

# A Student Guide to BLACKBOARD

Learn 9  
2011/12

Blackboard (Bb9) is an online learning system that you use to view course material for the modules that make up the [PGCert in Global Health](#). You will use it to carry out learning activities, communicate and collaborate with other students, submit coursework, and monitor your progress. The PGCert has four modules which will each have individual Bb9 course spaces, released sequentially throughout the year starting May 1st, and there is an overall Programme-level space which is available for preparatory activities in advance of May 1st.

## Accessing Blackboard

- Log in to **My Manchester**: [my.manchester.ac.uk](http://my.manchester.ac.uk)
- To enter your Blackboard course, click on the **My Studies** tab. The **My Courses** portlet will appear with a Current, Ended and Future tab. You will also see a **My Organisations** (number 4 below)
- Courses will become available to enrolled students on the PGCert from May 1<sup>st</sup>** and will appear in the Current tab. Until then students have access to the Programme-level space.
- To enter the Programme-level space, click on the name of the organisation 'Postgraduate Certificate in Global Health' in the **My Organisations** portlet

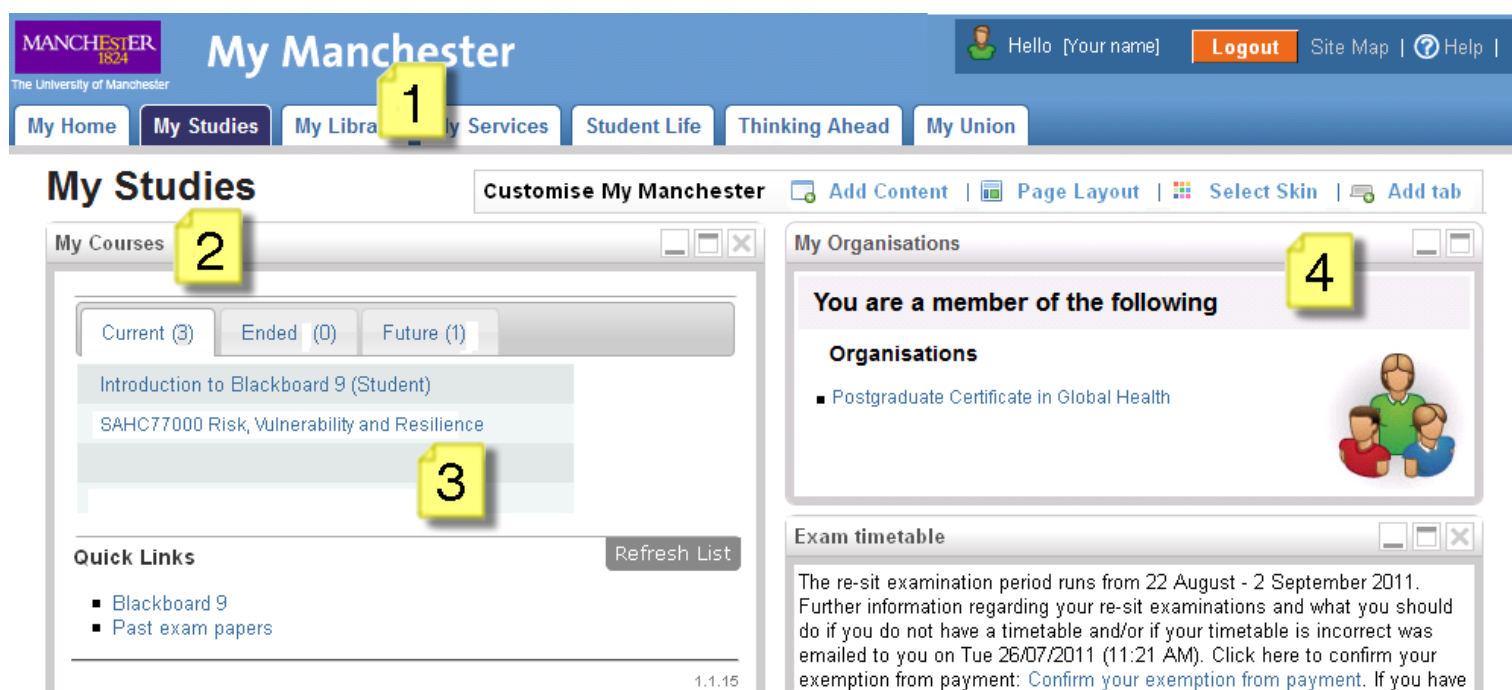
## Getting Help

If you have a problems logging into Blackboard, email the course administrator Betty-Ann Bristow ([Betty-Ann.Bristow@manchester.ac.uk](mailto:Betty-Ann.Bristow@manchester.ac.uk))

Extensive information about using Blackboard can be found in the programme-level space inside Bb9 or for general information such as system requirements see:

[www.studentnet.manchester.ac.uk/blackboard](http://www.studentnet.manchester.ac.uk/blackboard)

 Click on the title of the course to access your **Bb9 course**

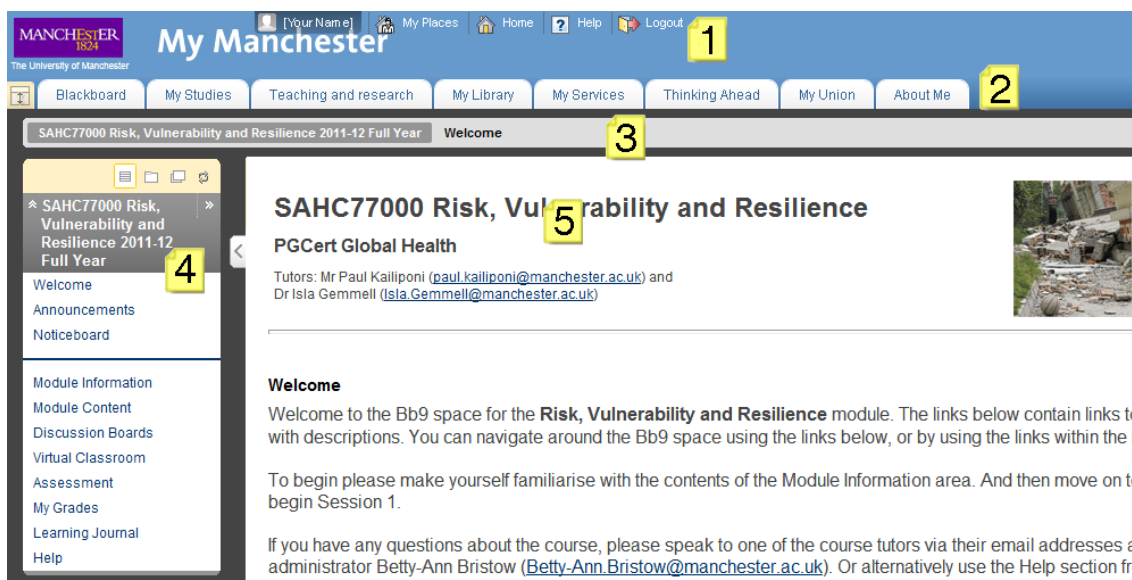


The screenshot shows the My Manchester Blackboard interface. At the top, there is a navigation bar with tabs: My Home, My Studies (highlighted with a yellow box and number 1), My Library, My Services, Student Life, Thinking Ahead, and My Union. Below the navigation bar, the 'My Studies' section is visible. It contains a 'My Courses' portlet (highlighted with a yellow box and number 2) with tabs for Current (3), Ended (0), and Future (1). Under the 'Current' tab, there are two course titles: 'Introduction to Blackboard 9 (Student)' and 'SAHC77000 Risk, Vulnerability and Resilience' (highlighted with a yellow box and number 3). To the right of the 'My Courses' portlet is a 'My Organisations' portlet (highlighted with a yellow box and number 4) showing 'You are a member of the following Organisations' with a list item 'Postgraduate Certificate in Global Health'. Below the 'My Organisations' portlet is an 'Exam timetable' portlet with text about the re-sit examination period.

- At **My Manchester**, click on the **My Studies** tab. (Note: the layout is customisable, so may not display exactly as shown)
- The **My Courses** portlet will be displayed, with a **Current**, **Ended** and **Future** tab.
- Click on the title of a course to enter the course's Bb9 space. **Courses will appear from 1<sup>st</sup> May**
- If you wish to enter the Programme space, click on the name of the organisation from the **My Organisations** portlet

## Clicking on the course or organisation link will take you to the **Course Welcome Page**

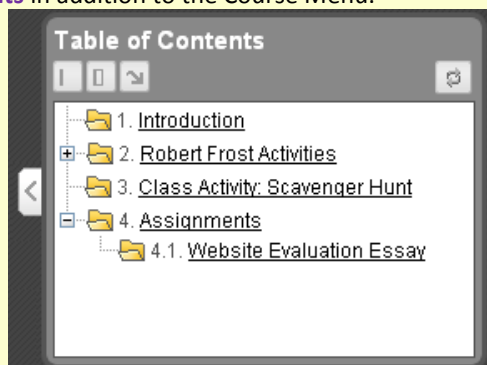
The screenshot below is for one of the PGCert modules, but the Programme-space is very similar







1. **The top section** contains links to your **My Places**, **Home**, **Help** and **Logout** facilities. **My Places** provides a quick way to move between your other courses and the PGCert Programme-level Organisation space.
2. **The next section** displays tabs for **Blackboard**, the **My Studies** link back to the Portal, and other tabs individual to you.
3. **The line below** lists the course title and displays the menu trail, or 'breadcrumb trail'. As you browse the course, 'breadcrumbs' may be used to display the path of screens you are following from the homepage, providing you with links to jump back, rather than having to use the 'back' button on your browser.
4. **The left column** contains the **Course Menu**, allowing quick access to the main materials and activities available. 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 browsers Back button.
5. **The main content window** initially displays your **Course Welcome Page**, by default we have set this page to mirror the course menu with some extra descriptions and instructions on what to do first in the course or organisation space.
6. Once you follow a link from the left menu or from the main content window, learning materials and activities will display here.

## Navigation & Learning Modules

The module content is displayed 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  button, and  to maximise again.

## Blackboard Student Support

For general information on Blackboard and access to support information please look inside the IT Setup and Support section of the **PGCert Programme space**, or go to:

[www.studentnet.manchester.ac.uk/blackboard](http://www.studentnet.manchester.ac.uk/blackboard)

## For further help

- Access the online **Knowledge Base** to search for known solutions and/or report a problem: [www.manchester.ac.uk/servicedesk](http://www.manchester.ac.uk/servicedesk)
- Email the programme administrator Betty-Ann Bristow ([Betty-Ann.Bristow@manchester.ac.uk](mailto:Betty-Ann.Bristow@manchester.ac.uk))
- Email [elarning@manchester.ac.uk](mailto:elarning@manchester.ac.uk)