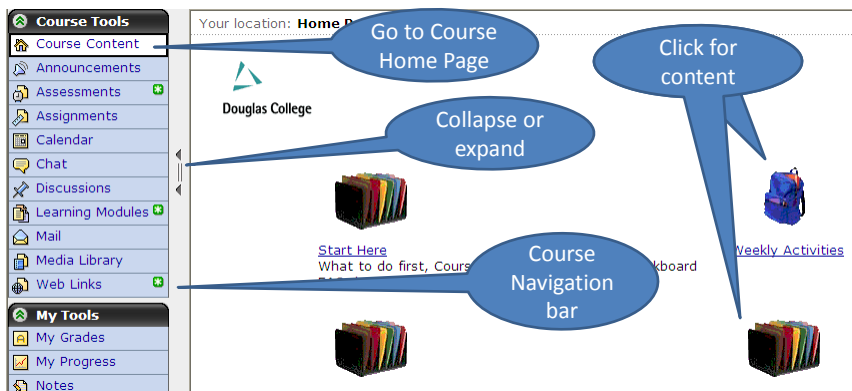
Choose Course in myDouglas

Click "My Courses" tab, then "Click here to..." (left side)



A new browser window opens and displays your course "Home Page"

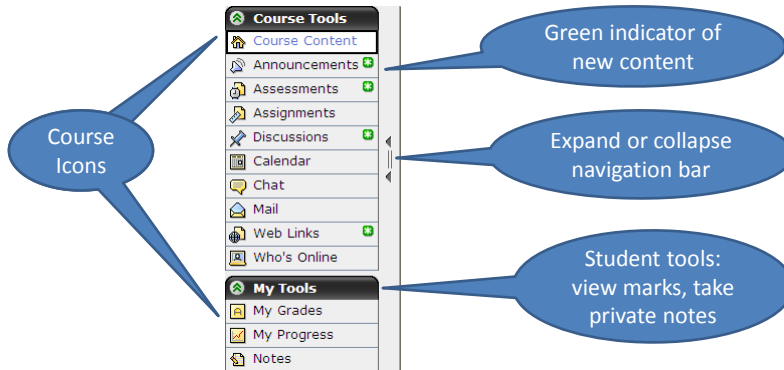
Course "Home Page" (example)



Course Navigation and Home Page may have more (or less) items (e.g. by week, module, etc.)

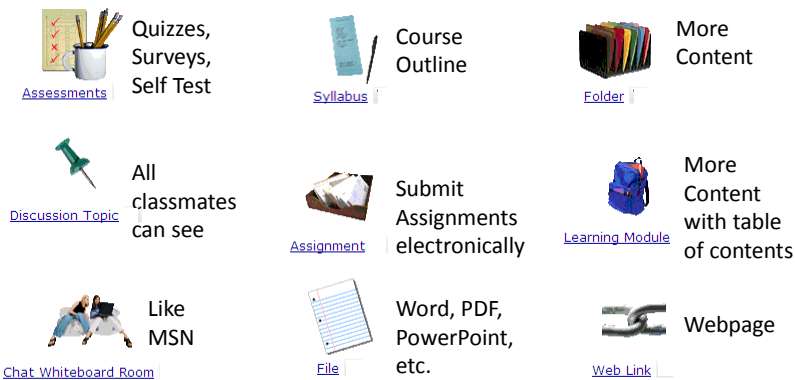
Example of Course Navigation

Instructors put links in Course Navigation to simplify locating Blackboard tools in their course. Pages may have direct links to specific tools, activities.



There may also be links to activities, etc., in weekly modules, folders, etc.

Some Course Icons (one style)



There are other styles of course icons, but with the same function

Getting Started – example

Click "Start Here," "Course Essentials" etc.

Breadcrumbs – show how you got here. Click to go back

Go to Home Page

Click "Start Here" Learning Module

Click to expand

More content

If no obvious "Getting started," click "Course Modules," "Course Content," "Learning Modules," "Week one," or similar to locate your first instructions

Learning Module - Example

Learning Module "table of contents"

Breadcrumbs (path of how you got here)

Navigation: Print, Next page, Previous Page, etc.

Click on item link to display that page or activity (Discussion, Assignment, etc.)

Navigation bar "collapsed"

Printing

RECOMMEND: Check "Print Preview" BEFORE printing, so you know what you will get (and avoid unnecessary printing fees!)

Web page: Click File > Print Preview before printing



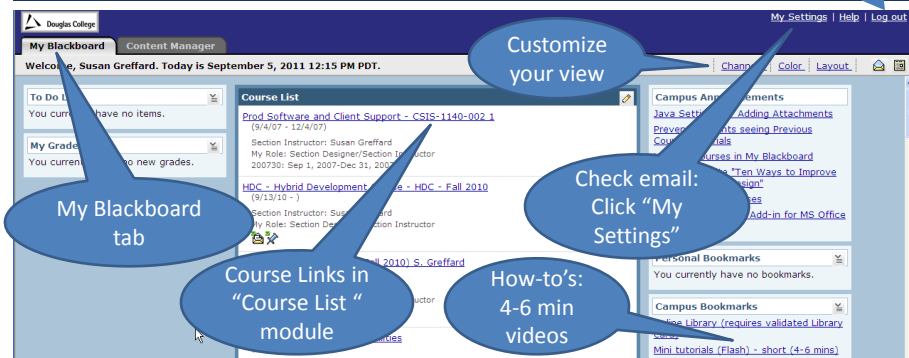
PDF documents: Click "Print" icon



Word, Excel or other documents: Click on link, which opens Word, Excel, etc. in a new window, then use Office button (or File menu), Print Preview, Print

Go to another Blackboard Course

- Click "My Blackboard" tab (top left), in "Course List" click on course name link



- Check "Campus Announcements" for College Information re Blackboard, and more
- See "Campus Bookmarks" for useful links
- Click "My Settings" (top right) to check email settings
- ALWAYS click "Log out" (top right) to leave Blackboard

Communicating with your Instructor

- Check Course Outline for instructions
 - Email address given?
 - Use only that email to contact instructor privately
 - Use Blackboard Mail?
 - Use Blackboard to send AND view replies
 - Instructors usually also give a phone number
- Post to Discussions links (within weekly content or Discussions link in Navigation)
 - All students can view postings (unless a private Group)
- Elluminate sessions? Online Internet communication
 - Must log on to provided link, at the required time
 - Have a head set correctly set up beforehand
 - Use Audio Set up Wizard (every time!)

Getting Technical Help

- Post a Discussion message
 - If you have a Q, then others probably do also!
 - A classmate may be able to help
- Check out the “How to” videos link on login or Learn v9 Entry page
- Still can’t figure it out?
 - CEIT Help Desk 604-527-5330, #6218, #B1250 or email (best) helpdesk@douglas.bc.ca. Give:
 - Student ID#
 - Course and section (e.g., PSYC-5001, section 090)
 - Instructor
 - Error messages (if any)
 - What you’re having difficulty with, and,
 - MOST IMPORTANT, how to contact you!