
STUDENT GUIDE TO BLACKBOARD



2020-21

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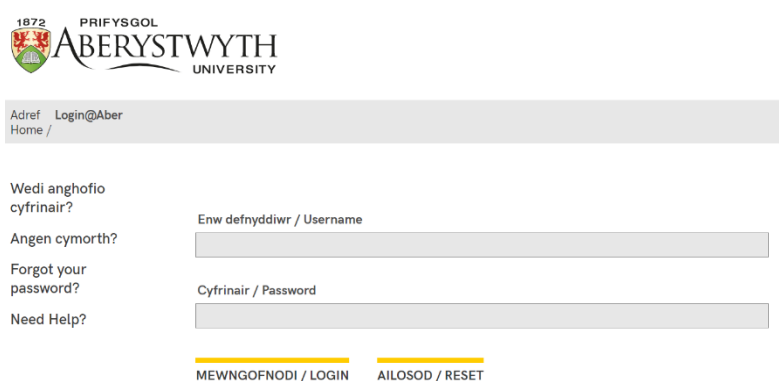
WHAT IS BLACKBOARD?

Blackboard is an online site for each module that offers a range of materials for supporting teaching and learning.

GETTING STARTED

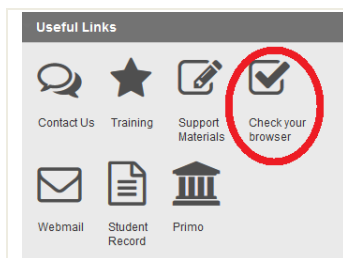
Blackboard can be logged into from any computer connected to the Internet using a browser (Google Chrome, Firefox etc).

- Go to <https://blackboard.aber.ac.uk>
- Login using your AU username and password:



The screenshot shows the Blackboard login page for Aberystwyth University. At the top left is the university logo with the text '1872 PRIFYSGOL ABERYSTWYTH UNIVERSITY'. Below the logo is a breadcrumb trail: 'Adref Login@Aber Home /'. The main content area has the heading 'Wedi anghofio cyfrinair?' (Forgot your password?) and 'Angen cymorth?' (Need Help?). There are two input fields: 'Enw defnyddiwr / Username' and 'Cyfrinair / Password'. Below the password field are two buttons: 'MEWNGOFNODI / LOGIN' and 'AILOSOD / RESET'.

- Go to **Useful Links** and click on **Check your browser**.



If your browser is unsupported some Blackboard features may not work as expected. **Use a supported browser when doing important tasks such as submitting assignments or taking an assessed quiz.**

Language preference is automatically taken from your student record. You can change the language interface in Blackboard from the [Global Navigation Menu](#) (see below).

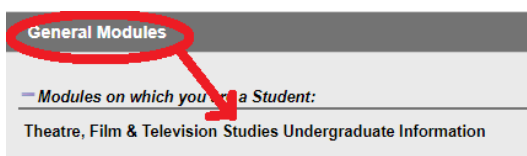
Note: If you are using a public service workstation, you can access Blackboard by clicking the desktop icon. You can also access Blackboard from the [Information for Students](#) webpage by clicking on [Your Sites](#) and [Blackboard](#).

OVERVIEW

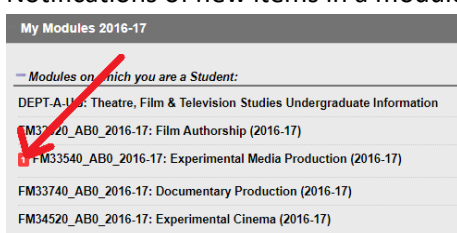
TABS

After you have logged in, Blackboard shows your modules for the current academic year.

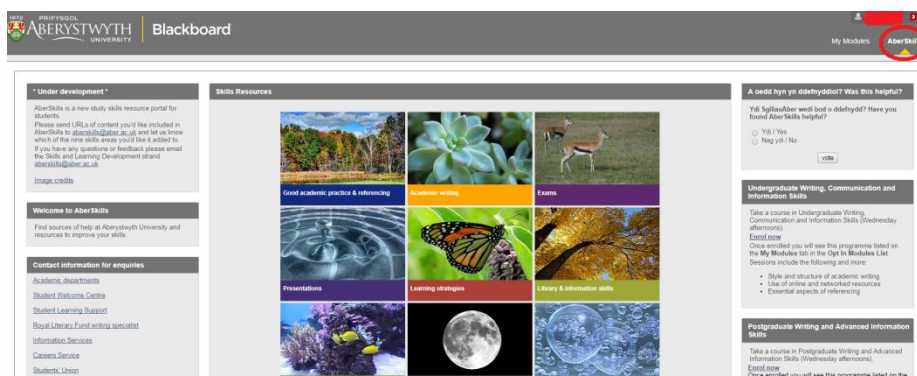
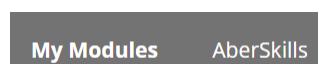
- Go to **General Modules** and your department module for departmental specific information:



- Notifications of new items in a module appear next to a module:



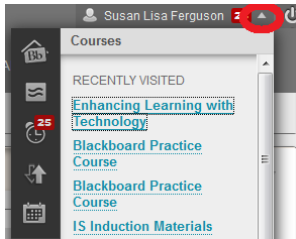
AberSkills – Is a study skills resource portal for students:



GLOBAL NAVIGATION MENU

This menu provides quick access to your modules, including recently visited, as well as home and help links and personal settings. Click on the icons on the left-hand side of the menu for notifications of assignment due dates, announcements, and new items added to your modules.

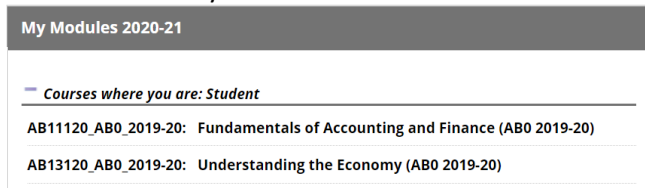
Click on the down arrow next to the logout button to open the menu (from the top right-hand side of the screen):



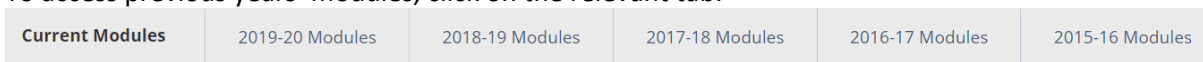
To change the language interface, select **Settings > Personal Information > Change Personal Settings**, select a language pack from the menu and click **Submit**.

ACCESSING A MODULE

To access one of your modules in Blackboard click on the module from your module list:



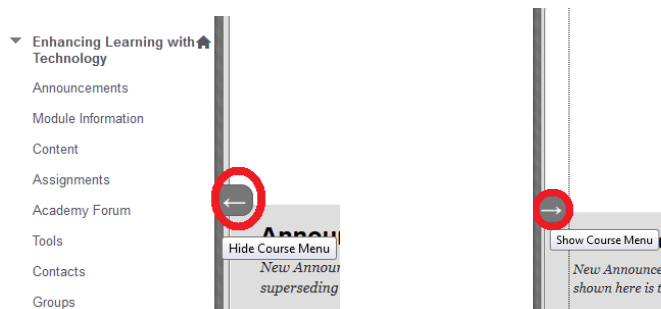
To access previous years' modules, click on the relevant tab:



INSIDE A MODULE

Announcements - new announcements for modules appear on a modules front page.

Course Menu - A course menu always appears on the left-hand side of the screen. You can hide the course menu by clicking on the arrow that appears when you hover your mouse over the right-hand side of the panel. To show the course menu again, click the arrow a second time:



CONTENT AREAS

Links to module content areas are on the left-hand side. A typical module has the following items on the **Course Menu**:

- **Module Information** – module handbook, link to the official module description.
- **Learning Materials** – study material uploaded by your tutors. Typical items include lecture notes and recordings, presentations, reading lists, videos, quizzes and discussion forums.

- [Assessment & Feedback](#) – assignment briefs and links to submit assignments electronically.
- **Tools** – a range of course tools. See [below](#) for details.

To move around in Blackboard, click on the links. Avoid clicking the **Back** button on your browser.

DOWNLOADING DOCUMENTS

To save a document to your own computer, go to the area of the Blackboard module where the document is located, click on the link, open the file and save it from there.

TOOLS

Depending on how a module is customised you may see some or all of the below tools:

- **Announcements** - Tutors may post important messages about a module.
- [Discussion Board](#) – see below.
- [My Grades](#) – see below.
- **Send Email** – Blackboard will send email to anyone on the same module. The email goes to user's AU email account. (Some large modules may have 'email all users' turned off).
- **Groups** – Your tutor may set up project groups. A group can have its own private file exchange, email, discussion board and chat. If a tutor has assigned you to a group, you will see the group name listed in the course menu. Click on the name of the group to access the group tools. You can also see a list of group members.



VIEWING PANOPTO LECTURE RECORDINGS

Lecturers may put recording of their lectures into Blackboard, usually under **Learning Materials**. Lecture recordings are distinguished by a Panopto icon that appears next to the recording:



- Click on the link to the lecture you want to view. The recording will open in a new window.
- If you are prompted for your username and password, use the dropdown menu to select **Sign in with Blackboard**.

You may also be able to view all available lecture recordings for a module by going to **Tools** in the course menu and clicking on **Panopto Content**.

ASSIGNMENTS

Turnitin is used for most text-based assignments, while Blackboard Assignment may be used for other assignments. The procedure for uploading is the same, but the screens are slightly different.

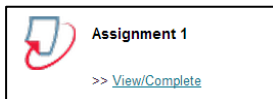
TURNITIN

Turnitin allows students to:

- Submit work electronically
- Receive an email receipt of their submission
- View grades and feedback through Blackboard

HOW TO SUBMIT A TURNITIN ASSIGNMENT

- Click on **Assessment & Feedback** and locate the appropriate assignment submission point
- Click on **View/Complete**



- You will then see the information about your assignment. Click **Submit:**

Class Homepage

This is your class homepage. To submit to an assignment click on the "Submit" button to the right of the assignment name. If the Submit button is grayed out, no submissions can be made to the assignment. If resubmissions are allowed the submit button will read "Resubmit" after you make your first submission to the assignment. To view the paper you have submitted, click the "View" button. Once the assignment's post date has passed, you will also be able to view the feedback left on your paper by clicking the "View" button.

Assignment Inbox: Blackboard Practice Course _18338_1

Info	Dates	Similarity
Video test - group submission	Start 16-Aug-2017 3:28AM Due 16-Aug-2017 11:59AM Post 24-Aug-2017 12:00AM	--

Submit View Download

- Enter the title of your assignment (your name will be automatically filled in)
- Click the **Choose from this computer** button and select the file you wish to upload
- When you are ready, click **Upload:**

Choose the file you want to upload to TurnitinUK:

Choose from this computer

Choose from Dropbox

Choose from Google Drive

Note: Only one file of up to 100MB may be submitted for each Turnitin submission.

- You will be asked to review the submission. **Double check you have uploaded the correct assignment**, and then click **Confirm**.
- If you have submitted the wrong file, you should click **Cancel**, and start the process again.
- Once you have clicked **Submit**, your submission is complete and you will see a digital receipt on the screen. You will also receive a copy of this receipt via your AU email account.
- To download a full copy of the digital receipt, go back to where you submitted your assignment, and click on the download button:

Assignment Inbox: Lauren's practice course _8597_1

Info	Dates	Similarity
Summer Uni Feedback Demo		

Download the original file or digital receipt for the file that was submitted to this assignment.

Download

If you do not receive an email receipt, and cannot download it, you have not successfully submitted and will need to repeat the process.

Note: Depending on how your assignment has been set up, you may be able to see the Similarity Report. This will identify how similar the assignment submitted is compared to other student assignments and published work. [Click here](#) for how to interpret your similarity report.

BLACKBOARD ASSIGNMENT

For some modules, you may be required to upload assignments through Blackboard Assignment, rather than Turnitin.

[Click here](#) for step-by-step instructions on submitting a Blackboard Assignment.

FINDING MARKS AND FEEDBACK

There are two ways to access your grades and feedback in Blackboard:

- The original submission link.
- My Grades

See the FAQs's on accessing assignment feedback through [Turnitin](#) and [Blackboard Assignment](#) for more detailed instructions.

DISCUSSION BOARDS

Discussion Boards can be found under **Tools**. Tutors may put direct links in other areas of Blackboard modules.

There are three nested levels to a discussion board:

- At least one **forum**, which must be created by the tutor before anyone can post a message.
- **Threads** of related posts based on the same subject.
- Individual **posts** or messages.

If a forum has been created and a thread started, you will see a quick list of the number of posts and people taking part in the discussion.

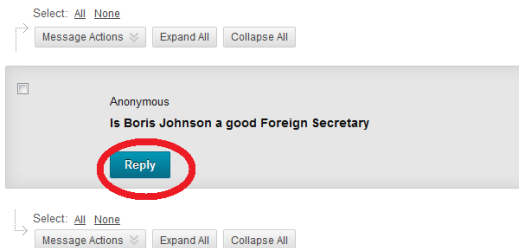
To enter a forum, click the title. You will then see a list of all the threads, with details of the posts in that thread.

Thread Actions		Collect	Delete				
Date	Thread	Author	Status	Unread Posts	Total Posts	Grade	
26/07/13 10:22	Welcome	Johanna Westwood	Published	1	2	Grade	
24/07/13 16:56	Getting the discussion underway	Johanna Westwood	Published	0	2	Grade	

To see the individual messages, click on the title of the thread. You will see a set of options at the top, which will help you to organise your viewing of the board.

You can either reply directly to the original message or if you are addressing something in another person's message you can reply to them directly.

Thread: Is Boris Johnson a good Foreign Secretary



BLACKBOARD BLOGS AND JOURNALS

Blogs and Journals can be found under **Tools**. Tutors may also put direct links in other areas of Blackboard modules.

CREATING ENTRIES

- Click on the name of the relevant blog/ journal.
- Click on **Create Journal Entry**:

Critical Review Journal

If a Blog or Journal can be graded, a grade assigned to an individual member is applied only to that individual. [More Help](#)

Create Journal Entry

Journal Instructions

Give a 200-300 word review of one chapter or one article before each seminar.
Could give a link to the course outline, reading list, and outline expectations and assessment, if any.

- Enter a title and a message into the text boxes.
- Once you have completed your blog entry, click **Post Entry**:

Create Journal Entry

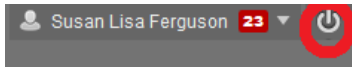
Journal Entries make up the content of a Journal. Depending on the Journal settings, Entries can be edited or deleted by their authors. Journal Entries can be saved as a draft to edit or delete at a later time. [More Help](#)

* Indicates a required field.

JOURNAL ENTRY INFORMATION

LOGGING OUT

- When you have finished using Blackboard, click the **Logout** button.



FURTHER INFORMATION

- [Blackboard FAQs](#)
- [Turnitin FAQs](#)
- **E-learning Group:** elearning@aber.ac.uk
- **Customer Service**
 - **Phone:** 01970 622400 (X2400 from a University phone)
 - **Email:** is@aber.ac.uk