



**Mississippi Valley State University**

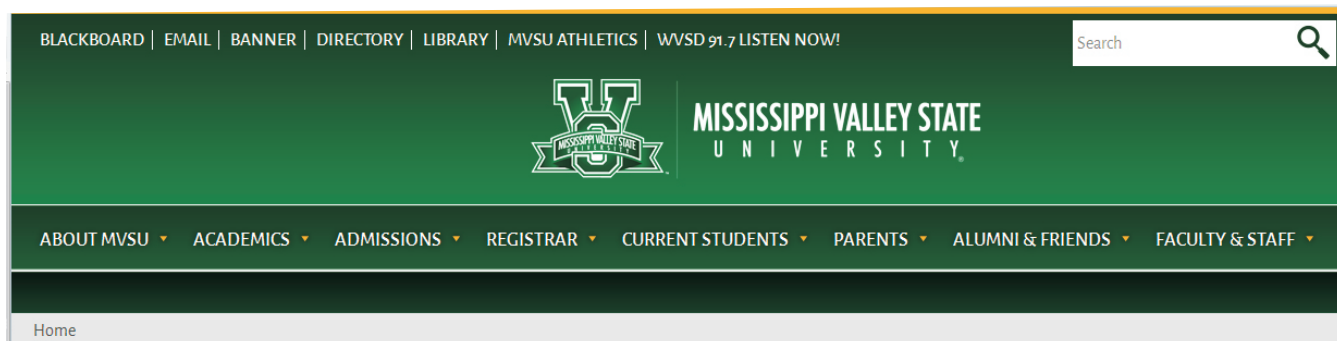
**GUIDE**

# **How to Use Blackboard (Online Courses)**

**January 2017**

# 1. STUDENTS HOW TO ACCESS YOUR COURSE(S) ON BLACKBOARD LEARN

2. To access Blackboard, go to <http://www.mvsu.edu>.  
Click on Blackboard on the main page of the university



## Online Students

CLICK HERE TO LOGIN TO BLACKBOARD

3. Click here to go to the login Screen

### Important Documents:

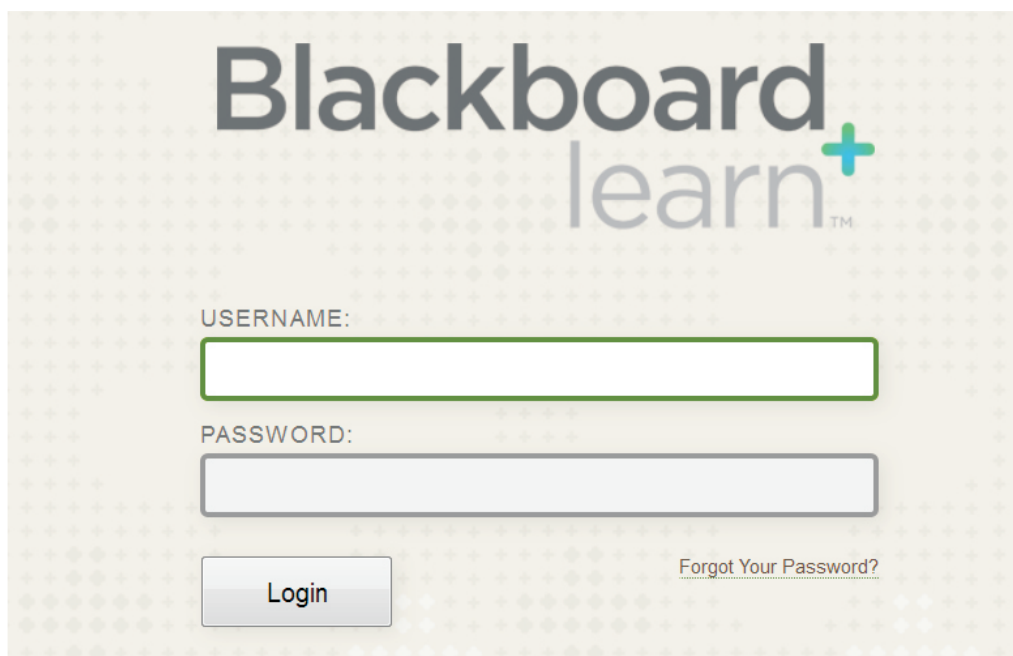
[Spring 2017 Online Course List](#)

[Online Course Policies & Procedures](#)

[SACS/COC Policy Statement](#)

4. Here you will find documents related to the semester; Policies and Procedures Manual for On-Line Courses. Course list, Training Manuals

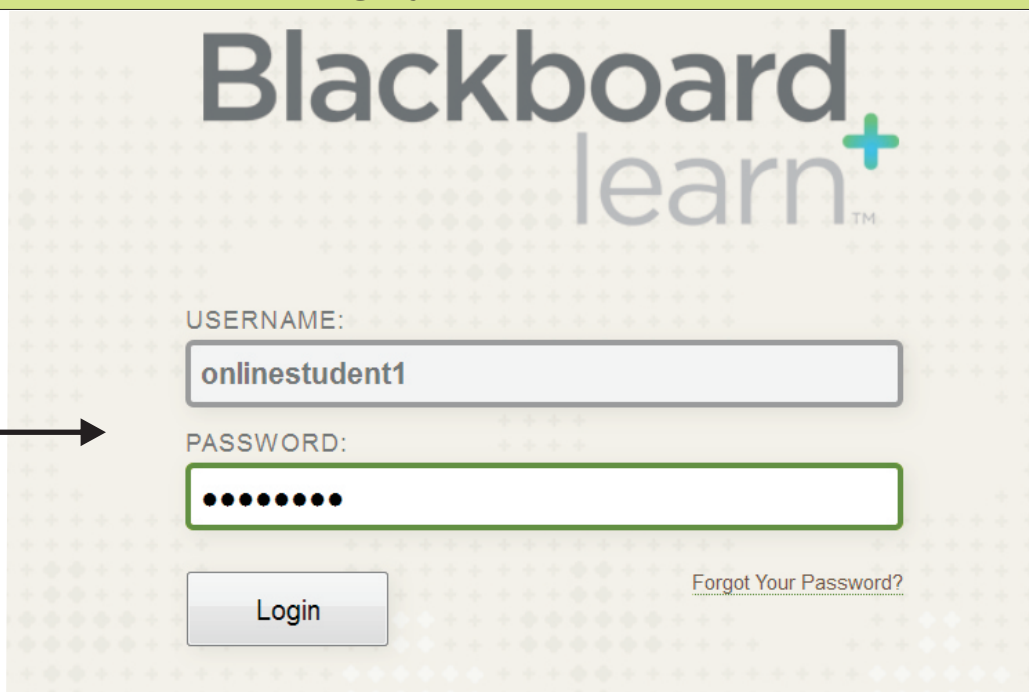
**This is the login Screen: If you are unable to get to this screen from MVSU website, type the following into the url section: (do not type www) **mvsu.blackboard.com** and it will take you to this screen.**



The image shows the Blackboard learn+ login screen. At the top is the Blackboard learn+ logo. Below it are two input fields: 'USERNAME:' and 'PASSWORD:'. The 'PASSWORD:' field is masked with dots. Below the 'PASSWORD:' field is a 'Login' button and a link that says 'Forgot Your Password?'.

**Enter your username and password. Your username can be any combination of your first, middle and last name. YOUR DEFAULT PASSWORD IS THE **LAST SIX DIGITS** OF YOUR **STUDENT ID**. If you have taken an online course here at MVSU, your username will not change. If you have never taken an online course here at MVSU, You will need to contact the Blackboard Office.**

**Mr. Mack Pendleton @ 662-254-3114,  
or Mr. Alvin Ward @ 662-254-3624  
to get you username and Password**



The image shows the Blackboard learn+ login screen with example credentials. The 'USERNAME:' field contains 'onlinestudent1' and the 'PASSWORD:' field contains '.....'. The 'Login' button and 'Forgot Your Password?' link are also visible. An arrow points from the text box above to the 'PASSWORD:' field.

1. First time users will see a greetings screen like this below.

Hi, john

Welcome to the new Blackboard!

Before you get started, we would like to show you the **new features** that we just added.

Announcements

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

more announcements...→

1 Global navigation menu

Use this menu to access:

Courses Settings Posts

My Courses

Updates and more...

Courses where you are: Student

Blackboard Faculty Training Course

2 Academic Materials

Check out our new and convenient Academic Materials feature which allows you to purchase your textbooks and other academic materials directly from within Blackboard. **Buy now!**

[Close](#)

Your Name

john Doe

My University Courses

Personalize Page

2. To close the greeting screen, click here to go to your course

3. This is your courses access screen from the My University Tab

Mississippi Valley State University

john Doe

My University Courses

Add Module

Personalize Page

Tools

- Announcements
- Tasks
- My Grades
- Personal Information
- Send Email
- Calendar
- User Directory
- Address Book
- Goals
- Academic Materials
- Goal Performance

My Announcements

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

No Course or Organization Announcements have been posted in the last 7 days.

more announcements...→

My Courses

Courses where you are: Student

Blackboard Faculty Training Course



**1. This is the tools module under the My University Tab: Here you can access the various items in this menu. ie., My Grades, send email, announcements, etc,**

Mississippi Valley State University

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Add Module

▼ Tools

- Announcements
- Tasks
- My Grades
- Personal Information
- Send Email
- Calendar
- User Directory
- Address Book
- Goals
- Academic Materials
- Goal Performance

▼ My Announcements

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

*No Course or Organization Announcements have been posted in the last 7 days.*

[more announcements...→](#)

**2. My Announcements will include announcements from the courses you are enrolled in**

john Doe

My University Courses

Personalize Page

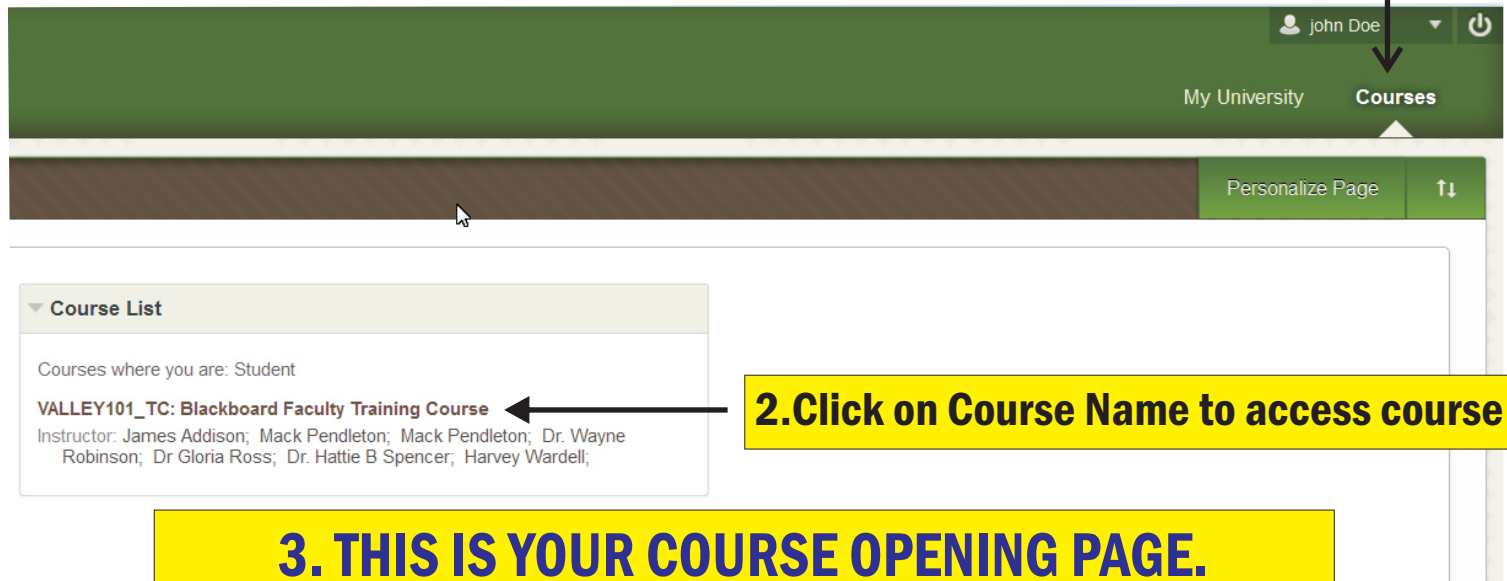
**3. To access your course(s) from the My University Tab, Click on the course name.**

▼ My Courses

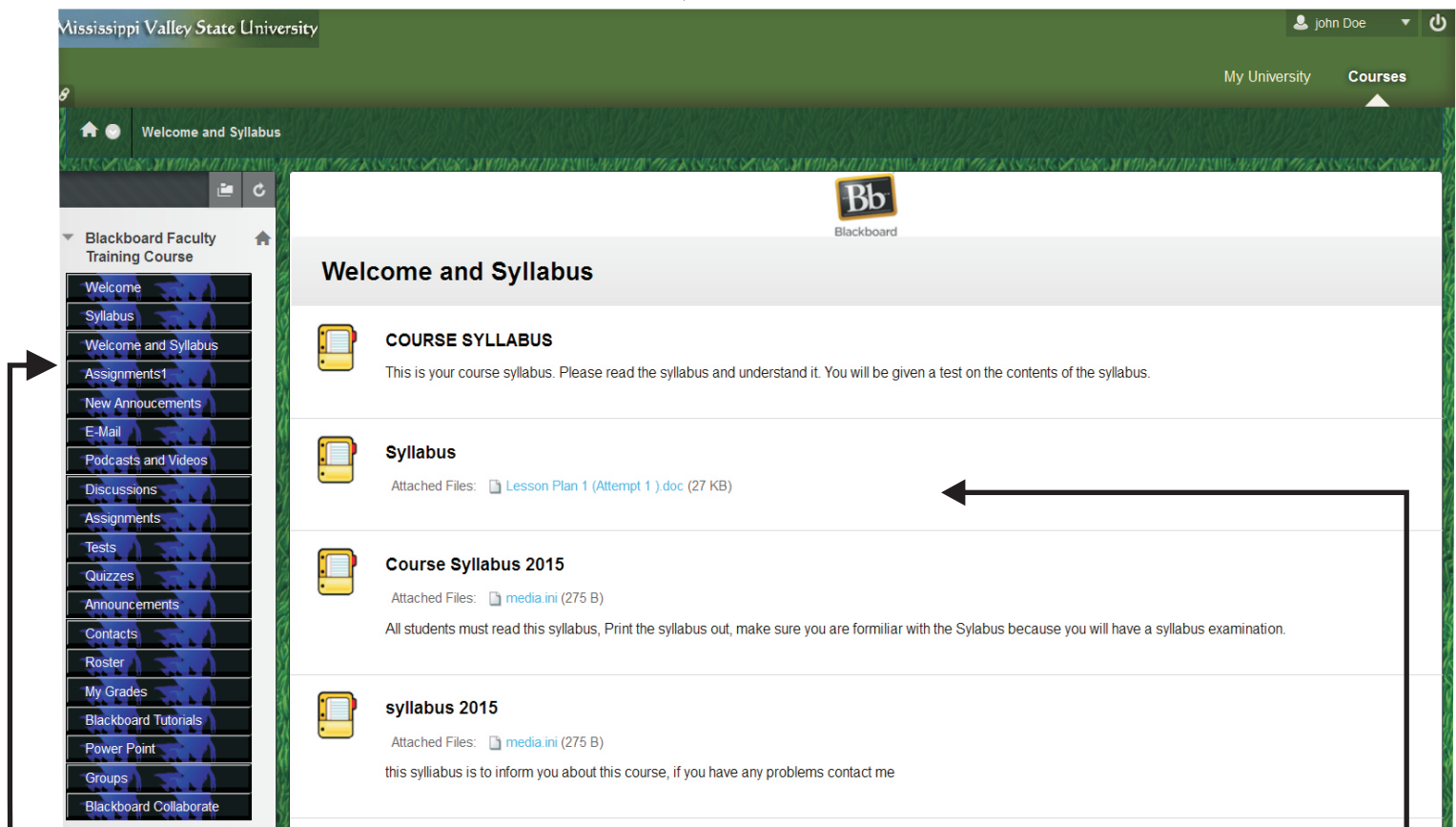
Courses where you are: Student

**Blackboard Faculty Training Course**

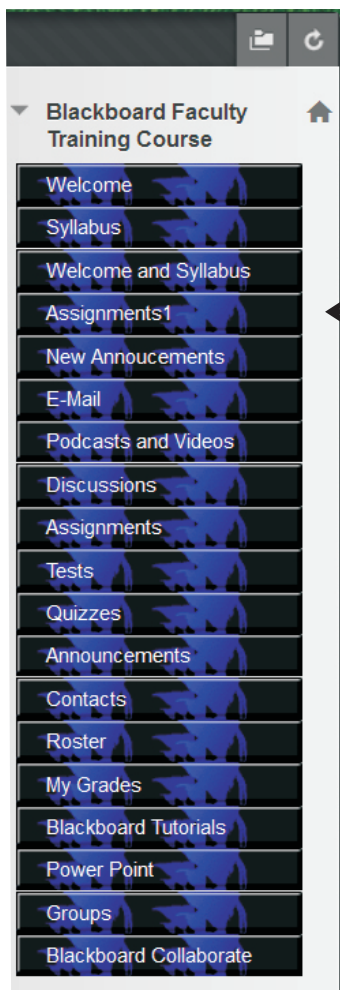
**1. Under the Courses tab you have more detail about the courses you are enrolled in including the course(s) Id, Name and instructor. You can also access your course(s) from here**



**3. THIS IS YOUR COURSE OPENING PAGE.  
all courses do not have the same opening page.**

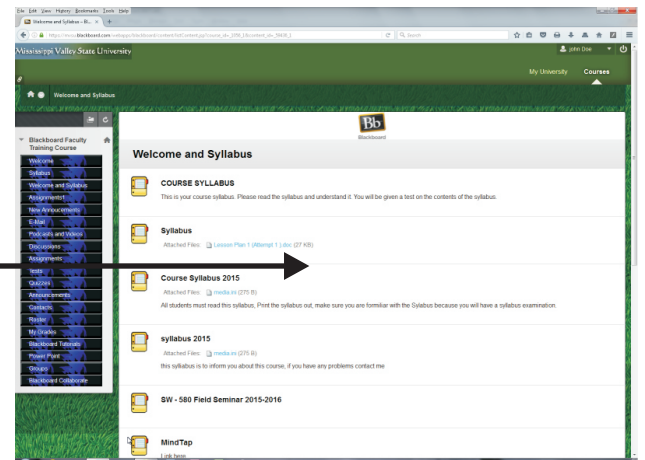


**4. NOTE: All courses will not look the same. Each instructor has their own preferences for how their course will look. However each course will have a menu and content area**



**1.This is the Course menu. Here you will find links to all of the content in the course, the course name and the items available for this course. In this example we have 19 links. To access a link, simply click on the menu button. In this example we have selected the Welcome and Syllabus.**

**2.Below is the is the content page under Welcome and Syllabus. Here is where your course work will be located. It has been enlarged for better viewing than below.**



## Welcome and Syllabus



### COURSE SYLLABUS

This is your course syllabus. Please read the syllabus and understand it. You will be given a test on the contents of the syllabus.



### Syllabus

Attached Files: [Lesson Plan 1 \(Attempt 1 \).doc](#) (27 KB)



### Course Syllabus 2015

Attached Files: [media.ini](#) (275 B)

All students must read this syllabus, Print the syllabus out, make sure you are familiar with the Syllabus because you will have a syllabus examination.




### syllabus 2015


Attached Files: [media.ini](#) (275 B)

this sylliabus is to inform you about this course, if you have any problems contact me

**1. One of the first things to do in your course is to download the Course Syllabus. The syllabus could be an attachment. If so, click on the syllabus and open it in MS Word. The Course Syllabus will give you instructions needed to complete the course like; Books required, instructor location and phone; list of assignment and quizzes dates and times.**




## Welcome and Syllabus

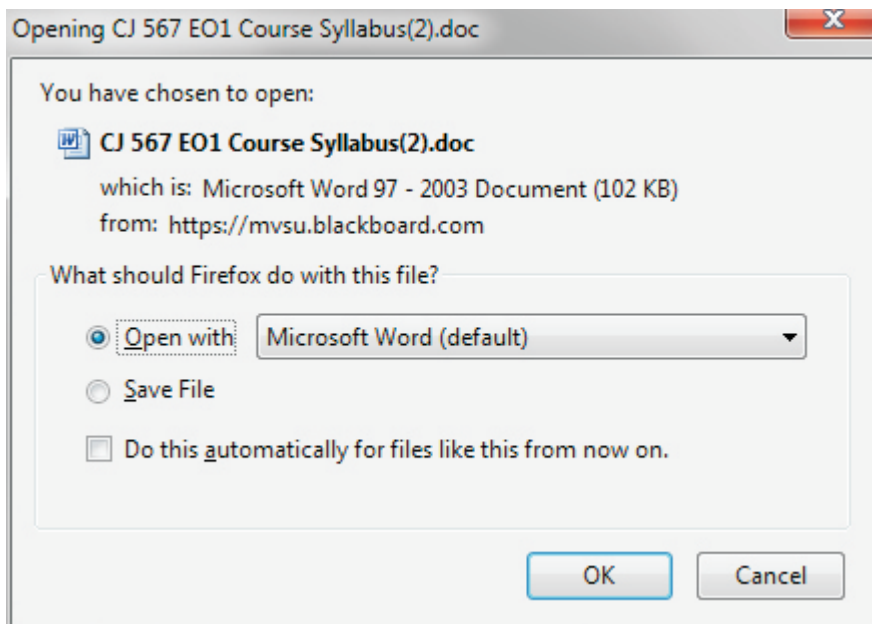
**COURSE SYLLABUS**

Attached Files: [CJ 567 EO1 Course Syllabus\(2\).doc](#) (101.5 KB)

This is your course syllabus. Please read the syllabus and understand it. You will be given a test on the contents of the syllabus.

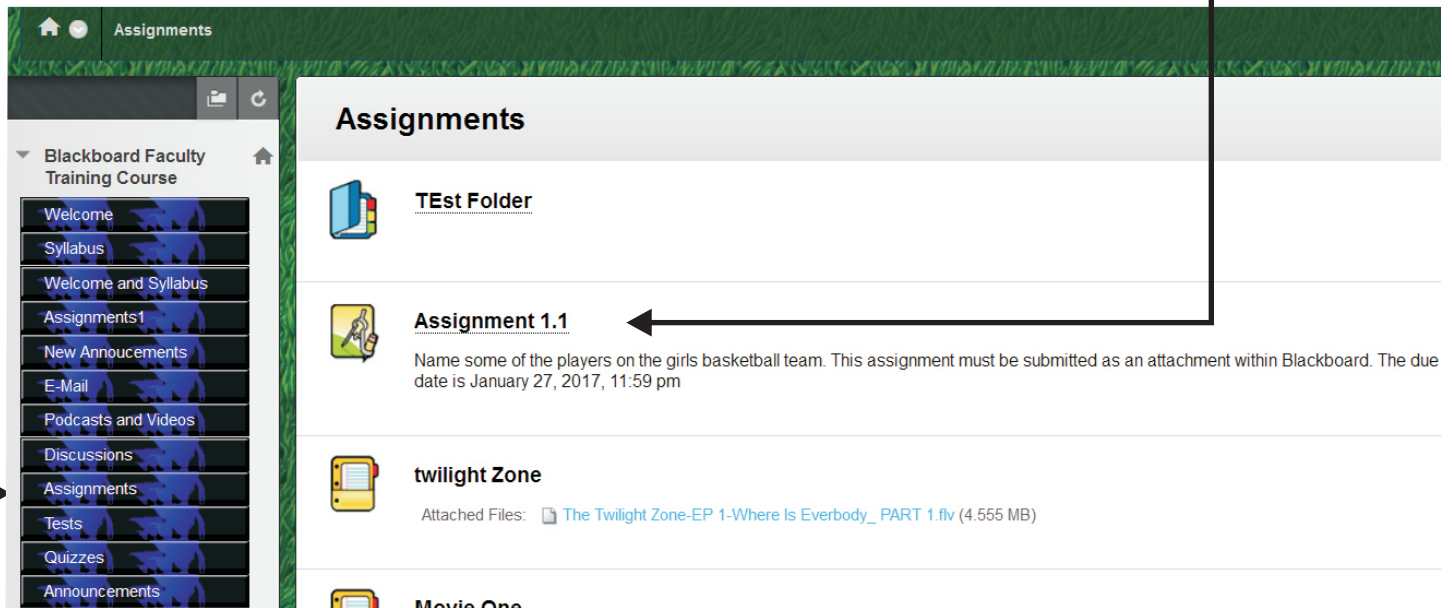
**Syllabus**

Attached Files: [Lesson Plan 1 \(Attempt 1 \).doc](#) (27 KB)



# HOW TO SUBMIT AN ASSIGNMENTS

**1. Click on the Assignment Tab on the menu buttons. Next select the assignment to be completed. We are going to select Assignment 1.1 by clicking on the name of the assignment. The assignment asked to Name some of the players on the girls basketball team**



**2. To complete the assignment as an attachment, you will have to open MS Word, type in the names of the players. Save the file on your computer or flash drive. Remember where you saved the file. Go back to the assignment click on it and go to the Upload Assignment Section, Go to Browse my Computer find the file, click open and to upload the file click **Submit.****

## Upload Assignment: Assignment 1.1

Cancel

Save Draft

Submit

### ASSIGNMENT INFORMATION

Points Possible  
**45**

Name some of the players on the girls basketball team.

### ASSIGNMENT SUBMISSION

Text Submission

Write Submission

Attach File

Browse My Computer

### ADD COMMENTS



**3. The file has been attached and is ready for upload to Blackboard. If you need to change and submit another file, go to do not attach and click on it. It will clear that file and allow you to upload another file. once you have the right file click **Submit.****

Cancel Save Draft **Submit**

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**ASSIGNMENT INFORMATION**

Due Date  
**Thursday, January 26, 2017**  
11:59 PM

Points Possible  
**45**

Name some of the players on the girls basketball team. This assignment must be submitted as an attachment within Blackboard. The due date is January 27, 2017, 11:59 pm

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**ASSIGNMENT SUBMISSION**

Text Submission Write Submission

Attach File Browse My Computer

Attached files

File Name	Link Title	
Girls on the Basketball Team.doc	Girls on the Basketball T	<a href="#">Do not attach</a>

## HOW TO TAKE A TEST OR QUIZ

**1. To take an exam, test, or quiz, go to the menu bar and select Quizzes for this demonstration. In the content area are the available Quizzes. We are going to select Training Test**

Blackboard Faculty Training Course

- Welcome
- Syllabus
- Welcome and Syllabus
- Assignments1
- New Announcements
- E-Mail
- Podcasts and Videos
- Discussions
- Assignments
- Tests
- Quizzes**
- Announcements
- Contacts
- Roster
- My Grades
- Blackboard Tutorials
- Power Point
- Groups
- Blackboard Collaborate

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**Quizzes**

**Training Test**  
Students will read this description:  
You have only one chance to take this test

**Quiz 1**

**A Sample Test**  
Attached Files: Word Chapter 1.bnk (77.996 KB)  
Read the materials presented.

**1. At this point, you can back out of the quiz before being penalized. Here you can look at the instructions and settings and make the decision to take the Quiz now or later. You must remember to look at the due date so that you do not miss the due date. If you are ready to take the test, then click on Begin.**

**Begin: Training Test**

Cancel Begin

**INSTRUCTIONS**

Description	Students will read this description: You have only one chance to take this test
Instructions	You have one hour to take this test
Timed Test	This test has a time limit of 15 minutes.
Timer Setting	This test will save and submit automatically when the time expires.
Force Completion	Once started, this test must be completed in one sitting. Do not leave the test before clicking <b>Save and Submit</b> .

Click **Begin** to start: Training Test. Click **Cancel** to go back.

*Click Begin to start. Click Cancel to quit.*

Cancel Begin

**NOTE:** All test are not alike. Some are multiple choice, fill in the blank and essays. On test that are multiple choice, more than likely Blackboard will grade the test upon completion. Test which have essays and fill in the blank will have to be graded by the instructor. Even so blackboard will show you the answers to the multiple choice questions but will not give you an overall grade. Some test may require downloading a file, completing the questions and uploading back into blackboard as an attachment or in an email.

To be safe always read the instructions on the test, quiz or exam. In some courses, tests, quizzes and exam are listed under assessment

**ON THE FOLLOWING PAGES  
ARE SCREEN SHOTS FROM AN ACTUAL  
TEST**

**2. While taking the test, quiz or exam, the timer will be constantly counting down so that you will be aware of how much time you have to finish. On the right of the screen is where you can save each answer by clicking on save. Answers will save automatically by going to the next answer and making a selection. It is best to just go to the next question and answer it. When you do so the autosave will be alerted**

## Take Test: Training Test

### ★ Test Information

Description	Students will read this description: You have only one chance to take this test
Instructions	You have one hour to take this test
Timed Test	This test has a time limit of 15 minutes. This test will save and submit automatically when the time expires. Warnings appear when <b>half the time, 5 minutes, 1 minute, and 30 seconds</b> remain.
Multiple Attempts	Not allowed. This test can only be taken once.
Force Completion	Once started, this test must be completed in one sitting. Do not leave the test before clicking <b>Save and Submit</b> .

Remaining Time: 14 minutes, 42 seconds.

### ▼ Question Completion Status:

Save All Answers

Save and Submit

### QUESTION 1

Who is the Trainer for the Blackboard training?

- ☐ a. Fred Smith
- ☒ b. Mack Pendleton
- ☐ c. Chuck Davis
- ☐ d. John Taylor

10 points (Extra Credit)

✓ Saved

### QUESTION 2

What is the name of the Administration Building on the Valley Campus?

- ☐ a. Horton Hall
- ☐ b. Jacob Aaron
- ☒ c. Sutton Building
- ☐ d. O P Lowe Building

10 points

✓ Saved

**3. After you have answered all questions, click on save and submit.**

vers.

Save All Answers

Save and Submit

**4. After submitting the test, Blackboard will give your score on the test if it is just a multiple choice test. If the test also has essay questions, BB will give you the score on the multiple choice questions and the essay questions will have to be graded by the instructor. To see your total grade for the attempt click on OK.**

## Test Submitted: Training Test

Test saved and submitted.

**Student:** john Doe

**Test:** Training Test

**Course:** Blackboard Faculty Training Course (VALLEY101\_TC)

**Started:** 1/25/17 10:42 AM

**Submitted:** 1/25/17 10:44 AM

**Time Used:** 1 minute out of 15 minutes

Click **OK** to review results. — — — — — ➔  
Wednesday, January 25, 2017 10:44:33 AM CST

**5. OK is located on the bottom right of this section**

## Review Test Submission: Training Test

User	john Doe
Course	Blackboard Faculty Training Course
Test	Training Test
Started	1/25/17 10:42 AM
Submitted	1/25/17 10:42 AM
Status	Completed
Attempt Score	110 out of 100 points
Time Elapsed	1 minute out of 15 minutes
Instructions	You have one hour to take this test

### Question 1

10 out of 10 points (Extra Credit)

Who is the Trainer for the Blackboard training?

### Question 2

10 out of 10 points

What is the name of the Administration Building on the Valley Campus?

### Question 3

10 out of 10 points

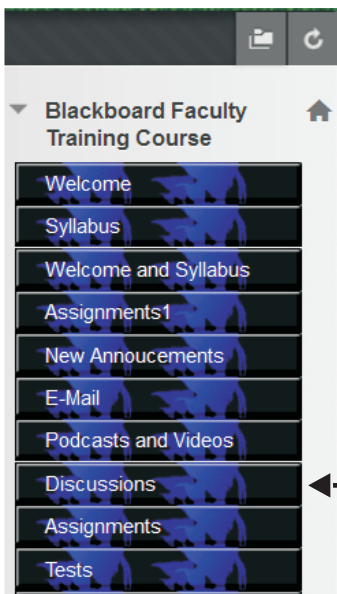
Who was the first President of MVSU

### Question 4

10 out of 10 points

What is the closet city to the MVSU campus

## HOW TO DO YOUR DISCUSSION BOARD



**1. To access your discussions click on the discussion tab on the menu**

**2. Discussion Boards are designed for students to post comments and thoughts on the discussion topic. It is also a forum where students can communicate and share ideas with other students in the class.**

**3. Each Discussion or Forum will be created by the Instructor. Below we have several Forum topics . To review the forum click on the name of the forum. Additionally in this screen shot you can click on the unread post to review what other students are saying about the discussion topic**

### Discussion Board

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Search

Forum	Description	Total Posts	Unread Posts	Total Participants
<a href="#">Create a Home Page</a>		0	0	0
➔ <a href="#">Self-introductions</a>	Please introduce yourselves with a brief biological sketch. This will be worth 10 points.	28	28	2
<a href="#">Weekly Discussion 1</a>	Describe	0	0	0
<a href="#">Comprehensive Health Discussion 1</a>	Discuss a current event concerning the field of comprehensive health.	0	0	0
<a href="#">Mass Comm Discussion</a>	How do you define mass communications?	0	0	0
<a href="#">HPER Discussion</a>		0	0	0

Displaying 1 to 6 of 6 items

Show All

Edit Paging...



**4. After clicking on the forum: Self Introductions, a screen will appear to create a thread. A thread is your written response to the Forum Topic. To continue, click on create a thread – – – – –**

## Forum: Self-introductions

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

This is a 'post-first' discussion forum.

There are currently 17 threads in this forum. Join the conversation by creating a thread!

Create Thread

### FORUM DESCRIPTION

Please introduce yourselves with a brief biological sketch. This will be worth 10 points.

**5. Type in your information and submit. make sure there is a subject**

## Create Thread

A Thread is a series of posts related to the same subject. Threads provide an organizational structure within a Forum for users to share posts on similar topics. Creating a thread posts the first message. [More Help](#)

\* Indicates a required field.

Cancel

Save Draft

Submit

### FORUM DESCRIPTION

Please introduce yourselves with a brief biological sketch. This will be worth 10 points.

### MESSAGE

\* Subject

This is Who I am

Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

i am a student at MVSU. I was born in Nitta Yuma, MS and attended You need a school. I am currently a junior. My major is Early childhood education. etc.]

**6. In some Forums, the Instructor may request that you submit an attachment. You would do it here by browsing your computer and submitting the file in attachments section just like you would do for an assignment.**

ATTACHMENTS

## 7. After submitting your discussion, you can see your submission on the discussion board as well as all the other students who have posted.

Success: Thread This is Who I am created.

List View Tree View

### Forum: Self-introductions

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

Create Thread Grading Information Search Display ▾

Thread Actions ▾	Collect		Date ▾	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>			1/25/17 4:46 PM	<a href="#">This is Who I am</a>	John Doe	Published	0	1
<input type="checkbox"/>			12/18/15 10:21 AM	<a href="#">Introductions</a>	Mack Pendleton	Published	1	1
<input type="checkbox"/>			8/27/15 2:32 PM	<a href="#">Introductions</a>	Devil One	Published	1	1
<input type="checkbox"/>			8/26/15 2:44 PM	<a href="#">Introduction</a>	Devil One	Published	1	1
<input type="checkbox"/>			8/15/15 11:54 AM	<a href="#">Pattie Isom Holeman</a>	Anonymous	Published	1	1

Thread Actions ▾	Collect		Date ▾	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>			1/25/17 4:46 PM	<a href="#">This is Who I am</a>	John Doe	Published	0	1
<input type="checkbox"/>			12/18/15 10:21 AM	<a href="#">Introductions</a>	Mack Pendleton	Published	0	1
<input type="checkbox"/>			8/27/15 2:32 PM	<a href="#">Introductions</a>	Devil One	Published	1	1
<input type="checkbox"/>			8/26/15 2:44 PM	<a href="#">Introduction</a>	Devil One	Published	1	1

8. Some instructors may ask you to reply to another student's post. Simply pick the student you want to respond to and click on their post, read their thread and click on reply shown in this screen. Type your thread and submit.

#### Thread: Introductions

Select: All None

Message Actions ▾

Expand All

Collapse All



Devil One  
Introductions

mY NAME IS m pENDLETON

Reply

Select: All None

# **IMPORTANT INFORMATION:**

## **YOUR RESPONSIBILITIES IN YOUR ONLINE COURSE(S)**

IF YOUR COURSES ARE NOT SHOWING ON BLACKBOARD

➡ **PLEASE CALL BLACKBOARD TO BE PUT IN YOUR COURSE.**

IF YOU DROP A COURSE ON BANNER

➡ **PLEASE CALL BLACKBOARD TO BE REMOVED FROM THAT COURSE**

IF YOU HAVE A COURSE ON YOUR ACCOUNT THAT YOU HAVE ALREADY TAKEN

➡ **PLEASE CALL BLACKBOARD TO BE REMOVED FROM THAT COURSE.**

IF YOU HAVE A SCIENCE LAB ONLINE YOU MIGHT HAVE TO CALL BLACKBOARD TO SETUP AN ACCOUNT AND BE ENROLLED.

IF YOU ARE ENROLLED IN THE SOCIAL WORK MASTER'S PROGRAM AND HAVE NEVER HAD A BLACKBOARD ACCOUNT PLEASE CALL BLACKBOARD

## **DISCLAIMER**

BLACKBOARD DOES AUTO ENROLLMENTS AT THE BEGINNING OF EACH SEMESTER.

HOWEVER, IT IS THE STUDENT'S PRIMARY RESPONSIBILITY TO CHECK THEIR STATUS ON BANNER TO MAKE SURE THEY ARE IN AN ONLINE COURSE(S). YOU MUST LOG INTO YOUR COURSE BEFORE THE REPORT OF NON-ATTENDANCE IS DUE.

THIS IS USUALLY 18 DAYS AFTER THE BEGINNING OF THE SEMESTER. THERE IS NO EXCUSE FOR STUDENT'S NOT HANDLING THEIR COURSES ON-LINE OR FACE-TO-FACE.

**BLACKBOARD CONTACT NUMBERS ARE ON THE FOLLOWING PAGE**



## **General Information**

**Your Blackboard online courses are fully accredited and accepted at accredited schools just like your face-to-face courses. Your courses are available 365 days/24-7 each year as long as you have an internet connection.**

**To be successful in your online course, here are several rules to follow:**

### **LOG IN TO YOUR COURSE(S) DAILY**

**Check your Assignments**

**Check your Quizzes, Tests, Exams and Assessments**

**Check your Discussions**

### **CHECK YOUR ANNOUNCEMENTS DAILY**

### **CHECK YOUR EMAIL DAILY**

**SET UP A TIME OR DAY IN WHICH YOU ARE GOING TO DO YOUR ONLINE WORK. DO THIS JUST AS YOU WOULD FOR YOUR FACE TO FACE CLASS. THIS WAY YOU WILL HAVE A DEDICATED TIME TO DO YOUR WORK**

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### **IMPORTANT NUMBERS**

**Blackboard Manager, Mr. Mack A. Pendleton, 662-254-3114**

**Instructional Technology Coordinator, Mr. Alvin Ward, 662-254-3624**

**Asst. Vice President, Distance and Online Education, Dr. Kenneth Done, 662-254-3625**

**Office Manager, Mrs. Deborah Jackson, 662-254-3913**



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