

## What is Blackboard?

Blackboard is an online course management system available to the entire USC community. Every course offered at USC has a Blackboard course generated for it. USC departments and organizations may also use Blackboard to share information.

Please note that organizations, department, dissertation credits and independent study course may not be automatically created. Contact our department for assistance and course creation if needed. It is designed with instruction in mind and incorporates the many useful features.

## Blackboard Login Information

Use your USC Network Username and Password (also used for USC email) to log into Blackboard. If you do not know your USC Network Username and Password, you can get the information through VIP.

### **Instructions for Setting Blackboard Password on VIP:**

1. Login to VIP (<http://vip.sc.edu>)

*(Forget your PIN? Faculty/staff should contact your departmental Human Resources representative. Initially your PIN should be the numeric representation of your month and day of birth. For example, if you were born on April 27, your PIN would be 0427.)*

2. Click on the **Technology** link on the left
3. Click on **Show Me Network Username**

*Your USC Network Username will be displayed - **RESET PASSWORD BELOW USERNAME**. You will be prompted to choose your password. You must type in the password twice to verify your choice.*

**Password restrictions:** Must be at least eight characters, cannot contain your user id, and must meet at least **three** of the following:

- One or more lowercase alphabetic characters (a-z)*
- One or more uppercase alphabetic characters (A-Z)*
- One or more numeric characters (0-9)*
- One or more special characters (!@#\$\$%^&\*+= etc)*

4. Click on the **SET PASSWORD** button to set your new password.

### **Logging in to Blackboard:**

1. Go to <http://blackboard.sc.edu>.
2. Click the **Login** button at the top of the screen.
3. On the next screen type your Username and Password in the appropriate fields, and then click **Login**.

*The next page you see will be your **My USC** page with "Welcome, <your name>" at the top. You will see some Blackboard Tools on the left side of the page, University-wide information in the middle of the page, and the courses you are taking on the right side of the page. To get a more descriptive list of your courses, click the **Courses** tab at the top of the screen.*

NOTE: **READ ALL NOTICES** on the Blackboard screen.

## Contact Information

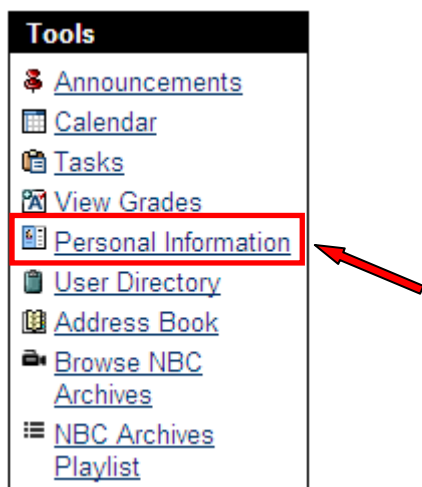
If you have any questions about Blackboard, you can contact University Technology Services (UTS) Help Desk at 777-1800. Please visit the Blackboard Web site at: <http://www.uts.sc.edu/academic/blackboard>

## Changing Your Email Address in Blackboard

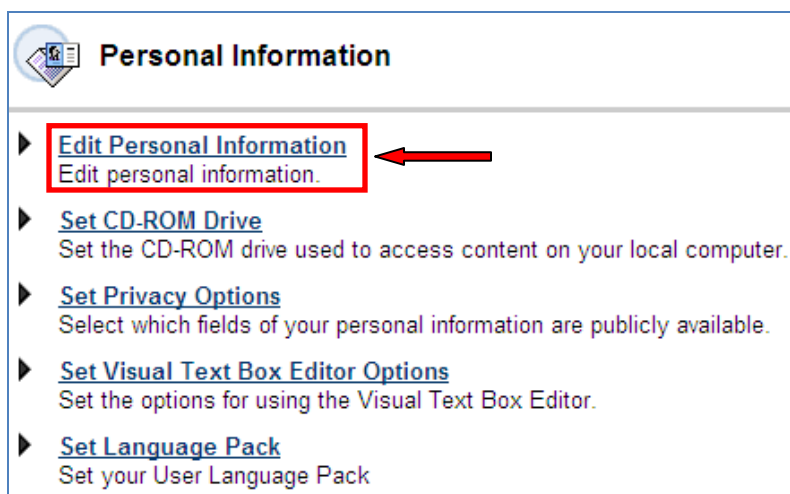
By default Blackboard uses your official University email address. The email address associated with your Blackboard account is used for communication among Blackboard users. If the email address listed is not your primary email address, you may change it to another email address.

To change your email address in Blackboard:

1. Click the **Personal Information** link in the **Tools** area on left side of the Blackboard home page.



2. Click the **Edit Personal Information** link.



3. Enter your desired **email address**. (For example, johndoe@gmail.com).

**NOTE:** This will only change the address used for email sent through Blackboard.

4. Click **Submit** to finish and to save changes. If you decide to use your USC email address in the future, you must manually change your Blackboard email address.
5. Click the **OK** button at the bottom of the screen.
6. At the **Personal Information** screen, click the **OK** button at the bottom of the screen.

## Viewing Your Grades in Blackboard

Your instructor can choose whether or not to post graded items on Blackboard. If your instructor posts graded items on Blackboard, you can view the grades on the **View Grades** page, which can be accessed from the My USC page or from within a Blackboard course. If you take tests in Blackboard or submit assignments through Blackboard, you can use the **View Grades** to check to see whether they were received by your instructor.

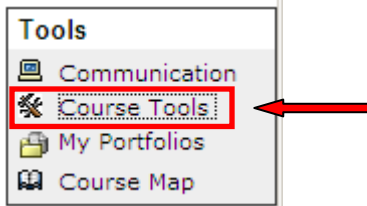
### Accessing the “View Grades” Page

#### From the Blackboard home page (My USC):

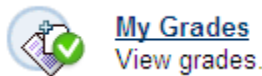
1. Click on the **View Grades** link in the **Tools** module on the left side of the screen. *You will see a list of courses in which you are enrolled.*
2. Select a course for which you wish to view your grades.

#### From within a Blackboard course:

1. Go to the Blackboard course site.
2. Click on the **Course Tools** link, in the Tools module on the left side of the screen.



3. Click on the **My Grades** links. *The View Grades page appears on the screen.*



### The View Grades Page

The **View Grades** page may include grades from assignments submitted and tests taken in Blackboard, as well as grades from activities and assignments completed outside of Blackboard. It is up to your instructor whether he/she displays grades for some or all class assignments or exams.

View Grades						
Your grades for this Course						
Item Name	Details	Due Date	Last Submitted, Modified, or Graded	Grade	Points Possible	Comments
Weighted Total	<a href="#">Details</a>			-	0	
Total	<a href="#">Details</a>			-	0	
Class WIKI Project	<a href="#">Details</a>			-	10	
Life Line	<a href="#">Details</a>	Sep 9, 2010		-	5	
Class Paper Columbia Museum of Art	<a href="#">Details</a>	Sep 20, 2010		-	10	
Cultural Event #1	<a href="#">Details</a>	Sep 24, 2010		-	5	
Cultural Event #2	<a href="#">Details</a>	Oct 29, 2010		-	5	
Interview a Professor	<a href="#">Details</a>	Oct 22, 2010		-	10	
USC Campus/Organization Event	<a href="#">Details</a>	Sep 29, 2010		-	5	
USC Campus/Organizational Event #2	<a href="#">Details</a>	Nov 3, 2010		-	5	
Research Paper	<a href="#">Details</a>			-	20	
Midterm Exam	<a href="#">Details</a>			-	10	
Current Events	<a href="#">Details</a>			-	5	
Community Event Paper	<a href="#">Details</a>	Nov 22, 2010		-	5	
Participation	<a href="#">Details</a>			-	15	
FINAL WIKI PROJECT	<a href="#">Details</a>			-	10	
Extra Credit	<a href="#">Details</a>			-	5	
Mid-term Exam	<a href="#">Details</a>			-	100	

The **Grade** column displays different icons:

Icon	Description
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Indicates that a test or assignment submitted online through Blackboard has been submitted and needs to be graded

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Indicates that a test or assignment has not yet been submitted through Blackboard or the item has not yet been graded (for assignments/tests not submitted through Blackboard).



Indicates that either an attempt is in progress or you accidentally clicked Save rather than Submit for an assignment or test. You may need to go back to the test or assignment and click Submit. If you are unable to submit an item, please contact your instructor.



Indicates that the assignment has been completed but does not have a point value associated with it in the Grade Center (i.e. surveys).

## Accessing Your Class

From the **My USC** page, click a class link to access the class. This will take you to the **Announcements** page of your class (course site).

Note: The courses you are taking appear on the right side of the page. To get a more descriptive list of your courses, click the **Courses** tab at the top of the screen.

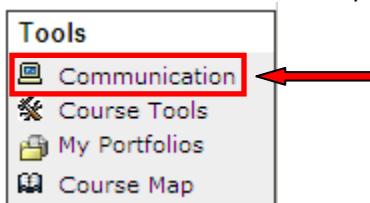
## Sending Email in Blackboard

Blackboard has a message system (email client), similar to an email system contained with each course. Blackboard users can send email to individuals who participate in their Course from the Send Email page. Emails can be sent to individual users, such as students or instructors; to groups of users within the Course; or to select users.

**IMPORTANT:** Blackboard users cannot send email to others via the Internet with the Send Email function. You cannot check your email in Blackboard. You must use your email service, such as Gmail or webmail.sc.edu (University Email) to read your email.

### To send email in Blackboard:

1. From your Blackboard **My USC** or **Course** page, click on the course that you would like to access. You will be directed to the home page of that course.
2. Under **Tools** on the left-hand panel, click **Communication**.




3. Click on the **Send Email** link that is located on the Communication page.



[Send Email](#)  
Send email.

The *Send Email* menu page will open. You will have several choices to send emails:

 <p><b>Send Email</b></p> <ul style="list-style-type: none"><li>▶ <a href="#">All Users</a></li><li>▶ <a href="#">All Groups</a></li><li>▶ <a href="#">All Student Users</a></li><li>▶ <a href="#">All Instructor Users</a></li><li>▶ <a href="#">Select Users</a></li><li>▶ <a href="#">Select Groups</a></li></ul>	<ul style="list-style-type: none"><li>• <b>All Users:</b> Sends email to all users in a specified course or organization.</li><li>• <b>All Groups:</b> Sends email to all of the groups in a specified course or organization.</li><li>• <b>All Student Users:</b> Sends email to all of the students in a specified course.</li><li>• <b>All Instructors Users:</b> Sends email to all of the instructors for a specified course, include TA's.</li><li>• <b>Select Users:</b> Sends email to a single user or select users in a specified course.</li><li>• <b>Select Groups:</b> Sends email to a single group or select groups in a specified course.</li></ul>
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4. Click on the users that you wish to send an email.
5. Enter the Email's subject line in the "**Subject**" text box.
6. Enter the body text of the email in the "**Message**" text box. To attach a file to this email, click on the **Attach a file** link, browse to the file, and click the **Open** button to attach the file.

**Note:** If you added the wrong file, you can click the **Remove** button to the left of the filename. If you need to add additional files, click the **Add Another File** button.

7. Click the **Submit** button and your message will be sent to all users in the course. A copy of the email will be sent to the sender.

**Note:** You can send email to a select user(s) or group(s) by selecting them from the Available to Select list once you click either the "Select Users" or "Select Groups" hyperlinks on the Send Email Menu page.

## Submitting Assignments in Blackboard

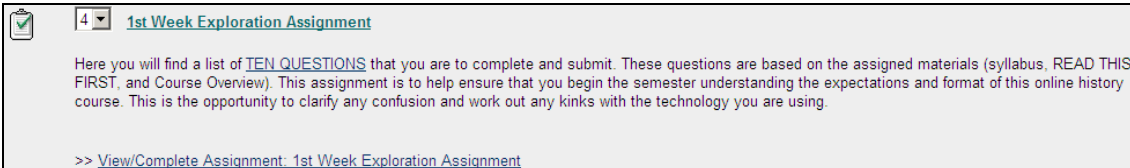
Your instructor may use the Blackboard's Assignment Manager to create Assignments for you to complete online. The Assignment Manager tool allows you to submit a file directly to your instructor.

To submit an assignment:

1. Go to the Blackboard course site and select the area in which your instructor posted the assignment (e.g., **Assignments, Course Materials, Homework etc.**).


*Note: There is an area in Blackboard called **Assignments**; however, your instructor may direct you to find the assignment for your class in a different area.*

2. Under the assignment, click on the **View/Complete Assignment** link.



The screenshot shows a Blackboard assignment interface. At the top, there is a dropdown menu with the number '4' and a link labeled '1st Week Exploration Assignment'. Below this, a paragraph of text reads: 'Here you will find a list of [TEN QUESTIONS](#) that you are to complete and submit. These questions are based on the assigned materials (syllabus, [READ THIS FIRST](#), and Course Overview). This assignment is to help ensure that you begin the semester understanding the expectations and format of this online history course. This is the opportunity to clarify any confusion and work out any kinks with the technology you are using.' At the bottom of the screenshot, there is a link that says '>> View/Complete Assignment: 1st Week Exploration Assignment'.

The *Upload Assignment* page appears on the screen.


 **Upload Assignment: 1st Week Exploration Assignment**

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**1 Assignment Information**

**Name** 1st Week Exploration Assignment

**Instructions** Here you will find a list of [TEN QUESTIONS](#) that you are to complete and submit. These questions are based on the assigned materials (syllabus, [READ THIS FIRST](#), and Course Overview). This assignment is to help ensure that you begin the semester understanding the expectations and format of this online history course. This is the opportunity to clarify any confusion and work out any kinks with the technology you are using.

**Assignment Files**  1st Week Assignment.docx ([1st Week Assignment.docx](#))

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**2 Assignment Materials**

**Comments**

**Attach local file**

**or Copy file from Content Collection**

**Currently Attached Files:**

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**3 Submit**


Click **Save** to stop working and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

3. Follow the on-screen instructions and submit your assignment per your instructor's directions.
4. Click the **Submit** button to submit the assignment.

### Available Options:

- View any files the instructor has loaded for you by clicking on the link. To download a file, right click on the link, click **Save Target As**, navigate to the folder you want to use, name the file, and click **Save**.
- Enter text in the **Comments** text box. This text will be submitted to your instructor along with your file.
- To upload your file to Blackboard, click on the **Browse** button, find the file, and click the **Open** button. *The full path of the file and the filename will appear in the **Attach local file** box to the left of the **Browse** button. Click the **Add Another File** button. *The name of the attached file appears on the screen. Make sure that you have submitted the correct file.**

**Currently Attached Files:**



[1st Week Assignment.docx](#)

**Note:** If you added the wrong file, you can click the **Remove** button to the left of the filename. If you need to add additional files, click the **Add Another File** button.

**Note:** Clicking the **Save** button uploads the **Assignment** to Blackboard and allows you to upload it at a later time. If you **Save** the **Assignment** but do not **Submit** it, your instructor will not receive it.

## Checking Assignment Posting

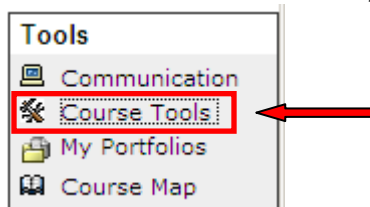
To check that the assignment has been posted to Blackboard, go to **My Grades**, either from the navigation menu or from the **Tools** section of Blackboard.

### From the Blackboard home page (My USC):

1. Click on the **View Grades** link in the **Tools** module on the left side of the screen. *You will see a list of courses in which you are enrolled.*
2. Select a course for which you wish to view your grades.

### From within a Blackboard course:

4. Go to the Blackboard course site.
5. Click on the **Course Tools** link, in the Tools module on the left side of the screen.



6. Click on the **My Grades** links. *The View Grades page appears on the screen.*



If your assignment was posted, you will see an exclamation point next to that item in the **Grade Center**. When your instructor has graded your assignment, your grade will appear in place of the exclamation point.

## Submitting SafeAssignments

### What is SafeAssign?

**SafeAssign** is a Building Block that helps prevent plagiarism and enables institutions to protect the originality of student work. Instructors can use SafeAssign in two ways: create a Safe Assignment or submit paper via Direct Submit. **Documents can be submitted to SafeAssign by any student that is enrolled in a corresponding course.**

**File types** accepted by SafeAssign:

- **doc** and **docx** – Microsoft Word
- **odt** – OpenOffice.org Writer
- **pdf** – Adobe PDF
- **txt** – Plain text
- **rtf** – Rich text
- **htm** or **html** – Web page
- **zip** – Multiple files in any of the above formats (*Direct Submit only*)

### Getting Started

Before submitting a **Safe Assignment**, instructors **must** create a link via one of the Content Areas. Typically, the link appears in the **Assignments** area for the course.

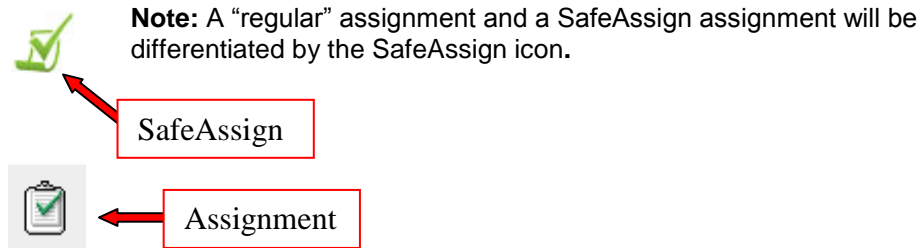
To submit a document, a student should log-in to the Blackboard system and go to the corresponding course page. Then click the "**Assignments**" hlink on the left navigation menu to see all assignments available for submission.

## Safe Assignments

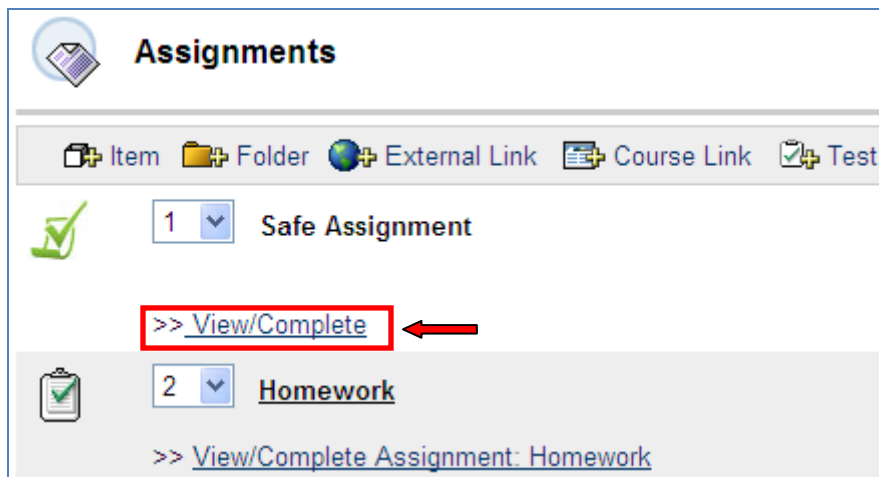
Instructors can create **Safe Assignments** in their Blackboard courses for students to submit papers. SafeAssign will automatically examine the papers against the source materials in its comprehensive databases. The instructor can review the paper, along with the originality report to see whether the student has referenced the matching parts properly. The Blackboard Grade Center is integrated with Safe Assignment.

### To submit a Safe Assignment:


1. Go to the Blackboard course site and select the area in which your instructor posted the Safe Assignment (e.g. Assignments).



2. Click the **View/Complete** link below the corresponding assignment.



**Note:** Once you click **View/Complete**, you will see the SafeAssignment Upload Form, which is almost identical to a standard Blackboard assignment upload form.

 **Upload SafeAssignment**

By submitting this paper, you agree: (1) to the Terms of Use at [SafeAssign Terms of Use](#); (2) that your institution may use your paper in accordance with your institution's policies; and (3) that your use of SafeAssign will be without recourse against Blackboard Inc. and its affiliates.

**1 Assignment Information**

Name Short Paper

Instructions

**2 Your Files**

Comments

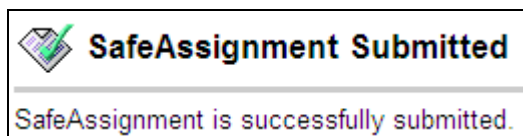
File To Attach

**NOTE:** SafeAssign accepts files in Microsoft Word (doc and docx)/ OpenOffice (odt)/ TXT / RTF / HTML / PDF formats only. Please DO NOT upload files in any other formats, including JPEG / ZIP

**3 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

3. In the Your Files area, enter any necessary comments concerning the material being submitted (e.g., "This is my paper.").
4. Click the **Browse** button to select the file for upload.
5. After selecting the proper file click the **Open** button to attach the file.
6. Click the **Submit** button to upload the document. *You should see a message like the one below:*



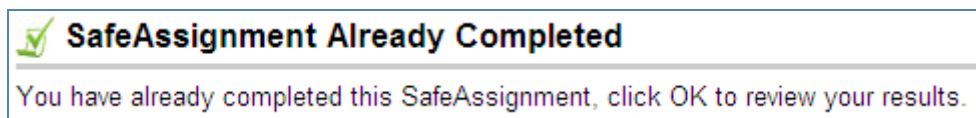
7. Click the **OK** button.

## Accessing a Submission as a Student

After you, as a student, submit your paper to a Safe Assignment, you can view the results of your submission only if the instructor has chosen this option.

### To review the results:

1. Log in to the Blackboard system, go to the corresponding course page, and then click the Content Areas (e.g. Assignments) on the left navigation menu to see all assignments available for submission.
2. On the Assignments page, scroll down to the assignment. Click the View/Complete link below the corresponding assignment.



3. Click the **OK** button to see your results from your SafeAssign submission.

**1 Assignment Information**  
 Name Safe Assignment  
 Description

**2 Submitted Work**

Student ID	Student Name	Text	File	Matching	SA Report	Submitted
	Student2, GYW2			83%		Wed Sep 08 16:07:30 EDT 2010

**3 View Grade**  
 View grade for the assignment:

Grade	Points Possible	Weight
F	10.0	0.0

**4 Instructor's Feedback**  
 Comments

Currently Attached File No feedback uploaded

OK

**Note:** You will see a table with the submitted work, grade and any feedback provided by the instructor. In the **Submitted Work** area, you see a table showing:

- **Text:** Links to the text of the student's paper and any comments from the student.
- **File:** Links to the submitted file in its original format. Use this option to download the paper.
- **Matching:** The percentage of matching between the text in the submission and sources in SafeAssign's databases. The higher the percentage, the more likely plagiarism exists. Instructors need to read the complete SafeAssign Report to verify if the matching is properly attributed.
- **SA Report:** This icon takes you to the **SafeAssign Report**. The report is connected to sources that match passages in the student's submission.
- **Submitted:** Date and time when the paper is submitted.

4. Click the **OK** button to exit.

## The SafeAssign Report

A **SafeAssign Report** is generated after you submit your paper. The report shows the sentences that match items in the databases and the sources for those matches. The report includes all quotations and paraphrases, even if they have been properly cited sources. You can click the highlighted sentences to compare your written text with the text found in other sources.

The SafeAssign report has three main sections:

- **Paper Information:** shows information such as your name, the file name, the date of submission, a unique Paper ID number, and a percentage of matching text. You can print a copy of the report (**print version**) or send a link to this report to other instructors who have access to the course.
- **Suspect Sources:** lists all sources that matched the content in the paper.
- **Paper Text:** shows text from your paper that matches sources found in the **SafeAssign** database is highlighted and referenced

A detailed explanation of the **SafeAssign** Report is shown below and can be found at: <http://wiki.safeassign.com/display/SAFE/Interpret+Reports>.

The Matching Index shows the percentage of the paper that matched other sources.

Print Version is a text-only formatted version that is accessible and optimized for printing.

These features will give you a direct URL to this report that you can then email to others.

Click on each Suspected Source to see the full corresponding source.

Click the magnifying glass icon to highlight the Paper Text material that matched to that particular source.

Use the Reprocess icon to rerun the report without checking against those sources indicated by the check boxes.

Paper Text is the actual text from the submitted paper.

Highlighted text indicates what portions of the Paper Text corresponds to which source.

Numbers indicate which Suspected Source this text matched with.

Click on a particular matching sentence in the Paper Text to view the Source Comparison window. It shows the URL of the matching source document, the percentage of similarity and a direct comparison of each sentence.

**Paper Information**

Author: Todd Moe C1  
 URL: sample doc 1.htm  
 Matching: 100%

Assignment: Demo Assignment 1  
 Submitted: 2006-04-04 16:58:12 EST  
 Paper ID: 41429

Save report to disk:  
 Print version:  
 Direct link:

**Suspected Sources**

Click on a source to view the original, or click on the magnifying glass to see the source highlighted in the text below.

1  http://www.mydropbox.com/get\_paper2.pl?id=173022&digest=e7f9045f1cdf95f3ad7f8977d52a9a50  
 2  http://www.netessays.net/viewpaper/27185.html  
 3  http://www.mydropbox.com/get\_paper2.pl?id=173023&digest=aa71c6bd185cf2d2b484fb6917d6a3cb  
 4  http://www.the-innovation-group.com/ChemProfiles/Calcium%20Chloride.htm  
 5  http://www.peterschemical.com/Calcium%20Chloride.htm  
 6  http://www.dchem.co.kr/english/product/p\_basic/p\_basic03.htm  
 7  http://www.calciumchloride.com/concrete.shtml

Re-process the paper without the selected sources

**Paper Text**

Click on the text to see more info about the source.

1 Prejudism in the 1930s, down in the Southern United States, was not good

2 Calcium chloride is used for such things as dust control, road deicing, and to assist in oil and gas drilling. 3 It is easily manufactured for a variety of sources, underground brines in Michigan, a by-product of hydrochloric acid streams, and soda ash can harbor calcium chloride. For years the market was supplied by three major manufactures- Dow Chemical, General Chemical, and Tetra Technologies- all of which produce such a high-volume that it creates oversupply and poor prices. These companies already produced roughly 1.5 million tons per year and out of that only about 1 million tons are used. In 1995, Ambar Incorporated decided that they were going to enter the calcium chloride market. They spent over \$60 million on supplies and opened behind schedule in 1997. Then North America experienced the warm and low precipitation winters in 1999 and 2000, there was an incredibly low demand for calcium chloride and the company failed. (paper mill)

4 In recent years, the market demand for calcium chloride has shifted. Consumption within the largest market segment, deicing, is heavily dependent on weather conditions. A sharp decline in this market has occurred over recent years as a succession of mild winters lowered demand. Deicing consumption was 38 percent of total US end use during 1994, but declined to 30 percent in 1997 and then 22 percent in 2000. During this time, demand for calcium chloride in oil and gas exploration increased from 4 percent to 17 percent. Unless there is a change in the general weather pattern, this demand mix is expected to continue. While the calcium chloride market experienced strong demand from increased oil and gas exploration for the past couple of years, lower prices crude oil and gas this year will adversely affect the demand for drilling fluids, and with this, calcium chloride as well. Industry capacity is more than adequate to meet future demands as the industry's operating rate is about 60 percent. (Proquest)

Necrosis of the skin after contact with calcium chloride has been described in a variety of situations, including that of oil field workers and prolonged electroencephalographic testing (contact paste). [1,2,3] Circumscribed dystrophic dermal calcification was reported for the first time in 1935 and may follow the application of dry calcium or calcium-containing solutions.[4] The authors report a case of percutaneous penetration of a defrosting, industrial calcium salt, which was followed by deep-dermal thigh necrosis in a child. This uncommon injury raised concern about child abuse. (fintartles)

5 Calcium Chloride has unique properties that make it ideal for maintaining unpaved roads and fortifying road bases for new construction. 6 It is calcium chloride's ability to regulate moisture on road surfaces that is the key to building roads that last. Calcium Chloride keeps roads moist, day-in and day-out, keeping nuisance dust down. Reduced pot-holing and rutting made possible by calcium chloride surface stabilization makes roads safer year round. Stabilized calcium chloride roads can reduce aggregate loss by up to 75%. In addition, they significantly reduce the frequency and costs associated with periodic grading. 7 Uniform compaction and residual calcium chloride helps protect road bases from winter freezing and related frost heaving. Long known as an effective ice melter, calcium chloride lowers the freezing point of moisture in road bases to nearly 60 degrees below zero. (Internet)

7 Investigations have shown that a two percent addition of calcium chloride has equal cure strength at 50F as plain concrete has at 70F. 6 Regardless of the temperature or cement type, concrete mixes containing calcium chloride will always have a faster cure rate than plain concrete. The beneficial effects of calcium chloride will be even more pronounced at lower temperatures. 7 The accelerated cure rate measured as final concrete set

URL: http://www.dchem.co.kr/english/product/p\_basic/p\_basic03.htm  
 Matching: 100%

Uploaded Manuscript: The beneficial effects of calcium chloride will be even more pronounced at lower temperatures  
 Internet Source: The beneficial effects of calcium chloride will be even more pronounced at lower temperatures

## Taking Test in Blackboard

Some instructors may choose to give quizzes and exams online using the Blackboard Test feature. If the instructor gives you a time block to complete an exam, do not wait until the last minute to do it.

## Initial Setup

Before taking a test in Blackboard, do the following:

- **Shut down your computer and restart Blackboard.** If you are using your computer, properly exit Blackboard; restart your computer and log into Blackboard.
- **Have two browsers available on your computer.** Blackboard recommends using Microsoft Internet Explorer or Mozilla Firefox for all Blackboard related tasks.
- **Check your Internet connection.** Take into account the time of day your connection seems to be slow or losses connectivity. Also, it is best to use a wired connection when taking a test to eliminate any problems/issues with your wireless connection.

- **Disable pop-up blockers.** Pop-up blockers can cause problems with saving and submitting Blackboard exams, as well as, other features in Blackboard.
- **Time considerations.** Your Internet Service Provider may kick you off if your browser is idle for too long.
- **Dial-up users.** If you use dial-up to connect to the Internet, disable call waiting. It is best to use a high speed connection.
- **Instructor's Policy.** Be aware of your instructor's policy on dealing with taking test in Blackboard and dealing technical problems.

## Test Taking Tips

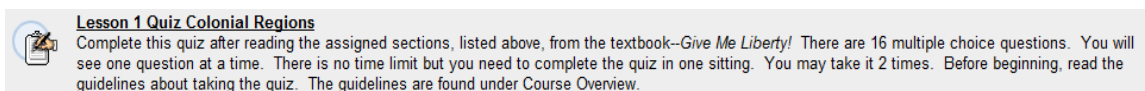
When taking a test in Blackboard, please keep the following tips in mind:

- If possible, use a wired connection to the Internet and high speed internet service.
- **Don't** open another browser or try to go to another web site while taking a test on Blackboard.
- **Don't** click the back or forward buttons on your browser. Only use the buttons provided in the test. Many tests will not allow you to backtrack and clicking the back button will end your test.
- **Turn off** your instant messenger or email notifications. Do not interrupt your test to respond to email. Your mail package may interfere with operation of your browser.
- **Don't** leave in the middle of your test and come back to it later. Your ISP may kick you off if your browser is idle for too long.
- When you submit an answer, **be patient.** Clicking multiple times can cause problems or may be seen as an attempt to backtrack.
- If you have a firewall installed on your system, it might prevent you from accessing your exam. You can either temporarily disable your firewall or take the exam at another computer.

## Taking the Exam

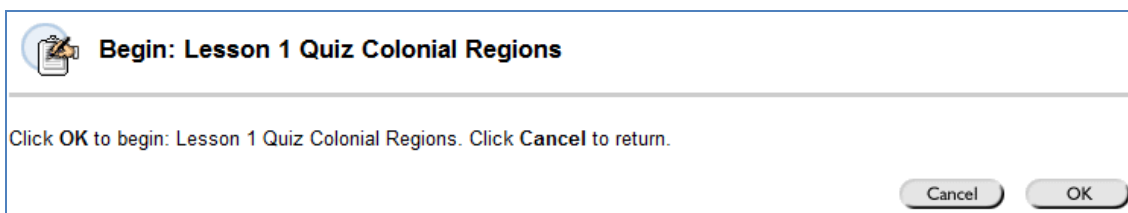
To take an exam in Blackboard:

1. Go to the Blackboard course site and navigate to the location in which your instructor posted the quiz or exam. *An example of a link to a quiz:*



**Lesson 1 Quiz Colonial Regions**  
Complete this quiz after reading the assigned sections, listed above, from the textbook--*Give Me Liberty!* There are 16 multiple choice questions. You will see one question at a time. There is no time limit but you need to complete the quiz in one sitting. You may take it 2 times. Before beginning, read the guidelines about taking the quiz. The guidelines are found under Course Overview.

2. Click on the link to the quiz. *A page similar to the one below will appear:*




**Begin: Lesson 1 Quiz Colonial Regions**

Click **OK** to begin: Lesson 1 Quiz Colonial Regions. Click **Cancel** to return.

Cancel OK

3. Click the **OK** button to begin the quiz. *Allow the page to load completely before answering questions.*
4. Read the exam instructions carefully. The instructions tell you exactly how to take the exam. It will include any special instructions from your instructor. Also, any instructions about back tracking, forced completion, and multiple attempts will be listed here. Here is an *example*:

 **Take Assessment: Lesson 1 Quiz Colonial Regions**

---

<b>Name</b>	Lesson 1 Quiz Colonial Regions
<b>Instructions</b>	
<b>Multiple Attempts</b>	This Test allows 2 attempts. This is attempt number 1.
<b>Force Completion</b>	This Test must be completed now.
<b>Backtracking Prohibited</b>	This Test does not allow backtracking. Changes to the answer after submission are prohibited.

**Multiple Attempts:** You may start and stop the exam as many times as allowed by the instructor and within the total limit for the exam if there is one. Once you finish the exam, click **Save**, and then click **Submit** to submit your test through Blackboard.

**Force Completion:** Once you begin the exam, you must complete it in one session. As soon as you click outside the exam area, you will not be able to access it again.

**Backtracking Prohibited:** You cannot backtrack during the exam and changes to the answer after submission are prohibited.

**All at Once:** All the questions for the exam will appear on the page at once. Next to each question, you will see a **Save** button. It is good practice to click the **Save** button after each question. Click the **Submit** button when you are done.

**One at a Time:** Only **one** question appears on the page at a time. Next to the question, you will see a **Save** button. Click on the right arrow to go to the next question. It is good practice to click the **Save** button after each question.

5. Some tests are presented all at once, while other tests are presented a question at a time. Read and answer each question carefully.

Question Completion Status:


Question 1 6.25 points [Save](#)

Maryland was similar to Virginia in that

- both started out as proprietary colonies.
- tobacco proved crucial to its economy and society.
- John Smith had to take over the colony and organize its settlers to work.
- both offered settlers total religious freedom.
- the king approved the creation of each colony only because of pressure from Parliament.

Moving to the next question prevents changes to this answer. Question 1 of 16 | ▶

- a. If your test is presented all at once, answer each question and scroll to the bottom of the page and click the **Submit** button when you are done. *It is good practice to click the **Save** button after each question. Saved answers are recorded by Blackboard.*
  - b. If your test is presented one question at a time, answer the first question, and then click on the right arrow to go to the next question. Click **OK** to confirm question submission. *It is good practice to click the **Save** button after each question. Saved answers are recorded by Blackboard.*
6. When you answer the final question, click the **Save** button, and then click the **Submit** button at the button of the exam. The exam will be submitted for grading. *The Assessment Submitted confirmation page appears on the screen. Make sure that it tells you that your assessment was successfully submitted.*



## Assessment Submitted: Lesson 1 Quiz Colonial Regions

---

Assessment successfully submitted.

7. Click the **OK** button. *The Review Assessment screen appears. This screen look varies depending on the way your instructor set up the exam.*
8. Click the **OK** button. *If you receive an Internet Explorer Window message, "Do you want to close this window?", click **Yes**.*

## Confirm Your Exam Submission

If you received the confirmation that your submission was successful, then your exam was successfully recorded in Blackboard. If you did not receive confirmation, go back to the area where you accessed the exam and click the link to the exam. Blackboard should tell you whether the exam was completed or give your feedback about the exam. For example, if you successfully submitted the exam, Blackboard will tell you that you have already completed the exam, assuming you only have one attempt at taking the exam. You will not be able to access the exam again. If there was a problem with the submission of the exam, your instructor will have to reset your attempt for the exam.

Also, you can check the **My Grades** area in Blackboard to confirm exam submission. If you see a grade or a green exclamation point for the exam, then the submission was successful and you are done. If you do not see the exclamation point or a grade for the exam, then most likely there was a problem with the exam submission. Contact your instructor immediately to verify that he/she received your exam answers. If something happened to your browser or Internet connection during the exam, or you received an error message, contact your instructor and provide details about the issue/problem. **ONLY** your instructor can reset an exam attempt unless he/she has notified Blackboard Support to reset the exam on her/his behalf.


## Discussion Boards


Discussion boards are online spaces that can extend communication beyond the confines of the classroom. Discussion boards in Blackboard are composed of two items—**forums** and **threads**. **Forums** are areas that include one or more **threads** related to a theme. Only instructors can create discussion forums. Students can participate in discussions, by replying to posts.


## Reading a Discussion Board Post

To read a discussion board post:

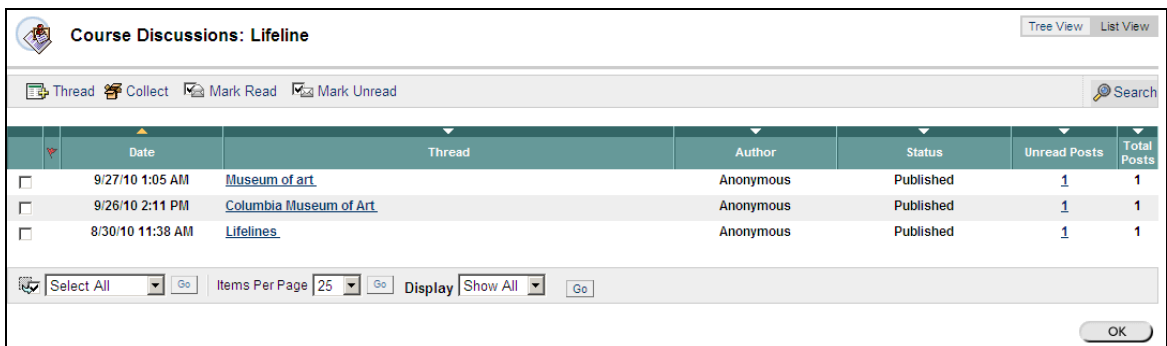
1. Click on **Discussion Board** on the course navigation menu. *If you do not see **Discussion Board**, then click on **Communication** and then on **Discussion Board**.*
2. Click on the name of the forum you wish to read.

 **Discussion Board**

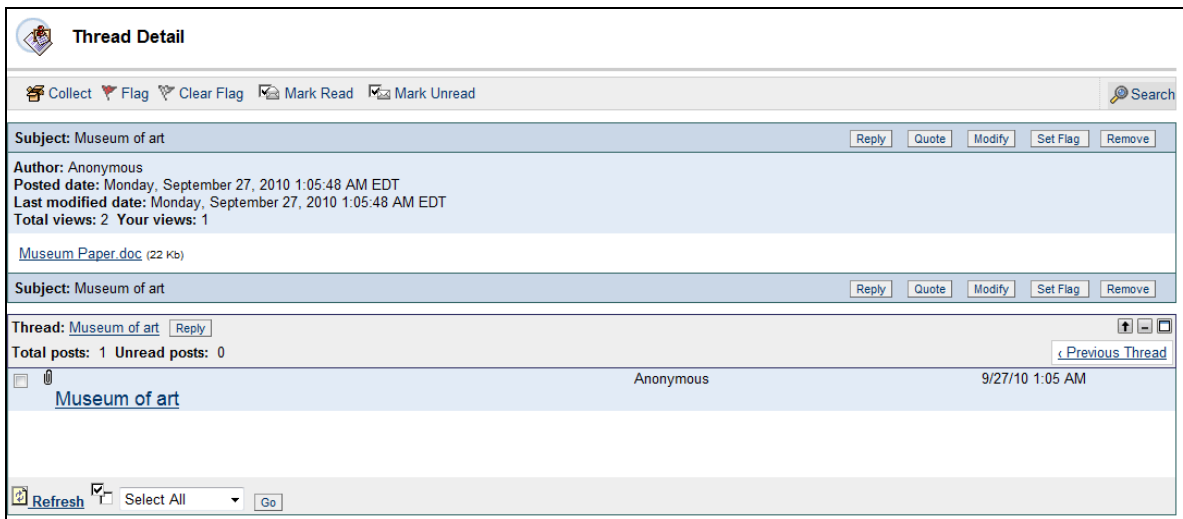
 Search

Display Order	Forum	Total Posts	Unread Posts	Total Participants				
1	<b>Lifeline</b> 	3	3	0	<a href="#">Modify</a>	<a href="#">Manage</a>	<a href="#">Remove</a>	<a href="#">Copy</a>
2	<b>Cultural Events #1</b> <small>There are many interesting things happening on the USC campus and involvement is a high success criteria for university students. Upload your cultural events #1 paper here. Then read what others have done and respond. Show some love! :)</small>	8	8	1	<a href="#">Modify</a>	<a href="#">Manage</a>	<a href="#">Remove</a>	<a href="#">Copy</a>

*Note: Once you are in a forum, you will see that there are two ways to view the threads in the forum: **List View** and **Tree View**. You can choose which way you prefer to view threads by default.*



- **List View** displays a list of all threads. The total number of posts in each thread is displayed in the **Total Posts** column. Threads containing an unread post appear in boldface.
  - **Tree View** gives you a visual indication of which threads have responses. You can click on the + sign to the left of the thread title to see the entire structure of a thread, including responses and responses to responses. A post that is indented is a response to a previous post.
3. To view the content of a thread or post, click on its title. *In the top box, you will see the structure of the thread. A post that you have not read yet appears in boldface. In the bottom box, you will see the text of the post.*



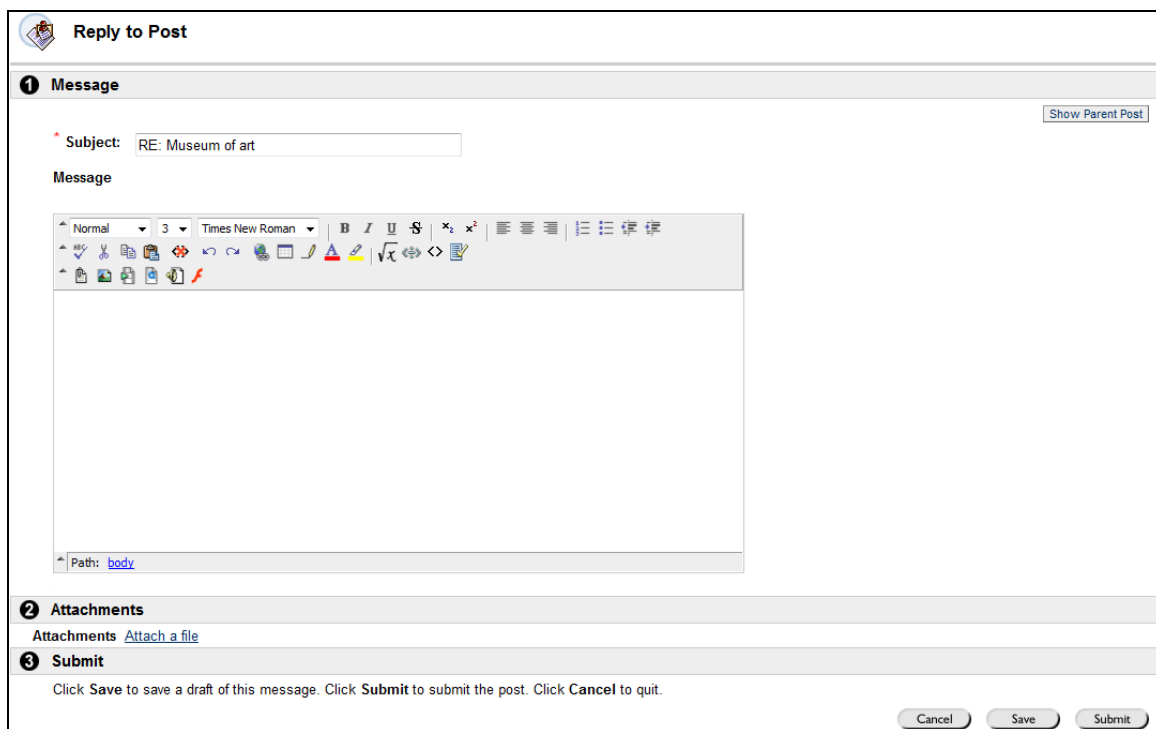
## Replying to a Discussion Board Post

To reply to a post:

1. View the post to which you want to reply and click on the **Reply** button.



2. Type your reply in the message box.



3. Click on the **Submit** button.

## **Blackboard Blogs**

A blog is a journal-like web site consisting of entries that appear in reverse chronological order (i.e., the newest entries appear at the top of the blog). Blog entries usually contain text, images, and links to other web sites. Entries to a blog may be contributed by a single author or by a group of authors. In many blogs, readers are able to comment on blog entries.

### **Access a Blog**

There are two main places that you can access a blog from within your online course or organization:

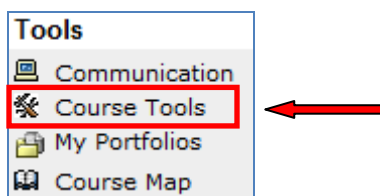
- The Central Course Blog is found within the **Tools** area of your course or organization.
- Individual or Group Blogs (Content area blogs) can be found in any content area where the instructor has created them.

The **Course Central Blog** in a Blackboard course is configured in the **Control Panel**. It is often used to share news and announcements. It cannot be copied or exported. In contrast, **Content Area** blogs are generally used for journaling and writing assignments. Content Area blogs can be copied to the same or a different Blackboard course site and the content can be exported as web pages.

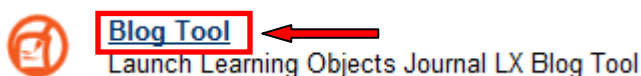
**Note:** Each course or organization has one Central Course Blog but can have many Content Area Blogs.

### **Accessing the Central Course Blog**

1. Go to your course home page.
2. Click the **Course Tools** link within the course menu.



3. Click the **Blog Tool** link.



*At this point, you will see the blog page for this course site. The name of this blog space is your course name title and it will be in **bold** towards the top of the screen.*

## Accessing Content Area Blogs

To access content area blogs:

1. Go to your course home page.
2. Click on the content area (e.g., Blogs, Assignments) in the course menu frame.

*Note: A blog can be added to any course **Content Area**, such as **Assignments**, **Course Documents**, and **Wikis**. These blogs can be configured in different ways. Your instructor will tell you where your blog is located in the Blackboard course site.*

3. Browse the sub-folders, if any.
4. Click the **View** link for the blog.



*At this point, you will see the blog page for this item. The name of this blog space appears in **bold** towards the top of the screen.*

## Reading and Posting to Blogs

Blogs can be located anywhere in the Blackboard course site. Blogs can only be made available by your instructor and be configured in different ways. Your instructor determines who is able to post entries to a blog and who is able to read blog entries. Your instructor will tell you where your blog is located in the Blackboard course site, as well as, provide you with information on posting (commenting) on blog entries and creating new blog entries.

## Reading Blog Entries

To read blog entries that have already been created:

1. Navigate to the location in the Blackboard site where the blog is located.
2. Click on the **View** link.
3. Click on **Comments** link to view comments on the blog entry.

*You will see the blog entries, with the most recent entry at the top of the page. Scroll down to view earlier blog entries or click on a link under **recent posts** in the sidebar on the right side of the page. By default, the most recent 15 entries are displayed.*

## Posting Blog Entries

If your instructor has enabled posting (commenting) for the blog, you will be able to comment on blog entries. To comment on a blog entry:

1. Scroll to the bottom of the entry on which you would like to comment and click on the **Comments** link.
2. Click in the text box and type in your comment (careful, there is no spell-checker). You can add simple formatting, such as bold or underlined text.



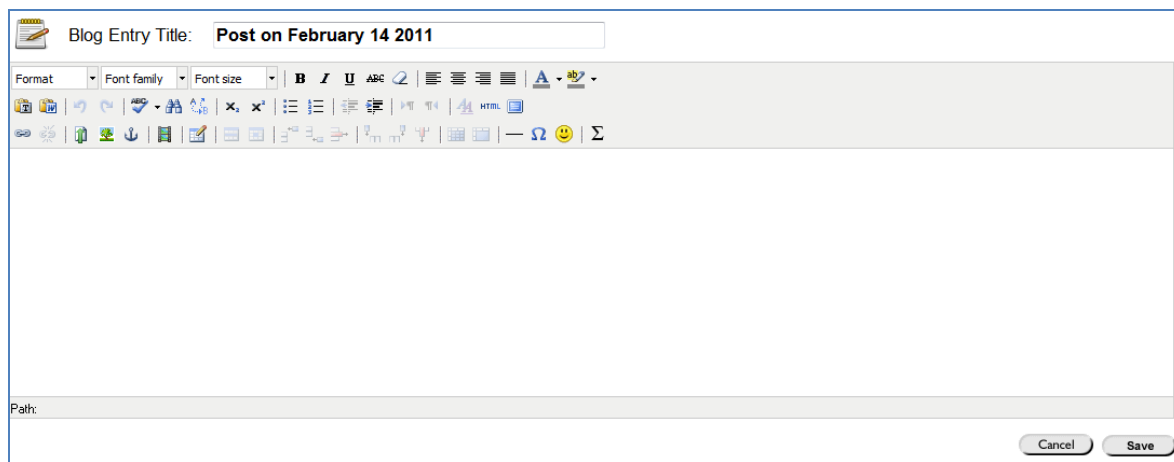
3. Click on the **Add Comment** button below the text box to post your comment. *Your comment is now viewable by anyone who has access to the blog.*

## Creating New Blog Entries

If your instructor has enabled creating entries for the blog, you will be able to create new blog entries. To create a new blog entry:

1. Click on **new entry** link at the right of the page under the **actions** section of the gray sidebar.

*You will see a form in which you can create your blog entry. By default, the **Blog Entry Title** will be the date. We suggest that you change the title to reflect the content of your blog entry.*



2. Enter your text in the text box.

*Note: We do not recommend, copying and pasting from Word formatted documents (.doc .docx). If you write and save your content using a word processor, such as Microsoft Word, save the document as a plain text file. Then, copy the text from your word processor as you normally would. **However, use the built-in clipboard tools on the rich text editor to then paste the text into the box.***

3. Click the **Save** button.

## **Blackboard Wikis**

A wiki is a collaboratively constructed web site. Wikis consist of “pages” that can include images, video, attached files, links to other web sites, and links to other pages within the wiki. The best known example of a wiki is Wikipedia, a collaboratively authored, online encyclopedia.

### **Access a Wiki**

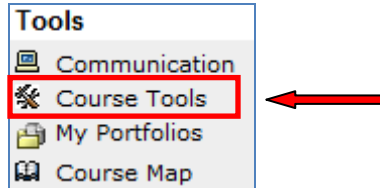
There are two main places that you can access a wiki from within your online course or organization:

- The Central Course Wiki site is found within the **Tools** area of your course or organization.
- Individual/Team Wiki sites can be found in any content area where the instructor has created them.

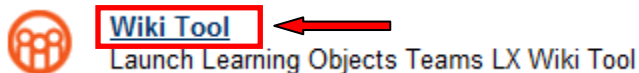
Note: Each course or organization has one Central Course Wiki but can have many Individual/Team Wikis.

### **Accessing the Central Course Wiki**

1. Go to your course home page.
2. Click the **Course Tools** link within the course menu.



3. Click the **Wiki Tool** link.

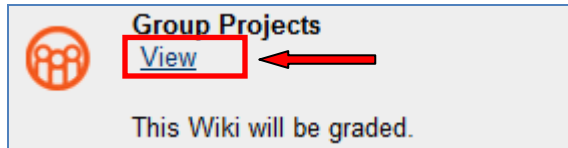


### **Accessing Content Area Wiki (Individual or Team Wiki)**

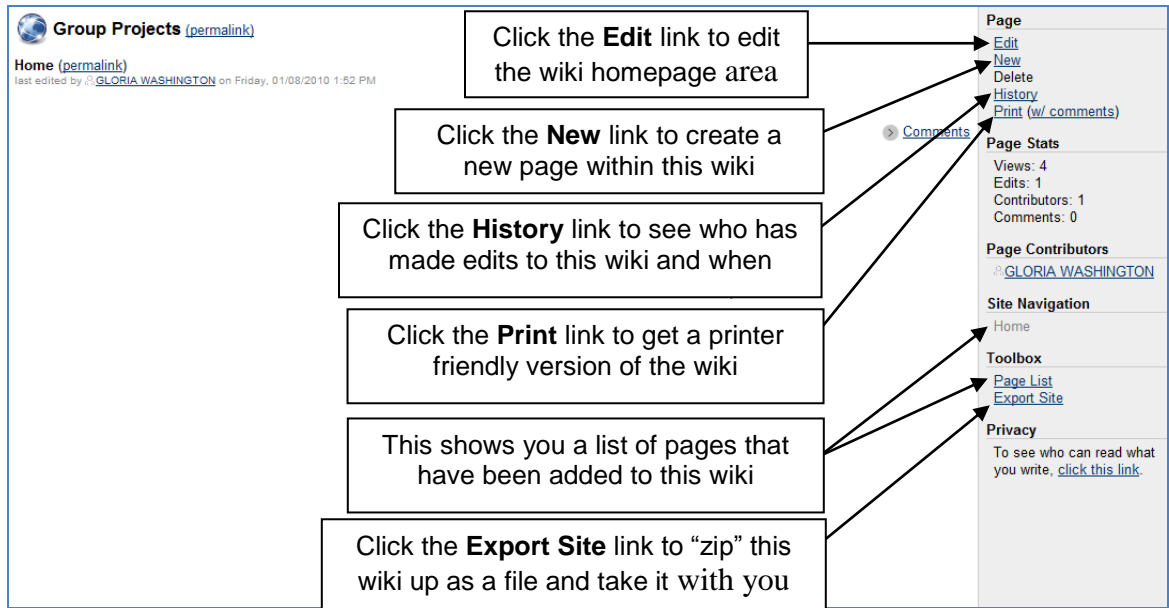
1. Go to your course home page.
2. Click on the content area (e.g., Course Documents, Assignments) in the course menu frame.

*Note: A wiki can be added to any course **Content Area**, such as **Assignments, Course Documents, and Wikis**. These wikis can be configured in different ways. Your instructor will tell you where your wiki is located in the Blackboard course site.*

3. Browse the sub-folders, if any.
4. Click the **View** link for the wiki.



At this point, you will see the wiki page for this item. The name of this wiki space appears in **bold** towards the top of the screen.



**Note:** Your instructor can set up a wiki in different ways, which determines who can edit and create wiki pages. Students who are able to edit a wiki are called wiki members. Some wikis can be viewed only by wiki members, while other wikis can be viewed by anyone in the class (but edited only by wiki members).

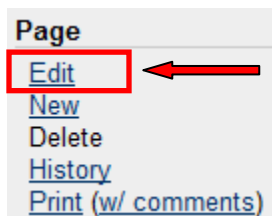
## Reading and Posting to Wikis

Wikis can be located anywhere in the Blackboard course site. Wikis can only be made available by your instructor and be configured in different ways. Your instructor determines who is able to edit and create wiki pages. Your instructor will tell you where your wiki is located in the Blackboard course site, as well as, provide you with information on editing and creating new wiki pages.

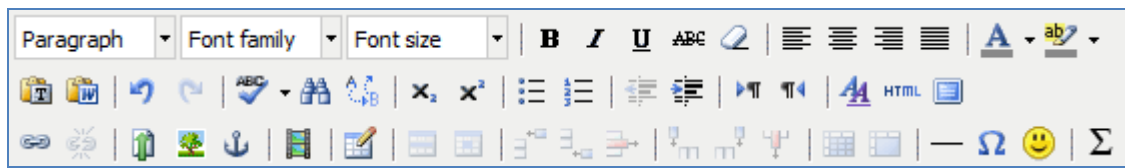
## Editing a Wiki Page

To edit a wiki page:

1. Go to your course home page.
2. Navigate to the location in the Blackboard site where the blog is located.
3. Click the **Edit** link in the right sidebar under **Page**.



You will see an editor window, with buttons on the toolbar similar to a word processing toolbar. These buttons allow you to format text, add images, videos and links, and attach documents.

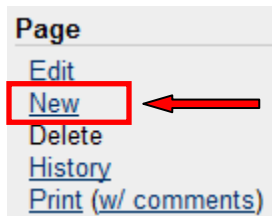


4. Add your content in the editing window and click the **Save** button at the bottom of the page to publish.

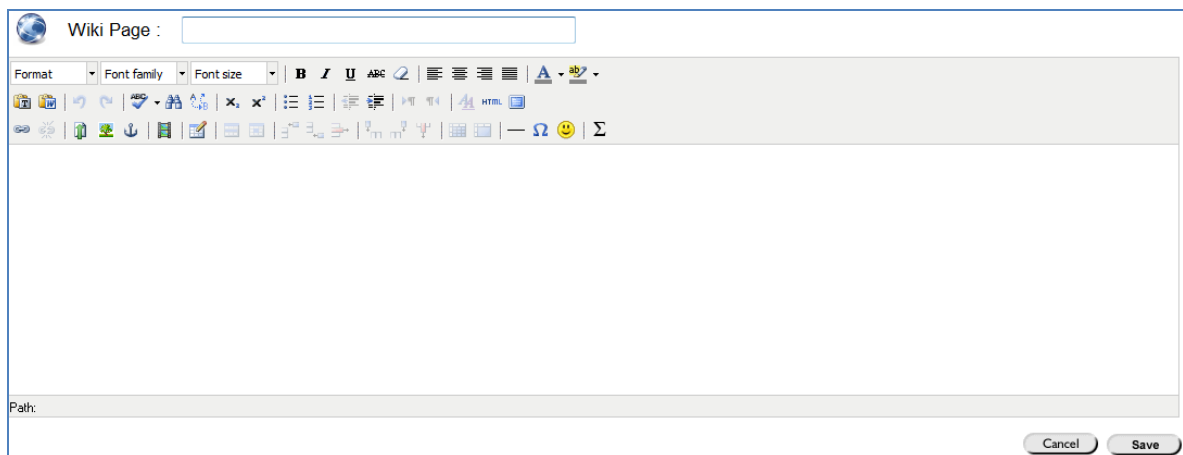
## Adding a New Wiki Page

To add a new wiki page:

1. If necessary, go to your course home page.
2. If necessary, navigate to the location in the Blackboard site where the blog is located.
3. Click the **New** link in the right sidebar under **Page**.



The new wiki page window appears on the screen.



4. Enter a title in the Wiki Page field.
5. Add content to the page, and then click the **Save** button at the bottom of the page to publish.

Your new page will appear in the **Site Navigation** section of the sidebar. You can now create a link to your new page from any other page in the wiki.

## Adding Content to Wiki Pages

Wikis consist of “pages” that can include images, video, attached files, links to other web sites, and links to other pages within the wiki.

To adding content to Wiki Pages:

1. If, necessary, go to your course home page.
2. If necessary, navigate to the location in the Blackboard site where the blog is located.
3. Click the **Edit** or **New** link in the right sidebar under **Page**. If you are adding a new page, give the wiki page a title.
4. Add the content:
  - To add text, type the text in the text editor window.
  - To add a table, click the **Inserts a table button** on the tool bar, and then follow the onscreen instructions.
  - To add an image, click the **Insert Image** button on the tool bar, and then follow the onscreen instructions.
  - To add a link, click the **Insert Hyperlink** button on the tool bar, and then follow the onscreen instructions.
5. Click the **Save** button at the bottom of the page to publish.

## Linking One Wiki Page to Another

Once you have created new pages in the wiki, you can link to the pages. To link to one wiki page to another:

1. Navigate to the page that you would like to link to another page. To find it, click on the **page name** under **Site Navigation** on the right, and then click the **Edit** link under Page.
2. Type the name of the link or highlight the name of the link.
3. Click on the **Insert Wiki Link** button on the tool bar.
4. In the pop-up window, click the radio button beside **Link to an existing page** and then select the page you are linking to from the list of wiki pages.

**Insert link**

Link to a new page  
Page name:

Link to an existing page  
Home  
Page Four  
Page One  
Page Three  
Page Two

Link to an external web site  
URL:

Link to an anchor  
Anchor name:

### Insert Link Options:

- **Link to a new page:** Selecting this option will create a link to a new blank page. Type a name for the new page. *We do not recommend using this option. It is best to create a new page before inserting a link.*
  - **Link to an existing page:** Selecting this option will create a link to an existing page within the wiki. Select the page to which to link from the list that appears.
  - **Link to an external web site:** Selecting this option will create a link to a website outside the wiki. Type or paste in the address of the site to which you want to link.
  - **Link to an anchor:** Selecting this option will create a link to a specific point on the wiki page you are editing. *Before creating this link, you must insert anchors in the wiki page first.*
5. Click on **Insert** and your page should now be linked to the chosen page.
  6. Click on **Save**. Test the link.

## Posting to Wiki Pages

If your instructor enabled the comment feature, you can view and add comments to wiki pages. To view or create a comment, click on the **Comments** link at the bottom of the wiki page. You will see any comments that have already been made and can add a new comment using the **Add Comment** form. The number in parenthesis behind the word **Comments** represents the number of existing comments.

To add comments to wiki pages:

1. Scroll to the bottom of the entry on which you would like to comment and click on the **Comments** link. *If you do not see a **Comments** link, then your instructor has not made the **comment** option available.*
2. Click in the text box and type in your comment (careful, there is no spell-checker). You can add simple formatting, such as bold or underlined text.

Add Comment



3. Click on the **Add Comment** button below the text box to post your comment. *Your comment is now viewable by anyone who has access to the wiki.*

## Blackboard Logoff Information

**Always Logoff Blackboard!** It is wise to logoff each Blackboard session once you are finish with your work.

To logoff Blackboard:



1. Click the **Logout** button at the top of the Blackboard page.
2. Close the Browser window.