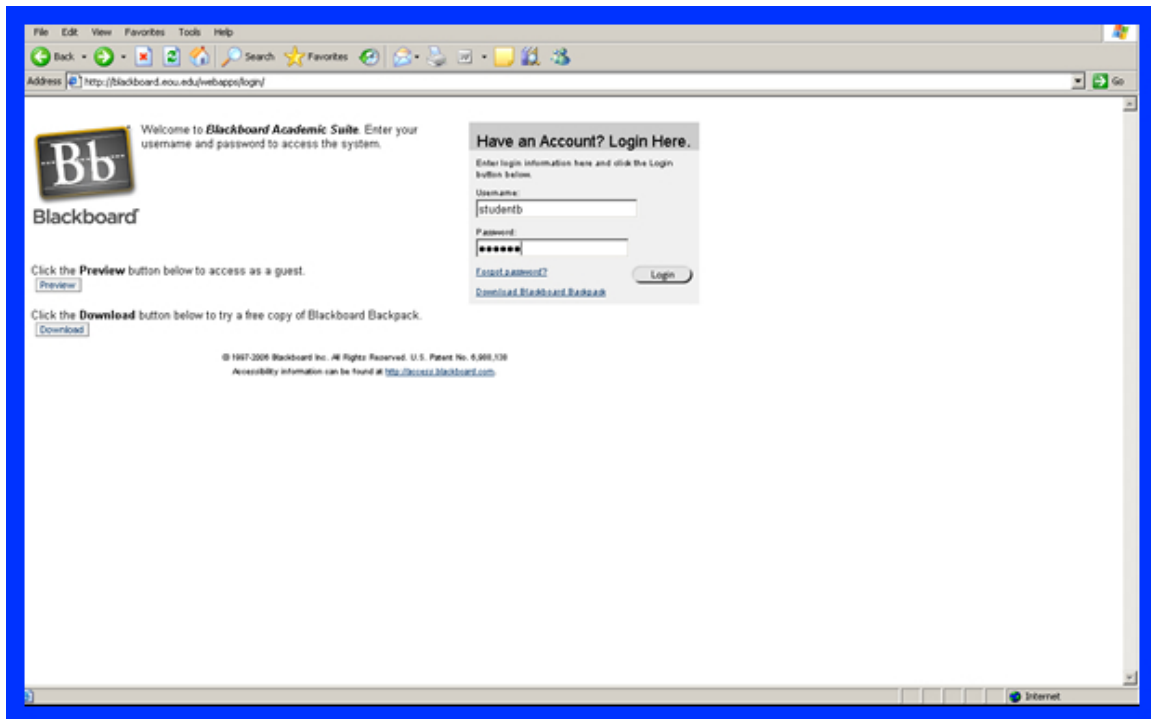


# Quickstart Guide to BLACKBOARD at Eastern Oregon University

For more detailed information about Blackboard, including system requirements, visit our Blackboard support site at <http://d2.parature.com/ics/support/default.asp?deptID=4330>.

## LOGIN

To begin using Blackboard, go to <http://blackboard.eou.edu/> or click on the link on the EOU home page or the Blackboard home page <http://www.eou.edu/bb>. Select the LOGIN button on the right side of the screen. Enter your username, which is the ID portion of your EOU student email account (the part before the @ sign). Your default password is your birth date in YYMMDD format. For example, Bobbie Student was born on July 4, 1976. Bobbie's email address is [studentb@eou.edu](mailto:studentb@eou.edu). Bobbie would log in as below.



If you do not know or have forgotten your password, click on the "Forgot password?" link at <http://www.eou.edu/bb>. This will bring up a form asking for your name and either your Blackboard user name or EOU e-mail account. These must match the information you have in Blackboard. You will then receive a message at your EOU email account, giving you instructions and a link to create a new password. You must activate your e-mail account before using the Forgot Your Password link (by first accessing your e-mail) for this to work. We encourage you to personalize your password once you enter Blackboard (in the Personal Information section).

## MY EOU BLACKBOARD

Once you have submitted your ID and password, the screen will display: **Welcome, (your name)** and you will see a row of quick links down the left side of the page with the heading TOOLS:

The screenshot shows the Blackboard Academic Suite interface in a Microsoft Internet Explorer browser window. The page is titled "Welcome, Bobbie Jo" and features a navigation menu on the left with links for Announcements, Calendar, Tasks, View Grades, Send Email, User Directory, Address Book, and Personal Information. The main content area is divided into several modules:

- My Announcements:** No system announcements have been posted in the last 7 days. A link is provided for "PSY 223: Intro Lab Methods in Psych(10492-1009)".
- My Calendar:** No calendar events have been posted in the last 7 days.
- My Tasks:** No tasks due.
- Report Card:** A table showing course information and grades.
- My Courses:** A list of courses in which the user is enrolled, including ECON 201, ECON 202, MATH 111, POL S 101, POL S 351, SPAN 107, and SPAN 310.

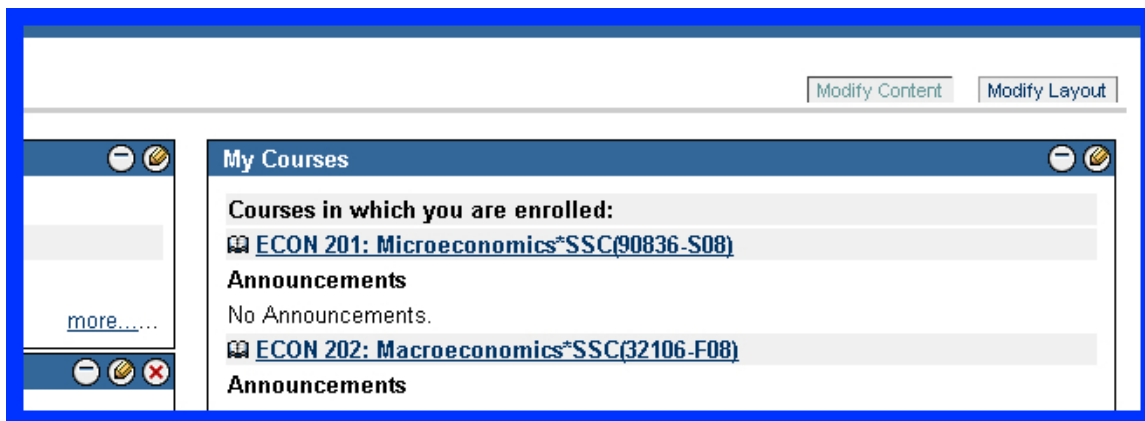
Course	Grade
BA312_31895_F00: BA 312: Prin Of Marketing(31895-F00)	0%
BA312_61830_W09: BA 312: Prin Of Marketing(61830-W09)	0%
BA312_91687_S09: BA 312: Prin Of Marketing(91687-S09)	0%
BA321_62037_W09: BA 321: Prin Management(62037-W09)	0%
BA334_90718_S08: BA 334: Corporation Tax(90718-S08)	1
BA421_61930_W08: BA 421: Cost Accounting(61930-W08)	0%
BA421_91702_S09: BA 421: Cost Accounting(91702-S09)	0%
BA461_62038_W08: BA 461: Organizational Behavior(62038-W08)	0%
BA464_31801_F08: BA 464: Promotion Strategy(31801-F08)	0%
BA487_61807_W08: BA 487: International Mgmt(61807-W08)	0%

Each of these links will take you to a corresponding section of your Blackboard homepage, i.e., if you click the first link labeled Announcements, it will take you to a page labeled Announcements. This is a compilation of all announcements posted by instructors in any of your courses using Blackboard. If you click on Personal Information, it will take you to a page where you can update your personal information, such as changing your password. The other links are organizational tools for your convenience that you may choose to use but are not part of the class sites you are registered for.

Also, you will see that the screen is divided into modules or blocks:

- My Announcements
- My Calendar
- My Tasks
- Report Card
- Download Backpack
- My Courses

Note that you may control what is displayed both on your Blackboard home page and within each module block in two different ways; two buttons located on the top right of your home page (Modify Content and Modify Layout) or using icons in the menu bar of each block.



By clicking on the “dash” you may collapse the block so that only its title bar will display. Clicking on the “pencil point” will allow you to choose the content you want displayed within the block. Clicking on the red “x” will remove the block entirely from your home page. (You can always put content back using the Modify Content button.)

**My Announcements** - when an instructor posts a new announcement within their course, it will also appear on your homepage (simply a time management resource to keep information organized). NOTE: This is a mirror image of announcements within your course but you actually have to enter your course to follow any instructions possibly contained in the announcements. More on this later!

**My Calendar** - a simple electronic calendar that you may use to key in special dates/appointments, deadlines, due dates, exam dates, etc. This is YOUR calendar but it is your choice whether or not you use it!

**My Tasks** - another electronic organizer tool which you may choose to use - you may organize tasks that need to be completed, i.e., break down a large assignment into sections and list each as a task with a timeline. Again, it is your choice whether or not you use this feature.

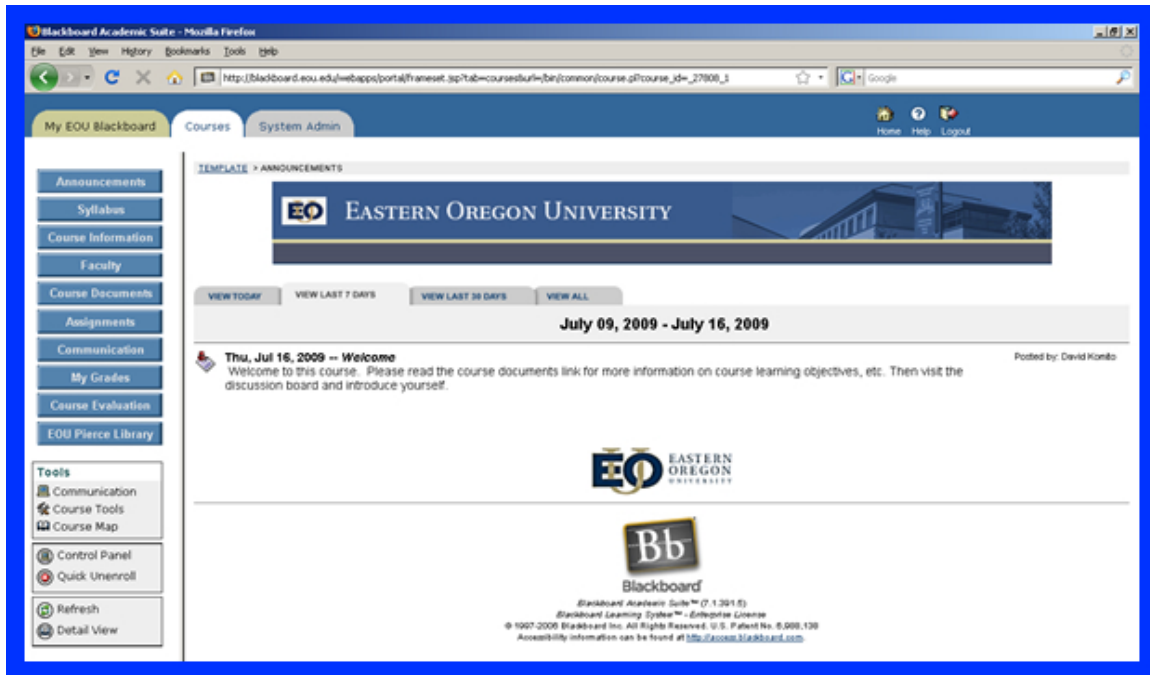
**Report Card** – This block is a summary of your total grades for all of the Blackboard classes you have registered for.

**Download Blackboard Backpack** – This is a product that allows you to work on your Blackboard classes offline and upload offline content when you reconnect to Bb. This block is an advertisement placed on every home page, encouraging the purchase this feature. This is not required for any course. It is a personal productivity tool that you can purchase from Blackboard, if you wish.

**My Courses** - Within this section, you will see the underlined titles (links) to your course(s). Your instructor controls the availability of your class. (**Important note:** if you do not see your class on the first day of the term, your instructor has not ‘turned on’ your course.) Click the underlined title and a NEW blackboard page is displayed. You are now inside your actual course, i.e., you are now in the classroom!

## COURSE NAVIGATION AND CONTENT

Once you enter your actual course, the page display will be slightly different. Now you will see a series of button bars (navigational tools) listed down the left side of the screen. A separate section of the course is connected to each one. Every instructor has the freedom to design their own arrangement of course information but the following will provide you with a sampling of what might be presented.



**Announcements** - If you click on Announcements, you will see a page of announcements that your instructor has posted. Read through each one (a mirror image of these announcements is available from your homepage). You will see tabs across the top of the announcements page that are date specific. You may choose to see announcements posted today only, within the last week, the last month, or the entire list (View All).

**Course Information** - You will usually find a copy of the final syllabus or other relevant course guidance and you may refer to it at any time.

**Course Documents** - This page is often created to give you a listing of reading materials. Click on each one to display a different resource/assignment.

**Assignments** – This is where your class assignments are posted. Many instructors also post quizzes and exams here, and create links for the submission of essays.

**Communication** - This page may provide several features:

- Send email
- Discussion board
- Roster

**Discussion Board** - This feature allows for "classroom discussions" but you participate when you want, any time of the day or night. Your instructor may post a topic, or "Forum" in which you may be required to participate. Also, voluntary Forums may be posted here for you to introduce yourself to your classmates and discuss relative issues of your course work. Click on the title of the discussion you wish to participate in. The screen will change and you will see either a long list of discussions already in progress or perhaps a blank screen if you are the first one to post an entry.

Individual postings in a discussion are only listed by their titles; you must click on the title to see the text of the posting.

To post a new entry, click on the Thread button. (Some instructors may allow only one thread, in which case you would read and respond to the one that's there.) A new window will open. Type in your subject and content and choose Submit. If you choose the Save button your post will not be visible to your instructor or classmates. It will save to your account only and will allow you to revise it at a later date.

If you wish to read another student's posting, click the "Thread" they have provided. A new page is displayed where you will see the title of their posting. You must click on the title to read their statement and you are given the opportunity to respond to them (which the entire class can read) ... just like in a classroom discussion. If you wish to reply, press the reply button and enter your message and submit.

**External Links** is often a listing of web sites that your instructor may provide as resources for completing your assignments.

**Tools** - more links to your personal information (link discussed above), tasks (displays information entered from your homepage toolbar or entered by instructor specific to course), calendar (same thing). The Homepage link (if available), allows you to post information about yourself for THIS course only

We hope the above information will assist you in succeeding with your course work. While your instructor is your best source of information about the requirements and methods of the course, if you need technical assistance click on the Help button near the top of the Blackboard window, or go directly to <http://d2.parature.com/ics/support/default.asp?deptID=4330>, or call toll-free **1-866-517-3593**. Technicians are available 24 hours a day, 7 days a week.

Good luck with your course!