

BlackBoard by Courseware

Login

- Go to <http://courseware.ku.edu>
- Click on the log in button for KU students
- Enter your KU online ID as your username

If you do not have a KU online ID, you need to register at <http://www.ku.edu/computing> . This will take 1-2 days to process before you can get into blackboard. The most important thing is to REPLY to the confirmation email you receive. Otherwise, your registration will be dropped from the system.

Features

- The **Courses** tab will link you to the Blackboard course catalog.
- The **Home** button will take you back to the login screen.
- The **Help** button will take you to the Instructional Development and Support (IDS) Website which includes our email and phone number.
- The **Logout** button will allow you to exit Blackboard. (For security reasons, you should close your browser window down completely).

I don't see my class...

Any and all courses you may take may be accessed through My Blackboard provided that your instructors have created a Blackboard course site. If you do not see your course, please verify that your instructor registered their course. If they have, you can contact dmarrs@ku.edu to check on your enrollment in that course.

Email address must be current...

As you will have one Blackboard Account for any and all Blackboard courses you take on Blackboard during your KU education, it is important to make sure that your email is correct. If your email address changes, return to the online ID registration at <http://www.ku.edu/computing> to update your information. Otherwise your instructor will not be able to contact you within the course.

Additional Features inside your course

Navigation buttons are on the left side of the screen. Each button takes you to a different area of the course. You may also navigate within a course by using the back or forward buttons on your browser or by using the "breadcrumb trail" (a series of links that shows where you have been) located near the top of the screen. You can temporarily collapse the course navigation buttons by clicking the arrow button at the top of the Course Menu frame. *Please note that the titles and availability of the navigation buttons can be customized by your instructor so you may have slightly different choices for each course site than the ones described here.*

There may be several **Content Areas** within your course. For example, course syllabus, grading rubric, schedule, lecture outlines, lessons, required readings, homework assignments, and presentation handouts.

- Items can be a single document or in some cases a folder may be used to organize several related documents together.
- Sometimes an item will be completely viewable on the screen and other times you will need to click on a link to view the file. Files can be documents, slide shows, audio, graphics, or video.

The **Staff Information** area contains information about your instructor including office hours, e-mail address, a brief biography, and possibly a photograph.

There are several **Communication Tools** available in Blackboard:

- The **E-mail** function allows you to write and send messages, and an attachment if necessary, to your instructor or fellow students. You can not, however, receive and read email messages within Blackboard but rather through your default email editor such as Outlook. To Update Your E-mail address: Go to <http://www.ku.edu/computing>, click on KU Online Services Registration, enter your ID # and birthdate in the spaces provided, then update your officially registered e-mail address.
- The **Discussion Board** is an asynchronous (anytime) tool which means you can read and post messages whenever it is convenient.
 - The basic unit of a Discussion Board is a message. A message and all the related replies to that message are collectively called a Thread. Groups of threads related to a particular topic are stored in Forums.
 - Each message is listed by name, author, and date created. Messages that have been read appear in one color and those that have not been read appear in another color. A message that is in reply to a previous message appears indented in the list.
 - The Add New Thread button is used to create new discussion topics within a Forum. This option may not be available to you depending on how your instructor set up the Forum.
 - You can view and organize messages in many ways. Use the **EXPAND ALL** button to make all threads and related responses appear. With the **COLLAPSE ALL** button, only the main topic threads will appear, but not the related messages. Click on the **Show Options** tab and many choices will become available including **SELECT ALL** where all the threads and messages in the forum can be chosen and **COLLECT** where you can view multiple threads or messages at one time. You can also **SEARCH** by subject, author, or keyword.
- **Collaboration Sessions** are synchronous (real time) tools, so they must be used when all participants are available and logged into a computer at the same time. There is a Lightweight Chatroom and a Virtual Classroom available. The Lightweight Chatroom is a text-based tool that does not have the advanced functionality of the Virtual Classroom. The Virtual Classroom includes text-based messaging, but also includes many other areas such as:
 - A Whiteboard to present several different types of materials and for drawing.
 - A Group Browser to collaboratively view a Website.
 - A Question and Answer area.
- The **Roster** lists all the users in the course and may provide a link to their email.
- The **Group Pages** button provides private work areas for team projects and can include access to a private discussion board, virtual classroom, digital drop box, and email distribution list.

External Links are other Websites related to your course. When clicking on a link to go to an external web site, it may open within the Blackboard frame or it might open in an entirely new browser window.

There are several **Student Tools** available in Blackboard:

- The **Digital Drop Box** allows you to store files, send documents to the instructor, and receive documents from the instructor.
- The **Student Homepage** allows you to enter information about yourself including a biography, picture, and favorite Websites.
- The **Course Calendar** collects important dates such as holidays, assignment due dates, and scheduled exams.
- The **Gradebook** provides you with a list of assignment items, date completed, score received, points possible, and a class average per assignment.
- The **Student Manual** is an online user's guide on how to use Blackboard.
- The **Tasks** tool stores tasks related to the course and personal tasks if desired. Settings can be used to establish priority levels, task status, and even to send a reminder.
- The **Electric Blackboard** is a notepad that can be used to save notes and other information within Blackboard.
- The **Address Book** allows you to collect and store a personal list of contacts.

The **Course Map** button pops up a separate window with hot links to all the areas of the course.

In addition to delivering content, instructors may also use the Blackboard **Assessment Manager** to deploy quizzes/exams or surveys.

- An assessment may include true/false, multiple choice, multiple answer, fill in the blank, ordering, matching, and short answer/essay questions.
- Once submitted, a quiz/exam or survey is automatically graded and recorded in the gradebook.
- Depending how the assessment was setup, you may also be provided with correct answers and appropriate feedback.

If You Need More **Help** --

- Click on the Tools button and then on Manual.
- If you still need help, contact IDS at (785) 864-2600 or ids@ku.edu .