

# AskOtago | Uia Ōtākou

## Blackboard - Learning Lab

TRAINING MODULE – STUDENT BOOKLET

TRAINING MODULE OVERVIEW	
PURPOSE	To use Blackboard .
OUTCOME	You will be able to use Blackboard
OWNER	Student IT Contact us... Phone: 034795170 Facebook page and chat: <a href="https://www.facebook.com/uostudentit">www.facebook.com\uostudentit</a> Web: <a href="http://www.otago.ac.nz/studentit">www.otago.ac.nz/studentit</a>
REVISION	5/02/2020

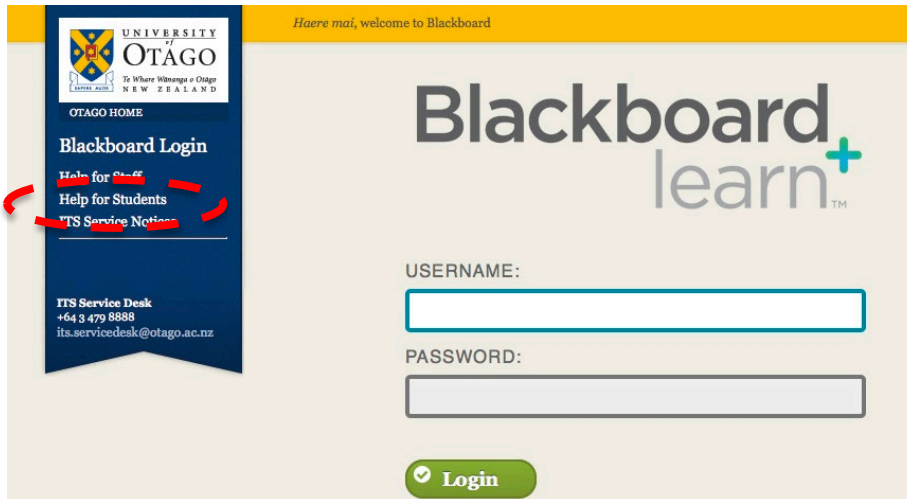


**Blackboard**

# Getting to Blackboard

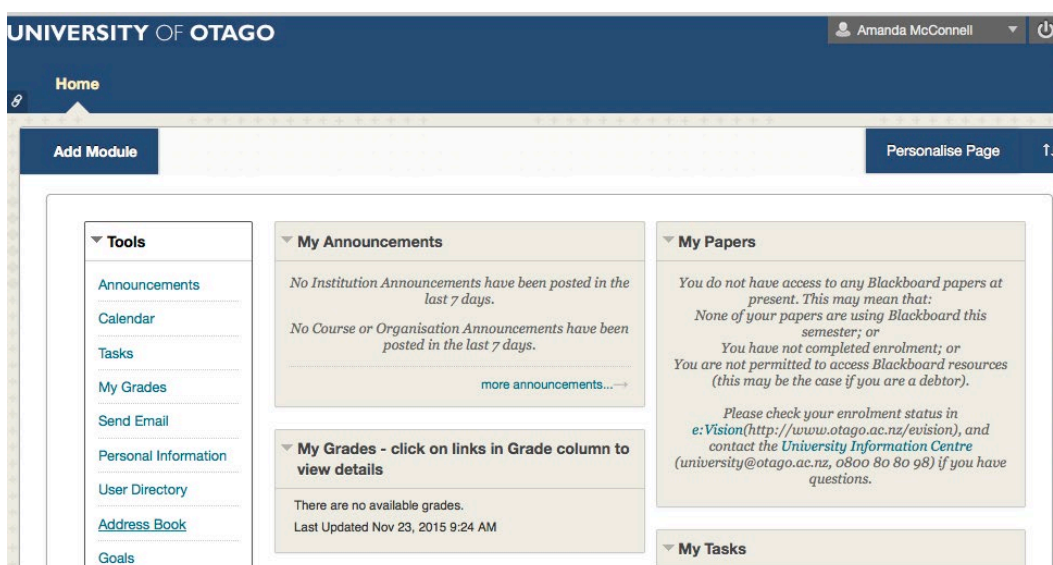
- blackboard.otago.ac.nz
- University of Otago homepage > For **Current Students** > **Blackboard**
- Student IT Help page (otago.ac.nz/studentit) > **Uni Newbies**

## Login Page



- Enter your university student username and password and press login.
- If you have any issues with Blackboard, you can take a look **Help for Students** link on this page (on the left).

## Blackboard Home Screen



## Your Blackboard home screen is divided into different sections:

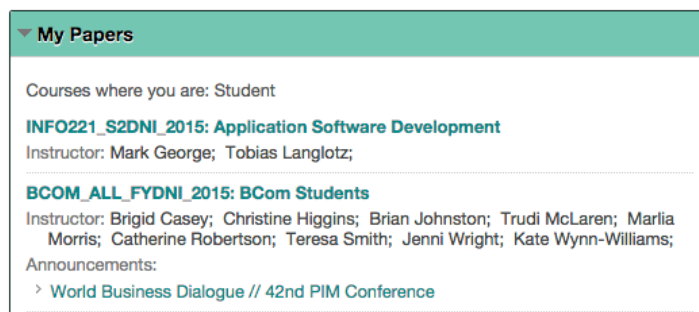
**Tools** - a list of tools available for your use. You can use the calendar as a planner, create a list of tasks to check off, check your grades (of assignments submitted via Blackboard), send emails directly to your classmates or lecturer and more.

**My Announcements** – Important messages from your course or from the Uni are posted here. It would pay to check these regularly for messages related to assignments. Lecturers may also use this to let you know if there is no class for the day (because of sickness, etc).

**My Grades** – If you submit assignments or complete tests on Blackboard, grades may be made accessible in this location if your lecturer chooses to use this feature.

**My Tasks** – shows a list of tasks (if you create them)

**My Papers** - If you are registered for papers and the instructor has made the Blackboard paper available, your papers will be listed here.

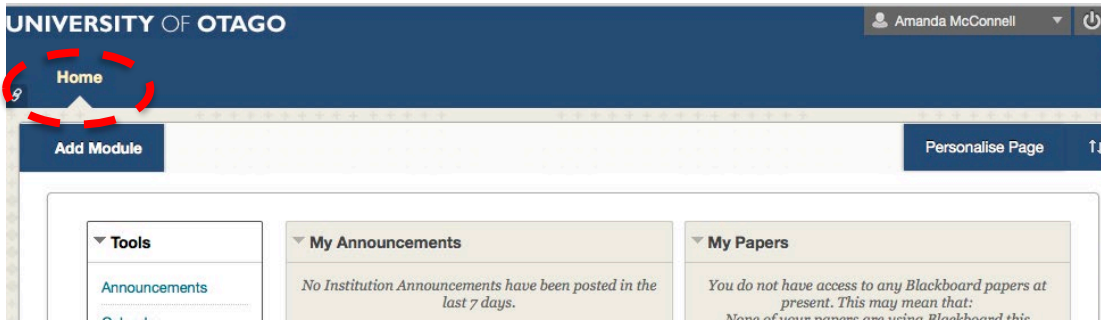


If you can't see your Blackboard paper listed here, this may be because:

1. The paper may not yet have been made available to students in Blackboard by the Paper Co-ordinator.
2. Not all lecturers utilise Blackboard. Your lecturer should inform you if they are using Blackboard to teach your paper.
3. If you have recently enrolled, it may take a day or two for your access to Blackboard to be enabled

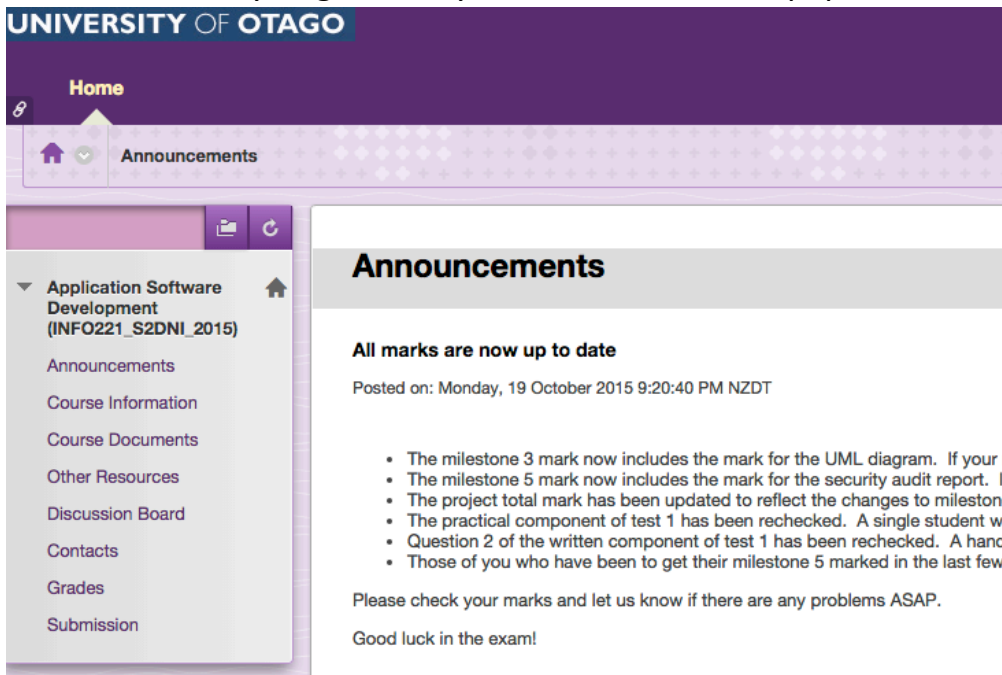
Click on the paper name to view that blackboard paper content.

Click the **Home** link at the top left of the screen to return to this page from wherever you are within Blackboard (circled below)



## Blackboard Papers

The screen that you get once you have clicked on a paper will look similar to this:



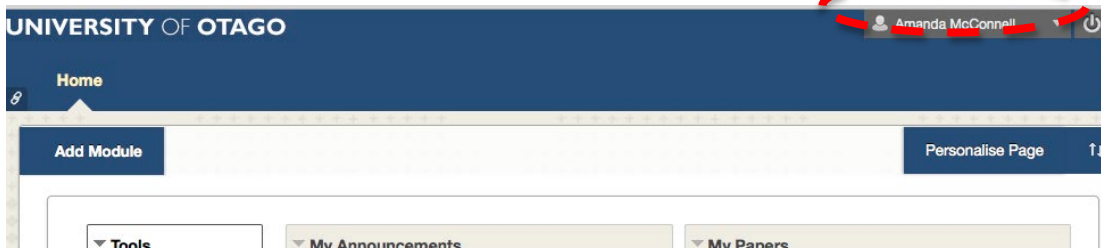
Lecturers usually have the announcements for their paper as the first thing you see when you click on their paper, although this may vary from paper to paper.

The menu down the lefthand side will include course information, handouts, and other types of resources that the lecturer may choose to provide. The options available to you in this menu will depend on how the lecturer has created it.

You may be required to submit assignments to your lecturer via blackboard. The location to do this will also be found in this lefthand menu – your lecturer will let you know if you need to and how to do this.

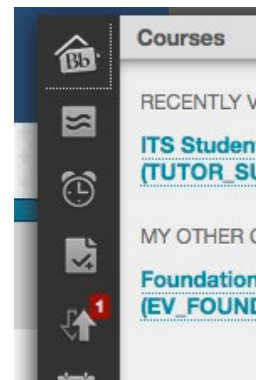
# Drop-down menu

At the top right of the screen is a drop-down menu with your name on it (circled below)



If there is a small red box with a white number inside of it, it means that there are new announcements/updates that need your attention. Click on the dropdown menu and then choose the icon down the left hand side that has the number beside it to view the information.

Inside this menu your papers are listed so you are also able to quickly navigate between courses and have access to the blackboard settings available to you.




In the Settings section of this dropdown menu, you are able to choose to get an email from Blackboard when content in your paper(s) is updated.

1. Click on your name in the top right of the screen
2. Choose **Settings**, then **Edit Notification Settings**. You can either choose to turn on notifications for a particular paper, or turn them on for all papers, by checking the **Email** box beside the notification you wish to receive.

## Receiving emails from your lecturer

If your lecturer uses Blackboard to send you emails and you aren't receiving them, you should:

- Check the inbox and also the Junk E-Mail folder of your university student email address (otago.ac.nz/studentmail). This is where emails sent from Blackboard will be sent.
- If you are forwarding your student email to a webmail address (like Hotmail or Gmail), then you will need to whitelist your blackboard emails. Emails sent from your lecturer are usually sent to multiple recipients and most webmail treats these as spam, whitelisting prevents this from happening (see Student IT handbook for info).

To log out, press the  button at the very top right hand corner of your screen.

**If you have any problems with blackboard you should primarily speak to your lecturer or a coordinator of the paper.**

If your problem is more technical, your lecturer may send you to the ITS Service Desk.

Help can also be sourced from the “Help for Students” link on the Blackboard login page



