A Staff guide to
BLACKBOARD

Blackboard is an online learning system that you can use to present course material for any units that you are teaching. Students can also complete and submit coursework in Blackboard and monitor their progress using online tests and quizzes. Students can communicate with you and collaborate with other students using discussion boards 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 username and password.
2. In **My Manchester** click on the **Personal** tab and then select **My Courses** from the list(see screenshot below).You will be taken to a screen with a list of current, ended and future Courses to which you have access.
3. To enter a course, click on its title in the **Course List**. This will take you to the Course home page.
4. You can also enter Blackboard by clicking on the **Access Blackboard** link under the **Teaching** tab in **My Manchester**. This will take you to the Blackboard home page.

Getting Help

If you have a problem logging into Blackboard, access the **Knowledge Base** to search for solutions or report a problem via:
www.manchester.ac.uk/servicedesk
or contact your Faculty eLearning team at
eLearning@manchester.ac.uk

A quick tour of the Blackboard 'Home page'

1 This is the **Global Navigation Menu**. It displays who is logged in and the number in the red box displays the number of updates that have occurred in your courses since your last login. Further details on the Global Navigation Menu appear below. At the far right is the logout button. Click **Logout** when you are finished, but you must also *close the browser* to complete the logout process.

2 These tabs allow you to move between the **My Manchester** portal page and the Blackboard environment.

3 Links to sources of help with Blackboard are listed in this tab.

4 All the courses you are enrolled on are listed in this **Course List**. You can determine what information is displayed here by clicking on the small cogged wheel in the right-hand corner (visible only when your cursor is over the course list).

5 All the Blackboard Communities (also known as Organisations) that you are enrolled on will be listed in the **My Communities** module.

6 Important messages about the status of Blackboard will be displayed in this **Communication** tab.

A quick tour of the Blackboard Global Navigation Menu

1   👤 Your Name **24** ▲

2 🏠 Bb

Courses

3 ≋

RECENTLY VISITED

4 🕐 **19**

MEDN68101 Clinical
Assessment & Clinical
Psychiatry 2013–14 1st
Semester (unavailable - will
be available Monday, 9
September 2013)

5 ☑

↩ **5**

PLAYGROUND–mfztssc2
SaR for SDC

6 📅

DENT70001&70001
Biostatistics 2012–13 1st
Semester

MEDN71011 Teaching
Methods 2012–13 1st
Semester

MEDN71011 Teaching
Methods 2013–14 1st
Semester (unavailable - will
be available Monday, 9
September 2013)

MY OTHER COURSES

COMP609PM Plagiarism

◄ ▮▮▮ ►

Organisations **7**

Links

Settings

8 🏛   **9** ?

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1   If you click on your name, you see this expanded menu. Clicking on any of the icons labelled 2 to 6 brings up a full-size page in Blackboard which has the same functionality as the smaller navigation menu. Click on the upward arrow to minimise the menu again.

2 Click on the Bb icon to get a summary of your calendar, items due, recently graded tests, and posts.

3 Click on the Posts icon to get a summary of recent posts to discussion boards.

4 Click on the alarm clock icon to see a summary of recent updates made to courses.

5 Click on the My Grades icon to see a summary of grades.

6 Click on the Calendar icon to see your Blackboard calendar. Scheduled items in the calendar are colour-coded to course units for easier identification.

7 The default view shows your list of recently visited and other courses. Clicking on Organisations, Links, or Settings will expand the item you click on and collapse the others.

8 The Home icon opens a new browser tab and displays the University of Manchester website. Blackboard remains open in another tab.

9 The Help button opens a new browser tab and displays the University Knowledge Base where you can type in your query. Blackboard remains open in another tab.

The typical layout of a Blackboard Course space or Community (Organisation) space
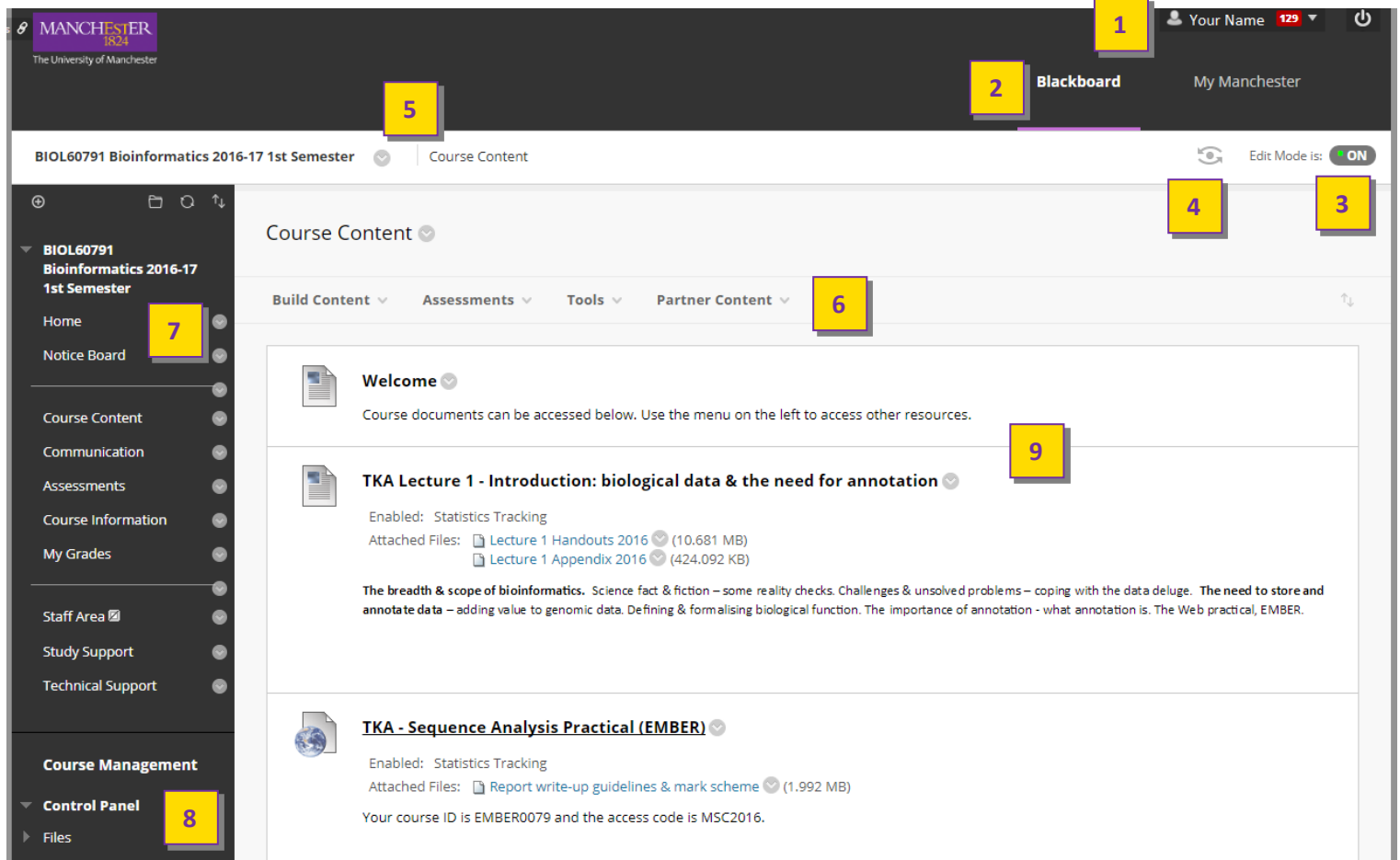
1 **The Global Navigation Menu** - explained on page 3. To **Logout**, click the circular button on the far right, but *you must also close the browser* to complete the logout process.

2 These tabs allow you to move between the **My Manchester** portal page and the **Blackboard** environment.
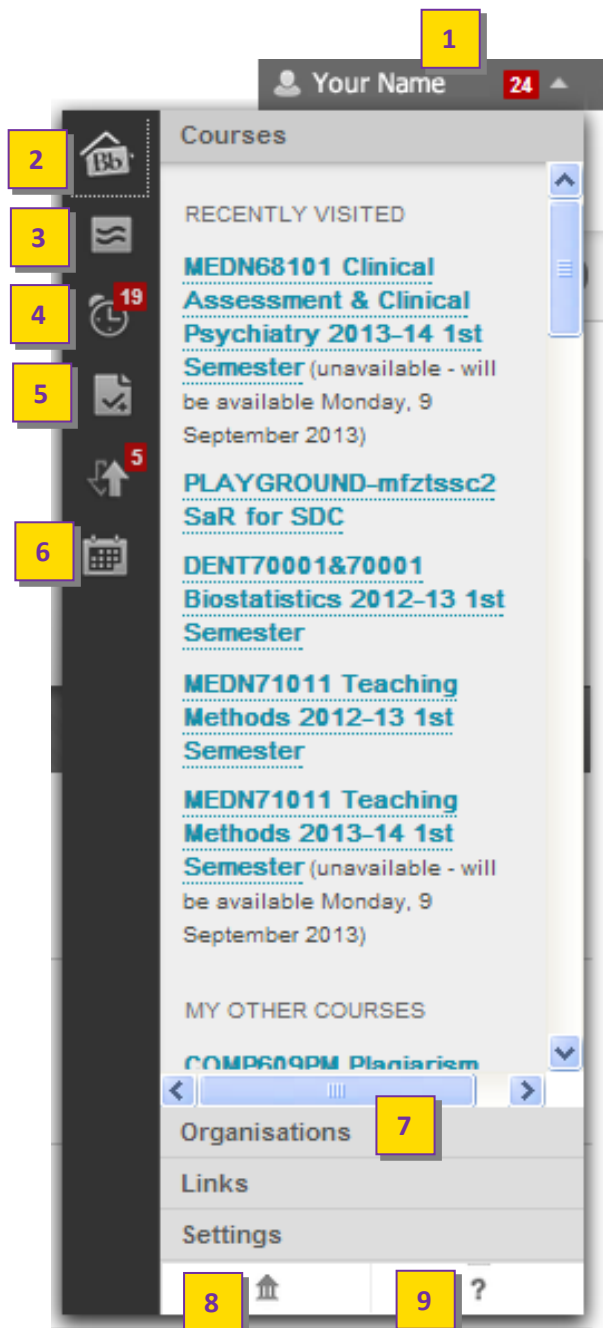
3 With this button you can toggle between **Edit Mode on** and **Edit Mode off**. With Edit Mode on, you can make changes to the course space. Switching to Edit Mode off allows you to get a view of the space that is similar to how students will see it. (The screenshot shown here is with Edit Mode on.)

4 This button allows you to enter the **Student Preview** mode.

5 This bar is the **'breadcrumb trail'** navigation feature. As you go deeper into the folder structure of any Blackboard space, this builds from the left and shows a clickable path back to the home page.

6 The drop down menus on this bar are the main means by which you **add content and features** to your course space. Use these to add folders, pages, items, assessment quizzes, Turnitin assignments, etc.

7 This is **the main Blackboard menu** that students will use to navigate the course space. You can add, edit and delete items. You can also add subheaders and dividers to give structure to the menu.

8 The Control Panel gives you access to **Files** (a file repository) for the space, and to the Grade Centre to check students' grades. You can also set up groups, create assessments and define various course settings. The Control Panel is not available to students.

9 The **content area** is where text, video, audio and other materials are made available to students. Links to course tools such as discussion boards, wikis and quizzes can also be made available here. Materials and tools can be organised into folders.

Blackboard Course spaces vs. Blackboard Organisations (or Communities)

Blackboard Courses are dedicated spaces for a particular course unit. Only students and staff enrolled on that module will have access to it. **Blackboard Organisations** (sometimes called Communities) allow you to use Blackboard to deliver content and support communication and collaboration with groups of students outside courses.

Blackboard Organisation (or Community) spaces function in much the same way as Blackboard Course spaces. The only difference is *who* has access to them rather than *how* they work.

Examples of how Blackboard organisations are being used include:

- a community space for all PGR students in a School
- a virtual common room or hub for a specific subject area to create a sense of identity at the discipline level
- a programme space to communicate information and support interaction across levels and create a sense of identity at the programme level

To set up an organisation space, discuss your requirements with your administrator. Administrators must make the request for organisation spaces. All student enrolments come from Campus Solutions. **Organisation or community spaces must not be credit-bearing.**

How to get more help and information about Blackboard

The Knowledge Base https://supportcentre.manchester.ac.uk and click on Knowledge Base.

Blackboard's own support https://help.blackboard.com/Learn/Instructor

Faculty eLearning teams For further information, please contact your eLearning team:

- Faculty of Science and Engineering
- Faculty of Biology, Medicine and Health
- Faculty of Humanities
- Library

IT services www.itservices.manchester.ac.uk/contacts
Telephone 0161 306 5544 (or extension 65544)