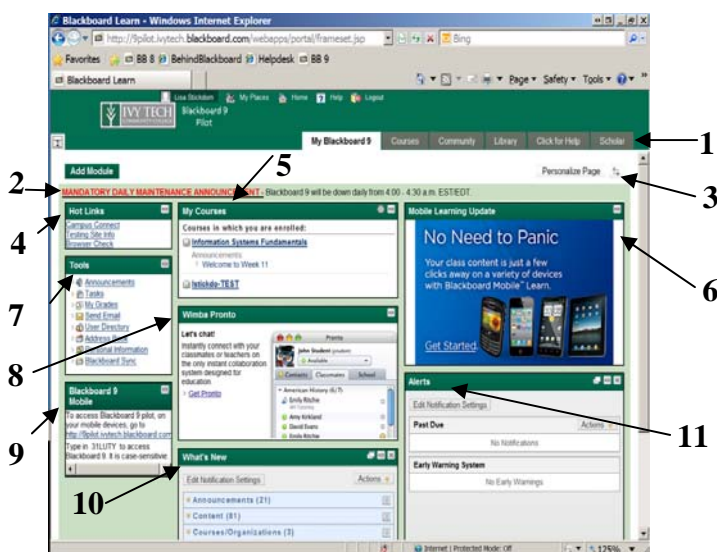


## My Blackboard 9 Page



### 1. Tabs– Common areas of Blackboard:

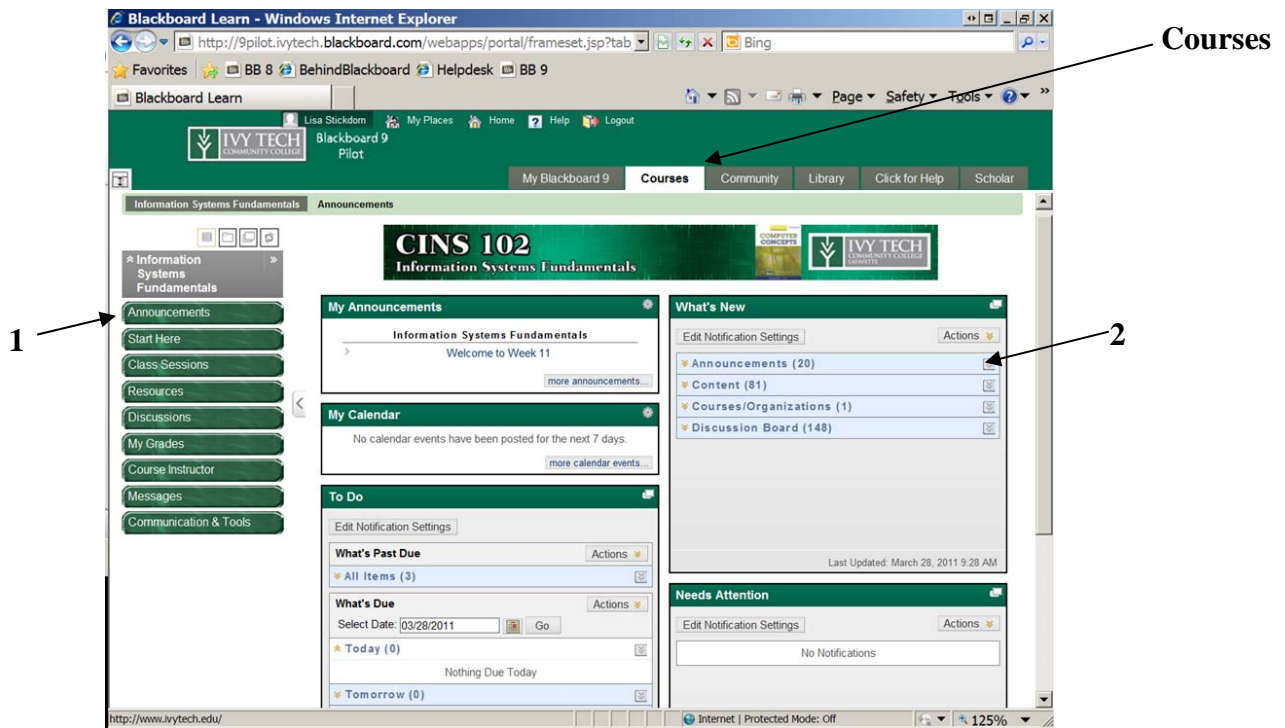
- **My Blackboard 9**—Brings you back to the default page as shown above.
- **Courses**— takes you to a page and displays all courses in which you are enrolled.
- **Community**— Lists all organizations in which you are enrolled.
- **Library**— Takes you to the college’s virtual library for all your research needs.
- **Scholar**—Takes you to the Scholar site where you can add, categorize, and socialize about the web sites you find useful.
- **Click for Help**— Here you will find answers to frequently asked questions about Blackboard and other College tools.
- **Scholar**—

2. **System Information**- Information about the system, outages, issues, etc. Read each time you log on.
3. **Personalize Page**—click on this link to change the color palette of the page.
4. **Hot Links**—Links to frequently accessed Ivy Tech websites.
5. **My Courses**— Links to all courses in which you are enrolled.
6. **Mobile Learning Update**—Click here for information on the Blackboard app for your mobile device.
7. **Tools**—
8. **Wimba Pronto**—Ivy Tech’s IM application to connect you with fellow students and instructors. Click on **Get Pronto** to download.
9. **Blackboard 9 Mobile**—Information about how to access Blackboard 9 from your mobile device.
10. **What’s New**—Quickly view new material posted since you last logged in to Blackboard
11. **Alerts**—Customizable alerts to notify you of upcoming assignments, activities, tests, etc.

## Ordering Your Text Book and Materials

- All text books and materials for online courses can be ordered through the Statewide On-Line Book Store. You can also order Microsoft and other software at discounted rates.
- To order the texts required for your on-line courses, go to:
- <http://bookstore.ivytech.edu>
- To place your order with financial aid, you will need to log on through Campus Connect and select the bookstore link inside Campus Connect.

# Navigating your Courses



To get to your courses, simply click on your course on the **Courses** tab. Once inside your course you will see the following:

1. **Course Menu**—Used to navigate to your course content items. Descriptions of each menu button are listed below.
2. **Course Frame**— This area will display all course content once you click on a menu button. By default the course announcements are displayed each time you enter your course. Please make sure to read all announcements.

## Course Menu Items:

- **Announcements**— Course announcements from your instructor will be displayed here.
- **Start Here** – Syllabus and course schedule will be displayed here.
- **Class Sessions**— Your course typically is broken into sessions. Click here to access each session of your course, as well as your assignments and tests and quizzes..
- **Resources**— Click here to access any resources your instructor wants to share with you.
- **Discussions**— Click here to access the course discussion boards.
- **My Grades**— Click here to access your grades for this course. Note: You are the only one that has access to your grades, besides the Instructor.
- **Course Instructor** -- Click here to access information about your professor.
- **Messages**—takes you to your email inbox, and sent message folder.
- **Communications and Tools**— takes you to additional communication tools and group pages. Displays a link to the users manual, and My Grades and many other tools.

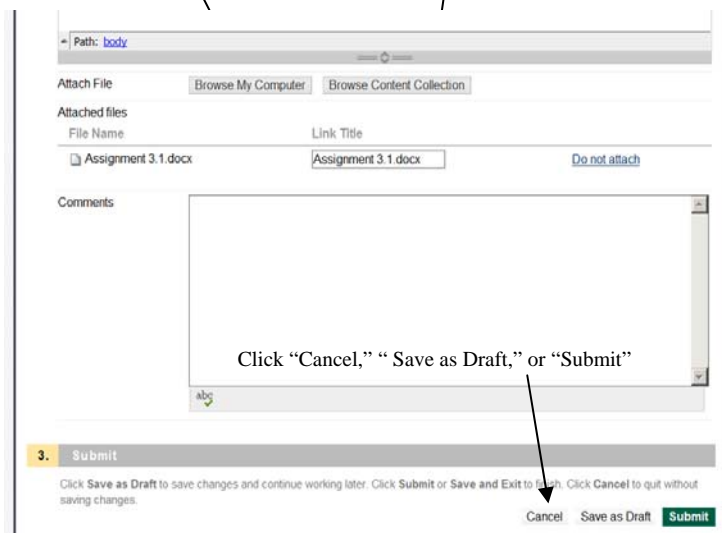
# Course Content

## Submitting an Assignment.

An instructor may choose to use the Assignment feature to send and receive your course work. To submit an assignment.

1. Click on the **name of the assignment** you want to complete.
2. *Optional:* enter any comments you want in the Comments box.
3. Click on the **Browse** button.
4. Locate and select the file you want to attach.
5. Click the **Open** button.
6. *Optional:* To attach additional files, click on the Add Another File button. Click Browse, locate another file, and click Open.
7. **Do only one of the following:**  
**Save:** To save the assignment to send at a later time, click the Save button.  
**Submit:** To send the assignment to your instructor, click the Submit button.
8. **Click OK.**

Browse to your saved file. Attach your saved assignment file here.



## Taking An Assessment (Test, Quizzes, Exams)

There are several types of Assessments that you can take in Blackboard.

1. Find the **Assessment** that you would like to take.
2. Click on the name of the Assessment.
3. Click the **Begin** button to confirm that you are ready to take the Assessment. (The gray box at the top of the Assessment provides you with information about the assessment.)
4. When you are finished taking the assessment, click the **Submit** button. Then click **OK** button to confirm assessment completion. Click the **OK** button to see your results. *Note: Some assessment types will have to be graded by your instructor. Your results will then be posted in the My Grades Menu button.*

## Taking An Assessment (Test, Quizzes, Exams)

Click on the name of the assessment you would like to take.

Then click "Begin."



When you are finished, click on "Save and Submit."



## Course Tools

### Viewing Grades

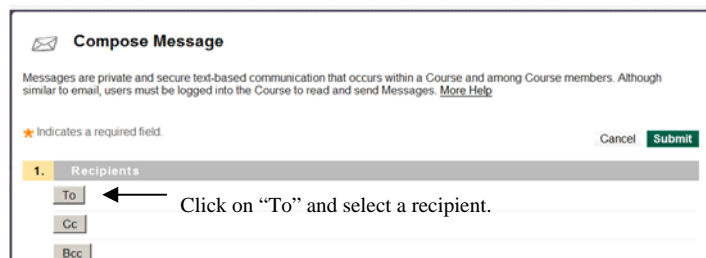
1. On the course page click the **My Grades** menu button.
2. Click the **OK** button when you are finished.

## Communication

### Sending a Message

You can send a course specific Message to any user enrolled in a course without leaving Blackboard.

1. On the Course Page, click the **Communication and Tools** button under the main Course Menu.
2. Click on **Messages**.
3. Click the **Create Message** button.
4. Click the **To** button.
5. Select the recipient in the **Select Recipient** box, and click the **Add Recipient** button (right arrow). Repeat for all users you want to send a Message to.
6. Click the **Submit** button.
7. Enter a message subject in the **Message Subject** box.
8. Enter your message in the **Body** box.
9. Click Submit button and click **OK**.



## Communication (continued)

### Reading a Message

1. On the Course Page, click the **Communication and Tools** button under the main Course Menu.
2. Click on **Messages**.
3. Click the **Inbox** button.
4. Click on the subject name to open the message.
5. Optional: *Click the Reply, Reply All, or Forward button. Select recipients, enter message, and click Submit.*
6. Click the **OK** button when you are finished reading the message.

Note: In the inbox, you will see an envelope icon which is closed or open. Closed means you have not viewed the message and open means you have viewed the message.

### Sending an E-mail Message

You can also send an email to any user enrolled in a course without leaving Blackboard.

1. On the Course Page, click the **Communication and Tools** button under the Course Menu.
2. Click the **Send E-mail** link.
3. Do One of the following:  
To send an e-mail message select either **All Users, All Groups, or All Instructors**.  
To send an e-mail message to a specific user or groups **Select Users or Select Groups** and select the users or groups you want to send the message to.
4. Enter a subject for the message in the **Subject** box.
5. Enter your message in the **Message** box.
6. Optional: *to send an attachment, click attach file, click browse, locate file and click Open.*
7. Click the **Submit** button to send the message.
8. Click **OK**.

### To read email messages

1. Log into your Campus Connect Account and click the email button.

### Using Pronto

Pronto is an Instant Messaging (IM) tool. Pronto is Ivy Tech-specific so you need to know only the user ID of the student, faculty, or staff to find them in Pronto. You can use the Ivy Tech White Pages:

(<http://whitepages.ivytech.edu/>) to find a user ID.

### Send an Instant Message (IM)

Double-click the user's name, type a message in the chat box and press **Enter** on your keyboard.

To respond to an instant message, type your reply into the same text box and press **Enter**.

### Using Voice Chat

To “call” a user for voice chat, double-click the user's name and click the **Headphone icon**. Once the user accepts your call, hold down the **Talk** button while you speak into your microphone. *Note: You must have a microphone and speakers to use this feature or a microphone mounted headset.*

## Using Pronto (continued)

### Using Voice Chat

To “call” a user for voice chat, double-click the user's name and click the **Headphone icon**. Once the user accepts your call, hold down the **Talk** button while you speak into your microphone. *Note: You must have a microphone and speakers to use this feature or a microphone mounted headset.*

### Using Group Chat

You can communicate with several people at once via IM (like a chat room), or voice chat (like a conference call), using Group Chat.

1. Invite users by **selecting their names** from either the **Classmates** or **Contacts** tab.
2. With the appropriate names highlighted, click the **Contacts** Menu. Select **Invite to Group Chat**, followed by **New Group Chat**.
3. **Enter a name** for your Chat Room in the Invite to Group Chat window.
4. Once users have joined, type a message, or click the **Headphone icon** and hold down the **Talk button** (or click the **Lock button**, for hands-free mode), to communicate with the entire group.
5. When finished, click the **disconnect button** to stop the voice chat.

## Discussion Boards

### Viewing a Discussion Board Forum

1. On the Course page, click on the **Discussions Menu** item. (You can also click the **Communication** button under the main Course Menu and click Discussion Boards).
2. Click the **forum** name to access the forum.
3. Click on the **thread** name to view that thread and all replies.

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

Create Thread Search Discover Content Display

Thread Actions Collect

<input type="checkbox"/>	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	1/10/11 2:35 AM	<a href="#">josh.springer</a>	Joshua Springer	Published	9	9
<input type="checkbox"/>	1/10/11 10:54 AM	<a href="#">Kristy.Frye</a>	Kristy Frye	Published	4	4
<input type="checkbox"/>	1/10/11 1:14 PM	<a href="#">Mindy.Collier</a>	Mindy Collier	Published	3	3
<input type="checkbox"/>	1/10/11 4:15 PM	<a href="#">quiz</a>	Joshua Springer	Published	2	2
<input type="checkbox"/>	1/10/11 6:14 PM	<a href="#">Greetings Everyone!</a>	Peter Green	Published	1	1
<input type="checkbox"/>	1/10/11 7:34 PM	<a href="#">Introduction</a>	Corey Culpepper	Published	3	3

1. **Thread** – Click the **Create Thread** icon to add a thread to the forum.  
**Collect**– Click Collect button to collect all threads and replies to read them all on one page. Note: you must first click the box next to all threads you want to Collect.
2. **Display**– By clicking the dropdown button you can select Show All, Hidden, Locked, or Published. This displays either all threads, those that have been saved, or those that have been hidden or locked by an Instructor.
3. **Thread Actions**– This shows a list of Threads that were created by other students or Instructors in the course.

## 5] Creating a Discussion Thread

1. Click the **Create New Thread** button.
2. Enter a subject in the **Subject** box.
3. Enter the thread text in the **Message** box.
4. Optional: *To add an attachment, click **Browse**, locate and select the file you want to attach, and click the **Open** button.*
5. Click **Submit** when done.

### Replying to a Thread

1. Click the **Reply** button to reply to a thread.
2. Enter text in the **Message** box.
3. Click **Submit**.

## Groups

### Viewing Group Information

Instructors can create groups to help students collaborate within a course.

1. Click on the **Communication and Tools** button under the **Course Menu**.
2. Click on the **Groups** link.
3. Click on the name of the group you would like to view that you are a member of.
4. In the **Group Members** section of the **Group Page**, the names of the all the members of the group are displayed.

### Adding a File to the File Exchange

You can use the File Exchange feature to post and access files from group members.

1. In the **Group** page, click the **File Exchange** button.
2. Click the **Add File** button.
3. Enter a name for the file in the **Name** box.
4. Click the **Browse** button.
5. Locate and select the file you want to add to the **File Exchange** and click the **Open** button.
6. Click the **Submit** button.

### Removing a File from the File Exchange

1. In the **Group** page, click the **File Exchange** button.
2. Click the **Remove** button next to the file you would like to delete.
3. Click the **OK** button to confirm deletion.
4. Click the **OK** button to return to the **File Exchange** area.

### E-mailing Group Members

You can also e-mail group members from the Group page as well.

1. In the **Group** page, click the **Send E-mail** link in the **My Groups** list at the left.
2. In the **To** section, select the group members you want to send the e-mail to.
3. Enter a subject for the e-mail in the **Subject** box.

### Emailing Group Members (continued)

5. **Optional:** *To add an attachment, click the **Attach a File** button and click the **Browse** button. Locate and select the file you want to attach and click the **Open** button.*
6. Click the **Submit** button to send the e-mail.
7. Click the **OK** button.

### Using the Group Discussion Board

The instructor must create the group discussion board forums.

1. In the **Group** page, click the **Group Discussion Board** Link in the **My Groups** list at the left.
2. See the section on **Discussion Boards** on the previous page to learn how to navigate them.

## Getting Help

### Click for Help

The Click for Help tab contains answers to many commonly asked questions about Blackboard. The Click for Help tab also contains quick guides to a number of Blackboard features and tools. There are links to the Ivy Tech Help Desk web site where you can submit a trouble ticket and links to the Feedback form you can use to give praise or express concerns about a course.

### Accessing the User Guide

If you ever have any questions on how to use any feature in Blackboard, you should first take a look at the Student Manual located in your course.

1. In the **Course** page, click the **Communications and Tools** button on the left side of the page.
2. Then click the **User Guide** link. A new window will open displaying a Table of Contents and some frequently asked questions links.
3. Click a **Book Icon** in the **Contents** area to expand a topic and view all its subjects.
4. To search for **Help** information, enter the text you want to search for in the **Search** box and click on the **Search** button.
5. Click on a topic to view **Help** text for the topic.
6. When you finished, click the **X** at the top right of your screen to close the window.

## Helpdesk Information for Ivy Tech

### Helpdesk hours (Indianapolis time)

Tuesday-Thursday 7a.m.-10 p.m.

Friday 7 a.m.-12a.m.

Saturday-Monday 24 Hour availability

Helpdesk requests received after hours will be processed the next business day.

### Contact the Helpdesk

Toll Free Telephone: 1-877-IVY-TECH (1-877-489-8324)

Email: [helpdesk@ivytech.edu](mailto:helpdesk@ivytech.edu)

Online helpdesk request form

<https://helpdesk.ivytech.edu/createissue.php>

**Always make sure to contact your Instructor or Local Distance Education Departments with any issues you might be experiencing.**