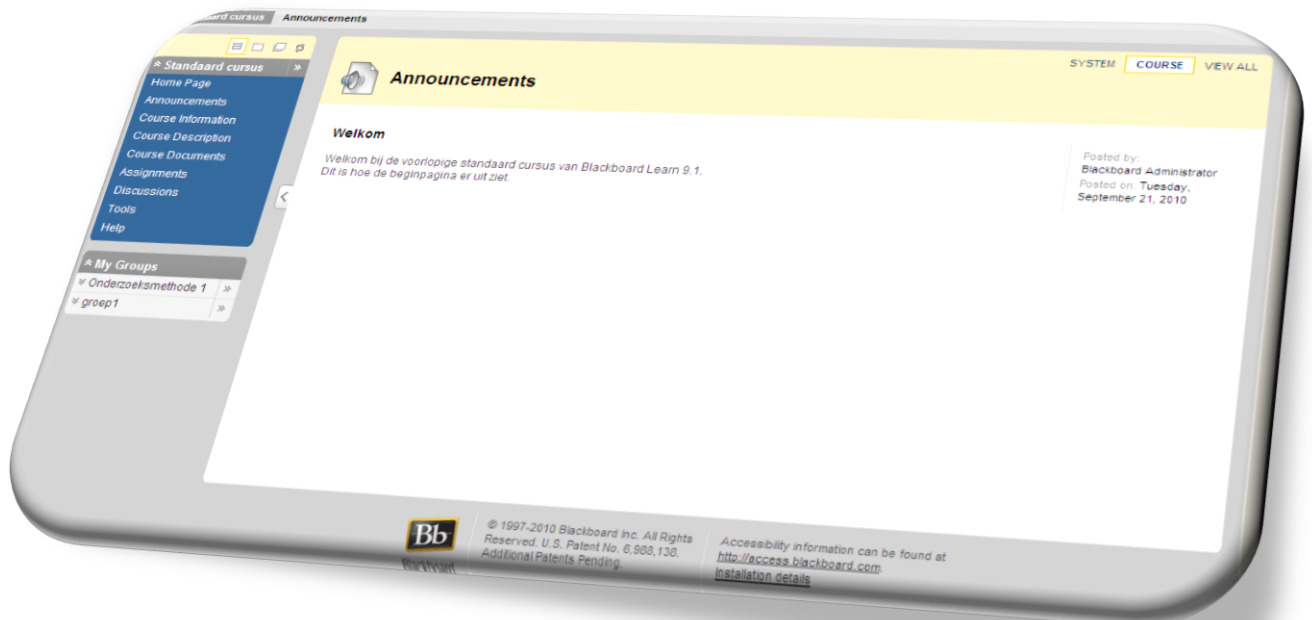


Blackboard Learn

Quick Start Guide for students



Blackboard Learn, the digital learning environment

Blackboard is the digital learning environment with courses. A Blackboard course may exist of announcements, documents, exercises, assessments etc.

To go to a Blackboard course you first have to log in.

Log in on Blackboard

1. Open the Tilburg University website, Students or go to:
<http://www.tilburguniversity.edu/nl/students>
2. Click the button **[Log in Student Portal]**
3. Now you see the *Single Sign-On* window; here you fill in your Username and Password and click **[Log in]**.
4. The tab *My Study* is now opened.

Enroll in courses

- Enrollment in most courses goes via **Osiris**.
For more information, please check:
<https://www.tilburguniversity.edu/students/news/show/registration-via-osiris-1/>
- Exception are the courses whose Course ID starts with 'n-' or 'np-'. Enrollment for these courses goes via Blackboard:
 - o Go to Blackboard, tab 'My University'.
 - o Click on 'Browse Course Catalog' under Course Catalog.
 - o Type in the name of the course and click on 'Go'.
 - o Open the pull down menu behind the Course ID and choose 'Enroll'.

This brief manual offers the basic knowledge you need to work in a Blackboard. It contains the following parts:

1. Overview Course environment

- 1.1 Course Menu
- 1.2 Content Area
- 1.3 My Groups

2. Some Course tools

- 2.1 Announcements
- 2.2 Assignments
- 2.3 Groups

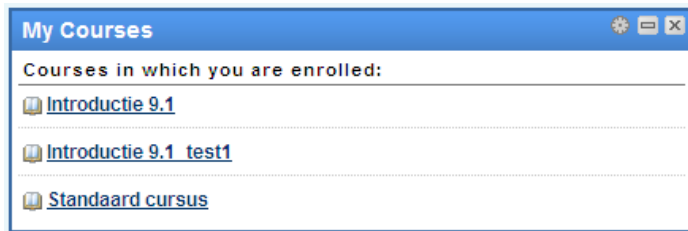
3. Support contact

For extensive manuals, video tutorials and additional information on Blackboard courses we refer to the online Blackboard support of Tilburg University:

<https://blog.uvt.nl/bbstudent/>

1 Overview Course environment

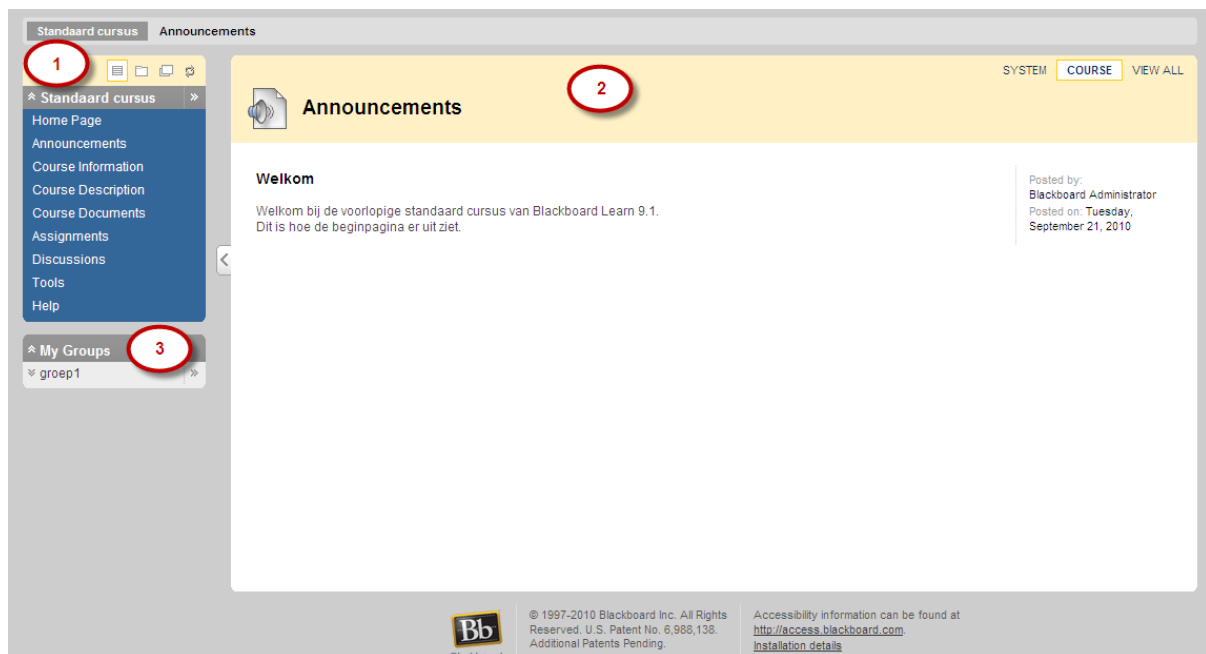
In the module *My Courses* you can find the Courses you are enrolled in.



Click a Course title to open the Course concerned.

The new Course environment exists of three parts:

1. Course Menu
2. Content Area
3. My Groups



Course Menu (1)

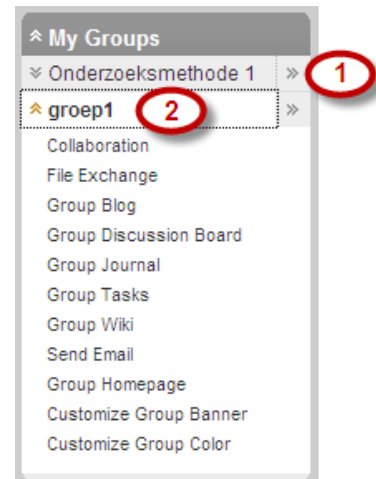
The Course Menu appears to the left side of the Course and gives direct access to the Course parts: Announcements, Course Information, Course Description, Course Documents, Assignments, Discussions, Tools and Help. Click the name of a *Course Menu Item* and the concerning item is opened in the *Content Area*.

Content Area (2)

The Content Area is the Blackboard main screen where Content Items and Tools are displayed. Via this screen you can view all information, course materials and assignments placed on Blackboard for you by the lecturer. Here you can also contribute to the *Discussion Board* and for instance hand in *Assignments*.

My Groups (3)

You will find a useful overview of the groups of which you are a member in the concerning Course, under the menu *My Groups*. A direct link to the *Group Homepage* will appear in this menu, the moment you enroll for a new group. Click the double arrows to the right of a group name (1) to go to the Group Homepage. On the Group Homepage you will find an overview of the Group Properties, Tools and possible Assignments.



By clicking a group name (2) the menu of the concerning group will fold out. You will see a number of direct links to specific parts of your group such as the available Tools and edit options.

2 Some Course tools

2.1 Announcements

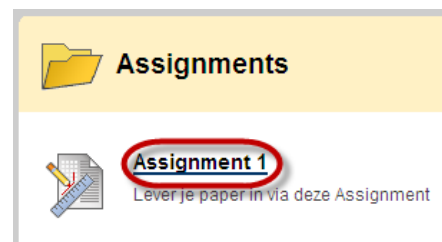
You can find messages from lecturers under Announcements. They can also be found in the module *My Course Announcements* on the tab *My Study*.

2.2 Assignments

With the use of the tool Assignments you can hand in assignments and have them assessed by your lecturer.

You can hand in an assignment via Assignments as follows:

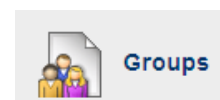
1. Go to the concerning assignment (usually assignments are under the Course Menu Item: *Assignments*).
2. Click the assignment title and the window; *Upload Assignment* is opened.
3. Under Assignment Submission you can add text (*Text Submission*) or a file (*Attach File*). If you want to add a file, click *Browse My Computer*.
4. Add the required file.
5. Add comment (optional) and subsequently click *Submit*.
6. You will see the window *Review Submission History*; click *OK* to return to the *Course Menu Item Assignments*.



A lecturer can allow a student to hand in an Assignment multiple times. In *My Grades* the student sees an overview of the number of handed in attempts. Each version may be given a grade. A lecturer can also assign an Assignment to a group. The lecturer can grade the group as a whole. The lecturer may adjust the grade individually afterwards.

2.3 Working with groups

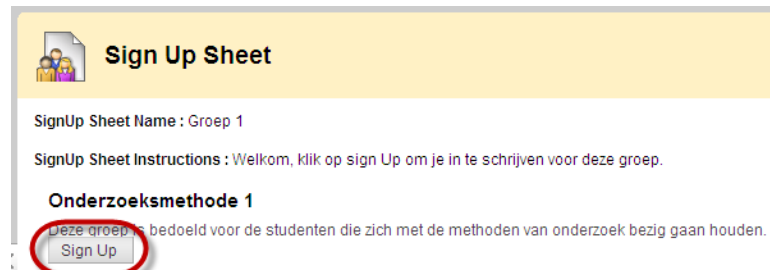
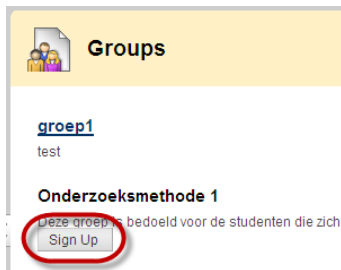
Working with groups in Blackboard is done via the tool **Groups**. You can find this tool in a course under the menu item: *Tools*.



With the Groups Tool you can arrange how groups can communicate, organize themselves and cooperate. Tools for groups are Email, Discussion Board, Tasks, Collaboration, Calendar, File Exchange, Blogs, Journals, and Wikis. The lecturer can make this available or not.

Enroll for groups

1. Click *Tools* in the Course Menu.
2. Subsequently choose the tool *Groups*.
3. Click *Sign Up* at the group of your choice.
4. You will see the *Sign Up Sheet* of the concerning group; validate your choice by clicking *Sign Up* again.



- Students can also create groups themselves, if the lecturer allows this.
- Each Group has a Group Homepage, where you can add extra modules.
- Group Banner and Group Color are adjustable by the student. Mind! This is not personal but visible to the entire group.

3 Support contact

If you as a student have questions on Blackboard, please contact:

Student Desk

<https://www.tilburguniversity.edu/students/studentdesk/ask/>

or:

IT Support

<https://www.tilburguniversity.edu/students/it/it-support/>

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