



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

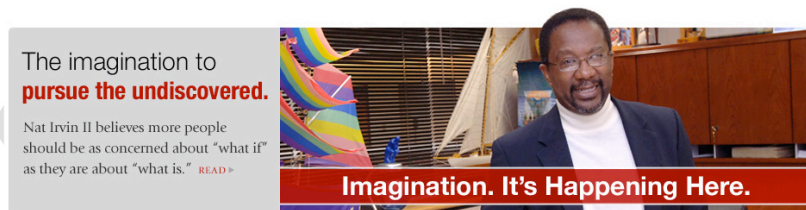
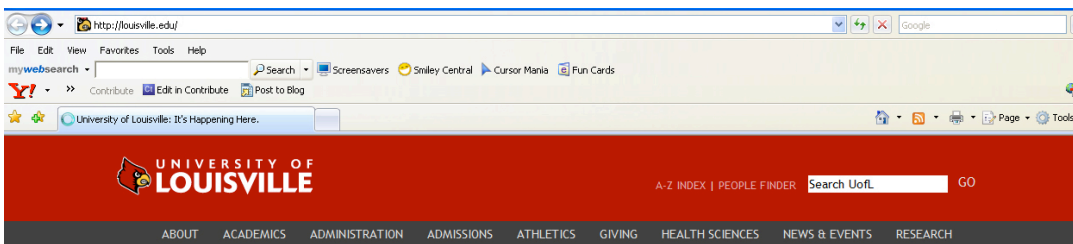
I. Introduction

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 the homepage link Blackboard. Hopefully, you remember your own User ID and password from this past registration period. 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 call 852-7997 and ask them to assign a new password to your account.

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):



INFORMATION FOR	ACADEMICS	ADMINISTRATION	ADMISSIONS	CAMPUS LIFE
Future students	Majors & programs	President & boards	Undergraduate	Housing
Parents	Schools & departments	Provost	Graduate	Intramurals
Current students	Libraries	Administrative offices	Dentistry	Event calendars
Faculty & staff	Course schedule	Governing bodies	Law	Organizations
Alumni & friends	Academic catalogs	Diversity	Medicine	Health services
Visitors	Blackboard	Financial Aid		Public safety
	Ulink			Careers



This link will take you to the following page:

Login like you do for ULink.

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.
- 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, and Tasks. The main area is titled 'Welcome, Joni' and contains two panels: 'My Announcements' and 'My Calendar'. On the right is the 'My Courses' panel, which lists several courses. A red circle highlights the course 'EDAD 684-75: ED RES MGMT POSTSEC EL', and a red arrow points to it from the right. 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 620-73: LEGAL ISS IN P-12 EDUC-Spring 2004', 'ELFH 682-50: ORG & ADM H EDUC-Fall 2003', and 'ELFH 710-75: DOCTORAL SEM EDUC LDRSHP-Fall 2003'. Below the enrolled courses is a section for 'Courses you are teaching' which includes 'AC3 Informational Site'.

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

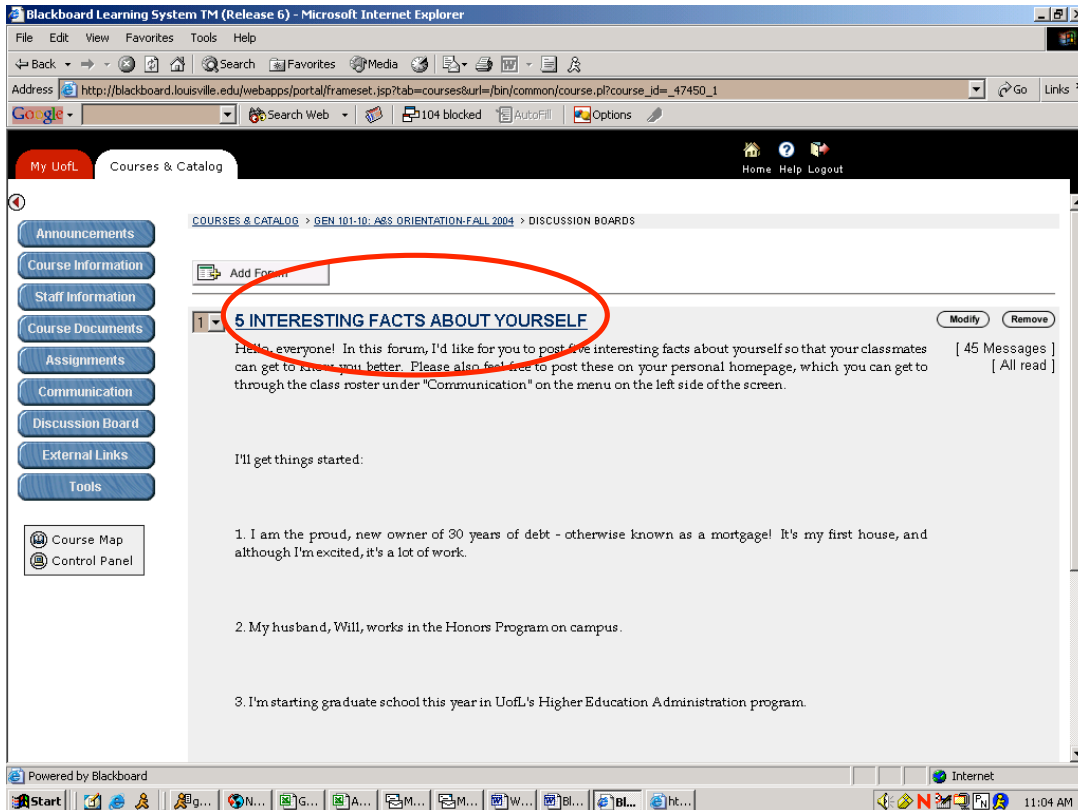
Students and Instructors may access forums by clicking on the appropriate link in the Discussion Board. When a forum is accessed a page appears which lists the different threads in the forum. A thread is a message that is posted to a forum. Participants can post new threads in a forum and reply to threads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

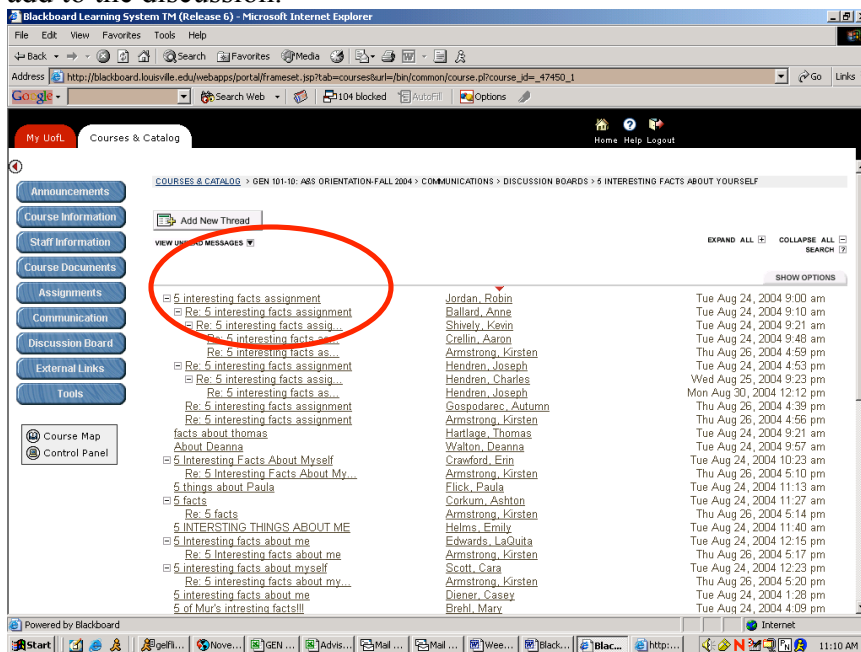
The screenshot shows a web browser window displaying the Blackboard Learning System interface. The browser title is "Blackboard Learning System TM (Release 6) - Microsoft Internet Explorer". The address bar shows the URL: http://blackboard.louisville.edu/webapps/portal/frameset.jsp?tab=courses&url=/bin/common/course.pl?course_id=_47450_1. The page content includes a navigation menu on the left with buttons for "Announcements", "Course Information", "Staff Information", "Course Documents", "Assignments", "Communication", "Discussion Board" (circled in red), "External Links", and "Tools". Below the menu are "Course Map" and "Control Panel" links. The main content area features a banner for "GEN 101-10: A&S Orientation" by Kirsten Armstrong & Troy Rice. Below the banner are filters for "VIEW LAST 7 DAYS", "VIEW LAST 30 DAYS", and "VIEW ALL". A date range "November 24 - December 1, 2004" is displayed, followed by the message "No announcements found." The footer includes the Blackboard logo and copyright information: "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>".

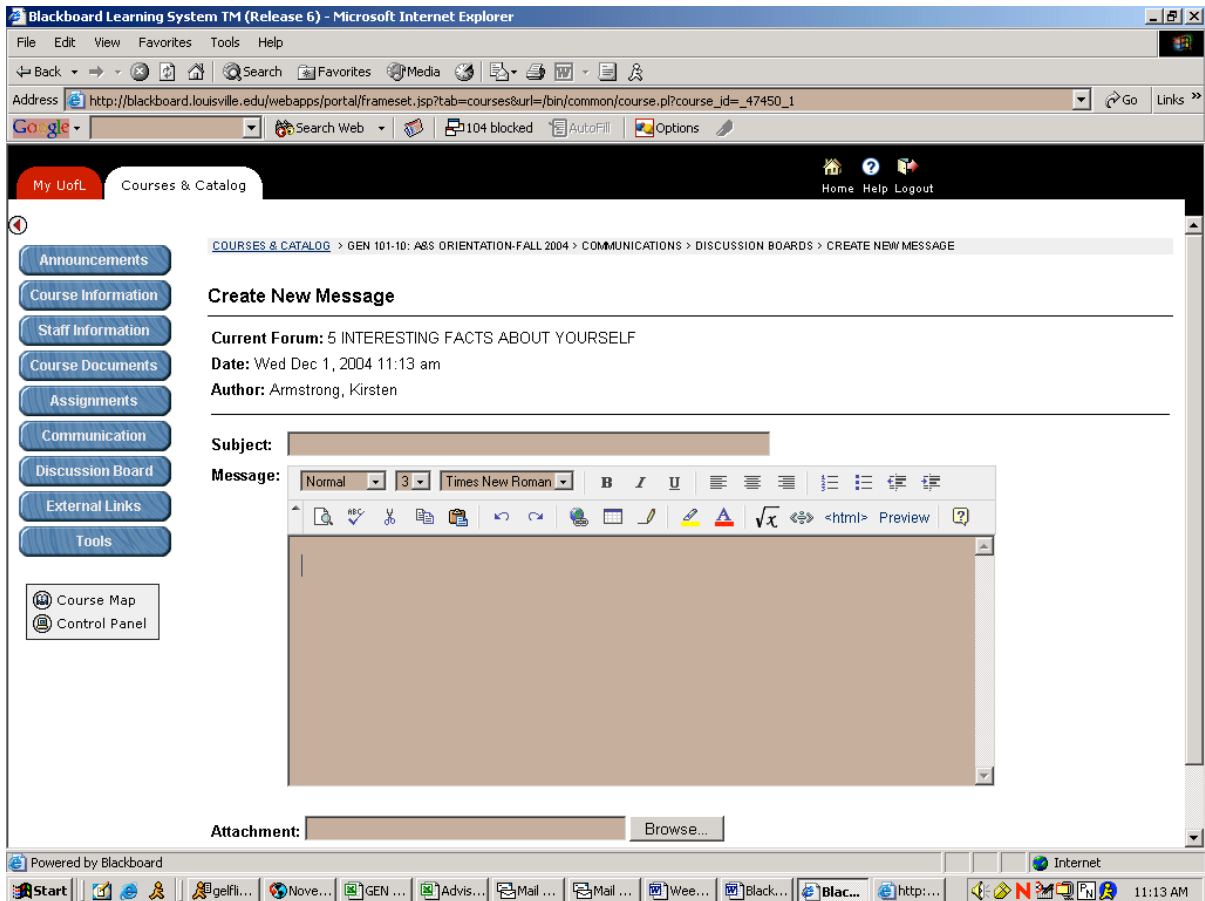
To find the Discussion Board, simply click on the appropriate button on the left side of the screen.

Once you are on the Discussion Board screen, you will see different topics listed. In order to add a thread to this topic of discussion, click on the topic first.



Once you click on the topic, you will see the option to "Add a Thread" at the top of the next screen. Click on this button, and you will be able to type in your own message to add to the discussion.





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.

- Here is an example: Type in your Subject “Information about me” and then in the message area type your post.

Blackboard Academic Suite

My UofL Content Collection Courses & Catalog Home Help Logout

GEN 101-05: A&S ORIENTATION-SPRING 2008 (GEN-101-05-4082) > DISCUSSION BOARD > FIRST WEEK'S POST: DISCUSSION QUESTION #1: TELL US SOMETHING INTERESTING ABOUT YOURSELF > ADD THREAD

Add Thread

1 Message

* Subject: Type your title here: Information about me!

Message

Type your answer here:

I am a _____ major with an interest in sports.

I volunteer everyweek with a local non-profit because I care about the environment.

etc. etc...|

Path: body > p

2 Attachments

Attachments [Attach a file](#)

- Click **SUBMIT** and not save. It will not be visible if you click save only.

GEN 101-05: A&S ORIENTATION-SPRING 2008 (GEN-101-05-4082) > DISCUSSION BOARD > FIRST WEEK'S POST: DISCUSSION QUESTION #1: TELL US SOMETHING INTERESTING ABOUT YOURSELF > ADD THREAD

Add Thread

1 Message

* Subject: Example: Type your title here: Information about me

Message

Type your answer here:

I am a _____ major with an interest in sports.

I volunteer everyweek with a local non-profit because I care about the environment.

etc. etc....

CLICK SUBMIT NOT SAVE!!!!!

Path: body > p > strong

2 Attachments

Attachments [Attach a file](#)

3 Submit

Click **Save** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.

Cancel Save **Submit**