

A Student guide to BLACKBOARD

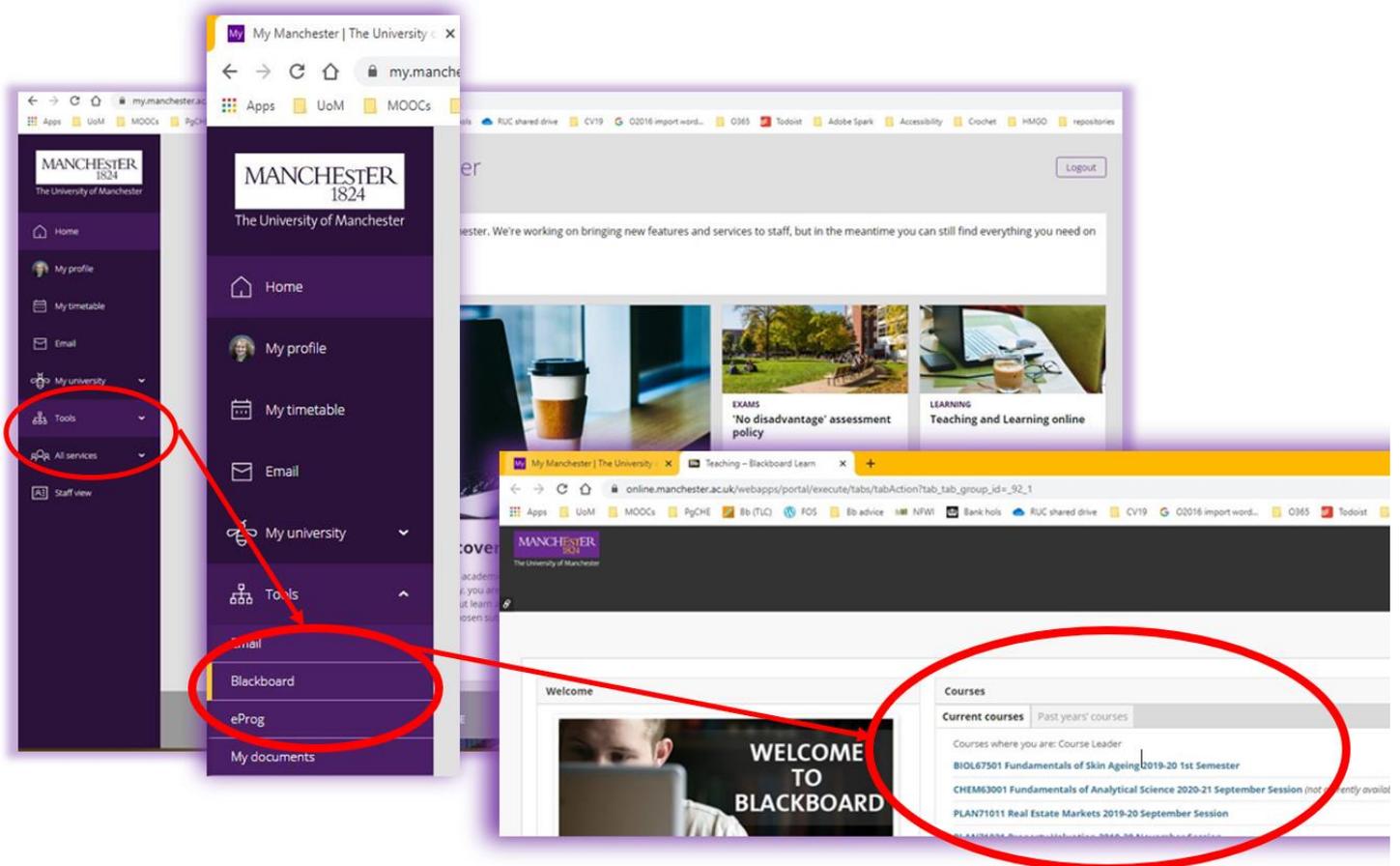
Blackboard (Bb9) is an online learning system that you can use to view course material for any units that you are taking. You can also complete and submit coursework and monitor your progress using online tests and quizzes. You can communicate and collaborate with your lecturer or other students using discussions or wikis.

Accessing Blackboard

1. Log in to **My Manchester**: Click on my.manchester.ac.uk (or type the address into a web browser). You will need your University account details. Click on Next and enter your password, then Sign In.
2. In **My Manchester**, click on **Tools** then **Blackboard** (see screenshot below). You will see a screen with a list of Courses or Communities to which you have access.
3. To enter the course, click on its title in the **Course List**.
4. To enter a Community or Organisation space, click on the name of the organisation in the **My Communities** list.

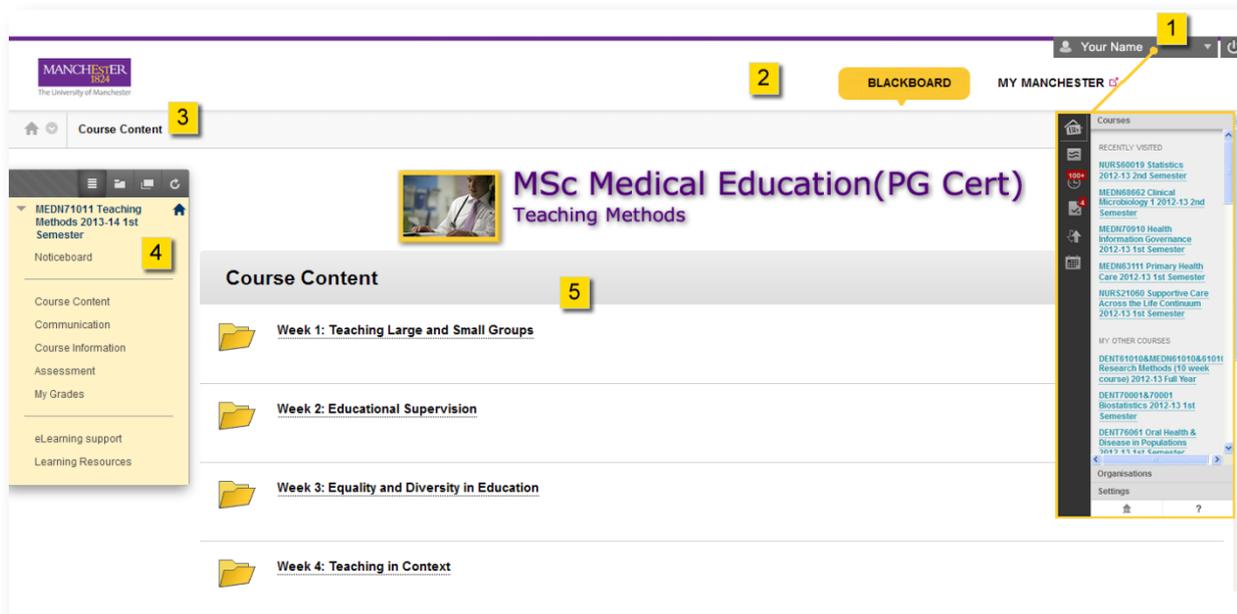
Getting Help

If you have a problem logging into Blackboard, access the **Knowledge Base** to search for solutions or report a problem via: www.itservices.manchester.ac.uk/help or go to www.studentnet.manchester.ac.uk/blackboard



i Clicking on the course link will take you to the **Course Entry Page**

The entry page is customised for your course: it may show announcements, course materials or other content.



- 1. The top right corner:** Click your name to open a drop -down menu (see insert). From here you can move between your **course** or **organisation** spaces. For help, click on the question mark at the bottom of the drop-down menu. To **log out**, click on the circular icon next to your name and then close the browser.
- 2. These links** allow you to move between **Blackboard** and the **My Manchester** portal.
- 3. The navigation bar** displays the menu trail, or '**breadcrumb trail**'. As you browse the course, the 'breadcrumbs' trail displays a clickable path of screens you have followed from the homepage. Click the home icon to return to the course entry page.
- 4. The course menu** allows quick access to the main materials and activities. There will usually be a choice of menu **view options**: List view, Folder view, Menu as a separate window, Refresh option. Resting the cursor over the right edge of the menu will reveal a leftward pointing arrow. This allows you to **minimise the menu** in order to make more room on screen for the main content. Occasionally the Course Menu may disappear if viewing certain files (i.e. PDF files) in the main content area. To regain access to the menu, use the breadcrumb trail or your browser's Back button.
- 5. The main content window** initially displays your **Course Entry Page**, customised by your course tutor to display current announcements, text links that lead you to the course materials and activities, or other appropriate items. Once you follow a link from the left menu or from the main content window, materials and activities will display here.

Navigation & Learning Modules

Some courses deliver content via **Learning Modules**, which allow the content to be structured and organised using a **Table of Contents** in addition to the Course Menu.



Any link you click on in the Table of Contents will take you to the corresponding content page. You can click the **plus sign** **+** to expand and the **minus sign** **-** to collapse the menu. If you need a larger content window, you can minimise the table by clicking on the **vertical bar** button, and **square** to maximise again.

Blackboard Student Support

For general information on Blackboard and access to support information please go to:

www.studentnet.manchester.ac.uk/blackboard

For further help

There are three ways to contact the IT Service Desk:

- The online **Knowledge Base** lets you find answers to common enquiries:
www.itservices.manchester.ac.uk/help/
- A dedicated telephone support line connects you with IT support 24 hours a day, 365 days a year*:
Telephone: (+44) 0161 306 5544
- Face to face support is available from the walk-up Service Desks, located in:
Main Library (Blue 1 area)
Joule Library, Sackville St (E floor)

*Out of normal office hours, the Service Desk telephone line is operated by Northumbria University. Details supplied during your call will be stored and reported back to The University of Manchester.

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