

Blackboard

Basic Skills for Using Blackboard

We recommend you have the following basic skills to be comfortable with navigating your course Web site.

- Browsing the Web (You should know how to navigate pages on the Internet.)
- Entering URL's (i.e., "http://www.uclaextension.edu")
- Locating and opening files on your computer
- Using drop down lists
- Entering text into Web-based forms
- Know Word Processing (We recommend that you first complete your homework in a word processor and then upload the document or copy and paste the work into your assignment.)

How do I get to Blackboard?

You can access Blackboard through my.pitt.edu. After logging in at my.pitt.edu, click on the "Student Services" link and then click on the CourseWeb link on the left side of the page that comes up.

Or you can directly type the Blackboard URL: <http://courseweb.pitt.edu> into the address line of your browser (Netscape or Internet Explorer).

When can I access my Blackboard course website?

Because you can connect to your online course via the Internet, it is available seven days a week/24 hours per day while the course is in session. You can login to the course, anytime and anyplace that you have an Internet connection

How can I use Blackboard?

To access the student manual for using Blackboard, log in to CourseWeb, and then click on the link "CourseWeb Support Resources" provided under "My Organizations" on the right side of the page.

On the left side of the page that comes up, click on "For students" link. That link will take you both to the "Getting Started for Students" information and to the "Student Manual."

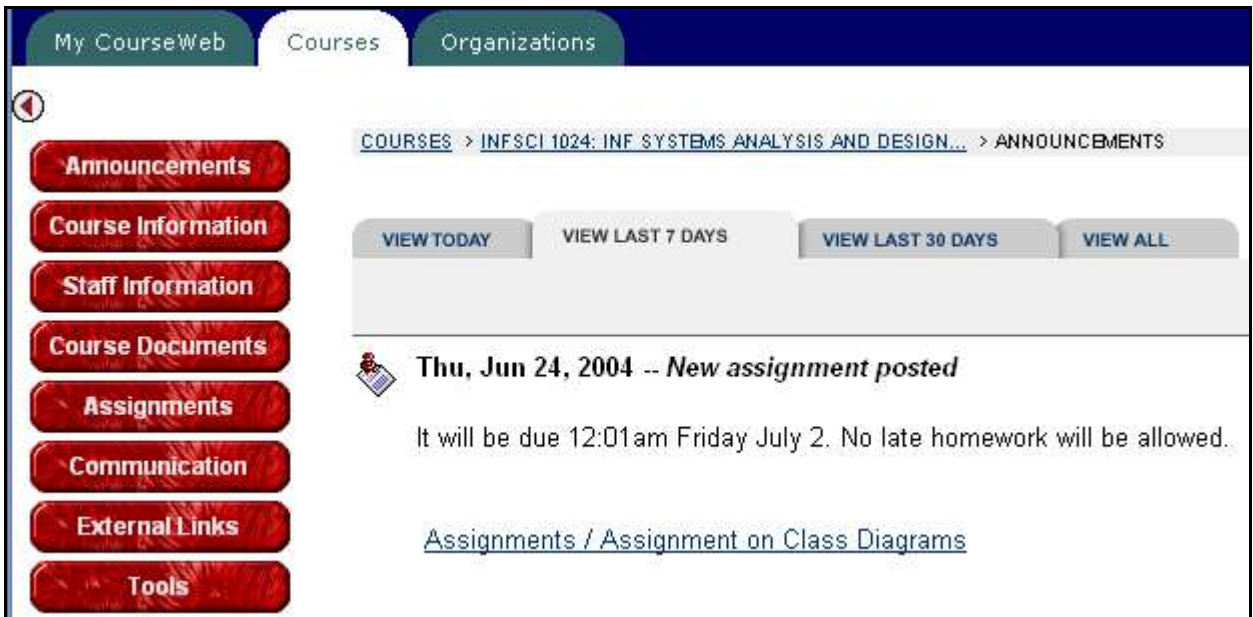
Again on the left side of the page that comes up, there is also a link to Blackboard Tutorials.

What's in Blackboard?

Once you log in to CourseWeb and find the list of the courses you're enrolled in under "My Courses" on the right side of the page, you can click on any of those course links provided to see the contents of a particular course.

Usually the first page that will come up is the "Announcements" page.

The menu buttons on the left will guide you to the different areas of your course. Because the names of these areas, as well as their contents, are fully customizable by the instructor, you may see variations of this menu in your actual course. A typical course would have menu items similar to what is shown below.



A description of each menu item can be found in the table below:

Announcements	Announcements post timely information critical to course success. Announcements occupy the main frame upon entry to a course Web site.
Course Information	Course Information displays descriptive materials about the course. Materials usually posted here include the syllabus and course objectives.
Staff Information	Staff Information provides background and contact information on course instructors, teaching assistants, and how to contact your course manager.
Course Documents	Course Documents may include learning materials and lesson aids, such as lecture notes.
Assignments	Assignments lists the due date and description for class work posted by the instructor.

Communication	<p>Course users communicate through the Communication Center. The Communication Center allows users to:</p> <ul style="list-style-type: none"> • send and receive email • read and post messages to discussion boards • enter the virtual classroom • view student roster • view group pages
External Links	<p>External Links connects course users to outside learning materials. Instructors may select outside materials and post a hyperlink and brief description for each external source.</p>
Tools	<p>The Tools area is another important feature designed especially for students to coordinate class information. It establishes links to personalized items that will help you to better manage course commitments and requirements.</p>
Resources	<p>Accesses the Blackboard Resource Center.</p>
Course Map	<p>Allows course Web site navigation through a collapsible tree directory. Instructors can go directly to various course areas.</p>

Important Points to Remember

VIEW the technical requirements to ensure that your computer is configured for Blackboard.

NEVER give out your Pitt ID and password!

ALWAYS quit the entire Blackboard application when you are finished!

READ the announcements on the Blackboard page when you login.

Help

For problems/questions, students need to contact the Help Desk online at http://technology.pitt.edu/tech_help.html#callhelp or by calling 412 624-HELP [4357].