

# Blackboard: Getting Started

**Guide for Students**



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# Getting Started with Blackboard

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## What you see...

...isn't always what you get! The screen images in this guide were taken using Windows XP and IE 8.0.

Depending on the operating system and browser you're using, your screen may look slightly different.

*This guide is your introduction to Blackboard.*

Blackboard is a course management tool that you can access from any web browser to find course materials and instruction online.

The URL for Blackboard at Cornell is <http://blackboard.cornell.edu>

## System Requirements

To access Blackboard you need:

- A computer (a laptop or desktop system) that meets Cornell's recommended configurations. See [www.cit.cornell.edu/computer/recommend/](http://www.cit.cornell.edu/computer/recommend/) for more information. You cannot access Blackboard using a PDA or web-enabled cell phone.
- A web browser (such as Internet Explorer, Firefox, or Safari) and a connection to the Internet.

## Assistance

If you have any comments or questions, please send an e-mail to: [atc\\_support@cornell.edu](mailto:atc_support@cornell.edu)

## For More Information

Visit the Academic Technology Center (ATC) web page: [atc.cit.cornell.edu/](http://atc.cit.cornell.edu/)

## Getting a Blackboard Account

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To start using Blackboard, you need a Blackboard account. Once you have an account, you can log in to Blackboard using your Cornell NetID and password.

1. Start your web browser and go to <http://blackboard.cornell.edu>.
2. Click the New User: Get an Account link on the right side of the page.

3. Sign in with your NetID and password. If you have a Guest ID, change the Realm to GUEST.CORNELL.EDU
4. On the next page, click Create a Blackboard User Account



#### What if I don't have a NetID?

If you do not have a NetID, you cannot create an account. Get a GuestID first, and then contact ATC support, who will assist you with the rest.

5. You will be asked to verify your account information. If everything is correct, click Submit.

6. Your account will be created, and you will now be able to sign in to Blackboard.



### What is Kerberos?

Kerberos is an authentication system used by Cornell to secure its network resources. There are two main ways to log in to Kerberos: using the Sidecar application on your personal computer, or through the **CUWebLogin** page. In most cases, you will be prompted to log in using **CUWebLogin**.

## Logging In to Blackboard

To log in to Blackboard, you need your Cornell NetID and password. Blackboard uses Kerberos for authentication, so you use the same NetID and password that you use to access other Cornell network resources.

1. Start your web browser and go to <http://blackboard.cornell.edu>. (Bookmark *this* page for when you want to return to Blackboard; you cannot load the Blackboard main page without logging in.)
2. Click **LOG IN**.
3. The **CUWebLogin** page appears. Type in your Cornell NetID and password.

### CUWebLogin

NetID or   
GuestID:  
Password:   
Realm:

4. Click **Login**.

You are logged in to Blackboard. Your personalized view of the Blackboard main page, **My Blackboard**, appears.

## Logging Out

1. When you have finished your Blackboard session, click **Logout** at the top of the page.



2. Exit (or quit, if you are using a Mac) the browser to clear your Kerberos authentication. This prevents another user from logging back in using your NetID on a shared or public computer.

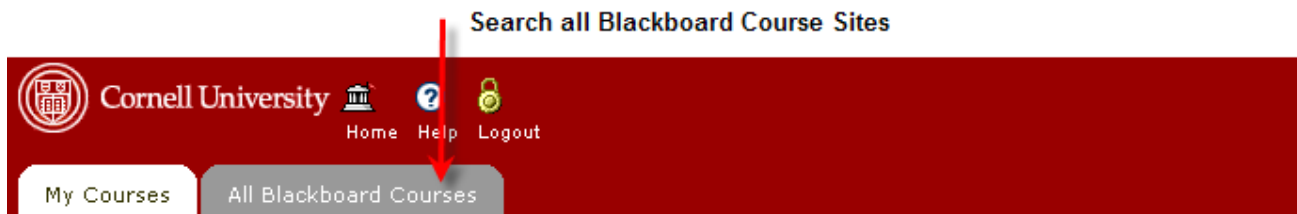
# Finding a Course and Enrolling

Having a Blackboard account does not mean that you can automatically access the Blackboard web site for any course you are enrolled in at Cornell. Before you can access all the resources for a course web site, you must find the course site in Blackboard and enroll in it.

## The Blackboard Portal

When you log in to Blackboard, you will see your **My Blackboard** page. You can use the **My Blackboard** page to:

- Check for course announcements
- View the courses you are taking
- Access your personal tools and information
- Search Blackboard for other course sites



Welcome, Pippin

[Modify Content](#) [Modify Layout](#)

**Tools**

- [Announcements](#)
- [Calendar](#)
- [Tasks](#)
- [View Grades](#)
- [Send Email](#)
- [User Directory](#)
- [Address Book](#)
- [Personal Information](#)

↑ **Tools and Personal Information**

**My Announcements**

No system announcements have been posted in the last 7 days.

**Intermediate Knitting**

- [This week's topic: Knitting Cables](#)
- [New BB Layout](#)

[more.....](#)

↑ **Announcements**

**My Calendar**

No calendar events have been posted in the last 7 days.

[more...](#)

**My Courses**

**Courses in which you are enrolled:**

- [FSS2010-Friedman-Spring2010: Intermediate Knitting](#)

**Instructor**  
Barbara Friedman

**Announcements**

- [This week's topic: Knitting Cables](#)
- [New BB Layout](#)

**My Tasks**

No tasks due.

[more.....](#)

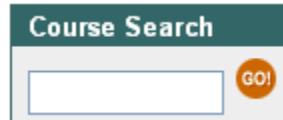
↑ **Courses you are participating in**

## Finding Courses

1. Click the **All Blackboard Sites** tab.



2. There are two ways to find a Blackboard course:
  - Type all or part of the **course name** in the **Course Search** box and then click **Go**. (Note: in Blackboard 7.3, you need to use the course name, not the course code).



Blackboard searches through all the course titles and displays all the matches it finds. The matches will appear below

- Click on a link under **Course Catalog**, to browse through the list of courses grouped by school and department. Courses that have not been categorized by the instructor will not appear in the catalog.



3. When you have found the course you want, click on the course name to go to its Blackboard site. If the site allows guest access, you can preview its content before enrolling.

## Enrolling in a Blackboard Course

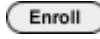
There are two ways to enroll in a course web site:



### Get an account, then enroll

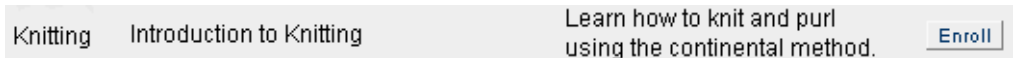
You must have a Blackboard account to be enrolled in a Blackboard course.

- **Enrollment by Instructor or Administrator:** A course instructor or administrator can manually enroll you in a Blackboard course site. You must contact the administrator or instructor and request that they enroll you. Your instructor can set up a course so that your enrollment request is sent by e-mail to the course administrator or instructor for processing.
- **Self-enrollment:** A course administrator or instructor can allow students to enroll themselves in a course site (with an optional access code). Sometimes, self-enrollment is allowed only for a limited period.

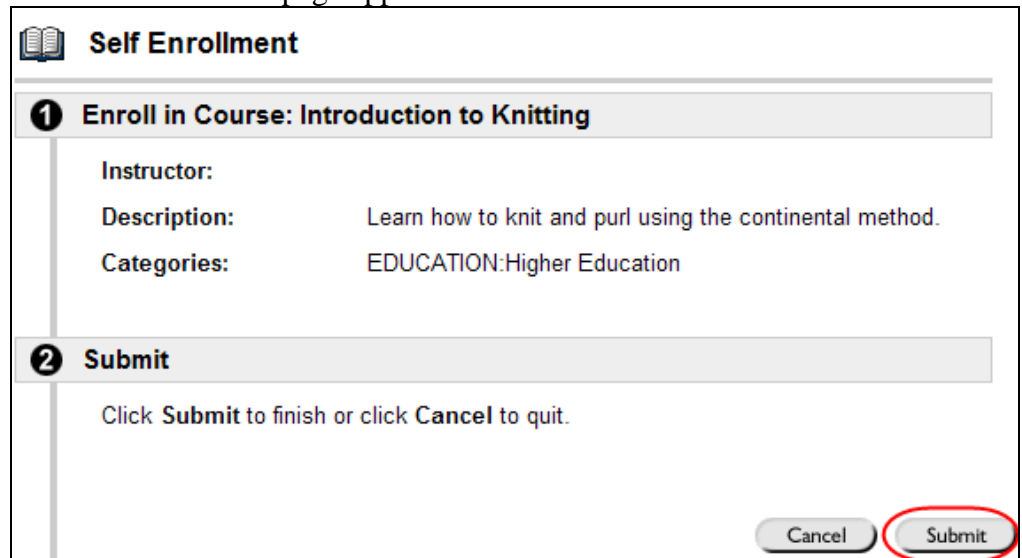
If a site lets you self-enroll, or enroll by e-mail, the **Enroll** button  is displayed in the course search results or the course catalog.

## Self-Enrolling in a Course Site

1. Find the course site.
2. Click **Enroll**.



3. The Self-Enrollment page appears. Click **Submit** to continue.



**Self Enrollment**

**1 Enroll in Course: Introduction to Knitting**

Instructor:

Description: Learn how to knit and purl using the continental method.

Categories: EDUCATION:Higher Education

**2 Submit**

Click **Submit** to finish or click **Cancel** to quit.

**Cancel** **Submit**

- Your course instructor may require that you enter an access code to enroll automatically. If so, the instructor will tell you the access code you need. Type the code in the **Access Code** box and then click **Submit** to continue.
4. Your request for enrollment is submitted:
    - If your instructor has set up automatic self-enrollment, you are enrolled immediately. You will receive an e-mail confirmation message.
    - If your instructor is using e-mail enrollments, your request is

sent, and you will receive a confirmation e-mail once your enrollment request has been processed.

## Uploading Assignments

Your instructor may use the Assignments feature, which will allow him/her to collect assignments online.

### Sending Assignments

Your instructor can post assignments to the **Assignments** page of a course web site. From there, you can review assignments and upload your completed assignments electronically.

### Uploading your Assignments

1. Click the **View/Complete Assignment:** link to view the **Upload Assignments** page.



#### Assignment 1: Casting On

Cast on 50 stitches. Attach a photo of your completed work.

>> [View/Complete Assignment: Assignment 1: Casting On](#)

2. Review the **Assignment Information** and download any assignment files you might need.

#### Upload Assignment: Assignment 1: Casting On

##### 1 Assignment Information

Name Assignment 1: Casting On

Instructions Cast on 50 stitches. Attach a photo of your completed work.

##### 2 Assignment Materials

Comments

ABC

Attach local file

Currently Attached Files:

##### 3 Submit

Click **Save** to stop working and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

3. Attach your completed assignment files under **Your Files**, as follows.
4. Click **Browse**. A standard system file open window appears.
5. Locate the file you want to upload on your computer and click **Open**.
6. Check the file path and name as it appears in the **File** box. Type any comments or a description of the assignment document in the **Comments** box.
7. Click **Add Another File** to add more documents to your assignment, if necessary.
8. Click **Save** to save your comments and attached files without turning your assignment in. If you exit Blackboard, your saved changes are stored until you come back.
9. Click **Submit** to turn in your finished assignment.



### Check your files before you submit

Blackboard will let you submit an assignment without an attached file; and once an assignment has been submitted, you cannot access it again. Always make sure that you have attached your assignment files before you click **Submit**.

## Finding the Digital Drop Box

1. Log in to Blackboard and find your course web site.
2. In the Course Menu (on the left) click **Tools**. Then, click **Digital Drop Box**.

## Adding a File to the Digital Drop Box

You can use the Digital Drop Box to store documents until you need to send them. You can access a document stored in the drop box from any location.

1. Click the **Add File** button  **Add File**.

INTRO TO KNITTING (FSS1200-FRIEDMAN-FALL2009) > TOOLS > DIGITAL DROPBOX

**1 File Information**

Name

File

Comments

**2 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

2. Type the name of your document as you want it to appear in the



### Adding is not sending!

A file added to the Digital Drop Box is *not sent*. It is stored there so that you can access or send it later.



### MacOS users

You will see a **Choose File** button, and be prompted to choose the file to add.

A file icon will be displayed instead of the file path.

Digital Drop Box in the **Name** box (it does not have to be the same as the file name).

3. Click **Browse**. A standard system file open window appears.
4. Locate the file you want to upload on your computer and click **Open**.
5. Check the file path and name as it appears in the **File** box.
6. Type any comments or a description of the document in the **Comments** box.
7. Click **Submit**.

In a few moments (depending on file size and connection speed), your file is uploaded to Blackboard.

## Sending a File From the Digital Drop Box

You can exchange files with your instructor by sending them from the Digital Drop Box.

1. Click the **Send File** button  **Send File**

INTRO TO KNITTING (FSS1200-FRIEDMAN-FALL2009) > TOOLS > DIGITAL DROPBOX

### 1 File Information

Select File

or Upload New File

Name

File

Comments

### 2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

2. Select the file you want to send:
  - To send a file you have already added to your Digital Drop Box, select a file from the **Select file** drop-down list.
  - Or, to simultaneously add and send a file stored on your computer, under **upload new file**, type in the title of your document, click **Browse** and select the file on your computer, and type in your comments. (The new document is automatically added to your Digital Drop Box when it is sent.)

3. Click **Submit**.
4. In a few moments (depending on file size and connection speed), your file is sent to your instructor.

Files sent from your Digital Drop Box will also be returned to it.