

Getting started on BLACKBOARD – spring 2014

Login

Log in via WAYF on www.blackboard.au.dk Press this symbol in the middle of your screen:



Log in with your username and password. Username is your Danish cpr-number and your password is the same as for mit.au.dk. If you have forgotten your password, press " forgotten access code/glemt adgangskode" and AU IT will send you a new password.

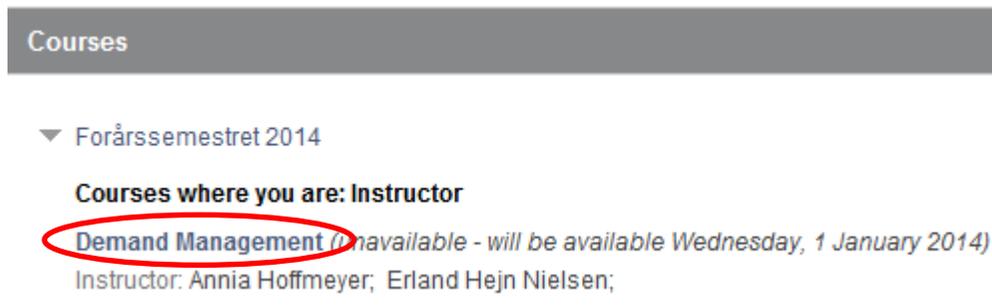
When you enter Blackboard, you will start out on the tab "My institution".



You can either find your course on this side or by choosing "Courses" next to "My institution".



Click on the course.



Welcome

The first page you see will look like this:

The screenshot displays a course management interface. At the top, a dark blue navigation bar contains the Aarhus University logo and the text 'AARHUS UNIVERSITY BUSINESS AND SOCIAL SCIENCES'. To the right of the logo are navigation links: 'My Institution', 'Courses' (highlighted), 'AU Library', 'AU Career', 'Community', 'Support', 'Content Collection', and 'System Admin'. Below the navigation bar, a status bar indicates '(Course is unavailable to students until Wednesday, 1 January 2014) > Edit Blank Page' and a 'Go To Student View' button. The left sidebar is divided into two main sections: 'Distribution and Transportation' and 'COURSE MANAGEMENT'. Under 'Distribution and Transportation', there are links for 'Welcome', 'List of students', 'Course content', 'Announcements', 'Assignments', 'Discussions board', and 'Wiki'. Under 'COURSE MANAGEMENT', there is a 'Control Panel' section with sub-links for 'Content Collection', 'Course Tools', 'Evaluation', 'Grade Centre', 'Users and Groups', 'Customisation', 'Packages and Utilities', and 'Help'. The main content area is titled 'Welcome' and features a text input field with the word 'Welcome' and a color selection dropdown set to 'Black'. Below this is a note: '* Indicates a required field.' and buttons for 'Cancel', 'Delete Page', and 'Submit'. The '1. Content' section contains a rich text editor with a toolbar including options for Paragraph, Arial, 3 (12pt), bold, italic, underline, strikethrough, link, unlink, list, and table. The editor area is currently empty. At the bottom of the content area, there is a 'Path:' label and a 'Words:0' counter. The '2. Attachments' section includes a note: 'If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.' and an 'Attach File' button with sub-options for 'Browse My Computer' and 'Browse Content Collection'.

Fill in the *Welcome*-part – maybe with information like you can see below:

UNIVERSITY
BUSINESS AND SOCIAL SCIENCES

(Course is unavailable to students until Wednesday, 1 January 2014) > Welcome

Welcome

Welcome to Demand Management

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Remember to press to save.

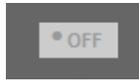
When you have pressed submit – you will get this message:

Success: Welcome edited. If you want to continue building your course, turn Edit Mode On.

To remove this message, you can press the small X in the right side of the message bar:



As the message bar indicates, you must turn Edit Mode On to continue to work with the content of your course – the button for that is also in the right side of the screen and looks like this when turned off:



and like this when turned on:



If you experience that i.e. “Course content” disappear when the edit button is off, it is only because the folder is empty. When you upload a file it will appear again.

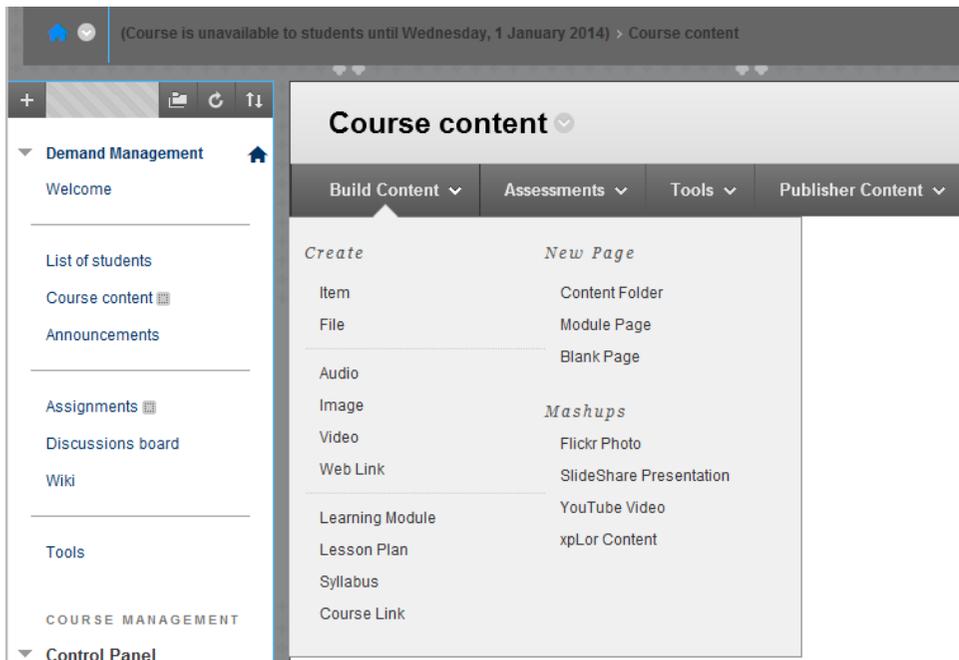
Note: You can only upload materials, when the button on the top right-hand side is set to



Menu structure

In the menu on the left, you will find the menu structure that has been chosen for all cand.merc/MSc, oecon/soc and HA/BSc courses. It has been chosen because it reminds a great deal of the one in CampusNet, and this should lighten the transition between the two systems for you.

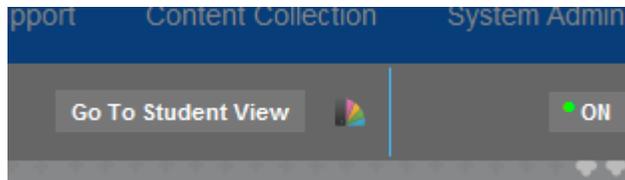
“Course content” corresponds to "file sharing" on CampusNet. Here you can create folders and upload files. Use the drop-down menu "Build content”.



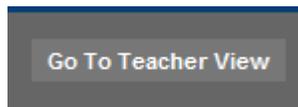
If you choose "Item" you have the opportunity to write some text to explain the file. If you choose "File", you can upload the file, but not add text.

Once you have uploaded new material for the students, you can send information about this as well. This is done in the left-hand menu under "Announcements". The students will automatically receive notifications when new content has been added if the students have chosen this in the notification center under "settings".

If you want to see how it all looks from a student point of view, you can press the button "Go to student view." (next to the "on"/"off" button)



Remember to press the button again, so that you will return to "Teacher view".

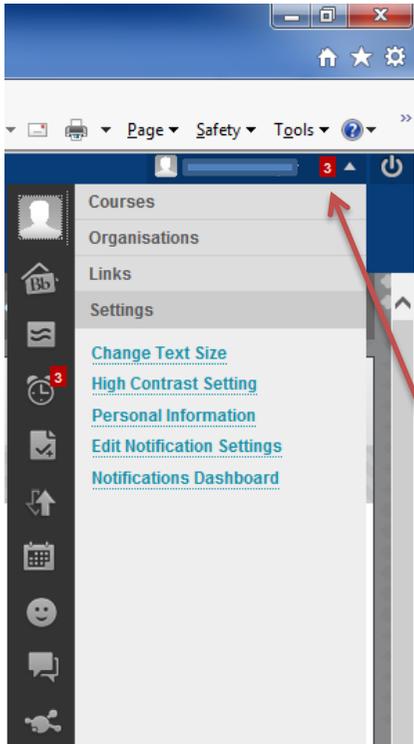


If the course is still unavailable/closed for the students, you will end up having to log in via WAYF again due to a problem in Blackboard.

The students will have access to their spring courses on 1 January 2014.

Settings

You can change the language, colors, notifications etc. in 'settings' in the top right-hand corner of the screen where there is a small arrow next to your name.



If you have new messages, you can also see it here.

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Find guides for extra help here: <http://medarbejdere.au.dk/hoved-omraader/bs/undervisning-og-eksamen/blackboard/skriftlige-manualer/quick-guide/> (DK) or here: <http://medarbejdere.au.dk/en/main-academic-areas/business-and-social-sciences/teaching-and-examination/blackboard/manuals/quick-guide/> (UK)

Or contact Study and Research Supporter, Annia Hoffmeyer on either +45 87166183 or ahoffmeyer@econ.au.dk