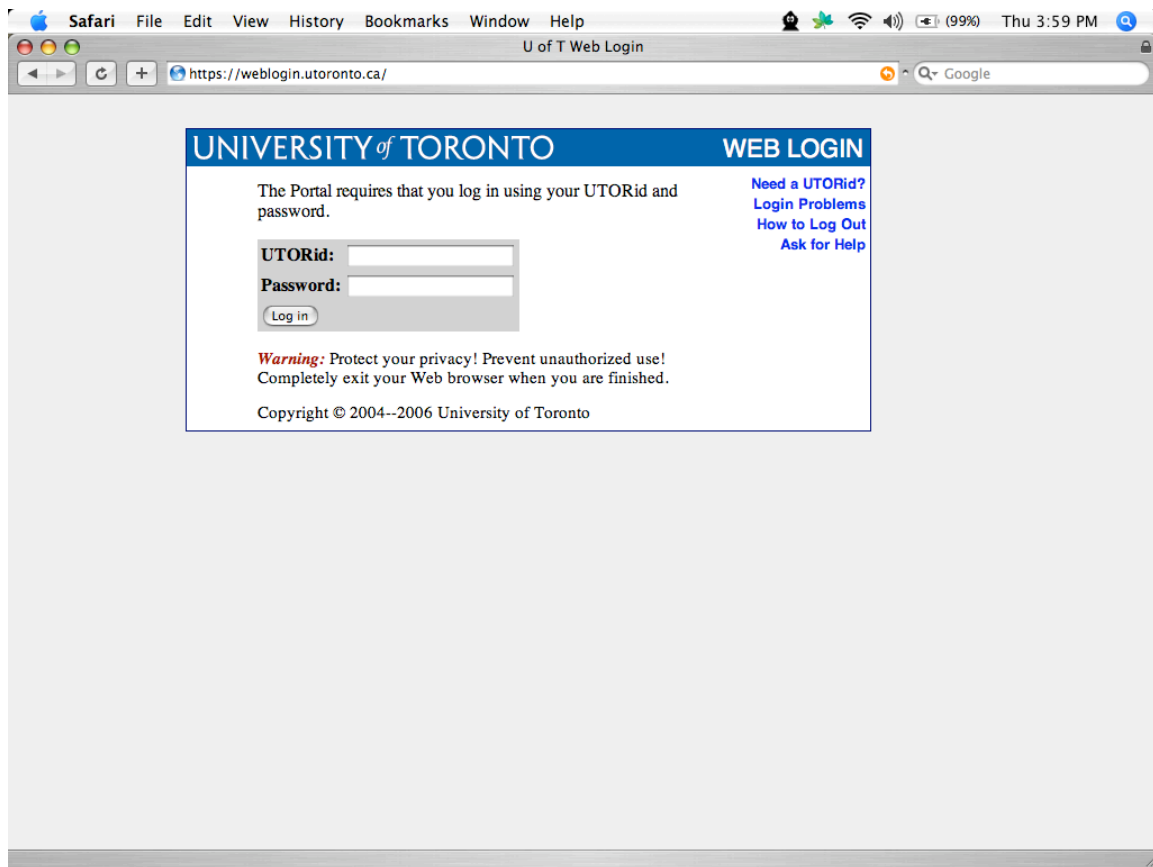




Welcome to Blackboard! First things first; let's start with logging in. Here's the url you need to get to your course in Blackboard:

<http://portal.utoronto.ca>

Note the lack of "www" in there; it matters. Type that into your browser of choice. If you run into any errors at this point, make sure your browser is updated. [A note to mac users: Safari works with most of Blackboard, but when you want to do things like participate on discussion boards or send email through the system, use Camino or Firefox. There's a bug in the current version of Safari that makes discussion board posts not make it.]



You'll notice that the url quickly changes to "https://weblogin.utoronto.ca". This is because in order to see Blackboard, you need to authenticate with the weblogin. **Don't**

**bookmark this page.** The weblogin is used for a variety of different applications, so bookmarking this page will only bring you to this page (makes sense). It won't take you to Blackboard. But because we started with the other url (<http://portal.utoronto.ca>), it will take us to the right place once we log in.

You don't need to create a new login for Blackboard; it already knows who you are. You just need your UTORid and password. This is the same login that gets you onto the wireless network with your laptop, and the same one that you use to check your email.

If you're confused about your UTORid or don't remember your password, go here:

<https://www.utorid.utoronto.ca/>

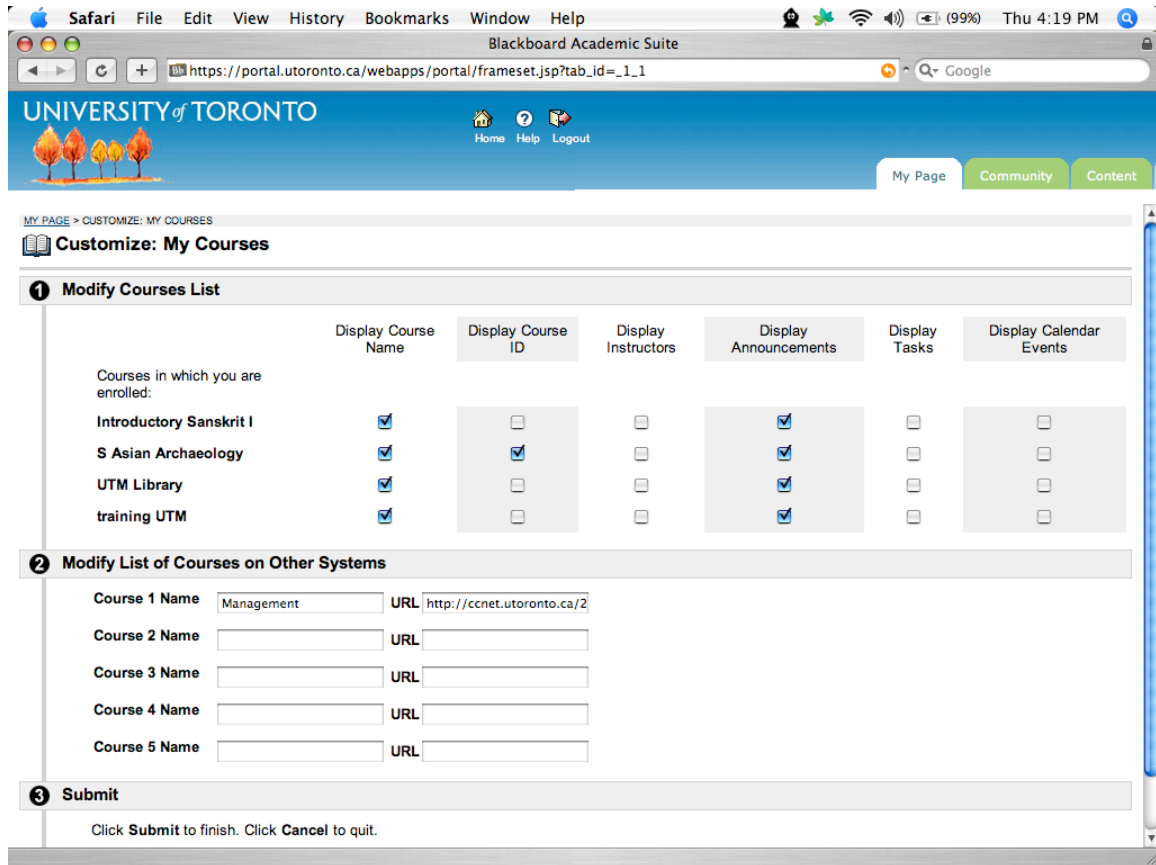
And if you still run into problems, go to Computing Services help desk between 9am and 5pm Mondays through Fridays. Your UTORid is very important, so it pays to sort out any issues with it as soon as possible.

Once you typed in your UTORid and password, you end up here:

This page is what's known as the portal. From here, you can see information displayed based on what the system knows about you; you'll see from the "my courses" box on the right side of the screen that it knows what courses you're taking. In that box you'll see the

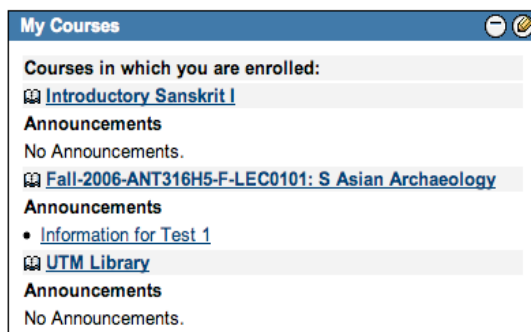
courses you're taking *that are activated in Blackboard*. You may well be taking more courses than you see listed here, and that doesn't mean you're not enrolled in them. It just means the instructor isn't using Blackboard. Remember: ROSI is always right.

Before we dive into the course shells themselves, let's have a look closer at that "my courses" box; you'll notice a little pencil icon in the top right corner. Click on that and you'll see this:



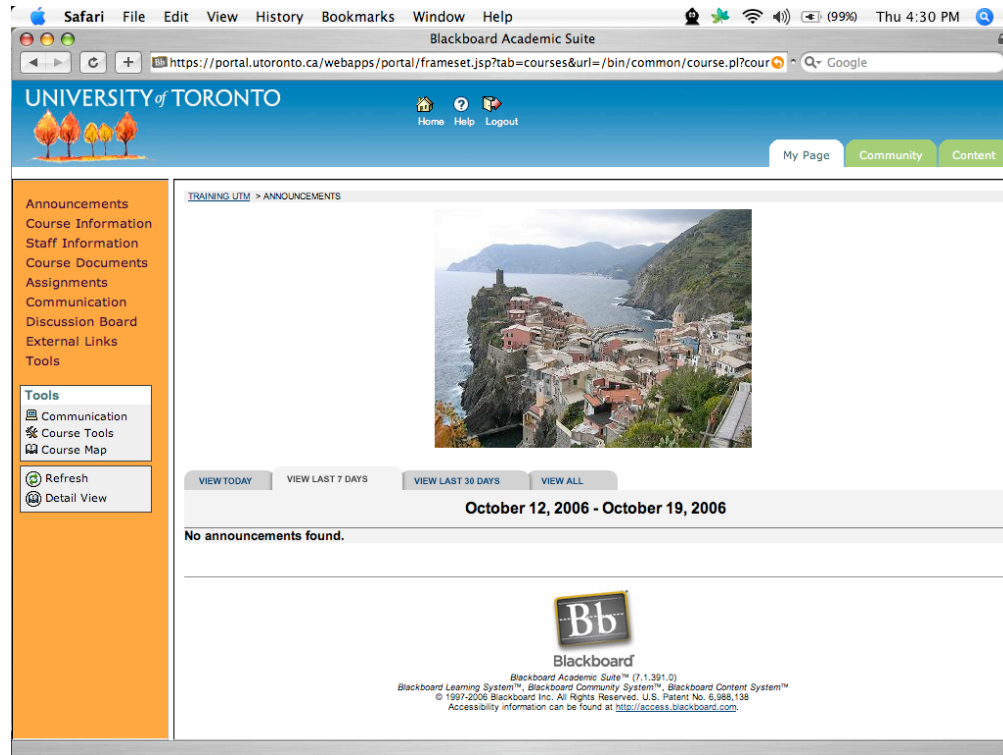
From here, you can change the way your courses are displayed on the portal page. If you only want to your courses listed by course code, for instance, you could tick the "display course id" boxes for all your courses and untick the others. Be careful though; if you untick all the boxes, you won't be able to find the course webpages! Make sure at least one box is ticked for each course.

Under that, you see a space to add other courses. This is so you can add courses using other systems (like CCNet) to your Blackboard portal page. Just give the course a name and insert the url for the course. That way you'll be one click away from all your course pages, even when you're using lab or library computers.



Now, back to the courses:  
You'll notice that each of the courses listed is a hyperlink, followed by a series of

announcements by default. This way you can get a quick view of anything that's going on immediately; is there a test coming up? There will probably be an announcement if there is. Just logging on to Blackboard regularly will help you stay organized in your courses. Click on the hyperlinked name to get to the course page.



This is what your course web page will look like (roughly). You'll see a menu of items to choose from on the left, and the course content will appear in the main window. Click around and explore and see what's available.

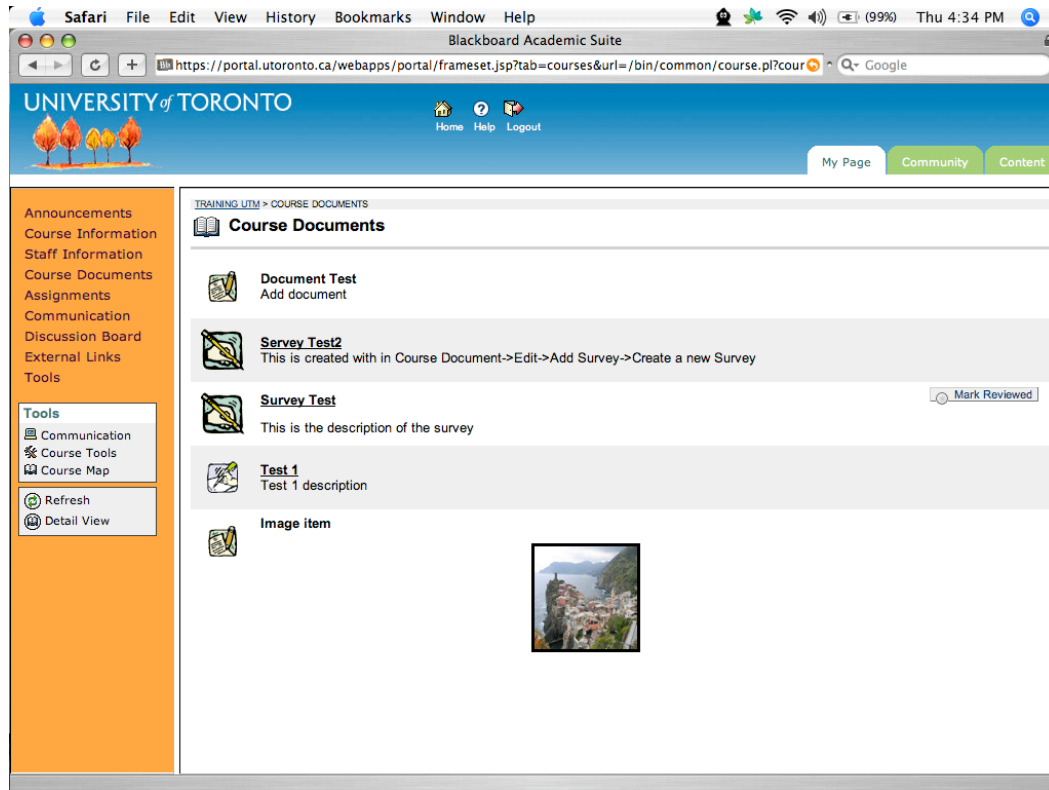
The first option, "Announcements", is the same page you're usually looking at when you first visit the course page. This is the place where instructors will leave messages for the entire class, remind you of upcoming assignments, tests, or special events, or will let you know if there's been a room change or if class is unexpectedly cancelled. It's a good idea to check the announcements regularly.

Under "Course Information" you will generally find things like the syllabus and other important information.

"Staff Information" will tell you who your instructor is, when her/his office hours are, etc. TAs and other instructors, lecturers, or those helping with the course (like librarians or technologists) may also be listed here.

Click around inside "Assignments" and "Course documents" to see what's in there; it will be different for each class.

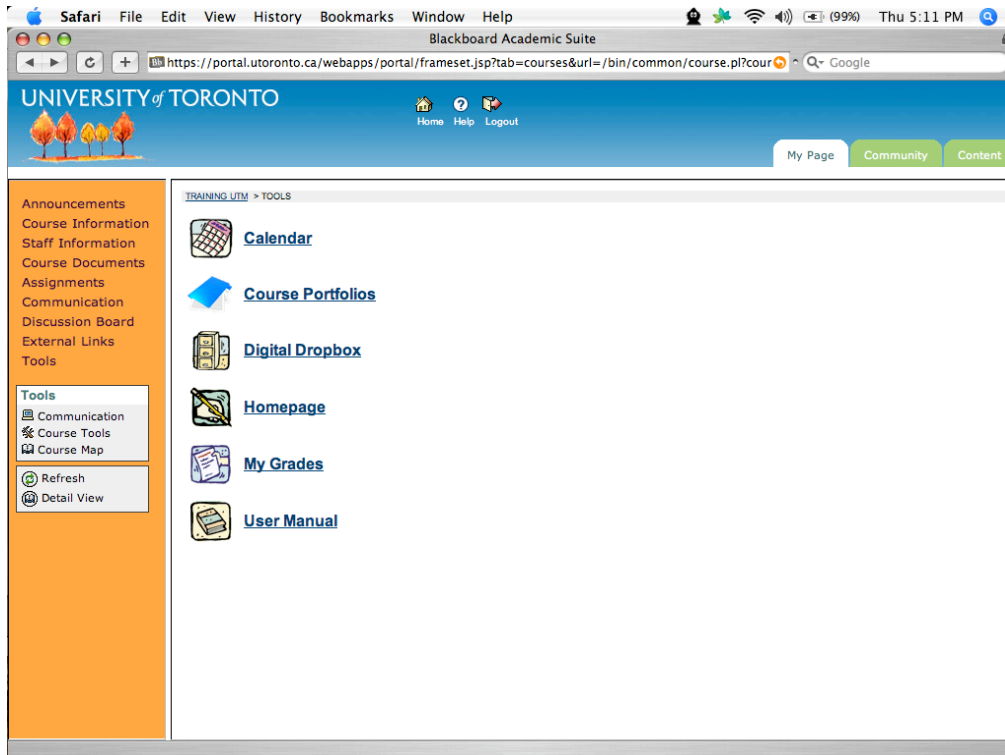
Here's a look at a typical "Course Documents" section:



Within the items on the right hand menu, you'll often find a series of documents, much like those above. To see the documents, click on the hyperlinks. To download them to your own computer, right-click and save (PC) or apple-click and save (mac).

One of the first questions many students ask is: "Great, but how do I see my grades?" Well, let me show you!

If your instructor is making grades available through Blackboard (ask if you don't already know the answer!), click on "tools". (Note: you can click on the link that says "Tools", or the link inside the grey box under the menu that says "Course Tools". Both will take you to the same place.)



There you see the option "my grades". (While we're here, you'll also notice a few other options, like the digital dropbox, which is a way to hand in your essays and assignments. This only works if your instructor opts to use it with your course.) When you have a test or an assignment due, if your instructor is using Blackboard for grading, you'll be able to access your grades from here. Just click on "My Grades".

TRAINING UTM > TOOLS > MY GRADES

**View Grades**

Your grades for this course

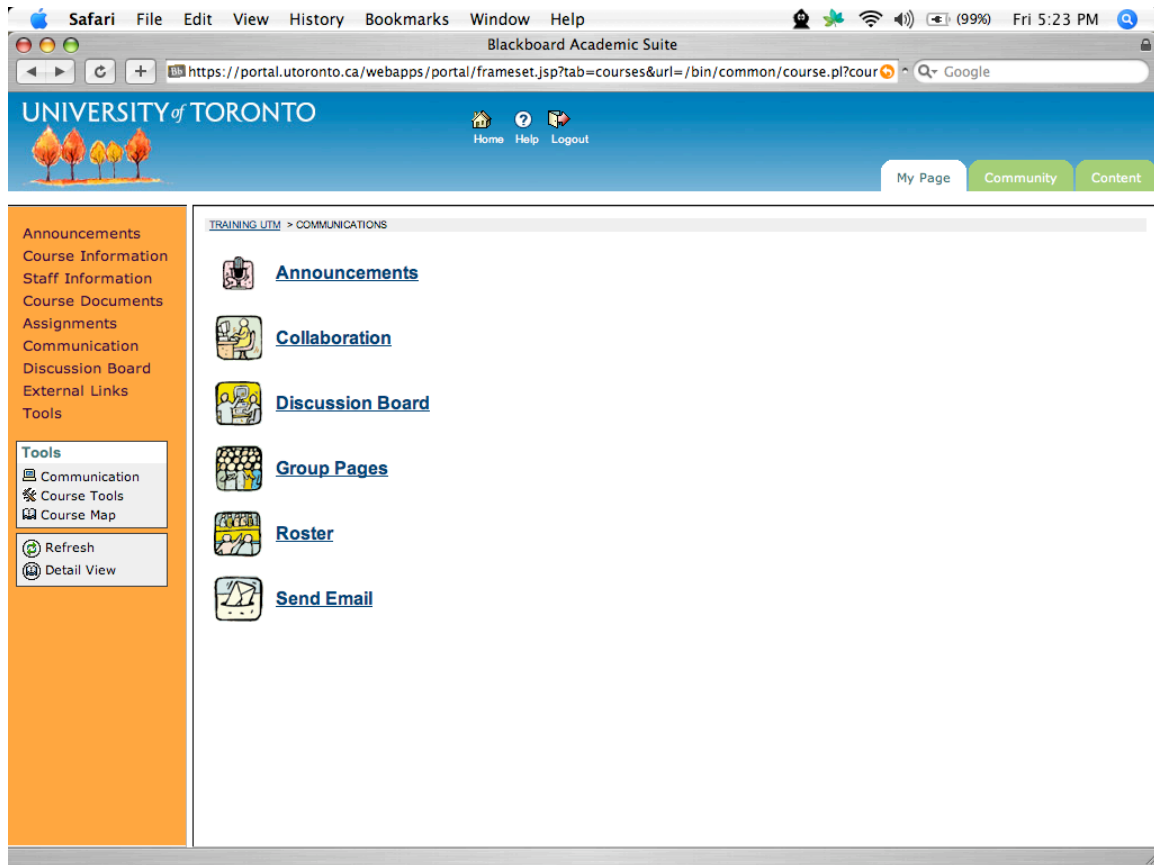
Item Name	Last Submitted, Modified or Graded	Grade	Points Possible	Average Score	Weight
Survey Test	Oct 11, 2006	-	0	0	0%
Servey Test2	Oct 11, 2006	-	0	0	0%
Survey Test	Oct 11, 2006	-	0	0	0%
Test 1	Oct 11, 2006	-	40	0	0%
Total		-	40	-	
Weighted Total		-		-	

In Progress  
 No Information  
 Needs Grading  
 Grading Error  
 Completed

OK

From here you'll be able to keep track of your grades as they're assigned. These aren't your final grades, though; just your grades on individual assignments and tests. If you don't see anything here yet, don't worry, it just means your instructor hasn't added grades yet or hasn't made them available yet.

Let's say you have a question for your instructor and/or your TA, or you want to participate in a discussion with your class. All you need to do is click on "communication" on the left hand menu.



There's a few options from here. First, maybe your question is about a due date or a change in a meeting place. The first place to check is "announcements". Most instructors will add an announcement to the page instead of sending the whole class an email; maybe the answer to your question will be there. (Note: usually, when you first enter the course page, the announcements will be the first thing you see.)

Perhaps the answer to your question isn't there. Many instructors use the discussion board to keep students informed, and as a forum for student questions. (Maybe someone else has asked the same question you have, and has already got an answer on the discussion board!)

If you've ever used a discussion board before, Blackboard's discussion board will feel pretty familiar.

TRAINING UTM > DISCUSSION BOARD

### Discussion Board

Search   After Oct 19 2006  Before Oct 19 2006

Forum	Total Posts	Unread Posts	Total Participants
<a href="#">Test Posts</a>	2	1	2

Add your test posts here!

If the discussion board is enabled, go ahead and explore it. Whether you can add new forums or new threads (or edit your posts once they're posted) is up to your instructor, so play with it a bit to see what you can do. But remember; everything you post on the discussion board is part of your course work, even if you're not being graded on it directly. If you want to post something that you think is funny but might offend someone else, you should think twice. Posting on a discussion board is just like saying something in class, and even if it might look like you're posting anonymously and no one will know it was you, everything you post in Blackboard can be traced back to you by your instructor. While discussion boards can be a lot of fun, make sure it's an academic kind of fun.

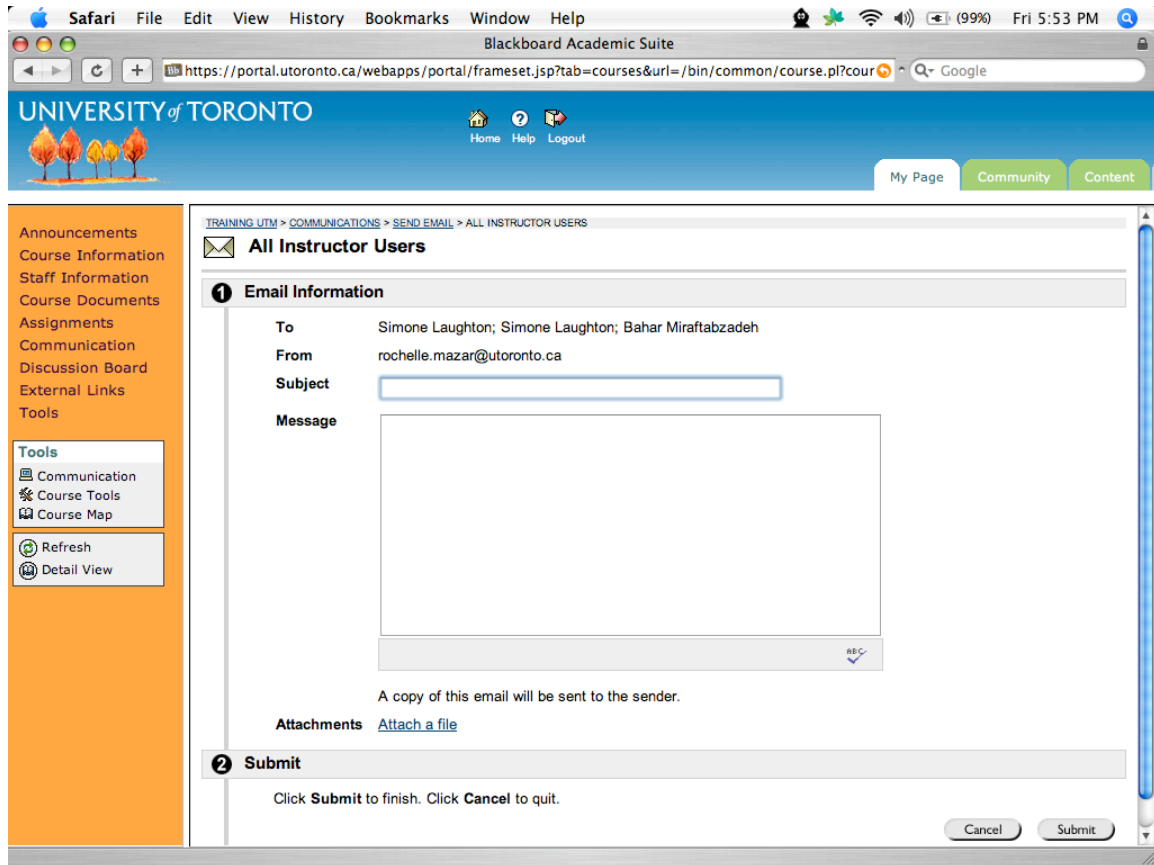
But what if what you need to do is send email to your instructor or TA (or both). Go "Communication" section and click on "Send Email".

TRAINING UTM > COMMUNICATIONS > SEND EMAIL

### Send Email

- ▶ [All Users](#)
- ▶ [All Groups](#)
- ▶ [All Teaching Assistant Users](#)
- ▶ [All Instructor Users](#)
- ▶ [Select Users](#)
- ▶ [Select Groups](#)

Here you have some options of who you can send email to; some of these options may be restricted by your instructor. But you can email your instructor by clicking on "All Instructor Users" (which means: anyone listed as an Instructor. Some courses have more than one).



This looks a lot like your webmail; you add a subject and a message, you can attach a file if you need to, and then click submit.

**But Wait:** Check to see what Blackboard lists as your email address. Is it correct? Whatever you see in that field is what ROSI thinks your email address is. If you typed in a hotmail or gmail account into ROSI, you'll notice you have no email address in Blackboard. This is a bad sign!

*Go to ROSI and type in your utoronto.ca email address. Otherwise you won't just be missing email from your instructors; if the registrar decides that you're such a sterling student that they want to give you some money, they won't be able to tell you!*

Still having trouble with Blackboard? Talk to your instructor and/or your TA, or drop by the library to talk to Rochelle Mazar (rmazar@utm.utoronto.ca) or Simone Laughton (slaughto@utm.utoronto.ca).

Have a great term!