



CSU | Academic
Support Hub

CLEVELAND STATE UNIVERSITY

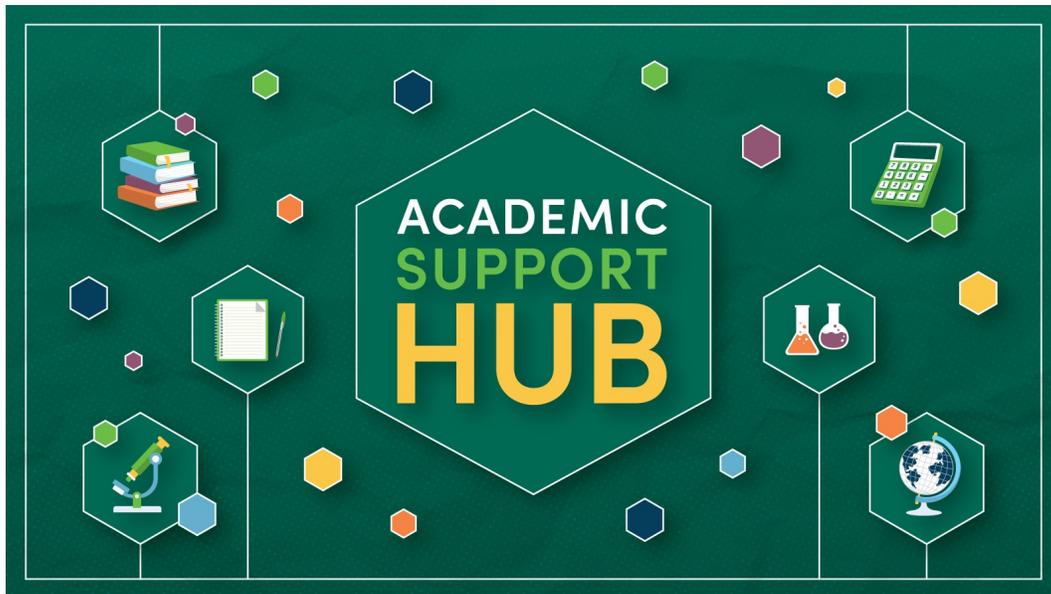
Blackboard

Handbook

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

Blackboard

For more help and information on Microsoft PowerPoint, please stop by CSU's Academic Support Hub's drop-in software assistance.



For the most updated hours and Software Coaching location, please contact our office:

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A Brief Look at Blackboard:

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

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

Table of Contents:

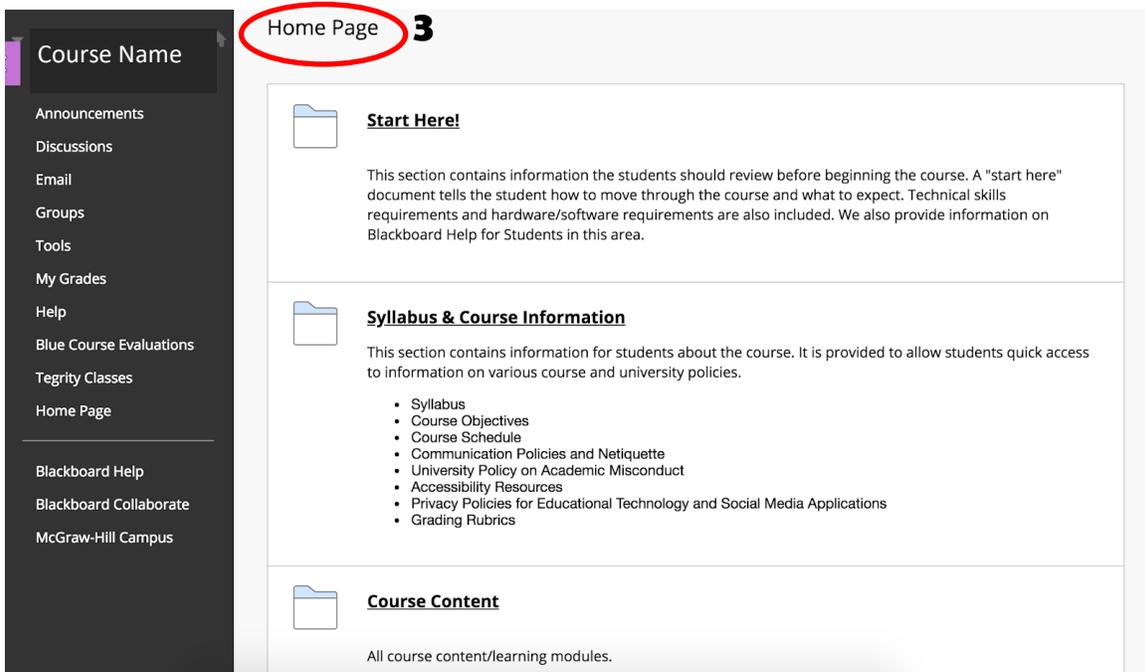
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Course Homepage and Materials :

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



The screenshot shows the Blackboard navigation menu on the left and a list of courses on the right. The 'Courses' button in the menu is circled in red and labeled with a '1'. The list of courses is also circled in red and labeled with a '2'. The courses listed are Course 1, Course 2, Course 3, Course 4, Course 5, and Course 6. Each course entry has a star icon to its right. The Cleveland State University logo is visible in the top left corner of the navigation menu.



The screenshot shows the course homepage. The 'Home Page' button in the navigation menu is circled in red and labeled with a '3'. The main content area is divided into three sections: 'Start Here!', 'Syllabus & Course Information', and 'Course Content'. The 'Start Here!' section contains a folder icon and text: 'This section contains information the students should review before beginning the course. A "start here" document tells the student how to move through the course and what to expect. Technical skills requirements and hardware/software requirements are also included. We also provide information on Blackboard Help for Students in this area.' The 'Syllabus & Course Information' section contains a folder icon and text: 'This section contains information for students about the course. It is provided to allow students quick access to information on various course and university policies.' Below this text is a bulleted list of links: Syllabus, Course Objectives, Course Schedule, Communication Policies and Netiquette, University Policy on Academic Misconduct, Accessibility Resources, Privacy Policies for Educational Technology and Social Media Applications, and Grading Rubrics. The 'Course Content' section contains a folder icon and text: 'All course content/learning modules.'

Instructor Announcements :

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

The image shows a two-part screenshot of the Blackboard interface. The top part shows the main navigation menu on the left, where the 'Courses' button is circled in white and labeled with a '1'. To the right, a list of six courses (Course 1 through Course 6) is shown, with a red box around the entire list and a '2' in the top right corner. The bottom part shows the course-specific navigation menu on the left, where the 'Announcements' button is circled in white and labeled with a '3'. To the right, the 'Announcements' page is shown, with a red box around the main content area and a '4' in the top right corner. The content area contains the text 'Announcement: 3/22' followed by 'Your announcements will appear here!' and 'Announcement: 3/15' at the bottom.

Discussion Boards :

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

The screenshot shows the Blackboard interface for a course. On the left is a navigation menu with 'Discussions' circled in red and labeled '1'. The main area is titled 'Forum: General Course Discussion' and has a 'Create Thread' button circled in red and labeled '2'. Below this is a table of discussion threads. The first row is circled in red and labeled '3', showing a thread titled 'Blackboard Module Error' posted on 1/15/19 at 3:30 PM by 'Poster Name' in a 'Published' status. The table has columns for DATE, THREAD, AUTHOR, STATUS, UNREAD POSTS, UNREAD REPLIES TO ME, and TOTAL POSTS.

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

The screenshot shows a detailed view of a discussion post. It includes a profile picture placeholder, the name 'Name of Original Post Creator', and the text 'Post text.'. At the bottom, there are three buttons: 'Reply', 'Quote', and 'Email Author'. The 'Reply' button is circled in red and labeled '4'.

Calendar :

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

The screenshot shows the Blackboard user interface. On the left is a dark sidebar with the Cleveland State University logo at the top. Below the logo are menu items: Student Name, Activity Stream, Courses, Organizations, Calendar (circled in white with a '1' next to it), Messages, Grades, Tools, and Sign Out. The main content area is titled 'Calendar' and features a navigation bar with 'Schedule' and 'Due Dates' buttons (both circled in red with a '2' and '4' respectively), a month selector for 'Mar 2019', and a '+ Add Event' button (circled in red with a '3'). Below the navigation bar is a calendar grid for March 2019. The grid shows dates from 24th to 23rd. There are two 'Due' notifications: 'Due: Core Comp...' on the 3rd and 'Due: Midterm Ev...' on the 10th. The 20th is highlighted with a black circle. A question mark icon is in the bottom right corner of the calendar grid.

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

Activity Stream :

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

1

Student Name

Activity Stream

Courses

Organizations

Calendar

Messages

Grades

Tools

Sign Out

2

Stream

Filter Show All

Upcoming

Dec 17, 2018 Course 1 Activity

Dec 17, 2018 | 2:59 PM Course 2 Activity

Dec 17, 2018 Course 3 Activity

Dec 17, 2018 Course 4 Activity

Dec 17, 2018 Course 5 Activity

?

Turning in Assignments :

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

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

ASSIGNMENT SUBMISSION

Text Submission

Write Submission

Attach Files **1**

Browse My Computer Browse Content Collection

Browse Cloud Storage

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

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

Cancel

Save Draft

2
Submit

Course Modules :

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

The screenshot displays a course module interface. On the left, a vertical sidebar contains a 'Table of Contents' section with a list of items: 'Introduction', 'SMART Goals', 'Explanation of SMART Goals', 'SMART Goals Template', 'SMART Goals Interactive Template', and 'Work Plan'. The 'Introduction' item is highlighted with a red circle. The main content area shows a large number '2' and a paragraph of text: 'The resources in this section are provided to assist you in completing your Work Plan. People often employ the S.M.A.R.T. formula to create effective goals, whether they are for work or personal life. This formula is easy to remember and use!'. In the top right corner, there is a page navigation bar with the text 'Page 1 of 6' and a right-pointing arrow, which is also circled in red. A purple 'X' button is visible in the top left corner of the interface.

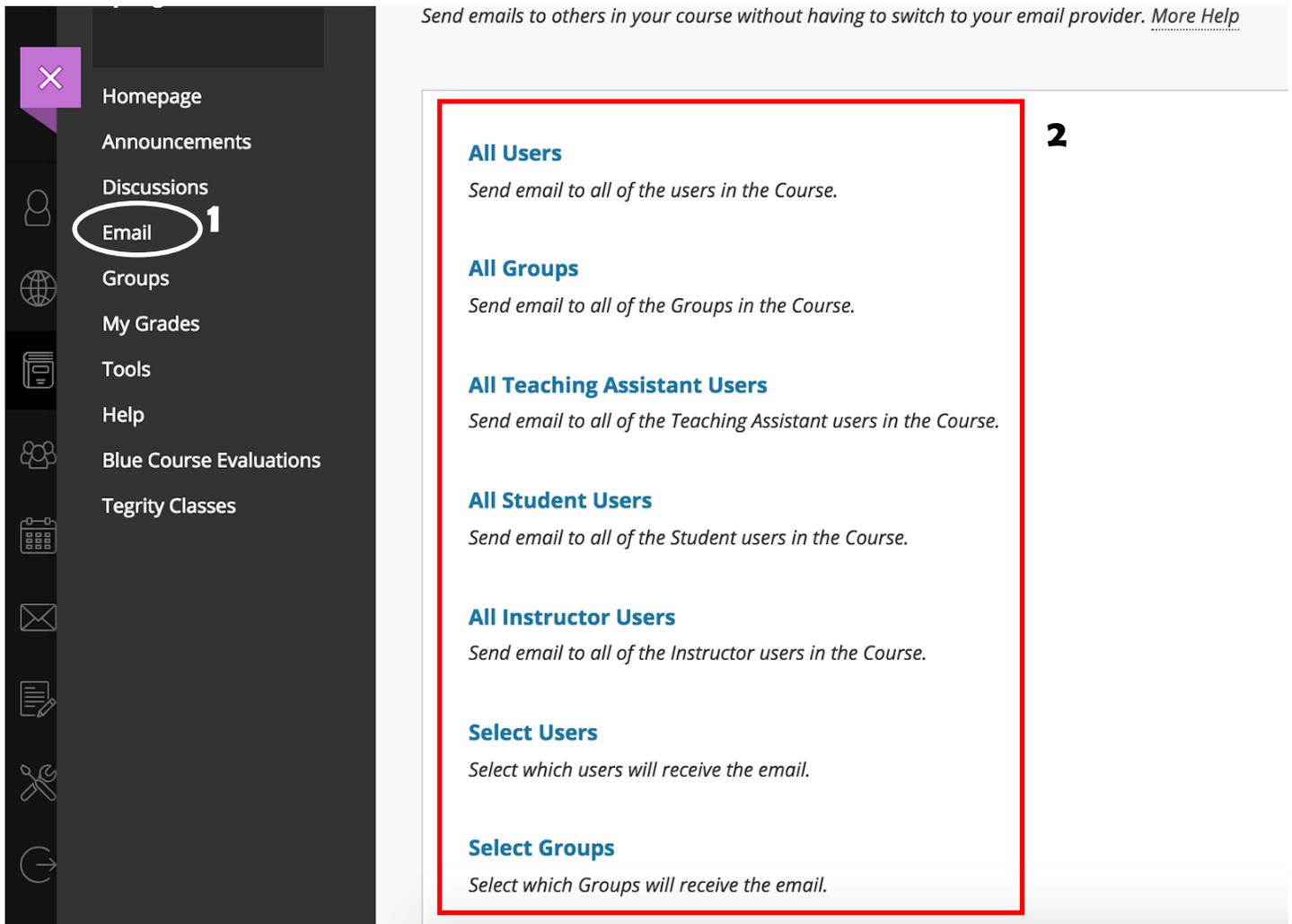
Checking Grades :

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

The screenshot displays the Blackboard user interface. On the left is a dark sidebar with the Cleveland State University logo at the top. Below the logo are navigation options: Student Name, Activity Stream, Courses, Organizations, Calendar, Messages, Grades, Tools, and Sign Out. The 'Grades' option is circled in white and labeled with a '1'. The main content area shows two course cards. The top card is for 'Course 1' and is labeled with a '2'. It displays a grade of '43 / 45' in a green pill. Below this is a placeholder for 'Your recently graded work will appear here' and a link for 'View all coursework (14)'. The bottom card is for 'Course 2' and shows a grade of '-- / 0'. It also has a placeholder for 'Your recently graded work will appear here'. A red box highlights the grade information for Course 1.

Contacting Instructors and Classmates :

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



The screenshot shows the Blackboard course navigation menu on the left and the email options on the right. The 'Email' option in the menu is circled in red and labeled with a '1'. The email options on the right are enclosed in a red box and labeled with a '2'.

Send emails to others in your course without having to switch to your email provider. [More Help](#)

1

- Email**

2

- All Users**
Send email to all of the users in the Course.
- All Groups**
Send email to all of the Groups in the Course.
- All Teaching Assistant Users**
Send email to all of the Teaching Assistant users in the Course.
- All Student Users**
Send email to all of the Student users in the Course.
- All Instructor Users**
Send email to all of the Instructor users in the Course.
- Select Users**
Select which users will receive the email.
- Select Groups**
Select which Groups will receive the email.