



***Blackboard Learning System***  
***(version 6.3.1.645)***  
**Manual for Students**

## **Introduction**

The goal of the Blackboard Learning System (Release 6) Student Manual is to provide a quick start for students in using ASU's Blackboard Online Course Server. It is not designed to be comprehensive (Blackboard already has a 400 page manual for that purpose).

This manual will provide instructions on performing the basic set of activities needed to use course material provided by your instructor through Blackboard. Please feel free to make suggestions to improve our Manual. Your suggestions may be sent to the Office of Academic Technologies via email ([blackboard@alcorn.edu](mailto:blackboard@alcorn.edu)) or by calling us at 601-877-6142.

Sincerely,

Prashant D. Shinde  
Director of Academic Technologies  
Division of Academic Affairs

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## Accessing Blackboard

1. Open your web browser (i.e. Mozilla Firefox or Internet Explorer).
2. In the address bar, type **blackboard.alcorn.edu** and press the enter key.
3. Click the button labeled **Login** to the left of the screen.
4. On the next page, enter your **username**, which will be the **username portion of your Alcorn Student Email address** given to you by CITS\* (the computing center). For example, if my email address were **jd@mail.alcorn.edu**, then my username would be **jd**
5. Next, enter your **password** which will also be provided to you by CITS (the computing center)

**\*Important Note: If you don't know or have an Alcorn Student Email and password, please call 601-877-6142 and ask for Blackboard support or send an email to [blackboard@alcorn.edu](mailto:blackboard@alcorn.edu). ALL students have Alcorn Student Email accounts.**

**\*Also, if you haven't signed an Appropriate Usage Policy agreement with CITS, please go to Room 101 in the Administration Building to do so. Alcorn Student Email Accounts can and will be disabled if you do not sign the Appropriate Usage Policy Agreement!**

After completing these steps, you should now see the **My Institutions** page.

## Accessing Courses

Accessing your course sites can be done in one of two ways. You can either:

1. Click the name of the course in the list of courses under the **My Courses** panel.

OR you could:

1. Click the **Courses** tab toward the upper-left corner of the screen.
2. Click the course you would like to access under the **Course List**.

## The Blackboard Course Site

On the Blackboard Course Site, you may find several sections for your course. The first page you see is the **Announcements** page.

## The Announcements Section

If you don't see the **Announcements** page after opening your Blackboard Course Site, then you can:

1. Click the **Announcements** button in the navigation frame to the left side of your browser window.

## Course Information

To see information about the course such as an overview, syllabus, or course objectives, you can:

1. Click the **Course Information** button in the navigation frame to the left of your window screen.

## Staff Information

Information provided about faculty and staff associated with your course can be viewed in the Staff Information page. To access this page:

1. Click the **Staff Information** button in the navigation frame on your course site page.

## Course Documents

Documents related to your course such as lecture notes, tips, suggestions, and test review material are placed in the **Course Documents** section by your instructor. To view your course documents:

1. Click the **Course Documents** button in the navigation area to the left side of your Blackboard Course Site.

## Assignments

Tests, homework assignments, projects, and the like can all be found within the **Assignments** section of your Blackboard Course Site. To get to this section:

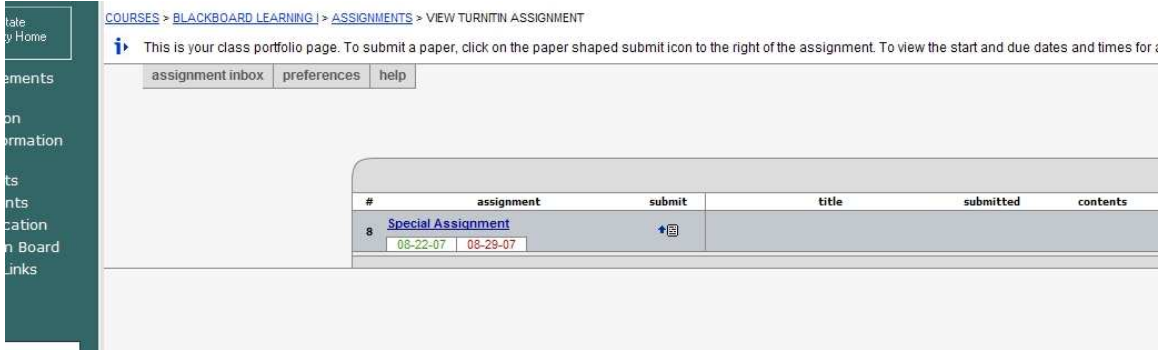
1. Click the **Assignments** button to the left side of your screen in the navigation area of the Course Site.

## TurnItIn Assignments

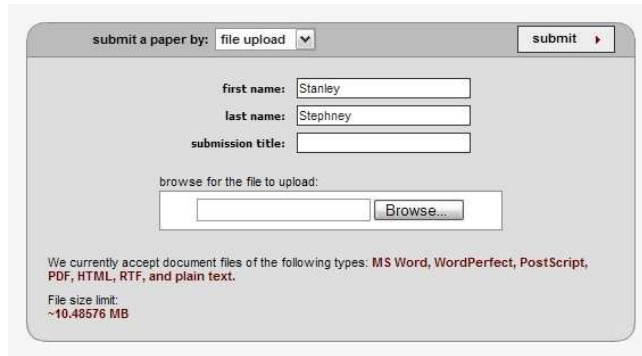
If your instructor uses TurnItIn Assignments (plagiarism prevention software), then you will have to use the TurnItIn interface to turn in your assignment. To turn in a TurnItIn Assignment:

1. Click on the section that contains your assignment (usually the **Assignments** section).
2. Under the proper assignment, click the **View/Complete** link.

3. Click **I agree** for the TurnItIn license agreement. Now, you should see an interface much like the one below.



4. Next, click the **Submit** icon next to the name of the assignment.
5. On the next screen, enter the title of your paper in the **submission title** field.
6. Click the **Browse** button, and locate the paper on your computer to be uploaded.
7. Click the **Submit** button in the upper-right corner.



## Communication

In the **Communication** section of your Blackboard Course Site you will find different means to communicate with both your course instructor and your fellow students. To access the **Communication** section:

1. Click the **Communication** button to the left side of your screen in the navigation area of your Blackboard Course Site.

Here, you'll find that you can view all of your course announcements by clicking **Announcements** link.

## **Collaboration**

If your instructor has set up a lightweight chat or virtual classroom session, you can access the session by:

1. Clicking the link that says **Collaboration** on the **Communication** page.
2. Next, you can simply click the Join button that is next to the session name that was given to you by your instructor.

## **Discussion Boards**

You can communicate with your instructor and/or other students using the discussion boards. To access the discussion boards:

1. Click the **Discussion Boards** link on the **Communication** page.
2. Next, click the forum in which you will read threads, create your own threads, or reply to threads.
3. After clicking the forum to view the different threads available for reading, you can view a thread by clicking the name of the thread that you would like to view.

## **Replying to a Forum Thread**

Once you're viewing a thread on your screen, you can reply to a thread by:

1. Clicking the **Reply** button found to the right at the bottom of the text body of the thread.
2. Next, type your replying message in the text area labeled **Message**. When you're done typing your response to the thread, you can either preview your post, by clicking the **Preview** button or click the **Submit** button to reply.

## **Adding a New Forum Thread**

Once you are in a forum, you can post a new thread of your own where others can reply to your post. To post a new thread:

1. Click the **Add New Thread** button found at the top of the forum page.
2. Give a title to your thread in the text area labeled **Subject**.

3. Next, type your actual message in the text area labeled **Message**.
  4. Now, you can either:
    - a. Click the **Preview** button to see how your text looks before posting it.
- OR...
- b. You can actually post your new thread by clicking the **Submit** button.

## External Links

Your instructor may have provided you with links to other websites pertinent to your course. If such links have been placed in the Blackboard Course Site, then you will most likely find them in the External Links section. To view all of the external links:

1. Click the External Links button in the navigation section of the Blackboard Course Site.

## Tools

You can find various tools to use such as a **Digital Drop Box** or a within the Tools section of the Blackboard Course Site. To get to the Tools Section:

1. Click the Tools button to the left side of the screen in your Blackboard Course Site.

## Digital Drop Box

The **Digital Drop Box** is a very handy tool that allows you to send digital assignments (spreadsheets, word documents, etc) to your instructor via the Blackboard Course Site. To access the Digital Drop Box:

1. On the **Tools** page, click the link that says **Digital Drop Box**.

### Adding Files to the Digital Drop Box

In the Digital Drop Box, you can add files to your drop box or you can send files to your instructor that are either in your drop box on your PC. To add files to your drop box:

1. Click the **Add File Button** in the upper left corner of the **Digital Drop Box** page.
2. On the next page under **File Information**, give a title to your file in the **Title** field and in the **File** text area, you can type the path of your file or click the **Browse**



button to find your file and then click the **Open** button after you highlight the file you wish to add.

3. (Optional) If you like, you can also attach comments to your file in the text area labeled Comments.
4. Once you're done giving information about your file, click the **Submit** button.

### **Sending Files to your Instructor**

1. To send files to your instructor via the **Digital Drop Box**:
  2. Click the **Send File** button found near the top of the **Digital Drop Box** page.
  3. Under **File Information**, you will have the choice to either send a file that is already in your **Digital Drop Box** or you can upload a new file.
  4. If you choose to send a file that is already in your box, then you can...
    - a. Choose the file from the drop down menu labeled **Select File**.
- OR...
- b. You can send upload a new file. Here, you can name your file under Title, browse to the location of the file on your PC using the **Browse** button next to the file text area, and add the optional comments.
5. Once you're all set to upload and/or send the file to your instructor, click the **Submit** button.

## Contact Information

School	Contact Person	Phone	Email
AREAS	Nevita Vallapuneni	601-877-6137	<b>nevita@alcorn.edu</b>
Arts and Sciences	Joseph Mwangi		<b>mwangi@alcorn.edu</b>
Education & Psychology	Mr. Ahmad Al-Humadi		
Business	Mr. Zulfiqar Dogar	601-877-6455	<b>dogar@alcorn.edu</b>
Nursing	Academic Technologies	601-877-6142	<b>blackboard@alcorn.edu</b>

Technical Support is also available after 5.00 p.m. Sunday – Thursday from on the 601-877-4190.

Email us at **blackboard@alcorn.edu** for weekend support as well.