

BLACKBOARD INSTRUCTIONS*

(*The following instructions were composed with some content from the Delphi Center's "Blackboard/Technology Student Guide," located at <http://docushare.louisville.edu>)

I. Introduction

During your career at the University of Louisville, you will encounter many courses that will require you to complete assignments and/or exams, participate in discussion groups, or create your own personal web pages using a program called Blackboard. GEN 101 will require you to use Blackboard for many of these same purposes. Please review these instructions carefully before attempting to sign-in or complete any assignments using Blackboard.

II. Accessing your Blackboard Account

You may access Blackboard through ULink (<http://ulink.louisville.edu>). This is the website that students use to register for classes. Hopefully, you remember your own User ID and password from this past registration period; if not, you may look up your User ID by clicking on the "For First-Time Users" link on the ULink sign-in page (see below). If you have forgotten your password or if it has expired (ULink passwords expire every 90 days and must be changed before the end of each 90 day period!), you will need to visit an Information Technology (IT) center on campus in person with a photo ID and ask them to assign a new password to your account.

The screenshot shows the ULink website interface. At the top, there is a navigation bar with 'Guest Page', 'Find People/Places', and 'Help'. Below this, the page is divided into several sections:

- Main Menu:** Administration, Schools/Departments
- Library Resources:** Search Minerva catalog for items available at the UofL Libraries. Includes a search box and a 'GO' button. Below are links for 'All Databases', 'Ask a Librarian', 'Connect from Home', 'Course Reserves', 'DLLS (Distance Learning Library Services) (DLLS login required)', 'E-Journals', 'Hours', 'Library Home', and 'Minerva'.
- Apply to U of L:** Graduate Study, Metropolitan College, Undergraduate Study, Professional Study, Dentistry, Law, Medicine, Course Catalog, Delphi Center for Teaching and Learning, Diversity at U of L, Financial Aid, Registrar, Tuition, Fees, Payment Options, Schedule of Courses, Visit Campus.
- SpeedTypes:** Click below to access the University general ledger funding accounts. Includes a link for 'SpeedTypes'.
- Blackboard:** Click below to access UofL Blackboard Learning System 6.0. Includes a link for 'Blackboard'.
- Log In:** Log in for additional services. Includes fields for 'User Id:' and 'Password:', a 'Log In' button, and links for 'User ID/Password Problems', 'For First-time Users', 'System Requirements', and 'When You Log Out'. A red circle highlights the 'User ID/Password Problems' link, and a red arrow points to it.
- Contact U of L:** University of Louisville, Louisville, KY 40292, (502) 852-5555, (800) 334-UofL (8635). Includes links for 'Admissions', 'Alumni & Development', and 'Graduate School', and a link for 'All U of L Contacts'.

Once you have obtained your ULink User ID and password, you may click on the Blackboard link at the bottom of the ULink sign-in page (see below):

The screenshot shows the ULink website interface. At the top left is the ULink logo with the tagline "The U of L Information Network". To the right are icons for Home, Contact, and Logout. Below the header is a navigation bar with "Guest Page", "Find People/Places", and "Help". The main content area is divided into three columns. The left column contains a "Main Menu" with links for Administration and Schools/Departments, and a "Library Resources" section with a search box and various database links. The middle column is titled "Apply to U of L" and lists various academic and administrative links such as Graduate Study, Metropolitan College, Undergraduate Study, Professional Study, Dentistry, Law, Medicine, Course Catalog, Delphi Center for Teaching and Learning, Diversity at U of L, Financial Aid, Registrar, Tuition, Fees, Payment Options, Schedule of Courses, and Visit Campus. Below this is a "SpeedTypes" section and a "Blackboard" section with a link to "Blackboard". The right column is titled "Log In" and contains a login form with fields for "User ID:" and "Password:", a "Log In" button, and links for "User ID/Password Problems", "For First-time Users", "System Requirements", and "When You Log Out". Below the login section is a "Contact U of L" section with contact information for the University of Louisville and links for Admissions, Alumni & Development, and Graduate School. A red circle highlights the "Blackboard" link in the middle column, with a red arrow pointing to it from the right.

This link will take you to the following page:

The screenshot shows the UoFL Blackboard 6.0 page. At the top left is the ULink logo with the tagline "The U of L Information Network". To the right are icons for Home, Add to Favorites, Contact, and Logout. Below the header is a "Menu" section with links for My Favorites, Administration, Change Password, Request a ULink Feature, ULink Feedback, My Personalizations, and My Dictionary. The main content area is titled "UoFL Blackboard 6.0" and contains a link to "Launch UoFL Blackboard 6.0 in a new window". Below this is a section titled "Please Disable Pop-Up Blockers" with text explaining that users should disable pop-up blockers for the blackboard.louisville.edu website. A red circle highlights the "Launch UoFL Blackboard 6.0 in a new window" link, with a red arrow pointing to it from the right.

This page contains information about pop-up blockers. It is very important to make sure you turn off any pop-up blockers you have on your internet browser because some functionality of Blackboard will not operate correctly while the blockers are turned on.

You will see a link that says "Launch Blackboard 6.0". If you click that link you will be directed to the Blackboard Login screen (see next page).

New Features in Blackboard 6.1 : May 25, 2004

Please [Click Here](#) to view how the screens will appear when the features are activated.

Blackboard @ U of L

- [Blackboard Help](#)
- [Blackboard Faculty Training](#)
- [NetMail / ULink Help](#)
- [Guest Access](#)
- [Course Catalog](#)

*Blackboard@UofL Maintenance:
Each Friday, 10 PM - 2 AM EST
System unavailable during this time.*

If you already have an account, enter your login information here and click the "Login" button below. If you do not have an account, please click on one of the buttons to the left.

USERNAME:
laleak01

PASSWORD:
●●●●●●

Login

Please notice a couple of things about this screen:

- On the left of this screen, you can access the online help that is available for Blackboard, ULink and NetMail.
- Also you will see a message at the bottom of this area regarding Maintenance for Blackboard. It explains that Blackboard will be unavailable for use on Fridays from 10:00pm to 2:00am on Saturdays each week.
- The system may be available sometime during these maintenance periods but do not plan on the system being available on a regular basis during these scheduled hours.

Please log in using your ULink User ID in the box marked "USERNAME" and your ULink password in the box marked "PASSWORD."

(Please see the next page.)

This will bring you to your own **Blackboard “My UofL”** page where any and all online and web-assisted courses you are registered for will show up in a listing on the right side of the page.

The screenshot shows the Blackboard interface for a user named Joni. On the left is a 'Tools' menu with links like Announcements, Calendar, Tasks, Send E-mail, User Directory, Address Book, Personal Information, and View Grades. The main content area is titled 'Welcome, Joni' and contains three panels: 'My Announcements' (no announcements), 'AC3 Informational Site' (with links to Demo "Do" Posted in Documents, Updated PowerPoint Slide Show, and Updated Briefing), and 'My Calendar' (no events). On the right is the 'My Courses' panel, titled 'Courses in which you are enrolled:'. It lists several courses, each with a 'No Announcements.' status. A red circle highlights the course 'EDAD 684-75: ED RES MGMT POSTSEC EL', and a red arrow points to its title. Other courses listed include 'Distance Learning Library Services Informational Site', 'EDAD 607-60: PRIN OF EDUC LEADSHIP-Summer 2003', 'EDTD 672-50: INSTR DESIGN & DEVELOPMT-Spring 2003', 'ELFH 620-75: LEGAL ISS IN P-12 EDUC-Spring 2004', 'ELFH 682-50: ORG & ADM H EDUC-Fall 2003', 'ELFH 710-75: DOCTORAL SEM EDUC LDRSHP-Fall 2003', and 'Virtual Writing Center'. Below this is the 'Courses you are teaching:' section, which includes 'AC3 Informational Site' and 'Announcements' with a link to 'Demo "Do" Posted in Documents'.

Locate your GEN 101 A&S Orientation course on this list, and click on the title in order to access the page for that course. This link will grant you access to any course assignments, tests, your grade for the class, and the class roster.

(please see next page)

III. Discussion boards

Students and Instructors may access forums by clicking on the appropriate link in the Discussion Board. When a forum is accessed a page appears which lists the different threads in the forum. A thread is a message that is posted to a forum. Participants can post new threads in a forum and reply to threads that have already been posted.

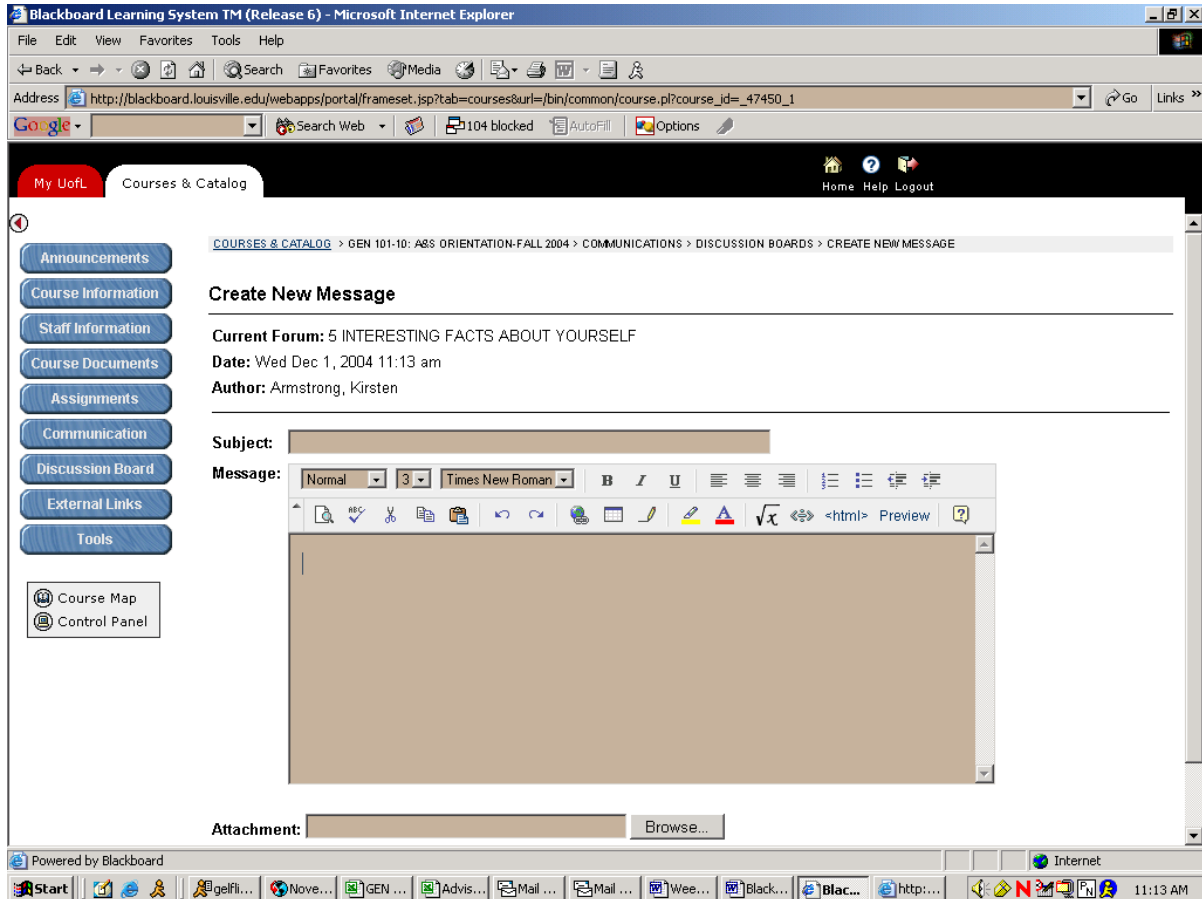
Note: Students are able to create new threads on the Discussion Board, if allowed by the Instructor. Students can not create a forum, they will only be able to add threads to existing topics.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Blackboard Learning System interface. The browser's address bar shows the URL: http://blackboard.louisville.edu/webapps/portal/frameset.jsp?tab=courses&url=/bin/common/course.pl?course_id=_47450_1. The page title is "Blackboard Learning System TM (Release 6) - Microsoft Internet Explorer".

The main content area displays the course information for "GEN 101-10: A&S Orientation" by Kirsten Armstrong & Troy Rice. The date range is "November 24 - December 1, 2004". Below this, it states "No announcements found." A red circle highlights the "Discussion Board" button in the left-hand navigation menu, with a red arrow pointing to it from the right.

The footer of the page includes the Blackboard logo and the text: "Blackboard Learning System TM (Release 6) Blackboard Learning System™ (Release 6) - 6.1.5 Build 5 Copyright © 1997-2004 Blackboard Inc. Patents Pending. All Rights Reserved. Accessibility information can be found at <http://access.blackboard.com>."

To find the Discussion Board, simply click on the appropriate button on the left side of the screen.



On this screen, type in the subject and text of the message you would like to add to the discussion, and then click on the "Submit" button at the bottom of the screen (not shown, but it is in the lower right corner of the screen.)

You may also contribute to other students' threads in the discussion by simply clicking on their individual thread titles on the topic screen. You would enter a subject heading of your own and text for this contribution in the same way that you would for starting your own thread. Please be sure to click the "Submit" button in order to post any messages.

(Please see next page)

These are examples of individual threads.

The screenshot shows a Blackboard Learning System interface in Microsoft Internet Explorer. The browser address bar shows the URL: http://blackboard.louisville.edu/webapps/portal/frameset.jsp?tab=courses&url=/bin/common/course.pl?course_id=_47450_1. The page title is "COURSES & CATALOG > GEN 101-10: A&S ORIENTATION-FALL 2004 > COMMUNICATIONS > DISCUSSION BOARDS > 5 INTERESTING FACTS ABOUT YOURSELF".

On the left side, there is a navigation menu with buttons for: Announcements, Course Information, Staff Information, Course Documents, Assignments, Communication, Discussion Board, External Links, and Tools. Below these are "Course Management" and "Control Panel" links.

The main content area features a "Add New Thread" button and a "VIEW UNREAD MESSAGES" dropdown. There are also "EXPAND ALL" and "COLLAPSE ALL" buttons, and a "SEARCH" field. A "SHOW OPTIONS" button is located at the bottom right of the thread list.

The thread list is as follows:

Thread Title	Author	Date
5 interesting facts assignment	Jordan, Robin	Tue Aug 24, 2004 9:00 am
Re: 5 interesting facts assignment	Ballard, Anne	Tue Aug 24, 2004 9:10 am
Re: 5 interesting facts assignment	Shively, Kevin	Tue Aug 24, 2004 9:21 am
Re: 5 interesting facts assignment	Crellin, Aaron	Tue Aug 24, 2004 9:48 am
Re: 5 interesting facts assignment	Armstrong, Kirsten	Thu Aug 26, 2004 4:59 pm
Re: 5 interesting facts assignment	Hendren, Joseph	Tue Aug 24, 2004 4:53 pm
Re: 5 interesting facts assignment	Hendren, Charles	Wed Aug 25, 2004 9:23 pm
Re: 5 interesting facts assignment	Hendren, Joseph	Mon Aug 30, 2004 12:12 pm
Re: 5 interesting facts assignment	Gospodarec, Autumn	Thu Aug 26, 2004 4:39 pm
Re: 5 interesting facts assignment	Armstrong, Kirsten	Thu Aug 26, 2004 4:56 pm
Re: 5 interesting facts assignment	Hartlage, Thomas	Tue Aug 24, 2004 9:21 am
Re: 5 interesting facts assignment	Walton, Deanna	Tue Aug 24, 2004 9:57 am
Re: 5 interesting facts assignment	Crawford, Erin	Tue Aug 24, 2004 10:23 am
Re: 5 interesting facts assignment	Armstrong, Kirsten	Thu Aug 26, 2004 5:10 pm
Re: 5 interesting facts assignment	Flick, Paula	Tue Aug 24, 2004 11:13 am
Re: 5 interesting facts assignment	Corkum, Ashton	Tue Aug 24, 2004 11:27 am
Re: 5 interesting facts assignment	Armstrong, Kirsten	Thu Aug 26, 2004 5:14 pm
Re: 5 interesting facts assignment	Helms, Emily	Tue Aug 24, 2004 11:40 am
Re: 5 interesting facts assignment	Edwards, LaQuita	Tue Aug 24, 2004 12:15 pm
Re: 5 interesting facts assignment	Armstrong, Kirsten	Thu Aug 26, 2004 5:17 pm
Re: 5 interesting facts assignment	Scott, Cara	Tue Aug 24, 2004 12:23 pm
Re: 5 interesting facts assignment	Armstrong, Kirsten	Thu Aug 26, 2004 5:20 pm
Re: 5 interesting facts assignment	Diener, Casey	Tue Aug 24, 2004 1:28 pm
Re: 5 interesting facts assignment	Brehl, Mary	Tue Aug 24, 2004 4:09 pm

The bottom of the browser window shows the Windows taskbar with the Start button, system tray icons, and the time 11:10 AM.