

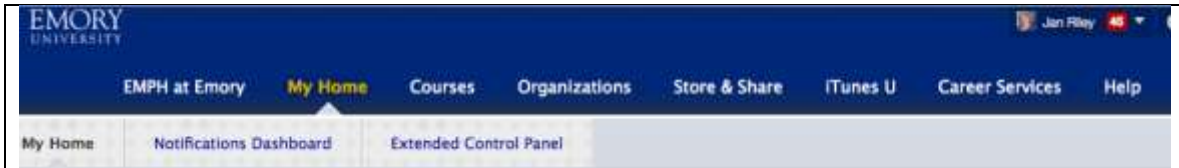
Introduction to Blackboard

- All courses may not use Blackboard.
- Instructors may not use all of the tools in Blackboard

Accessing Blackboard

Go to <https://classes.emory.edu/> and enter NetID and password to login (same one you use for e-mail and OPUS).

My Home Tab:



- Courses Quick View
- Global Navigation Menu-Edit your Blackboard Profile and other options
- Blackboard Help

Blackboard Help Pages

Information technology page for Blackboard <http://it.emory.edu/blackboard/>
Guides for Students Guides available at <http://it.emory.edu/blackboard/student/>

Blackboard Help			
<p>Visit Emory's Blackboard Website</p> <p>Visit the Blackboard Website</p>  <p>Faculty Guides Student Guides FAQs Troubleshooting</p>	<p>Contact Emory's Blackboard Team</p> <ul style="list-style-type: none"> • Support Requests • Answers to Questions • Requests for Training • Report Problems <p>send an email to classes@emory.edu</p> <p>call the Service Desk 404-727-7777</p>	<p>Blackboard Training Calendar</p> <p>Check the Training Calendar for upcoming classes and workshops.</p>	<p>Browse Blackboard™ Resources</p> <ul style="list-style-type: none"> • User Manual for Instructors • User Manual for Students • Blackboard OnDemand Learning Center • BlackboardTV on YouTube 

A look inside of a course:

Course Menu Items:

Syllabus, Schedule, Lessons, Course Tools, Discussions, etc.

- Test tool best practices:
 - Read the instructions very carefully before you start taking the test. Depending on the professor's preference, you may be able to take the test only once, or there may be a time limit.
 - Save your answers often.
 - Check your submission.
- Tips for Submitting Assignments
 - Remember the rules of naming files.
 - NO special characters and NO spaces.

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- Keep file name short; Use your name and date.
- Make sure to submit the correct file. If you are submitting more than 1 file, attach all of them before you hit the "Submit" button.
- After submitting an assignment, check submission at My Grades

Strategies for Dealing with Adversity:

Technology is not 100% reliable. Plan ahead for unexpected interruptions.

- Compose assignment and discussion responses in Word or other text editor, save them, then copy and paste them into the appropriate area.
- Keep a backup copy of all assignments or e-mails you post to the course site. Always check the discussion areas after you have posted to make sure that your message is displayed.