Student Guide to
Blackboard Learn V9.1

Center for Innovative Pedagogy

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What is Blackboard Learn?
Blackboard Learn is an online software tool that your instructor might use to teach all or part of a course. Depending on how your instructor sets up their course, through Blackboard Learn you can:

- View course materials
- Hand in assignments
- Take quizzes and exams
- Participate in discussions
- View your grades
Technical Requirements

Hardware
Blackboard Learn is a web-based application and will therefore work reliably on almost any computer that is capable of accessing the Internet. Older computers may run slower or may not be able to handle some of the media in certain courses, but should suffice if a new computer is not available.

Software

**Windows:**
- Internet Explorer 9 or 10
- Firefox 3.6 and higher
- Google Chrome

**Mac OS:**
- Safari 4.0 or 5.0
- Firefox 3.6 and higher
- Google Chrome

All other browsers are not recommended and can potentially impact the user’s experience. More information can be found in the SLN Knowledge Base article [SLN Online Course Browser Compatibility](#).

Internet Connectivity
Suffolk recommends a broadband internet connection such as DSL or Cable for best results with online courses. Access to a computer with a dial-up connection is an absolute minimum.

Browser Settings

**Internet Cookies:** Your web browser needs to be set to allow for cookies from the suny.edu domain. Instructions for adjusting cookie settings can be found in the SLN Knowledge Base article [How to adjust browser cookie settings](#).

**Pop-up Blocker:** The Pop-up Blocker in your web browser needs to be set to allow pop-up windows from the sln.suny.edu domain. Instructions for adjusting pop-up settings can be found in the SLN Knowledge Base article [How to adjust browser pop-up blockers](#).

**Java:** Java is required for the use of Blackboard Learn’s Web Equation Editor as well as the Virtual Classroom and Text Chat. Click the following link to have the latest version of Java installed on your computer. [http://www.java.com/en/download/installed.jsp](http://www.java.com/en/download/installed.jsp)

Accessing Blackboard Learn
Accessing Blackboard Learn is essential for students whose instructors are using it for their courses. Students who are taking an Online Course may be required to log into Blackboard Learn at least once a week for attendance purposes. Follow the instructions on how to Activate your MySCCC account if you haven’t done so during your Student Orientation and then on how to Log into Blackboard Learn. If you have any difficulties, please contact OpenSUNY HelpDesk at 1-844-673-6786.
Activate Your MySCCC Account
Students must have a Suffolk County Community College or MySCCC user account set-up in order to log into Blackboard Learn. If you need to set up a MySCCC account, click on the Create a Username and Password link under New Students on the MySCCC login page.

Please note: All new MySCCC accounts may take up to 24 hours to be registered in Blackboard Learn.

Logging Into Blackboard Learn
1. Log into MySCCC
2. Go to the Suffolk Online tab
3. Click on the Blackboard Learn Icon and a new browser tab/window will open
4. Click on the Blackboard Learn Login Icon
5. After you have successfully logged in, you will see three tabs: Suffolk Online, Courses and Content Collection.

**Bookmark Blackboard Learn**
After logging into Blackboard Learn, add it to the Bookmarks or Favorites of the browser you’re using for quick access.

**Student Orientation**
In order to familiarize yourself with Blackboard Learn, it is recommended that you go through the Student Orientation course. By joining the course, you will be able to practice navigating and using Blackboard Learn tools without having to worry about grades. Follow the instructions below to self-enroll in the Student Orientation course and begin participating in it.

1. Click on the Suffolk Online Student Orientation link on the Suffolk Online tab.

**Suffolk Online Student Orientation**
Click on the link above to get hands-on practice using various features in Blackboard.

Please follow the enrollment prompts to access the course.
Click here for instructions on how to self-enroll yourself into the Student Orientation.

**Student Guide to Blackboard**
Click on the link above for the Student Guide to Blackboard.
2. **IGNORE THE ERROR MESSAGE** that appears and click on + Enroll

3. Click on Submit to enroll

4. A message stating that the enrollment was successful should appear. Click on the OK button to complete the enrollment and continue to the course.

5. Begin participating in the course by clicking the GETTING STARTED link (left of page).

6. Click on the Course or Suffolk Online tab to exit the Student Orientation course.

**Online Success Strategies**

Online courses can be a great way to get the education that you need in a format that is convenient to busy lifestyles. However, an online class is neither easier nor less work than an on-campus class! Online students who wish to be successful must be aware of some fundamental truths and some pervasive myths about taking online courses.

**Traits of Successful Online Students**

Students who have the potential to be successful, share a common set of traits that allow them to navigate the online environment.

These traits include:

- **A high level of individual motivation and self-discipline:** An online student should be confident to ask his or her own questions instead of waiting for classmates to ask, and to contact the instructor and other students in the class for further assistance.
**Time management skills and organization:** Time must be carefully planned when taking an online course. There are no scheduled class meeting times with instructor face-to-face time. Students must be responsible for knowing and meeting all deadlines. If you have difficulty keeping up with homework and assignments in an on-campus course, then online courses may be even more challenging!

**Excellent reading comprehension and writing skills:** In an online course, everything you do is written, from interacting with your classmates, to submitting assignments and contacting your instructor. If you have difficulty with reading and writing skills, it may have an adverse effect on successful communication in an online class. All developmental courses should be successfully completed prior to registering for an online course.

**Technical ability:** An online student must be comfortable with technology. If you have difficulty installing programs or get frustrated with common technology problems, you may want to rethink your choice of an online course. Students may be required to upgrade their web browser to use Blackboard Learn effectively. Instructors may require students to install specific programs for their course. The internet may be down when you want to work on your assignments, causing added frustration. Consider your response to the aforementioned scenarios prior to registering for an online course.

**Online Course Myths**

**Online courses are easier:** This is not true! Online courses are as rigorous as on-campus courses, and present a challenge due to the format of the class.

**I can do course work at my own pace:** Rarely. Online courses follow the school calendar and have strict deadlines for submission of assignments, discussions and exams.

**Taking an online course as a late registrant without adequate preparation is a good decision:** Rarely. Data indicates that students who enroll in an online course as a last resort are much less successful than those who take the time to adequately prepare.

**It is easier to take online courses than traveling to campus:** Taking a full load online will usually mean more work, and possibly much more, than a full load on-campus. **Think carefully!**

**Tips for Online Success**

These are some simple tips and strategies that will help you keep it together and be successful.

**Don’t Procrastinate:** Check the student learning outcomes for each module and each assignment at the beginning of each week and manage your time. Do not leave your work until the last minute. Unexpected technical issues may arise, and support may not be immediately accessible.

**Participate:** Student interaction in an online course is reflected in course discussions and assignments. Do not wait to post your thoughts. Post early and often, and make sure to read the directions for each discussion. Participate by asking questions and interacting with fellow classmates and the instructor.

**Pace Yourself:** Use a calendar, set aside designated time for online coursework, and schedule due dates. Do not try to cram all of your work into one session a week. Students who schedule specific blocks of
time during the week to log in and work on their online courses seem to be much more successful with less stress.

**Talk to Your Instructor:** If you are having a problem, need an extension, or just have a question, contact your instructor sooner rather than later. The quicker a problem is discussed, the better the chances of resolution.

**Netiquette Guidelines**

Netiquette are the rules of etiquette that apply when communicating on the internet. Your instructor may provide their own netiquette for you to follow. The guidelines provided below are general rules to follow when communicating online.

Adapted from *The Core Rules of Netiquette* Shea, V. (1994).

- Remember the Human
- Adhere to the same standards of behavior online that you follow in real life
- Know where you are in cyberspace
- Respect other people’s time and bandwidth
- Make yourself look good online
- Share expert knowledge
- Help keep flam wars under control
- Respect other people’s privacy
- Don’t abuse your power
- Be forgiving of other people’s mistakes

**Help and Resources**

**Library Resources**

The libraries at Suffolk County Community College offer services and resources for students enrolled in distance education courses. Suffolk students enrolled in online classes have full borrowing privileges for the library and full access to online resources.

The library provides the following to all Suffolk students including those enrolled in online courses:

- Borrowing privileges at all 3 campus libraries
- Interlibrary and intercampus loan
- Online access to database, journals, newspapers, streaming media, and e-books
- Access to online assistance via email
- Access to online library tutorials and research guides
- Open access at all SUNY libraries
Off Campus Access to Library Resources
To gain access to Online Library Resources from an off campus computer, enter in your MySCCC username and password whenever prompted to.

Library Links and Phone Numbers
**Homepage:** http://sunysuffolk.edu/explore-academics/library/index.jsp  
**Ask a Librarian:** http://sunysuffolk.libanswers.com/search.php  
**Research Guides:** http://libguides.sunysuffolk.edu/index.php

<table>
<thead>
<tr>
<th></th>
<th>Ammerman: (631) 451-4179</th>
<th>Eastern: (631) 548-2536</th>
<th>Grant: (631) 851-6740</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ammerman</td>
<td>Room: Ammerman Building 202</td>
<td>Phone: (631) 451-4045</td>
<td>Fax: (631) 451-4473</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:disabilityserv-ammr@sunysuffolk.edu">disabilityserv-ammr@sunysuffolk.edu</a></td>
<td>Hours: Monday – Friday</td>
<td>9am – 5pm</td>
</tr>
<tr>
<td>Eastern</td>
<td>Room: Peconic Building 122</td>
<td>Phone: (631) 548-2527</td>
<td>Fax: (631) 548-2699</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:disabilityserv-east@sunysuffolk.edu">disabilityserv-east@sunysuffolk.edu</a></td>
<td>Hours: Monday – Friday</td>
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</tr>
<tr>
<td>Grant</td>
<td>Room: Caumsett Hall 20</td>
<td>Phone: (631) 851-6355</td>
<td>Fax: (631) 851-6330</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:disabilityserv-west@sunysuffolk.edu">disabilityserv-west@sunysuffolk.edu</a></td>
<td>Hours: Monday – Friday</td>
<td>9am – 5pm</td>
</tr>
</tbody>
</table>

Accessibility
Blackboard Learn is in conformance with the Web Content Accessibility Guidelines and has Gold Level Certification for Non-Visual Access issued by the national Federation of the Blind. Blackboard Learn ensures that their platform contains no barriers for users with disabilities and is both usable and accessible by everyone, regardless of age, ability or situation.

Suffolk County Community College has a wide variety of adaptive equipment available in classrooms, campus libraries, computer labs, and the learning and academic skills centers. Contact the disability services office on your home campus for specific locations.

Disability Services Offices

<table>
<thead>
<tr>
<th>Ammerman Campus</th>
<th>Eastern Campus</th>
<th>Grant Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room: Ammerman Building 202</td>
<td>Room: Peconic Building 122</td>
<td>Room: Caumsett Hall 20</td>
</tr>
<tr>
<td>Phone: (631) 451-4045</td>
<td>Phone: (631) 548-2527</td>
<td>Phone: (631) 851-6355</td>
</tr>
<tr>
<td>Fax: (631) 451-4473</td>
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<td>Fax: (631) 851-6330</td>
</tr>
<tr>
<td>Email: <a href="mailto:disabilityserv-ammr@sunysuffolk.edu">disabilityserv-ammr@sunysuffolk.edu</a></td>
<td>Email: <a href="mailto:disabilityserv-east@sunysuffolk.edu">disabilityserv-east@sunysuffolk.edu</a></td>
<td>Email: <a href="mailto:disabilityserv-west@sunysuffolk.edu">disabilityserv-west@sunysuffolk.edu</a></td>
</tr>
<tr>
<td>Hours: Monday – Friday 9am – 5pm</td>
<td>Hours: Monday – Friday 9am – 5pm</td>
<td>Hours: Monday – Friday 9am – 5pm</td>
</tr>
</tbody>
</table>

Finding Help
There are several different ways you can find help with your online course. Use these suggested issues to determine who you should contact with your specific problem.

I don’t understand an assignment | I’ve had a technical error and accidentally submitted a test | I need help with course materials:
Please contact your instructor for any assistance of this nature. While OpenSUNY HelpDesk will be able to help with almost any problem, they **cannot** reset a test for you without permission of the instructor. To find contact information for your instructor, please check your course syllabus.

I’m not sure how to do something in Blackboard Learn | I need general technical assistance | My course has disappeared from My Courses:
Navigating Blackboard Learn

Tabs
Once logged in, tabs along the top of the Blackboard Learn page should appear. Each tab contains different information and tools that are available to you. In addition some of the information displayed on the tabs is unique for your profile.

Suffolk Online
The Suffolk Online tab contains modules displaying information such as Institution and Course announcements, Notifications, Tools that include your Personal Information, Tasks and Grades, and then Information where you can get help.

Courses
The Courses tabs contains Notifications, a To Do list, Alerts and your Course List. The Course List is where you will access the courses you are enrolled in. Just click on the course’s link to access that course’s page.

Content Collection
This area is a virtual hard drive that allows faculty and students to store, manage and share content. Files stored here can be accessed from any computer just by logging into Blackboard Learn.

Uploading Files: Your files can be uploaded either through a ZIP file or by using the Upload Multiple Files and Folders feature. Please note uploading multiple files and folders requires the Java plugin, version 1.5 or later. If the plugin is not available, use the single file option to add files one at a time.
1. Start by clicking on **Upload** in the **Content Collection**. Select either **Upload Files** or **Upload ZIP Package**.

![Upload and Create Folder Interface]

   a. **Upload Files** – Click **Browse** to Upload one file at a time or **Drag and Drop** files into the area provided. Click on **Submit** to complete your upload.

   ![Browse and Submit Interface]

   b. **Upload ZIP Package** – **Browse** for the Zip file and click **Submit** to upload it.

   ![Browse for Zip File and Submit Interface]

**Organization:** Your files can be organized by putting them into folders. To create a folder in your **Content Collection**, click on **Create Folder**, then type in the name of the folder and click on **Submit**.
Permissions: You can choose to share your files or folders with other students or instructors so that they may see it or make changes to it.

1. To set Permissions click on the Permissions Icon next to the file or folder.
2. Select who you want to give permissions to.

   - **Select Specific Users** – Type in the person’s username, Set the Permissions and click Submit.
   - **Select Specific Users by Place** – Select the Course or Course Group to give permissions to, Select the Roles that will be given permission, Set the Permissions and click Submit.

My Blackboard

The My Blackboard menu is accessed by clicking on the down arrow next to your name in the top right corner.

The following table contains a list of the tools that can be accessed through the My Blackboard menu and a description of their functions.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📂</td>
<td>Profile</td>
<td>Your profile that you present to your peers, classmates and instructors in Blackboard Learn.</td>
</tr>
<tr>
<td>🏘️</td>
<td>Bb Home</td>
<td>This gives you an overview of the items that are due and recently graded.</td>
</tr>
<tr>
<td>📣</td>
<td>Posts</td>
<td>This page displays the latest posts in the courses and organizations you are enrolled in and follow.</td>
</tr>
<tr>
<td>🕵️‍♂️</td>
<td>Updates</td>
<td>Review a list of notifications alerting you to important events and information.</td>
</tr>
<tr>
<td>📂</td>
<td>My Grades</td>
<td>View your grades for each assignment, test or activity in all of your courses.</td>
</tr>
</tbody>
</table>
Notifications

From the user menu in the global navigation, you can manage notification settings for all of the courses and organizations you are enrolled in. The notification system is a framework for the delivery of notifications to Blackboard Learn users. You are notified when an event occurs in the system, such as availability of a new assignment, submission of a survey, or a test due date passing.

All enabled notifications are generated automatically whenever their associated event occurs. For example, when your instructor creates an assignment and makes it available, the system automatically creates the appropriate notifications.

Notifications are delivered in the following ways:

- Browse all notifications on the Updates page found in My Blackboard.
- Receive notifications by email or on your mobile device.

<table>
<thead>
<tr>
<th>My Calendar</th>
<th>Review everything you have due and be reminded of when you need to complete it.</th>
</tr>
</thead>
<tbody>
<tr>
<td>People</td>
<td>Find and interact with peers, classmates and instructors.</td>
</tr>
</tbody>
</table>

Edit Notification Settings

* indicates settings have been changed from default values

A. Edit General Settings
Define general notification settings, such as email format and reminder schedule, for courses and organizations.

B. Bulk Edit Notification Settings
Select the set of courses or organizations to update and change the notification settings for them in one step. Higher priority notifications should be sent with a method that will deliver that notification in the timeliest fashion.

   - Courses I am taking

C. Edit Individual Course Settings
View the current notification settings for courses in which you are enrolled. Make changes to the notification settings for a specific course.

   - Earth System Science
   - Introduction to Oceanography
   - Introduction to Oceanography – Section 2
   - Organic Chemistry

D. Edit Individual Organization Settings
View the current notification settings for organizations in which you are enrolled. Make changes to the notification settings for a specific organization.

A. Edit General Settings: Define the general notification settings such as email format, deletion schedule, and reminder schedule for courses and organizations.

B. Edit Individual Course Settings: Displays the current notification settings for courses you are enrolled in. You can make changes to the notification settings for a specific course.

C. Bulk Edit Notification Settings: Select a set of courses or organizations to update and change the notification settings for them in one step.
D. Edit Individual Organization Settings: Displays the current notification settings for organizations you are enrolled in. You can make changes to the notification settings for a specific organization.

Edit Notification Settings

2. On the General Settings page, select to receive an email for each notification or select to receive a daily digest email that contains information on all of the notifications for that day. You can set the time for the daily digest.
   - **Individual Messages:** Emails will be sent for each notification. However, the digest selection is necessary for Early Warning System/Retention Center details (instructor tools only), unread discussion board messages, unread blog posts, and unread journal entries.
   - **Daily Email Digest:** All notifications will be collected and sent in a daily digest.
3. Set the number of days until a notification is removed automatically.
4. Select Yes to set due date reminders for notifications. Set the number of days before the due date to send an email. This reminder is emailed as a digest email or as individual emails, depending upon the option you select.
5. Click Submit.

Individual Notifications and Email Notifications

You can select specific notification types and which to receive emails about. By default, all notification types are turned on to display on the dashboard.

By default, all email notification types are turned off. If you turn on the notification for a specific tool or feature, an email is sent out corresponding to that notification. For the following items, email notifications are sent out only if daily digest email is selected:

- Early Warning System/Retention Center rule details
- Unread discussion board messages
- Unread blog posts
- Unread journal entries

After selecting the appropriate settings, click Submit to save these settings.

Course Menu

The course menu appears on the left side of a course and contains links to materials and tools within the course. Your instructor can customize the look of the course menu, the organization, the links and the tools available to you. Below is an example of a Course Menu, but it may look very different depending on how your instructor customizes it.
The course menu can be collapsed and expanded by moving your pointer near the right edge of the menu and clicking on the arrow that appears.

**Breadcrumb Trail**

A breadcrumb trail tracks your "clicks" through course content levels. The breadcrumb trail is located at the top of each page, right under Blackboard Learn's tabs. Each time you click to a page or activity in a folder or module, that link is added to the trail. It's easy to go back one level or all the way back to the beginning using this feature.

The image below shows an example of a Breadcrumb Trail.
The first breadcrumb shows that the user clicked on the Blackboard Learn Orientation course (Home). The second shows that the user then clicked to open a folder called "Start Here!". The third breadcrumb shows that the user then opened a page titled "Navigating My Online Course". From the breadcrumb trail, this user could go back to "Start Here!" module or the course homepage (by clicking on the house icon).

**Blackboard Learn Courses**
Each course in Blackboard Learn will be unique depending on how the instructor decides to use Blackboard Learn and its tools to teach and assess the course material but the following contains information about the various tools that you may encounter during your Blackboard Learn experience.

**Email**
Blackboard Learn uses Suffolk student and faculty email addresses (Ex. joe@mail.sunysuffolk.edu ). Emails that are sent from Blackboard Learn are **NOT** saved in Blackboard Learn, students **must** check their Suffolk email account to read, write and reply to email sent from Blackboard Learn.

**Sending Email**
1. On the **Course Menu**, click **Course Tools** and then click **Send Email**

   ![Send Email]

   Send email messages to different types of users, system roles, and groups.

   Or

   On the **Suffolk Online Tab**, click on **Email** in the top Menu and click on a **Course Link**

2. Select who you want to send the email to.
   a. **All Users** – Send email to all of the users in the Course
   b. **All Groups** – Send email to all of the Groups in the Course
c. **All Teaching Assistant Users** – Send email to all of the Teaching Assistant users in the Course

d. **All Student Users** – Send email to all of the Student users in the Course

e. **All Instructor Users** – Send email to all of the Instructor users in the Course

f. **Select Users** – Select which users will receive the email

Select the user’s name and click on the arrows to add or remove them to the *Selected* list. Users in the *Selected* list box will receive the email.

**Tip:** For Windows, to select multiple users in a list, press and hold the **SHIFT** key and click the first and last users. To select users out of sequence, press and hold the **CTRL** key and click each user needed. For Macs, use the **COMMAND** key instead of the **CTRL** key. You can also use the Select All function to send an email to all users.

g. **Select Groups** – Select which Groups will receive the email.

3. Type in a **Subject** line

4. Type in a **Message**

5. Optionally click on the **Attach a file** link to include a file in the email

6. Click on **Submit** to send the email
Course Content
An instructor has the ability to add content to their Blackboard Learn course for the student’s learning experience. This content can come in many forms such as text, images, video, links and documents. The organization and availability of the course content can vary based on how the instructor wants to present it to the student.

By default, course content can be found by clicking on the Course Content link from the Course Menu but the instructor has the ability to change the link name as well as add additional course content links.

Types of Content
There are different types of content that can be added to a course. The following table contains a list of the different kinds that can be found.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Content Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Item" /></td>
<td>Item</td>
<td>A general piece of content, such as a file, image, text, or link. A description and other items can be attached.</td>
</tr>
<tr>
<td><img src="image" alt="File" /></td>
<td>File</td>
<td>An HTML file used in the course. These files are viewed as a page within the course or as a separate piece of content in a separate browser window.</td>
</tr>
<tr>
<td><img src="image" alt="Audio" /></td>
<td>Audio</td>
<td>Audio file played in a page. If Autostart and Loop are both set to Yes, the audio file plays when you open the page and continues to play until you stop it or navigate away from the page.</td>
</tr>
<tr>
<td><img src="image" alt="Image" /></td>
<td>Image</td>
<td>Image file shown on the page.</td>
</tr>
<tr>
<td><img src="image" alt="Video" /></td>
<td>Video</td>
<td>Video file viewed from the page. The video player appears directly on the page.</td>
</tr>
<tr>
<td><img src="image" alt="URL" /></td>
<td>URL</td>
<td>Link to a website or resource to provide a quick access point to relevant materials.</td>
</tr>
<tr>
<td><img src="image" alt="Learning Module" /></td>
<td>Learning Module</td>
<td>A set of content that focuses on a specific subject with its own navigation. Your instructor sets the navigation so you must view content in a specific order, or permits you to view the content in any order. All types of content, including text, images, multimedia, assignments, and exams can be found in a learning module.</td>
</tr>
</tbody>
</table>
### Course Link
A shortcut to an item, tool, or area in a course. A course link provides a quick access point to relevant materials and tools.

### Content Folder
A content folder is a way of organizing content items. Content folders and subfolders set up a hierarchy to group related material together. Content folders are used to group material based on a theme, such as media clips. Content folders are used to group material based on a schedule, for example, placing all items for "week 1" together. Using folders to organize content items makes materials easier to find and reduces the length of a content area page.

### Learning Modules
A learning module allows for an instructor to present content items in a structured path. A learning module can contain the various pieces of content such as Items, Links and Videos. The instructor can decide whether or not to enforce a sequential progression through the materials. If while navigating through a learning module, only the next page is available to navigate to, then Sequential Viewing is turned on. Otherwise all pages will be available.

Navigate through a Learning Module by clicking on the Page arrows or by clicking on the Content Links.

### Discussion Board
The Discussion Board is a place for students and the instructors to post questions or topics for conversation and others can respond to them. Depending on how your instructor plans to use the
Discussion Board, it might be used for grading or just as a way to for students to interact with each other.

**Discussion Boards** are composed of **Forums, Threads and Posts**. The **Forums** are used to organize the **Discussion Board** into topics or units. **Threads** are the specific topics of conversations in a **Forum** and **Posts** are the responses in the **Threads**.

Below is an example view of a **Discussion Board** with the links to the different **Forums** on the right column. From this view you can see a **Description** of the **Forum**, the **Total Posts** and the number of **Unread Posts** in the **Forum**.

Click on a **Forum Link** to view or create **Threads** within that **Forum**.

Once in a Forum, if your instructor has made it available, you can create a **Thread** or open a **Thread** to read and respond to posts.

**Create a Thread**

1. Once in a **Forum**, click on **Create Thread** in the top left menu and a new screen will load.
2. Type in a **Subject**. This becomes the **Thread Link** that others will see to click on to view and respond to your thread so make sure it is unique and descriptive.
3. Type in a **Message** for others to respond to.
4. Optionally, attach a relevant file by clicking on **Browse My Computer** or **Browse Content Collection**.
5. Click on **Submit** to create the **Thread**.

**Reply to a Post**
1. Once in a **Thread**, click on **Reply** or **Quote** to post a response in the thread. **Quote** will include the post’s text as a part of your response.
2. Type in your response in the **Message** area.
3. Optionally you can attach a file by clicking on **Browse My Computer** or **Browse Content Collection**.
4. Click on **Submit**.

**Assignments**
**Assignments** in Blackboard Learn allow for you to submit work to your instructors by attaching files from your computer or the **Content Collection** and/or by providing text on the **Upload Assignment** page.

To **Submit** an **Assignment** to your instructor that they have posted on Blackboard Learn, click on the **Assignment Link**. Assignments can be found either under an **Assignments/Dropbox** link that your instructor provides on their **Course Menu** or through the **Content** area.

1. **Assignment Information**
   - Name: Week 1 Homework
   - Due Date: Friday, June 13, 2014 11:59:00 PM EDT
   - Points Possible: 100
   - Write a 500 word response to the reading in Chapter 1.

2. **Assignment Submission**
   - Text Submission: Write Submission
   - Attach File: Browse My Computer, Browse Content Collection

Once you decide on a method of submitting your assignment, you have the option to **Submit** it or **Save as Draft**. Saving your assignment as a draft allows you to go back to the assignment and edit it but please note, you must **Submit** the assignment prior to the due date in order for your instructor to receive it.
Please Note: Your instructor has the ability to limit the number of times you’re allowed to Submit an assignment. You may only have one attempt to submit it.

Exams
Exams are used to assess your mastery over course content and objectives. Your instructor assigns point values to questions in the exam. Your answers are submitted for grading, and the results are recorded in the Grade Center. You can view your grades in My Grades when your instructor makes them available to you.

Tips for Taking an Exam
• Start your exam as soon as you can. If your instructor schedules three days for your exam, plan to take the exam early on the first day. That way, if you have an issue, you will have time to contact technical support and your instructor.
• Be prepared. Have any materials that you need at hand.
• Read all of the instructions. If you have any trouble taking your exam or understanding exam questions, contact your instructor immediately.
• Check your Internet connection. You need to make sure that you have a strong internet connection. A wired connection is usually more reliable than a wireless connection.
• Do not refresh the page, close the window or click the browser’s back button while taking a test. If you experience problems during a test, contact your instructor immediately.

Taking an Exam
1. Navigate to the exam and click the link associated with it.

2. Read the Instructions and click Begin to take the exam.
3. As you work, answers will be saved automatically, or you can click Save Answer next to each question or Save All Answers at the top or bottom of the page as you work.

4. Click Save and Submit when you complete the exam.

Timed Exams
If your instructor chooses a timed exam, the scheduled time is included in the instructions before you begin. You are notified of the instructor’s choice of Timer Setting, which determines whether the exam saves and submits automatically when time expires, or if you have the option to continue beyond the time limit.
Feedback and Grades
The majority of questions in exams are auto-graded. Your instructor defines the correct answers and assigns a certain number of points to each question when the test is created. The system validates your answers against the key and assigns the score. You may see your score immediately after completing the exam if all questions are auto-graded and your instructor releases this information.

Essay questions, file response, and short answer questions are not auto-graded. Your instructor must grade these questions manually. If a test contains these question types, the grade for the test is released after your instructor finishes grading.

Retaking an Exam
If you are allowed to take an exam multiple times, it is noted at the top of the exam. If the instructor has placed a limit on the number of attempts, it is also noted at the top. A link to take the exam again appears when the exam is re-opened. Your instructor determines whether one or more of the exam attempt scores are recorded in the Grade Center.

My Grades
The My Grades page is used to display your grades for each gradable item in Blackboard Learn. Your instructor determines the use of this tool for their course. They may decide to use it entirely for grading items in your class, partially or not at all so make sure you check with your instructor first.

There are multiple ways to view your grades.
Click on My Grades in the Course Menu

On the course menu, click Course Tools and on the Course Tools page, click My Grades
On the **Suffolk Online** tab, click **My Grades** on the **Tools** panel

On the **My Blackboard** menu click the **My Grades** Icon