

Student Guide to Blackboard 9.1

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For additional support, please contact the DAU HELP DESK at dauhelp@dau.mil or call 1-866-568-6924 (Toll Free), 703-805-3459 (Commercial), DSN 655-3459. Select option 1 for DAU Virtual Campus Courses.

The Call Center hours of operation are from 6:00 a.m. to 8:00 p.m. (EST), Monday-Friday. Your phone calls and emails are always addressed in the order that they are received.

How to Access Blackboard

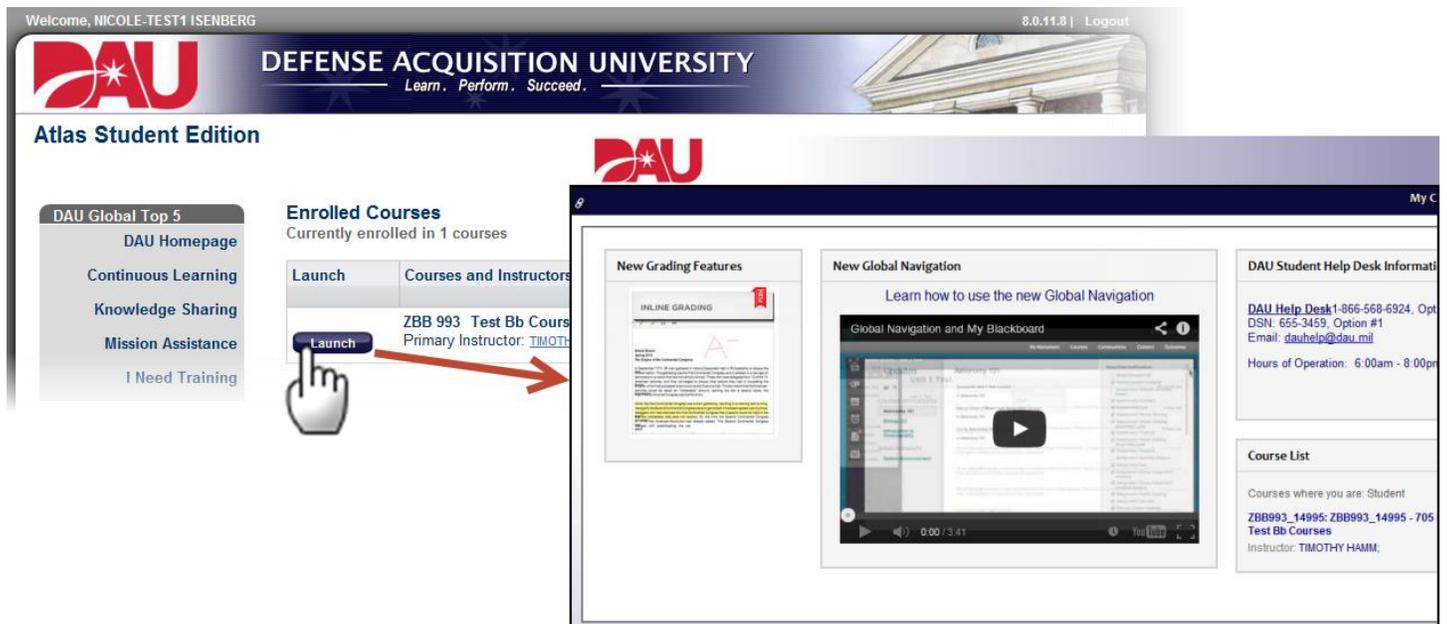
Login to the DAU Virtual Campus to see course dates and launch a Blackboard course you have access to (you will have access to Blackboard only during the pre-course – post-course dates).

Virtual Campus Login: <https://learn.dau.mil>



Locate your course to view enrollments and specific access dates. If you are within your active course dates, you will have a "Launch" button.

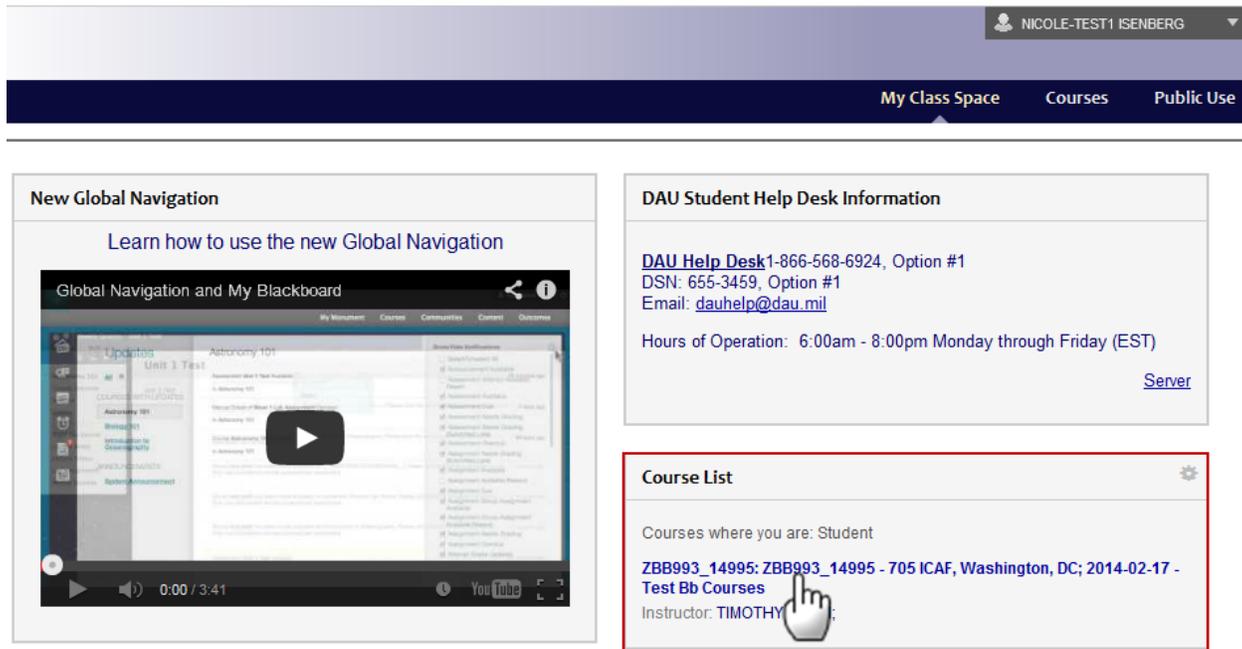
Click "Launch" to open the Blackboard course.



How to Open a Blackboard Course

Once you have launched Blackboard, you will see a "Course List" module on the right side of the homepage.

Locate your course from the Course List module and click on the name to open it.



The screenshot shows the Blackboard user interface. At the top right, the user's name "NICOLE-TEST1 ISENBERG" is displayed. Below this is a navigation bar with three tabs: "My Class Space", "Courses", and "Public Use".

On the left side, there is a "New Global Navigation" section with a video player titled "Global Navigation and My Blackboard". The video player shows a preview of the Blackboard interface with a play button in the center.

On the right side, there is a "DAU Student Help Desk Information" section containing contact details for the help desk, including a phone number, DSN, email address, and hours of operation. A "Server" link is also present.

Below the help desk information is a "Course List" section. It displays "Courses where you are: Student" and lists a specific course: "ZBB993_14995: ZBB993_14995 - 705 ICAF, Washington, DC; 2014-02-17 - Test Bb Courses". The instructor is listed as "TIMOTHY". A hand cursor icon is positioned over the course name, indicating it is clickable.

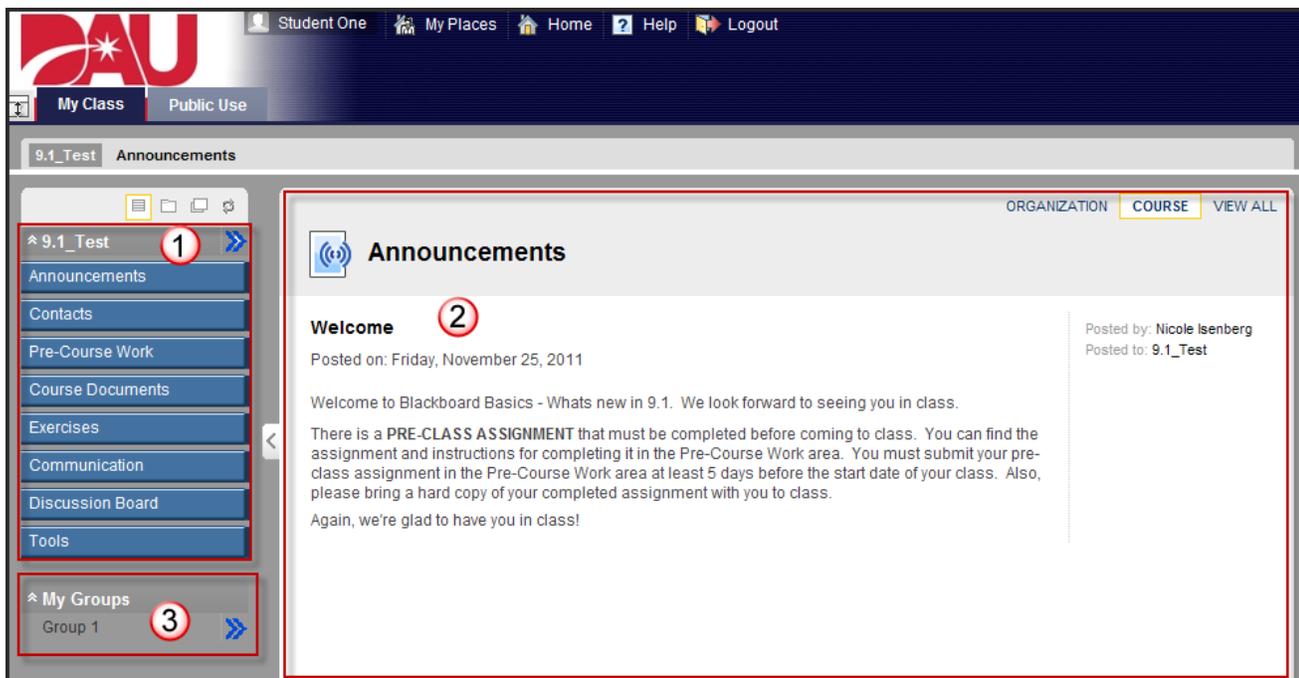
How to Navigate a Blackboard Course

To navigate Blackboard, use the course menu on the left of your course site.

Some links, like Tools and Communication, will take you to a sub list of links.

Every course is set up a little different, but typically you will see a **Pre Course** button that will contain all of the reading assignments and homework that needs to be completed before the first day of class.

Some content areas may appear to be empty, but the instructor will actually release the content at the appropriate time during the course.



1 Content Menu: These are the content areas in your course. Click on a button to access the content. For example, click on Pre-Course Work to access any pre-course assignments and reading material.

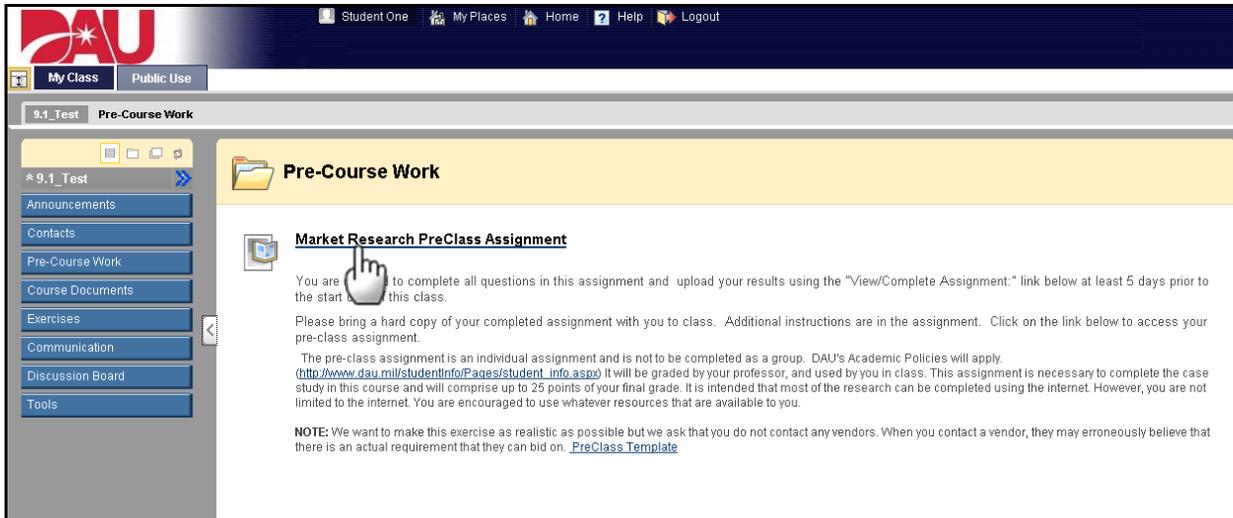
2 Content Area: This is where all of the content will be displayed for each content button (files, folders, exams, etc.)

3 Group Assignment: This is where you will see the group you are assigned to. Expand the chevron to see all group options available to you.

How to Upload and Submit an Assignment

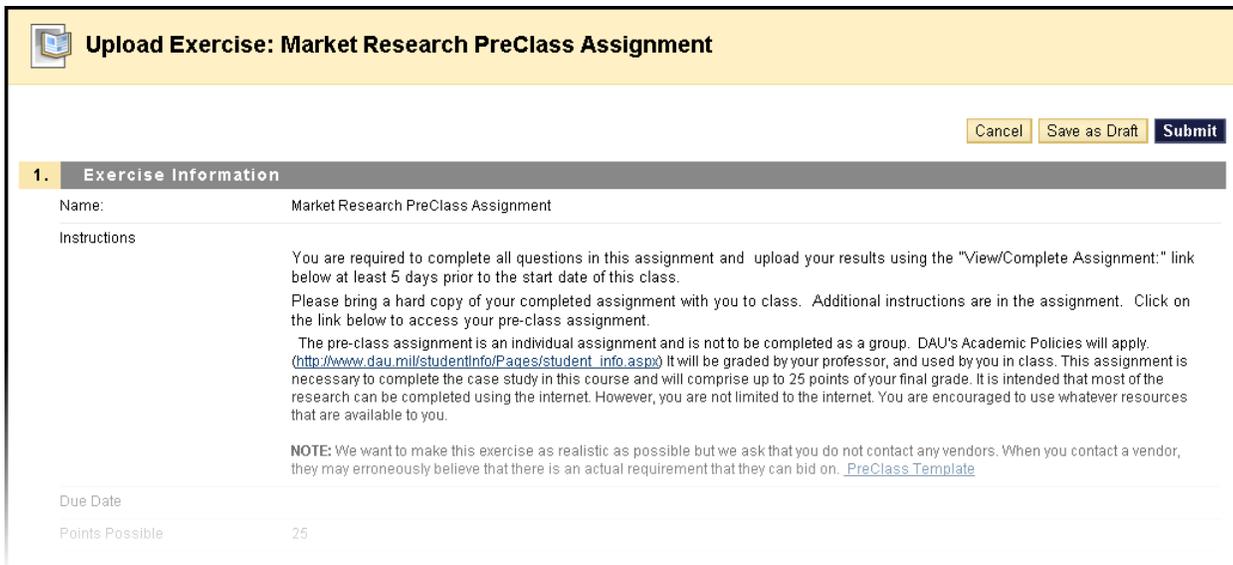
The upload assignment tool allows you to view and submit assignment attachments online. This tool can be placed in any content area in Blackboard.

Click on the Assignment Name.



The screenshot shows the Blackboard user interface. At the top, there is a navigation bar with the DAU logo and links for 'Student One', 'My Places', 'Home', 'Help', and 'Logout'. Below this, there are tabs for 'My Class' and 'Public Use'. The main content area is titled '9.1_Test Pre-Course Work'. On the left, there is a sidebar with a list of navigation options: '9.1_Test', 'Announcements', 'Contacts', 'Pre-Course Work', 'Course Documents', 'Exercises', 'Communication', 'Discussion Board', and 'Tools'. The main content area displays a folder icon and the title 'Pre-Course Work'. Below this, there is a document icon and the title 'Market Research PreClass Assignment'. A mouse cursor is pointing at the title. The text below the title provides instructions for completing the assignment, including a note about bringing a hard copy to class and a link to the assignment. A 'NOTE' section at the bottom explains the assignment's purpose and provides a link to a 'PreClass Template'.

A new screen will load where you will see further instructions, points possible, text box to type comments, and the ability to attach a file.



The screenshot shows the 'Upload Exercise: Market Research PreClass Assignment' screen. At the top, there is a yellow header bar with the title 'Upload Exercise: Market Research PreClass Assignment'. Below this, there are three buttons: 'Cancel', 'Save as Draft', and 'Submit'. The main content area is titled '1. Exercise Information'. It contains a table with the following information:

Name:	Market Research PreClass Assignment
Instructions	<p>You are required to complete all questions in this assignment and upload your results using the "View/Complete Assignment:" link below at least 5 days prior to the start date of this class.</p> <p>Please bring a hard copy of your completed assignment with you to class. Additional instructions are in the assignment. Click on the link below to access your pre-class assignment.</p> <p>The pre-class assignment is an individual assignment and is not to be completed as a group. DAU's Academic Policies will apply. (http://www.dau.mil/studentinfo/Pages/student_info.aspx) It will be graded by your professor, and used by you in class. This assignment is necessary to complete the case study in this course and will comprise up to 25 points of your final grade. It is intended that most of the research can be completed using the internet. However, you are not limited to the internet. You are encouraged to use whatever resources that are available to you.</p> <p>NOTE: We want to make this exercise as realistic as possible but we ask that you do not contact any vendors. When you contact a vendor, they may erroneously believe that there is an actual requirement that they can bid on. PreClass Template</p>
Due Date	
Points Possible	25

When you are ready to submit an assignment:

1. **Browse My Computer** to locate and attach your file
2. Click **Submit**

If you want to submit later, click **Save as Draft** instead of Submit.

Path: [body](#)

1

Attach File

Browse My Computer Browse Content Collection

Comments

abc ✓

3. Submit

When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.

Cancel Save as Draft **Submit**

2

After you click Submit, you will be able to view your **Submission History**.

that are available to you.

NOTE: We want to make this exercise as realistic as possible but we ask that you do not contact any vendors. When you contact a vendor, they may erroneously believe that there is an actual requirement that they can bid on. [PreClass Template](#)

Due Date	
Points Possible	25
Student Name	Student One

2. Review Submission History

Submission (November 26, 2011 2:07:47 PM EST)

Submission Materials

Submission Field :

Student Comments :

Attached Files : [Program Office Assessment.docx](#)

Instructor Feedback

Result : Needs Evaluation

3. Finish

Click **OK** to go back.

OK

Group Pages

Your instructor may have setup Group Pages, which allow you and other members of your group to communicate and exchange files. Group members may have access to a private Discussion Board, Collaboration tools, Email, Blog, and Groups Tasks.

You would use these tools just like you would the full class versions. To access Group Pages, click Communication and then click Groups.

Select the name of your group by clicking on the group name. Students can also create their own groups by clicking on the Create Group.

You can also just click on the Group you are assigned to in the content menu under My Groups. Click the chevron to expand all of your group options.

The screenshot displays a course management interface. At the top, there are tabs for '9.1_Test' and 'Groups'. The left sidebar contains a navigation menu with items: '9.1_Test', 'Announcements', 'Contacts', 'Pre-Course Work', 'Course Documents', 'Exercises', 'Communication' (highlighted with a red box), 'Discussion Board', and 'Tools'. Below this is a 'My Groups' section with 'Group 1' (highlighted with a red box and a red chevron icon). A red arrow points from the text 'Click to expand Group options' to the chevron icon. The main content area shows a 'Groups' header with a 'Create Group' button and a link for 'Group 1'.