

Getting Started with Blackboard

For Students

Log into Blackboard at
<https://nuigalway.blackboard.com>

1. Getting Started with Blackboard

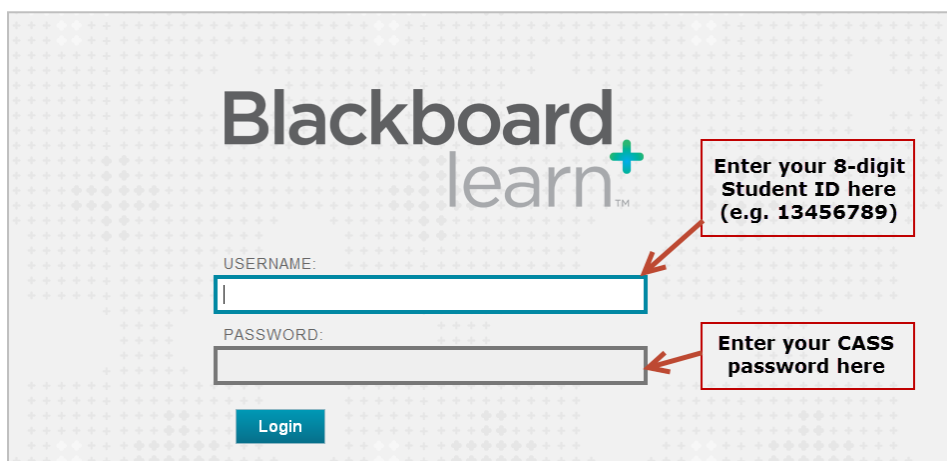
Blackboard is a Virtual Learning Environment (VLE). A virtual learning environment is a web-based application designed to facilitate lecturers in the management of modules for their students, especially by helping lecturers and learners with course administration. They are used to supplement face-to-face lectures and tutorials.

Blackboard is the VLE in use at NUI Galway. It allows students to download lecture notes, reading lists, assessment information and other course-related material from their Blackboard sites. It also contains functions that enable students to interact via class announcements, email, discussion boards. It's easy to upload any materials (e.g. Word files, PowerPoint slides, PDFs, etc) and to create simple quizzes, arrange for electronic submission of course work by students, establish online discussion areas, etc.

Not all academic staff will use Blackboard to support their face-to-face teaching.

2. Logging In

Students can access Blackboard by going to <https://nuigalway.blackboard.com> and logging in using their CASS username (Student ID in the format 0000123) and password.

The image shows the Blackboard login interface. At the top, the 'Blackboard learn+' logo is displayed. Below it, there are two input fields: 'USERNAME:' and 'PASSWORD:'. The 'USERNAME:' field is highlighted with a red box and an arrow pointing to it from a text box that says 'Enter your 8-digit Student ID here (e.g. 13456789)'. The 'PASSWORD:' field is highlighted with a red box and an arrow pointing to it from a text box that says 'Enter your CASS password here'. Below the password field is a blue 'Login' button.

What if I have no courses after I log in?

You will automatically see any modules on which you are registered after you log in. Some may be listed as “unavailable”. This simply means that your lecturer isn't using Blackboard for this course, or hasn't made it available to students yet.

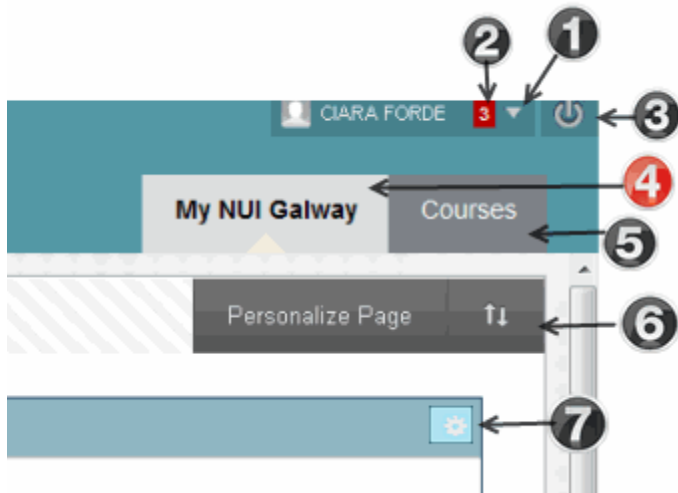
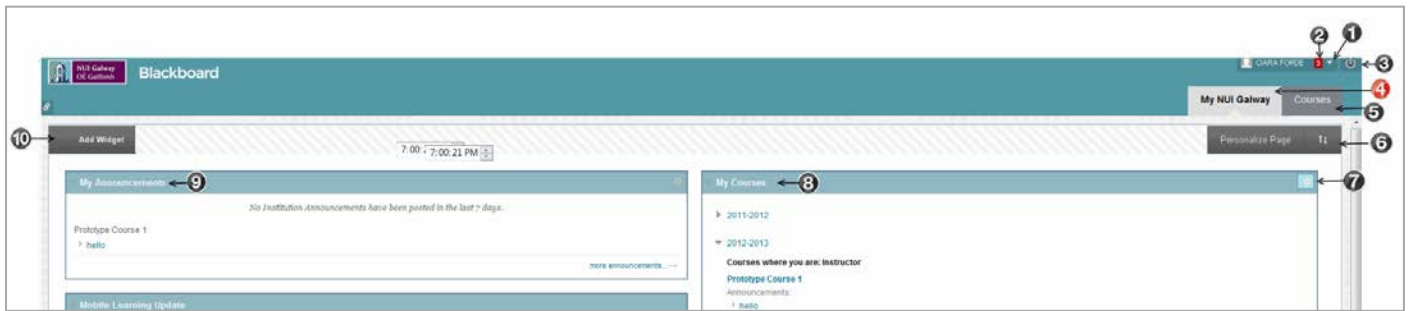
What if I cannot log in?

If you cannot log in, please check that you have registered for the current academic session with the university. If you are not a registered student in the current year, you will be unable to access Blackboard. Blackboard is integrated with the Student Records System (Quercus). Each evening the Student Records System sends data to Blackboard enrolling all registered students on their corresponding Blackboard courses. After this time, registered students will be able to log in to Blackboard and access the system.

If you cannot log in, please check that:

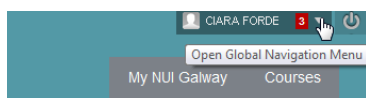
1. You have the correct username and password. To log in you will need your correct Student ID number (eight digits) and the password you would use to access your NUI Galway email and all computers on campus. If you do not know this information, contact the User Support Centre in ISS (servicedesk@nuigalway.ie or 091 495777) 2. You have registered for the current academic year with Admissions. All information concerning registration for the academic session 2011-2012 is posted on the Registration Website at www.nuigalway.ie/registration 1.2 Navigating inside Blackboard After logging in there are two tabs on the Blackboard system. Take some time to explore these areas.

2 The Blackboard My NUI Galway Page



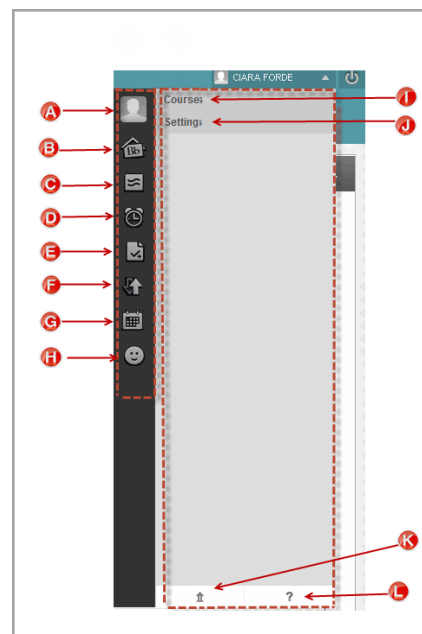
1. **Global Navigation Panel** – provides access to the users profile and communication for the entire users course portfolio
2. **Number** – displays the number of new items relevant to the entire users course portfolio, such as new posts, grade results etc
3. **Logout Icon** –click here to logout of Blackboard
4. **My NUI Galway**- the home page tab for Blackboard, click on this tab at any stage to return to this home page
5. **Courses** – tab which lists all of your courses and the instructors on each course
6. **Personalise Page** – enables you to change colour themes to Blackboard
7. **Settings** - provides options to manage courses such as: hiding old courses from your home page and grouping courses by year
8. **My Courses** –displays all the courses which you are enrolled in
9. **My Announcements** –all your course and institution announcements are displayed here
10. **Add Widget** – button to add optional “boxes” that include content, links or tools used to personalise your page.

3 The Global Navigation Panel



Click on the drop down arrow beside your name. This menu opens up the Global navigation Panel

- A. The **Person** icon enables you to edit your profile/ upload your picture.
- B. The **Bb** home icon expands the Bb home menu.
- C. **Posts Page**- displays the latest posts in your courses; discussion boards, wikis blogs and journals.
- D. **Updates Page**-lists all notifications for every course that you are enrolled in.
- E. **My Grades Page**-only available to students displays the users' grades.
- F. The **Retention Centre** is an instructor only tool used to monitor student engagement. Alerts are displayed to highlight inactivity by students.
- G. The **Calendar** tool shows events for all courses.
- H. The **People** (Smiley) icon shows all Blackboard users.
- I. The **Courses** menu displays all your courses.
- J. The **Settings** menu enables you to change settings.
- K. The **Home** icon links to your Blackboard home page.
- L. The **Help** icon links to the Staff support page.



3.1 The Person Icon/Updating your Profile

You can update your profile by clicking on the **Person** Icon

This enables you to upload your picture/avatar image and set privacy options of who you would like to read your profile

Edit My Blackboard Profile

Cancel
Submit

✱ indicates a required field.

Start with information from...

Facebook

Twitter

Picture

Change Picture

✱ How do you want your name displayed in your profile?

Sarah Hughes

What are you studying?

What would you like to share about yourself?

Privacy Options

Anyone in your courses can view your profile card within the course (unless your status is Hidden). These privacy settings control who can search and browse for you on the People page.

[Learn more about profile privacy settings.](#)

☐ **My School (recommended)**
I want to share my profile with others at my school.

☒ **Private**
I only want to share my profile with my classmates.

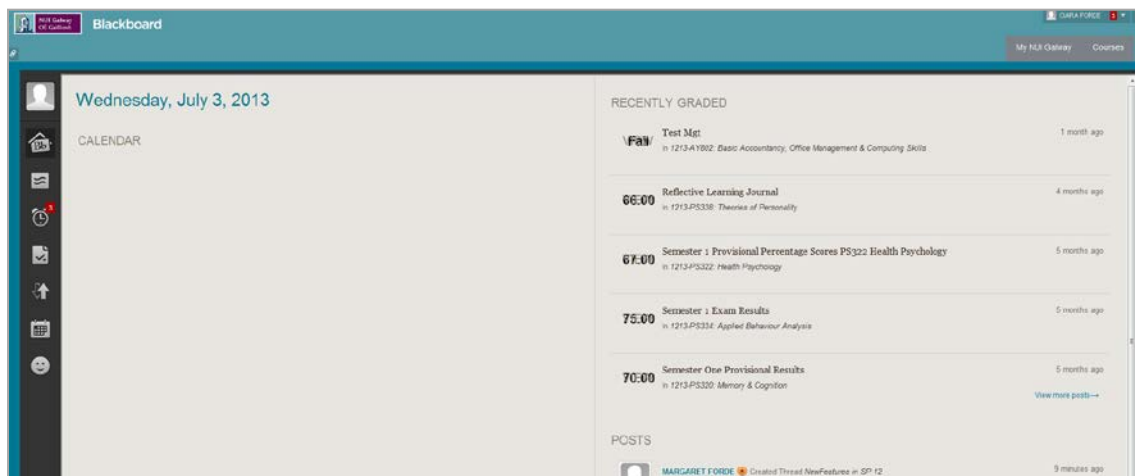
☐ **Hidden**
I do not want to share my profile.

3

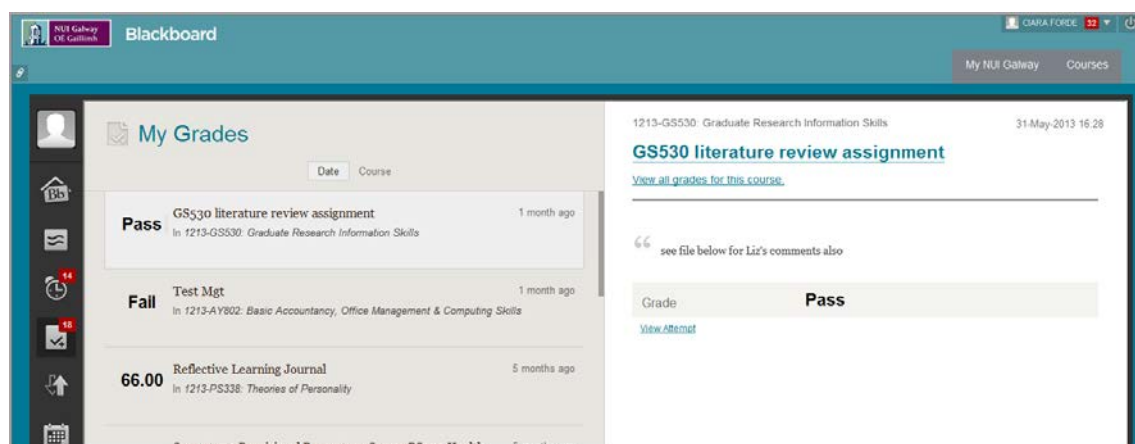
3.2 The Bb Home Menu

The Bb Home menu shows the **course communication** for your entire course portfolio. The number indicates how many new items are available.

Click on the Bb home icon to expand the Bb home menu

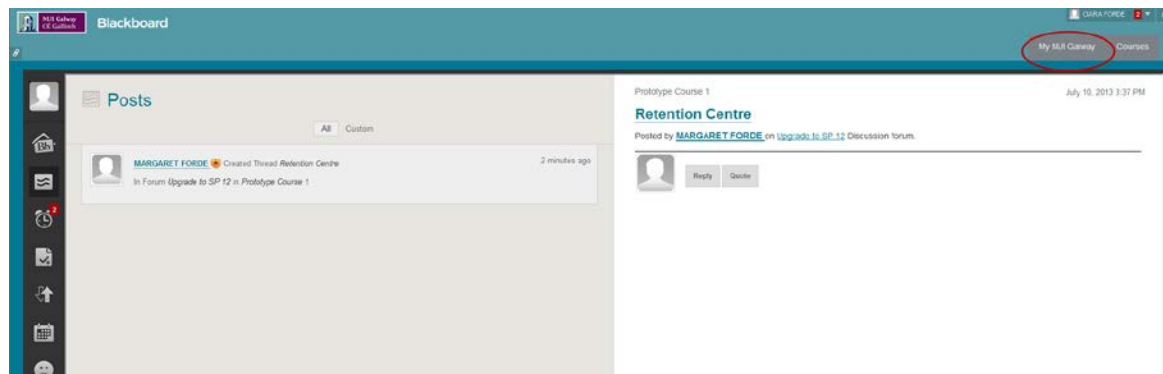


Click on any of the My Grades icon to see details of your Grade Results.



Click on any of the Posts icon for direct access to the Posts panel, you can alternatively navigate to the other pages within the My Bb menu.

To return to the course menu click on the My NUI Galway tab.

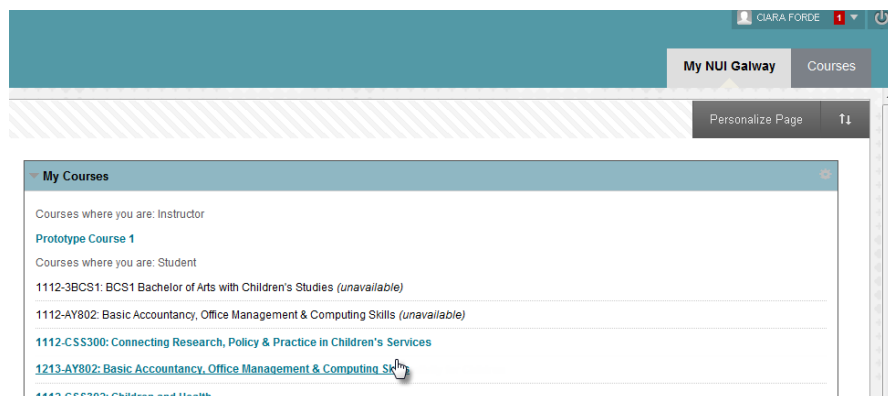


4 Getting into Your Courses

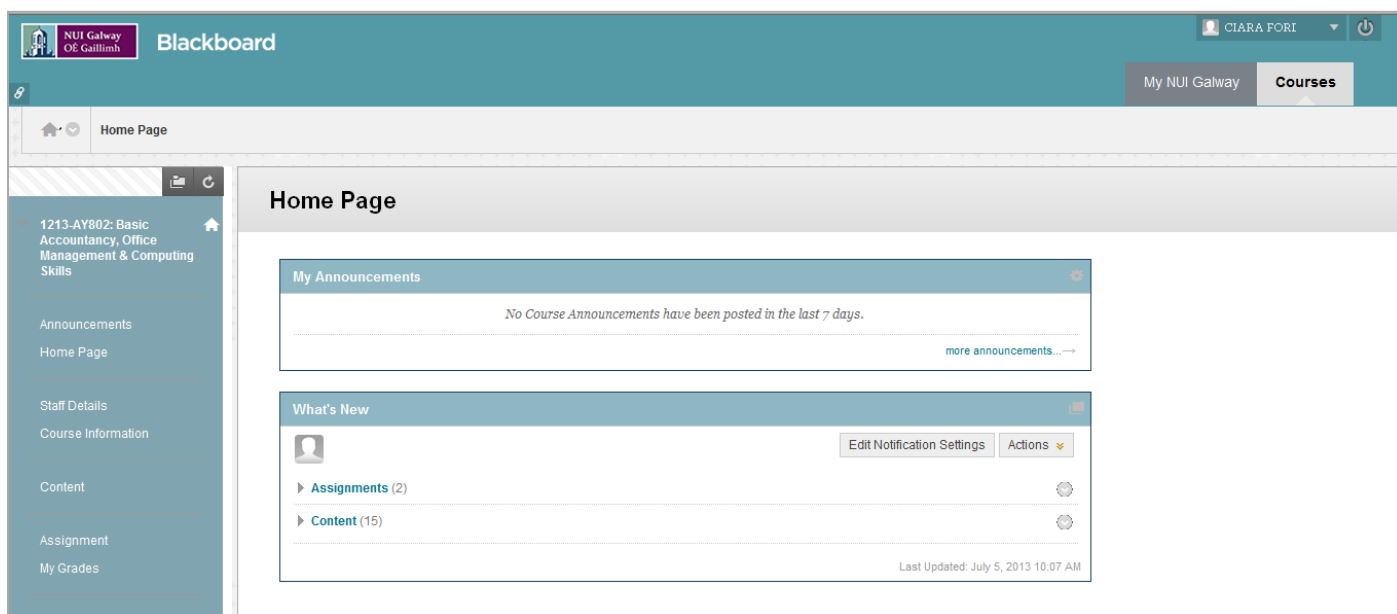
Once you log in you will be in the **My NUI Galway** tab.



From your **My Courses** list, select one of the courses and you will be directed to the **Home Page** of the course



5 The Course Interface



5.1 The Course Interface Menu

Home Page is a course overview for students in your course, encompassing Announcements, Calendar items and Notifications.

Announcements is a space where lecturers may post announcements relevant to the course /

Staff Details is a space to put your own profile, along with others involved in the course delivery.

Course Information is a content area for module information.

Content is a content area for Lecture Notes, Assignments, multimedia files and Learning Units.

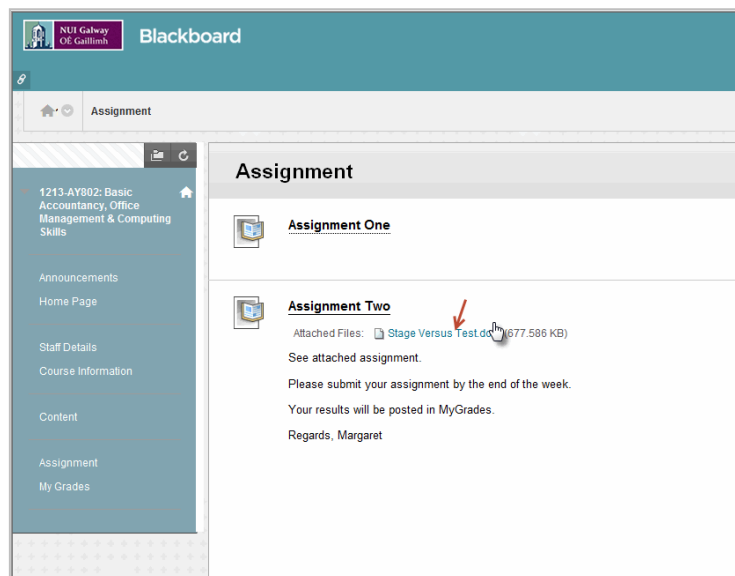
Assignment is a content area where assignments will be displayed by the lecturer. Assignments can also be uploaded in this area by the students.

My Grades is a link for students to access their course grades.

5.2 Submitting an Assignment

Access the Assignment

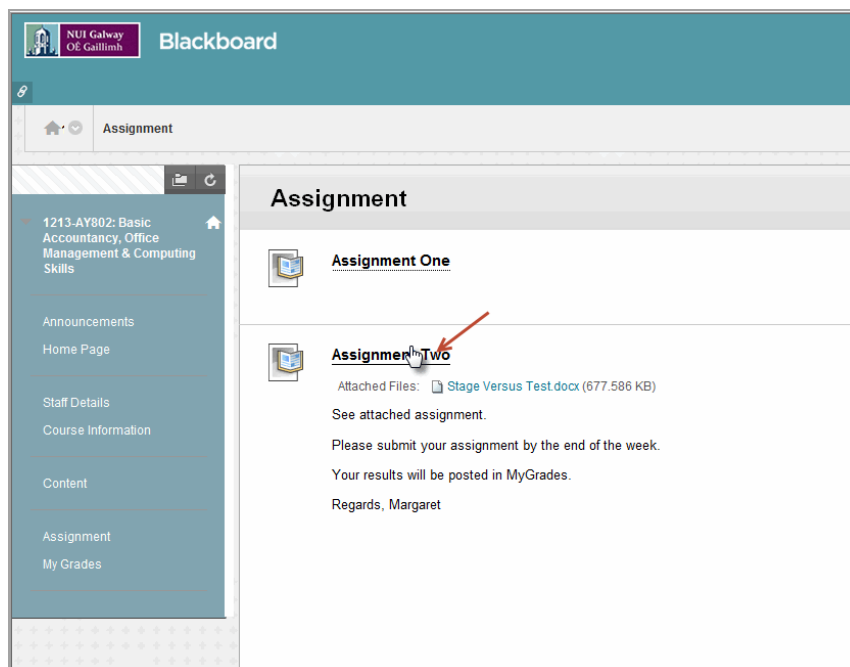
- Your instructor will most likely advise you of the name of the assignment and its location.
- Click on the relevant assignment to read details.
- Your instructor may have added some notes in the window about the assignment such as due date etc




Upload and Submit the Completed Assignment

From once you have completed your assignment you will need to submit to your instructor.

- Click on the main title of the relevant assignment link, in this example “Assignment Two”




- An assignment submission page is activated with 4 headings.
 - Assignment Information:** shows the assignment description and details.
 - Assignment Submission:** This is where you will submit the assignment.
Click on the  button to activate the file explorer window.

1. Assignment Information

Name Assignment Two

Instructions See attached assignment.

2. Assignment Submission

Attach File 

3. Add Comments


Comments

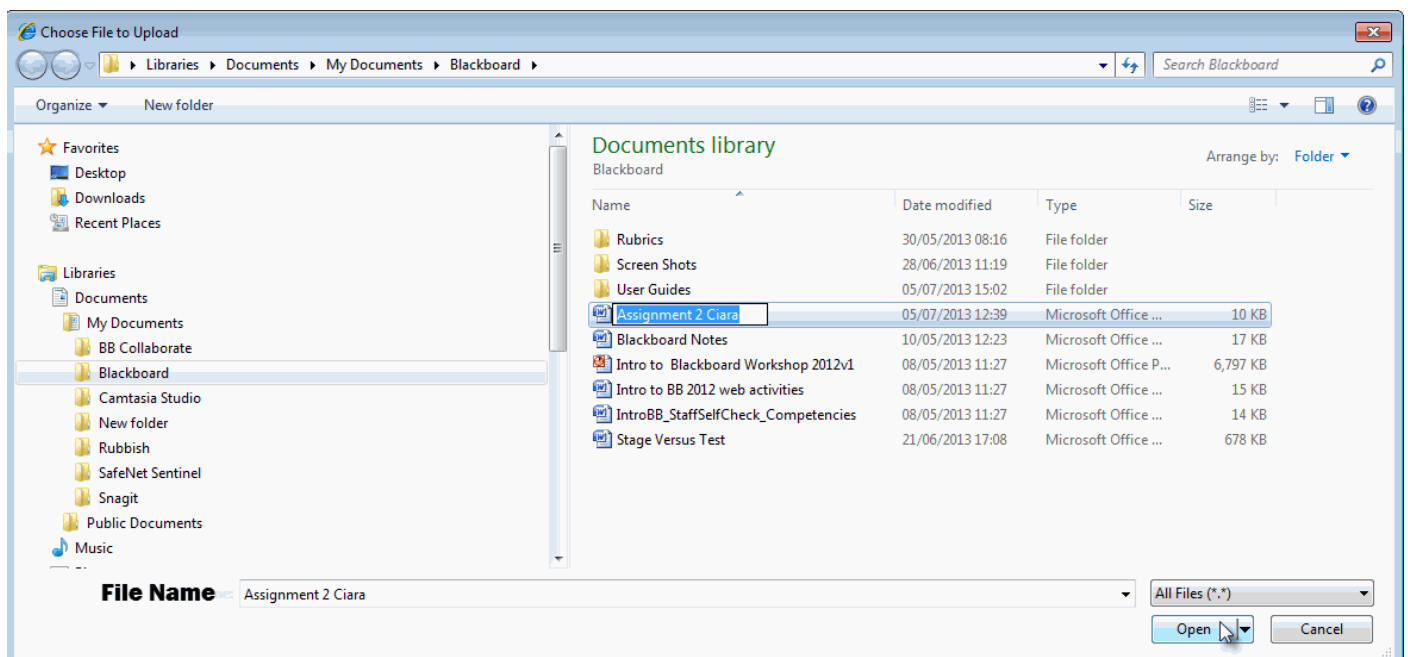
Please see assignment attached

4. 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**

The  button activates a file explorer window.



Locate your assignment in the file window and select the assignment by placing the cursor on your assignment and click once. The file name should be displayed in the file name box. Now, click on the Open button in the explorer tab.

3) **Comments:** You may add some comments in the Comment window, this is optional.

1. Assignment Information	
Name	Assignment Two
2. Assignment Submission	
Attach File	<input type="button" value="Browse My Computer"/>
Attached files	
File Name	Link Title
 Assignment 2 Ciara.docx	Assignment 2 Ciara.docx
3. Add Comments	
Comments	
<div><div>REC</div><div><input checked="" type="checkbox"/></div></div>	
Please see assignment attached	
4. Submit	
<i>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.</i>	
<input type="button" value="Cancel"/>	<input type="button" value="Save as Draft"/> <input checked="" type="button" value="Submit"/>

4) **Submit:** Finally click on the Submit button to upload the assignment to your instructor.