

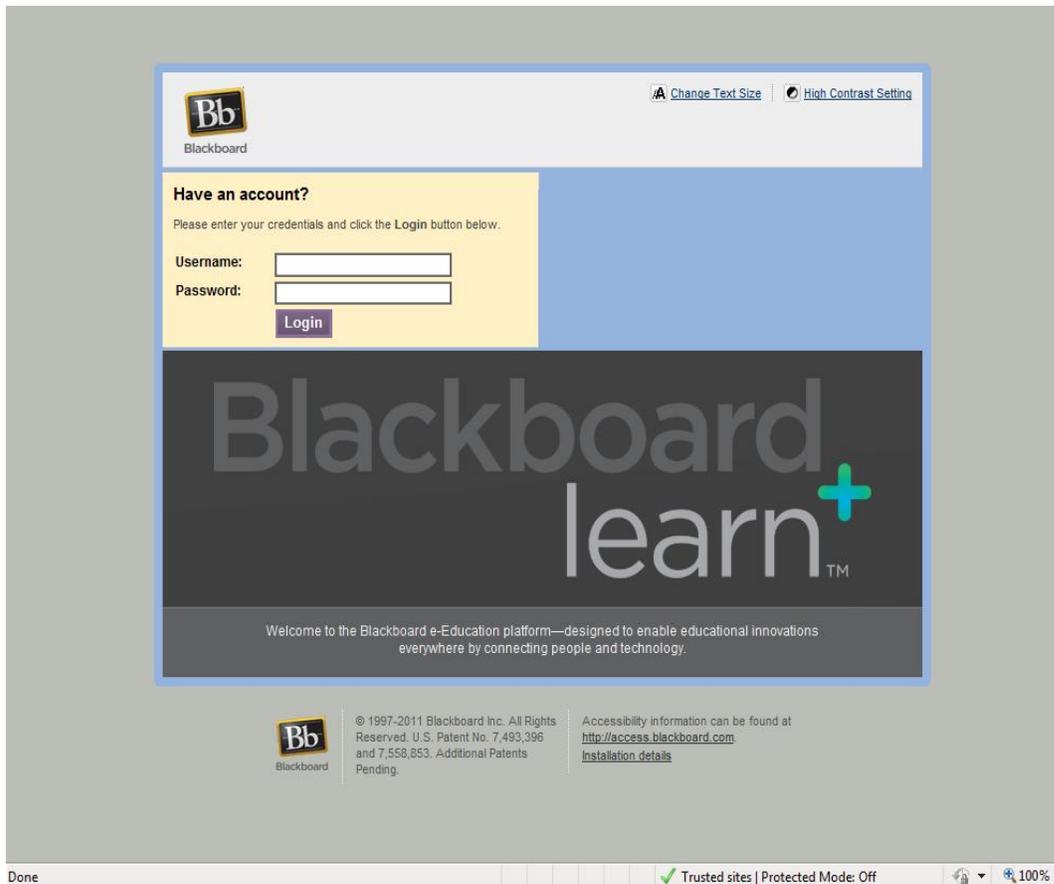
Blackboard Student Quick Guide



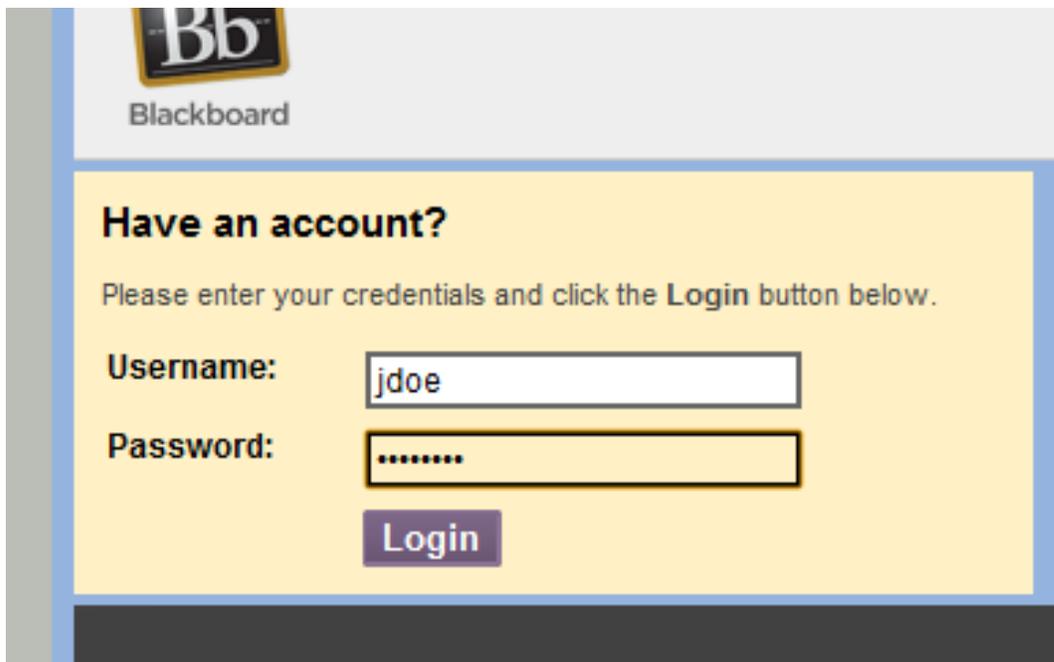
Center for Information Technology
Services

Blackboard Helpdesk: (601) 877-4081

Last Revised: Feb 14, 2011



Done Trusted sites | Protected Mode: Off 100%



Logging into Blackboard:

1. Open a web browser like Internet Explorer and type in the address bar:
blackboard.alcorn.edu
2. A login Screen as shown on the left appears.
3. Log in with the username portion of your email address and password. For example, if your email address is **jdoe@mail.alcorn.edu**, your username would be **jdoe**

Alcorn State employees, use your full email address (Ex:- johndoe@alcorn.edu)
4. The password is the same password that you use to check email.
5. Next, click the Login button.
6. If you have problems logging in call 877-CITS.

Alcorn State University

Dummy Student My Places Home Help Logout

My Institution Courses

My Institution Notifications Dashboard

Tools

- Announcements
- Calendar
- Tasks
- My Grades
- Send Email
- User Directory
- Address Book
- Personal Information

My Announcements

No Institution Announcements have been posted in the last 7 days.

SP2011-ED-200-001-Social Studies/Multicultural

- Blackboard Support
- SAFEASSIGN SERVICE

SP2011-ED-200-002-Social Studies/Multicultural

- Quiz 2
- Blackboard Support
- SAFEASSIGN SERVICE

SP2011-HI-111-OL-World Civilization

- Week Six: 2/14-2/20

SP2011-NU-530-051-Foundations of Nursing Educati

- Assignments

SP2011-NU-539-4-Selected Topics In Clinical Nu

- Posting

more announcements...

My Calendar

8:00 AM - 9:00 AM on 8:00 AM:

Curriculum Project: Contextual Elements

more calendar events...

My Courses

Courses in which you are enrolled:

- Dummy Course 01
- FA2008-CS-100-010-Info. Technology Proficiency
- FA2010-BA-239-001-Business Ethics
- FA2010-BA-239-OL-Business Ethics
- FA2010-ED-512-071-Foundations of Education
- FA2010-MK-301-002-Principles of Marketing
- FA2010-MK-483-OL-Consumer Behavior
- FA2010-MK-650-051-Marketing Analysis
- FA2010-NU-227-051-Children and Adolescents
- FA2010-NU-321-051-Pharmacology
- FA2010-NU-505-051-Theories of Adv Nursing Practi
- SP2008-BB-101-001-Blackboard Learning I
- SP2009-BB000-001-Blackboard Example
- SP2011-BB110-001-Blackboard Example II
- SP2011-ED-200-001-Social Studies/Multicultural

Accessing Courses

Once you've logged in to Blackboard, the first page you will see is the My Institution page. Here, you can find a list of online (and some offline) courses in which you are enrolled.

On the right side of the screen, you will see a module called the My Courses module. There you will see all courses in which you are enrolled. To access any course: Click on the name of the course (Red arrow 1).

Your Blackboard Course Site

Inside the Blackboard course, you will see two things at any point in time:

1 - The Course Menu

The list of areas within the course that contain your course's content such as the syllabus, assignments, tests, etc.

2 - Your Course Content

The larger area to the right of the Course Menu is where you will see the actual course content.

Alcorn State University

Dummy Student My Places Home Help Logout

My Institution Courses

Dummy Course 01 Announcements

INSTITUTION COURSE VIEW ALL

Announcements

Test Posted

Posted on: Thursday, January 27, 2011

The following Test has been made available in Tests: Final Exam.

Posted by: Stanley Stephey
Posted to: Dummy Course 01

Assignment 7 Posted

Posted on: Thursday, January 27, 2011

The new assignment has been posted in the Assignments section of this course.

Posted by: Stanley Stephey
Posted to: Dummy Course 01

Syllabus will be posted soon...

Posted on: Thursday, January 27, 2011

The syllabus will be posted soon. Please check this course by tomorrow for the syllabus.

Course Link [Tests](#)

Posted by: Stanley Stephey
Posted to: Dummy Course 01

Blackboard

© 1997-2011 Blackboard Inc. All Rights Reserved. U.S. Patent No. 7,493,396 and 7,558,853. Additional Patents Pending.

Accessibility information can be found at <http://access.blackboard.com>
Installation details



Announcements

Test Posted

Posted on: Thursday, January 27, 2011

The following Test has been made available in Tests: Final Exam.

Posted by: Stanley Stephney
Posted to: Dummy Course 01

Assignment 7 Posted

Posted on: Thursday, January 27, 2011

The new assignment has been posted in the Assignments section of this course.

Posted by: Stanley Stephney
Posted to: Dummy Course 01

Syllabus will be posted soon...

Posted on: Thursday, January 27, 2011

The syllabus will be posted soon. Please check this course by tomorrow for the syllabus.

Course Link/[Tests](#)

Posted by: Stanley Stephney
Posted to: Dummy Course 01



© 1997-2011 Blackboard Inc. All Rights Reserved. U.S. Patent No. 7,493,396 and 7,558,853. Additional Patents Pending.

Accessibility information can be found at <http://access.blackboard.com>.
[Installation details](#)

Announcements

Usually upon entry to your Blackboard course site, you will see the Announcements section first. This page will show all of the relevant course announcements from your instructor .



Dummy Student



My Places



Home



Help



Logout

My Institution

Courses

Dummy Course 01

Syllabus



^ Dummy Course 01 >>

Announcements

Syllabus

Handouts

Assignments

Tests

Discussion Boards

Tools

Help



Syllabus



Syllabus

Attached Files: [Syllabus](#) (0.494 KB)

Syllabus (Course Information)

The section known as the Syllabus (formerly called Course Information) is where you will see course overview information. Information such as the required textbook, grading rubric, etc. are usually found here.

- Dummy Course 01
 - Announcements
 - Syllabus
 - Handouts
 - Assignments
 - Tests
 - Discussion Boards
 - Tools
 - Help

Assignments

Step 1

- Assignment 6**
Please type a paper on the Internet and how people use it.
Please click on the title of the assignment to submit your assignment.
- Assignment 7**
Please a paper on the history of computer networks.
Please click the View/Complete link below to submit your assignment.
>> [View/Complete](#)
- Assignment 8**
Type the paper!
>> [View/Complete](#)
- Assignment 9**

Assignments

The assignments section is where you can find assignments and/or tests. Here you can submit one of two types of assignments: Assignments and SafeAssignments.

Submitting an Assignment

1. Click the title of the Assignment.
2. On the Upload Assignment page, scroll down to the Attach File item. Click the Browse My Computer button and choose the file on your computer that contains your assignment. Once you click Open, you'll notice below the Attach File item, an Attached Files item that shows your assignment.
3. (Optional) Next, type any Comments pertinent to the assignment that you wish the instructor to receive.
4. Scroll down to the bottom of the page, and click the Submit button.

Upload Assignment: Assignment 6

Cancel Save as Draft Submit

1. Assignment Information

Name:	Assignment 6
Instructions	Please type a paper on the Internet and how people use it. Please click on the title of the assignment to submit your assignment.
Due Date	February 4, 2011 4:00:00 PM CST
Points Possible	100

2. Assignment Materials

Submission

Text Editor is: ON

Normal 3 Arial B I U abc x₂ x² [List Icons]

[Rich Text Editor Icons]

Step 2

Attach File [Browse My Computer](#)

Comments

[Text Area]

abc

Step 3

Step 4

3. Submit

Cancel Save as Draft Submit

Submitting SafeAssignments

1. Click the View/Complete link just below the SafeAssignment's instructions.

Please click the view/complete link below to submit
>> [View/Complete](#)



Assignment 8

Type the paper!
>> [View/Complete](#)

Step 1

Assignment 9

2. In Section 2. Your Files, you can add comments to your instructor in regard to the assignment in the text box labeled Comments.

3. Click the Browse button to locate the file on your computer containing your assignment. Click Open to choose your assignment file.

4. If you so choose, you can check the box to submit your paper to the Global Reference Database.

5. Click the Submit button.

Upload SafeAssignment

Cancel Submit

1. Assignment Information

Name Assignment 8

Instructions Type the paper!

2. Your Files

Comments

Step 2

File To Attach Browse...

Step 3

NOTE: SafeAssign accepts files in .doc, .docx, .odt, .txt, .rtf, .pdf, and .html file formats only. Do not upload files in any other formats.

3. Global Reference Database

I agree to submit my paper to the Global Reference Database

Step 4

4. Submit

Cancel Submit

Step 5

Any Further Questions?

If you have any further questions, you can review the official Blackboard User Guide, call CITS Blackboard Support at 601-877-4081, or send an email to blackboard@alcorn.edu.