



# Blackboard for Students

A BRIEF INTRODUCTION

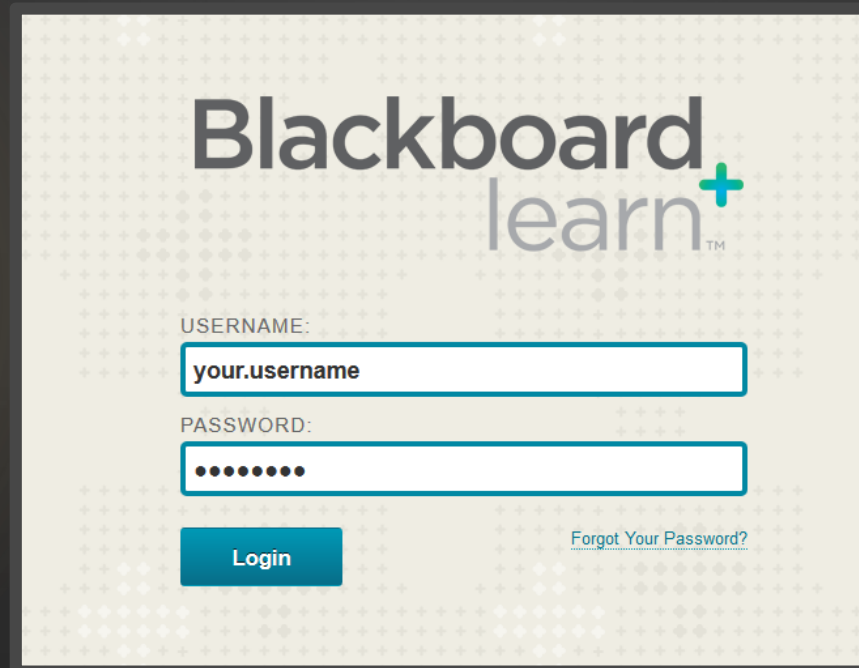
[MHC BLACKBOARD WEBSITE](#)

# What is Blackboard

- ▶ Blackboard (Bb) is a web-based tool that allows instructors to place course information on the Internet for students to access. It can be used to enhance a face-to-face course, or to present entire courses of instruction. Students go to the Bb website, and log into the system using their own username and password, which provides access to all of their courses that are available on Blackboard
- ▶ Once inside a course, the student can access various tools that the instructor has configured; including course materials, areas to get and submit assignments, and take part in online discussion with other class members and the instructor.

# Logging Into Blackboard

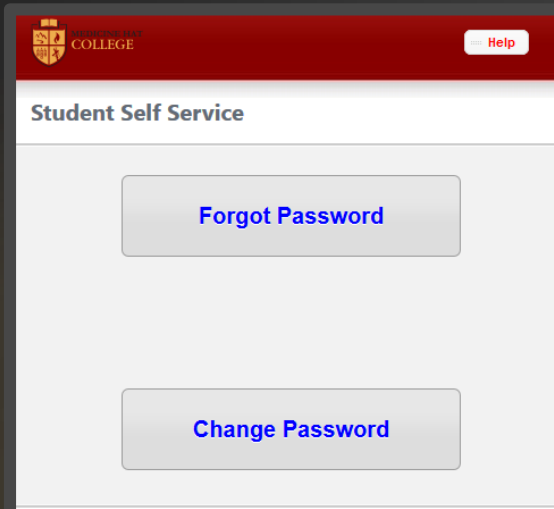
- ▶ Go to the [MHC Blackboard Website \(bb.mhc.ab.ca\)](http://bb.mhc.ab.ca)
- ▶ Enter your username, normally this will be similar to firstname.lastname, but may be different for longer or duplicate names.
- ▶ Enter your password, your password should be the first three letters of your month of birth with the first letter capitalized, followed by your year of birth and the last three numbers of your student ID (ie. Dec1991456).



The image shows a screenshot of the Blackboard Learn login interface. At the top, the logo "Blackboard learn+" is displayed in a dark grey font. Below the logo, there are two input fields: "USERNAME:" followed by a text box containing "your.username", and "PASSWORD:" followed by a text box containing seven black dots. Below the password field is a blue "Login" button. To the right of the "Login" button is a link that says "Forgot Your Password?". The background of the login form is a light beige color with a subtle pattern of small grey dots.

# Forgot Your Password?

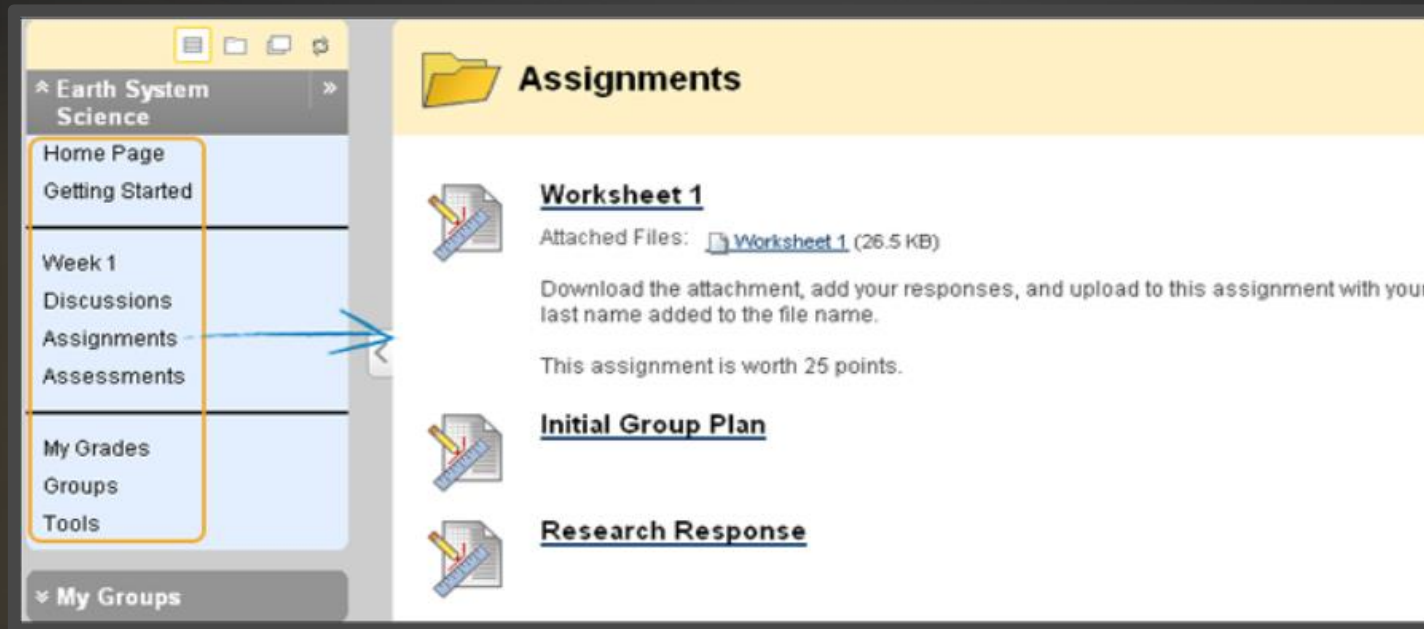
- ▶ If you can't remember your username, see the end of the slides
- ▶ [Password Self Service Page](#)





- ▶ [Instructions to Use the Self Service Page to Reset or Change Your Password](#)

# Course Content Areas

- ▶ Content Areas are top-level containers that organize and store course content, such as lecture notes, assignments, and tests.
- ▶ Content Areas that are available to users make up the Course Menu that appears as links in the frame on the left side of the course



# Assessments

- ▶ Your instructor will indicate how they prefer assessments to be submitted in the course. One of the main options is to write an evaluation directly on Blackboard.
- ▶ These can be taken as follows:
  - ▶ Navigate to an assessment and click the link associated with it.
  - ▶ Click  to take the assessment.
  - ▶ Your instructor may choose to have you type a password to begin taking an assessment. If necessary, type the valid password and click Submit to begin the assessment.
- ▶ Make sure to click the **Save** button by each question or the button at the top or bottom of the page as you work. When you are finished the assessment and are ready to hand it in, you can click the  button.
- ▶ Click the [HERE](#) for more information.

# Discussion Boards

- ▶ The Discussion Board is a tool for sharing thoughts and ideas about class materials. The main Discussion Board page displays a list of available discussion forums that may appear anywhere in the course. A forum is an area where a topic or a group of related topics are discussed.
- ▶ A Discussion Board can contain one or more forums, and may look something like this:

The screenshot shows a 'Discussion Board' interface with a search bar and a table of forums. The table has columns for 'Forum', 'Description', 'Total Posts', 'Unread Posts', and 'Total Participants'. Two forums are listed:

Forum	Description	Total Posts	Unread Posts	Total Participants
Oceans in the News	This week, please post a link to a relevant news article related to oceanography or marine biology. This assignment is worth 25 points, and you must post by Monday, Feb. 18 at midnight CT.	19	7	13
Wave Assignment: Energy From Waves and Tides	Explore harnessing energy from waves and tides. Please narrow your topic to a specific aspect such as: <ul style="list-style-type: none"><li>• How could the energy be extracted?</li><li>• could a reliable "model" be made and relied upon? sustainability?</li><li>• What research is out there?</li><li>• Existing, working energy projects</li></ul> This required assignment is worth 50 points.	15	3	11

- ▶ Click [HERE](#) for more information.



# Downloading a File

- ▶ During the process of your course(s) you may be asked to download a file from Blackboard / The Internet and open it.
- ▶ When you right click on a link you can select any of the following for popular browsers:



- ▶ Once you have the file on your computer, the next page there is a list of popular formats and what is required to open them.



# Common File Types & Programs

- ▶ PDF (.pdf)
  - ▶ Adobe Reader, can be found [Here](#)
- ▶ DOC (.doc) & DOCX (.docx)
  - ▶ Microsoft Office
  - ▶ Google Documents, more info can be found [Here](#)
- ▶ PPT (.ppt)
  - ▶ Microsoft PowerPoint
  - ▶ Google Presentations, more info can be found [Here](#)
- ▶ Spreadsheet (.xlsx & .xls & .csv)
  - ▶ Microsoft Excel
  - ▶ Google Spreadsheet, more info can be found [Here](#)
- ▶ An alternative to the Microsoft products listed above to open files can be found at this [Link](#)

# Having Difficulties?

- ▶ Don't Know Your Username?
  - ▶ Contact the ITS Support Centre:
    - ▶ Please keep your personal information ready.
    - ▶ E-mail: [callcentre@mhc.ab.ca](mailto:callcentre@mhc.ab.ca)
    - ▶ Phone: 403-529-3899
- ▶ Want to learn how to use the features or tools?
  - ▶ Contact Educational Technology Services (ETS)
    - ▶ Rene Hemenway, Instructional Designer
    - ▶ E-mail: [rhemeway@mhc.ab.ca](mailto:rhemeway@mhc.ab.ca)
    - ▶ Phone: 403-502-8438
- ▶ Can't view/open a file on Blackboard?
  - ▶ Contact your instructor first. He/she will be able to make sure that the problem is not with the course or file itself.
  - ▶ He/she will contact or direct you elsewhere if needed.
- ▶ [Blackboard Help for Students / FAQ](#)