

Blackboard Classroom

Student Instructions



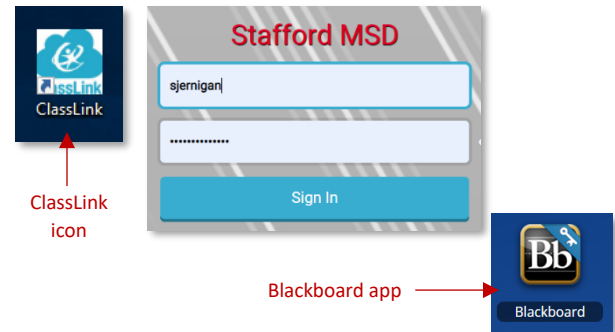
Blackboard

Instructions

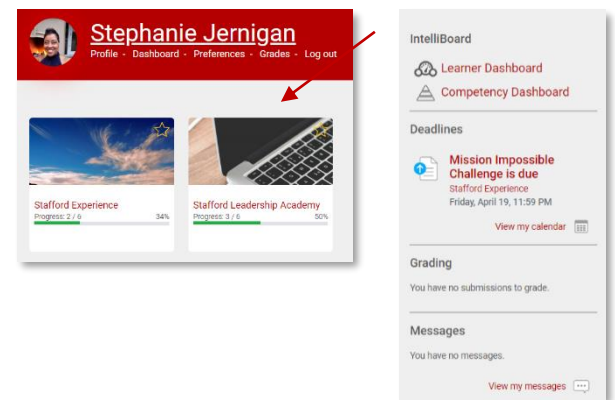
Screenshots

Logging In & Getting Started

1. Double-click the ClassLink icon on your desktop. If you do not see the icon or **if you are accessing from home**, open Google Chrome and go to <https://launchpad.classlink.com/stafford>
2. Log in to ClassLink by entering your computer username and password:
 - a. **Username:** first initial + last name + last 3 of ID
 - b. **Password:** same as computer password
3. Select the Blackboard app to get started.

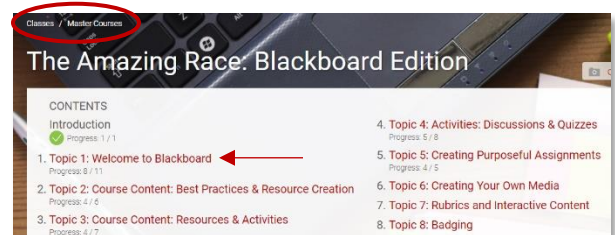


1. Once logged in, you will see your dashboard page. Any classes you are enrolled in will appear here. Click the class you want to access.
2. The IntelliBoard along the right side of the page will show you things like **Deadlines/Due Dates**, Current **Assignments** you've submitted, **Messages** from the teacher, etc.

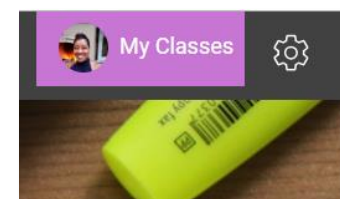


Basic Course Navigation

1. The title of the course and your table of contents appear at the top of your screen.
2. Any topics that your teacher has added for you to access also appear in order.
3. Use the "breadcrumbs" at the top to go back to a previous page.



4. To access other courses that you are enrolled in, click **My Classes** located in the upper right corner.
5. You can also access user **settings** by clicking the **gear icon** in the upper right corner.



6. To view grades and progress in the course, click **Class Tools** located in the Table of Contents.



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- To view a topic, click the name of the topic. Simply scroll to view the resources and activities.
- Under each topic, you will see a **progress bar** to indicate how much you've completed. The **check mark** located next to each resource or activity is also an indicator of whether or not it is complete.

CONTENTS

Introduction
Progress: 1 / 1

1. Topic 1: Welcome to Blackboard
Progress: 8 / 11

FORUM

Topic 3 Discussion: Resources
1 unread post

Activities (Online)
An activity, in Blackboard, differs from a resource in that it provides more interactivity and actually requires action by the student as opposed to simply reading or watching a video. Watch the ...
Read more >

The screenshot shows a Blackboard interface with a 'CONTENTS' section. Under 'Introduction', there is a green checkmark and 'Progress: 1 / 1'. Below that, '1. Topic 1: Welcome to Blackboard' has 'Progress: 8 / 11'. A 'FORUM' section shows 'Topic 3 Discussion: Resources' with '1 unread post'. Below the forum, there is an 'Activities (Online)' section with a description and a 'Read more >' button. Red circles and arrows highlight the progress bars and checkmarks.

Viewing and Completing Activities

- To view activities, simply click on the **title** of the activity. You will likely see instructions that guide you through that activity.
- If it is a resource, like a Page or Book, you can click the **title** of the resource or click **Read more**.
- To participate in a Discussion Forum, click the title of the forum to open it. After reading the teacher's instructions, click **Add a new discussion topic** and enter your response.

Note: In some cases, you may only be able to respond to a prompt set by the teacher. This depends on the settings the teacher chose.

QUIZ

Activities Quiz (Online) 83 of 131 Attempted

Creating Lesson Activities Review

In our last face-to-face training you learned how to create a lesson activity, including how to add content and question pages. Let's take a moment to quickly review what we covered in our training.

Read more >

Post your thoughts by clicking the Add a new discussion topic button below. When you are finished, reply to at least one other person's post.

Add a new discussion topic

The screenshot shows a Blackboard interface with a 'QUIZ' section titled 'Activities Quiz (Online)' with '83 of 131 Attempted'. Below that is a 'Creating Lesson Activities Review' section with a description and a 'Read more >' button. At the bottom, there is a 'Post your thoughts...' section with an 'Add a new discussion topic' button. Red circles and arrows highlight the quiz title, the 'Read more >' button, and the 'Add a new discussion topic' button.

Submitting Assignments

- Assignments are distinguished with a blue stripe. To submit an assignment, click the **title** of the assignment. Read the teacher instructions carefully and when you are ready to submit, do the following:
 - Click the **Add submission** button
 - If your teacher enabled Online text, you can enter text into the text box.
 - If you have a file to submit, click the **Add file icon**, Click **Choose File** and find the file you want to submit.
 - Click **Upload this file**
 - Last, and most important, click **Save changes**. If not, your work will not be submitted for grading.

Stephanie Jernigan

Submission comments

Comments (0)

Submission status: No attempt

Grading status: Not graded

Add submission

Recent files

Upload a file

Attachment

Choose File | No file chosen

Upload this file

The screenshot shows a Blackboard interface for submitting an assignment. It displays the user's name 'Stephanie Jernigan', 'Submission comments', 'Comments (0)', 'Submission status: No attempt', and 'Grading status: Not graded'. There is an 'Add submission' button. Below that, there is a 'Recent files' section with an 'Upload a file' button. To the right, there is an 'Attachment' section with a 'Choose File' button and 'No file chosen' text. At the bottom, there is an 'Upload this file' button. Red circles and arrows highlight the 'Add submission' button, the 'Choose File' button, and the 'Upload this file' button.