

“How To” Use Blackboard

Accessing Blackboard

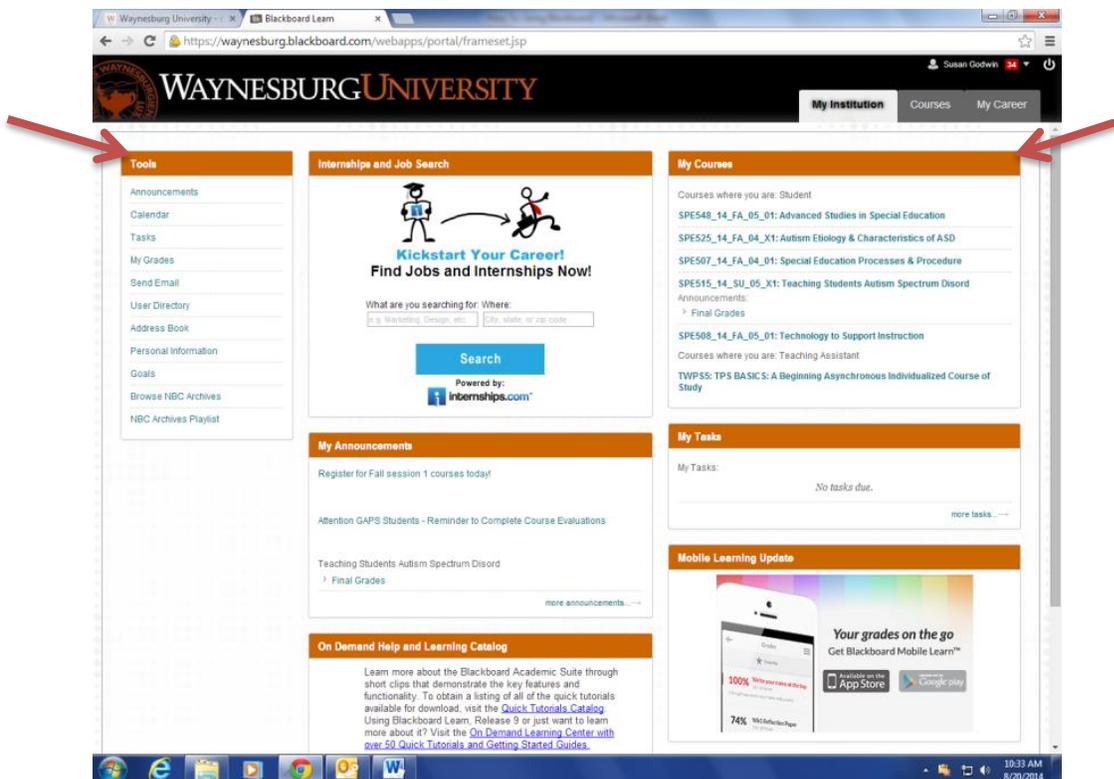
1. Access Blackboard using the direct URL: <https://waynesburg.blackboard.com>
 - a. Your blackboard username was emailed to you, along with directions on how to set your password. If you need the information sent to you again, please contact Sue Wise at swise@waynesburg.edu or 724-852-3377

Note: We recommend you use Firefox or Google Chrome as your browser.

The Blackboard Home Page

1. Once logged into Blackboard, you will see the **Home Page**.
2. You will see **Tools** on the left side of the screen and **My Courses** on the right.
3. Optional: You may update your user profile and change your password.
 - a. Find the **Tools** module on the left side of the screen. Click on **Personal Information**.
 - b. Select **Change Password**.
 - c. Enter your new password twice.
 - d. Click on **Submit**.

Tools



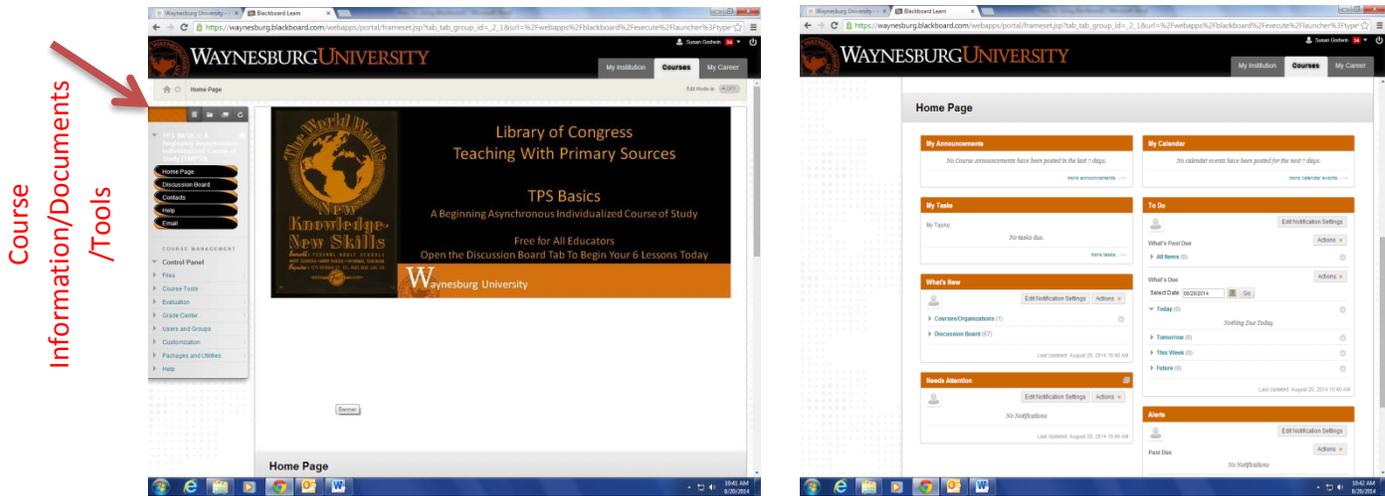
The screenshot shows the Blackboard Home Page interface. At the top, there is a navigation bar with the Waynesburg University logo and the text 'WAYNESBURG UNIVERSITY'. Below the logo, there are tabs for 'My Institution', 'Courses', and 'My Career'. The main content area is divided into several sections:

- Tools:** A vertical sidebar on the left containing links for Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information, Goals, Browse NBC Archives, and NBC Archives Playlist. A red arrow points to this section.
- Internships and Job Search:** A central section with a graphic of a person with a graduation cap and a person with a briefcase, and the text 'Kickstart Your Career! Find Jobs and Internships Now!'. It includes a search bar and a 'Search' button. Below it, it says 'Powered by: Internships.com'.
- My Courses:** A section on the right titled 'My Courses' with a sub-header 'Courses where you are: Student'. It lists several course IDs and titles, such as 'SPE548_14_FA_05_01: Advanced Studies in Special Education'. Below this, it says 'Courses where you are: Teaching Assistant' and lists 'TWP55: TPS BASICS: A Beginning Asynchronous Individualized Course of Study'. A red arrow points to this section.
- My Announcements:** A section below the job search section with the heading 'Register for Fall session 1 courses today!' and 'Attention GAPs Students - Reminder to Complete Course Evaluations'.
- On Demand Help and Learning Catalog:** A section at the bottom with the heading 'Learn more about the Blackboard Academic Suite through short clips that demonstrate the key features and functionality...'.
- My Tasks:** A section on the right with the heading 'My Tasks:' and the text 'No tasks due.' and a 'more tasks...' link.
- Mobile Learning Update:** A section at the bottom right with a graphic of a smartphone and the text 'Your grades on the go Get Blackboard Mobile Learn™'.

My Courses

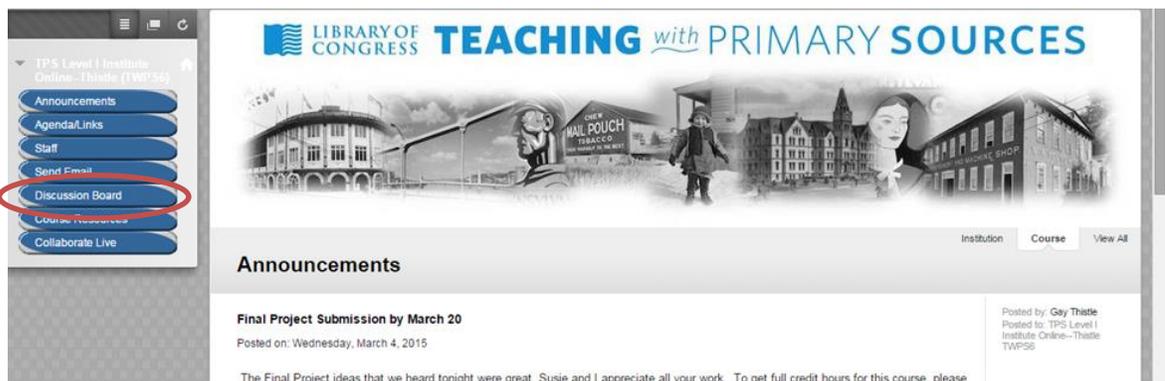
Navigating through Your Course(s)

1. To access course information, click on the specific course title located under **My Courses** on the right side of your Blackboard Home Page.
2. Click on the **title of your course**.
3. The **Tools** menu associated with this course will appear on the left side of the course home page. The facilitator will update tools as necessary.



Posting on Discussion Board

Making an Original Post:



1. After the course home page, click **Discussion Board**.

- On the Discussion Board page, you will see a list of forums for each week. **Click on the forum title** where you would like to create a post.

Forums

Discussion Board
Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Forum	Description	Total Posts	Unread Posts	Total Participants
Welcome Activity	Welcome to the TPS Level I Online Institute discussion board! Please take a moment to introduce yourself and tell what professional goal(s) you have for taking this course. Feel free to reply to others and get to know one another to make the most of the experience. • Name • School/Organization Name • State • Subject/grade level(s) you teach • Why did you sign up for this course? • What do you expect to achieve? A package of materials will be mailed to you once you have responded to this prompt. We look forward to working with you. --Gay Thistle, TPS Facilitator --Susie Godwin, TPS Graduate Assistant	27	20	13
Week 1: Introduction to the Library of Congress	Complete prior to the Collaborate session on Tuesday, February 10th. • Watch the Introduction to the Library of Congress interactive module • Read Rich Carm article " Primary Sources at the Heart of the Common Core " • With headset installed in your computer, select the Collaborate Live tab (to the left of this screen). Select the class and "Launch the Room". You may be prompted to update the Java version. Do this. Once in the room, find the icon of the blue mic with the red flower on the top left. This is your audio wizard. Select it and follow the directions to set up and test audio.	2	1	2
Week 2: Finding and Selecting Primary Sources	Complete by Monday, February 16th • Watch Finding Primary Sources interactive module • Watch Finding the Persistent URL video • Read Key Considerations for Selecting Primary Sources	62	62	15

Discussion Board Post (Original post due Monday, February 16th at noon)
NOTE: All original posts are due at noon the day before class meets. All participants are then asked to read the

- You will see a list of posts created by other participants. To create an original post, click **Create Thread**.

Forum: Week 3: Analyzing Primary Sources and Supporting Inquiry with Primary Sources

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 Display

Date	Thread	Author	Status	Unread Posts	Total Posts
2/24/15 5:27 PM	Uncle Tom's Cabin Cover	Jeff Hawks	Published	1	1
2/23/15 11:14 AM	Primary Source Analysis	Tonya Hall	Published	6	6
2/23/15 9:43 AM	Maps	Michelle Penyy	Published	3	3
2/23/15 9:34 AM	Final Project Template	Joyce Polucha	Published	2	2
2/23/15 8:26 AM	Primary Source Analysis	Kelly Inman	Published	1	1
2/23/15 12:09 AM	Primary Source Analysis-Isom Moseley	Selma Gladden	Published	3	3
2/22/15 11:39 PM	Week Three	Rikki Davenport	Published	4	4
2/22/15 11:35 PM	analysis - maps	Eileen Joll	Published	5	5
2/22/15 11:29 PM	Orville Wright Postcard - Primary Source Analysis	Jessica George	Published	10	10
2/22/15 10:05 PM	Primary Source Analysis 2	Peggy Mourer	Published	1	1
2/22/15 10:01 PM	Primary Source Analysis	Peggy Mourer	Published	6	6
2/22/15 8:14 PM	Primary Source Analysis	Joyce Polucha	Published	6	6

https://waynesburg.blackboard.com/webapps/discussionboard/dojo/forum?actions=list_threads&nav=discussion_board_entry&course_id=18320_1&conf_id=18349_1&forum_id=41255_1

4. **Provide a title** (subject) for your post and then **write the post** in the message box. You may also add an attachment if necessary. When you are finished with your post, click **Submit**.

1. Create a Title

2. Write a Post

3. (Optional) Attach a File

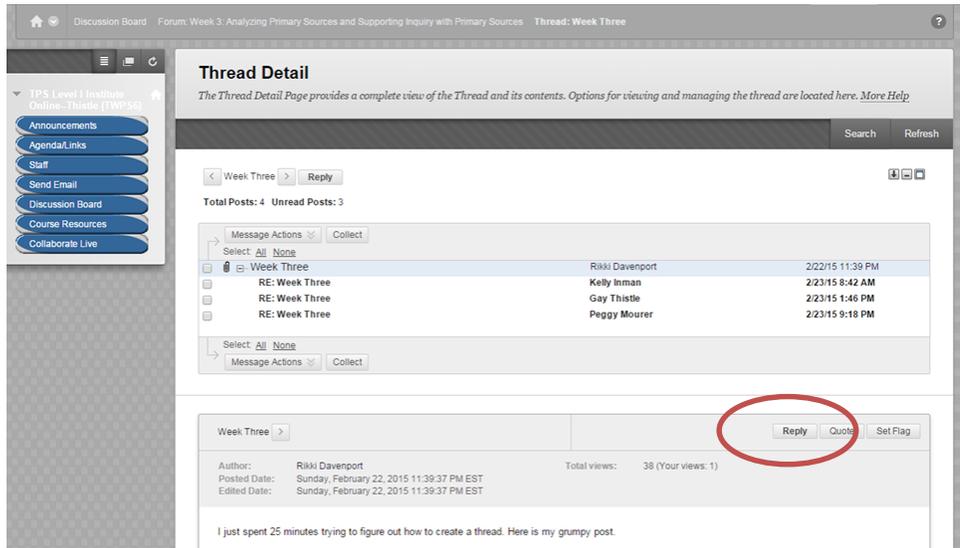
4. Submit

Responding to a Classmate's Post:

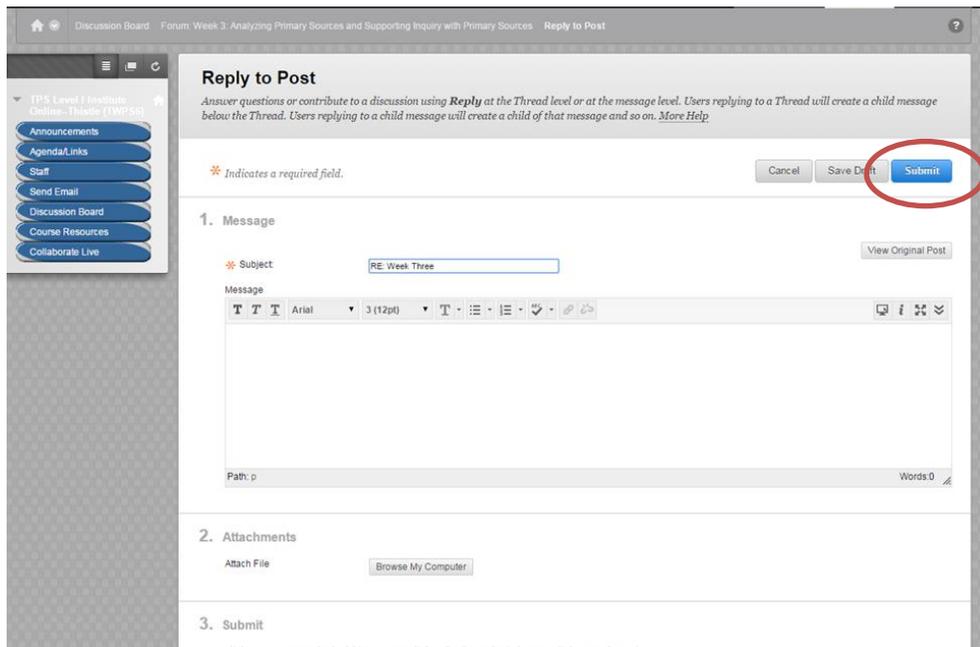
1. Follow steps 1 and 2 under **Making an Original Post**.
2. On the Forum page, **click the title** of a classmate's post to read or respond to it.

Date	Thread	Author	Status	Unread Posts	Total Posts
2/24/15 5:27 PM	Uncle Tom's Cabin Cover	Jett Hawks	Published	1	1
2/23/15 11:14 AM	Primary Source Analysis	Tonya Hall	Published	5	6
2/23/15 9:43 AM	Maps	Michelle Penyy	Published	3	3
2/23/15 9:34 AM	Final Project Template	Joyce Polucha	Published	2	2
2/23/15 8:26 AM	Primary Source Analysis	Kelly Isman	Published	1	1
2/23/15 12:09 AM	Primary Source Analysis Isom Moseley	Selina Gladden	Published	3	3
2/22/15 11:39 PM	Week Three	Rikki Davenport	Published	4	4
2/22/15 11:35 PM	analysis - maps	Eileen Jull	Published	5	5
2/22/15 11:29 PM	Orville Wright Postcard - Primary Source Analysis	Jessica George	Published	10	10
2/22/15 10:05 PM	Primary Source Analysis 2	Peggy Mourer	Published	5	1
2/22/15 10:01 PM	Primary Source Analysis	Peggy Mourer	Published	5	6
2/22/15 8:14 PM	Primary Source Analysis	Joyce Polucha	Published	5	6

3. You will see the original post and any responses already posted from other participants. You can read their posts by clicking on their names or click **Reply** to post a response.



4. Type your response and click **Submit**. Your post will join the thread.



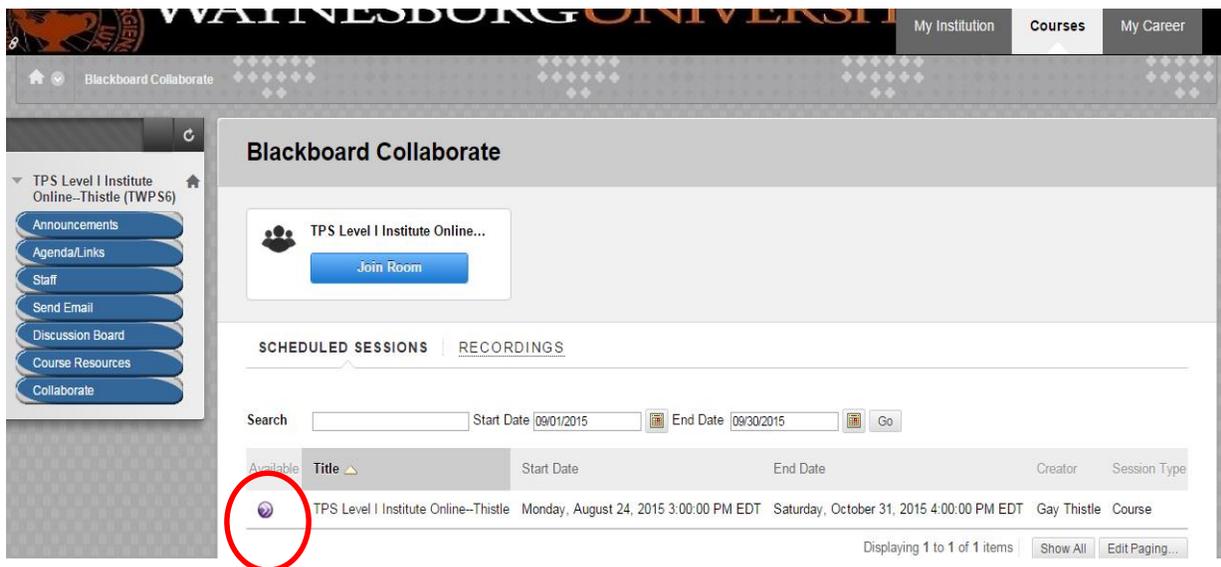
Using Collaborate

1. Select **Collaborate** from the left side menu.



The screenshot shows the Blackboard interface for the course 'TPS Level I Institute Online--Thistle (TWPS6)'. The left sidebar contains a menu with the following items: Announcements, Agenda/Links, Staff, Send Email, Discussion Board, Course Resources, and Collaborate. The 'Collaborate' button is circled in red. The main content area features a banner for the 'LIBRARY OF CONGRESS TEACHING with PRIMARY SOURCES' project, an 'Announcements' section, and a footer with 'Blackboard and Collaborate Support Help' and 'Posted by: Gay Thistle'.

2. Click on the purple **Available** button to open the appropriate room.



The screenshot shows the Blackboard Collaborate interface. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Blackboard Collaborate' and includes a 'Join Room' button. Below this, there are sections for 'SCHEDULED SESSIONS' and 'RECORDINGS'. A search bar is present with fields for 'Search', 'Start Date' (09/01/2015), 'End Date' (09/30/2015), and a 'Go' button. A table lists the available sessions:

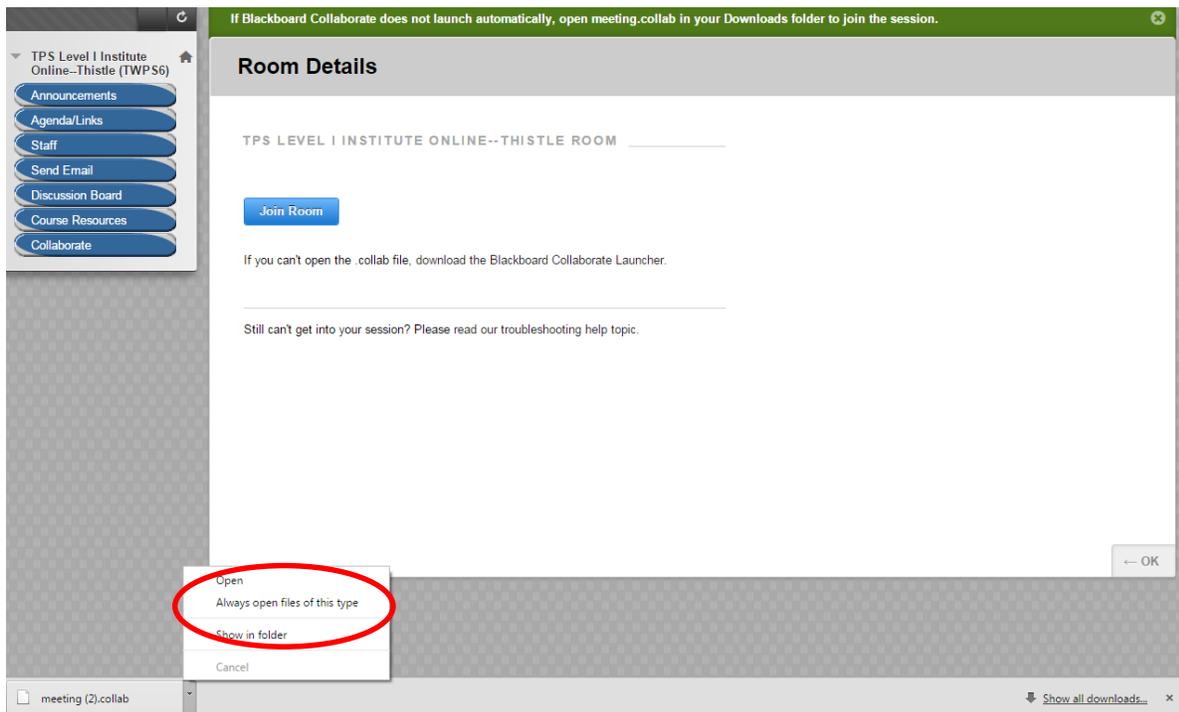
Available	Title	Start Date	End Date	Creator	Session Type
	TPS Level I Institute Online--Thistle	Monday, August 24, 2015 3:00:00 PM EDT	Saturday, October 31, 2015 4:00:00 PM EDT	Gay Thistle	Course

The 'Available' icon in the first row is circled in red. The footer shows 'Displaying 1 to 1 of 1 items' and 'Show All' and 'Edit Paging...' buttons.

3. Click on **Join Room** on the top of the screen. This will download the launch file. (You may need to download the "Blackboard Collaborate Launcher" the first time if prompted to do so)



4. If the Web Start Launcher doesn't automatically start, click on the drop-down menu and select **Always open files of this type**.



For further assistance:

- To check **System Compatibility**:
<https://blackboard.secure.force.com/apex/publicbarticleview?id=kAB700000008P8m>
- **Blackboard Support** at Waynesburg University, contact:
 WU Helpdesk (724) 852-3413 8:00am-8:00pm Mon.-Fri.
- **For Collaborate** support, use the resource portal: <http://support.blackboardcollaborate.com>.
 Or call to talk with a representative: 1-877-382-2293.

Additional Assistance

1. If at any time you need further assistance, click on the links in the **On Demand Help** and **Learning Catalog** section. The section is located in the lower-mid section of the **Home Page** and provides a variety of tutorials to help you with different aspects of Blackboard.
2. By clicking on your name at the top right corner of Home Page, you can see a drop down list of your courses.
3. To **sign out** of Blackboard, click on the icon in the top right corner of the screen or simply close the window.

On Demand Help and Learning Catalog Section

Log out icon

Name