

## **Blackboard Student Frequently Asked Questions**

### ***Getting Started***

#### **What is Blackboard?**

Blackboard is an easy-to-use online course supplement. Using Blackboard's graphical point-and-click interface, your instructors can post syllabi, readings, assignments, as well as communicate via email, virtual chats or discussion boards.

#### **Are all my courses on Blackboard?**

Not every instructor on campus is using Blackboard with their course. Only those courses where instructors choose to use Blackboard will be listed in the My Courses box.

#### **How do I logon?**

Go to the Blackboard login page at <http://csuci.blackboard.com> and enter your username and password. Your username is your PeopleSoft ID and your password is your nine digit security number. If you need help finding these numbers, you can call email the [helpdesk@csuci.edu](mailto:helpdesk@csuci.edu) with your full name, or call the helpdesk at 437-8552. Also, you can ask at the Library desk.

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### ***Course Access***

#### **How do I access course documents?**

On your homepage, listed under the My Course box, click on link with the courses' title, and then click on Course Documents.

#### **How do I turn in an assignment using Blackboard?**

Go to the Tools section of your course and click on the Digital Drop Box icon. Under the *Send Files* heading, click on the Browse button to find your document on the hard drive or disc. Clicking on the *Open* button in the dialog box will place your document in Blackboard. Click on the *Send File to Instructor* button to complete the transaction. Do not use the *Add Files* option; this will not send the files to the instructor.

#### **How do I self-enroll for a course on Blackboard?**

You may self-enroll if the instructor has made it an available option.

#### **Can I view other courses I'm not enrolled in?**

You may view other courses you are not enrolled in if the instructor has made guest access available. Go to the Course Tab on the top of the page and click on discipline listed under the Course Catalog.

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## ***Managing your Account***

### **How do I update my email address?**

On your homepage in the Tool Box click Personal Information and then Edit Personal Information. Update your email address and press submit.

### **How do I make my email visible to my class/CSUCI Blackboard users?**

Users manage their profile in the User Directory from the Set Privacy Options page. You must choose to make information available through the User Directory and what information will be displayed. The default setting excludes the user profile from the User Directory. Click Set Privacy Options from the Personal Information page.

### **How do I check a grade for a course-using Blackboard?**

There are two ways to check your grades in Blackboard. From within a course, click on the Tools section, then on the Check Grade icon. If you see a blue pencil next to a test score, this means you can look at detailed results of your quiz (question by question). You can also check your grades from your homepage. Click on My Grades. Clicking on this will allow you to check your grades for any Blackboard course that you are enrolled in without actually entering the course site.

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## ***Communicate- Online Interactions***

### **What is the difference between the discussion board and the virtual classroom?**

The Discussion Board is a communication tool that is similar to the virtual chat, but is designed for asynchronous use, meaning students do not have to be available at the same time to have a conversation. Conversations are grouped into threads that contain a main posting and all related replies for easy retrieval.

### **How do you start a discussion?**

Go to the Communication section of your course. Click on the Discussion Board icon. You will see a list of the available Forums. Only your instructors can create forums, but you can post threads, reply to other threads and read all posts. Your instructor may also place a Discussion Board button on the main page, which will take you directly to the Discussion Board. To enter a particular Forum or topic, click on its name (it will be blue and underlined). You can read threads by clicking on their title, or you can start a new thread by clicking on the Add New Thread button. Once in a thread, you can reply to it or scroll through all the replies by clicking on the words Next Message.

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