



## Blackboard Student Mini Guide

Blackboard is an online learning system that you can use to learn online or to enhance your classroom experience. You have an opportunity to use the communication tools in Blackboard to extend the discussions and interactions in your course beyond the scheduled class times.

### Getting a UCID Number and Password

If you have not requested and/or received your UCID numbered access account with a password, **call the Continuing Education office at 403-220-2866** to find out what your UCID is. New students are assigned UCIDs automatically, and should have received an email with the UCID and password.

If you already have a UCID number, you do not need to get another one through Conted. However, if you have a UCID but need your password reset, please call.

### Logging On

Once you receive your UCID or if you already have a UCID and password, you can access the Blackboard system by opening your Web browser and directing it to <https://blackboard.ucalgary.ca> using a standard Web browser (MS Internet Explorer, Firefox, Safari, etc.) and then enter your username and password.

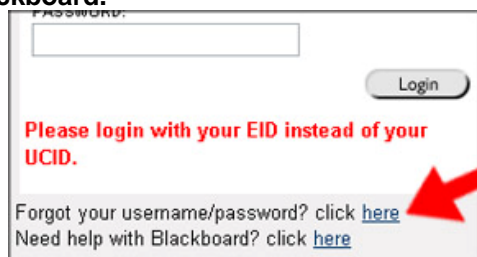
**Username:** is your UCID number that you should have received from Cont Ed (Include any leading zeros). **Please note that the temporary X number you may have received through the MyContEd student web portal is not your UCID.**

**Password:** if you did not receive an email with a password or if you are a new student, you may need to contact the Conted office, or the UCIT Support Centre at 403-220-5555.

**NOTE: If you login to MyConted and change your password, it will take immediate effect in Bb, unless you are using an eID to login.**

Once you have logged in, you should see your Blackboard Welcome page with your name at the top. The Blackboard courses you are registered in will be listed on the right-hand side and important announcements listed on the left. You can access any of your courses by clicking on the course title on the right side. **NOTE: You will NOT be able to access your Blackboard course before the first day of class.**

**If you receive the following error message, you will need to use your eID to login to Blackboard.**



**If you cannot remember your eID, click the “Forgot username/password” link, or go to the following URL:**

<https://acctman.ucalgary.ca/recover/Identification.aspx>  
(Typically, Conted students only have a UCID number and not a UCIT account or eID. If you cannot remember your eID, you must contact the UCIT Support Centre directly at 403-220-5555.)

## Free Online Learning Tutorials

There are several free online tutorials that will introduce you to Blackboard, ElluminateLive!, Breeze and other online learning tools that you may use in your courses. **Complete tutorials at <http://elearn.ucalgary.ca/>.**



**Logging Out**

Click on the Logout button to log out of Blackboard. You should do this when you finished working with your course – especially if you are using a public computer.



**Help Available**

For assistance with your username and password, connecting to or working in Blackboard, call the **UCIT Support Centre at (403) 220-5555**, Monday to Friday, 8:30 am to 4:30 pm, (you can leave a message after hours) or email [itsupport@ucalgary.ca](mailto:itsupport@ucalgary.ca). Extended hours (evening and weekend) are scheduled for the first month of each semester.

If your question relates to the course content or assignments, contact your instructor directly. Contact information for instructors is located under the link “**Instructor**” in your Blackboard course.

On-line help is available from the eLearn Website <http://elearn.ucalgary.ca/blackboard/> and from the Help button on the top of most pages in Blackboard.



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**Discussion Board Tool** — a forum where you can post messages and reply to those posted by others.

#### Viewing the Forums

1. Click on the Discussion Board link on the Course Menu.
2. This displays a list of the available forums and how many new and total messages they contain.
3. Click on the Forum Name to open.

#### Reading Messages

1. Click on the forum to open.
2. Click on the message subject line on the left to open the message you want to read.

#### Replying to a Message



1. Click on the Reply button to the right of the message you are reading.
2. Enter the text of your reply into the text entry area.
3. Click on the Submit button.

#### Posting a New Message

1. Click the Add New Thread button.
2. Enter the subject of your message in the Subject field.
3. Enter your message into the Message entry area.
4. Click on the Submit button.

#### Retrieving old Messages

VIEW ALL MESSAGES ▲

1. Click the View All Messages button to list all messages that are posted in any topic.
2. Click the View Unread Messages button to display only the new messages.

#### Attaching a Computer File

1. Click the Browse button to the right of the Attachment: field in a message before sending.
2. Browse for the computer file you wish to attach and send.
3. Click on the open button.



**Send E-mail Tool** — allows you to send e-mail messages to your instructor and classmates. You can also attach files to your messages.

#### Sending E-mail Messages

1. Click on the Send E-mail link on the Communication Menu, on the Course Menu.
2. Select which group of recipients you wish to receive your message.
3. Insert a brief subject and message in the form.
4. Click on the Submit button.

#### Reading Messages

1. Your messages will appear in your normal Internet e-mail program.
2. Make sure that you have the e-mail address you want your message to be sent in Blackboard.

#### Attaching a Computer File

1. Click the Browse button to the right of the Attachment: field in a message before sending.
2. Browse for the computer file you wish to attach and send.
3. Click on the open button.

### Other Tools in Blackboard

Your instructor may or may not use each of the following tools:



**Calendar** — this is where your instructor might post important course dates.



**Announcements** — this link takes you back to the opening page in your course where the announcements appear.



**Group Pages** — allows you to work in a group on assignments or projects online. Your instructor may set this up with access to the other communication tools just for your group members to use.



**Collaboration** — allows real-time conversations (text-based) with other learners and the instructor in the course. Press the “join” button to enter the Lecture Hall chat room.



**Illuminate Live!** — a collaboration tool that allows real-time conversations and meetings with voice, video, text, shared whiteboard and application sharing. Your instructor can also record sessions and make them available to you afterwards.



**Personal Information** — check for any errors of omissions in your personal information. It is also where you can update your email address.



**My Grades** — allows you to view your marks at any time. This tool includes scores on tests and assignments, and it totals them up for you automatically.



**Student Manual** — look up some information about using Blackboard.



**Tests** — gives you access to the tests you will need to complete either for practice or for marks.



**Assignments**—gives you access to the assignments you will need to complete for marks.

**e-Learning HELP** — this link will take you to UofC's eLearn website <http://elearn.ucalgary.ca>