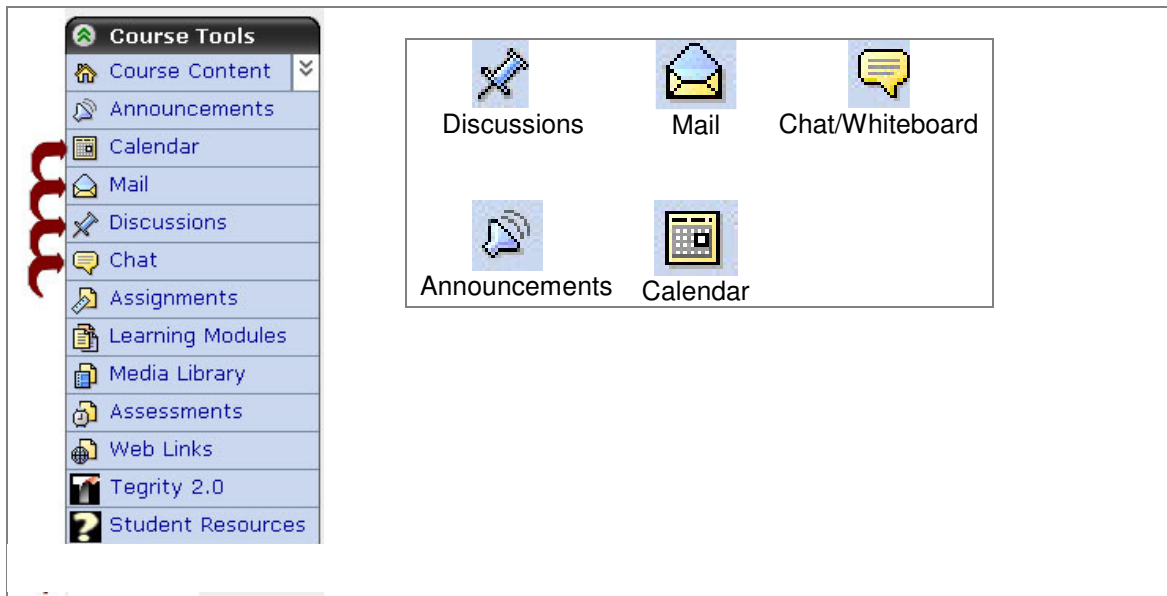




## Descriptions of Tools in Blackboard CE

### 1. Communication Tools



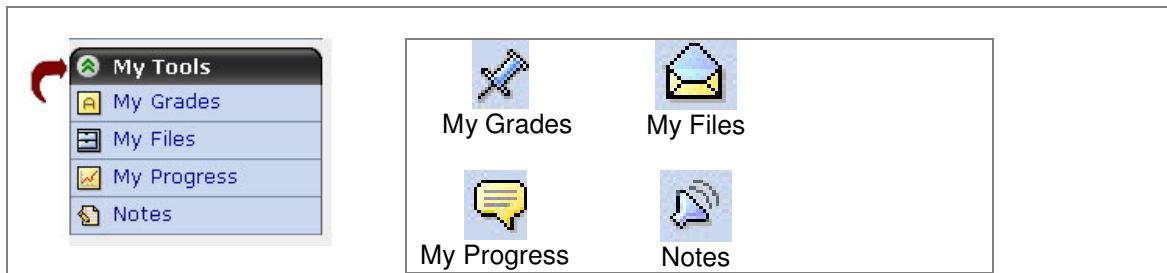
**Discussions:** The *Discussion* tool allows students, instructors, and teaching assistants to send, read, and search for messages. The *Discussion* tool contains topics (which your instructor creates) around subjects. Topics can be public or private. Everyone in your course can access public topics, while private (or group) topics are available only to the set of students and teaching assistants that the instructor chooses.

**Mail:** The mail tool is almost exactly like the discussion tool, except, when you compose a new message you will need to choose who to send it to from a list. *Mail* allows you to send, receive, reply, and forward mail messages to others in the course. You can also store drafts of mail messages, search your mail messages, and add mail folders.

**Chat/Whiteboard:** *Chat* allows students, teaching assistants, and instructors to have real-time conversations with others in the course. There is a “Common” general chat forum for the course. Depending on Instructor settings, conversations in Chat/Whiteboard rooms are recorded. Only your instructor can see the records. The *Whiteboard* program is much like MS Paint -- you can draw or write. There is a drawing toolbar that allows you to pick what to put on the page (shapes, fills, text, etc) and you can change the line thickness, font, or upload an image. A list of people also using the whiteboard will appear.

**Calendar:** *Calendar* allows students, teaching assistants, and instructors to exchange information about class events quickly and effectively.

2. **Student Tools** - Student Tools will be very helpful to you as the semester progresses. Depending on how your professor sets up his/her course, you will be able to view your progress, see your grades, and/or save notes.



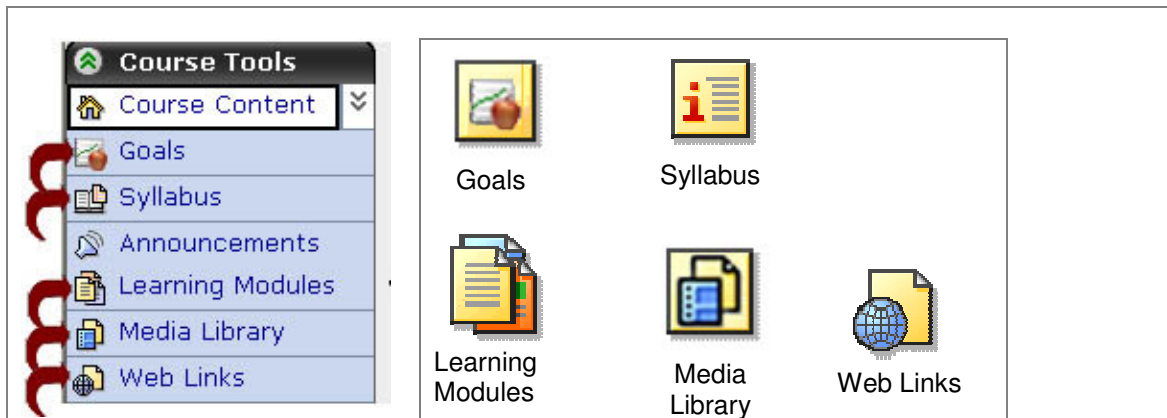
**My Grades:** The *My Grades* screen displays all released grades (from your Instructor) for your course.

**My Files:** You can download copies of files to your local computer or network. This allows you to view or edit the files locally.

**My Progress:** The *My Progress* tool displays a report that includes information about your participation in the course.

**Notes:** The *Notes* tool allows you to create general or learning module notes to use as a

3. **Course Content Tools** - Course Content is used to present a variety of content such as course information, subject content, resources, and links.



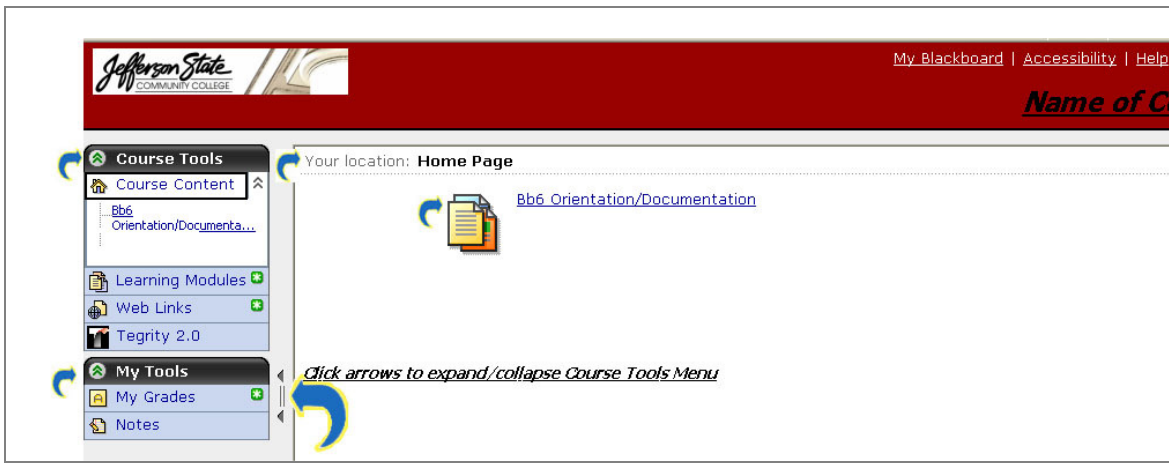
**Syllabus:** The *Syllabus* contains instructor information, course goals, and other important information about your course.

**Goals:** *Goals* (determined by your Instructor) provide references to course goals and activities.

**Learning Modules:** Course content (course notes/presentations/videos), learning activities, discussion topics, assessment (quizzes), and other resources/links are provided in the *Learning Modules* and may also be link through the Course Content Map.

**Media Library:** Includes the *Glossary* and *Image Database*. The *Glossary* is a fully searchable list of terms and their definitions that is developed by your instructor. You have the option of viewing terms alphabetically or all at once. When you enter a keyword in the search box, it will search through both the terms and their definitions. The *Image Database* includes images that your instructor has provided for you.

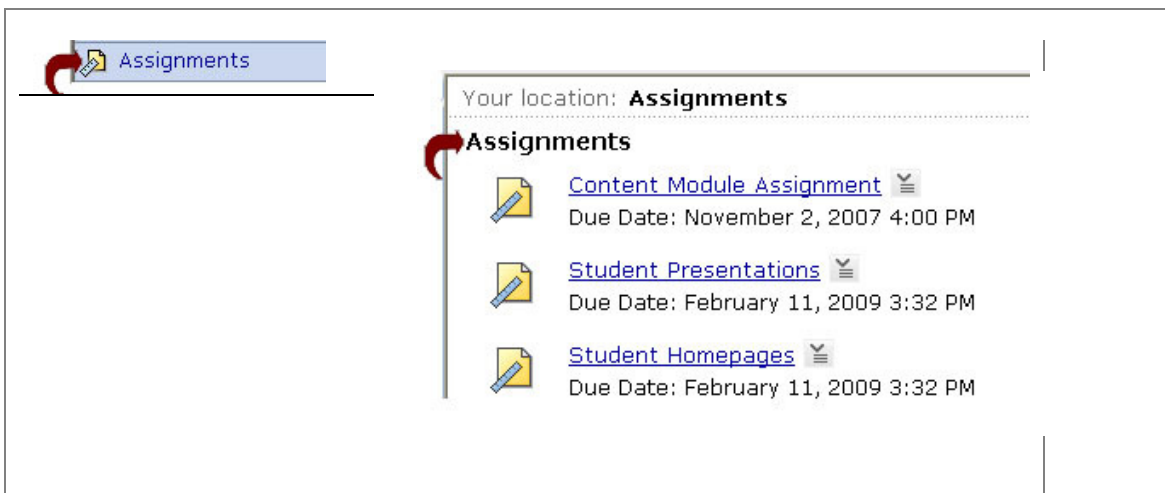
**Course Content:** The *Course Content* (drop down menu) tool mirrors the content/links on the “Home Page.” You can select an icon on the Home Page or select the arrow buttons next to the *Course Content* title to expand/collapse the *Course Content* (Course Map) menu to view content links. Select any plus signs to expand content listings under a folder.



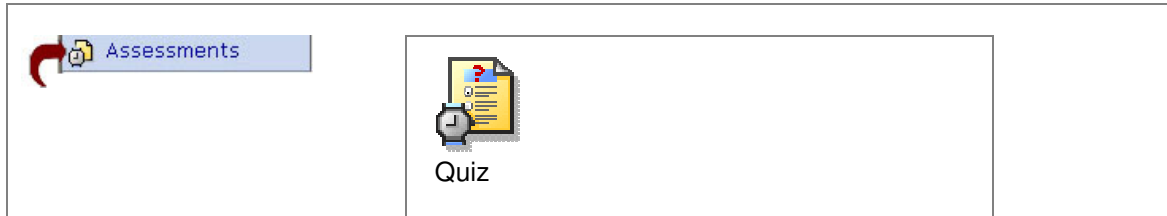
- 4. Assignments:** Select the assignment link to view information about course assignments. This will include grade, due date, and the instructions for the assignment. It will also tell you if you may turn in multiple or late submissions.

**Student Homepages:** Some instructors may require you to set up a homepage.

**Student Presentations:** This tool allows students in a class to be put into groups to do a project. It provides each student with space to build their presentation.



5. **Assessment Tools:** The assessment tools in Blackboard are online tests which can take the form of true/false, multiple choice, short answer, matching, jumbled sentence, fill-in-the-blank, and or essay questions. These tests and the test questions are completely developed by your instructor, so be sure to read the information they provide for you about the test before clicking "Begin". Your instructor has the ability to time the test, which can mean one of two things - either you have a set amount of time to take the test, OR you need to log on at a certain day and time, start the test, and then be finished at a certain day or time. Timing information will appear with test instructions before you start any test.



**Quizzes/Surveys:** The main difference between a quiz and a survey is that surveys are anonymous and quizzes are not. Other than that, their basic formats are the same. Any style of questions - short answer, essay, multiple choice, etc. - may be used and they could be timed. The answers are submitted to your professor, who will then grade them. The grades will be posted by your instructor.

**Self Test:** Self tests are assessments for which Students receive grades and feedback, though the grades are not recorded in the Grade Book tool.



Click "**Begin Assessment**" to begin. Or, before you take the test you can select the "Instructions and Troubleshooting" on test information, and time allowed.

You can select the "**Instructions and Troubleshooting**" for information on test instructions and time allowed.

If you have problems, be sure and review your computer settings for the following:

- Browser Configuration
- Ensure that JavaScript is enabled in your browser.
- Ensure that your browser is set to check for newer versions of the same page with every visit to the page. (See your browser's help files for details.)
- JavaScript Errors
- If you encounter a JavaScript error when you begin the assessment, close down your browser completely, and restart it.
- Browser or Computer Crashes
- If your browser or computer crashes during the assessment, saved answers will not be lost. When you begin the assessment again, the saved answers will appear.