

CSU Stanislaus Blackboard Log In & Information

OIT Help Desk

L-150, 667-3687

From the My CSUStan Page (<https://my.csustan.edu/>) click **Blackboard**.

Set a bookmark/favorite for **<http://www.csustan.edu/blackboard>** (see *Web Browsers* on Pg. 2).

Enter your **WARRIOR USERNAME** [same as email and my.csustan].

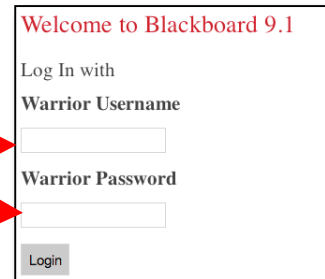
Example

Name: Chris Lee

Email: CLee103@csustan.edu

Warrior Username = CLee103

Your **WARRIOR PASSWORD** is the same as your
CSUStan e-mail/my.csustan Warrior Password.



Welcome to Blackboard 9.1

Log In with

Warrior Username

Warrior Password

Login

Two red arrows point from the example text to the form: one from 'Warrior Username = CLee103' to the username field, and another from 'Your WARRIOR PASSWORD is the same as your CSUStan e-mail/my.csustan Warrior Password.' to the password field.

NOTES:

Only CSU Stanislaus users 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.

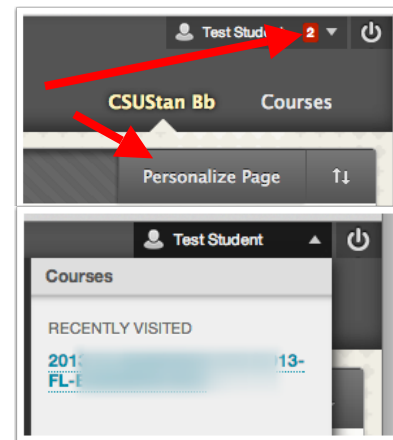
When you log in, you are on the **CSUStan Bb** tab.

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 Posts

Posts – displays posts from all your classes

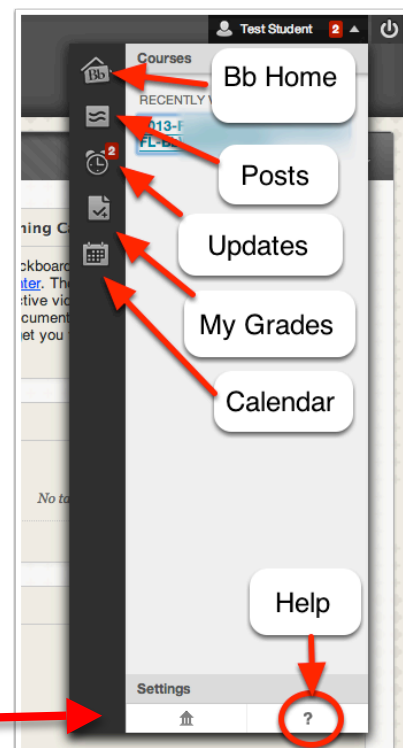
Updates – displays all updated information for courses, including announcements, assignments, and due dates.

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.

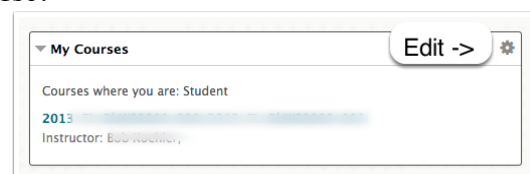
Click the small icon on the top right of the module.

Hide old course names.

Modify Terms and Course List.

See <http://www.csustan.edu/Blackboard/HelpPage.html>

Click *Student FAQ*, *Videos*, and *Documents*.



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**.

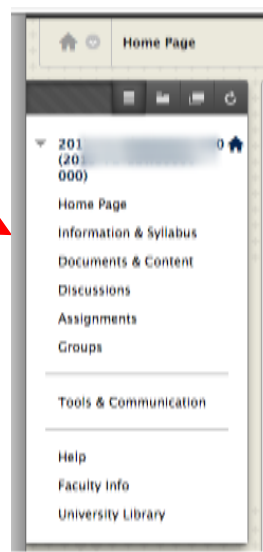
Bring your Warrior Card.

Provide the following information.

Course name

Class Information: Department, 4-digit course number, and section

Your *User ID*



Blackboard – Good to Know...

CSUStan Webmail Address

The University assigns a *CSUStan.edu* E-Mail account to every student.

Your CSUStan E-Mail Warrior ID (before the @-sign) is the same as your Blackboard Warrior 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 in your file name. Do not use spaces.

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

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

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 <http://www.csustan.edu/Blackboard/StudentHelp/Documents/Assignments-View-Submit-Review--Zip.pdf>

Web Browsers

Use the latest version of Firefox, Google Chrome, or Safari. 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 a recommended 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. Apple iWork applications *open* and *save as* MS Office files (.doc/.docx, etc.).

Some other applications and plug-ins include Adobe Reader, Apple QuickTime (and Flip4Mac), Windows Media Player, zip/compress and FTP software.

See <http://www.csustan.edu/oit/client-services/links-downloads>

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

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

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 (click *Browse My Computer*). Click *Write Submission* to enter text 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 Linked File As” etc.)
Windows - Right-click (“Save Link As...” etc.)
4. Complete the assignment, **save** the document to your hard drive, **close** it, and **quit** its application.

To Submit your Assignment

1. Click the *Content Area*.
2. Click the *Assignment Name*.
3. Click *Write Submission* to type your text.
4. Click the **Browse My Computer** button

Find your file on the computer.

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 = .docx, Excel = .xlsx,

PowerPoint = .ppt/.pptx, Rich Text Format = .rtf, text only = .txt)

5. The *Add Comments* box is for plain text entries.
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

Upload Assignment: Assignment 1

Cancel Save as Draft Submit

1. Assignment Information

Points Possible: 10

Submit this assignment here

2. Assignment Submission

Text Submission: Write Submission

Attach File: Browse My Computer

3. Add Comments

Comments: Add Comments

4. Submit

When finished, make sure to click Submit. Optionally, click Save as Draft to save changes and continue working later, or click Cancel to quit without saving changes.

Cancel Save as Draft Submit

Some documents (e.g., html, Inspiration) 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)