SUNY ORANGE

ORANGE COUNTY COMMUNITY COLLEGE

The Educational Choice of Orange County

Bb ™

Blackboard

www.blackboard.com

How to Use Blackboard
at SUNY Orange

Including information on student e-mail.

For students enrolled in Distance Learning or Web-Enhanced Courses.

You've Got Mail!

e-mail....that is!

We are glad that you have chosen to attend **SUNY Orange**. Since you are taking courses here this semester, we're pleased to offer you a personal **SUNY Orange** e-mail account. This benefit is provided to you at no cost.

Your e-mail will greatly enhance communication on campus, and we encourage you to use it extensively to communicate with faculty, staff, fellow students, family, and friends.

If you are enrolled in a Distance Learning or Web-Enhanced course, you will need your email account information to sign on to Blackboard at SUNY Orange as well.

How to use it

To access your **SUNY Orange** email account, you must go to the login page at
http://student.sunyorange.edu.
Enter your email username and password, which are case sensitive, to view your mail.

New students: You can find your username on your class schedule. Your initial password is your student ID number also found on your schedule.

Returning students: Use the same username and password as last semester.

Benefits to you

➢ Receive announcements of upcoming campus events, deadlines, closings, etc.
➢ Communicate easily with faculty, staff, and other students
➢ Forward your mail to existing accounts (Yahoo, Hotmail, AOL, etc.)
➢ Utilize the personal calendar that is provided
➢ Take advantage of 5 MB of storage

Forward to your existing e-mail

If you have an existing e-mail account and would prefer to have your
SUNY Orange mail forwarded to it,
go to the on-line Student Mail User's Manual at http://student.sunyorange.edu
and look for "Mail Forwarding" under the "Options" section.
You can arrange to have all of your e-mail forwarded to any account of your choosing.

Need help?

Should you have any technical questions regarding your **SUNY Orange Email account**, go to http://www.sunyorange.edu/student_email/, fill out the "E-Mail Help" form, and someone will be in contact with you in 36 hours or less.

If you have any technical questions regarding your **SUNY Orange Blackboard** course, help is available at 341-4848 or by emailing bbhelp@sunyorange.edu.

Getting Started in Your
SUNY Orange Blackboard ™ Course

Course Name:_____ **Semester:** _____

Course ID: _____ **Instructor:** _____

Point your browser (Internet Explorer) to http://www.blackboard.sunyorange.edu . Your sign-on will be:

Username : first name, middle initial, last name   **Password** : type your SUNYOrange email address.

When typing in your email address, leave off the "@student.sunyorange.edu". Ex: u1000st04
When typing your username, use all lower-case letters, no spaces, no punctuation. Ex: sallycsmith

For this course you will need the following products and skills:

- A Web browser - Netscape Navigator (7 or higher) or Internet Explorer (recommended)(5.5 or higher)
- An email account and the knowledge of how to send and receive email
- The ability to navigate the Web (use a browser), and work with multiple open windows
- The ability to open, close and save files and attachments

Accessing Your Course

Access to the course requires a **Username and Password** on the Blackboard system.

See first paragraph above for this information.

Step 1: Direct your browser to http://www.blackboard.sunyorange.edu

Step 2: Click on the Login button.
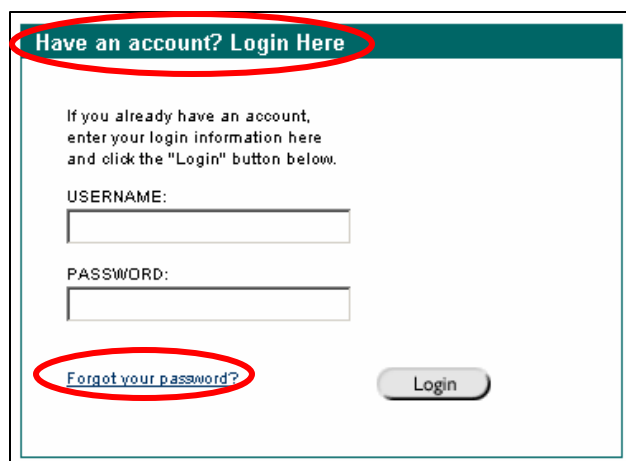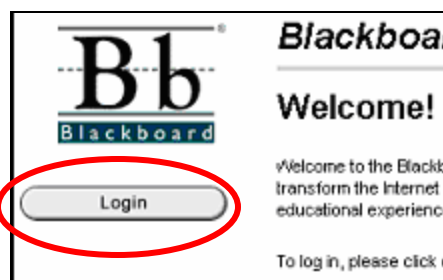
Step 3: **Enter your Username and Password in the appropriate boxes.**
Note: Your Blackboard Username and Password are listed above.

If you need assistance, email bbhelp@sunyorange.edu or call 341-4848.

Step 4: Click the name of your course from the personalized list in the "My Courses" box

You can also get help from the Blackboard Student Manual, which is accessed by clicking on the "Tools" tab along the left-hand menu.
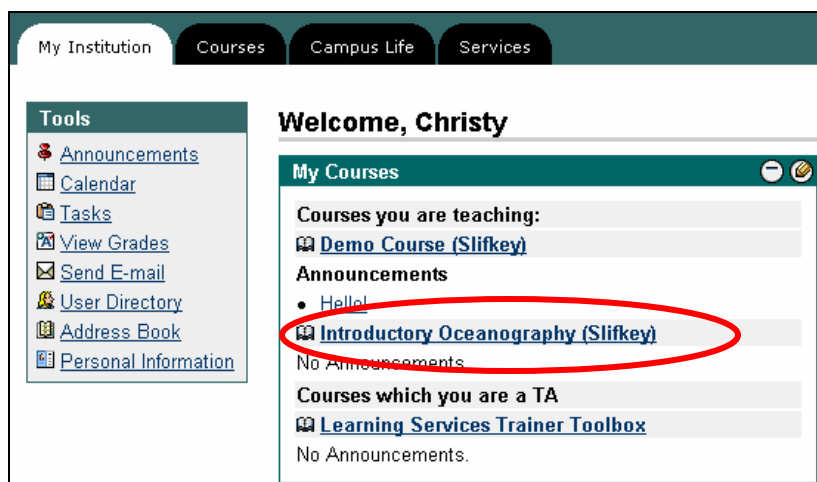
Overview of the CourseSite

Once you have entered a Blackboard course, you will always be able to see the navigation items down the left hand side of the screen. You use these buttons or text links to view various areas of the course. *Note that each course varies depending on the instructor's preferences, so your course may look different, or have different functionality in the navigation items.*

Most instructors group related items together under a particular navigation link, e.g. the syllabus, course policies and schedule might be found in a section called Course Information, and handouts, assignments and lecture notes might be found under a link titled Chapter Material or Course Documents. Explore each of the navigation items in your course, and you should soon see a pattern emerge which will help you know where to find the particular information you are looking for.
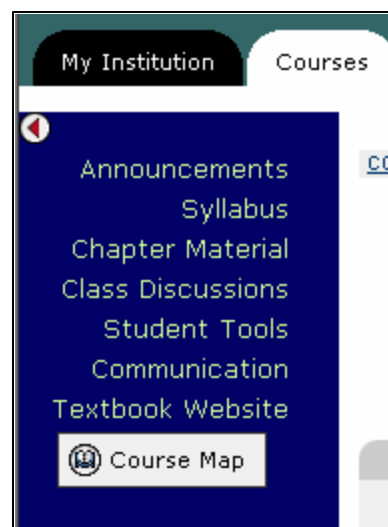
Navigating in Your Course

You can access various parts of your Blackboard course by single-clicking on the navigation buttons, folder titles, links, Tools and Communication buttons. There are 2 types of navigation:

1. Navigating <u>between</u> content areas
2. Navigating <u>within</u> a content area

To navigate <u>between</u> course areas, click on the link in the navigation menu OR use the *Course Map* to navigate.

Clicking the *Course Map* link will display an outline view of the course. The *Course Map* can be expanded to display individual items under each of the areas. Select a folder or item to have its contents display in the course window.
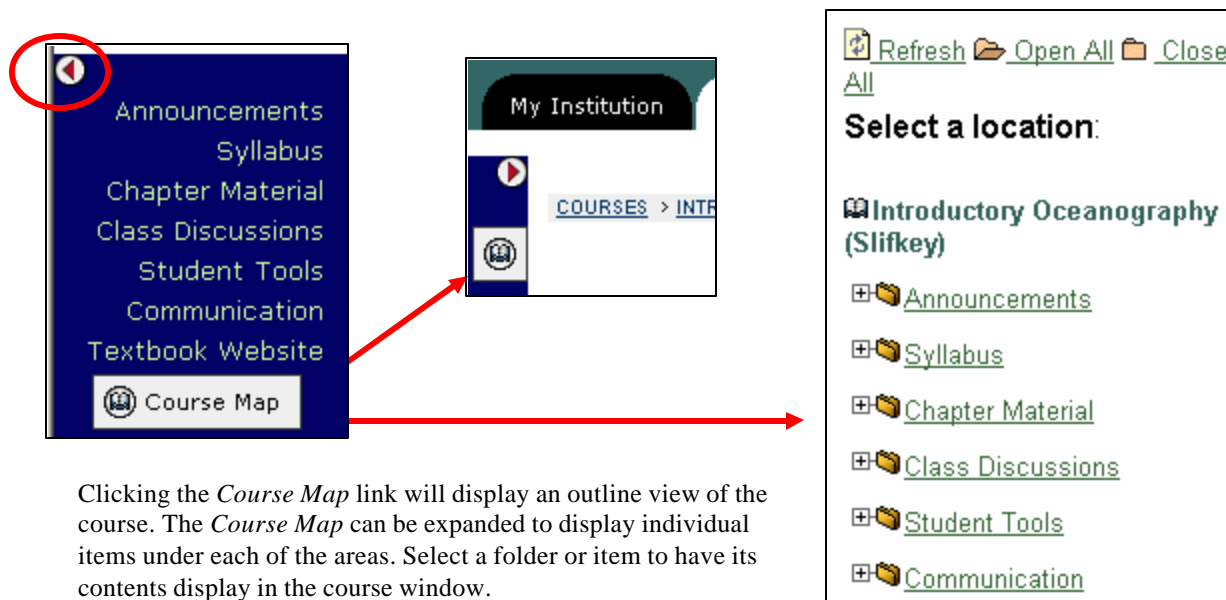
When you navigate <u>within</u> a content area, you can use internal navigation to move between documents and folders.

Internal Navigation Buttons
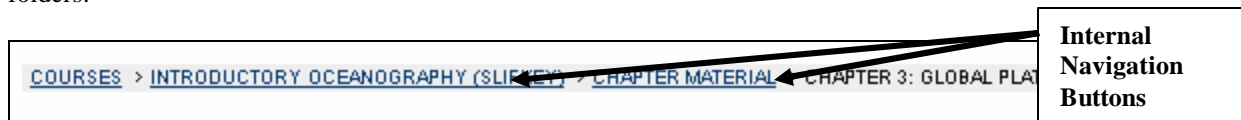
Internal navigation links, like these shown, will appear at the top of each page within a course. Clicking on a title will take you to that area of the course: i.e. the course name (Introductory Oceanography) will take you to the entry page of the course. Selecting –the name of a content area (Chapter Material) will take you to the top level of that content area.

> **Note:** *Due to the dynamic nature of many of the pages within the course it is **strongly recommended** that you use the internal navigation links instead of the browser's Back and Forward buttons.*

To open folders and files:

Click on the title of the folder.
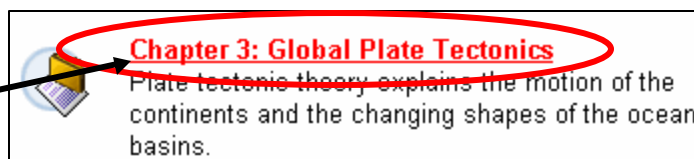
Click on the file you wish to open
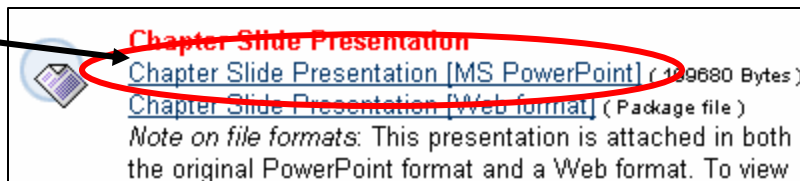
Completing Course Assignments

Your instructor may create Assignments for you to complete online. Links to these assignments will appear within a content area, and will contain some basic instructions and a link to **View/Complete** the assignment.

Step 1: Click on the **View/Complete** link.

Step 2: If your instructor has attached a file to the assignment (such as related readings, or a list of essay questions), you can open that file and review the contents by clicking on the file name.

Step 3: Follow your instructor's requirements for completing the assignment. For example, your instructor might ask you to write an essay in a word processing program, and submit it for a grade by a specific date. You can write your essay, and come back to the Assignment area at a later date to submit your work.

Step 4: After the work is completed, add your Comments for the instructor (if any) in the text box. **Browse** to attach files (such as your essay) related to this assignment.

Step 5: **Submit** the page.

You can check on the grading of this assignment by revisiting the **View/Complete** link in the course, or using the "View Grades" tool.

Communication Tools

The Communication Tools allow you to send email, view student Web pages, and participate in discussion boards or class chat sessions.

> **<u>Note:</u>** Your instructor and Blackboard Administrator decide which Communication Tools are available in your course, so your options may not include all of those listed here.
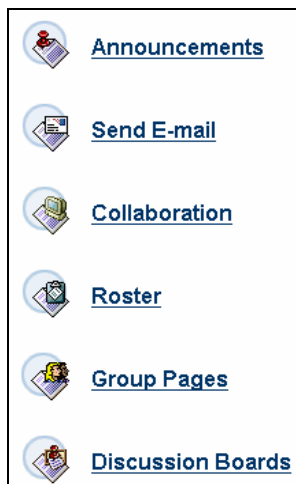

Communication	Function
Announcements	New information about the course – room changes, quizzes, chat room meetings.
Send E-mail	Send email to other students & instructors in the course.
Collaboration	Synchronous Virtual Classroom & Lightweight Chat tools allow for a chat room, whiteboard, web browser and Q & A area.
Roster	List of student's names and their email address, and links to the Student Web Pages in that course.
Group Pages	Listing of groups in the course and access to private group areas.
Discussion Boards	Asynchronous tool with discussion threads and responses.

Working with the Discussion Board

Step 1: Navigate to the class *Discussion Board* using the appropriate links. (via an individual link in the *Course Menu* or under the *Communication* link)
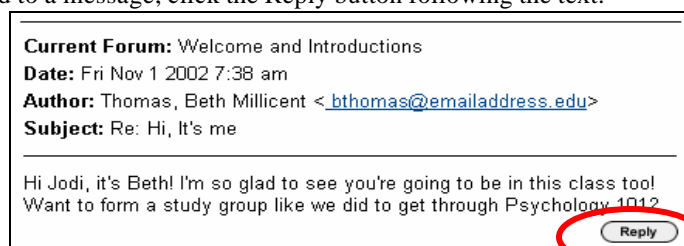
Step 2: Click on the **name** of a forum to enter that discussion.
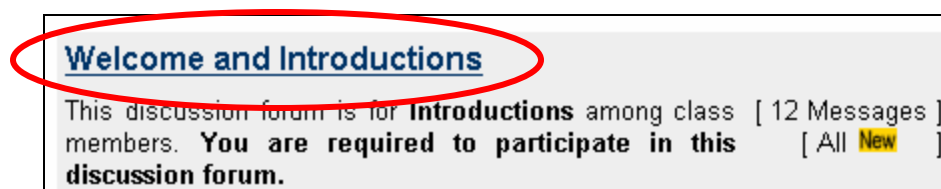
Step 3: Click the **title** of a message to read the posting.

Step 4: To respond to a message, click the Reply button following the text.

Working with the Collaboration Tool (Lightweight Chat and Virtual Classroom)

<u>Note:</u> You must have Java and JavaScript enabled on your web browser to run the Collaboration Tools .
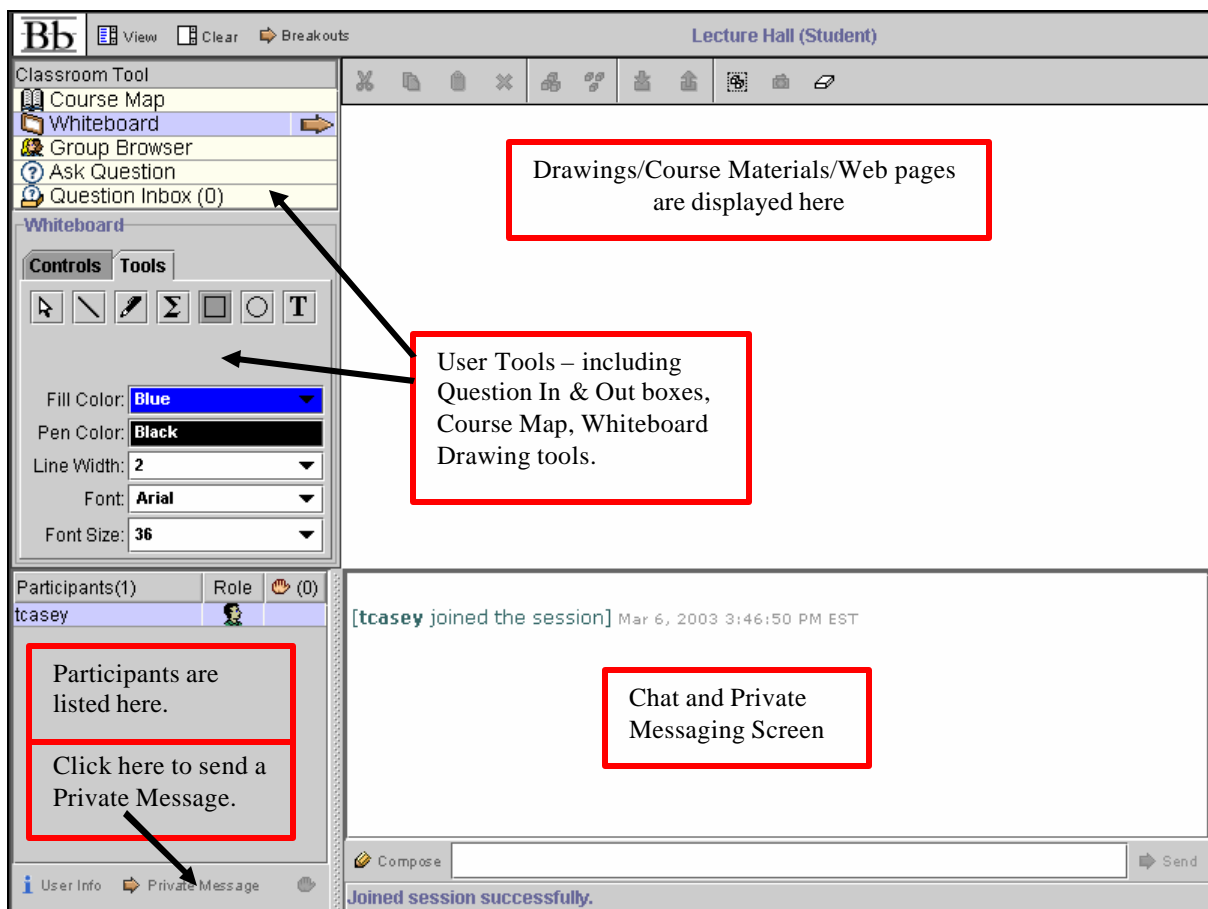
Step 1:   Navigate to the class *Collaboration* area using the appropriate links. (via an individual link in the *Course Menu* or under the *Communication* link)

Step 2:   Click the **Join** button for the Virtual Classroom tool.
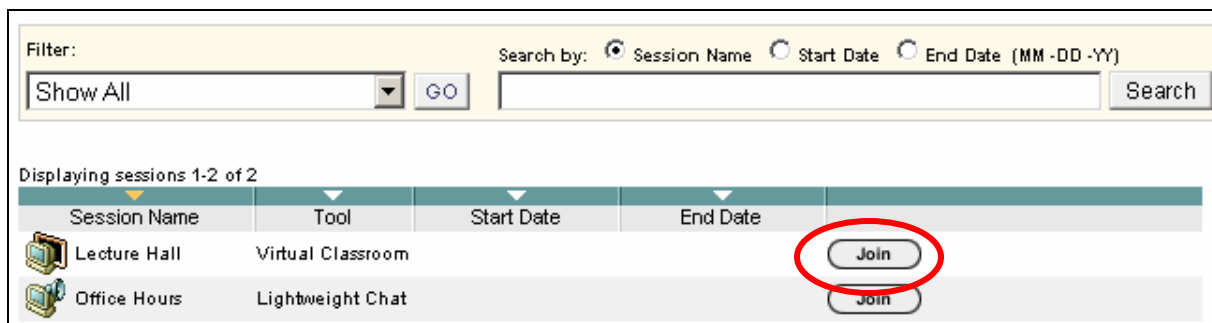
Step 3:   Using the various areas in the Virtual Classroom you can draw, ask questions, navigate web pages, send private messages, view course pages or carry on a chat.

<u>Note:</u>   The Lightweight Chat tool functions in the same manner as the Virtual Classroom tool, but provides *only* the options of chat and private messaging.

Working with Group Pages

Step 1: Navigate to the class *Group Pages* area using the appropriate links. (via an individual link in the *Course Menu* or under the *Communication* link)

Step 2: Click the **Group Name** to enter the area for that group.

Note: You must be a member of a Group to enter the area for that particular group.

Step 3: Select the Group Tool you wish to use.

Student Tools

The Student Tools area, like the Communication Tools, is customizable by course based on instructor preference. All options here may not be available for your course. These tools allow for such actions as: electronic file exchange, checking your grades, building a course Web page and viewing calendar events.

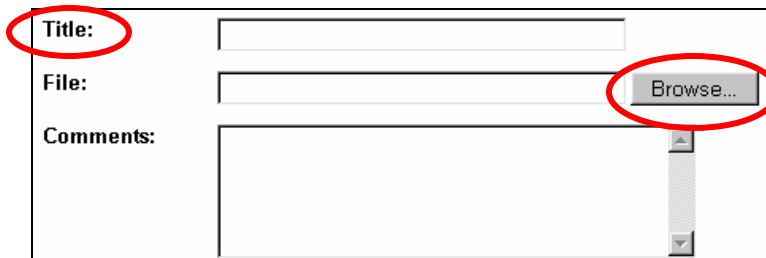| Tools Button	Function
Digital Drop Box	Electronic file exchange between instructor and students.
Edit Your Homepage	Build and modify your course homepage accessible through the Roster.
Personal Information	Update email address, change password, set CD drive on own computer.
Calendar	Listing of course and/or institution events.
View Grades	List of personal grades completed through online assessment in Blackboard or added by the instructor.
Student Manual	Online resource guide to the functions and features of the Blackboard software.
Tasks	Listing of course related tasks created by the instructor.
Electric Blackboard	Notepad area to add personal course notes that will be saved in the coursesite.
Address Book	Store contact information about fellow students in the course here.

Working with the Digital Drop Box

Step 1: Navigate to the *Digital Drop Box* area using the appropriate link. (via an individual link in the *Course Menu* or under the *Student Tools* link)

To Add a File

Step 2: Click **Add File**.

Step 3: Enter a *Title* for your file and **Browse** to find the file. You may enter *Comments* describing the file, if you wish.
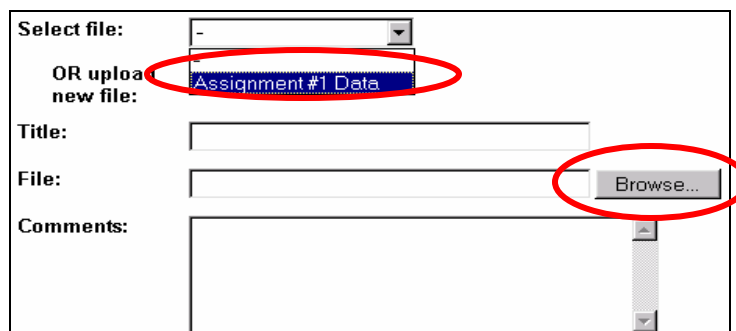

Note: Adding a file does not send the file to the instructor. This places a copy of the file in your digital drop box where you can access it or send it at a later time.

Step 4: Click **Submit**. The file will be in the Drop Box noted with the words "*Posted on:*"
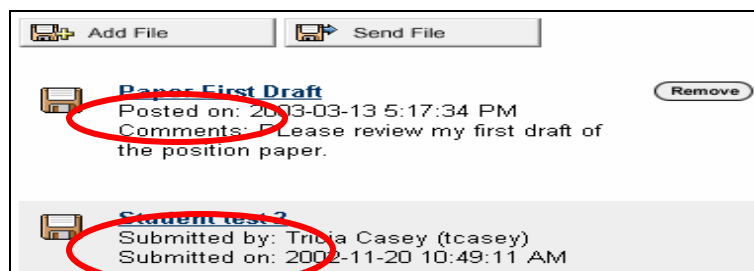
To Send a File

Step 2: Click **Send File**.

Step 3: **Select** a file that has already been added. *OR*
        Browse for a file to send to the instructor.

Note: Sending a file will add this file into your Digital Drop Box as well as make a link to the file available to the instructor.

Step 4: Click **Submit**. The file will be in the Drop Box noted with the words "*Submitted by*".

Viewing Grades

> **Step 1:** Navigate to your *Gradebook* area using the appropriate links. (via an individual link in the *Course Menu* or under the *Student Tools* link)

> **Step 2**: Click the **Grade** indicator to see the final score for any online Assessments or Assignments you completed within the course.

Note: Only Assessments and Assignments created within Blackboard will display additional information about scoring. Any manual entries the instructor created will not be clickable or provide more grading details.

Working with Tasks

> **Step 1:** Navigate to the course *Tasks* using the appropriate links. (via an individual link in the *Course Menu* or under the *Student Tools* link)

> **Step 2**: Click on the **name** of a task to read more information about that task.

> **Step 3**: Change the *Priority* and/or *Status* of a task by clicking on the **Modify** button and adjusting the fields on the page.

> **Step 4**: Click **Submit**.

Technical Assistance/Questions

Should you have any technical questions while completing this course, please contact:

Blackboard Help Line at SUNY Orange: 341-4848 or email: bbhelp@sunyorange.edu

Please leave a detailed message when contacting the help line. All requests will be answered within 24 hours.

Changing Your Password in Blackboard

To change your password, you must first log in to **Blackboard** with the username and password provided to you. (See instructions in this packet). Choose a password you can easily remember, and do not share this information with anyone else.

When you are ready to change the password, go to the **My Institution** Page, and Click on the link for **Personal Information**. Click the link for **"Change Password"**, and enter the new password you would like to use. Enter your new password again for confirmation, and click the "**Submit**" button on the bottom of that page. Your password is now reset.

If you forget your password, have problems logging on, or experience other technical difficulties, please contact the **Blackboard Help Line** at 341-4484, or send an email to bbhelp@sunyorange.edu.

Changing Your Email Address in Blackboard

Students are enrolled into Distance Learning or Web-Enhanced course at SUNY Orange with the SUNY Orange email account as the default email address. If you would prefer to use a different email account, (Hotmail, Yahoo Mail, ISP, etc.), you can change your email address by clicking on the link for **Personal Information** on the **My Institution** page.

Click the link for **Edit Personal Information**, and then scroll down that page to where the email address is listed. Enter a new email address and click **Submit** on the bottom of the page. Be sure the email address you use is an account that you check regularly.

SUNY Orange Distance Learning – April, 2004