## Tools


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## Tools

You can access Blackboard Learn tools inside a course or from a tab.

*Note:* Your institution and instructor control which tools are available. If a tool is not available, your institution or instructor may have disabled it.


## In this section...

- Achievements
- Announcements
- Blogs
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- Collaboration Tools
- Contacts
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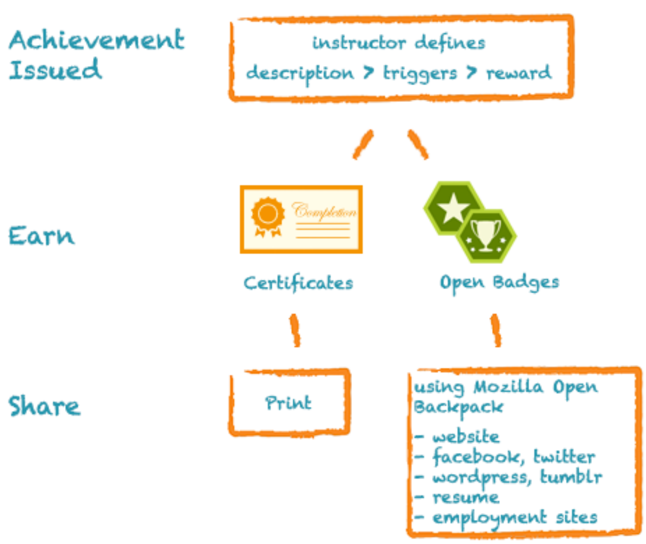
## Achievements

> *IMPORTANT!* If you do not see this tool, your institution has not made it available.

Earning rewards by successfully completing achievements set by your instructors is a valuable way of showing what you know and taking it with you where you go.

The achievements tool enables instructors to create opportunities for students to earn recognition for their achievements. These opportunities are called achievements. Instructors designate criteria for issuing rewards to students in the form of both badges and certificates. Students can see which rewards they have earned and what is required of them to receive additional rewards, providing insight into learning progression toward defined competencies. Students are able to publish badges to the Mozilla Open Backpack, transporting evidence of their learning outside of Blackboard Learn. Instructors can easily see which students have reached learning milestones.

To learn more about Open Badges and Mozilla Open Backpack, see http://www.openbadges.org/about/.




Instructors choose how you will access the achievements tool. You may be able to access it on the **Course Tools** page, from a course tool link on the course menu, or from a link in a content area.

### The Achievements Page

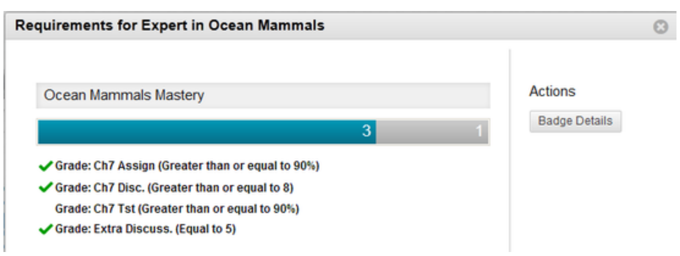
On the achievements tool page, a student can see earned achievements as well as any unearned achievements with the visibility enabled. Filter options appear over the top of the panels representing the achievements. A notification of any newly awarded achievements since the student's last visit will appear at the top of the page. Students are also notified immediately if they have received an achievement reward. This appears as an overlay notification at the top of the page they are currently viewing.

Students can click buttons on an achievement to see additional information including reward details, the required criteria for earning the reward, and their progress toward unearned achievements.

For awarded certificates, students can view and print the certificate. For earned badges, students can view the badge—and in cases of badges that are allowed to be published to Mozilla, students can publish those badges to their Mozilla Badge Backpacks.

> ***WARNING!*** If an instructor chooses to delete an achievement which has already been earned by a student, the associated reward will also be deleted.


The **View Requirements** page for an achievement displays the criteria required to earn the reward and current progress toward fulfillment.



## Announcements

*Note:* Your institution and instructor control which tools are available. If this tool is not available, your institution or instructor may have disabled it.

Course members can view important messages from instructors in the **My Announcements** module or through the announcements tool. As a default module on the home page or **My Institution** tab, announcements are typically one of the first areas you see when accessing your course. When you click an announcement link, you are taken to the main **Announcements** page. Announcements are organized by:

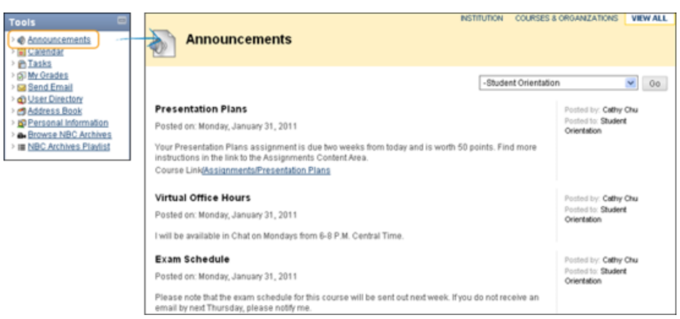
- Institution
- Courses and Organizations
- View All

### How to View Announcements

1. In the **My Announcements** module on the home page or **My Institution** tab, click an announcements link.

   -OR-

2. On the **Tools** panel, click **Announcements**.



## Blogs

*Note:* Your instructor and institution control which tools are available. If this tool is not available, your instructor or institution may have disabled it.

A blog is your personal online journal. Each blog entry you make can include any combination of text, images, links, multimedia, mashups, and attachments. Blogs are an effective means of sharing knowledge and materials created and collected by the group in the course. You can post entries and add comments to existing blogs. Use your blog to express your ideas and share them with the class.

As the owner of a blog, you will create multiple entries over a period of time. Your instructor and course members can add comments. A blog can also be owned by a course or a group. In the group area, all members of a group can create entries for the same blog, building upon one another. Any course member can read and comment on a group blog, but cannot make entries if they are not a member of the Group. Your instructor can also offer comments and grade individual entries.

The blog topic page is divided into two main sections. You can view the **Instructions** in the content frame. Click the **X** to collapse the field. In the side panel, you can view information about the blog. You can expand and collapse sections in the side panel using the double arrows.


1. **Create Blog Entry**: Create a blog entry using the **Create Blog Entry** function. You can create another blog entry for a topic at any time. For example, your instructor may add a comment requesting that you clarify what has been written before a grade is assigned or suggest a topic for another entry.
2. **View Drafts**: Access any entries saved as drafts. Click **View Drafts** on the action bar.
3. **Blog Entry**: Blog entries appear in the content frame following the **Instructions**.

4. **Comments**: After posting an entry, you can see if other users made comments. Click the link to view comments.
5. **Comment**: Add comments by clicking **Comment**.
6. **About this Blog**: In the side panel, view the blog information in this section. By default, **About this Blog** is collapsed. You must expand it to see the information.
7. **Blog Grade**: This section appears if your instructor enabled grading for the blog. You can see if your blog entries have been graded.
8. **More Blogs**: View blog entries made by other course members.
9. **Index**: View the titles of your selected entries for either the week or the month, determined by the settings your instructor makes during blog creation. The most recent entry title appears first.

## How to Access a Blog

You can access three types of blogs.

- ***Course***: All enrolled users can create blog entries and add comments to blog entries.
- ***Individual***: Only the owner of a blog can create blog entries. All other enrolled users can view and add comments.
- ***Group***: If your instructor enables the blogs tool for a group, all group members can make blog entries and make comments. Any course member can view group blogs, but they only have the option to add comments. You can make entries only to your own group blog.

*Note:* Your instructor can edit and delete entries in all three blog types and delete user comments.

If you are removed from a course, you will not have access to any blogs. If you are removed from a course after individual blogs are created, all your entries and comments will be deleted. If you are removed from a course after course blogs are created, all your entries and comments will be retained, but the name of the author or commenter is changed to "Anonymous."

1. On the course menu, click **Blogs**.

   -OR-

   On the course menu, click **Tools**. On the **Tools** page, select **Blogs**.
2. On the **Blogs** listing page, click the name of the blog you want to access.

## How to Create a Blog Entry

Only your instructor can create a blog, but after creation, you can create entries. The blog topics appear in alphabetical order on the **Blogs** page. Following each blog title, view if the blog belongs to a group, the course, or to individual students.

## Watch a Tutorial

Double-click the video to enlarge the viewing area.

If allowed by your institution, you can upload an avatar which appears with individual blogs. You can use a photo of yourself or an image that you feel represents you.

1. On the course menu, click **Blogs**.

   -OR-

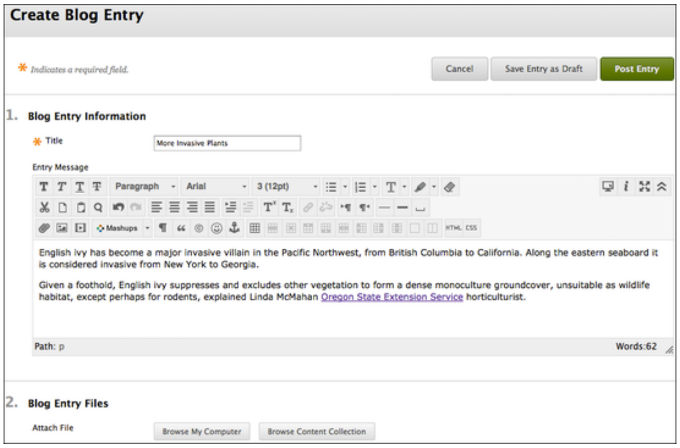
   On the course menu, click **Tools**. On the **Tools** page, select **Blogs**.
2. On the **Blogs** listing page, click the name of the blog you want to access.
3. On the blog's topic page, click **Create Blog Entry** on the action bar.
4. On the **Create Blog Entry** page, provide a **Title**.
5. Provide text in the **Entry Message** text box.
6. Optionally, in the **Blog Entry Files** section, attach a file using one of the following options:
   - To upload a file from your computer, click **Browse My Computer**.
   - To upload a file from the course's storage repository:
     - If Course Files is the course's storage repository, click **Browse Course**.

       -OR-
     - If your institution licenses content management, click **Browse Content Collection**.

   Files added by students appear only in their entries. They are not stored in Course Files or the Content Collection.
7. Click **Post Entry**.

   -OR-

   Click **Save Entry as Draft** to save the entry for later posting.




#### Rubrics

If your instructor associated a rubric with the blog and made it available, click **View Rubric** in the **Blog Grade** section to display grading criteria. If no associated rubric exists or your instructor made none available, you will not see the **View Rubric** function.

## Viewing Blog Drafts

Click **Save Entry as Draft** to save blog entries for later posting. Click **View Drafts** to view these entries on the main blog page. Click the title of the entry to edit and post.

## How to Comment on a Blog Entry

You can comment on one another’s blog entries, whether they belong to an individual, the course, or a group. Your instructor determines if you can make anonymous comments and if you may delete blog comments.

1. On the course menu, click **Blogs**.

   -OR-

   On the course menu, click **Tools**. On the **Tools** page, select **Blogs**.
2. On the **Blogs** page, click the name of the blog you want to access.
3. On the blog's topic page, view a blog by clicking a user’s name in the side panel in the **More Blogs** section.The user’s blog entries open in the content frame.
4. Click **Comment** for the appropriate post.
5. Type your response in the **Comment** text box.
6. Click **Add**.

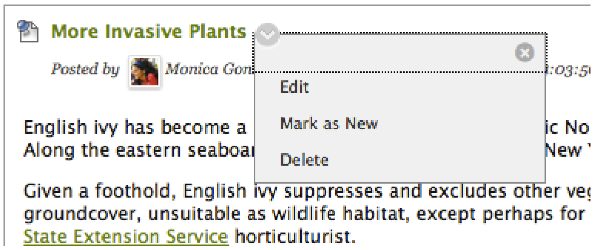
## How to Edit a Blog Entry

Your instructor determines if you are allowed to edit your blog entries. If you edit gradable blog entries, the original graded entries will be lost.

1. On the course menu, click **Blogs**.

   -OR-

   On the course menu, click **Tools**. On the **Tools** page, select **Blogs**.
2. On the **Blogs** page, click the name of the blog you want to access.
3. On the blog's topic page, access the entry's contextual menu and select **Edit**.

4. On the **Edit Blog Entry** page, make your changes.
5. Click **Post Entry**.

## How to Delete a Blog Entry

Your instructor determines if you may delete your blog entries. If you delete gradable blog entries, the original graded entries will be lost.

1. On the course menu, click **Blogs**.

   -OR-

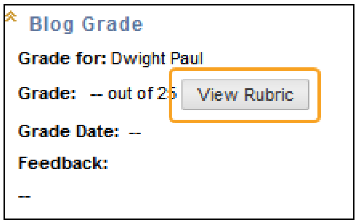
   On the course menu, click **Tools**. On the **Tools** page, select **Blogs**.
2. On the **Blogs** page, click the name of the blog you want to access.
3. On the blog's topic page, access the entry's contextual menu and select **Delete**. This action is final and cannot be undone.

## Viewing Blog Grades

After your instructor grades your blog entries, you can view your grade in two places. The grading information appears in the **Blog Grade** section on the blog's topic page and in **My Grades**. You can also view your instructor's feedback and the date the grade was assigned.

### Rubrics

If your instructor associated a rubric with the blog and made it available, click **View Rubric** in the **Blog Grade** section to display grading criteria.




If no associated rubric exists or your instructor made none available, you will not see the **View Rubric** function.

## Troubleshooting Blog Management

- If your instructor deletes a blog while you are posting, the blog and all comments are deleted.
- If your instructor makes a blog unavailable while you are posting, the blog remains visible to your instructor only.
- If your instructor changes the **Allow Users to Edit and Delete Entries** setting, entries remain but you cannot edit them.
- If your instructor changes the **Allow Users to Delete Comments** setting, comments remain but you cannot edit them.

# Calendar

Note: Instructors and the institution control which tools are available.

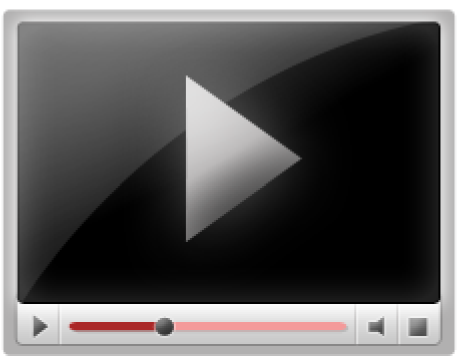
The calendar displays a consolidated view of all institution, course, organization, and personal calendar events for a user. You can view events by day, week, or month. You can also view and organize upcoming and past events into categories.

For a quick overview of your current week, go to the Bb Home overview page in My Blackboard.

Course calendar events appear to all members of the course. Common entries include upcoming tests, due dates for assignments, or special lectures. Course items with due dates automatically appear in the course calendar. Only instructors can create additional course calendar events.

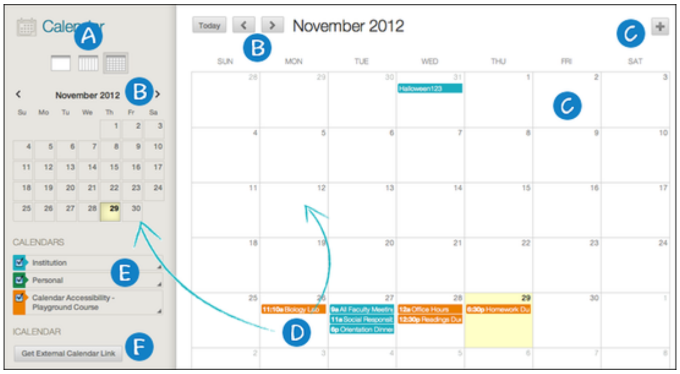
## Watch a Tutorial

Double-click the video to enlarge the viewing area.



## The Calendar Interface

You can access the calendar from the **Tools** panel on the **My Institution** tab or from the My Blackboard menu. You can also access the calendar from the **Tools** page in your course or a customized link on the course menu.




1. View events by day, week, or month.
2. Navigate between months.
3. Click the plus (+) to create a new event. You can also click inside a date to create an event. Assign the event to the appropriate calendar, select the date and time, and add a description.

   *Note:* Students cannot create an event on a course and institution calendar. Instructors cannot create an event for on the institution calendar unless they have administrator privileges.

4. Click an event to manage it. You can also drag and drop an event to change the date. To learn more, see How to Edit or Delete an Event.
5. Select the calendars you want to show, such as institution, personal, or course. By default, all calendars are visible. Optionally, change the color of each calendar to suit your preference. Using a distinct color for each calendar displays at-a-glance which calendar the event is associated to without opening the event.

   *Note:* All institution events appear in the institution calendar. All course events, such as assignments due, appear in the course calendar.

6. Get an iCal URL for importing your Blackboard Learn calendar into an external calendar application. Once the Learn iCal URL is set up in an external calendar, it is updated dynamically with new Learn calendar events. For example, log in to Google Calendar and access the **Other Calendar** drop-down list. Select **Add by URL** and paste the iCal URL generated by Blackboard Learn.

   *Note:* You cannot import external calendars into this calendar.

## How to Access the Calendar

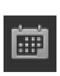
1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Calendar**.

   -OR-

   On the **My Institution** tab, select **Calendar** in the **Tools** panel.

   -OR-

   From My Blackboard, select **Calendar**.

## How to Create an Event

1. On the calendar, click the plus (+) to create a new event. You can also click inside a date to create an event.
2. Type the **New Event Name**.
3. Select a calendar to associate the event to, such as your personal calendar.

   *Note:* Only instructors and administrators can add events to the course and institution calendars.
4. Select the **Start** and **End** times.
5. Type the **Event Description**. There is a 4,000-character limit for event descriptions.
6. Click **Save**.

## Recurring Events

Optionally, you can make events repeat by selecting the **Repeat** check box. Additional options appear that allow you to create multiple events based on a repeating pattern.

### Specifics on Repeating Events and Limitations

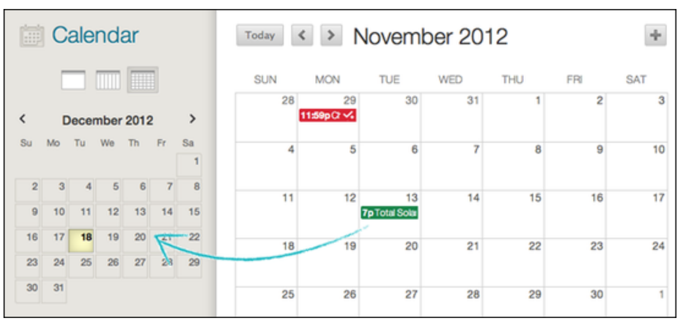
| Repeat Options | Daily, Weekly and Monthly Supported |
|---|---|
| Daily | End after X number of times or on a particular date. |
| Weekly Repeat | Day of the week supported. End after X number of times or on a particular date. |
| Monthly Repeat | Day of the month (1-31) or day of week (first Sunday, second Monday, and so on) supported. End after X number of times or on a particular date. |
| Bulk Add (Series) | You can create a series with the repeat options. |
| Bulk Delete (Series) | You can delete the entire series created using the repeat options. |
| Edit an Instance | You can edit an instance of the series. If you change the date/time of the instance, that particular instance has a "broken" icon to indicate that it no longer conforms with the original series rules.<br>*Note:* Changing the name or description of an instance ***does not*** break the instance from the series. |
| Edit Series (Known Limitation) | At this time, you ***cannot*** edit the series. Once the series has been created, you can bulk delete or make changes to individual instance. |

## Edit or Delete an Event

On the calendar, navigate to the date of the event in the main view. From the event, you can:

- Click the event to edit or delete it.
- Drag the event to another date in the main view to change the date of the event. The time of the event and calendar it is associated with remain the same.


- Drag the event from the main view to another date on the smaller monthly view to change the date.



Blackboard

# Collaboration Tools

*Note:* Your instructor and institution control which tools are available. If this tool is not available, your instructor or institution may have disabled it.

The collaboration tools allow you to participate in real-time lessons and discussions. Examples of these sessions include online discussions, test review sessions, real-time lectures, and live question-and-answer forums. You may also be able to review recordings of previous sessions.

Course groups can also use the collaboration tools for private sessions open to their course group members only.

Two collaboration tools are available.

- Virtual classroom includes a whiteboard, chat panel, web browser, course map, and a question-and-answer area.
- Chat is an exchange of text messages online. You can access chat separately from the virtual classroom.

*Note:* An accessible version of the virtual classroom tool is available. A link to this version appears when you join a session on the **Collaboration Sessions** page.

## Before You Begin

- You need the Java 2 RunTime Environment to use the collaboration tools. You can download the plug-in from the page that appears when you join a collaboration session. You must enable pop-ups to successfully run a collaboration tool.
- To use Safari, you must disable pop-up window blocking.

## In this section...

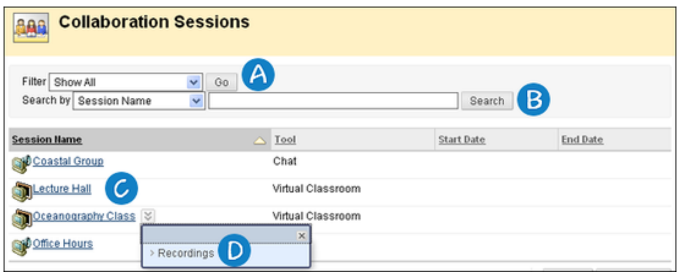
- About the Collaboration Tools
- Using the Virtual Classroom
- Virtual Classroom Tools
- Chat
- Using Recorded Collaboration Sessions

## About the Collaboration Tools

You access chat and the virtual classroom on the **Collaboration Sessions** page.

1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Collaboration**.
3. On the **Collaboration Sessions** page, you can view which tool sessions your instructor created in the **Tools** column.

### The Collaboration Sessions Page




1. **Filter**: You can filter the sessions listed on the page. In the drop-down list, select the type of session to display and click **Go**:
   - **Show All**: Displays all of the collaboration sessions.
   - **Available Sessions**: Displays all of the sessions that you can access.
   - **Session with Recordings**: Displays completed sessions that have an archive.
   - **Future Sessions**: Displays sessions that are scheduled to take place in the future.
2. **Search by**: You can search for a specific session. In the drop-down list, select **Session Name**, **Start Date**, or **End Date** and type a keyword in the text box. Click **Search**.
3. In the **Session Name** column, click a tilte to join the session.
4. You can view the recording for a session. Access a session's contextual menu and select **Recordings**.

## User Roles

By default, participants are active users when they enter a collaboration session. At any time, your instructor can change your role to passive. Passive users can view the exchange, but can contribute only if they raise their hands and are granted permission by the moderator.

Your instructor might change your role to passive if you are dominating the conversation or responding inappropriately.

Three roles are available in a collaboration session:

- ***Moderator***: The moderator is typically an instructor and represented by a globe icon. The moderator can modify participant roles, grant passive users permission to participate, expel users, and record and end the session.
- ***Active user***: By default, active users can send messages as often as they want during a chat session. An active user is represented by a full color icon.
- ***Passive user***: Passive users can observe the chat exchange, but must raise their hands to request permission to send messages. If more than one student raises their hands, numbers are assigned to the icons in the order they raised their hands. A passive user is represented by a gray-toned icon.

## Using the Virtual Classroom

*Note:* Your instructor and institution control which tools are available. If this tool is not available, your instructor or institution may have disabled it.

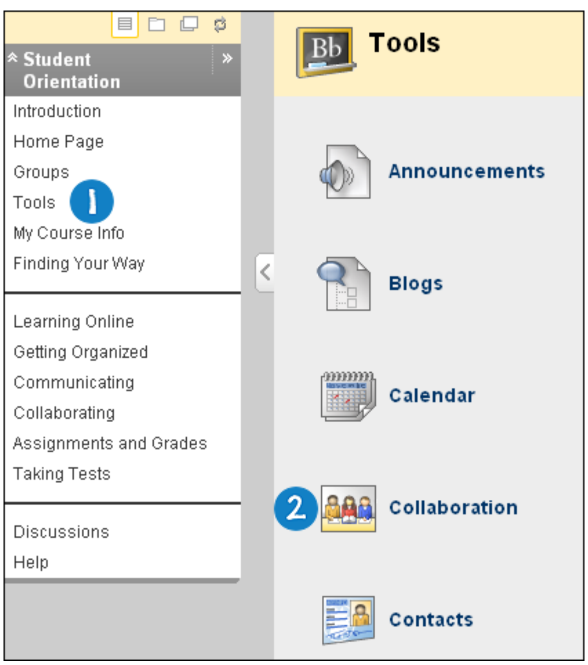
Using the virtual classroom, you can ask questions, draw on the whiteboard, chat, and participate in breakout sessions.

Before joining a virtual classroom session, use the following checklist to make sure that your computer is set up properly.

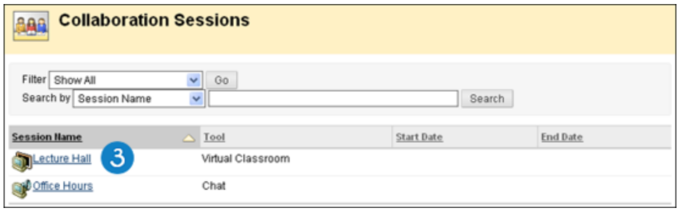
- Turn off any pop-up blockers that may be enabled on your internet browser. Also, disable any additional pop-up blockers that may be enabled in your browser toolbar, such as the Yahoo or Google toolbars.
- Make sure that you have the required Sun Java plug-in.
- Try joining the virtual classroom session well in advance of the scheduled session to be sure that the tool loads properly.

## How to Access the Virtual Classroom

1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Collaboration**.

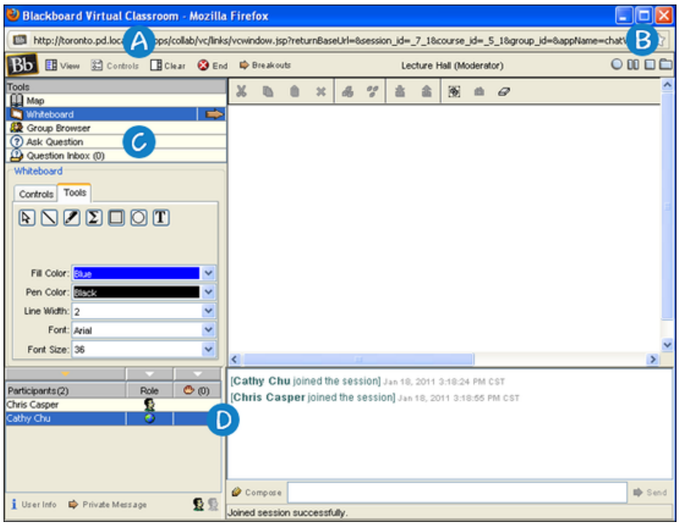



3. On the **Collaboration Sessions** page, click a virtual classroom session's title.




## Virtual Classroom Areas

When you launch the virtual classroom, it appears in a new window.



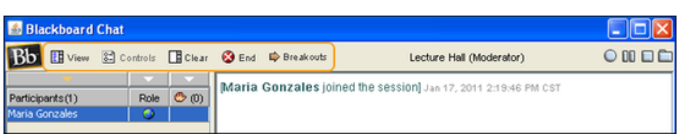

1. **Menu Bar**: Allows your instructor to control the virtual classroom. This includes managing participation, selecting user access rights, ending the sessions, and monitoring breakout sessions.
2. **Recording Tool**: Allows you to record virtual classroom sessions.
3. **Tools**: Includes all the tools you can use during a virtual classroom session. This includes accessing the course map, utilizing the whiteboard, searching for websites, and a question-and-answer area.
4. **Chat**: Allows you to compose messages, raise hand to ask questions, and activate private messages.

## Using the Virtual Classroom Tool With a Group

Group collaboration sessions have additional session manager features including a menu bar and a record menu.

### Menu Bar

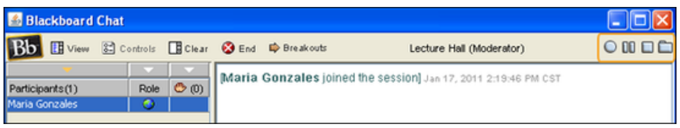
Only users with active privileges can access the options on the menu bar.



- **View**: Choose an option for viewing personal messages in the virtual classroom. Select **Show in-line** to view private messages within the chat area. Select **Show in separate frame** to view private messages in a separate window.
- **Controls**: Allows the session moderator to select the features each user may access.
- **Clear**: Erase the user's chat display.
- **End**: Ends the session.
- **Breakouts**: Create a breakout room for a group of users.
    - Select the check boxes for the users who will participate in the breakout session. You may only join a breakout session if you are selected by the session's creator.
    - Users who enter a breakout session are still active in the main virtual classroom session. If a breakout session is closed, users are still active in the main session. Breakout sessions default to the same settings as the main session.

### Record Menu

You can record and save the sessions created in groups. During the session, you can start, pause, and stop the recording. You can create more than one recording per session.



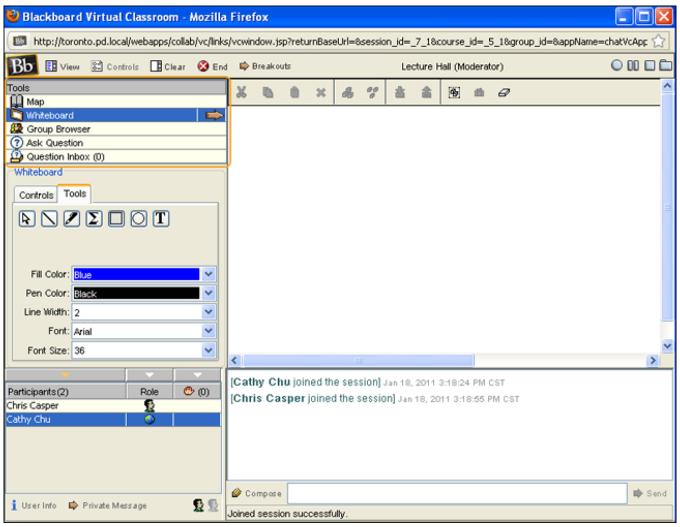

The following table details the functions available in the record menu.

| Function | Action |
|---|---|
|  | Click **Begins recording** to create the transcript. Information is recorded as participants exchange messages. You can create more than one recording per session. When a recording is already in progress, clicking the **Begins recording** function again stops the recording. |
|  | Click **Pauses Recording** to temporarily stop a recording. The chat display panel and the transcript indicates the recording has been paused. Click it again to resume recording. |
|  | Click **Stops Recording** to end a recording. After you stop a chat session, you cannot add to the recording. *Tip:* If you end a recording in error, simply click the **Begins recording** function to start another transcript. Title the next recording "Part Two" or "Continued." |
|  | Click **Bookmark** to add comments to a recording. For example, make a note that you are about to introduce a new topic. When adding bookmark comments, remember students can view recordings. Bookmarks appear in a different color than the chat text. |

## Virtual Classroom Tools

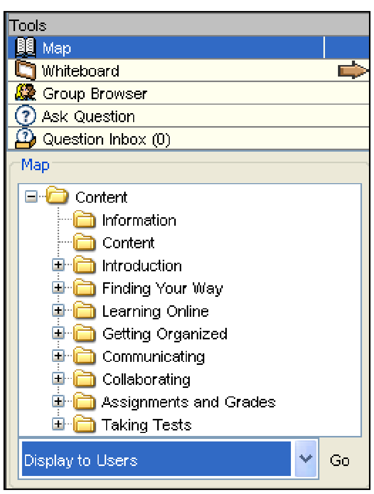
If granted access to these tools by your instructor, you can view the course map, use the whiteboard, access websites, chat, and ask questions.

Classroom tools appear on the left side of the virtual classroom window. To use items in the **Tools** area, click the name of the tool.




## About the Virtual Classroom Course Map

In the virtual classroom, use the course map to browse the course. You must have active privileges.

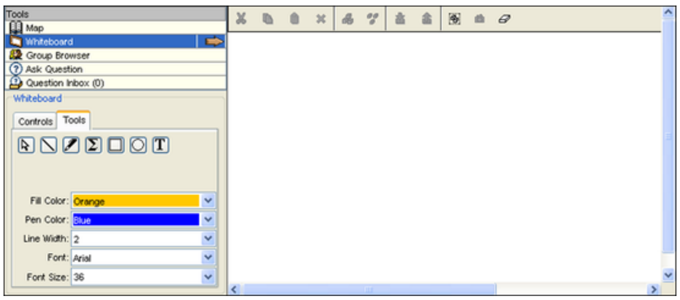



The following table details the available functions in the course map.

| Function | Action |
|---|---|
| Display a map element to all users. | Click a content area in the map and select **Display to Users** in the drop-down list. Click **Go**. |
| Display a map element in a separate window. | Click a content area in the map and select **Preview in New Window** in the drop-down list. Click **Go**. The new window appears only to the user who opens it. |
| Refresh the map during a collaboration session. | Select **Refresh Tree** in the drop-down list. Click **Go**. The map updates to match the course menu. |

## About the Virtual Classroom Whiteboard

Use the tools palette to present different types of information. You can draw images, type text, and present equations. Your instructor determines whether these functions are available.




The following table details the tools available for use on the whiteboard.

| Function | Description | Action |
|---|---|---|
|  | Select an item | Click the **Arrow** tool and click an item for selection. You can perform the following options on selected items:<br>• Enlarge: Click one of the small black boxes that surrounds an item and drag it to the appropriate size.<br>• Move: Click an item and move it to the appropriate location.<br>• Cut: Click the whiteboard item and click the **Cut** icon.<br>• Copy: Click the whiteboard item and click the **Copy** icon.<br>• Paste: Click the whiteboard item and click the **Paste** icon.<br>• Delete: Click the whiteboard item, click the selected object, and click the **Delete** icon.<br>• Group items: Click the whiteboard items and click the **Group** icon.<br>• Ungroup: Click a whiteboard item in a group and click the **Ungroup** icon.<br>• Bring front: Click the whiteboard item, click the selected object, and click the **Bring to front** icon. |

| Function | Description | Action |
|---|---|---|
| | | • Bring back: Click the whiteboard item, click the selected object, and click the **Send to back** icon.<br>• Select all figures on the whiteboard and click the **Selects all Figures** icon. |
| | Draw free hand | Click the **Pen** tool. In the **Fill Color** drop-down list, choose the color of the pen. |
| | Type text using the keyboard | Click the text tool (**T**) and click the whiteboard area. A **Whiteboard Text Input** box appears. Type text in the box and click **Insert**. Use the options in the tools palette to select color, font, and size. |
| | Draw a straight line | Click the **Line** tool. |
| | Draw a square | Click the **Square** tool. In the **Fill Color** drop-down list, choose the color of the square. |
| | Draw a circle | Click the **Oval** tool. In the **Fill Color** drop-down list, choose the color of the circle. |
| | Input an equation | Click the equation icon. The equation editor appears. Input the equation and click **Insert Equation**. |

## About the Virtual Classroom Group Browser

Use the group browser to collaboratively browse the web. This tool opens a URL that all users can view. URLs used in the session are documented in the recording if one is created. Your institution determines whether this function is made available to users.

### How to Display a Website

1. Type the URL in the **Enter Address** box. Click **Go**.
2. Click **Display to Users** to display a website in the whiteboard. Alternatively, click **Preview in New Window** to open a website in a new browser window. The preview window appears only to the user who opened it.

### How to Ask a Question in the Virtual Classroom

If allowed by your instructor, you can ask questions during a session. As you submit questions, your instructor can view and respond to them.

1. In the **Ask Question** area, click **Compose**.
2. In the **Submit Question** pop-up window, type your question in the text box.
3. Click **Send**.

## About the Virtual Classroom Question Inbox

Your questions are sent to the **Question Inbox** during a virtual classroom session. The **Question Inbox** is used to manage and respond to questions during a collaboration session.

### How to Respond to a Question

1. In the **From** list, click the username.
2. Click the **Respond to Question** icon.
3. In the **Respond to Question** pop-up window, type your message in the **Response** text box.
4. Click **Send**.

### How to Delete a Question

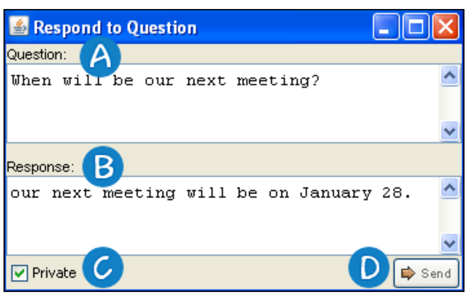
1. In the **From** list, click the username.
2. Click the **Delete** icon.

### How to View Unanswered Questions

Select the **Show unanswered only** check box.

### About the Respond to Question Window

Click the **Respond to Question** icon to access the **Respond to Question** window.




1. **Question**: Display the submitted question.
2. **Response**: Provide a response to the question.
3. **Private**: Select the check box to send your response privately. If marked private, your response is sent only to the person who submitted the message.
4. **Send**: Send your response to the person who submitted the message.

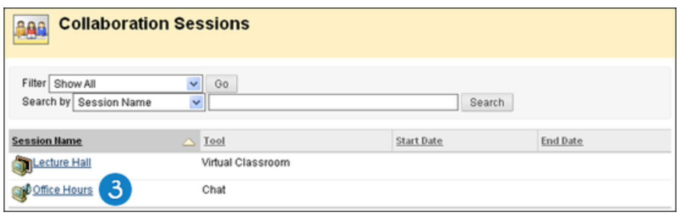
## Chat

*Note:* Your instructor and institution control which tools are available. If this tool is not available, your instructor or institution may have disabled it.

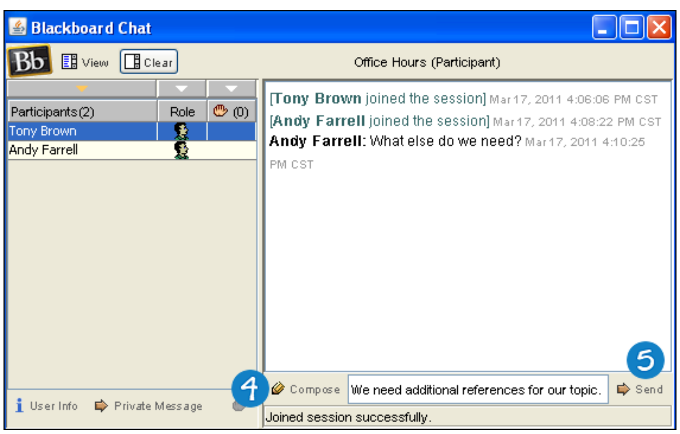
The chat tool allows you to interact with other users using a text-based chat. Chat is part of the virtual classroom, but you can also access it separately. Some of the functions in chat are limited to those users with active roles.

### How to Join Chat and Send a Message

1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Collaboration**.
3. On the **Collaboration Sessions** page, click a chat title in the **Session Name** column.



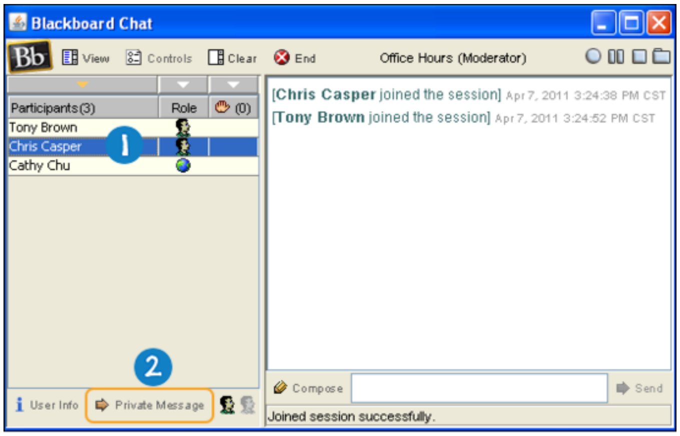

4. In the **Compose** box, type a message.
5. Click **Send**.

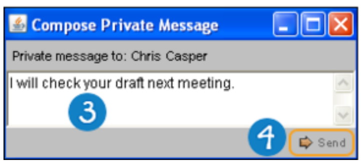



### How to Send Private Messages

If your role is active, you and your instructor can send private messages to one or more participants. Your instructor enables this function. Private messages are not recorded.

1. In the **Participants** list, select the recipient or recipients of your private message.
2. Click **Private Message**.




3. In the **Compose Private Message** pop-up window, type your message.
4. Click **Send**.

*Tip:* To send a private message to a single participant, double-click the participant's name.

Private messages appear with all your other messages in the chat display panel. Alternatively, you can choose to display them in a separate panel.

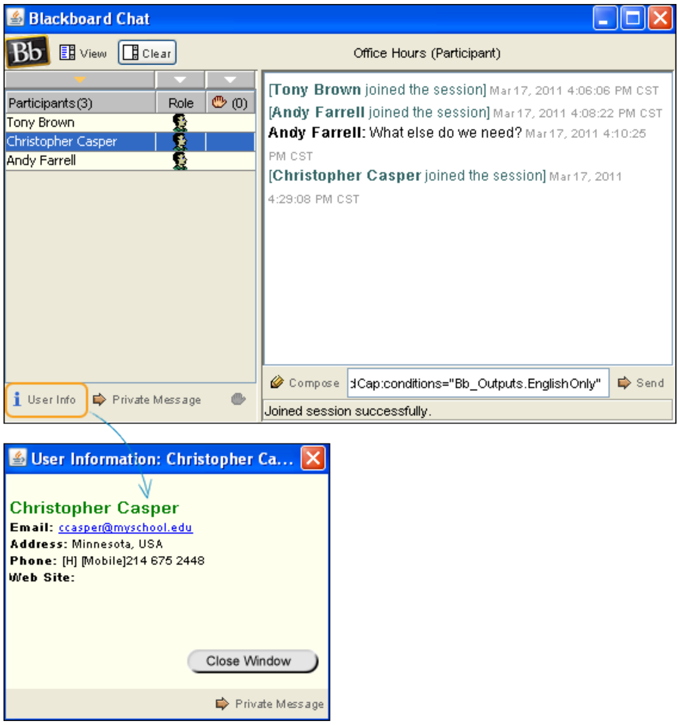
"Private Message from" always precedes private messages.

Click **View on the Action Bar** and select where private messages appear.

## How to View User Information

The **User Information** pop-up window displays personal information about a user such as name, email address, and any other information a user chooses to include.

1. In the **Participants** column, click a name.
2. Click **User Info** and the **User Information** pop-up window appears.




## About the Chat Functions

The following table details the functions available in the chat.

| Function | Action |
|---|---|
| Type a message for the class to read | Type a message in the **Compose** box. Click **Send**. The message appears in the chat area. You may include up to 1,000 characters in your essage. |
| Become an active user | Click the hand symbol. A hand appears next to your name. The moderator clicks the hand to make your role active. |
| View user information | Select a participant and click **User Info**. |
| Send a private message | Select a participant and click **Private Message**. |

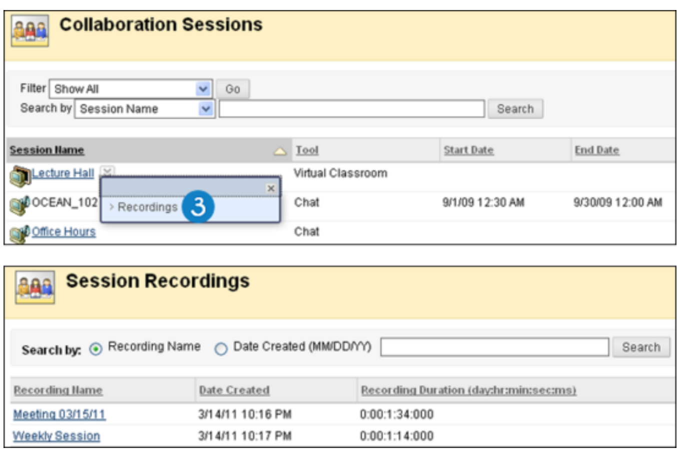
# Using Recorded Collaboration Sessions

*Note:* Your instructor and institution control which tools are available. If this tool is not available, your instructor or institution may have disabled it.

Recorded sessions allow you to review the discussions and questions raised during a collaboration session.

## How to Access Recordings

1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Collaboration**.
3. On the **Collaboration Sessions** page, access the session's contextual menu and select **Recordings**.
4. On the **Session Recordings** page, select the recording in the **Recording Name** column.




## How to Search for Recordings

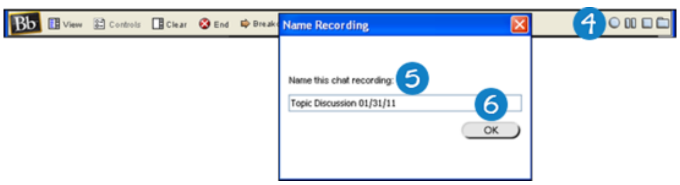
1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Collaboration**.
3. On the **Collaboration Sessions** page, access the session's contextual menu and select **Recordings**.
4. On the **Session Recordings** page, select the **Recording Name** or **Date Created** option in the **Search by** field.
5. Type the name of the recording or the creation date.
6. Click **Search**.

## How to Access Group Recordings

1. Access your group.
2. In the **Group Tools** section, select **Collaboration**.
3. On the **Collaboration Sessions** page, access the session's contextual menu and select **Recordings**.
4. On the **Session Recordings** page, select the recording in the **Recording Name** column.

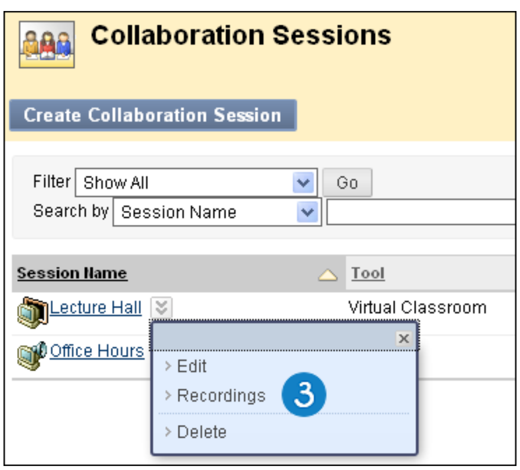
## How to Create Group Recordings

1. Access your group.
2. In the **Group Tools** section, select **Collaboration**.
3. On the **Collaboration Sessions** page, click the name of the session you want to join.
4. After joining the session, click the **Begin recording** function on the action bar.
5. In the **Name Recording** pop-up window, type a name for the recording or the creation date.
6. Click **OK**.




## How to Edit Group Recordings

1. Access your group.
2. In the **Group Tools** section, select **Collaboration**.
3. On the **Collaboration Sessions** page, access the session's contextual menu and select **Recordings**.




4. On the **Session Recordings** page, access the recording's contextual menu and select **Edit**.
5. On the **Recording Properties** page, type a name in the **Recording Name** box.

6. Select **Yes** to permit users to view the recording.
7. Click **Submit**.

## How to Delete Group Recordings

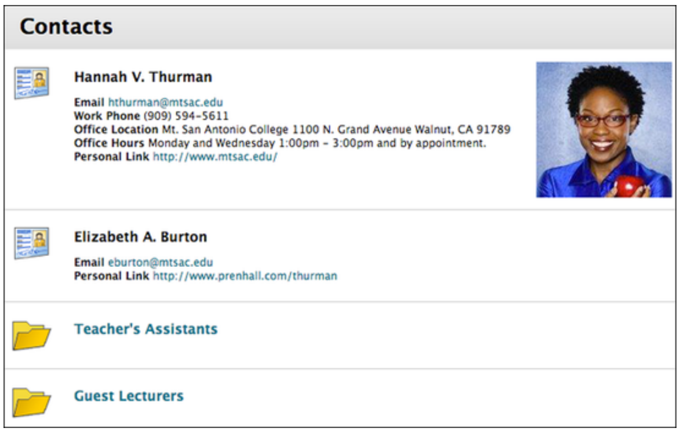
1. Access your group.
2. In the **Group Tools** section, select **Collaboration**.
3. On the **Collaboration Sessions** page, access the session's contextual menu and select **Recordings**.
4. On the **Session Recordings** page, access the recording's contextual menu and select **Delete**.
5. On the **Delete Recording** page, click **Delete** to confirm the deletion.

## Contacts

On the **Contacts** page, you can view an instructor's contact details, office hours, photo, and other personal data. You can also learn about teaching assistants and upcoming guest speakers.

### How to Access the Contacts Page

1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Contacts**.



## Content Editor

The content editor allows you to add and format text, insert equations and hyperlinks, tables, and attach different types of files to create content. The editor appears throughout the system as the default editor.

The content editor or WYSIWYG (What You See Is What You Get) editor is based on the industry standard TinyMCE platform. TinyMCE is a javascript-based WYSIWYG content editor that provides a stable, robust user experience. The legacy WebEQ equation editor has been replaced with a new mathML equation editor (WIRIS).

The content editor is always available to all users. Your institution can control the availability of specific tools within the content editor, but users no longer need to explicitly opt in or opt out of using the content editor.

*Note:* Your instructor and institution control the content editor's features and availability. If you have difficulty accessing the content editor, contact your institution for assistance.

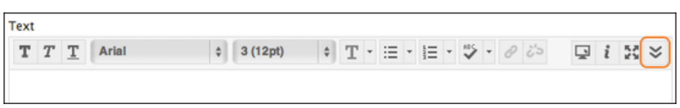
## Two Views of the Content Editor

The content editor has two view modes: simple mode and advanced mode. Change the view in the upper-right corner of the content editor.

### Simple Mode

The simple mode contains a minimal set of the most used text formatting functions. Click the show more (

) function—represented by two down pointing arrows—to access more editor functions. To learn more, see Simple Content Editor Features.




### Advanced Mode

The advanced mode includes every available formatting and object attachment function. Click the show less (

) function—represented by two up pointing arrows—to view only one row of functions. To learn more, see Advanced Content Editor Features.


Functions not currently available appear grayed out. For example, the functions to apply or remove a hyperlink are available only when you select text or an object in the text box.

*IMPORTANT!* Your institution can disable certain functions such as spell check and the math editor.

*Note:* Depending on your institution's HTML policy, certain tags and attributes are not allowed in the content editor and will not work. If you have questions about this, contact your instructor or institution about being granted the appropriate privilege for using unrestricted/trusted HTML input.

## Adding and Editing Content

By default, Blackboard Learn formats text to 12-point, left-justified Arial. Use the content editor functions to apply other formatting. With the mouse pointer positioned in the text box, you can use four methods for adding, formatting, and editing text and objects:

- Content editor functions. To learn more, see Simple Content Editor Features and Advanced Content Editor Features.
- Right-click contextual menu. To learn more, see Using the Right-Click Contextual Menu.
- Keyboard shortcuts. To learn more, see Keyboard Shortcuts for the Content Editor.
- Direct editing of the HTML code. To learn more, see HTML Code View.

## Best Practice: Copying and Pasting Text to Prevent Loss

To protect against losing work if an internet connection loss or software error occurs, you may choose to type in an offline simple text editor, such as Notepad or TextEdit, and copy and paste your work into Blackboard Learn.

Alternately, before submitting or saving, you can select and copy all of the text typed in Blackboard Learn. Select the text and right-click to copy it. You may also use key combinations for copying and pasting:

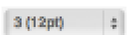
- Windows: CTRL+A to select all the text, CTRL+C to copy, and CTRL+V to paste.
- Mac: COMMAND+A to select all the text, COMMAND+C to copy, and COMMAND+V to paste.

## Simple Content Editor Features

In the content editor's simple mode, you see a single row of functions. Click the show more (

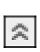
) function—represented by two down pointing arrows—to access more editor functions.


The following table defines each function.

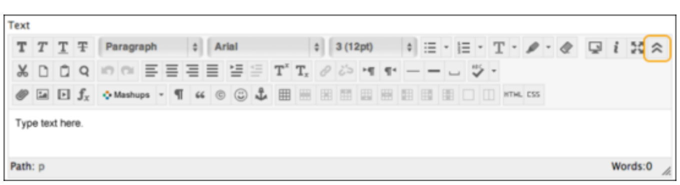
| Function | Description |
|---|---|
|  | Bold the selected text. |
|  | Italicize the selected text. |
|  | Underline the selected text. |
|   | Select the font face for the text. Click the down arrow next to the displayed current font to select from a list of all available fonts. |
|   | Select the size of the text. Click the down arrow next to the displayed current font size to select from a list of all available font sizes. |
|  | Set the text color. Click the down arrow to select a different text color. |
|  | Create a bulleted list. To learn more, see Working With Lists. |
|  | Create a numbered list. To learn more, see Working With Lists. |
|  | Begin the automatic spell check. Click the down arrow to select a different language. To learn more, see Using the Spell Checker. |
|  | Add a new or edit an existing hyperlink. To learn more, see Using the Link Function. |
|  | Remove a hyperlink from the selected text or object. |
|  | Opens a preview window showing how the content will appear after submitting. |
|  | Open the context editor help information pop-up display. |
|  | Expand the content editor window to fill the entire browser frame. |
|  | Access the advanced content editor features. |

## Advanced Content Editor Features

In the content editor's advanced mode, you see three rows of functions. Click the show less (



) function—represented by two down pointing arrows—to view only one row of functions.



The following tables describe each function.

| Row 1 Functions | Description |
|---|---|
| | Bold the selected text. |
| | Italicize the selected text. |
| | Underline the selected text. |
| | Display text with a horizontal line through the letters (strikethrough). |
| Paragraph | Select a paragraph style for the text. Click the down arrow next to the displayed current style to select from a list of all available styles. |
| Arial | Select the font face for the text. Click the down arrow next to the displayed current font to select from a list of all available fonts. |
| 3 (12pt) | Select the size of the text. Click the down arrow next to the displayed current font size to select from a list of all available font sizes. |
| | Create a bulleted list. To learn more, see Working With Lists. |
| | Create a numbered list. To learn more, see Working With Lists. |
| | Set the text color. Click the down arrow to select a different text color. |
| | Set the text highlight (background) color. Click the down arrow to select a different highlight color. |
| | Remove all formatting, leaving only the plain text. |
| | Opens a preview window showing how the content will appear after submitting. |
| | Opens the context editor help window. |
| | Expand the content editor window to fill the entire browser frame. |
| | Collapse functions to one row of the most used text formatting functions. |

| Row 2 Functions | Description |
|---|---|
| | Cut the selected items. |
| | Copy the selected items. |
| | Paste the most recently copied or cut items. |
| | Search for and replace text. To learn more, see Using Find and Replace. |
| | Undo the previous action. |
| | Redo the previous action—available only if an action has been undone. |

| Row 2 Functions | Description |
|---|---|
| | Align text to the left margin. |
| | Align text in the center. |
| | Align text to the right. |
| | Align text to both the left and right margins. |
| | Move the text or object to the right (indent). Click again to indent further. |
| | Move the text or object to the left (outdent). Click again to outdent further. You cannot outdent text beyond the left margin. |
| | Make the text into a superscript. |
| | Make the text into a subscript. |
| | Add a new or edit an existing hyperlink. To learn more, see Using the Link Function. |
| | Remove a hyperlink from the selected text or object. |
| | Enter text to the right of the current mouse pointer location (default). |
| | Enter text to the left of the current mouse pointer location. |
| | Add a thin horizontal line to the current mouse pointer position, spanning the entire width of the text area. |
| | Add a thin centered line, setting width, height relative to the current mouse pointer position, and whether to use shadows. To learn more, see Inserting Lines and Horizontal Rules. |
| | Insert a nonbreaking space character at the current mouse pointer position. |
| | Begin the automatic spell check. Click the down arrow to select a different language. To learn more, see Using the Spell Checker. |

| Row 3 Functions | Description |
|---|---|
| | Add a link to a file in the text box. The **Insert Content Link** window appears. You can link to the following file types: DOC, DOCX, EXE, HTML, HTM, PDF, PPT, PPTX, PPS, PPSX, TXT, WPD, .XLS, XLSX, and ZIP. You can link to a file from your computer, from Course Files, the Content Collection, or a URL. |
| | Embed an image in the text box or edit an existing selected image. The **Insert/Edit Image** window appears. You can add the following file types: GIF, JPG, JPEG, BMP, PNG, and TIF. You can add images from your computer, from Course Files or the Content Collection, or a URL. To learn more, see Adding Images. |

| Row 3 Functions | Description |
|---|---|
| | Embed a media clip in the text box or edit an existing selected media object. The **Insert/Edit Media** window appears. From the **Type** drop-down list, select the type of media you want to add: Flash (default), HTML 5 video, QuickTime, Shockwave, Windows Media, Real Media, Iframe, and Embedded Audio. You can add media files from your computer, from Course Files or the Content Collection, or a URL. To learn more, see Adding Media Files. |
| | Opens the **WIRIS Formula Editor** page—the visual math equation editor page. To learn more, see Using the Math Editor. |
| Mashups | Add a mashup. To learn more, see Adding Mashups. |
| | Click to show all nonprinting characters. Click again to hide them from view. |
| | Format the text as a blockquote. |
| | Opens the **Select Special Character** window. Select a symbol to insert at the current mouse pointer position. |
| | Opens the **Insert Emoticon** window. Select the emoticon to insert at the current mouse pointer position. |
| | Position the mouse pointer where you want the anchor to appear and click to open the **Insert/Edit Anchor** window. Use anchors to position (anchor) other items and objects, such as images. To learn more, see Using Anchors. |
| | Opens a preview window so you can see how the content will appear after publishing. |
| | Click to open the **Insert/Edit Table** window. To learn more about tables, see Working With Tables. |
| | Click to open the **Table Row Properties** window. |
| | Click to open the **Table Cell Properties** window. |
| | Insert a blank row in the table above the current mouse pointer position. |
| | Insert a blank row in the table after the current mouse pointer position. |
| | Delete the current row from the table. If you select multiple rows, all are deleted. |
| | Insert a blank column in the table to the left of the current mouse pointer position. |
| | Insert a blank column in the table to the right of the current mouse pointer position. |
| | Delete the current column from the table. If you select multiple columns, all are deleted. |
| | Merge two or more selected table cells into a single cell. |
| | Split previously merged table cells. If the cell or cells are not ones that were merged, nothing happens. |

| Row 3 Functions | Description |
|---|---|
| | Click to open the **HTML Code View** window. Then, you can directly edit the content HTML code. This feature is intended for experienced web developers. To learn more, see HTML Code View. |
| | Edit the cascading style sheet (CSS). This feature is included for experienced web developers. To learn more, see Advanced Image Settings. |
| | Record video using your webcam. To learn more, see Video Everywhere. |

## Working With Lists

- Ordered/Numbered List: Creates an ordered or numbered list, or adds a numbered list item. Click the down arrow (

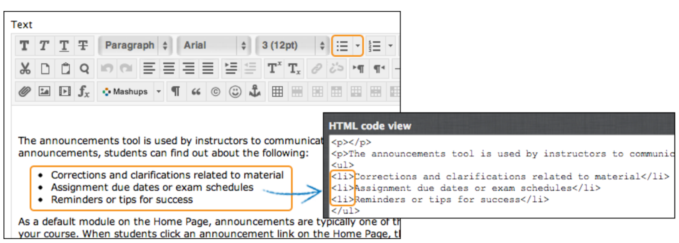
  ) to select from the available list ordering schemes. Choices include:
  - Alphabetic
  - Roman numerals
  - Greek symbols
- Bullet List: Creates an unordered or bullet list, or adds a bulleted list item. Click the down arrow (

  ) to select from the available bullet list symbols.

### Spacing Between Bulleted or Numbered Items

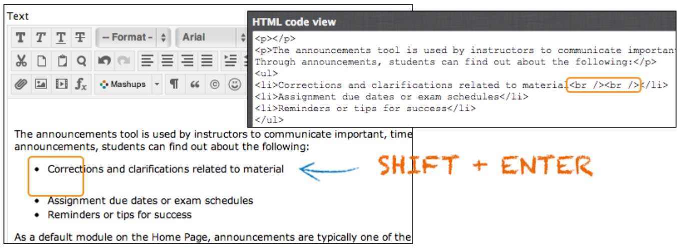
You can easily increase the amount of space between bulleted or numbered items. You can do this in the WYSIWYG view or code view.

By default, bulleted and numbered lists have the same spacing as lines in a paragraph. Each item in the list uses the <li> tag to create each bulleted or numbered item.




Example: ***Adjust Spacing in WYSIWYG View***

In WYSIWYG view, after you create your list, place your mouse pointer at the end of each bulleted or numbered line and click SHIFT + ENTER. You are adding a line space between each list item. If you continue to click the key combination, additional line spaces are added. In code view, you will see <br /><br /> for each line space. This code appears ***inside*** each bulleted or numbered item's closing tag (the </li>).

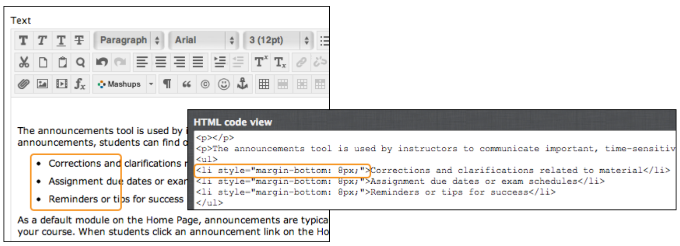



*Example:* ***Adjust Spacing in Code View***

If you want to control the amount of spacing between list items, you need to work in code view. In the content editor, click (



) to access the **HTML code view** window. You can add an amount to each tag creating each list item. For example, where you see <li>, replace each with <li style="margin-bottom: 8px;">. For the 8px, you can add the amount you need. The spacing is added to the bottom of each bulleted or numbered item, creating space between the list items.




*Tip:* You can adjust paragraph spacing using the same methods.

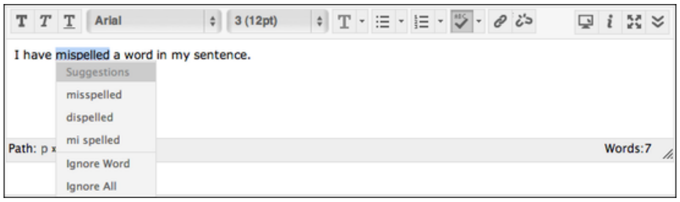
## Using the Spell Checker

Click the spell checker (

) icon to turn the automatic spell check function on or off. Click the down arrow to select a different language's dictionary. You will see wavy, red underlining for words detected as potentially misspelled or not found in the loaded dictionary. If you resume typing text, the spell checker function switches off.


Right-click an underlined word to view a menu, allowing you to:

- See a list of suggested correction.
- Ignore the single instance.
- Ignore all occurrences of the indicated word.




*Note:* Your institution determines if the spell checker function is available and which spelling dictionaries are loaded in.

## Using Find and Replace

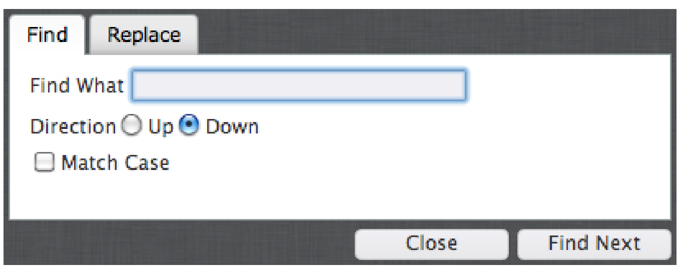
Use find (

) to search for matching text and, optionally, replace it with other text.

### Finding Text

In the pop-up window, click the **Find** tab and type the text to find.

For **Direction**, choose whether to search up or down from the current mouse pointer position. Select the **Match Case** check box to match upper and lower case. Clear the check box to ignore case. If the text is located, it appears highlighted in the text box.

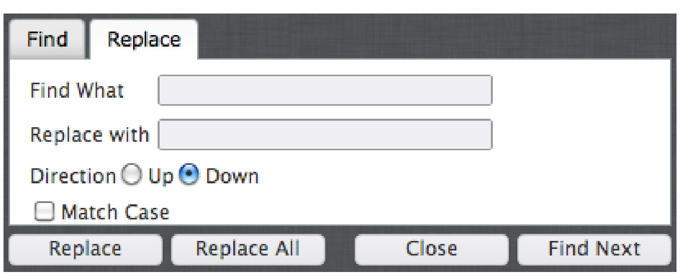



Click **Find Next** to locate the next match or **Close** to close the window.

You can also click the **Replace** tab to switch to the replace text function.

### Replacing Text

To search for and replace text from one tab, click the **Replace** tab.




Type the text you want to replace. For **Direction**, choose whether to search up or down from the current mouse pointer position. Select the **Match Case** check box to match upper and lower case. Clear the check box to ignore case. Click `Enter` or `Return`. If the text is located, it appears highlighted in the text box.

In the **Replace with** text box, type the text to replace the located text with and choose an action:

- **Replace**: Replace the next instance found.
- **Replace All**: Replace every matched instance.
- **Find Next**: Find the next match and highlight it, but do not change the text.

You can also click the **Find** tab to switch to the search-only function.

## Using the Link Function

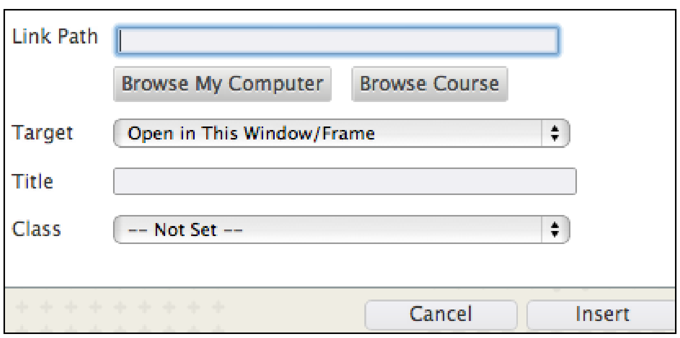
Select text or an object, and click the link function (

) to add a new hyperlink or edit an existing hyperlink. To remove a link, select the link and click the remove link function (

). You can also link and remove links using the right-click contextual menu. You must use the `http://` protocol when typing or pasting an address for the link.

*Note:* Unless you select text or an object, the insert/edit link and remove link functions are grayed out and unavailable. If you click remove link for something that has no hyperlink, nothing happens.

You can specify a link to a website, a file from your computer, Course Files, or the Content Collection.




In the **Target** drop-down list,choose where to open the link:

- Open in this window/frame.
- Open in a new window.
- Open in parent window/frame.
- Open in top frame, replacing all current frames.

Type an optional title for the window or frame displayed when users click the link. Optionally, select a link class. If no other choices are available, the drop-down list may only show **Not Set**.

## Inserting Lines and Horizontal Rules

Line: Click the line function (



) to add a thin horizontal line to the current mouse pointer position, spanning the entire width of the text area.

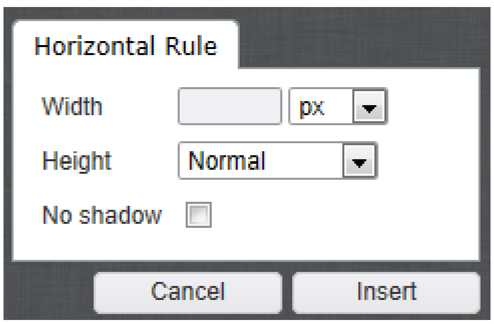
**Horizontal Rule**: Click the horizontal rule function (



) to add a thin centered line. You can set:

- Width in pixels or as a percentage of the total available width of the text area.
- Height of the line relative to the current position.
- Whether to have the line shadowed or not—default is with shadow.

Use the **Width** drop-down list to choose pixels or percentage. Use the **Height** drop-down list to choose **Normal** or a height increment from 1 to 5. Click **Insert** to add the line or **Cancel** to close the window.




## Adding Images

Click the insert/edit image function (

) to embed an image in the text area or edit an existing selected image. Alternatively, embed an image using the right-click contextual menu. You can also use the options in the contextual menu to edit the properties of an existing selected image.

You can add the common image types, such as GIF, JPG, JPEG, BMP, PNG, and TIF.

*Note:* Whenever possible, use compact, compressed file formats such as JPG or PNG to reduce the time required to download the embedded image.

### General Image Settings

On the **General** tab, embed an image from one of the following:

- To create a link to a file outside of the local system, type or paste a URL in the **Image URL** text box. You must use the `http://` protocol.
- To upload a file from your computer, click **Browse My Computer**.
- To upload a file from the course's storage repository:

- If Course Files is the course's storage repository, click **Browse Course**.

  -OR-

- If your institution licenses content management, click **Browse Content Collection**.

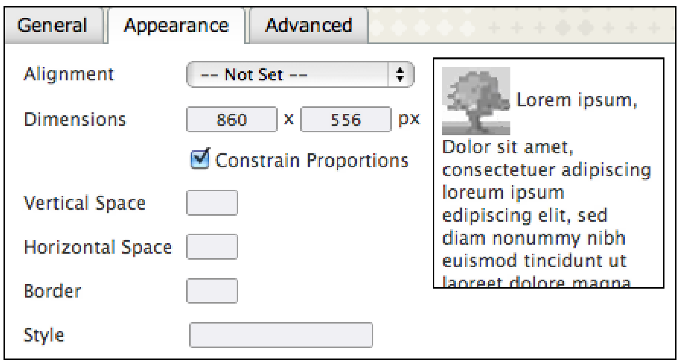
*Note:* To email a link to a file you are including, you must first submit the content item so the file can be assigned a permanent URL. In the Content Collection or Course Files, access the file's 360 view. Copy the permanent URL address and paste it in an email.

**Image description**: Optionally, type a description for the image. Recommended for accessibility readers.

**Title**: Optionally, type a title for the image.

### Appearance Settings

The **Appearance** tab allows you to control image placement and appearance. A sample thumbnail display on the right side of the window shows how the various choices will appear.

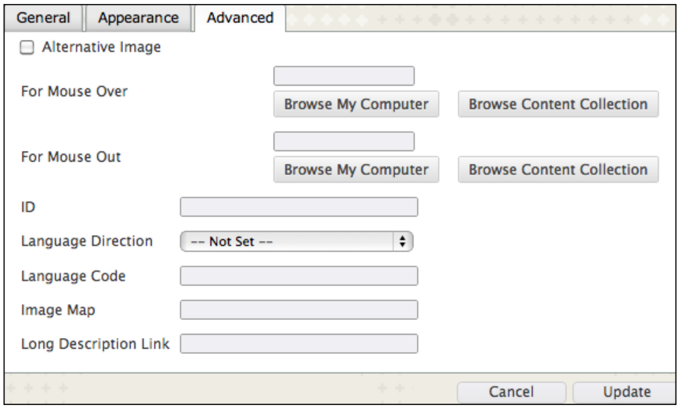



- **Alignment**: Placement of the image relative to the nearby text. Choices include baseline, top, middle, bottom, text top, text bottom, left, and right.
- **Dimensions**: Image size displayed in pixels. ***Important:*** If not set, the actual image size populates the boxes.

  If you select the check box for **Constrain Proportions** and add a measurement, the image is resized without horizontal or vertical distortion.
- **Vertical space**: In pixels, the margin reserved above and below the image.
- **Horizontal space**: In pixels, the margin reserved on either side of the image.
- **Border**: In pixels, applies a border around the image.
- **Style**: Whenever you change the appearance settings, this box displays the HTML code used to format the image. If necessary, you can enter additional code or alter the existing code.

### Advanced Image Settings

Use the advanced image settings to specify an alternative image based on mouse activity. You can also set additional identification, language, and link parameters. Normally, you do not need to set or change these settings.

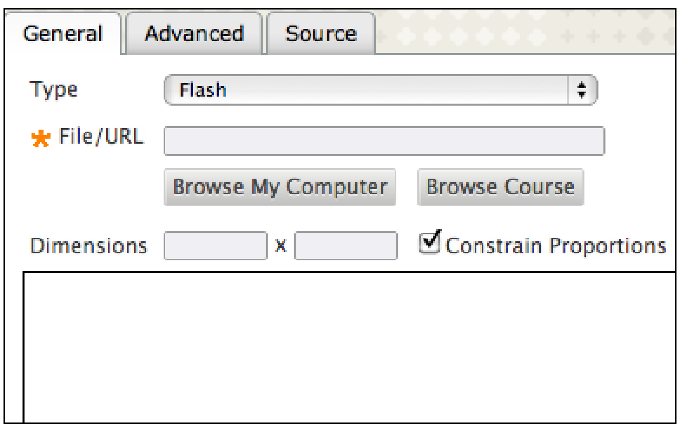



## Adding Media Files

Click the insert/edit embedded media function (

) to embed a media clip in the text area or edit an existing selected media item. You can also use the right-click contextual menu to edit the properties of an existing selected media clip.

### General Media Settings




**Type**: From the drop-down list, select the type of media you want to add, including:

- Flash (default)
- QuickTime
- Shockwave
- Windows Media
- Real Media
- Iframe
- Embedded Audio

- To create a link to a media file outside of the local system, type or paste a URL in the **File/URL** text box. You must use the `http://` protocol.
- To upload a file from your computer, click **Browse My Computer**.

- To upload a file from the course's storage repository:
    - If Course Files is the course's storage repository, click **Browse Course**.

      -OR-

    - If your institution licenses content management, click **Browse Content Collection**.

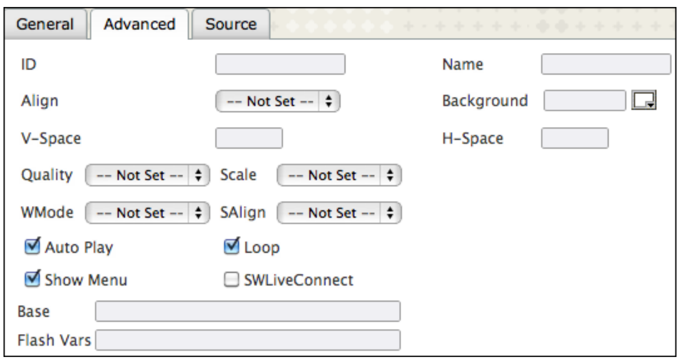
  *Note:* To email a link to a file you are including, you must first submit the content item so the file can be assigned a permanent URL. In the Content Collection or Course Files, access the file's 360 view. Copy the permanent URL address and paste it in an email.

- **Dimensions**: Size displayed in pixels. ***Important:*** If not set, the actual size populates the boxes.

  If you select the check box for **Constrain Proportions** and add a measurement, the file is resized without horizontal or vertical distortion. You are able to preview the file in the window.

### Advanced Media Settings

On the **Advanced tab**, you can set advanced display parameters, as well as a number of options specific to Flash media only.




**Advanced**:

- **ID**: Set an identification code for the media.
- **Name**: Type a name for the media.
- **Align**: Set whether to align the media to the top, right, bottom, or left.
- **Background**: Set a background color for the media.
- **V-Space** and **H-Space**: Set vertical and horizontal margins for space around the embedded media.

**Flash options**:

- **Quality**: Set the playback quality for the Flash media. Choices are high, low, autolow, autohigh, and best.
- **Scale**: Select a resizing option for Flash media. Choices are show all, no border, exact fit, and no scale.
- **WMode**: Set a display mode for the media. Choices are window, opaque, and transparent.
- **SAlign**: Set the position alignment for the media within the Flash media player. Choices are left, top, right, bottom, top left, top right, bottom left. and bottom right.

- **Auto Play**: Select to have the Flash media play automatically when selected.
- **Loop**: Select so the media file loops (replays) after reaching the end.
- **Show Menu**: Select to show the Flash media player menu.
- **SWLiveConnect**: Used only in older Flash media. When selected, allows the player and browser to exchange information. Typically, this parameter is not necessary.
- **Base** and **Flash Vars**: Manually configure the Flash options. These features are intended for advanced web developers needing a high degree of control and customization over the Flash player appearance and behavior.

### Media Source Settings

In the **Source** tab, you can enter custom media HTML code. This feature is intended for advanced web developers.

## Adding Mashups

A mashup combines elements from two or more sources. When you view a YouTube™ video in a Blackboard Learn course as part of the course content, you are experiencing a mashup.

Click the insert mashup function (


) to display a drop-down list and select from the following:

- Flickr© Photo
- SlideShare Presentation
- YouTube™ Video
- NBC Content

*Note:* Your institution determines the availability of specific mashup types.

After you select a mashup type, you can search for content to fit your course. Then, you set viewing and presentation options.

**Note:** After selecting a YouTube video, choose **No** for the **Show YouTube Information** option if you do not want to show YouTube's suggested videos at the end of playback.

Before submitting, click the preview function (

) to see how the mashup will appear in the content item. Close the preview window to make changes. When you are satisfied with the selection and options, click **Submit** to continue or **Cancel** to abort adding the mashup.

To learn more about how instructors can use mashups in their courses, see How to Create Mashups. To learn more about how students can use mashups, see Mashups.

## Using the Math Editor

The math editor delivered within the content editor provides an interface for creating and managing math formulas in your course. The math editor is written by WIRIS and is standard- based using the latest MathML standard for describing math formulas for display in browsers. Additionally, the created formulas are saved as the MathML for future editing AND as a PNG file for rapid deployment to browsers.

Click the launch math editor function (
) to open the math equation editor window, the WIRIS Formula Editor.

*Note:* Javascript must be enabled for the math editor to function.

### Rich Set of Features

- Basic operations
- Matrix calculus
- Calculus and series
- Logic and set theory
- Units
- Greek alphabet

### Math Editor Highlights

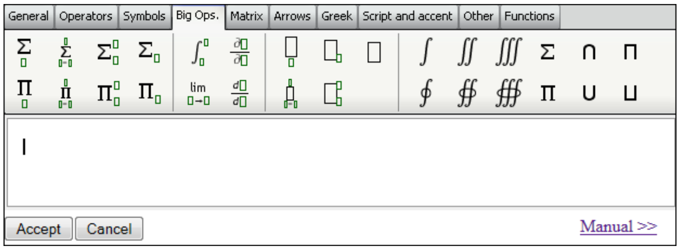
- The math editor automatically converts formulas and equations to images so that users do not need to download an applet to view them. The formulas and equations continue to remain fully editable for an author.
- The math editor supports copying and pasting of MathML formulas and equations directly in the editor.
- Supports Legacy Equations - the math editor continues to support W3C MathML standards and extracts MathML from the pre-SP8 legacy math editor.
- If upgrading from other platforms such as CE 4 or Vista, the math editor can accommodate the formulas and equations from these platforms.

### Understanding the Tabs

The tabs at the top of the page allow you to select different elements:

- General
- Operators
- Symbols
- Big operations
- Matrix mathematics
- Arrows
- Greek symbols

- Superscript, subscript, and accents
- Other miscellaneous math elements
- Functions




To learn more, click the **Manual** link within the math editor to access the WIRIS website user manual. The manual provides a list of all icons available in the tabs.

## Working With Tables

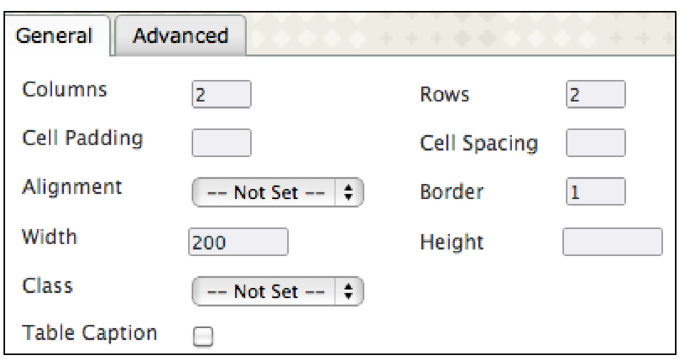
Click the insert/edit table function (

) to begin adding a table in the text area. Alternatively, you can use the insert/edit table command from the right-click contextual menu.

*Note:* Most of the table functions are unavailable (grayed out) unless you place the mouse pointer inside an existing table.

### General Tab

On the **General** tab, you can set the basic properties for a table. Note that after creation, you can edit a table using the table functions and commands. You can resize a table by clicking and dragging the table border anchors.

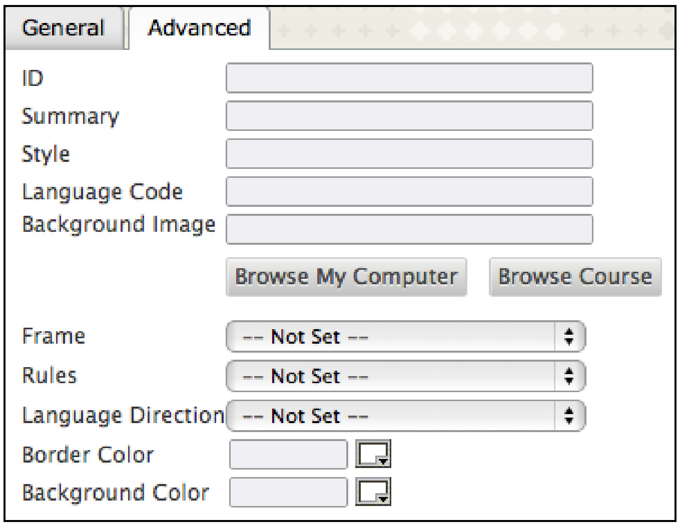



- **Columns**: Type the initial number of columns for the table. The default is set to two columns.
- **Rows**: Type the initial number of rows for the table. The default is set to two rows.
- **Cell Padding**: Type a number in pixels for the individual table cells' padding.
- **Cell Spacing**: Type a number in pixels to separate the table cells.
- **Alignment**: Select the table alignment: center, left, or right. If not set, the current paragraph alignment is used.

- **Border**: Creates a simple black line border around the table. Type a number in pixels for the width of the table border. The default is set to one pixel.
- **Width**: Set the width of the table in either pixels or a percentage of the available display width. The default is set to 200 pixels.
- **Height**: Set the height of the table in either pixels or a percentage of the available display height. If left blank, the table is sized automatically as needed to fit the content.
- **Class**: Set the HTML class for the table. If your setup does not use classes, ignore this setting
- **Table Caption**: Select the check box so the table is created with a caption cell at the top. A table caption appears as the title of the table.

### Advanced Tab

On the **Advanced** tab, you can set additional properties for a table.




- **ID**: Type a table description or identifier.
- **Summary**: Type a description for a table.
- **Style**: Allow HTML code overrides for the placement, size, appearance, and border.
- **Language Code**: Assign a language code to a table— used in translations.
- **Background Image**: Use a graphic image to appear as a background for a table. You can provide a URL to create a link to an image file outside of the local system.
    - To upload a file from your computer, click **Browse My Computer**.
    - To upload a file from the course's storage repository:
        - If Course Files is the course's storage repository, click **Browse Course**.

          -OR-
        - If your institution licenses content management, click **Browse Content Collection**.
- **Frame**: Set the table frame parameter: void, above, below, hsides, lhs, rhs, vsides, box, or border.
- **Rules**: Set rules for the table content: none, groups, rows, cols, or all.

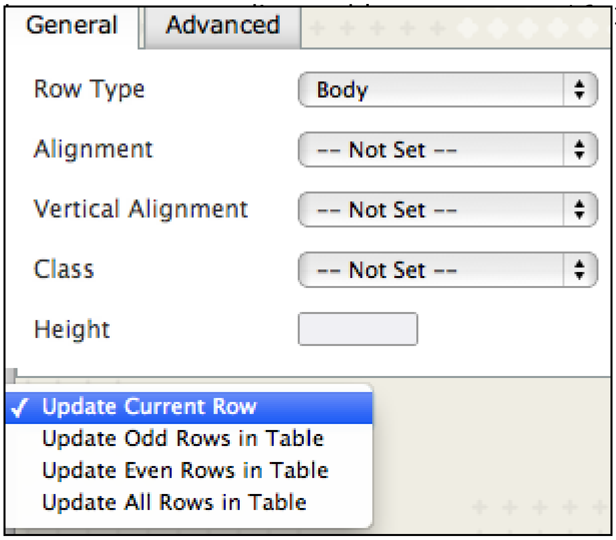
- **Language Direction**: Set whether text entered in the table goes left to right or right to left from the mouse pointer position.
- **Border Color**: Set the color for the table border.
- **Background Color**: Set the background color for the table.

### Setting Row and Cell Properties

Row properties affect an entire table row or a number of selected table rows. Cell properties affect the current table cell or a number of selected cells.

### Row Properties

Click inside an existing table and click the table row properties function ( File:en-us/Learn/Sandbox_for_SP_12/en-us/Learn/9.1_SP_10_and_SP_11/Administrator/999_Image_repository/ 16.png ) to open the **Table Row Properties** window. You can set formatting parameters to control how the contents of a table row or selected rows will appear.




### General Tab

On the **General** tab, you can:

- **Row Type**: Set whether the row is a header, body, or footer.
- **Alignment**: Set the alignment of the row's cell contents to center, left, or right.
- **Vertical alignment**: Set the alignment of the row's cell contents to top, center, or bottom.
- **Class**: Set the row content HTML class. If classes are not used, ignore this setting.
- **Height**: Manually set the height of the row. Otherwise, the row expands or contracts as needed to fit the contents.

From the drop-down list at the bottom of the window, select to:

- Update the current row or selected rows only (default).
- Update odd rows in the table.

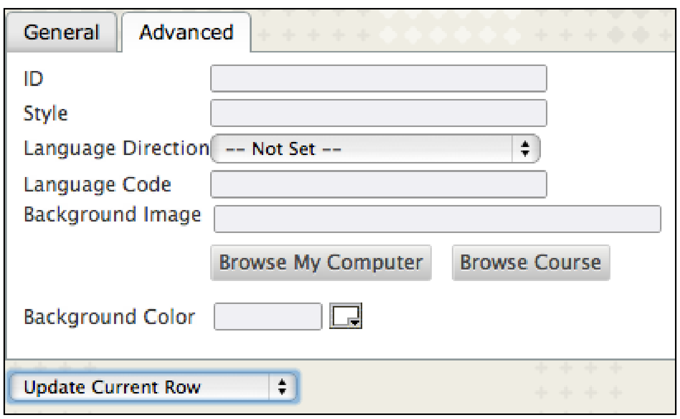
- Update even rows in the table.
- Update all rows in the table.

### Advanced Tab

On the **Advanced** tab, you can set additional row properties.

- **ID**: Type a row description or identifier.
- **Style**: Allow HTML code overrides for the placement, size, appearance, and border.
- **Language Direction**: Set whether text entered in the row goes from left to right or right to left from the mouse pointer position.
- **Language Code**: Assign a language code to a row—used in translations.
- **Background Image**: Use a graphic image to appear as a background for a row. You can provide a URL to create a link to an image file outside of the local system.
    - To upload a file from your computer, click **Browse My Computer**.
    - To upload a file from the course's storage repository:
        - If Course Files is the course's storage repository, click **Browse Course**.

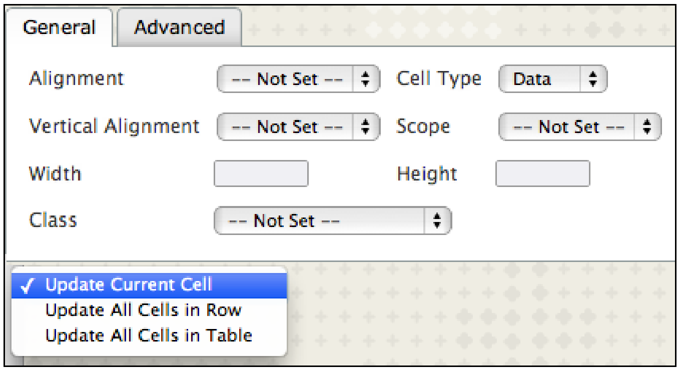
          -OR-
        - If your institution licenses content management, click **Browse Content Collection**.
- **Background Color**: Set the background color for the row.




.

### Cell Properties

Click the table cell properties function ( File:en-us/Learn/Sandbox_for_SP_12/en-us/Learn/9.1_SP_10_and_SP_11/Administrator/999_Image_repository/button_content_editor_table_cell_props_18x16.png ) to open the **Table Cell Properties** window. You can set formatting parameters to control how the contents of a table cell or selected cells will appear.




### General Tab

On the **General** tab, you can:

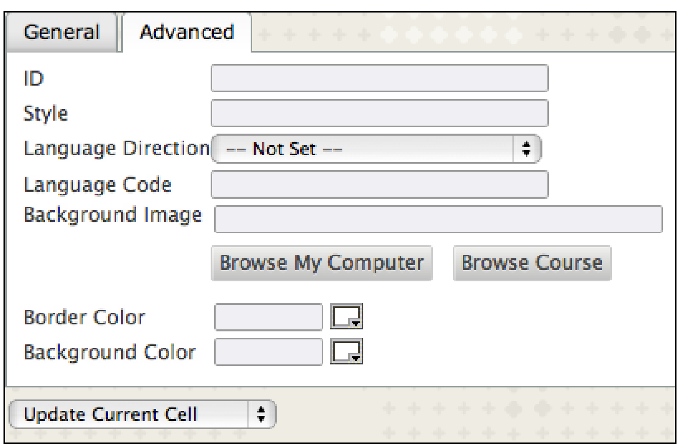
- **Alignment**: Set the alignment for a cell contents to center, left, or right.
- **Cell Type**: Set a cell content type to data or header.
- **Vertical Alignment**: Set the alignment for a cell contents to top, center, or bottom.
- **Scope**: Expand the modification selection beyond an individual cell and applies the changes to a column, row, row group, col group.
- **Width**: Manually set the width of a cell.
- **Height**: Manually set the height of a cell.
- **Class**: Set the row content HTML class. If classes are not used, ignore this setting.

From the drop-down list at the bottom of the window, select to:

- Update the current cell or selected cells only (default).
- Update all cells in a row.
- Update all cells in a table.

### Advanced Tab

On the **Advanced** tab, you can set additional cell properties.




- **ID**: Type a cell description or identifier.

- **Style**: Allows HTML code overrides for the placement, size, appearance, and border.
- **Language Direction**: Set whether text entered in a cell goes from left to right or right to left from the mouse pointer position.
- **Language Code**: Assign a language code to a cell—used in translations.
- **Background Image**: Use a graphic image to appear as a background for a cell. You can provide a URL to create a link to an image file outside of the local system.
    - To upload a file from your computer, click **Browse My Computer**.
    - To upload a file from the course's storage repository:
        - If Course Files is the course's storage repository, click **Browse Course**.

          -OR-
        - If your institution licenses content management, click **Browse Content Collection**.
- **Border Color**: Set the color for a cell border.
- **Background Color**: Set the background color for a cell.

### Editing Tables

Click inside an existing table to make the table editing functions active in the content editor.

| Function | Description |
|---|---|
|  | Click to open the **Insert/Edit Table** window. If clicked inside a table, a new table is created inside the first one. |
|  | Click to open the **Table Row Properties** window. |
|  | Click to open the **Table Cell Properties** window. |
|  | Insert a blank row before the current mouse pointer position. |
|  | Insert a blank row after the current mouse pointer position. |
|  | Delete the current row from the table. If you select multiple columns, all of them are deleted. |
|  | Insert a blank column to the left of (preceding) the current mouse pointer position. |
|  | Insert a blank column to the right of (following) the current mouse pointer position. |
|  | Delete the current column from the table. If you select multiple columns, all of them are deleted. |
|  | Merge two or more selected cells into a single table cell. |
|  | Split previously merged table cells. If the cell or cells are not ones that were merged, nothing happens. |

To resize a table, in addition to using table, row, or cell properties, you can also press and drag one of the table border anchors. These are positioned at each of the table corners—to make the entire table larger or smaller. You will also find them in the middle of each side—left, right, top, and bottom—to resize the table horizontally or vertically.

### Right-Click Contextual Menus

You can also right-click anywhere inside an existing table to access a contextual menu. Select **Insert/ Edit Table** to access some editing properties for an existing table.

## Using Anchors

You can use anchors to position (anchor) other items and objects, such as images. Position the mouse pointer where you want the anchor to appear, and click the anchor function ( ) to open the **Insert/Edit Anchor** window. Type a name for the anchor and click **Insert** to add it.

To modify an existing anchor, select it and click the anchor function.

To remove an anchor, select it and press the `Delete` key.

*Note:* Deleting an anchor also deletes the object or text anchored to it.

## Advanced Functions

### HTML Code View

Click the HTML code view function ( ) to open the **HTML code view** window. Then, you can directly edit the content HTML code. When finished, click **Update** to apply your changes or **Cancel** to abort.

The content editor performs some code verification. To keep the code valid and working, HTML tags are added or removed as needed. However, you might enter invalid codes or tags, and the content editor's auto-correcting capabilities may not catch all issues. Displayed results can be unpredictable.

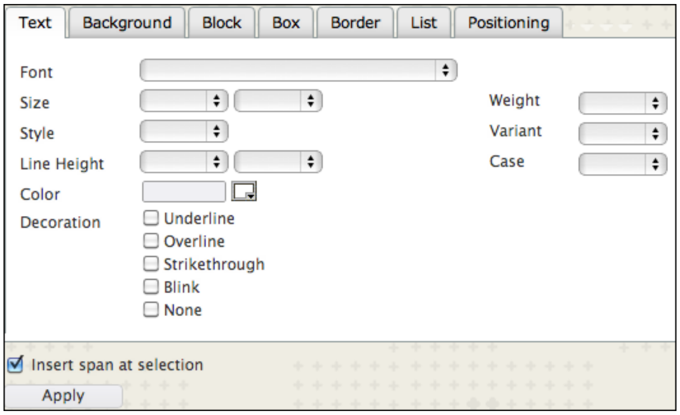
*Note:* This feature is intended for experienced web developers.

### Editing CSS

Click the edit CSS function ( ) to edit the cascading style sheet (CSS) for the page.

*Note:* This feature is intended for experienced web developers.

In the **Edit CSS Style** window, using the tabs and individual settings, you can customize nearly all of the basic formatting defaults for the current content editor display. Each tab controls a different category of style overrides.

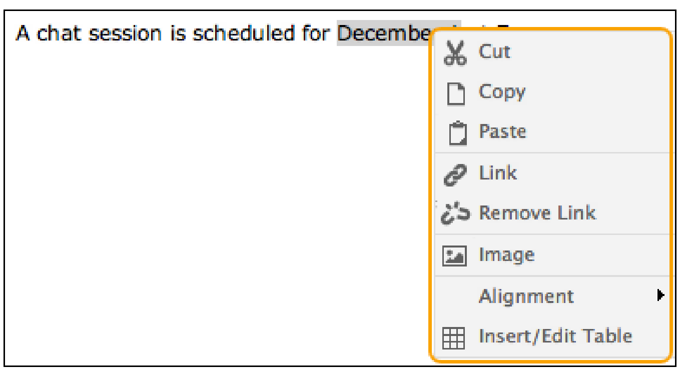



- **Text**: Set the font face, size, style, weight, and aspects of text appearance.
- **Background**: Use a background color or image, and set how it is displayed.
- **Block**: Set formatting options at the paragraph level, including word and letter spacing, alignment, indenting.
- **Box**: Set defaults for drawn boxes.
- **Border**: Set the style, width, and color for all aspects of table and object borders.
- **List**: Set defaults for formatted lists.
- **Positioning**: Set the overall page positioning, placement, and clipping preferences.

Click **Apply** or **Update** to make the changes or **Cancel** to abort.

## Using the Right-Click Contextual Menu

In the content editor, you can place your mouse pointer in the text area and right-click to access a contextual menu. The menu includes the editor's most commonly used functions.




- 
  **Cut**: Cut the selected text or object.
- 
  **Copy**: Copy the selected text or object.
- 
  **Paste**: Paste the most recently cut or copied text or object.
- 

**Link**: Visible only when you select text or an object and opens the insert/edit link window. To learn more, see Using the Link Function.

- **Remove Link**: Visible only when you select text or an object and removes any hyperlink. If you click remove link for something that has no hyperlink, nothing happens.
- **Image**: Add or edit an image. To learn more, see Adding Images.
- **Alignment**: Open a sub-menu, allowing you to align text to the left margin
, center
, right margin
, or both margins
.
- **Insert/Edit Table**: Place your mouse pointer inside an existing table and click this option to access the available editing features.

*Note:* Cut, copy, and paste functions may not be available in all browsers.

## Keyboard Shortcuts for the Content Editor

The content editor supports the keyboard shortcuts listed in the following table. Please note that Mac users use the COMMAND key instead of the CTRL key. In the table, these are indicated by "MAC:" and COMMAND is abbreviated as CMD.

*Note:* If you use the shortcut keys that move selected items one character left, right, up, or down, the object you are moving is absolutely positioned. An absolutely positioned element is determined by pixels so moving it up once moves it up one pixel.

| Keyboard Shortcut | Description |
|---|---|
| RIGHT ARROW | Move one character to the right. |
| LEFT ARROW | Move one character to the left. |
| DOWN ARROW | Move down one line. |
| UP ARROW | Move up one line. |
| CTRL+RIGHT ARROW<br>MAC: CMD+RIGhT ARROW | Move right one word. |
| CTRL+LEFT ARROW<br>MAC: CMD+LEFT ARROW | Move left one word. |
| END | Move to the end of the line. |
| HOME | Move to the start of the line. |

| Keyboard Shortcut | Description |
|---|---|
| CTRL+DOWN ARROW<br>MAC: CMD+DOWN ARROW | Move down one paragraph. |
| CTRL+UP ARROW<br>MAC: CMD+UP ARROW | Move up one paragraph. |
| PAGE DOWN | Move down one page. |
| PAGE UP | Move up one page. |
| CTRL+HOME<br>MAC: CMD+HOME | Move to the beginning of the text. |
| CTRL+END<br>MAC: CMD+END | Move to the end of the text. |
| **Selection** | |
| SHIFT+RIGHT ARROW | Extend the selection one character to the right. |
| SHIFT+LEFT ARROW | Extend the selection one character to the left. |
| CTRL+SHIFT+RIGHT ARROW<br>MAC: CMD+SHIFT+RIGHT ARROW | Extend the selection right one word. |
| CTRL+SHIFT+LEFT ARROW<br>MAC: CMD+SHIFT+LEFT ARROW | Extend the selection left one word. |
| SHIFT+UP ARROW | Extend the selection up one line. |
| SHIFT+DOWN ARROW | Extend the selection down one line. |
| SHIFT+END | Extend the selection to the end of the current line. |
| SHIFT+HOME | Extend the selection to the start of the current line. |
| SHIFT+PAGE DOWN | Extend the selection down one page. |
| SHIFT+PAGE UP | Extend the selection up one page. |
| CTRL+SHIFT+END | Extend the selection to the end of the document. |
| CTRL+SHIFT+HOME<br>MAC: CMD+SHIFT+HOME | Extend the selection to the beginning of the document. |
| CTRL+A<br>MAC: CMD+A | Select all elements in the document. |
| **Editing** | |
| BACKSPACE | Delete the selection. Or, if you make no selection, delete the character to the left of the mouse pointer. |
| CTRL+BACKSPACE<br>MAC: CMD+BACKSPACE | Delete all of a word to the left of the mouse pointer. |
| CTRL+C<br>MAC: CMD+C | Copy the selection. |
| CTRL+V<br>MAC: CMD+V | Paste cut contents or copied contents. |
| CTRL+X<br>MAC: CMD+X | Cut the selection. |
| DELETE | Delete the selection. |
| INSERT | Toggle between inserting and overwriting text. |

| Keyboard Shortcut | Description |
|---|---|
| CTRL+Z<br>MAC: CMD+Z | Undo the most recent formatting command. |
| CTRL+Y<br>MAC: CMD+Y | Redo the most recent undone command. |
| CTRL+F<br>MAC: CMD+F | Find text. |
| SHIFT+F10 | Display the contextual menu. This is the same as a right-click. |
| **Formatting** | |
| CTRL+B<br>MAC: CMD+B | Select or clear bold formatting. |
| CTRL+I<br>MAC: CMD+I | Select or clear italic formatting. |
| CTRL+U<br>MAC: CMD+U | Select or clear underlining. |

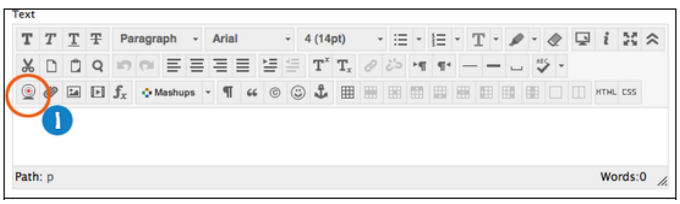
## Video Everywhere

Using the content edtior, you can record video everywhere. Once installed and activated, a new icon is added to the content editor that controls your webcam. You can record video from the content editor and upload it directly to YouTube™. You must have a Google® account that is registered on YouTube. A YouTube channel is required to process and save your webcam videos.

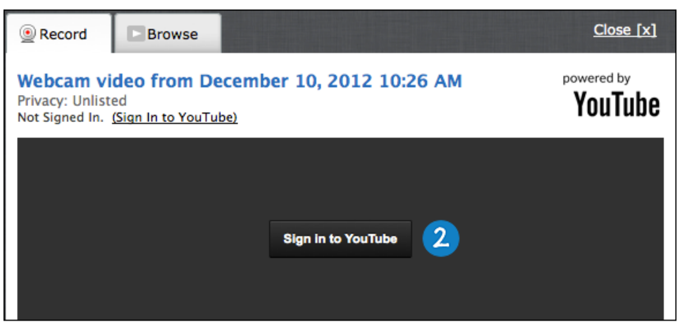
*Note:* Video everywhere is not available when the content editor only allows limited text formatting, such as when sending email or creating groups.

## How to Record and Share Video Using the Content Editor

1. Click **Recorder** and select **Record from Webcam**. Your institution and instructors can disable this tool.




2. When prompted, click **Sign in to YouTube**.

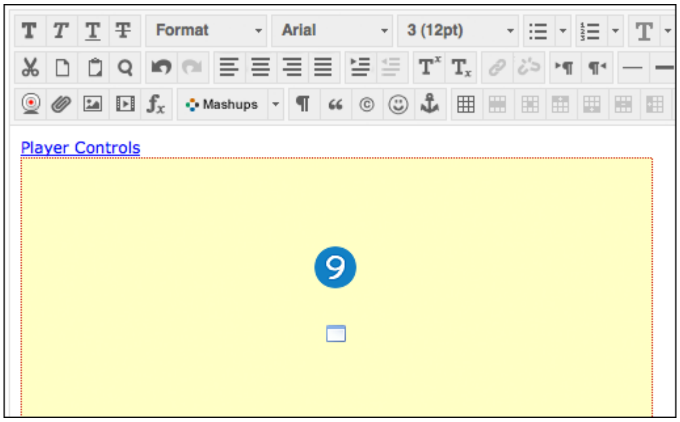



3. Sign in to YouTube using your Google account. Click **Grant Access** to allow your Blackboard server to upload video on your behalf.

   If your Google account has not yet been enabled for YouTube access, you will receive a prompt to open a new browser tab and log in to YouTube. Once logged in to YouTube, create your YouTube channel to upload and store your videos. Navigate back to the video everywhere window and click **Sign in to YouTube**. Click **Grant Access**.

4. Click **Record from webcam**.
5. When you are prompted by Adobe Flash to enable the player settings, accept or agree.
6. Agree to allow the recorder to upload videos to YouTube.

7. Click **Start Recording**. When you are finished, click **Stop Recording**.
8. Click **Upload** to save your video on YouTube.
9. Click **Insert** to add the video to the content editor. You can choose between:
    - **Play in place**: Plays the video in the current location. Users can resize the video size to match the content. A placeholder appears in the content editor where your video will play for viewers.

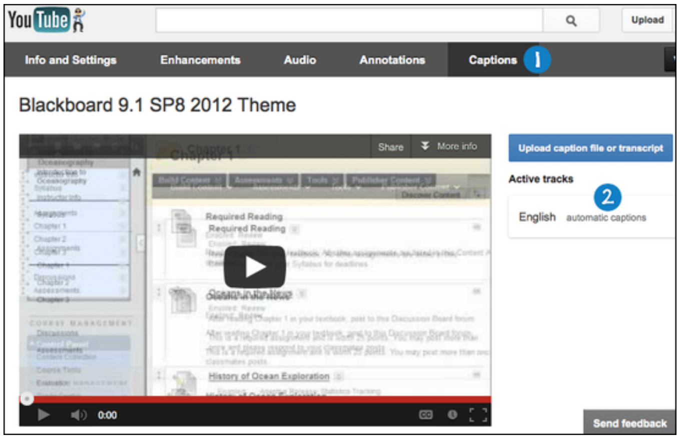
    - **Thumbnail**: A small image of the video is displayed. Users click on the thumbnail to view the video in a new window.
10. Your video appears in your content item. It takes a few minutes to encode the video so it may not play immediately. You might even receive a "This video is unavailable" message. Wait a few minutes and try again.

## How to Make Your Video Accessible

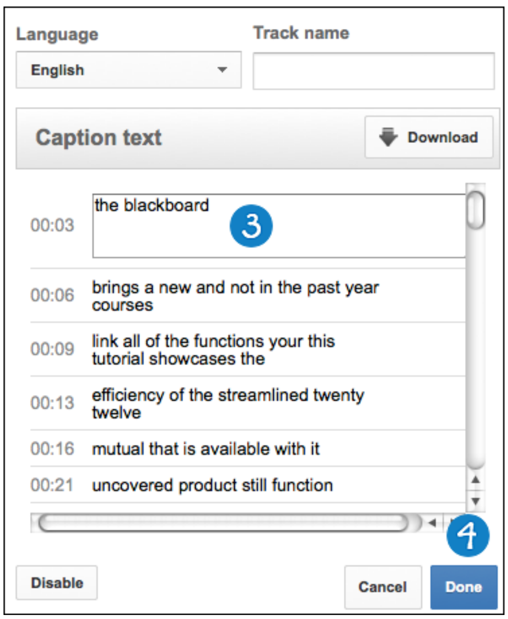
After you upload your video to YouTube, you can add closed captions and descriptive captions. Captions and transcripts help people who are deaf or who experience hearing impairments understand the audio track of your video. Captions also help people who speak different languages or have learning disabilities understand what is happening in your video. For more information on captions, see Best Practice: Captioning Video Content.

After you upload your video, it will take between an hour and a day for YouTube's transcription tool to automatically save captions from the soundtrack of your video. On the YouTube tool bar, the **Captions** link appears when the captions are available. After the transcription is completed, you will need to edit the captions to ensure correctness.

1. On the YouTube tool bar, click **Captions**.
2. For English, click **automatic captions** in the right side panel.




3. The inline text editor opens. You can edit directly in each frame's text box. You can also download the text file, edit it on your computer using a text editor, and upload it back to YouTube.
4. Click **Done** when you are finished editing.




The most current and detailed instructions for adding transcripts, translations, and captions to videos posted on YouTube is available by clicking the help link in YouTube and searching for "captions."

## Privacy

By default, all videos are recorded under the ***Unlisted*** privacy setting. An unlisted video does not appear under YouTube searches and only users who know the link can access it. This does not guarantee complete privacy. The Unlisted setting allows authors to publish and share videos easily without a need for specifically choosing who can view the video. If the users have access to where the video is published, they can view it. They can also click a YouTube logo on the video which allows users to view the unlisted video on youTube.com site.

You can change the privacy setting to ***Private***. From the video library, edit the video to make it Private in the YouTube clip edit settings. If you make a video private, only the users you specifically include, and who have a google account can view it. Private videos appear in the video everywhere library with a lock next to it. Private videos cannot be viewed by anyone other than the author and specified viewers.

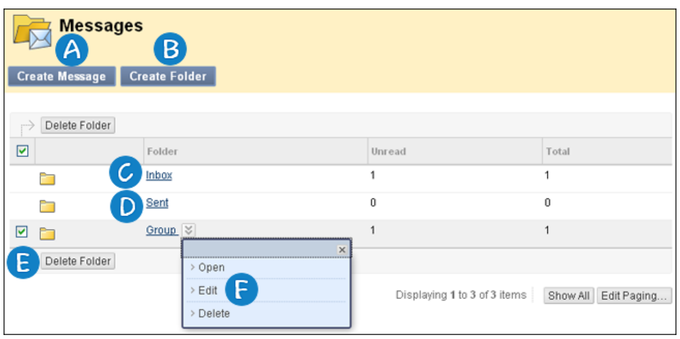
## Course Messages

*Note:* Your instructor and institution control which tools are available. If this tool is not available, your instructor or institution may have disabled it.

The Blackboard Learn course messages tool provides you with a familiar, email-like environment that you can use for course communication. Accounts are created automatically for each member of the course, and messages are sent and received using that account. This provides additional privacy because external email addresses are not used, so external factors will not affect course communication.

You cannot receive course messages outside your course. If your class is using this tool for communication, you are not notified when you receive new course messages, so make routine checks for new messages.

You can usually access course messages through the tools area of a course. However, your instructor can restrict access or create a link on the course menu so that course messages are directly accessible.




1. **Create Message**: Create new messages.
2. **Create Folder**: Add a new folder. You can use folders to organize course messages.
3. **Inbox**: Opens with a list of course messages received.
4. **Sent**: Opens with a list of course messages that you sent.
5. **Delete Folder/Delete**: The **Delete Folder** or **Delete** function in the folder's contextual menu removes the folder. To delete personal folders, select the check box next to each folder to delete. Then, click **Delete Folder** on the action bar. The folders, and all course messages in the folders, are deleted.
6. **Edit**: Change the name of a personal folder. You cannot modify the name of the **Inbox** folder or **Sent** folder.

## How to Create Course Messages

You can send course messages to course members. Using the course messages tool instead of the email tool can also be more reliable. Incorrect or out-of-date student email addresses will not affect course communication.

1. On the course menu, click **Tools**.
2. On the **Tools** page, select Course **Messages**.
3. On the **Course Messages** page, click **Create Message** on the action bar.
4. On the **Compose Message** page, click **To**, and a list of course members appears.
5. In the **Select Recipients: To line** box, select the recipients and click the right-pointing arrow to move them to the **Recipients** box. You can use the **Cc**, and **Bcc** functions to send the course message to those users that may be interested in the message, but are not the primary recipients. When using **Bcc**, other recipients do not know that the users listed in the **Bcc** field are receiving the message.

   *Tip:* For Windows, to select multiple users in a row, press the SHIFT key and click the first and last names. To select users out of sequence, press the CTRL key and click each name needed. For Macs, press the COMMAND key instead of the CTRL key. You can also select all course members with the **Select All** function.

6. Type a **Subject**.
7. Type a message. Optionally, you can use the content editor to format the **Body** text.
8. Click **Browse** to select a file to attach to the message. If the message is a reply or a forward, you have the option of including the original attachment.
9. Click **Submit**.

## How to Create Course Message Folders

You can create personal folders to help organize your course messages. Personal folders are only for storing messages. Messages received always appear in the **Inbox** folder first and messages sent always appear in the **Sent** folder. After a message appears, it can be moved into a personal folder.

1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Course Messages**.
3. On the **Course Messages** page, click **Create Folder** on the action bar.
4. On the **Add Folder** page, type the name of the new personal folder in the **Name** box.
5. Click **Submit**.

## How to View Course Messages

1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Course Messages**.
3. On the **Course Messages** page, select a folder.

4. On the folder page, click the link in the message's **Subject** column.

## How to Reply to Course Messages

1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Course Messages**.
3. On the **Course Messages** page, select a folder.
4. On the folder page, click the link in the message's **Subject** column.
5. On the **View Message** page, click **Reply** on the action bar to compose a message to the sender or **Reply All** to reply to the sender and all other recipients of the message already populated in the **To:** field.

   *Note:* You can add other users to the message. The text of the message is already populated with the text of the original message. You can add additional text.

6. On the **Reply to Message** page, compose your message.
7. Click **Submit**.

## How to Forward Course Messages

1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Course Messages**.
3. On the **Course Messages** page, select a folder.
4. On the folder page, click the link in the message's **Subject** column.
5. On the **View Message** page, click **Forward** on the action bar.
6. On the **Forward Message** page, select the recipients in the **Select Recipients: To line** box and click the right-pointing arrow to move them to the **Recipients** box.
7. Click **Submit**.

   *Tip:* For Windows, to select multiple users in a row, press the SHIFT key and click the first and last names. To select users out of sequence, press the CTRL key and click each name needed. For Macs, press the COMMAND key instead of the CTRL key. You can also select all course members with the **Select All** function.

## How to Move Course Messages

You can move messages from any folder to a personal folder. Using personal folders is a good way to organize messages so they are easy to find later. Use the **Move Message** function to move messages from one folder to another. Messages cannot be moved to the **Sent** folder or the **Inbox** folder.

1. On the course menu, click **Tools**.
2. On the **Tools** page, select Course **Messages**.
3. On the **Messages** page, click a folder to access the messages in that folder.
4. On the folder page, select the check box for each message and click **Move** on the action bar.

5. On the **Move Message** page, select a folder from the **Select a Personal Folder** drop-down list. This is the folder where you will store your messages. The messages are removed from the old folder after they are moved to the new folder.
6. Click **Submit**.

## How to Delete Course Messages

1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Course Messages**.
3. On the **Course Messages** page, click a folder to access the messages in that folder.
4. On the folder page, select the check box for each message and click **Delete** on the action bar.

   *Note:* This action is final and cannot be undone.

## How to Print Course Messages

1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Course Messages**.
3. On the **Course Messages** page, select a folder.
4. On the folder page, click the link in the message's **Subject** column.
5. On the **View Message** page, click **Print** on the action bar. The message is printed using the web browser's print settings.

Blackboard

## Discussion Board

*Note:* Your instructor and institution control which tools are available. If this tool is not available, your instructor or institution may have disabled it.

The discussion board is a tool for sharing thoughts and ideas about class materials. Course members can replicate the robust discussions that take place in the traditional classroom. An advantage of using the discussion board is its asynchronous nature. Participants do not need to be in the same location or time zone, and can take time to consider their responses carefully.

You can use the discussion board to:

- Meet with your peers for collaboration and social interaction.
- Pose questions about homework assignments, readings, and course content.
- Demonstrate the understanding or application of course material.

### Watch a Tutorial

Double-click the video to enlarge the viewing area.

### How to Access the Discussion Board

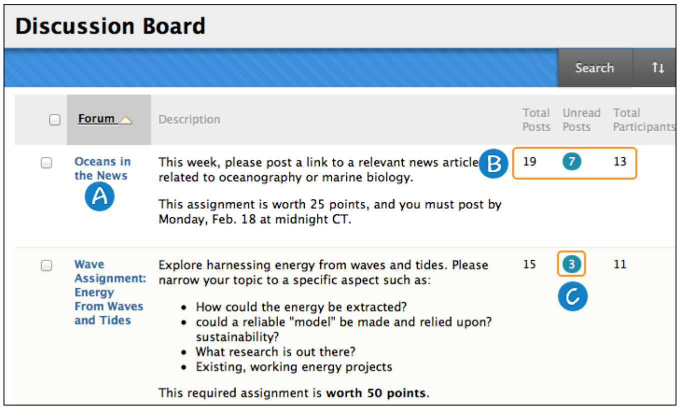
1. On the course menu, click **Discussions**.

   -OR-

On the course menu, click **Tools** and select **Discussion Board**.

2. The main **Discussion Board** page appears with a list of available discussion forums. A forum is an area where users discuss a topic or a group of related topics.

### The Main Discussion Board Page




1. Click a forum title to view the messages. Forums containing unread posts appear in bold.
2. View data on the number of posts and participants.
3. Click the number in the **Unread Posts** column for one-click access to a forum's unread messages.

Course groups can have their own discussion boards. Group discussion boards are available only to users who are members of the group. If a group discussion board is available, access it from the groups link on the course menu or in the **My Groups** area.

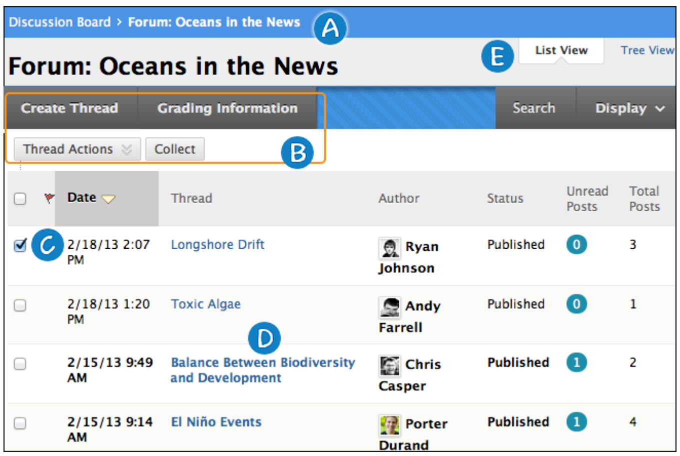
## In this section...

- About Forums
- About Threads
- Reply to Discussion Posts
- Search and Collect Posts
- Manage Discussions
- View Discussion Grades
- Moderate Forums
- Discussion FAQs

## About Forums

Within each forum, users can create multiple threads. A thread includes the initial post and any replies to it. When creating a forum, your instructor has the option of allowing or not allowing you to start threads.

## The Forum Page

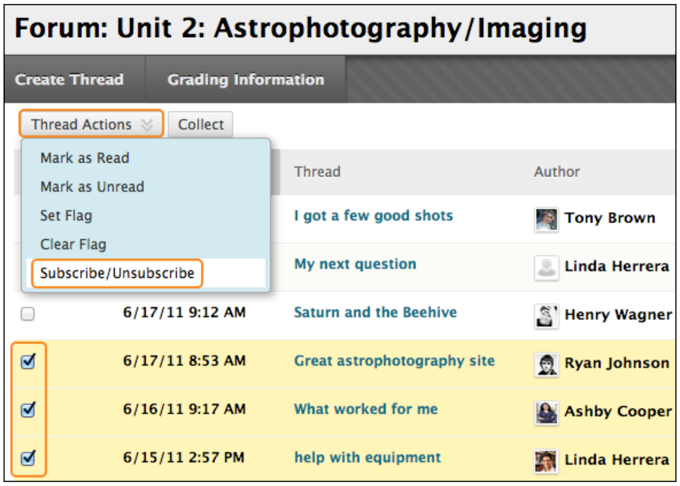



1. When possible, use the orientation bar to navigate to a previous page. Do not use the browser navigation controls because page load errors may occur.
2. Use the action bar functions to perform various actions, such as creating threads, accessing grading information, collecting threads, and searching content.
3. Select multiple threads' check boxes or select the check box in the header row to select all threads for an action, such as marking as read.
4. Click a thread title to read the posts. Titles containing unread posts appear in bold type.
5. Determine your view. You can view a forum with threads appearing in a list -OR- in a tree view with all posts listed below each thread title.

If your instructor enabled subscribing, you can be alerted by email when new posts are made. Your instructor chooses whether the alerts are for posts made at the forum or thread level.

When the forum email subscription feature is enabled, you will see **Subscribe** on the action bar. Once you click it, you will receive emails when new posts are made to the forum.

When the thread email subscription feature is enabled, select one or more thread check boxes and select **Subscribe** from the **Thread Actions** drop-down list. Once you select **Subscribe**, you will receive emails when new posts are made to the selected threads.

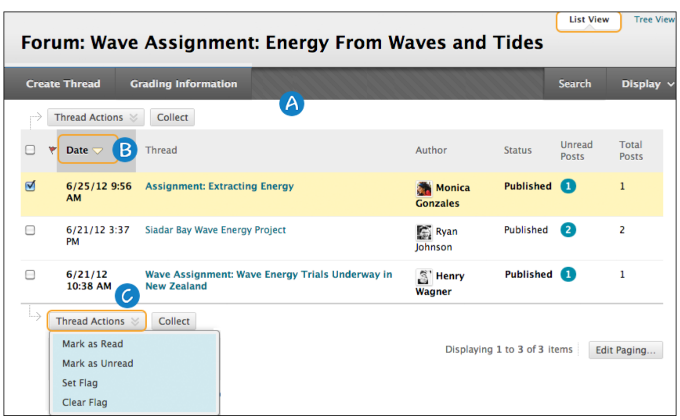



## List View and Tree View

After you click a forum title, a page loads displaying all forum threads. You can view the page in either **List View** or **Tree View**. This choice remains in effect until you change it and you may change it at any time. On the forum page, in the upper-right corner, toggle between the two views.


### List View

Click **List View** to present the threads in a table format. Threads containing any unread posts appear in bold type.

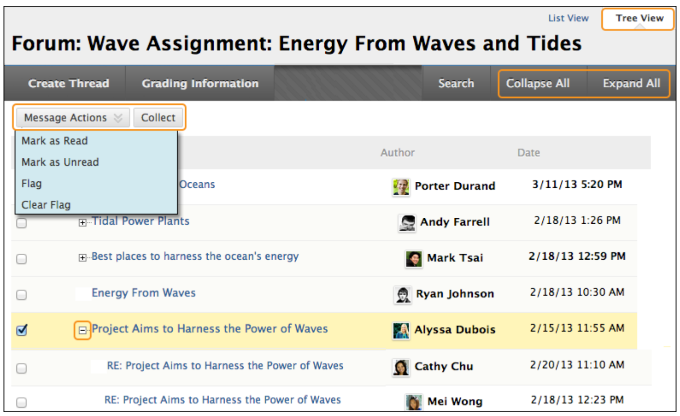



1. From the action bar, you can create threads, collect, or search posts. If your instructor has allowed you to receive email alerts to new posts in the forum, you will also see **Subscribe**.
2. To sort a column, click the column heading or caret.

3. Select the check box next to a thread and make a selection from the **Thread Actions** drop-down list. You can select multiple threads or select the check box in the header to select all threads. The actions include:
    - Marking threads read or unread.
    - Setting or clearing flags. Flags mark threads for later attention.
    - Subscribing or unsubscribing for email alerts to new posts made to threads, if enabled.

### Tree View

Click **Tree View** to show the thread starter messages and their replies. From the action bar, you can create threads or collect posts.




You can expand and collapse threads by using the plus and minus icons next to the titles. If a thread starter message contains unread posts, the thread starter title appears in bold type. On the action bar, use the **Collapse All** and **Expand All** options to hide or view all posts included in all threads.

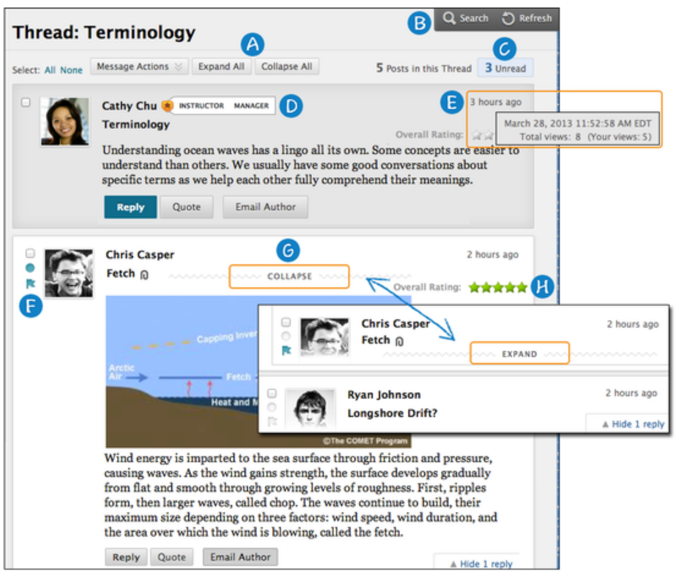
Select a thread and make a selection from the **Message Actions** drop-down list on the action bar. You can select multiple threads or select the check box in the header to select all threads. Actions include marking threads read or unread and setting or clearing flags. Flags mark threads for later attention.

## About Threads

When you view the thread page, all posts and the forum description appear on one page. Forum descriptions are often used as prompts for discussion, so they are now visible where you are posting. Large images of course members help you easily identify authors.

To help make replying easy, the content editor appears immediately below the message you are replying to. You are not taken to a new page to post a reply, allowing you to refer to any post on the page.

## The Thread Page




1. Use **Expand All** and **Collapse All** to manage the visibility of posts on the page.
2. Functions appear when you point to the page. Move your mouse pointer anywhere on the page and action bar functions appear at the top, such as **Search** and **Refresh**.
3. Click the number of unread posts to view a page containing only the unread posts in a thread.
4. When viewing threads, a badge appears next to a forum manager or moderator's name. Point to the badge to see the user’s course role and forum role.
5. The dates for posts appear as relative dates such as "7 days ago." When you point to the relative date, you can view the absolute date of creation or editing and the number of views.
6. New **Mark as Read** indicator: Blue icon = ***unread***. White icon = ***read***. Posts are marked as read as you scroll down the page, after a slight delay. Only expanded posts that you view onscreen are marked as read. Posts are not automatically marked read by quickly scrolling down the page. Click the icon to manually change the status of a message. You can also flag posts you want to review again later or indicate as important.

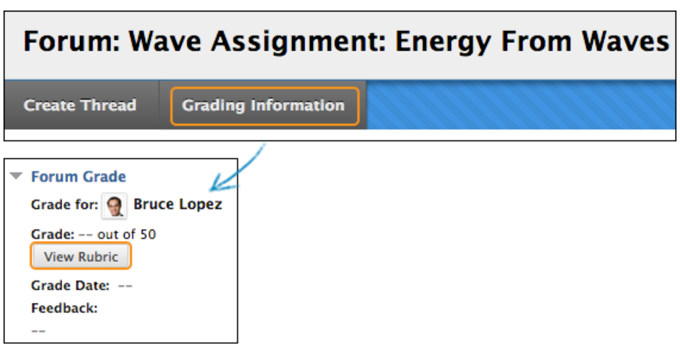
7. When you point to a post, **Reply**, **Quote**, **Expand/Collapse**, and other available functions appear. Click **Collapse** to fold up a post. This increases the vertical screen space available for viewing posts.
8. If your instructor enabled the rate posts feature in a forum's settings, **Overall Rating** shows the average rating for a post. When you point to the rating area, it changes to show **Your Rating**.

## How to Create Threads in a Forum

Forum settings control who can post, and what other types of actions you can take, such as editing your own threads, posting anonymously, or rating posts. Depending on which forum settings your instructor has selected, you may be allowed to create a new thread.

1. Access a discussion forum and click **Create Thread** on the action bar.
2. On the **Create Thread** page, you can view the forum description to refer as you write your response. Type a **Subject** and **Message**. You can use the content editor functions to format the text and add files, images, web links, multimedia, and mashups.
3. Alternatively, in the **Attachments** section, attach a file using one of the following options:
    - To upload a file from your computer, click **Browse My Computer**.
    - If your institution licenses content management, click **Browse Content Collection**.
4. Click **Save Draft** to store a draft of the post or click **Submit** to publish your reply.

*Note:* If your instructor has associated a rubric with the discussion forum or thread and made it available to students, you can view grading criteria before beginning work. Click **Grading Information** to access the forum or thread's **Grade** page. Click **View Rubric**.




## Save a Post as a Draft to Submit Later

The **Save Draft** function is available if you need to return to your post at a later time. This function saves your comments and files on the page.

To access your post later, return to the forum page and point to **Display** to access the drop-down list. Select **Drafts Only** to view the saved post. While viewing your post, point to it to view the functions for **Edit** and **Delete**. When you click **Edit**, the content editor opens.

You can make edits, add or delete files, and use the functions in the content editor. Click **Submit** to publish the post.

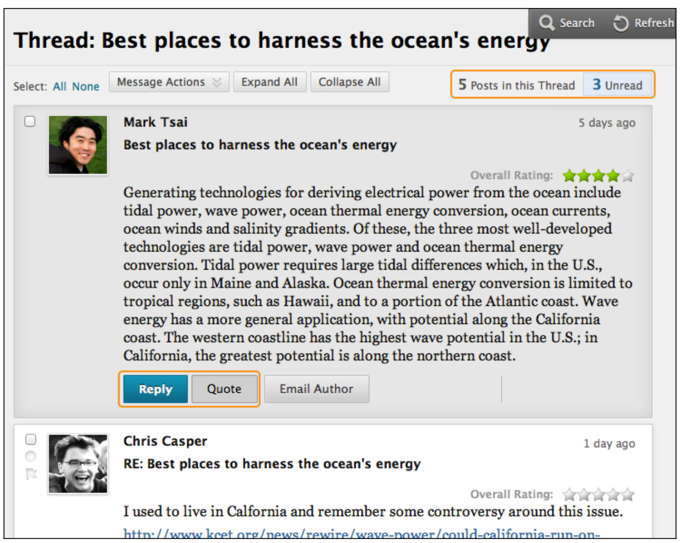
## Reply to Discussion Posts

In the discussion board, threads grow as users respond to the initial and subsequent posts. Replies build on one another to construct a conversation. As the number of posts grows, you can rate, filter, sort, and collect posts. To learn more, see Search and Collect Posts.

## How to Reply to Discussion Posts

You can reply to published threads, but cannot reply to locked or hidden threads.

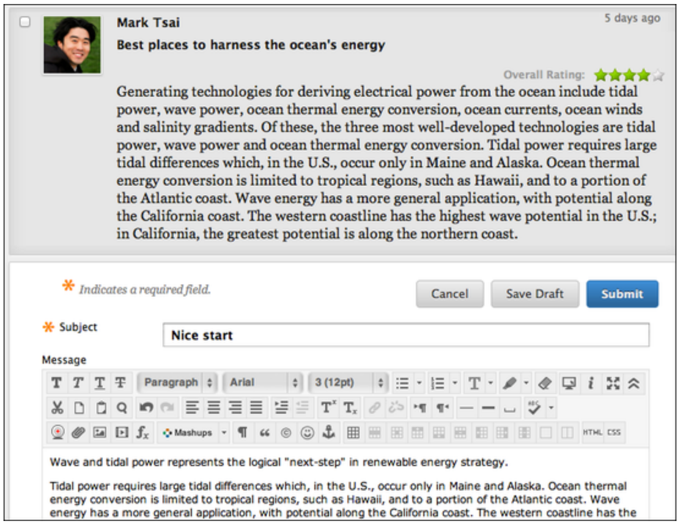
1. Access a forum and select a thread.
2. On the thread page, you can view the text of the post and information, such as the author and posted date. All replies appear on the same page with the parent post.
3. For the first post, click **Reply**. Point to the post to see **Quote** and **Email Author**. The **Quote** function includes the post's text as part of your reply. For other posts on the page, point to the message and **Reply** and the other functions appear.




*Note:* If you want to view only the unread posts in the thread, click the unread link on the action bar. The unread posts appear on one page.

4. The page expands below the post you are responding to, allowing you to view the post and access the content editor.
5. If needed, edit the **Subject**. Provide your reply in the **Message** box. Optionally, use the content editor functions to format the text and include files, images, web links, multimedia, and mashups. Attachments you upload using the content editor can be launched in a new window and can include alternate text to describe the attachment.

*Note:* Files uploaded by students are not saved to the course repository.




6. Alternatively, following the **Message** box, attach a file using one of the following options:
   - To upload a file from your computer, click **Browse My Computer**.
   - If your institution licenses content management, click **Browse Content Collection**.
7. Click **Save Draft** to store a draft of the post or click **Submit** to publish your reply.

On the thread page, your reply appears at the end of the list. If you attached a file, a paper clip icon appears next to the post's title. If you used the **Insert/Edit Image** function, the image appears with the text you provided.

## Save a Post as a Draft to Submit Later

The **Save Draft** function is available if you need to return to your post at a later time. This function saves your comments and files on the page.

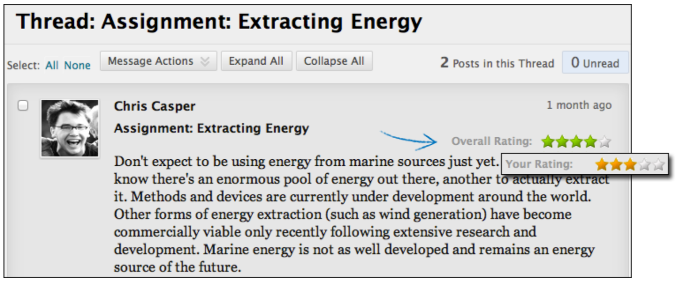
To access your post later, return to the forum page and point to **Display** to access the drop-down list. Select **Drafts Only** to view the saved post.

You can make edits, add or delete files, and use the functions in the content editor. Click **Submit** to publish the post.

## How to Rate Discussion Posts

If allowed by your instructor, you can rate posts. Rating posts allows users to focus on messages considered especially informative or useful by others. Students start threads and include their work in their initial posts. Other users review the work, assign a rating to the initial post, and include comments in a response. Instructors can also rate posts.

1. Access a forum and select a thread.
2. On the thread's page, when you point to a thread's rating area, it changes to show **Your Rating**.
3. Select one to five stars. You can add and delete stars at any time.
4. Your rating is included in the **Overall Rating**—the combined rating of all users.



Thread: Assignment: Extracting Energy
Select: All None
Message Actions
Expand All
Collapse All
2 Posts in this Thread
0 Unread
Chris Casper
1 month ago
Assignment: Extracting Energy
Overall Rating:
Your Rating:
Don't expect to be using energy from marine sources just yet.
know there's an enormous pool of energy out there, another to actually extract
it. Methods and devices are currently under development around the world.
Other forms of energy extraction (such as wind generation) have become
commercially viable only recently following extensive research and
development. Marine energy is not as well developed and remains an energy
source of the future.

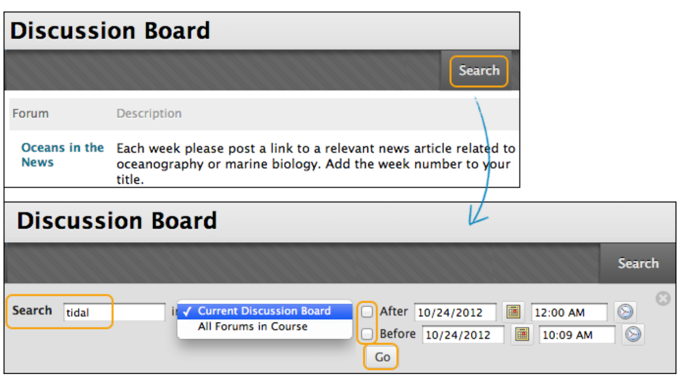
## Search and Collect Posts

In the discussion board, you can search for specific text, such as a phrase, word, or part of a word. The results appear on a search results page.

### How to Search Discussions

1. Access the discussion board, a forum, or a thread.
2. On the action bar, click **Search**. The **Search** field expands.
3. Type a search criterion in the **Search** box.
4. In the drop-down list, select an area to search:
    - **Current Discussion Board**
    - **All Forums in Course**
    - **Current Forum**
    - **Current Thread**

    *Note:* The options in the drop-down list depend on where your search began. **All Forums in Course** includes any group discussion boards in your course. Students do not see results from group discussion boards unless they are members of that group.
5. To further narrow your search results, select the **After** and **Before** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times.
6. Click **Go**.




On the **Search Results** page, you can read and print the results. On the action bar, click **Print Preview** to open the page in a new window in a printer-friendly format. Posts print in the order they appear on the page. To select which posts appear and in which order, you can filter and sort posts using the **Filter** function and the **Sort By** and **Order** drop-down lists on the action bar.

On this page, you can also reply to posts and mark messages read or unread. Click the **Quote** function to include the post's text as part of your reply. To view the responses to a post, click the post's hyperlinked title to navigate to the thread's page.

## How to Collect Posts

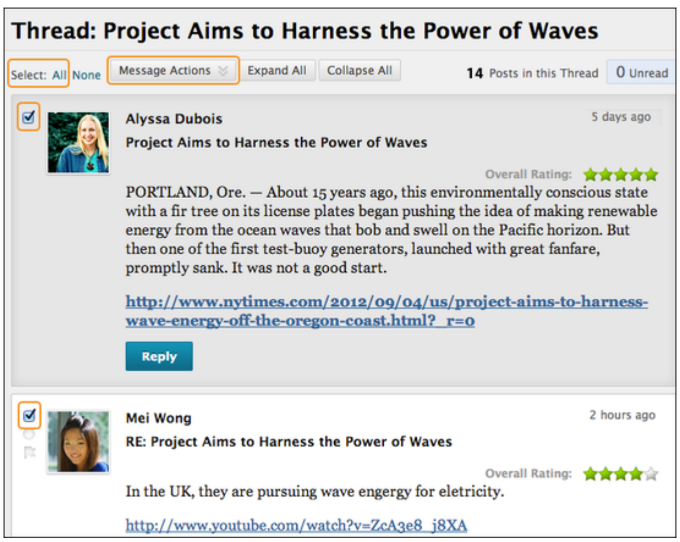
On a thread page, you can read all the posts made to the initial post. If many posts appear, you can reduce the list using the collect function. After collecting posts, you can filter, sort, print, and tag them.

The collect function is also available from the forum page where you can gather all the posts made to different threads. After collecting posts, filter and sort the messages to further organize them.

Use the following steps to collect posts in a thread.

*Note:* To select all but a few posts in a long list in a thread, click **Select: All** on the action bar. All check boxes for all the posts are selected, and you can clear the check boxes for the posts you do not need.

1. Access a forum and select a thread.
2. On the thread's page, select the check boxes of the posts to collect. If a post has replies and you want them to appear on a collection page, select the check boxes for those messages.
3. On the action bar, point to the **Message Actions** drop-down list and select **Collect**.




On the **Collection** page, you can read and print the results. On the action bar, click **Print Preview** to open the page in a new window in a printer-friendly format. Posts print in the order they appear on the page. To select which posts appear and in which order, you can filter and sort posts using the **Filter** function and the **Sort By** and **Order** drop-down lists on the action bar.

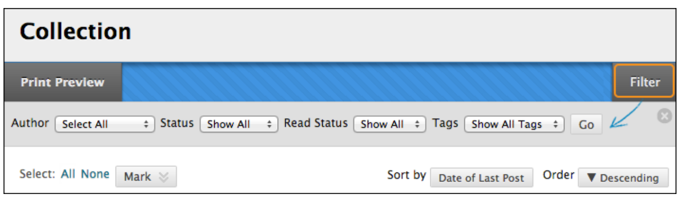
On this page, you can also reply to posts and mark messages read or unread. Click the **Quote** function to include the post's text as part of your reply. To view the responses to a post, click the post's hyperlinked title to navigate to the thread's page.

## How to Filter Posts After Searching or Collecting

To narrow your search results or sort a collection, you can use the filter function. If you print the posts after filtering, they print in the order they appear on the page.

Note: If the author or authors of some posts are no longer enrolled in your course, the posts may appear out of order.

1. On the **Search Results** or **Collection** page, click the **Filter** function on the action bar to expand the field. Select options from the following drop-down lists:
   - **Author**: Select All or select an author.
   - **Status**: Show All or select a status.
   - **Read Status**: Select Show All, Read, or Unread posts.
   - **Tags**: Tags are text labels that act like bookmarks. Only your instructor can enable the tag function and add tags to posts to help group similar messages together. For example, if the subject of scientific notation is discussed often, your instructor can tag each of the posts on this topic. You can read, filter, and search messages using these tags, but you cannot create tags. You can **Show All** tags or select a tag.
2. Click **Go** to apply the selections. You can further organize the results using the **Filter** function and the **Sort By** and **Order** drop-down lists on the action bar.
3. Click the **X** to close the **Filter** field.




## How to Sort Posts After Searching or Collecting

To narrow your search results or sort a collection, you can use the **Sort by** and **Order** drop-down lists. If you print the posts after sorting, the posts print in the order they appear on the page.

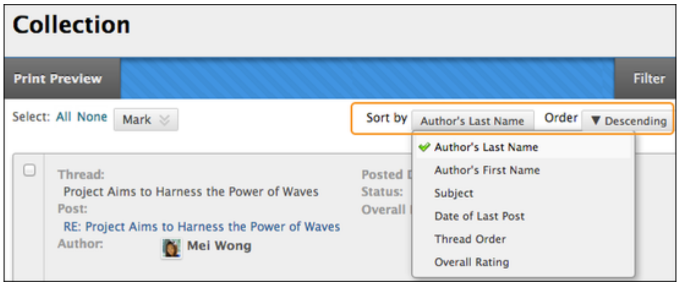
Note: If the author or authors of some posts are no longer enrolled in your course, the posts may appear out of order.

1. On the **Search Results** or **Collection** page, point to **Sort by** on the action bar to access the drop-down list.
2. Select an option:

   Note: If you enabled the rating of posts, you can also sort by **Overall Rating**.

   - **Author's Last Name**
   - **Author's First Name**
   - **Subject**
   - **Date of Last Post**
   - **Thread Order**

3. On the action bar, point to **Order** to access the drop-down list.
4. Sort posts in ascending or descending order.



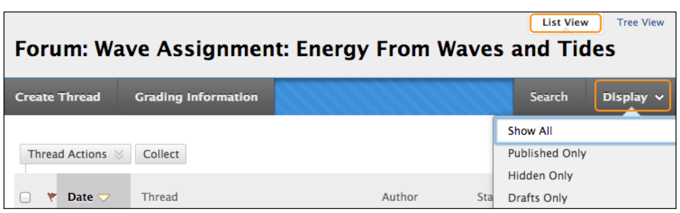
## Manage Discussions

You can determine which threads you see in a forum. If allowed by your instructor, you may also be able to edit and delete your posts.

## How to Change the Displayed Threads

Your instructor sets the thread status as published, hidden, or draft, but you can choose which type of threads appear in a forum. By default, published threads appear.

1. On the forum page, select **List View**.
2. On the action bar, point to **Display** to access the drop-down list.
3. Select the type of threads to view in the forum.
   - **Show All**: All types of threads appear in the forum.
   - **Published**: A post with a published status is available to users.
   - **Hidden**: A thread that is locked and not visible by default. You may choose to display hidden threads in list view. You cannot edit hidden threads, even if editing is enabled for the thread. Hiding threads helps you find relevant content, as unneeded content is hidden from view.
   - **Draft**: A draft thread is saved by the author for future editing, but is not submitted for publication. When published, other users can view it. Users can only view their own drafts and must access them from the **Display** drop-down list.




The forum page displays only those threads that have the status selected from the **Display** drop-down list.

## How to Edit or Delete Discussion Posts

*Note:* You can edit or delete your own posts only if your instructor has made those options available to you. You cannot edit or delete others' posts. If you post a message in error and the option to delete it is not available to you, contact your instructor.

1. Access a forum and select a thread.
2. On the thread's page, point to a post so all of the functions appear.

3. Click **Edit** or **Delete**. The delete action is irreversible. Your instructor determines if you can delete just your post or your post with all replies. If you are allowed to delete your post with replies, all posts are permanently deleted.
4. When editing, the page expands to allow you to make edits in the content editor while viewing the original post.
5. Click **Submit**. Your edits appear in the post.

# View Discussion Grades

You can view your grades for your discussion contributions in **My Grades**. The discussion grade row can contain a symbol indicating its status, such as an exclamation mark indicating it needs grading. Or, if your post has been graded, the grade appears. To learn more, see My Grades

1. On the course menu, click **Tools**.
2. On the **Tools** page, select **My Grades**.
3. On the **My Grades** page, to view more detail, click the link to see the post's **Grade Forum** page.


This page includes:

- **Forum Statistics**: This section shows information about your posts, such as **Total Posts**, **Date of Last Post**, **Average Post Length**, and **Average Post Position**.
- **Forum Grade**: This section provides information about your grade and any instructor's feedback. If your instructor used a rubric for grading, click **View Rubric** to display detailed grading information.
- **Contributors**: This section shows other users who participated in the forum.

Blackboard

## Moderate Forums

In a discussion forum, your instructor can assign a user the role of moderator. A moderator reviews posts before they are added to a thread and appear in the discussion board.

Occasionally, participants may introduce material to the discussion board that is inappropriate for the class discussion. Depending on the maturity and the sensitivity of the participants in your course, it may be necessary to review participant posts for inappropriate content before sharing posts with the rest of the class.

In a moderated forum, all posts to the forum are added to a moderation queue. A moderator reviews each post and does one of the following:

- Publishes the post.
- Returns the post to the sender without a message.
- Returns the post to the sender with a message.

A moderator can delete, edit, and lock posts in a forum, even if the forum does not use the moderation queue.

### How to Moderate a Forum

1. After posts are submitted, access the forum. In the moderator view, no posts appear because the messages are waiting approval. On the action bar, click **Moderate Forum**.

   *Note:* The **Moderate Forum** function appears only to those users who have a forum role of manager or moderator. In the student view, the author can see the post in **Tree View** with a reminder it is in the moderation queue.

2. On the **Moderation Queue** page, the posts appear in alphabetical order by title. Click the column title or caret to sort by post title, author, or date. To review a post, click **Moderate**.

   **Moderation Queue**

   | Post | Author | Date | |
   |---|---|---|---|
   | Any domestic oil we can find is good | Sarah Spooner | Apr 10 10:45:45 EDT 2013 | Moderate |
   | I am against offshore drilling | Mark Tsai | Apr 10 11:16:27 EDT 2013 | Moderate |
   | Stop Offshore Oil and Gas Driling | Bruce Lopez | Apr 11 10:41:35 EDT 2013 | Moderate |
   | We have too much reliance on foreign oil so... | Chris Casper | Apr 12 11:17:16 EDT 2013 | Moderate |
   | Worth the risk? | Mina Akbar | Apr 12 12:47:49 EDT 2013 | Moderate |

3. On the **Moderate Post** page, read the post and select the **Publish** or **Return** option. Published messages are immediately posted to the thread.

4. Optionally, type feedback in the text box. You can use the content editor functions to format the text, link to files in the Content Collection, and include web links, multimedia, and mashups.

   *Note:* Though feedback is optional, this is an opportunity to provide guidance, ask questions, redirect a student's focus, and explain why a post was returned.

5. Click **Submit**.

Returned posts no longer appear in the moderation queue. In tree view, students see their returned posts in the forum. Expand the post using the plus sign. If feedback was included, students can see why their posts were returned. On the thread page, returned posts display **Returned** next to the post's title.

From the thread page, students can edit their posts while viewing the moderator's feedback and resubmit them. The posts are returned to the moderation queue. **Moderation Queue** appears next to the post's title.

## Discussion FAQs

### Why Can't I See My Discussion Post?

If you have composed a post and do no see it, you should:

- Check if you accidentally saved it as a draft. Return to the forum page and point to **Display** to access the drop-down list. Select **Drafts**.
- Click **Search** at the top of the main discussion board, forum, or thread pages and search for a term you used in your lost message.

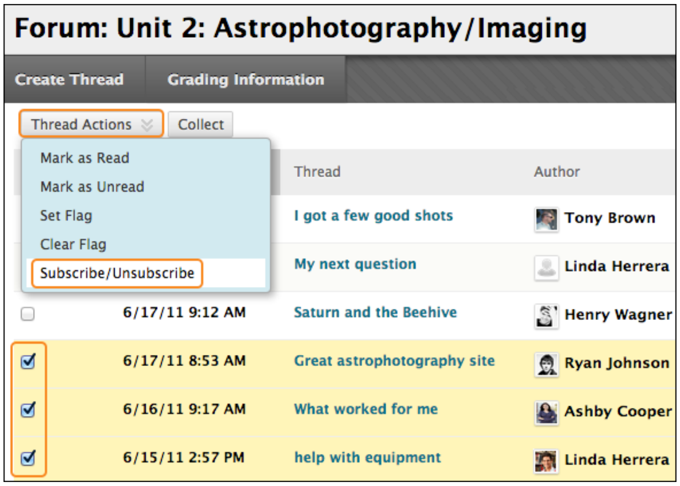
*Tip:* When composing long messages, write them offline in a word processing or notepad program that you can save locally. Then, paste the message into discussions. This can provide you with peace of mind as well as a way to recover your work in case of technical difficulties.

### What Does Subscribe Mean?

If your instructor enabled subscribing, you can be alerted by email when new posts are made. Your instructor chooses whether the alerts are for posts made at the forum or thread level.

When the forum email subscription feature is enabled, you will see **Subscribe** on the action bar. Once you click it, you will receive emails when new posts are made to the forum.


When the thread email subscription feature is enabled, select one or more thread check boxes and select **Subscribe** from the **Thread Actions** drop-down list. Once you select **Subscribe**, you will receive emails when new posts are made to the selected threads.


Forum: Unit 2: Astrophotography/Imaging
Create Thread
Grading Information
Thread Actions
Collect
Mark as Read
Mark as Unread
Set Flag
Clear Flag
Subscribe/Unsubscribe
Thread
Author
I got a few good shots
Tony Brown
My next question
Linda Herrera
6/17/11 9:12 AM
Saturn and the Beehive
Henry Wagner
6/17/11 8:53 AM
Great astrophotography site
Ryan Johnson
6/16/11 9:17 AM
What worked for me
Ashby Cooper
6/15/11 2:57 PM
help with equipment
Linda Herrera

## Email

The Send Email tool in a course is a send-only tool. You can send messages from your course to course members' external email accounts without having to launch your external email program, such as Gmail or Yahoo. You can send emails to individual users or to groups of users.

## Watch a Tutorial

Double-click the video to enlarge the viewing area.

Email you send from a course is received in the recipient's external email account, such as BobSmith@yahoo.com. Replies to these email messages go to the sender's external email account and are not sent to the course.

When you log in to your external email account, you receive both personal and course-related messages. Consider setting up a filter or message rule to easily group your course email into a single folder in your inbox.

| | |
|---|---|
| *IMPORTANT!* | Blackboard Learn keeps no record of sent or received emails. When you receive or send an email, the email will appear in the Inbox of your external email client. Keep a copy of important messages in case you need them at a later date. |

Note: Your instructor and institution control which tools are available. If this tool is not available, your instructor or institution may have disabled it.

You can send email to the following people in a course:

- **All Users**: Sends email to all users in the course.
- **All Groups**: Sends email to all of the groups in a specified course.
- **All Teaching Assistant Users**: Sends email to all of the Teaching Assistants in a specified course.
- **All Student Users**: Sends an email to all students in the course.
- **All Instructor Users**: Sends email to all of the instructors for a specified course.
- **Select Users**: Sends email to select users.
- **Select Groups**: Sends email to select groups.

Note: Recipients of each email will not see the email addresses of other recipients.

## Before You Begin

- Blackboard Learn will NOT recognize files or email addresses with spaces or special characters, such as #, &, %, and $. In general, use only alphanumeric file names and addresses in Blackboard Learn.
- Do not send email through Blackboard Learn without content in the subject line. Leaving the subject line blank can prevent the message from being delivered.

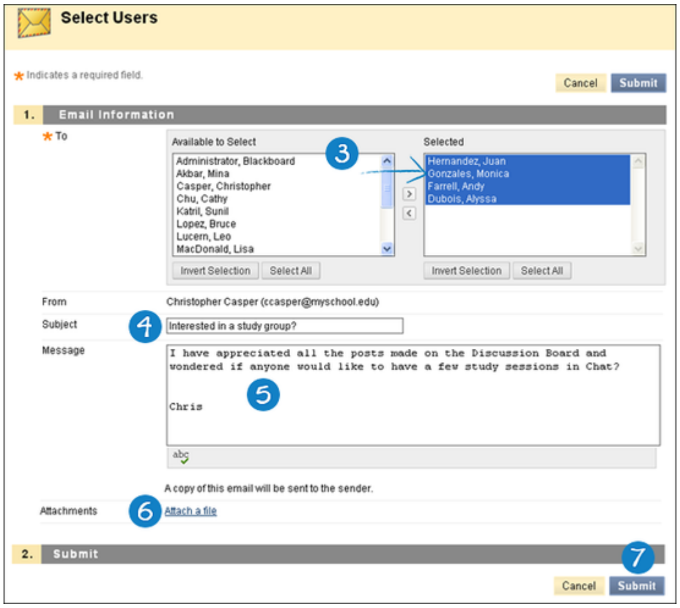
## How to Send Email

Note: You can access the email tool for all of your courses through the **Tools** panel on the **My Institution** tab. Your instructor can also add a link to the email tool directly to the course menu.

1. On the course menu, click **Tools**.
2. On the **Tools** page, click **Send Email**.
3. On the **Select Users** or **Select Groups** page, select the recipients in the **Available to Select** box and click the right-pointing arrow to move them into the **Selected** box. A back arrow is available to move a user out of the recipient list. Click **Invert Selection** and the selected users are no longer highlighted and those users that were not selected will be highlighted.

   Tip: For Windows, to select multiple users in a list, press the SHIFT key and click the first and last users. To select users out of sequence, press the CTRL key and click each user needed. For Macs, use the COMMAND key instead of the CTRL key. You can also use the **Select All** function to send an email to all users.

4. Type your **Subject**.
5. Type your **Message**. A copy of the message is sent to the sender. A receipt page appears after the message is sent listing all recipients. The receipt page does not confirm that users received the message. It only confirms that the message was sent.
6. Click **Attach a File** to browse for files from your computer. You can attach multiple files. After you add one file, the option to attach another file appears.
7. Click **Submit**.




## Troubleshooting

- Your email address is not visible unless you choose to make it visible to course members. Find this setting in the page header in the My Blackboard menu > **Settings** > **Personal Information** > **Set Privacy Options**. On this page, you can choose the information you want course members to see.
- You can change your external email address used in your courses. In the My Blackboard menu > **Settings** > **Personal Information** > **Edit Personal Information**. On this page, type your preferred email address and click **Submit**.
- Email clients, such as Gmail or Yahoo, may identify email from Blackboard Learn as junk mail and either automatically delete the email or move it to a junk mail folder. If you have problems, check your user preferences or options for settings regarding the handling of junk email.

## Groups

Instructors can create groups of students within a course. Groups usually consist of a smaller number of students in a course, such as study groups or project groups. These course groups have their own area in the course to collaborate. These spaces are equipped with tools that can assist each group member including:

- Email
- File exchange
- Discussion forums
- Collaboration sessions

Your instructor provides the communication and collaboration tools that only group members can access, such as a private file exchange area, a group discussion board, and a group journal.

Your instructor places you into a group or allows you to select the group you want to join.

### Frequently Asked Questions

***How do I remove myself from a group?***

Once you are enrolled in a group, only your instructor can remove you from the group. This applies to self-enroll and student-created groups as well. Contact your instructor about leaving a group.

***How can I add users to a group I created?***

If you create a group within your course for other classmates to join, they will have to self-enroll in the group by clicking **Sign Up** under the group name in the list of groups.

***How do I join a group one of my classmates created?***

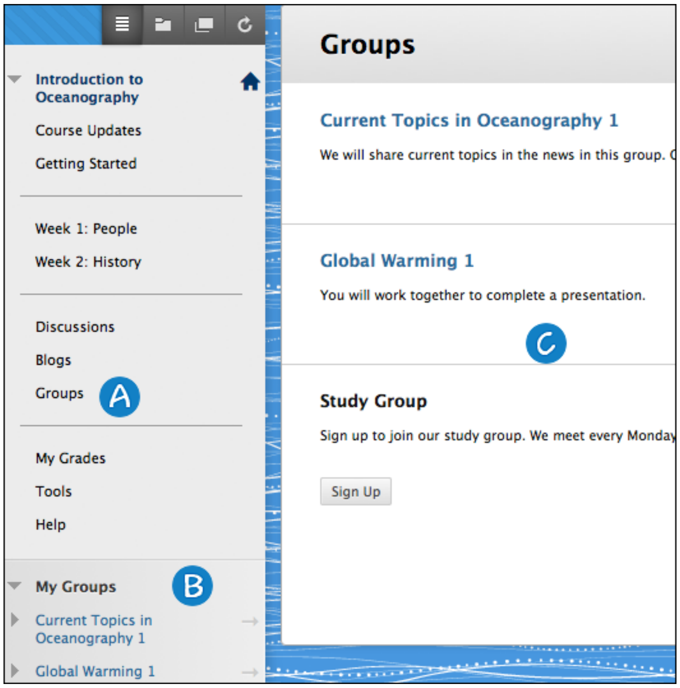
Find the group listed on the **Groups** page and click **Sign Up**. The group will display on your **My Groups** control panel.

***How do I remove someone from a group I created?***

You do not have the ability to remove classmates from a group you created. Talk to your instructor about removing a classmate from your group.

## Accessing Groups

You can only access a group within a course. You can access your group in the following ways.




1. ***Groups page link***: The **Groups** page link appears on the course menu or in a content area. The **Groups** page lists all available groups and sign-up sheets for self-enroll groups.
2. ***My Groups panel***: The **My Groups** panel appears following the course menu. The **My Groups** panel provides direct links to the group space for each group you belong to. You can expand the panel to reveal all the tools that are available for the group to use. If you are enrolled in a group, the panel appears automatically.
3. ***Group link***: A group link is a link to a single group, sign-up sheet, or the **Groups** page made available in a course area.

## In this section...

- Working in Groups
- Emailing a Group
- Exchanging Files Within a Group
- Collaborating With a Group
- Submitting Group Assignments

Blackboard

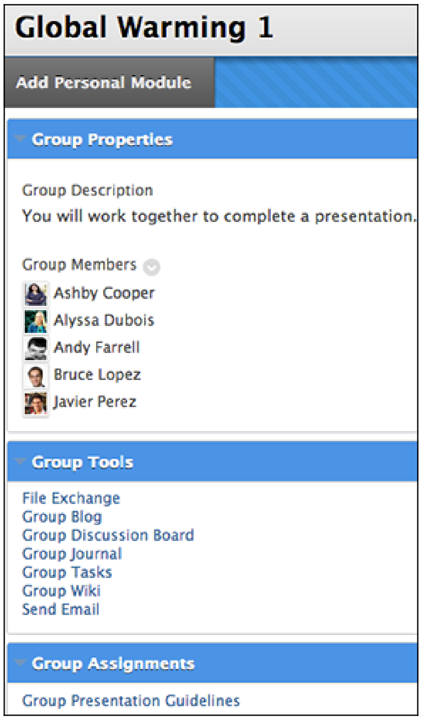
## Working in Groups

### Watch a Tutorial

Double-click the video to enlarge the viewing area.

### Group Homepage

The group homepage is the center for group activity and contains a description of the group, a list of members, and tools. If your instructor permits, you can customize this page by adding a banner, selecting a color scheme, and adding personal modules, such as **Report Card**. Personal modules are visible only to the member who added the modules. Access **Group Tools** and **Group Members** here.




## Group Tools

Each group has its own space in the course to work together. When inside your group, use the tools your instructor has made available to you. Be sure to ask about any tools you want to use but do not find on your groups page. Review any instructions provided by your instructor on how to use these tools to complete group work. Tools that are available to a group include:

- **Collaboration**: Users within the group can create and attend chat sessions and virtual classroom sessions.
- **File Exchange**: Group members and your instructor can share files in this area. All members, as well as your instructor, can add files. They can also delete files, regardless of who added them.
- **Group Blog**: In the group area, all members of a group can create entries for the same blog, building on each post. All course members can read and comment on a group blog, but they cannot make posts unless they are members of the group. Your instructor can select the grade option for group blogs.
- **Group Discussion Board**: Users within the group can create and manage their own forums and discuss topics with just the group members.
- **Group Journal**: When used in the group area, all members of a group can view each other's entries, but the group journal can only be viewed by the group and your instructor. Your instructor can select the grade option for journals.
- **Group Task**: Users within the group can create tasks that are distributed to all group members.
- **Group Wiki**: Users within the group can edit, and view their group wiki. Your instructor can view and edit a group wiki and can select the grade option for group wikis.
- **Send Email**: Users within the group can email individual members or the entire group.

## How to Open a Group Page

1. On the course menu, select the content area that holds the group.
2. On the **Groups** page, click the name of the group.

   -OR-

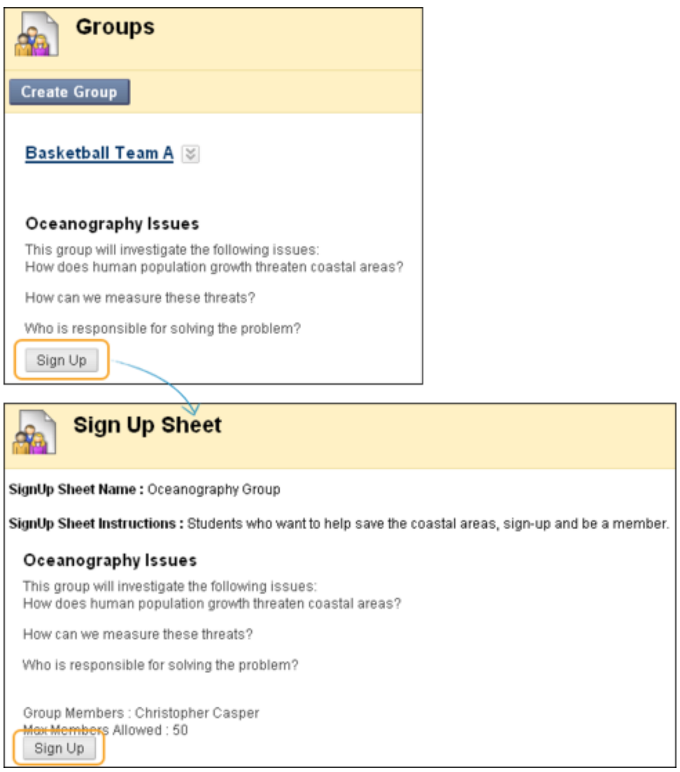
   On the **My Groups** panel, click the name of a group.

### Signing Up to Join a Course Group

Your instructor can choose whether to allow you to self-enroll in a course group. The instructor also has the option to display the names of other members of the group to help you choose which group to join.

Your instructor can choose whether to display the sign-up sheet on the groups listing page and add the sign-up sheet as a link from other areas, such as a content area, folder, learning module, or lesson plan.

On the **Groups** page, click **Sign Up** to access the sign-up sheet. On the **Sign Up Sheet** page, when you click **Sign Up**, you are automatically added to the group.




### How to Create a Group

You can create course groups that other users in the course can sign up to join on the **Groups** page.

1. On the course menu, select the content area that holds the group.
2. On the **Groups** page, click **Create Group**.
3. On the **Create Self-Enrollment Group** page, type the group **Name**.

4. Type a **Description** of the group.
5. Type a **Name of Sign-up Sheet**.
6. Type **Sign-up Sheet Instructions**.
7. Type the **Maximum Number of Members**.
8. Click **Submit**.

## Emailing a Group

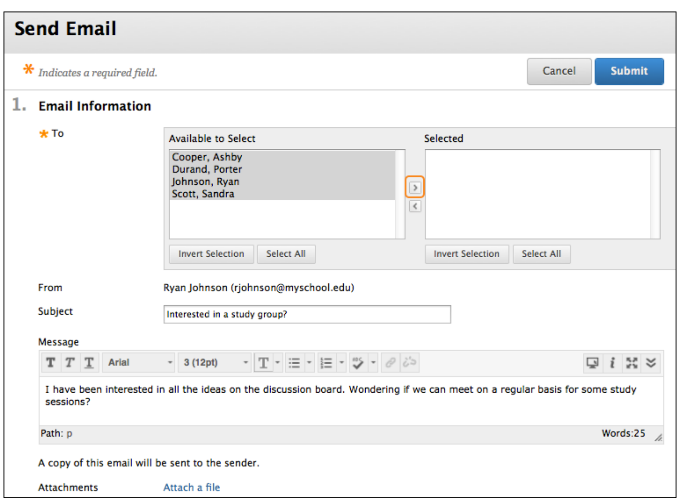
Instructors and course group members can send email messages to selected group members or the entire group.

| | |
|---|---|
| *IMPORTANT!* | Blackboard Learn keeps no record of sent emails. Copies of your email messages are stored in the Inbox of your external email account. Keep a copy of important messages in case you need them at a later date. |

## How to Send an Email Message Within a Course Group

*Tip:* For Windows, to select multiple users in a list, press the SHIFT key and click the first and last users. To select users out of sequence, press the CTRL key and click each user needed. For Macs, press the COMMAND key instead of the CTRL key.

1. Access your group from the **Groups** page or from the **My Groups** panel.
2. Select **Send Email**.
3. On the **Send Email** page, select the recipients from the **Available to Select** box and click the right-pointing arrow to move them into the **Selected** box.
4. Type a **Subject**.
5. Type the **Message**.
6. In the **Attachments** section, click **Attach a file** and select the file to upload from your computer.
7. Click **Submit**.



## Exchanging Files Within a Group

Exchange files with other members of a group, including your instructor using file exchange.

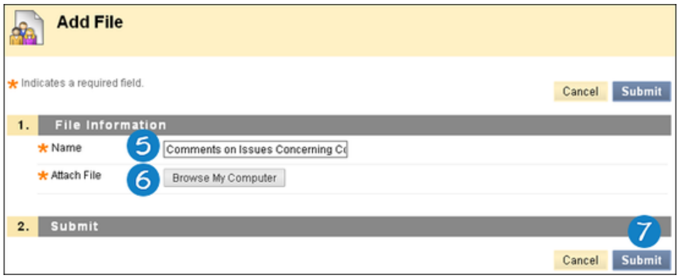
*Note:* Although you cannot create folders in file exchange, you can develop a file naming convention with the other group members so that the files organize themselves in a clearer manner.

## How to Add a File to the File Exchange

1. On the course menu, select the content area that holds the group.
2. On the **Groups** page, click a group name.
3. On the **Group Tools** module, click **File Exchange**.

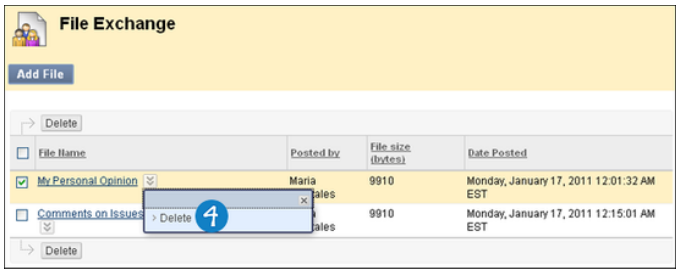

4. On the **File Exchange** page, click **Add File**.


5. On the **Add File** page, type the name of the file in the **Name** field.
6. In the **Attach File** field, click **Browse My Computer** and select the file to upload from your computer. If you have access to the Content Collection, click **Browse Content Collection** and select the file to upload.
7. Click **Submit**.




## How to Delete a File From the File Exchange

1. On the **Group Tools** module, click **File Exchange**.
2. On the **File Exchange** page, click **Delete** from a file's contextual menu.



## Collaborating With a Group

The group collaboration sessions have all of the same features as those in the course. All group members are moderators in group collaboration sessions. All group members can manage sessions and access all of the available tools.

Groups can schedule sessions for specific dates and times.

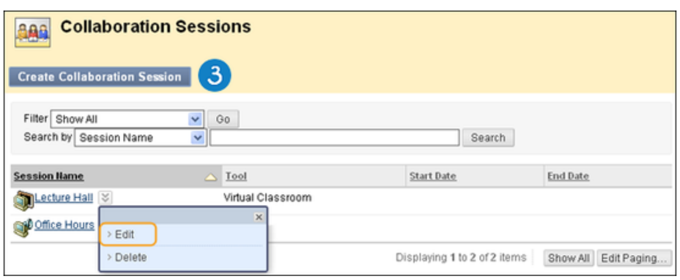
The **Create Collaboration Session** page and **Edit Collaboration Session** page function in a similar manner. The **Create Collaboration Session** page opens with empty fields while the **Edit Collaboration Session** page opens an existing session.

### How to Create or Edit Collaboration Sessions

1. Access your group in the **Groups** page or in the **My Groups** panel.
2. On the group homepage, click **Collaboration** from **Group Tools**.
3. To create a new collaboration session, click **Create Collaboration Session**.

   -OR-

   To edit an existing collaboration session, in the session's contextual menu, click **Edit**.

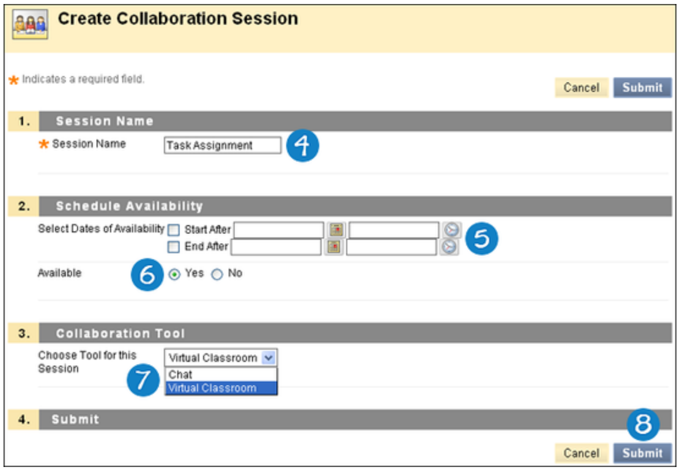
4. On the **Create Collaboration Session** page, type or edit the name of the new session.
5. Select the dates of availability. A start and end date and time for the collaboration session can be set, but is not required. If these are not selected, then the session is always open and available for users.

   Select the **Start After** check box to choose a date and time to begin the collaboration. Click the **Date Selection Calendar** and select a date. Select the time to begin the session from the **Time Selection Menu**.

   Select the **End After** check box to choose when the session ends. Click the **Date Selection Calendar** and select a date. Select the time to end the session from the **Time Selection Menu**.

6. Select **Yes** to make the session available.
7. Select the collaboration tool for this session: **Virtual Classroom** or **Chat**.

8. Click **Submit**.




## How to Delete a Collaboration Session

1. Access your group in the **Groups** page or in the **My Groups** panel.
2. On the group homepage, click **Collaboration** from **Group Tools**.
3. To delete a collaboration session, in the session's contextual menu, click **Delete**. This action is final.

## Submitting Group Assignments

You can submit your work to complete group assignments in the following ways:

- Text typed on the **Upload Assignment** page.
- Files attached from your computer or from the Content Collection.
- A combination of both text and attached files.

Assignments list the name, description, and attachments for course work. You can also add comments for your instructor.

All members of a group receive the same grade for group assignments.

## Frequently Asked Questions

***Why can't I open our group assignment?***

Contact the computing help desk at your institution. They can help you troubleshoot and download any application you might need. If you're not sure how to contact them, look for the technology office on your institution's website or search the web for ***your institution's name*** **+ Blackboard + help or support**. Check to make sure you are using a supported internet browser and operating system for your institution's version of Blackboard.

***Why can't I find our group assignment?***

Your group assignment might only be available on a certain date or after you complete a certain task. For example, you might have to mark a lecture as reviewed before you can access the assignment. Contact your instructor for more information.

***My instructor did not receive our group assignment. What do I do?***

You must discuss this issue with your instructor. To learn more, see How to Submit Work for a Group Assignment.

***How do I edit or resubmit a group assignment?***

Editing a group assignment requires you to resubmit the assignment, and not all assignments can be resubmitted. Contact your instructor to ask for the opportunity to resubmit the assignment.

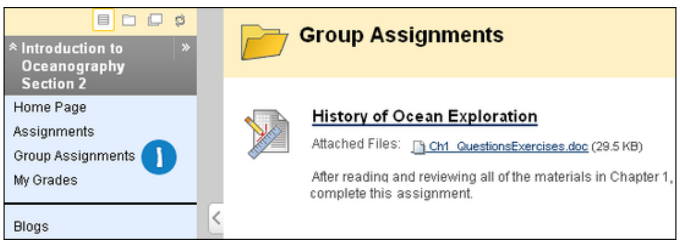
If your instructor has allowed you to submit an assignment more than once, you will see a **Start New Submission** function on the **Review Submission History** page. You access this page by clicking the assignment link in your course. To learn more, see Edit or Resubmit a Group Assignment.

### *How do I know whether my assignment has been graded?*

On the course menu, click **Tools**, and then click **My Grades**. If your assignment has not been graded, the assignment's row contains a symbol indicating its status. If your assignment has been submitted and graded, the grade appears in the assignment's row. To view more detail, click the assignment's title to see the **Review Submission History** page. To learn more, see View Group Assignment Grades and Feedback and My Grades.

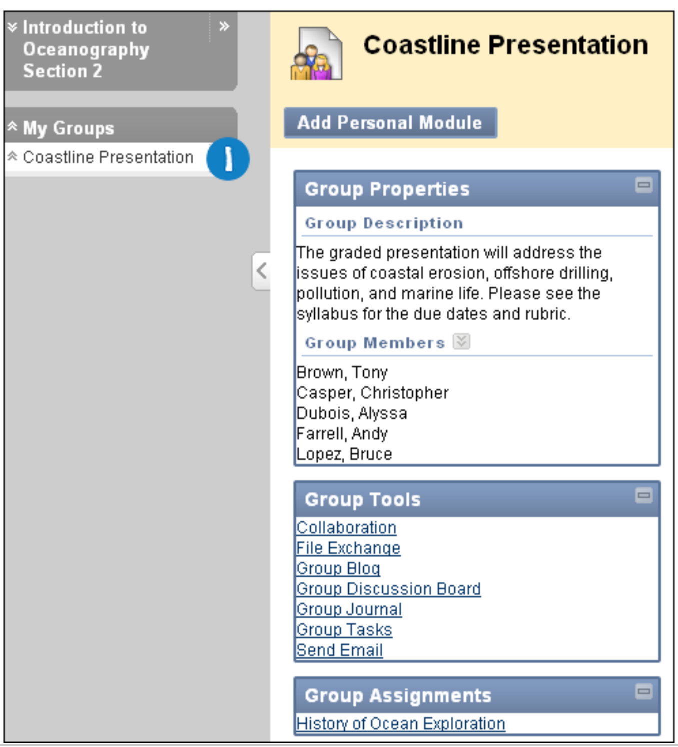
## How to Submit Work for a Group Assignment

1. On the course menu, select the content area that holds the group assignment, for example, **Group Assignments**. Click the name of the assignment.

   -OR-

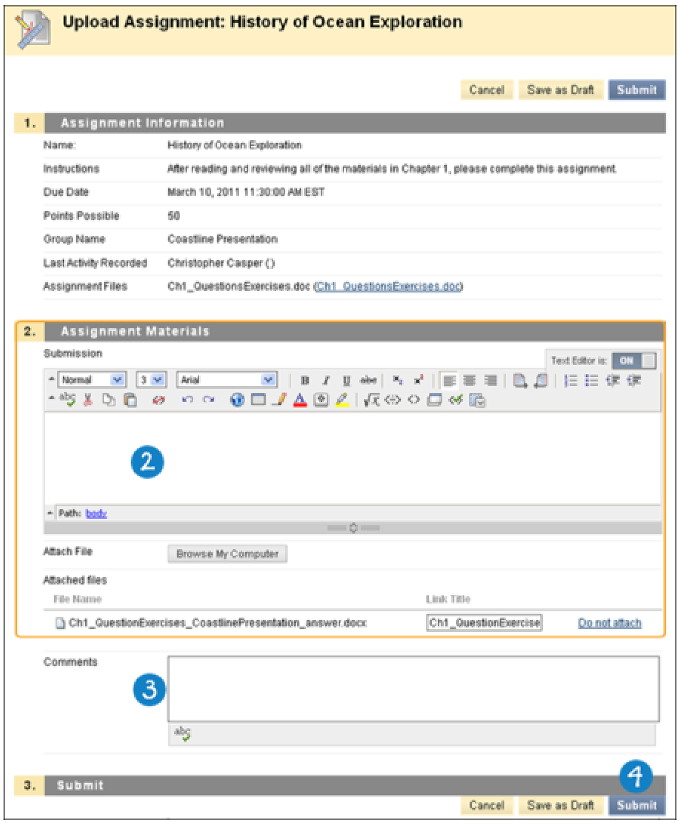
   In the **My Groups** panel, select your group name. On the group homepage, click the name of the assignment in the **Group Assignments** section.

2. On the **Upload Assignment** page, review the instructions and download any files provided by your instructor. Complete the assignment using the content editor, by attaching files, or both.

> *WARNING!* If your instructor has ***not*** allowed multiple attempts, your group can submit an assignment only once. Be sure that you have attached any required files to your assignment before you click **Submit**.

3. Optionally, type your **Comments**.
4. Click **Submit**. The **Review Submission History** page appears showing the information about your submitted assignment.




## How to Save a Group Assignment as Draft and Submit Later

1. When you need to stop working on a group assignment, click **Save as Draft**. This function saves your comments and files on the page. Click **OK** to leave the assignments area.
2. Click **Continue Current Submission** to resume working without leaving the assignments area. To continue working on your saved draft after leaving the assignments area, return to assignment in content area that holds the group assignment, or from the group homepage.
3. When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.

## Edit or Resubmit a Group Assignment

Editing a group assignment requires you to resubmit the assignment, and not all assignments can be resubmitted. Contact your instructor to ask for the opportunity to resubmit the assignment.

Your instructor may allow you to submit a group assignment more than once for a variety of reasons. For example, your instructor can provide comments on your first draft so that you can try to improve your work. Your instructor can choose to use either the highest graded attempt or the last graded attempt for your grade.

If your instructor has allowed you to submit a group assignment more than once, you will see a **Start New Submission** function on the **Review Submission History** page. You access this page by clicking the group assignment link in your course.

## How to View Group Assignment Grades and Feedback

Blackboard does not score assignments automatically. Each assignment needs to be reviewed by your instructor. You can review the information provided by your instructor in **My Grades** or on the assignment's **Review Submission History** page.

### Access My Grades From Your Course

You can view your grades from inside your course in **My Grades**. **My Grades** can appear on the course menu or on the **Tools** page.

1. On the course menu, click **Tools.**
2. On the **Tools** page, select **My Grades**.

### Review Your Grade From the Group Homepage

You can also view your grade and any feedback provided by your instructor on the group assignment's **Review Submission History** page. If your instructor attached a file, you must access it from the group assignment link on the group homepage.

### Access My Grades Outside Your Course

1. On the **My Institution** tab, click **My Grades** on the **Tools** panel.
2. On the **My Grades** page, click the name of a course to view a listing of your gradable items.

To learn more, see My Grades.

Blackboard

## Journals

*Note:* Your instructor and institution control which tools are available. If this tool is not available, your instructor or institution may have disabled it.

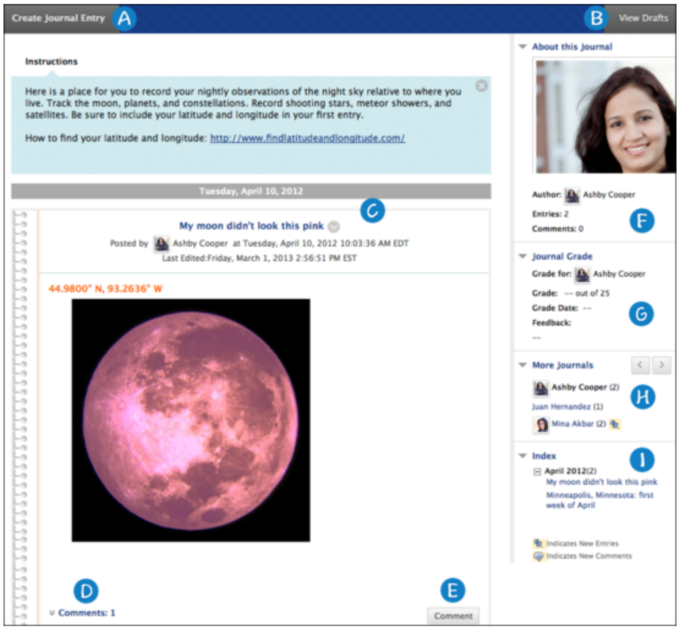
Journals are a personal space for you to communicate privately with your instructor. You can also use a journal as a self-reflective tool to post your opinions, ideas, and concerns about your course, or discuss and analyze course related materials. For example, you can describe problems you faced and how you solved them. Your instructor can direct journal entries to be more formal in nature and narrower in focus by listing topics for discussion.

Your instructor can choose to make journal entries public, allowing all course members to view all entries. You can read what other students wrote and build on those ideas.

When used in the group area, members of a group can view and comment on each other's entries for a group journal. The group can communicate with their instructor as a whole and all members can benefit from the comments made.

Your instructor can grade group journals and apply the grade to every member of the course group. Journal entries can also be used specifically for communication. In either instance, you can make multiple entries for one journal topic.

The journal topic page is divided into two main sections. You can view the instructions in the content frame. Click the **X** to collapse the instructions. In the side panel, you can view information about the journal. Expand and collapse sections in the side panel using the arrow next to a title.




1. **Create Journal Entry**: Create a journal entry using the **Create Journal Entry** function. You can make another journal entry for a topic at any time. For example, your instructor may add a comment requesting that you clarify what has been written before a grade is assigned or suggest a topic for another entry.
2. **View Drafts**: Access any entries saved as drafts. Click **View Drafts** on the action bar.
3. **Journal Entry**: Your journal entries appear in the content frame following the **Instructions**.
4. **Comments**: Following an entry, you can see if comments were made. Click the link to view comments.
5. **Comment**: You can add comments by clicking **Comment**.
6. **About this Journal**: In the side panel, view the journal information in the **About this Journal** section. By default, **About this Journal** is collapsed. You must expand it to view the information.
7. **Journal Grade**: The **Journal Grade** section appears if a journal is set to be graded. You can see if your journal entries have been graded.
8. **More Journals**: View other journal entries made by other course members in the **More Journals** section.
9. **Index**: View the titles of your selected entries for either the week or the month in the **Index** section, determined by the settings your instructor selects during journal creation. The most recent entry title appears first.

## How to Access a Journal

1. On the course menu, click **Journals**.

   -OR-

   On the course menu, click **Tools** and select **Journals**.
2. On the **Journals** listing page, click the journal title you want to access.
3. The journal listing page appears.

## How to Create a Journal Entry

Only your instructor can create a journal topic, but after creation, you can create entries. The journal topics appear in alphabetical order on the journals listing page. Create and post journal entries or save them in draft form for later posting.

1. On the course menu, click **Journals**.

   -OR-

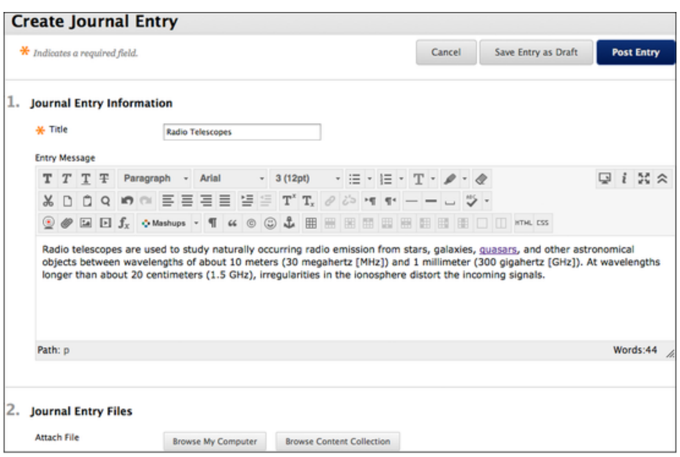
   On the course menu, click **Tools** and select **Journals**.
2. On the **Journals** listing page, select a journal to open.
3. On the journal topic page, click **Create Journal Entry**.
4. On the **Create Journal Entry** page, type an **Entry Title**.
5. Type the text in the **Entry Message** text box.
6. Optionally, in the **Journal Entry Files** section, attach a file using one of the following options:
   - To upload a file from your computer, click **Browse My Computer**.
   - To upload a file from the course's storage repository:
     - If Course Files is the course's storage repository, click **Browse Course**.

       -OR-
     - If your institution licenses content management, click **Browse Content Collection**.

   *Note:* Files added by students will appear with the entry, but are not stored in Course Files or the Content Collection.
7. Click **Post Entry**

   -OR-

   Click **Save Entry as Draft** to save the entry for later posting.




*Note:* If your instructor has associated a rubric with the journal and made it available to students, click **View Rubric** in the **Journal Grade** section to display grading criteria. If there is no associated rubric or your instructor has not made it available, the **View Rubric** button will not be visible.

## Viewing Journal Drafts

You can save journal entries to post later by clicking **Save Entry as Draft**. You can view these drafts by clicking **View Drafts** on the main journal page.

## How to Comment on a Journal Entry

You can create comments to journal entries if commenting is allowed by your instructor. You can add a comment after your instructor comments on an entry to continue the conversation.

You cannot make comments on another user's journal entry, even if the journal has been made public. Users can only comment on another user's entry when they are members of a group. For group journals, all group members and their instructor are allowed to make comments on individual entries.

1. On the course menu, click **Journals**.

   -OR-

   On the course menu, click **Tools** and select **Journals**.
2. On the **Journals** listing page, select a journal to open.
3. On the **Journal** topic page, click **Comment** for the selected entry.
4. Type a comment in the **Comment** box.
5. Click **Add**.

## How to Edit a Journal Entry

You can edit your journal entries if your instructor allows it. However, if you edit gradable journal entries, the original graded entry will be lost.

1. On the course menu, click **Journals**.

   -OR-

   On the course menu, click **Tools** and select **Journals**.
2. On the **Journals** listing page, select a journal to open.
3. On the journal topic page, select **Edit** from the contextual menu for the journal entry.
4. On the **Edit Journal Entry** page, make the necessary changes.
5. Click **Post Entry**.

## How to Delete a Journal Entry

You can delete your journal entries if your instructor allows it. However, if you delete gradable journal entries, the original graded entry will be lost.

1. On the course menu, click **Journals**.

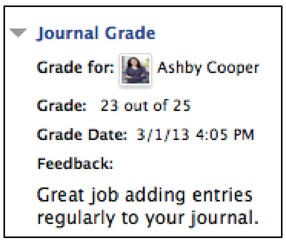
   -OR-

   On the course menu, click **Tools** and select **Journals**.

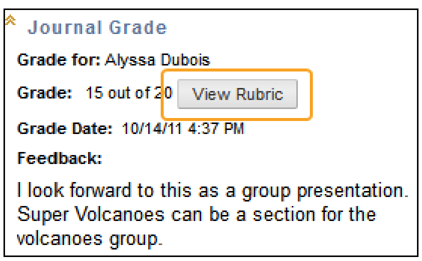
2. On the **Journals** listing page, select a journal to open.
3. On the journal topic page, select **Delete** from the contextual menu for the journal entry. This action is final and cannot be undone.

## Viewing Journal Grades

When your journal entries have been graded, you can view your grade in two places. The grading information appears under the **Journal Grade** section on the **Journal** topic page and in the **My Grades** tool. Any feedback and the date the grade was assigned also appear in these areas.




*Note:* If your instructor has used a rubric for grading and made it available to students, click **View Rubric** to display detailed grading information.




If there is no associated rubric or your instructor has not made it available, the **View Rubric** button will not be visible.

## Troubleshooting

- If your instructor deleted the journal while you are posting, the journal and all comments are deleted.
- If a journal is made unavailable while you are posting, the journal remains visible to your instructor in **Edit** view but is not displayed to you.
- If the **Allow Users to Edit and Delete Entries** setting is changed, entries remain but you cannot edit them.
- If the **Allow Users to Delete Comments** setting is changed, comments remain but you cannot edit them.

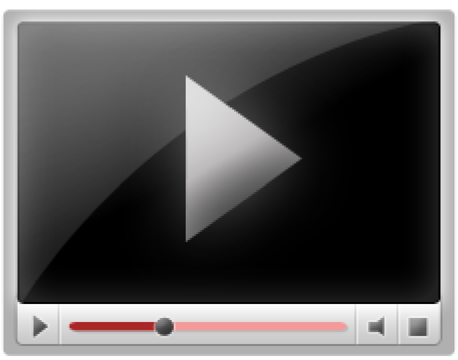
## My Grades

The **My Grades** page shows the status of gradable items, such as tests, assignments, journal and blog entries, and discussion posts.

The **My Grades** page may include item names, details, due dates, student and instructor dates of activity, posted grades, points possible, links to rubrics used for grading, and your instructor's comments about the items.

## Watch a Tutorial

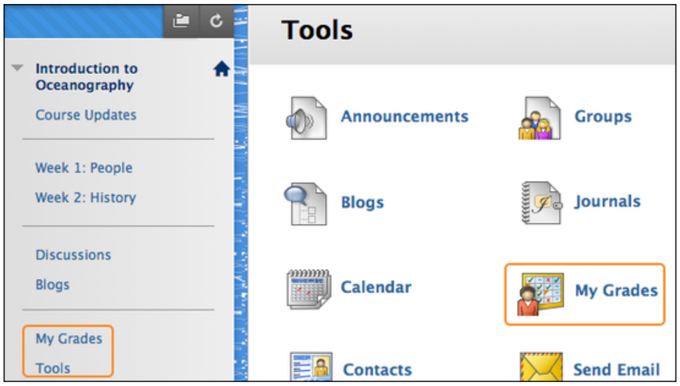
Double-click the video to enlarge the viewing area.



## Access My Grades

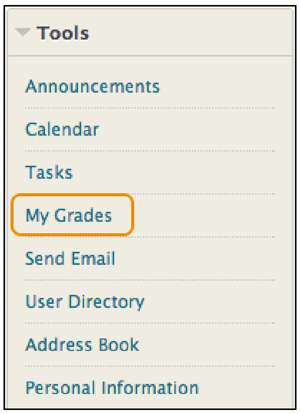
*Note:* Your instructor and institution control which tools are available. If this tool is not available, your instructor or institution may have disabled it.

1. On the course menu, click **Tools** or a customized **My Grades** link.



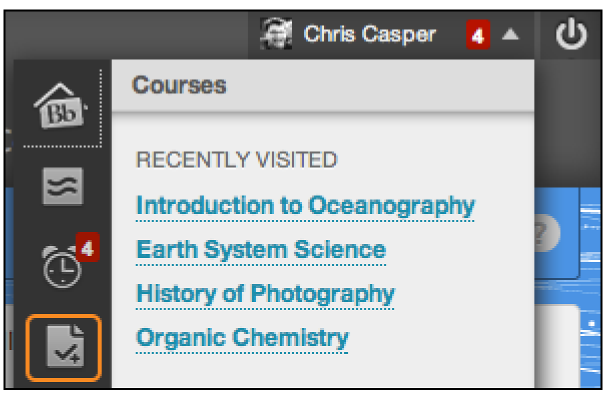

-OR-

On the **My Institution** tab, click **My Grades** on the **Tools** panel.

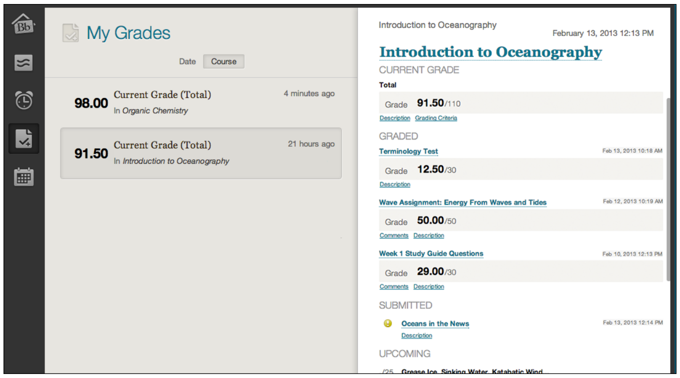



-OR-

From the My Blackboard menu, click the **My Grades** icon.




The **My Grades** page appears.




## View Grade Details

If you access **My Grades** from the **My Institution** tab or the My Blackboard menu, you see grades for all courses. Click **View Attempt to view the grade details.**

If you access **My Grades** inside a course, you see the grades for that course only. Click the item name to view the grade details.

Grades for each course are viewed in the order of:

- Overall grade for the course
- Calculated grades, such as running total
- Graded items by date
- Submitted items by date
- In progress items
- Upcoming items ordered by due date

  *Note:* If there is no due date, upcoming items are in alpha order.

If your assignment has not been graded, the **Grade** column contains a symbol indicating its status. If your assignment has been submitted and graded, the grade appears in the **Grade** column. To view more detail, click the link to see the assignment's **Review Submission History** page. This page includes:

- **Instructor Feedback**: This section lists your grade and any feedback provided by your instructor.
- **Attached Files**: This section provides links to open or download any files attached by you or your instructor. For example, your instructor might provide comments in a file that you submitted with your assignment.

  *Note:* If you see feedback for an item but do not see a grade, contact your instructor.

## My Grade Item Status

The following table describes the symbols appearing on the **My Grades** page.

| Symbol | Description |
|---|---|
| - | Item has not been completed. No information is available. |
|  | Item is completed, but will not have a grade (for items such as surveys). |
|  | Item has been submitted. This item is waiting to be reviewed by your instructor.<br><br>-OR-<br><br>Item has been submitted. Your instructor may review this item, but may not be provided a grade. |
| **Grade** | Item has been graded. Click the grade to view detailed feedback. |
|  | Attempt is in progress. This item has not been submitted. To submit the item, see Submitting a Draft Assignment. |
|  | Grade is exempted for this user. If you do not complete this assignment, it will not affect your grade. |
|  | Error has occurred. Contact your instructor. |

Blackboard

## Roster and User Directory

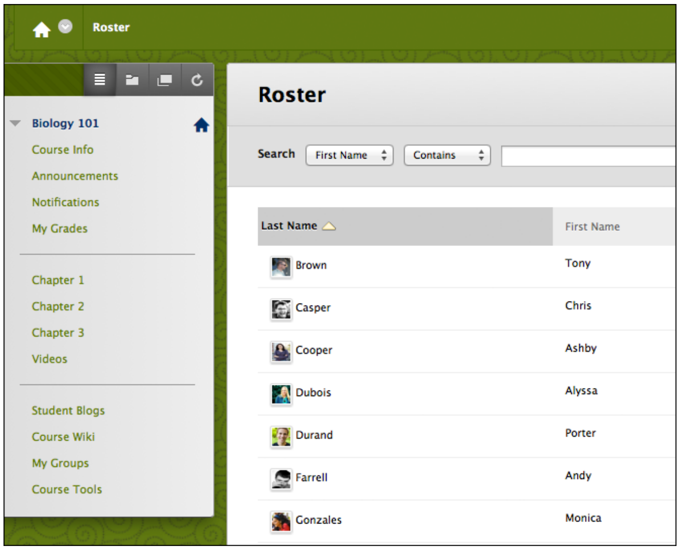
To search for other students in your course, use the roster tool. The name of each student is included in the roster automatically. You cannot remove your name from the roster, but you can control whether to make your email address available.

In the User Directory, you can search for other students and instructors in the system. You can choose whether to be included and what information to share by setting your privacy options. To learn more, see How to Set Privacy Options.

For your personal information to appear in the roster or User Directory, it must appear on the **Edit Personal Information** page. To learn more, see How to Edit Personal Information.

### How to Search for Other Students in Your Course Using the Roster

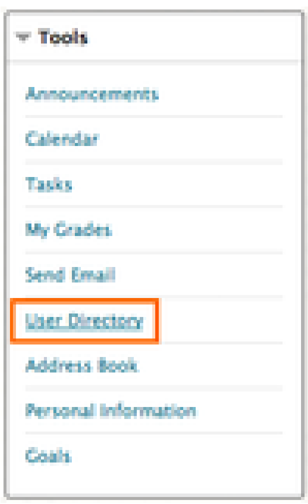
1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Roster**.
3. On the **Roster** page, click **Go** to list all students in your course. You can search for students by typing a keyword in the text box and using the following filters:
    - First Name
    - Last Name
    - Contains
    - Equal to
    - Starts with
    - Not blank




## How to Search for People in the User Directory

Only users who have updated their personal information and selected **List my information in the User Directory** in their privacy settings will appear in the search results.

1. Navigate to the **My Institution** tab.
2. On the **Tools** panel, select **User Directory**.




3. On the **Users** page, click **Go** to list all users who have shared information. You can search for a specific user by typing a keyword in the text box and using the following filters:
    - Username
    - First Name
    - Last Name
    - Email
    - Contains
    - Equal to

- Starts with

Blackboard

## Tasks

*Note:* Your instructor and institution control which tools are available. If this tool is not available, your instructor or institution may have disabled it.

The tasks tool is used to keep track of work that must be completed. Each task has a status and a due date. An instructor identifies the course tasks and adds them to the list.

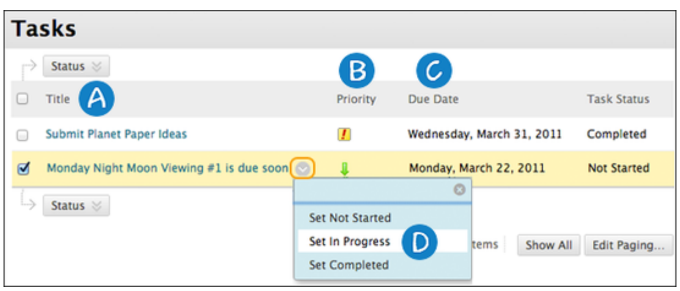
Students can use this list to keep themselves on track and may be required to report their status for each task. Students can create their own personal task list from the **Tools** panel on the **My Institution** tab. When you create a personal task, you are the only one who can view it.

Tasks are also available as a course group tool for tasks that are specific to a smaller group within a course.

*Note:* The **To Do** notification module that might appear on a course Home Page displays course-relevant information only. To learn more, see Home Page.

## The Tasks Page

By default, students access tasks from the **Tools** link on the course menu or in the tasks module on the course home page. Your instructor can also add a customized link to tasks on the course menu.




1. Click a task link to view the description.
2. Your instructor can assign a level of priority for tasks:
   - High priority icon – exclamation mark
   - Normal priority – no icon
   - Low priority icon – an arrow pointing down
3. Sort a column by clicking the heading title.
4. In a task's contextual menu, you can select the status of a task:
   - Not Started
   - In Progress

- Completed

## Wikis

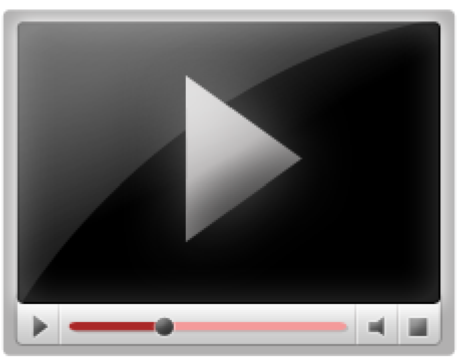
*Note:* Your instructor and institution control which tools are available. If this tool is not available, your instructor or institution may have disabled it.

A wiki is a collaborative tool that allows you to contribute and modify one or more pages of course related materials. A wiki provides an area where users can collaborate on content. Users within a course can create and edit wiki pages that pertain to the course or a course group.

Instructors and students can offer comments, and your instructor can grade individual work.

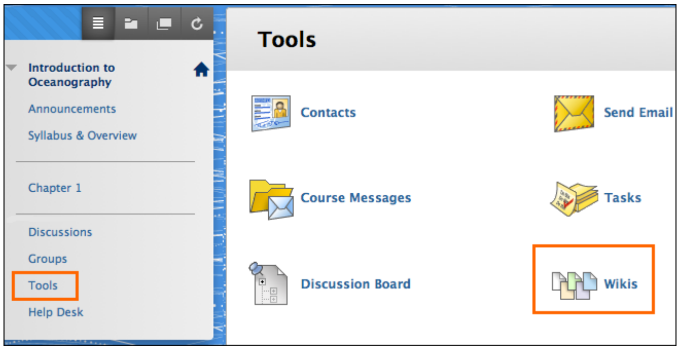
## Watch a Tutorial

Double-click the video to enlarge the viewing area.

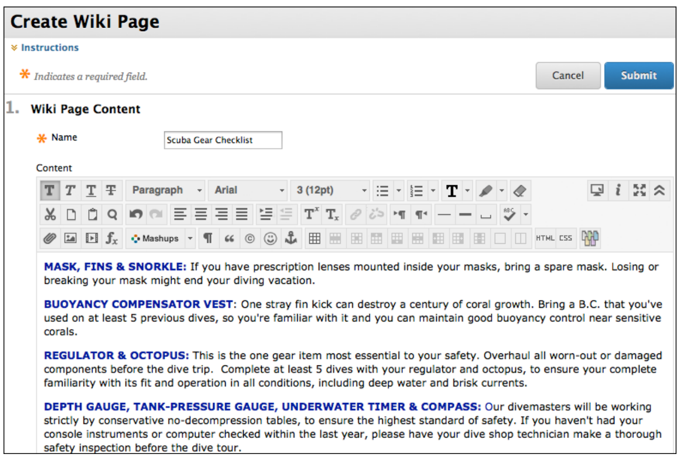


## How to Create a Wiki Page

1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Wikis**.

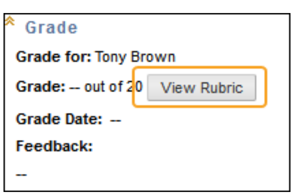



3. On the **Wikis** listing page, select a wiki title.
4. On the wiki topic page, click **Create Wiki Page** on the action bar.
5. On the **Create Wiki Page**, type a **Name** for the wiki page.
6. Type information in the **Content** text box. You can use the content editor functions to format the text and include files, images, web links, multimedia, and mashups.
7. Click **Submit**.




### Rubrics

If your instructor associated a rubric with the wiki and made it available to students, you can access it on the **My Contribution** page. Click **View Rubric** in the **Grade** section to display the grading criteria.



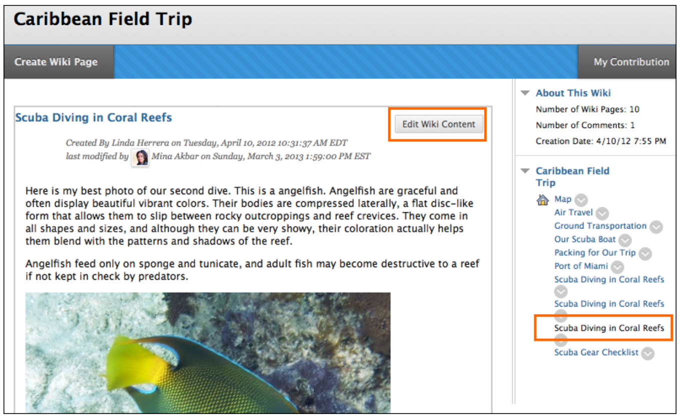

If no associated rubric exists or your instructor made none available, you will not see the **View Rubric** function.

## How to Edit Wiki Content

Any course member can edit a course wiki page and any group member can edit a group wiki page. All course members, including your instructor, edit in the same way.

When a user is editing a wiki page, it is locked for a duration of 120 seconds to prevent others from editing the same page. If you try to edit a page someone else is editing, you are informed that another user is currently editing the page.

1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Wikis**.
3. On the **Wikis** listing page, select a wiki title.
4. On the wiki topic page, select the wiki page to edit.
5. Click **Edit Wiki Content**.

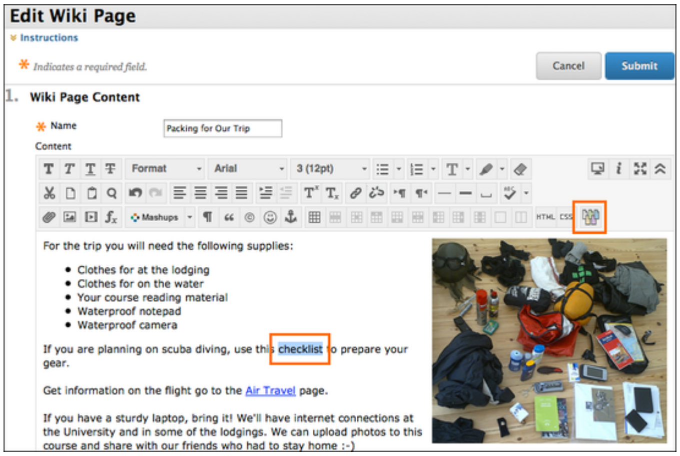



6. On the **Edit Wiki Page**, make the necessary changes.
7. Click **Submit** to save your work.

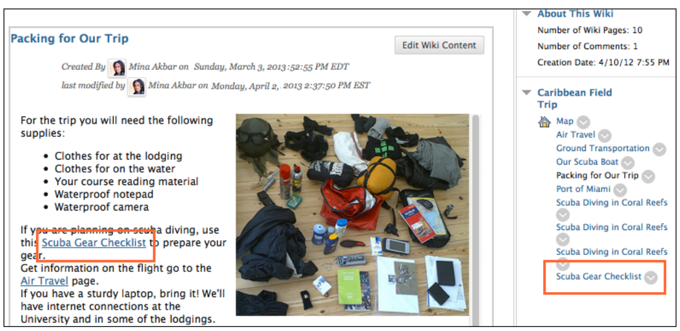
## How to Link to Other Wiki Pages

If a wiki consists of many pages, you can insert a link to another page to help organize information for easy access. You can only create links to other wiki pages when at least two pages exist. In the content editor of the page you are working on, you will see the link icon in the third row of functions.

1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Wikis**.
3. On the **Wiki** listing page, select a wiki title.
4. On the wiki topic page, select the wiki page where you want to place the link. The wiki page opens in the content frame.
5. Click **Edit Wiki Content**.
6. On the **Edit Wiki Page**, position your mouse pointer where you want to add a link to another wiki page.
7. Click the **Link to Wiki page** function in the content editor, represented by several sheets of paper. If only one page exists in the wiki, this function is disabled.




8. In the **Insert Wiki Page Link** pop-up window, select the wiki page to link to from the drop-down list.
9. Optionally, type a name for the link in the **Rename Wiki Page Link** text box. If you do not rename the link, the original page title is used as the link.
10. Click **Submit**. The link appears in the content editor.
11. On **Edit Wiki Page**, click **Submit**. The link appears in the wiki page.




## How to Comment on a Wiki Entry

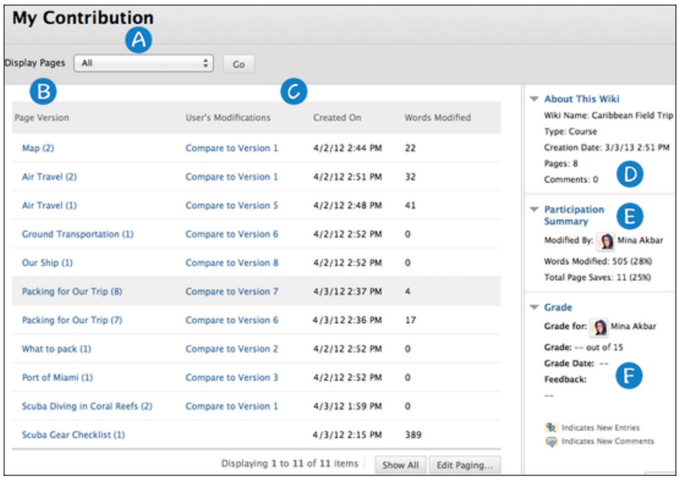
1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Wikis**.
3. On the **Wikis** listing page, select a wiki title.
4. On the wiki topic page, select the wiki page you want to comment on. The wiki page opens in the content frame.
5. Click **Comment** following the user’s entry.
6. Type your comments in the **Comment** text box.
7. Click **Add**. To view all the comments, expand the **Comments** link.

## How to View Your Contributions

You can view a list of all the pages and versions you contributed or modified, and determine if you need to make edits.

1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Wikis**.
3. On the **Wikis** listing page, select a wiki title.
4. On the wiki topic page, click **My Contribution** on the action bar. On the **My Contribution** page, you can view information about your contribution to the wiki in the content frame and the side panel.

## The My Contribution Page




1. **Display Pages**: On the action bar, use the **Display Pages** drop-down list to narrow what appears on the **My Contribution** page.
2. **Page Version**: In the **Page Version** column, page titles appear with their corresponding version numbers. Click a title to view the page without annotated changes. The page opens in a new window. By default, the most recent page version is listed first.
3. **User's Modification**: In the **User's Modifications** column, click a link to compare a page to its previous version. The page opens in a new window. Click the **Legend** tab to view the comparison with a legend or explanation of the formatting used to communicate version differences.
4. **About This Wiki**: In the **About This Wiki** section, you can view wiki information, how many pages you contributed and edited, and how many comments you added to the wiki.
5. **Participation Summary**: In the **Participation Summary** section, you can view **Words Modified—**which tallies any word added, deleted, or edited in all pages and each page's versions—available in number count and percentage. **Total Page Saves** includes any time **Submit** is clicked on any **Edit Wiki Page** in the wiki—regardless of content being changed—available in number count and percentage.
6. **Grade**: The **Grade** section appears if your instructor enabled wiki grading.

## How to View Grades for Wiki Contributions

After your instructor grades wiki contributions, you can view your grade in two places. The grading information appears on the **My Contribution** page and in **My Grades**.

1. On the course menu, click **Tools**.

2. On the **Tools** page, select **Wikis**.
3. On the **Wikis** listing page, select a wiki title.
4. On the wiki topic page, click **My Contribution** on the action bar. On the **My Contribution** page, you can view the assigned grade for the contributions in the **Grade** section. You can also view your instructor's feedback and the date the grade was assigned.

*Note:* If your instructor associated a rubric with the wiki and made it available to students, you can access it on the **My Contribution** page. Click **View Rubric** in the **Grade** section to display the grading criteria. If no associated rubric exists or your instructor made none available, you will not see the **View Rubric** function.

# Third-Party and External Tools

Your institution can choose to connect extra tools to Blackboard Learn. Many of these tools are created by companies other than Blackboard. If you have questions, contact your institution.

To learn more, access the following tool or company's website:

- Blackboard Mobile™
- Blackboard Collaborate™ (formerly Wimba and Elluminate)
- Respondus® (including Respondus LockDown Browser™)
- Turnitin® (plagiarism and online grading tool)