BLACKBOARD 9.1 STUDENT GUIDE

CONTENTS

Blackboard 9.1

California State University, Fresno
Technology Innovations for Learning and Teaching (TILT)
Blackboard Resource Center – 559-278-7373

WHAT IS BLACKBOARD?

Blackboard is the course-management system that California State University, Fresno uses for online teaching and learning. Blackboard enables instructors to provide students access to **course materials**, **communication tools, online assessments, and grades,** as well as the ability to submit **assignments** electronically.

HOW DO I GET STARTED?

Blackboard can be accessed anywhere, anytime you have an Internet connection: (https://blackboard.fresnostate.edu/)
You will login to Blackboard using your **Fresno State username and password**.

Once you login, your classes will show up in the **My Course** module on the right side of the screen. Simply click the appropriate link to enter a course.

WHY CAN'T I SEE MY COURSES AFTER LOGGING IN?

- Your instructor may not be using Blackboard for your class.
- Your instructor may need to make the course "Available." By default all classes are "Unavailable," which means the instructors can get into the course site, but students cannot. You can verify the status of your class in Blackboard with your instructor.
- You may not be on the official course roster. Make sure you are currently registered for the specific class and that there are no holds or "to do" messages on your account. **Please Note –** Blackboard access is updated daily, therefore there may be a **delay of up to 48 hours** after registering for a class before you have access to the class in Blackboard.

COMPUTER AND BROWSER REQUIREMENTS

- You will need a computer with Internet access.
- **Firefox** is the recommended browser. For more information on **Blackboard 9.1 Supported Browsers and Operating Systems** (https://www.fresnostate.edu/academics/blackboard/browsers.html)
- Some content may require specific Plug-ins and Players. This information will be provided by your instructor.

HOW DO I REMOVE OLD COURSES FROM THE COURSE LIST?

- Point to the **My Course** and a **Gear Icon** will appear in the right corner of the **Course List**.
- The **Edit Course List** window will appear.
- You hide any courses by un-checking the **Course Name**. You have the ability to turn off the **Announcements** and other items.
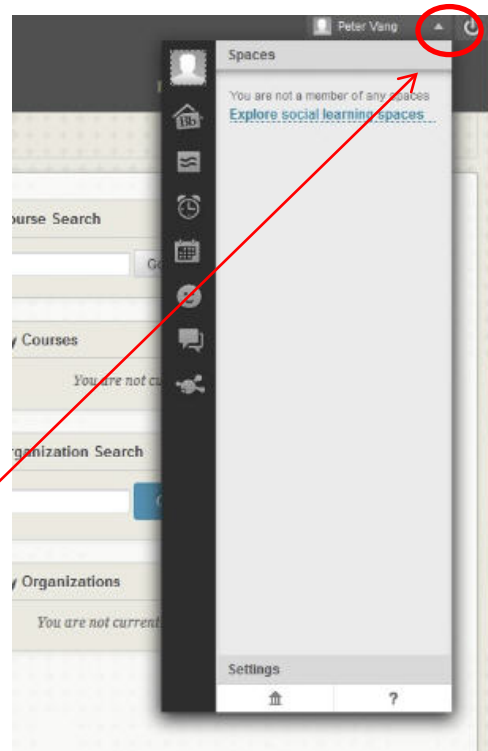
Blackboard 9.1

California State University, Fresno
Technology Innovations for Learning and Teaching (TILT)
Blackboard Resource Center – 559-278-7373

- Click **Submit**.

My Blackboard, located within the **Global Navigation Menu**, provides you with quick and easy access to critical and timely information regarding your courses, and fellow classmates. From My Blackboard, you can view how you are doing in each of the courses you are enrolled in, view grades, be reminded of assignments that are due, and much more.

To access your **My Blackboard Tools**, click on the arrow located to the right of your name in the top left corner on your Blackboard page.

Click here to access the Global Navigation Menu

MY BLACKBOARD TOOLS

Tools   **Description**

Bb Home: Gives you an overview of the items that are due and recently graded. Move your mouse pointer over View to reveal your grade. Bb Home displays the five most recent activities relevant to you.

Calendar: Review everything you have due and be reminded of when you need to complete it.

Posts: Displays the latest posts in the courses and organizations you are enrolled in and follow. For example, you can see when a classmate submits a blog post in your course.

Blackboard 9.1

California State University, Fresno
Technology Innovations for Learning and Teaching (TILT)
Blackboard Resource Center – 559-278-7373

Updates: Review a list of notifications alerting you to important events and information. For example, you can see when an assignment has been graded.

My Grades: View your grades for each assignment, test, or activity in all of your courses. Sort the grades by date or course.

MY BLACKBOARD SOCIAL COMMUNITY

Identity and presence are an important part of participation in learning activities. With My Blackboard, you can create an online identity, find and connect with other users, and engage in group and peer collaboration.

Tools   **Description**

Profile: Enables you to define your personal identity to share with those in your academic network. This icon image is replaced when your avatar is updated.

People: Find and interact with peers, classmates, and instructors.

Messages: Message users outside of the course environment.

Spaces: Work and communicate collaboratively with others in your academic network.

SOCIAL LEARNING TOOLS

The Social Learning Tools allow users to discover, connect, and collaborate with others who have a Blackboard profile. Through their learning network students are able to learn from each other through social, informal means - complementing the more formal classroom and online course experiences.

- Enhanced **Profiles** provide the opportunity for users to create an online academic identity and

Blackboard 9.1

California State University, Fresno
Technology Innovations for Learning and Teaching (TILT)
Blackboard Resource Center – 559-278-7373

share only what they want to share. Profiles include a wall for communication and the ability to message and follow other users to make connections and build a learning network.

- Through the use of the **People** tool, users can build a learning network as they find other students and peers with the same academic interests.
- Using the **Message** tool users may contact those within the global learning network.
- **Spaces** provide users with an area for collaboration and communication among peers or students. Users control the Spaces in which they can communicate with others for departmental collaboration, best practice sharing, committee work, or to foster social learning among students.

SETTING UP YOUR PROFILE

A profile is not the same as your user account. A profile is a reflection of how the user wants to present themselves to peers, classmates, and instructors. When creating profiles, users decide what they want to be called, their academic interests and anything else they want to share.

Profiles are stored in the Blackboard cloud. This means that profiles are not tied to a specific institution and users are able to maintain their academic relationships and network as they move from the institution to workforce.

Once profiles are created they cannot be deleted, only hidden.

Setting Up Your Profile:

1. Access your profile through the **My Blackboard Global Navigation Menu** by clicking on the **Avatar** icon.
2. Accept the **Blackboard Social End User Terms of Service**.
3. Click **Edit My Profile**.
4. Upload an image that will be your **Avatar** throughout Blackboard.
5. Choose an **Email Address.** It is suggested that you use a personal email for this, as you may lose access to Fresno State email if you graduate or change institutions. The system sends you a verification email containing a link that directs you back to your profile, verifying your identity as the owner of that email address. Once verified, your profile is linked to that email address.
6. Set the **Privacy Settings**. Read each option carefully to decide which users can view your profile.
   - **Public**: If you select this option, anyone with a Blackboard profile can find and view you on the People page. They do not have to be enrolled in the same institution, course, or organization as you. Your name and avatar appear throughout your courses, and users can view a preview of your profile from there.
   - **My Institution** *(recommended)*: If you select this option, anyone at your institution can find and view you on the People page. They do not have to be enrolled in the same

Blackboard 9.1

California State University, Fresno
Technology Innovations for Learning and Teaching (TILT)
Blackboard Resource Center – 559-278-7373

course or organization as you. Your name and avatar appear throughout your courses, and users can view a preview of your profile from there.

- **Private:** If you select this option, only users who are enrolled in the same course or organization as you can find and view you on the People page. Your name and avatar appear throughout your courses, and users can view a preview of your profile from there.
- **Hidden:** If you select this option, no users can find and view you on the People page. Your name and avatar appear throughout your courses, but users cannot view a preview of your profile from there.

MAKING THE MOST OF YOUR PROFILE

When creating your Profile, keep in mind that more workplaces are performing social screening before hiring to evaluate a candidate's character, personality, and fit with their company. For this reason, present yourself appropriately in your Blackboard profile, which is intended for lifelong academic and professional networking.

Most workplaces are performing social screening to:

- See how you present yourself.
- See how well you communicate.
- See if you would be a good fit with their company culture.
- Learn more about your qualifications.
- See if you are well-rounded.
- Look for reasons not to hire you.

You choose how the world sees you. Give the right impression through the pictures and words you use. Choose photos and topics that convey a professional image of you. Avoid using or saying anything provocative or inappropriate.

Make sure what you say online accurately represents how you want a future employer to see you. Check and recheck what you write before posting. Spelling mistakes look bad and are easy to catch and fix. Post positive and constructive comments. Avoid making discriminatory comments and talking about drinking or using drugs.

QUICK LINKS AND COURSE TO COURSE NAVIGATION

Quick Links

Located in the top left, the Quick Links icon opens a pop-up window

that displays the landmark and navigation links on the page.

Course to Course Navigation
Located at the top of each Blackboard course. This feature allows you to easily navigate to other courses you are enrolled in.

NAVIGATING WITHIN A COURSE

- On the left-hand side of a Blackboard course you will see the **Course Menu**.

- Your instructor can add, delete, and customize the course menu to fit the needs of the class so there may be a variety of links in the course menu.

- You will find an assortment of Tools in the tools area such as Email, Discussion Boards, Virtual Collaboration Tools, Blogs, Wikis, Journals as well as the My Grades which is your gradebook.

- Make sure and explore all the links to ensure success in the class.
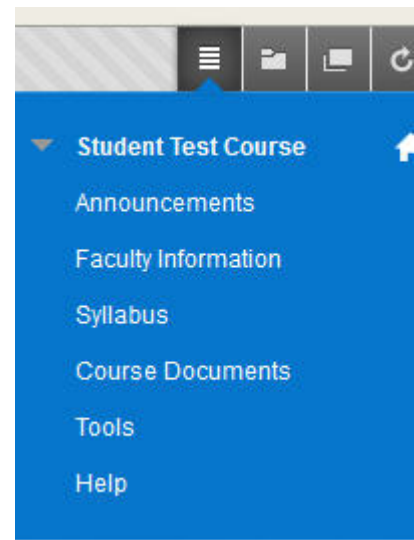
BREADCRUMBS
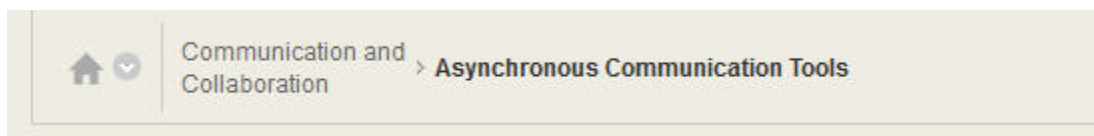
As you explore your online class you will notice a list of "**breadcrumbs**" building at the top of your course. Each "breadcrumb" represents a screen you moved through. You may use the breadcrumb trail to navigate back through your course. You may also quickly go back to the "Home" page of your course by clicking on the **Home Icon** located at the far left of the breadcrumb trail.

FILE TYPES IN BLACKBOARD

The filename of any file you submit must include only letters, numbers, hyphens, and underscores (no spaces or other characters) and end with a file extension (**.docx, .pptx, etc).**

WHERE CAN I GET HELP?

Blackboard 9.1

California State University, Fresno
Technology Innovations for Learning and Teaching (TILT)
Blackboard Resource Center – 559-278-7373

- Contact the **TILT Resource Center** at 278-7373 Monday – Friday 8:00 am until 5:00 pm. TILT is located on the second floor of the Henry Madden Library in Studio 2.
- Contact the Help Desk if you are experiencing problems after hours at 278-5000/
- Access the **User Guide** from within your course by clicking on **Tools** in the **Course Menu** and selecting **User Guide.**
- **Email** tiltsupport@csufresno.edu.

Blackboard 9.1

California State University, Fresno
Technology Innovations for Learning and Teaching (TILT)
Blackboard Resource Center – 559-278-7373