Information Technology Support Services

Blackboard 5
Student Manual

- Logging into Blackboard.
- Announcements.
- Course Information/Documents.
- E-mail, Student Roster, Student Pages, Discussion Board, Group Pages.
- File Exchange, Student Calendar, Edit Your Home Page.
- Appendix: Simple HTML Code.
- Appendix: UNIX Activation & Auto forward

School of Policy, Planning, and Development
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BLACKBOARD

About Blackboard
Blackboard is a secure, pedagogical oriented, web-based environment that instructors and students can use as a center for exchanging information. It contains templates that instructors can use to build their course, upload files and messages without having to know HTML code. Students can only access classes they are enrolled in. Blackboard is designed specifically for distance education and provides the following features:

- Information exchange via e-mail.
- A threaded discussion board.
- A file exchange area.
- Real-time text chats with drawing tools.
- Locations for instructors to post their syllabus, office hours, announcements, test results, course information, course materials, or anything else that could be posted to a web page including PowerPoint presentations, Excel files, video, images, etc.
- Online quizzes, surveys, and tests.
- An online grade book.

Getting Help
There are various methods of getting help with Blackboard.
For web help, go to:

- http://learn.usc.edu
- http://www.usc.edu/isd/locations/cst/quickstart/tutorials.html
- http://support.blackboard.com/

For telephone assistance, call the ISD Help Desk: 213/740-5555

Activating UNIX for Blackboard Access
Blackboard is now tied directly into the user's USC UNIX account. For a student to access Blackboard, they must have first activated their UNIX account and know their UNIX user ID and password. The Blackboard login page offers links to activate UNIX as well as other support in the "Problem" column. If you have not activated your UNIX account, you can do so at:

http://www.usc.edu/firstlogin

Minimum Browser Requirements
On a PC, use Internet Explorer 4.0 or better only. Do not use Netscape. On a Mac, use either Internet Explorer 4.0 or Netscape Communicator 4.0 or better.
Logging Into Blackboard – All Users
All users, whether students or instructors, login to Blackboard using the same method.

1. Open your web browser to the following URL: http://learn.usc.edu

   ![Login Form]

   - For example, if your e-mail address is ttrojan@usc.edu, your user name is "ttrojan" [More help]
   - Your password is the same one you use to check USC e-mail. [More help]

2. Enter your UNIX user ID in the "user name" box and your UNIX password in the "password" box. (Note UNIX user ID's and passwords are case sensitive).
3. Click the "login" button.

Logging Out Of Blackboard
When you have completed your Blackboard session, for security reasons, it is important that you log out properly.

1. Click the "Logout" button located at the top of the screen.
2. Close the web browser.

THE BLACKBOARD ENVIRONMENT
There are three tabs at the top of you screen, each with their own purpose.

- **MY USC**
  - This tab is for storing general information that exists outside of a particular course and for combining information from all courses into one area. For example, it contains a calendar that combines information from the course calendars of all courses you are enrolled in onto one calendar.

- **Courses**
  - This tab lists all the courses you are teaching or taking. Once you click a course, the tab will reflect information pertinent only to that course.

- **Electronic Resources**
  - This tab takes you to an ISD web page which lists various electronic resources available at USC.
MY USC

This is the one area of Blackboard that integrates features from various different courses students are taking into one area. For example, each course has its own announcements page, calendar, and a task list. The MY USC combines all calendars into one calendar, all announcements into one announcement page, and all tasks lists into one task list. MY USC also contains a personal address book and a directory that a student can register with to make their information available to other students. "MY USC" is covered more extensively on page 30.

Note that over time, the services available from this page will change as ISD enables more Blackboard features. At the moment, many Blackboard features have been disabled.

ACCESSING A SPECIFIC CLASS

Once you have logged into Blackboard, all classes you are currently enrolled in will be listed. To enter one, simply click the name of the class you wish to view.

1. Click on either the "My Courses" tab or the "Courses" tab.
2. Click the course you would like to view.
OVERVIEW

Unless modified by your instructor, there are 12 red buttons available to students, each with a different purpose. What information is actually stored beneath these buttons (if any) is determined by your instructor. This section covers the intended purpose and function of each button.

**Announcements:** This is the first screen that you will see when you enter a course. It is used to announce important or urgent information.

**Course Information:** This area is intended to hold information about the course such as office hours, meeting times, etc.

**Staff Information:** This area is intended as a place where instructors can supply information about themselves.

**Course Documents:** Intended to contain supplemental course materials, this area can contain both messages and files.

**Assignments:** Intended to contain information regarding course assignments. It can hold messages and files.

**Books:** Intended to contain information on course books, this area can contain messages and files.

**Communication:** This area contains e-mail, discussion boards, online text chat, the whiteboard, the class roster, and group pages.

**Virtual Classroom:** Also found under "Communication", this button allows you to access online text chat and the whiteboard.

**Discussion Board:** Contains a link to the course's electronic bulletin board. Students can participate in online forums.

**Groups:** Also found under "Communication", this button contains a link to the "Group" pages that allows students of the same group to post messages to their group's board, exchange files, and send e-mail to group members.

**External Links:** This contains hyperlinks provided by the instructor.

**Tools:** Contains a file exchange area, student home pages, student personal info, the course calendar, grade checking, a student manual, tasks, electronic notes, and the personal address book.

**Resources:** This is a link to a web page provided by Blackboard.

**Course Map:** While not yet setup by ISD, this provides a visual map to your courses.
ANNOUNCEMENTS

Announcements are intended for disseminating unexpected or special information to the entire class. If you are on the "MY USC" tab, you will see announcements from all courses you are enrolled in which were posted that day. You can view all announcements for a particular class by going to the "COURSES" tab and entering a specific class.

1. Click the "Announcements" button.

2. Use the tabs to control what announcements are shown by date. Note that the instructor can override these settings so a particular announcement will always display regardless of the settings you make. Students cannot delete an announcement.

Note that an announcement can contain hyperlinks. Click the hyperlink to follow it.

<table>
<thead>
<tr>
<th>Announcement</th>
<th>Posted by Instructor CST Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class has been moved to BR202A this Thursday.</td>
<td></td>
</tr>
<tr>
<td><strong>Wed, May 23, 2001 -- Welcome</strong></td>
<td>Posted by wayne r. wilmeth</td>
</tr>
<tr>
<td>Welcome to the first day of WRW101. Please be sure to bring a tape recorded so you do not miss a single word of what I have to say.</td>
<td></td>
</tr>
<tr>
<td><strong>Wed, May 23, 2001 -- Presentation Sc...</strong></td>
<td>Posted by wayne r. wilmeth</td>
</tr>
<tr>
<td>Groups will be presenting in the following order: Group 2, Group 1, Group 3</td>
<td></td>
</tr>
</tbody>
</table>
Course Information, Course Documents, Assignments, & Books

Functionally, Course Information, Course Documents, Assignments, and Books act the same; therefore, we will only cover Course Information in this handout. All areas can contain folders, messages, and files. To access Course information:

1. Enter a specific course.
2. Click the Course Information button.

Messages: Messages will be immediately visible once you are in Announcements. "Grading Policies" on the right is an example of a message.

Files: Files appear as underlined hyperlinks. You can left click a file to open it or right click it to save it. "Syllabus" is an example of a file.

Folders: Folders are for organization and can contain messages, files or more folders. Click the name of the folder to open it. "Quizzes" is an example of a folder.
COMMUNICATION

This area allows students to communicate with each other and their instructor using various different methods. Communications has six major components that are covered over the next few pages.

- **Send E-mail**
  This allows students to e-mail other students in the same course or their instructors. E-mail messages can also contain a single file attachment. By default, e-mail messages will be sent to the recipient's UNIX e-mail account. Note you can change your default delivery address.

- **Discussion Board**
  This is a threaded discussion board that allows students to post messages and files to an electronic bulletin board that is open to everyone in the class. Students can also reply to messages posted by other students. Forums must first be created by the instructor for this to function.

- **Virtual Classroom**
  This allows students to participate in a real-time text chat with other users, participate in an online discussion led by the instructor, and draw images using the whiteboard.

- **Roster**
  Lists the names and e-mail address of all students in the course. It also allows you to view a student's home page.

- **Group Pages**
  Allows student groups to exchange information and files with other members of the same group. The instructor must create and populate the groups and students can only access groups they are a member of.
Communication - Sending E-mail
This allows students to e-mail other students and instructors who are in the same course. To send e-mail to users outside of a course or even outside USC, use your Outlook e-mail account. E-mail messages can contain a single attached file.
Note that Blackboard can send e-mail but not receive it. By default, the e-mail will arrive at the users UNIX account. (See page 25 for instructions on how to change your delivery location.)

1. Click the "Communications" button.
2. Click "Send E-mail".
3. Select the recipient type. In this example, we have chosen "Single/Selected Users". Note that "ALL" refers to all users in the same course, not all Blackboard users.
4. Check recipient boxes.
5. Enter a Subject.
6. Enter the Message text.
7. Check "Send Copy of Message to Self" if you would like a copy of this sent to your UNIX e-mail account.
8. File Attachments: If you would like to add a single file attachment, click the ADD button in the "Add Attachments" area. You will be taken to an attachment section where you can use a browse button of attach the file. After attaching it, you will click "Submit" to be returned to this screen.
9. Click "SUBMIT" to send the e-mail.
**Communication – The Discussion Board**

"Discussion Board" allows students to post messages that all other students enrolled in the same class can view and respond to on the class bulletin board. It is up to the instructor to create the general topic areas (forums) but once created, students can reply to previous messages or start new messages in the forum. If enabled by the instructor, students have the option of making their postings anonymous and can also upload files.

To View the Discussion Board:
1. Click the "Communication" button.
2. Click the "Discussion Board" link.

---

**Urban Planning Discussion Group**

Please submit comments and questions for discussion with your fellow students and ta's.

- [2 Messages]
- [1 New]

**Learning Blackboard**

Covers the in's and out's of using Blackboard.

- [3 Messages]
- [All read]

All forums (topic areas) created by the instructor will be listed. Click the forum you wish to enter.

3. Click the forum you wish to enter.

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**Forum: Urban Planning Discussion Group**

- **Sort By:** [Default]

- **Show Options**

- **Expand All**
- **Collapse All**
- **Search**

<table>
<thead>
<tr>
<th>Thread Name</th>
<th>Author</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rentalization of neighborhoods by the...</td>
<td>Anonymous</td>
<td>29-Nov-2000</td>
</tr>
<tr>
<td>Re: Disonification of America</td>
<td>alearnin, I B</td>
<td>29-Nov-2000</td>
</tr>
</tbody>
</table>

- Click the plus sign (+) to expand a thread.
- Click the minus sign (-) to collapse a thread.
- Click the name of a thread to read it.
- Click the "REPLY" button within an open thread to reply to the thread.
- Click "Start New Thread" to begin a new conversation.
- Use the "Show Options" button to mark threads as read, unread, etc.
- Click "Sort By" to alphabetize by *author, date, or subject.*
**Communication - Virtual Classroom**

*Virtual Classroom* Chat contains "text-chat" that allows students to correspond with each other and their instructor in real time by typing text into a common window. It also contains "white-board" that instructors or students can draw on to display images that all users in the course can see.

1. From the main course menu, click either "Communication" then "Virtual Classroom" or click the "Virtual Classroom" button on the main course menu.
2. Click "Enter Virtual Classroom".

(Browse Archives allows you to look at previous text chat transcripts.)

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**Chat Panel**: Click this button to chat with users.

**Questions**: Students use to pose questions to the instructor.

**User Info**: Lists students who are in chat room and allows instructors to control who has the floor.

**Slides**: (Instructors Only)
Used in conjunction with whiteboard.

**Question Inbox**: (Instructors Only)
Used to answer questions.

**Control Panel**: (Instructors Only)
Used to control student access during the chat session

---

Note that the student toolbar only contains the left three buttons.

### Participate in a Text Chat

This allows instructors and students to interact with one another via text. All students in the virtual chat will see what is typed here. There is no way to send private messages in this area.

1. Instructors and students should click on their "Chat Panel" tab in the in Tutornet window.

   **Kraig Thomas** has joined.
   Wes Clark has joined.
   1 B alearmin : Hello everyone
   Kraig Thomas : Hello Professor
   Wes Clark : Hi Prof

   This area lists who has joined / left the chat and contains a history of what was said. Instructors can clear the history by clicking "File – Clear Discussion Log" from Tutornet's" menu.

2. Enter text to be sent here then press ENTER to send.
Asking Your Instructor Questions

Using the "Questions" tab, students can submit questions directly to the instructor. The question will show up in the Instructor's Inbox. No other student will see the question and it will not appear in the chat window either. Once the instructor's replies to the question, it will show up under the "Questions" tab for all users unless the instructor checks the "Private Response" option in which case the question will appear only under the question tab of the person who asked the question.

To ask a question:
1. Click the "Q&A" icon:
   ![Q&A icon]

2. Type your question in this window.
3. If you would like to request that the instructor's response be made private, check "Request Private".
4. Click "Send".

![Questions & Answers window]

Professor Trojan, Could you tell me what I got on the midterm?
Using the Whiteboard

Whiteboard allows instructors and students to communicate visually through drawings, web pages, and pictures. Images are conveyed through the use of slides that the instructor creates and student's can view and add to. You can create as many slides as desired; however, slides cannot be saved. Once you close the Blackboard session, all slides created will be lost.

1. Click on the "Slides" tab to view the whiteboard controls.

Whiteboard Navigation

Though students can browse through the slides at will, by default, they will see the slide the instructor is currently displaying.
Creating a New Slide & Linking to Web Pages

1. Click the "Slides" tab.
2. From the menu, click: LESSON – ADD SLIDE – NEW SLIDE

3. Fill out the "Title" and "Description".

If you would like to link to a web page or an image on a web page, enter the web address in the "Media URL:" box. Note that hyperlinks will be clickable.

Example: to link a web page:
http://www.cnn.com

Example: to link to an image on a web page:
http://www-rcf.usc.edu/~wilmeth/USC/Bird.jpg

If you simply wish to create a blank page, then leave the "Media URL" line blank.

4. Click "Create Slide".

Editing a Slide

1. Use the navigation to select the slide to be edited.
2. From the menu, click: LESSON – EDIT CURRENT SLIDE
   (The current slide is the one that is currently visible on the whiteboard.)
3. Make the desired changes then click the "EDIT SLIDE" button.

Remove a Slide

1. Use the navigation to select the slide to be deleted.
2. From the menu, click: LESSON – REMOVE CURRENT SLIDE
   (The current slide is the one that is currently visible on the whiteboard.)
Using the Whiteboard Drawing Tools
A description of the drawing tools are below. They can be used to create new drawings or to annotate a web page or image from a web page. To use most of the tools, you will follow these steps:

1. Select the color and brightness for the object to be drawn.
2. Select to use an inside fill color or no inside fill color.
3. Select the tool you wish to draw with.
4. Draw on the whiteboard using the selected tool's method of drawing.

Select Tool:
Used to select drawn objects for editing and removal.

Text Tool:
a. Click text tool.
b. Click screen.
c. Type text.

Point Tool:
Used to draw right pointing horizontal arrows.

Rectangle Tool:
Used to draw rectangles.

No Fill Tool:
Removes an object fill color.

Current Color:
Displays the currently selected color.

Marker Tool:
Used to draw freehand.

Line Tool:
Used to draw straight lines.

Polygon Tool:
a. Click tool.
b. Click pivot points.
c. Double click to stop drawing.

Oval Tool:
Used to draw ovals.

Fill Tool:
Fills an object with color.

Select Color:
Click and drag mouse to specify an object's color.

Shade:
Click and drag mouse to specify an object's darkness.
Moving and Deleting Drawn Objects

1. Click the selection tool.
2. Click the object to be altered.
   • Click and drag the object to move it.
   • Press the delete key on your keyboard to delete it.
   • Use the color tools to change its color.

Using the Whiteboard to Browse

You can also use the whiteboard to browse spontaneously on the Internet as well.

1. Type the web address on the "Location" line then press enter.

   Use the back and next buttons to go to previously viewed pages.
COMMUNICATIONS – ROSTER

This is a list of all students and their e-mail addresses enrolled in the course.

1. Click on the **Communications** button.

2. Click the "Roster" button

---

### Search:

**A-Z, 0-9**

Lists all students whose name starts with the chosen letter.

**Advanced**

Allows you to search by first name and other criteria.

**List All**

Lists all students enrolled in the course.

---

**1 user(s) located**

Displaying records 1-1

**NAME**

griego, philip

Matches will be listed as shown to the left. If you click the user's e-mail address, your default e-mail program will open and their address will be on the "TO" line. If you click the user's name, their home page will open. See below on how to create your own home page.

---

TOOLS - EDIT YOUR HOME PAGE

Under the "Communications" button, there is a link called "Roster" that can be used to list students in a course. When you click the name of one of the students, a web page with information on them will open. This is the area where you create the web page. Note that you can use HTML tags while creating your home page to improve its appearance. The appendix of this handout contains some simple HTML tags you can use without much effort.

To Create a Student Page:

1. Click "TOOLS" then "EDIT YOUR HOMEPAGE".
2. Fill in the blanks as desired.
3. To upload an image, click the "BROWSE" button to locate the saved image file.
   (jpg, gif, or bmp all work fine)
4. When complete, click the "SUBMIT" button.
EXTERNAL LINKS

External links are hyperlinks created by your instructor to locations that he or she felt will be of use to you in relation to the course. Hyperlinks can be to folders, web pages, data files such as Excel, PowerPoint, Access, etc., images, movies, sound, or any other type of media found on the web.

1. To follow a link, simply click it.

Current Location: External Links

- **Skip's Tips** ([http://isd.usc.edu/buzz/tips](http://isd.usc.edu/buzz/tips))
- **USC web** ([http://www.usc.edu](http://www.usc.edu))
  The main USC webpage
- **CNN** ([http://www.cnn.com](http://www.cnn.com))
  CNN Online

**Electronic Resources**
GROUPS

Group pages allow students in the same group to:
- **Post files** to a common area that only their group can access.
- Exchange **e-mail** messages with other members of their group.
- Participate with other group members of their group in a **threaded discussion**.
- Participate in a **virtual chat** with other members of their group.

All exchanges are secure. This means that you can only see a group's information if you are a member of that group or are the instructor. Note that groups can only be created and populated by the instructor.

**Viewing Group Pages**

The "Group" pages are accessible either through the "Groups" button on the left side of the screen or by going through "Communications" then "Groups".

1. Click the "Groups" button. All groups in the course will be listed.
2. Click the group you are a member of.

<table>
<thead>
<tr>
<th>Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="#" alt="Case 5 Group - Post Its" /> - Cover the POST IT case</td>
</tr>
<tr>
<td><img src="#" alt="Friends" /> - These are my friends</td>
</tr>
<tr>
<td><img src="#" alt="Group 5 - ERD Group - Case 77" /></td>
</tr>
</tbody>
</table>

- **Discussion Board**
  Use your group discussion board for course-related debates and conversations.
- **Group Virtual Classroom**
  Meet your group for a real-time discussion.
- **File Exchange**
  Exchange files with your group members.
- **Send E-mail**
  Send e-mail messages to one or all of your group members.

The **Discussion Board**, **Group Virtual Classroom**, **File Exchange**, and **Send E-mail** all work like their counterparts available for the entire course. See those sections for information on how to used these features.
Tools

Digital Drop Box
This allows students to send files to the instructor and read files that the instructor has sent specifically to them or to all students in the course. Note that the Groups area also has a group digital drop box.

Edit Your Homepage
Under the "Communications" button, there is a link called "Roster". Through "Roster" members of the class can read about each other. "Edit Your Homepage" is the area where the student creates the home page.

Personal Information
This area allows students to change their name, e-mail address, and enter personal information such as home phone, address, company, etc, that other students can view using the "Directory" located under MY USC.

Course Calendar
This allows students to view items their instructor has placed on the course calendar (test dates, due dates, etc.) Information placed on the calendars from different classes will be integrated into one calendar on the MY USC tab. Further, while students can not place items on the Course Calendar, they can place items on "MY CALENDAR" on the MY USC tab.

Check Grade
Assuming instructors are using the online grade book, this allows a student to view the grade they received on homework, quizzes, tests, etc. A student can only see their grades.

Manual
This opens a new web page containing the student manual provided by Blackboard.

Tasks
These are tasks assigned to the entire class by the instructor. Students can change the progress of the task but not the task itself; however, MY TASKS on the MY USC tab integrates tasks from all courses they are taking and does allow students to add personal tasks.

Electronic Blackboard
Students can use this to type in notes about a course.

Address Book
This allows users to store information about anyone they wish in their personal address book. Entries into the Address Book are available regardless of the course you were in when you originally entered the item.
TOOLS - DIGITAL DROP BOX

The "Digital Drop Box" is a place where instructors can post files for all or specific students to read and students can submit files to the instructor. The files will be posted in your digital drop box --- not sent to the student's UNIX e-mail account and students will only see posting sent to their drop box. Note that the "Groups" area also has a digital drop box available to that group.

To access the Digital Drop Box:
1. Click on the "TOOLS" button.
2. Click "Digital Drop Box".

Viewing / Saving Files
All files sent to you will be listed.
- To view the file as a web page, click the link.
- To save the file, RIGHT click it and select "Save Target as".
- To delete a file, click the "Remove" button.

Adding A File to Your Digital Drop Box List
To add a file to your digital drop box, follow the steps below.
1. Click on the "TOOLS" button.
2. Click "Digital Drop Box".
3. Click the "Add File" button.
4. Fill out the screen shown below then click "SUBMIT".
TOOLS - EDIT YOUR HOME PAGE

This was covered on page 19.

TOOLS - PERSONAL INFORMATION: SET PRIVACY OPTIONS

The data entered into the "Personal Information" area is viewable by your instructor and if you place yourself in the "Directory", by students as well. Use this area to change your name and default e-mail address, and enter personal information such as home phone, address, company, etc. We will first set the privacy options.

1. Click "TOOLS" then "PERSONAL INFORMATION".

   Edit Personal Information allows you to change your information.
   
   Set Privacy Options allows you to control what information is available to other Blackboard users.

2. Click "Set Privacy Options".

   Set options as desired. It is recommended you not check your "Address".

   If you are in the Directory, other Blackboard users can use it to view your personal information. If you do not select this option, they cannot. Note that instructors can see your information regardless of the settings you make.

3. Click "SUBMIT".
CHANGING YOUR DEFAULT E-MAIL ADDRESS

When a user sends you e-mail from Blackboard, by default the e-mail goes to your UNIX e-mail address. In Blackboard, you can change your default e-mail address to somewhere else such as Yahoo; however, this will not be necessary if you have already setup a ".forward" file in UNIX. SPPD recommends that you set-up a ".forward" file in UNIX to forward any incoming e-mail to your 3rd party e-mail account. Using the .forward file in UNIX is the safest method to ensure that all e-mail arriving at your UNIX address (userid@usc.edu), will wind up at your 3rd party Account.

TOOLS - PERSONAL INFORMATION

Now that you have set privacy options, you can enter the information.

1. Click "TOOLS" then "PERSONAL INFORMATION".
2. Click "EDIT PERSONAL INFORMATION".
3. Change your information as desired. When complete, click "SUBMIT".

<table>
<thead>
<tr>
<th>Personal Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name:</strong></td>
</tr>
<tr>
<td><strong>Middle Name:</strong></td>
</tr>
<tr>
<td><strong>Last Name:</strong></td>
</tr>
<tr>
<td><strong>E-mail:</strong></td>
</tr>
<tr>
<td><strong>Student ID:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>City:</strong></td>
</tr>
<tr>
<td><strong>State / Province:</strong></td>
</tr>
<tr>
<td><strong>Zip / Postal Code:</strong></td>
</tr>
<tr>
<td><strong>Country:</strong></td>
</tr>
<tr>
<td><strong>Web Site:</strong></td>
</tr>
<tr>
<td><strong>Home Phone:</strong></td>
</tr>
<tr>
<td><strong>Work Phone:</strong></td>
</tr>
<tr>
<td><strong>Work Fax:</strong></td>
</tr>
<tr>
<td><strong>Mobile Phone:</strong></td>
</tr>
</tbody>
</table>

First Name, Last Name, and E-mail Address are required fields.
TOOLS - COURSE CALENDAR

There are two calendars in Blackboard. The one under the "MY USC" tab (covered on page 30) allows students to write to it and integrates information from all calendars of all the courses a student is taking onto one calendar. The "Course Calendar" covered in this section pertains just to the course you are currently viewing and does not allow students to write to it. "Course Calendar" is used by instructors to remind students of important dates.

1. Click the "TOOLS" button.
2. Click "COURSE CALENDAR".

Use "Quick Jump" to jump to a specific day and view.

Click the tabs to change between day, week and monthly view.

Click the left / right arrows to move between days/weeks/months.

Click an event to view its details.

Click a day to view that day in "View Day" mode.

TOOLS - CHECK GRADE

Assuming your instructors uses the Gradebook, "Check Grade" allows students to view the grades they received on homework, quizzes, tests, etc. A student can only see their grades.

1. Click "TOOLS".
2. Click "CHECK GRADE".

What you see will depend upon the items your instructor tracks. If your instructor does not use the grade book, they you will see a screen similar to the one to the right.
TOOLS - MANUAL

Clicking "Manual" opens a new web page containing the student manual provided by Course Info.

1. Click "Tools" then "Manual".

TOOLS – TASKS

"Tasks" is a to-do list created for the class by the instructor. Students cannot add tasks themselves but they can change a task's status and priority. "Task List" is also under the "MY USC" tab. That task list will display tasks from all courses you are enrolled in and allows you to add personal tasks to it. It is covered on page 32. The task list covered here under "TOOLS" pertains to a specific class only and does not show personal tasks.

1. Click "TOOLS – TASKS".

All tasks for the class will be listed.

Click the column headings to sort by that column. Click the name of a task to read its task details. Click the status type to change a task's status.

Click the name of a task open the task details window.

Clicking the name of a task open the task details window.

Click the "Modify" button next to a task to change its status or priority.

<table>
<thead>
<tr>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>![High Priority]</td>
</tr>
<tr>
<td>PRIORITY</td>
</tr>
<tr>
<td>![Computer Workshops: Have Final Project Approved]</td>
</tr>
<tr>
<td>![Modify]</td>
</tr>
</tbody>
</table>

You must have approval on your final project by this date before proceeding.
TOOLS – ADDRESS BOOK

"Address Book" allows users to store information on friends, classmates, coworkers, etc. that can be used later as a reference or for e-mail addressing. It is global across all classes a student is taking and therefore can be viewed from the "My USC" tab or from within any course.

Adding a Contact
1. Click on the "Tools" button.
2. Click "Address Book".
3. Click the "Add Contact" button.
4. Fill out the screen and then click "SUBMIT". Note that items with the red asterisk are required fields.

Viewing Contacts in Your Address Book
1. Click on the "Tools" button.
2. Click "Address Book".
3. Use the search pages to find a contact by Last Name, E-mail address, or by the initial letter of their last name. Note that the * wild card is allowed.

Sending a Contact an E-mail
After using Search to find a contact, if you click their e-mail address, your default e-mail program will start and their e-mail address will be placed on the "TO" line.

Modify / Remove a Contact
After using Search to find a contact, you can modify or remove the contact by clicking either the "Modify" or "Remove" button.
TOOLS – ELECTRIC BLACKBOARD

Electric Blackboard allows users to store notes for a particular course within the Blackboard environment. The amount of text you can store is not specified in the Blackboard manual but seems to be unlimited. Note also that there is no way from within Blackboard to print the notes; however, you can copy and paste them into a word processor and print them from the word processor.

1. Click "TOOLS – ELECTRIC BLACKBOARD".
2. Type text into the window then click "SUBMIT".

The next time you open Electric Blackboard, the text will be there.

OTHER ITEMS

Resources
Below the main course buttons, there are two smaller buttons which are described below.

Course Map
This is a link to a web site hosted by Blackboard. It provides articles and news on various learning topics concerning the internet and distance learning.

Course Map
This button gives you direct access to the contents in Course Information, Staff Information, Course Documents, Assignments, and External Links. This button is only functional in Course View.
This is the one area of Blackboard that integrates features from various different courses students are taking into one area. For example, each course has its own announcements page, calendar, and a task list. The MY USC combines all calendars into one calendar, all announcements into one announcement page, and all tasks lists into one task list. MY USC also contains a personal address book and a directory that a student can place register with to make their information available to other students. Further, you can add to the MY USC calendar and task list

1. Click on the MY USC tab.

MY USC – MY ANNOUNCEMENTS

Announcements within the MY USC tab combines all announcements from all courses you are taking into one announcement page.

Clicking an announcement or "more..." opens all announcements and allows you to filter by course and time posted.

Clicking "Announcements" on the TOOLS menu will also bring you here.

This can be set to a particular course, courses only, institutional items only, or all.
MY USC – MY CALENDAR

Just as "Announcements" combines all announcements from one course into one page, "My Calendar" combines all of your course calendars into one calendar, plus, it allows you to add your own personal calendar items. Note that Calendar is also available under the TOOLS menu on the MY USC page.

Click an event to read its details, modify, or remove it.

Add Events: Adds a personal event to "My Calendar".

Quick Jump: Use to go to a specific date.

Customize: Click to change what events are displayed. The choices are:
- Today
- This Week
- This Month

Click More to open the calendar, change views, or to add events.

Use this to show:
- All events
- Events for a specific course
- Just course events
- Just institutional events
- Just personal events

Click the tabs to change views.

Click a day number to view that day in day view

Click an event to open the event and read its details or modify or remove it.

Use the left / right arrows to move between dates.
MY TASKS

Each course has a task list created by the instructor and assigned to all students taking the course. "My Tasks" combines all tasks from the courses you are taking into one task list and also allows you to enter your own personal tasks. Note that personal tasks only show up on the MY USC task list; you cannot add tasks to a course task list.

**Add Task:** Click this to add a new personal task.

**Customize:** Use this button to display:
- All Tasks
- This Week's Tasks
- This Month's Tasks

**More:** Click this button to view task details, filter tasks, create new personal tasks, modify a task and remove a personal task.

**Modify:** Use to alter a task. Note that on course tasks, you can only change the status and priority.

**Remove:** Use to remove a personal task. You cannot remove tasks assigned by the instructor.
MY USC – THE TOOLS MENU

Announcements, Calendar, and Tasks were covered in the previous sections. See below for the remaining items on the TOOLS menu.

MY GRADES
Clicking "My Grades" on the "TOOL" menu will display a list of all classes you are enrolled in. Assuming your instructor uses the online grade book, if you click one of the classes, you will see your grades for that course. Note that students can only view their own grades.

SEND E-MAIL
If you click this, you must then select the course you wish to send e-mail to. Once you reach that point, this works exactly like e-mail covered on page 10.

USER DIRECTORY
If a user has placed themselves in the User Directory through "Personal Information", then you can search for them using the User Directory.

Once search has found them, whatever personal information they have allowed will be listed. Further, if you click on their e-mail address, your default e-mail program will open and their e-mail address will be on the "TO" line.

ADDRESS BOOK
This was covered on page 28.

PERSONAL INFORMATION
This was covered on page 25.
**APPENDIX A – SIMPLE HTML CODE**

*Course Info, Course Documents, Announcements, Books,* and *Assignments* all allow the use of HTML tags to dress up the text and link to/display html, image, and application data files on the web. This section is intended to show some of the more common uses of HTML code.

**Simple Formatting Tags**

Most HTML tags have an opening tag (on switch) and a closing HTML tag (off Switch). In most cases, the "off" switch is exactly like the "on" switch except that a forward slash is added.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Syntax</th>
<th>Code Example</th>
<th>Display Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bold Face</td>
<td><code>&lt;B&gt;text&lt;/B&gt;</code></td>
<td>Be sure <code>&lt;B&gt;not to be late&lt;/B&gt;</code> with your assignment.</td>
<td>Be sure <strong>not to be late</strong> with your assignment.</td>
</tr>
<tr>
<td>Underline</td>
<td><code>&lt;U&gt;text&lt;/U&gt;</code></td>
<td>Items in quotes <code>&lt;U&gt;are&lt;/U&gt;</code> to be taken literally.</td>
<td>Items in quotes are to be taken literally.</td>
</tr>
<tr>
<td>Paragraph Break (double spaces)</td>
<td><code>&lt;P&gt;</code></td>
<td>Class Schedule <code>&lt;P&gt;</code> This schedule is designed to...</td>
<td>Class Schedule This schedule is designed to...</td>
</tr>
<tr>
<td></td>
<td><code>&lt;BR&gt;</code></td>
<td>Class Schedule <code>&lt;BR&gt;</code> This schedule is designed to...</td>
<td>Class Schedule This schedule is designed to...</td>
</tr>
<tr>
<td>Line Break</td>
<td><code>&lt;BIG&gt;text&lt;/BIG&gt;</code></td>
<td><code>&lt;BIG&gt;Class Schedule&lt;/BIG&gt;</code> <code>&lt;BR&gt;</code> This schedule is designed to...</td>
<td>Class Schedule This schedule is designed to...</td>
</tr>
<tr>
<td>Larger Text</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Creating a Bullet List**

Bullet lists must begin with the `<UL>` tag and end with the `</UL>` tag (Unordered List). Each line which is to have a bullet is preceded by the `<LI>` tag (Line Item). Note, you can use the `<OL>` tags instead of the `<UL>` tags for a numbered list.

**Example**

Reading List

```
<P>
<UL>
  <LI>Read "In Search of Excellence".
  <LI>Read "The Great Divide".
  <LI>Compare and contrast the two.
</UL>
```

**Result**

```
Reading List

- Read "In Search of Excellence".
- Read "The Great Divide".
- Compare and contrast the two.
```
**Creating a Link to an External Web Page**

To create a clickable hyperlink to another user's html web page:

Syntax: \[ <A HREF="address of page">Message on screen for user to click</A> \]

Example: \[ <A HREF="http://www.usc.edu/sppd">Go to Computing Page</A> \]

Result: Go to Computing Page

---

**Create a Link to a File (Excel, PowerPoint, etc.)**

Syntax: \[ <A HREF="address of file">Message on screen for user to click</A> \]

Example:
\[ <A HREF="http://www-ref.usc.edu/~wilmeth/images/JavaScript-Beginning.ppt">View Pwrpt</A> \]

Result: View Pwrpt

---

**Display an Image from an External Web Page**

Syntax: \[ <IMG SRC="web address of file"> \]

Example: \[ <IMG SRC="http://www-ref.usc.edu/~wilmeth/images/homer_mad.gif"> \]

Result:
All students at USC have an account on the UNIX system. Among other things, UNIX allows students to access Blackboard, use USC as an Internet Service Provider, and post web pages.

Using Blackboard requires that students activate their UNIX account. Further, any e-mail generated using Blackboard goes to the UNIX e-mail system. If you prefer you can have the mail forwarded to a 3rd party account such as Yahoo or AOL.

**Activating Your Unix Account**

Prior to using Blackboard for the first time, you must activate your UNIX account. During this process, you will create your UNIX password and be given a user ID.

- UNIX commands are case sensitive.
- Press the DELETE key to backspace.

1. Go to the following web address: http://www.usc.edu/firstlogin
2. Scroll down and follow the onscreen instructions.

Note that it may take over 1 hour for the system to activate your account.

**Forwarding UNIX E-Mail to Outlook**

By default, any e-mail sent to you via Blackboard will arrive in your UNIX account. If you prefer, you can setup UNIX to autoforward any incoming mail to your 3rd party account. Perform the steps below while you are connected to the Internet.

1. From the Windows Taskbar, click: **START - RUN**
2. Type: **TELNET aludra.usc.edu**
3. Click "**OK**".
4. At **Login**, type your UNIX User ID and press ENTER.
5. At **Password**, type your UNIX password and press ENTER. (Cursor will not move as you type)
6. At the UNIX prompt, type: **cat > .forward** and press ENTER.
7. Type your 3rd party e-mail address and press ENTER.
8. Hold down the **CONTROL** key and tap the letter d on your keyboard.
9. To exit UNIX, type **logout** and press ENTER.

Your forward file is created.

- To view it, type: **more .forward**
- To remove it, type: **rm .forward**