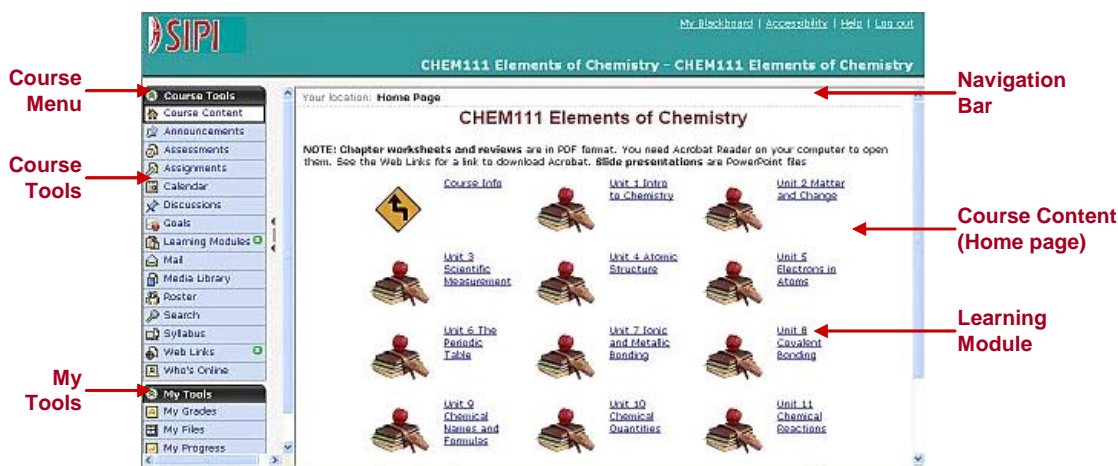


The Blackboard Student Screen

Blackboard is an online *course management system* used by students, teachers, and technology administrators at SIPI. Each online course at SIPI is unique, but the Blackboard environment, or *user interface*, is basically the same. Please consult your instructor and the course syllabus for specific course requirements. This handout describes the *layout of the Blackboard screen and user navigation*. There is a separate handout that describes each Blackboard Course Tool. More detailed information can be found in Blackboard's Help menu.

The Blackboard Course Screen



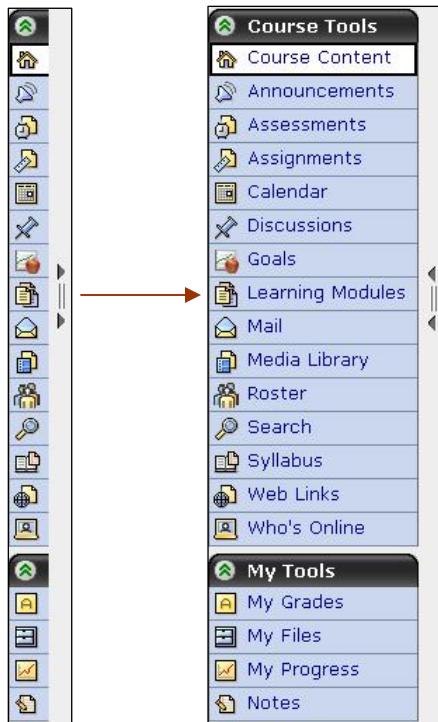
The student screen contains links to *course content*, *assessments* and *communication tools*. There are many ways to navigate through your course. Read on to find out more.

Course Content

Your course's content may consist of lecture notes, slide presentations, video clips or audio clips, as well as handouts, printouts, surveys, and other methods the instructor chooses. In addition, some instructors use online textbooks located outside the Blackboard course. The content on the Home page and in the Course Tools is visible to everyone in the course. (The content in the *My Tools* area is only visible to you and, in some cases, to your course instructor.)

Navigation: Make your way through the course pages by clicking on the *Course Tools* or in the *Navigation Bar*, where you can move backwards to follow your path through the course content. The links in the Navigation Bar are called "bread crumbs." Click any link to navigate to that page.





★ **Course Tools Menu:** The Course Tools Menu contains icons that link to each tool your instructor has chosen to use in the course. To expand the menu and show the text names for the tools, Click the right-facing arrows. To collapse the menu, click the left-facing arrows.

Descriptions of each Course Tool can be found in a separate handout, or in Blackboard's Help menu.

★ **Learning Modules:** Often, your instructor will arrange the course content into Learning Modules. All the files related to that module will be grouped together. They may consist of introductory lecture notes, web resources, practice tests, discussions, assignments, and other activities.

Learning modules are arranged according to a **Table of Contents**. Navigate through the learning module by clicking on a link in the Table of Contents, or click a link in the “bread crumbs” navigation bar.



In the Learning Module above, the instructor uses a Powerpoint presentation to deliver the course content for that module. Notice that the Course Menu is collapsed, the Table of Contents is clickable, and so are the “bread crumbs” in the navigation bar above the content page.

Assessments

There are three kinds of assessments in Blackboard: *self-tests*, *quizzes* and *surveys*. Self-tests are not graded, but your instructor can see who has completed them. Quizzes are graded tests. Surveys are anonymous, but your instructor can see who has submitted them.

- *Self-tests* are often used to introduce a topic, and to help students gauge what they already know about a topic.
- *Quizzes* are usually timed, with deadlines for completion, and they can consist of multiple choice, matching, fill in the blank, short essay and other questions.
- *Surveys* are often used in the beginning, middle and end of a course for course evaluations, instructor evaluations, or student satisfaction with the course. Your instructor may also use surveys to gather background information on student experiences and interests.

Descriptions of each Course Tool can be found in a separate handout, or in Blackboard's Help menu

Communication Tools

There are three kinds of communication tools in Blackboard: email, discussions and chat. Each Blackboard course participant is assigned an email address *within Blackboard*. The discussion forum is a place to post messages to the class, similar to a bulletin board. Students and instructors can also chat in real time.

- *Email* messages can be sent to any course participants, within Blackboard.
- *Discussions* are organized within topic folders. Students read and reply to messages, or start their own messages, along with many other features and settings.
- The *Chat* tool allows class participants to send text messages in real time. Some instructors have online office hours in a chat room.

Descriptions of each Course Tool can be found in a separate handout, or in Blackboard's Help menu