

Blackboard Quick Guide



Logging Into Blackboard:

1. Go to www.wilsontech.edu and click on the “Blackboard” link **OR** go to <http://wilsoncc.blackboard.com/>
2. Click the “Bb Blackboard” button
3. Enter your Login ID and Password in the fields provided
 - Your Login ID is your first name initial, last name initial, and last four of student id #
Example: John Smith’s student id # is 0123456. His login **username is js3456**.
 - Your initial password is your birth date in MMDDYY format
Example: Birth date: February 5, 1984 --- **Password: 020584**
4. If you are not able to log in, **contact the help desk at 252-246-1224 or helpdesk@wilsoncc.edu**

Forgotten Password Reset

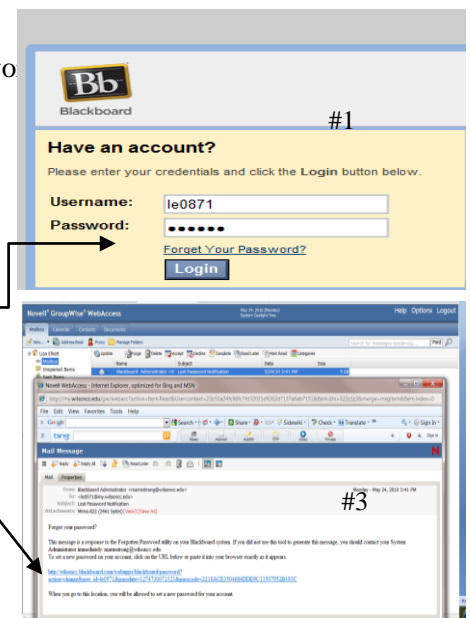
1. Click on the “Forgot Your Password” link.
2. On the next screen, Choose option 1 OR 2 NOT BOTH to have a reset password account. Log into your student email account.
3. Once you receive the email notification, click on the link.

Lost Password

1. **Username Option**
Enter your first Name, Last Name, and Username to change the password. An active email address must be associated with the account to change the password. The current password will remain active until it is changed by following the instructions.

2. **Email Address Option**
Enter your first Name, Last Name, and Email Address to change the password. An active email address must be associated with the account to change the password. The current password will remain active until it is changed by following the instructions.

3. **Submit**



Accessing and Submitting Assignments:

Once you find the assignment you need to submit.

Step 1: Click on the **link of the assignment title**.

Step 2: Carefully read the **instructions**.

Instructions may include whether you should enter or paste text into the Submission box, attach/upload a file, or do both. Pay attention if specific file types (e.g., Word, PDF, RTF) and word counts or lengths of a paper are required. There will also most likely be a **Due Date** and **Points Possible** showing. **Submissions sent after a due date are marked "Late"**.

Example of an upload assignment area:

System Admin

Assignments > Unit A Skills Review > Upload Assignment: Unit A Skills Review

Upload Assignment: Unit A Skills Review

Cancel Save as Draft Submit

1. **Assignment Information**

Name: Unit A Skills Review
Instructions: Work through the Skills Review for Unit A on pages 21-22.
Due Date:
Points Possible: 100

2. **Assignment Materials**

Submission

Normal 3 Arial
B I U ul nlbr x x
View Editor OFF

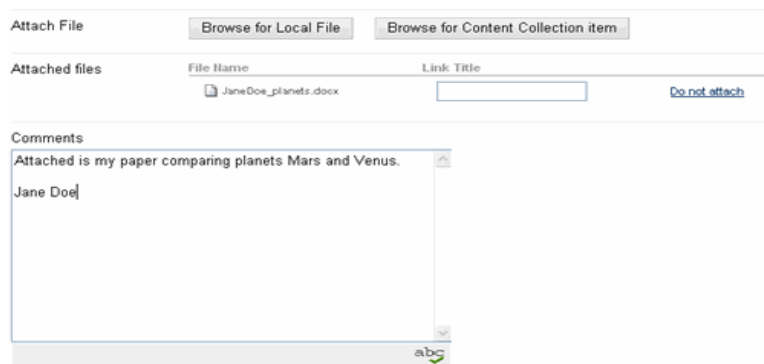
Step 3: In the *Assignment Materials* section,

Depending on the instructions, type or paste your work into the **Submission** area, upload a file by clicking on **Browse for Local File**, or use both areas. NOTE: **At any time, click Save as Draft to save a copy of your work in progress and later edit. This is recommended if you are typing a long response in the Submission box to prevent loss of work, or you are not ready to Submit to the instructor yet.**

Submission box: You should see several buttons to use for enhancing, formatting, and organizing your text. Presentation is usually important when submitting graded work. Equally important is spelling; use the **abc** button to spellcheck your work. If buttons are not showing, click the OFF button in the **Visual Editor** tab; this will display the buttons

Attach File: click **Browse for Local File** to find your paper or other file. Then, click **Attach File** to upload your paper. You'll then see the file name in the *Attached files* area. **Your paper has not been uploaded until you click the Attach File button.**

Example of a file successfully attached:

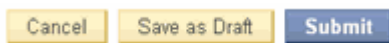


The screenshot shows the 'Attach File' section of a submission interface. At the top, there are two buttons: 'Browse for Local File' and 'Browse for Content Collection item'. Below this is a table for 'Attached files' with columns for 'File Name' and 'Link Title'. One file is listed: 'JaneDoe_planets.docx'. To the right of the file name is an empty text box for the link title and a 'Do not attach' link. Below the table is a 'Comments' box with a text area containing the text 'Attached is my paper comparing planets Mars and Venus.' and 'Jane Doe'. At the bottom right of the comments box is an 'abc' icon for spellcheck.

You can attach multiple files if necessary. To remove an attached file before submitting the assignment, click the **Do not attach** link. A **Link Title** can be used to accompany the file name, to give more meaning to the file.

Comments box: enter any questions or notes to the instructor about your submission.

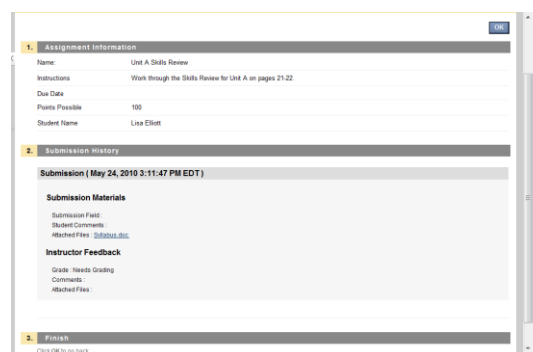
Step 4: When you are sure you are ready to send the assignment to the instructor, click the **Submit** button.



- **Submit closes the assignment;** you may have only ONE attempt to submit. If multiple attempts are permitted (each click of **Submit** records an attempt in your submission history for this assignment), you will see the **Start New Submission** button.
- **Save as Draft does not send the assignment to the instructor,** but rather allows you to revise as many times as needed before submitting. Click the **Continue Current Submission** button to return to the submission page.

You can always review your submission (even after you click **Submit**). Once your submission has been graded, it will include your grade and any feedback from the instructor. Grades are also recorded on the **My Grades** page. To review your submission, click the link to the assignment.

Example of a graded/needs grading assignment:



The screenshot shows a submission page with three main sections: 1. Assignment Information, 2. Submission History, and 3. Finish. The Assignment Information section includes fields for Name (Unit A Skills Review), Instructions (Work through the Skills Review for Unit A on pages 21-22), Due Date, Points Possible (100), and Student Name (Lisa Elliott). The Submission History section shows a submission made on May 24, 2010, at 3:11:47 PM EDT. The Submission Materials section includes fields for Submission Field, Student Comments, and Attached Files. The Instructor Feedback section includes fields for Grade, Needs Grading, Comments, and Attached Files. The Finish section has a 'Click OK to go back' button.

Sending Email in Blackboard:

1. The email feature in Blackboard makes it easy to get in touch with course instructors and classmates. Blackboard uses your GroupWise email account to send and receive messages. Make sure you check your Student email account for class emails.
2. To access the email feature: click on “Communication” and then “Send Email”.
3. Select the recipients of the message. Choosing **All Users**, **All Instructors**, or a similar option will send the message to all users of that type in the course. If **Select Users** is chosen, use the check boxes to select who in the class will receive the message.
4. Enter the message. Click “Submit” to send the message.
5. Blackboard will automatically send a copy of the message to your email address. Check this to verify that the message was sent.

Sending Attachments with Email:

1. After you select recipients and enter the message, click on the “ADD” button under the “Add Attachments” section.
2. Click the “browse” button under “Select File”. Go to the “Look in” drop down list and search the various computer drives where you have saved the document (for examples, the C: drive, the A: floppy drive, the thumb drive—wherever you chose to save the document).
3. Once the drive is pulled up and the documents are revealed, open the document you wish to send. The document name will now appear in the box. Click on the “submit” button.
4. Your email now contains an attachment and you are ready to send your original email.

Using the Discussion Boards:

1. Go to your online course, and click on the "Communication" button, and then click the "Discussion Board" link.
2. Click on the title link to the "Forum" that your instructor posted; then click on the thread (not the name of the author) to which you wish to respond.
3. Click on the "Reply" or "Add New Thread" button.
4. Put a subject in the subject line.
5. To add an attachment, look in the "Options" section, then click the "Browse" button, locate the file, click the file once to highlight it, then click on "Open"; the file will appear in the "Attachment" field.
6. If you want to type your information, click inside of the message box and placing text there.
7. You are now ready to post your information, click on "Submit".

Viewing your grades:

1. From within your course, click the “**Tools**” button
2. Click “**View Grades**”

Note: You will only have access to grades after your instructor has recorded them. Some assignments may be graded automatically and will be immediately available in the Grade Center.