

Help for Students

Blackboard *help*
Find answers.

Publication Date and Copyright Notice

Blackboard Learn™ Help for Release 9.1 Service Pack 6 (SP 6)

Publication Date: August 5, 2011

Worldwide Headquarters	International Headquarters
Blackboard Inc.	Blackboard International B.V.
650 Massachusetts Avenue NW Sixth Floor Washington, DC 20001-3796 USA	Paleisstraat 1-5 1012RB Amsterdam The Netherlands
+1 800 424 9299 toll free USA & Canada	
+1 202 463 4860 telephone	+31 (0) 20 788 2450 (NL) telephone
+1 202 463 4863 fax	+31 (0) 20 788 2451 (NL) fax
www.blackboard.com	www.blackboard.com

Copyright © 1997-2011. Blackboard Inc. All rights reserved. Blackboard, the Blackboard logo, BbWorld, and Blackboard product names are trademarks of Blackboard Inc. or its subsidiaries. Blackboard products may be covered by one or more of the following U.S. patents: 7,493,396, 7,558,853, 6,816,878.

Microsoft and Windows are registered trademarks of Microsoft Corporation in the United States and/or other countries. Sun, Solaris, and Java are either registered trademarks or trademarks of Sun Microsystems, Inc. in the United States and/or other countries. Oracle is a registered trademark of Oracle Corporation in the United States and/or other countries. Red Hat is a registered trademark of Red Hat, Inc. in the United States and/or other countries. Linux is a registered trademark of Linus Torvalds in the United States and/or other countries. Apache is a trademark of The Apache Software Foundation in the United States and/or other countries. Real Player and Real Audio Movie are trademarks of RealNetworks in the United States and/or other countries. Macromedia, Authorware, Shockwave, Adobe and Acrobat Reader are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries. Macintosh and QuickTime are registered trademarks of Apple Computer, Inc. in the United States and/or other countries. Crystal Reports is a trademark of Business Objects in the United States and/or other countries. WebEQ is a trademark of Design Science, Inc. in the United States and/or other countries. JSpell is a trademark of The Solution Café in the United States and/or other countries.

Other product and company names mentioned herein may be the trademarks of their respective owners.

No part of the contents of this project may be reproduced or transmitted in any form or by any means without the written permission of the publisher, Blackboard Inc.

Contents

Help for Students	1
Blackboard Learn Environment	9
Logging In to Blackboard Learn.....	9
Frequently Asked Questions.....	9
About the Gateway Page.....	9
How to Log In.....	10
Forget Your Password?.....	10
How to Retrieve Your Password.....	10
About the Blackboard Learn Environment.....	12
Learning Your Way Around.....	12
More About the Page Header.....	13
Next Steps.....	13
My Places: Edit Personal Information and Settings.....	14
How to Edit Personal Information.....	14
How to Change Your Password.....	16
How to Personalize My Places.....	18
How to Change Personal Settings.....	20
How to Set Privacy Options.....	21
Next Steps.....	23
Course Catalog.....	23
Browsing the Course Catalog.....	24
Viewing a Course as a Guest.....	24
Course Menu.....	24
Course Menu Icons.....	25
Viewing New Content.....	26
Viewing the Course Map.....	27
Search for Users.....	28
How to Search for Other Students in Your Course Using the Roster.....	28
How to Search for Users in the User Directory.....	29
Screen Readers.....	30
Language Packs.....	30
How to Set a Language Pack Preference.....	30
Tabs and Modules	33
My Institution Tab.....	33
Exploring the Tools Panel.....	33
Exploring the Modules.....	34
Next Steps.....	35

What's New Module	35
Courses Tab	36
About Course Enrollments	36
About the Courses Tab	37
Customizing Tab Modules	39
How to Customize Module Layout	39
How to Personalize the Page	41
How to Add a Module	42
Next Steps	44
Working with Modules	44
Editing Module Content	44
Minimizing a Module	44
Opening a Module in a New Window	44
Removing a Module	45
Accessing Information in a Module	45
Notifications	46
Exploring the Notifications Settings	46
How to Edit Notification Settings	47
Selecting Individual Notifications and Email Notifications	49
Text Editor	51
Using the Text Editor	51
Entering Text	51
Compatible Browsers	51
Copying and Pasting Text to Prevent Loss	51
Text Editor Features	52
Keyboard Shortcuts for the Text Editor	54
Inserting Multimedia Files from the Text Editor	56
Image Fields	57
MPEG or AVI Fields	57
QuickTime Fields	58
Audio Fields	58
Flash or Shockwave Fields	59
Linking to File Attachments from the Text Editor	59
Using the Math and Science Notation Tool	61
MathML Equation Editor	61
Accessing the Equation Editor	62
Running Spell Check in the Text Editor	62
Word Lists	63
Personal Word List and Cookie	63

Using Spell Check.....	64
Recognized Errors.....	64
Tools.....	65
About Course Tools.....	65
Announcements.....	65
How to View Announcements.....	66
Blogs.....	66
How to Access a Blog.....	68
How to Create a Blog Entry.....	69
Viewing Blog Drafts.....	71
How to Comment on a Blog Entry.....	71
How to Edit a Blog Entry.....	73
How to Delete a Blog Entry.....	76
Viewing Blog Grades.....	77
Troubleshooting Blog Management.....	77
Calendar.....	78
How to Open the Calendar.....	78
How to Create a Personal Event.....	79
How to Delete and Edit a Personal Event.....	81
How to View a Specific Date.....	82
Collaboration Tools.....	83
About Collaboration Tools.....	83
Virtual Classroom.....	85
Chat.....	96
Accessing Recorded Collaboration Sessions.....	102
Contacts.....	116
How to View Contacts.....	117
How to Create or Edit a Contact.....	117
How to Delete a Contact.....	119
How to Search for a Contact.....	119
Discussion Board.....	120
How to Access the Discussion Board.....	121
Viewing a Discussion Forum.....	122
Using List View and Tree View in Discussions.....	123
Viewing a Discussion Thread.....	125
About the Thread Detail Page.....	126
How to Create Threads in a Discussion Forum.....	128
How to Save Posts as Draft and Submit Later.....	129
How to Change the Displayed Threads.....	133

How to Reply to Discussion Posts.....	134
How to Rate Discussion Posts.....	137
How to Search Discussion Posts.....	139
How to Collect Discussion Posts.....	140
How to Filter Discussion Posts After Searching or Collecting.....	142
How to Sort Discussion Posts After Searching or Collecting.....	144
How to View Discussion Board Grades.....	146
Email.....	148
Before You Begin.....	149
How to Send Email.....	149
Troubleshooting.....	150
Journals.....	151
How to Access a Journal.....	152
How to Create a Journal Entry.....	153
Viewing Journal Drafts.....	155
How to Comment on a Journal Entry.....	156
How to Edit a Journal Entry.....	158
How to Delete a Journal Entry.....	161
Viewing Journal Grades.....	163
Troubleshooting Journal Management.....	163
Messages.....	164
How to Create a Message.....	165
How to Create a Message Folder.....	167
How to View a Message.....	168
How to Reply to a Message.....	170
How to Forward a Message.....	172
How to Move a Message.....	175
How to Delete a Message.....	177
How to Print a Message.....	179
My Grades.....	181
How to Access My Grades.....	181
How to View Grade Details.....	182
My Grade Item Status.....	183
Search for Users.....	184
How to Search for Other Students in Your Course Using the Roster.....	184
How to Search for Users in the User Directory.....	185
Tasks.....	186
How to Open the Task List.....	187
How to Create or Edit a Personal Task.....	187

How to Sort the List of Tasks.....	190
How to Change the Status of a Task.....	191
How to Delete a Personal Task.....	192
How to View Task Details.....	193
Wikis.....	194
How to Create a Wiki Page.....	194
How to Edit Wiki Content.....	196
How to Link to other Wiki Pages.....	198
How to Comment on a Wiki Entry.....	201
How to View Your Contributions.....	203
How to View Grades for Wiki Contributions.....	206
Courses and Content.....	209
About Courses.....	209
Next Steps.....	209
About Course Content.....	209
Course Content Areas.....	211
Next Steps.....	212
Course Cartridges.....	212
Accessing a Course Cartridge.....	212
Troubleshooting Course Cartridge Issues.....	213
Lesson Plans.....	213
Learning Modules.....	215
Following a Sequential Path.....	215
Navigating within Learning Modules.....	215
Using the Table of Contents.....	216
How to Move the Table of Contents.....	216
Mashups.....	216
Default Mashup Types.....	217
How to Create a Mashup Item Using the Text Editor.....	217
Course Groups.....	221
About Course Groups.....	221
Managing Group Collaboration Sessions.....	229
Exchanging Files within a Course Group.....	235
Emailing a Course Group.....	238
Group Assignments.....	241
Tests and Assignments.....	259
Tests and Surveys.....	259
Question Types.....	259
Grading Questions.....	260

How to Take an Assessment	260
Timed Assessments	261
Feedback and Grades	262
Multiple Assessment Attempts	263
Presentation Option	263
Submitting Assignments	264
Frequently Asked Questions	264
How to Submit an Assignment	265
How to Save an Assignment as Draft and Submit Later	267
How to Edit or Resubmit an Assignment	272
How to View Assignment Grades and Feedback	275
Next Steps	278
Group Assignments	278
Frequently Asked Questions	279
How to Submit Work for a Group Assignment	279
How to Save a Group Assignment as Draft and Submit Later	282
How to Edit or Resubmit a Group Assignment	287
How to View Group Assignment Grades and Feedback	291
About SafeAssign	295
How SafeAssignments Work	295
How to Submit a SafeAssignment	297
How to View SafeAssignment Submissions	298
Digital Dropbox	302

Blackboard Learn Environment

Logging In to Blackboard Learn

The first step in using Blackboard Learn is to log in to the system. Your school will provide you with the URL, username, and password.

Note: You may be directed immediately to the **My Institution** tab. If so, you may also log in through a button on the header frame or a special portal module.

IMPORTANT! Passwords enable access to personal information. To maintain security do not share passwords with others.

Frequently Asked Questions

What do I do if I can't log in?

Please contact the computing help desk at your school. If you're not sure how to contact them, look for the technology office on your school's website or search the internet for your *school's name* + *Blackboard* + *help* or *support*.

About the Gateway Page

The **Gateway** page welcomes you and provides a login button to access Blackboard Learn. You must have a valid username and password to log in.

If the **Gateway** page does not appear, you may also log in through a button on the header frame or a special portal module.

IMPORTANT! Cookies must be enabled within the web browser. Enable cookies through your browser's settings or options menu.

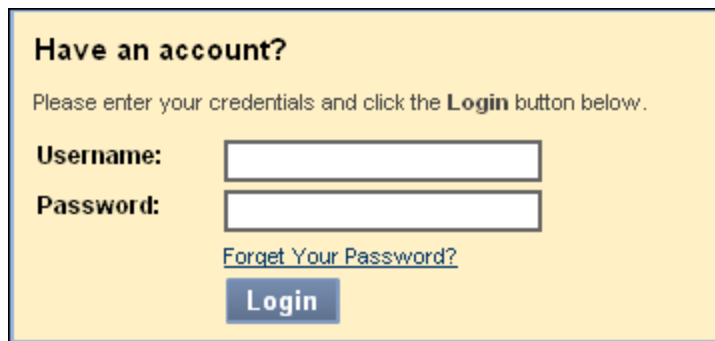
The screenshot shows the Blackboard Learn Gateway page. At the top left is the Blackboard logo. To the right are links for 'Change Text Size' (labeled B) and 'High Contrast Setting' (labeled C). Below these are 'Available languages' links for 'English (United States)' and 'K-12 English (United States)'. The main content area is split into two columns. The left column, 'Have an account?', contains a 'Login' button (labeled A), a 'Forgot Your Password?' link, and input fields for 'Username' and 'Password' (labeled D). The right column, 'Don't have an account?', contains three links: 'Create a New Account' (labeled E), 'View Course Catalog' (labeled F), and 'Preview as Guest'.

A Login: Use this function to log in to Blackboard Learn.

- B Change Text Size:** Display assistance in changing the size of the text displayed in the browser.
- C High Contrast Setting:** Change the display to assist low vision users. You can select whether to use your operating system's High Contrast settings or use Blackboard styles.
- D Create a New Account:** Create an account to use Blackboard Learn.
- E View Course Catalog:** View courses belonging to your preferred program of study.
- F Preview as Guest:** Preview Blackboard Learn without using a system account. You may be able to browse the catalog and preview courses as a guest but you will not have access to the entire course.

How to Log In

1. Type your **Username**.
2. Type your **Password**. The maximum number of characters in a password is 32. Passwords are case sensitive.
3. Click **Login**.



Have an account?

Please enter your credentials and click the **Login** button below.

Username:

Password:

[Forget Your Password?](#)

Login

Result

You are directed to the **My Institution** tab.

Forget Your Password?

You must complete the **Lost Password** page to obtain a new password. You will create a new password based on instructions received in an email. You must enter information in all the fields in the **Username Option** section or all of the fields in the **Email Address Option** section.

How to Retrieve Your Password

1. Type the URL for Blackboard Learn into a web browser.
2. On the Gateway page, click **Forget Your Password?**

The image shows the Blackboard Learn Environment login page. At the top left is the Blackboard logo. To the right are links for 'Change Text Size' and 'High Contrast Setting'. Below these are 'Available languages:' with links for 'English (United States)' and 'K-12 English (United States)'. The main content area is split into two columns. The left column, titled 'Have an account?', contains a 'Please enter your credentials and click the Login button below.' instruction, followed by 'Username:' and 'Password:' labels with corresponding input fields. A 'Login' button is at the bottom. A link for 'Forget Your Password?' is highlighted with an orange circle. The right column, titled 'Don't have an account?', contains the instruction 'Please choose from the options below.' and three options: 'Create a New Account', 'View Course Catalog', and 'Preview as Guest', each with a right-pointing arrow.

3. Type your first name and last name.
4. Type your username in the **Username** option or type your email address in the **Email** option.
5. Click **Submit**.

The image shows the 'Lost Password' page in Blackboard Learn. It has a yellow header with a pencil icon and the title 'Lost Password'. Below the header are 'Cancel' and 'Submit' buttons. The page is divided into three numbered sections. Section 1, 'Username Option', includes instructions and input fields for 'First Name', 'Last Name', and 'Username'. Section 2, 'Email Address Option', includes instructions and input fields for 'First Name', 'Last Name', and 'Email'. Section 3, 'Submit', is at the bottom right and includes 'Cancel' and 'Submit' buttons. Blue arrows and numbers 1 through 5 indicate the sequence of steps: 1 points to the Username Option section, 2 points to the Email Address Option section, 3 points to the Submit button, 4 points to the Username input field, and 5 points to the Submit button in the Email Address Option section.

Result

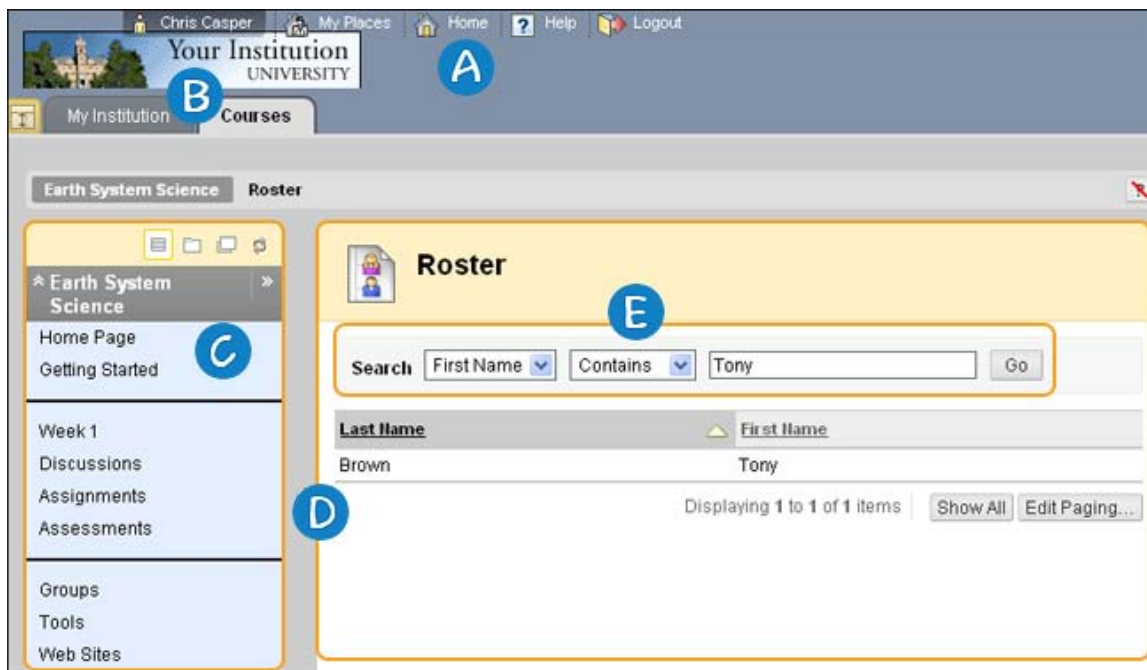
An email will be sent with instructions to change your password. The current password will remain active until it is changed by following the instructions.

About the Blackboard Learn Environment

The following are some things to keep in mind when using Blackboard Learn:

- The Blackboard administrator at your school may disable certain tools within the application. If you encounter tools that you are unable to access, contact the administrator.
- The openness of Blackboard Learn allows instructors, leaders and administrators the option to customize the interface. The names for some items in Blackboard Learn may differ from those that you see in the documentation.
- Building Blocks allow your school to integrate external applications, tools, content, and services into Blackboard Learn. Building Blocks are integrated in such a way that they will appear in the interface like any other tool you can use.

Learning Your Way Around



A Page Header: The area at the top of the screen that contains the tabs, the **My Places** link, and the links for **Home**, **Help**, and **Logout**. To learn more, see [More About the Page Header](#).

B Tabs: Blackboard Learn has two common tabs, the **My Institution** tab and the **Courses** tab. If your school licenses community engagement, the **My Institution** tab, **Community** tab, and **Services** tab are available. In addition, community engagement enables your school to create custom tabs. The Blackboard administrator at your school can rename the tabs. To learn more, see [My Institution Tab](#).

- C Course Menu:** The panel on the left side of the screen viewed within a course. Click the buttons or text links to access all course content, such as Content Areas, individual tools, external links, course links, and module pages. To learn more, see [Course Menu](#).
- D Content Frame:** The larger area of the screen adjacent to the Course Menu that displays the selected Content Area, tool, or material.
- E Action Bar:** The rows at the top of the page, containing page-level actions, such as **Create Thread** within the Discussion Board or **Submit** in the Assignment tool, and **Search**.

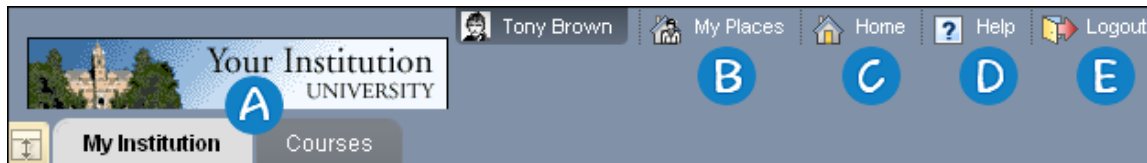
More About the Page Header

The Blackboard Learn user interface is made up of components that allow you to easily navigate, enter data, edit items, and change options within Blackboard Learn. After logging into Blackboard, you will "land" on the **My Institution** page. Pages and the tabs that you will access can be renamed by your Blackboard administrator. Tabs that are visible depend on what capabilities your school has licensed.

Example:

If your school licenses community engagement and you are a member of a club or organization, that club has the capability to create their own tab for club business within Blackboard Learn.

The Page Header always contains the tabs, the **My Places** link, and the links for **Home**, **Help**, and **Logout**. Notice that even within a course, the page header remains the same.



- A Tabs:** Blackboard Learn has two common tabs, the **My Institution** tab, and the **Courses** tab. If your school licenses community engagement, the **My Institution** tab, **Community** tab, and **Services** tab are available. In addition, community engagement enables your school to create custom tabs and present different tabs to users based on Institution Roles.
- B My Places:** **My Places** provides users with quick and easy navigation to a variety of places within Blackboard Learn. Tasks available in **My Places** include changing your password and editing personal settings.
- C Home:** The **Home** link directs you to the Blackboard website where you can see information about our products and services as well as contact the support team and .
- D Help:** The **Help** link can be set by the administrator at your school to point to school resources for providing assistance to users.
- E Logout:** You can use **Logout** to exit from Blackboard Learn.

Next Steps

To learn more about tabs, see [My Institution Tab](#) and [Courses Tab](#).

To learn more about My Places link, see [My Places: Edit Personal Information and Settings](#).

My Places: Edit Personal Information and Settings

My Places provides you with quick and easy navigation to a variety of places within Blackboard Learn. This feature contains a customizable set of links to frequently accessed information and tools. **My Places** also allows you to edit your personal information and settings.

Note: Your school may not allow you to change your personal information, password, or settings through Blackboard Learn. Because Blackboard Learn often shares data with other systems on campus, such as the registrar's office, it may be necessary to ensure that your information is the same everywhere. In this case, your school will have a different way to change your information. To learn more, please contact the computing help desk at your school. If you're not sure how to contact them, look for the technology office on your school's website or search the web for your *school's name* + *Blackboard* + *help* or *support*.

How to Edit Personal Information

You can edit the information that appears in your account profile on the **Edit Personal Information** page. Changes made on this page are reflected throughout Blackboard Learn. For example, if you change your last name, the new last name appears in all courses you are enrolled in. Most of the personal information is optional.

1. Click the **My Places** link at the top of the page.
2. On the **My Places** page, select **Personal Information**. You can also access **Personal Information** on the **Tools** panel.



3. On the **Personal Information** page, select **Edit Personal Information**.



4. On the **Edit Personal Information** page, make changes to the appropriate fields.

Note: Your school may not allow you to change your personal information through Blackboard Learn. Because Blackboard Learn often shares data with other systems on campus, such as the registrar's office, it may be necessary to ensure that your information is the same everywhere. In this case, your school will have a different way to change your information. To learn more, please contact the computing help desk at your school. If you're not sure how to contact them, look for the technology office on your school's website or search the web for your *school's name + Blackboard + help or support*.

5. Click **Submit**.

Edit Personal Information

★ Indicates a required field

Cancel Submit

1. Personal Information

Title

★ First Name

Middle Name

★ Last Name

Suffix

Other Name

Email

StudentID

2. Account Information

★ Username

3. Other information

Gender

Birthdate

Education Level

Company

Job Title

Department

Street 1

Street 2

City

State / Province

Zip / Postal Code

Country

Website

Home Phone

Work Phone

Work Fax

Mobile Phone

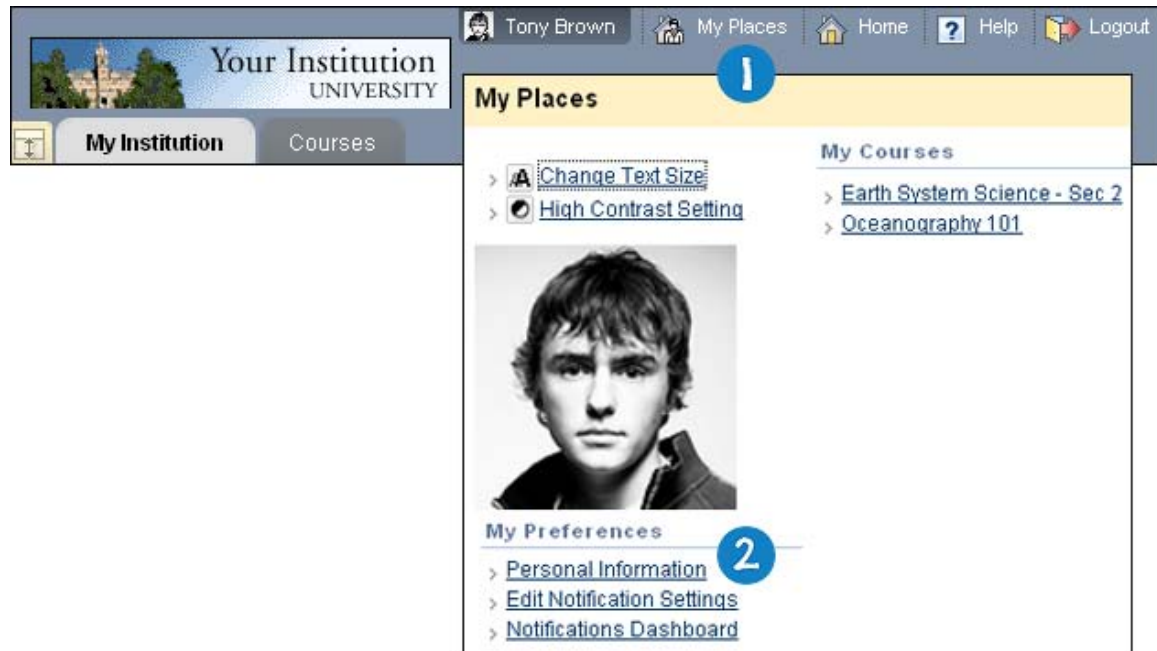
4. Submit

Cancel Submit

How to Change Your Password

Blackboard recommends that you change your password periodically to ensure security. Do not use common personal information as your password, such as your name.

1. Click the **My Places** link at the top of the page.
2. On the **My Places** page, select **Personal Information**. You can also access **Personal Information** on the **Tools** panel.



3. On the **Personal Information** page, select **Change Password**.



4. On the **Change Password** page, type a new password for the account. The password must be at least one character and contain no spaces.
5. Type the password again to ensure accuracy.
6. Click **Submit**.

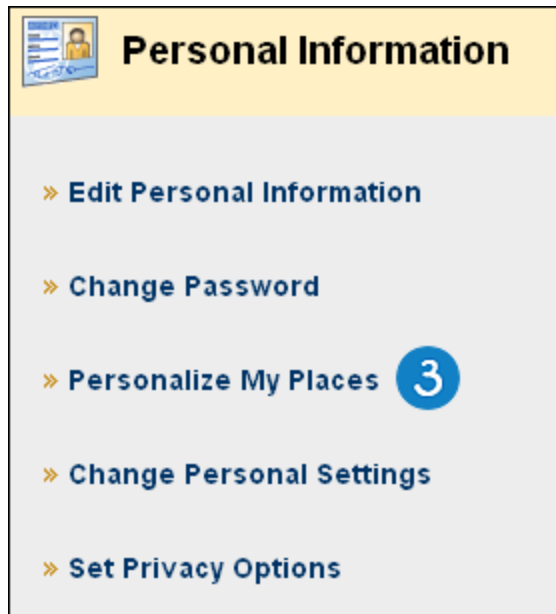
Note: Your school may not allow you to change your password through Blackboard Learn. Because Blackboard Learn often shares data with other systems on campus, such as the registrar's office, it may be necessary to ensure that your information is the same everywhere. In this case, your school will have a different way to change your information. To learn more, please contact the computing help desk at your school. If you're not sure how to contact them, look for the technology office on your school's website or search the web for your *school's name* + *Blackboard* + *help* or *support*.

How to Personalize My Places

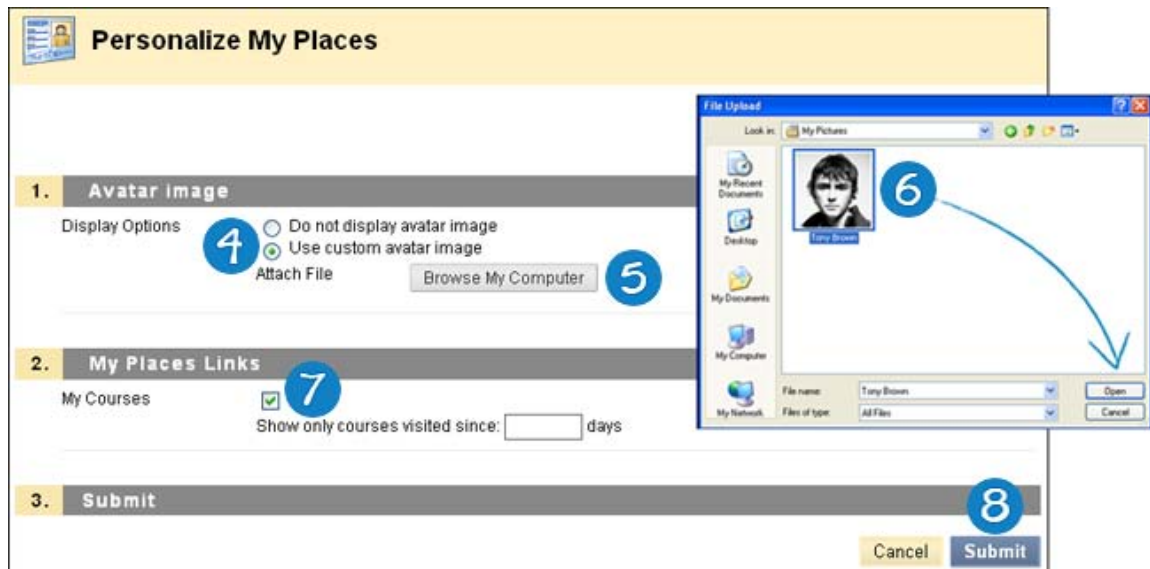
You can upload an avatar which can be used to represent you throughout the system.

1. Click the **My Places** link at the top of the page.
2. On the **My Places** page, select **Personal Information**. You can also access **Personal Information** on the **Tools** panel.

3. On the **Personal Information** page, select **Personalize My Places**.



4. On the **Personalize My Places** page, you can add or change your personal avatar. Avatar images should be no larger than 150 pixels by 150 pixels. Select **Use custom avatar image**.
5. Click **Browse My Computer**.
6. Select the avatar image file and click **Open**.
7. You can display links to the courses that you are enrolled in My Places. Select **My Courses**. To limit the list to the most recently visited courses, type a number in the **Show only courses visited since: days** field.
8. Click **Submit**.



Result

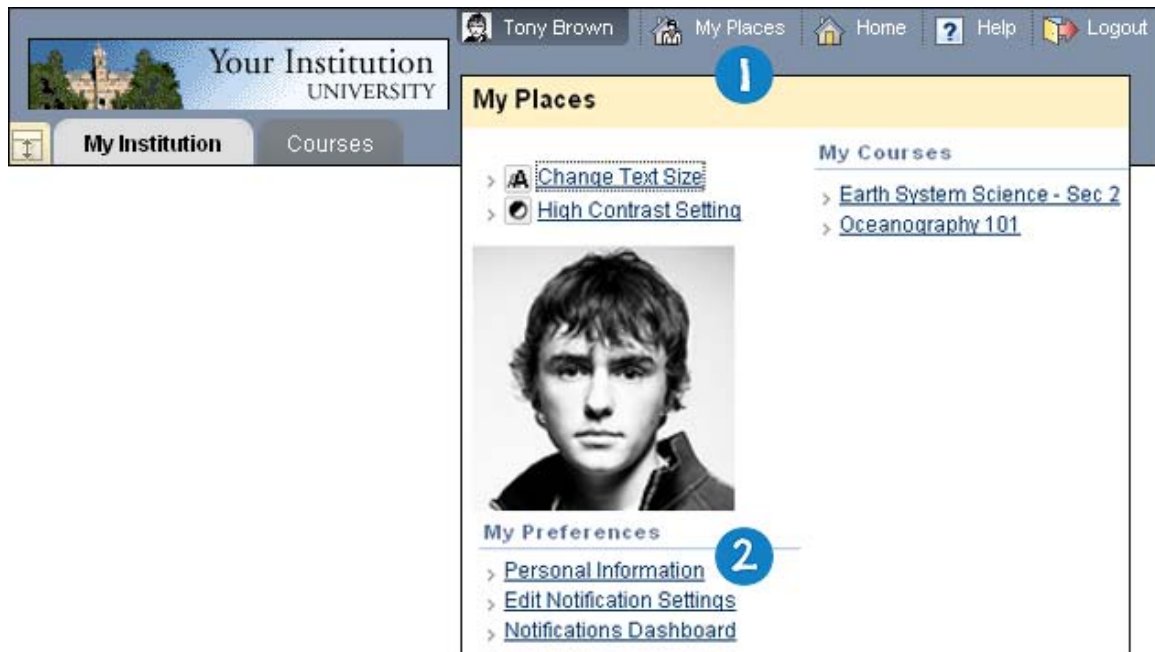
Your personal avatar is displayed in **My Places**, Blogs, Journals, and within Notifications Modules (including What's New, Needs Attention, To Do, and Alerts).

Note: Your school may not allow you to add an avatar to Blackboard Learn. To learn more, please contact the computing help desk at your school. If you're not sure how to contact them, look for the technology office on your school's website or search the web for your *school's name* + *Blackboard* + *help* or *support*.

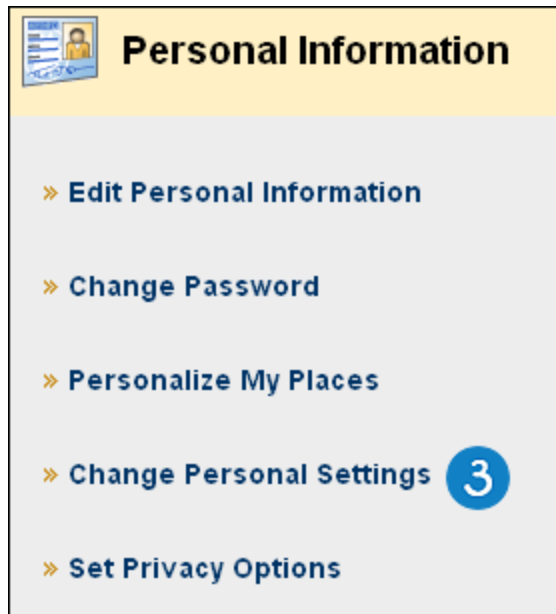
How to Change Personal Settings

The **Change Personal Settings** function allows you to manage the Text Editor, Language Pack, and the display of page instructions throughout the system.

1. Click the **My Places** link at the top of the page.
2. On the **My Places** page, select **Personal Information**. You can also access **Personal Information** on the **Tools** panel.



3. On the **Personal Information** page, select **Change Personal Settings**.



4. On the **Change Personal Settings** page, click **On** to enable the Text Editor, which allows you to create content through a simple editor when you enter content in text boxes throughout Blackboard Learn.
5. Select a **User Language Pack** from the drop-down list that is localized to your culture or accept the default.
6. To display page instructions for every page, click **Yes**. Page instructions are brief explanations of the features of a particular page. On some pages, there will be a link to **More Help** that will open a new window with additional steps on using the feature you are viewing.
7. Click **Submit**.

How to Set Privacy Options

Privacy Options allows you to choose the information you would like to make publicly available. This

information appears in **Rosters** and **Group** pages. You may also select to make this information available in the **User Directory**. If an email address is not made available it will not appear in the **Roster**, **Group** pages, **User Directory**, the Collaboration tool or in any other part of the application.

1. Click the **My Places** link at the top of the page.
2. On the **My Places** page, select **Personal Information**. You can also access **Personal Information** on the **Tools** panel.



3. On the **Personal Information** page, select **Set Privacy Options**.



4. On the **Set Privacy Options** page, select the appropriate check boxes to make personal information visible to other Blackboard users.

5. To list your profile information in the user directory, select the check box.
6. To prevent other course members from contacting you by email, select the email option check box.
7. To prevent your name from being displayed in the course roster, select the check box.
8. Click **Submit**.

Set Privacy Options

Cancel Submit

1. Personal Information

- Email Address
- Address (Street, City, State, Zip, Country)
- Work Information (Company, Job Title, Work Phone, Work Fax)
- Additional Contact Information (Home Phone, Mobile Phone, Website)

2. Directory Status

- List my information in the User Directory

3. Email Options

Do not allow students to email me Student Orientation

4. Roster Options

Do not display my name in the roster Student Orientation

5. Submit

Cancel Submit

Related Tutorials | [Editing Your Personal Information](#) (Flash movie | 1m 58s | 3,429 KB) | [Changing Your Password](#) (Flash movie | 1m 32s | 3,117 KB) | [Setting Your Privacy Options](#) (Flash movie | 2m 09s | 3,709 KB)

Next Steps

To manage notification settings for all courses and organizations you are enrolled in, see [Notifications](#).

To learn more about Text Editor features, see [Using the Text Editor](#).

To learn more about Language Pack, see [Language Packs](#).

Course Catalog

The Course Catalog lists all courses offered at the school in defined categories such as semester and subject matter.

If your school licenses community engagement, the Organization Catalog lists all organizations at the school in defined categories, such as organization type or semester availability.

The catalog allows you to search for courses or organizations via a keyword or a specific category. The links in the catalog display instructor information and a course description. You may also be able to enroll, preview, or log into a course depending on how your school customizes Blackboard Learn.

Note: The administrator at your school may choose to use a different catalog or no catalog at all.

Browsing the Course Catalog

Click **View Course Catalog** on the Gateway page. Or, log in and open the **Courses** tab or the **Communities** tab.

- A Search Catalog:** Use the drop-down lists to limit the search by parameters.
- B Go:** Click **Go** to search for a course.
- C Browse Categories:** Click the hyperlink of the category or courses to view the catalog.

Viewing a Course as a Guest


You may be able to browse the catalog and preview courses as a guest. Click on the link to a course to view it as a guest. Guests do not have access to the entire course.

Note: Your instructor determines whether you are allowed to preview a course prior to enrollment. Thus, this option may not be available for all courses.

Course Menu

The Course Menu appears on the left side of a course and contains links to materials and tools within the course. Your instructor can customize the style of the Course Menu and the content and tools available to users. As such, your courses may look a bit different from each other and have different sets of tools available.



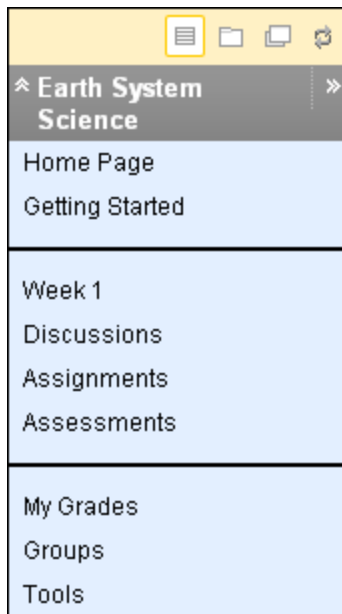
You can expand or collapse the Course Menu frame. Click  to collapse the Course Menu so it is out of sight or expand it to its fullest size.


Course Menu Icons

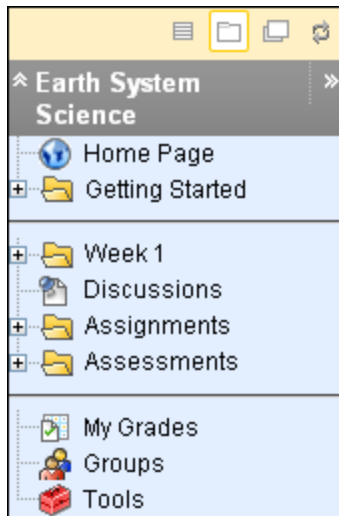
At the top of the Course Menu is a set of icons that can be used to change the display of the Course Menu. The menu can be displayed as text links or buttons, as a Folder tree, or in a separate window.




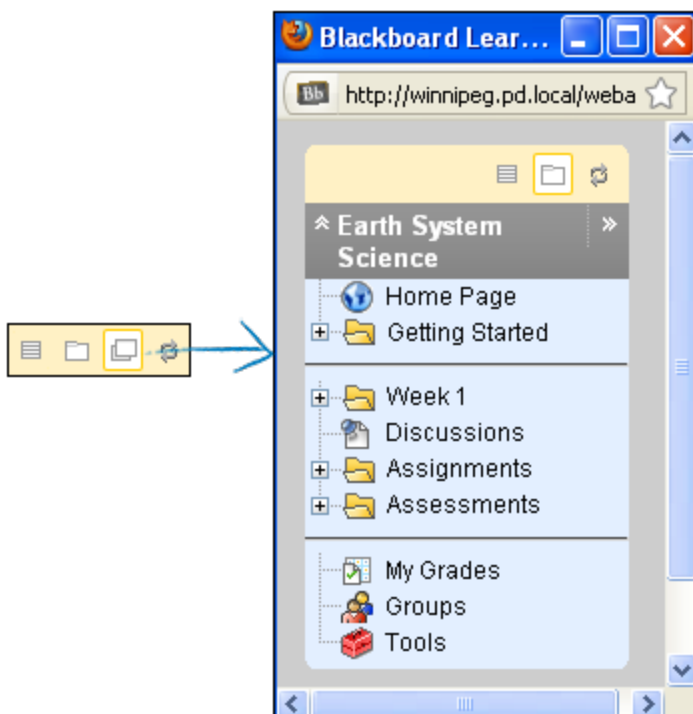
 **List View:** The List View icon contains text links that lead to course materials and tools.



 **Folder View:** The Folder View icon uses icons and expandable folders to access content and tools. You can expand folders to reveal items and collapse to save space.



 **Display in a New Window:** The Display in a New Window icon opens the Course Menu in a separate window.



 **Refresh:** The Refresh icon is used to view any new content added to the Course Menu.

Note: Your instructor can determine the default view of the Course Menu, so these options may be unavailable.

Viewing New Content

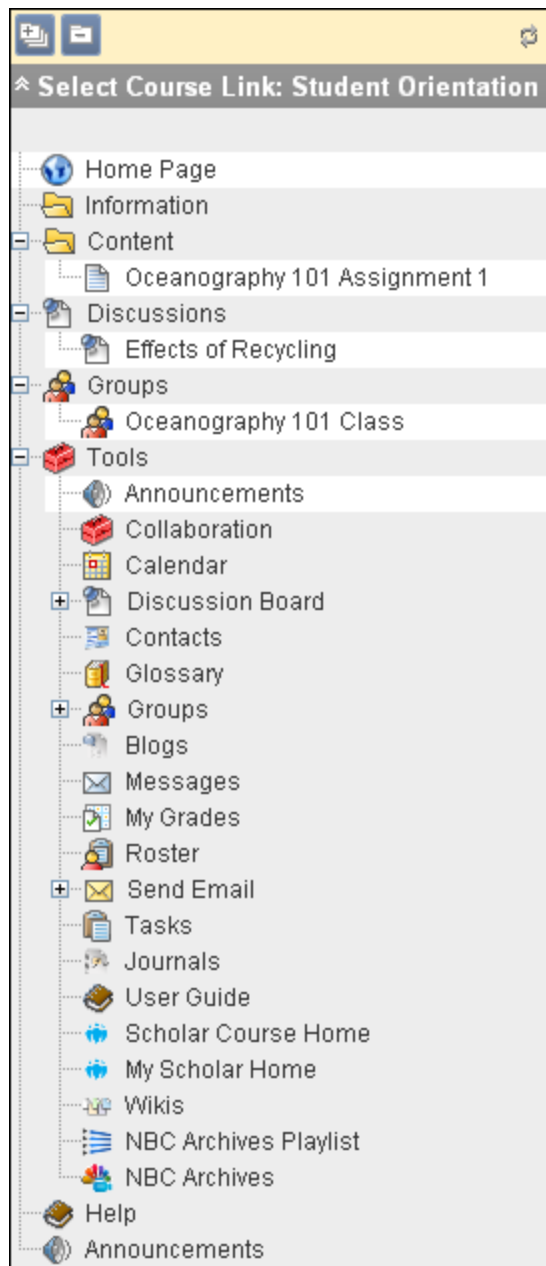
When content is added to the Course Menu or the Course Map, that content does not appear for 20 minutes. To

ensure that you are viewing the latest content for a course, click **Refresh**.

Viewing the Course Map

The Course Map is a collapsible tree directory that is used for navigation within a course. You can open the Course Map from the Course Menu. When you use Virtual Classroom, the Course Map is called Map in the Tools list.

The pop-up Course Map provides a view of the course content and available tools in Folder View. You can expand or collapse folders in the Course Map to help organize your view. You can browse and make selections from the Course Map when adding a course link to an Announcement, the Course Menu, or a course area, such as a Content Area, Learning Module, Lesson Plan, or folder. You can also view the Course Map when using the Collaboration tool and the Performance Dashboard.



Search for Users

Note: Your instructor controls which tools are available. If these tools are not available, your instructor may have disabled them.

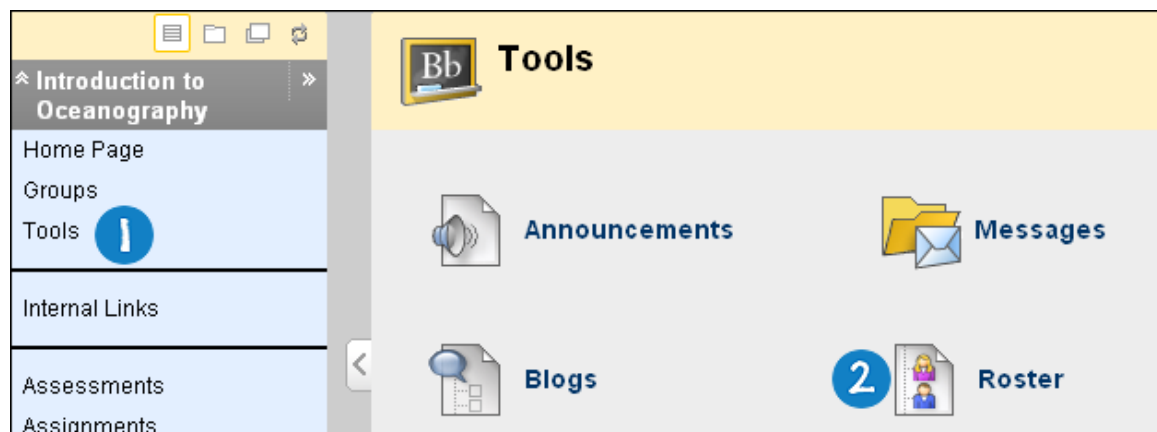
To search for other students in your course, use the Roster. The name of each student is included in the Roster automatically. You cannot remove your name from the Roster, but you can choose to make your email address available.

To search for other students and instructors in the system, use the User Directory. You can choose whether to be included and what information to share by setting your privacy options. To learn more, see [How to Set Privacy Options](#).

For your personal information to appear in the Roster or User Directory, it must be appear on the **Edit Personal Information** page. To learn more, see [How to Edit Personal Information](#).

How to Search for Other Students in Your Course Using the Roster

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Roster**.



3. On the **Roster** page, use the following parameters to search for users, or click **Go** to list all students:
 - First Name
 - Last Name
 - Contains
 - Equal to
 - Starts with
 - Not blank
4. Type a name or keyword in the text box.
5. Click **Go**.

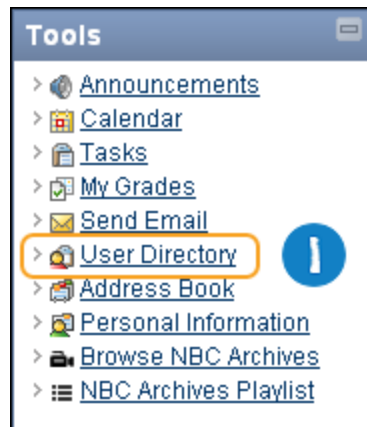
Roster

Search Contains

Last Name	First Name
Akbar	Mina

How to Search for Users in the User Directory

1. On the **Tools** panel, click **User Directory**.



2. On the **Users** page, use the following parameters to search for users, or click **Go** to list all users:
 - Username
 - First Name
 - Last Name
 - Email
 - Contains
 - Equal to
 - Starts with
3. Type a name or keyword in the text box.
4. Click **Go**.

First Name	Last Name	Username	Email	Address	Work Information	Additional Contact Information
Christopher	Casper	ccasper	ccasper@mvschool.edu	City: Minnesota Country: USA		Mobile Phone: 214 675 2448

Screen Readers

Blackboard Learn has created a Screen Reader Tutorial to provide users who access the application through a screen reader with information to help them use the system successfully.

To view the tutorial, see the [Blackboard Learn Screen Reader Tutorial](#).

Language Packs

Language Packs present Blackboard Learn using language and cultural norms matched to different audiences. Language Packs are defined at the system level, the course level, and at the user level.

At the system level, the administrator defines one language pack as the system default. This is the language that appears when no other language packs are specified at the course level or at the user level.

At the course level, the instructor can set a language pack and enforce it. When a language pack is enforced, all users see that language pack. If the language pack is not enforced, and a user has a preferred language pack associated with their account, the user's language pack preference overrides the course language pack.

At the user level, individuals may select their preferred language pack.

How to Set a Language Pack Preference

1. Click the **My Places** link at the top of the page.
2. On the **My Places** page, select **Personal Information**. You can also access **Personal Information** from the **Tools** panel.



3. On the **Personal Information** page, select **Change Personal Settings**.



4. On the **Change Personal Settings** page, select a language pack from the drop-down list.
5. Click **Submit**.

Change Personal Settings

Cancel Submit

1. Text Editor On or Off

Set Availability On Off

2. Select Language Pack

User Language Pack System Default **4**

3. Select Page Instructions Option

Show all page instructions Yes No

4. Submit **5**

Cancel Submit

Spell Check and Language Packs

The Spell Check tool supports English (United States), English (Great Britain), French, and Spanish. The Spell Check tool does not work with other language packs. If Spell Check does not recognize the language pack it uses a supported dictionary.

Tabs and Modules

My Institution Tab

The **My Institution** tab contains tools and content. Several modules include content pulled from courses specific to each user. Remember that the Blackboard administrator at your school can rename tabs. The Institution tab is a type of Module Page that contains Modules that you select from a list. A Module can be a tool, such as a calculator, or it can display dynamic information such as grades, alerts, and announcements.

You can personalize the content and layout of the **My Institution** tab. The options you set are the default settings that appear each time you login. While you can choose which modules appear, the Blackboard administrator at your school may restrict or require modules.

In some instances, you may have access to several tabs that contain modules. These additional tabs include the same features for customizing the content and layout of modules.



A Tools: The **Tools** panel is the area that contains tools to manage information and communicate with other users.

B Module: Modules contain links that allow you to view information and navigate to your courses. The Blackboard administrator at your school determines what default modules will appear on the **My Institution** tab, so you may see different items.

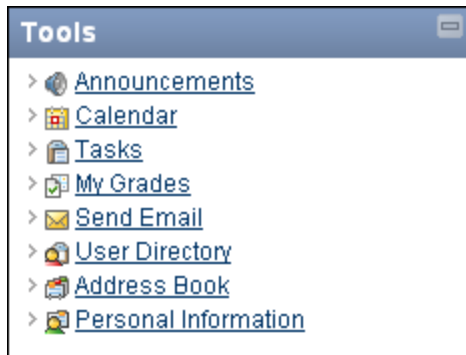
C Add Module: Select modules to appear on the **My Institution** page.

D Personalize Page: The **Personalize Page** function allows you to change the color scheme of your page.

Exploring the Tools Panel

The Blackboard administrator at your school determines which **Tools** appear in the panel on the **My Institution**

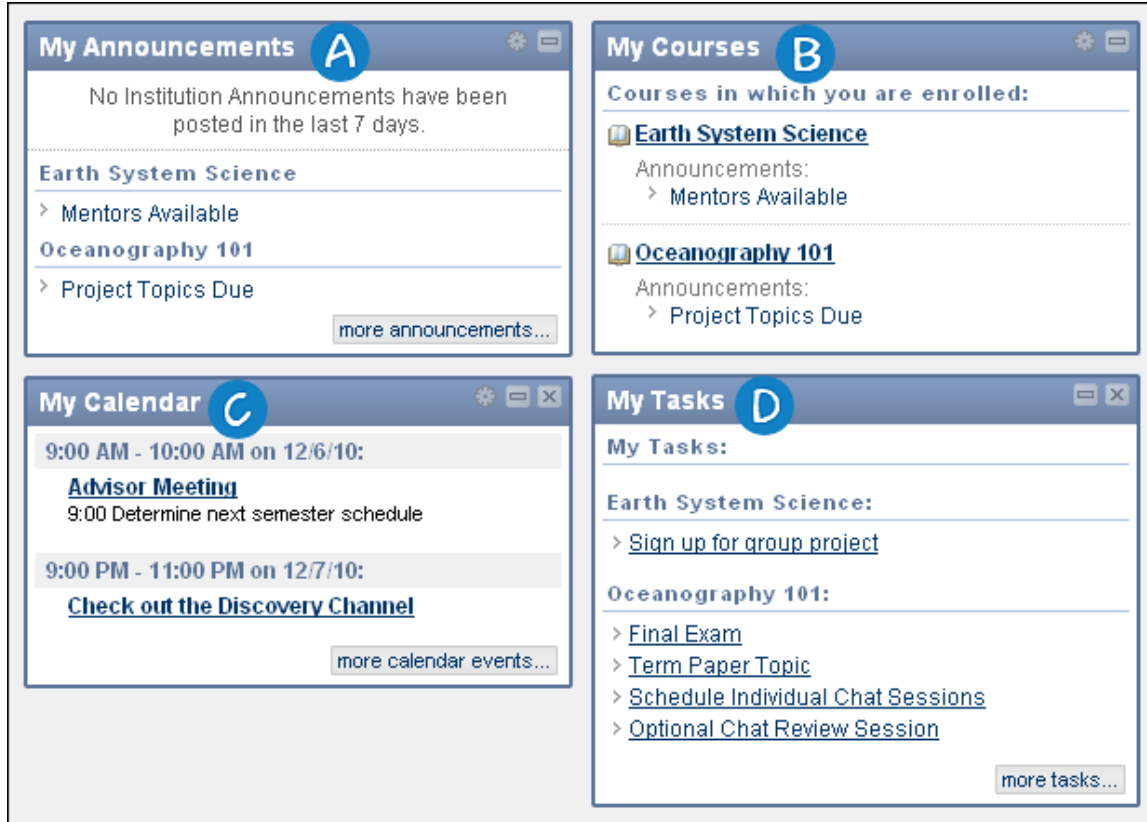
tab, so you may see different items.



- **Announcements:** Use this tool to view important information, reminders, or updates posted by your instructor. For example, your instructor can use announcements to provide corrections and clarifications of materials, assignment due dates or exam schedules, or reminders or helpful tips.
- **Calendar:** View the **Calendar** to see events that your instructor has added. You can also post private or personal events in the calendar.
- **Tasks:** Add personal tasks using the **Tasks** tool. You can also use this tool to keep track of work that must be completed..
- **My Grades:** The **My Grades** page shows the status of gradable items such as tests, assignments, journal, and blog entries, and Discussion Board posts.
- **Send Email:** Send email messages to other course members' external email addresses.
- **User Directory:** The **User Directory** lists users within Blackboard Learn. Users only appear in the **User Directory** if they indicate that they want to be included on the [Set Privacy Options](#) page.
- **Address Book:** Store contact information in the address book. The address book is empty until you create contacts. You must create a profile for anyone you want to add to your address book even if the contact is a Blackboard Learn user.
- **Personal Information:** Use the **Personal Information** link to access and edit the same personal information found in the **My Places** link in the header.

Exploring the Modules

The **My Institution** tab contains modules. A Module can be a tool, such as a calculator, or it can display dynamic information such as grades, alerts, and announcements. Modules allow you to view information such as events, announcements, and a list of your courses. Administrators can also present more advanced modules, such as news channels or tools using the Content Collection. Modules contain links that allow you to navigate to areas in your courses. The Blackboard administrator at your school can rename modules and determine which will appear when you log in to your course for the first time.



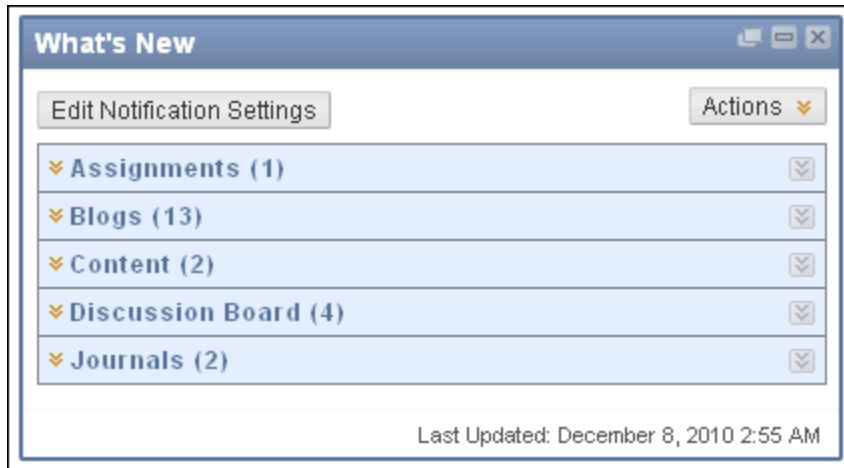
- A My Announcements:** The **My Announcements** module displays announcements from all courses in which you are enrolled, as well as school-wide announcements. It can also contain announcements from your school’s administrator. Announcements communicate important, time-sensitive information. When you click an announcement link, you are taken to the main **Announcements** page.
- B My Courses:** The **My Courses** module lists all the courses to which you have access. The list of courses should update based on the courses you are currently enrolled in.
- C My Calendar:** The **My Calendar** module displays calendar dates for courses in which you are enrolled and any personal events you have added.
- D My Tasks:** The **My Tasks** module lists tasks for all courses in which you are enrolled.

Next Steps

Personalize the placement, color, and selection of modules that appear on the **My Institution** or **Notifications Dashboard** tabs. To learn more, see [Customizing Tab Modules](#). View updates for a course in a module. To learn more, see [What's New Module](#).

What's New Module

The **What's New** module reports on additions and changes to course content. The module displays the number of new items for each content type and links to a page for each course. The module will show items within the last seven days. The **What's New** module may appear at the **My Institution** tab if your school licenses community engagement.



The content types that are reported in the module are:

- Assessments
- Assignments
- Blogs
- Content
- Discussion Board posts

The **What's New** module reports information that is made available to the entire course. Content that becomes available to you after certain criteria are met is not reported in this module.

The **What's New** module reports changes once a day. You can see what has changed the first time you log in for the day. Any changes made after you log in do not appear in the module until the next day unless you **Refresh** your browser.

The updates you see for a course only display if the content is made available and you are a participant in the course.

Courses Tab

The **Courses** tab contains tools and content. Several modules include information pulled from courses specific to each user. Remember that the Blackboard administrator at your school can rename tabs.

About Course Enrollments

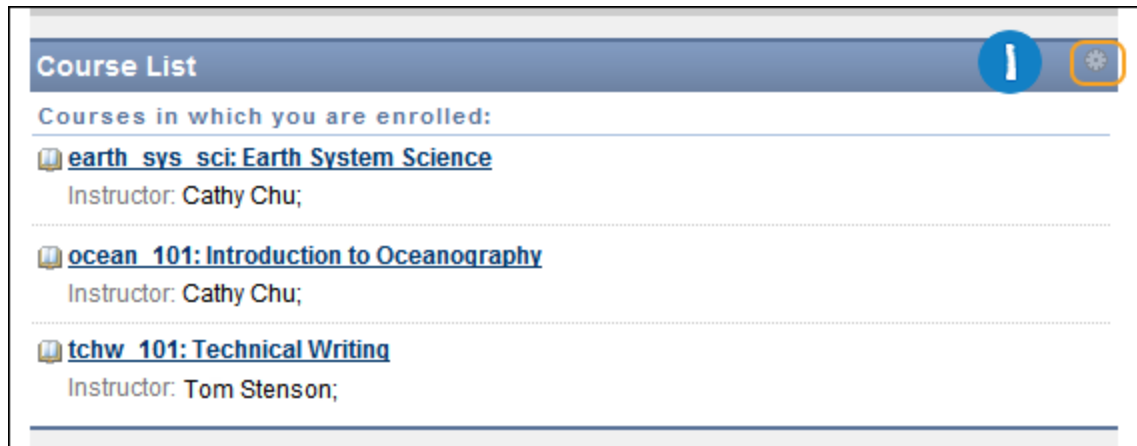
Course enrollments are handled by your school. If you are enrolled in a course but do not see it in the course list, or if you are enrolled in the incorrect course, contact your school's computing help desk for assistance.

You cannot delete old or unwanted courses, but you can hide them from view.

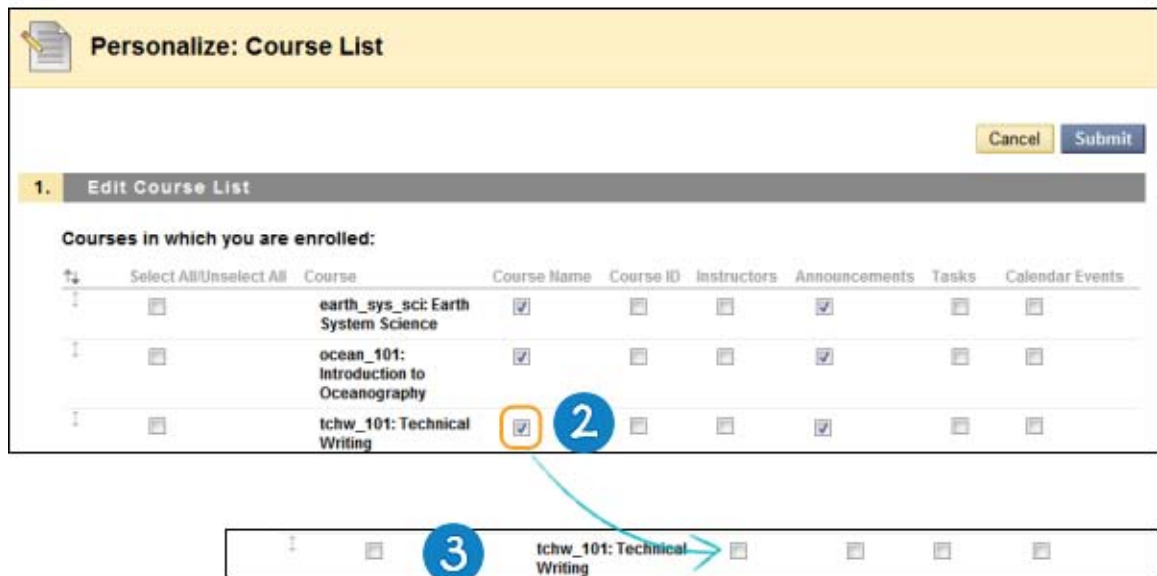
Follow these steps to hide courses in the Course List module.

Note: Your school controls all options in Blackboard Learn, including whether you can customize modules. If you are unable to complete the steps, contact your school's computing help desk for assistance.

1. Click the **Manage Course List Module Settings** icon in the Course List module's heading.



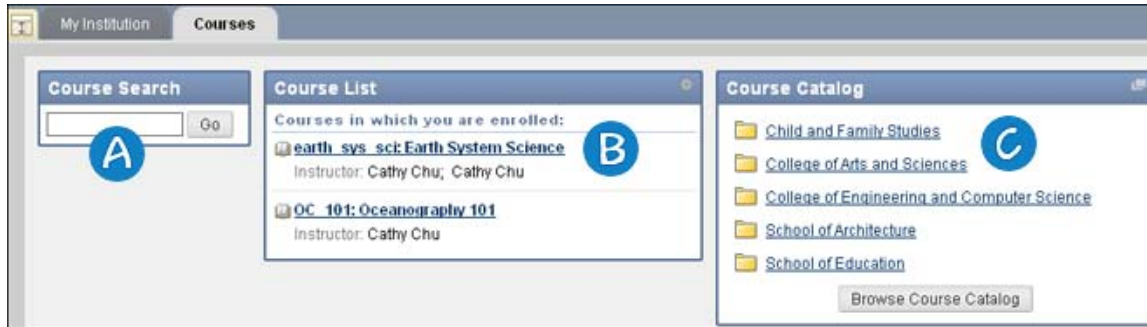
2. Locate the row for the course you would like to hide and clear the check box in the **Course Name** column.
3. Ensure all check marks are cleared in that course's row.



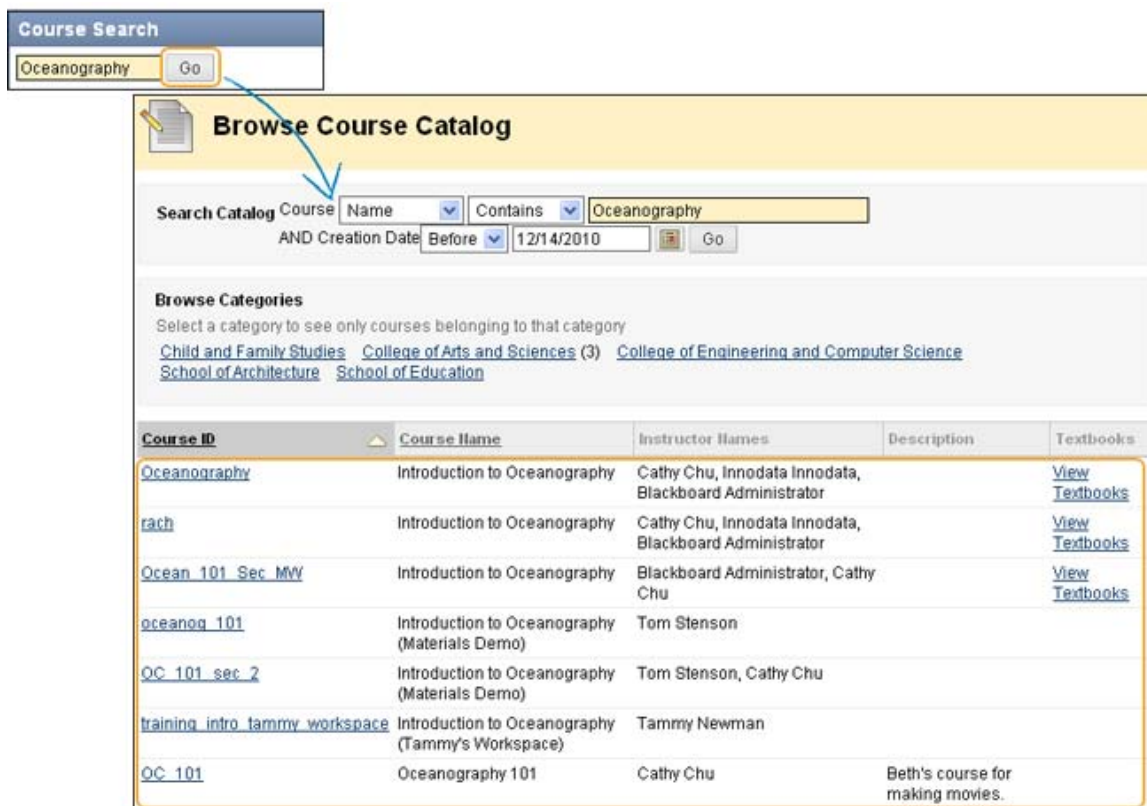
4. Repeat for any other courses you would like to hide.
5. Click **Submit**.

Note: If you would like to hide courses in a module on another tab, such as the My Courses module on the My Institution tab, you can follow these instructions for those modules.

About the Courses Tab



A Course Search: You can search for a course, and if allowed, preview the course. Type a keyword or text string in the text box, click **Go**, and the results appear on the **Browse Course Catalog** page.



B Course List: From the list, you can access any course you are enrolled in or teaching. For example, if you are a student in two courses and a Teaching Assistant in one course, your course list will be divided into the courses you are enrolled in and the courses in which you are a TA.

C Course Catalog: You can search the catalog for courses or organizations. Select a category link or click **Browse Course Catalog** to begin your search. On the **Browse Course Catalog** page, you can narrow your search by course name, ID, description, or instructor. Type a keyword or text string in the box, click **Go**, and the results appear.



If your school licenses community engagement, the organization catalog lists all organizations in categories, such as organization type or semester availability.

Guests are able to browse the catalog and preview courses. Guests do not have access to the entire course. Instructors determine whether users are allowed to preview a course prior to enrollment.

Note: The Blackboard administrator at your school may choose to use a different catalog or no catalog at all.

Customizing Tab Modules

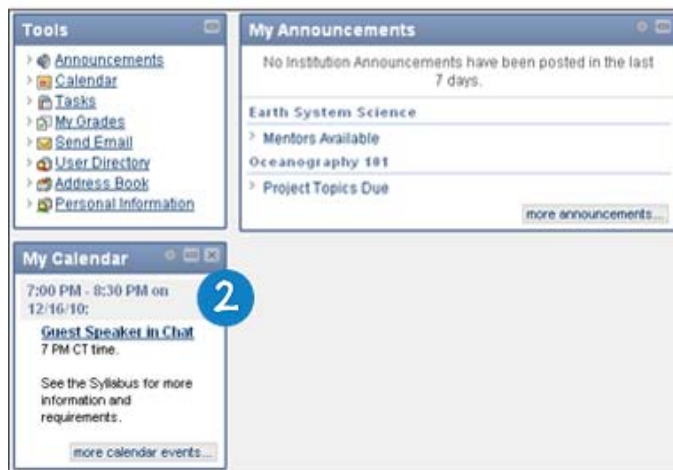
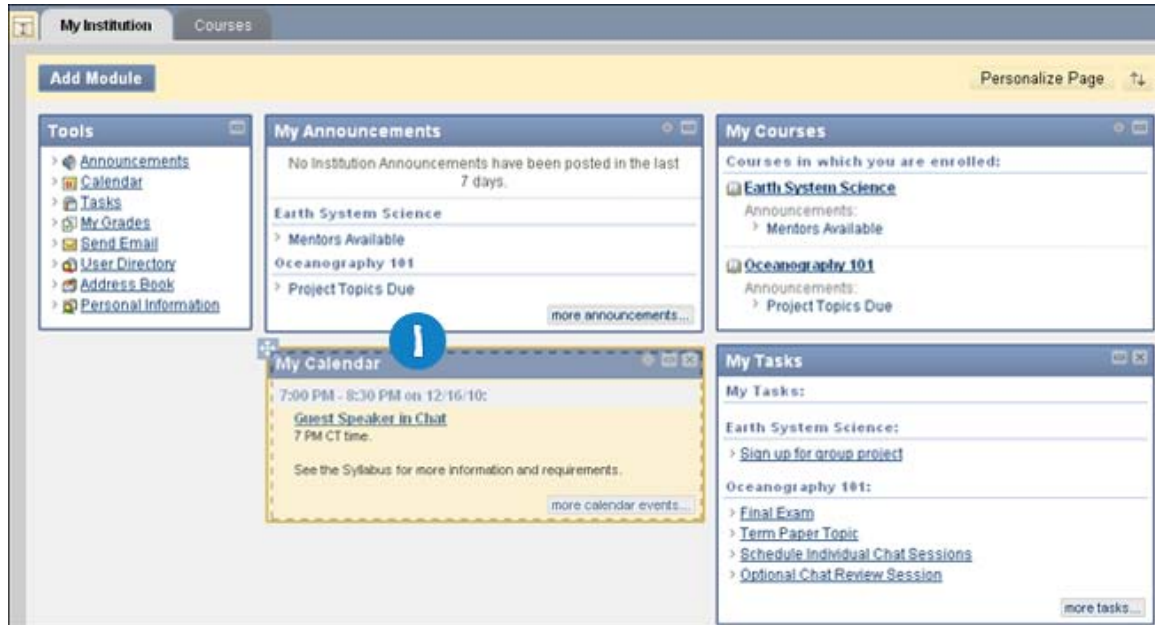
You can personalize the placement, color, and selection of modules that appear on the **My Institution** or **Notifications Dashboard** tabs. The **Notifications Dashboard** tab appears only if your school licenses community engagement.

How to Customize Module Layout

You can reorder the modules on any tab using the drag-and-drop function or the **Keyboard Accessible Reordering** tool.


Using the Drag-and-Drop Function

1. Click and hold the header of a module to move it to a new location. The module is surrounded by a dashed line as it is moved.
2. Release the module to place it in its new location.



Using the Keyboard Accessible Reordering Tool

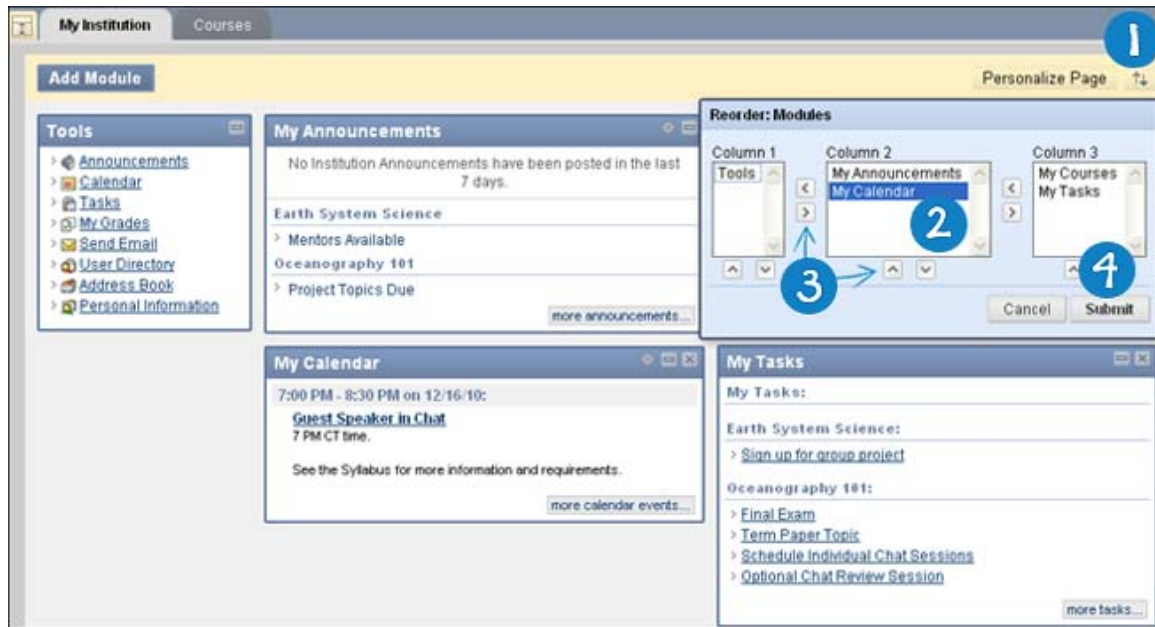
The **Keyboard Accessible Reordering** tool provides users with an alternative method to reorder items. The tool appears on the Action Bar wherever content can be reordered, such as on a module page, a content page, or the Course Menu.

1. On the Action Bar, click  to access the pop-up **Reorder: Modules** window.
2. Select one of the modules.
3. Use the up and down arrow icons to move the module to a new position in a column list.

-OR-

Use the right and left pointing arrows to move module between columns.

4. Click **Submit**.
5. Click **OK**.

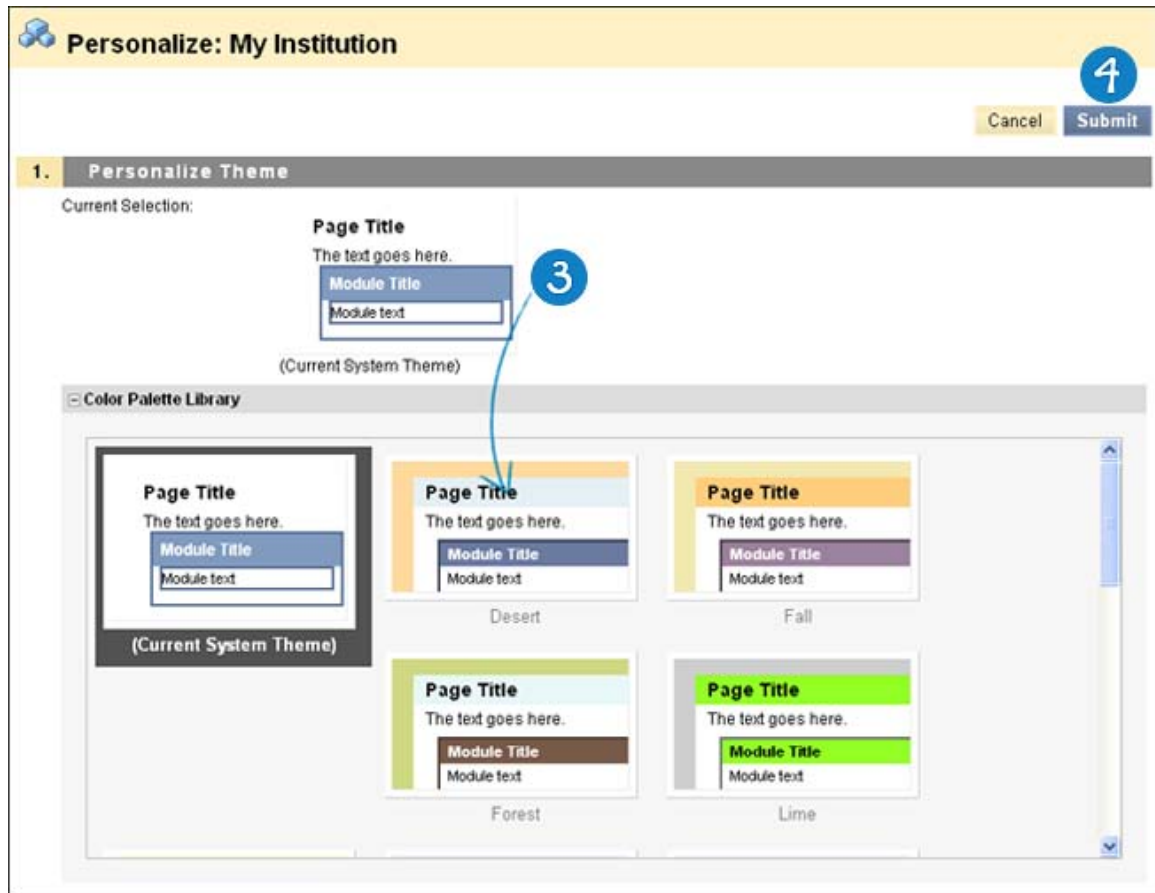


How to Personalize the Page

1. Access the **My Institution** tab or another tab containing modules.
2. Click **Personalize Page** in the top right-hand corner.



3. On the **Personalize** page, select a color scheme from the **Color Palette Library**.
4. Click **Submit**.




How to Add a Module

1. Access the **My Institution** tab or another tab containing modules.
2. Click **Add Module** on the upper left-hand corner.



3. On the **Add Module** page, select the modules to appear on the tab. Options that are disabled have been set by the Blackboard administrator at your school and cannot be changed.
4. Click **Submit**.


Add Module

Cancel
Submit

1. Select Modules
3

- Alerts
Displays notifications of past due and early warning items for all the courses relevant to the user. For notices to begin appearing, Notification Collection must be enabled. Click Notifications under Tools and Utilities on the System Admin Panel to enable Notification Collection.
- Course Catalog
Displays the top-level categories of the Course Catalog and selected secondary categories.
- Course Creation Wizard
Allows users to create courses using a step-by-step process.
- Courses: Quick View
Displays courses in which the user is enrolled.
- My Announcements
Displays announcements relevant to the user.
- My Calendar
Displays calendar events relevant to the user.
- My Courses
Displays courses in which the user is enrolled along with course announcements, calendar events, and tasks.
- My Tasks
Displays tasks relevant to the user.
- NBC African American History
Displays African American History video content from NBC.
- NBC Archive Content
Allows an instructor to select a Cue Card for displaying in their course home page.
- NBC Business And Finance
Displays Business and Finance video content from NBC.
- NBC Health And Wellness
Displays Health and Wellness video content from NBC.
- NBC In The News
Displays In The News video content from NBC.
- NBC Language Arts
Displays Language Arts video content from NBC.
- NBC Quidget
Displays an interactive NBC quiz.
- NBC Science
Displays Science video content from NBC.
- NBC Social Studies
Displays Social Studies video content from NBC.
- NBC U.S. History
Displays U.S. History video content from NBC.
- NBC Women's History
Displays Women's History video content from NBC.
- Needs Attention
Displays items in all the courses in which the user is enrolled that require attention. For Notices to begin appearing, Notification Collection must be enabled. Click Notifications under Tools and Utilities on the System Admin Panel to enable Notification Collection.
- On Demand Help and Learning Catalog
Displays an easy way to access the On Demand Help and Learning Catalog.
- Report Card
Displays the user's grades.
- To Do
Displays the status (Past Due/Due) of relevant course work and tasks. For notices to begin appearing, Notification Collection must be enabled. Click Notifications under Tools and Utilities on the System Admin Panel to enable Notification Collection.
- What's New
Displays a list of new items in all relevant courses. For notices to begin appearing, Notification Collection must be enabled. Click Notifications under Tools and Utilities on the System Admin Panel to enable Notification Collection.

2. Submit
4

Cancel
Submit

Next Steps

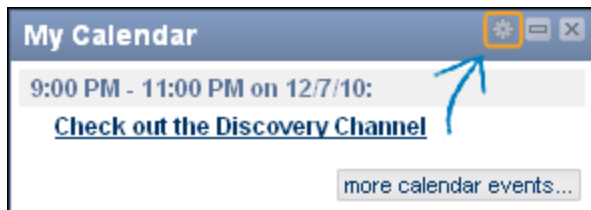
You can edit, minimize, display in a separate window, and remove modules from a tab area. To learn more, see [Working with Modules](#).

Working with Modules

Modules can be minimized, displayed in a separate window, or removed. Modules can be removed only if you have the option to do so. Some modules are required to display.

Editing Module Content

Click the **Manage Module Settings** icon located at the top of each module to edit the information for that specific module.



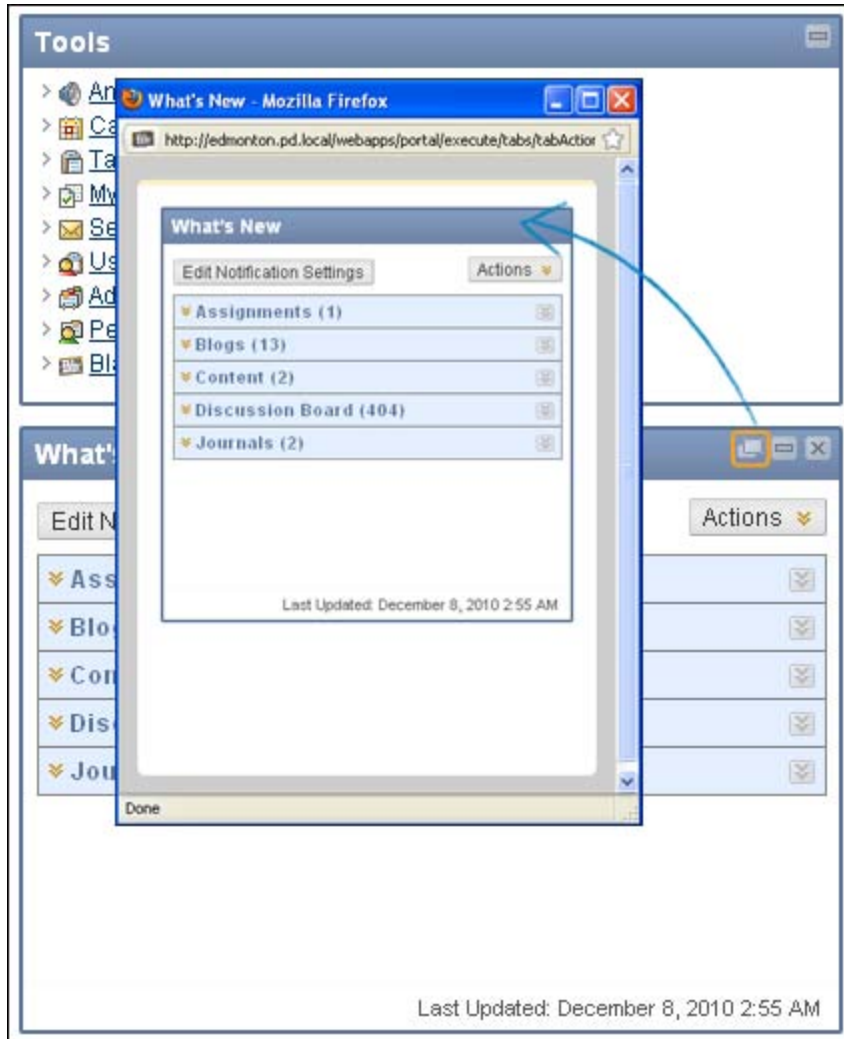
Minimizing a Module

Click the minimize (-) icon located at the top of each module to minimize a module.



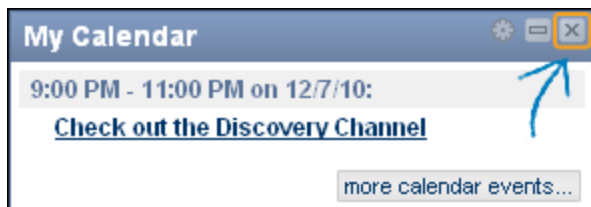
Opening a Module in a New Window

Click the dual-window icon located at the top of each module to open it in a separate window. If the icon does not appear, then this option is not available for that module.



Removing a Module

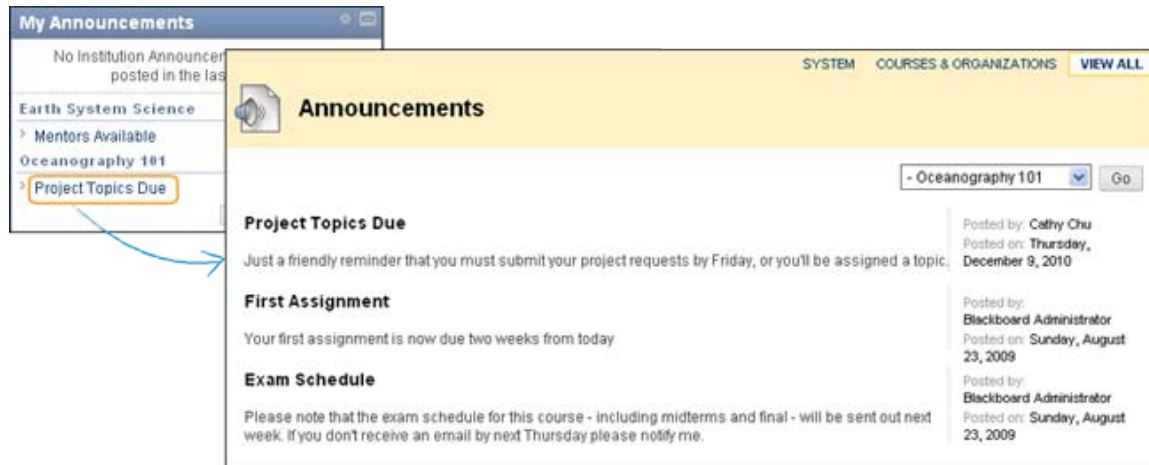
Click the remove icon (X) located at the top of each module to remove the module. Click **Remove** and a confirmation receipt appears when the process is complete. Removing a module does not mean deleting it. You can restore deleted modules by using the **Add Module** function. Modules that do not have a remove icon are required and cannot be removed.



Accessing Information in a Module

Click the link in the module window to display the information that you want to view. Information may display in

the same tab, in a separate window, or the link may direct you to another tab in Blackboard Learn.



Notifications

If allowed by the Blackboard administrator at your school, you can choose which items you want to be notified about and specify settings for each item. Notifications for specific tools and features can be delivered on your Blackboard Learn Institution dashboard, by email, or on your mobile device.

WARNING! If the Blackboard administrator at your school has defined the notification settings, those settings will take precedence over your settings.

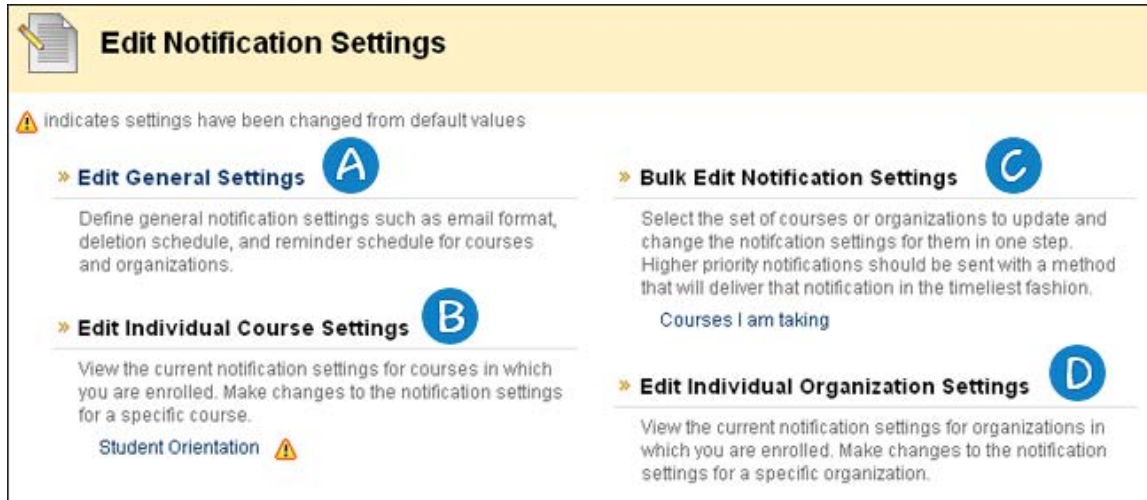
About the Notification System

From **My Places**, you can manage notification settings for all of the courses and organizations you are enrolled in. The Notification System is a framework for the delivery of notifications to Blackboard Learn users. When an event occurs in the system (such as an assignment being created, submitting a survey, or an overdue test), the Notification System informs you of what you need (and want) to know using one or more of available notification methods.

The first and most important thing you need to understand about this system is that all enabled notifications are generated automatically whenever their associated event occurs. For example, when your instructor creates an assignment and makes it available, the system automatically creates the appropriate notifications.

Exploring the Notifications Settings

Click **My Places** then **Edit Notifications Settings** to display the **Edit Notifications Settings** page.



A Edit General Settings: Defines the general notification settings such as email format, deletion schedule, and reminder schedule for courses and organizations.

B Edit Individual Course Settings: Displays the current notification settings for courses in which you are enrolled. Changes to the notification settings for a specific course can be made on this page.

C Bulk Edit Notification Settings: Select a set of courses or organizations to update and change the notification settings for them in one step.

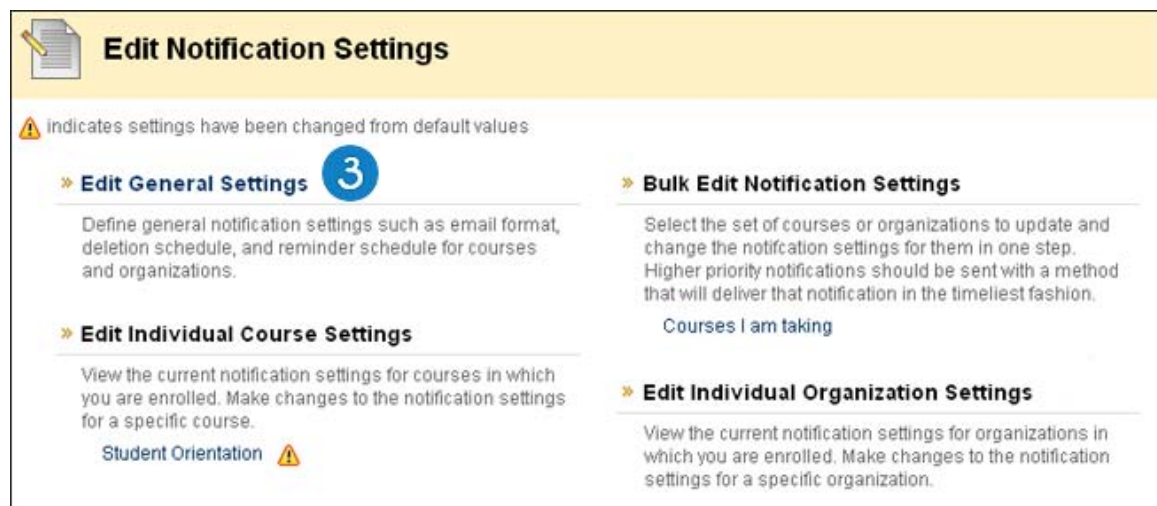
D Edit Individual Organization Settings: Displays the current notification settings for organizations in which you are enrolled. Changes to the notification settings for a specific organization can be made on this page.

How to Edit Notification Settings

1. Click the **My Places** link at the top of the page.
2. On the **My Places** page, select **Edit Notification Settings**.



3. On the **Edit Notification Settings** page, select **Edit General Settings**.



4. On the **General Settings** page, you may elect to receive an email for each notification, or elect to receive a daily digest email that contains information on all of the notifications for that day. You have the ability to set the time for the daily digest.
 - **Individual Messages:** Emails will be sent for each notification. For Early Warning System details, unread Discussion Board messages, unread blog posts, and unread journal entries, however, the digest selection is necessary.
 - **Daily Email Digest:** All notifications will be collected and sent in a daily digest.
5. Set the number of days until a notification is automatically removed.
6. You can set Due Date reminders for notifications. Select **Yes**. This reminder will be emailed to you. Set the number of days before the Due Date to send an email. The email will be sent as a digest email or as individual emails, depending upon the option you select.
7. Click **Submit**.

General Settings

* Indicates a required field.

Cancel Submit

1. General Settings: Courses

Email Settings Individual Messages Daily Email Digest **4**

* Remove notifications more than days old. **5**

Send Due Date Reminders No Yes **6**

Remind me days before due date.

2. General Settings: Organizations

Email Settings Individual Messages Daily Email Digest

* Remove notifications more than days old.

Send Due Date Reminders No Yes

Remind me days before due date.

3. Submit **7**

Cancel Submit


Selecting Individual Notifications and Email Notifications

It is possible to select specific notification types and emails that you will receive. All Notification types, by default, are turned **On** to display on the **Dashboard**. Thus, these notifications will display in the modules on the Notifications Dashboard page.

All **Email** notification types, by default, are turned **Off**. If you turn on the notification for a specific tool or feature, an email will be sent out corresponding to that notification. For the following items, email notifications can only be sent out if daily digest email is selected:

- Early Warning System Rule details
- Unread Discussion Board messages
- Unread blog posts
- Unread journal entries

After selecting the appropriate settings, click **Submit** to save these settings.


Current Notification Setting: Oceanography 101

Cancel
Submit

1. Notification Destinations

Email

Mobile

2. Settings

Notification	<input checked="" type="checkbox"/> Dashboard	<input type="checkbox"/> Email	<input type="checkbox"/> Mobile
Announcement Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment Past Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class and Organization Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content Item Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item Graded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Survey Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Survey Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Survey Overdue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Overdue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unread Blog Posts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unread Discussion Board Messages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unread Journal Entries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Submit

Cancel
Submit

Text Editor

Using the Text Editor

The Text Editor presents controls for adding and formatting text, equations, and multimedia files. When it is enabled, it appears throughout the system as the default editor when adding text through a text box.

Note: The Blackboard administrator at your school and your instructor control whether this tool is available. If this tool has been turned off, it will not appear in the interface and will not be available for you to use.

If the Text Editor does not appear, first check the following list of browsers to ensure that the current browser is compatible. If the Text Editor still does not appear, it has most likely been disabled by the Blackboard administrator at your school.

Users who access the system through assistive technologies should use standard text entry options instead of the Text Editor.

Administrators can disable the Text Editor and control the availability of the features (Spell Check, WebEQ, MathML, HTML Validation). It is possible that not all users will see all features.

WARNING! Users have the option to attach different types of files to the Text Editor. Do not copy and paste a file from one text box to another. This will result in an error.

Entering Text

By default, Blackboard Learn will format text to 12-point, left-justified Arial. Any other formatting must be done using the Text Editor.

Compatible Browsers

The Text Editor is compatible with all the supported browsers for Blackboard Learn.

Firefox does not permit users to access their computer's clipboard.

- To cut, use CTRL-X, the contextual menu or the **Edit** menu in the browser's toolbar.
- To copy, use CTRL-C, the contextual menu or the **Edit** menu in the browser's toolbar.
- To paste, use CTRL-V the contextual menu or the **Edit** menu in the browser's toolbar.

Macintosh users can use right-click paste on Firefox no matter where the clipboard content originates. Macintosh users may find that this does not fully resolve the problem, particularly because Firefox does not permit pasting text from Microsoft Office files on the Mac. To accomplish this task, paste the text into a basic text editor, such as TextEdit or Notepad, and then paste the text into the Text Editor.

Safari does not permit users to access their computer's clipboard.

- To cut, use CTRL-X, the contextual menu or the Edit menu in the browser's toolbar.
- To copy, use CTRL-C, the contextual menu or the Edit menu in the browser's toolbar.
- To paste, use CTRL-V the contextual menu or the Edit menu in the browser's toolbar.

Copying and Pasting Text to Prevent Loss

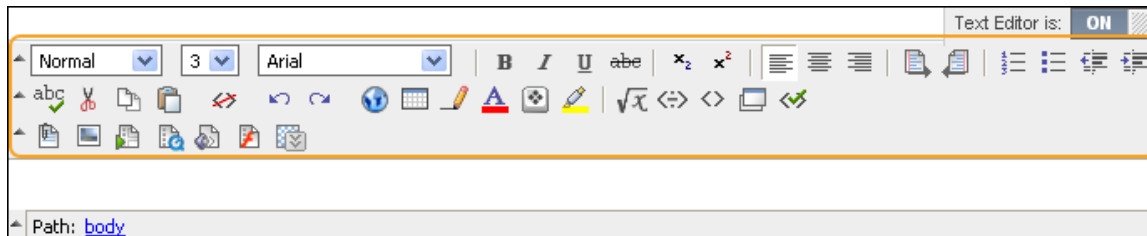
To protect against losing work if an Internet connection loss or software error occurs, you may choose to type in an offline simple text editor, such as Notepad, and copy and paste your work into Blackboard Learn. Copying and pasting from fully-featured word processing programs such as Microsoft Word may insert hidden formatting

that can cause display issues. You can add the desired formatting after the text has been pasted into and saved in Blackboard Learn's text editor.

Alternately, you can select and copy all of the text typed in Blackboard Learn before submitting or saving. Use the mouse to select the text and then right-click to copy the text, or press CTRL+A to select all of the text and then press CTRL+C to copy the text.




Text Editor Features

The Text Editor has three collapsible rows of functions.










The following tables define each function:

Function	Description
	Select a style for the text. The options correspond to standard HTML Style types.
	Select the size of the text.
	Select the font face for the text.
	Make selected text bold.
	Make selected text italic.
	Underline the selected text.
	Display text with a horizontal line through the characters. This font style is not supported by all browsers.
	Display text on the same line, but slightly below the current text.
	Display text on the same line, but slightly above the current text.
	Align text to the left.
	Align text in the center.
	Align text to the right.
	Begin typing on the left side of the Text box and text typed moves across the screen left to right.
	Begin typing on the right side of the Text box and text typed moves across the screen right to left.
	Create an ordered or numbered list or add a numbered list item.
	Create an unordered or bulleted list or add a bullet list item.
	Move text left.
	Move text right.

Function	Description
	Select the ABC check mark to open Spell Check.
	Cut the selected items.
	Copy the selected items.
	Paste copied or cut content.
	Deletes formatting tags that are shown in the Pathfinder at the bottom of the text box. Select the formatting tag to delete in the Pathfinder and then click Clear Formatting to delete. This is useful when copying and pasting text from another application yields discrepancies in formatting.
	Select the circular arrow pointing to the left to undo the previous action.
	Select the circular arrow pointing to the right to redo the previous action.
	Add a hyperlink. Types include: file, ftp, gopher, http, https, mailto, news, telnet, and wais. Please keep in mind that when creating a hyperlink, the text that appears on the page is separate from the information about the link. Information about where the link points is stored in a tag that surrounds the text. Therefore, it is possible to change the link without changing the text that appears to users. Please be careful when constructing links to ensure that the text is consistent with where users will be taken when they click the link.
	Add a table.
	Add a horizontal line.
	Add a select color to the selected text.
	Click and select a symbol to be used in the text.
	Select text, click the Highlight Text icon, and select a color to use to set off the selected text.
	Open the WebEQ Equation Editor icon (vx) to add an equation. Equations cannot be added to a cell in a table. Instead, create the equation outside the table and then cut and paste the equation into the cell.
	Open the MathML Equation Editor icon to add an equation.
	Click the opposing chevrons icon (< >) to view and edit the text in the source code that is generated by the Text Editor. Click the icon again to restore the standard view.
	Preview the content as it will be seen by end users.
	Opens a new window that reports on the validation of the source coding. Validation of source code is run against XHTML 1.0 Strict rules. Not all reported errors will cause pages to malfunction; however, errors can affect the way a page appears, how style sheets are employed, and accessibility. Poorly formed HTML will be selected and can be corrected.

The third row will only appear where it is possible to attach a file or link to a file.

Function	Description
	<p>Add a file to the text area. The Insert Content Link page will appear. The system supports the following file types: .doc, .exe, .html, .htm, .pdf, .ppt, .pps, .txt, .wpd, .xls, .zip.</p> <ul style="list-style-type: none"> • Browse My Computer: Select a file from the local machine. • Browse Course: If Course Files is the Course's storage repository, select a file from Course Files. • Browse Content Collection: If your school licenses content management, select a file from the Content Collection. • Source URL: Type a URL to create a link to a file outside of the local system. • Name of Link to File: Provide a descriptive name of the content is helpful for the user. This allows the user to read the link in context, rather than simply read the name of the file being linked to. • Alt Text: Provide text to describe what this image is for a visually impaired or blind user using assistive technology such as screen readers. All image and multimedia files should have alt text associated with them. • Launch in new window: Select whether to open the file in the current window or open a new browser window to display the file. Depending on your browser settings, some files may also open in a new tab.
	Add an image to the text area. The Insert Image page appears. The system supports the following file types: .gif, .jif, .jpg, .jpeg, .png, .tiff, .wmf.
	Add MPEG/AVI media content to the text area. The Insert MPEG/AVI File page appears. The system supports the following file types: .avi, .mpg, .mpeg.
	Add Apple QuickTime media to the text area. The Insert QuickTime File page appears. The system supports the following file type: .qt.
	Add an audio file, such as .mp3, .midi or .wav to the text area. The Insert Audio File page appears. The system supports the following file types: .aiff, .asf, .mp3, .midi, .moov, .mov, .mp, .wav, .wma, .wmv.
	Add Adobe Flash or Shockwave media to the text area. The Insert Flash/Shockwave File page appears. The system supports the following file types: .swa, .swf.
	Add a Flickr Photo , SlideShare Presentation , or YouTube Video . The Search for page appears. The system supports any files available on YouTube, SlideShare, or Flickr.

Keyboard Shortcuts for the Text Editor

The Text Editor supports the keyboard shortcuts listed in the following table. Please note that Macintosh users should use the CMD key instead of the CTRL key.

Note: If the shortcut keys that move selected items one character left, right, up, or down are used, the object being moved will be absolutely positioned. An absolutely positioned element is determined by pixels, so moving it up once will move it up one pixel.

Keyboard Shortcut	Description
RIGHT ARROW	Move one character to the right.
LEFT ARROW	Move one character to the left.
DOWN ARROW	Move down one line.
UP ARROW	Move up one line.
CTRL+RIGHT ARROW MAC: CMD+RGT ARROW	Move right one word.

Keyboard Shortcut	Description
CTRL+LEFT ARROW MAC: CMD+LFT ARROW	Move left one word.
END	Move to the end of the line.
HOME	Move to the start of the line.
CTRL+DOWN ARROW MAC: CMD+DWN ARROW	Move down one paragraph.
CTRL+UP ARROW MAC: CMD+UP ARROW	Move up one paragraph.
PAGE DOWN	Move down one page.
PAGE UP	Move up one page.
CTRL+HOME MAC: CMD+HOME	Move to the beginning of the text.
CTRL+END MAC: CMD+END	Move to the end of the text.
Selection	
SHIFT+RIGHT ARROW	Extend the selection one character to the right.
SHIFT+LEFT ARROW	Extend the selection one character to the left.
CTRL+SHIFT+RIGHT ARROW MAC: CMD+SHIFT+RIGHT ARROW	Extend the selection right one word.
CTRL+SHIFT+LEFT ARROW MAC: CMD+SHIFT+LEFT ARROW	Extend the selection left one word.
SHIFT+UP ARROW	Extend the selection up one line.
SHIFT+DOWN ARROW	Extend the selection down one line.
SHIFT+END	Extend the selection to the end of the current line.
SHIFT+HOME	Extend the selection to the start of the current line.
SHIFT+PAGE DOWN	Extend the selection down one page.
SHIFT+PAGE UP	Extend the selection up one page.
CTRL+SHIFT+END	Extend the selection to the end of the document.
CTRL+SHIFT+HOME MAC: CMD+SHIFT+HOME	Extend the selection to the beginning of the document.
CTRL+A MAC: CMD+A	Select all elements in the document.
Editing	
BACKSPACE	Delete the selection. Or, if there is no selection, delete the character to the left of the mouse pointer.
CTRL+BACKSPACE MAC: CMD+BACKSPACE	Delete all of a word to the left of the mouse pointer.
CTRL+C MAC: CMD+C	Copy the selection.
CTRL+V MAC: CMD+V	Paste cut contents or copied contents.



Keyboard Shortcut	Description
CTRL+X MAC: CMD+X	Cut the selection.
DELETE	Delete the selection.
INSERT	Toggle between inserting and overwriting text.
CTRL+Z MAC: CMD+Z	Undo the most recent formatting command.
CTRL+Y MAC: CMD+Y	Redo the most recent undone command.
CTRL+F MAC: CMD+F	Find text.
SHIFT+F10	Display the context menu. This is the same as a right-click.
Formatting	
CTRL+B MAC: CMD+B	Toggle bold formatting.
CTRL+I MAC: CMD+I	Toggle italic formatting.
CTRL+U MAC: CMD+U	Toggle underlining.





Inserting Multimedia Files from the Text Editor

Users may add the following multimedia files when authoring content in the Text Editor.

- **Image**
 - **MPEG or AVI:** MPEG (Moving Picture Expert Groups) files are audio-visual files in a digital compressed format. AVI (Audio Video Interleave) is Microsoft's file format for storing audio and video data.
 - **QuickTime:** QuickTime is a video and animation system that supports most formats, including JPG and MPEG. Users with a PC will require a QuickTime driver to view QuickTime files. Macintosh users do not require this driver.
- **Audio**
 - **Flash or Shockwave:** Adobe Flash and Shockwave files support audio, animation and video. They are also browser independent. Browsers require specific plug-ins to run Flash and Shockwave files.

The following table explains which functions in the **File Attachment Toolbar** of the Text Editor are used to add different file types.

Function	File Attachment Types
	.doc, .exe, .html, .htm, .pdf, .ppt, .pps, .rtf, .tiff, .txt, .wmf, .wpd, .xls, .zip
	.gif, .jif, .jpg, .jpeg, .tiff, .wmf

Function	File Attachment Types
	.asf, .avi, .mpg, .mpeg, .wmv
	.qt, moov, .mov
	.aiff, .asf, .au, .mpe, .mp3, .ra, .ram, .rm, .wav, .wma,
	.swf

The options to control how a multimedia file displays, such as should it loop, should the controls display, will not be available after the file has been inserted. To edit these options, use the HTML view and edit the options directly.

Image Fields

The following table details the fields on the Insert Image page.

Field	Description
Select Image	
Browse	Click Browse to locate a file.
Specify Source URL	Enter a URL to create a link to a file outside of the local system.
Image Options	
Set the Width	Enter the width of the image in pixels.
Set the Height	Enter the height of the image in pixels.
Image Target URL	Enter a URL to create a link to a file outside of the local system.
Launch in new window	Choose whether to display the image in a new window.
Border	Choose a border for the image. If None is chosen there will be no border around the image.
Alt Text	Alt Text is displayed if the image does not display and is read by screen readers. It is important to include for accessibility.

MPEG or AVI Fields

The following table details the fields on the Insert MPEG File page.

Field	Description
Insert MPEG File	
Browse	Click Browse to locate a file.
Specify Source URL	Enter a URL to create a link to a file outside of the local system.

Field	Description
MPEG File Options	
Set the Width	Enter the width of the video in pixels.
Set the Height	Enter the height of the video in pixels.
AutoStart	Select Yes to start playing when the page is opened. Select No to let users start playing manually after opening the page.
Loop	Choose whether the file repeats continuously.
Controls	Select the size of controls to appear to users. Controls must be available if users are to start the video manually.
Alt Text	Alt Text is displayed if the image does not display and is read by screen readers. It is important to include for accessibility.

QuickTime Fields

The following table details the fields on the Insert QuickTime File page.

Field	Description
Insert QuickTime File	
Browse	Click Browse to locate a file.
Specify Source URL	Enter a URL to create a link to a file outside of the local system.
QuickTime File Options	
Set the Width	Enter the width of the video.
Set the Height	Enter the height of the video.
AutoStart	Select Yes to start playing when the page is opened. Select No to let users start playing manually after opening the page.
Loop	Choose whether the file should repeat continuously.
Controls	Select to display controls.
Alt Text	Alt Text is displayed if the image does not display and is read by screen readers. It is important to include for accessibility.

Audio Fields

The following table details the fields on the Insert Audio File page.

Field	Description
Insert Audio File	
Browse	Click Browse to locate a file.
Specify Source URL	Enter a URL to create a link to a file outside of the local system.
Audio File Options	
AutoStart	Select Yes to start playing when the page is opened. Select No to let users start playing manually after opening the page.

Field	Description
Loop	Choose whether the file repeats continuously.
Controls	Select to display controls.
Alt Text	Alt Text is displayed if the image does not display and is read by screen readers. It is important to include for accessibility.

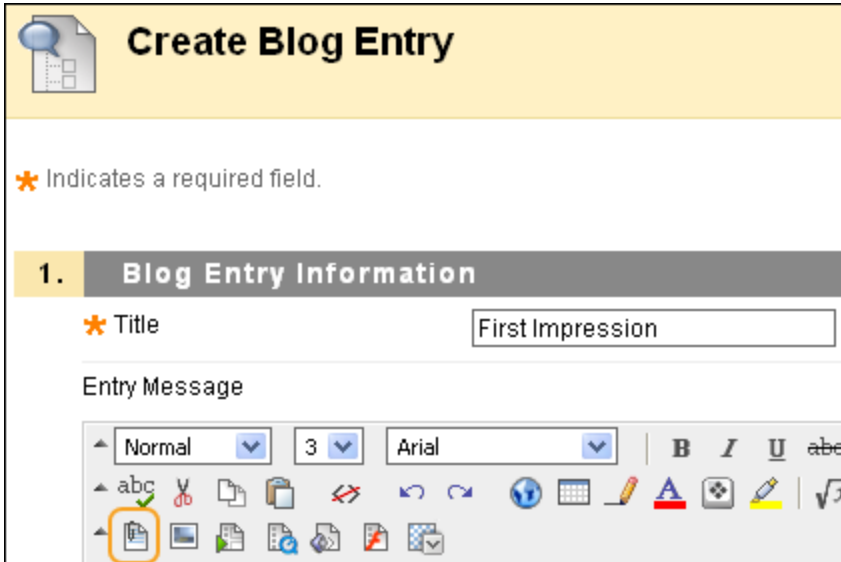
Flash or Shockwave Fields

The following table details the fields on the Insert SWF File page.

Field	Description
Insert SWF File	
Browse	Click Browse to locate a file.
Specify Source URL	Enter a URL to create a link to a file outside of the local system.
SWF File Options	
Set the Width	Enter the width of the Flash file.
Set the Height	Enter the height of the Flash file.
AutoStart	Select Yes to start playing when the page is opened. Select No to let users start playing manually after opening the page.
Loop	Choose whether the file repeats continuously.
Set Quality	Select the quality of the images that will appear to users. Note that the better the quality of an image the larger the file. Larger files take longer to open.
Alt Text	Alt Text is displayed if the image does not display and is read by screen readers. It is important to include for accessibility.

Linking to File Attachments from the Text Editor

You can include a link to a file attachment by clicking the **Attach File** function from the Text Editor. You can select a file from your computer or from Content Collection, or insert a file as a URL link.



Create Blog Entry

* Indicates a required field.

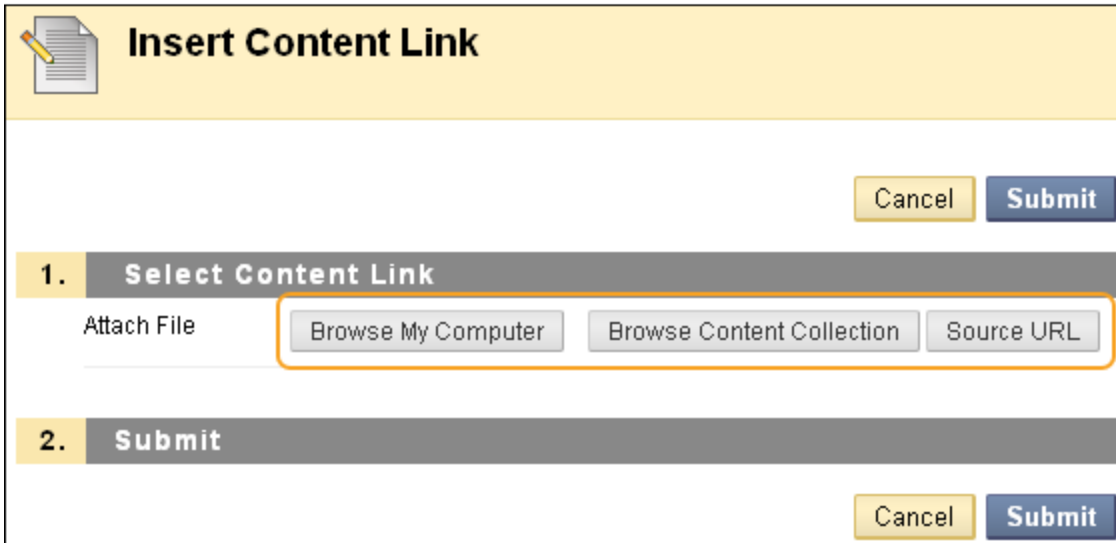
1. Blog Entry Information

* Title

Entry Message

Normal 3 Arial B I U abc

Attach File



Insert Content Link

Cancel Submit

1. Select Content Link

Attach File

2. Submit

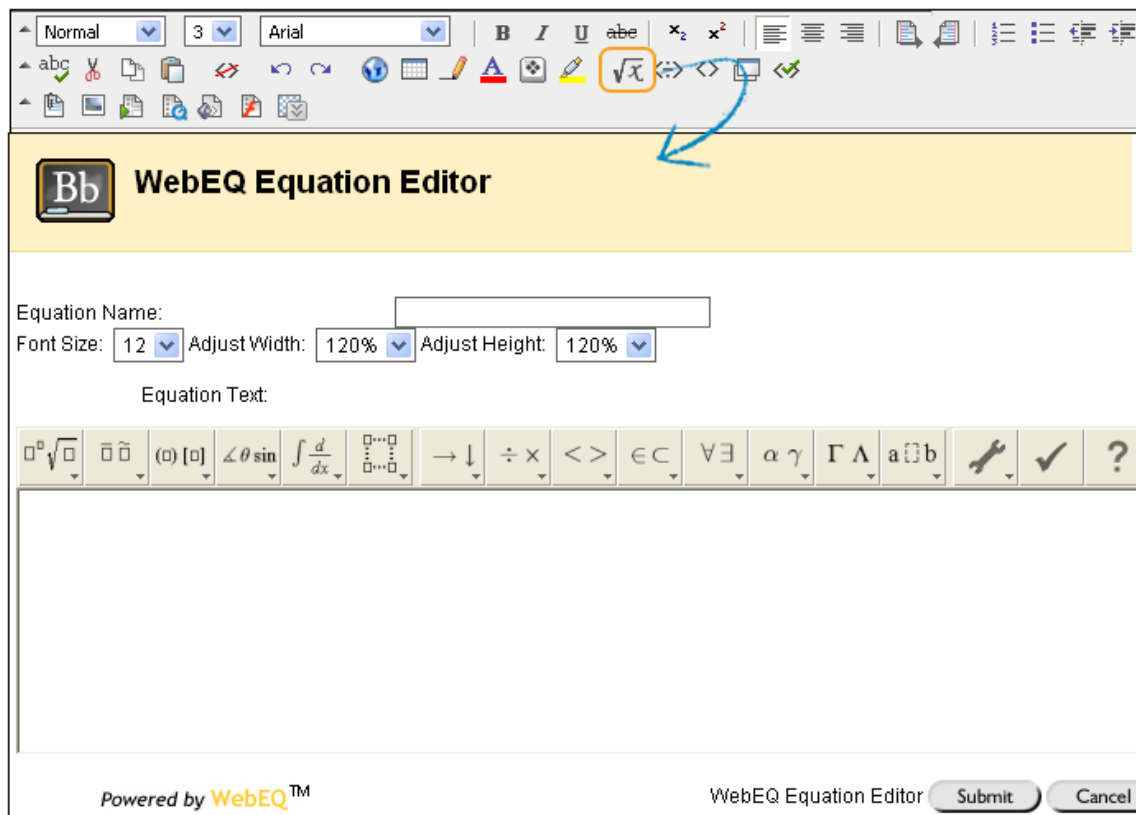
Cancel Submit

The following table details the fields on the **Insert Content Link to File** page.

Field	Description
Select Content Link	
Browse	Click Browse to locate a file.
Specify Source URL	Enter a URL to create a link to a file outside of the local system. For example: <code>http://blackboard/images/picture1.jpeg</code> .
Content Link Options	
Name of Link to File	Enter the name of the link that users click to access the attached file.
Alt Text	Enter text that appears when a pointer hovers over the link. Alternate text is important for accessibility.
Launch in New Window	Select Yes to have the file open in a new separate window. Select No to have the file open in the content frame.

Using the Math and Science Notation Tool

The Math and Science Notation Tool (WebEQ Equation Editor) is a general purpose equation editor. The Math and Science Notation Tool enables you to use mathematical and scientific notation. You can add equations, edit existing equations, and move equations within the Equation Editor. All of the Equation Editor symbols are based on MathML, a markup language for math on the Web. MathML is a subset of XHTML.



The Java 2 Run Time Environment is required to use the Math and Science Notation Tool.

For best performance on a Windows® operating system use Internet Explorer 6.0.

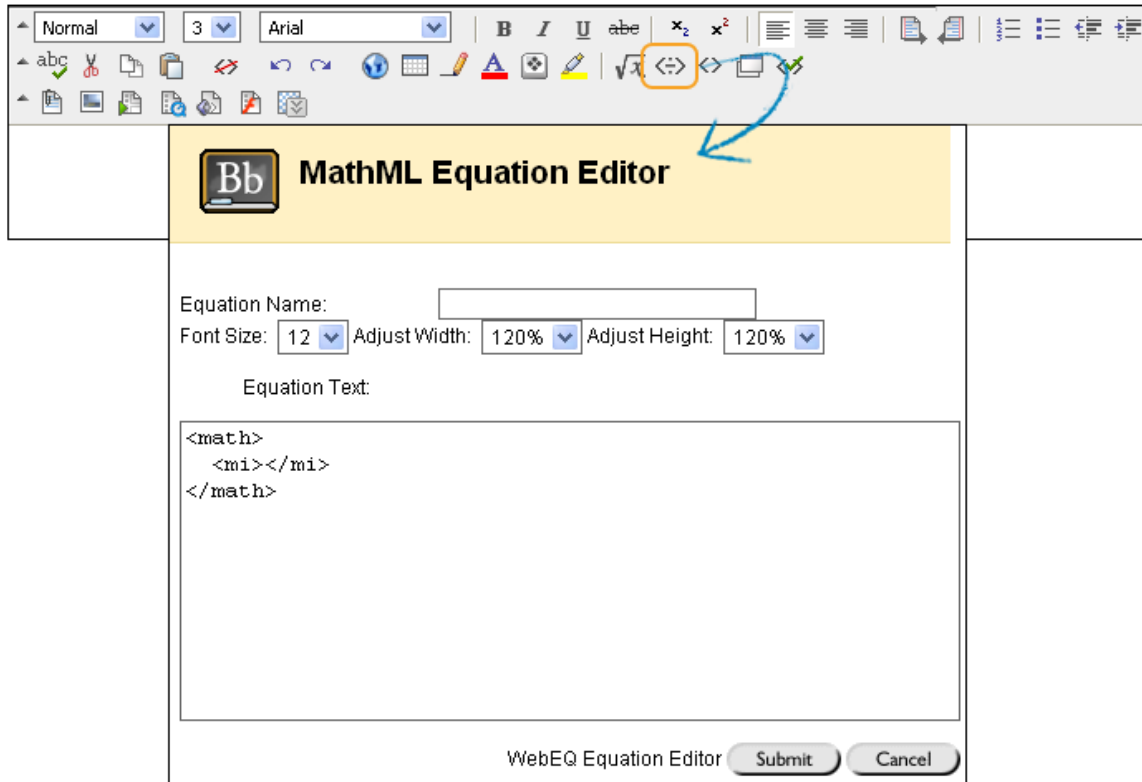
For best performance on a Macintosh®:

- Mac OS X v 10.2 or later
- Install the MRJ Plug-in from <http://homepage.mac.com/pcbeard/MRJPlugin/>.

You may receive a pop-up box when launching WebEQ that asks you to trust an applet provided by Design Science, the maker of WebEQ. If you click **Always**, the pop-up will no longer appear on that computer when launching WebEQ.

MathML Equation Editor

The MathML Equation Editor functions in the same way at the Math and Science Notation Tool. Instead of opening with the symbol buttons, a blank text box will appear where users can enter XML.



Accessing the Equation Editor

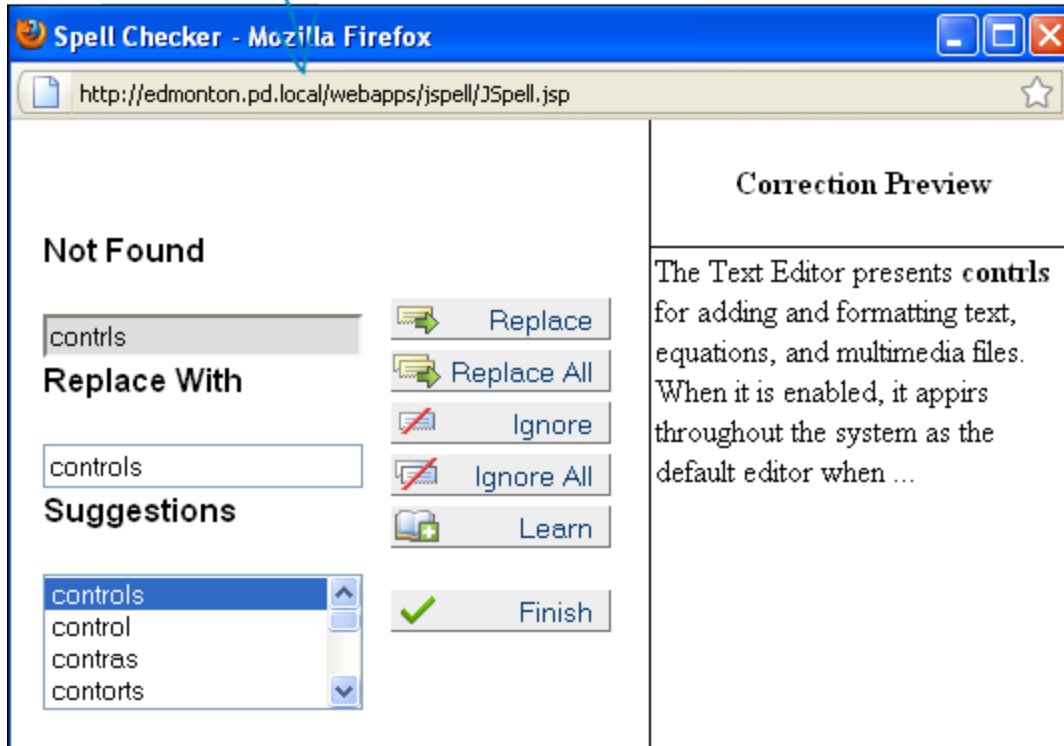
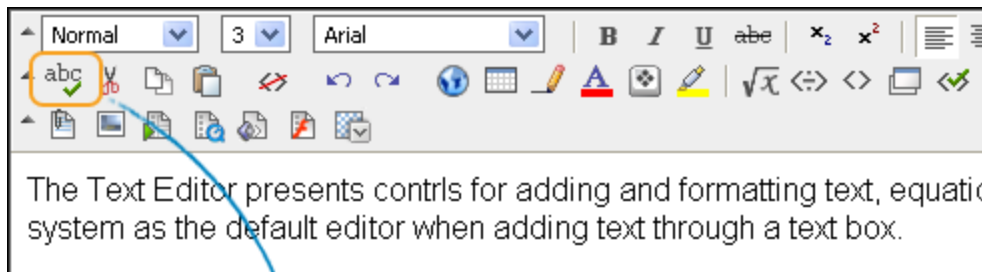
You can access the WebEQ Equation Editor by clicking the Math and Science Notation Tool icon. To insert XML, you can click the MathML Equation Editor icon.

Tip: If an equation is more than one line or uses a large font size, the equation may be cut off when it appears on the page. Add an empty line after the final line in the equation to prevent this error.

Running Spell Check in the Text Editor

The **Spell Check** function supports a full English dictionary, a supplemental word list configured by the Blackboard administrator at your school, and custom word lists that are stored on your local machine. The **Spell Check** function is available wherever you can enter blocks of text. It is also available as a module if your school licenses community engagement.

When Spell Check is launched it will review the text block and sequentially bring up any words it does not recognize for review.



Word Lists

Misspelled words are determined by the following three sources:

- **Spell Check Dictionary:** A full English dictionary that includes words that will not be flagged for correction. The dictionary is also the only source for suggestions. This dictionary cannot be edited.
- **Supplemental Word List:** A list of additional terms added by the Blackboard administrator at your school that do not appear in the default dictionary.
- **Personal Word List:** This word list is stored on each user's local machine. Words are added to this list using the **Learn** function. The words in the personal word list are not flagged for correction. These words are not included as suggestions for misspelled words. Extensive personal word lists may slow performance of the **Spell Check** tool.

Personal Word List and Cookie







The personal word list is stored as a cookie on the user's local machine. The cookie is not user or installation specific. Therefore, a user's word list will be available to them whenever they are using Spell Check as long as they are on the same local machine. Also, if another user logs onto the same machine, that user will have the personal word list stored on that machine applied to Spell Check. For example, if a user creates a personal

word list on a computer in the computer lab, this word list will be available to all users who use this computer in the lab. The user may not take this word list with them to a different computer.

Using Spell Check

When Spell Check is launched, it reviews the text block and sequentially brings up any words it does not recognize for review.

The following table details the functions available with Spell Check.

Function	Description	Action
 Replace	Replace the occurrence of a word with a correction or suggestion	Enter a correction in the Replace With field or select a suggestion from the list. Click Replace to change the word in the text to the word in the Replace With field. If the misspelled word appears later in the text block it will be flagged again for correction.
 Replace All	Replace every occurrence of a word in the text with a correction or suggestion	Enter a correction in the Replace With field or select a suggestion from the list. Click Replace All to change every occurrence of the word in the text with the word in the Replace With field.
 Ignore	Ignore the word and not make a correction	Click Ignore . The word will not be changed. If the word appears again in the text block it will be flagged for correction.
 Ignore All	Ignore every occurrence of the word in the text block	Click Ignore All . The word will not be changed and Spell Check will not flag it for correction again in the text.
 Learn	Teach Spell Check to recognize the word as correct	Click Learn . The word will be added to the personal word list. Whenever Spell Check is run on the local machine the word will be recognized and not flagged.
 Finish	Close the spell check without finishing	Click Finish .

Recognized Errors

Note how Spell Check handles the following circumstances:

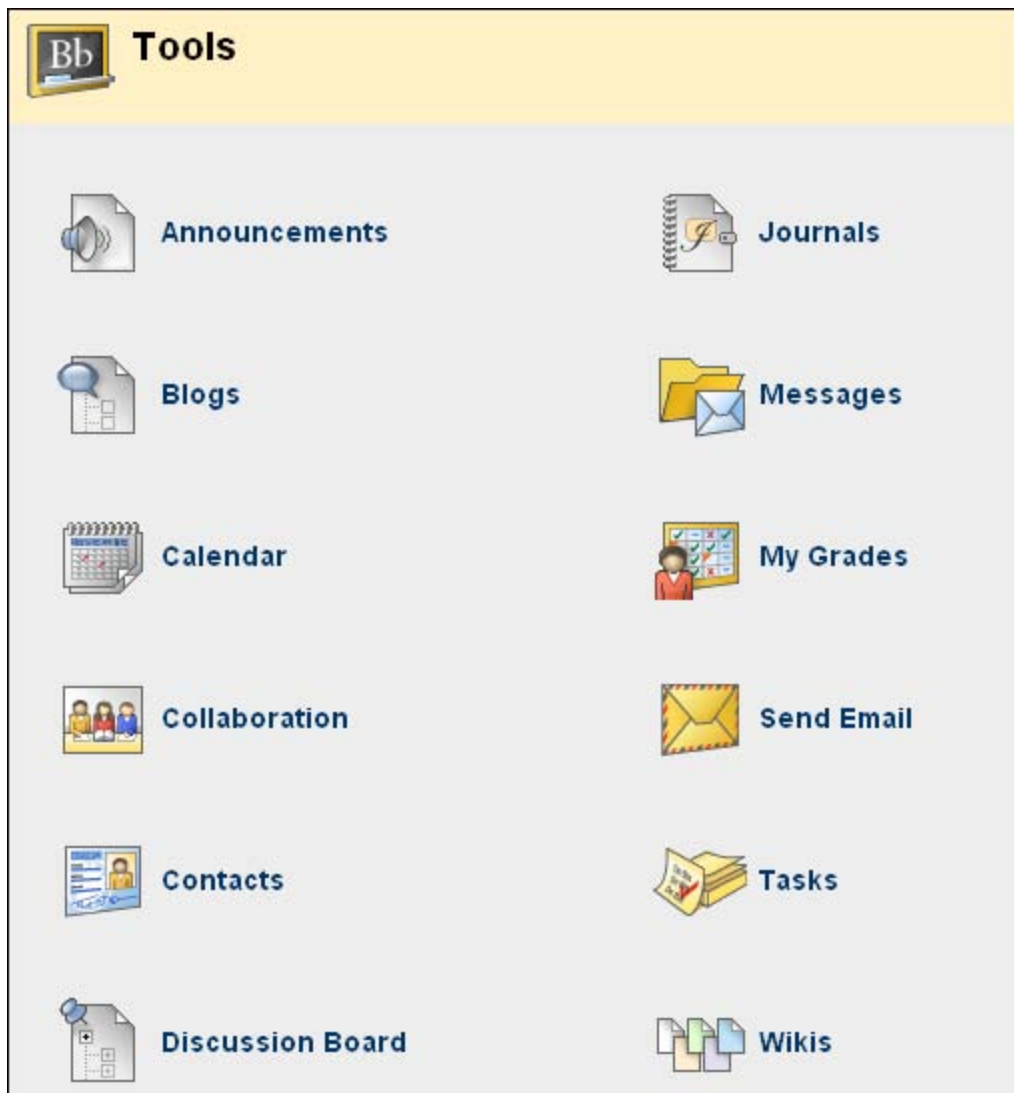
- Double words are recognized as errors.
- Irregular capitalization is not recognized as an error.
- Initial capitalization at the beginning of sentences is not checked.
- Words in ALL CAPS are checked for spelling errors.
- Words that contain numbers are recognized as errors.
- A word that appears in the supplemental or personal word list must be entered as a correction during a spell check (these words do not appear as suggestions). The **Spell Check** tool must be run again to verify that the word is spelled correctly.

Tools

About Course Tools

Tools appear throughout Blackboard Learn. You can access tools from inside a course or from a tab.

Note: Your instructor controls which tools are available. If a tool is not available, your instructor may have disabled it.



Announcements

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

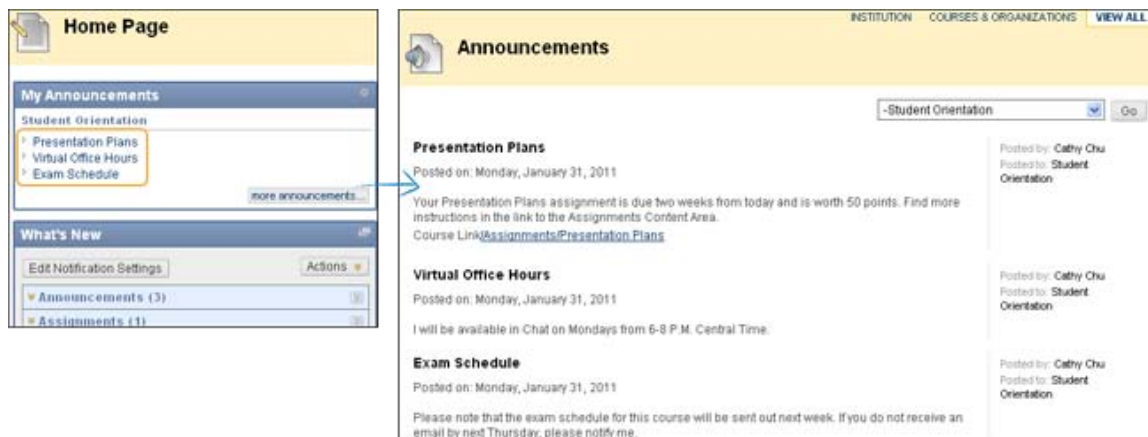
Users and course group members can view important messages from instructors in the **My Announcements** module or through the Announcements tool. As a default module on the homepage, announcements are typically one of the first things you see when accessing your course. When you click an announcement link on

the homepage, you are taken to the main **Announcements** page. Announcements are organized and displayed by:

- Institution
- Courses and Organizations
- All Course announcements

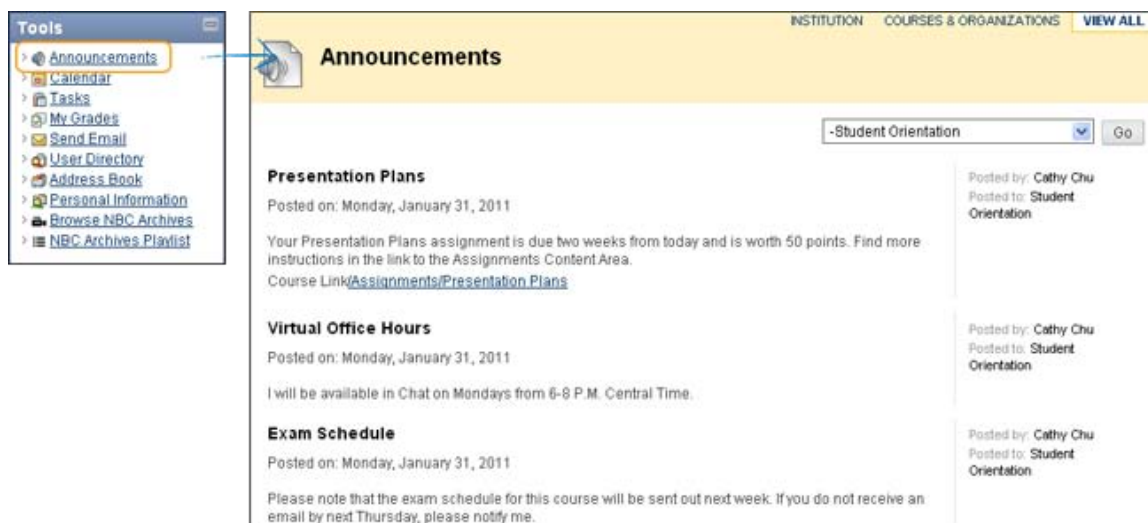
How to View Announcements

1. On the **My Announcements** module in the **Home Page** or in **My Institution** tab, click the Announcements link.



-OR-

On the **Tools** panel, click **Announcements**.



Blogs

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

A blog is your personal online journal. Each blog entry you make can include any combination of text, images, links, multimedia, Mashups, and attachments. Blogs are an effective means of sharing knowledge and materials created and collected by the group in the course. You can post entries and add comments to existing blogs. Use your blog to express your ideas and share them with the class.

As the owner of a blog, you will create multiple entries over a period of time. Your instructor and course members can add comments. A blog can also be owned by a course or a group. In the Group area, all members of a group can create entries for the same blog, building upon one another. Any course member can read and comment on a Group blog, but cannot make entries if they are not a member of the Group. Your instructor can also offer comments and grade individual entries.

The Blog topic page is divided into two main sections. You can view the **Instructions** in the content frame. Click the **X** to collapse the field. In the side panel, you can view information about the blog. You can expand and collapse sections in the side panel using the double arrows.

The screenshot shows a Blackboard blog interface. At the top, there's a header with a globe icon, the title "Observations", and a "Create Blog Entry" button (A). On the right, there's a "View Drafts" button (B). Below the header, there's an "Instructions" section (C) with a close button (X). The main content area shows a blog entry titled "West Coast Fog" (C) posted by Alyssa Dubois on Monday, February 16, 2009. The entry text discusses fog's impact on visibility and waterway activities. Below the text, there's a "Comments: 0" link (D) and a "Comment" button (E). On the right side, there's a side panel with sections: "About this Blog" (F) showing type, author, and entry count; "Blog Grade" (G) showing grade for Alyssa Dubois (25 out of 25.0) and a "Feedback" section; "More Blogs" (H) listing other users; and "Index" (I) showing a date range and a link to the current entry. A legend at the bottom right indicates that a globe icon means "Indicates New Entries" and a speech bubble icon means "Indicates New Comments".

- A Create Blog Entry:** Create a blog entry using the **Create Blog Entry** function. You can create another blog entry for a topic at any time. For example, your instructor may add a comment requesting that you clarify what has been written before a grade is assigned or suggest a topic for another entry.
- B View Drafts:** Access any entries saved as drafts. Click **View Drafts** on the Action Bar.
- C Blog Entry:** Blog entries appear in the content frame following the **Instructions**.
- D Comments:** After posting an entry, you can see if comments were made. Click the link to view comments.
- E Comment:** Add comments by clicking **Comment**.
- F About this Blog:** In the side panel, view the blog information in the **About this Blog** section.

- G Blog Grade:** The **Blog Grade** section appears if a blog is set to be graded. You can see if your blog entries have been graded.
- H More Blogs:** View other blog entries made by other course members in the **More Blogs** section.
- I Index:** View the titles of your selected entries for either the week or the month in the **Index** section, determined by the settings your instructor makes during blog creation. The most recent entry title appears first.

How to Access a Blog

There are three different types of blogs that you can access:

- **Course:** All enrolled users are able to create blog entries. All enrolled users can add comments to blog entries.

If you are removed from the course, you will not have access to any blogs. If you are removed from the course after individual blogs have been created, all your entries and comments will be deleted. If you are removed from a course after course blogs have been created, all your entries and comments will be retained, but the name of the author or commenter will be changed to "Anonymous."

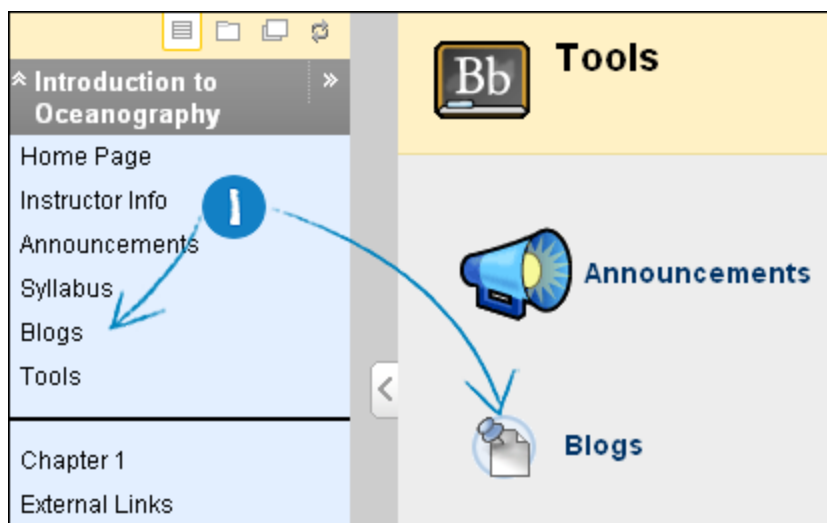
- **Individual:** Only the owner of the blog is able to create blog entries. All other users enrolled in the course are able to view and add comments.
- **Group:** If your instructor enables the **Blogs** tool for the group, all group members can post blog entries and make comments on blog entries. Any course member can view group blogs, but they only have the option to add comments. Course members can only add posts to their Group blog.

Note: Your instructor can edit and delete entries in any of the three blog types and delete any user comments.

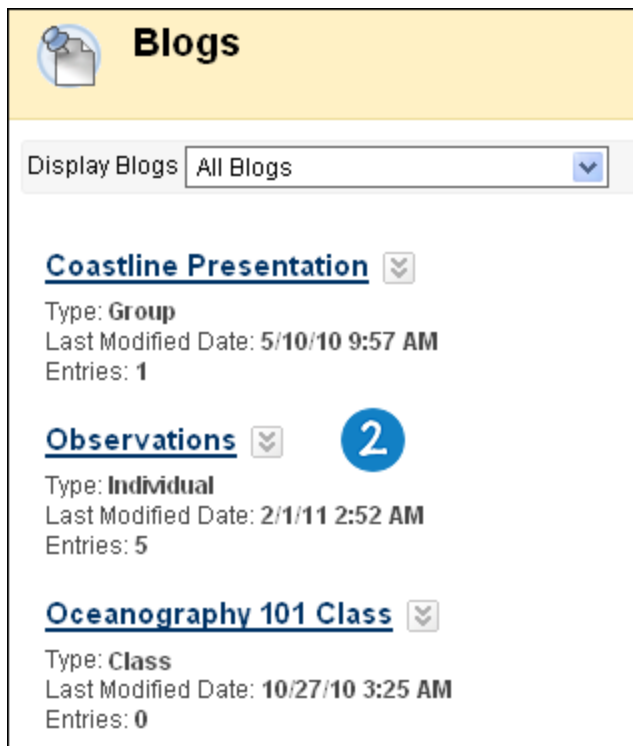
1. On the Course Menu, click **Blogs**.

-OR-

On the Course Menu, click **Tools** and then click **Blogs**.



2. On the **Blogs** listing page, click the name of the blog to open.



Blogs

Display Blogs All Blogs

Coastline Presentation ▾
Type: **Group**
Last Modified Date: 5/10/10 9:57 AM
Entries: 1

Observations ▾ **2**
Type: **Individual**
Last Modified Date: 2/1/11 2:52 AM
Entries: 5

Oceanography 101 Class ▾
Type: **Class**
Last Modified Date: 10/27/10 3:25 AM
Entries: 0

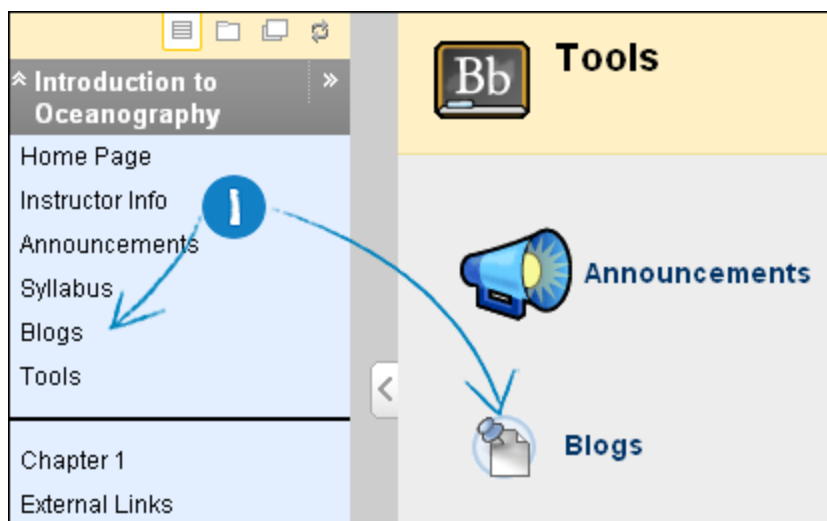
How to Create a Blog Entry

Only your instructor can create a blog, but once created, you can create entries. The blog topics appear in alphabetical order on the Blogs page. On the Blogs page, under each blog title, you can see if the blog belongs to a group, the course, or to individual students. Your instructor can use blog entries to provide structure for discussions on class topics and other issues. If allowed by your school, you can add an avatar which will appear with individual blogs.

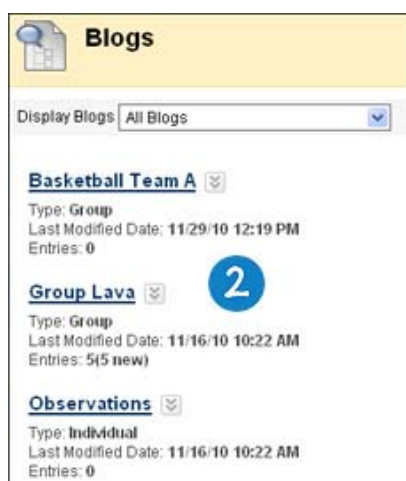
1. On the Course Menu, click **Blogs**.

-OR-

On the Course Menu, click **Tools** and then click **Blogs**.



2. On the **Blogs** list page, click the name of the blog to open.
3. On the **Blog** topic page, click **Create Blog Entry**.



4. On the **Create Blog Entry** page, type an **Entry Title**.
5. Type the text in the **Entry Message** text box.
6. Alternatively, in the **Attach File** field, attach a file using one of the following options:
 - To upload a file from your computer, click **Browse My Computer**.
 - To upload a file from the course's storage repository:
 - If Course Files is the course's storage repository, click **Browse Course**.
 - OR-
 - If your school licenses content management, click **Browse Content Collection**.

Note: Files added by students are private and stored in a secure location. These files are not accessible through the course.

7. Click **Post Entry**.
- OR-

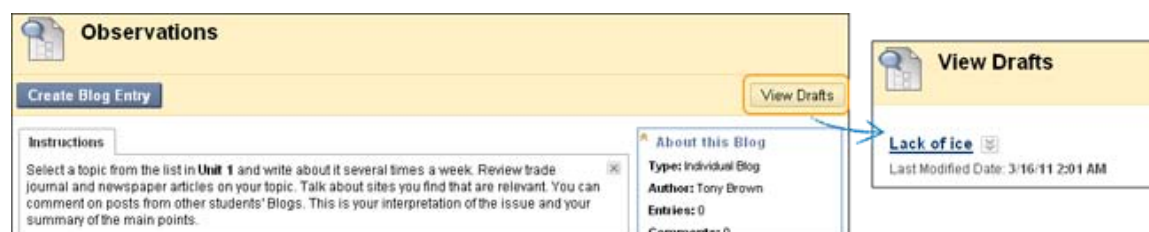
Click **Save Entry as Draft** to save the entry for later posting.

The screenshot shows the 'Create Blog Entry' form with the following elements:

- 4**: A blue circle highlighting the 'Title' field containing the text 'Lack of ice'.
- 5**: A blue circle highlighting the 'Entry Message' text area containing the text: 'It seems unthinkable, but for the first time in human history, ice is on course to disappear entirely from the North Pole. It will be possible to reach the Pole sailing in a boat through open water. That is pretty dramatic. And it makes me worry. This is definitely an example of global warming. There is supposed to be ice at the North Pole, not open water.'
- 6**: A blue circle highlighting the 'Blog Entry Files' section, which includes 'Attach File' buttons for 'Browse My Computer' and 'Browse Content Collection'.
- 7**: A blue circle highlighting the 'Submit' section, which includes 'Cancel', 'Save Entry as Draft', and 'Post Entry' buttons.

Viewing Blog Drafts

You can save blog entries for later posting by clicking **Save Entry as Draft**. You can view these drafts by clicking **View Drafts** on the main blog page, then click the name of the blog entry.



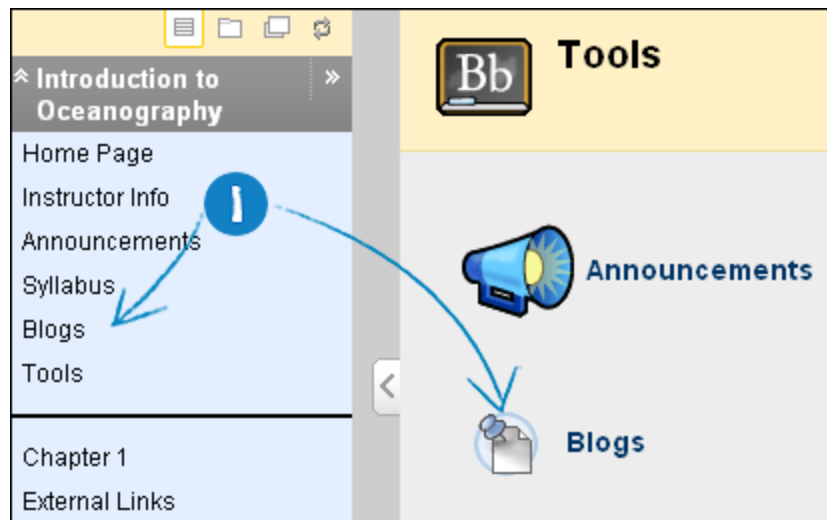
How to Comment on a Blog Entry

You can comment on one another's blog entries, whether they belong to an individual, the course, or a group. Your instructor determines if comments can be made anonymously and if you have the permission to delete blog comments.

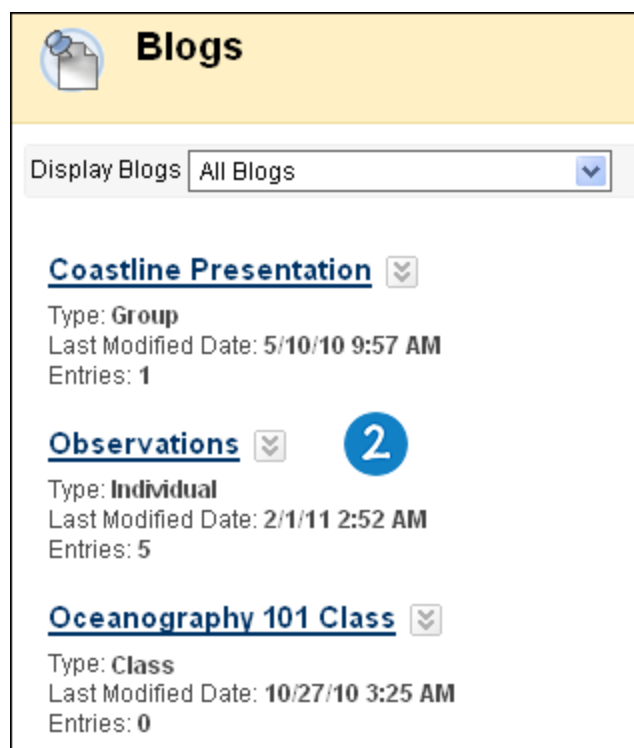
1. On the Course Menu, click **Blogs**.

-OR-

On the Course Menu, click **Tools** and then click **Blogs**.



2. On the **Blogs** page, click the name of the blog to open.



3. On the **Blog** topic page, select a blog to view by selecting the user's name in the side panel under **More Blogs**. The user's blog entries open in the content frame.
4. Click **Comment** for the appropriate post.
5. Type a comment in the **Comment** field.
6. Click **Add**.

Observations

Instructions

Monday, February 16, 2009

West Coast Fog
Posted by Alyssa Dubois at Monday, February 16, 2009 10:39:44 AM EST

Visibility in coastal regions has a significant impact on government, commercial, and private sector activities. The primary phenomenon significantly affecting visibility along the western United States coastal regions is fog. Fog is a natural hazard to boating, commercial shipping, and other waterway activities.

The West Coast of the United States has been identified as one of the major fog producing regions of the world. Present accuracy in predicting marine coastal fog and low stratus clouds is limited. Although most weather forecasting has improved with recent advances in atmospheric circulation models and satellite observations, there is relatively little operational guidance for the prediction of marine and coastal fog.

Source: <http://repositories.cdlib.org/sio/reference/95-2/>

Comments: 0

Comment

Comment

★ Comment

Alyssa, good observations. Fog really affects parts of our country. Can you also include links for pictures, to easily visualize the effects of fog.

Comment on Entry as Anonymous

Indicates New Entries
Indicates New Comments

About this Blog
Type: Individual Blog
Author: Alyssa Dubois
Entries: 1
Comments: 0

More Blogs
Alyssa Dubois (1) 3
Bruce Lopez (2)
Dwight Paul (0)
Monica Gonzales (1)

Index
Feb 15, 2009 - Feb 21, 2009 (1)
[West Coast Fog](#)

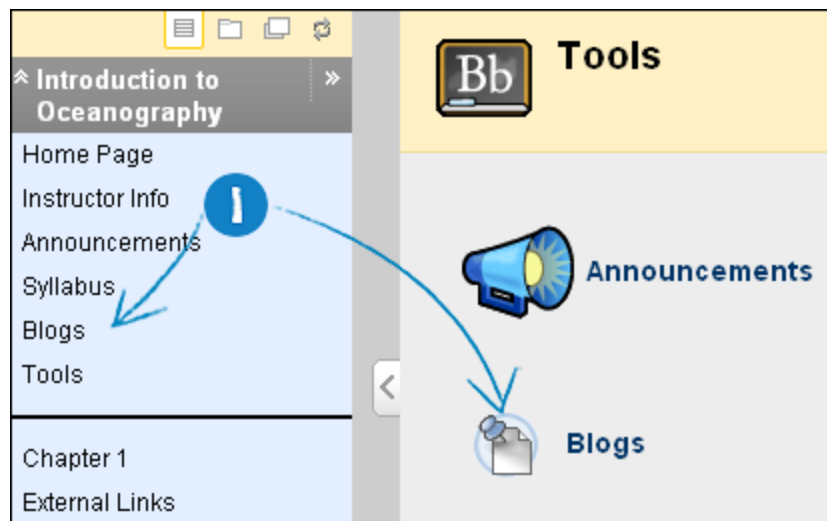
How to Edit a Blog Entry

Your instructor will determine if you are allowed to edit your blog entries. If you edit gradable blog entries, the original graded entry will be lost. If you edit an entry be sure to mark it as **New** so others will know you changed the post and read the new content.

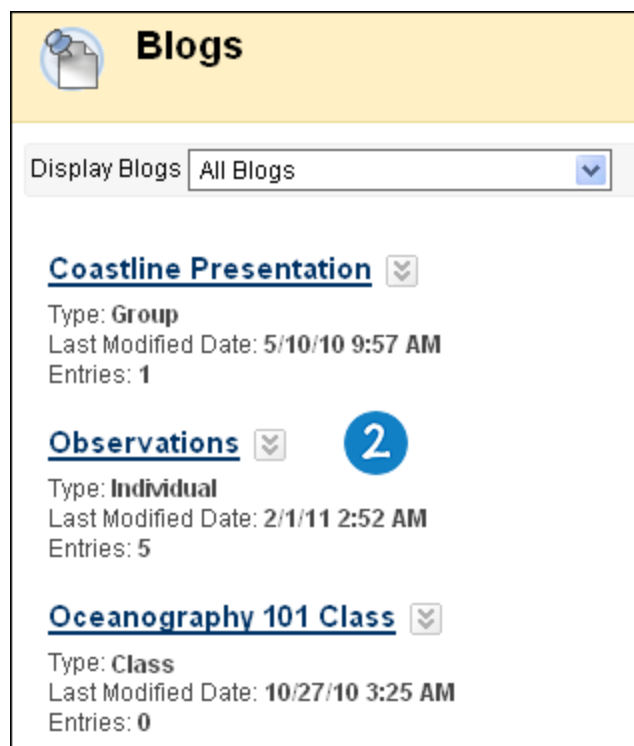
1. On the Course Menu, click **Blogs**.

-OR-

On the Course Menu, click **Tools** and then click **Blogs**.



2. On the **Blogs** page, click the name of the blog to open.



3. On the **Blog** topic page, select **Edit** from the contextual menu for the blog entry.

Observations

Create Blog Entry

Instructions

Thursday, February 3, 2011

Lack of ice [dropdown]

Posted by Dwight [dropdown] 3:22:43 AM EST

> Edit **3**

> Mark as New

> Delete

It seems unthinkable, but for the first time in human history, ice is on course to disappear entirely from the North Pole. It will be possible to reach the Pole sailing in a boat through open water. That is pretty dramatic. And it makes me worry. This is definitely an example of global warming. There is supposed to be ice at the North Pole, not open water.

4. On the **Edit Blog Entry** page, make the necessary changes.
5. Click **Post Entry**.

Edit Blog Entry

* Indicates a required field.

Cancel Post Entry

1. Blog Entry Information

* Title

Entry Message Text Editor is: ON

Normal 3 Arial B I U abc x₂ x³ [icons]

It seems unthinkable, but for the first time in human history, ice is on course to disappear entirely from the North Pole. It will be possible to reach the Pole sailing in a boat through open water. That is pretty dramatic. And it makes me worry. This is definitely an example of global warming. There is supposed to be ice at the North Pole, not open water. **4**

Path: [body](#)

2. Blog Entry Files

Attach File

3. Submit **5**

Cancel Post Entry

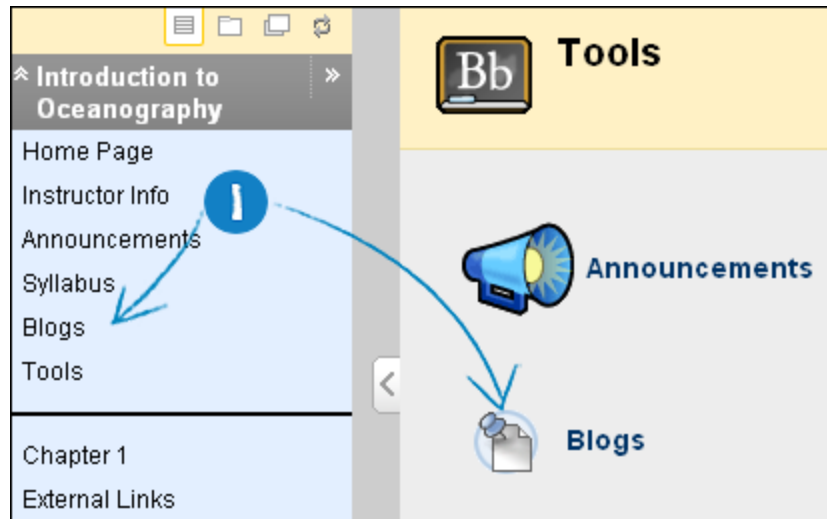
How to Delete a Blog Entry

Your instructor will determine if you are allowed to delete your blog entries. If you delete gradable blog entries, the original graded entry will be lost.

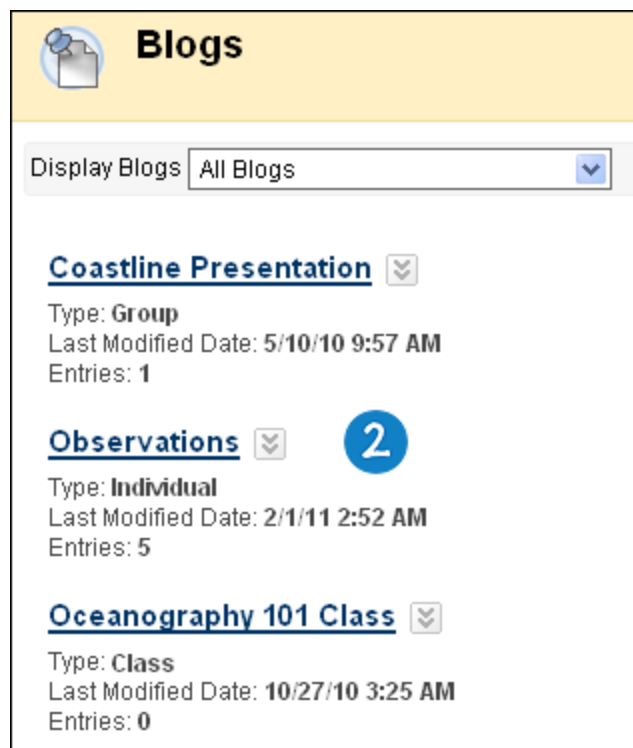
1. On the Course Menu, click **Blogs**.

-OR-

On the Course Menu, click **Tools** and then click **Blogs**.



2. On the **Blogs** page, click the name of the blog to open.



- On the **Blog** topic page, select **Delete** from the contextual menu for the blog entry. This action is final and cannot be undone.

The screenshot shows the 'Observations' blog page. At the top, there is a 'Create Blog Entry' button. Below it is an 'Instructions' button. The date 'Thursday, February 3, 2011' is displayed. A blog entry titled 'Lack of ice' is shown, posted by Dwight Paul at 3:22:43 AM EST. The entry text reads: 'It seems unthinkable, but for the first time in human history, ice is on course to disappear entirely from the North Pole. It will be possible to reach the Pole sailing in a boat through open water. That is pretty dramatic. And it makes me worry. This is definitely an example of global warming. There is supposed to be ice at the North Pole, not open water.' A contextual menu is open over the entry, showing options: '> Edit', '> Mark as New', and '> Delete'. The 'Delete' option is highlighted with a blue circle containing the number 3.

Viewing Blog Grades

When your blog entries have been graded, you can view your grade in two places. The grading information appears under the **Blog Grade** section on the **Blog** topic page and in the **My Grades** tool. Any feedback and the date the grade was assigned also appear in these areas.

The screenshot shows the 'Observations' blog page. At the top, there is a 'Create Blog Entry' button and a 'View Drafts' button. Below it is an 'Instructions' button. The date 'Thursday, February 3, 2011' is displayed. A blog entry titled 'Lack of ice' is shown, posted by Dwight Paul at Thursday, February 3, 2011 3:22:43 AM EST. The entry text reads: 'It seems unthinkable, but for the first time in human history, ice is on course to disappear entirely from the North Pole. It will be possible to reach the Pole sailing in a boat through open water. That is pretty dramatic. And it makes me worry. This is definitely an example of global warming. There is supposed to be ice at the North Pole, not open water.' Below the entry, there is a 'Comments: 0' link and a 'Comment' button. On the right side, there is a sidebar with 'About this Blog' and 'Blog Grade' sections. The 'Blog Grade' section shows: 'Grade for: Dwight Paul', 'Grade: 20 out of 25.0', 'Grade Date: 2/4/11 1:50 AM', and 'Feedback: Good research and observation.'

Troubleshooting Blog Management

- If your instructor deleted the blog while you are posting, the blog and all comments are deleted.

- If a blog is made unavailable while you are posting, the blog remains visible to your instructor in **Edit** view but is not displayed to you.
- If the **Allow Users to Edit and Delete Entries** setting is changed, entries remain but you cannot edit them.
- If the **Allow Users to Delete Comments** setting is changed, comments remain but you cannot edit them.

Related Tutorials  [Creating a Blog Entry](#) (Flash movie | 2m 35s | 8,225 KB)

Calendar

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

The **Calendar** tool allows you to view events by day, week, month, or year. You can view and organize upcoming and past events into categories.

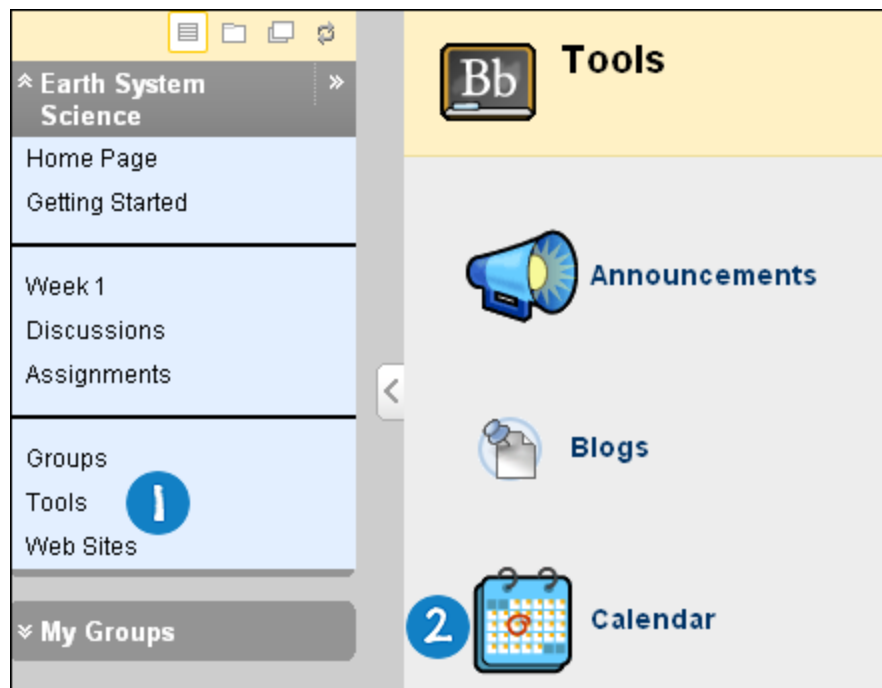
You will see different options in the calendar depending on where you access it. When you access the calendar outside of a course, you can view all items on your calendar and have the options to add and modify personal events. When you access the calendar through a course only those calendar items that relate to your course appear.

Course Calendar events appear to all members of the course. Common entries include upcoming tests, due dates for assignments, or special lectures. If you access the calendar while in your course, you will only see the entries you have added. If you access the calendar from the **Tools** panel in the **My Institution** tab, it includes the following:

- Your personal entries
- Entries for all courses in which you are enrolled
- Entries for any organizations in which you are enrolled
- Institution-wide events

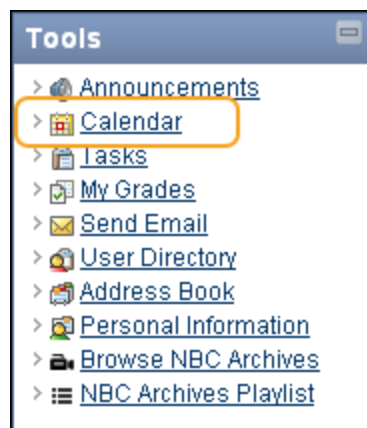
How to Open the Calendar

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Calendar**.



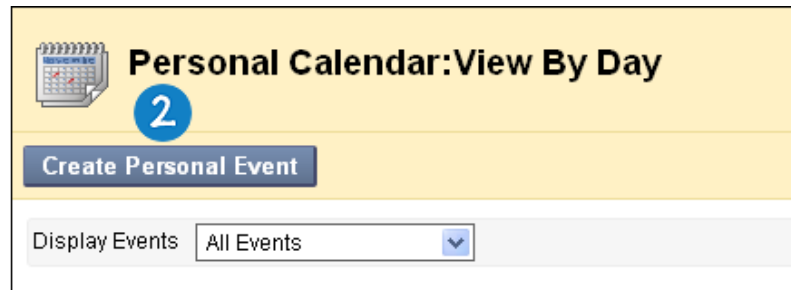
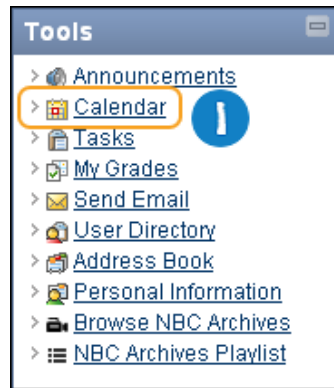
-OR-

On the **Tools** panel, select **Calendar**.



How to Create a Personal Event

1. On the **Tools** panel, click **Calendar**.
2. On the **Personal Calendar** page, click **Create Personal Event**.



3. On the **Create Personal Event** page, type the **Event Name**.
4. Type a **Description**.
5. Use the **Date** and **Time** fields to select an **Event Time** or use the **Date Selection Calendar** to select the date, and **Time Selection Menu** to select the time.
6. Click **Submit**.

 A screenshot of the 'Create Personal Event' form. The form is divided into three sections:

- 1. Event Information**: Contains an 'Event Name' field with the value 'Foundation Day' (annotated with a blue circle '3') and an 'Event Description' text editor containing the text 'Celebrating the school's 25th year.' (annotated with a blue circle '4').
- 2. Event Time**: Contains an 'Event Date' field with the value '02/14/2011' (annotated with a blue circle '5'), and 'Event Start Time' (08:00 AM) and 'Event End Time' (05:00 PM) fields.
- 3. Submit**: Contains 'Cancel' and 'Submit' buttons (annotated with a blue circle '6').

 A legend at the top left indicates that an asterisk (*) indicates a required field.

How to Delete and Edit a Personal Event

1. On the **Tools** panel, click **Calendar**.
2. To delete a personal event, on the **Personal Calendar** page, navigate to the date of the event to delete. Select **Delete** from the contextual menu for the event.

The screenshot illustrates the process of deleting a personal event. On the left, the **Tools** panel is shown with the **Calendar** option highlighted and circled in orange, with a blue circle containing the number '1' next to it. The main area displays the **Personal Calendar: View By Day** for Friday, April 8, 2011. A 'Create Personal Event' button is at the top. Below it, a 'Display Events' dropdown is set to 'All Events'. The calendar grid shows a time slot from 7:30 AM to 9:00 AM with an event titled 'Book Fair'. A contextual menu is open over this event, showing options: '> Open event', '> Edit', and '> Delete'. The 'Delete' option is circled in blue with a blue circle containing the number '2' next to it.

-OR-

To edit a personal event, on the **Personal Calendar** page, navigate to the date of the event to edit. Select **Edit** from the contextual menu for the event.

Personal Calendar: View By Day

Create Personal Event

Display Events: All Events

< Friday, April 8, 2011 >

6:00	
6:30	
7:00	
7:30	7:30 AM - 9:00 AM Book Fair (Personal Event)
8:00	
8:30	
9:00	

Context Menu:

- > Open event
- > Edit **2**
- > Delete

How to View a Specific Date

Students can view the calendar by day, week, month, year, or by specific date. If viewed by month, only the first few characters of the event title appear on the Calendar. Click the link for details.

1. On the **Tools** panel, click **Calendar**.
2. On the **Personal Calendar** page, click **Jump To**.

Tools

- > Announcements
- > **Calendar** **1**
- > Tasks
- > My Grades
- > Send Email
- > User Directory
- > Address Book
- > Personal Information
- > Browse NBC Archives
- > NBC Archives Playlist

Personal Calendar: View By Day

Create Personal Event

Display Events: All Events

< Thursday, January 27, 2011 >

Jump to **2**

3. On the **Calendar Quick Jump** pop-up window, type a date in the **Select a Date** field (using the mm/dd/yyyy format) or use the **Date Selection Calendar** to select a date.
4. Select the **Month**, **Week**, or **Day** options to **Select the type of view**.

- Click **Submit**.

Collaboration Tools

About Collaboration Tools

The Collaboration tools allow you to participate in real-time lessons and discussions. Examples of these sessions include real-time lessons, online discussions, TA sessions, and live question and answer forums. Archives of previous sessions are also available for review. Guest speakers can lead sessions using the Collaboration tools. You can search for and join Collaboration sessions and view session archives.

Course groups can also use the Collaboration tools for private sessions open only to course group members.

The following Collaboration tools are available.

- [Virtual Classroom](#): Virtual Classroom is a shared online environment where you can participate in a real-time discussion with other users, access the web, and engage in question and answer sessions. You may also access the whiteboard to display text and images.
- [Chat](#): Chat is an exchange of text messages online, and part of the Virtual Classroom. Access the Chat separately from the Virtual Classroom. Chat allows you to open just the chat function.

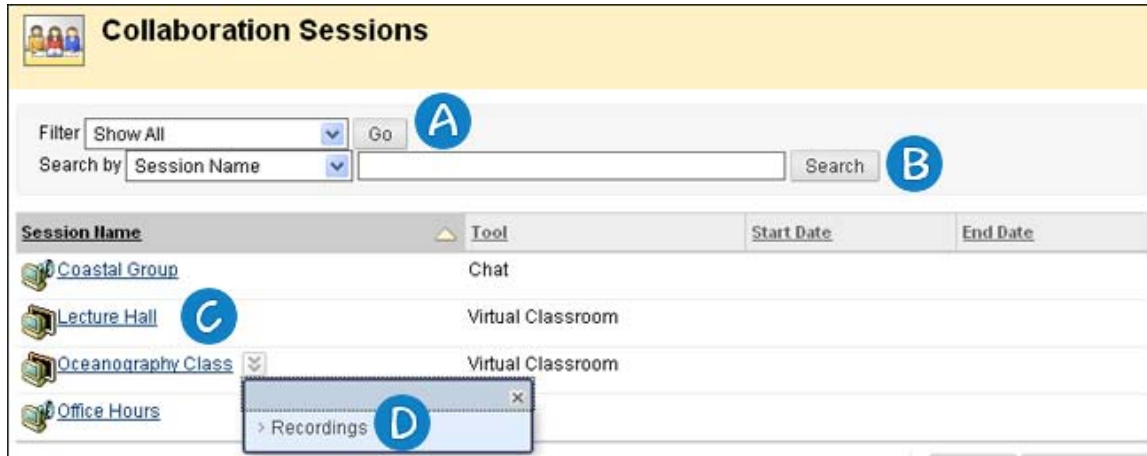
Note: An accessible version of the Virtual Classroom tool is available. A link to this version appears when you join a session on the **Collaboration Sessions** page.

Before You Begin

- The Java 2 RunTime Environment is required to use the Collaboration tools. The plug-in may be downloaded from the page that appears when you join a Collaboration session. You must enable pop-ups to successfully run a Collaboration tool.
- For those users that want to use Safari, you must disable the Pop-Up Window Blocking.

Accessing the Collaboration Sessions Area

On the Course Menu, select **Tools**. On the **Tools** page, select **Collaboration**.



A Filter: You can filter the sessions listed on the page. Click the arrow next to the drop-down list and select the type of session to display and click **Go**:

- **Show All:** The default filter that displays all of the Collaboration sessions.
- **Available Sessions:** Displays all of the sessions that are in use.
- **Session with Recordings:** Displays completed sessions that have an archive.
- **Future Sessions:** Displays sessions that are scheduled to take place in the future.

B Search: You can search for a specific session by clicking the **Session Name**, **Start Date**, or **End Date** option and then type a value in the field. Click **Search**.

C Join: You can enter a session by clicking the **Session Name**.

D Recordings: You can access the recordings for a session. Select **Recordings** from the contextual menu for the session.

User Roles

By default, participants are Active Users when they enter a collaboration session. At any time, your instructor can change your role to Passive. Passive Users can view the exchange, but can contribute only if they raise their hands and are granted permission by the Moderator.

Your instructor might change your role to Passive if you are dominating the conversation or responding inappropriately.

The following three roles are available in a collaboration session:

- **The Moderator** is represented by a globe icon. The Moderator is typically the instructor. The Moderator can modify participant roles, grant passive users permission to participate, expel users, and record and end the session.
- **An Active User** is represented by a full color icon. By default, Active Users can send messages as often as they like during a chat session.
- **A Passive User** is represented by a gray toned icon. Passive Users can observe the chat exchange, but must raise their hands to request permission to send messages. If more than one student raises their hands, numbers are assigned to the icons to represent the order they raised their hands.

Virtual Classroom

About Virtual Classroom

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

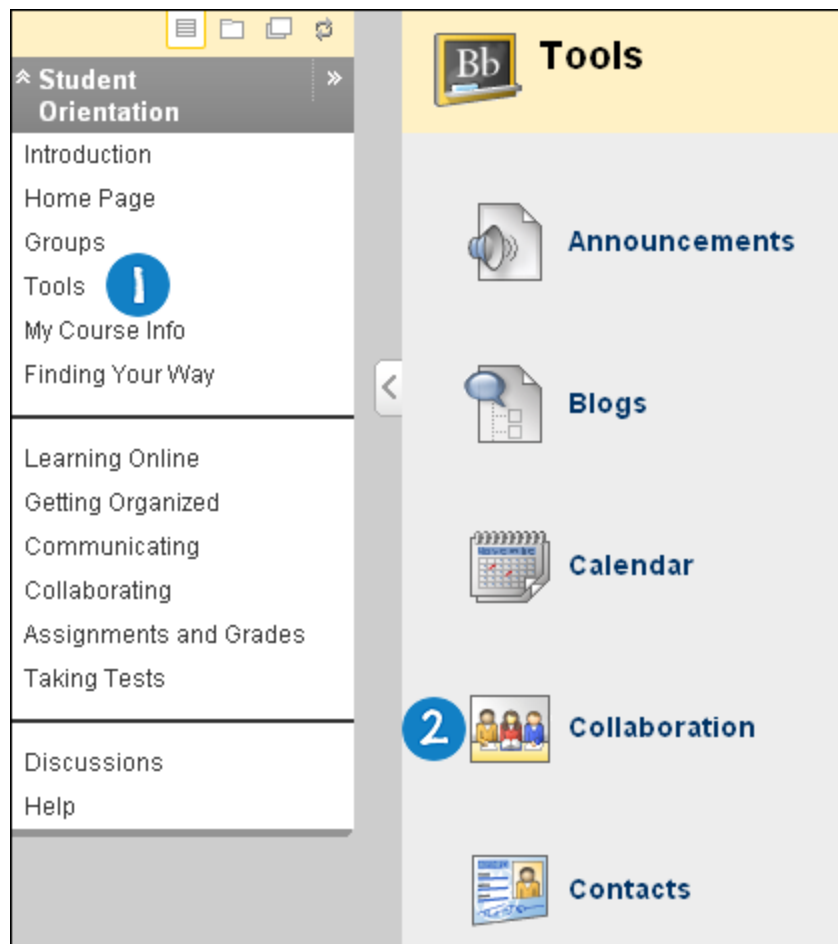
You can ask questions, draw on the whiteboard, and participate in breakout sessions from the Virtual Classroom.

Note: Before joining a Virtual Classroom session, follow the checklist below to make sure that your computer is set up properly.

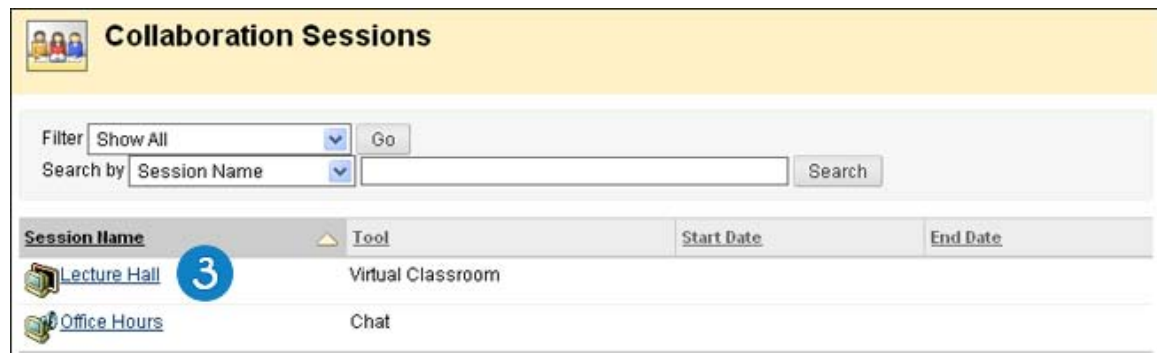
- Be sure to turn off any pop-up blockers that may be enabled on your Internet browser. Don't forget to disable any additional pop-up blockers that may be enabled in your browser toolbar, for example, Yahoo or Google toolbars.
- Make sure that you have the required Sun Java plug-in.
- Try joining the Virtual Classroom session well in advance of the scheduled session to ensure that the tool loads properly.

How to Open the Virtual Classroom

1. On the Course Menu, select **Tools**.
2. On the **Tools** page, click **Collaboration**.

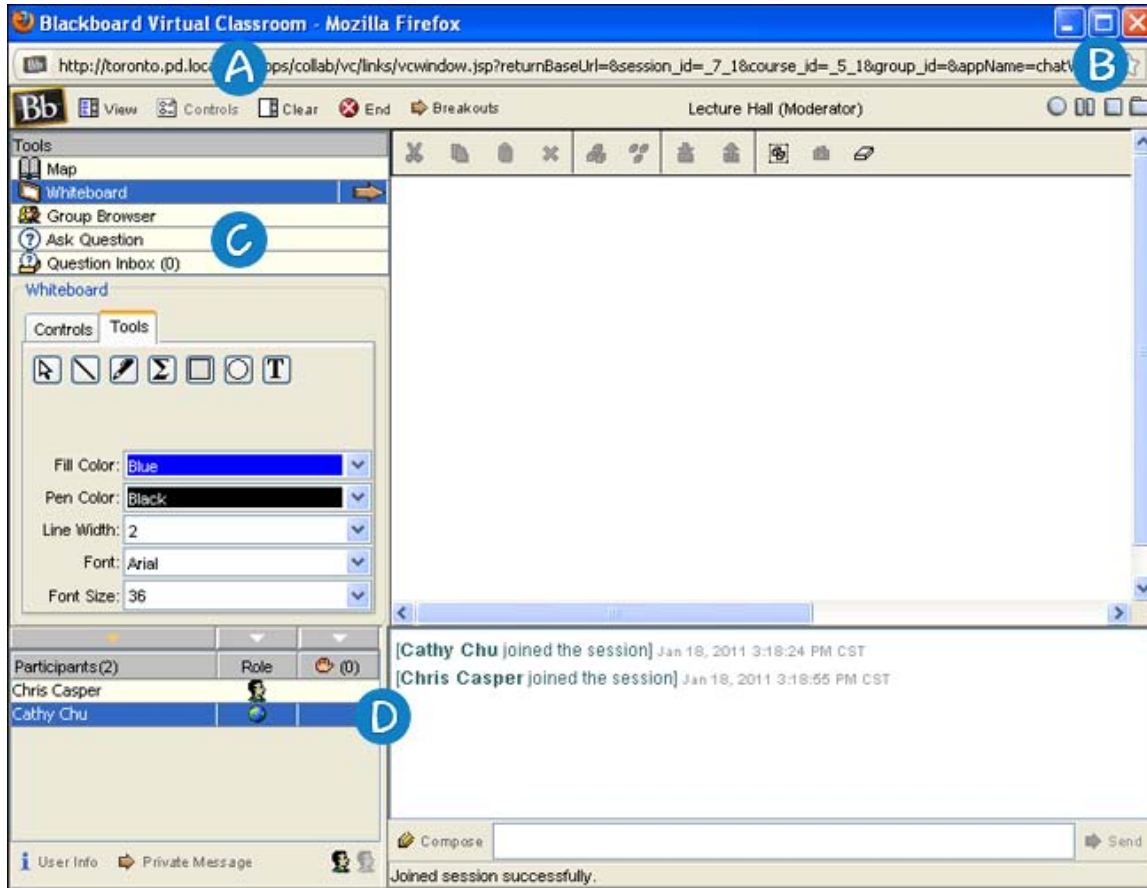


3. On the **Collaboration Sessions** page, click the **Session Name** next to a Virtual Classroom session.



Virtual Classroom Areas

When you launch the Virtual Classroom, it appears in a new window.



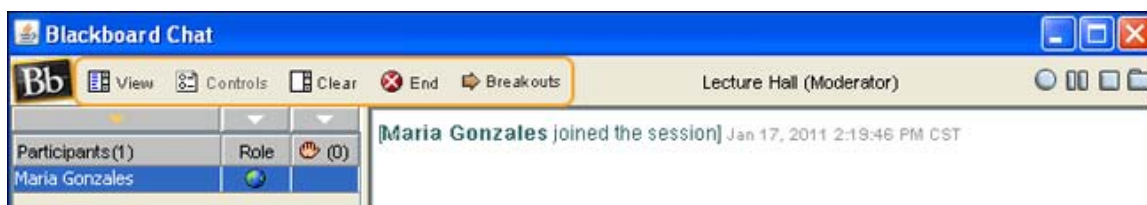
- A Menu Bar:** Allows your instructor to control the Virtual Classroom. This includes managing participation, selecting user access rights, ending the sessions, and monitoring breakout sessions.
- B Recording Tool:** Allows you to record Virtual Classroom sessions.
- C Tools:** Includes all the tools used during the Virtual Classroom session. This includes accessing the Course Map, utilizing the Whiteboard, searching for websites, and asking and answering questions.
- D Chat:** Allows you to compose messages, raise hand to ask questions, and activate private messages.

Virtual Classroom Menu Bar and Record Menu

Group Collaboration Sessions have additional Session Manager features including a Menu Bar and a Record Menu.

Menu Bar

Only users with active privileges can access the options on the menu bar.







- **View:** Choose an option for viewing personal messages in the Virtual Classroom. Select **Show in-line** to view private messages within the chat area. Select **Show in separate frame** to view private messages in a separate window.
- **Controls:** Allows the session moderator to select the features each user may access.
- **Clear:** Erase the user's chat display.
- **End:** Ends the Collaboration session.
- **Breakouts:** Create a breakout room for a group of users.
 - Select the check boxes for the users who will participate in the breakout session. You may only join a breakout session if you are selected by the session's creator.
 - Users who enter a breakout session are still active in the main Virtual Classroom session. If a breakout session is closed users are still active in the main session. Breakout sessions default to the same settings as the main session.

Record Menu

You can record and save the sessions created in groups. Recordings can be started, paused, and stopped during the session. A session can have more than one archive.



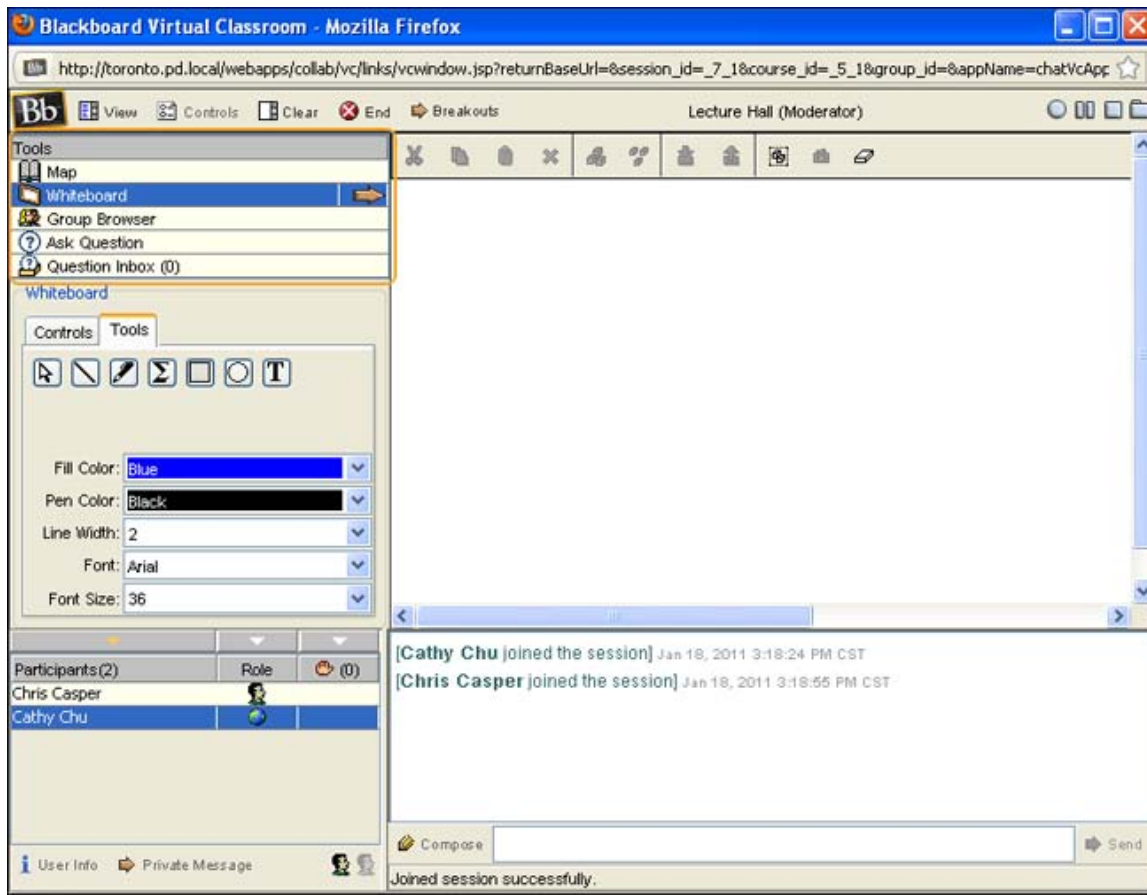
The following table details the functions available with Record menu.

Function	Action
	Click Begin recording to create the transcript. Information is recorded as participants exchange messages. More than one recording can be created per session. Note: Clicking the Begin recording function again when recording is already in progress will stop the recording.
	Click Pauses Recording to temporarily stop the recording. The chat display panel and the transcript will indicate the recording has been paused. Click it again to resume recording.
	Click Stops Recording to end the recording. Once a chat session has been stopped, it is not possible to add to the recording. Tip: If you end a recording in error, simply click the Begin recording function to start another transcript. Title the next recording "Part Two" or "Continued."
	Click Bookmark to add comments to the recording. For instance, make a note that you are about to introduce a new topic. When adding bookmark comments, remember students can view recordings. Bookmarks will appear in a different color than the chat text.

Virtual Classroom Tools

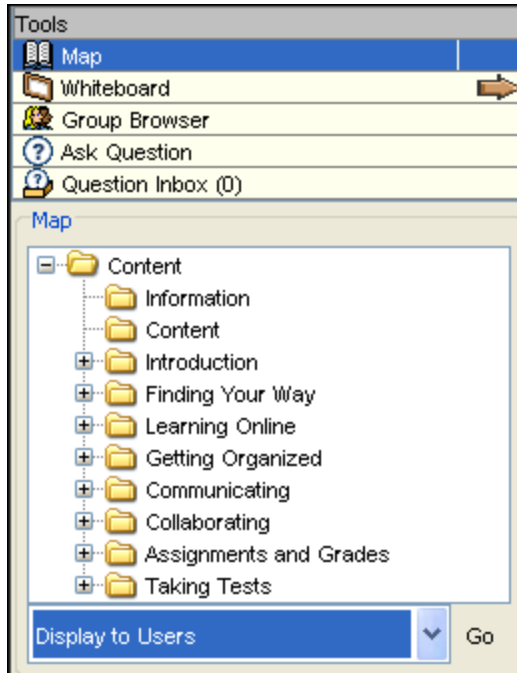
If granted access to these tools by your instructor, you can view the Course Map, use the Whiteboard, access websites, and ask questions.

Classroom tools appear on the left side of the Virtual Classroom. To begin using items in the **Tools** area, click the name of the tool.



Virtual Classroom Course Map

The Course Map enables you to browse the course while in a Virtual Classroom. You must have active privileges to use the Course Map in a Virtual Classroom.

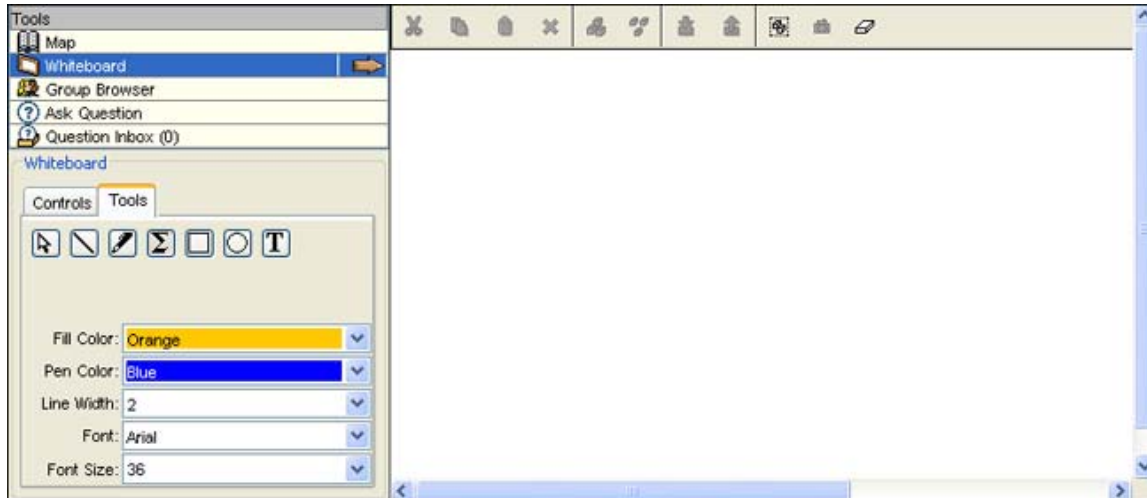


The following table details the available functions in the Course Map.








Function	Action
Display an element on the map to all users	Click the Content Area in the Map and select Display To Users in the drop-down list. Click Go .
Display an element on the map in a separate window	Click the Content Area in the Map and select Preview in New Window in the drop-down list. Click Go . The new window is only visible to the user who opens it.
Refresh the map during a Collaboration session	Select Refresh Tree in the drop-down list. Click Go . This edits the map to match the Course Menu.

Virtual Classroom Whiteboard

The Virtual Classroom **Whiteboard** enables you to present different types of information as you would on a whiteboard in a classroom. Using the tools in the Whiteboard tools palette, you can draw images, type text, and present equations. Your instructor determines whether these functions are available.



The following table details the tools available for use on the **Whiteboard**.

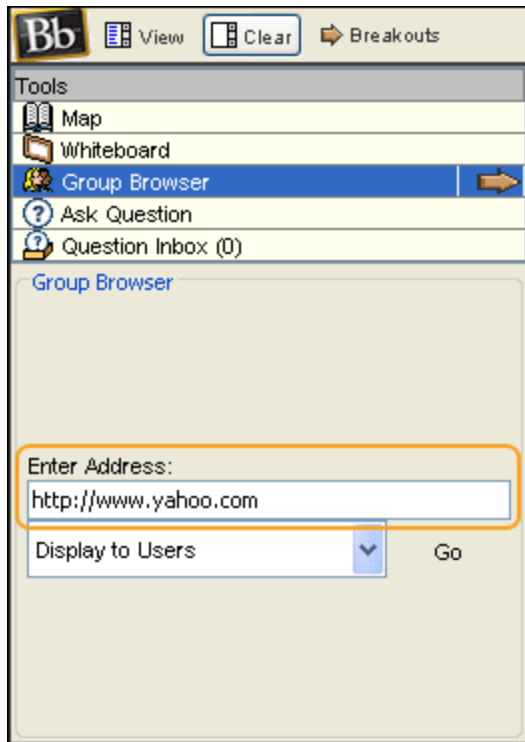
Function	Description	Action
	Select an item	Click the Arrow tool and then click on an item for selection. You can perform the following options on selected items: <ul style="list-style-type: none"> Enlarge: Click one of the small black boxes that surround the item and drag it to the desired size. Move: Click the item and move it to the appropriate location. Cut: Click the Whiteboard item and then click the Cut icon. Copy: Click the Whiteboard item and then click the Copy icon. Paste: Click the Whiteboard item and then click the Paste icon. Delete: Click the Whiteboard item, click the selected object, and then click the Delete icon. Group items: Click the Whiteboard items and then click the Group icon. Ungroup: Click a Whiteboard item in a group and then click the Ungroup icon. Bring front: Click the Whiteboard item, click the selected object, and then click the Bring to front icon. Bring back: Click the Whiteboard item, click the selected object, and then click the Send to back icon. Select all figures on the Whiteboard and then click the Selects all Figures icon.
	Draw free hand	Click the Pen tool. Choose the color of the pen in the Fill Color drop-down list.
	Type text using the keyboard	Click the text tool (T) and then click the Whiteboard area. A Whiteboard Text Input box appears. Type the text in the box and click Insert . Use the options in the Tools palette to select color, font, and size.
	Draw a straight line	Click the Slanted Line tool.
	Draw a square	Click the Square tool. Choose the color of the square from the Fill Color drop-down list.
	Draw a circle	Click the Oval tool. Choose the color of the circle from the Fill Color drop-down list.
	Input an equation	Click The Math and Science Equation Editor icon (?). The Equation Editor appears. Input the equation and click Insert Equation .

Virtual Classroom Group Browser

The Group Browser enables you to collaboratively browse the web. This tool opens a URL that is viewable by all users. URLs used in the session are recorded in the archive if one is created. The Blackboard administrator determines whether this function is made available to users.

How to Open a Website

Type the URL in the **Enter Address** field. Click **Go**.



How to Choose Where to Display the Website

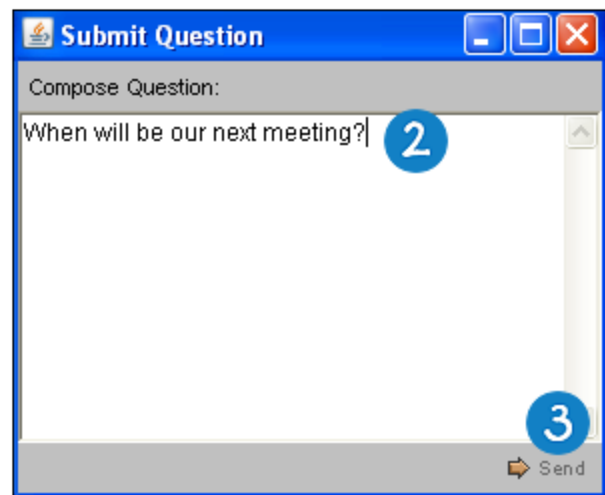
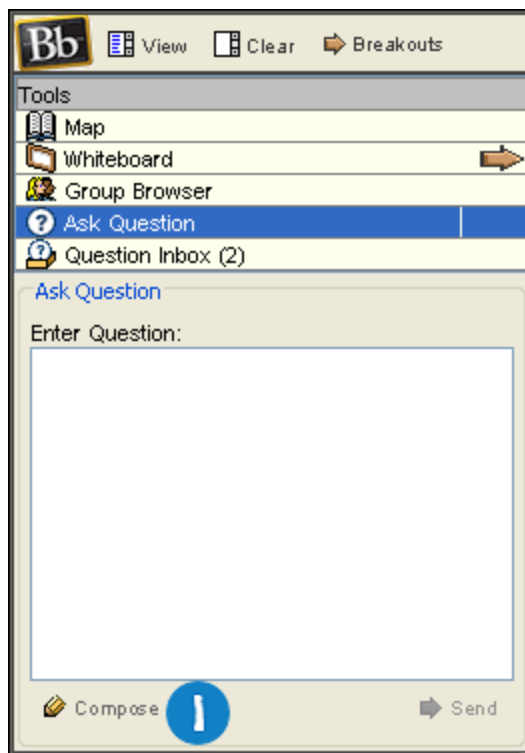
Click **Display To Users** to display the website in the Whiteboard, or click **Preview in New Window** to open the website in a new browser window. The preview window is only displayed to the user that opened it.



How to Ask a Question in the Virtual Classroom

If allowed by your instructor, you can ask questions during the session. As you submit questions during the session, your instructor can view and respond to them.

1. On the **Ask Question** area, click **Compose**.
2. On the **Submit Question** pop-up window, type the question in the text box.
3. Click **Send**.

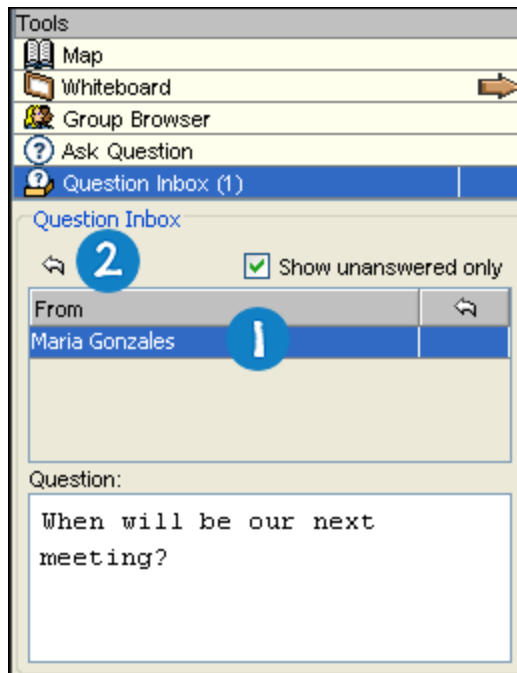


Virtual Classroom Question Inbox

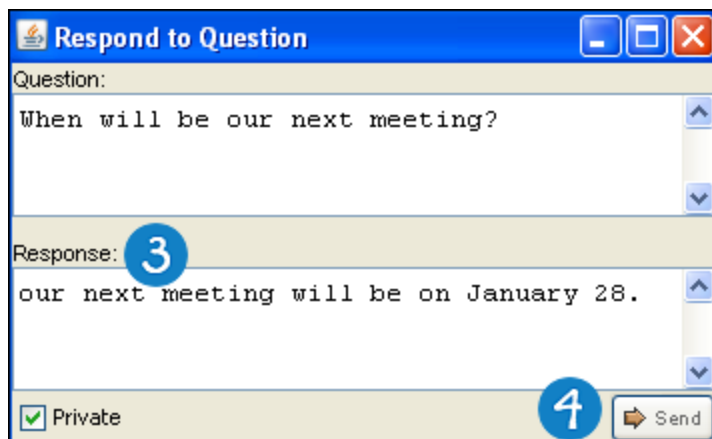
Questions from users are sent to the **Question Inbox** during the Virtual Classroom session. The **Question Inbox** is used to manage and respond to questions during a Collaboration session.

How to Respond to a Question

1. In the **From** list, click the username.
2. Click the **Respond to Question** icon.

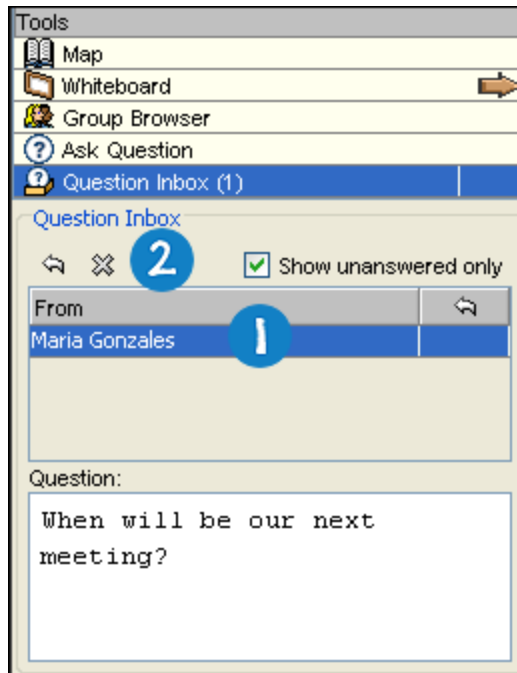


3. On the **Respond to Question** pop-up window, type your message in the **Response** text box.
4. Click **Send**.



How to Delete a Question

1. In the **From** list, click the username.
2. Click the **Delete** icon.



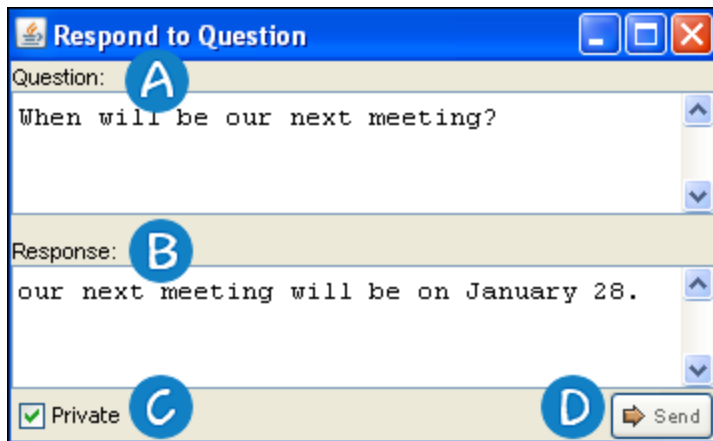
How to View Unanswered Questions

Select the check box next to **Show unanswered only**.



Respond to Question Fields

When you click the **Respond to Question** icon, the **Respond to Question** window appears.



- A Question:** Display the question that was submitted.
- B Response:** Use to provide the response to the question.
- C Private:** Select this check box to make the response to the question private. If marked private, the response is only sent to the person who submitted the message.
- D Send:** Send the response to the person who submitted the message.

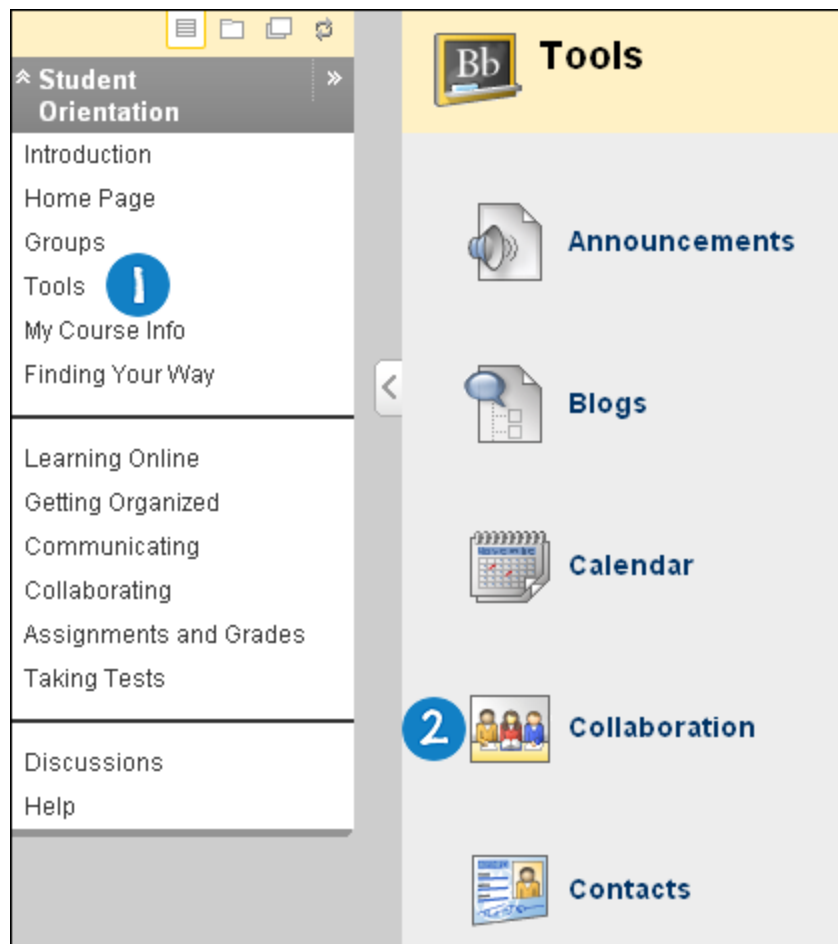
Chat

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

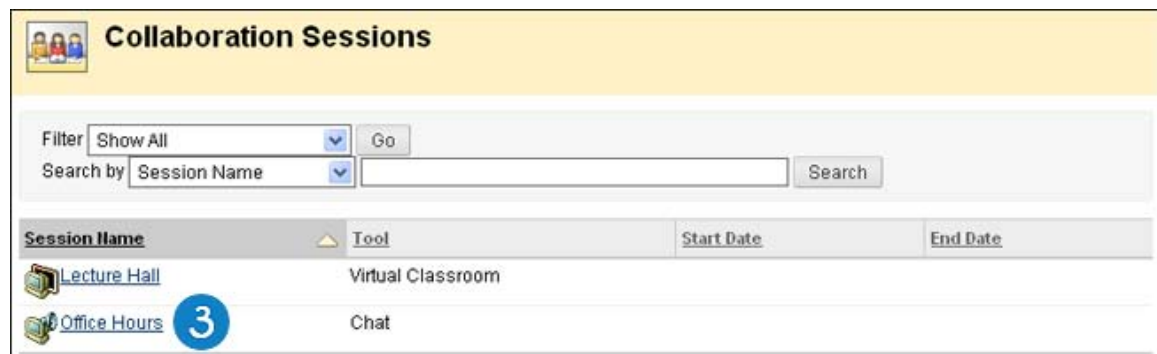
The Chat tool allows you to interact with other users using a text-based chat. Chat is part of the Virtual Classroom. It can also be accessed separately. Some of the functions in the Chat are limited to those users with an active role.

How to Join Chat

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Collaboration**.

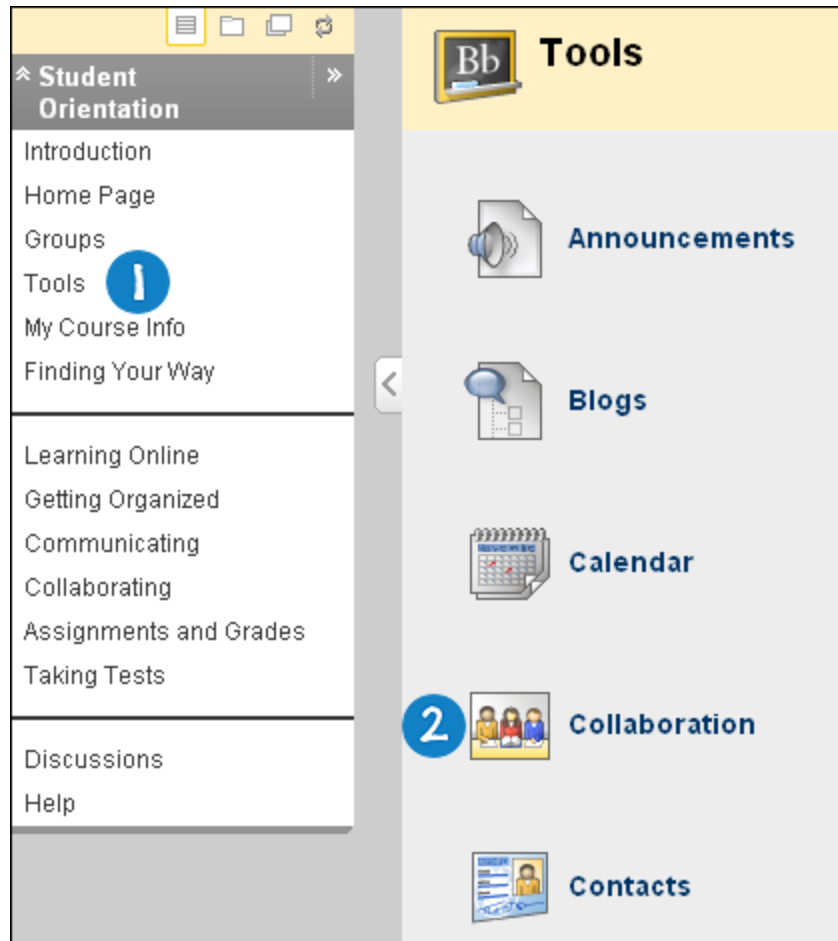


3. On the **Collaboration Sessions** page, click the **Session Name** next to a Chat session.

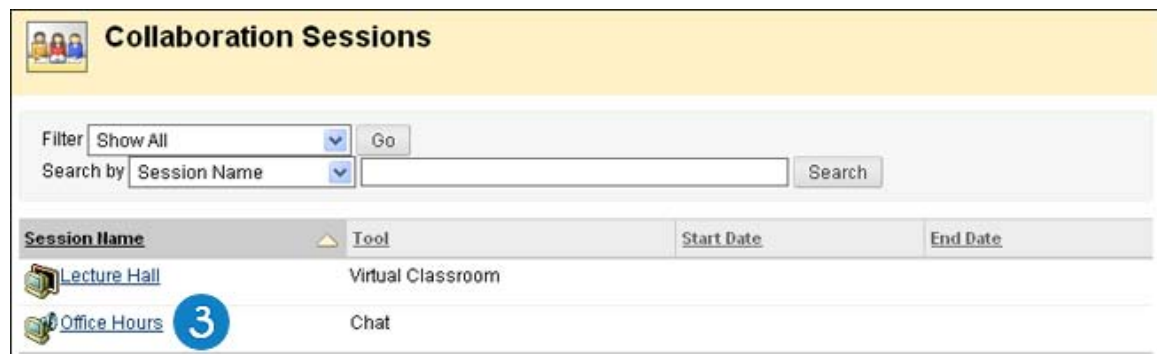


How to Send a Chat Message

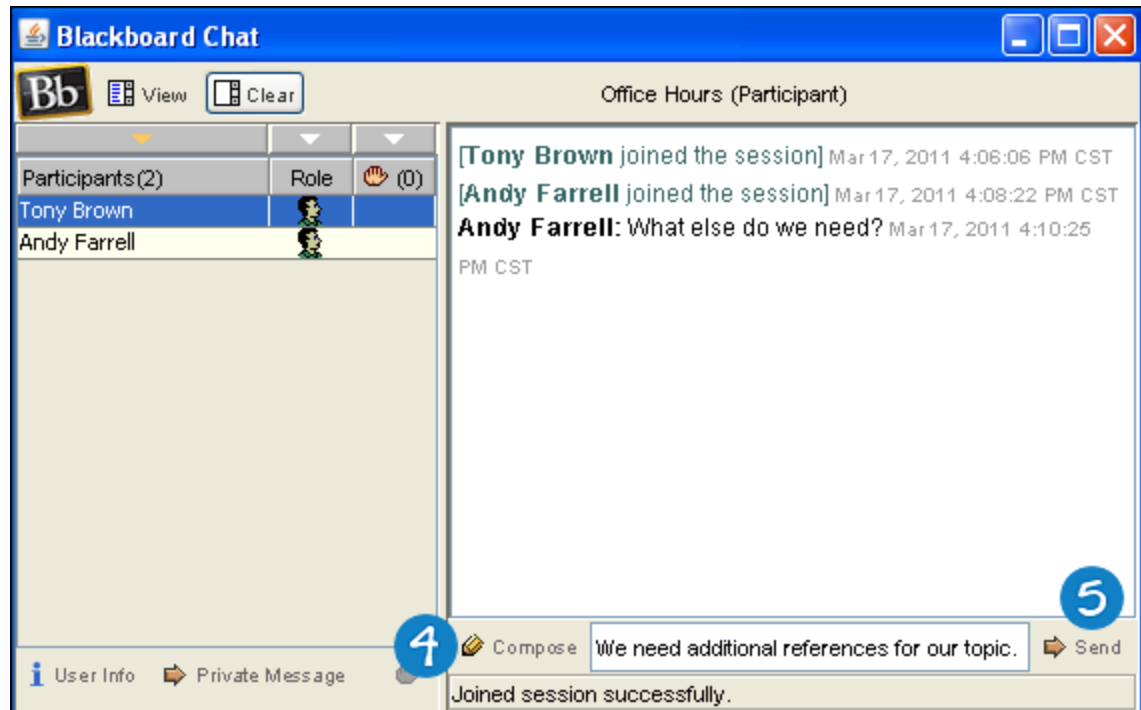
1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Collaboration**.



3. On the **Collaboration Sessions** page, click the **Session Name** next to a Chat session.



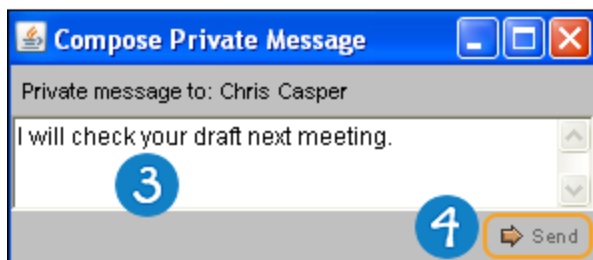
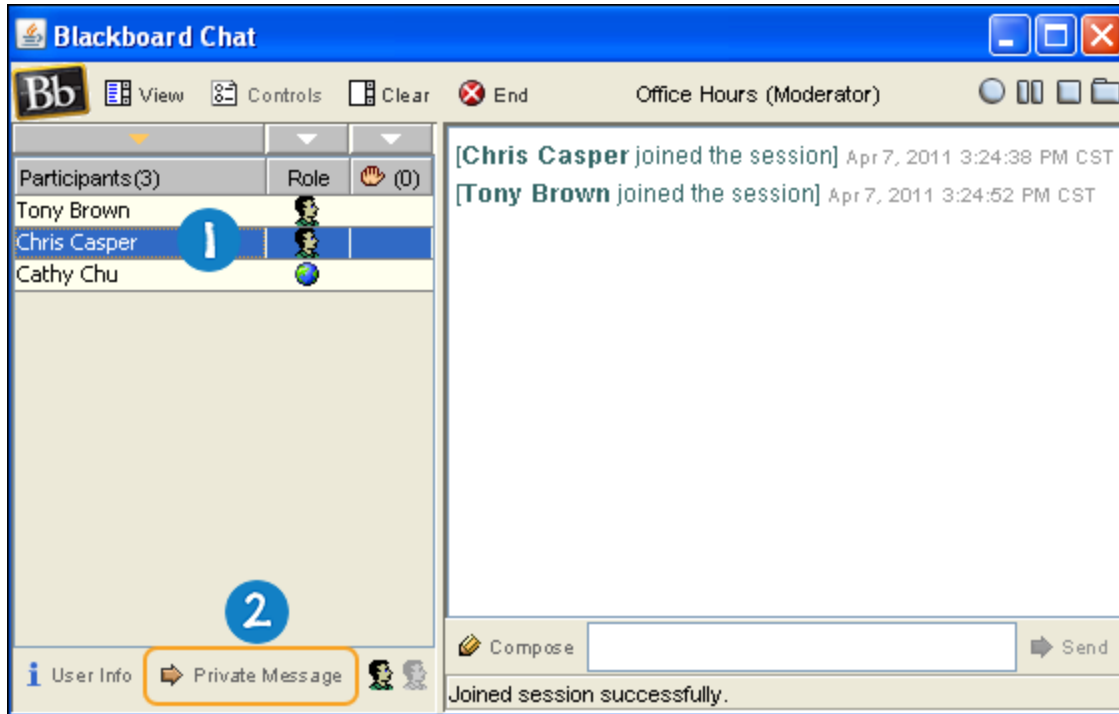
4. On the **Chat** window, type your message in the **Compose** text box.
5. Click **Send**.



Sending a Private Message

You can send private messages to other users if your instructor enables this tool in the session controls. Private messages are not recorded or archived.

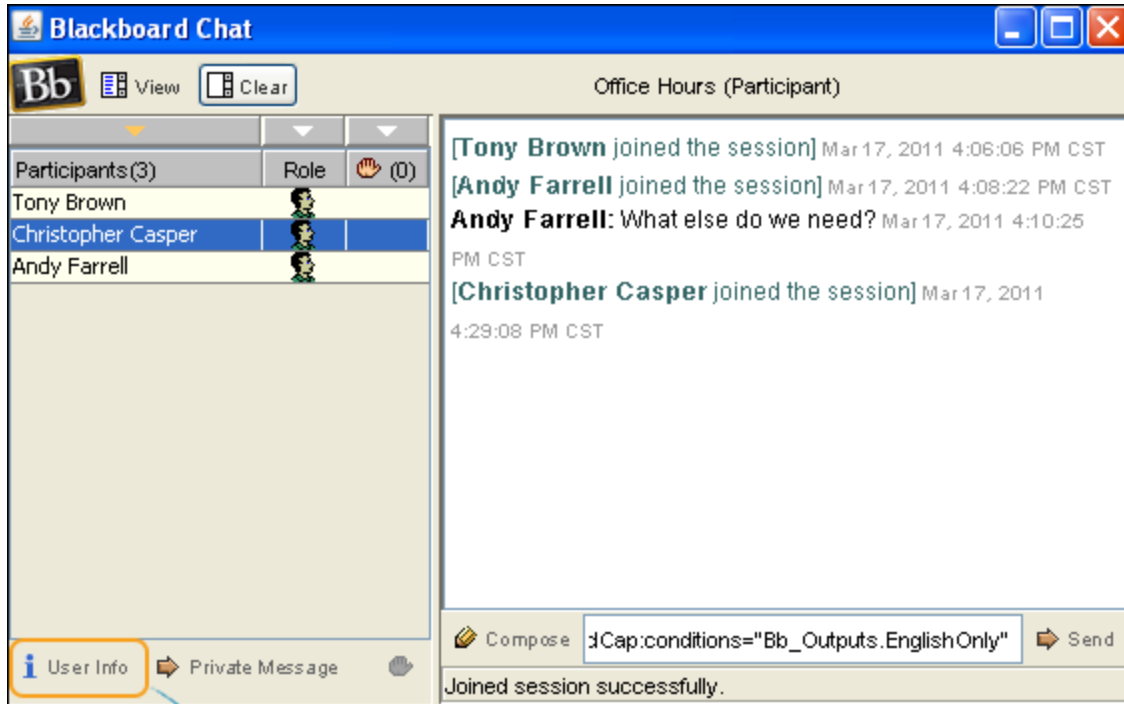
Note: Only users who have an active role can send private messages.



Viewing User Information

The User Information pop-up window displays personal information about a user such as name, email address, and any other information the user has chosen to add to their profile.

On the **Participants** column, click the name of the user. Click **User Info** in the Chat area and the **User Information** pop-up window appears.



Chat Functions

The following table details the functions available in the Chat.

Function	Action
Enter a message for the class to read	Type the message in the Compose field. Click Send . The message appears in the chat area. There is 1000 character limit for chat messages.
Become an Active user	Click the hand symbol. A hand appears next to the username. The moderator clicks on the hand to make the user active.
View user information	Select a username in the participant list and click User Info .
Send a private message to a user	Select a username in the participant list and click Private Message .

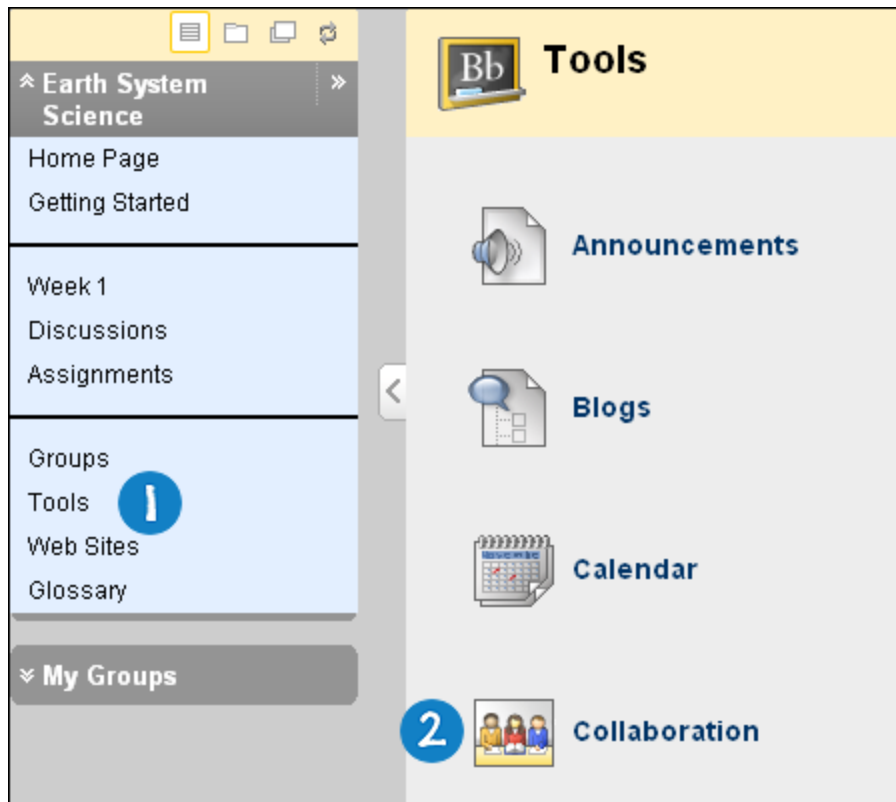
Accessing Recorded Collaboration Sessions

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

Recording sessions allow you to review the discussions and questions raised during a Collaboration session. Sessions are listed by date. Recordings created by groups using Collaboration tools can be deleted by any group member.

How to Access Collaboration Session Recordings

1. On the Course Menu, select **Tools**.
2. On the **Tools** page, click **Collaboration**.



3. On the contextual menu for the session, select **Recordings**.
4. On the **Session Recordings** page, select the **Recording Name** of the recording that you want to view.

Collaboration Sessions

Filter

Search by

Session Name	Tool	Start Date	End Date
Lecture Hall	Virtual Classroom		
OCEAN_102	Chat	9/1/09 12:30 AM	9/30/09 12:00 AM
Office Hours	Chat		

Recordings 3

Session Recordings

Search by: Recording Name Date Created (MM/DD/YY)

Recording Name	Date Created	Recording Duration (day:hr:min:sec:ms)
Meeting 03/15/11	3/14/11 10:16 PM	0:00:1:34:000
Weekly Session	3/14/11 10:17 PM	0:00:1:14:000

How to Access Collaboration Session Recordings for a Group

1. Access your group in the **Groups** page, or in **My Groups** panel.

» Earth System Science

^ My Groups

» Group Lava

» Oceanography Issues

» Project Plans

Groups

Group Lava

Oceanography Issues ▾

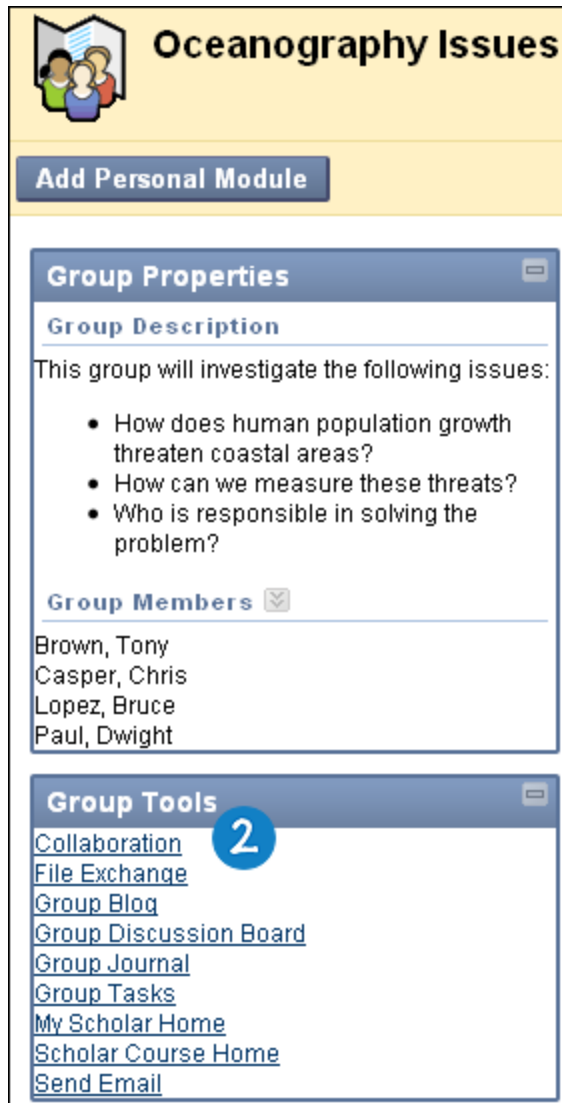
This group will investigate the following issues:
 How does human population growth threaten coastal areas?
 How can we measure these threats?
 Who is responsible in solving the problem?

Project Plans

Add your thoughts about your project here.

1

2. On the **Group Tools**, select **Collaboration**.



The screenshot shows the Blackboard Group Tools interface for a group named "Oceanography Issues". At the top left is an icon of three people. Below the group name is a yellow bar with a button labeled "Add Personal Module". The main content area is divided into two sections: "Group Properties" and "Group Tools".

Group Properties

Group Description

This group will investigate the following issues:

- How does human population growth threaten coastal areas?
- How can we measure these threats?
- Who is responsible in solving the problem?

Group Members

Brown, Tony
Casper, Chris
Lopez, Bruce
Paul, Dwight

Group Tools

- [Collaboration](#) **2**
- [File Exchange](#)
- [Group Blog](#)
- [Group Discussion Board](#)
- [Group Journal](#)
- [Group Tasks](#)
- [My Scholar Home](#)
- [Scholar Course Home](#)
- [Send Email](#)

3. On the contextual menu for the session, select **Recordings**.
4. On the **Session Recordings** page, select the **Recording Name** of the recording that you want to view.

Collaboration Sessions

Filter

Search by

Session Name	Tool	Start Date	End Date
Lecture Hall	Virtual Classroom		
OCEAN_102	Chat	9/1/09 12:30 AM	9/30/09 12:00 AM
Office Hours	Chat		

Recordings 3

Session Recordings

Search by: Recording Name Date Created (MM/DD/YY)

Recording Name	Date Created	Recording Duration (day:hr:min:sec:ms)
Meeting 03/15/11	3/14/11 10:16 PM	0:00:1:34:000
Weekly Session	3/14/11 10:17 PM	0:00:1:14:000

How to Create a Recording

1. Access your group in the **Groups** page, or in **My Groups** panel.

Earth System Science >>

My Groups

- Group Lava >>
- Oceanography Issues >>
- Project Plans >>

Groups

Group Lava

Oceanography Issues ▾

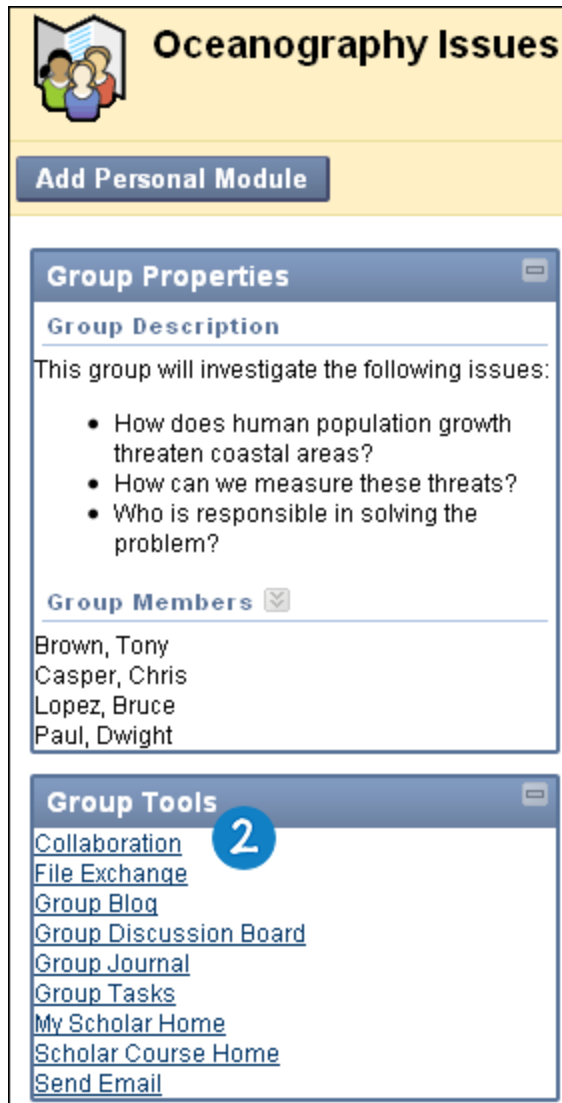
This group will investigate the following issues:
 How does human population growth threaten coastal areas?
 How can we measure these threats?
 Who is responsible in solving the problem?

Project Plans

Add your thoughts about your project here.

1

2. On the **Group Tools**, select **Collaboration**.



The screenshot shows the Blackboard Group Tools interface for a group named "Oceanography Issues". At the top left is an icon of three people. Below the group name is a yellow bar with a button labeled "Add Personal Module". The main content area is divided into two sections: "Group Properties" and "Group Tools".

Group Properties

Group Description

This group will investigate the following issues:

- How does human population growth threaten coastal areas?
- How can we measure these threats?
- Who is responsible in solving the problem?

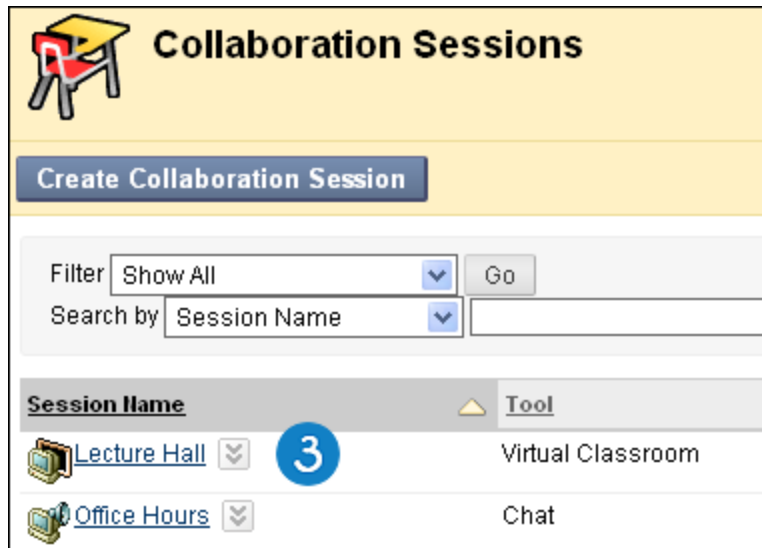
Group Members

Brown, Tony
Casper, Chris
Lopez, Bruce
Paul, Dwight

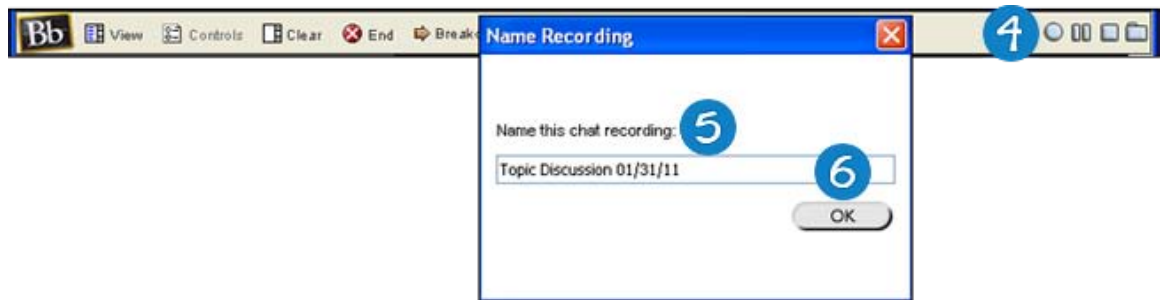
Group Tools

- [Collaboration](#) **2**
- [File Exchange](#)
- [Group Blog](#)
- [Group Discussion Board](#)
- [Group Journal](#)
- [Group Tasks](#)
- [My Scholar Home](#)
- [Scholar Course Home](#)
- [Send Email](#)

3. On the **Collaboration Sessions** page, click the session name to join.



4. After joining the session, click the **Begin recording** function.
5. On the **Name Recording** pop-up window, type the name of the recording or the date it was created.
6. Click **OK**.



How to Search for a Recording

1. Access your group in the **Groups** page, or in **My Groups** panel.

Earth System Science

My Groups

- Group Lava
- Oceanography Issues
- Project Plans

Groups

Create Group

Group Lava

Oceanography Issues

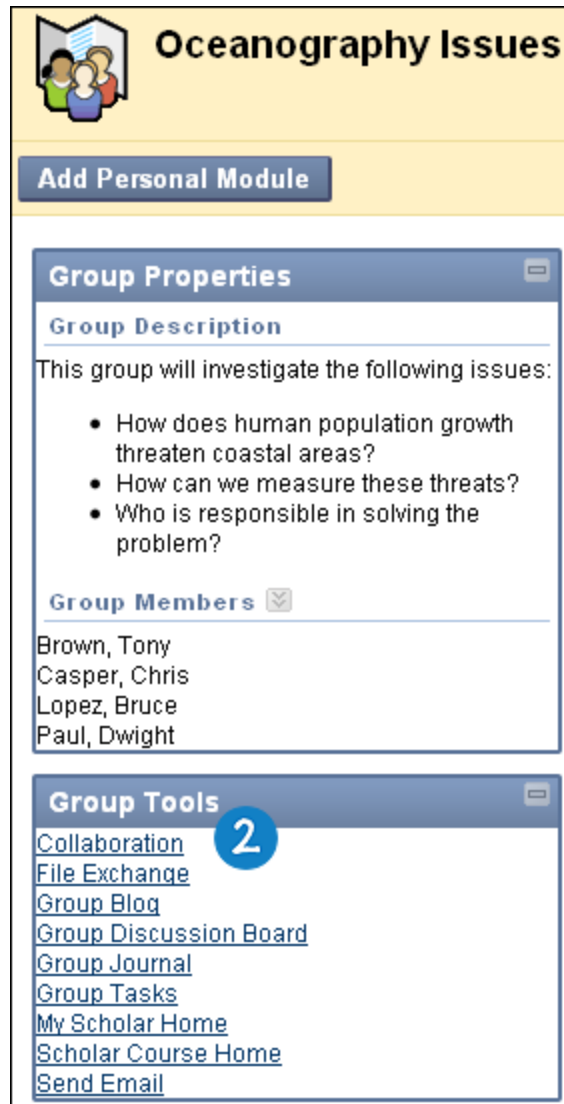
This group will investigate the following issues:

- How does human population growth threaten coastal areas?
- How can we measure these threats?
- Who is responsible in solving the problem?

Project Plans

Add your thoughts about your project here.

2. On the **Group Tools**, select **Collaboration**.



The screenshot shows a Blackboard group page titled "Oceanography Issues". At the top left is an icon of three people. Below the title is a yellow bar with a button labeled "Add Personal Module". The main content area is divided into two sections: "Group Properties" and "Group Tools".

Group Properties

Group Description

This group will investigate the following issues:

- How does human population growth threaten coastal areas?
- How can we measure these threats?
- Who is responsible in solving the problem?

Group Members

Brown, Tony
Casper, Chris
Lopez, Bruce
Paul, Dwight

Group Tools

- [Collaboration](#) **2**
- [File Exchange](#)
- [Group Blog](#)
- [Group Discussion Board](#)
- [Group Journal](#)
- [Group Tasks](#)
- [My Scholar Home](#)
- [Scholar Course Home](#)
- [Send Email](#)

3. On the contextual menu for the session, select **Recordings**.

4. On the **Session Recordings** page, click the **Recording Name** or **Date Created** option in the **Search by** field.
5. Type the name of the recording or the date it was created.
6. Click **Search**.

Recording Name	Date Created	Recording Duration (day:hr:min:sec:ms)
Meeting 01/26/11	1/26/11 1:36 AM	0:00:2:41:000
Weekly Session	1/26/11 1:40 AM	0:00:00:29:000

How to Edit a Recording

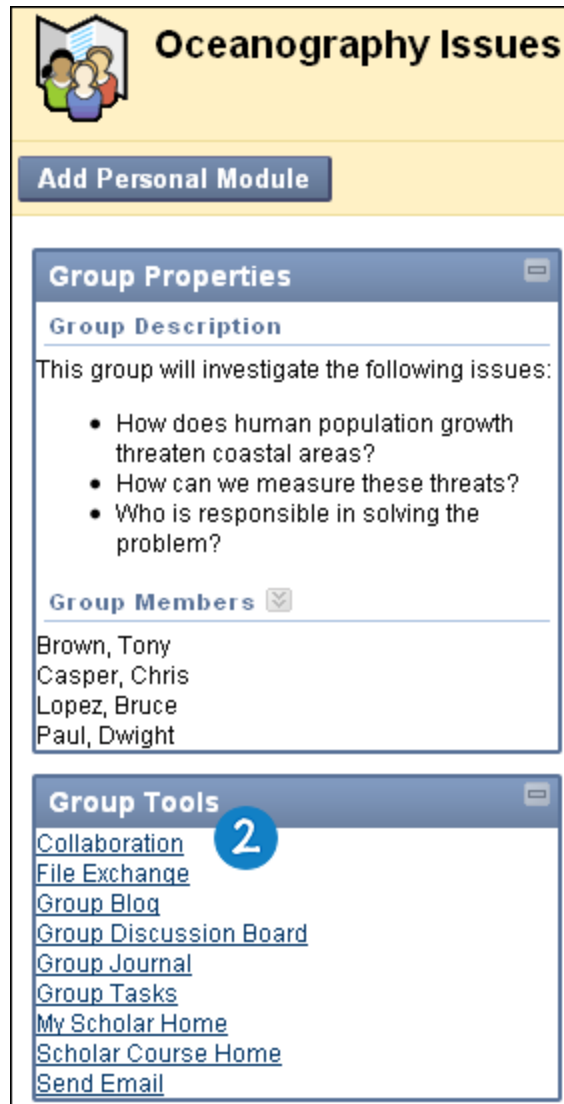
1. Access your group in the **Groups** page, or in **My Groups** panel.



The screenshot displays the Blackboard Groups interface. On the left is a sidebar with a navigation menu. The top item is 'Earth System Science' with a right-pointing arrow. Below it is 'My Groups' with an upward-pointing arrow. Under 'My Groups', there are three items: 'Group Lava', 'Oceanography Issues', and 'Project Plans', each with a right-pointing arrow. A blue circle with a white exclamation mark is positioned between the sidebar and the main content area, with two blue arrows pointing from it to the 'Oceanography Issues' item in the sidebar and the 'Oceanography Issues' group header in the main content area.

The main content area has a yellow header with a group icon and the word 'Groups'. Below the header is a blue button labeled 'Create Group'. The main content area displays the details for the 'Oceanography Issues' group. It has a header 'Group Lava' and a sub-header 'Oceanography Issues' with a dropdown arrow. The text below the sub-header reads: 'This group will investigate the following issues: How does human population growth threaten coastal areas? How can we measure these threats? Who is responsible in solving the problem?'. Below this is another sub-header 'Project Plans' with the text 'Add your thoughts about your project here.'

2. On the **Group Tools**, select **Collaboration**.



The screenshot shows a Blackboard group page titled "Oceanography Issues". At the top left is an icon of three people. Below the title is a yellow bar with a button labeled "Add Personal Module". The main content area is divided into two sections: "Group Properties" and "Group Tools".

Group Properties

Group Description

This group will investigate the following issues:

- How does human population growth threaten coastal areas?
- How can we measure these threats?
- Who is responsible in solving the problem?

Group Members

Brown, Tony
Casper, Chris
Lopez, Bruce
Paul, Dwight

Group Tools

- [Collaboration](#) **2**
- [File Exchange](#)
- [Group Blog](#)
- [Group Discussion Board](#)
- [Group Journal](#)
- [Group Tasks](#)
- [My Scholar Home](#)
- [Scholar Course Home](#)
- [Send Email](#)

3. On the contextual menu for the session, select **Recordings**.

Collaboration Sessions

Create Collaboration Session

Filter

Search by

Session Name	Tool
Lecture Hall	Virtual Classroom
Office Hours	

> Edit

> Recordings **3**

> Delete

4. On the **Session Recordings** page, select **Edit** from the contextual menu for the appropriate recording.

Session Recordings

Search by: Recording Name Date Created (MM/DD/YY)

Recording Name	Date Created	Recording Duration
Meeting 01/26/11	1/26/11 1:36 AM	0:00:2:41:000
Weekly Session		0:00:00:29:000

> Open

> Edit **4**

> Delete

5. On the **Recording Properties** page, type a name in the **Recording Name** field.
6. Choose whether to **Permit Participants to View Recording**.
7. Click **Submit**.



Recording Properties

Cancel Submit

1. Edit Name

Recording Name **5**

2. Permit Participants to View Recording

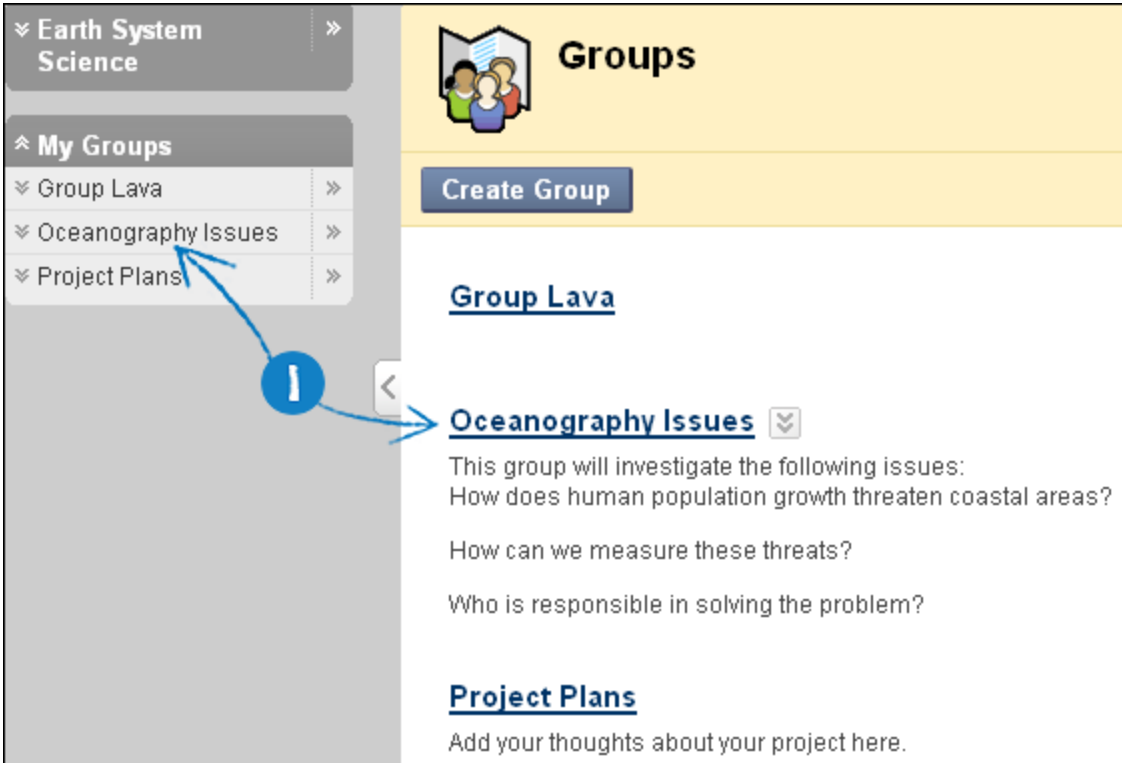
Permit **6** Yes No

3. Submit **7**

Cancel Submit

How to Delete a Recording

1. Access your group in the **Groups** page, or in **My Groups** panel.



Groups

Create Group

Group Lava

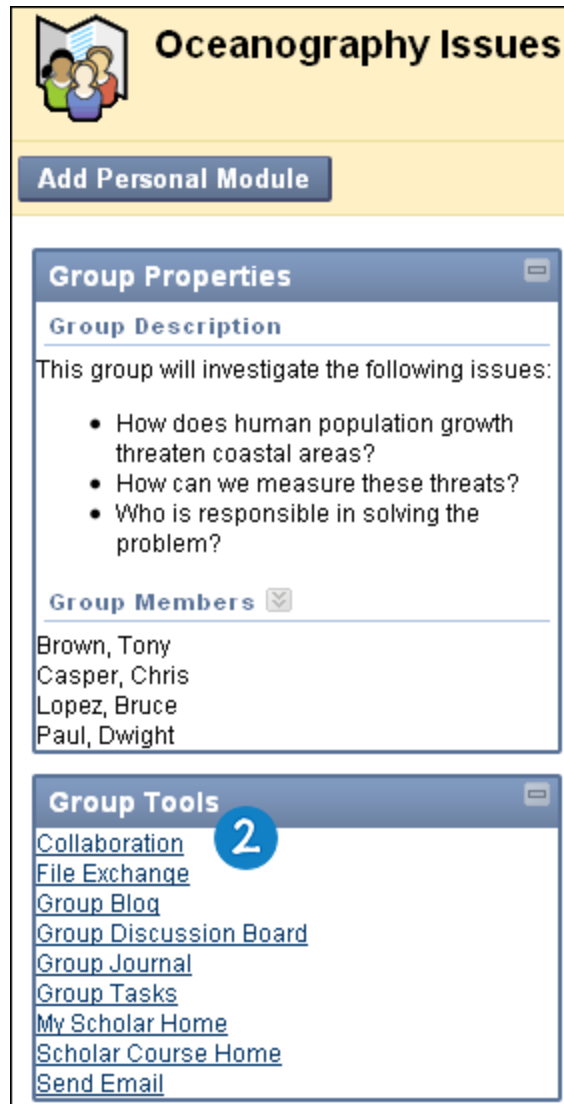
Oceanography Issues ▾ **1**

This group will investigate the following issues:
 How does human population growth threaten coastal areas?
 How can we measure these threats?
 Who is responsible in solving the problem?

Project Plans

Add your thoughts about your project here.

2. On the **Group Tools**, select **Collaboration**.



The screenshot shows a Blackboard group page titled "Oceanography Issues". At the top left is an icon of three people. Below the title is a yellow bar with a button labeled "Add Personal Module". The main content area is divided into two sections: "Group Properties" and "Group Tools".

Group Properties

Group Description

This group will investigate the following issues:

- How does human population growth threaten coastal areas?
- How can we measure these threats?
- Who is responsible in solving the problem?

Group Members

Brown, Tony
Casper, Chris
Lopez, Bruce
Paul, Dwight

Group Tools

- [Collaboration](#) **2**
- [File Exchange](#)
- [Group Blog](#)
- [Group Discussion Board](#)
- [Group Journal](#)
- [Group Tasks](#)
- [My Scholar Home](#)
- [Scholar Course Home](#)
- [Send Email](#)

3. On the contextual menu for the session, select **Recordings**.

Collaboration Sessions

Create Collaboration Session

Filter: Show All [v] Go

Search by: Session Name [v] []

Session Name	Tool
Lecture Hall [v]	Virtual Classroom
Office Hours [v]	

Contextual menu for Office Hours:

- > Edit
- > Recordings **3**
- > Delete

4. On the **Session Recordings** page, select **Delete** from the contextual menu for the appropriate recording.
5. On the **Delete Recording** page, click **Delete** to confirm the deletion.

Session Recordings

Search by: Recording Name Date Created (MM/DD/YY) []

Recording Name	Date Created	Recording Duration
Meeting 01/26/11 [v]	1/26/11 1:36 AM	0:00:2:41:000
Weekly Session [v]		0:00:00:29:000

Contextual menu for Weekly Session:

- > Open
- > Edit
- > Delete **4**

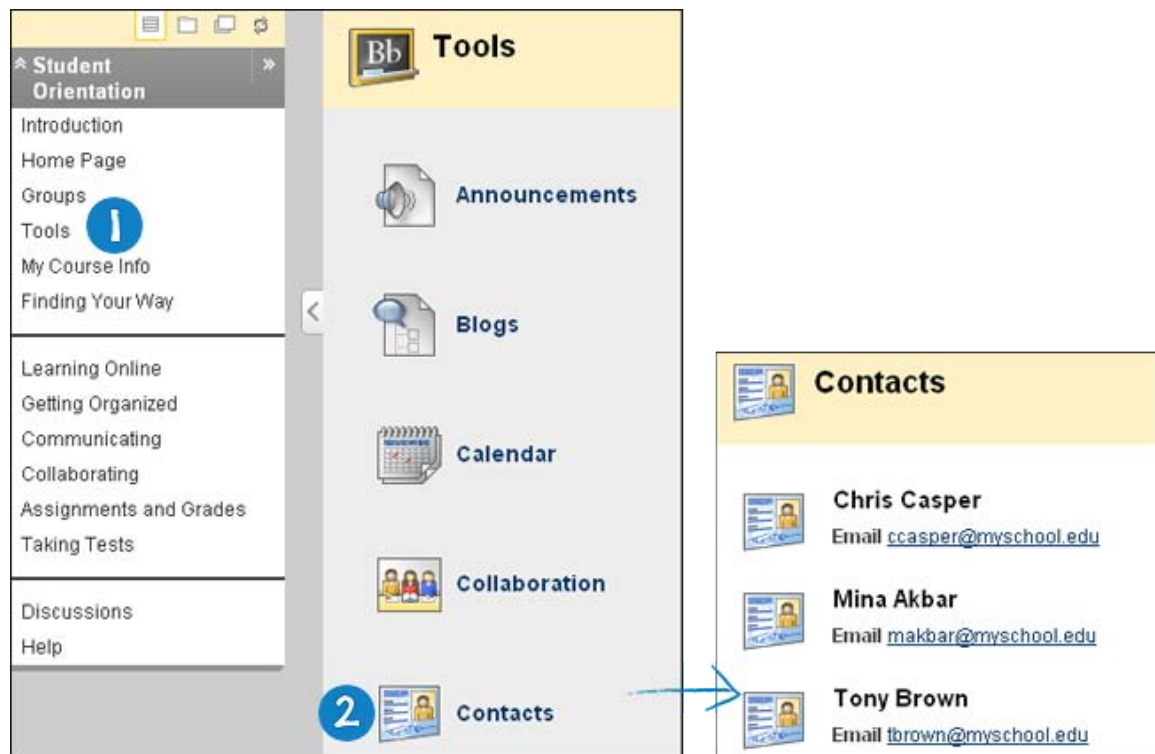
Contacts

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

You can store contact information in an address book. The address book is empty until you create contacts. You must create a profile for anyone you want to add to your address book, even if the contact is a Blackboard Learn user.

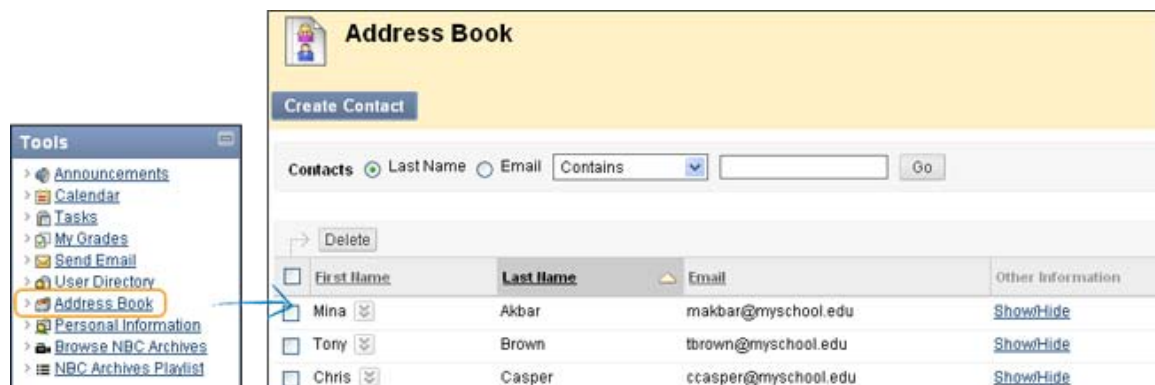
How to View Contacts

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Contacts**.



-OR-

On the **Tools** panel, click **Address Book**.



How to Create or Edit a Contact

1. On the **Tools** panel, select **Address Book**.
2. On the **Address Book** page, click **Create Contact**.

-OR-

To edit an existing contact, on the **Address Book** page, select **Edit** in the contextual menu for the contact.

The following table lists the available fields that may appear. Fields can be changed by the Blackboard administrator.

Field	Description
Personal Information	
First Name [r]	Contact's first name.
Last Name [r]	Contact's last name.
Email	Contact's email address.
Other Information	
Company	Contact's company.
Job Title	Contact's job title.
Address	Contact's address.

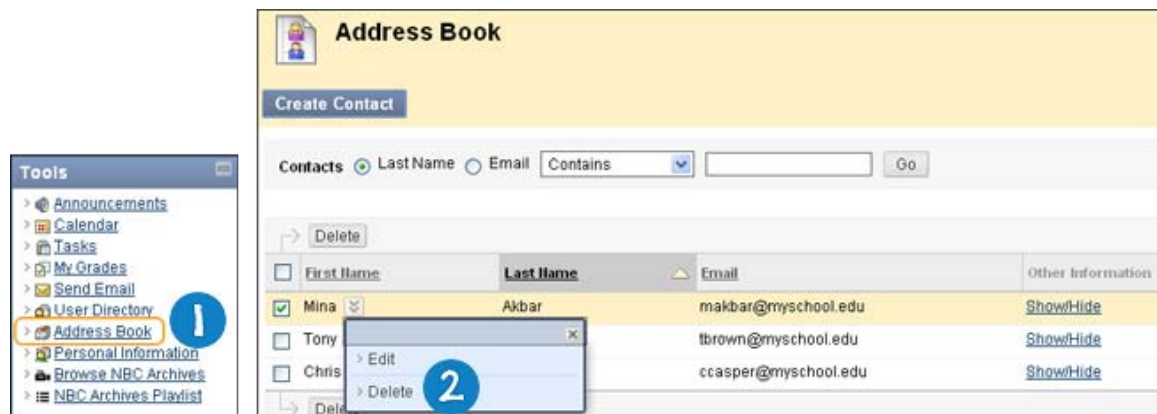
Field	Description
Address (cont.)	Contact's additional address information.
City	Contact's city.
State/Province	Contact's state or province.
Zip/Postal Code	Contact's ZIP code or postal code.
Country	Contact's country.
Website	URL of the contact's personal website. When adding a URL, include the HTTP protocol. For example: http://www.blackboard.com
Home Phone	Contact's home phone number. The phone number displays exactly as entered.
Work Phone	Contact's work phone number. The phone number displays exactly as entered.
Work Fax	Contact's fax number. The fax number displays exactly as entered.
Mobile Phone	Contact's mobile phone. The phone number displays exactly as entered.

3. Click **Submit**.

How to Delete a Contact

Note: This action is final and cannot be undone.

1. On the **Tools** panel, click **Address Book**.
2. On the **Address Book** page, click **Delete** in the contextual menu for a contact.



How to Search for a Contact

The Address Book contains a search function on the Action Bar. You may search using different variables selected from the search tabs.

1. On the **Tools** panel, click **Address Book**.
2. On the **Address Book** page, search using the **Last Name** or **Email** options of your contact.

3. Click **Go**.

Discussion Board

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

The Discussion Board is a tool for sharing thoughts and ideas about class materials. The main Discussion Board page displays a list of available discussion forums that may appear anywhere in the course. A forum is an area where a topic or a group of related topics are discussed. A Discussion Board can contain one or more forums. For each forum, displays the total number of posts, the number of unread posts, and the number of users who have participated in the forum.

Forum A	Description	Total Posts	Unread Posts B	Total Participants
Oceans in the News	Each week please post a link to a relevant news article related to oceanography or marine biology. Add the week number to your title.	6	0	6
Surf's Up: Wave Dynamics and Wind Waves	This forum will hold our discussions on wave terminology, relevant websites, and questions.	11	10 C	4
Pick an ocean....	Soon each of you will "explore" an ocean and share your research. This can be a partner activity if you choose. If you have an idea of which ocean (or which aspect of an ocean if you prefer a more specific topic) or who you want to work with, respond to this post by Friday. Deciding on a topic will become a graded discussion post at the end of the month.	8	8	5

A Forum title: Click the forum title to view the messages. Forums containing unread posts appear in bold.

B Total Posts / Total Participants: View data on the number of posts and participants.

Unread Posts: The **Unread Posts** column provides one-click access to the forum's unread messages.

Within each forum, users can create multiple threads. A thread includes the initial post and any replies to it. When creating a forum, your instructor has the option of allowing or not allowing you to start threads. Generally, the purpose of the forum will dictate whether or not you can start threads. A moderated, graded forum used to evaluate student performance will be tightly controlled, and you cannot create threads. Other forums are designed for users to share opinions and thoughts on tangential or unrelated topics.

Course groups can have their own Discussion Boards that can be created using the **Groups** tool. Group Discussion Boards are available only to users who are members of the group. If a group Discussion Board is available, access it from the groups link in the Course Menu or in the **My Groups** area.

Note: When moving through the different parts of the Discussion Board, use the internal navigation, such as the breadcrumbs, Course Menu, and other page links to return to a previous page. Using the browser navigation controls can result in page load errors.

How to Access the Discussion Board

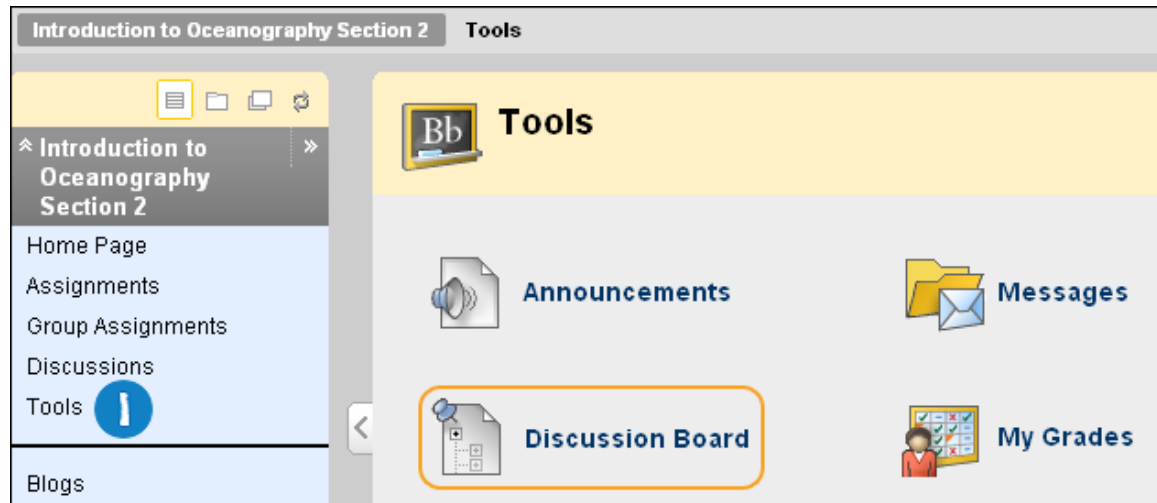
1. On the Course Menu, click **Discussions**.

The screenshot shows the Blackboard Discussion Board interface. On the left is a navigation menu with options: Home Page, Assignments, Group Assignments, Discussions (highlighted with a blue circle and a '1'), Tools, Blogs, My Grades, and Help. The main content area is titled 'Discussion Board' and features a search bar. Below the search bar is a table with columns: Forum, Description, Total Posts, Unread Posts, and Total Participants.

Forum	Description	Total Posts	Unread Posts	Total Participants
Oceans in the News	Each week please post a link to a relevant news article related to oceanography or marine biology. Add the week number to your title.	7	7	0
Wave Dynamics and Wind Waves	This forum will hold our discussions on wave terminology, relevant websites, questions, and weekly topic entry about waves.	9	9	5
Glacier Melt Could Signal Faster Rise in Ocean Levels	Greenland's glaciers are melting into the sea twice as fast as previously believed, the result of a warming trend that renders obsolete predictions of how quickly Earth's oceans will rise over the next century.	0	0	0

-OR-

On the Course Menu, click **Tools** and then click **Discussion Board**.



Viewing a Discussion Forum

When you access a forum in the Discussion Board, a list of threads appears with the following information:

- **Date:** Displays the date that the thread was created.
- **Thread:** Displays the name of the thread.
- **Author:** Displays the name of user who created the thread.
- **Status:** Indicates whether the thread is published, locked, hidden, or a draft.
- **Unread Posts:** Displays the number of posts not yet accessed.
- **Total Posts:** Includes both read and unread posts.

Forum Features

Introduction to Oceanography Section 2 Discussion Board > Forum: Wave Dynamics and Wind Waves

List View Tree View

Forum: Wave Dynamics and Wind Waves

Create Thread Search Discover Content Display Tags

Thread Actions Collect

<input type="checkbox"/>	Date	Thread	Author	Status	Tags	Unread Posts	Total Posts
<input checked="" type="checkbox"/>	2/27/11 11:52 PM	Terminology	Cathy Chu	Published		4	4
<input type="checkbox"/>	2/27/11 11:53 PM	Relevant websites	Cathy Chu	Published		2	2
<input type="checkbox"/>	2/27/11 11:54 PM	Questions	Cathy Chu	Published		0	1
<input type="checkbox"/>	2/28/11 12:23 AM	Week 1: Wave Formation	Dwight Paul	Published		2	2

Thread Actions Collect

Displaying 1 to 4 of 4 items Edit Paging...

Items per page: 25 Go X
Total number of items: 4

A Use the breadcrumbs to navigate to a previous page. Do not use the browser navigation controls; page load errors may occur.

B Use the Action Bar functions to perform various actions, including:

- **Create Thread:** Add a new thread to a forum.
- **Search:** Search for Discussion Board content. The search field is collapsed by default to save screen space.
- **Thread Actions:** Make a selection from the drop-down list. Edit the status of the selected threads and perform other actions, such as marking threads read or unread and setting or clearing flags. Flags mark threads for later attention.
- **Collect:** Gather selected threads onto one page where posts can be sorted, filtered, or printed.

C Select one or more threads or select the check box in the header row to select all threads for an action, such as collecting.

D Click a thread title to read the posts. Forum titles containing unread posts appear in bold type.

E Click **Edit Paging** to determine the number of items to view per page. Type a number in the box and click **Go**. Click the **X** to close the pop-up box.

Using List View and Tree View in Discussions

After you click a forum title, a page loads displaying all forum threads. You can view the page in either **List View** or **Tree View**. This choice remains in effect until you change it and you may change it at any time. On the forum page, in the upper-right corner, toggle between the two views.

List View Tree View

List View

Click **List View** to present the threads in a table format. Threads containing any unread posts appear in bold type.

Forum: Wave Dynamics and Wind Waves

Create Thread Search Discover Content Display Tags

<input type="checkbox"/>	Date	Thread	Author	Status	Tags	Unread Posts	Total Posts
<input checked="" type="checkbox"/>	2/27/11 11:52 PM	Terminology	Cathy Chu	Published		4	4
<input type="checkbox"/>	2/27/11 11:53 PM	Relevant websites	Cathy Chu	Published		2	2
<input type="checkbox"/>	2/27/11 11:54 PM	Questions	Cathy Chu	Published		0	1
<input type="checkbox"/>	2/28/11 12:23 AM	Week 1: Wave Formation	Dwight Paul	Published		2	2

Thread Actions: Mark as Read, Mark as Unread, Set Flag, Clear Flag

Displaying 1 to 4 of 4 items Edit Paging...

A From the Action Bar, you can create threads, or collect posts.

Depending on the settings your instructor made when creating the forum, different functions appear on the Action Bar. For example, if your instructor allowed tagging, a **Tags** function appears.

B To sort a column, click the column heading or caret.

C Select a thread and make a selection from the **Thread Actions** drop-down list. You can select multiple threads or select the check box in the header to select all threads. The actions include:

- Marking threads read or unread.
- Setting or clearing flags. Flags mark threads for later attention.

Tree View

Click **Tree View** to show the thread starter messages and their replies. From the Action Bar, you can create threads, or collect posts.

The screenshot shows a discussion board interface with the following elements:

- Forum Title:** Wave Dynamics and Wind Waves
- View Options:** List View (selected), Tree View (highlighted with a red box and arrow)
- Action Bar:** Create Thread, Search, Discover Content, Collapse All, Expand All (highlighted with a red box)
- Message Actions:** Message Actions (dropdown), Collect
- Thread List:**

Checkbox	Thread Title	Author	Date
<input type="checkbox"/>	Terminology	Cathy Chu	2/27/11 11:52 PM
<input type="checkbox"/>	Relevant websites	Cathy Chu	2/27/11 11:53 PM
<input type="checkbox"/>	Questions	Cathy Chu	2/27/11 11:54 PM
<input type="checkbox"/>	Week 1: Wave Formation	Dwight Paul	2/28/11 12:23 AM
<input type="checkbox"/>	Wave Formation (additional info)	Andy Farrell	2/28/11 12:27 AM
- Message Actions (Bottom):** Message Actions (dropdown), Collect

You can expand and collapse threads by using the plus and minus icons next to the titles. If a thread starter message contains unread posts, the thread starter title appears in bold type. On the Action Bar, use the **Collapse All** and **Expand All** options to hide or view all posts included in all threads.

Select a thread and make a selection from the **Message Actions** drop-down list on the Action Bar. You can select multiple threads or select the check box in the header to select all threads. Actions include marking threads read or unread and setting or clearing flags. Flags mark threads for later attention.

Viewing a Discussion Thread

When you click a thread, the **Thread Detail** page appears. The page is divided into three sections:

Section 1:


The Action Bar contains functions that allow you to select, flag, mark read/unread, and collect posts.

Section 2:

The Message List contains a list of all the posts in a thread, beginning with the initial post. The selected post is highlighted. Use the plus and minus icons to expand and collapse the posts.

Section 3:

The Current Post contains the text of the selected post and information about the post.



Thread Detail

Subscribe
Search
Refresh

Terminology
Reply
↓ - □

Total Posts: 4 **Unread Posts:** 3

Message Actions
Collect
1

Select: [All](#) [None](#)

<input type="checkbox"/>	Terminology	Cathy Chu	2/27/11 11:52 PM
<input type="checkbox"/>	 Breaking Wave	Christopher Casper	2/28/11 12:09 AM
<input type="checkbox"/>	 RE: Breaking Wave	Tony Brown	2/28/11 12:13 AM
<input type="checkbox"/>	 Surface Tension	Tony Brown	2/28/11 12:14 AM

Select: [All](#) [None](#)

Message Actions
Collect

Terminology
Reply
Quote
Set Flag

3

Author: Cathy Chu	Total views: 7 (Your views: 2)
Posted Date: Sunday, February 27, 2011 11:52:40 PM EST	Overall Rating: ☆☆☆☆☆
Edited Date: Sunday, February 27, 2011 11:52:40 PM EST	Your Rating: ☆☆☆☆☆

Understanding ocean waves has a lingo all its own. Some concepts are easier to understand than others. We usually have some good conversations about specific terms as we help each other fully comprehend their meanings.

About the Thread Detail Page

On the **Thread Detail** page, you can navigate from post to post, adjust your view of the page, view information about the selected post, and reply to others.

Thread Detail

Subscribe **A** Search Refresh

Terminology > **Reply** **C** [Download] [Collapse] [Maximize]

Total Posts: 4 Unread Posts: 2

B Message Actions [Collect] Select: [All](#) [None](#)

<input type="checkbox"/>	Terminology	Cathy Chu	2/27/11 11:52 PM
<input type="checkbox"/>	Breaking Wave	Christopher Casper	2/28/11 12:09 AM
<input type="checkbox"/>	RE: Breaking Wave	Tony Brown	2/28/11 12:13 AM
<input type="checkbox"/>	Surface Tension	Tony Brown	2/28/11 12:14 AM

Select: [All](#) [None](#) Message Actions [Collect]

< [Breaking Wave](#) > **D** **Reply** **Quote** **Set Flag**

Author: [Christopher Casper](#) **Total views:** 4 (Your views: 1)
Posted Date: Monday, February 28, 2011 12:09:09 AM EST **Overall Rating:** ★★★★★
Edited Date: Monday, February 28, 2011 12:09:09 AM EST **Your Rating:** ★★★★★

Parent Post **E**

Can you provide information about breaking wave?

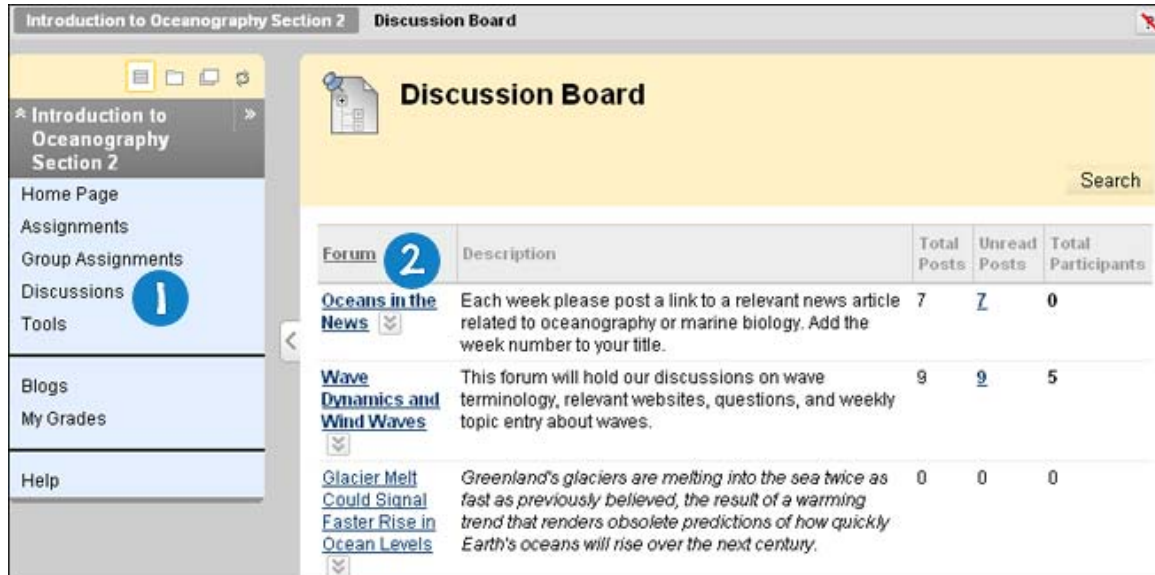
- A** On the Action Bar, you can access functions such as **Subscribe**, **Unsubscribe**, or **Search**. When subscribed to a thread, you receive an email alert when a post is updated or a reply is posted. Your instructor must enable this function when creating a forum. The search field is hidden by default to save screen space.
- B** Select one or more threads and make a selection in the **Message Actions** drop-down list. Actions include marking threads read or unread and setting or clearing flags. Flags mark threads for later attention. You can also use the functions for collecting posts and selecting all posts.
- C** Arrange your view using the icons on the Action Bar.
- **Swap Up or Down:** Switches the message tree section and the reply section of the screen.
 - **Hide or Restore to Minimum:** Collapses or displays the message tree section of the screen.
 - **Maximize or Minimize:** Displays the message tree fully or just a portion of the message tree.
- D** Use the **Move to previous message** or **Move to next message** arrows for navigating between messages in the thread.

- E Click **Parent Post** to display or hide the parent message in the thread.

How to Create Threads in a Discussion Forum

Forums have many settings that control who can post, and what other types of actions you can take, such as editing your own threads, posting anonymously, or rating posts. Depending on which forum settings your instructor has selected, you may be allowed to create a new thread.

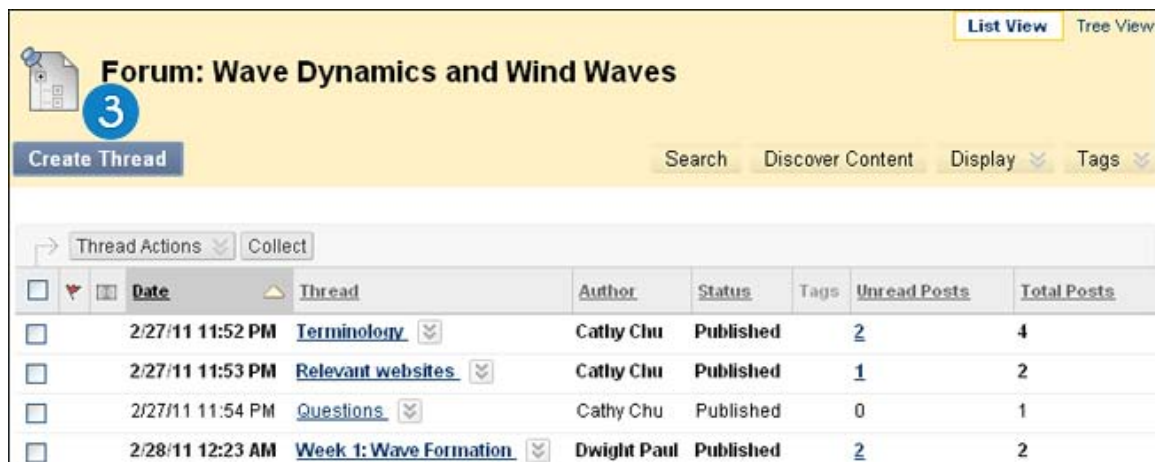
1. On the Course Menu, click **Discussions**.
2. On the **Discussion Board** page, click the name of the forum.



The screenshot shows the 'Discussion Board' page for 'Introduction to Oceanography Section 2'. A sidebar on the left contains navigation links: Home Page, Assignments, Group Assignments, Discussions (with a blue circle containing the number 1), Tools, Blogs, My Grades, and Help. The main content area displays a table of forums:

Forum	Description	Total Posts	Unread Posts	Total Participants
Oceans in the News	Each week please post a link to a relevant news article related to oceanography or marine biology. Add the week number to your title.	7	7	0
Wave Dynamics and Wind Waves	This forum will hold our discussions on wave terminology, relevant websites, questions, and weekly topic entry about waves.	9	9	5
Glacier Melt Could Signal Faster Rise in Ocean Levels	Greenland's glaciers are melting into the sea twice as fast as previously believed, the result of a warming trend that renders obsolete predictions of how quickly Earth's oceans will rise over the next century.	0	0	0

3. On the **Forum** page, click **Create Thread**.



The screenshot shows the 'Forum: Wave Dynamics and Wind Waves' page. A blue circle with the number 3 is overlaid on the 'Create Thread' button. The page includes a search bar, 'Discover Content', 'Display' dropdown, and 'Tags' dropdown. Below is a table of threads:

	Date	Thread	Author	Status	Tags	Unread Posts	Total Posts
<input type="checkbox"/>	2/27/11 11:52 PM	Terminology	Cathy Chu	Published		2	4
<input type="checkbox"/>	2/27/11 11:53 PM	Relevant websites	Cathy Chu	Published		1	2
<input type="checkbox"/>	2/27/11 11:54 PM	Questions	Cathy Chu	Published		0	1
<input type="checkbox"/>	2/28/11 12:23 AM	Week 1: Wave Formation	Dwight Paul	Published		2	2

4. On the **Create Thread** page, type a **Subject**.
5. In the **Message** text box, type your reply. You can use the Text Editor functions to format the text and add files, images, external links, multimedia, and Mashups.
6. Alternatively, under **Attachments**, attach a file using one of the following options:

- To upload a file from your computer, click **Browse My Computer**.
 - If your school licenses content management, click **Browse Content Collection**.
7. Click **Submit** to create the thread.

Create Thread

* Indicates a required field.

Cancel Save Draft Submit

1. Message

* Subject: **4** Week 2: Wave Breaking

Message

Text Editor is: ON

Normal 3 Arial B I U abc x₂ x² [List Icons]

Some waves undergo a phenomenon called "breaking". A breaking wave is one whose base can no longer support its top, causing it to collapse. A wave breaks when it runs into shallow water, or when two wave systems oppose and combine forces. When the slope, or steepness ratio, of a wave is too great, breaking is inevitable. **5**

Path: body

Save as Reusable Object

2. Attachments

Attach File **6** Browse My Computer Browse Content Collection

3. Submit **7**

Cancel Save Draft Submit

Result

The newly created thread appears in the forum

How to Save Posts as Draft and Submit Later

The **Save Draft** function is available if you need to return to your post at a later time. This function saves your comments and files on the page.

When you finish your post, you must click **Submit** to publish the thread in the forum.

Saving a Post as Draft

1. On the Course Menu, click **Discussions**.
2. On the **Discussion Board** page, click the name of the forum.

Forum	Description	Total Posts	Unread Posts	Total Participants
Oceans in the News	Each week please post a link to a relevant news article related to oceanography or marine biology. Add the week number to your title.	7	7	0
Wave Dynamics and Wind Waves	This forum will hold our discussions on wave terminology, relevant websites, questions, and weekly topic entry about waves.	9	9	5
Glacier Melt Could Signal Faster Rise in Ocean Levels	Greenland's glaciers are melting into the sea twice as fast as previously believed, the result of a warming trend that renders obsolete predictions of how quickly Earth's oceans will rise over the next century.	0	0	0

- On the **Forum** page, click **Create Thread**.

	Date	Thread	Author	Status	Tags	Unread Posts	Total Posts
<input type="checkbox"/>	2/27/11 11:52 PM	Terminology	Cathy Chu	Published		2	4
<input type="checkbox"/>	2/27/11 11:53 PM	Relevant websites	Cathy Chu	Published		1	2
<input type="checkbox"/>	2/27/11 11:54 PM	Questions	Cathy Chu	Published		0	1
<input type="checkbox"/>	2/28/11 12:23 AM	Week 1: Wave Formation	Dwight Paul	Published		2	2

- On the **Create Thread** page, type a **Subject**.
- In the **Message** text box, type your reply. You can use the Text Editor functions to format the text and add files, images, external links, multimedia, and Mashups.
- Alternatively, under **Attachments**, attach a file using one of the following options:
 - To upload a file from your computer, click **Browse My Computer**.
 - If your school licenses content management, click **Browse Content Collection**.
- Click **Save Draft** to store a draft of the post and continue working later.

Create Thread

* Indicates a required field.

Cancel Save Draft Submit

1. Message

* Subject **4** Week 2: Wave Breaking

Message

Text Editor is: ON

5

In physics, a breaking wave is a wave whose amplitude reaches a critical level at which some process can suddenly start to occur that causes large amounts of wave energy to be transformed into turbulent kinetic energy. At this point, simple physical models that describe wave dynamics often become invalid, particularly those that assume linear behavior.

The most generally familiar sort of breaking wave is the breaking of water surface waves on a coastline. Because of the horizontal component of the fluid velocity associated with the wave,

Path: [body](#)

Save as Reusable Object

2. Attachments **6**

Attach File Browse My Computer Browse Content Collection

3. Submit **7**

Cancel Save Draft Submit

Submitting a Draft Post

1. Return to the **Forum** page. On the **Forum** page, point to **Display** to access the drop-down list.
2. Select **Drafts Only** to view the saved post.
3. On the **Thread** column, click the name of the draft post.

Forum: Wave Dynamics and Wind Waves

Create Thread Search Discover Content Display Tags

Thread Actions Collect

	Date	Thread	Author	Status	Tags	Unread
	2/27/11 11:52 PM	Terminology	Cathy Chu	Published	2	4
	2/27/11 11:53 PM	Relevant websites	Cathy Chu	Published	0	2
	2/27/11 11:54 PM	Questions	Cathy Chu	Published	1	1
	2/28/11 12:23 AM	Week 1: Wave Formation	Dwight Paul	Published	4	4
	3/10/11 9:58 AM	Week 2: Wave Breaking (draft)	Christopher Casper	Draft	0	1

1

Display

- > Show All
- > Published Only
- > Hidden Only
- > Drafts Only **2**

3

4. On the **Thread Detail** page, click the post's title. The post appears in the Current Post portion of the content frame. You can view the text of the post and information about the post, such as the **Author** and **Posted Date**.
5. Click **Edit**.

Thread Detail

Search Refresh

< Week 2: Wave Breaking

Total Posts: 1 Unread Posts: 0

Message Actions Collect
Select: All None

Week 2: Wave Breaking (draft) 4 Christopher Casper 3/10/11 9:23 PM

Select: All None
Message Actions Collect

< Week 2: Wave Breaking > 5 Edit Set Flag Delete

Author: Christopher Casper **Total views:** 3 (Your views: 3)
Posted Date: Thursday, March 10, 2011 9:23:05 PM EST **Overall Rating:** ★★★★★
Edited Date: Thursday, March 10, 2011 9:23:05 PM EST

In physics, a breaking wave is a wave whose amplitude reaches a critical level at which some process can suddenly start to occur that causes large amounts of wave energy to be transformed into turbulent kinetic energy. At this point, simple physical models that describe wave dynamics often become invalid, particularly those that assume linear behavior.

The most generally familiar sort of breaking wave is the breaking of water surface waves on a coastline. Because of the horizontal component of the fluid velocity associated with the wave motion, wave crests steepen as the amplitude increases; wave breaking generally occurs where the amplitude reaches the point that the crest of the wave actually overturns.

6. On the **Edit Post** page, make the necessary changes in your post. You can use the Text Editor functions to format the text and add files, images, external links, multimedia, and Mashups.
7. Click **Submit**.

Edit Post

★ Indicates a required field. Cancel Save Draft Submit

1. Message

★ Subject:

Message

Text Editor is: ON

Normal 3 Arial
B I U abc
x₂ x²
[List Icons]

6
[Attachment Icons]

In physics, a breaking wave is a wave whose amplitude reaches a critical level at which some process can suddenly start to occur that causes large amounts of wave energy to be transformed into turbulent kinetic energy. At this point, simple physical models that describe wave dynamics often become invalid, particularly those that assume linear behavior.

Path: [body](#)

Save as Reusable Object

2. Attachments

Attach File Browse My Computer Browse Content Collection

3. Submit

7
Cancel Save Draft Submit

How to Change the Displayed Threads

Your instructor sets the thread status as published, hidden, or draft, but you can choose which type of threads will appear. By default, published threads appear.

1. On the Course Menu, click **Discussions**.
2. On the **Discussion Board** page, click the name of the forum.

Forum	Description	Total Posts	Unread Posts	Total Participants
Oceans in the News	Each week please post a link to a relevant news article related to oceanography or marine biology. Add the week number to your title.	7	7	0
Wave Dynamics and Wind Waves	This forum will hold our discussions on wave terminology, relevant websites, questions, and weekly topic entry about waves.	9	9	5
Glacier Melt Could Signal Faster Rise in Ocean Levels	Greenland's glaciers are melting into the sea twice as fast as previously believed, the result of a warming trend that renders obsolete predictions of how quickly Earth's oceans will rise over the next century.	0	0	0

3. On the **Forum** page, select **List View**.
4. On the Action Bar, point to **Display** to access the drop-down list.
5. Select the type of threads to view in the forum.
 - **Published**: A post with a Published status is available to users.
 - **Hidden**: A thread that is locked and not visible by default. You may choose to display Hidden threads in List View. Hidden threads cannot be edited, even if editing has been enabled for the thread. Hiding threads helps you find relevant content, as unneeded content is hidden from view.
 - **Draft**: A Draft thread is saved to Blackboard Learn by the author for future editing, but is not submitted for publication. It becomes available to other users when it is published.

Date	Thread	Author	Status	Tags	Unread
2/27/11 11:52 PM	Terminology	Cathy Chu	Published		2
2/27/11 11:53 PM	Relevant websites	Cathy Chu	Published		1
2/27/11 11:54 PM	Questions	Cathy Chu	Published		0
2/28/11 12:23 AM	Week 1: Wave Formation	Dwight Paul	Published		2

Result

The forum page displays only those threads that have the status selected from the **Display** drop-down list.

How to Reply to Discussion Posts

Note: You can reply to published threads, but cannot reply to locked or hidden threads.

1. On the Course Menu, click **Discussions**.
2. On the **Discussion Board** page, click the name of the forum.

The screenshot shows the 'Discussion Board' page for 'Introduction to Oceanography Section 2'. A sidebar on the left contains navigation links: Home Page, Assignments, Group Assignments, Discussions (with a blue circle containing the number 1), Tools, Blogs, My Grades, and Help. The main content area is titled 'Discussion Board' and features a search bar. Below the search bar is a table listing forums:

Forum	Description	Total Posts	Unread Posts	Total Participants
Oceans in the News	Each week please post a link to a relevant news article related to oceanography or marine biology. Add the week number to your title.	7	7	0
Wave Dynamics and Wind Waves	This forum will hold our discussions on wave terminology, relevant websites, questions, and weekly topic entry about waves.	9	9	5
Glacier Melt Could Signal Faster Rise in Ocean Levels	Greenland's glaciers are melting into the sea twice as fast as previously believed, the result of a warming trend that renders obsolete predictions of how quickly Earth's oceans will rise over the next century.	0	0	0

3. On the **Forum** page, click the name of the thread.




The screenshot shows the 'Forum: Wave Dynamics and Wind Waves' page. At the top right, there are 'List View' and 'Tree View' options. Below the forum title, there are buttons for 'Create Thread', 'Search', 'Discover Content', 'Display', and 'Tags'. A table lists threads, with a blue circle containing the number 3 next to the 'Thread' column header:

	Date	Thread	Author	Status	Tags	Unread Posts	Total Posts
<input type="checkbox"/>	2/27/11 11:52 PM	Terminology	Cathy Chu	Published		2	4
<input type="checkbox"/>	2/27/11 11:53 PM	Relevant websites	Cathy Chu	Published		1	2
<input type="checkbox"/>	2/27/11 11:54 PM	Questions	Cathy Chu	Published		0	1
<input type="checkbox"/>	2/28/11 12:23 AM	Week 1: Wave Formation	Dwight Paul	Published		2	2


4. On the **Thread Detail** page, click a post's title. The post appears in the Current Post portion of the content frame. You can view the text of the post and information about the post, such as the **Author** and **Posted Date**.
5. Click **Reply**. Alternatively, click **Quote** to include the post's text as part of your reply.

Thread Detail

[Subscribe](#) [Search](#) [Refresh](#)

< [Week 1: Wave Formation](#) > [Reply](#)   


Total Posts: 2 Unread Posts: 0

Message Actions  Collect

Select: [All](#) [None](#)

<input type="checkbox"/>	Week 1: Wave Formation	Dwight Paul	2/28/11 12:23 AM
<input type="checkbox"/>	Wave Formation (additional info)	Andy Farrell	2/28/11 12:27 AM

Select: [All](#) [None](#)

Message Actions  Collect

Week 1: Wave Formation > [Reply](#) [Quote](#) [Set Flag](#)

Author: [Dwight Paul](#) **Total views:** 7 (Your views: 4)

Posted Date: Monday, February 28, 2011 12:23:40 AM EST **Overall Rating:** ★★★★★

Edited Date: Monday, February 28, 2011 12:23:40 AM EST **Your Rating:** ★★★★★

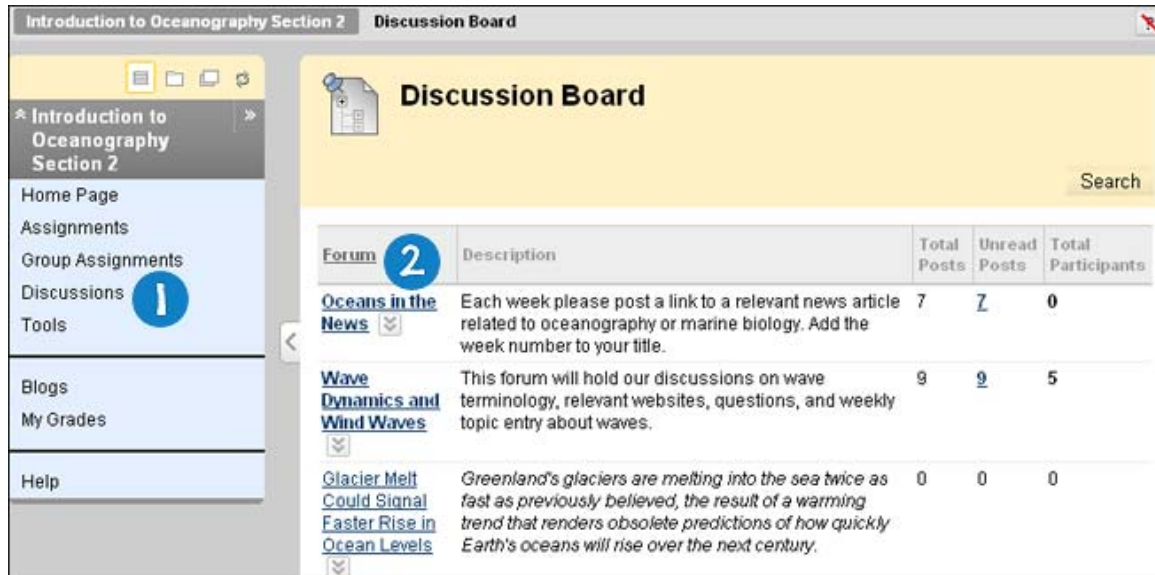
The great majority of large breakers one observes on a beach result from distant winds. Five factors influence the formation of wind waves:

- Wind speed
- Distance of open water that the wind has blown over (called the *fetch*)
- Width of area affected by fetch
- Time duration the wind has blown over a given area
- Water depth

- On the **Reply to Post** page, click **View Original Post** on the Action Bar to include the original message on the page while replying. Click **Close Original Post** to hide the original post from view. If needed, edit the **Subject**.
- In the **Message** text box, type your reply. You can use the Text Editor functions to format the text and add files, images, external links, multimedia, and Mashups.
- Alternatively, under **Attachments**, attach a file using one of the following options:
 - To upload a file from your computer, click **Browse My Computer**.
 - If your school licenses content management, click **Browse Content Collection**.
- Click **Save Draft** to store a draft of the post or click **Submit** to create the thread.

Rating posts also allows you to focus on messages considered informative or useful by others. Depending on the forum settings, you can rate a post using a five star system. Your instructor can also rate posts.

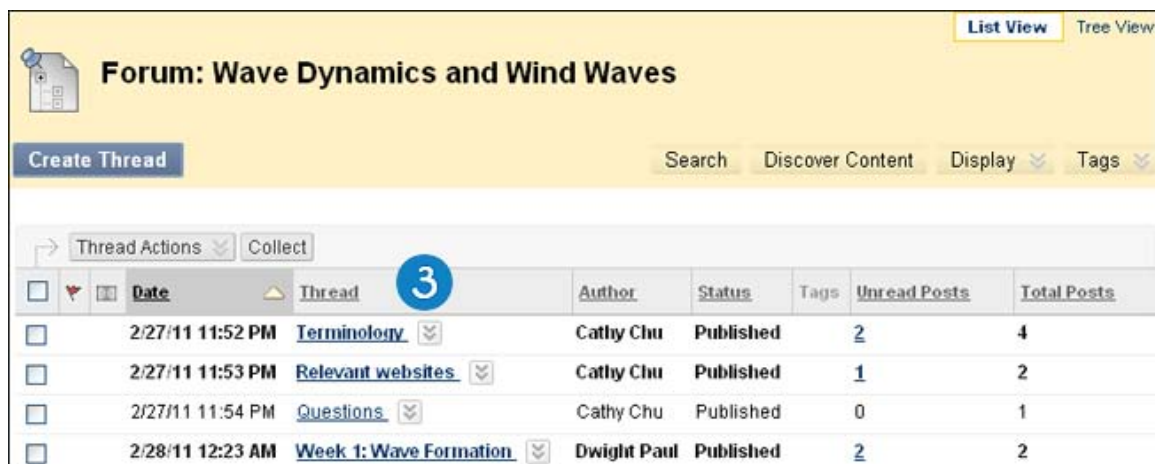
1. On the Course Menu, click **Discussions**.
2. On the **Discussion Board** page, click the name of the forum.



The screenshot shows the 'Discussion Board' page for 'Introduction to Oceanography Section 2'. On the left is a navigation menu with 'Discussions' highlighted and a blue circle with the number '1'. The main content area is titled 'Discussion Board' and contains a table of forums. A blue circle with the number '2' is next to the 'Oceans in the News' forum name.

Forum	Description	Total Posts	Unread Posts	Total Participants
Oceans in the News	Each week please post a link to a relevant news article related to oceanography or marine biology. Add the week number to your title.	7	7	0
Wave Dynamics and Wind Waves	This forum will hold our discussions on wave terminology, relevant websites, questions, and weekly topic entry about waves.	9	9	5
Glacier Melt Could Signal Faster Rise in Ocean Levels	Greenland's glaciers are melting into the sea twice as fast as previously believed, the result of a warming trend that renders obsolete predictions of how quickly Earth's oceans will rise over the next century.	0	0	0

3. On the **Forum** page, click the name of the thread.



The screenshot shows the 'Thread Detail' page for the 'Wave Dynamics and Wind Waves' forum. At the top right are 'List View' and 'Tree View' buttons. Below the forum title is a 'Create Thread' button and search/discovery options. A table lists threads with a blue circle containing the number '3' next to the 'Terminology' thread title.

	Date	Thread	Author	Status	Tags	Unread Posts	Total Posts
<input type="checkbox"/>	2/27/11 11:52 PM	Terminology	Cathy Chu	Published		2	4
<input type="checkbox"/>	2/27/11 11:53 PM	Relevant websites	Cathy Chu	Published		1	2
<input type="checkbox"/>	2/27/11 11:54 PM	Questions	Cathy Chu	Published		0	1
<input type="checkbox"/>	2/28/11 12:23 AM	Week 1: Wave Formation	Dwight Paul	Published		2	2

4. On the **Thread Detail** page, click a post's title. The post appears in the Current Post portion of the content frame.

5. For **Your Rating**, select one to five stars. You can add and delete stars at any time.

The screenshot shows a 'Thread Detail' page for a discussion board. At the top, there is a 'Subscribe' button and 'Search' and 'Refresh' links. Below this, there is a breadcrumb trail: '< Relevant websites > Reply'. The thread statistics show 'Total Posts: 2' and 'Unread Posts: 0'. A 'Message Actions' dropdown menu is set to 'Collect', with 'Select: All None' options. The post list shows two posts: 'Relevant websites' by Cathy Chu (2/27/11 11:53 PM) and 'RE: Relevant websites' by Christopher Casper (2/28/11 12:04 AM). The second post is selected, and a blue circle with the number '4' is next to it. An arrow points from this circle to the 'Your Rating' section of the selected post. The 'Your Rating' section shows five stars, with the number '5' in a blue circle next to it. The 'Overall Rating' is also shown as five stars. The 'Author' is Christopher Casper, 'Posted Date' is Monday, February 28, 2011 12:04:57 AM EST, and 'Edited Date' is the same. The 'Parent Post' section is collapsed. The post content reads: 'I found a website that discusses wave dynamics and wind waves presented in slides. It can also be useful in class discussions. Website: <http://www.indiana.edu/~q131/waves.html>'. At the bottom, there is another breadcrumb trail: '< RE: Relevant websites' and 'Reply Quote Set Flag' buttons.

Result

Your rating is now included in the **Overall Rating**, which is the combined rating of all users. The individual rating appears in **Your Rating**. Use the **Move to previous** and **Move to next** arrows to view another post.

How to Search Discussion Posts

You can search for specific text—a phrase, word, or part of a word—in the Discussion Board. The results appear on a **Search Results** page.

1. On the Course Menu, click **Discussions**.
2. On the **Discussion Board** page, click **Search**. The **Search** field expands.
3. In the **Search** text box, type search criteria.
4. In the drop-down list, select an area to search.

- **Current Discussion Board**
 - **All Forums in Course**
5. To further narrow your search results, select the **After** and **Before** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times.
 6. Click **Go**.

The screenshot shows the Blackboard Discussion Board search interface. The top navigation bar includes 'Introduction to Oceanography Section 2', 'Home Page', 'Assignments', 'Group Assignments', 'Discussions' (marked with a blue circle 1), and 'Tools'. The main content area is titled 'Discussion Board' and features a table with columns for 'Forum', 'Description', 'Total Posts', 'Unread Posts', and 'Total Participants'. A search bar is located at the top right (marked with a blue circle 2). Below the search bar, the search criteria are displayed: 'Search waves in Current Discussion Board' (marked with a blue circle 3), with 'After' and 'Before' checkboxes (marked with a blue circle 5) and a 'Go' button (marked with a blue circle 6). Two pop-up windows are shown: a 'Date Selection Calendar' for March 2011 (marked with a blue circle 4) and a 'Time Selection Menu' showing times from 09:30 AM to 01:30 PM.

Result

On the **Search Results** page, you can read and print the results. On the Action Bar, click **Print Preview** to open the page in a new window in printer-friendly format. Posts print in the order they appear on the page. To select which posts appear and in which order, you can filter and sort posts using the [Filter function](#) and the [Sort by and Order drop-down lists](#) on the Action Bar.

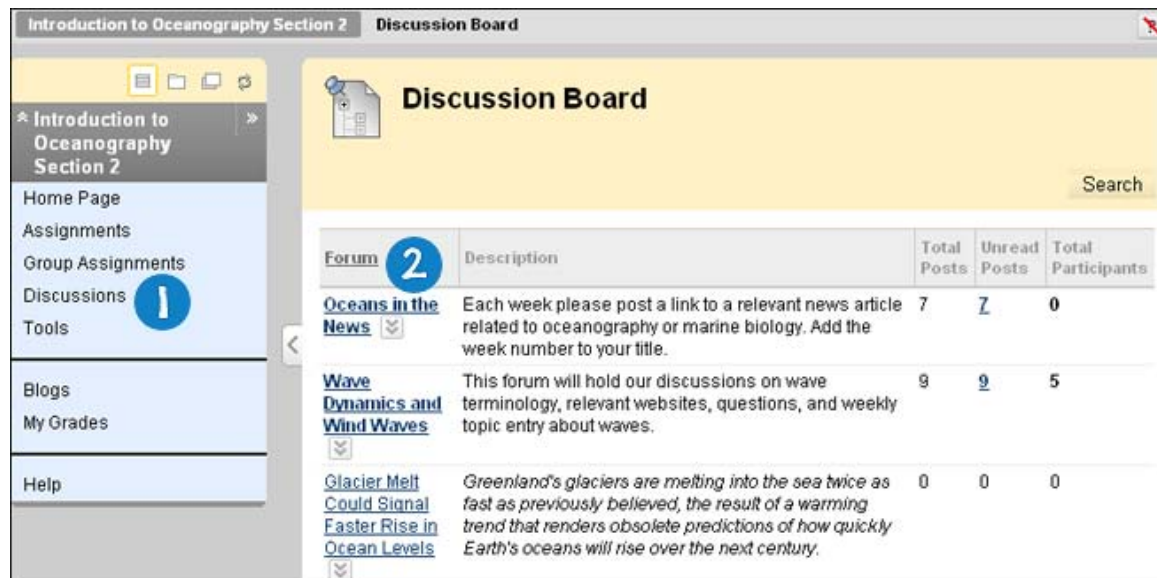
On this page, you can also [reply to posts](#) and mark messages read or unread. Click the **Quote** function to include the post's text as part of your reply. To view the responses to a post, click the post's hyperlinked title to navigate to the **Thread Detail** page.

How to Collect Discussion Posts

On the **Thread Detail** page, you can read only one post at a time. Use the **Collect** function to read multiple

posts from the same page. Once posts are collected, you can filter, sort, and print them.

1. On the Course Menu, click **Discussions**.
2. On the **Discussion Board** page, click the name of the forum.



The screenshot shows the 'Discussion Board' page for 'Introduction to Oceanography Section 2'. A sidebar on the left contains navigation links: Home Page, Assignments, Group Assignments, Discussions (with a blue circle containing the number 1), Tools, Blogs, My Grades, and Help. The main content area is titled 'Discussion Board' and features a search bar. Below the search bar is a table listing forums:

Forum	Description	Total Posts	Unread Posts	Total Participants
Oceans in the News	Each week please post a link to a relevant news article related to oceanography or marine biology. Add the week number to your title.	7	7	0
Wave Dynamics and Wind Waves	This forum will hold our discussions on wave terminology, relevant websites, questions, and weekly topic entry about waves.	9	9	5
Glacier Melt Could Signal Faster Rise in Ocean Levels	Greenland's glaciers are melting into the sea twice as fast as previously believed, the result of a warming trend that renders obsolete predictions of how quickly Earth's oceans will rise over the next century.	0	0	0

3. On the **Forum** page, click the name of the thread.



The screenshot shows the 'Forum: Wave Dynamics and Wind Waves' page. At the top right, there are 'List View' and 'Tree View' options. Below the forum title, there are buttons for 'Create Thread', 'Search', 'Discover Content', 'Display', and 'Tags'. A table lists threads with a blue circle containing the number 3 next to the 'Thread' column header:

	Date	Thread	Author	Status	Tags	Unread Posts	Total Posts
<input type="checkbox"/>	2/27/11 11:52 PM	Terminology	Cathy Chu	Published		2	4
<input type="checkbox"/>	2/27/11 11:53 PM	Relevant websites	Cathy Chu	Published		1	2
<input type="checkbox"/>	2/27/11 11:54 PM	Questions	Cathy Chu	Published		0	1
<input type="checkbox"/>	2/28/11 12:23 AM	Week 1: Wave Formation	Dwight Paul	Published		2	2

4. On the **Thread Detail** page, select the check boxes of the posts to collect. If a post has replies and you want them to appear on the **Collection** page, click the plus sign to expand the post and select the check boxes for those messages.

Note: To select all the posts in a thread, click **Select: All** above the Message List. All check boxes for all the posts are selected whether they are expanded or collapsed.

5. On the Action Bar, click **Collect**.

Note: The **Collect** function is also available in the forum page, where it is used to gather all the postings made to different threads. Once collected, sort the messages to further organize them.

Thread Detail

Subscribe Search Refresh

< Week 1: Wave Formation > Reply

Total Posts: 4 Unread Posts: 0

Message Actions Collect

Select: All None

<input type="checkbox"/>	Week 1: Wave Formation	Dwight Paul	2/28/11 12:23 AM
<input checked="" type="checkbox"/>	- Wave Formation (additional info)	Andy Farrell	2/28/11 12:27 AM
<input checked="" type="checkbox"/>	RE: Wave Formation (additional info)	Cathy Wong	3/2/11 12:07 AM
<input checked="" type="checkbox"/>	RE: Week 1: Wave Formation	Cathy Wong	3/2/11 12:04 AM

Result

On the **Search Results** page, you can read and print the results. On the Action Bar, click **Print Preview** to open the page in a new window in printer-friendly format. Posts print in the order they appear on the page. To select which posts appear and in which order, you can filter and sort posts using the [Filter function](#) and the [Sort by and Order drop-down lists](#) on the Action Bar.

On this page, you can also [reply to posts](#) and mark messages read or unread. Click the **Quote** function to include the post's text as part of your reply. To view the responses to a post, click the post's hyperlinked title to navigate to the **Thread Detail** page.

How to Filter Discussion Posts After Searching or Collecting

You can filter collected posts to narrow your search results or sort a collection. If you print the posts after filtering, the posts print in the order they appear on the page.

Note: If the author or authors of some posts are no longer enrolled in the course, the posts may appear out of order.

1. On the Course Menu, click **Discussions**.
2. On the **Discussion Board** page, click the name of the forum.

Forum	Description	Total Posts	Unread Posts	Total Participants
Oceans in the News	Each week please post a link to a relevant news article related to oceanography or marine biology. Add the week number to your title.	7	7	0
Wave Dynamics and Wind Waves	This forum will hold our discussions on wave terminology, relevant websites, questions, and weekly topic entry about waves.	9	9	5
Glacier Melt Could Signal Faster Rise in Ocean Levels	Greenland's glaciers are melting into the sea twice as fast as previously believed, the result of a warming trend that renders obsolete predictions of how quickly Earth's oceans will rise over the next century.	0	0	0

- On the **Forum** page, click the name of the thread.

Date	Thread	Author	Status	Tags	Unread Posts	Total Posts
2/27/11 11:52 PM	Terminology	Cathy Chu	Published		2	4
2/27/11 11:53 PM	Relevant websites	Cathy Chu	Published		1	2
2/27/11 11:54 PM	Questions	Cathy Chu	Published		0	1
2/28/11 12:23 AM	Week 1: Wave Formation	Dwight Paul	Published		2	2

- On the **Thread Detail** page, select the check boxes of the posts to collect.
- On the Action Bar, click **Collect**.

Note: The **Collect** function is also available from the forum page, where it is used to gather all the postings made to different threads. Once collected, sort the messages to further organize them.

<input type="checkbox"/>	Subject	Author	Timestamp
<input type="checkbox"/>	Week 1: Wave Formation	Dwight Paul	2/28/11 12:23 AM
<input checked="" type="checkbox"/>	Wave Formation (additional info)	Andy Farrell	2/28/11 12:27 AM
<input checked="" type="checkbox"/>	RE: Wave Formation (additional info)	Cathy Wong	3/2/11 12:07 AM
<input checked="" type="checkbox"/>	RE: Week 1: Wave Formation	Cathy Wong	3/2/11 12:04 AM

6. On the **Collection** page, click the **Filter** function on the Action Bar to expand the field and select options from the following drop-down lists:
 - **Author:** Select All or select an author.
 - **Status:** Show All or select a status.
 - **Read Status:** Select Show All, Read, or Unread posts.
 - **Tags:** Show All tags or select a tag.
7. Click **Go** to apply the selections. You can further organize the results using the [Sort by and Order drop-down lists](#).
8. Click the **X** to close the **Filter** field.

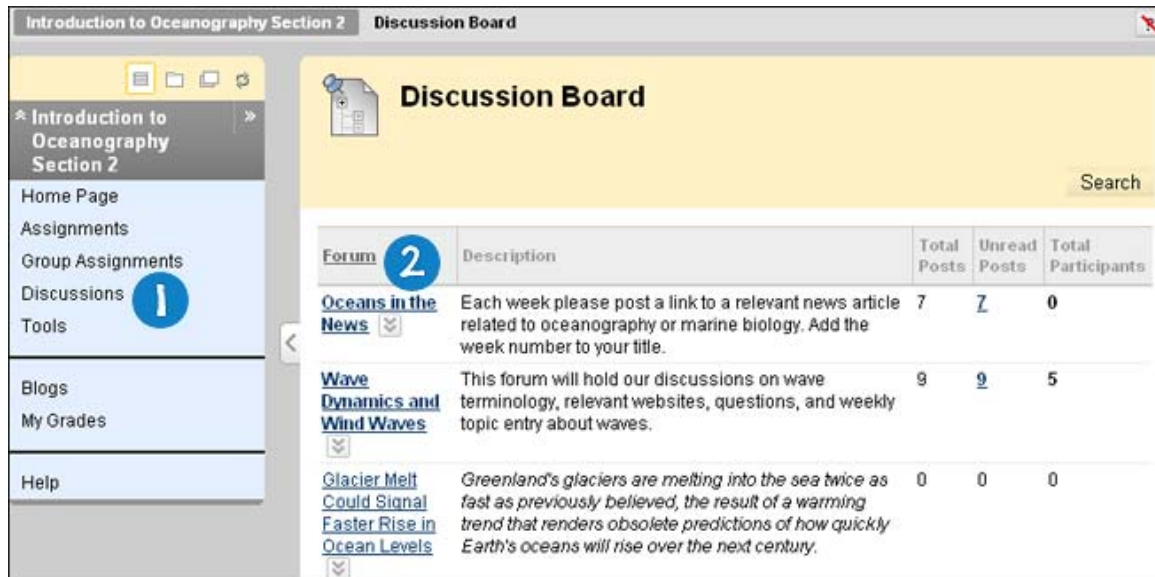
Note: You can select **Tags** if your instructor has enabled post tagging for the forum.

How to Sort Discussion Posts After Searching or Collecting

To narrow your search results or sort a collection, you can use the **Sort by** and **Order** drop-down lists. If you print the posts after sorting, the posts print in the order they appear on the page.

Note: If the author or authors of some posts are no longer enrolled in the course, the posts may appear out of order.

1. On the Course Menu, click **Discussions**.
2. On the **Discussion Board** page, click the name of the forum.



The screenshot shows the 'Discussion Board' page for 'Introduction to Oceanography Section 2'. A sidebar on the left contains navigation links: Home Page, Assignments, Group Assignments, Discussions (highlighted with a blue circle and the number 1), Tools, Blogs, My Grades, and Help. The main content area is titled 'Discussion Board' and features a search bar. Below the search bar is a table listing forums:

Forum 2	Description	Total Posts	Unread Posts	Total Participants
Oceans in the News	Each week please post a link to a relevant news article related to oceanography or marine biology. Add the week number to your title.	7	7	0
Wave Dynamics and Wind Waves	This forum will hold our discussions on wave terminology, relevant websites, questions, and weekly topic entry about waves.	9	9	5
Glacier Melt Could Signal Faster Rise in Ocean Levels	<i>Greenland's glaciers are melting into the sea twice as fast as previously believed, the result of a warming trend that renders obsolete predictions of how quickly Earth's oceans will rise over the next century.</i>	0	0	0

3. On the **Forum** page, click the name of the thread.



The screenshot shows the 'Forum: Wave Dynamics and Wind Waves' page. At the top right, there are 'List View' and 'Tree View' options. Below the forum title is a 'Create Thread' button and search/discovery tools. A table lists threads with columns for Date, Thread (highlighted with a blue circle and the number 3), Author, Status, Tags, Unread Posts, and Total Posts:

Date	Thread 3	Author	Status	Tags	Unread Posts	Total Posts
2/27/11 11:52 PM	Terminology	Cathy Chu	Published		2	4
2/27/11 11:53 PM	Relevant websites	Cathy Chu	Published		1	2
2/27/11 11:54 PM	Questions	Cathy Chu	Published		0	1
2/28/11 12:23 AM	Week 1: Wave Formation	Dwight Paul	Published		2	2

4. On the **Thread Detail** page, select the check boxes of the posts to collect.
5. On the Action Bar, click **Collect**.

Note: The **Collect** function is also available from the forum page, where it is used to gather all the postings made to different threads. Once collected, sort the messages to further organize them.

Thread Detail

Subscribe Search Refresh

< [Week 1: Wave Formation](#) > Reply

Total Posts: 4 Unread Posts: 5

Message Actions Collect

Select: [All](#) [None](#)

<input type="checkbox"/>	Week 1: Wave Formation	Dwight Paul	2/28/11 12:23 AM
<input checked="" type="checkbox"/>	Wave Formation (additional info)	Andy Farrell	2/28/11 12:27 AM
<input checked="" type="checkbox"/>	RE: Wave Formation (additional info)	Cathy Wong	3/2/11 12:07 AM
<input checked="" type="checkbox"/>	RE: Week 1: Wave Formation	Cathy Wong	3/2/11 12:04 AM

- On the **Collection** page, point to **Sort by** on the Action Bar to access the drop-down list. Select an option:
 - **Author's Last Name**
 - **Author's First Name**
 - **Subject**
 - **Date of Last Post**
 - **Thread Order**
- On the Action Bar, point to **Order** to access the drop-down list. Sort posts in ascending or descending order.

Collection

Print Preview

Sort by Subject Order ▲ Ascending

6

- Author's Last Name
- Author's First Name
- ✓ Subject
- Date of Last Post
- Thread Order

7

How to View Discussion Board Grades

- On the Course Menu, click **Tools**.
- On the **Tools** page, click **My Grades**.



3. If your posts to the forum have not been graded, the **Grade** column contains a [symbol](#) indicating its status. If your post has been submitted and graded, the grade appears in the **Grade** column. To view more detail, click the link to see the post's **Grade Forum** page. This page includes:
- **Forum Statistics:** This section shows information about your posts, such as **Date of Last Post**, **Average Post Length**, and **Average Post Position**.
 - **Forum Grade:** This section provides information about your **Grade**, instructor's **Feedback**, and **Grading Notes**.
 - **Contributors:** This section shows other users who participated in the forum.

Item Name	Details	Last Student Activity	Last Instructor Activity	Grade	Points Possible	Comments
Oceans in the News, Part Two	Details			-	10	
Wave Dynamics and Wind Waves	Details	Mar 9, 2011 11:26 PM	Mar 9, 2011 11:26 PM	3 30.00	30	Very good contribution.

Grade Forum: Cathy Wong

[Print Preview](#)
[Filter](#)

Sort by Date of Last Post Order ▼ Descending

Mark ▼
 Select: [All](#) [None](#)

<input type="checkbox"/>	Thread: Week 1: Wave Formation	Posted Date: March 2, 2011 12:07 AM	
	Post: RE: Wave Formation (additional info)	Status: Published	
	Author: Cathy Wong	Overall Rating: ★★★★★	

In physical oceanography, significant wave height (SWH) is the average wave height (trough to crest) of the one-third largest waves. The original definition resulted from work by the oceanographer Walter Munk during World War II. The significant wave height was intended to mathematically express the height estimated by a "trained observer". It is commonly used as a measure of the height of ocean waves. The American Meteorological Society defines SWH as Hm0 .

Tags: None [Reply](#) [Quote](#) [Mark as Unread](#)

<input type="checkbox"/>	Thread: Week 1: Wave Formation	Posted Date: March 2, 2011 12:04 AM	
	Post: RE: Week 1: Wave Formation	Status: Published	

Forum Statistics

Statistics for: Cathy Wong

Total Posts: 2

Date of Last Post: Mar 2, 2011 12:07:23 AM

Average Post Length: 541

Minimum Post Length: 473

Maximum Post Length: 608

Average Post Position: 4

Forum Grade

Grade for: Cathy Wong

Grade: 30 out of 30.0

Grade Date: 3/9/11 11:26 PM

Feedback:
Very good contribution.

Contributors

[Andy Farrell](#) (1)

[Cathy Wong](#) (2)

[Christopher Casper](#) (2)

[Dwight Paul](#) (1)

Note: If you see feedback for an item but do not see a grade, contact your instructor.

[Related Tutorials](#) | [Creating a New Discussion Board Thread](#) (Flash movie | 1m 52s | 4,750 KB) | [Replying to a Discussion Board Thread](#) (Flash movie | 1m 59s | 5,083 KB) | [Creating a Discussion Board Post](#) (Flash movie | 2m 40s | 5,135 KB) | [Organizing Discussion Board Posts](#) (Flash movie | 2m 27s | 4,624 KB) | [Viewing Discussion Board Grades](#) (Flash movie | 1m 38s | 3,181 KB)

Email

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

You can send email to the following people in a course:

- **All Users:** Sends email to all users in the course.
- **All Groups:** Sends email to all of the groups in a specified course.
- **All Student Users:** Sends an email to all students in the course.
- **All Teaching Assistant Users:** Sends email to all of the Teaching Assistants in a specified course.
- **All Instructor Users:** Sends email to all of the instructors for a specified course.
- **Select Users:** Sends email to select users.
- **Select Groups:** Sends email to select groups.

Note: Recipients of each email will not see the email addresses of other recipients.

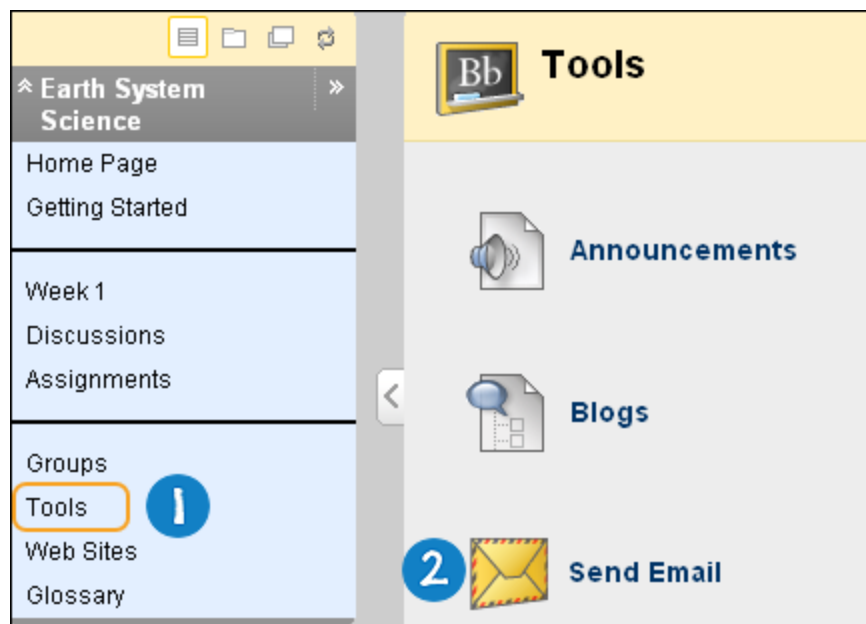
Before You Begin

- Blackboard Learn keeps no record of sent emails. You will receive a copy of your email in the Inbox of your external email account. Keep a copy of important messages in case you need them at a later date.
- Blackboard Learn will NOT recognize files or email addresses with spaces or special characters, such as #, &, %, and \$. In general, use only alphanumeric file names and addresses in Blackboard Learn.
- Do not send email through Blackboard Learn without content in the subject line. Leaving the subject line blank can prevent the message from being delivered.

How to Send Email

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Send Email**.

Note: You can also access the Send Email feature for all of your courses through the **Tools** panel on the **My Institution** tab. The Email tool may also be available directly from the Course Menu when added by your instructor.



- From the **Select Users** or **Select Groups** page, select the recipients in the **Available to Select** box and click the right-pointing arrow to move them into the **Selected** box. A back arrow is available to move a user out of the recipient list. Click **Invert Selection** and the selected users are no longer highlighted and those users that were not selected will be highlighted.

Tip: For Windows, to select multiple users in a list, press the SHIFT key and click the first and last users. To select users out of sequence, press the CTRL key and click each user needed. For Macs, use the COMMAND key instead of the CTRL key. You can also use the **Select All** function to send an email to all users.

- Type your **Subject**.
- Type your **Message**. A copy of the message is sent to the sender. A receipt page appears after the message is sent listing all recipients. The receipt page does not confirm that users received the message. It only confirms that the message was sent.
- Click **Attach a File** to browse for files from your computer. You can attach multiple files. After you add one file, the option to attach another file appears.
- Click **Submit**.

The screenshot shows the 'Select Users' interface. At the top, there is a yellow header with an envelope icon and the title 'Select Users'. Below the header, there is a legend: '* Indicates a required field.' and two buttons: 'Cancel' and 'Submit'. The main content area is divided into two sections: '1. Email Information' and '2. Submit'.

1. Email Information

To (marked with a red asterisk):

- Available to Select:** A list of users: Administrator, Blackboard; Akbar, Mina; Casper, Christopher; Chu, Cathy; Katril, Sunil; Lopez, Bruce; Lucern, Leo; MacDonald, Lisa. A blue circle with the number '3' is next to the list, and a blue arrow points from it to the right-pointing arrow between the two lists.
- Selected:** A list of selected users: Hernandez, Juan; Gonzales, Monica; Farrell, Andy; Dubois, Alyssa. A blue circle with the number '3' is next to the list, and a blue arrow points from it to the right-pointing arrow between the two lists.
- Buttons: 'Invert Selection' and 'Select All' are located below each list.

From: Christopher Casper (ccasper@myschool.edu)

Subject: Interested in a study group? (A blue circle with the number '4' is next to the subject field.)

Message: I have appreciated all the posts made on the Discussion Board and wondered if anyone would like to have a few study sessions in Chat? (A blue circle with the number '5' is next to the message text.)

Chris

Attachments: Attach a file (A blue circle with the number '6' is next to the 'Attach a file' link.)

2. Submit

Buttons: 'Cancel' and 'Submit' are located at the bottom right. A blue circle with the number '7' is next to the 'Submit' button.

Troubleshooting

- Your email address is not visible unless you choose to make it visible to course members. Find this setting in the page header at: **My Places > Personal Information > Set Privacy Options**. From this page, you can choose the information you want course members to see.
- You can change your external email address used in your course. Change your email address by going to **My Places > Personal Information > Edit Personal Information**. Type your preferred email address and click **Submit**.
- Email clients, such as Hotmail, Yahoo, and AOL may identify email from Blackboard Learn as junk mail and either automatically delete the email or move it to a junk mail folder. If you have problems, check your user preferences or options for settings regarding the handling of junk email.

Journals

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

Journals are a personal space for you to communicate privately with your instructor. You can also use a journal as a self-reflective tool to post your opinions, ideas, and concerns about your course, or discuss and analyze course related materials. For example, you can describe problems you faced and how you solved them. Your instructor can direct journal entries to be more formal in nature and narrower in focus by listing topics for discussion.

Your instructor can choose to make journal entries public, allowing all course members to view all entries. You can read what other students wrote and build on those ideas.

When used in the group area, members of a group can view and comment on each other's entries for a group journal. The group can communicate with their instructor as a whole and all members can benefit from the comments made.

Your instructor can grade group journals and apply the grade to every member of the course group. Journal entries can also be used specifically for communication. In either instance, you can make multiple entries for one journal topic.

The Journal topic page is divided into two main sections. You can view the **Instructions** in the content frame. Click the **X** to collapse the Instructions. In the side panel, you can view information about the journal. Expand and collapse sections in the side panel using the double arrows.

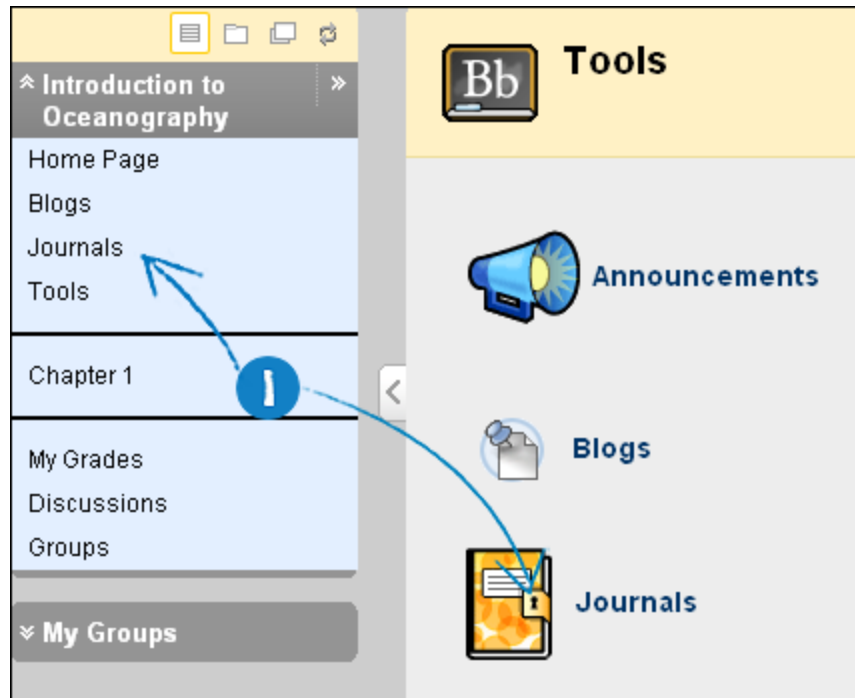
- A Create Journal Entry:** Create a journal entry using the **Create Journal Entry** function. You can make another journal entry for a topic at any time. For example, your instructor may add a comment requesting that you clarify what has been written before a grade is assigned or suggest a topic for another entry.
- B View Drafts:** Access any entries saved as drafts. Click **View Drafts** on the Action Bar.
- C Journal Entry:** Your journal entries appear in the content frame following the **Instructions**.
- D Comments:** Following an entry, you can see if comments were made. Click the link to view comments.
- E Comment:** You can add comments by clicking **Comment**.
- F About this Journal:** In the side panel, view the journal information in the **About this Journal** section.
- G Journal Grade:** The **Journal Grade** section appears if a journal is set to be graded. You can see if your journal entries have been graded..
- H More Journals:** View other journal entries made by other course members in the **More Journals** section.
- I Index:** View the titles of your selected entries for either the week or the month in the **Index** section, determined by the settings your instructor selects during journal creation. The most recent entry title appears first.

How to Access a Journal

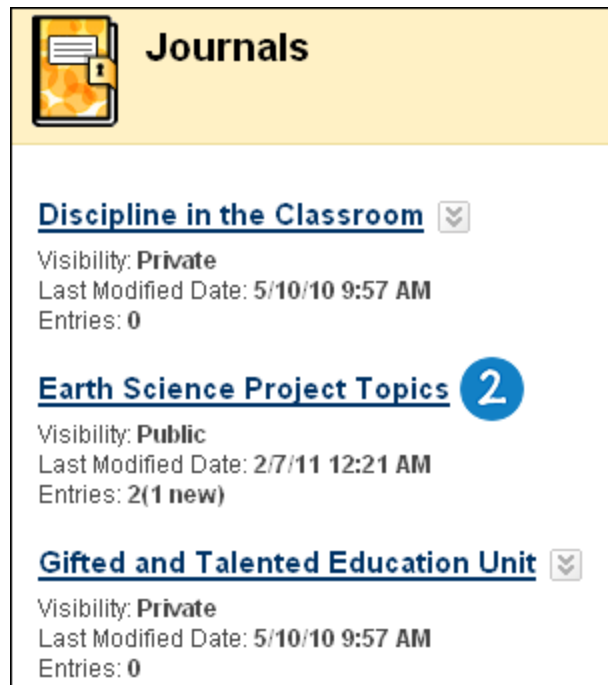
1. On the Course Menu, click **Journals**.

-OR-

- On the Course Menu, click **Tools** and then click **Journals**.



2. On the **Journals** listing page, select a journal to open.



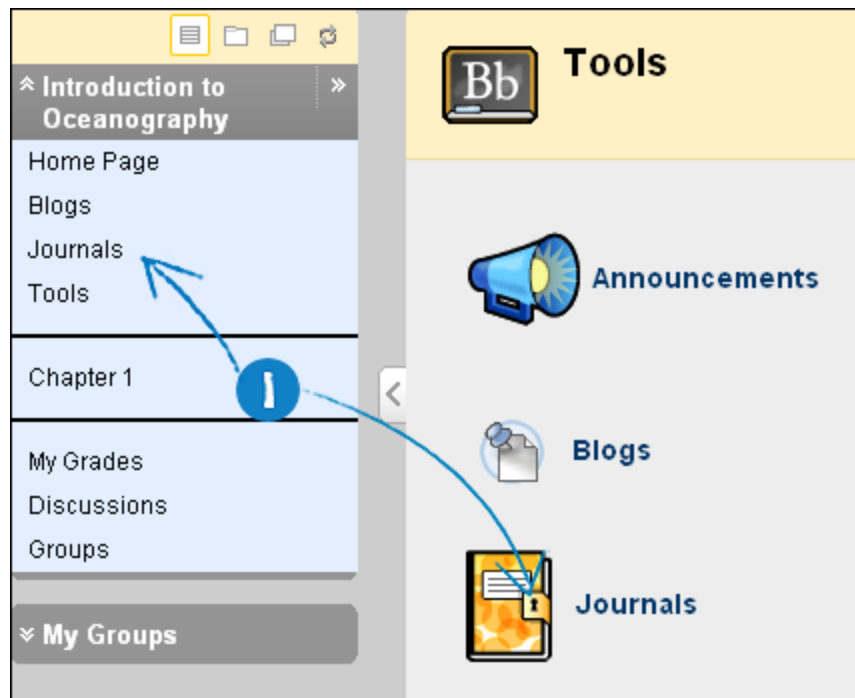
How to Create a Journal Entry

Only your instructor can create a journal topic, but once created, you can create entries. The journal topics appear in alphabetical order on the Journals listing page. Create and post journal entries or save them in draft form for later posting.

1. On the Course Menu, click **Journals**.

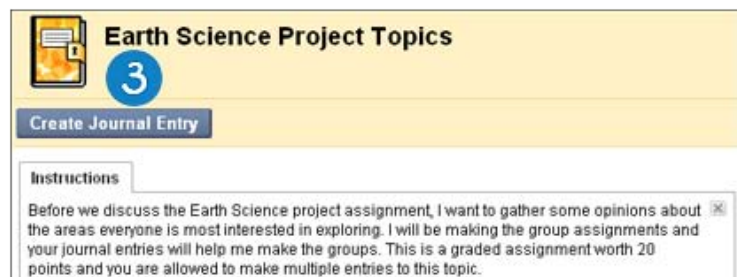
-OR-

On the Course Menu, click **Tools** and then click **Journals**.



2. On the **Journals** listing page, select a journal to open.

3. On the **Journal** topic page, click **Create Journal Entry**.



4. On the **Create Journal Entry** page, type an **Entry Title**.

5. Type the text in the **Entry Message** text box.

6. Alternatively, in the **Attach File** field, attach a file using one of the following options:

- To upload a file from your computer, click **Browse My Computer**.
- To upload a file from the course's storage repository:

- If Course Files is the course's storage repository, click **Browse Course**.
- OR-
- If your school licenses content management, click **Browse Content Collection**.

Note: Files added by students are private and stored in a secure location. These files are not accessible through the course.

7. Click **Post Entry**.

-OR-

Click **Save Entry as Draft** to save the entry for later posting.

Create Journal Entry

* Indicates a required field.

Cancel Save Entry as Draft Post Entry

1. Journal Entry Information

* Title **4** Oceanography

Entry Message

Text Editor is: ON

Normal 3 Arial B I U abc x₂ x² [List Icons]

I am interested in exploring the topics related to the oceanography section of our course studies. The guest speaker last week just sparked my interest. **5**

Path: [body](#)

2. Journal Entry Files **6**

Attach File Browse My Computer Browse Content Collection

3. Submit **7**

Cancel Save Entry as Draft Post Entry

Viewing Journal Drafts

You can save journal entries to post later by clicking **Save Entry as Draft**. You can view these drafts by clicking **View Drafts** on the main journal page.

Oceanography in Focus

Create Journal Entry View Drafts

Instructions

For the next six weeks, you will need to provide weekly journal entries about the topics below. They may be submitted in any order as each of you will work out a schedule with your supervising personnel in the community assigned to you.

Journal Topics:

- How to Care for Marine Life... waves, activities that the community is using to save the marine...

About this Journal

Author: Tony Brown
 Entries: 0
 Comments: 0

View Drafts

[How to care for marine life?](#)
 Last Modified Date: 3/16/11 3:45 AM

How to Comment on a Journal Entry

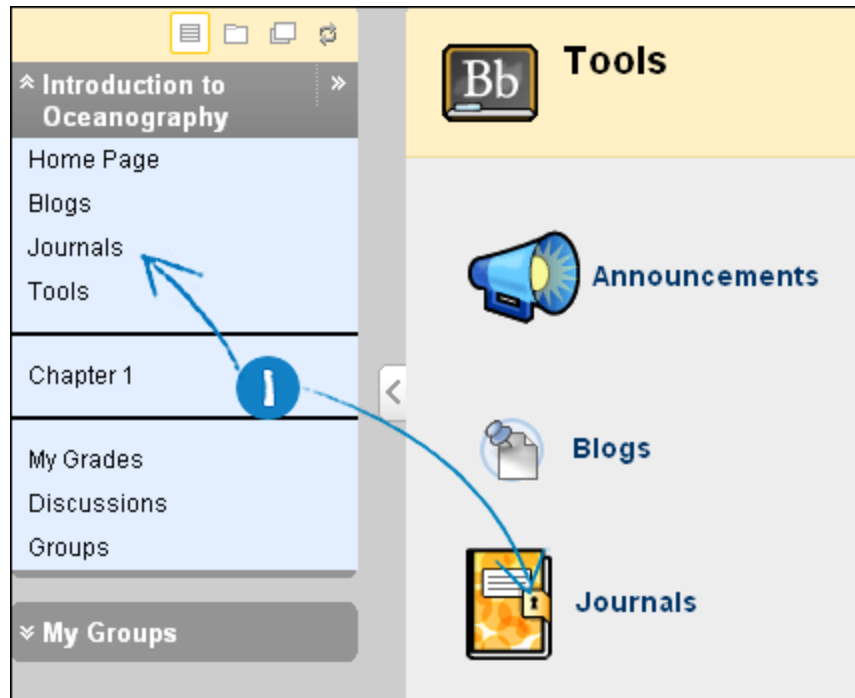
You can create comments to journal entries if commenting is allowed by your instructor. You can add a comment after your instructor comments on an entry to continue the conversation.

You cannot make comments on another user's journal entry, even if the journal has been made public. Users can only comment on another user's entry when they are members of a group. For group journals, all group members and their instructor are allowed to make comments on individual entries.

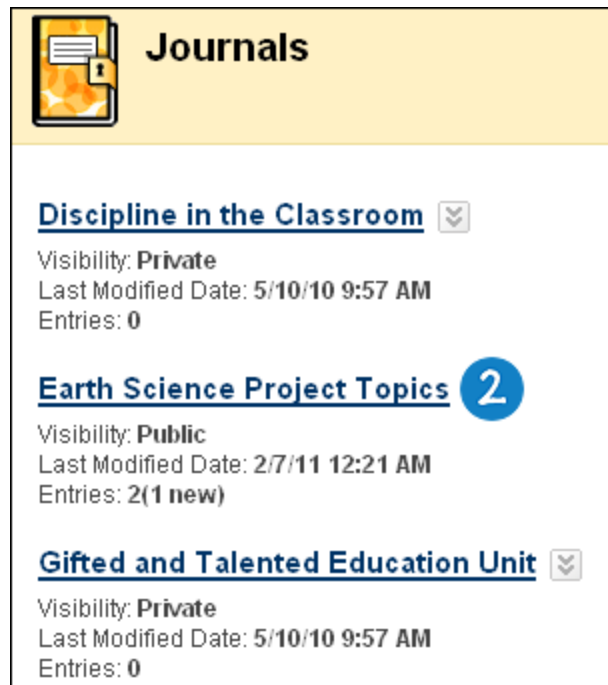
1. On the Course Menu, click **Journals**.

-OR-

On the Course Menu, click **Tools** and then click **Journals**.



2. On the **Journals** listing page, select a journal to open.



3. On the **Journal** topic page, click **Comment** for the selected entry.
4. Type a comment in the **Comment** field.
5. Click **Add**.

Earth Science Project Topics

Create Journal Entry

Instructions

Monday, February 7, 2011

Oceanography ▾

Posted by Dwight Paul at Monday, February 7, 2011 12:12:34 AM EST

I am interested in exploring the topics related to the oceanography section of our course studies. The guest speaker last week just sparked my interest.

3 **Comment**

Comments: 0

Comment

Cancel Add

*Comment: 4

I would like to focus on Marine Biology wherein I will have the chance to study the different organisms from the phytoplankton to the huge cetaceans (whales) living in different bodies of water.

5 **Cancel Add**

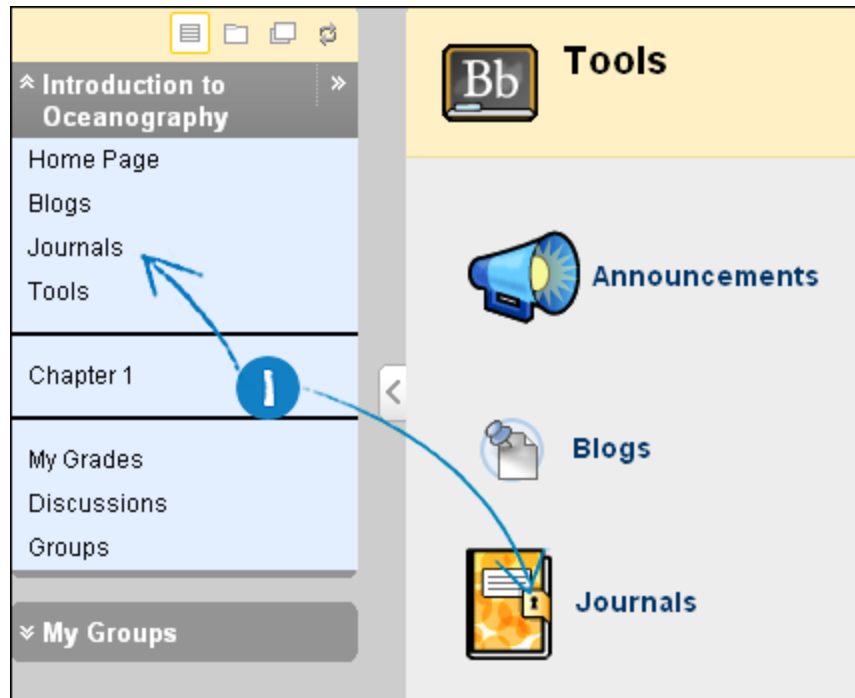
How to Edit a Journal Entry

You can edit your journal entries if your instructor allows it. However, if you edit gradable journal entries, the original graded entry will be lost.

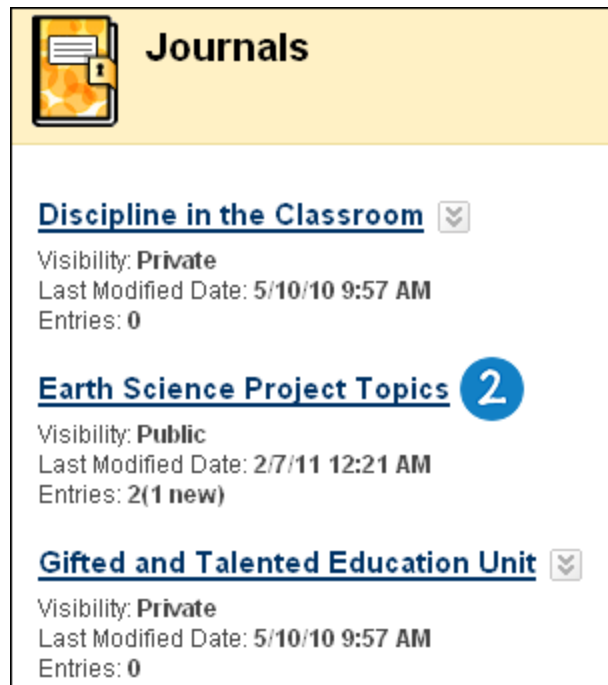
1. On the Course Menu, click **Journals**.

-OR-

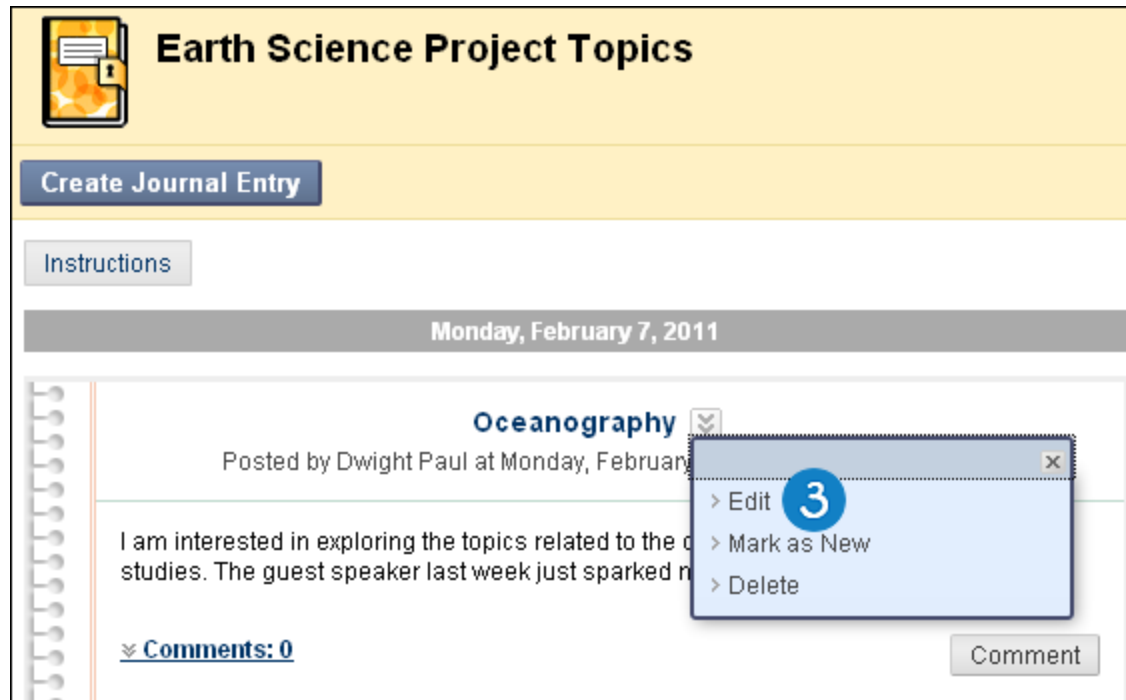
On the Course Menu, click **Tools** and then click **Journals**.



2. On the **Journals** listing page, select a journal to open.



3. On the **Journal** topic page, select **Edit** from the contextual menu for the journal entry.



The screenshot displays the Blackboard Journals interface. At the top, there is a header for "Earth Science Project Topics" with a document icon. Below this is a "Create Journal Entry" button. A section labeled "Instructions" is visible. The main content area shows a journal entry titled "Oceanography" posted by Dwight Paul on Monday, February 7, 2011. The entry text reads: "I am interested in exploring the topics related to the studies. The guest speaker last week just sparked n". Below the text, it says "Comments: 0" and there is a "Comment" button. A context menu is open over the "Edit" option, which is highlighted with a blue circle containing the number 3. The menu options are: Edit, Mark as New, and Delete.

4. On the **Edit Journal Entry** page, make the necessary changes.
5. Click **Post Entry**.

Edit Journal Entry

* Indicates a required field. Cancel Post Entry

1. Journal Entry Information

* Title

Entry Message Text Editor is: ON

I am interested in exploring the topics related to the oceanography section of our course studies. The guest speaker last week just sparked my interest. **4**

Path: [body](#)

2. Journal Entry Files

Attach File

3. Submit **5**
Cancel Post Entry

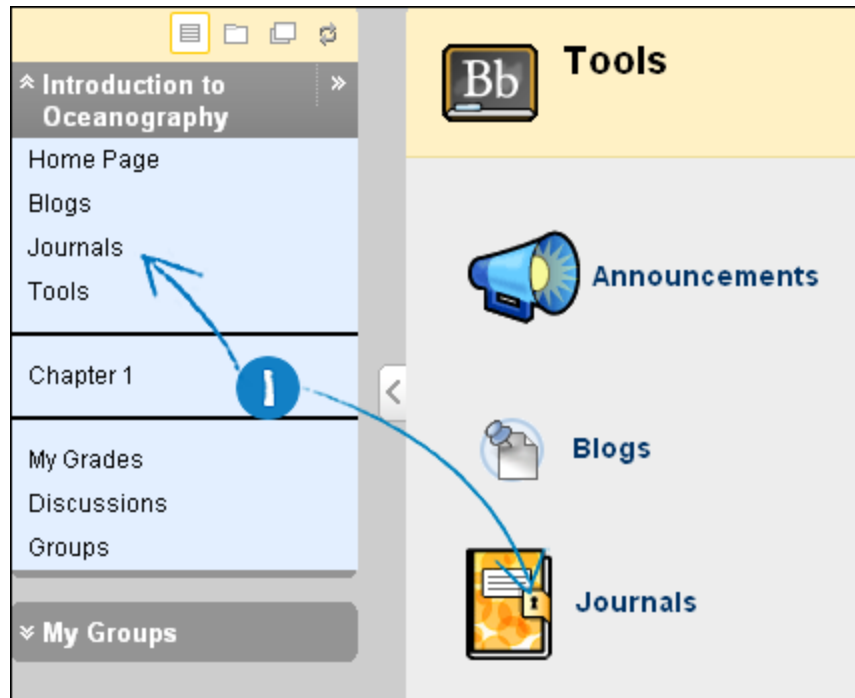
How to Delete a Journal Entry

You can delete your journal entries if your instructor allows it. However, if you delete gradable journal entries, the original graded entry will be lost.

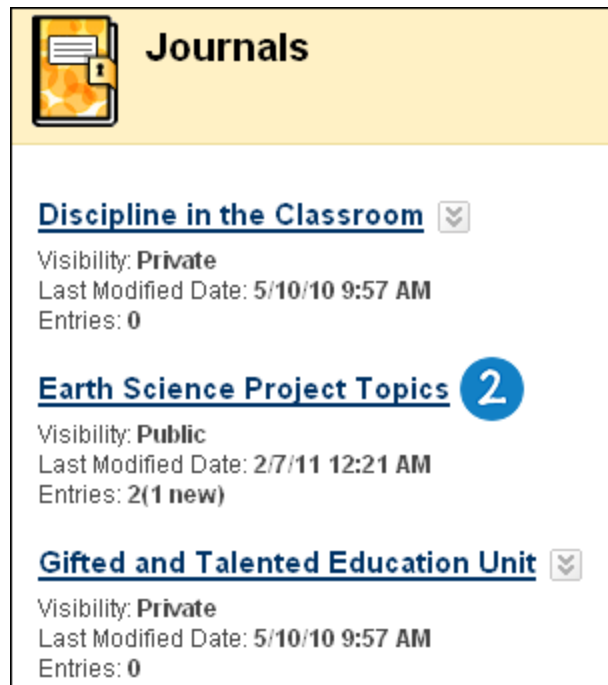
1. On the Course Menu, click **Journals**.

-OR-

On the Course Menu, click **Tools** and then click **Journals**.



2. On the **Journals** list page, select a journal to open.



3. On the **Journal** topic page, select **Delete** from the contextual menu for the journal entry. This action is final and cannot be undone.

Earth Science Project Topics

Create Journal Entry

Instructions

Monday, February 7, 2011

Oceanography [dropdown]

Posted by Dwight Paul at Monday, February 7, 2011 12:19:02 AM EST

I am interested in exploring the topics related to the oceanography studies. The guest speaker last week just sparked my interest.

> Edit
> Mark as New
> Delete **3**

Comments: 0 Comment

Viewing Journal Grades

When your journal entries have been graded, you can view your grade in two places. The grading information appears under the **Journal Grade** section on the **Journal** topic page and in the **My Grades** tool. Any feedback and the date the grade was assigned also appear in these areas.

Earth Science Project Topics

Create Journal Entry View Drafts

Instructions

Monday, February 7, 2011

Volcanoes [dropdown] **New**

Posted by Alyssa Dubois at Monday, February 7, 2011 12:19:02 AM EST
Last Edited: Monday, February 7, 2011 11:57:43 PM EST

I can easily narrow down my main interest to volcanoes. I am most interested in the people who map the surface. I am amazed how their maps will show the areas covered by past lava eruptions and how they can be used to estimate the potential impact of future eruptions.

Comments: 1 Comment

About this Journal
Author: Alyssa Dubois
Entries: 1 **1 New**
Comments: 0

Journal Grade
Grade for: Alyssa Dubois
Grade: 15 out of 20.0
Grade Date: 2/8/11 12:16 AM
Feedback:
 I look forward to this as a group presentation. Super Volcanoes can be a section for the volcanoes group.

Troubleshooting Journal Management

- If your instructor deleted the journal while you are posting, the journal and all comments are deleted.

- If a journal is made unavailable while you are posting, the journal remains visible to your instructor in **Edit** view but is not displayed to you.
- If the **Allow Users to Edit and Delete Entries** setting is changed, entries remain but you cannot edit them.
- If the **Allow Users to Delete Comments** setting is changed, comments remain but you cannot edit them.

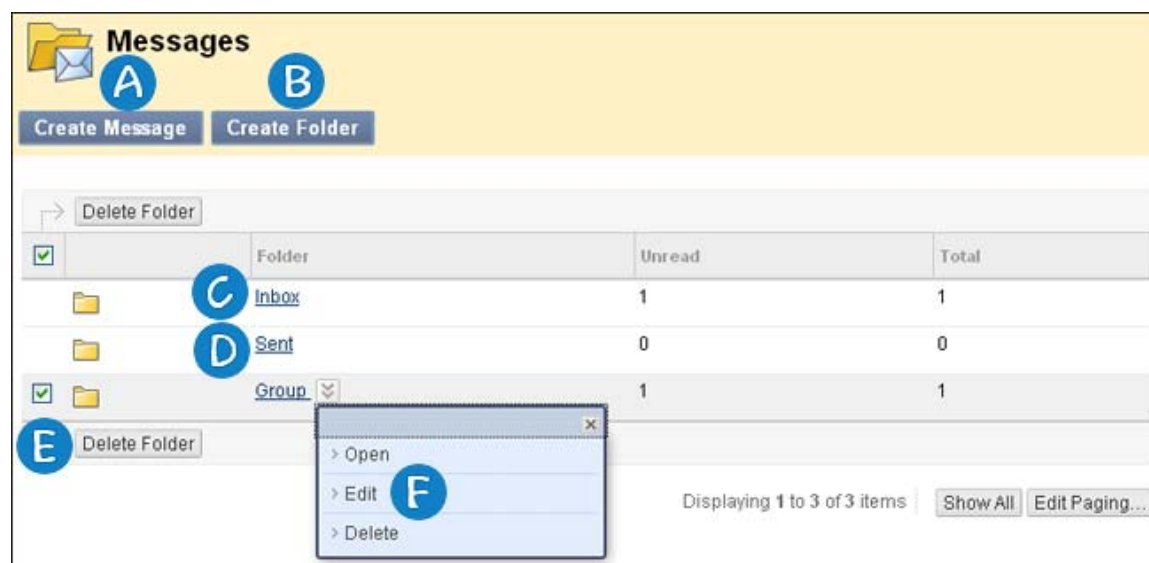
Messages

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

The Blackboard Learn **Messages** tool provides you with a familiar, email-like environment that you can use for course communication. Accounts are automatically created for each member of the course, and messages are sent and received using that account. This provides additional privacy because external email addresses are not used, so external factors will not affect course communication.

You cannot receive messages outside your course and you are not notified if you receive a new message, so make routine checks for new messages.

Messages are usually accessed through the tools area of a course. However, your instructor can restrict access or create a link on the Course Menu so that messages are directly accessible.



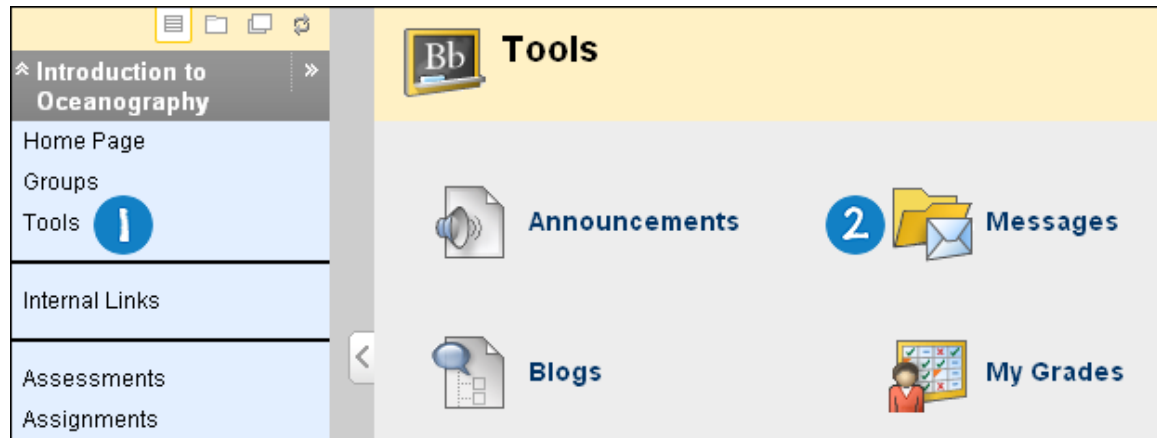
- A Create Message:** Use the **Create Message** function to create new messages.
- B Create Folder:** Use the **Create Folder** function to add a new folder. You can use folders to organize messages.
- C Inbox:** The **Inbox** folder opens with a list of messages received.
- D Sent:** The **Sent** folder opens with a list of messages that you sent.
- E Delete Folder/Delete:** The **Delete Folder** or **Delete** function in the folder contextual menu removes the folder. To delete personal folders, select the check box next to each folder to delete. Then, click **Delete Folder** on the Action Bar. The folders, and any messages in the folders, are deleted.

F Edit: The **Edit** function changes the name of a personal folder. It is not possible to modify the name of the **Inbox** folder or **Sent** folder.

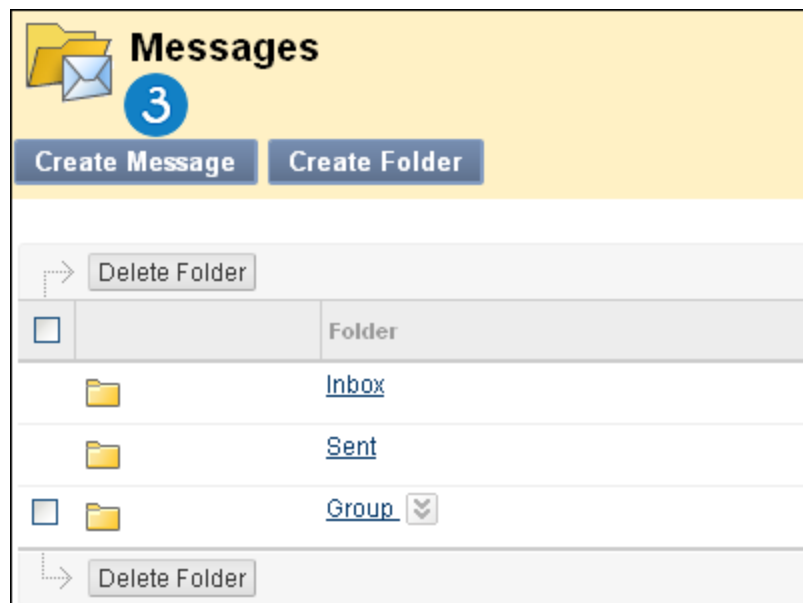
How to Create a Message

You can send messages to course members using the **Messages** tool. Using the **Messages** tool instead of the **Email** tool can also be more reliable. Incorrect or out-of-date student email addresses will not affect course communication.

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Messages**.



3. On the **Messages** page, click **Create Message**.



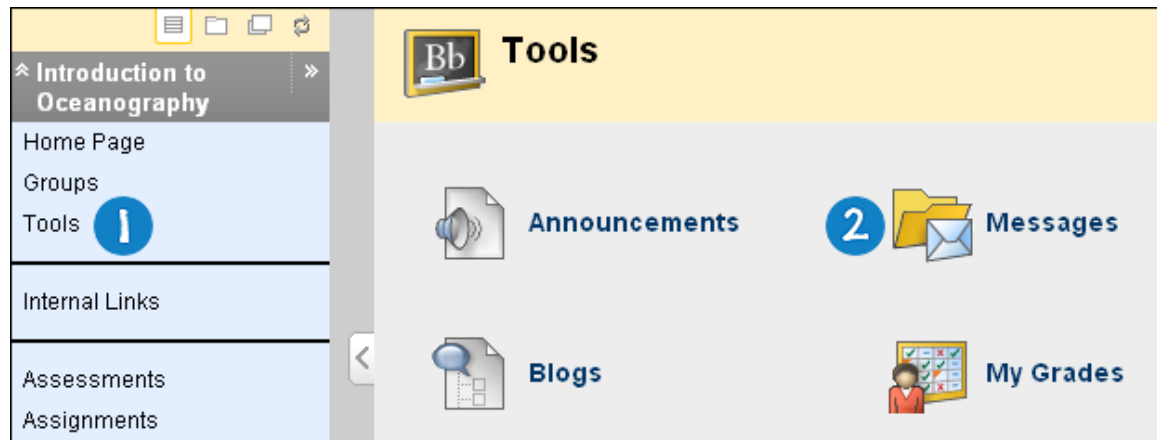
4. On the **Compose Message** page, click **To**, and a list of course members appears.
5. In the **Select Recipients: To** line box, select the recipients and click the right-pointing arrow to move them to the **Recipients** box. You can use the **Cc**, and **Bcc** functions to send the message to those users that may be interested in the message, but are not the primary recipients. When using **Bcc**, other recipients do not know that the users listed in the **Bcc** field are receiving the message.

Macs, press the **COMMAND** key instead of the **CTRL** key. You can also select all course members with the **Select All** function.

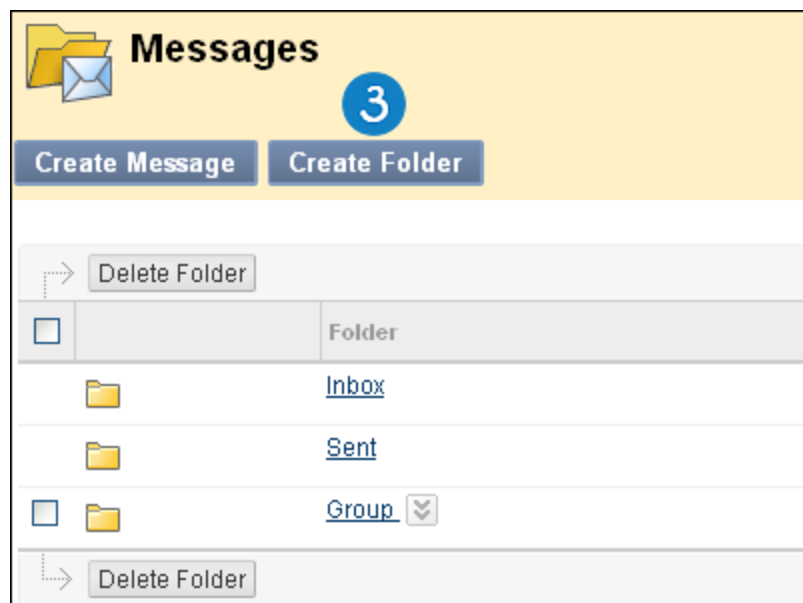
How to Create a Message Folder

You can create personal folders to help organize your messages. Personal folders are only for storing messages. Messages received always appear in the **Inbox** folder first and messages sent always appear in the **Sent** folder. Once a message appears, it can be moved into a personal folder.

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Messages**.



3. On the **Messages** page, click **Create Folder** on the Action Bar.



4. On the **Add Folder** page, type the name of the new personal folder in the **Name** box.

5. Click **Submit**.

Add Folder

* Indicates a required field.

Cancel Submit

1. **Add Folder**

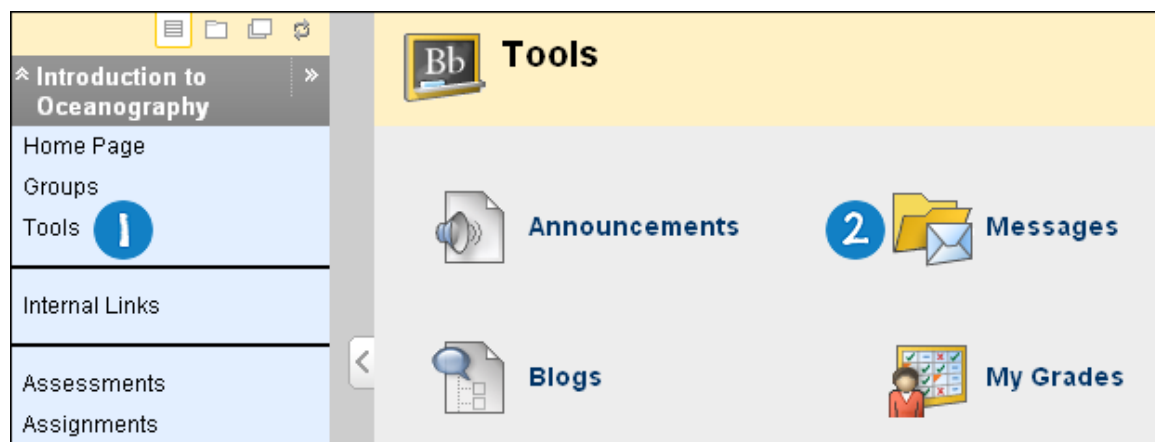
* Name **4** Drafts

2. **Submit** **5**

Cancel Submit

How to View a Message

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Messages**.



3. On the **Messages** page, select a folder.

Messages

Create Message Create Folder

Delete Folder

<input type="checkbox"/>	Folder
	Inbox
	Sent 3
<input type="checkbox"/>	Group ▾

Delete Folder

4. On the **Folder** page, click the link in the message's **Subject** column.

Folder:Group

Create Message

Move Mark ▾ Delete

<input type="checkbox"/>	@	Status	Sender	Subject
<input type="checkbox"/>			Dwight Paul	Chat Session 4

Move Mark ▾ Delete

View Message

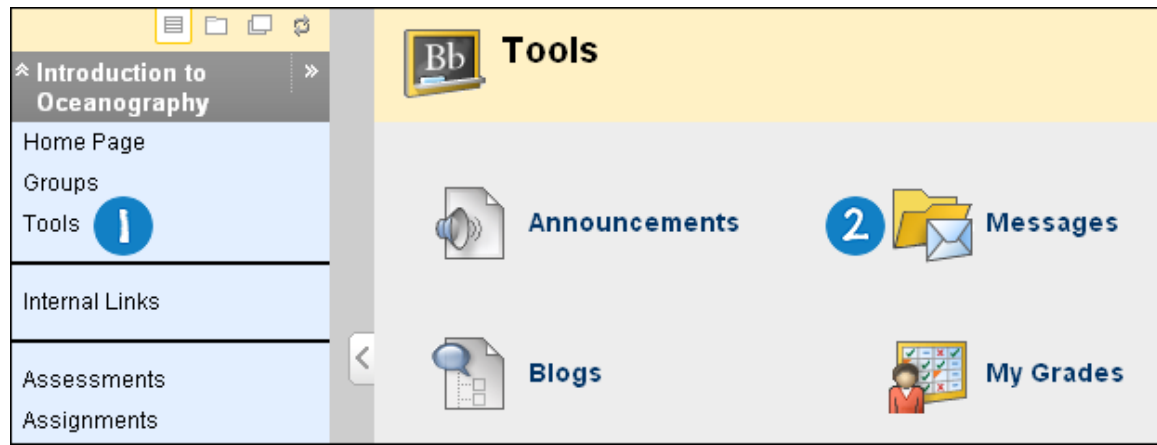
Reply ▾ Forward Move Delete

From Dwight Paul
To Andy Farrell; Alyssa Dubois; Cathy Wong; Bruce Lopez; Mina Akbar
Cc
Sent Wednesday, February 9, 2011 12:16 AM
Subject Chat Session

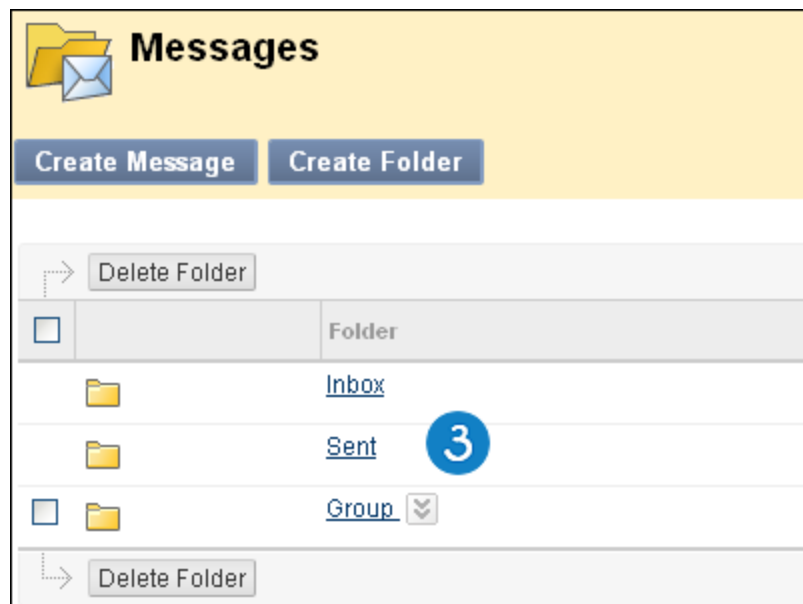
Our group will be having a Chat session on Friday, 3PM. I hope everyone will attend. Please confirm your attendance by replying to this message.

How to Reply to a Message

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Messages**.



3. On the **Messages** page, select a folder.



4. On the **Folder** page, click the link in the message's **Subject** column.

Folder: Group

Create Message

Move Mark Delete

<input type="checkbox"/>	Status	Sender	Subject
<input type="checkbox"/>		Dwight Paul	Chat Session 4

Move Mark Delete

- On the **View Message** page, click **Reply** to compose a message to the sender or **Reply All** to reply to the sender and all other recipients of the message already populated in the **To:** field.

Note: You can add other users to the message. The text of the message is already populated with the text of the original message. You can add additional text.

View Message

Reply Forward Move Delete

> Reply to Sender **5**

> Reply All

Cathy Wong; Bruce Lopez; Mina Akbar


Cc

Sent Wednesday, February 9, 2011 12:16 AM

Subject Chat Session

Our group will be having a Chat session on Friday, 3PM. I hope everyone will attend. Please confirm your attendance by replying to this message.

- On the **Reply to Message** page, compose your message.
- Click **Submit**.



Reply to Message

* Indicates a required field. Cancel Submit

1. Recipients

To

Select Recipients: To line

- Alyssa Akbar
- Alyssa Dubois
- Andy Farrell
- Ashby Cooper
- Blackboard Guest
- Bruce Lopez
- Carl Johnson
- Cathy Chu (Instructor)

Invert Selection Select All

Recipients

Dwight Paul

Invert Selection Select All

Cc

Bcc

2. Compose Message

*** Subject**

Body Text Editor is: ON

Normal 3 Arial B I U abc x₂ x² [List Icons]

I'll attend. See you on Friday. 5

----- Original Message -----
 Sent on: Wednesday, February 9, 2011 12:16 AM
 Our group will be having a Chat session on Friday, 3PM. I hope everyone will attend.

Path: [body](#)

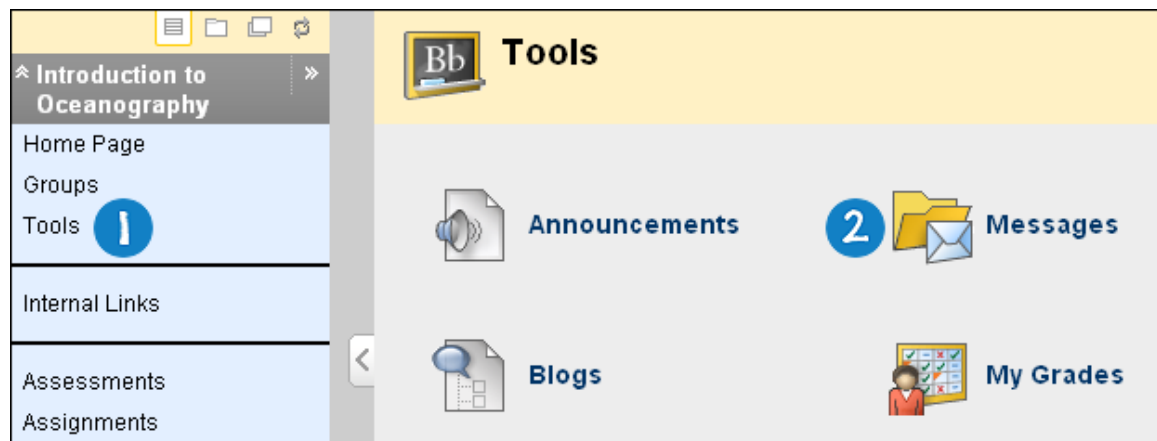
Save as Reusable Object

3. Submit 6

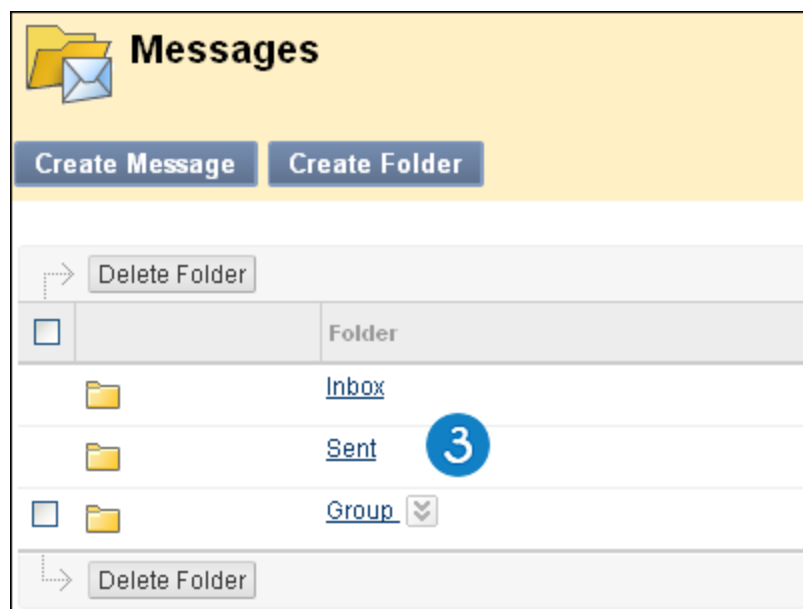
Cancel Submit

How to Forward a Message

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Messages**.



3. On the **Messages** page, select a folder.



4. On the **Folder** page, click the link in the message's **Subject** column.

Folder: Group

Create Message

Move Mark Delete

Status	Sender	Subject
	Dwight Paul	Chat Session 4

Move Mark Delete

5. On the **View Message** page, click **Forward** to send a copy of the message to someone else.

View Message 5

Reply Forward Move Delete Print

From Dwight Paul
To Andy Farrell; Alyssa Dubois; Cathy Wong; Bruce Lopez; Mina Akbar
Cc
Sent Wednesday, February 9, 2011 12:16 AM
Subject Chat Session

Our group will be having a Chat session on Friday, 3PM. I hope everyone will attend. Please confirm your attendance by replying to this message.

6. On the **Forward Message** page, select the recipients in the **Select Recipients: To line** box and click the right-pointing arrow to move them to the **Recipients** box.
7. Click **Submit**.

Forward Message

* Indicates a required field.

Cancel
Submit

1. Recipients

Select Recipients: To line

Juan Hernandez
 Leo Lucern
 Lisa MacDonald
 Lunanne Saberhagen
 Mark Proton
 Matthew Stienberg
 Mina Akbar
 Monica Gonzales
 Monica Wong

Invert Selection
Select All

Recipients

Kamel Ibrahim
 Mark Tsai

Invert Selection
Select All

2. Compose Message

* Subject

Body

Text Editor is: ON

Normal | 3 | Arial | **B** | *I* | U | abc | x₂ | x²

----- Original Message -----
 Sent on: Wednesday, February 9, 2011 12:16 AM
 Our group will be having a Chat session on Friday, 3PM. I hope everyone will attend.
 Please confirm your attendance by replying to this message.

Path: [body](#)

Save as Reusable Object

3. Submit

Cancel
Submit

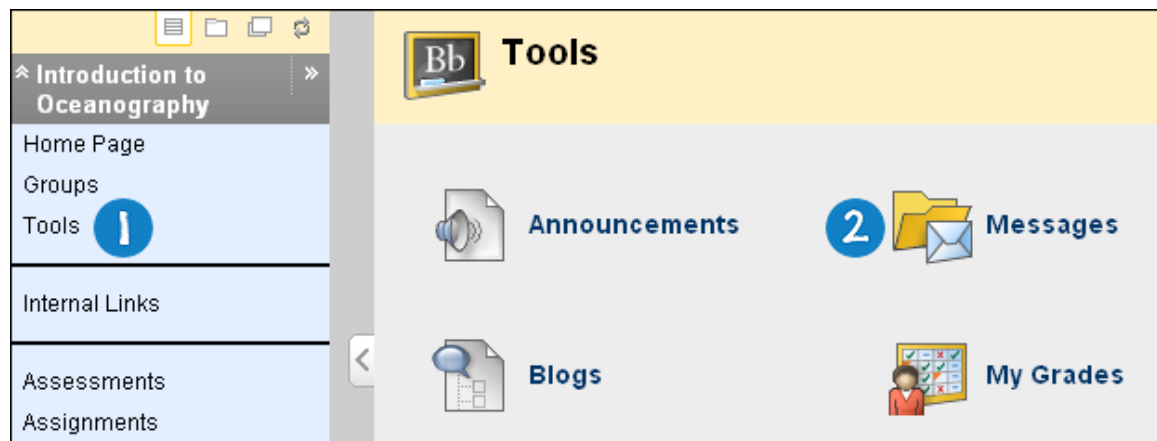
Tip: For Windows, to select multiple users in a row, press the SHIFT key and click the first and last names. To select users out of sequence, press the CTRL key and click each name needed. For Macs, press the COMMAND key instead of the CTRL key. You can also select all course members with the **Select All** function.

How to Move a Message

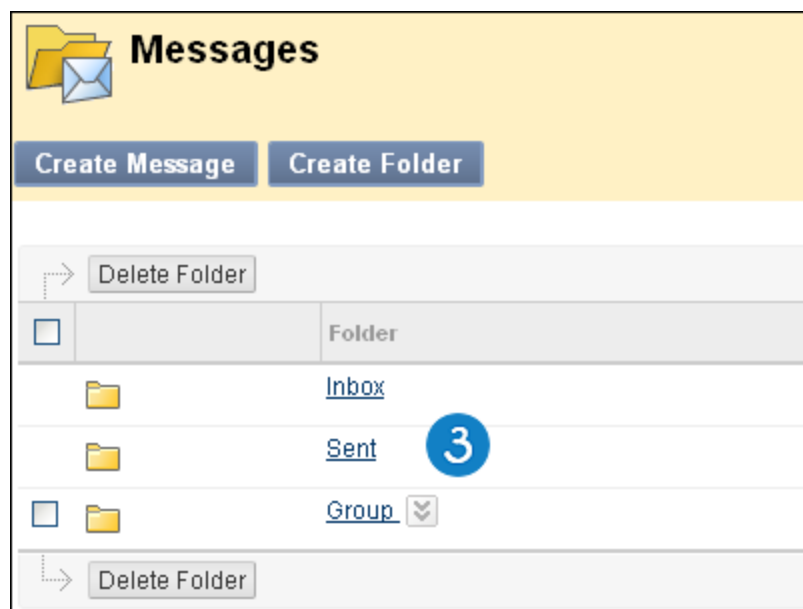
You can move messages from any folder to a personal folder. Using personal folders is a good way to organize messages so they are easy to find later. Use the **Move Message** function to move messages from one folder to another. Messages cannot be moved to the **Sent** folder or the **Inbox** folder.

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Messages**.

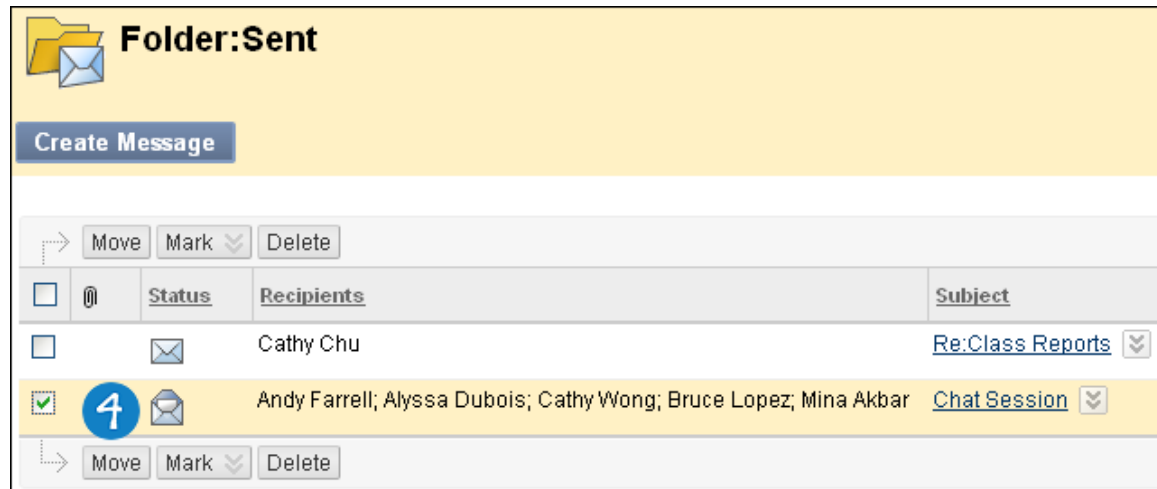
Blackboard Learn Release 9.1 - Help for Students - Page 175
 © 2011 Blackboard Inc. Proprietary and Confidential. U.S. Patent No. 6,988,138. Additional Patents Pending.



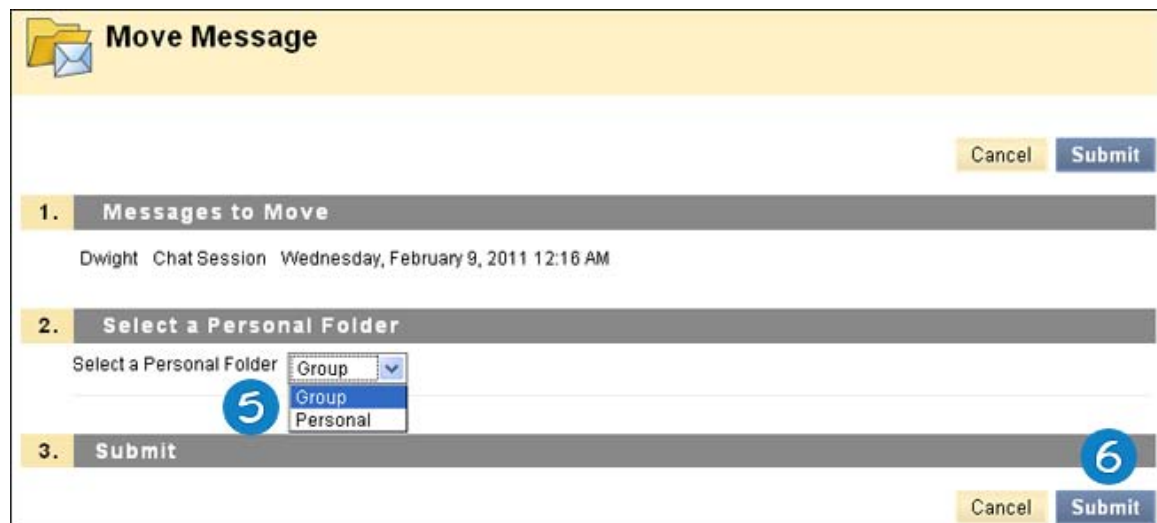
3. On the **Messages** page, click a folder to view the messages in that folder.



4. On the **Folder** page, select the check box for each message and click **Move**.

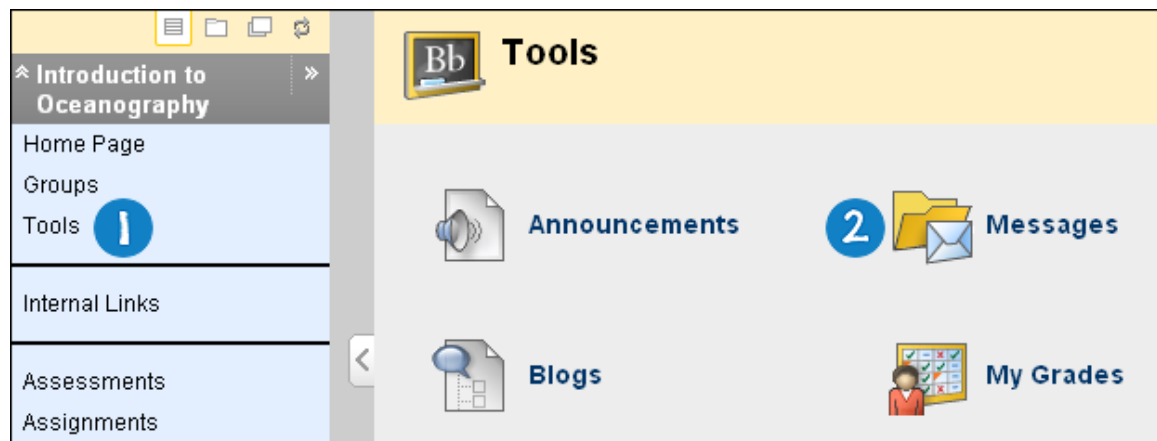


5. On the **Move Message** page, select a folder from the **Select a Personal Folder** drop-down list. This is the folder where you will store your messages. The messages are removed from the old folder after they are moved to the new folder.
6. Click **Submit**.

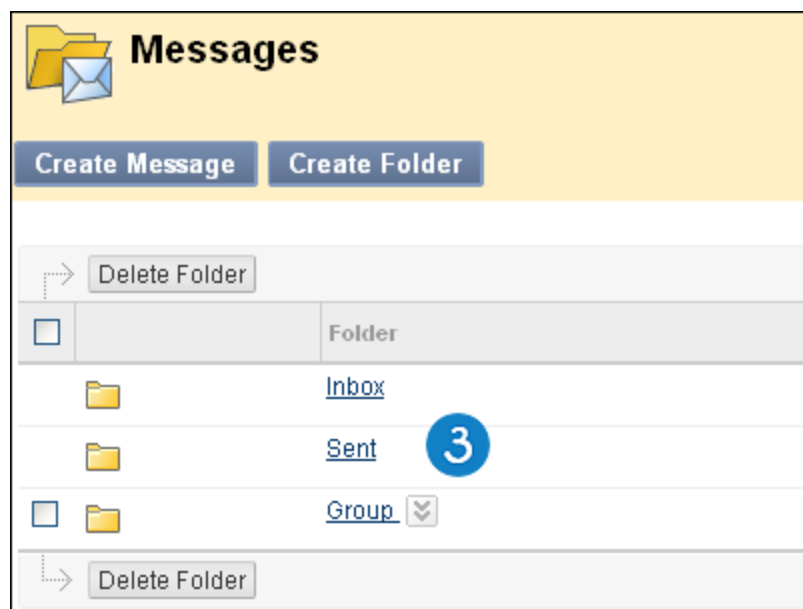


How to Delete a Message

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Messages**.

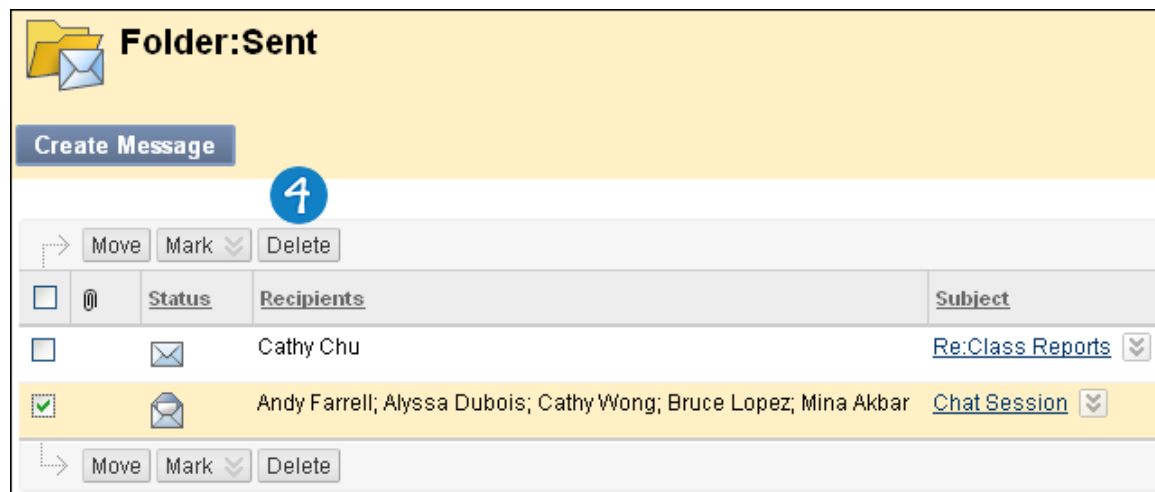


3. On the **Messages** page, click a folder to view the messages in that folder.



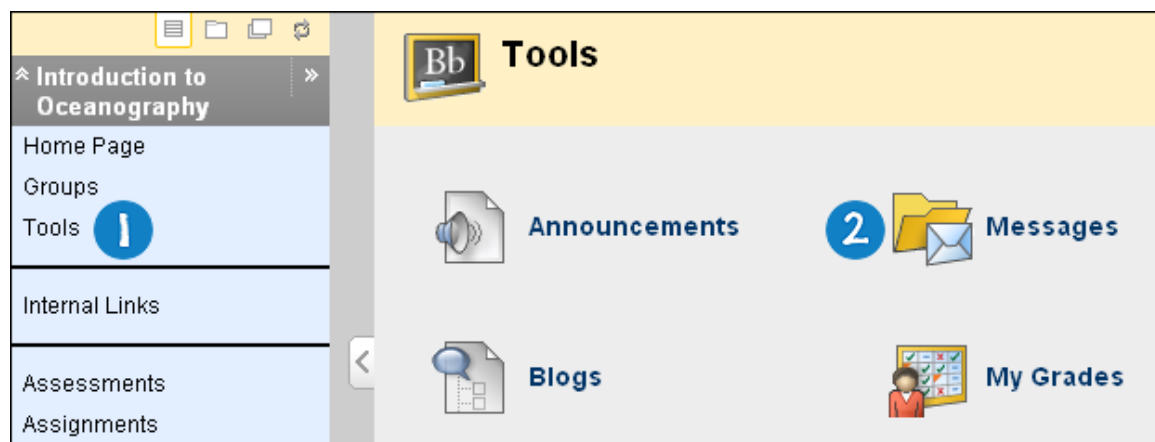
4. On the **Folder** page, select the check box for each message and click **Delete**.

Note: This action is final and cannot be undone.

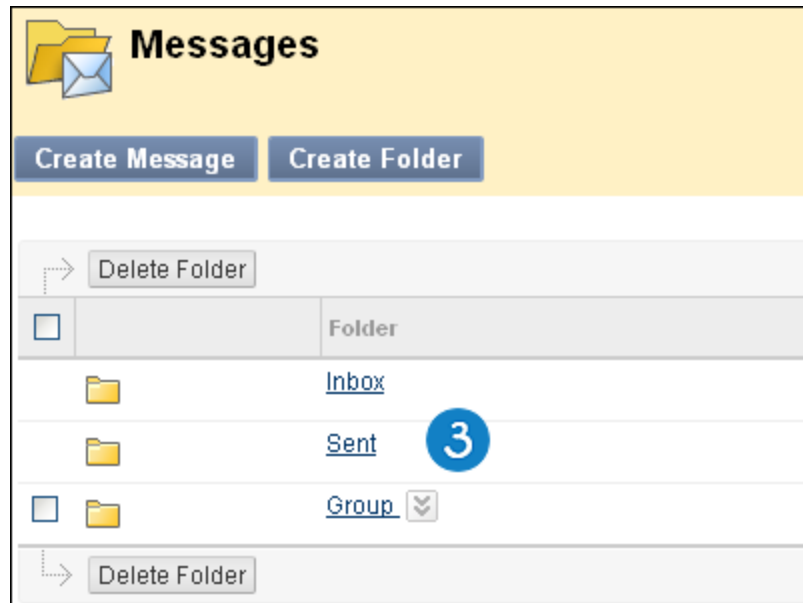


How to Print a Message

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Messages**.



3. On the **Messages** page, select a folder.



Messages

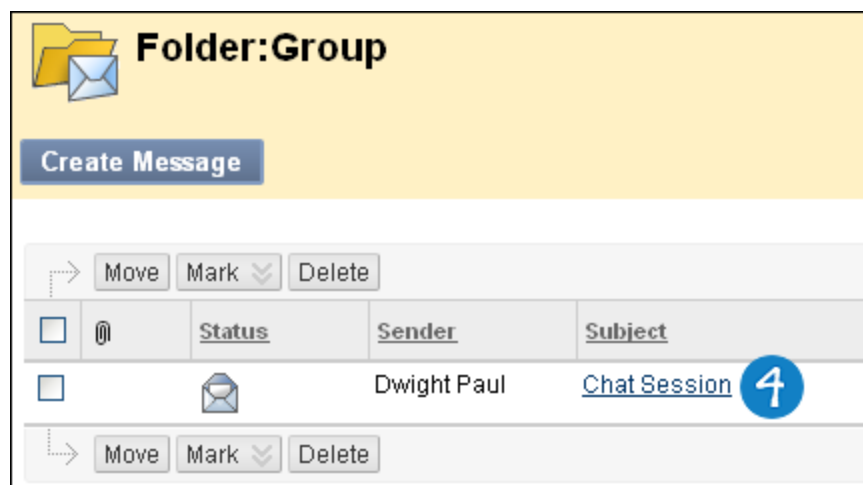
Create Message Create Folder

Delete Folder

<input type="checkbox"/>	Folder
	Inbox
	Sent 3
<input type="checkbox"/>	Group ▾

Delete Folder

4. On the **Folder** page, click the link in the message's **Subject** column.



Folder:Group

Create Message

Move Mark ▾ Delete

<input type="checkbox"/>	@	Status	Sender	Subject
<input type="checkbox"/>			Dwight Paul	Chat Session 4

Move Mark ▾ Delete

5. On the **View Message** page, click **Print**. The message is printed using the web browser's print settings.



View Message

Reply ▾ Forward Move Delete **5** Print

From Dwight Paul
To Andy Farrell; Alyssa Dubois; Cathy Wong; Bruce Lopez; Mina Akbar
Cc
Sent Wednesday, February 9, 2011 12:16 AM
Subject Chat Session

Our group will be having a Chat session on Friday, 3PM. I hope everyone will attend. Please confirm your attendance by replying to this message.

My Grades

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

The **My Grades** page shows the status of gradable items, such as tests, assignments, journal and blog entries, and discussion posts.

The **My Grades** page may include item names, details, due dates, student and instructor dates of activity, posted grades, points possible, and your instructor's comments about the items.

How to Access My Grades

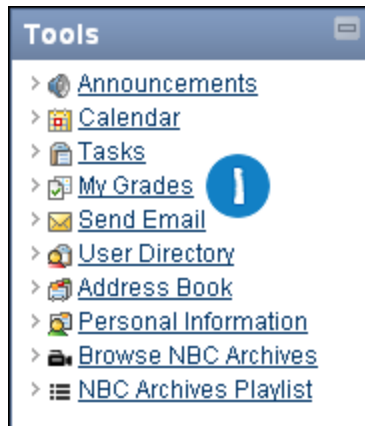
Accessing My Grades From Within Your Course

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **My Grades**.



Accessing My Grades From Outside Your Course

1. On the **My Institution** tab, click **My Grades** on the **Tools** panel.
2. On the **My Courses/Organizations** page, click the name of your course.



How to View Grade Details

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **My Grades**.



3. If your assignment has not been graded, the **Grade** column contains a [symbol](#) indicating its status. If your assignment has been submitted and graded, the grade appears in the **Grade** column. To

view more detail, click the link to see the assignment's **Review Submission History** page. This page includes:

- **Instructor Feedback:** This section lists your grade and any feedback provided by your instructor.
- **Attached Files:** This section provides links to open or download any files attached by you or your instructor. For example, your instructor might provide comments in a file that you submitted with your assignment. In the following image, notice that the student included his last name in the file name before uploading it.

Earth System Science		My Grades					
Earth System Science		My Grades					
Item Name	Details	Last Student Activity	Last Instructor Activity	Grade	Points Possible	Comments	
Unit 3 Quiz	Details	Feb 7, 2011 10:13 AM			30		
Worksheet 1	Details	Feb 24, 2011 10:13 AM	Feb 24, 2011 10:47 AM		10	I would like you to work on this some	
Rough Draft	Details	Feb 24, 2011	Feb 24, 2011	48.00	50	I added some comments	

Review Submission History

[OK](#)

1. Review Submission History

Submission (February 24, 2011 7:17:24 AM EST)

Submission Materials

Submission Field :

Student Comments : Please check my introduction. I am having trouble wording my thesis statement.

Attached Files : [rough draft casper.doc](#)

Instructor Feedback

Grade : 48 out of 50

Comments :




I added some comments to your introduction. You are on the right track.

Attached Files : [COMMENTED rough draft casper.doc](#)

Note: If you see feedback for an item but do not see a grade, contact your instructor.

My Grade Item Status

The following table describes the symbols appearing on the **My Grades** page.

Symbol	Description
-	Item has not been completed. No information is available.
✓	Item is completed, but will not have a grade (for items such as surveys).
!	Item has been submitted. This item is waiting to be reviewed by your instructor. -OR- Item has been submitted. Your instructor may review this item but may not be provided a grade (for items such as surveys).
Grade	Item has been graded. Click the grade to view detailed feedback.
	Attempt is in progress. This item has not been submitted. To submit the item, see Submitting a Draft Assignment .
	Grade is exempted for this user. If you do not complete this assignment, it will not affect your grade.
	Error has occurred. Contact your instructor.

Related Tutorials  [Checking Your Grades](#) (Flash movie | 2m 18s | 4,007 KB)

Search for Users

Note: Your instructor controls which tools are available. If these tools are not available, your instructor may have disabled them.

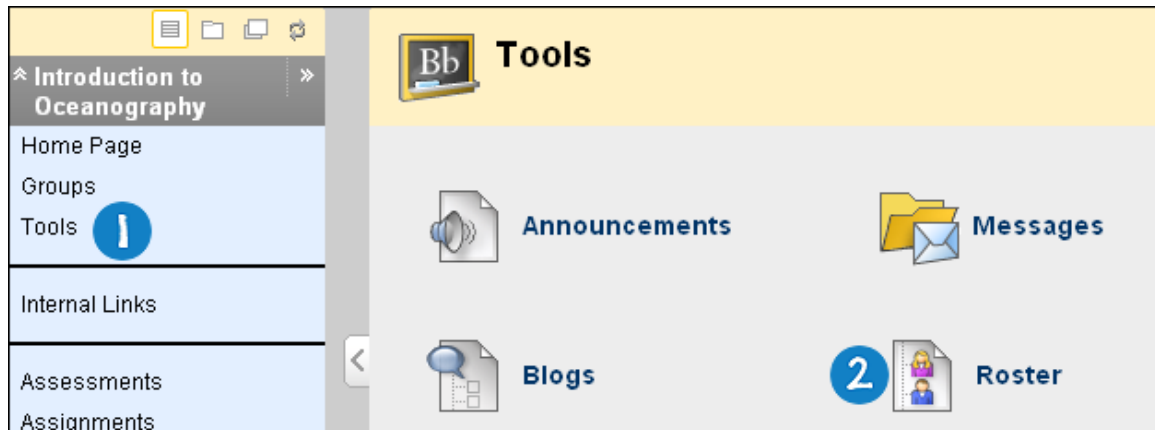
To search for other students in your course, use the Roster. The name of each student is included in the Roster automatically. You cannot remove your name from the Roster, but you can choose to make your email address available.

To search for other students and instructors in the system, use the User Directory. You can choose whether to be included and what information to share by setting your privacy options. To learn more, see [How to Set Privacy Options](#).

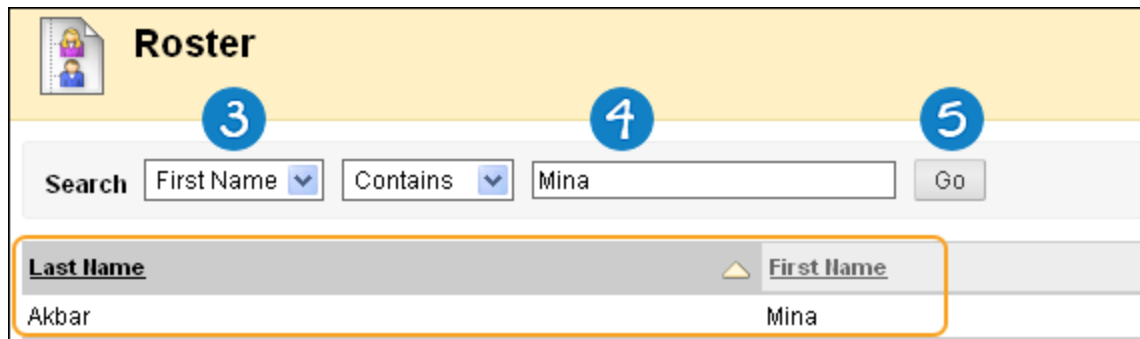
For your personal information to appear in the Roster or User Directory, it must be appear on the **Edit Personal Information** page. To learn more, see [How to Edit Personal Information](#).

How to Search for Other Students in Your Course Using the Roster

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Roster**.

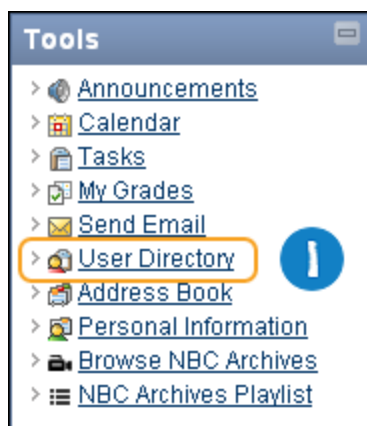


3. On the **Roster** page, use the following parameters to search for users, or click **Go** to list all students:
 - First Name
 - Last Name
 - Contains
 - Equal to
 - Starts with
 - Not blank
4. Type a name or keyword in the text box.
5. Click **Go**.

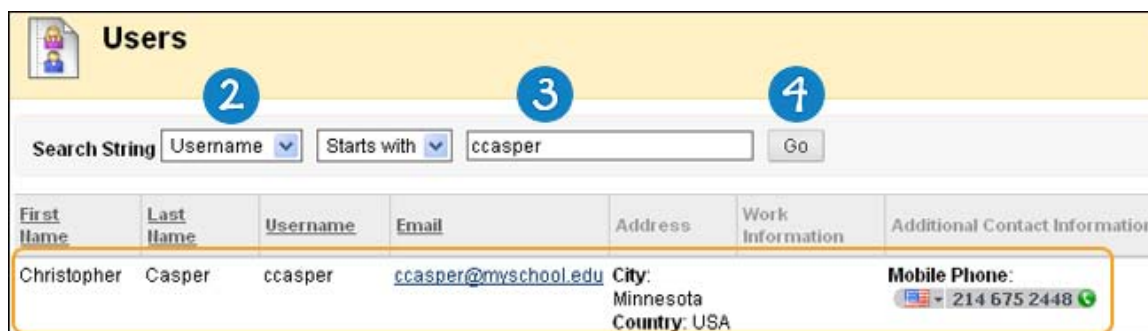


How to Search for Users in the User Directory

1. On the **Tools** panel, click **User Directory**.



2. On the **Users** page, use the following parameters to search for users, or click **Go** to list all users:
 - Username
 - First Name
 - Last Name
 - Email
 - Contains
 - Equal to
 - Starts with
3. Type a name or keyword in the text box.
4. Click **Go**.



Tasks

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

The **Tasks** page organizes projects (referred to as tasks), defines task priority, and tracks task status. Your instructors can assign tasks to users participating in their course. Tasks can also be assigned to all members of a course group.

From the **Tools** panel you can view all of your tasks, including those from the courses you are participating in, tasks posted by the Blackboard administrator at your school, and your personal tasks. You can create your own tasks and post them to the **Tasks** page. When you access tasks through the course, you view tasks for that specific course.

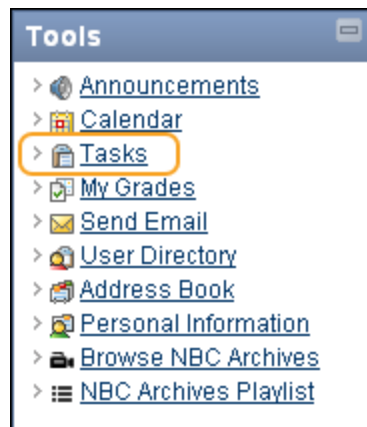
How to Open the Task List

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Tasks**.



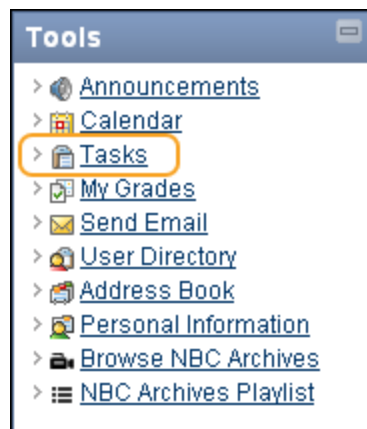
-OR-

On the **Tools** panel, click **Tasks**.



How to Create or Edit a Personal Task

1. On the **Tools** panel, click **Tasks**.



2. To create a task, on the **Tasks** page, click **Create Personal Task**.

 A screenshot of the 'Tasks' page. At the top left is a folder icon. The title 'Tasks' is in large bold font, with a blue circle containing the number '2' next to it. Below the title is a blue button labeled 'Create Personal Task'. Underneath is a 'Display Tasks' dropdown menu set to 'All Tasks'. Below that are 'Delete' and 'Status' buttons. A table lists tasks with columns for 'Title', 'Priority', and 'Due Date'. One task is visible: 'Submission of reports' with a priority icon and a due date of 'Wednesday, April 6, 2011'.

<input type="checkbox"/>	Title	Priority	Due Date
<input type="checkbox"/>	Submission of reports		Wednesday, April 6, 2011

-OR-

To edit an existing task, click **Edit** from the contextual menu for a particular task.

Tasks

Create Personal Task

Display Tasks All Tasks

Delete Status

<input type="checkbox"/>	Title	Priority	Due Date
<input type="checkbox"/>	Submission of reports	!	Wednesday, April 6, 2011
<input type="checkbox"/>	Deadline of Assignments		Friday, February 25, 2011
<input type="checkbox"/>	Group collaboration		Monday, March 28, 2011
<input checked="" type="checkbox"/>	Group Study		Friday, July 1, 2011

Delete Status

- > Edit **2**
- > Set Not Started
- > Set In Progress
- > Set Completed
- > Delete

Note: You can only edit personal tasks.

3. On **Create Personal Task** page, type your **Task Name**.
4. Type a **Description**.
5. Type a **Due Date** or use the **Date Selection Calendar** to set the due date.
6. Select the level of priority for your task from the **Priority** drop-down list.
7. Click **Submit**.

Create Personal Task

* Indicates a required field.

Cancel Submit

1. Task Information

* Task Name **3** Chapter 3 Worksheet Due

Description

Text Editor is: **ON**

4

Finish answering Chapter 3 worksheet.
Worksheets and instructions are available in Assignment 1 folder.

Path: [body](#)

Save as Reusable Object

* Due Date **5** 02/24/2011

2. Task Options

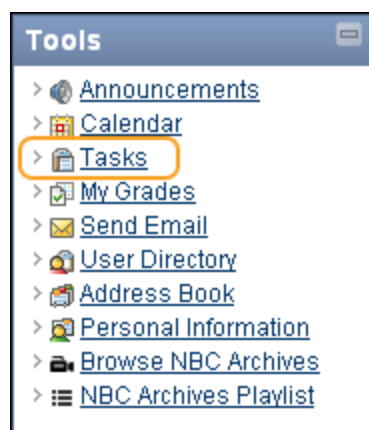
* Priority **6** High

3. Submit **7**

Cancel Submit

How to Sort the List of Tasks

1. On the **Tools** panel, click **Tasks**.



2. On the **Tasks** page, click the drop-down arrow and select a task category. Categories include: **All Tasks**, **My Tasks**, and **By Course**.

Tasks

Create Personal Task

Display Tasks: All Tasks 2

→ Delete Status ▾

<input type="checkbox"/>	Title	Priority	Due Date
<input type="checkbox"/>	Submission of reports ▾		Wednesday, April 6, 2011

How to Change the Status of a Task

1. On the **Tools** panel, click **Tasks**.

Tools

- > [Announcements](#)
- > [Calendar](#)
- > [Tasks](#)
- > [My Grades](#)
- > [Send Email](#)
- > [User Directory](#)
- > [Address Book](#)
- > [Personal Information](#)
- > [Browse NBC Archives](#)
- > [NBC Archives Playlist](#)

2. On the **Tasks** page, select the tasks and click **Status** to select the current status: **Set Not Started**, **Set In Progress**, and **Set Complete**.

Tasks

Create Personal Task

Display Tasks: All Tasks

Title	Status	Due Date
Submission		Wednesday, April 6, 2011
Chapter 3 worksheet Due		Thursday, February 24, 2011
Deadline of Assignments		Friday, February 25, 2011
Group collaboration		Monday, March 28, 2011
Group Study		Friday, July 1, 2011

How to Delete a Personal Task

Note: This action is final and cannot be undone.

1. On the **Tools** panel, click **Tasks**.

Tools

- > Announcements
- > Calendar
- > **Tasks**
- > My Grades
- > Send Email
- > User Directory
- > Address Book
- > Personal Information
- > Browse NBC Archives
- > NBC Archives Playlist

- On the **Tasks** page, select **Delete** in the contextual menu for a task.

The screenshot shows the Blackboard Tasks page. At the top, there is a 'Tasks' header with a folder icon and a 'Create Personal Task' button. Below this is a 'Display Tasks' dropdown menu set to 'All Tasks'. A toolbar contains 'Delete' and 'Status' buttons. The main area is a table with columns for 'Title', 'Priority', and 'Due Date'. The table lists several tasks, with 'Chapter 3 Worksheet Due' selected and highlighted in yellow. A contextual menu is open over this task, showing options: '> Edit', '> Set Not Started', '> Set In Progress', '> Set Completed', and '> Delete'. A blue circle with the number '2' is overlaid on the 'Delete' option.

<input type="checkbox"/>	Title	Priority	Due Date
<input type="checkbox"/>	Submission of reports	!	Wednesday, April 6, 2011
<input checked="" type="checkbox"/>	Chapter 3 Worksheet Due	!	Thursday, February 24, 2011
<input type="checkbox"/>	Deadline of Assignments		5, 2011
<input type="checkbox"/>	Group collaboration		, 2011
<input type="checkbox"/>	Group Study		1


How to View Task Details

- On the **Tools** panel, click **Tasks**.

The screenshot shows the Blackboard Tools panel. It contains a list of tool categories with expandable arrows. The 'Tasks' category is highlighted with a red circle.

- > [Announcements](#)
- > [Calendar](#)
- > [Tasks](#)
- > [My Grades](#)
- > [Send Email](#)
- > [User Directory](#)
- > [Address Book](#)
- > [Personal Information](#)
- > [Browse NBC Archives](#)
- > [NBC Archives Playlist](#)

- On the **Tasks** page, select a task.




Tasks

[Create Personal Task](#)

Display Tasks All Tasks

[Delete](#) Status


<input type="checkbox"/>	Title	Priority	Due Date
<input type="checkbox"/>	Submission of reports 2	!	Wednesday, April 6, 2011
<input type="checkbox"/>	Sign up for group project	!	Thursday, September 24, 2009
<input type="checkbox"/>	Submit Planet Paper Ideas	!	Wednesday, March 31, 2010



View Task

1. Task Information

Task Name	Submission of reports
Description	Oceanography 101 class group reports must be submitted on time.
Due Date	Wednesday, April 6, 2011
Priority	High

Related Tutorials  [Stay Organized by Managing Your Course and Personal Tasks](#) (Flash movie | 3m 02s | 4,994 KB)

Wikis

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

A wiki is a collaborative tool that allows you to contribute and modify one or more pages of course related materials. The wiki page is an area where users can collaborate on content. Users within a course can create and edit wiki pages in the course or within a course group. Instructors and students can offer comments and your instructor can grade individual work.

How to Create a Wiki Page

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Wikis**.

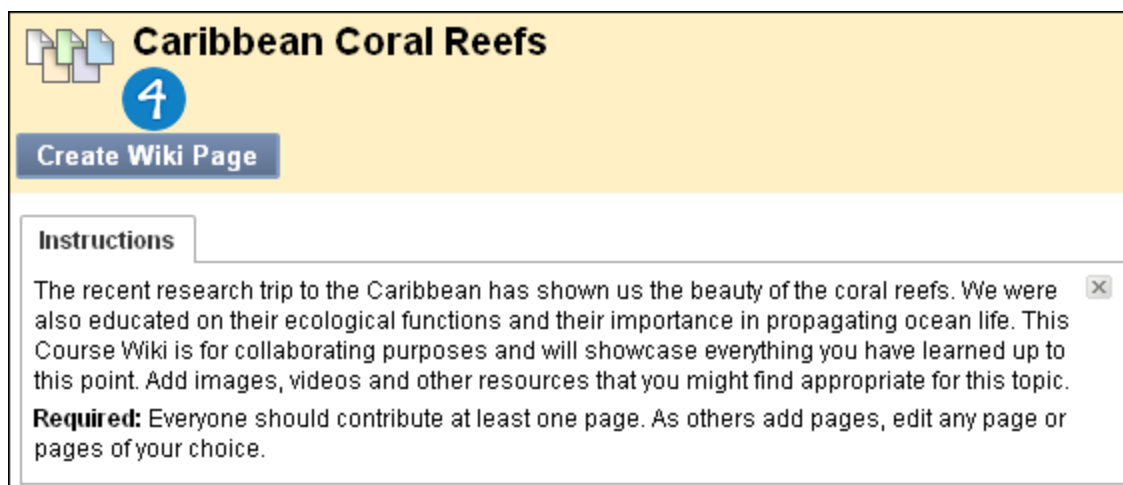
The screenshot shows the Blackboard interface for the course 'Introduction to Oceanography'. On the left is a navigation menu with options: Home Page, Groups, Tools (highlighted with a blue circle containing the number 1), Internal Links, Assessments, and Assignments. The main content area is titled 'Tools' and features four icons: a speaker for 'Announcements', a folder and envelope for 'Messages', a document with a speech bubble for 'Blogs', and a blue circle with the number 2 next to a document icon for 'Wikis'.

3. On the **Wikis** listing page, select a wiki title.

The screenshot shows the 'Wikis' listing page. At the top is a yellow header with the 'Wikis' title and a document icon. Below the header, three wiki entries are listed, each with a dropdown arrow and a blue circle containing a number (3 for the first entry):

- Caribbean Coral Reefs** (Type: Course, Last Modified Date: 2/15/11 11:48 PM)
- Case Study** (Type: Course, Last Modified Date: 5/28/10 1:44 AM)
- Coastline** (Type: Group, Last Modified Date: 10/28/10 9:41 PM)

4. On the **Wiki** topic page, click **Create Wiki Page**.



Caribbean Coral Reefs

4

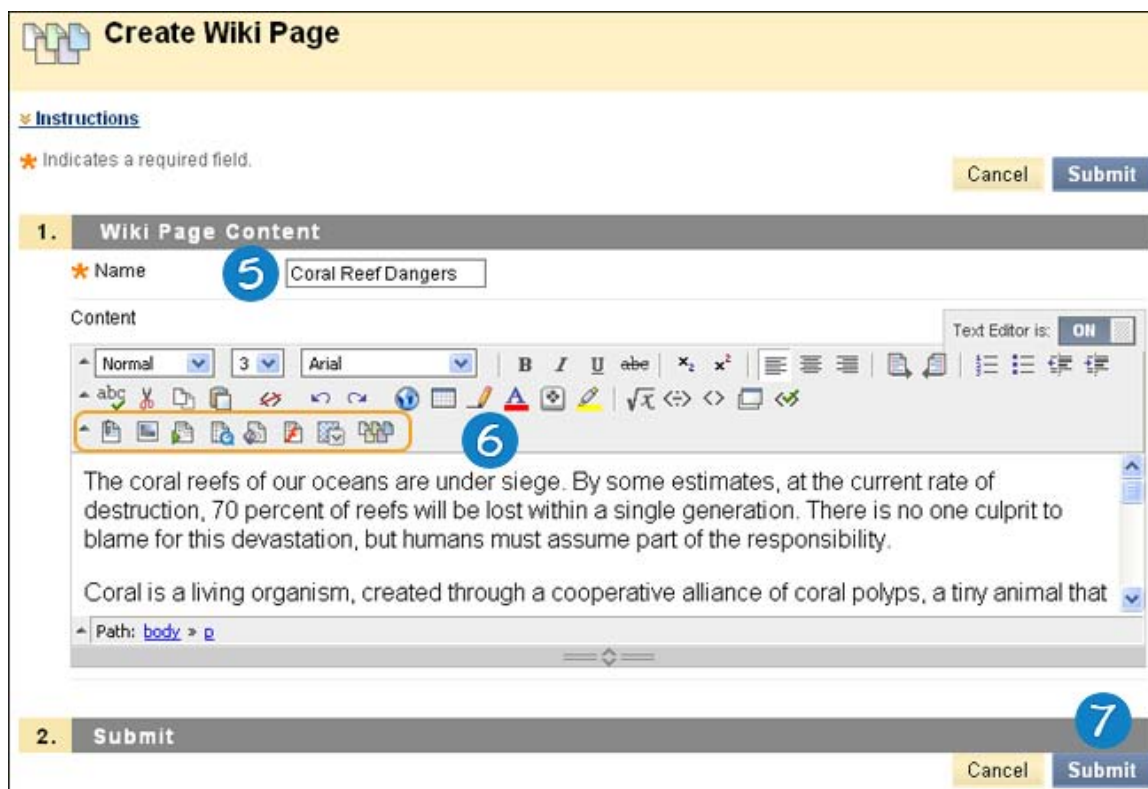
Create Wiki Page

Instructions

The recent research trip to the Caribbean has shown us the beauty of the coral reefs. We were also educated on their ecological functions and their importance in propagating ocean life. This Course Wiki is for collaborating purposes and will showcase everything you have learned up to this point. Add images, videos and other resources that you might find appropriate for this topic.

Required: Everyone should contribute at least one page. As others add pages, edit any page or pages of your choice.

5. On the **Create Wiki Page**, type a **Name** for the wiki page.
6. Type text in the **Content** text box. You can use the Text Editor functions to format the text and include files, images, external links, multimedia, and Mashups.
7. Click **Submit**.



Create Wiki Page

Instructions

* Indicates a required field.

Cancel Submit

1. Wiki Page Content

* Name **5** Coral Reef Dangers

Content

Text Editor is: ON

6

The coral reefs of our oceans are under siege. By some estimates, at the current rate of destruction, 70 percent of reefs will be lost within a single generation. There is no one culprit to blame for this devastation, but humans must assume part of the responsibility.

Coral is a living organism, created through a cooperative alliance of coral polyps, a tiny animal that

Path: [body](#) > [p](#)

2. Submit

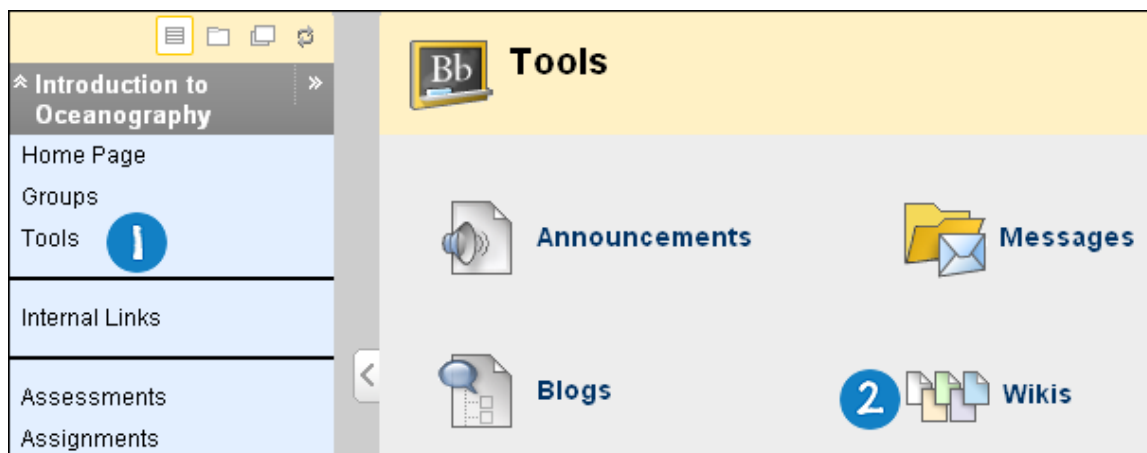
Cancel **7** Submit

How to Edit Wiki Content

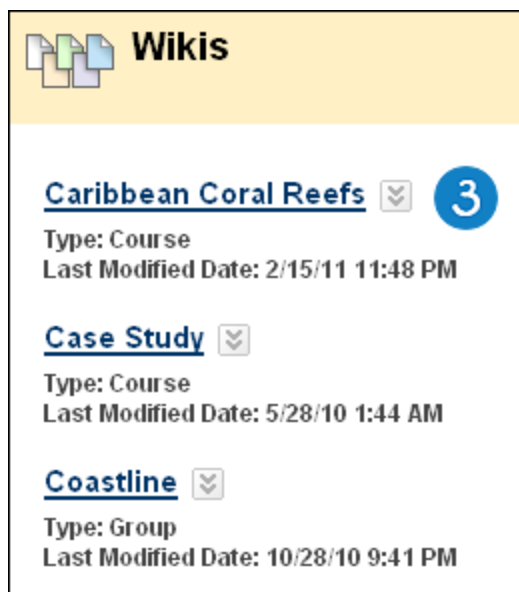
Any course member can edit a course wiki page and any group member can edit a group wiki page. All course members, including your instructor, edit in the same way.

When a wiki page is being edited by one user, it is locked to prevent others from editing the same page. If you try to edit a page someone else is editing, you are informed that the page is currently being edited by another user.

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Wikis**.



3. On the **Wikis** listing page, select a wiki title.



4. On the **Wiki** topic page, select the wiki page to edit.
5. Click **Edit Wiki Content**.

Caribbean Coral Reefs

Create Wiki Page My Contribution

Coral Reef Dangers Edit Wiki Content

Created By Tony Brown on Wednesday, February 16, 2011 2:18:35 AM EST

The coral reefs of our oceans are under siege. By some estimates, at the current rate of destruction, 70 percent of reefs will be lost within a single generation. There is no one culprit to blame for this devastation, but humans must assume part of the responsibility.

Coral is a living organism, created through a cooperative alliance of coral polyps, a tiny animal that filters rock fragments from the surrounding water and single-celled plants that dwell within the polyps. The plants generate many of the nutrients the corals need to live and capture calcium from the seawater, which the polyps use to build their limestone shells. Corals come in all shapes and sizes as you can see here .

About This Wiki

Number of Wiki Pages: 5
Number of Comments: 3
Creation Date: 9/27/10 4:02 AM

Caribbean Coral Reefs

- Home Page
- Coral Reef Dangers 4
- Coral Types
- Fish Types
- Ocean life

6. On the **Edit Wiki Page**, make the necessary changes.
7. Click **Submit** to save your work.

Edit Wiki Page

Instructions

* Indicates a required field. Cancel Submit

1. Wiki Page Content

* Name

Content

Text Editor is: ON

Normal 3 Arial B I U abc x₂ x² [List Icons]

The coral reefs of our oceans are under siege. By some estimates, at the current rate of destruction, 70 percent of reefs will be lost within a single generation. There is no one culprit to blame for this devastation, but humans must assume part of the responsibility.

Coral is a living organism, created through a cooperative alliance of coral polyps, a tiny animal that filters rock fragments from the surrounding water and single-celled plants that dwell within the polyps. The plants generate many of the nutrients the corals need to live and capture calcium from the seawater, which the polyps use to build their limestone shells. Corals come in all shapes and sizes as you can see here .

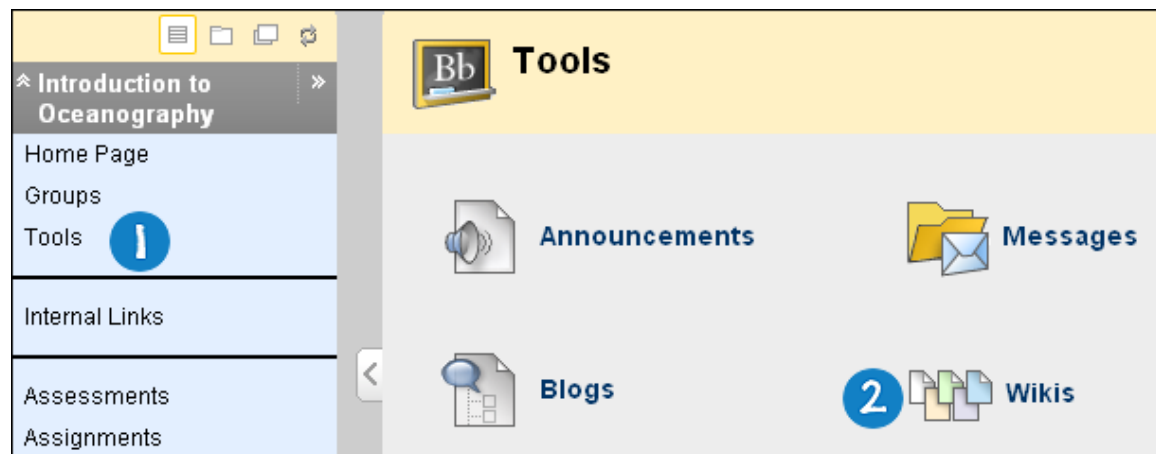
Path: [body](#)

2. Submit Cancel Submit

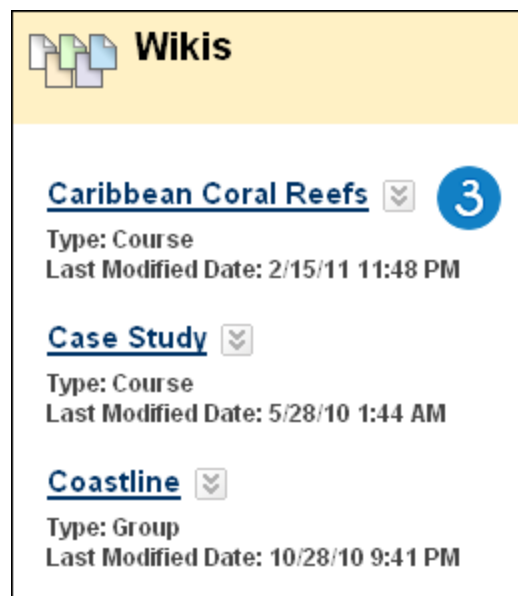
How to Link to other Wiki Pages

If the wiki consists of many pages, it can be helpful to insert a link to that page right on the page currently being viewed. You can only create links to other wiki pages when at least two pages exist. The link icon appears in the text editor of the page you are working on.

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Wikis**.



3. On the **Wiki** listing page, select a wiki title.



4. On the **Wiki** topic page, select the wiki page where you want to place the link. The wiki page opens in the content frame.
5. Click **Edit Wiki Content**.

Insert Wiki Page Link

* Indicates a required field.

Cancel Submit

1. Select Wiki Page Link

Coral Types 8

2. Wiki Page Options

Rename Wiki Page Link 9

3. Submit 10

Cancel Submit

11. On **Edit Wiki Page**, click **Submit**. The new page with the link is added to the wiki.

see here.'"/>

Edit Wiki Page

Instructions

* Indicates a required field.

Cancel Submit

1. Wiki Page Content 11

* Name

Content

Text Editor is: ON

Normal 3 Arial B I U abc x₂ x² [List Icons]

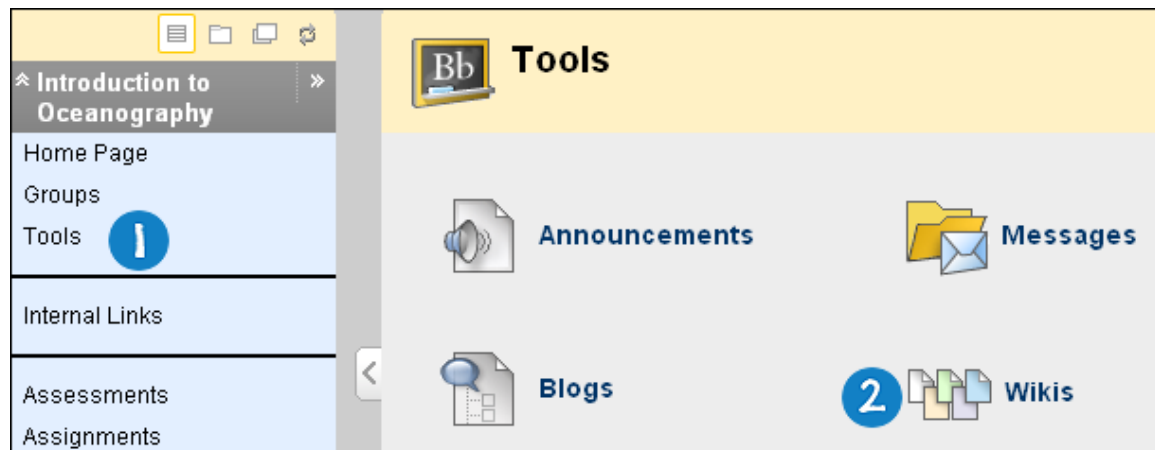
The coral reefs of our oceans are under siege. By some estimates, at the current rate of destruction, 70 percent of reefs will be lost within a single generation. There is no one culprit to blame for this devastation, but humans must assume part of the responsibility.

Coral is a living organism, created through a cooperative alliance of coral polyps, a tiny animal that filters rock fragments from the surrounding water and single-celled plants that dwell within the polyps. The plants generate many of the nutrients the corals need to live and capture calcium from the seawater, which the polyps use to build their limestone shells. Corals come in all shapes and sizes as you can [see here](#).

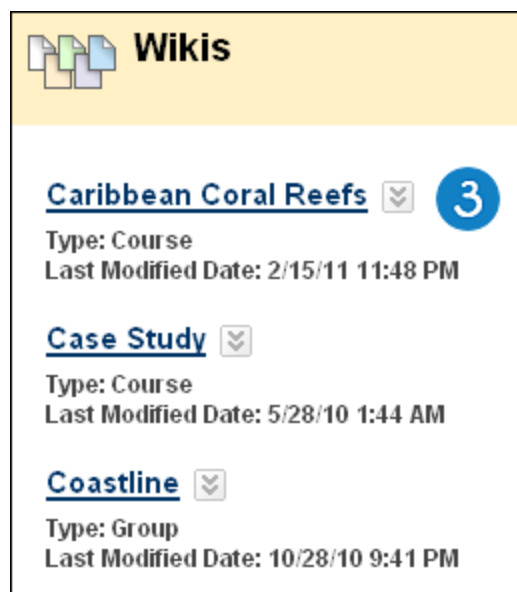
How to Comment on a Wiki Entry

1. On the Course Menu, click **Tools**.

2. On the **Tools** page, click **Wikis**.



3. On the **Wikis** listing page, select a wiki title.



4. On the **Wiki** topic page, select the wiki page where you want to place your comment. The wiki page opens in the content frame.
5. Click **Comment** following the user's entry.
6. Type your comments in the **Comment** text box.
7. Click **Add**. To view all the comments, expand the **Comments** link.

Caribbean Coral Reefs

Create Wiki Page My Contribution

Coral Reef Dangers Edit Wiki Content

Created By Tony Brown on Wednesday, February 16, 2011 2:18:35 AM EST
last modified by Tony Brown on Wednesday, February 16, 2011 4:05:38 AM EST

The coral reefs of our oceans are under siege. By some estimates, at the current rate of destruction, 70 percent of reefs will be lost within a single generation. There is no one culprit to blame for this devastation, but humans must assume part of the responsibility.

Coral is a living organism, created through a cooperative alliance of coral polyps, a tiny animal that filters rock fragments from the surrounding water and single-celled plants that dwell within the polyps. The plants generate many of the nutrients the corals need to live and capture calcium from the seawater, which the polyps use to build their limestone shells. Corals come in all shapes and sizes as you can [see here](#).

Coral reefs are home to over 25 percent of all marine life and among the world's most delicate ecosystems. But, corals thrive only in clean, clear, shallow tropical waters and those conditions are getting more rare. Scientists are still learning how to best manage these fragile, yet beautiful living organisms. Major threats to coral include:

Fishing with cyanide and explosives: Commercial fishing fleets have long used cyanide in the ocean. Cyanide fishing is a method which uses poison to stun and disorient fish before scooping them up. Still alive, the fish are sold for the tropical aquarium trade or for live fish restaurants in Hong Kong and other Far Eastern cities. Dinner is selected while it's swimming in the tank. Unfortunately, the trade is highly profitable, since a live fish is worth much more than a dead one.

5

Comments: 0 Comment

7

Comment Cancel Add

6

★ Comment

Fertilizers, sewage, and pesticides go to the garbage and end up as runoff into the ocean. These pollutants cause the coral "black band disease," which has made coral very vulnerable. If humans could learn to recycle these harmful chemical, we could greatly decrease Coral Reef Dangers.

4

★ About This Wiki

Number of Wiki Pages: 5
Number of Comments: 3
Creation Date: 9/27/10 4:02 AM

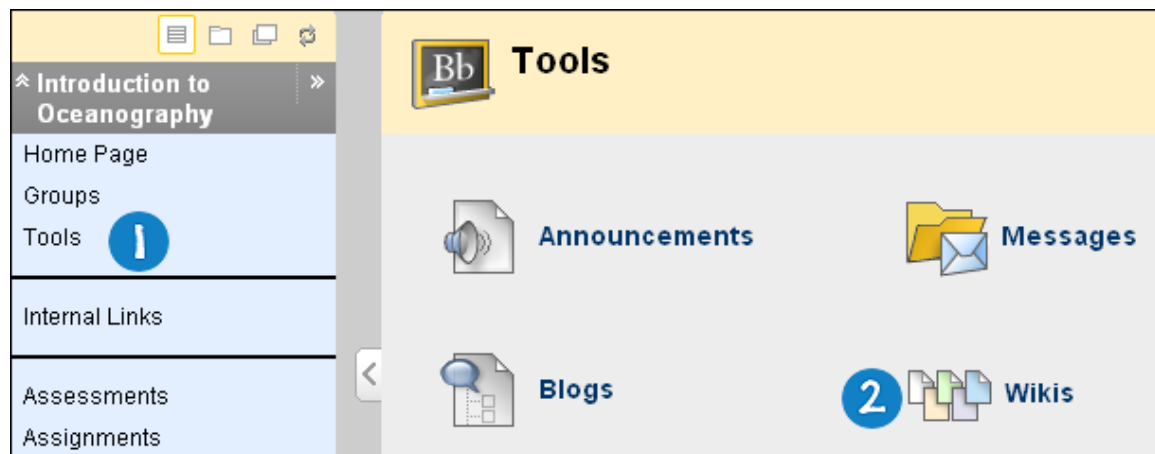
★ Caribbean Coral Reefs

Home Page
Coral Reef Dangers **4**
Coral Types
Fish Types
Ocean life

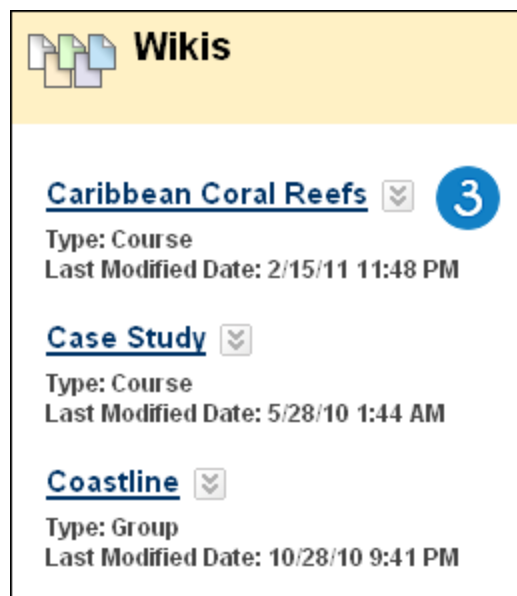
How to View Your Contributions

You can view a list of all the pages and versions you have contributed or modified and determine if edits need to be made.

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Wikis**.



3. On the **Wikis** listing page, select a wiki title.



4. On the **Wiki** topic page, click **My Contribution** on the Action Bar. On the **My Contribution** page, you can view information about your contribution to the wiki in the content frame and the side panel.

The My Contribution Page

Page Version	User's Modifications	Created On	Words Modified
Coral Reef Dangers (3)	Compare to Version 2	2/16/11 9:54 PM	2
Coral Reef Dangers (2)	Compare to Version 1	2/16/11 4:05 AM	0
Coral Reef Dangers (1)	Compare to Version 1	2/16/11 2:18 AM	291

A Display Pages: All pages and versions that you added and modified are listed in the **Display Pages**. Use the **Display Pages** drop-down list on the Action Bar to narrow what is shown in the **My Contribution** page.

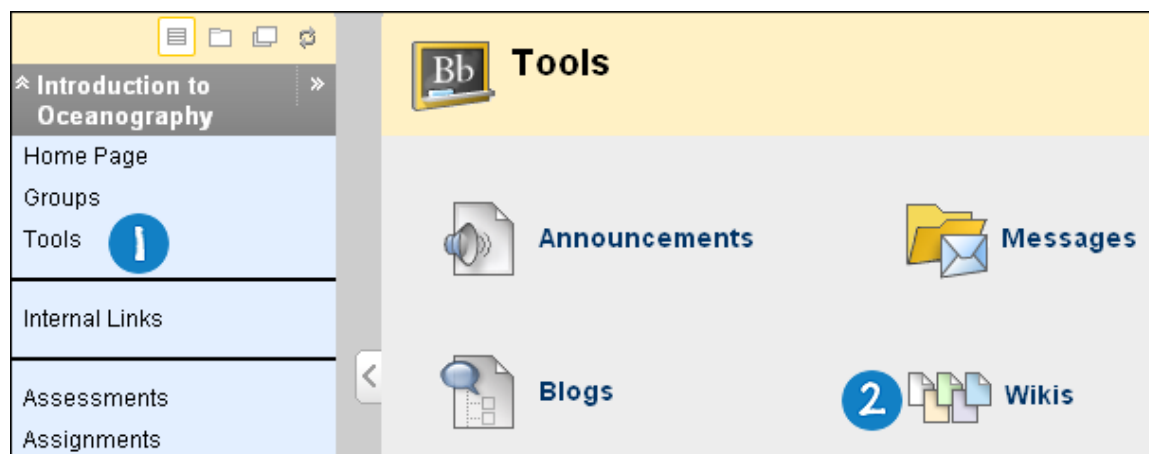
B Page Version: In the **Page Version** column, page titles appear with their corresponding version numbers. Click a title to view the page without annotated changes. The page opens in a new window. By default, the most recent page version is listed first.

- C User's Modification:** In the **User's Modifications** column, click a link to compare a page to its previous version. The **Page Comparison** opens in a new window. Click the **Legend** tab to view the comparison with a legend or explanation of the formatting used to communicate version differences.
- D About This Wiki:** In the **About This Wiki** section, the you can view wiki information, how many pages you added and edited, and how many comments you added to the wiki.
- E Participation Summary:** In the **Participation Summary** section, you can view **Words Modified**, which tallies any word added, deleted, or edited in all pages and each page's versions, available in number count and percentage. **Total Page Saves** includes any time **Submit** is clicked on any **Edit Wiki Page** in the wiki—regardless of content being changed—available in number count and percentage.
- F Grade:** The **Grade** section appears if the wiki is set to be graded.

How to View Grades for Wiki Contributions

Once wiki contributions have been graded, you can view the grade in two places. The grading information appears on the **My Contribution** page and in the **My Grades** tool.

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **Wikis**.



3. On the **Wikis** listing page, select a wiki title.

 **Wikis**

[Caribbean Coral Reefs](#) **3**

Type: Course
Last Modified Date: 2/15/11 11:48 PM


[Case Study](#)

Type: Course
Last Modified Date: 5/28/10 1:44 AM

[Coastline](#)

Type: Group
Last Modified Date: 10/28/10 9:41 PM

4. On the **Wiki** topic page, click **My Contribution** on the Action Bar. On the **My Contribution** page's **Grade** section, you can view the assigned grade for the contributions listed in the content frame, feedback, and the date the grade was assigned.


Caribbean Coral Reefs
4

Create Wiki Page
My Contribution

Coral Reef Dangers
Edit Wiki Content

Created By Tony Brown on Wednesday, February 16, 2011 2:18:35 AM EST

The coral reefs of our oceans are under siege. By some estimates, at the current rate of destruction, 70 percent of reefs will be lost within a single generation. There is no one culprit to blame for this devastation, but humans must assume part of the responsibility.


Coral is a living organism, created through a cooperative alliance of coral polyps, a tiny animal that filters rock fragments from the surrounding water and single-celled plants that dwell within the polyps. The plants generate many of the nutrients the corals need to live and capture calcium from the seawater, which the polyps use to build their limestone shells. Corals come in all shapes and sizes as you can see here .

About This Wiki

Number of Wiki Pages: 5
 Number of Comments: 3
 Creation Date: 9/27/10 4:02 AM

Caribbean Coral Reefs

- [Home Page](#) ▾
- [Coral Reef Dangers](#) ▾
- [Coral Types](#) ▾
- [Fish Types](#) ▾
- [Ocean life](#) ▾


My Contribution

Display Pages
Coral Reef Dangers ▾
Go

Page Version	User's Modifications	Created On	Words Modified
Coral Reef Dangers (3)	Compare to Version 2	2/16/11 9:54 PM	2
Coral Reef Dangers (2)	Compare to Version 1	2/16/11 4:05 AM	0
Coral Reef Dangers (1)	Compare to Version 1	2/16/11 2:18 AM	291

Displaying 1 to 3 of 3 items Show All Edit Paging...

About This Wiki

Wiki Name: Caribbean Coral Reefs
 Type: Course
 Creation Date: 2/17/11 12:45 AM
 Pages: 3
 Comments: 4

Participation Summary

Modified By: Tony Brown
 Words Modified: 628 (45%)
 Total Page Saves: 8 (19%)

Grade

Grade for: Tony Brown
Grade: 20 out of 20.0
Grade Date: 2/17/11 12:57 AM
Feedback:
 Very good entry.

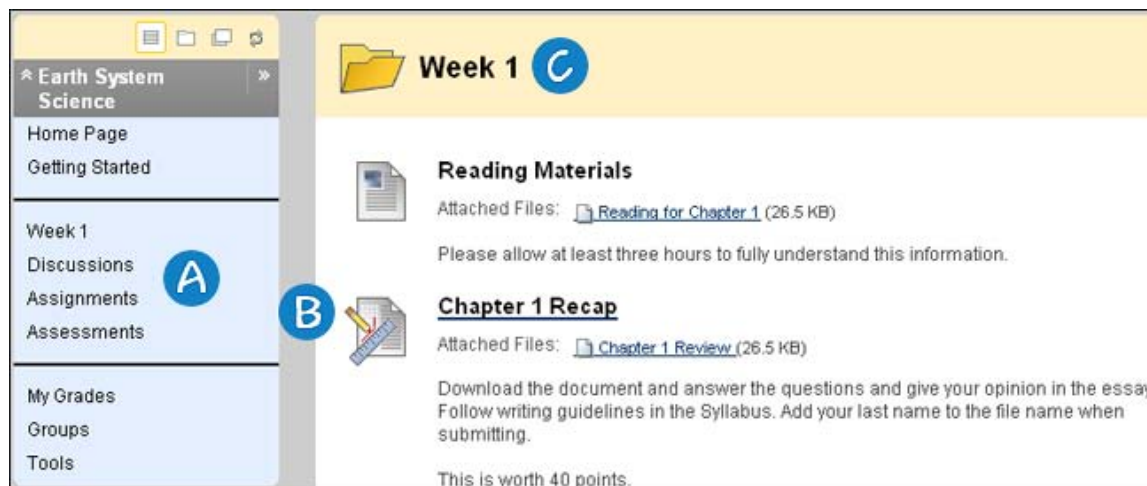
Related Tutorials | [Creating and Editing a Wiki Page](#) (Flash movie | 2m 40s | 4,329 KB) | [Linking Wiki Pages](#) (Flash movie | 2m 10s | 16,272 KB)

Courses and Content

About Courses

Courses contain content and tools for your learning experience. Your instructor manages the course through the Course Menu and Control Panel. While your instructor has control over the course, the Blackboard administrator at your school can set defaults that can restrict or require specific features and tools.

A course consists of the Course Menu and a content frame. The Course Menu links to content and tools and the content frame will display the feature you select.



A Course Menu: The Course Menu appears on the left side of a course and contains links to materials and tools within the course.

B Content Frame: The content frame occupies most of the screen to display the current view. You will interact with content from this screen.

C Content Area: Content Areas are top-level containers that organize and store course content, such as lecture notes, assignments, and tests. The content appears in the content frame.

Next Steps

To learn more, see [About the Course Menu](#), [About the Content Area](#).


















About Course Content

A Content Item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or folder. Your instructors can add a number of different types of content to these course areas.

Types of Content

You can view different types of content in a Content Area. All content shares a few similarities. Each piece of content has a name and description. Many types of content allow your instructor to set options, such as availability and date restrictions.

Note: Icons may be different at your institution because the Blackboard administrator at your school has the option to select which icons to use.

Icon	Content Type	Description
	Item	A general piece of content, such as a file, image, text, or link. A description and other items may be attached.
	File	An HTML file to be used in the course. These files can be viewed as a page within the course or as a separate piece of content in a separate browser window.
	Audio	Audio file that can be played in a page. If Autostart and Loop are both set to Yes , the audio file plays when you open the page and continues to play until you stop it or navigate away from the page.
	Image	Image file that can be shown on the page.
	Video	Video file that you can view. The video player appears directly on the page.
	URL	Link to a website or resource to provide a quick access point to relevant materials.
	Learning Module	A set of content that focuses on a specific subject that you can navigate at your own pace. Instructors can set the path so students must view content in a specific order, or permit users to view the content in any order. All types of content, including items, assignments, and tests can be viewed in a Learning Module.
	Lesson Plan	A Lesson Plan is a special type of content that combines information about the lesson itself with the curriculum resources used to teach it.
	Syllabus	An outline of a course of study. It can contain course information, objectives, instructor contact information, assignments, class meeting dates, and textbook information.
	Course Link	A shortcut to an item, tool, or area in a course. A Course Link provides a quick access point to relevant materials and tools.
	Content Folder	A Content Folder is a way of organizing content items. Content folders and subfolders set up a hierarchy to group related material together. Content folders can be used to group material based on a theme, such as media clips. Content folders can also be used to group material based on a schedule, for example, placing all items for "week 1" together. Using folders to organize content items can make materials easier to find and reduce the length of a Content Area page.
	Blank Page	A Blank Page can be added and customized based on the needs of the course..
	Module Page	Module Pages are specialized content pages that present content in a module box. The modules that appear on this page can be arranged in any order. Module Pages can be personalized by students if the instructor permits it.
	Tools Area	A shortcut to a specific tool in the course, such as the Discussion Board or Messages. The link to a tool brings students to that tool and away from any other content they may be viewing. The link may open in a new window depending on the setting the instructor selected.
	Flickr® Photo	A link to a site for viewing and sharing photos and images.
	SlideShare Presentation	A link to a site for viewing and sharing Microsoft® PowerPoint®, Microsoft® OpenOffice, or Adobe® PDF presentations.
	YouTube™ Video	A link to a site for viewing and sharing online videos.

Content Availability

Your instructors can limit the availability of content items based on date, time, individual users, course groups,

and performance on graded items. This means that the content displayed in the Course Menu or Content Areas can change over time. For example, your instructor restricts access to a piece of content until you complete a unit test. The content appears after you complete the test. There are further settings that can be added such as only making the item appear after you complete the test and score at least a 70 percent. If you have questions about content that your instructor mentions should be available, make sure to ask them if it has been made available to everyone or based on specific criteria.

Review Status

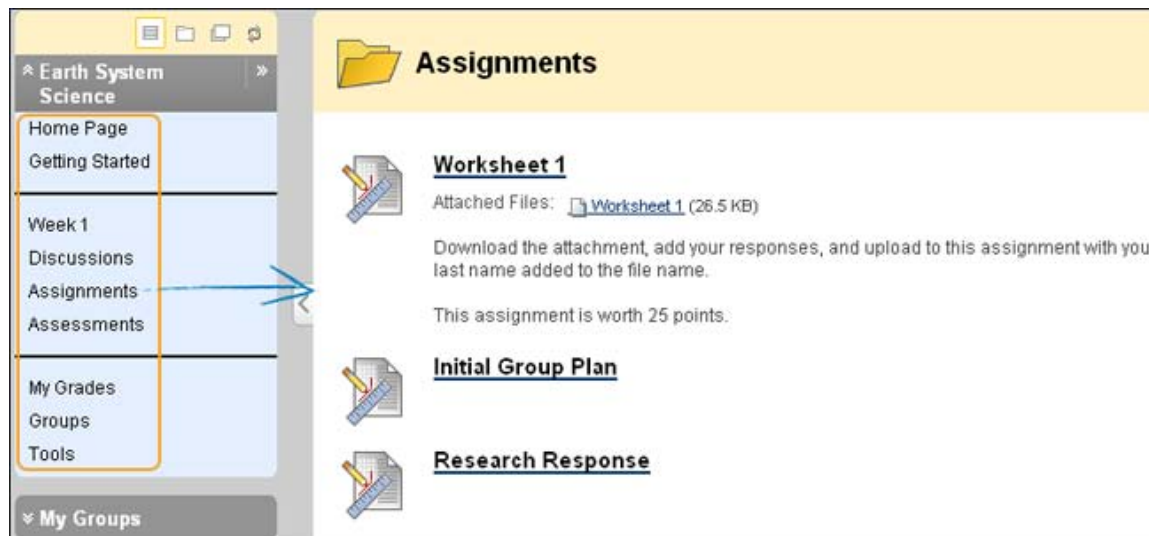
Review Status allows your instructor to track interaction with specific content items and may affect the release of additional content. For example, your instructor enables Review Status for an article added to a Content Area and made the release of a quiz contingent upon you reviewing the article. After you mark the article Reviewed, the quiz appears.

A **Mark Reviewed** option appears on the item when it is opened. After reviewing the item, select the option to mark it as **Reviewed**.

Note: You can switch between **Reviewed** and **Mark Reviewed**. Use this option if you want to go back to a content item and review it again. Your instructor only views the current setting. If the item is marked **Reviewed**, then switched to **Mark Review**, your instructor does not see that the item was marked **Reviewed** at any time.

Course Content Areas

Content Areas are top-level containers that organize and store course content, such as lecture notes, assignments, and tests. Content Areas that are available to users make up the Course Menu that appears as links in the frame on the left side of the course. To access a Content Area, click its name on the Course Menu. The content appears in the content frame. Typical Content Areas that you might see are Instructor Info, Assignments, Tests, My Grades, and the names of units that correspond to the work you will complete throughout your course.



Your instructor or administrator creates the names of the areas in a course, which may differ from the names shown in this section. The Content Area names can also change course by course within your institution.

Content Area Organization

You can access a Content Area item by clicking its link in the course menu, such as a Discussion Board or a

file. Your instructors can further organize content using folders, subfolders, Learning Modules, or Lesson Plans.

Breadcrumbs

As items and links are viewed in a Content Area, use the breadcrumbs to navigate to previous pages.



Next Steps

To learn more about content items, see [About the Course Content](#).

Course Cartridges

Your instructors have the option of using Course Cartridge content in their courses. This content is created by third party publishers and is available for instructors to download. When you access this content within a course, you are prompted for an Access key. Cartridge content often includes:

- Slides
- Documents
- Quiz questions
- Lists of relevant links

Accessing a Course Cartridge

To access a Course Cartridge, you must be enrolled in the course and have an Access Key to open the course material. When you attempt to access Course Cartridge content the first time, you will be prompted for a key. The publisher of the Course Cartridge provide the Access Key for a course. The Access Key for a Course Cartridge may be found in the course text book or on the publisher's website. After you enter the key, you can open any content in the course that comes from that Course Cartridge.

Access Course Cartridge

Cancel Submit

1. Access Course Cartridge

This course was built using a Course Cartridge published by **Blackboard General Info**. An Access Key from this publisher must be obtained to access this content.

[Need an Access Key?](#)

2. Enter Access Key

Access Key:

3. Submit

Cancel Submit

Troubleshooting Course Cartridge Issues

If you are having difficulty with your Course Cartridge, you can contact any of the following resources for help.

- The company that publishes the Course Cartridge.
- Your school's computing help desk or bookstore (where you purchased the text or Access Key).
- Your instructor.

While the publisher controls Access Keys and Cartridge content, your instructor, campus computing help desk, or campus bookstore may be able to help you contact the publisher directly or provide other assistance.

Lesson Plans

A Lesson Plan is a container for content similar to a Content Area or folder. This allows you to view the lesson profile, objectives, and content items you need to complete a lesson. Your instructor can provide you with information on how your knowledge will be measured, the needed materials, the duration of the instruction, and what you should have learned after the instruction.

Typically, Lesson Plans are added to Content Areas, but they can be added to Learning Modules and folders.

The Lesson Plan appears first in the content list and has its own unique icon. If a description was added to the Lesson Plan when it was created, it appears following the title.

1. Select the Content Area from the Course Menu that holds the Lesson Plan. For example, Week 2.
2. Click the name of the Lesson Plan.

Week 2

Acid Precipitation 2

Topics to be covered in this unit include:

1. The formation of acid precipitation, both natural and man-made
2. How acid precipitation can benefit or harm society and the Earth
3. Critiquing arguments about personal or societal issues based on scientific evidence
4. Lab work: simulating the production of acid precipitation

Acid Precipitation

Description Topics to be covered in this unit include:

1. The formation of acid precipitation, both natural and man-made
2. How acid precipitation can benefit or harm society and the Earth
3. Critiquing arguments about personal or societal issues based on scientific evidence
4. Lab work: simulating the production of acid precipitation

Objectives Students will be able to:

1. Explain the formation of acid precipitation, both natural and man-made
2. Write balanced chemical equations for the formation of acid precipitation
3. Describe and conduct tests to determine the formation of an acid or base
4. Explain why areas with limestone beds are less adversely affected by acid precipitation
5. Use their knowledge of acid precipitation and its effects on society and the earth to write a Web report on acid rain from a variety of perspectives

Outcomes: Expected

- Explain what acid precipitation is and where it forms
- Explain the formation of acid precipitation, both natural and man-made
- Describe how acid precipitation is harmful to humans and to the earth
- Evaluate a piece of legislation that increases use of renewable resources in light of acid rain formation
- Write a Web report on acid rain from a variety of perspectives

Lecture

Attached Files: [Acid_Precip_Lecture.docx](#) (9.678 KB)

Acidic pollutants can be deposited from the atmosphere to the Earth's surface in wet and dry forms. The common term to describe this process is **acid deposition**. The term **acid precipitation** is used to specifically describe wet forms of acid pollution that can be found in rain, sleet, snow, fog, and cloud vapor.

Reading Assignment

After reading the acid precipitation lecture, answer the questions on page 218 in your textbook. Add your answer to a Word doc and click the link above to submit your file. Add your last name to the file name. This is worth 30 points. follow the requirements for written assignments in your syllabus.

Quick Check Up

Use this self test to assess your understanding of the concepts in this unit. You may take it multiple times.

The Lesson Plan's general information and content items are organized following the title. The top portion contains general information about the lesson, while the bottom contains content items.

In this example, the content items for the lesson are shown with icons and text. Your instructor can select Icons Only, Text Only, or Icons and Text for the content view. By default Lesson Plans have four sections:

- Instructional Level
- Instructor

- Subject Area
- Objectives

Your instructor may customize the sections in the lesson plan, so you may see different sections.

Learning Modules

A Learning Module is an organized collection of content presented together. Learning Modules are shells in which other content items such as files, folders and tools are added. It can support a course goal, a course objective, a subject, a concept, or a theme. Learning Modules enable you to follow a structured path for progressing through content.

Following a Sequential Path

The sequential path may be enforced or you may be allowed to access any item at any time. For example, your instructor may set up a Learning Module on Astronomy. This unit walks you through a series of articles about Astronomy, displays media files, and finally presents an assessment about the information covered. You must move through the contents in this order if the sequential path is enforced. You will know if there is a set path because only the link immediately following the page you are viewing is available. If the sequential path is not enforced, all the links will be available.

Navigating within Learning Modules

To move from page to page within a module, click the right and left arrow buttons on the top right of the content area.

Example:

The button will appear next to the "Page 1 of 3" text.



Note: The name of a folder or subfolder will count as a page. For example, if the Learning Module contains two folders, each containing one file, there will be a total of 4 pages.

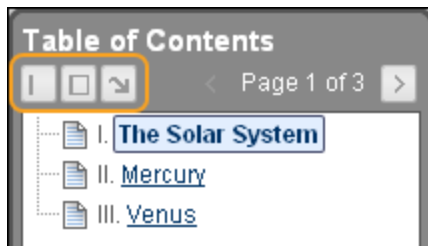
It is also possible to navigate by clicking the name of the page in the Table of Contents instead of clicking the forward or back arrow buttons.

Using the Table of Contents

The Table of Contents displays next to the Course Menu on the left-hand side of the page. It can also be moved below the Learning Module content area.



There are three display options available on the header of the Table of Contents:



- Minimize
- Maximize
- Move to the bottom or the left

How to Move the Table of Contents

Click the button with the arrow pointing down (⏏) to move the Table of Contents to the bottom of the page. To move the Table of Contents back to the left, click the left-facing arrow (⏪). The move to the left option will reposition the Table of Contents to the left of the content area.

Note: Your instructors can organize the Table of Contents however they see fit. The Table of Contents can be displayed using roman numerals, numbers, letters, or any combination of the three.

Mashups

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

A Mashup combines elements from two or more sources. When you view a YouTube™ video in a Blackboard Learn course as part of the course content, you are experiencing a Mashup. Mashups can also include Flickr® photos and SlideShare presentations.

You can use this content in a variety of ways within a course: a standalone piece of content, part of a test question, a topic in a Discussion Board, or as part of an assignment. For example, you can include a clip of your favorite movie in a journal entry.

Mashups are displayed in the following ways:

- **Embed:** The Mashup displays directly on the page.
- **Thumbnail:** A small picture of the Mashup displays on the page with controls to launch it.
- **Text Link with Player:** A link to the Mashup is displayed on the page. Click the link to launch the Mashup.

Mashups are added through the Text Editor.

Default Mashup Types

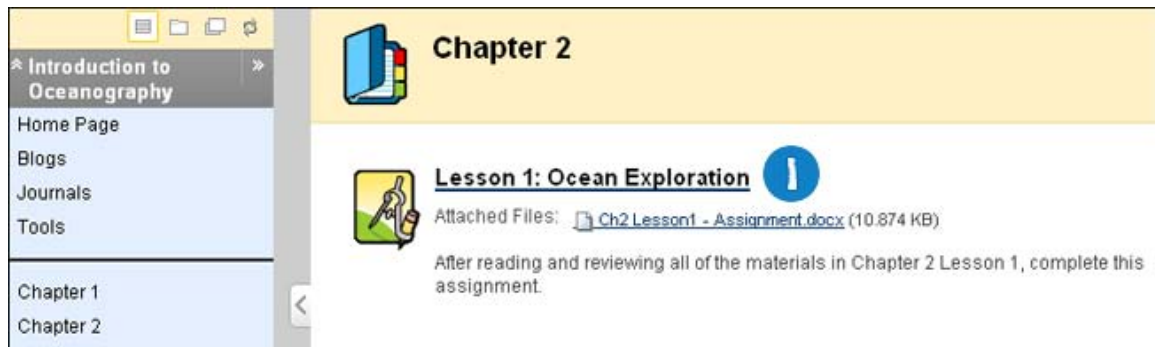
Blackboard Learn supports any file type available on the following websites:

- **Flickr:** A website for viewing and sharing photos and images.
- **SlideShare:** A website for viewing and sharing slide presentations and documents.
- **YouTube:** A website for viewing and sharing online videos.

The Blackboard administrator at your school may enable other types of Mashups.


How to Create a Mashup Item Using the Text Editor

1. Navigate to an assignment, journal, or other piece of content, for example, Lesson 1: Ocean Exploration.



2. On the **Upload Assignment** page, click **Add Mashup** in the third row of Text Editor functions.
3. Select **Flickr Photo**, **SlideShare Presentation**, or **YouTube Video**.

Search Results




The order of search results are determined by SlideShare. SlideShare offers presentations under different license types. Creative Commons licenses run the gamut from all rights reserved to no rights reserved. For more information, visit [Creative Commons Licenses](#).

Search Type Full Text Search ocean exploration Language Any Go

<< < Page 1 of 873 > >>

Displaying 1 to 10 of 8721 items Sort By Relevance License All Go




Blue Ocean Strategy Summary

User: jessestamer Added: 6/8/07
 Number of Favorites: 119 Number of Comments: 18
 Number of Views: 118366 Number of Downloads: 12855
<http://www.slideshare.net/jessestamer/blue-ocean-strategy-summary-61974>

Tags:? strategy estrategia vanessa strategy_corp bo business buisness strt book strategy business blue ocean great blue process estrategia vanessa 301210 blue ocean strategy summary entrepreneur book summary bos digital strategy oceanc blue ocean strategy technique innovation blueocean biz summary strategy marketing growth blueoceanstrategy ocean

5

Preview
Select



Blue Ocean Strategy


User: nusantara99 Added: 5/19/07
 Number of Favorites: 747 Number of Comments: 55
 Number of Views: 141867 Number of Downloads: 3
<http://www.slideshare.net/nusantara99/blue-ocean-strategy-51901>

Tags: ocian strategic economia blue ocean startegy estratégias it oceano ocena business strategy competition general like strategie web marketing insead bos01 nice1 azul stratage bsc digital vragen ppt estratégia english gestao very estrategia vanessa roadmap2009 bos cirque blu blue blues ocean strategy business models good 1 blue ocean branding mktg separate tags by comma alto biz e.g: opportunity lue methodology neww renée du

Preview
Select

6. On the **Create Mashup Item** page, change the **Name** of the item. This is a required field.
7. Set the **Mashup Options**.
8. Click **Submit**.

Create Mashup Item




Embed SlideShare content directly in a class. The content is streamed from SlideShare and is not stored within the class.

* Indicates a required field.

Cancel Back Preview Submit

1. Add SlideShare Content to Class



*** Name** 6

User: nusantara99 - Added: 5/19/07
 Number of Favorites: 747 Number of Comments: 55
 Number of Views: 141869 Number of Downloads: 3
 SlideShare URL: <http://www.slideshare.net/nusantara99/blue-ocean-strategy-51901>
 Tags: ocian strategic economia blue ocean startegy estratégias it oceano ocena business strategy competition general like strategie web marketing insead bos01 nice1 azul stratage bsc digital vragen ppt estratégia english gestao very estrategia vanessa roadmap2009 bos cirque blu blue blues ocean strategy business models good 1 blue ocean branding mktg separate tags by comma alto biz e.g. opportunity lue methodology new renée du start-up endemol social media Odone favorite sea zain's blueocen 2 business blueocean company cb visao p3_1_blue bo estrategia variação avianca mym estrategia 5 career development oceano azul graphic ocen change del la oceanoazul demo model asd pavan corporate mars soleil markets innovation management palo travel digital strategy bos1 tech planejamento 101 bizplan planning negócios entrepreneurship strategy marketing b inglés marketing and management strategic marketing good kim positioning blue ocean strategy strategy bueocean work ocean managment rea blueoceanstrategy strat and goede nav soa de goog strategy.5 book strategy reumen bizz blue ocean strategy bule h2fm market leadership red ocean carpescarpe irrelevant strategia kop modelo cool strategy strategy - blue ocean strategy bluer
 Slides about blue ocean strategy

2. Mashup Options

Show SlideShare URL creates a link to the SlideShare web site enabling students to browse presentations. Show SlideShare information displays the number of slides, the user name of creator, and the date presentation was added.

View 7

Thumbnail will show as full size when **View Link** is clicked. **Embed Presentation** will show the presentation player directly in the page.


Show SlideShare URL Yes No

Show SlideShare information Yes No

3. Submit

Cancel Back Preview Submit

9. On the **Upload Assignment** page, click **Submit**.


Upload Assignment: Lesson 1: Ocean Exploration
9

Cancel Save as Draft Submit

1. Assignment Information

Name:	Lesson 1: Ocean Exploration
Instructions	After reading and reviewing all of the materials in Chapter 2 Lesson 1, complete this assignment.
Due Date	
Points Possible	30
Assignment Files	Ch2 Lesson1 - Assignment.docx (Ch2 Lesson1 - Assignment.docx)


2. Assignment Materials

Submission Text Editor is: ON

Normal
3
Arial

B I U
abc
x₂ x²

abc
undo redo
bulleted numbered



Blue Ocean Strategy

User: nusantara99 Added: 5/19/07

Number of Favorites: 747 Number of Comments: 55

Number of Views: 141869 Number of Downloads: 3

Tags: ocean strategic economia blue ocean strategy estrategias if oceano ocena business strategy competition general like strategie web marketing inseed bos01 nice1 azul strategie bsc digital vragen ppt estrategia english gestao very estrategia vanessa roadmap2009 bos cirque blu blue blues ocean strategy business models good 1 blue ocean branding mktg separate tags by comma alto biz e.g. opportunity lue methodology new renée du start-up endemol social media Odone favorite sea zaini's blueocen 2 business

Path: [body](#)

Result

The Mashup appears with your content.

If the Mashup does not appear or displays an error after initially appearing, it is possible that the URL has changed or the item was deleted from Flickr, SlideShare, or YouTube.

Course Groups

About Course Groups

Your instructor can create groups of students within a course. Groups usually consist of a smaller group of users in a course, such as study groups or project groups. These course groups have their own area in the course to collaborate. These spaces are equipped with tools that can assist each group member. Within **Group** page, you may:

- Send email
- Exchange files
- Enter discussion forums
- Enter collaboration sessions
- Change the position of individual modules by dragging and dropping

Your instructor can provide Communication and Collaboration tools that only group members can access, such as a private File Exchange area, a Group Discussion Board, and a Group Journal.

Your instructor will either place you into a group by selecting your group for you, assigning students in random groups or allowing you to select the group you want to join.

Frequently Asked Questions

How do I un-enroll myself from a group?

Once you are enrolled in a group your instructor must un-enroll you. You will have to speak with your instructor about leaving a group. This applies to student-made groups as well.

How can I add users to a group I created?

If you create a group within your course for other classmates to join, they will have to self-enroll in the group by clicking **Sign Up** under the Group name in the list of Groups.

How do I join a group one of my classmates created?

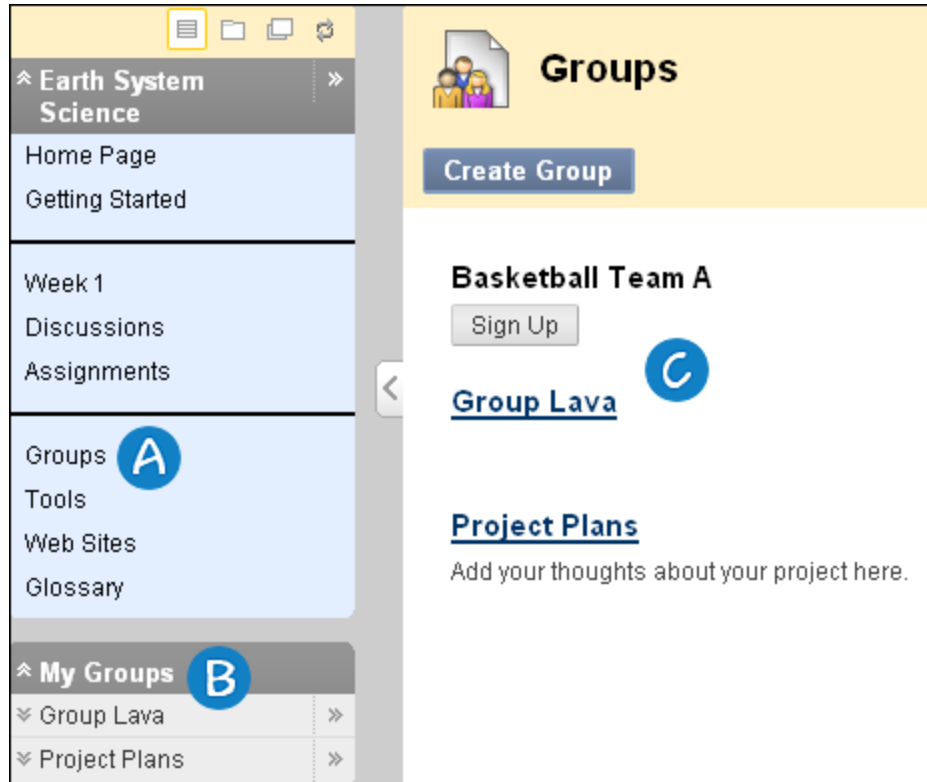
Find the group listed on the Groups page and click **Sign Up**. The Group will display on your My Groups control panel.

How do I remove someone from a group I created?

You do not have the ability to remove classmates from a group you created. Talk to your instructor about removing a classmate that shouldn't be in your Group.

Accessing Groups

You can only access a group within a course, and there are several ways to access a group.



- A Groups page link:** The **Groups** page link appears on the Course Menu or in a Content Area. The **Groups** page lists all available groups and sign-up sheets for self-enroll groups.
- B My Groups panel:** The **My Groups** panel appears following the Course Menu. The **My Groups** panel provides direct links to the group space for each group you belong to. You can expand the panel to reveal all the tools that are available for the group to use. If you are enrolled in a group, the panel appears automatically.
- C Group Link:** A Group Link is a link to a single group, sign-up sheet, or the **Groups** page made available in a course area.

Group Homepage

The group homepage is the center for group activity and can contain a description of the group, a list of members, and tools. If your instructor permits, this page can be customized by adding a banner, selecting a color scheme, and adding Personal Modules, such as My Calendar or Report Card, which are visible only to the member who added the modules. Access **Group Tools** and **Group Members** here.

Project Plans

Add Personal Module

Group Properties

Group Description

Add your thoughts about your project here.

Group Members ▾

Casper, Christopher
Gonzales, Monica
Wong, Monica

Group Tools

[Collaboration](#)
[File Exchange](#)
[Group Blog](#)
[Group Discussion Board](#)
[Group Journal](#)
[Group Tasks](#)
[Send Email](#)

Group Tools

Each group has its own space in the course to work together. When inside your group, you will find the tools your instructor has made available to you. Your instructor may not turn on all the available tools. Be sure to ask about any tools you want to use but do not find on your groups page. Review any instructions provided by your instructor on how to use these tools to complete group work. Tools that can be made available to a group include:

Group Tools

[Collaboration](#)
[File Exchange](#)
[Group Blog](#)
[Group Discussion Board](#)
[Group Journal](#)
[Group Tasks](#)
[Send Email](#)

- **Collaboration:** Users within the group can create and attend chat sessions and virtual classroom sessions.
- **File Exchange:** Group members and your instructor can share files in this area. All members, as well as your instructor, can add files. They can also delete files, regardless of who added them.
- **Group Blog:** In the group area, all members of a group can create entries for the same blog, building on one another. Any course member can read and comment on a group blog, but cannot make entries if they are not a member of the group. Your instructor can select the grade option for group blogs.

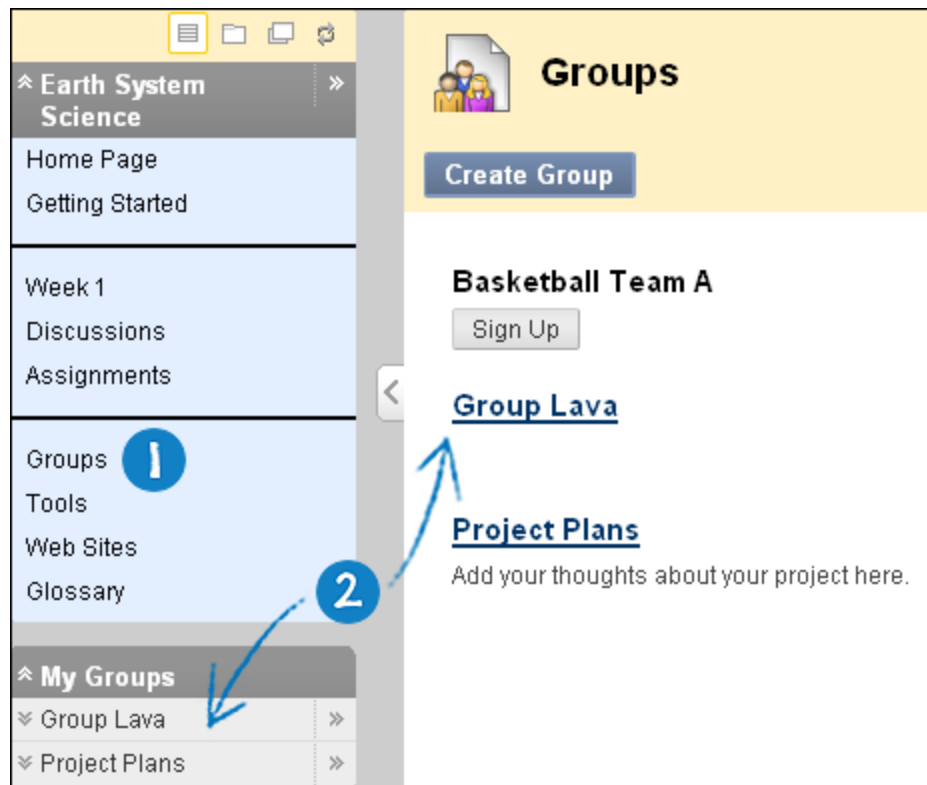
- **Group Discussion Board:** Users within the group can create and manage their own forums and discuss topics with only the group members.
- **Group Journal:** When used in the group area, all members of a group can view each other's entries, but the group journal can only be viewed by the group and your instructor. Your instructor can select the grade option for journals.
- **Group Task:** Users within the group can create tasks that are distributed to all group members.
- **Group Wiki:** Users within the group can edit, and view their group wiki. Your instructor can view and edit a group wiki and can select the grade option for group wikis.
- **Send Email:** Users within the group can email individual members or the entire group.

How to Open a Group Page

1. On the Course Menu, select the Content Area that holds the group.
2. On the **Groups** page, click the name of a group.

-OR-

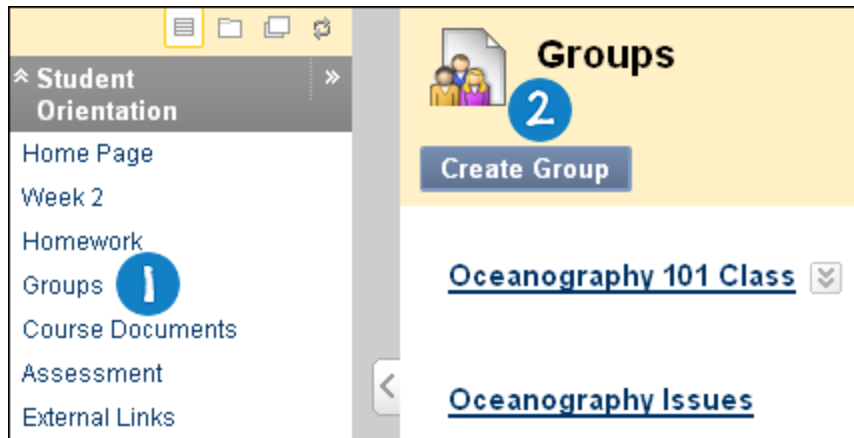
On the **My Groups** panel, click the name of a group.



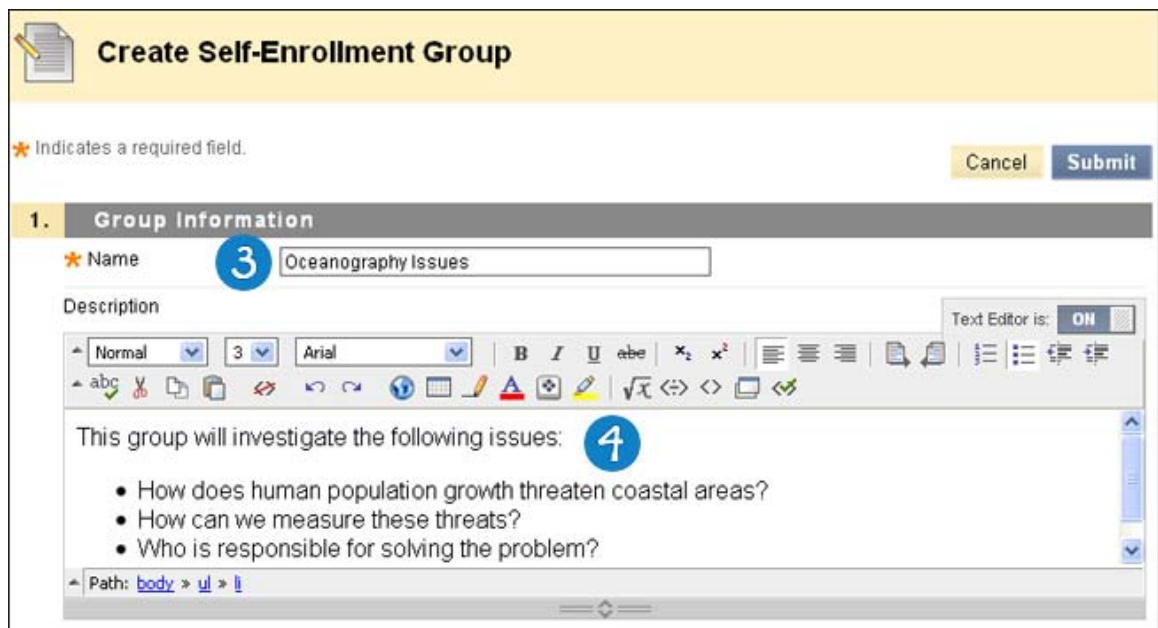
How to Create a Group

You can create course groups that other users in the course can sign up to join on the **Groups** page.

1. On the Course Menu, select the Content Area that holds the group.
2. On the **Groups** page, click **Create Group**.



3. On the **Create Self-Enrollment Group** page, type the group **Name**.
4. Type a **Description** of the group.



5. Type a **Name of Sign-up Sheet**.
6. Type **Sign-up Sheet Instructions**.
7. Type the **Maximum Number of Members**.
8. Click **Submit**.

2. Sign-up options

★ Name of Sign-up Sheet **5**

Sign-up Sheet Instructions

Text Editor is: ON

Normal 3 Arial B I U abc x₂ x²

Students who want to help save the coastal areas, sign-up and be a member. **6**

Path: [body](#)

Maximum Number of Members **7**


3. Submit **8**

Signing Up to Join a Course Group


Your instructor can choose whether to allow you to self-enroll in a course group. The instructor also has the option to display the names of other members of the group to help you choose which group to join.

The instructor can choose whether to display the sign-up sheet on the groups listing page and add the sign-up sheet as a link from other areas, such as a Content Area, folder, Learning Module, or Lesson Plan.

On the **Groups** page, click **Sign Up** to access the sign-up sheet. On the **Sign Up Sheet** page, when you click **Sign Up**, you are automatically added to the group.

 **Groups**

Create Group

Basketball Team A 


Oceanography Issues

This group will investigate the following issues:
How does human population growth threaten coastal areas?

How can we measure these threats?

Who is responsible for solving the problem?

Sign Up

 **Sign Up Sheet**

SignUp Sheet Name : Oceanography Group

SignUp Sheet Instructions : Students who want to help save the coastal areas, sign-up and be a member.

Oceanography Issues

This group will investigate the following issues:
How does human population growth threaten coastal areas?

How can we measure these threats?

Who is responsible for solving the problem?

Group Members : Christopher Casper
Max Members Allowed : 50

Sign Up

Next Steps

To learn more about Group page functions, see these topics:

[Managing Group Collaboration Sessions](#)

[Exchanging Files within a Course Group](#)

[Sending an Email to a Course Group](#)

Managing Group Collaboration Sessions

The Group Collaboration Sessions have all of the same features as those in the course. All group members are moderators in Group Collaboration Sessions. Therefore, all group members can manage sessions and access all of the available tools.

Groups can schedule sessions for specific dates and times.

The **Create Collaboration Session** page and **Edit Collaboration Session** page function in a similar manner. The **Create Collaboration Session** page opens with empty fields while the **Edit Collaboration Session** page opens an existing session.

How to Create or Edit Collaboration Sessions

1. Access your group in the **Groups** page, or in the **My Groups** panel.

The screenshot shows the Blackboard interface. On the left is a 'My Groups' panel with a list of groups: 'Group Lava', 'Oceanography Issues', and 'Project Plans'. A blue circle with the number '1' is positioned over the 'Oceanography Issues' group name in the panel, with two arrows pointing to the 'Oceanography Issues' group header and the 'Project Plans' group header in the main content area. The main content area is titled 'Groups' and features a 'Create Group' button. Below this, there are three group entries: 'Group Lava', 'Oceanography Issues' (which is selected and has a dropdown arrow), and 'Project Plans'. The 'Oceanography Issues' group description reads: 'This group will investigate the following issues: How does human population growth threaten coastal areas? How can we measure these threats? Who is responsible in solving the problem?'. The 'Project Plans' group description reads: 'Add your thoughts about your project here.'

2. On the group homepage, click **Collaboration** from **Group Tools**.

Oceanography Issues

Add Personal Module

Group Properties

Group Description

This group will investigate the following issues:

- How does human population growth threaten coastal areas?
- How can we measure these threats?
- Who is responsible in solving the problem?

Group Members

Brown, Tony
Casper, Chris
Lopez, Bruce
Paul, Dwight

Group Tools

[Collaboration](#) **2**
[File Exchange](#)
[Group Blog](#)
[Group Discussion Board](#)
[Group Journal](#)
[Group Tasks](#)
[My Scholar Home](#)
[Scholar Course Home](#)
[Send Email](#)

3. To create a new Collaboration session, click **Create Collaboration Session**.

-OR-


To edit an existing Collaboration session, in the contextual menu for the session, click **Edit**.

4. On the **Create Collaboration Session** page, type or edit the name of the new session.
5. Select the dates of availability. A start and end date and time for the collaboration session can be set but is not required. If these are not selected then the session is always open and available for users.

Click the **Start After** check box to choose a date and time to begin the collaboration. Click the **Date Selection Calendar** and select a date. Select the time to begin the session from the **Time Selection Menu**.

Click the **End After** check box to choose when the session ends. Click the **Date Selection Calendar** and select a date. Select the time to end the session from the **Time Selection Menu**.

6. Select **Yes** to make the session available.
7. Select the Collaboration tool for this session: **Virtual Classroom** or **Chat**.
8. Click **Submit**.

 **Create Collaboration Session**



★ Indicates a required field.



Cancel
Submit

1. Session Name

★ Session Name 4


2. Schedule Availability

Select Dates of Availability Start After   5

End After   5

Available 6 Yes No

3. Collaboration Tool

Choose Tool for this Session 7 

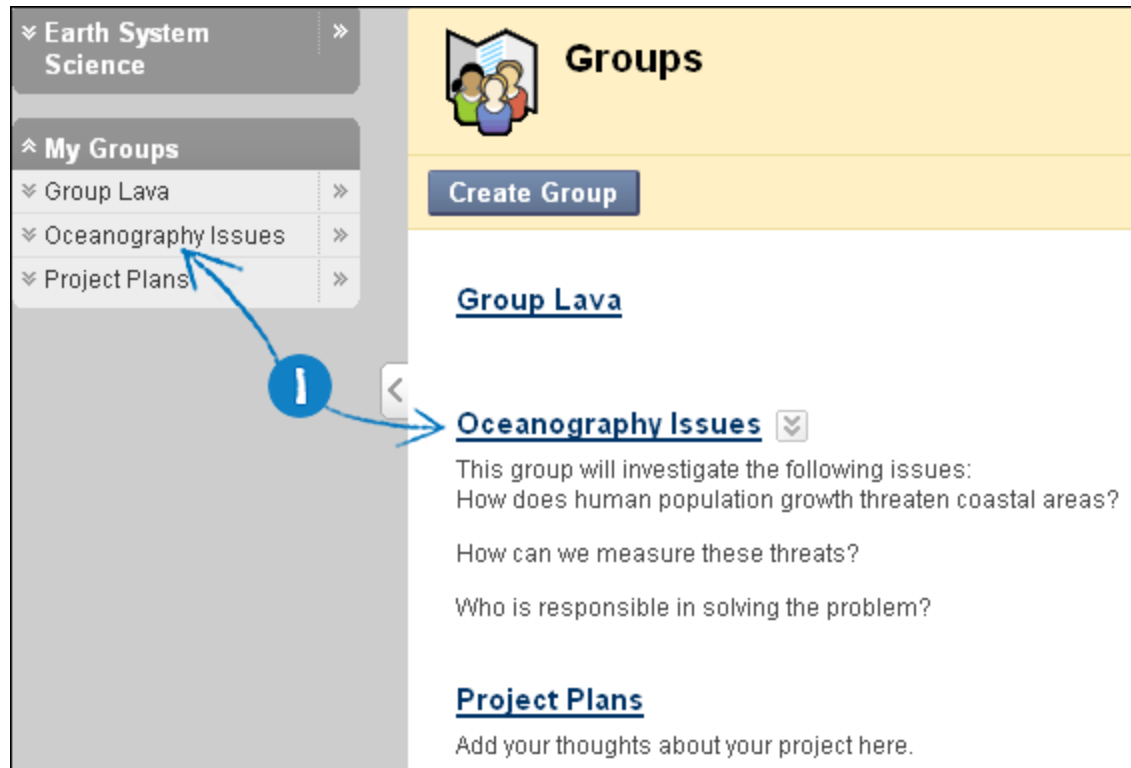
Virtual Classroom
Chat
Virtual Classroom

4. Submit

Cancel
Submit
8

How to Delete a Collaboration Session

1. You can access your group in the **Groups** page, or in the **My Groups** panel.



2. On the group homepage, click **Collaboration** from **Group Tools**.

- To delete a Collaboration session, in the contextual menu for the session, click **Delete**. This action is final and cannot be undone.

Next Steps

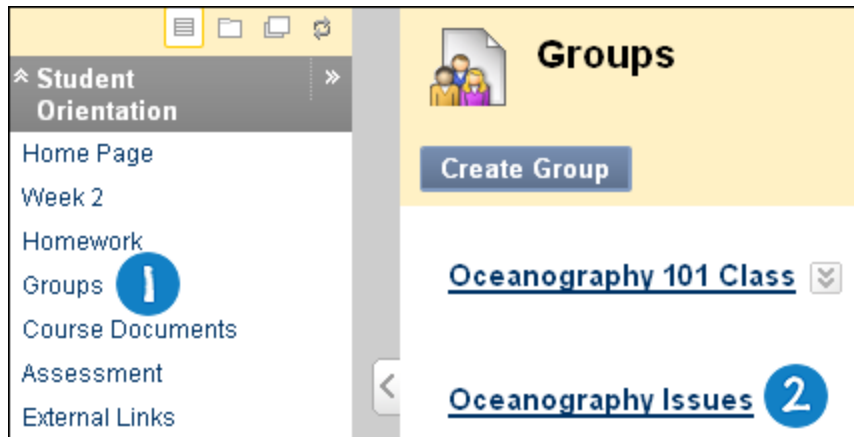
To learn more about Collaboration tool features, see [About Collaboration Tools](#).

Exchanging Files within a Course Group

File Exchange enables you to exchange files with other members of a group, including the instructor.

How to Add a File to the File Exchange

1. On the Course Menu, select the Content Area that holds the group.
2. On the **Groups** page, click a group name.



3. On the **Group Tools** module, click **File Exchange**.

4. On the **File Exchange** page, click **Add File**.

<input type="checkbox"/>	File Name	Posted by	File size (bytes)	Date Posted
<input type="checkbox"/>	My Personal Opinion ▾	Maria Gonzales	9910	Monday, January 17, 2011 12:01:32 AM EST

5. On the **Add File** page, type the name of the file in the **Name** field.
6. In the **Attach File** field, click **Browse My Computer** and select the file to upload from your computer. If you have access to the Content Collection, click **Browse Content Collection** and select the file to upload.
7. Click **Submit**.

Add File

* Indicates a required field.

Cancel Submit

1. File Information

* Name **5** Comments on Issues Concerning Ci

* Attach File **6** Browse My Computer

2. Submit **7**

Cancel Submit

How to Delete a File

1. On the Course Menu, select the Content Area that holds the group.
2. On the **Groups** page, click a group name.

Student Orientation

- Home Page
- Week 2
- Homework
- Groups** **1**
- Course Documents
- Assessment
- External Links

Groups

Create Group

Oceanography 101 Class ▾

Oceanography Issues **2**

3. On the **Group Tools** module, click **File Exchange**.

4. On the **File Exchange** page, click **Delete** from a file's contextual menu.

<input type="checkbox"/>	File Name	Posted by	File size (bytes)	Date Posted
<input checked="" type="checkbox"/>	My Personal Opinion	Maria Gonzales	9910	Monday, January 17, 2011 12:01:32 AM EST
<input type="checkbox"/>	Comments on Issues	Maria Gonzales	9910	Monday, January 17, 2011 12:15:01 AM EST

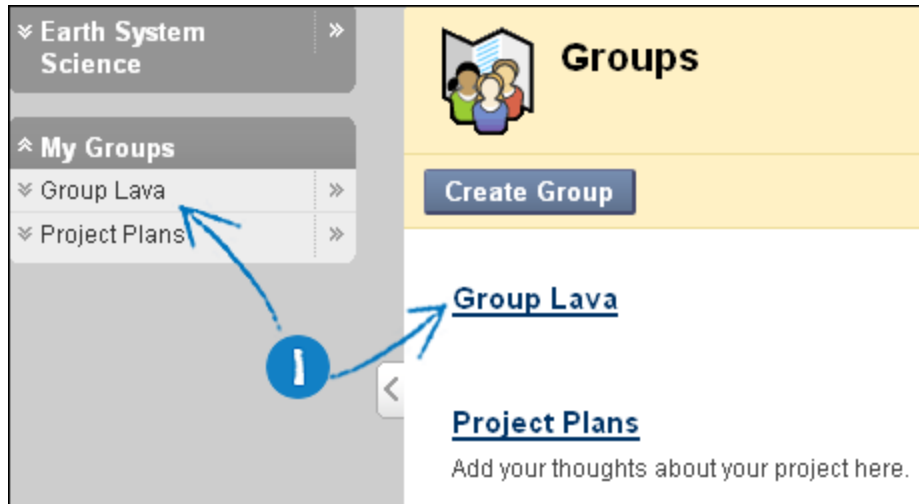
Emailing a Course Group

Instructors and course group members can send email messages to selected group members or the entire group.

IMPORTANT! Blackboard Learn keeps no record of sent emails. You will receive a copy of your email in the Inbox of your external email account. Keep a copy of important messages in case you need them at a later date.

How to Send an Email Message Within a Course Group

1. Access your group from the **Groups** page or from the **My Groups** panel.



2. On the **Group Tools** module, click **Send Email**.



3. On the **Send Email** page, select the recipients from the **Available to Select** box and click the right-pointing arrow to move them into the **Selected** box.

Tip: For Windows, to select multiple users in a list, press the SHIFT key and click the first and last users. To select users out of sequence, press the CTRL key and click each user needed. For Macs, press the COMMAND key instead of the CTRL key.

Send Email

* Indicates a required field. Cancel Submit

1. Email Information

* To

Available to Select	Selected
Casper, Chris 4	Brown, Tony Gonzales, Monica Wong, Mei

Invert Selection Select All Invert Selection Select All

From Chris Casper (ccasper@myschool.edu)

4. Type a **Subject**.
5. Type the **Message**.
6. In the **Attachments** field, click **Attach a file** and select the file to upload from your computer.
7. Click **Submit**.

Subject 5 Assigned Topics

Message

Hello All,

Below are your assigned topics for our group research project:

1. Tony - Volcanic Eruption
2. Monica - Features of Volcanoes 6
3. Mei - Volcanic Hazards

Thanks,
Chris

abc

A copy of this email will be sent to the sender.

Attachments 7 [Attach a file](#)

2. Submit 8

Cancel Submit

Group Assignments

You can submit your work to complete group assignments in the following ways:

- Text typed on the **Upload Assignment** page.
- Files attached from your computer or from the Content Collection.
- A combination of both text and attached files.

Assignments list the name, description, and attachments for course work. You can also choose to include comments for your instructor.

The grade provided by your instructor for the final assignment is given to every member of the group.

Frequently Asked Questions

Why can't I open our group assignment?

Please contact the computing help desk at your school. They can help you troubleshoot and download any application you might need. If you're not sure how to contact them, look for the technology office on your school's website or search the web for *your school's name + Blackboard + help or support*. You may also check to make sure you are using a [supported Internet browser and operating system](#) for the version of Blackboard that your school is using.

Why can't I find our group assignment?

Your instructor might make an assignment unavailable until after a certain date or until other criteria has been met. For example, you might have to mark a lecture as reviewed before you can access the assignment. Please contact your instructor for more information.

My instructor did not receive our group assignment. What do I do?

You must discuss this issue with your instructor. To see the step-by-step instructions for submitting a group assignment, see [How to Submit Work for a Group Assignment](#).

How do I edit or resubmit a group assignment?

Editing a group assignment requires you to resubmit the assignment, and not all assignments can be resubmitted. If your instructor has not allowed you to submit an assignment more than once and you made a mistake when submitting the assignment, you must contact your instructor to ask for the opportunity to resubmit the assignment.

If your instructor has allowed you to submit an assignment more than once, you will see a **Start New Submission** function on the **Review Submission History** page. You access this page by clicking the assignment link in your course. To learn more, see [How to Edit or Resubmit a Group Assignment](#).

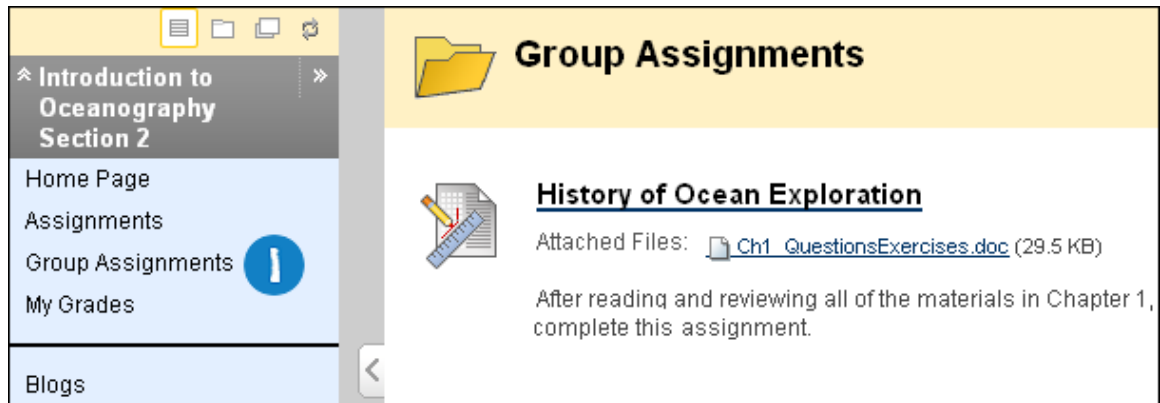
How do I know whether my assignment has been graded?

On the Course Menu, click **Tools**, and then click **My Grades**. If your assignment has not been graded, the **Grade** column contains a [symbol](#) indicating its status. If your assignment has been submitted and graded, the grade appears in the **Grade** column. To view more detail, click the link to see the assignment's **Review Submission History** page.

To learn more, see [How to View Group Assignment Grades and Feedback](#).

How to Submit Work for a Group Assignment

1. On the Course Menu, select the Content Area that holds the group assignment, for example, the **Group Assignments** Content Area. Click the name of the assignment.



-OR-

1. In the **My Groups** panel, select your group name. On the group homepage, click the name of the assignment in the **Group Assignments** section.

Introduction to Oceanography Section 2

My Groups

Coastline Presentation

Coastline Presentation

Add Personal Module

Group Properties

Group Description

The graded presentation will address the issues of coastal erosion, offshore drilling, pollution, and marine life. Please see the syllabus for the due dates and rubric.

Group Members

- Brown, Tony
- Casper, Christopher
- Dubois, Alyssa
- Farrell, Andy
- Lopez, Bruce

Group Tools

- [Collaboration](#)
- [File Exchange](#)
- [Group Blog](#)
- [Group Discussion Board](#)
- [Group Journal](#)
- [Group Tasks](#)
- [Send Email](#)

Group Assignments

- [History of Ocean Exploration](#)


- On the **Upload Assignment** page, download any files provided by your instructor and complete the assignment using one or both of the following:
 - In the **Submission** box, type your response. You can use the Text Editor functions to format the text and include files, images, external links, multimedia, and Mashups.
 - If your response to the assignment is in a separate file, click **Browse My Computer** and select a file to attach. If you attach a file, type a **Link Title**. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.

Note: The **Do not attach** option appears next to an uploaded file. If you have selected an incorrect file, you can remove it with this option. If the same file is attached to your assignment more than once, the new file is saved with a number appended to the name. For example, `history_assignment(1).doc`.
- Optionally, in the **Comments** box, type your comments.

WARNING! If your instructor has **not** allowed multiple attempts, assignments can be submitted only once. Ensure that you have attached any required files to your assignment before you click **Submit**.

4. Click **Submit**.

WARNING! When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.


Upload Assignment: History of Ocean Exploration

Cancel Save as Draft Submit

1. Assignment Information

Name:	History of Ocean Exploration
Instructions	After reading and reviewing all of the materials in Chapter 1, please complete this assignment.
Due Date	March 10, 2011 11:30:00 AM EST
Points Possible	50
Group Name	Coastline Presentation
Last Activity Recorded	Christopher Casper ()
Assignment Files	Ch1_QuestionsExercises.doc (Ch1_QuestionsExercises.doc)

2. Assignment Materials

Submission


Text Editor is: ON

Normal 3 Arial B I U abc x₂ x² [List icons] [Link icon] [Image icon]

2


Path: [body](#)

Attach File Browse My Computer

File Name	Link Title	
 Ch1_QuestionExercises_CoastlinePresentation_answer.docx	Ch1_QuestionExercise	Do not attach

Comments

3

abc 

3. Submit

Cancel Save as Draft Submit

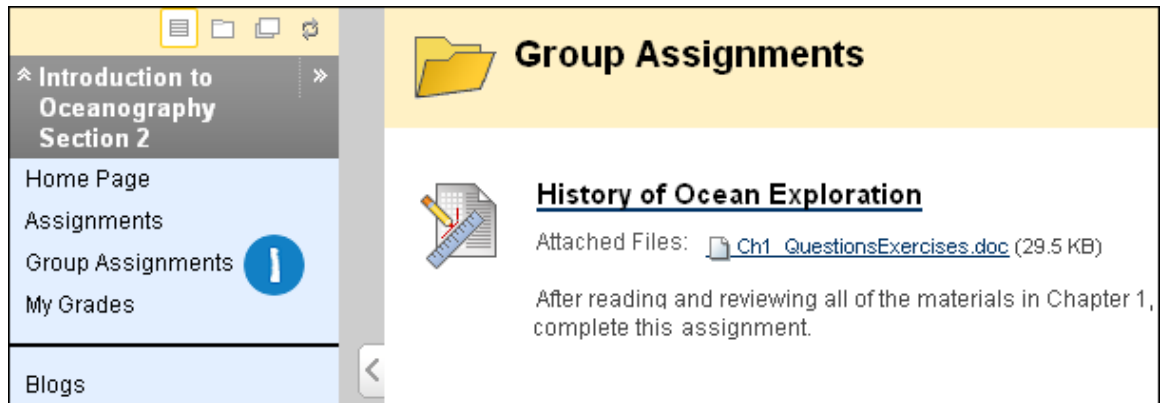
How to Save a Group Assignment as Draft and Submit Later

The **Save as Draft** function is available if you need to return to your group assignment at a later time. This function saves your comments and files on the page.

When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.


Saving a Group Assignment as a Draft

1. On the Course Menu, select the Content Area that holds the group assignment, for example, the **Group Assignments** Content Area. Click the name of the assignment.



2. On the **Upload Assignment** page, download any files provided by your instructor and complete the assignment using one or both of the following:
 - In the **Submission** box, type your response. You can use the Text Editor functions to format the text and include files, images, external links, multimedia, and Mashups.
 - If your response to the assignment is in a separate file, click **Browse My Computer** and select a file to attach. If you attach a file, type a **Link Title**. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.

Note: The **Do not attach** option appears next to an uploaded file. If you have selected an incorrect file, you can remove it with this option. If the same file is attached to your assignment more than once, the new file is saved with a number appended to the name. For example, history_assignment(1).doc.
3. Optionally, in the **Comments** box, type your comments.
4. Click **Save as Draft** to save your changes and continue working later.



Upload Assignment: History of Ocean Exploration

Cancel Save as Draft Submit

1. Assignment Information

Name:	History of Ocean Exploration
Instructions	After reading and reviewing all of the materials in Chapter 1, please complete this assignment.
Due Date	March 10, 2011 11:30:00 AM EST
Points Possible	50
Group Name	Coastline Presentation
Last Activity Recorded	Christopher Casper ()
Assignment Files	Ch1_QuestionsExercises.doc (Ch1_QuestionsExercises.doc)

2. Assignment Materials

Submission

Text Editor is: ON

Normal 3 Arial B I U abc x₂ x²

abc ✂ 📄 📁 ↔ ↶ ↷ 🌐 📧 🖋 🔺 ⊕ 🖌 √x ⇄ < > 🖨 ↺ ↻

2

Path: [body](#)

Attach File

Attached files

File Name	Link Title	
📄 Ch1_QuestionExercises_CoastlinePresentation_answer.docx	<input type="text" value="Ch1_QuestionExercise"/>	Do not attach

Comments


3

abc

3. Submit

Cancel Save as Draft Submit

5. When you reach the **Review Submission History** page, click **OK**.



Review Submission History

5
OK
Continue Current Submission

1. Assignment Information


Name:	History of Ocean Exploration
Instructions	After reading and reviewing all of the materials in Chapter 1, please complete this assignment.
Due Date	March 10, 2011 11:30:00 AM EST
Points Possible	50
Group Name	Coastline Presentation

2. Review Submission History


Assignment History not available.

Submitting a Draft Assignment

1. Return to the group assignment link in the Content Area that holds the assignment.




Group Assignments



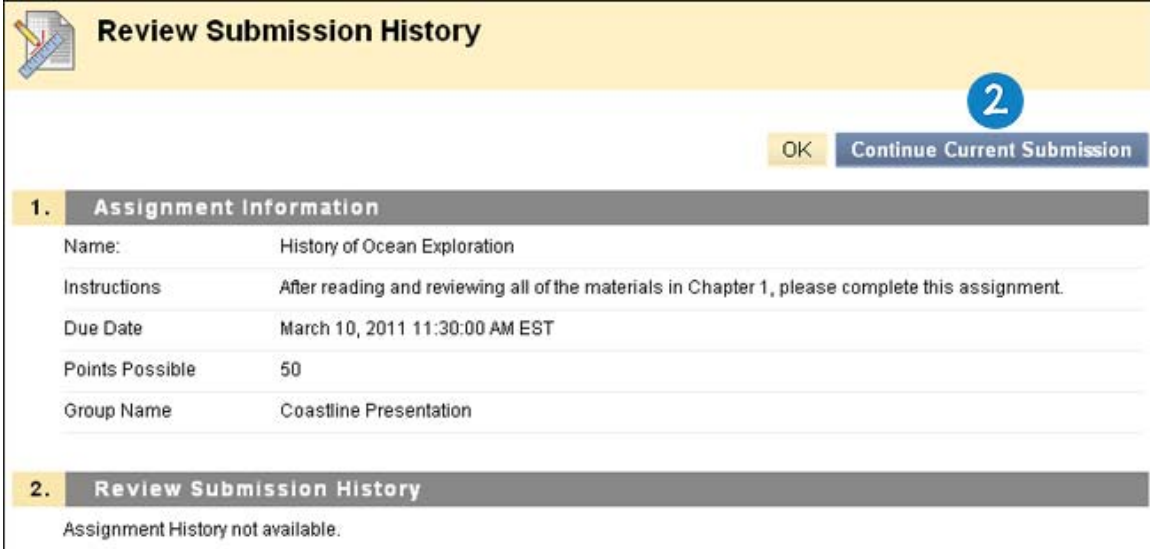
History of Ocean Exploration

1

Attached Files:  [Ch1 QuestionsExercises.doc](#) (29.5 KB)

After reading and reviewing all of the materials in Chapter 1, please complete this assignment.

2. On the **Review Submission History** page, click **Continue Current Submission**.



The screenshot shows the 'Review Submission History' page. At the top, there is a yellow header with a pencil and paper icon and the title 'Review Submission History'. A blue circle with the number '2' is in the top right corner. Below the header, there are two buttons: 'OK' and 'Continue Current Submission'. The main content is divided into two sections:

- 1. Assignment Information**

Name:	History of Ocean Exploration
Instructions	After reading and reviewing all of the materials in Chapter 1, please complete this assignment.
Due Date	March 10, 2011 11:30:00 AM EST
Points Possible	50
Group Name	Coastline Presentation
- 2. Review Submission History**


Assignment History not available.

- On the **Upload Assignment** page, make the necessary changes in your assignment.
- Optionally, in the **Comments** box, type your comments.

WARNING! If your instructor has *not* allowed multiple attempts, assignments can be submitted only once. Ensure that you have attached any required files to your assignment before you click **Submit**.

- Click **Submit**. The **Review Submission History** page appears showing the information about your submitted assignment.

WARNING! When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.



Upload Assignment: History of Ocean Exploration

Cancel Save as Draft Submit

1. Assignment Information

Name:	History of Ocean Exploration
Instructions	After reading and reviewing all of the materials in Chapter 1, please complete this assignment.
Due Date	March 10, 2011 11:30:00 AM EST
Points Possible	50
Group Name	Coastline Presentation
Last Activity Recorded	Christopher Casper ()
Assignment Files	Ch1_QuestionsExercises.doc (Ch1_QuestionsExercises.doc)

2. Assignment Materials

Submission

Text Editor is: ON


Normal 3 Arial B I U abc x₂ x²

abc ✂ 📄 📁 ↶ ↷ 🔗 🗑 🔍 🔧 🔑 🔒 🔓 🔗 🔗 🔗 🔗 🔗

2

Path: [body](#)

Attach File Browse My Computer

Attached files	File Name	Link Title
	Ch1_QuestionExercises_CoastlinePresentation_answer.docx	Ch1_QuestionExercise Do not attach

Comments

3

abc

3. Submit

Cancel Save as Draft Submit

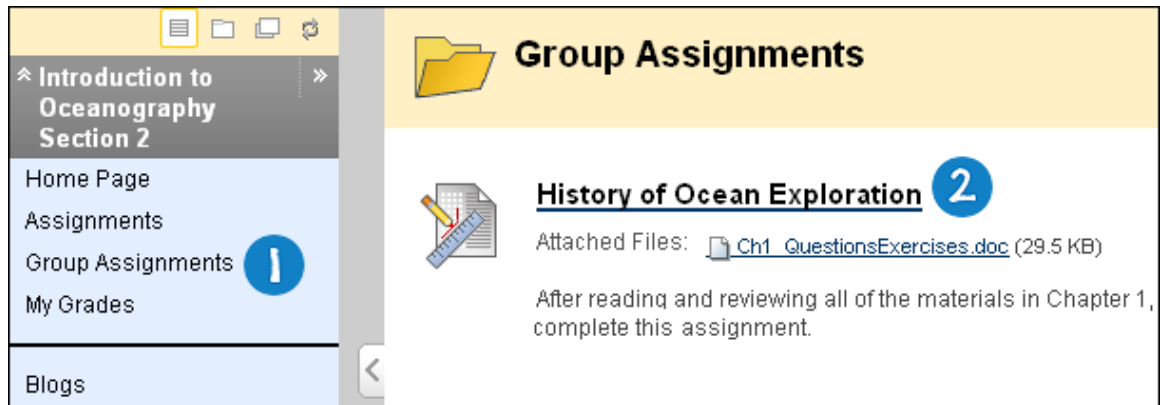
How to Edit or Resubmit a Group Assignment

Editing a group assignment requires you to resubmit the assignment, and not all assignments can be resubmitted. If your instructor has not allowed you to submit a group assignment more than once and you made a mistake when submitting the assignment, you must contact your instructor to ask for the opportunity to resubmit the assignment.


Your instructor may allow you to submit a group assignment more than once for a variety of reasons. For example, your instructor can provide comments on your first draft so that you can try to improve your work. Your instructor can choose to use either the highest graded attempt or the last graded attempt for your grade.

If your instructor has allowed you to submit a group assignment more than once, you will see a **Start New Submission** function on the **Review Submission History** page. You access this page by clicking the group assignment link in your course.

1. Return to the group assignment link in the Content Area that holds the assignment.
2. Click the name of the assignment.



3. On the **Review Submission History** page, view the details of your first submission. Click **Start New Submission**.



Review Submission History

3

OK
Start New Submission

1. Assignment Information

Name:	History of Ocean Exploration
Instructions	After reading and reviewing all of the materials in Chapter 1, please complete this assignment.
Due Date	March 10, 2011 11:30:00 AM EST
Points Possible	50
Group Name	Coastline Presentation
Assignment Files	Ch1_QuestionsExercises.doc (Ch1_QuestionsExercises.doc)

2. Review Submission History

Submission (February 22, 2011 1:39:15 AM EST)

Submission Materials

Group Assignment: Group Members : Alyssa Dubois, Andy Farrell, Bruce Lopez, Christopher Casper, Tony Brown

Group Assignment: Submitted By : **Christopher Casper**

Submission Field :

Student Comments :

Attached Files : [Ch1_QuestionExercises CoastlinePresentation answer.docx](#)

Instructor Feedback

Grade : 1 out of 50

Comments :

Attached Files :


4. On the **Upload Assignment** page, download any files provided by your instructor and complete the assignment using one or both of the following:
 - In the **Submission** box, type your response. You can use the Text Editor functions to format the text and include files, images, external links, multimedia, and Mashups.
 - If your response to the assignment is in a separate file, click **Browse My Computer** and select a file to attach. If you attach a file, type a **Link Title**. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.

Note: The **Do not attach** option appears next to an uploaded file. If you have selected an incorrect file, you can remove it with this option. If the same file is attached to your assignment more than once, the new file is saved with a number appended to the name. For example, history_assignment(1).doc.
5. Optionally, in the **Comments** box, type your comments.

WARNING! Ensure that you have attached any required files to your assignment before you click **Submit**.

6. Click **Submit**.

WARNING! When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.



Upload Assignment: History of Ocean Exploration

Cancel Save as Draft Submit

1. Assignment Information

Name:	History of Ocean Exploration
Instructions	After reading and reviewing all of the materials in Chapter 1, please complete this assignment.
Due Date	March 10, 2011 11:30:00 AM EST
Points Possible	50
Group Name	Coastline Presentation
Last Activity Recorded	Christopher Casper ()
Assignment Files	Ch1_QuestionsExercises.doc (Ch1_QuestionsExercises.doc)

2. Assignment Materials

Submission

Text Editor is: ON

Normal 3 Arial B I U abc x₂ x²

4

Path: [body](#)

Attach File Browse My Computer Browse Content Collection

File Name	Link Title	
Ch1_QuestionExercises_CoastlinePresentation_final.docx	Ch1_QuestionExercise	Do not attach

Comments

5

This is the final version of our group assignment.


abc

3. Submit

Cancel Save as Draft Submit

- On the **Review Submission History** page, you can see all of your submissions listed by date and time. To view the details of a submission, click the plus sign next to an attempt.

Blackboard Learn Release 9.1 - Help for Students - Page 253
© 2011 Blackboard Inc. Proprietary and Confidential. U.S. Patent No. 6,988,138. Additional Patents Pending.



Review Submission History

[OK](#)

1. Assignment Information

Name:	History of Ocean Exploration
Instructions	After reading and reviewing all of the materials in Chapter 1, please complete this assignment.
Due Date	March 10, 2011 11:30:00 AM EST
Points Possible	50
Group Name	Coastline Presentation

2. Review Submission History

7

- ▶ Attempt #2 (March 4, 2011 7:31:14 AM EST)
- ▶ Attempt #1 (February 22, 2011 1:39:15 AM EST)

▶ Attempt #2 (March 4, 2011 7:31:14 AM EST)

Submission Materials

Group Assignment: Group Members : Alyssa Dubois, Andy Farrell, Bruce Lopez, Christopher Casper, Tony Brown

Group Assignment: Submitted By : **Christopher Casper**

Submission Field :

Student Comments : This is the final version of our group assignment.

Attached Files : [Ch1 QuestionExercises CoastlinePresentation final.docx](#)

Instructor Feedback

Grade : 1 out of 50

Comments :

Attached Files :

▶ Attempt #1 (February 22, 2011 1:39:15 AM EST)

Submission Materials

Group Assignment: Group Members : Alyssa Dubois, Andy Farrell, Bruce Lopez, Christopher Casper, Tony Brown

Group Assignment: Submitted By : **Christopher Casper**

Submission Field :

Student Comments :

Attached Files : [Ch1 QuestionExercises CoastlinePresentation answer.docx](#)

Instructor Feedback

Grade : 1 out of 50

Comments :

Attached Files :

How to View Group Assignment Grades and Feedback

Blackboard does not score assignments automatically. Each assignment needs to be reviewed by your instructor. You can review the information provided by your instructor in **My Grades** or on the assignment's **Review Submission History** page.

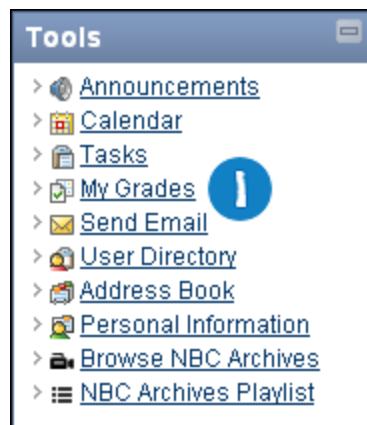
Accessing My Grades From Within Your Course

1. On the Course Menu, click **Tools**
2. On the **Tools** page, click **My Grades**.





Accessing My Grades From Outside Your Course

1. On the **My Institution** tab, click **My Grades** on the **Tools** panel.
2. On the **My Courses/Organizations** page, click the name of your course.



Reviewing Your Grade

- If your group assignment has not been graded, the **Grade** column contains a [symbol](#) indicating its status.
- If your group assignment has been submitted and graded, the grade appears in the **Grade** column. You can also see your instructor's feedback in the **Comments** column.

My Grades							
Item Name	Details	Last Student Activity	Last Instructor Activity	Grade	Points Possible	Comments	
Oceans in the News, Part Two	Details				10		
Weighted Total	Details			-	0		
Total	Details			48.00	50		
History of Ocean Exploration	Details	Mar 10, 2011	Mar 4, 2011 7:49 AM	Mar 4, 2011 10:39 PM 	<u>48.00</u>	50	Very good group work. I subtracted points for missing two resources.

Reviewing Your Grade From the Group Homepage

You can also view your grade and any feedback provided by your instructor in the assignment's **Review Submission History** page. If your instructor attached a file, you must access it from the group assignment link on the group homepage.

1. On the **My Groups** panel, click the name of your group.
2. On the group homepage, click the name of your group assignment. The **Review Submission History** page includes:
 - **Instructor Feedback:** This section lists your grade and any feedback provided by your instructor.
 - **Attached Files:** This section provides links to open or download any files attached by you or your instructor. For example, your instructor might provide comments in a file that you

Introduction to Oceanography Section 2

My Groups

Coastline Presentation 1

Coastline Presentation

Add Personal Module

Group Properties

Group Description

The graded presentation will address the issues of coastal erosion, offshore drilling, pollution, and marine life. Please see the syllabus for the due dates and rubric.

Group Members

Brown, Tony
Casper, Christopher
Dubois, Alyssa
Farrell, Andy
Lopez, Bruce

Group Tools

[Collaboration](#)

[File Exchange](#)

[Group Blog](#)

[Group Discussion Board](#)

[Group Journal](#)

[Group Tasks](#)

[Send Email](#)

Group Assignments 2

[History of Ocean Exploration](#)

Review Submission History

OK

1. Assignment Information

Name:	History of Ocean Exploration
Instructions	After reading and reviewing all of the materials in Chapter 1, please complete this assignment.
Due Date	March 10, 2011 11:30:00 AM EST
Points Possible	50
Group Name	Coastline Presentation
Assignment Files	Ch1_QuestionsExercises.doc (Ch1_QuestionsExercises.doc)

2. Review Submission History

Attempt #2 (March 4, 2011 7:31:14 AM EST)

Submission Materials

Group Assignment: Group Members : Alyssa Dubois, Andy Farrell, Bruce Lopez, Christopher Casper, Tony Brown

Group Assignment: Submitted By : **Christopher Casper**

Submission Field :

Student Comments : This is the final version of our group assignment.

Attached Files : [Ch1_ QuestionExercises CoastlinePresentation_final.docx](#)

Instructor Feedback

Grade : 48.0 out of 50

Comments :

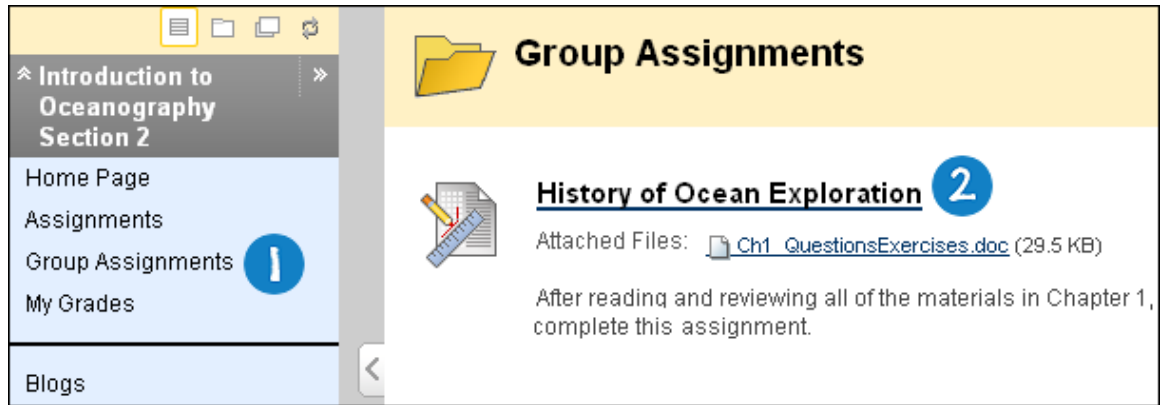
Very good group work. I subtracted 2 points for the missing presentation.

Attached Files : [GRADED_Ch1_ QuestionExercises CoastlinePresentation.docx](#)

Blackboard Learn Release 9.1 - Help for Students - Page 257
 © 2011 Blackboard Inc. Proprietary and Confidential. U.S. Patent No. 6,988,138. Additional Patents Pending.

Accessing the Review Submission History Page from Group Assignments

1. Return to the group assignment link in the Content Area that holds the assignment.
2. Click the name of the assignment.



My Grades Item Status

The following table describes the symbols appearing on the **My Grades** page.

Symbol	Description
-	Item has not yet been completed. No information is available.
✓	Item has been completed, but will not have a grade (for items such as surveys).
!	Item has been submitted. This item is waiting to be reviewed by your instructor. -OR- Item has been submitted. Your instructor may review this item but may not be provided a grade (for items such as surveys).
Grade	Item has been graded. Click the grade to view detailed feedback.
	Attempt is in progress. This item has not been submitted. To submit the item, see Submitting a Draft Assignment .
	Grade is exempted for this user. If you do not complete this assignment, it will not affect your grade.
	Error has occurred. Contact your instructor.

Tests and Assignments

Tests and Surveys

You can find tests and surveys (referred to collectively as assessments) in any Content Area, Learning Module, Lesson Plan, or folder.

Tests are used to assess your knowledge. Your instructor assigns point values to questions. Your answers are submitted for grading, and the results are recorded in the Grade Center.

Surveys can be used for polling purposes and evaluations. This type of assessment is not graded.

WARNING! Do not refresh the page, close the window, or click the browser's back button while taking an assessment. If you experience problems during a test or survey, **please contact your instructor.**

Question Types

There are many types of questions that can be included in an assessment.

- **Calculated Formula:** Contains a formula with a number of variables. The correct answer can be a specific value or a range of values.
- **Calculated Numeric Response:** Resembles a fill-in-the-blank question except a number is entered to complete the statement. The correct answer can be a specific number or within a range of numbers.
- **Either / Or:** A statement with a pre-defined choice of two answers (Yes/No, On/Off).
- **Essay:** A question where the answer must be typed in a text box.
- **File Response:** Uploaded files are used to respond to the question.
- **Fill in Multiple Blanks:** Multiple responses are inserted into a sentence or paragraph.
- **Fill in the Blank:** A statement that requires an answer to complete it. Answers are evaluated based on an exact text match.
- **Hot Spot:** A specific point on an image is used to indicate the answer. For example, selecting all the countries in South America by clicking on each one on a map.
- **Jumbled Sentence:** A sentence with a number of variables within it.
- **Matching:** Two columns of items where each item in the first column must be matched to an item in the second column.
- **Multiple Answer:** A number of choices with one or more correct answers.
- **Multiple Choice:** Allows a number of choices with one correct answer. Indicate the correct answer by selecting the correct answer.
- **Opinion Scale / Likert:** A rating scale used to measure attitudes or reactions.
- **Ordering:** A question that requires users to provide an answer by selecting the correct order of a series of items.
- **Quiz Bowl:** An answer appears; the users responds with a who, what, or where question to respond.
- **Short Answer:** Similar to Essay questions; answer length is limited.
- **True / False:** A statement with the option to choose either true or false. True/False answer options are limited to the words True and False.

Grading Questions

The majority of questions in assessments are auto-graded. Your instructor defines the correct answers and assigns a certain number of points to each question when the assessment is created. The system validates your answers against the key and assigns the score. You may find out your score on an assessment immediately after completing it if all questions are auto-graded and your instructor releases this information.

Essay questions, file response, and short answer questions are not auto-graded, meaning that your instructor must grade these questions manually. After you submit an assessment, your instructor reviews these questions and manually provides a score. If an assessment contains these question types, the grade for the assessment is not immediately available after the assessment is submitted.

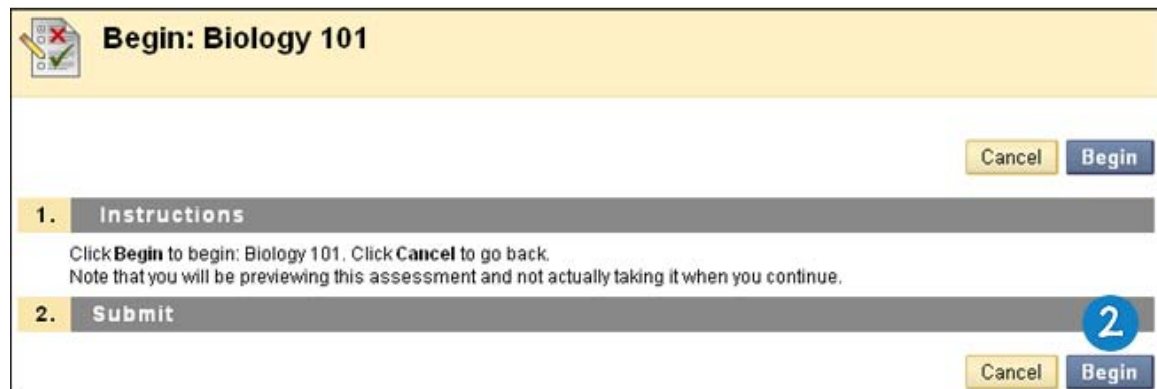
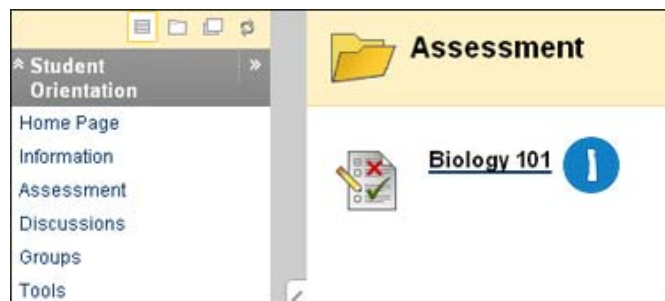
If your instructor has associated a rubric with an Essay, File Response, or Short Answer question and made it available, a **View Rubric** button will appear next to the **Save Answer** button. Click **View Rubric** to review the criteria your instructor has chosen.

How to Take an Assessment

Assessments are located within Content Areas in a course.

Note: Contact your instructor if you encounter issues or problems while taking your assessment.

1. Navigate to an assessment and click the link associated with it.
2. Click **Begin** to take the assessment.



3. Your instructor may choose to have you type a password to begin taking an assessment. If necessary, type the valid password and click **Submit** to begin the assessment. The assessment continues to prompt for a valid password until the correct one is provided.

4. As you work, answers will be saved automatically, or you can click the **Save** button by each question or the **Save All Answers** button at the top or bottom of the page as you work.
5. Click **Save and Submit** when you complete the assessment.

WARNING! Do not use the browser's **Back** button during an assessment. This may cause loss of data. If you have difficulties while taking an assessment, contact your instructor.

Timed Assessments

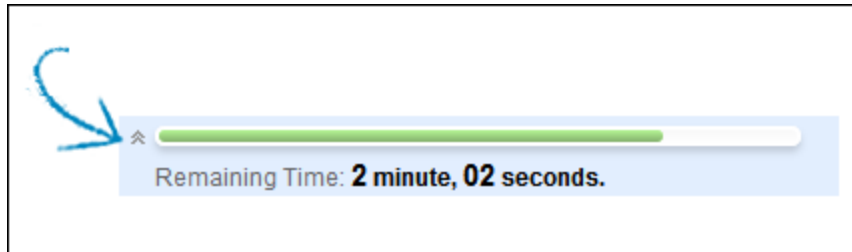
If your instructor chooses a timed assessment, the scheduled time is included in the instructions before you begin.

You will also be notified of the instructor's choice of **Timer Setting**, which determines whether the assessment saves and submits automatically when time expires, or if you have the option to continue beyond the time limit.

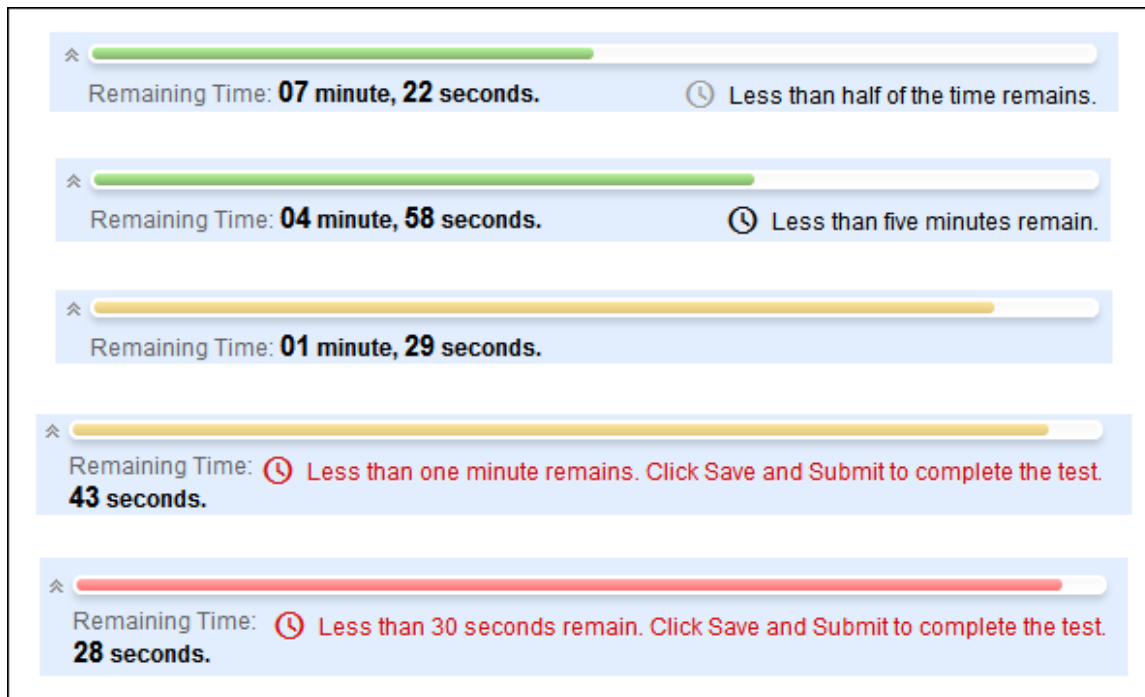
There is no automatic penalty for continuing beyond the time limit, however, final scoring decisions are made by your instructor. Talk to your instructor if you have questions about this setting.

The total time you spend on the assessment is recorded and available to the instructor when the test is submitted. If the auto-submit feature is selected, when the timer runs out, the test saves and submits and the Test Submitted page displays. If the option is not selected, a pop-up window will appear with the choice to submit or continue.

The remaining time appears on the assessment page. Click the chevron next to the timer to collapse or expand it.



Timer warnings will appear when half the time, five minutes, one minute, and thirty seconds remain. When the remaining time reads 1 minute, 30 seconds, the status bar will turn yellow. At 1 minute, the warning will be red, and at 30 seconds, both the status bar and the warning will be red. If the timer is collapsed, the color changes will not be visible.



Feedback and Grades

The performance results you receive after completing a test depend on the options selected by your instructor. For example, your instructor may only show the final score for one test, while for another test the final score and correct answers are displayed. Feedback includes one or more of the following:

- Final score for the test
- Answers submitted

- Correct answers
- Feedback for the questions

To access Feedback and Grade information, select the test in the Content Area or use the **My Grades** tool.

Multiple Assessment Attempts

You may be allowed to take an assessment multiple times. If multiple attempts are allowed, this is noted at the top of the assessment. Your instructor may also set a limit on the number of attempts, which will also be noted at the top. A link to take the test again appears if the test is re-opened. Your instructor determines if one or more of the test attempt scores are recorded in the Grade Center.

Presentation Option

Force Assessment Completion

If Force Completion is enabled, you must complete the assessment the first time it is launched. If Force Completion is enabled, this is noted at the top of the assessment. You may not exit the assessment and continue working on it at a later date. The **Save** function is available for you to save the assessment as you work through it, but you may not exit and re-enter the assessment.

Backtrack Prohibited

You may not go back to questions you have already answered if backtracking is prohibited. If backtracking is prohibited, this is noted at the top of the assessment. When you take an assessment that does not allow backtracking, an error appears if you attempt to use the **Back** function within the assessment.

Assessment Presentation

Your instructor has two different options for presenting Assessments: all-at-once and one-at-a-time.

All-at-once assessments present all of the questions at the same time. The following options are available while taking this type of assessment:

Function	Action
Store answers	Select Save All Answers . A Saved icon appears in the Question Status Indicator. Answers may be changed after they are saved.
Finish the assessment	Select Save and Submit . You receive a confirmation followed by a receipt page stating that the assessment has been completed.

One-at-a-time assessments present questions separately, only one question appears on the screen. You decide when you are ready to move onto the next question. The following options are available while taking this type of assessment:

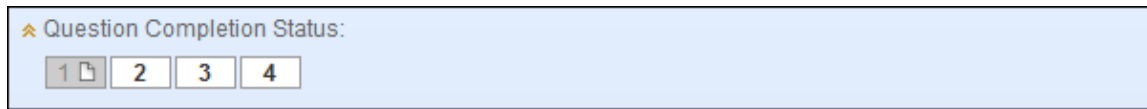
Function	Action
Navigate through questions	Use the navigation arrows (<<, <, >, or >>). The Question/Section Indicator describes the current location in the assessment and the overall number of questions. If backtracking is prohibited, these arrows do not appear.
Save answers	Select Save All Answers . Questions answered up to this point are saved.

Function	Action
Finish the assessment	Select Save and Submit . You receive a confirmation followed by a receipt page stating the assessment has been completed.

Question Completion Status

The Question Completion Status indicator provides you with a quick up-to-date look at complete or incomplete questions in an assessment at all times.

The status of which questions have been answered is displayed at the top of the page. Click the chevron next to the Question Completion Status to collapse or expand it.



When you answer a question and move to the next question in a question-by-question assessment, the status box is edited on the next page to show that the previous question was answered. If you do not answer a question and move on to the next page in a question-by-question assessment, the status box will show on the next page that the previous question was not answered. Navigate between questions by clicking on the question number in the status indicator.

When you take an all-at-once assessment (an assessment where the questions all appear on the same page), click **Save Answer** to save a specific question without scrolling to the bottom of the page to save. Saving either a single question or all of the questions that have been answered (with the **Save All Answers** at the top or bottom of the page) changes the status indicator to show which questions have been completed.

Submitting Assignments

The Assignments tool is used to present a variety of learning activities to you as a student, allowing you to view and submit assignments from one location. You can submit assignments in the following ways:

- Provide text on the **Upload Assignment** page.
- Files attached from your computer or from the Content Collection.
- A combination of both text and attached files.

Assignments list the name, description, and attachments for class work. Your instructor will provide you all the information you need to complete the assignment. You can also choose to include comments for your instructor before you submit your work.

Frequently Asked Questions

Why can't I open my assignment?

Please contact the computing help desk at your school. They can help you troubleshoot and download any application you might need. If you're not sure how to contact them, look for the technology office on your school's website or search the web for *your school's name* + *Blackboard* + *help* or *support*. Check to make sure you are using a [supported Internet browser and operating system](#) for the version of Blackboard that your school is using.

Why can't I find my assignment?

Your instructor might make an assignment unavailable until after a certain date or until other criteria has been met. For example, you might have to mark a lecture as reviewed before you can access the assignment. Please contact your instructor for more information.

How do I check to be sure my assignment was submitted?

After submitting an assignment, you can check to make sure it was uploaded and saved properly. Click the name of the assignment as if you were going to submit it again.

Previous submission attempts are listed under **Review Submission History**.

If you have questions about your attempts or the assignment, contact your instructor for assistance.

My instructor did not receive my assignment. What do I do?

You must discuss this issue with your instructor. To see the step-by-step instructions for submitting an assignment, see [How to Submit an Assignment](#).

How do I edit or resubmit an assignment?

Editing an assignment requires you to resubmit the assignment, not all assignments can be resubmitted. If your instructor has not allowed you to submit an assignment more than once and you made a mistake when submitting the assignment, you must contact your instructor to ask for the opportunity to resubmit the assignment.

If your instructor has allowed you to submit an assignment more than once, you will see a **Start New Submission** function on the **Review Submission History** page. You access this page by clicking the assignment link in your course. To learn more, see [How to Edit or Resubmit an Assignment](#).

How do I know whether my assignment has been graded?

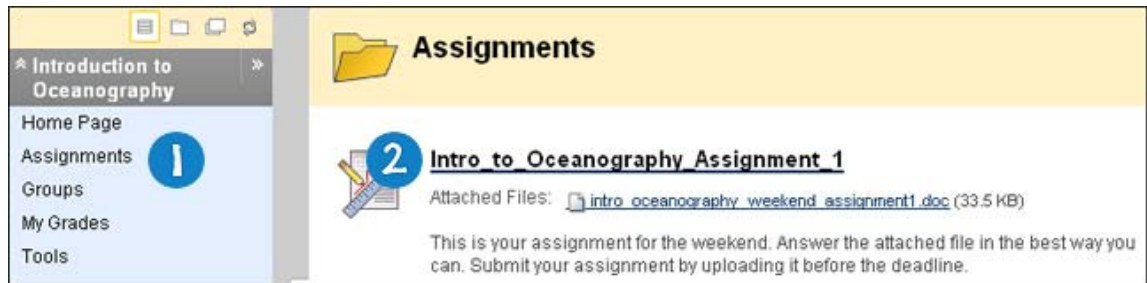
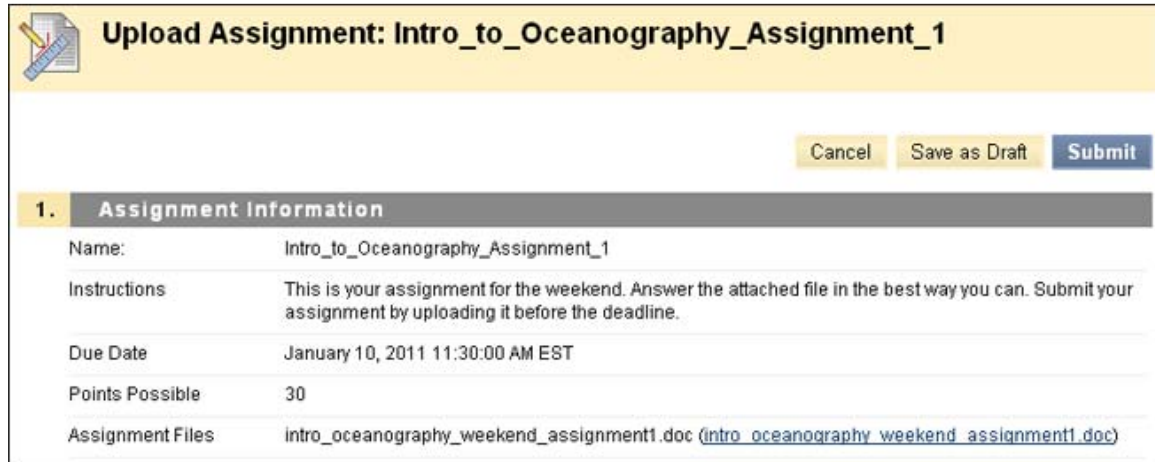
On the Course Menu, click **Tools**, and then click **My Grades**. If your assignment has not been graded, the **Grade** column contains a [symbol](#) indicating its status. If your assignment has been submitted and graded, the grade appears in the **Grade** column. To view more detail, click the link to see the assignment's **Review Submission History** page.

To learn more, see [How to View Assignment Grades and Feedback](#).

How to Submit an Assignment

When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.

1. On the Course Menu, select the Content Area that holds the assignment, for example, the **Assignments** Content Area.
2. Click the name of the assignment.

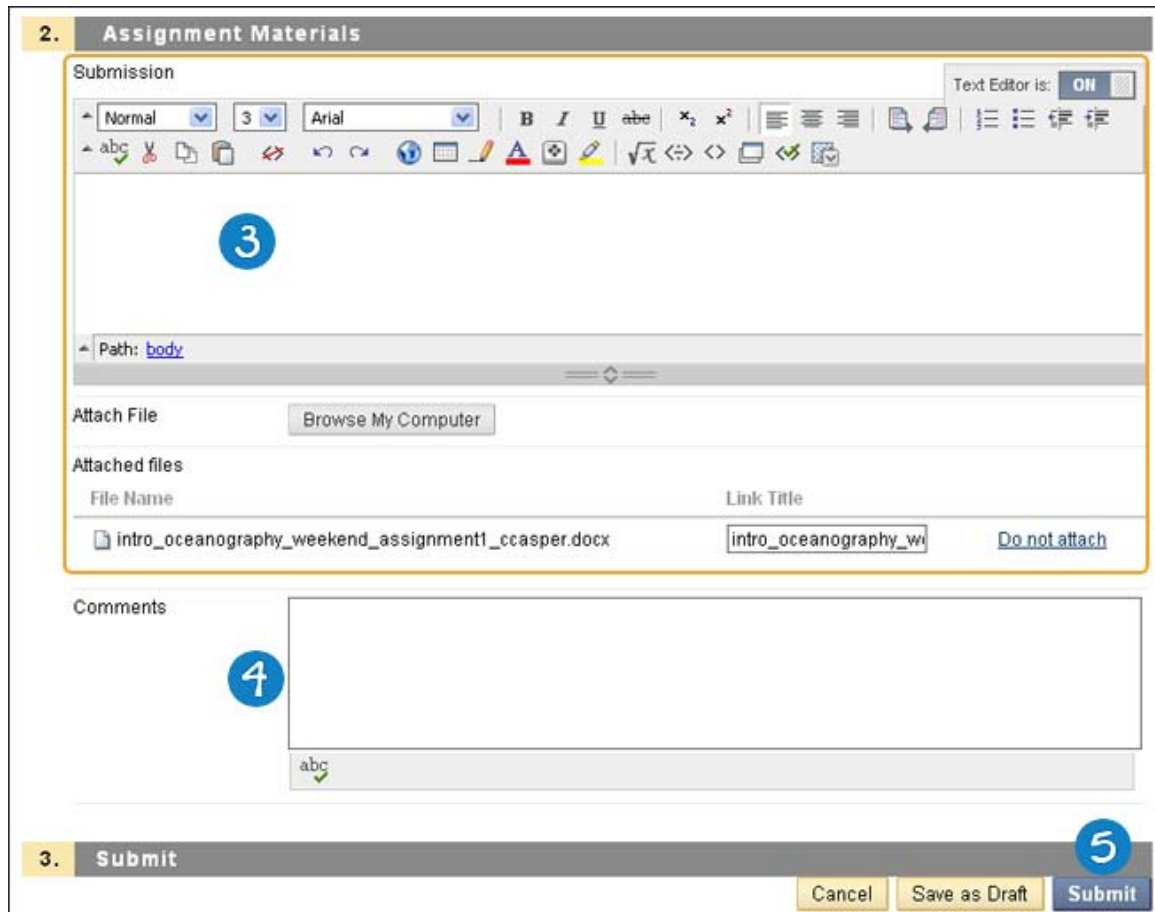
3. On the **Upload Assignment** page, download any files provided by your instructor and complete the assignment using one or both of the following:
 - In the **Submission** box, type your response. You can use the Text Editor functions to format the text and include files, images, external links, multimedia, and Mashups.
 - If your response to the assignment is in a separate file, click **Browse My Computer** and select a file to attach. If you attach a file, type a **Link Title**. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.

Note: The **Do not attach** option appears next to an uploaded file. If you have selected an incorrect file, you can remove it with this option. If the same file is attached to your assignment more than once, the new file is saved with a number appended to the name. For example, `history_assignment(1).doc`.
4. Optionally, in the **Comments** box, type comments to your instructor.

WARNING! If your instructor has **not** allowed multiple attempts, assignments can be submitted only once. Ensure that you have attached any required files to your assignment before you click **Submit**.

5. Click **Submit**.

WARNING! When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.



6. A success message appears, confirming the assignment submission.



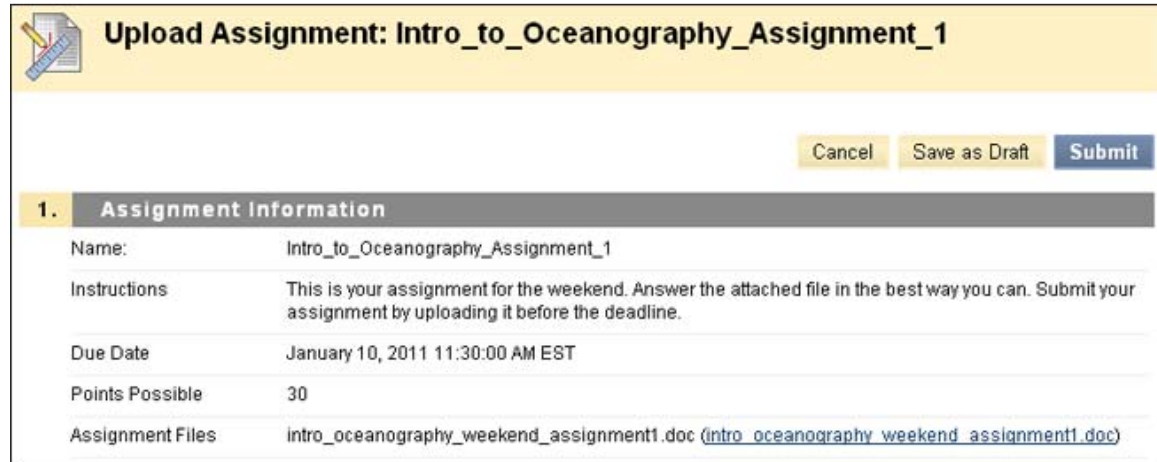
How to Save an Assignment as Draft and Submit Later

The **Save as Draft** function is available if you need to return to your assignment at a later time. This function saves your comments and files on the page.

When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.

Saving an Assignment as Draft

1. On the Course Menu, select the Content Area that holds the assignment, for example, the **Assignments** Content Area.
2. Click the name of the assignment.

1. Assignment Information	
Name:	Intro_to_Oceanography_Assignment_1
Instructions	This is your assignment for the weekend. Answer the attached file in the best way you can. Submit your assignment by uploading it before the deadline.
Due Date	January 10, 2011 11:30:00 AM EST
Points Possible	30
Assignment Files	intro_oceanography_weekend_assignment1.doc (intro_oceanography_weekend_assignment1.doc)

3. On the **Upload Assignment** page, download any files provided by your instructor and complete the assignment using one or both of the following:
 - In the **Submission** box, type your response. You can use the Text Editor functions to format the text and include files, images, external links, multimedia, and Mashups.
 - If your response to the assignment is in a separate file, click **Browse My Computer** and select a file to attach. If you attach a file, type a **Link Title**. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.

Note: The **Do not attach** option appears next to an uploaded file. If you have selected an incorrect file, you can remove it with this option. If the same file is attached to your assignment more than once, the new file is saved with a number appended to the name. For example, history_assignment(1).doc.
4. Optionally, in the **Comments** box, type your comments.
5. Click **Save as Draft** to save your changes and continue working later.

2. Assignment Materials

Submission

Text Editor is: **ON**

Normal 3 Arial B I U abc x₂ x²

abc

3

Path: [body](#)

Attach File

Attached files

File Name	Link Title	
intro_oceanography_weekend_assignment1_tbrown.docx	intro_oceanography_wi	Do not attach

Comments

4

abc

3. Submit

5

6. When you reach the **Review Submission History** page, click **OK**.

Review Submission History

6

1. Assignment Information

Name:	Intro_to_Oceanography_Assignment_1
Instructions	This is your assignment for the weekend. Answer the attached file in the best way you can. Submit your assignment by uploading it before the deadline.
Due Date	January 10, 2011 11:30:00 AM EST
Points Possible	30
Student Name	Tony Brown

2. Review Submission History

Assignment History not available.

Submitting a Draft Assignment

1. Return to the assignment link in the Content Area that holds the assignment.

Assignments

Intro to Oceanography Assignment 1 1

Attached Files: [intro_oceanography_weekend_assignment1.doc](#) (33.5 KB)

This is your assignment for the weekend. Answer the attached file in the best way you can. Submit your assignment by uploading it before the deadline.

Term Paper Requirements

The paper topic should have greater depth than the coverage that that topic receives in class. The paper should include the writer's own conclusions and not be merely a book report.

2. On the **Review Submission History** page, click **Continue Current Submission**.

Review Submission History

OK [Continue Current Submission](#)

1. Assignment Information

Name:	Intro_to_Oceanography_Assignment_1
Instructions	This is your assignment for the weekend. Answer the attached file in the best way you can. Submit your assignment by uploading it before the deadline.
Due Date	January 10, 2011 11:30:00 AM EST
Points Possible	30
Student Name	Tony Brown
Assignment Files	intro_oceanography_weekend_assignment1.doc (intro_oceanography_weekend_assignment1.doc)

2. Review Submission History

Assignment History not available.

3. Finish 2


OK [Continue Current Submission](#)

3. On the **Upload Assignment** page, make the necessary changes in your assignment.
4. Optionally, in the **Comments** box, type your comments.

WARNING! If your instructor has *not* allowed multiple attempts, assignments can be submitted only once. Ensure that you have attached any required files to your assignment before you click **Submit**.

5. Click **Submit**. The **Review Submission History** page appears showing the information about your submitted assignment.

WARNING! When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.



Upload Assignment: Intro_to_Oceanography_Assignment_1

Cancel Save as Draft Submit

1. Assignment Information

Name:	Intro_to_Oceanography_Assignment_1
Instructions	This is your assignment for the weekend. Answer the attached file in the best way you can. Submit your assignment by uploading it before the deadline.
Due Date	January 10, 2011 11:30:00 AM EST
Points Possible	30
Assignment Files	intro_oceanography_weekend_assignment1.doc (intro_oceanography_weekend_assignment1.doc)

2. Assignment Materials

Submission
Text Editor is: ON

Normal 3 Arial B I U ebe x₂ x²

abc ✂ 📄 📁 ↶ ↷ 🌐 🗨 🖌 🔺 🔻 🔍 √x ↔ < > 🖨 ↺ ↻

3

Path: [body](#)

Attach File Browse My Computer Browse Content Collection

Attached files	File Name	Link Title
📄	intro_oceanography_weekend_assignment1_tbrown.docx	intro_oceanography_wi Mark for removal

Comments

4

I added one question to the end of the document. I need help understanding the chart on page 56.

abc

3. Submit

Cancel Save as Draft Submit

6. A success message appears, confirming the assignment submission.

This assignment is complete. Review the Submission History. ✕

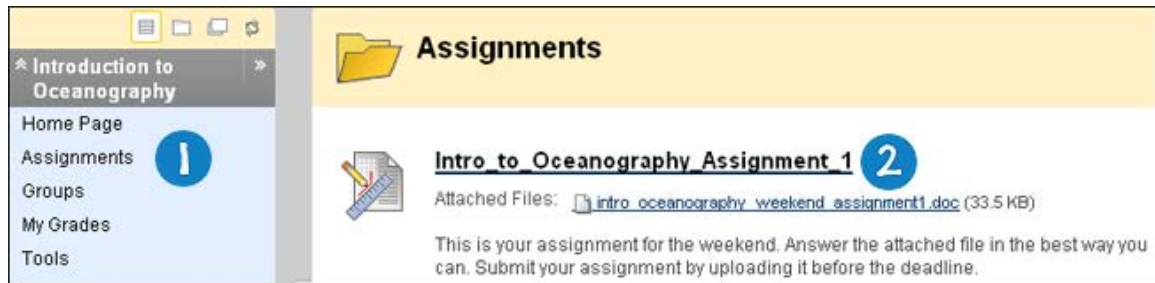
How to Edit or Resubmit an Assignment

Editing an assignment requires you to resubmit the assignment, and not all assignments can be resubmitted. If your instructor has not allowed you to submit an assignment more than once and you made a mistake when submitting the assignment, you must contact your instructor to ask for the opportunity to resubmit the assignment.


Your instructor may allow you to submit an assignment more than once for a variety of reasons. For example, your instructor can provide comments on your first draft so that you can try to improve your work. Your instructor can choose to use either the highest graded attempt or the last graded attempt for your grade.

If your instructor has allowed you to submit an assignment more than once, you will see a **Start New Submission** function on the **Review Submission History** page. You access this page by clicking the assignment link in your course.

1. Return to the assignment link in the Content Area that holds the assignment.
2. Click the name of the assignment.



3. On the **Review Submission History** page, view the details of your first submission. Click **Start New Submission**.



Review Submission History

OK
Start New Submission

1. Assignment Information

Name:	Intro_to_Oceanography_Assignment_1
Instructions	This is your assignment for the weekend. Answer the attached file in the best way you can. Submit your assignment by uploading it before the deadline.
Due Date	March 4, 2011 11:30:00 AM EST
Points Possible	30
Student Name	Tony Brown

2. Review Submission History

Submission (February 22, 2011 1:39:15 AM EST)

Submission Materials

Submission Field :

Student Comments : I added one question to the end of the document. I need help understanding the chart on page 56.

Attached Files :

Instructor Feedback

Grade : Needs Grading

Comments :

Attached Files :

3. Finish

OK
Start New Submission


4. On the **Upload Assignment** page, download any files provided by your instructor and complete the assignment using one or both of the following:
 - In the **Submission** box, type your response. You can use the Text Editor functions to format the text and add files, images, external links, multimedia, and Mashups.
 - If your response to the assignment is in a separate file, click **Browse My Computer** and select a file to attach. If you attach a file, type a **Link Title**. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.

Note: The **Do not attach** option appears next to an uploaded file. If you have selected an incorrect file, you can remove it with this option. If the same file is attached to your assignment more than once, the new file is saved with a number appended to the name. For example, history_assignment(1).doc.
5. Optionally, in the **Comments** box, type your comments.

WARNING! Ensure that you have attached any required files to your assignment before you click **Submit**.

6. Click **Submit**.

WARNING! When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.

 **Upload Assignment: Intro_to_Oceanography_Assignment_1**

1. Assignment Information

Name:	Intro_to_Oceanography_Assignment_1
Instructions	This is your assignment for the weekend. Answer the attached file in the best way you can. Submit your assignment by uploading it before the deadline.
Due Date	March 4, 2011 11:30:00 AM EST
Points Possible	30
Assignment Files	intro_oceanography_weekend_assignment1.doc (intro_oceanography_weekend_assignment1.doc)

2. Assignment Materials

Submission

Text Editor is: ON


Normal | 3 | Arial | **B** | *I* | U | abc | x₂ | x² | ☰ | ☷ | ☰ | ☷ | ☰ | ☷ | ☰ | ☷ | ☰ | ☷

4

Path: [body](#)

Attach File


Attached files

File Name	Link Title	
 intro_oceanography_weekend_assignment1_tbrown_final.docx	intro_oceanography_wi	Do not attach

Comments

5


This is the final version of my assignment.

abc 

3. Submit

6

- On the **Review Submission History** page, you can see all of your submissions listed by date and time. To view the details of a submission, click the plus sign next to an attempt.



Review Submission History

OK

1. Assignment Information

Name:	Intro_to_Oceanography_Assignment_1
Instructions	This is your assignment for the weekend. Answer the attached file in the best way you can. Submit your assignment by uploading it before the deadline.
Due Date	March 4, 2011 11:30:00 AM EST
Points Possible	30
Student Name	Tony Brown

2. Review Submission History

7
+ Attempt #2 (February 24, 2011 1:42:12 AM EST)

- Attempt #1 (February 22, 2011 1:39:15 AM EST)

- Attempt #2 (February 24, 2011 1:42:12 AM EST)

Submission Materials

Submission Field :

Student Comments : This is the final version of my assignment.

Attached Files : [intro_oceanography_weekend_assignment1_fbrown_final.docx](#)

Instructor Feedback

Grade : Needs Grading

Comments :

Attached Files :

- Attempt #1 (February 22, 2011 1:39:15 AM EST)

Submission Materials

Submission Field :

Student Comments : I added one question to the end of the document. I need help understanding the chart on page 56.

Attached Files : [intro_oceanography_weekend_assignment1_fbrown.docx](#)

Instructor Feedback

Grade : Needs Grading

Comments :

Attached Files :

How to View Assignment Grades and Feedback

Assignments are not graded automatically. Each assignment needs to be graded by your instructor. You can review the information provided by your instructor in **My Grades** or on the assignment's **Review Submission History** page.

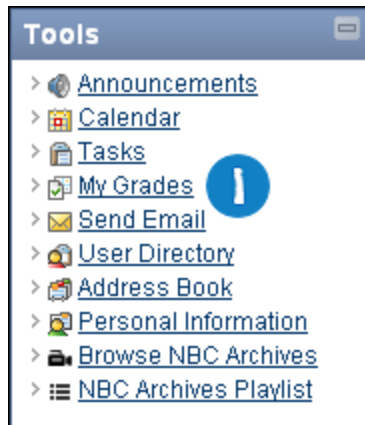
Accessing My Grades From Within Your Course

1. On the Course Menu, click **Tools**.
2. On the **Tools** page, click **My Grades**.



Accessing My Grades From Outside Your Course

1. On the **My Institution** tab, click **My Grades** on the **Tools** panel.
2. On the **My Courses/Organizations** page, click the name of your course.



Reviewing Your Grade

- If your assignment has not been graded, the **Grade** column contains a [symbol](#) indicating its status.
- If your assignment has been submitted and graded, the grade appears in the **Grade** column. To view more detail, click the link to see the assignment's **Review Submission History** page. This page includes:
 - **Instructor Feedback:** This section lists your grade and any feedback provided by your instructor.
 - **Attached Files:** This section provides links to open or download any files attached by you or your instructor. For example, your instructor might provide comments in a file that you submitted with your assignment. In the following image, notice that the student included his last name in the file name before uploading it.

Item Name	Details	Last Student Activity	Last Instructor Activity	Grade	Points Possible	Comments
Unit 3 Quiz	Details	Feb 7, 2011 10:13 AM			30	
Worksheet 1	Details	Feb 24, 2011 10:13 AM	Feb 24, 2011 10:47 AM		10	I would like you to work on this some
Rough Draft	Details	Feb 24, 2011	Feb 24, 2011	48.00	50	I added some comments

Review Submission History

1. Review Submission History

Submission (February 24, 2011 7:17:24 AM EST)

Submission Materials
 Submission Field :
 Student Comments : Please check my introduction. I am having trouble wording my thesis statement.
 Attached Files : [rough_draft_casper.doc](#)

Instructor Feedback
 Grade : 48 out of 50
 Comments :
 I added some comments to your introduction. You are on the right track.
 Attached Files : [COMMENTED_rough_draft_casper.doc](#)

Accessing the Review Submission History Page from the Assignment

1. Return to the assignment link in the Content Area that holds the assignment.
2. Click the name of the assignment.



My Grades Item Status

The following table describes the symbols appearing on the **My Grades** page.

Symbol	Description
-	Item has not yet been completed. No information is available.
✓	Item has been completed, but will not have a grade (for items such as surveys).
!	Item has been submitted. This item is waiting to be reviewed by your instructor -OR- Item has been submitted. Your instructor may review this item but may not be provided a grade (for items such as surveys).
Grade	Item has been graded. Click the grade to view detailed feedback.
	Attempt is in progress. This item has not been submitted. To submit the item, see Submitting a Draft Assignment .
	Grade is exempted for this user. If you do not complete this assignment, it will not affect your grade.
	Error has occurred. Contact your instructor.

Related Tutorials [Submitting Assignments](#) (Flash movie | 2m 43s | 5,775 KB)

Next Steps

To learn how to submit a group assignment, see [Group Assignments](#).

Group Assignments

You can submit your work to complete group assignments in the following ways:

- Text typed on the **Upload Assignment** page.
- Files attached from your computer or from the Content Collection.
- A combination of both text and attached files.

Assignments list the name, description, and attachments for course work. You can also choose to include comments for your instructor.

The grade provided by your instructor for the final assignment is given to every member of the group.

Frequently Asked Questions

Why can't I open our group assignment?

Please contact the computing help desk at your school. They can help you troubleshoot and download any application you might need. If you're not sure how to contact them, look for the technology office on your school's website or search the web for *your school's name* + *Blackboard* + *help* or *support*. You may also check to make sure you are using a [supported Internet browser and operating system](#) for the version of Blackboard that your school is using.

Why can't I find our group assignment?

Your instructor might make an assignment unavailable until after a certain date or until other criteria has been met. For example, you might have to mark a lecture as reviewed before you can access the assignment. Please contact your instructor for more information.

My instructor did not receive our group assignment. What do I do?

You must discuss this issue with your instructor. To see the step-by-step instructions for submitting a group assignment, see [How to Submit Work for a Group Assignment](#).

How do I edit or resubmit a group assignment?

Editing a group assignment requires you to resubmit the assignment, and not all assignments can be resubmitted. If your instructor has not allowed you to submit an assignment more than once and you made a mistake when submitting the assignment, you must contact your instructor to ask for the opportunity to resubmit the assignment.

If your instructor has allowed you to submit an assignment more than once, you will see a **Start New Submission** function on the **Review Submission History** page. You access this page by clicking the assignment link in your course. To learn more, see [How to Edit or Resubmit a Group Assignment](#).

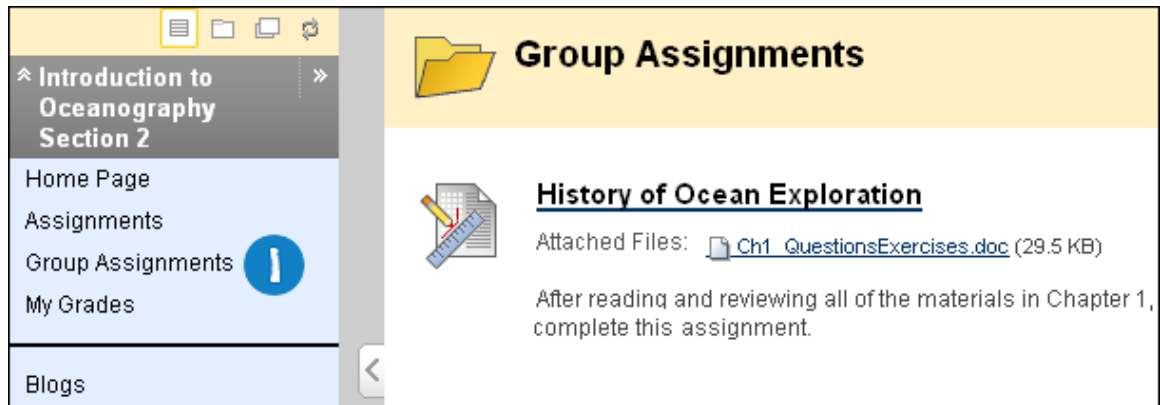
How do I know whether my assignment has been graded?

On the Course Menu, click **Tools**, and then click **My Grades**. If your assignment has not been graded, the **Grade** column contains a [symbol](#) indicating its status. If your assignment has been submitted and graded, the grade appears in the **Grade** column. To view more detail, click the link to see the assignment's **Review Submission History** page.

To learn more, see [How to View Group Assignment Grades and Feedback](#).

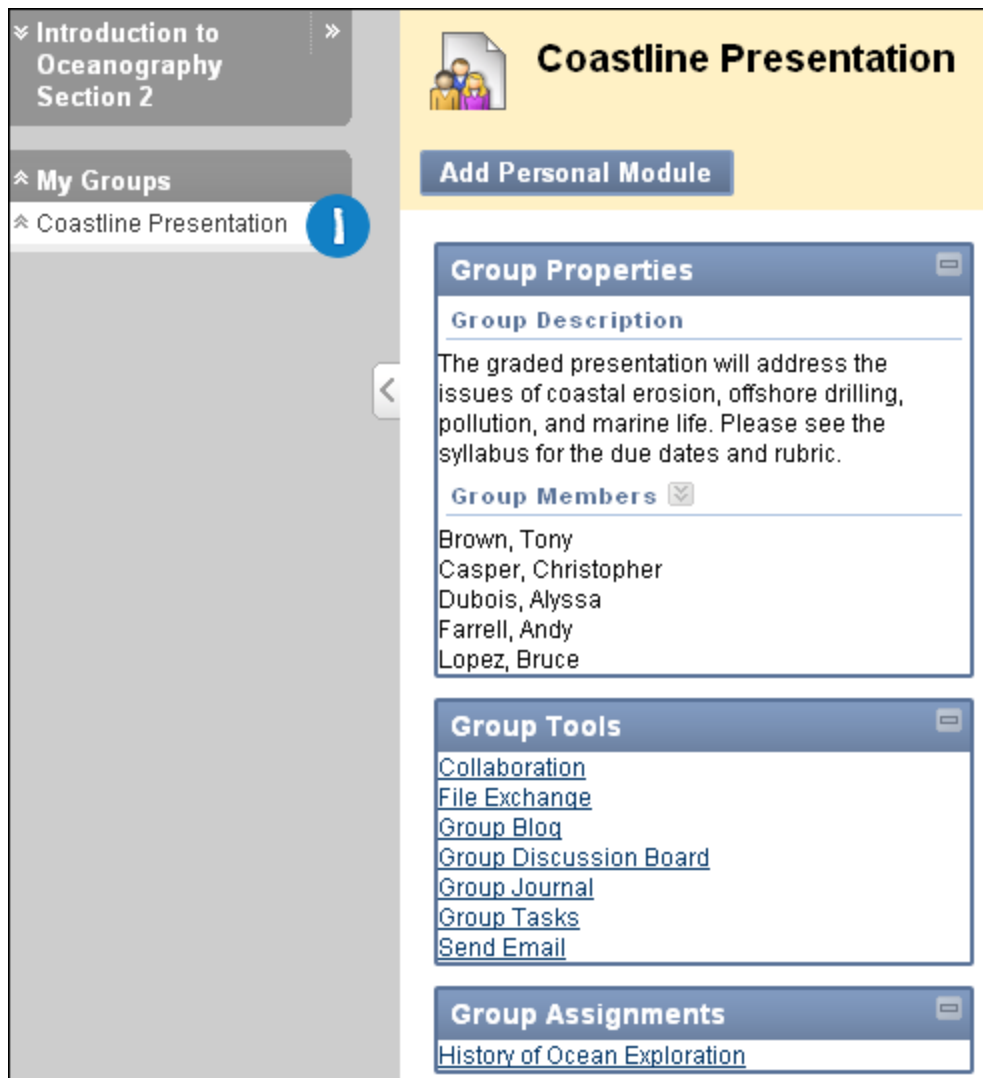
How to Submit Work for a Group Assignment

1. On the Course Menu, select the Content Area that holds the group assignment, for example, the **Group Assignments** Content Area. Click the name of the assignment.



-OR-

1. In the **My Groups** panel, select your group name. On the group homepage, click the name of the assignment in the **Group Assignments** section.




2. On the **Upload Assignment** page, download any files provided by your instructor and complete the assignment using one or both of the following:
 - In the **Submission** box, type your response. You can use the Text Editor functions to format the text and include files, images, external links, multimedia, and Mashups.
 - If your response to the assignment is in a separate file, click **Browse My Computer** and select a file to attach. If you attach a file, type a **Link Title**. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.

Note: The **Do not attach** option appears next to an uploaded file. If you have selected an incorrect file, you can remove it with this option. If the same file is attached to your assignment more than once, the new file is saved with a number appended to the name. For example, `history_assignment(1).doc`.
3. Optionally, in the **Comments** box, type your comments.

WARNING! If your instructor has *not* allowed multiple attempts, assignments can be submitted only once. Ensure that you have attached any required files to your assignment before you click **Submit**.

4. Click **Submit**.

WARNING! When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.



Upload Assignment: History of Ocean Exploration

Cancel Save as Draft Submit

1. Assignment Information

Name:	History of Ocean Exploration
Instructions	After reading and reviewing all of the materials in Chapter 1, please complete this assignment.
Due Date	March 10, 2011 11:30:00 AM EST
Points Possible	50
Group Name	Coastline Presentation
Last Activity Recorded	Christopher Casper ()
Assignment Files	Ch1_QuestionsExercises.doc (Ch1_QuestionsExercises.doc)

2. Assignment Materials

Submission

Text Editor is: ON

Normal
3
Arial
B
I
U
abc
x₂
x²


abc
✂
📄
📁
↔
↶
↷
🌐
📧
🖋
🔺
⊕
🖌
√x
↔
<
>
🖨
↺
↻

2

Path: [body](#)

Attach File Browse My Computer

Attached files

File Name	Link Title	
 Ch1_QuestionExercises_CoastlinePresentation_answer.docx	Ch1_QuestionExercise	Do not attach

Comments

3

abc

3. Submit

Cancel Save as Draft Submit

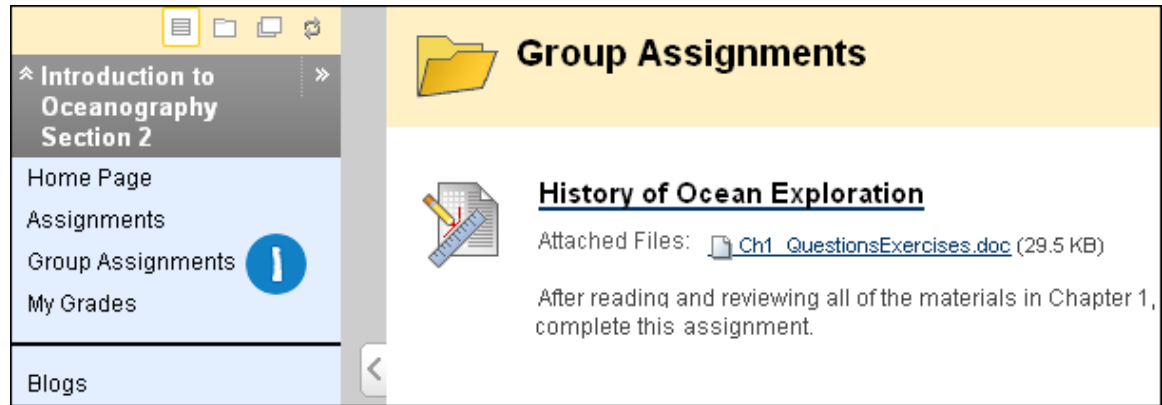
How to Save a Group Assignment as Draft and Submit Later

The **Save as Draft** function is available if you need to return to your group assignment at a later time. This function saves your comments and files on the page.

When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.


Saving a Group Assignment as a Draft

1. On the Course Menu, select the Content Area that holds the group assignment, for example, the **Group Assignments** Content Area. Click the name of the assignment.



2. On the **Upload Assignment** page, download any files provided by your instructor and complete the assignment using one or both of the following:
 - In the **Submission** box, type your response. You can use the Text Editor functions to format the text and include files, images, external links, multimedia, and Mashups.
 - If your response to the assignment is in a separate file, click **Browse My Computer** and select a file to attach. If you attach a file, type a **Link Title**. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.

Note: The **Do not attach** option appears next to an uploaded file. If you have selected an incorrect file, you can remove it with this option. If the same file is attached to your assignment more than once, the new file is saved with a number appended to the name. For example, history_assignment(1).doc.
3. Optionally, in the **Comments** box, type your comments.
4. Click **Save as Draft** to save your changes and continue working later.



Upload Assignment: History of Ocean Exploration

Cancel Save as Draft Submit

1. Assignment Information

Name:	History of Ocean Exploration
Instructions	After reading and reviewing all of the materials in Chapter 1, please complete this assignment.
Due Date	March 10, 2011 11:30:00 AM EST
Points Possible	50
Group Name	Coastline Presentation
Last Activity Recorded	Christopher Casper ()
Assignment Files	Ch1_QuestionsExercises.doc (Ch1_QuestionsExercises.doc)

2. Assignment Materials

Submission Text Editor is: ON


Normal 3 Arial B I U abc x₂ x²

abc ✂ 📄 📁 ↶ ↷ 🌐 📧 🖋 🔺 ⊕ 🖌 √x ⇄ < > 🖨 ↺ ↻

2

Path: [body](#)

Attach File Browse My Computer

File Name	Link Title	
 Ch1_QuestionExercises_CoastlinePresentation_answer.docx	<input type="text" value="Ch1_QuestionExercise"/>	Do not attach

Comments


3

abc

3. Submit

Cancel Save as Draft Submit

5. When you reach the **Review Submission History** page, click **OK**.



Review Submission History

5

OK
Continue Current Submission

1. Assignment Information


Name:	History of Ocean Exploration
Instructions	After reading and reviewing all of the materials in Chapter 1, please complete this assignment.
Due Date	March 10, 2011 11:30:00 AM EST
Points Possible	50
Group Name	Coastline Presentation

2. Review Submission History


Assignment History not available.

Submitting a Draft Assignment

- Return to the group assignment link in the Content Area that holds the assignment.




Group Assignments



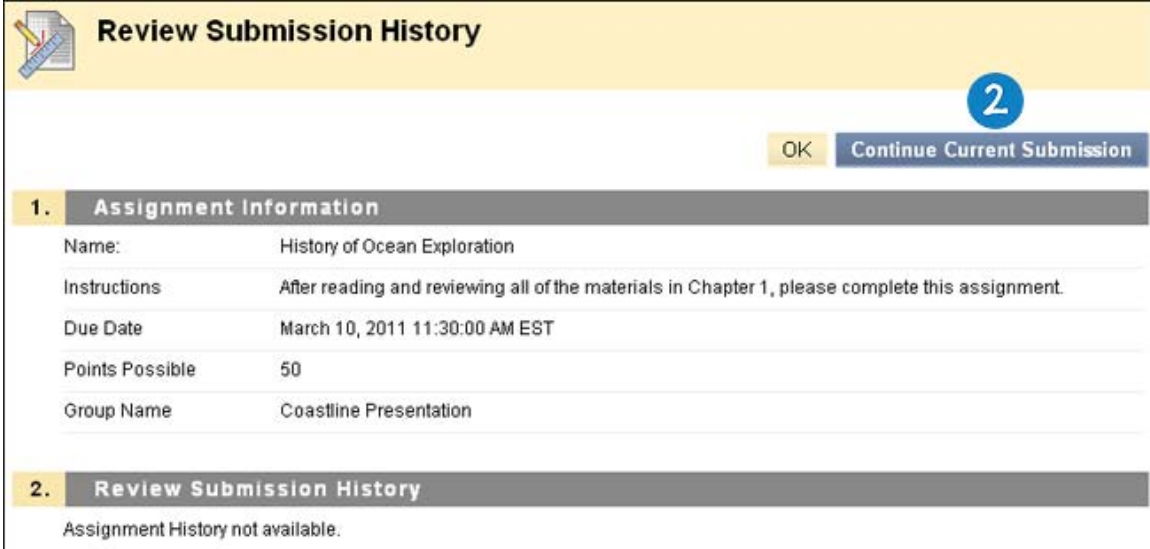
History of Ocean Exploration

1

Attached Files:  [Ch1 QuestionsExercises.doc](#) (29.5 KB)

After reading and reviewing all of the materials in Chapter 1, please complete this assignment.

- On the **Review Submission History** page, click **Continue Current Submission**.



The screenshot shows the 'Review Submission History' page. At the top left is an icon of a document with a pencil. The title 'Review Submission History' is in bold. A blue circle with the number '2' is in the top right corner. Below the title are two buttons: 'OK' and 'Continue Current Submission'. The page is divided into two sections:

- 1. Assignment Information**

Name:	History of Ocean Exploration
Instructions	After reading and reviewing all of the materials in Chapter 1, please complete this assignment.
Due Date	March 10, 2011 11:30:00 AM EST
Points Possible	50
Group Name	Coastline Presentation
- 2. Review Submission History**

Assignment History not available.

- On the **Upload Assignment** page, make the necessary changes in your assignment.
- Optionally, in the **Comments** box, type your comments.

WARNING! If your instructor has *not* allowed multiple attempts, assignments can be submitted only once. Ensure that you have attached any required files to your assignment before you click **Submit**.

- Click **Submit**. The **Review Submission History** page appears showing the information about your submitted assignment.

WARNING! When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.

Upload Assignment: History of Ocean Exploration

Cancel Save as Draft Submit

1. Assignment Information

Name:	History of Ocean Exploration
Instructions	After reading and reviewing all of the materials in Chapter 1, please complete this assignment.
Due Date	March 10, 2011 11:30:00 AM EST
Points Possible	50
Group Name	Coastline Presentation
Last Activity Recorded	Christopher Casper ()
Assignment Files	Ch1_QuestionsExercises.doc (Ch1_QuestionsExercises.doc)

2. Assignment Materials

Submission

Text Editor is: ON

Normal 3 Arial B I U abc x₂ x²

2

Path: [body](#)

Attach File Browse My Computer

Attached files	File Name	Link Title	Action
Ch1_QuestionExercises_CoastlinePresentation_answer.docx	Ch1_QuestionExercise	Do not attach	

Comments

3

abc

3. Submit

Cancel Save as Draft Submit

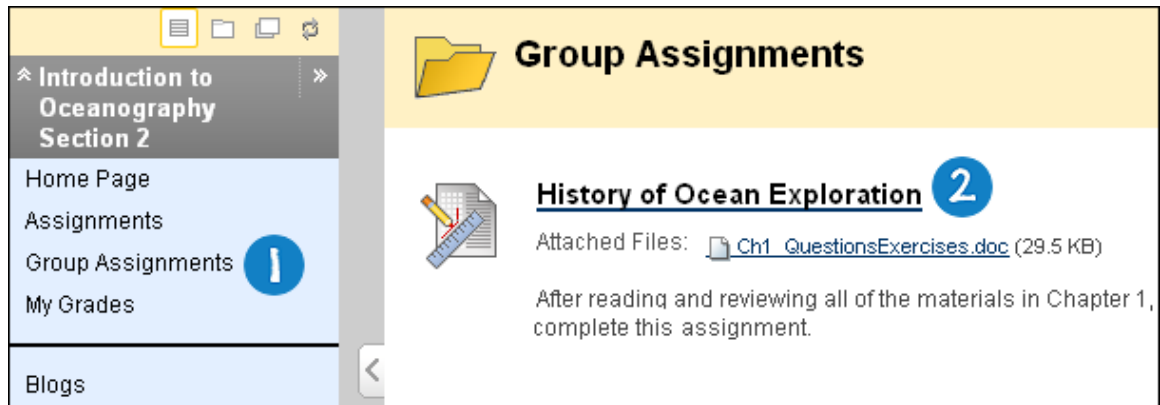
How to Edit or Resubmit a Group Assignment

Editing a group assignment requires you to resubmit the assignment, and not all assignments can be resubmitted. If your instructor has not allowed you to submit a group assignment more than once and you made a mistake when submitting the assignment, you must contact your instructor to ask for the opportunity to resubmit the assignment.


Your instructor may allow you to submit a group assignment more than once for a variety of reasons. For example, your instructor can provide comments on your first draft so that you can try to improve your work. Your instructor can choose to use either the highest graded attempt or the last graded attempt for your grade.

If your instructor has allowed you to submit a group assignment more than once, you will see a **Start New Submission** function on the **Review Submission History** page. You access this page by clicking the group assignment link in your course.

1. Return to the group assignment link in the Content Area that holds the assignment.
2. Click the name of the assignment.



3. On the **Review Submission History** page, view the details of your first submission. Click **Start New Submission**.



Review Submission History

3

OK
Start New Submission

1. Assignment Information

Name:	History of Ocean Exploration
Instructions	After reading and reviewing all of the materials in Chapter 1, please complete this assignment.
Due Date	March 10, 2011 11:30:00 AM EST
Points Possible	50
Group Name	Coastline Presentation
Assignment Files	Ch1_QuestionsExercises.doc (Ch1_QuestionsExercises.doc)

2. Review Submission History

Submission (February 22, 2011 1:39:15 AM EST)

Submission Materials

Group Assignment: Group Members : Alyssa Dubois, Andy Farrell, Bruce Lopez, Christopher Casper, Tony Brown

Group Assignment: Submitted By : **Christopher Casper**

Submission Field :

Student Comments :

Attached Files : [Ch1_QuestionExercises CoastlinePresentation answer.docx](#)

Instructor Feedback

Grade : 1 out of 50

Comments :

Attached Files :


4. On the **Upload Assignment** page, download any files provided by your instructor and complete the assignment using one or both of the following:
 - In the **Submission** box, type your response. You can use the Text Editor functions to format the text and include files, images, external links, multimedia, and Mashups.
 - If your response to the assignment is in a separate file, click **Browse My Computer** and select a file to attach. If you attach a file, type a **Link Title**. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.

Note: The **Do not attach** option appears next to an uploaded file. If you have selected an incorrect file, you can remove it with this option. If the same file is attached to your assignment more than once, the new file is saved with a number appended to the name. For example, history_assignment(1).doc.
5. Optionally, in the **Comments** box, type your comments.

WARNING! Ensure that you have attached any required files to your assignment before you click **Submit**.

6. Click **Submit**.

WARNING! When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.



Upload Assignment: History of Ocean Exploration

Cancel Save as Draft Submit

1. Assignment Information

Name:	History of Ocean Exploration
Instructions	After reading and reviewing all of the materials in Chapter 1, please complete this assignment.
Due Date	March 10, 2011 11:30:00 AM EST
Points Possible	50
Group Name	Coastline Presentation
Last Activity Recorded	Christopher Casper ()
Assignment Files	Ch1_QuestionsExercises.doc (Ch1_QuestionsExercises.doc)

2. Assignment Materials

Submission

Text Editor is: ON

Normal 3 Arial B I U abc x₂ x²

4

Path: [body](#)

Attach File Browse My Computer Browse Content Collection

Attached files

File Name	Link Title	
Ch1_QuestionExercises_CoastlinePresentation_final.docx	Ch1_QuestionExercise	Do not attach

Comments

5

This is the final version of our group assignment.


abc

3. Submit

Cancel Save as Draft Submit

- On the **Review Submission History** page, you can see all of your submissions listed by date and time. To view the details of a submission, click the plus sign next to an attempt.

Blackboard Learn Release 9.1 - Help for Students - Page 290
 © 2011 Blackboard Inc. Proprietary and Confidential. U.S. Patent No. 6,988,138. Additional Patents Pending.



Review Submission History

[OK](#)

1. Assignment Information

Name:	History of Ocean Exploration
Instructions	After reading and reviewing all of the materials in Chapter 1, please complete this assignment.
Due Date	March 10, 2011 11:30:00 AM EST
Points Possible	50
Group Name	Coastline Presentation

2. Review Submission History

7

- ▶ Attempt #2 (March 4, 2011 7:31:14 AM EST)
- ▶ Attempt #1 (February 22, 2011 1:39:15 AM EST)

▶ Attempt #2 (March 4, 2011 7:31:14 AM EST)

Submission Materials

Group Assignment: Group Members : Alyssa Dubois, Andy Farrell, Bruce Lopez, Christopher Casper, Tony Brown

Group Assignment: Submitted By : **Christopher Casper**

Submission Field :

Student Comments : This is the final version of our group assignment.

Attached Files : [Ch1 QuestionExercises CoastlinePresentation final.docx](#)

Instructor Feedback

Grade : 1 out of 50

Comments :

Attached Files :

▶ Attempt #1 (February 22, 2011 1:39:15 AM EST)

Submission Materials

Group Assignment: Group Members : Alyssa Dubois, Andy Farrell, Bruce Lopez, Christopher Casper, Tony Brown

Group Assignment: Submitted By : **Christopher Casper**

Submission Field :

Student Comments :

Attached Files : [Ch1 QuestionExercises CoastlinePresentation answer.docx](#)

Instructor Feedback

Grade : 1 out of 50

Comments :

Attached Files :

How to View Group Assignment Grades and Feedback

Blackboard does not score assignments automatically. Each assignment needs to be reviewed by your instructor. You can review the information provided by your instructor in **My Grades** or on the assignment's **Review Submission History** page.

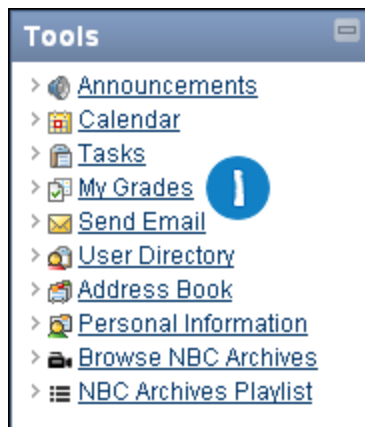
Accessing My Grades From Within Your Course

1. On the Course Menu, click **Tools**
2. On the **Tools** page, click **My Grades**.





Accessing My Grades From Outside Your Course

1. On the **My Institution** tab, click **My Grades** on the **Tools** panel.
2. On the **My Courses/Organizations** page, click the name of your course.



Reviewing Your Grade

- If your group assignment has not been graded, the **Grade** column contains a [symbol](#) indicating its status.
- If your group assignment has been submitted and graded, the grade appears in the **Grade** column. You can also see your instructor's feedback in the **Comments** column.

My Grades							
Item Name	Details	Last Student Activity	Last Instructor Activity	Grade	Points Possible	Comments	
Oceans in the News, Part Two	Details				10		
Weighted Total	Details			-	0		
Total	Details			48.00	50		
History of Ocean Exploration	Details	Mar 10, 2011	Mar 4, 2011 7:49 AM	Mar 4, 2011 10:39 PM 	48.00	50	Very good group work. I subtracted points for missing two resources.

Reviewing Your Grade From the Group Homepage

You can also view your grade and any feedback provided by your instructor in the assignment's **Review Submission History** page. If your instructor attached a file, you must access it from the group assignment link on the group homepage.

1. On the **My Groups** panel, click the name of your group.
2. On the group homepage, click the name of your group assignment. The **Review Submission History** page includes:
 - **Instructor Feedback:** This section lists your grade and any feedback provided by your instructor.
 - **Attached Files:** This section provides links to open or download any files attached by you or your instructor. For example, your instructor might provide comments in a file that you

Introduction to Oceanography Section 2

My Groups

Coastline Presentation 1

Coastline Presentation

Add Personal Module

Group Properties

Group Description

The graded presentation will address the issues of coastal erosion, offshore drilling, pollution, and marine life. Please see the syllabus for the due dates and rubric.

Group Members

Brown, Tony
Casper, Christopher
Dubois, Alyssa
Farrell, Andy
Lopez, Bruce

Group Tools

[Collaboration](#)

[File Exchange](#)

[Group Blog](#)

[Group Discussion Board](#)

[Group Journal](#)

[Group Tasks](#)

[Send Email](#)

Group Assignments 2

[History of Ocean Exploration](#)

Review Submission History

OK

1. Assignment Information

Name:	History of Ocean Exploration
Instructions	After reading and reviewing all of the materials in Chapter 1, please complete this assignment.
Due Date	March 10, 2011 11:30:00 AM EST
Points Possible	50
Group Name	Coastline Presentation
Assignment Files	Ch1_QuestionsExercises.doc (Ch1_QuestionsExercises.doc)

2. Review Submission History

Attempt #2 (March 4, 2011 7:31:14 AM EST)

Submission Materials

Group Assignment: Group Members : Alyssa Dubois, Andy Farrell, Bruce Lopez, Christopher Casper, Tony Brown

Group Assignment: Submitted By : **Christopher Casper**

Submission Field :

Student Comments : This is the final version of our group assignment.

Attached Files : [Ch1_QuestionExercises_CoastlinePresentation_final.docx](#)

Instructor Feedback

Grade : 48.0 out of 50

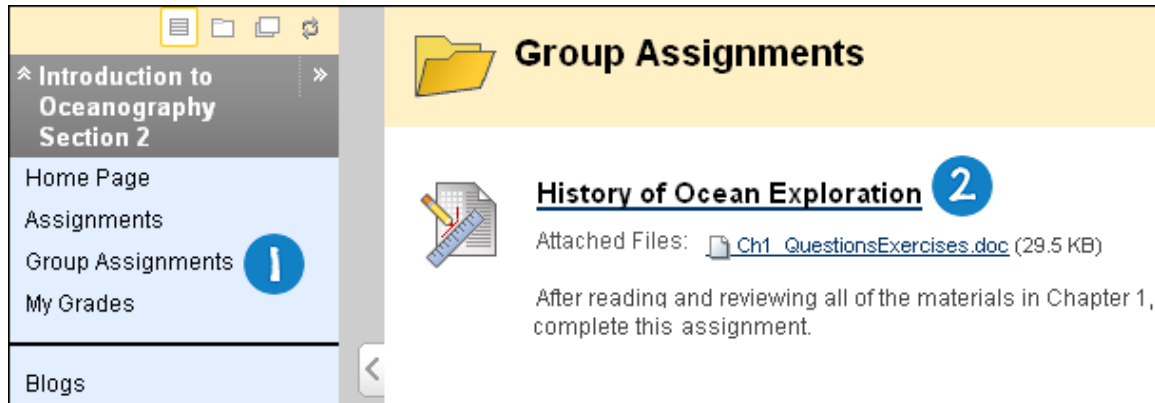
Comments :

Very good group work. I subtracted 2 points for missing the presentation.

Attached Files : [GRADED_Ch1_QuestionExercises_CoastlinePresentation.docx](#)

Accessing the Review Submission History Page from Group Assignments

1. Return to the group assignment link in the Content Area that holds the assignment.
2. Click the name of the assignment.



My Grades Item Status

The following table describes the symbols appearing on the **My Grades** page.

Symbol	Description
-	Item has not yet been completed. No information is available.
✓	Item has been completed, but will not have a grade (for items such as surveys).
!	Item has been submitted. This item is waiting to be reviewed by your instructor. -OR- Item has been submitted. Your instructor may review this item but may not be provided a grade (for items such as surveys).
Grade	Item has been graded. Click the grade to view detailed feedback.
	Attempt is in progress. This item has not been submitted. To submit the item, see Submitting a Draft Assignment .
	Grade is exempted for this user. If you do not complete this assignment, it will not affect your grade.
	Error has occurred. Contact your instructor.

About SafeAssign

SafeAssign compares submitted assignments against a set of academic papers to identify areas of overlap between the submitted assignment and existing works. Safe Assign is used to prevent plagiarism and to create opportunities to help students identify how to properly attribute sources rather than paraphrase. SafeAssign is effective as both a deterrent and an educational tool.

How SafeAssignments Work

SafeAssign is based on a unique text matching algorithm capable of detecting exact and inexact matching

between a paper and source material. SafeAssignments are compared against several different databases, including:

- **Internet:** Comprehensive index of documents available for public access on the Internet
- **ProQuest ABI/Inform database:** More than 1,100 publication titles and about 2.6 million articles from 1990s to present time, updated weekly (exclusive access)
- **Institutional document archives:** Contains all papers submitted to SafeAssign by users in their respective institutions
- **Global Reference Database:** Contains papers that were volunteered by students from Blackboard client institutions to help prevent cross-institutional plagiarism

Global Reference Database

Blackboard's Global Reference Database is a separate database where students voluntarily donate copies of their papers to help prevent plagiarism. It is separated from each institution's internal database, where all papers are stored by each corresponding institution, and students are free to select the option to check their papers without submitting them to the Global Reference Database. Students submit their papers to the database voluntarily and agree not to delete papers in the future. Submissions to the Global Reference Database are extra copies that are given voluntarily for the purpose of helping with plagiarism prevention. Blackboard does not claim ownership of submitted papers.

SafeAssign Originality Reports

After a paper has been processed, a report will be available detailing the percentage of text in the submitted paper that matches existing sources. It also shows the suspected sources of each section of the submitted paper that returns a match. Instructors can delete matching sources from the report and process it again. This may be useful if the paper is a continuation of a previously submitted work by the same student.

Because SafeAssign identifies all matching blocks of text, it is important to read the report carefully and investigate whether or not the block of text is properly attributed.

Interpreting SafeAssign Scores

Sentence matching scores represent the percentage probability that two phrases have the same meaning. This number can also be interpreted as the reciprocal to the probability that these two phrases are similar by chance. For example, a score of 90 percent means that there is a 90 percent probability that these two phrases are the same and a 10 percent probability that they are similar by chance and not because the submitted paper includes content from the existing source (whether or not it is appropriately attributed).

Overall score is an indicator of what percentage of the submitted paper matches existing sources. This score is a warning indicator only and papers should be reviewed to see if the matches are properly attributed.

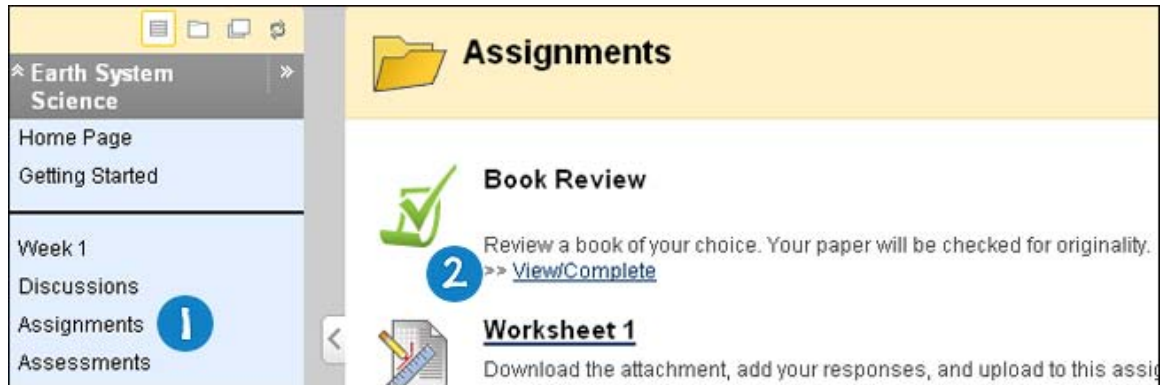
- **Scores below 15 percent:** These papers typical include some quotes and few common phrases or blocks of text that match other documents. These papers typically do not require further analysis, as there is no evidence of the possibility of plagiarism in these papers.
- **Scores between 15 percent and 40 percent:** These papers include extensive quoted or paraphrased material or they may include plagiarism. These papers should be reviewed to determine if the matching content is properly attributed.
- **Scores over 40 percent:** There is a very high probability that text in this paper was copied from other sources. These papers include quoted or paraphrased text in excess and should be reviewed for plagiarism.

Grade Center Integration

SafeAssignments are created with associated Grade Center items. The score is then recorded in the Grade Center.

How to Submit a SafeAssignment

1. On the Course Menu, select the Content Area that holds the SafeAssignment, for example, the **Assignments** Content Area.
2. On the **Assignments** page, look for the SafeAssignment and click **View/Complete**.



3. On the **Upload SafeAssignment** page, optionally, type your comment in the **Comment** box.
4. Click **Browse** to select a file to attach as your submission.
5. Optionally, select the **Global Reference Database** check box to upload your paper to the Global Reference Database.

Note: Submitting to the SafeAssign Global Reference Database allows papers from other institutions to be checked against your paper to protect the originality of your work across institutions.

6. Click **Submit**.

Note: After you submit SafeAssignments, there is a slight delay between the upload and the availability of the SafeAssign report. Results are normally available within 10-15 minutes.

Upload SafeAssignment

Cancel Submit

1. Assignment Information

Name Book Review

Instructions Review a book of your choice. Your paper will be checked for originality.

2. Your Files

Comments **3** Book review about our atmosphere.

File To Attach **4** C:\Documents and Settings\DE Browse...

NOTE: SafeAssign accepts files in .doc, .docx, .odt, .txt, .rtf, .pdf, and .html file formats only. Do not upload files in any other formats.

3. Global Reference Database

5 I agree to submit my paper to the Global Reference Database

4. Submit **6**

Cancel Submit

How to View SafeAssignment Submissions

Your submissions and the SafeAssign reports associated with submissions are viewable by accessing the SafeAssignment after submitting your paper.

Note: This option is only available if allowed by your instructor.

Viewing a SafeAssign Submission

- Return to the assignment link in the Content Area that holds the SafeAssignment, for example, the **Assignments** Content Area.
- On the **Assignments** page, look for the SafeAssignment and click **View/Complete**. The **View SafeAssignment** page appears. This page includes:
 - Assignment Information:** This section displays the name of the SafeAssignment and its description.
 - Submitted Work:** This section provides link to the following :
 - Text:** Select this option to view your paper and comments.
 - File:** Select this option to download the submission.
 - Matching:** The percentage listed is the percentage of your paper that matches other sources. Read the full report to determine if the matching is properly attributed.
 - SA Report:** Select this option to view the full SafeAssign report.
 - View Grade:** This section lists the grade given by your instructor.

- **Instructor's Feedback:** This section lists any feedback, and provides links to open or download any files attached by your instructor..

Assignment Information	
Name	Description
Book Review	Review a book of your choice. Your book will be checked for originality.

Submitted Work						
Student ID	Student Name	Text	File	Matching	SA Report	Date Submitted
	Chris Casper			27%		Mon, Mar 21, 2011 12:33 AM

View Grade		
Grade	Points Possible	Weight
40.0	50.0	0.0

Instructor's Feedback	
Comments	Currently Attached File
You have a good book review but proper citation must be used.	GRADED Book Review ccasper.docx

Viewing a SafeAssign Report

SafeAssign Report provides detailed information about the matches found between your submitted paper and existing sources. The SafeAssign Report identifies all matching blocks of text. It is your and your instructor's responsibility to investigate whether the matching text is properly referenced or not. Detailing every match prevents detection errors due to differences in citing standards.

1. Return to the **View SafeAssignment** page.
2. On the **View SafeAssignment** page, click the green check mark link under **SA Report**. The **SA Report** provides extensive information to help you determine whether you are appropriately citing your works. This page includes:
 - **Paper Information:** This section lists data about the paper, such as the author, percent matching, and when it was submitted. This section also includes options for downloading the report, emailing the report, or viewing a printable version. Note that the printable

version may be the most effective view of the report for those users that rely on assistive technologies to access Blackboard Learn.

- **Suspected Sources:** This section lists the original sources that match sections of the submitted paper.
 - To display the original work, click on the source title.
 - To display the related phrase within your paper, click the magnifying glass.
- **Paper Text:** This section shows the submitted paper. All matching blocks of text are identified and numbered. Click a phrase to display the Source Comparison Window which provides a direct comparison between your paper's phrase and the source document it matches.

View SafeAssignment

Assignment Information

Name	Description
Book Review	Review a book of your choice. Your book will be checked for originality.

Submitted Work

Student ID	Student Name	Text	File	Matching	SA Report	Date Submitted
	Chris Casper			27%	2	Mon, Mar 21, 2011, 12:33 AM

[Help](#) [Close](#)

Paper Information

Author: Chris Casper	Assignment: Book Review	Print version:
Title: Book Review_ccasper.docx	Submitted: Mon, Mar 21 2011, 12:33 AM	Direct link:
Matching: <div style="display: inline-block; width: 20px; height: 10px; background-color: #808000; border: 1px solid #ccc;"></div> 27%	Paper ID: 1070956	

Submission Comment

Book review about atmosphere.

Suspected Sources

Click on a source to view the original, or click on the magnifying glass to see the source highlighted in the text below.

1 <http://www.amazon.ca/Atmospheric-Environment-Effects-Human-Activity/dp/0691006911>

2 <http://www.shopping.com/earth-day-activities/products>

Paper Text

This is a book review of the book entitled The Atmospheric Environment Effects of Human Activity written by Michael B. McElroy.

1 This comprehensive introduction to the physics and chemistry of Earth's atmosphere explains the science behind some of the most critical and intensely debated environmental controversies of our day. 2 In it, one of the world's leading experts on planetary

URL:	http://www.shopping.com/earth-day-activities/products
	Matching: 100%
Uploaded Manuscript:	In it, one of the world's leading experts on planetary environments presents the background necessary to assess the complex effects of human activity on our atmosphere and climate
Internet Source:	In it, one of the world's leading experts on planetary environments presents the background necessary to assess the complex effects of human activity on our atmosphere and climate

© 2011 Blackboard Learning System. All rights reserved. Blackboard Learning System is a registered trademark of Blackboard Inc. in the U.S. and other countries. Patent No. 6,988,438. Additional Patents Pending.

Interpreting the Overall SafeAssign Score

The overall SafeAssign score indicates the percentage of the submitted paper that matches existing sources.

Paper Text

This is a book review of the book entitled The Atmospheric Environment Effects of Human Activity written by Michael B. McElroy.

1 This comprehensive introduction to the physics and chemistry of Earth's atmosphere explains the science behind some of the most critical and intensely debated environmental controversies of our day. 2 In it, one of the world's leading experts on planetary

URL:	http://www.shopping.com/earth-day-activities/products	
Matching: 100%		
Uploaded Manuscript:	In it, one of the world's leading experts on planetary environments presents the background necessary to assess the complex effects of human activity on our atmosphere and climate	
Internet Source:	In it, one of the world's leading experts on planetary environments presents the background necessary to assess the complex effects of human activity on our atmosphere and climate	

- **Scores below 15 percent:** These papers typically include some quotes and few common phrases or blocks of text matching other documents.
- **Scores between 15 percent and 40 percent:** These papers include extensive quoted or paraphrased material or they may include plagiarism.
- **Scores over 40 percent:** There is a very high probability that text in this paper was copied from other sources. These papers include quoted or paraphrased text in excess.

Digital Dropbox

The Digital Dropbox has been replaced by the Assignments tool in Blackboard Learn, Release 9.1.

If your instructor has asked you to submit something to the Digital Dropbox, please contact them for alternative instructions.