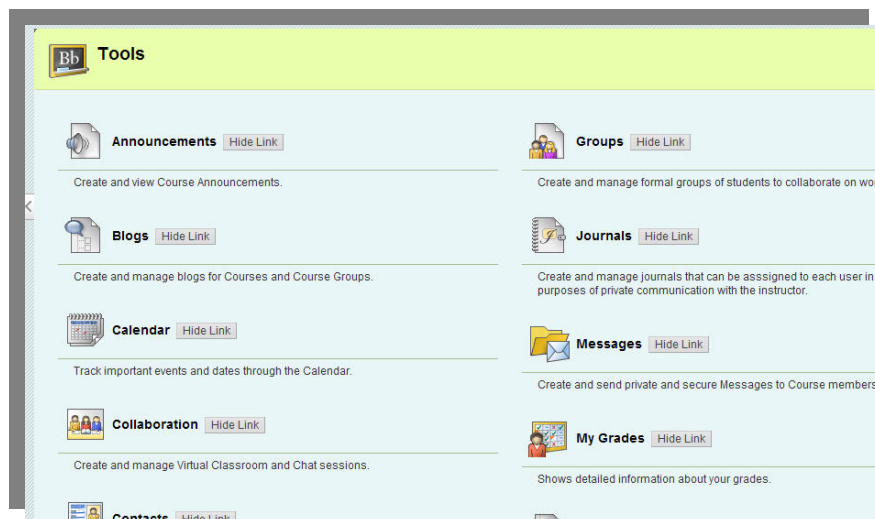


Selecting the Collaboration Tools

1. In the upper right-hand corner, select **Edit Mode ON**.
2. Select **Tools** on the **Course Menu**.
3. Make sure it says **Show Link** next to the tools you want to use.

Announcements –

May be used to notify students about course events, time changes, assignments, corrections or clarifications of materials, changes in syllabus, etc.



Blogs - Short for Web Log, and is a term used to describe a journal or diary that is online. Blackboard has a Blog feature that may be used by some instructors. A course wide Blog can be used and additionally any number of groups or individuals may be given Blogs to use. Depending on how the Blog is configured, comments may be added to Blog entries.

Calendar – Provides instructors with a place to record important course dates. The calendar is available to all students and is useful for tracking deadlines and assignments across the Blackboard system. The calendar coordinates and displays materials for every course that a student is enrolled in.

Collaboration – Synchronous communication tools include the Virtual Classroom and the Chat, which works like Instant Messaging.

Contacts – Faculty Information area.

Discussion Board – Asynchronous communication tool, which provides a place for instructors to set up discussion forums.

Groups – Using the Groups feature enables users to collaborate with each other. Groups may consist of small groups of users, such as study groups or project groups.

Journals – The Journal tools allows students and instructors to share ideas through journal entries in a similar way to the Discussion Board. The instructor has better control over who can and cannot view journal entries,

and journals can be downloaded by the instructor for viewing offline or archiving.

Messages – This feature gives each course a private and secure system for communication that functions similar to email. Keep in mind that messages cannot be sent or received outside of the users in the course.

Send Email – To login to Blackboard, users must have a Fresno State email username and password. The email username and password is also the username and password for Blackboard. All email sent through Blackboard goes to the Fresno State email addresses. Email may be forwarded to another email account by going to: email.csufresno.edu > Login > Select Options > Select Settings > In the Mail Forwarding box enter the email address where you would like your Fresno State email to be forwarded. Note: Original messages remain in your Fresno State inbox so it is necessary to periodically login and clean out the Fresno State inbox.