



Introduction to My Institution

Table of Contents

Introduction.....	3
Tutorial Conventions.....	3
Technical Requirements	3
Logging Into Blackboard	4
Accessing the My Institution Login Page	4
Creating a New Account.....	4
Logging In	6
My Institution.....	8
The Module Area	9
Navigation Buttons.....	9
Navigation Tabs	10
Tools.....	10
Announcements	11
Calendar	12
Creating Personal Calendar Events.....	13
Viewing Calendar Events	15
Navigating in the Calendar.....	16
Using Quick Jump	16
Modifying & Removing Personal Calendar Events.....	17
Filtering Calendar Events	17
Tasks	18
Creating A Task	18
Sorting Tasks	20
Updating a Personal Task's Progress.....	20
Adding Course Tasks.....	21
Grades.....	21
Personal Information Editor.....	21
Editing Personal Information	22
Change Password.....	22
Set CD-ROM Drive.....	23
Privacy Options.....	24
User Directory	25
Search.....	25
Browse.....	26
Send Email via User Directory	26
Send Email.....	26
Address Book.....	27
Add Contacts to the Address Book.....	27
Browse the Address Book.....	28

Navigation Tabs 28
 Courses Tab 28
 Academic Web Resources..... 30
 Campus Center and Community Tabs 30
 Community 31

Conclusion..... 31

Introduction

Welcome to Blackboard 5, your institutions course management system. Blackboard 5 offers all users easy access to course materials, institutional resources, and personal tools.

This tutorial will orient you to the Blackboard 5 software, with a focus on the My Institution features including:

- Logging in
- Understanding the tab-based navigation
- Checking and sorting announcements
- Creating and managing personal calendar and task items
- Working in the User Directory and Address Book and
- Customizing Personal Information and options

Tutorial Conventions

There are several formatting conventions used in this course. Please take note of the formatting styles:

- Buttons and links will be indicated in **BOLD**
- Items you type are indicated in this font
- Locations on the screen are indicated in *italics*
- Tasks you perform are listed as **Steps**.

For a comprehensive set of documentation, including user manuals, check with your institution administrator or visit our website at <http://www.blackboard.com>.

Technical Requirements

While you are performing the activities in this tutorial, you will need access to:

- An Internet connection
- A web browser (Netscape Navigator or Microsoft Internet Explorer, version 4.0 or higher)

The examples in this tutorial were created on computers running the Microsoft Windows 95/98/NT family of operating systems, however most of the steps will work exactly the same on Apple computers running the Macintosh operating system.

Logging Into Blackboard

All access to the software is controlled from a login page. When the page appears, you can log in and gain entry to the *My Institution* page.

Note: If you are upgrading from previous versions of Blackboard software, please note that you can no longer type in a URL that will take you directly into the course.

Accessing the My Institution Login Page

Step 1: Enter the URL provided by your institution into your browser location field.

If your institution does not have a Blackboard server, you can “test drive” the course from the Blackboard website at <http://www.blackboard.com>.

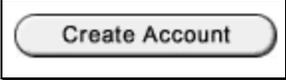


Creating a New Account

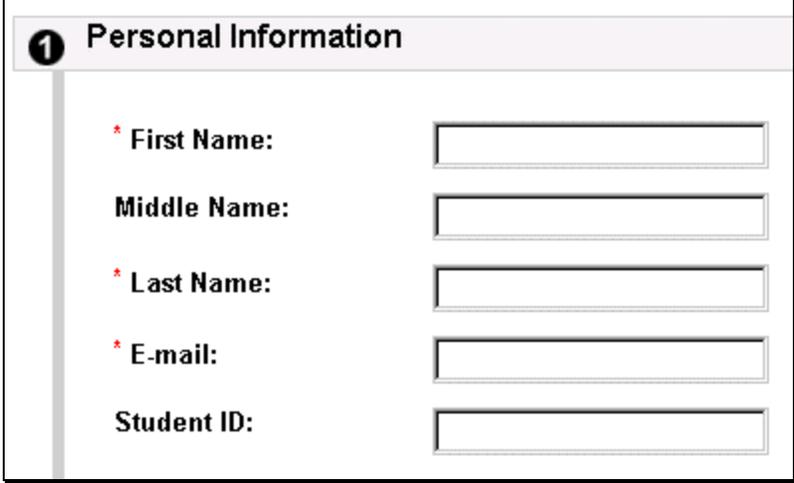
All users must “register” and receive a User name and Password to access the software. If you already have an account server, you can skip this section and proceed to the next section, **Logging In**.

Some institutions will provide/assign all users with a User name and a default Password. If this is the case, before you continue, contact the administrator of your system and obtain this information.

Step 1: Click on the **Create Account** button.



Step 2: Fill out the *Personal Information* area by typing your First Name, Last Name and E-mail address.



1 Personal Information

* First Name:

Middle Name:

* Last Name:

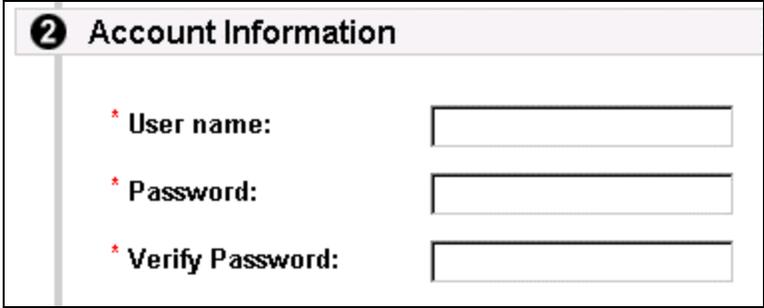
* E-mail:

Student ID:

Note: Required fields are indicated with an asterisk.

Every user must have a unique User name. Some institutions will assign these. People will be able to see your user name from several areas in the software, so be sure to use a User name that indicates who you are. Do not use your Social Security number or any other information that must be kept private. Also, User names cannot contain symbols or spaces.

Step 3: Enter a User name and Password. Then type the password again for verification.



2 Account Information

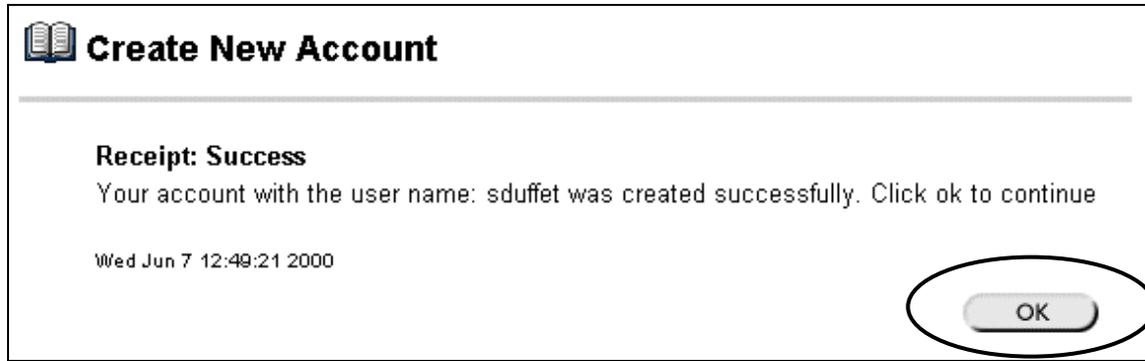
* User name:

* Password:

* Verify Password:

Step 4: [optional] Fill out the *Other Information* section.

Step 5: Click **Submit** to complete the process.



You will receive a page confirming that the new account has been created. *You will need to remember the User name and password that you created. Write down both your User name and password, you will need both to complete the exercises in this tutorial.*

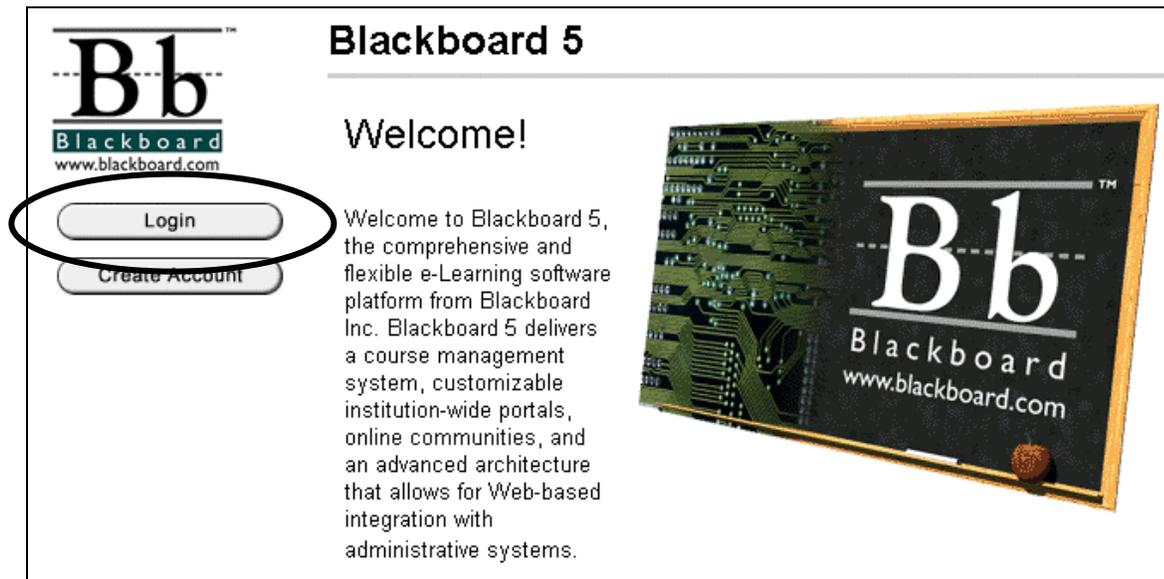
Step 6: A confirmation receipt will appear. Click **OK** to clear the receipt.

Logging In

If you already have a User name and password, you must first log in to gain access to the Blackboard software.

Step 1: Enter the URL provided by your institution into your browser location field.

Step 2: Click on the **Login** button.



Step 3: Enter your User name and Password.

Have an Account? Login Here.

If you already have an account, enter your login information here and click the "Login" button below. Otherwise, leave blank and click the other options to the left.

USERNAME:

PASSWORD:

[Forget your password?](#)

Step 3: Click **Login**.

Once logged in, you will see your own personal My Institution page.

The screenshot shows the Blackboard My Institution page for a user named Sam. The page has a purple header with the institution's logo and navigation links for Home, Help, and Logout. Below the header are tabs for My Institution, Courses, and Academic Web Resources. The main content area is titled "Welcome, Sam!" and is divided into several sections:

- TOOLS:** A vertical list of links including Announcements, Calendar, Tasks, My Grades, Send E-mail, User Directory, Address Book, and Personal Information.
- SEARCH THE WEB:** A search box with a "GO!" button.
- Today's Announcements:** A section with a blue header containing "Computer Lab Renovation" and "Introduction to Sociology" (with a "Special Assignment" sub-item). A "more..." link is at the bottom.
- My Courses:** A section with a blue header titled "Courses in which you are enrolled" containing links for "Introduction to Shakespeare" and "Introduction to Sociology".
- Today's Calendar:** A section with a blue header showing a time slot "08:00 PM - 10:00 PM" and an event "Eng203 Field Trip to see Othello". A "more..." link is at the bottom.
- Today's Tasks:** A section with a blue header divided into "Personal Tasks" and "Course Tasks".
 - Personal Tasks:** Includes "Begin outline for group project" (Not Started).
 - Course Tasks:** Includes "Field Trip to Othello" (Not Started).A "more..." link is at the bottom.

My Institution

When you first log in to your course management system, the *My Institution* home page appears. This page is unique for each user and displays a composite list of information from any courses you are enrolled in and the relevant information for that particular day. The *My Institution* page has five main components:

1. The **Navigation Buttons** provide one-click access to the home page, the help page, and the logout button.
2. The **Tools Area** stores the items you can use to customize, add, modify and manage your e-learning system.
3. The **Module Area** displays the announcements, calendar items, and a variety of other information.
4. The **Navigation Tabs** are used to navigate between segments of the software.
5. The **Search Box** provides a way to search for information on the web from your Blackboard site.

The screenshot shows the Blackboard My Institution home page. The page is divided into several sections:

- Navigation Buttons:** Located at the top right, containing icons for Home, Help, and Logout.
- Navigation Tabs:** Located at the top left, containing tabs for My Institution, Courses, and Academic Web Resources.
- Tools Area:** Located on the left side, containing a list of tools such as Announcements, Calendar, Tasks, My Grades, Send E-mail, User Directory, Address Book, and Personal Information.
- Search Box:** Located at the bottom left, containing a search input field and a GO! button.
- Module Area:** Located in the center and right, containing several information panels:
 - Welcome, Sam!**: A greeting message.
 - Today's Announcements:** A list of announcements, including "Computer Lab Renovation" and "Introduction to Sociology" with a "Special Assignment" link.
 - My Courses:** A list of courses in which the user is enrolled, including "Introduction to Shakespeare" and "Introduction to Sociology".
 - Today's Calendar:** A calendar view showing "Eng203 Field Trip to see Othello" from 08:00 PM to 10:00 PM.
 - Today's Tasks:** A list of tasks, including "Begin outline for group project" and "Field Trip to Othello".

Each of these sections has a separate function. This tutorial will review each of these areas in turn.

Note: Different Blackboard products have different customization features. Your screen may contain different tabs and modules which have been customized. Conceptually, many of the features of a customized system will function the same way as the ones covered in this tutorial.

The Module Area

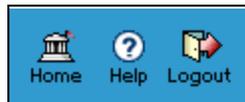
As you review the modules displayed in the main area of the screen you may see several items. There are four default modules and, if the software has been customized, there may be additional modules. The modules are:

Module	Content
<i>Today's Announcements</i>	Displays all of today's announcements from all of your courses.
<i>Today's Calendar</i>	Displays any institutional, personal, or course calendar events for today. Clicking on the event title will open the event.
<i>Today's Tasks</i>	Displays all personal and course tasks that are due today.
<i>My Courses</i>	Displays all courses you are enrolled in. Clicking on a course title allows you to enter the course.
<i>Additional Modules</i>	If your institution has customized the page you may also see additional modules that include weather, news, campus resources, or a variety of other items.

If your account is new and you are not enrolled in any courses, most of the modules will be empty. As you work through this tutorial and use some of the other *My Institution* tools, you will create content to display in these modules.

Navigation Buttons

At the very top of the screen, there are three **Navigation Buttons**. Each of these buttons serves a different function:



The **Home** button redirects the browser to the institutional home page. This home page is designated by the system administrator, and will probably take you out of the course management system to the institution's main page.

The **Help** button directs the browser to an online help page, where you can get information about how to use this software, tips and tricks, as well as additional assistance and support.

The **Logout** button will log you out of the session. When working on a shared computer or in a computer lab, be sure to use the **Logout** button to reset the session each time you finish using the system.

Navigation Tabs

The **Navigation Tabs** are used to navigate between functional areas of the Blackboard 5 software. Clicking on a tab displays the appropriate area in the screen.



Each institution can customize the name of a tab, so the tabs displayed may show different text, however the three main tab areas and functions are:

My Institution: This is the default entry point for all users.

My Courses: This tab provides entry to the course management component of the software. Use this tab to access courses or browse the course catalogue.

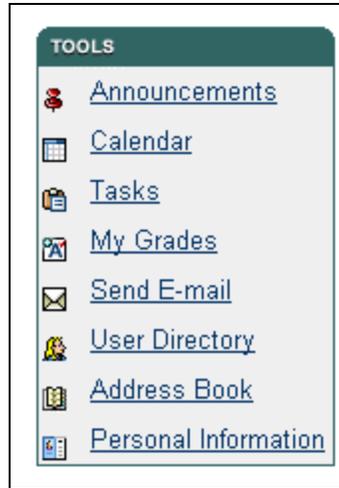
Academic Web Resources: This tab redirects the browser to a site containing academic resources such as news, research, subject specific study guides, and a variety of additional educational materials.

Other tabs displayed may include: Communities, Campus Center and other institutional specific areas.

To obtain detailed instructions about using **My Courses** and **Resources**, obtain the appropriate documents from your system administrator.

Tools

The Tools area provides personal management tools, like a calendar and task list where you can create and manage entries. Several items in the tools area also display in the Module area. The default view displays the announcements, calendar items and tasks in the *My Institution* page.



Announcements

The Announcements section collects all of the announcements from your courses and the institution into one common area. By default, you view today's announcements. You can also view the week's announcements, the month's announcements, or all the announcements that have been posted in all of your courses.

Step 1: Click the **Announcements** item in the tool area.

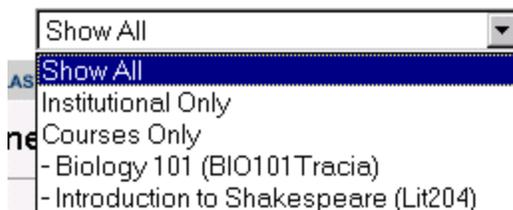


Step 2: The default time frame is View Today. Click on the **View All** tab to view all of your announcements. You can also use the View Week or View Month tabs to change the time frame.



The announcements area contains a sort menu that filters which announcements appear.

Step 3: Click on the drop-down selection menu to sort the announcement view.



Step 4: Return to the *My Institution* page by clicking on the **My Institution** navigation tab.

NOTE: If you are an instructor, and you haven't posted any announcements, or if you are a student and you are not enrolled in any courses, you will not see announcements here.

Calendar

The Calendar section of Blackboard 5 collects all of your course and calendar item and places them in one area. There are three kinds of calendar items:

- **Institutional** calendar items (created by the Blackboard System Administrator and available to everyone on the system),
- **Course** calendar items (created by the instructors of a course and available to people enrolled in that course), and
- **Personal** calendar items (created by you and available only to you).

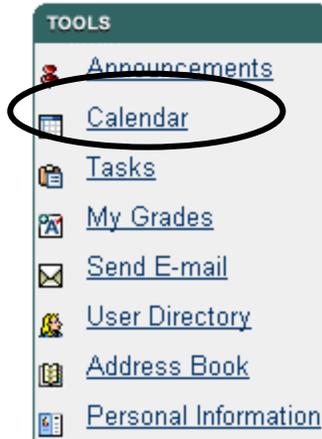
In this exercise, you will create a personal calendar event to remind you about an upcoming workshop.

NOTE TO INSTRUCTORS: The process of creating a personal calendar event from the tools in the *My Institution* page is the same as creating a course calendar event. Where you create the event -- from within the

course or from the *My Institution* page -- determines whether it will be a course event or a personal event.

Creating Personal Calendar Events

Step 1: Click on the **Calendar** item from the tools area.



Step 2: Click on the **Add Event** button.



Step 3: In the *Title* field enter: Lunch with the Dean.

Step 4: In the *Description* field enter: `<I>Lunch with the Dean</I>` The Dean will host an open house for all students and faculty today in the Alumni Lounge.

Event Title:	<input type="text" value="Lunch with the Dean"/>
Event Description:	<input type="text" value=" <I>Lunch with the Dean</I> The dean will host an open house for all students and faculty today in the Alumni Lounge."/>
	<input type="radio"/> Plain Text <input checked="" type="radio"/> HTML

Step 5: Set the radio button to HTML, because you used the HTML codes for italics (`<I> . . . </I>`) in the Description.

Step 6: Under *Event Time*, leave *Date* set to the default (today's date). Set *Start Time* to 12:00 PM and *End Time* to 1:00 PM.

Event Date:	June	19	2000
Event Start Time:	12	00	PM
Event End Time:	1	00	PM

Step 7: Click on the **Submit** button.

Step 8: You will receive a receipt confirming the addition of your event. Click on the **OK** button to return to the calendar view.

[MY INSTITUTION](#) > CALENDAR

 **Calendar: Add Event**

Receipt: Success
 Event Added.
Event Date: June 19, 2000
Title: Lunch with the Dean

Mon Jun 19 10:22:19 2000

Independent Activity

Create an event for tomorrow with the following information:

Title: Faculty/Student study break

Description: All department faculty and staff are invited for ice cream at this faculty/student study break.

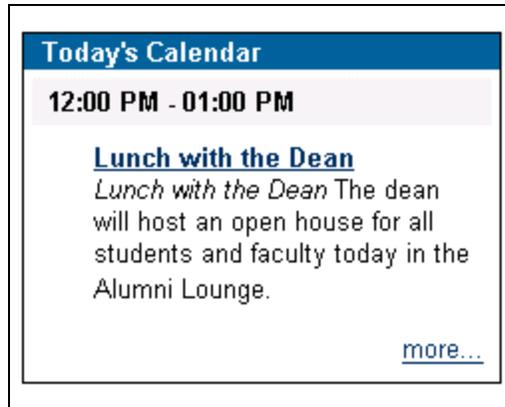
Event Time: Tomorrow 2:30 PM to 3:00 PM.

Viewing Calendar Events

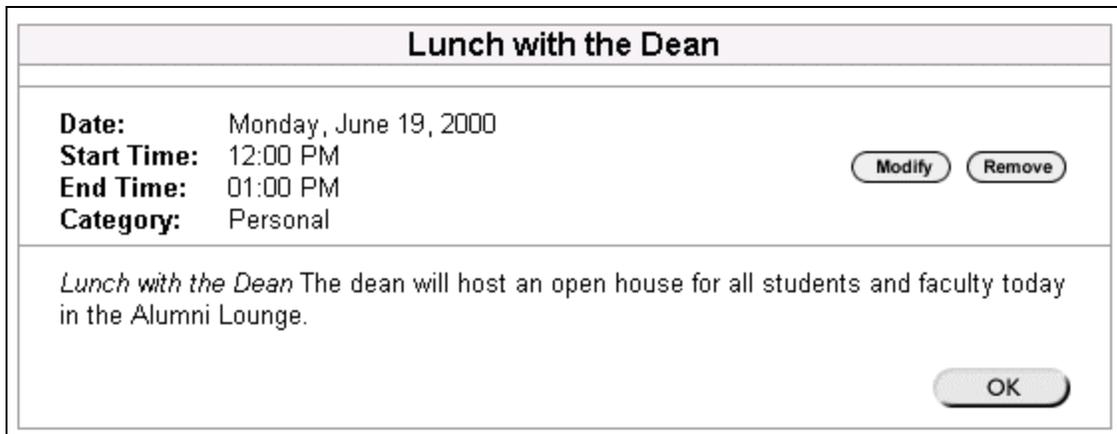
You can view Calendar events from the My Institution page or from the Calendar tool item in the tool box. The Calendar can be viewed by day, week, or month.

Start by viewing the Calendar event you just added.

- Step 1:** Return to the *My Institution* page by clicking on the navigation tab.



- Step 2:** Click on the event's title – *Lunch with the Dean* -- to display the event. A detailed view will appear in the screen.



- Step 3:** Click **OK** to return to the *My Institution* view.

Notice that since you created the event, there are **modify** and **remove** buttons next to the calendar item. You can edit or delete any personal calendar items by selecting the appropriate button. If you did not create the event, you will not have access to modify or remove it.

Next, look at it the item from a different point of view.

- Step 1:** Click on the **Calendar** item in the tool box.

The Calendar will default to the Day view:

The screenshot shows the 'My Calendar: View by Day' interface. At the top, there is a breadcrumb 'MY INSTITUTION > CALENDAR'. Below this is a title 'My Calendar: View by Day' with a calendar icon. There are three buttons: 'Add Event', 'Quick Jump', and a dropdown menu set to 'All Events'. Below these are three tabs: 'VIEW DAY' (selected), 'VIEW WEEK', and 'VIEW MONTH'. The main content area shows the date 'Monday, July 10, 2000' with left and right navigation arrows. Below the date is a list of time slots from 6:00 AM to 9:00 AM.

Navigating in the Calendar

The row of buttons across the top of the calendar page navigates between calendar views. For example, instead of viewing all of a day's events, you can view all of your events for an entire week.

- Step 1:** Click on the **View Week** tab to show the current week's events. You should see both of the events that you added.



- Step 2:** Change weeks by clicking on the **Forward**  and **Back**  buttons in the week's header.

Using Quick Jump

The Quick Jump button takes you directly to a specific date. Use the quick jump tool to locate your birthday:

Step 1: Click the Quick Jump button.



Step 2: Use the drop-down menu to designate the date.

Step 3: Select the appropriate view

Step 4: Click **Submit**.

Modifying & Removing Personal Calendar Events

Once your calendar event is created, you can edit and remove it as necessary. You can only edit and remove calendar events that you created. For example, a student will not have the ability to edit or remove course calendar events created by the instructor, even though they appear in the student's calendar.

Step 1: Return to today's date by using the **Quick Jump** button.

Step 2: Click on the **View Week** button.

Step 3: Click on the **Modify** button next to the *Lunch with the Dean* event.



Step 4: Change *Start Time* to 11:30 AM and *End Time* to 12:30 PM.

Step 5: Click on the **Submit** button.

Step 6: You will receive notification that the event was updated. Click on the **OK** button.

You can remove your personal calendar events by clicking on the **Remove** button.

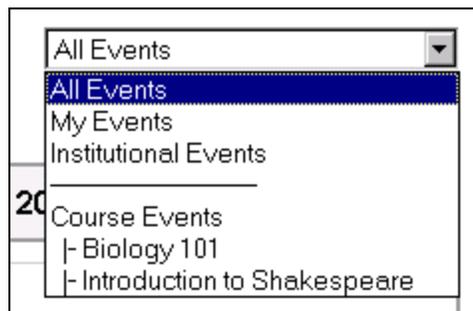
If you are an instructor and have created a course calendar event, you must remove the course calendar event from within the course; you cannot remove it from your *My Institution* calendar.

Filtering Calendar Events

Similar to the Announcements tool, you can filter the Calendar, so you only see one type of calendar event. The filter control is the drop-down box in the upper right of your Calendar screen.

The default is set to **Show All**. This collects all institutional, course, personal, and organization events together.

You can choose to look at any single set of events by changing the Calendar filter to **All Events**, **My Events**, or **Institutional Events**. You can also select calendar items from specific **Course Events**:



Tasks

The task tool displays any assignments an instructor assigns to a course or individual users add into the software. All tasks have due dates assigned to them. On the day the task is due, a reminder appears in the Today's Tasks section of the My Institution page. Users always view tasks through the Task tool.

With the Task tool, users can update and monitor the status of their tasks from "Not Started" to "In Progress" to "Complete."

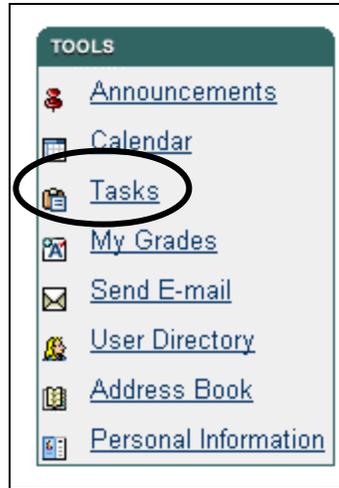
There are two kinds of tasks, course tasks and personal tasks:

- **Course tasks** are created by an instructor and are associated with a course. Course tasks are automatically assigned to everyone enrolled in the course. Only course instructors can create, modify, and remove course tasks. Each user can update the progress on their course tasks and instructors can view the status of individual students' progress on the tasks.
- **Personal tasks** are created by an individual user and are only "assigned" to that individual. Users can create, modify, update the progress of, and remove their own tasks. Instructors cannot see students' personal tasks.

Creating A Task

Create a personal task:

- Step 1:** From the *My Institutions* area, click on the **Tasks** item in the tool box.



Step 2: Click the **Add Task** button.



Step 3: Add the task title: Prepare Weekly Assignments.

Step 4: For *Description* enter:

Review all coursework and materials for this week's classes and prepare schedule.

Task Title:	<input type="text" value="Prepare Weekly Assignments"/>
Description:	<input type="text" value="Review all coursework and materials for this weeks classess and prepare schedule."/>
	<input checked="" type="radio"/> Smart Text <input type="radio"/> Plain Text <input type="radio"/> HTML
Due Date:	<input type="text" value="June"/> <input type="text" value="25"/> <input type="text" value="2000"/>

Step 5: For *Due Date*, set the date for one week from today.

Step 6: Set *Priority* to **Low**.

Step 7: Leave *Status* as **Not Started**.

Step 8: Click **Submit**.

2 Submit
Click the Submit button to add your task
<input type="button" value="Submit"/>

- Step 9:** You will receive confirmation that your task was added successfully. Click **Ok** to clear the receipt.

Independent Activity

Create three more personal tasks. Experiment with various settings for due date, priority, status, etc.

Sorting Tasks

If you have multiple tasks, you may want to sort those tasks by priority, date, or status. In the task view, there are four column headings: Priority, Subject, Status, and Date. You can sort your task view by each of these categories.



Sort your tasks by priority, then by subject:

- Step 1:** From the *My Institution* area, click the **Tasks** item in the tool box.
- Step 2:** Click on **Priority** to sort your tasks by priority.
- Step 3:** Click on **Subject** to sort your tasks by subject.

Updating a Personal Task's Progress

As you work on a task you may want to edit or modify the priority or status to reflect progress.

Change the priority of a task:

- Step 1:** Click on the **Modify** button to the right of a task.



- Step 2:** Change the *Status* to **In Progress**.
- Step 3:** Click **Submit**.
- Step 4:** You will receive confirmation that the task was updated. Click the **OK** button.

Note: Clicking on the status of each task also rotates the status to the next stage.

Adding Course Tasks

Only course instructors can create course tasks. Adding Course Tasks is done through the instructor's *Control Panel* for that particular course.

Grades

The Grades tool provides easy access to all student grades from their online courses. If an instructor chooses not to use the grade book or to keep grades “unavailable” to students, those grades will not appear.

NOTE: If you are not enrolled in any courses or if you are an instructor, you will not have information in this Grades tools. If you are enrolled in courses as an instructor, you can access the course gradebook by entering from the course Control Panel.

Step 1: From the *My Institution* area, click the **My Grades** item in the tool box.

Step 2: Click on a course title to select a course.



Note: If you are not enrolled in any courses, you cannot select a course.

Grades and course statistics display in the screen. Remember, the gradebook view only displays raw scores and only shows materials the instructor permits.

Personal Information Editor

The Personal Information Editor provides a tool to manage and maintain personal information and settings.

There are four areas included in the Personal Information Editor:

- Edit Personal Information
- Change Password
- Set CD-ROM Drive

- Privacy Options

The first three areas – Edit Personal Information, Change Password, and Set CD-ROM Drive -- operate in a similar fashion to the *Change Your Information* area of the Student Tools section in courses. You can edit these options through the Personal Information Editor in the *My Institution* area or the *Change Your Information* area of a course's Student Tools. Either way, the changes apply to *all* of your Blackboard courses and to the My Institution page.

Note: The **Change Password** option will not display if the system administrator does not permit individuals access.

The Privacy Options apply to the My Institution User Directory only. In a course, your name and email address is available to your classmates regardless of the Privacy Options settings, however no information other than name and email will be available in the course.

Editing Personal Information

User Information allows you to add and edit basic information about that is stored with your user account. Information from this area may be used in the User Directory.

- Step 1:** From the *My Institution* area, select **Personal Information Editor** item from the tool box.
- Step 2:** Click **Edit Personal Information**.
- Step 3:** View your personal information. Optionally, complete some of the forms in the *Other Information* area.
- Step 4:** Scroll down and click on the **Submit** button.
- Step 5:** You will receive confirmation that your changes were submitted. Click on the **OK** button.

Change Password

If enabled, the *Change Password* area allows you to change your password. Some institutions will assign passwords, and disable student access to this area. However, if you are granted access and are concerned about security, you may want to change your password from time to time.

- Step 1:** Click on the **Change Password** button in the toolbar of the *Personal Information* page.

Note: If you do not wish to change your password at this time, click Cancel at the bottom of the screen and do not complete Steps 2 through 5.

- Step 2:** Enter your new password in the *Password* field. As you type, you will only see asterisks -- not the password itself. This is a security feature to keep someone from learning your password by looking over your shoulder as you enter it.
- Step 3:** Enter your new password again in the *Verify Password* field. Make sure you enter it exactly as you did in the previous field.
- Step 4:** Click on the **Submit** button.
- Step 5:** You will receive confirmation that your password has been changed. Click **OK**.
- Step 6:** Return to the *Edit Personal Information* area by clicking on the *Navigation Path*.



Set CD-ROM Drive

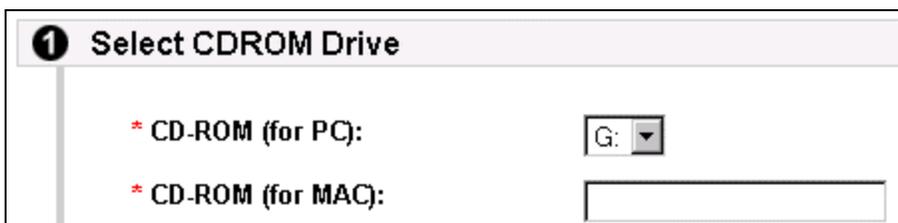
In courses, instructors have the option of linking to off-line media stored on a CD-ROM. For example, some textbook publishers provide companion CD-ROM's that contain additional content, such as audio tracks, videos, or other multimedia resources. Instructors can use the offline content linking feature to point to the materials located on the CD-ROM.

To access the offline content, you need to put the CD-ROM into the computer and click the link to launch the content. This feature requires you have the CD-ROM in your computer's CD-ROM drive to access the offline content. Since every computer can have the CD-ROM drive mapped differently, you must set this property to successfully use online content in a course.

Note: Each computer has the CD-ROM drive mapped differently. If you access a course from different computers (ex: from a computer lab during the day and from home at night), you may need to adjust the CD-ROM setting to the appropriate drive for each computer.

Step 1: From the *Edit Personal Information* page, click **Set CD-ROM drive**.

Step 2: Click on the *CD-ROM (for PC)* drop-down list and select the drive letter that corresponds to the CD-ROM on your computer. (Macintosh users: type the name of your CD-ROM drive in the *CD-ROM (for MAC)* field.)



Step 3: Click on the **Submit** button.

Step 4: You'll receive confirmation that the drive option was updated. Click on the **OK** button.

Privacy Options

Privacy Options allow you to determine if your user information is displayed the public User Directory. Information in the User Directory is available to everyone at your institution who has an online account. Privacy Options allow you to determine what information to make available.

Step 1: Click on the **Set Privacy Options** button in the toolbar on the *Personal Information* page.

Step 2: Make your profile available to the public by clicking the box next to **Available to public?**



Step 3: You can choose what sections of your profile to make available. For this tutorial, select **Address** and **Email Address**.

You may choose to include any of the following from your user profile:

- Email address
- Address (Street, City, State, Zip)
- Work Information (Company, Department, Title, Phone, Fax)
- Additional Contact Information (Home Phone, Home Fax, Cell Phone)

Step 4: Click on the **Submit** button.

Step 5: A receipt will appear to confirm the process. Click **Ok**.

Step 6: Click the **My Institution** tab to return to the *My Institution* view.

User Directory

The User Directory lists information about users registered in your institutions Blackboard system, *if* they have chosen to make their information public. Use this tool to search for the email, phone number, or other information people may include in their profile.

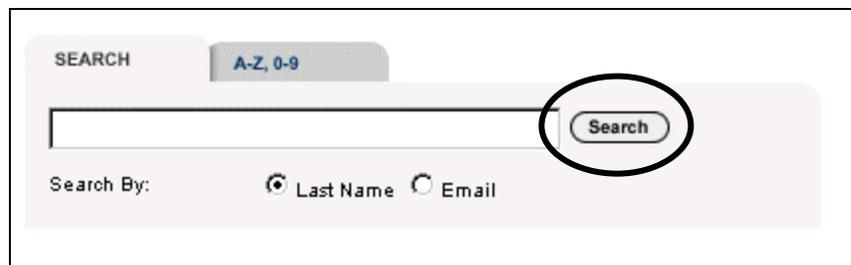
Search

Look for yourself in the user directory.

Step 1: Select the **User Directory** item from the tool area.

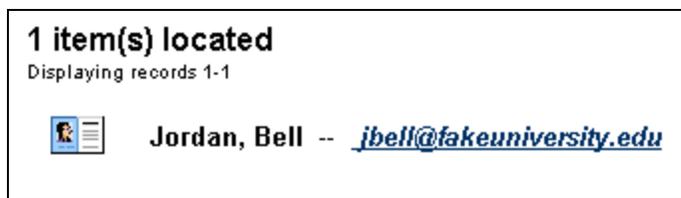
Step 3: In the *Search* field, enter your last name.

Step 4: Click on the **Search** button.



The screenshot shows a search interface with a text input field and a 'Search' button. Above the input field, there are tabs for 'SEARCH' and 'A-Z, 0-9'. Below the input field, there is a 'Search By:' label with two radio buttons: 'Last Name' (selected) and 'Email'.

The profile results will display in the screen.



Browse

You can also browse entries by last name. The alphabetic tab, allows you to jump directly to all profiles where the last name begins with that letter.

Step 1: Click the alphabet tab.



Step 2: Click the letter that corresponds to your last name.

This will display all matching profiles that have been made available.

Send Email via User Directory

Each email address in the User Directory is a link that you can use to send email to that individual. If your computer has a default mail program, clicking on an email address will open a pre-addressed mail message.

Note: If you are working in a computer lab environment, this feature may be turned off on the computer.

Send Email

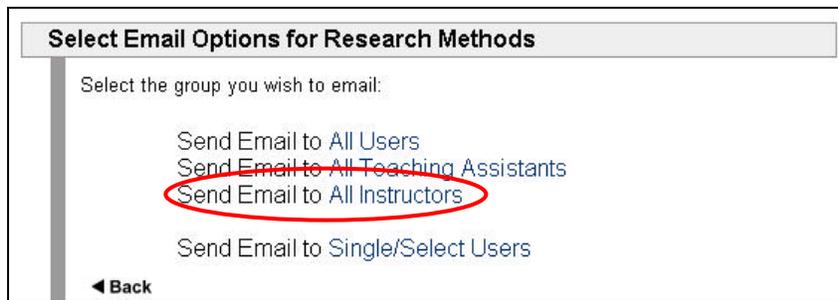
The Send Email tool allows access to email links from your courses and provides the ability to send email via those links. Unlike the email links in the User Directory, the Send Email tool does not depend on the browser's default mail program. It uses a simple form-based email tool that will work in any browser on any computer.

You cannot receive or read email with this tool; you can only send email. To read or receive email you still use your regular email program or, if your institution has integrated e-mail with the **user email** feature in the tools area.

This feature functions exactly the same as the Send Email feature from within your course. The only difference is that it is accessed via the My Institution page instead of requiring you to enter the course itself.

The availability of Send Email links depends on how each individual instructor sets up the course. Some courses may have more options than others depending on that particular instructor's preferences.

- Step 1:** From the *My Institution* area, select the **Send Email** item from the tool area.
- Step 2:** Select a course by clicking on the course title or selecting the course from the drop-down menu.
- Step 3:** Click on the *Send Email to All Instructors* link.



- Step 4:** In the *Subject* field, enter: Question about Homework
- Step 5:** In the *Message* field, enter: I will be out of class on a field trip for another course, can I hand in my next assignment electronically in the drop box?
- Step 6:** Select the *Send Copy of Message to Self* option.
- NOTE:** If you do not send a copy of the message to yourself, you will not have a record of your email. Blackboard does not keep a record of outgoing Course Email.
- Step 7:** You will receive confirmation that your message was sent. Click on the **OK** button.

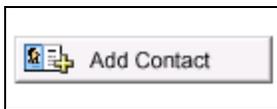
Address Book

Similar to the User Directory, the Address Book provides a location where you can create and maintain a private address book.

Add Contacts to the Address Book

Step 1: From the *My Institution* area, click on the **Address Book** item in the tools area.

Step 2: Click on the **Add Contact** button.



Step 3: Fill out information for one of your friends or associates.

Step 4: Scroll down and click on the **Submit** button.

Step 8: You will receive confirmation that the contact was added successfully. Click on the **OK** button.

Browse the Address Book

If you do not have many entries in your Address Book, they will probably all fit on one screen. Similar to the directory, you can jump to an entry by clicking on the letter that corresponds to the last name. This is particularly useful once you have many entries.

Step 1: In the alphabetic toolbar, click on the appropriate letter to locate the entry you created.

Navigation Tabs

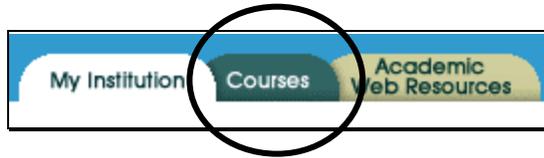
The purpose of this tutorial is to provide an overview of the Blackboard 5 software and the tools available in the *My Institution* view. However, there are other specific elements of the software available from the tab structure. This section of the tutorial will introduce you to the *Courses* Tab and the *Academic Web Resources* tab. Detailed instructions about how to use these tabs and any other tabs available are covered in separate tutorials and tip sheets. To access these materials, contact your system administrator or institution.

Courses Tab

The Courses tab provides access to the courses you are associated with in Blackboard 5. This section briefly overviews the *courses* tab and the course catalog.

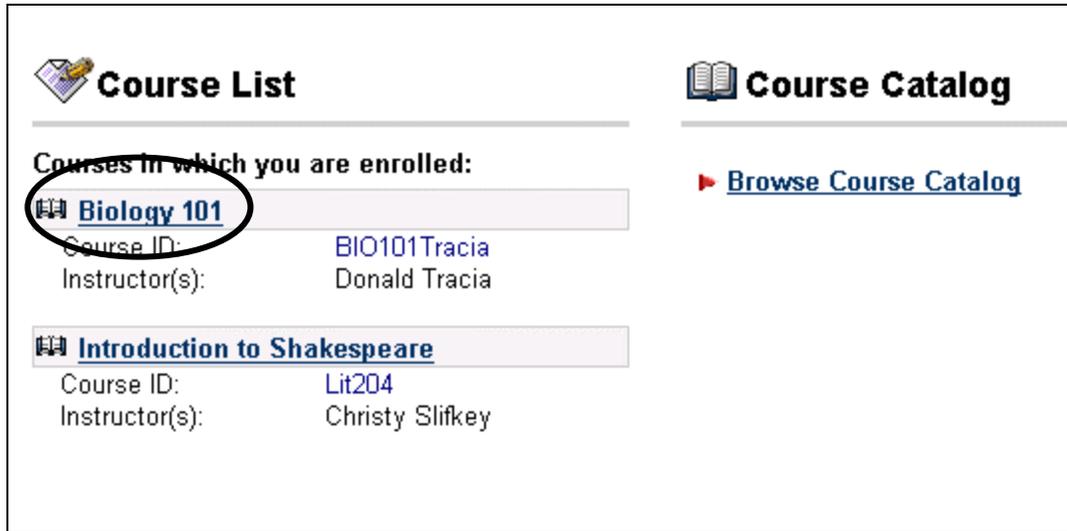
- For more information on **taking courses**, look for the *Taking Courses with Blackboard* tutorial.
- For more information on **building and creating courses**, look for the *Building A Course with Blackboard* tutorial.

Step 1: Click on the **Courses** tab.



There are two views available from the Courses: Course List and Course Catalog. The default view displays the courses you are enrolled in on the left and the catalog on the right.

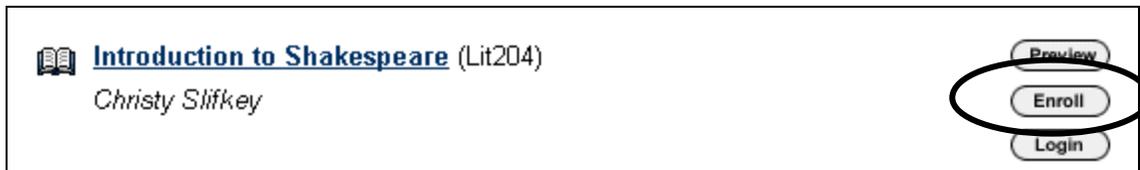
Similar to the My Courses area on the *My Institution* page, you can enter any course from the *Course List* by clicking on the course title.



Course List	Course Catalog
Courses in which you are enrolled:	Browse Course Catalog
Biology 101	
Course ID: BIO101Tracia	
Instructor(s): Donald Tracia	
Introduction to Shakespeare	
Course ID: Lit204	
Instructor(s): Christy Slifkey	

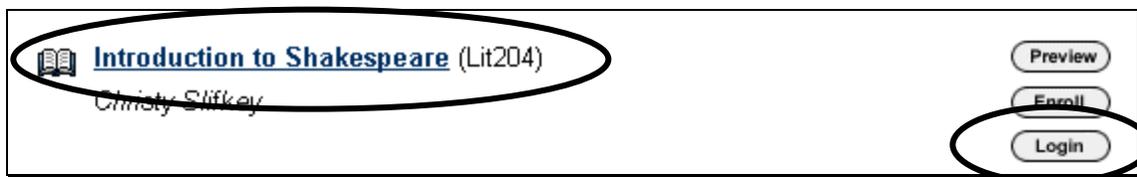
Step 2: Switch to the Course Catalog by clicking on **Browse Course Catalog**.

The Course Catalog lists courses delivered with an online component in the Blackboard software. If your institution permits online enrollment, you may be able to enroll in courses from this screen.



Introduction to Shakespeare (Lit204) Christy Slifkey	Preview Enroll Login
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If you are already enrolled in a course, you can enter the course from the course catalog screen by clicking the login button or the name of the course.



The System Administrator determines the format of the Course Catalog at your institution, but it will either be a list of courses or a hierarchical, categorized list.

- Step 3:** Switch back to the *My Institution* view by clicking on the **My Institution** tab.

Academic Web Resources

The Academic Web Resources area is an option available in Blackboard 5. Depending on decisions made by your institution, you may or may not see a Academic Web Resources tab.

If implemented, the Academic Web Resources tab directs the user to the **Blackboard Academic Web Resource Center**. The goal of this site is to provide an online academic destination, through which instructors and students can access high-quality supplemental information and resources that enhance teaching and learning.

The Resource Center includes the following features for more than 230 academic disciplines:

- News about specific academic categories and disciplines
- Research center with thousands of articles organized into discipline-specific topics
- Featured links to useful external Web sites screened and summarized by our editorial staff
- Instructor and student communities organized according to academic categories

From within a Blackboard course site, the Resources button will take you to a discipline-specific area of the Blackboard Resource Center, however, from My Institution, the Academic Web Resources tab takes you to the top level of the Blackboard Resource Center.

More information on using the Academic Web Resource Center is located in the tutorial *Using the Academic Web Resource Center*

Campus Center and Community Tabs

If enabled, some link to institution's websites for organizations, resources, and administrative offices.

Community

Blackboard Communities are Discussion Boards (just like in Blackboard courses) that are open to any user at your institution.

Like the Campus Center, this is an optional area and may not be enabled at your institution.

Conclusion

Congratulations! You have completed the **Introduction to Blackboard 5.0** course. In this tutorial you have learned to:

- Access your courses through My Institution and
- Work with tools to access and manage your
 - announcements
 - calendar
 - tasks
 - course grades
 - personal information
 - user directory
 - course email
 - address book

For more information about taking courses, building courses, or other elements of Blackboard software, see your institution administrator or visit our website at: <http://www.blackboard.com>.

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