



Rend Lake College
INFORMATION TECHNOLOGY

Student Guide to Blackboard

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For
Blackboard Version 6.1.0 – Basic Edition



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This guide is available online at www.rlc.edu/infotech

For additional support, visit www.rlc.edu/infotech.

Requirements

To use Blackboard, you must have a computer with Internet access and Java 2 Runtime Environment installed. Java is available for free download from www.java.com.

Some parts of Blackboard rely on pop-up windows. If you have a pop-up blocker installed, you must allow all pop-ups from the bb.rlc.edu domain. This includes Mozilla, Firefox, and the Google toolbar for IE.

Logging Into Blackboard

Access the RLC Blackboard homepage at <http://bb.rlc.edu> (notice the lack of “www”). If you have NOT used RLC Blackboard before, your instructor will give you a username and password.

YOUR USERNAME FOR BLACKBOARD DOES NOT CHANGE, AND WILL BE USED FOR ALL ONLINE COURSES YOU TAKE.

Click “Login” and enter your username & password.

Recovering A Lost Password

If you have forgotten your password, click “forgot your password?” on the Blackboard login page. Fill in the information requested, Blackboard will email you instructions from here. **If your email address listed is incorrect or missing you must come on campus or send a password change request via mail to RLC. For this type of request, call an Information Technologist at ext. 1215 or 1211.**

Updating Personal Information

In order for your instructor to have the most accurate information possible, it is your responsibility for updating your personal information in Blackboard. Your listed email address will be used to verify your identity and to send lost passwords out.

To change your personal information and/or password:

- Login to Blackboard
- Click “Personal Information” from the toolbox on the left
- Click the appropriate topic to change
- Make the changes as instructed on screen
- Click Submit

NEVER GIVE OUT YOUR BLACKBOARD PASSWORD!

The My Blackboard Page (Portal)

When you login to Blackboard you are taken to the My Blackboard page, sometimes referred to as the “Portal.” The My Blackboard page is yours to customize, and will display critical information for each course you’re enrolled in. There is also a personal calendar and task list for you to use. The calendar will have the major RLC events listed on it, as well.

The My Blackboard page will list all the courses you are enrolled in on the right. Use these links to enter your online or Blackboard enhanced course(s).

Blackboard Learning System™ (Release 6) - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links bb.rlc.edu rlc.edu Google Search Web P: >>

Address http://bb.rlc.edu/webapps/portal/frameset.jsp Go

Rend Lake College Home Help Logout

My Blackboard Courses

Tools

- Announcements
- Calendar
- Tasks
- View Grades
- User Directory
- Address Book
- Personal Information

Welcome, Rend Contents Layout

My Announcements

- Blackboard Training Session
- Blackboard Training Session
- Account Policy

[more...](#)

My Calendar

No calendar events have been posted today.

[more...](#)

My Courses

Courses in which you are enrolled:

- SAMP101: Sample Course (Youngblood)

No Announcements.

My Tasks

No tasks due.

[more...](#)

Done Internet

Navigating Inside A Blackboard Course

All courses in Blackboard have a course menu on the left (blue arrow). Your instructor decides what links are displayed on the menu. Usually, when you enter a course you will be taken to that course's announcements page. Use the course menu to navigate within the course.

You can always tell where you are in Blackboard by looking at the Breadcrumbs bar (circled). When you're inside a course, the Courses tab will be selected, to return to the My Blackboard page, simply click the tab (red arrow).

Downloading Files from Blackboard*

Your instructor will add files into the Blackboard course for you to download. Click the appropriate link on the course menu. A list of documents will look like the graphic below.

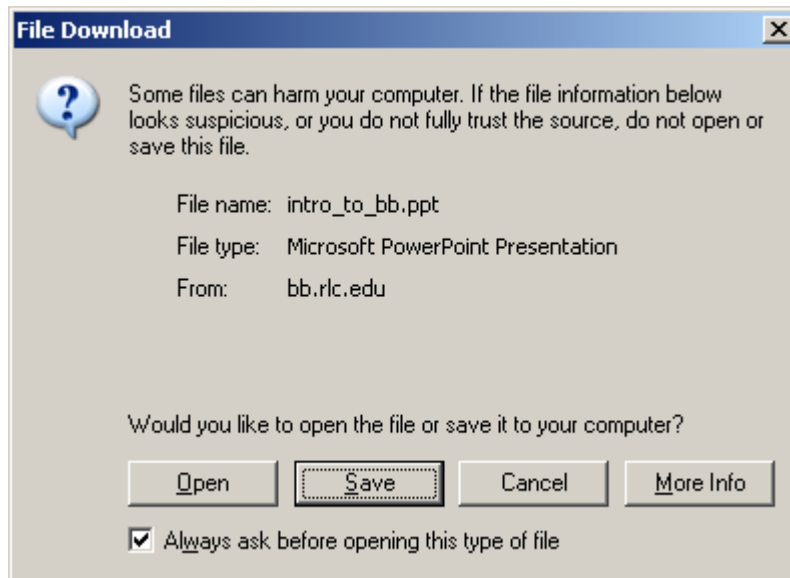
The screenshot displays the Blackboard Learning System interface within a Microsoft Internet Explorer browser window. The browser's title bar reads "Blackboard Learning System™ (Release 6) - Microsoft Internet Explorer". The address bar shows the URL: http://bb.rlc.edu/webapps/portal/frameset.jsp?tab=courses&url=/bin/common/course.pl?course_id=_2_1. The page header features the Rend Lake College logo and navigation links for Home, Help, and Logout. A sidebar on the left lists various course options, with "Course Documents" highlighted. The main content area shows a breadcrumb trail: COURSES > SAMPLE COURSE (YOUNGBLOOD) > COURSE DOCUMENTS. Below this, there is a list of documents:

- Open Source Software** (with a test icon): This quiz will test your understanding of open source software.
- Evan's Document** (with a document icon): [Intro to Blackboard \(PPT\)](#) (1824256 Bytes)
Body of text here.
- Sarah's Document** (with a document icon)
- Evan's Test** (with a test icon): This test will review your knowledge of the Blackboard 6 system at RLC.

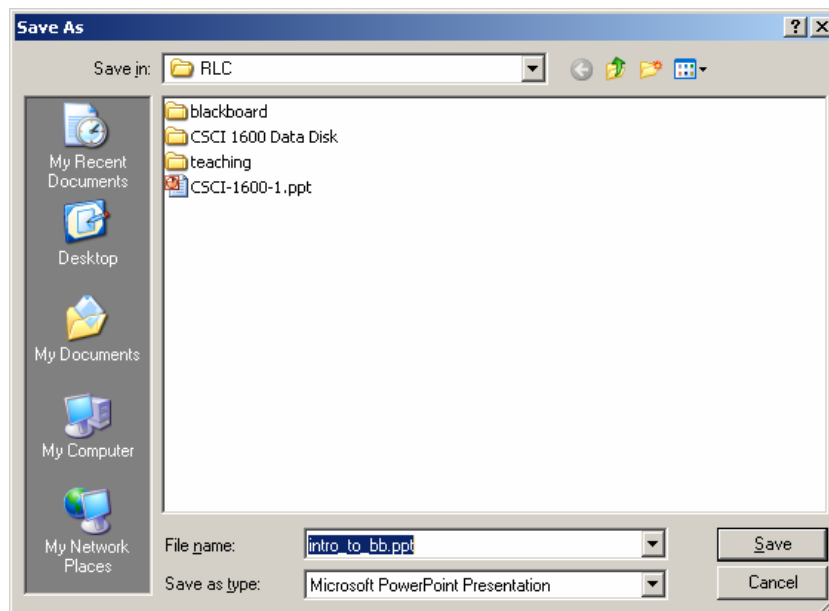
The footer of the page indicates "Powered by Blackboard" and "Internet".

The icons next to the selections will tell you what kinds of documents are listed. The first and fourth in the example are tests, two and three are general documents. “Evan’s Document” contains a PowerPoint presentation for download.

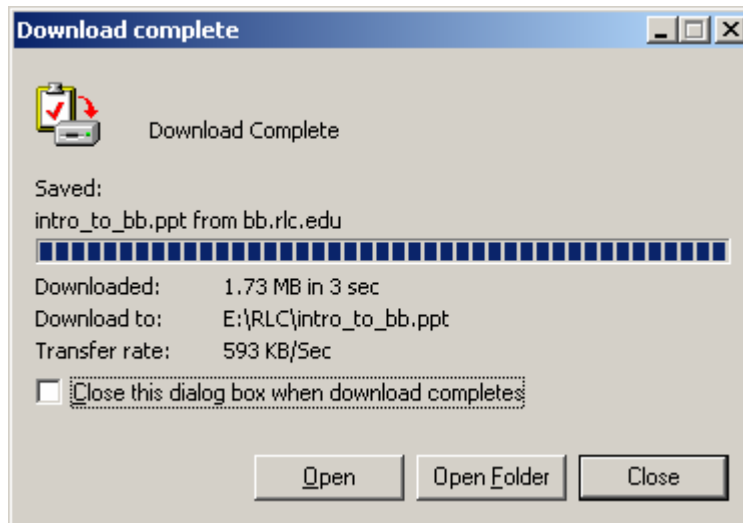
To download the attachment, click the attachment, in this case “Intro to Blackboard (PPT).”



Your computer will ask if you want to save or open the file. Choosing open will let you view the file, but not save it for use later, use this option if you only want to view a file once while you're online. If you choose Save, you will be able to save the file on your computer, allowing you to open the document whenever you want, and have access to it when you're not online.



If you save the file, remember where you saved it. My Documents is usually a good choice. When the download is finished, you will be prompted to open the file.



You can now easily open the file or go back and open it later.

*These examples have been written for Internet Explorer with Windows 98/2000 or Windows XP up to Service Pack 1, if you use a different web browser, your steps may be different. Windows XP users with Service Pack 2 installed will receive different dialog boxes, however the procedure is the same.

Checking Grades in a Blackboard Course

One of the most important features of Blackboard is real-time grades. Your instructor may add a gradebook link to the course menu. If they do not, you can access the gradebook from the Tools section in the course menu. The grades shown will only be those released by your instructor.

Blackboard Discussion Board

Your instructor may choose to use the discussion board for class communication. Discussion boards are broken into three categories, forums, threads, and messages. In Blackboard your instructor will usually create the forums and students will be allowed to create threads.

To access the discussion board, click communication on the course menu (your instructor may post a direct link to the discussion board on the course menu).

Blackboard Learning System™ (Release 6) - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links bb.rlc.edu rlc.edu Google Search Web

Address http://bb.rlc.edu/webapps/portal/frameset.jsp?tab=courses&url=/bin/common/course.pl?course_id=_2_1 Go

Rend Lake College Home Help Logout

My Blackboard Courses

Announcements
Staff Information
Course Information
News Articles
Course Documents
Assignments
Communication
Discussion Board
External Links
Tools
Student Gradebook
Course Map

COURSES > SAMPLE COURSE (YOUNGBLOOD) > COMMUNICATIONS > DISCUSSION BOARDS > LECTURE DISCUSSION

Add New Thread

VIEW UNREAD MESSAGES

EXPAND ALL COLLAPSE ALL SEARCH

SHOW OPTIONS

6/14 Lecture: WWII History - Invasi...	Youngblood, Evan	Mon Jun 14 2004 2:02 pm
Re: Normandy lecture -- not help...	Youngblood, Evan	Fri Jul 9 2004 9:05 am New

Sort By: Default

OK

Powered by Blackboard Internet

This represents the “Lecture Discussion” forum on this message board. There is one thread “6/14 Lecture: WWII History – Invasion of Normandy.” There is also one reply to that message. Notice the reply is bolded and marked “New,” indicating it has not been read yet.

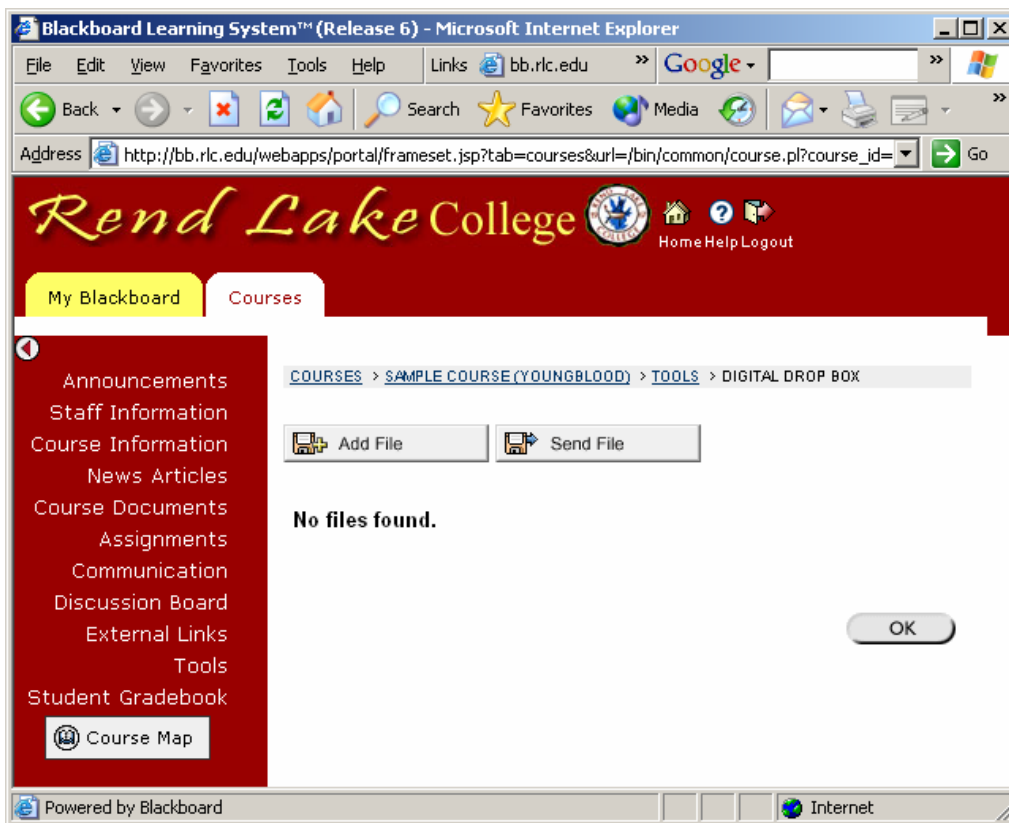
To post a reply inside an existing thread, simply click on the message you want to reply to, when viewing the message, there will be a reply button.

To start a new thread (topic), click the “Add New Thread” button. Adding a new thread must start with an opening message that other users can respond to.

Remember, discussion boards are public – all students and instructors can view your posts. Instructors will set guidelines for the usage of the course message board.

The Digital Drop Box

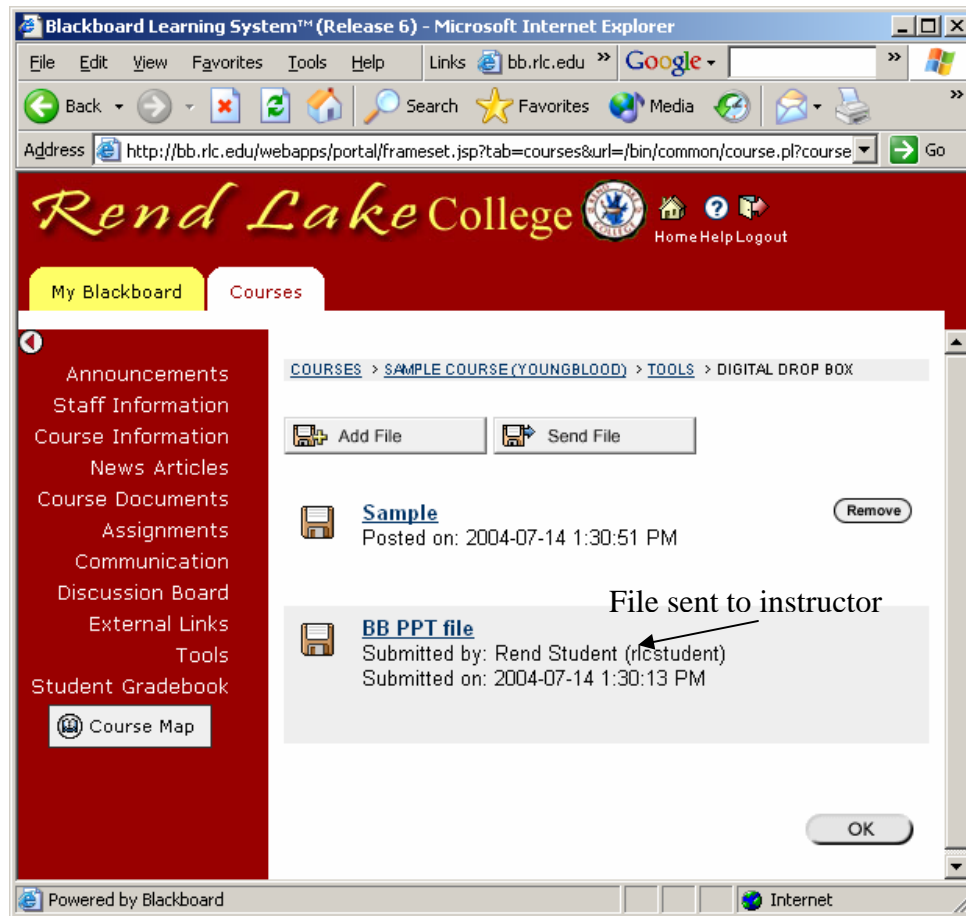
Blackboard’s digital drop box serves two purposes. First, it is a placeholder for files you wish to store online. This can make moving files between two computers much easier. Second, it is used to send files to your instructor(s), such as completed homework assignments.



The digital drop box can be found in the Tools section from the course menu if it is not directly accessible on the menu. Instructors may also send files back to you via the digital drop box.

Add file: adds a file to your personal library.

Send file: allows you to send file(s) to your instructor(s) for grading. When you send a file, it will automatically be added to your digital drop box.



Free Downloads From RLC

If you do not have Microsoft PowerPoint or Microsoft Word on your computer, free downloads are available from the RLC IT department to allow you to open the files. Go to www.rlc.edu/infotech to find them.

Click on “Software Directory.”

The screenshot shows a Mozilla Firefox browser window displaying the Rend Lake College Information Technology Software Directory. The browser's address bar shows the URL <http://www.rlc.edu/infotech/soft>. The page features a navigation menu with links for RLC Home, Administration, Academics, Campus Life, Community, Online Access, and More RLC. Below the navigation menu is a banner for Rend Lake College Information Technology Software Directory. The main content area is divided into two columns. The left column contains links for Blackboard Login, Check Your Grades Online, and Software Directory. The right column lists software applications with brief descriptions:

- Microsoft PowerPoint Viewer 2003 (Windows)**: Microsoft PowerPoint Viewer allows you to open PowerPoint presentations even if you don't own a copy of PowerPoint. The viewer will let you view existing files, but not create files, and is completely free.
- Microsoft Word Viewer (Windows)**: View Microsoft Word documents without buying an Office product. Free download.
- OpenOffice.org (Windows/Linux/Mac)**: This complete open-source office suite is free for anyone to use and can open, edit, and save most formats including Microsoft Office (Word, Excel, PowerPoint).
- Mozilla (Windows/Linux/Mac)**: Mozilla is an open-source, completely free web browser, email client, HTML editor, and IRC client. Mozilla includes a built-in pop-up blocker, spam filter, and download manager. Other features include tabbed-browsing and themes.
- Mozilla FireFox (Windows/Linux/Mac)**: This is the Mozilla Organization's lightweight browser. At only 6mb, it's an easy download for dial-up users and a top-notch browser. Firefox also includes a built-in pop-up blocker and download manager.

At the bottom of the page, there is a copyright notice: ©2004 Rend Lake College. Email the webmaster.

From this page, you can download free software from the Internet. A brief description of each application is given to help you choose what is right for you.