Blackboard 8 Log In & Information
2010-11

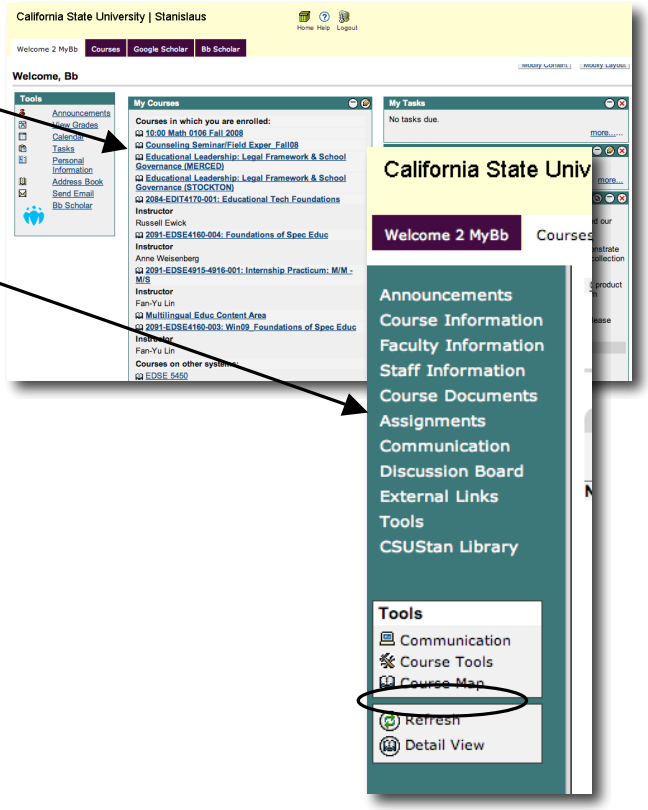
1 From the CSUStan HomePage (http://www.csustan.edu) click **Quicklinks**, select **Blackboard**. Set a bookmark/favorite for http://www.csustan.edu/blackboard. (See also *Web Browsers* on Pg. 2).

2 Enter your **USERID** [your **CSUStan.edu e-mail User ID before the @ symbol**].
Example: John Bond@csustan.edu,
CSUStan e-mail User ID = JBond
Bb USER ID = **JBond**
Your **PASSWORD** is your **CSUStan e-mail password**.

NOTES:
Only registered CSU Stanislaus students enrolled in a Bb class can log in and see classes.
OIT updates Bb class rosters from MyCSUStan each workday through Census Day (the last day to add/drop).
Students must handle any HOLD on registration to clear Bb entry.
Classes are listed on your My Courses module when the instructors turn them on.
Open University/Extended Ed students are added when data is on MyCSUStan.

3 After logging in, you see the **Welcome 2 My Bb** tab. In the *My Courses* module, **click your course name**.
(You can edit the page and module arrangement and contents.)

4 On your course entry page, use the **Links** or Buttons on the left to navigate.
The **Course Tools** link has the **Bb Student Manual**.
Course navigation link layouts may vary.
Warning: Do not use the Browser back buttons.



Students with Blackboard problems - contact the **OIT Help Desk**, **L-150**, **667-3687**.

Bring your Warrior Card.

Provide the following information.
Course name
Department abbreviation, course number, and section

More Hints and Tips ☛

Blackboard – Good to Know…

CSUSTAN Webmail Address
Every student is assigned a CSUStan WebMail account for University communications, including Blackboard. To find your WebMail User ID

1. Go to my.csustan.edu (or click the MyCSUStan link from the home page).
2. Log in - Click **Personal Information** - Click **View Email Address**

The same User ID and Password are used for all campus logins.

Visit **http://webmail.csustan.edu/mail/** to login to your StanMail, see the FAQ and more.

Late Enrollment and Adds
The Bb class roster is updated every workday through Census Date (last add/drop day). Students must handle any registration **hold** to avoid delays in processing Bb information.

Open University/Extended Ed
Students may need to verify their enrollment status with the Open U/EE office. Names are added to Bb classes as data is updated on MyCSUStan. Contact Extended Ed, 667-3111, for information.

Uploading Assignments
Put a copy of file *on the computer desktop*. Uploads from a storage media, external drives (USB, etc.), discs, and other devices usually ***won't*** work correctly - Zip/Compress folders before uploading.
Use file names with only letters, numerals, and underscores, no spaces; then

Close the document and **Quit** its application before zipping or uploading the file.
In Bb, click >>**View/Complete** (Assignment Link), click **Choose File,** navigate to and **Open** the file.
Click **Submit** to send the file. Only your instructor sees this upload.
NOTE: Some files and all folders need to be zipped/compresses before uploading.
See the Computer Lab Web Page (http://www.csustan.edu/oit/ClientServices/ComputerLabs/).

Web Browsers
Use the latest version of Internet Explorer, Netscape, Firefox, or Safari. Some other browsers work, but may not display all Bb functions. (see http://www.csustan.edu/Blackboard/SoftwareHardware.html)
Update your operating system and virus protection regularly. Turn off Pop-Up Blockers for Collaboration Tools. Specialized Internet Service Provider (ISP) browsers (AOL, MSN, etc.) may interfere with Blackboard. Connect to the Internet through your ISP, minimize their browser, and open a different browser for Blackboard. You may need to click a link on your ISP browser occasionally to avoid a time out and disconnect.

Other Software and Plug-Ins
Most instructors use Microsoft Office (Word, Excel, PowerPoint) files.
See **www.OpenOffice.org** (Windows & Mac) and **www.NeoOffice.org** (Mac OSX) for a free office suite that will open and *Save As* MS Office files (Office 2007/2008 & *Save As* 97-2003 file formats to use with older versions).

Some other useful applications and plug-ins are Adobe Reader, Apple QuickTime (with WMV Player on Mac), Windows Media Player, and zip and FTP software.
See http://www.csustan.edu/OIT/ClientServices/LinksDownloads.html

Keep your **Virus Protection,** browser, and Operating System software up-to-date.
Avoid Beta versions of software, especially as updates for common applications. Your document file may be corrupted or unusable for the instructor, negating all your work.
More Info: Contact the OIT Help Desk - L150, 667-3687.

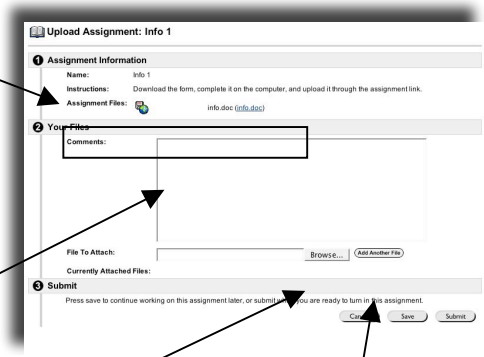
The Assignment Link ☛

The Bb Assignment Link

Instructors can place an **Assignment Link** with a description and an optional attachment in any Course Content Area. You can download documents the instructor has provided, complete the assignment, and upload your assignment as a computer file or zipped folder. Use the Comments box to send plain text information.

To Download the Instructor's Assignment Document

1. Click the Content Area (e.g., Course Documents, Assignments).
2. Click >> **View / Complete** under the Assignment name.
3. Click a document link (if provided) to download and **save** it to your computer.
   Mac – Right- or Control-click ("Download Link to Disk" etc.)
   Windows - Right-click ("Save Target As…" etc.)
4. Complete the assignment, **save** the document to the hard drive, **close** it, and **quit** its application.



To Submit your Assignment

1. Click the Content Area.
2. Click >> **View/Complete**.
3. Enter any Comments in the text box.
4. Click the **Browse** button and find your file on the computer.
   Notes: **Save** and **close** the document and **quit** its application *before* you attach it.
   Use ***only*** letters, numerals, and underscores in the document name.
   Avoid ***all*** other characters, (i.e., period, space, slash, colon, asterisk, ?, %, #, and special characters or any other punctuation marks).
   You may add other files by clicking the **Add Another File** button and choosing a new file.
   Give each file a different, easy to identify name, following your instructor's protocols.
   Verify that the uploaded document has an extension (see the end of the name string in the box).
   (e.g., MSWord = .doc/.docx, Excel = .xls/.xlsx, PowerPoint = .ppt/.pptx, Rich Text Format = .rtf, text only = .txt)
5. Scroll to the bottom of the page and click the **Submit** button to send the document to your instructor.

See http://behind.blackboard.com/docs/LearningServices/Release6/Upload_Assignment_viewlet_swf.html
(Although written for Bb version 6, it is still applicable)

Some documents and all folders must be zipped/compressed before submitting.

The assignment link sends your work to the instructor, who downloads your file, evaluates it, and posts your grade.
The instructor can send comments and documents back to you.
In **Tools** > **My Grades**, click the grade to view comments and download documents the instructor sent you.

A green/white Exclamation Point ( ) in **My Grades** means the work is submitted but not yet graded.

An Attempt in Progress Icon ( ) means the assignment is saved and not available to the instructor.

IMPORTANT: Return to the Assignment Link and click **Submit**.

A yellow/red Exclamation Point ( ) means Error. Contact your instructor.