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The Basics of Blackboard:

A Tutorial

TWR2000- Assignment 3: Tutorial

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Tutorial Introduction

About Blackboard

Blackboard is an online course management tool that allows students to view lessons, participate in discussion boards, and electronically submit assignments for courses that they are taking at Algonquin College. Students are also able to communicate and collaborate with instructors and other students via the Blackboard system.

Who is this Tutorial for?

This tutorial is for new students enrolled at Algonquin College who do not have any experience with the Blackboard system.

How is this Tutorial Organized?

This tutorial consists of four lessons that will help familiarize you with the online Blackboard system. At the end of each lesson there is a brief exercise that will allow you to test your knowledge and practice your new skills. Complete Lesson 1 first to learn how to log in to the Blackboard system. Lessons 2, 3, and 4 can be completed in any order.

Tutorial Objectives

When you complete all four lessons in this tutorial you should be able to successfully:

- ➢ sign in to Blackboard
- ➢ electronically submit an assignment
- ➢ create a discussion board thread
- ➢ view your grades and instructor feedback

Lesson 1: Signing in to Blackboard

Lesson 1: Objectives

At the end of this lesson you will be able to successfully login to your Algonquin Student Blackboard account and navigate to your course.

Lesson 1: Procedure

1. Open your web browser and type the following website address into the address bar:

    https://ealgonquin.ca

2. Press **Enter.**
3. In the field labeled **Username**, type your Algonquin Blackboard network username (see **figure 1**).
4. In the field labeled **Password**, type your Algonquin Blackboard network password (see **figure 1**).

Figure 1: Typing username and password into login page

If you do not know what your Username or Password is or if you have lost your password, contact Information Technology Services at (613) 727-4723 ext. 5555 or send an email to 5555@algonquincollege.com.

5. Located below the **Password** field, click **Log In**.
6. A welcome page appears on your screen with several options to click on. On the right side of the screen under **My Profile**, click **Courses** (see **figure 2**).
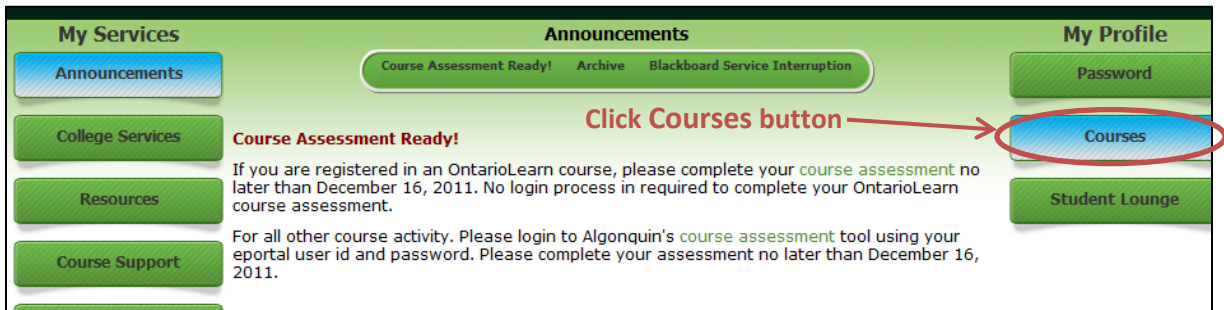
Figure 2: Welcome page

7. After clicking **Courses** a page appears that lists all of the courses you are registered in for the semester. Scan the list of courses and click on the **Class Available** button located beside the course you want (see **figure 3**).
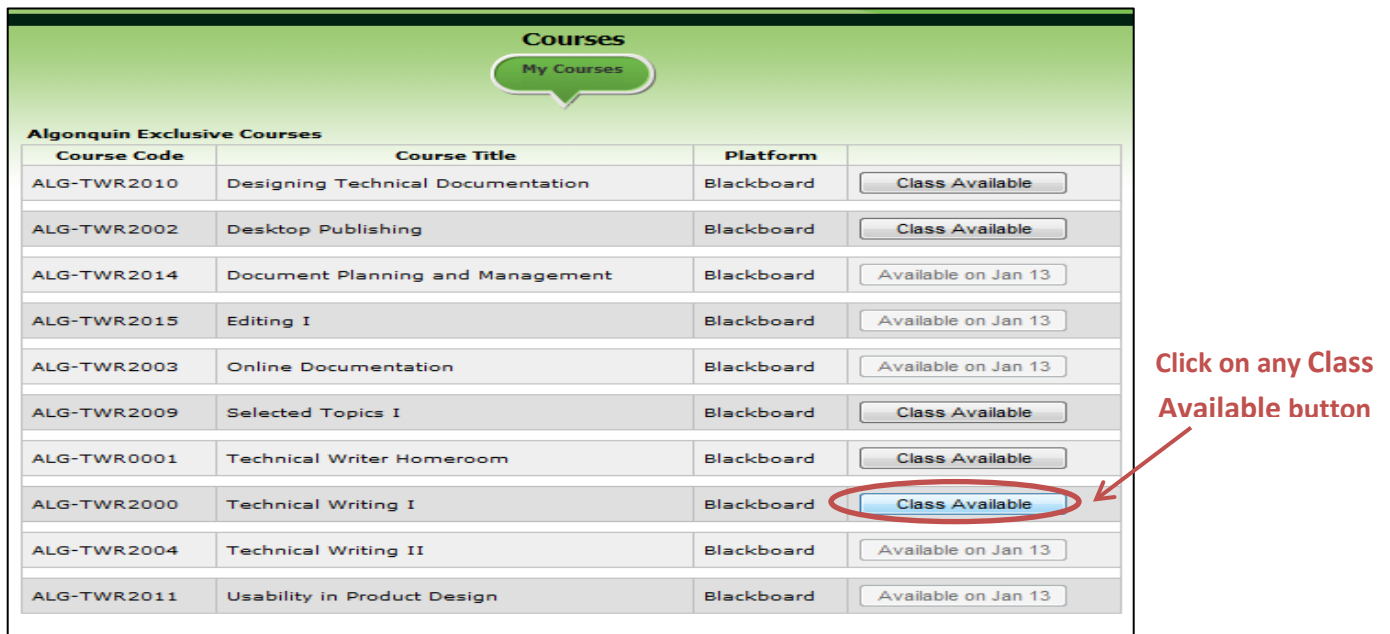
Figure 3: List of available courses that you are registered in

If you are unable to open a class, it is not yet available for you to view. The availability date is printed on the button.

8. After clicking on your course you will be led to your Blackboard account. From the list located under the **My Courses** heading, select the course you want to view (see **figure 4**).

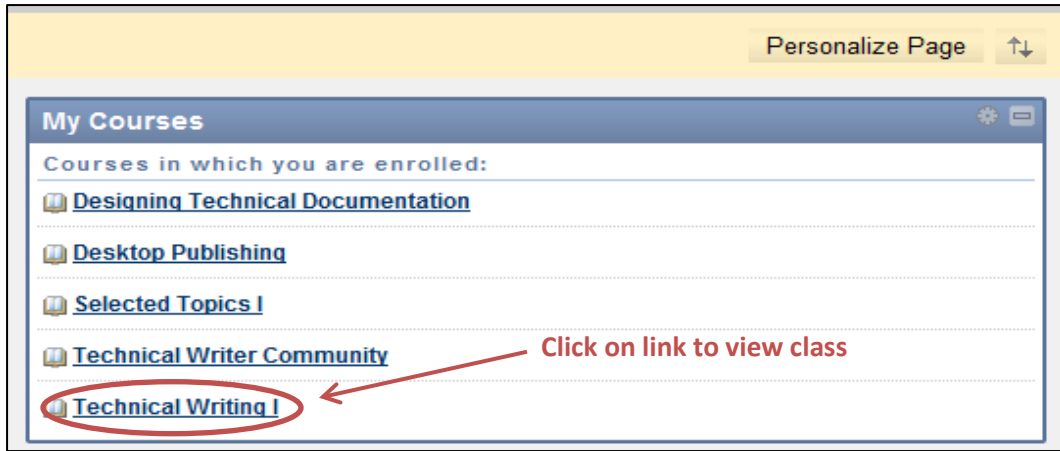**Figure 4: My Courses box in your Blackboard account**

9. The page that opens after clicking on the course link is the homepage for that course. From this page you are able to navigate your way around that course using the list of links located on the left side of the page.

Lesson 1: Summary

You can sign in to your Algonquin Blackboard account by entering your Username and Password into the appropriate fields at https://ealgonquin.ca. After clicking **Courses** on the **Welcome** page and clicking on your course on the **Courses** page you will be led to your Blackboard account.

Congratulations! You have successfully completed the first lesson's goal: signing in to your Blackboard account.

Lesson 1: Exercise

Try the Following: Log in to your Blackboard account and open the homepage to one of the courses that you are registered in this term.

Lesson 2: Submitting an Assignment

You will be required to submit assignments for your courses in an electronic format through your Blackboard account. In this lesson you will build on the skills you learned in Lesson 1 to use and apply the assignment function in Blackboard.

Lesson 2: Objectives

At the end of this lesson you will be able to successfully submit an assignment electronically via your Blackboard account.

Lesson 2: Procedure

1. Sign in to your Blackboard account and open the homepage for the class that you would like to submit an assignment for.
2. In the black box on the left side of the course homepage, click on the **Assignments** link (see **figure 5**).

Click on the Assignments link
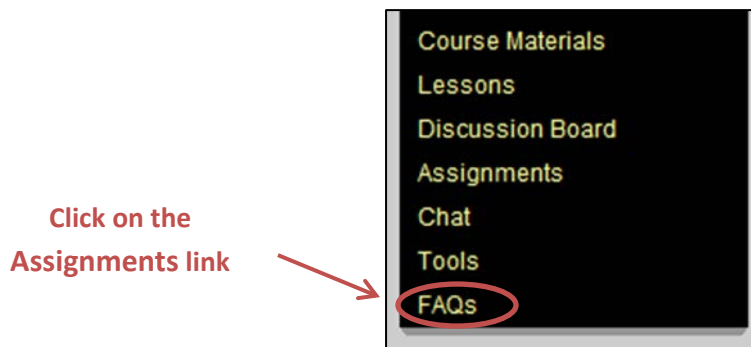
Figure 5: Assignments link on the course homepage

3. After clicking on the **Assignments** link you will be led to the **Assignments** folder. This folder lists all of the assignments that you are required to complete throughout the term for the course that you are in. Scroll down the list of assignments to find the assignment that you would like to submit (see **figure 6**).

Click on the title of the assignment you would like to submit
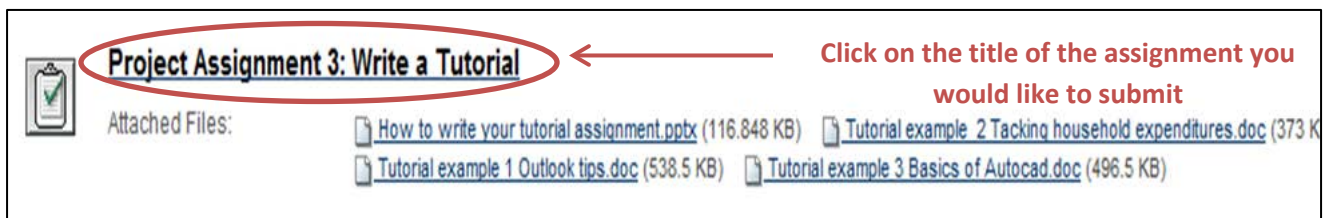
Figure 6: Assignment located in the Assignments folder

4. Click on the name of the assignment that you would like to submit an assignment for (see **figure 6**).

5. A page titled **Upload Assignment**: **<name of assignment>** will open. Scroll down this page until you see **2. Assignment Materials**. Type a brief message to your instructor into the message box (see **figure 7**).
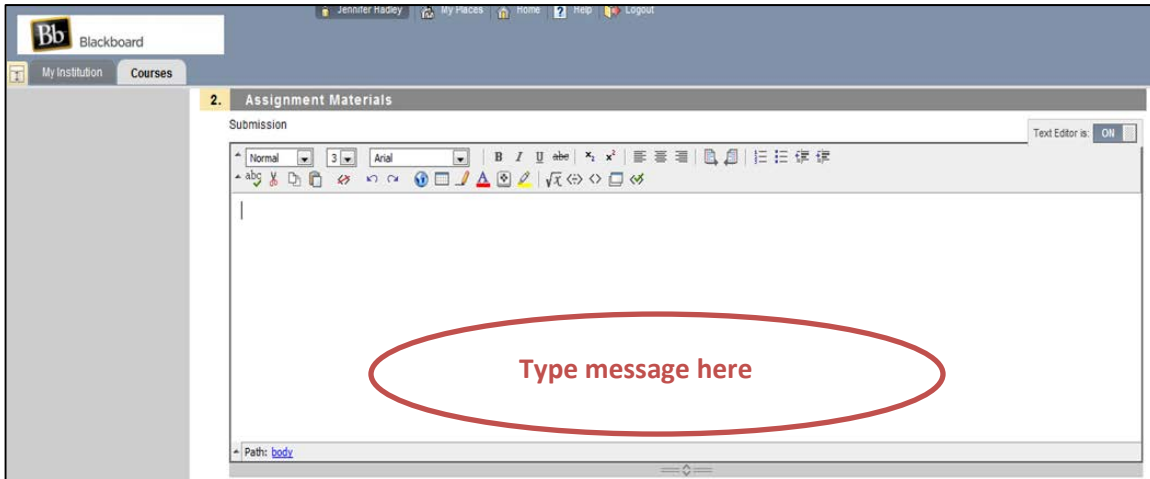
Figure 7: Message box in the Upload Assignment page

6. After typing your message you will need to upload your assignment into Blackboard. Under the message box, click **Browse My Computer** (see **figure 8**).

Figure 8: Browse My Computer button

7. A dialogue box appears on your screen. You will need to locate the assignment saved on your computer that you would like to upload. When you have located the file click on it and then click **Open**, which is located in the bottom right corner of the dialogue box, to attach the file to your message.

8. After attaching your file, click **Submit** located in the bottom right corner of the screen.

If you have uploaded the wrong document to your Upload Assignment folder you can click on the Do Not Attach link located beside the attachment.

Lesson 2: Summary

In this lesson you learned how to submit an assignment electronically via your Blackboard account. By clicking on the **Assignments** link located on the course homepage, scrolling down the list of assignments in the **Assignments** folder, clicking on the desired assignment title, and uploading your document, you have successfully submitted an assignment.

Congratulations! You have successfully completed the second lesson's goal: submitting an assignment.

Lesson 2: Exercise

Try the Following: Open the assignments folder for one of your classes and submit an assignment.

Lesson 3: Creating a Discussion Board Thread

You will be required to participate in class discussions throughout each term and this is done via the discussion board feature on Blackboard. You can participate in class discussions by either replying to another classmate's message or by creating a message of your own. When you create a message of your own it is referred to as creating a discussion board thread. The discussion board is set up as a series of online conversations. Each conversation is a separate topic and is referred to as a forum. You will participate in several forums for each class throughout each term.
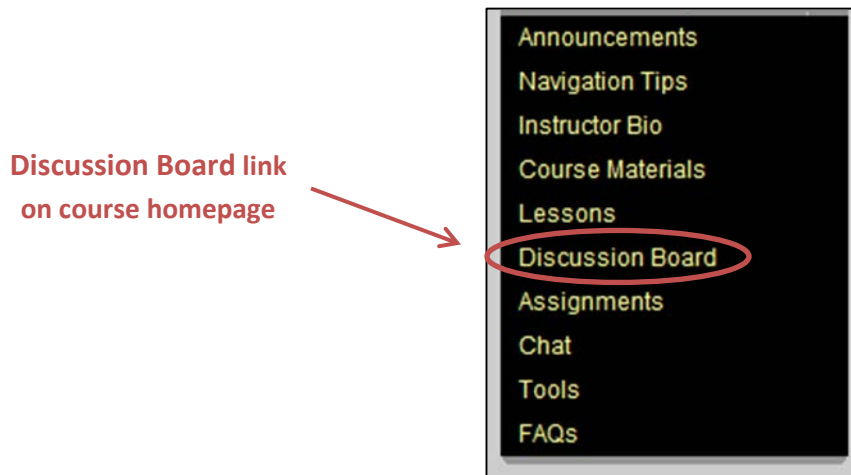
Lesson 3: Objectives

At the end of this lesson you will be able to create and post a discussion board thread on your Blackboard account.

Lesson 3: Procedure

1. Sign in to your Blackboard account and open up the homepage for the class that you would like to create a discussion board thread for.
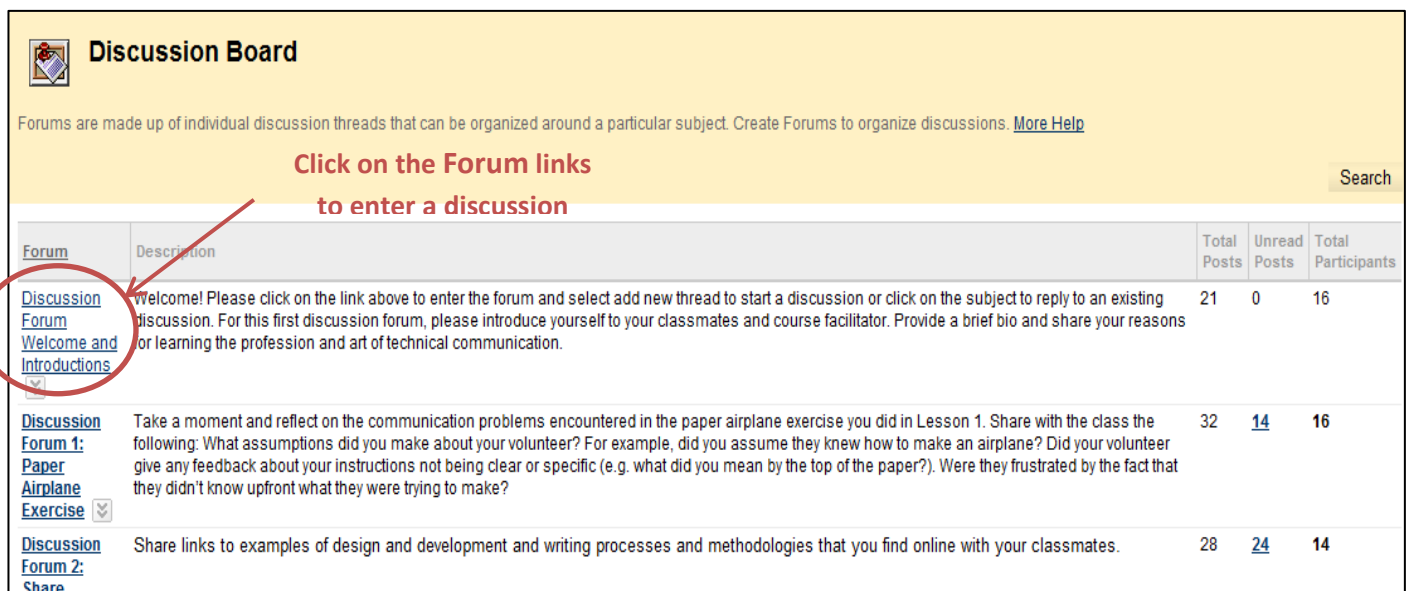
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2. In the black box on the left side of the course homepage, click on the **Discussion Board**
    link (see figure 9).

Announcements
Navigation Tips
Instructor Bio
Course Materials
Lessons
Discussion Board
Assignments
Chat
Tools
FAQs

**Discussion Board link
on course homepage**

**Figure 9: Discussion Board link
on the course homepage**

3. After clicking on the **Discussion Board** link you will be led to the **Discussion Board** folder.
    In the folder you will see several topics of conversation located in the column under the
    Forum heading. Scroll through the forums until you see the conversation that you
    would like to participate in. Click on the forum name (see **figure 10**).

Discussion Board

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. More Help

**Click on the Forum links
to enter a discussion**

Search

Forum	Description	Total Posts	Unread Posts	Total Participants
Discussion Forum Welcome and Introductions	Welcome! Please click on the link above to enter the forum and select add new thread to start a discussion or click on the subject to reply to an existing discussion. For this first discussion forum, please introduce yourself to your classmates and course facilitator. Provide a brief bio and share your reasons for learning the profession and art of technical communication.	21	0	16
Discussion Forum 1: Paper Airplane Exercise	Take a moment and reflect on the communication problems encountered in the paper airplane exercise you did in Lesson 1. Share with the class the following: What assumptions did you make about your volunteer? For example, did you assume they knew how to make an airplane? Did your volunteer give any feedback about your instructions not being clear or specific (e.g. what did you mean by the top of the paper?). Were they frustrated by the fact that they didn't know upfront what they were trying to make?	32	14	16
Discussion Forum 2: Share	Share links to examples of design and development and writing processes and methodologies that you find online with your classmates.	28	24	14

Figure 10: Discussion Board forums list

4. To enter the conversation, click on the forum. You will see a list of the messages that your classmates have posted in the conversation. To create your own message in the forum, click **Create Thread** located on the left side of the page under the forum name (see **figure 11**).
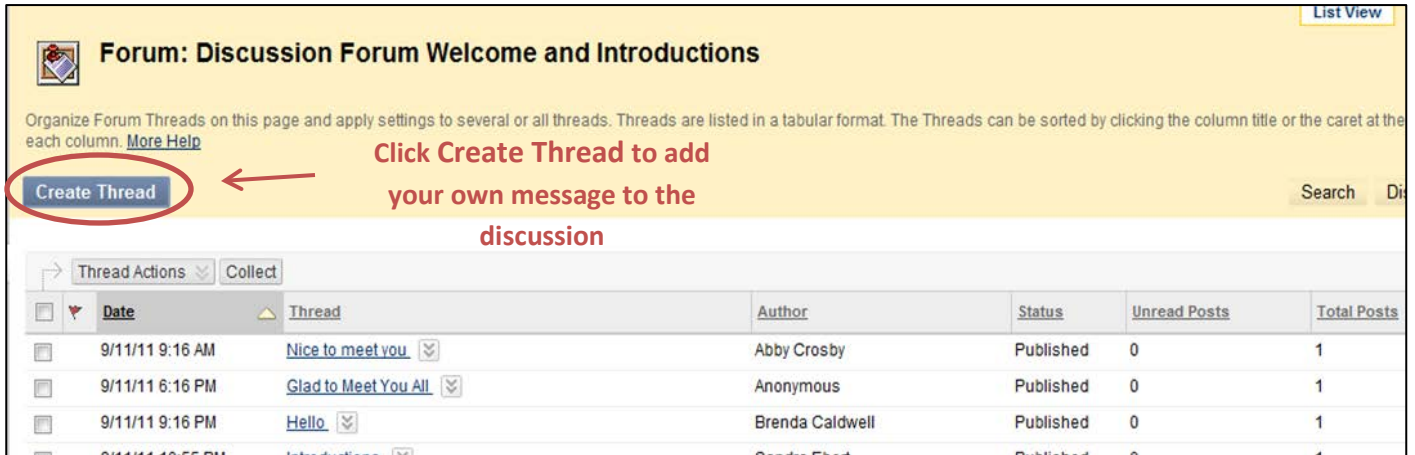

Figure 11: Forum threads

5. The **Create Thread** page will open. Type your message in the message box and format the message using the icons located at the top of the message box (see **figure 12**).
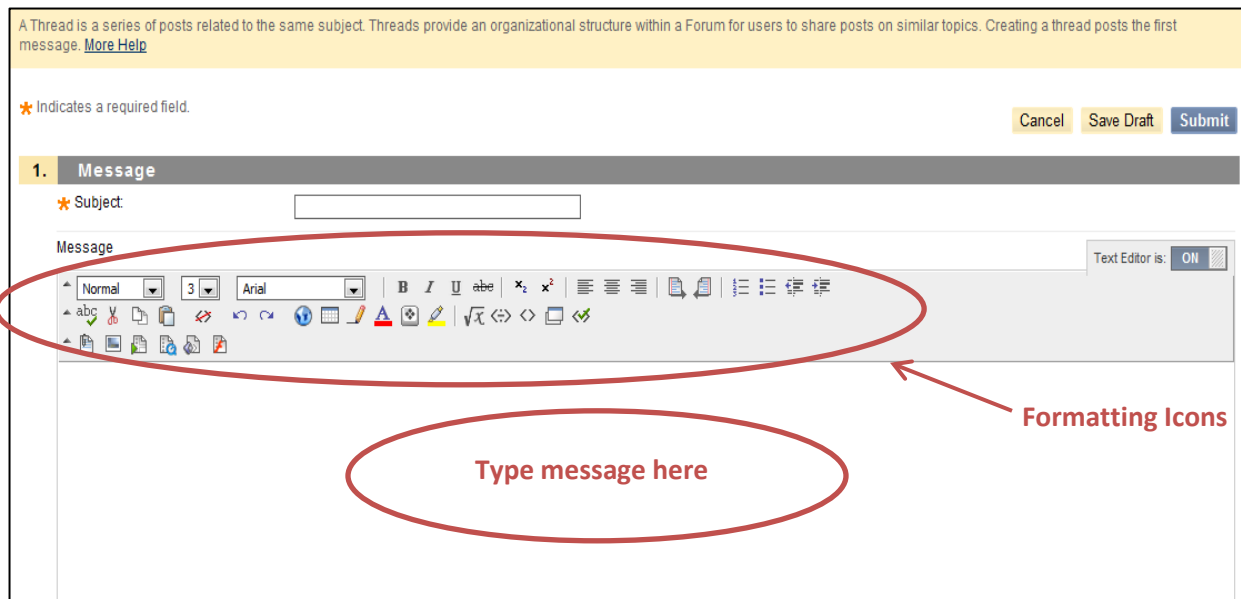

Figure 12: Create Thread page

6. When you have finished typing and formatting your message, type your message title into the ***Subject** field.
7. On the right side of the page above the message box, Click **Submit**.

You can attach a document (Word file, Excel spreadsheet etc.) to your message before submitting by clicking "Browse My Computer" located below the message box, finding the file in the dialogue box that opens, and clicking "Open".

Lesson 3: Summary

In this lesson you learned how to navigate the **Discussion Board** homepage and create and post a thread in a forum. By clicking on the **Discussion Board** link in the course homepage, selecting a forum topic, and clicking on the **Create Thread** button, you are able to type a message that will be added to the forum discussion.

Congratulations! You have successfully completed the third lesson's goal: creating a discussion board thread.

Lesson 3: Exercise

Try the Following: Open a forum in the discussion board for one of your classes, read through the messages that have been posted by your classmates, and create a new thread in the forum.

# Lesson 4: Viewing Grades and Instructor Feedback

Your instructor will post the grades to your assignments and feedback to those assignments on your Blackboard account. Your grades and instructor feedback will be updated periodically throughout the term.

Lesson 4: Objectives

At the end of this lesson you will be able to view the grades given to the assignments that you have submitted. You will also be able to locate the feedback that your instructor has provided on those assignments.

Lesson 4: Procedure

1. Sign in to your Blackboard account and open the homepage for the class that you would like to view the grades and instructor feedback for.
2. In the black box on the left side of the homepage, click on the **Tools** link (see **figure 13**).
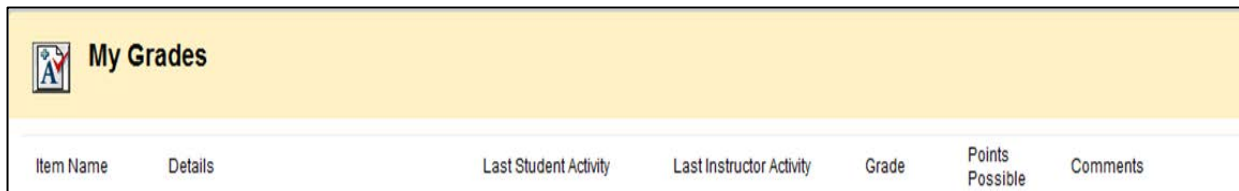

Tools link on course homepage
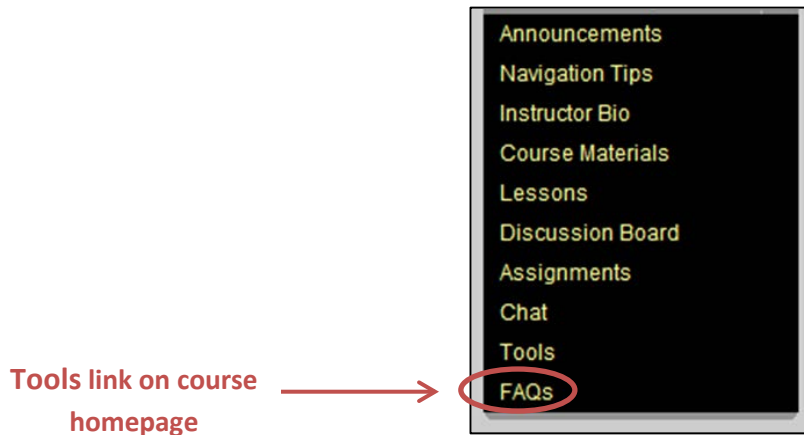
Figure 13: Tools link on the course homepage

3. The **Tools** homepage appears on your screen. Scroll through the list of options located under the **Tools** heading until you find **My Grades.** Click on **My Grades** (see figure 14)**.**

Click to enter My Grades homepage

Figure 14: Tools homepage

4. The **My Grades** homepage will open on your screen (see **figure 15**). Take note of the following:

> ➢ All of the assignments required for the class will be listed in the table under the heading **Item Name.**
>
> ➢ The date that you submitted the assignment is listed in the column under the title heading **Last Student Activity.**
>
> ➢ The date that the instructor marked your assignment is listed in the table under the **Last Instructor Activity** heading**.**
>
> ➢ The grade you received for each assignment is listed under the **Grade** column.
>
> ➢ The maximum number of points you could have received for the assignment is listed in the **Possible Points** column.
>
> ➢ Instructor comments are listed in the **Comments** column.

Figure 15: My Grades homepage

Your instructor may attach a document to their comments. To see the attached document, click on the grade that you received in blue font under the Grades column and then click on the attached file.

Lesson 4: Summary

In this lesson you learned how to view the grades given to assignments that you have submitted and navigate the **My Grades** homepage. The page is set up as a table with the course assignments listed under the **Item Name** column and the grade and comments for that assignment listed horizontally from the assignment under the **Grade** and **Comments** columns.

Congratulations! You have successfully completed the fourth lesson's goal: viewing your grades and instructor feedback.

Lesson 4: Exercise

Try the Following: Open the homepage for one of the courses that you have recently submitted an assignment for. From that homepage, navigate to the **My Grades** homepage and see if your assignment has been graded.

Tutorial Summary

This concludes the Basics of Blackboard tutorial for students new to Algonquin College. In this tutorial you learned how to:

➢ sign in to your Blackboard account
➢ electronically submit an assignment
➢ create a discussion board thread
➢ view your grades and instructor feedback

Congratulations!