



E-Way to Blackboard!

Blackboard is the online software tool that your instructor will use to teach all or part of your course online. Depending on how your instructor sets up the course, you may use Blackboard to:

- View important announcements
- Participate in online discussions and small group activities
- Access course materials and resources on the Web
- Submit your assignments, take online test and quizzes, and check your grades

Software Requirements

Recent versions of the following web browsers are compatible with blackboard:

Microsoft® Windows®: Internet Explorer, Firefox

Apple® Mac O S®: Firefox, Safari

For a complete list of compatible systems and browsers, [click here](#).

NOTE: Class capture courses are only available using Internet Explorer.

Access

Access to your blackboard account is linked to your UMS e-mail account. You must activate your email before you can log into blackboard. Visit the [E-Way to UMA: a Roadmap](#) for information on activating your e-mail account. Your username and password for your email is the same for your blackboard account.

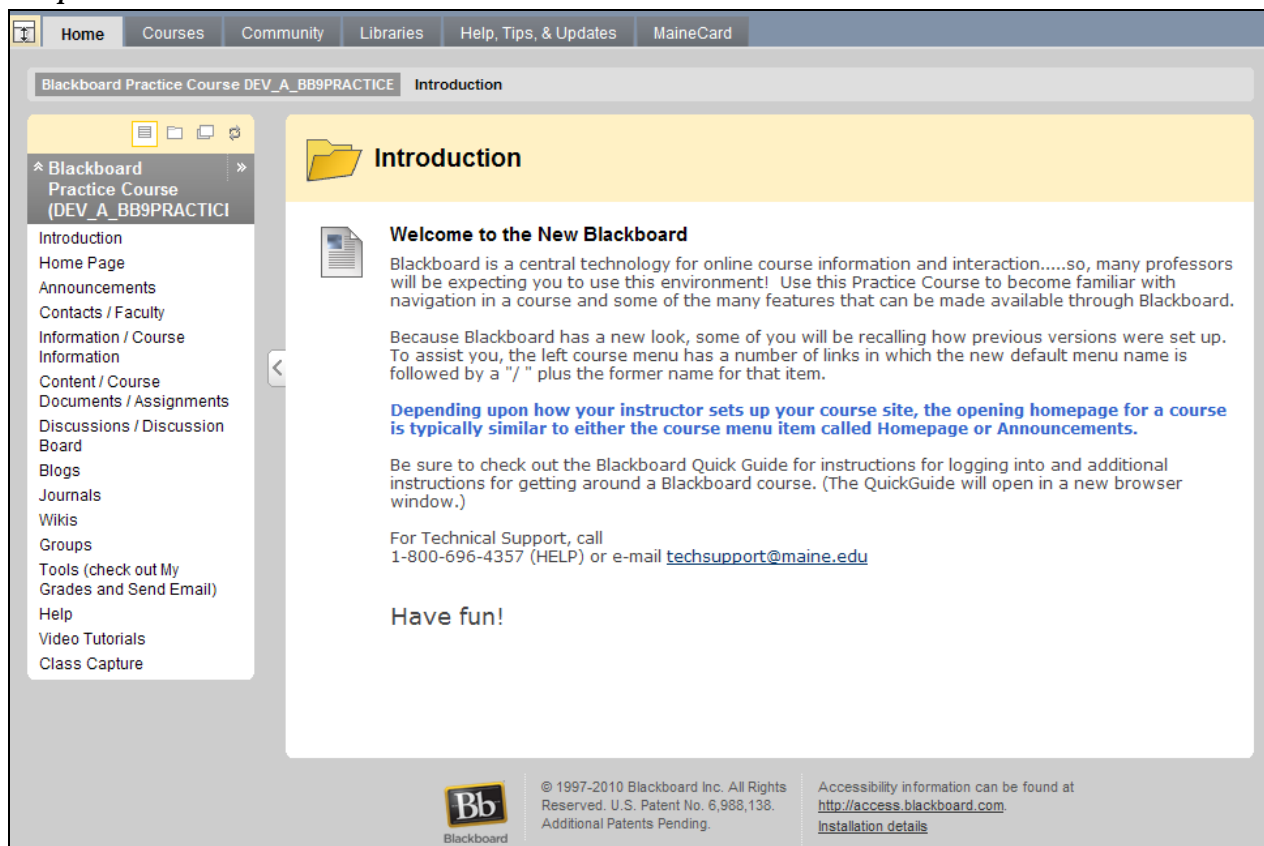
Note: If you do not see your courses listed, it may be because your instructor has not yet made the site available, in which case you must check back later. Contact your instructor if the course is not available when the semester begins.

For assistance, call technical support at 1-800-696-4357 (HELP) or e-mail techsupport@maine.edu.

Course Components

After you log into Blackboard, you must select your class to begin participating. Your course may include any of the following elements:

- **Introduction:** This is where you might get a review/welcome to the class with key information to know up front.
- **Announcements:** Professors will sometimes list important information here, such as reminders of upcoming due dates, exams, etc.
- **Contacts / Faculty:** This is where the instructor might post his/her contact information, including regularly scheduled times when they are available to answer questions.
- **Information / Course Information:** This is where you might find the Syllabus and any other important information about the class, such as required software programs, etc.
- **Content / Course Documents / Assignments:** Your professor might use this section to post additional readings, assignment guidelines, rubrics and more.
- **Discussions/Discussion Board:** This is where class discussions might take place in the online network. Forums are made up of individual discussion threads that are organized around a particular subject.
- **Blogs:** Your Professor might create blogs in relation to course topics.
- **Journals:** Journals are often used for reflection and typically are only viewable between you and the professor.
- **Wikis:** A Wiki is a collaborative tool that allows you to contribute and modify one or more pages of related materials.
- **Groups:** This is where you may have to collaborate with other classmates in group projects.
- **Tools:** This is where you can send emails, check grades, etc.
- **Video Tutorials:** Your professor might post videos for you to watch in relation to your course.
- **Class Capture:** (ITV classes only) If you are taking an ITV class that allows delayed viewing via class capture, this is where you would find the links to the recorded lecture. **NOTE: Class capture ONLY works using the Explorer browser.**




The screenshot shows the Blackboard interface for a course titled "Blackboard Practice Course DEV_A_BB9PRACTICE". The top navigation bar includes links for Home, Courses, Community, Libraries, Help, Tips, & Updates, and MaineCard. The course navigation menu on the left lists various components: Introduction, Home Page, Announcements, Contacts / Faculty, Information / Course Information, Content / Course Documents / Assignments, Discussions / Discussion Board, Blogs, Journals, Wikis, Groups, Tools (check out My Grades and Send Email), Help, Video Tutorials, and Class Capture. The main content area, titled "Introduction", features a folder icon and the heading "Welcome to the New Blackboard". The text explains that Blackboard is a central technology for online course information and interaction, and that the new look includes a left course menu with links to various features. It also mentions that the opening homepage for a course is typically similar to either the course menu item called Homepage or Announcements. A link to the Blackboard Quick Guide is provided for logging in and additional instructions. Technical support information is also listed, including a phone number (1-800-696-4357) and an email address (techsupport@maine.edu). The page concludes with the text "Have fun!". The footer contains the Blackboard logo, copyright information (© 1997-2010 Blackboard Inc. All Rights Reserved. U.S. Patent No. 6,988,138. Additional Patents Pending.), and a link to accessibility information (http://access.blackboard.com/Installation details).

Practice Blackboard Course

First time using Blackboard? Enroll in the Practice Blackboard class to familiarize yourself with how it all works.

Steps to Enroll:

1. Log into Blackboard
2. Click on the “Courses” tab at the top of the window
3. Under the “Course Catalog” box, select “Blackboard Practice Course”
4. In the “Course ID” row, click on the  button and an enroll option will appear, select enroll to continue.
5. Click okay and you will have officially enrolled in the Practice Blackboard course

Once enrolled, the Blackboard Practice Course will appear under your courses. Select to course to begin participating and learning the system.



Reminder: *Not all courses look the same. It is up to the professor to decide what elements he/she would like to use and where they place their documents.*

Test and Quizzes

Access

- Click on the course menu link that contains the test or quiz. *NOTE: instructors choose where the test/quiz is located, so do not expect that they will be in the same section for each class.*
- Click on the test/quiz title for which you want to access
- Once you review any instructions, click the Begin button to start the test.

Key Information

- **Radio Buttons**  indicate that only one answer can be selected of that question.
- **Check Boxes**  indicate that you may select more than one answer for that question.
- It is important **NOT** to resize your browser window once you have started the test/quiz.
- You may want to **Save Answer** or **Save All Answers** frequently during the test. Saved answers can be revised and changed prior to submitting the test.
- To finish and have your test/quiz graded, click the **Save and Submit** button.
- You will automatically receive confirmation from blackboard that your test/quiz was submitted. If you are unsure if your instructor received it, please contact the instructor directly.

Reviewing Grades

- Select the **Tools** link, then **My Grades** to review your scores. Your professor will determine how your grade breakdown is listed, (total score, breakdown per question, etc).

For an in-depth look at Blackboard and all of its components, please visit
<http://learn.maine.edu/services/student-services/quick-guides/bbguide/>.

More UMA E-Ways

The following E-Ways can be found on the UMA website at www.uma.edu/e-ways.html.

- [E-Way to UMA: a Roadmap](#)
- [E-Way to Degree Progress](#)
- [E-Way to Registration](#)

More helpful information can be found on the website under the Current Student Portal:
www.uma.edu/studentportal.html