Blackboard Navigation for Students: Original Course View

Blackboard Login

First, log into MyCoyote on the CSUSB website via your student ID number and password. Look for this menu at the top of the CSUSB Homepage.

Select Blackboard from the MyCoyote page.
Blackboard Interface
You will be taken to the Activity Stream. The immediate screen should look similar to this.

Select Courses to find your current classes.

You will be taken to the Current Courses page by default. There are two views for the course. List View or Grid View.
Select your class from the list. Your class will either be in Original Course View or Ultra Course View.
your instructor can customize the course entry page. You may see a Welcome and Start Here page. Or, you may see a more general home page.
You will navigate your course by choosing from the main course menu on the lefthand side of the screen.

Other Blackboard Pages

Discussion Board

This is a Discussion Board. Discussion Boards allow class members to talk based on prompts or to discuss course-related questions. Discussion Boards may be graded.
Discussion Board

Discussions are a great way to encourage students to think critically about your coursework and interact with each other’s ideas. You can create discussions around individual course lessons or for your course in general.

Create Forum

<table>
<thead>
<tr>
<th>FORUM</th>
<th>DESCRIPTION</th>
<th>TOTAL POSTS</th>
<th>UNREAD POSTS</th>
<th>UNREAD ADDS TO ME</th>
<th>TOTAL PARTICIPANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Questions and Discussions</td>
<td>This Discussion Board is for general questions about the course itself or general questions about assignments. It also acts as a place to start general discussions or to make contact with classmates outside of specific assignments. This Board will be monitored regularly on weekdays, however, this does not mean 24/7 monitoring or instant replies. Specific questions about your own work such as requests for feedback or grade inquiries, etc. are best handled via email and/or appointment.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Week #1 Discussion</td>
<td>Original post: Due by 11:59 p.m. Saturday, 8/21/19. Introduce yourself in 1-2 paragraphs. Make sure that your introduction includes the following information. You must post before you will be able to respond to your classmates. • Your favorite color. • Your favorite food. • Your favorite musical artist, band, and/or genre. • Your dream vacation spot. • Your major: Include a brief description of what your major</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Assignments

Assignment Page

This is an Assignment page. Your instructor may include submission instructions and other links or files to help you complete the work. Your instructor may have assignments in a Learning Module or a Content Folder. The assignment submission link will be underlined, indicating it is clickable.

This is an Assignment submission page. Follow any submission instructions you are given. You can upload files from your computer or cloud storage or click the “Write Submission” box to type directly into a text box. Click “Submit” when you are ready to submit your assignment.
After you submit your assignment, you will receive a confirmation message and a confirmation number on the next screen. You will also receive a confirmation email.

Tests

You may be asked to take a Test in Blackboard. Your professor may have the Test in a Learning Module, a Content Folder, or as a standalone item. This is what a Test page will look like. The Test name will be underlined and clickable. Click the link to start taking the test. Follow any instructions your professor gives.
Module

Your professor may organize material into lesson modules which are scaffolded and grouped by topic and/or increasing difficulty. You may be required to complete a Module in sequence.

When you open a Module, you will see a screen similar to this. The Module opens to the first item in the Module and includes a table of contents and arrows to advance through the material.

Tools

Your professor may make certain tools available to you in the class through the Tools course tab or another custom tab. The most often used Tools are My Grades, Announcements, Blackboard Help for Students, and Calendar.
My Grades

If your professor does not make a separate Grades tab on the course menu, you can check for My Grades in the Tools menu. My Grades will show you the grades you have earned, assignments that still need to be graded, and any upcoming assignments your professor has made available or visible.
Blackboard Help for Students

The Blackboard Help for Students Tool/tab will take you to this page where you can search for help on various Blackboard issues.

Announcements

This is an Announcements page. Your professor may have a specific tab on the course menu for Announcements. Announcements can also be found under Tools. Your professor may also send a copy of announcements via CSUSB email.
Calendar

The Calendar tool allows you to see due dates for all classes. You can select which calendars to view.

Notice that the Calendar Tool view is different from the Ultra Base Navigation Calendar view:
This Calendar is available from the main Blackboard login page.

**Ultra Course View**

**Home Page**

The Ultra Home Page is more streamlined. The *Details and Actions* menu on the left-hand side of the screen will be consistent across all of your classes in Ultra. Your instructor may organize course material in a variety of ways, so you will want to take your time to familiarize yourself with the organization in each course.
Folder

Course material may be organized in a Content Folder. Folders are recognizable by this icon.
When you select/click on a Folder, the content list will open on the same page.

Click on the item you want to open. A new layer will open over the previous page, so you can always see where you are in the course. The previous page is in gray but still visible and clickable.

Select the blue X to exit the content page and return to the Folder.
Module

Course material may be organized in a Module. Modules are recognizable by the gray bar/block.

Click on the Module name to see the contents. You will see a screen similar to this.

Once you enter the Module, you will see arrows indicating previous content and upcoming content.
Sequence-enforced Module

You may be required to move through a Module in sequence. If so, you may see a screen similar to this where some content is locked or unavailable. This means you need to complete the content in order.

Assignment

Your instructor may give you Assignments in Blackboard. Assignments are represented by this icon.

Assignments may be in a Learning Module, a Folder, or may stand alone in the course structure.
Click on the Assignment icon or the link to open the Assignment. You will see a screen similar to this that gives some details about the Assignment before you open it. Select **View Assessment** to submit your work.
You will be taken to a page similar to this.

The submission space is below the Assignment Content area. Look for this:

Use this space to build your submission.
You can add text, images, and files.

Select Add Content. A text box will open. You can directly type into the box, attach a file, or provide a link using the appropriate icons on the text editor.

Submission

When you are done, select the **Submit** button to submit your assignment. You will be asked to confirm your submission.
Discussion

A Discussion is represented by this icon.

Discussions may be found in a Learning Module, a Folder, or as a standalone item in the course structure. Your professor will provide specific instructions for participating in the Discussion.

Click on the icon or Discussion name link to open the Discussion. You will see a screen similar to this.

Discussion #1: Introductions

Discussion Topic

Briefly introduce yourself. Include your preferred name along with the following information:

- Your favorite color(s),
- Your favorite musical artist/genre,
- Your dream vacation spot if money, time, and the pandemic were not an issue.

Responses (0)
Type your response in the box provided. You can attach files and include links or images. Select the Respond button to submit your Discussion response.

Test

You may be asked to take a Test in Blackboard. Your professor may have the Test in a Learning Module, a Content Folder, or as a standalone item. Tests are represented by this icon.

Click the icon or Test name to begin the test. You will be taken to the Details & Information page.
Select **View Assessment** when you are ready to start the test. Follow any instructions and complete all questions. Select **Submit** when you are ready to submit your test.

**Grades**

The Blackboard Gradebook is represented by this icon.

You can find grades on the main Blackboard login page. You will see all graded/gradable activity for all classes.
You can also go to a specific course and check grades there. Look for the Gradebook icon in the menu on the top right-hand corner.

You will see a list of assignments and your grade for each assignment. If your professor has set up an Overall Grade, you will see it there.

Announcements

Announcements can be found on the left-hand menu. Click on the icon or “View Archive” to view class announcements.

Calendar

The calendar is represented by this icon.
You can access a Calendar from the main Blackboard page.

You can also access a Calendar from a specific course. Select the Calendar icon from the menu in the top right-hand corner of the screen.

You will be taken to a screen similar to this. The default Calendar view is Schedule and Day view.

Other available views include Due Date/Day, Schedule/Month, Due Date/Month.