

Blackboard 9 Log In & Information

OIT Help Desk, L-150, 667-3687

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

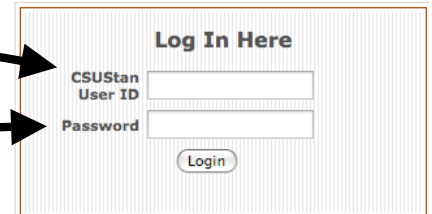
Enter your **USER ID** [your **CSUStan.edu** e-mail User ID before the @ symbol].

Example: John Bond@csustan.edu,

CSUStan User ID = JBond

Bb USER ID = JBond

Your **PASSWORD** is the same as your
CSUStan e-mail password.

A screenshot of the Blackboard login page. It features a title "Log In Here" at the top. Below the title are two input fields: "CSUStan User ID" and "Password". A "Login" button is positioned below the "Password" field. Two black arrows from the text to the left point to these fields: one to the "CSUStan User ID" field and another to the "Password" field.

NOTES:

Only CSU Stanislaus users listed 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.

Students see classes listed on the **My Courses** module when the course is turned on.

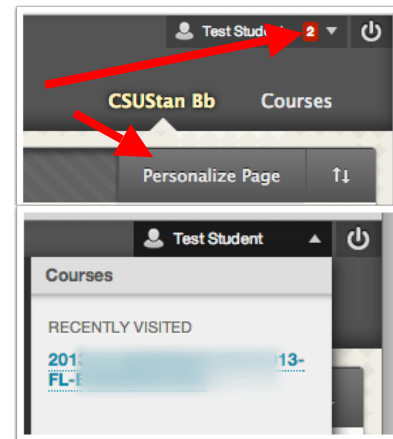
Open University/Extended Ed students are added when data is on MyCSUStan.

When you log in, you are on the **CSUStan Bb** tab.

Use the **Global Navigation** menu to view *Recently Visited* courses.
Click the action menu arrow near your name to open the menu.

Edit the *CSUStan Bb* page by clicking *Personalize Page*.

The *Global Navigation* menu opens with a list of *Recently Visited* courses.



Click an icon on the left of the *Global Navigation* menu to go to

Blackboard Home - displays your Calendar and Post information

Posts – displays posts from all your classes

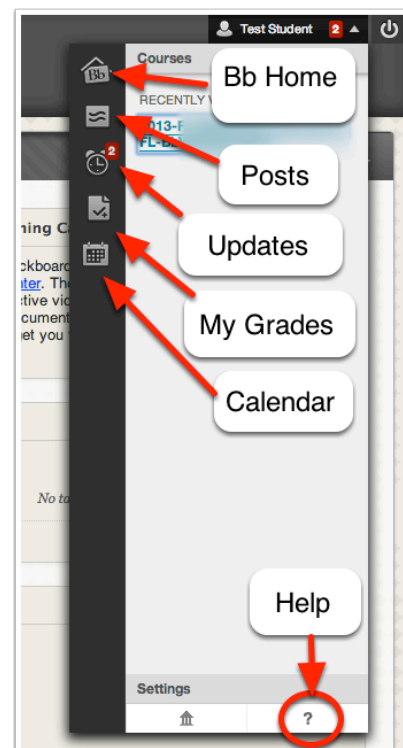
Updates – displays all updated information for courses, including announcements, assignments, and due dates.

My Grades – displays grades for all courses

Calendar – displays calendar for institution, personal, and course items

Help – opens the *CSUStan.edu/Blackboard Help Page*

Settings – adjust personal settings

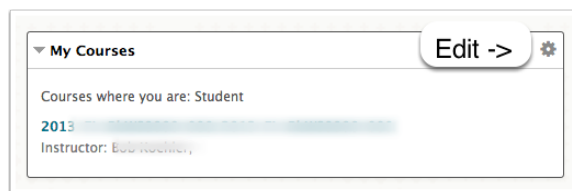


Rearrange *Modules* on the page by Dragging-and-Dropping where you want them.

In the *My Courses* module, click the **Course Name** to enter that course.

You can edit the *My Courses* module.

See the *Student FAQ* on the *Help Page*.



On your course entry page, use the **Links** or Buttons on the left to navigate. Course navigation link/button layouts and names may vary.

Warning: Do not use Browser back buttons to navigate in Blackboard.

When you have a Blackboard question or problem - contact the **OIT Help Desk, L-150, 667-3687**.

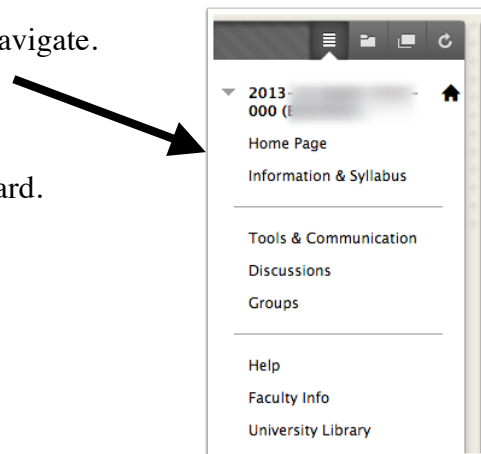
Bring your Warrior Card.

Provide the following information.

Course name

Department, 4-digit course number, and section

Your *User ID*



Blackboard – Good to Know...

CSUStan Webmail Address

The University assigns a *CSUStan.edu* WebMail account to every student for University communications. Your CSUStan WebMail User ID (before the @-sign) is the same as your Blackboard User ID.

Visit www.csustan.edu/StudentEmail/ to login to your email account, see *Need HELP?* and other links.

Late Enrollment and Adds

The Bb class roster is updated every workday.

The enrollment process may take one to three days to process and transfer data to Blackboard.

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 Extended Education office. Names are added to Bb classes as information is updated on MyCSUStan. Contact Extended Education at 667-3111.

Uploading Assignments (see *Bb Assignment Link* - next page)

Have the file *on the computer* where you can find it quickly. Uploads from external storage media, drives (USB, etc.), discs, and other devices *often won't* work correctly - Zip/Compress folders before uploading.

Uploading from cloud storage (Box, DropBox, iCloud, GoogleDrive, etc.) usually works correctly.

Use only letters, numerals, and underscores to name your file. Do not use spaces. Then

Close the document and **Quit** its application before zipping or uploading the file.

In Bb, click the *Assignment Name*, click **Browse My Computer**, navigate to and **Open/Choose** the file.

Click **Submit** to send the file. Only your instructor sees this upload.

NOTE: Some files and all folders need to be zipped/compressed before uploading.

See the Computer Lab Web Page (<http://www.csustan.edu/oit/ClientServices/ComputerLabs/>).

Web Browsers

Use the latest version of Firefox, Safari, or Chrome. Other browsers may not display all Bb functions correctly. (see <http://www.csustan.edu/Blackboard/SoftwareHardware.html>)

Update your operating system and virus protection regularly. Turn off *Pop-Up Blockers* for tests and quizzes.

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 another browser for Blackboard. You may need to click a link on a dial-up ISP browser occasionally to avoid a time-out and disconnect from the ISP.

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 2010/2011, 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 (and Flip4Mac), Windows Media Player, zip/compress, and FTP software.

See <http://www.csustan.edu/OIT/ClientServices/LinksDownloads.html>

Keep your **Virus Protection**, browser, and Operating System software up-to-date.

See <http://mysophos.csustan.edu:8090>

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.

See also <http://www.csustan.edu/Blackboard/StudentHelp/>

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 *Type Submission* box to enter information manually.

To Download the Instructor's Assignment Document

1. Click the *Content Area* (e.g., *Documents, Assignments*).
2. Click 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 the *Assignment Name*.
3. Click the **Browse My Computer** button
4. 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, ?, %, #, special characters, or other punctuation marks).

You may add other files by clicking the **Browse My Computer** button again and selecting 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 at the end of the name (e.g., MSWord = .doc/.docx, Excel = .xls/.xlsx, PowerPoint = .ppt/.pptx, Rich Text Format = .rtf, text only = .txt)

5. Click the *Type Submission* link to type your assignment text.

The *Add Comments* box is for plain text content.

6. Click a **Submit** button at the top or bottom of the page to send the document to your instructor.

Save as Draft lets you return to complete an assignment before submitting it.

See http://ondemand.blackboard.com/r91/movies/bb91_student_submit_assignment.htm

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.

On the main Bb page, use the *My Blackboard* menu or the *Tools* menu > *My Grades*, to see all classes listed, or in the class go to the *Tools & Communication* page and click *My Grades*. Select the course or the grade to view comments and download documents the instructor sent you, as applicable.

The new **My Grades** is a dynamic page that updates and changes as work is submitted and graded.

See <http://tinyurl.com/lvk4lkr> (Blackboard Help – Student – My Grades)