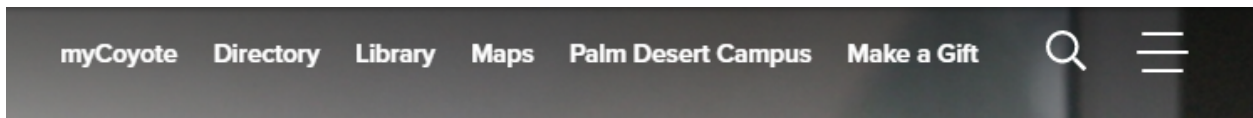


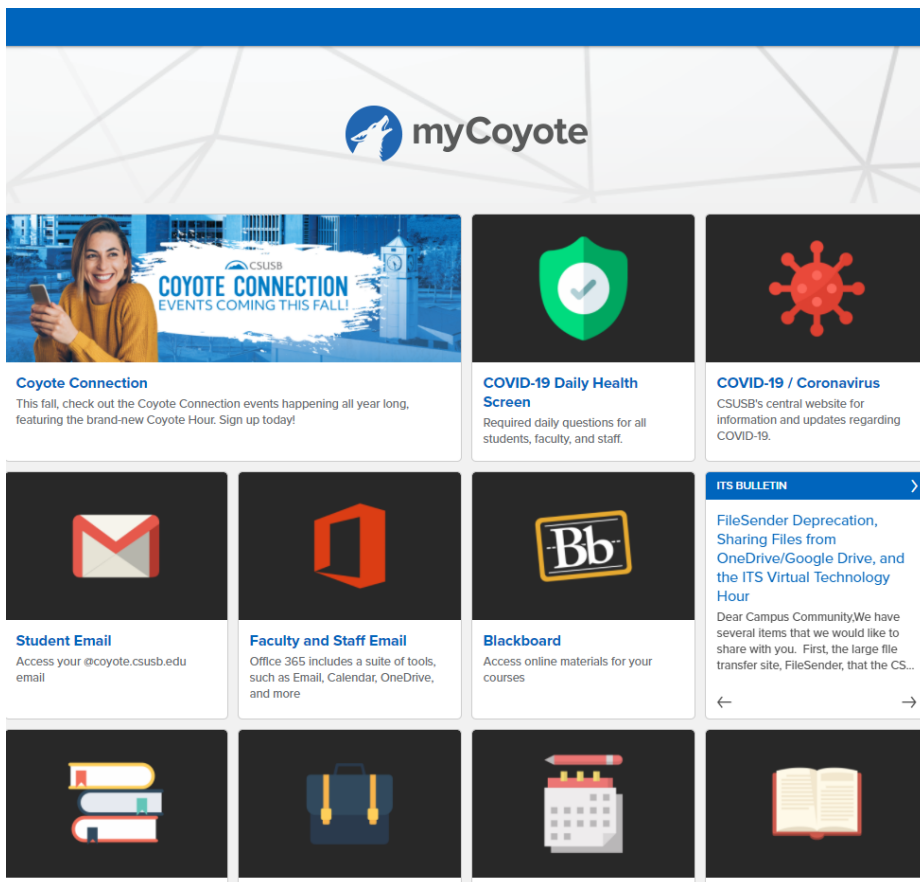
Blackboard Navigation for Students: Original Course View

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.

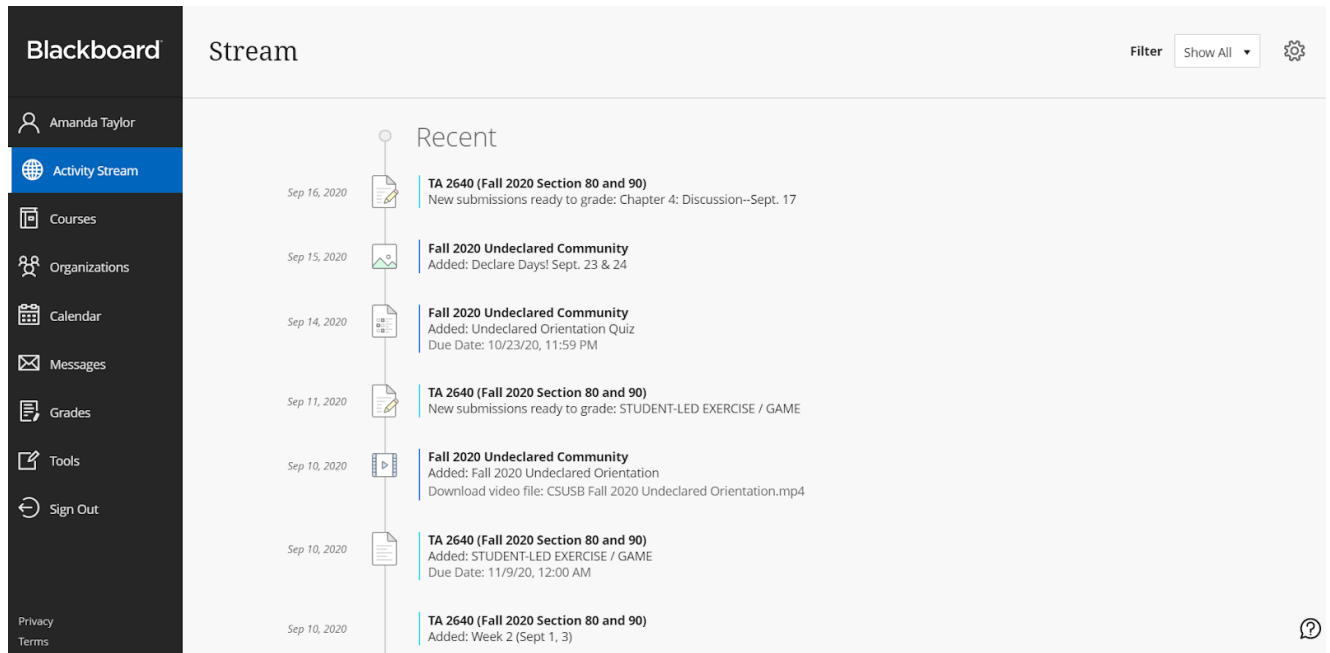


Select Blackboard from the MyCoyote page.

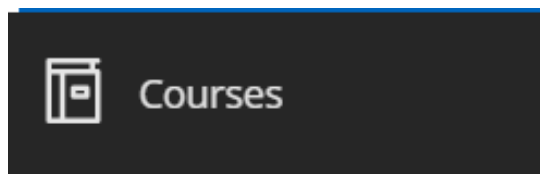


Blackboard Interface

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.

Grid View

Blackboard Courses Course Catalog

← Fall 2020 Current Courses Upcoming Courses →

Search your courses Filter All Courses 25 items per page

Fall 2020

- 208TA26400102
TA 2640 (Fall 2020 Section 01 and 02)
Thomas Provenzano
- 208TA26408090
TA 2640 (Fall 2020 Section 80 and 90)
[Multiple Instructors](#)

Spring 2020

- Children's Literature
Mandy Taylor
ENG 320
- Literature for Young Adults and Adolescents
Mandy Taylor
ENG 327

List View

Blackboard Courses Course Catalog

← Fall 2020 Current Courses Upcoming Courses →

Search your courses Filter All Courses 25 items per page

Fall 2020

- 208TA26400102
TA 2640 (Fall 2020 Section 01 and 02)
Thomas Provenzano | [More info](#)
- 208TA26408090
TA 2640 (Fall 2020 Section 80 and 90)
[Multiple Instructors](#) | [More info](#)

Spring 2020

- 204ENG32087
ENG 320 (Spring 2020 Section 87) Original Course View
Amanda Taylor | [More info](#)

204FNG37701

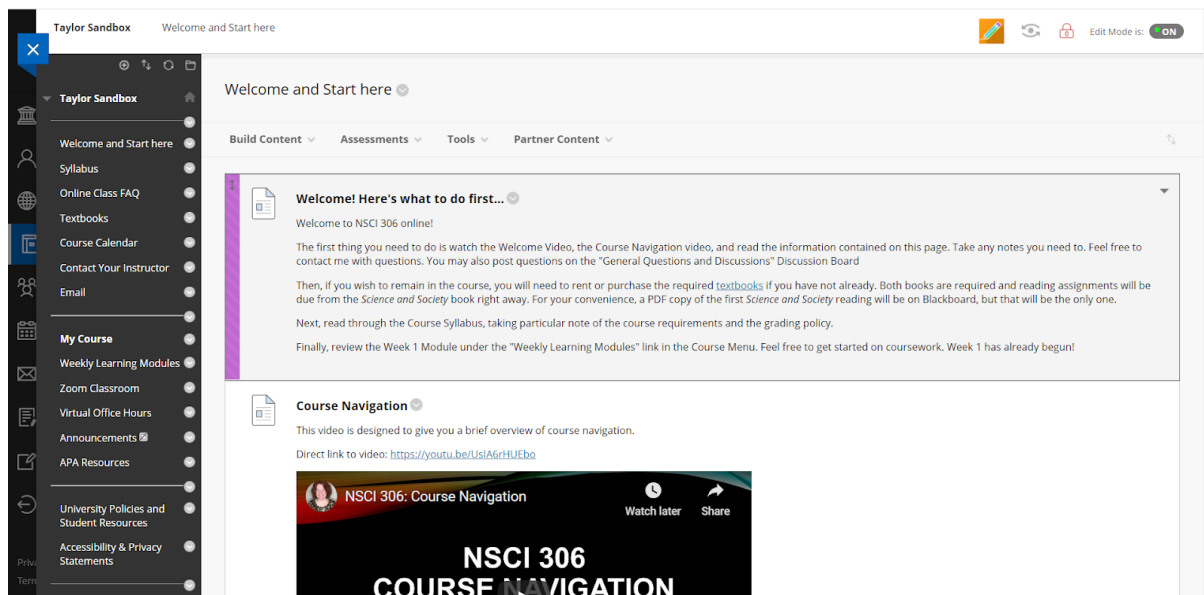
Select your class from the list. Your class will either be in [Original Course View](#) or [Ultra Course View](#).

Original Course View

Home Page

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.

Welcome and Start Here



The screenshot shows a Blackboard course page for 'Taylor Sandbox' with the title 'Welcome and Start here'. The page features a left-hand navigation menu with categories like 'Taylor Sandbox' (containing Welcome and Start here, Syllabus, Online Class FAQ, Textbooks, Course Calendar, Contact Your Instructor, Email) and 'My Course' (containing Weekly Learning Modules, Zoom Classroom, Virtual Office Hours, Announcements, APA Resources, University Policies and Student Resources, Accessibility & Privacy Statements). The main content area has a top navigation bar with 'Build Content', 'Assessments', 'Tools', and 'Partner Content'. The content includes a document icon for 'Welcome! Here's what to do first...' with text: 'Welcome to NSCI 306 online! The first thing you need to do is watch the Welcome Video, the Course Navigation video, and read the information contained on this page. Take any notes you need to. Feel free to contact me with questions. You may also post questions on the "General Questions and Discussions" Discussion Board. Then, if you wish to remain in the course, you will need to rent or purchase the required textbooks if you have not already. Both books are required and reading assignments will be due from the Science and Society book right away. For your convenience, a PDF copy of the first Science and Society reading will be on Blackboard, but that will be the only one. Next, read through the Course Syllabus, taking particular note of the course requirements and the grading policy. Finally, review the Week 1 Module under the "Weekly Learning Modules" link in the Course Menu. Feel free to get started on coursework. Week 1 has already begun!'. Below this is a video titled 'Course Navigation' with a direct link to <https://youtu.be/UslA6rHUEb0>. The video thumbnail shows 'NSCI 306: Course Navigation' and 'NSCI 306 COURSE NAVIGATION' with 'Watch later' and 'Share' buttons.

Home Page

The screenshot displays the Blackboard Home Page for a course titled "Taylor Sandbox". The interface includes a top navigation bar with the course name and "Home Page" label, and a right-side "Edit Mode Is: ON" indicator. A prominent dark sidebar menu on the left lists various course navigation options such as "Welcome and Start here", "Syllabus", "Online Class FAQ", "Textbooks", "Course Calendar", "Contact Your Instructor", "Email", "My Course", "Weekly Learning Modules", "Zoom Classroom", "Virtual Office Hours", "Announcements", "APA Resources", "University Policies and Student Resources", and "Accessibility & Privacy Statements". The main content area is titled "Home Page" and features a "Add Course Module" button and a "Customize Page" option. The central dashboard is divided into several sections: "My Tasks" (showing "No tasks due." with a "more tasks..." link), "What's New" (showing "No Notifications" with an "Actions" button and a timestamp of "Last Updated: September 21, 2020 4:36 PM"), and "To Do" (showing "What's Past Due" with an "Actions" button, "All Items (0)", "What's Due" with a date selector for "09/21/2020" and a "Go" button, and a breakdown of due dates: "Today (0)", "Tomorrow (0)", "This Week (0)", and "Future (0)". The "To Do" section also includes a "Needs Attention" section at the bottom and a timestamp of "Last Updated: September 21, 2020 4:36 PM".

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.

- Taylor Sandbox
 - Welcome and Start here
 - Syllabus
 - Online Class FAQ
 - Textbooks
 - Course Calendar
 - Contact Your Instructor
 - Email
- My Course
 - Weekly Learning Modules
 - Zoom Classroom
 - Virtual Office Hours
 - Announcements
 - APA Resources
 - University Policies and Student Resources
 - Accessibility & Privacy Statements

Discussion Board

Discussions are a good way to encourage students to think critically about your coursework and interact with each others' ideas. You can create discussions around individual course lessons or for your course in general. [More Help](#)

Create Forum

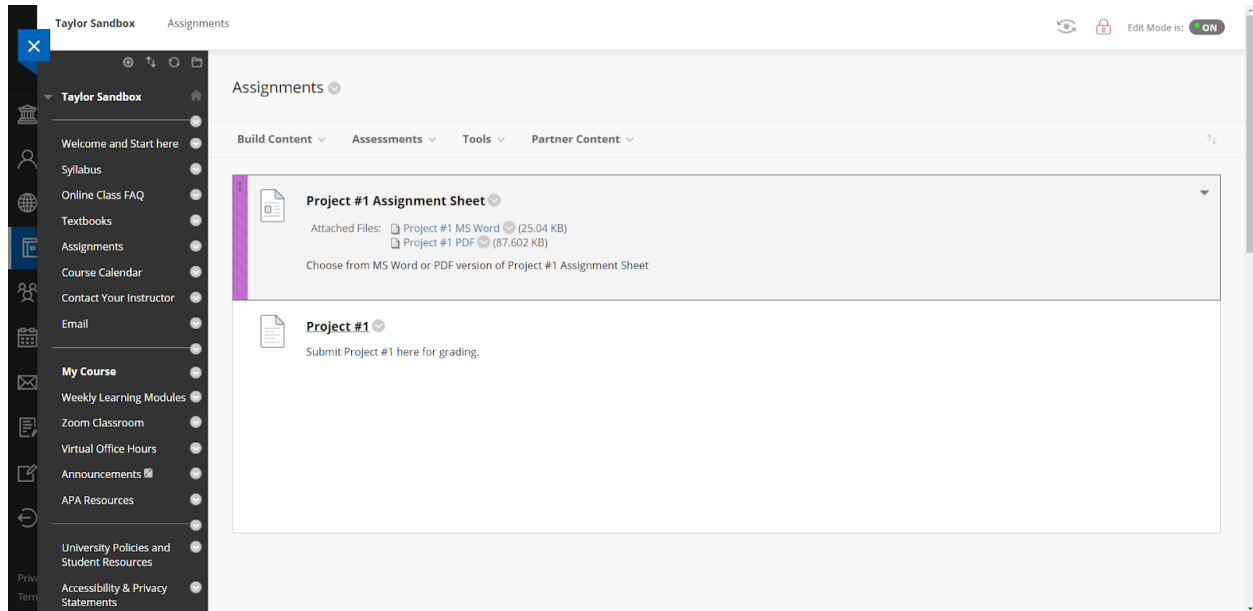
Search

| FORUM | DESCRIPTION | TOTAL POSTS | UNREAD POSTS | UNREAD REPLIES TO ME | TOTAL PARTICIPANTS |
|--|---|-------------|--------------|----------------------|--------------------|
| <input type="checkbox"/> General Questions and Discussions | <p>This Discussion Board is for general questions about the course itself or general questions about assignments. It is also 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 24/5 monitoring or instant replies.</p> <p>Specific questions about your own work (such as requests for feedback or grade inquiries, etc.) are best handled via email and/or appointment.</p> | 0 | 0 | 0 | 0 |
| <input type="checkbox"/> Week #1 Discussion | <p>Original post: Due by 11:30 p.m. Saturday, 9/21/19.</p> <p>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.</p> <ul style="list-style-type: none"> Your favorite color. Your favorite food. Your favorite musical artist, band, and/or genre. Your dream vacation spot. Your major, include a brief description/discussion of what your major | 0 | 0 | 0 | 0 |

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.

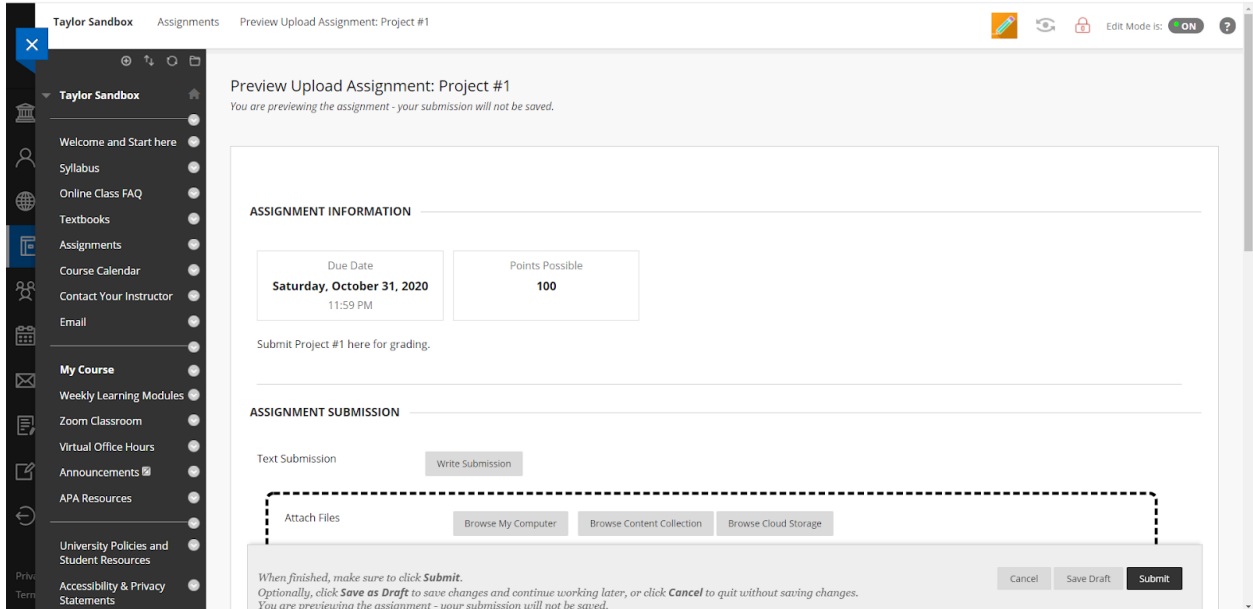


The screenshot shows a Blackboard LMS interface for a course titled "Taylor Sandbox". The page is titled "Assignments" and features a navigation menu on the left with categories like "Taylor Sandbox", "My Course", and "University Policies and Student Resources". The main content area displays two assignment items:

- Project #1 Assignment Sheet**: Includes attached files for "Project #1 MS Word (25.04 KB)" and "Project #1 PDF (87.602 KB)". Below the files, it says "Choose from MS Word or PDF version of Project #1 Assignment Sheet".
- Project #1**: Includes the instruction "Submit Project #1 here for grading."

The interface also shows a top navigation bar with "Build Content", "Assessments", "Tools", and "Partner Content" options, and a top right corner with "Edit Mode" set to "ON".

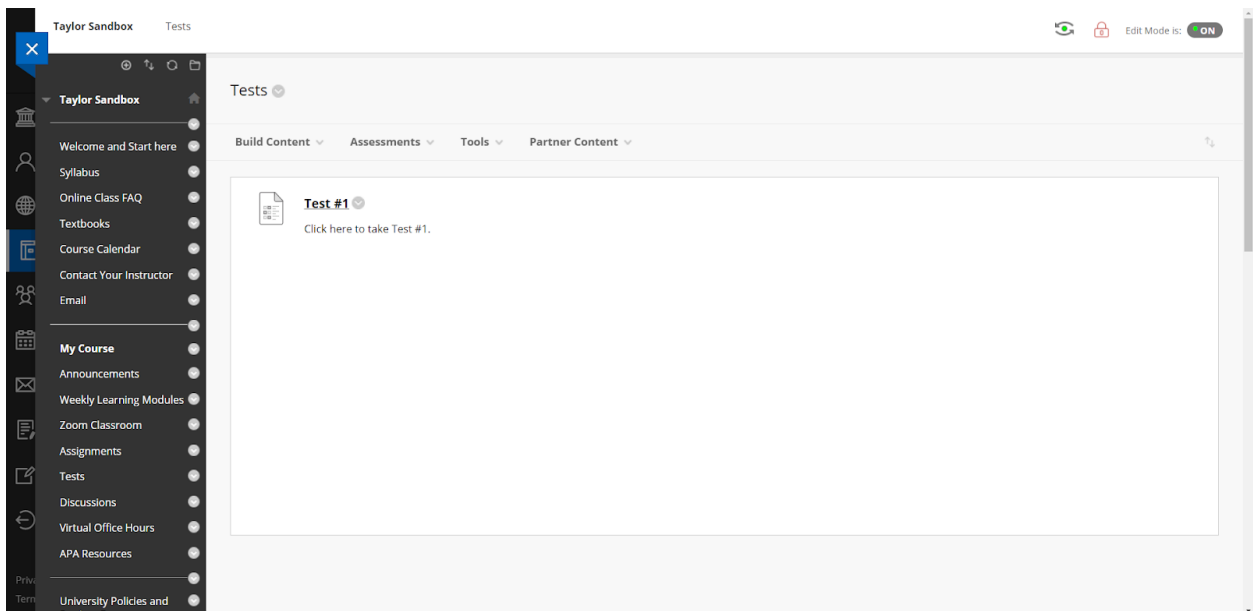
This is an [Assignment submission](#) page. Follow any submission instructions you are given. You can upload files from your computer or cloud storage or click the "Write Submission" box to type directly into a text box. Click "Submit" when you are ready to submit your assignment.



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.

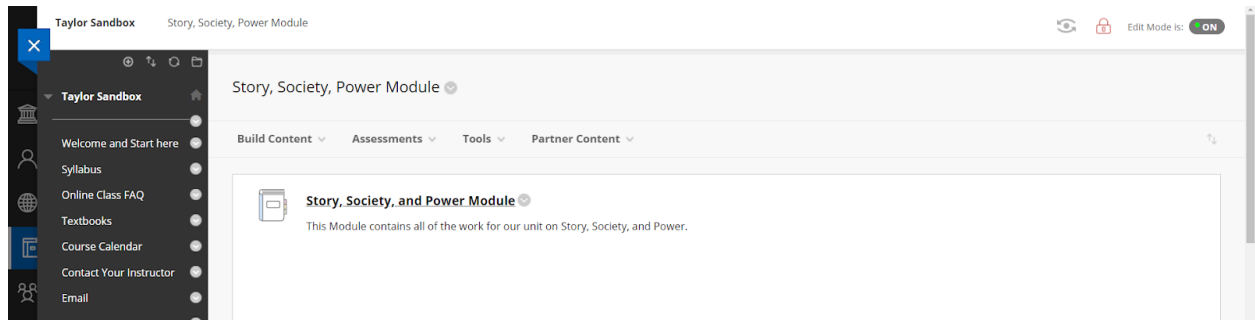
Tests

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.

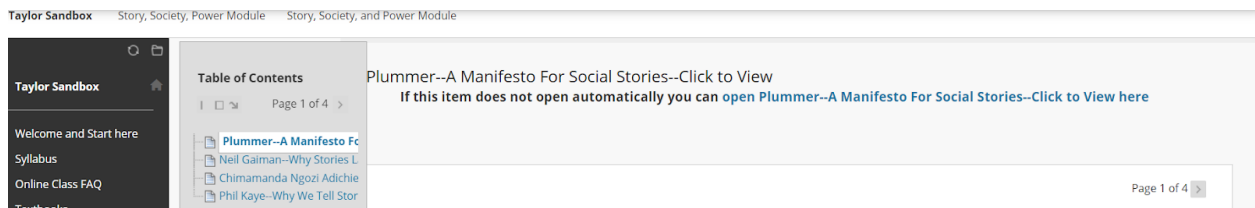


Module

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.

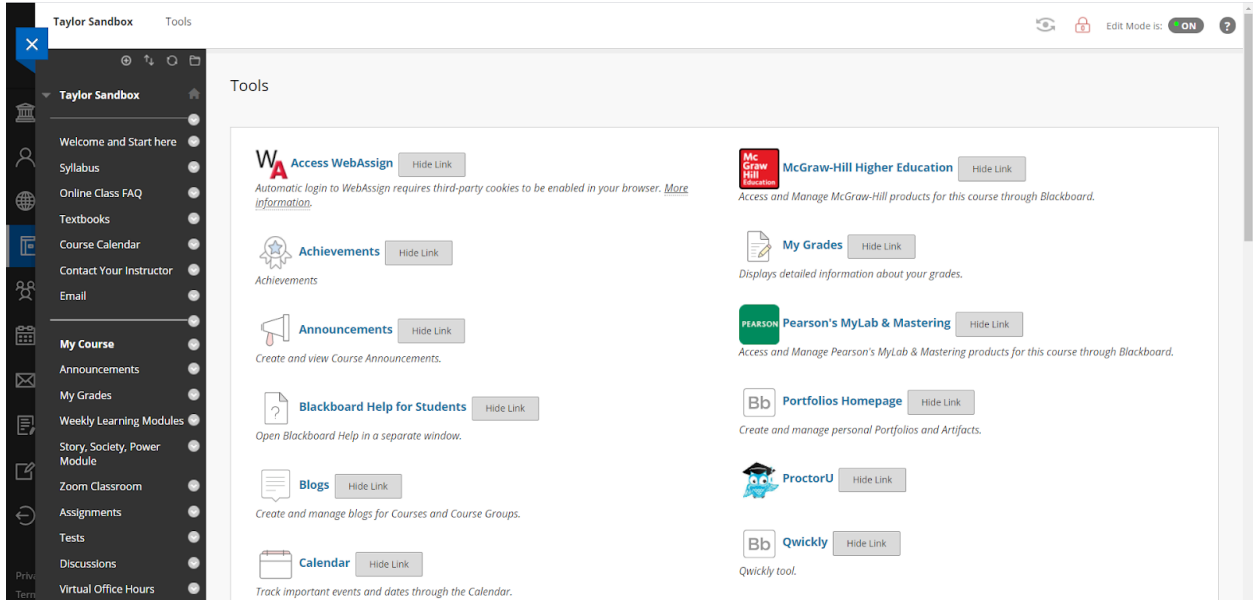


When you open a Module, you will see a screen similar to this. The Module opens to the first item in the Module and includes a table of contents and arrows to advance through the material.



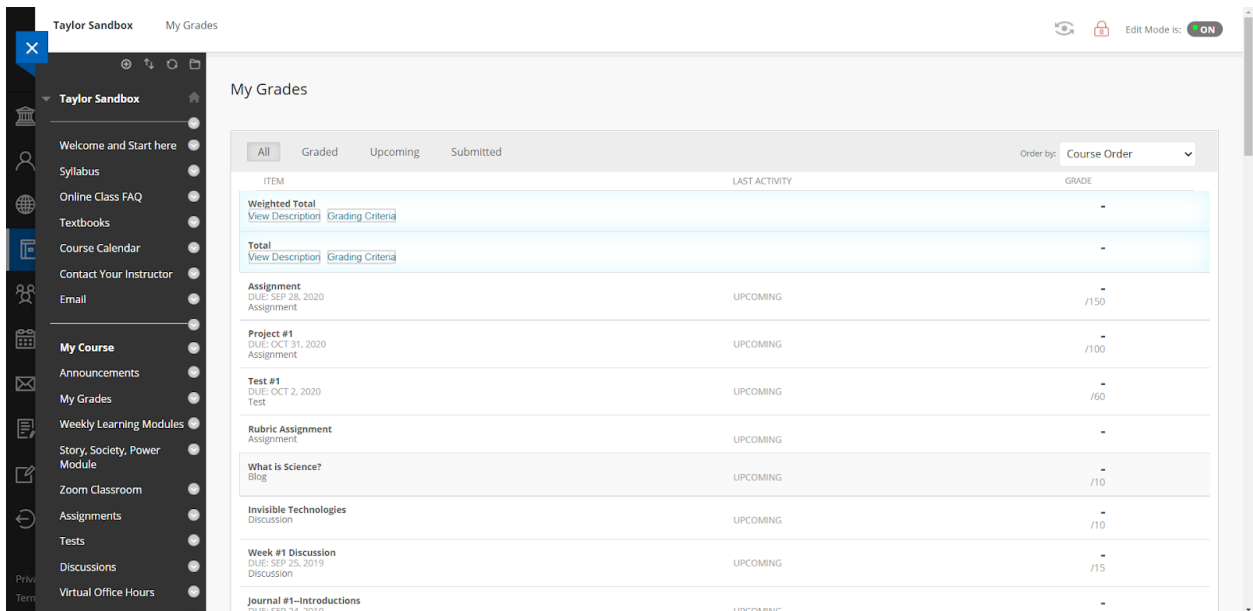
Tools

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.

Blackboard Help English Search

Home Learn

Blackboard Learn Help for Students

A special note from Product Management on COVID-19: The team has been taking several pre-emptive infrastructure measures to help prepare for significantly increased traffic as a growing number of schools move to fully online courses. We will continue to monitor closely and take any additional steps required to provide a seamless service.

Common Issues

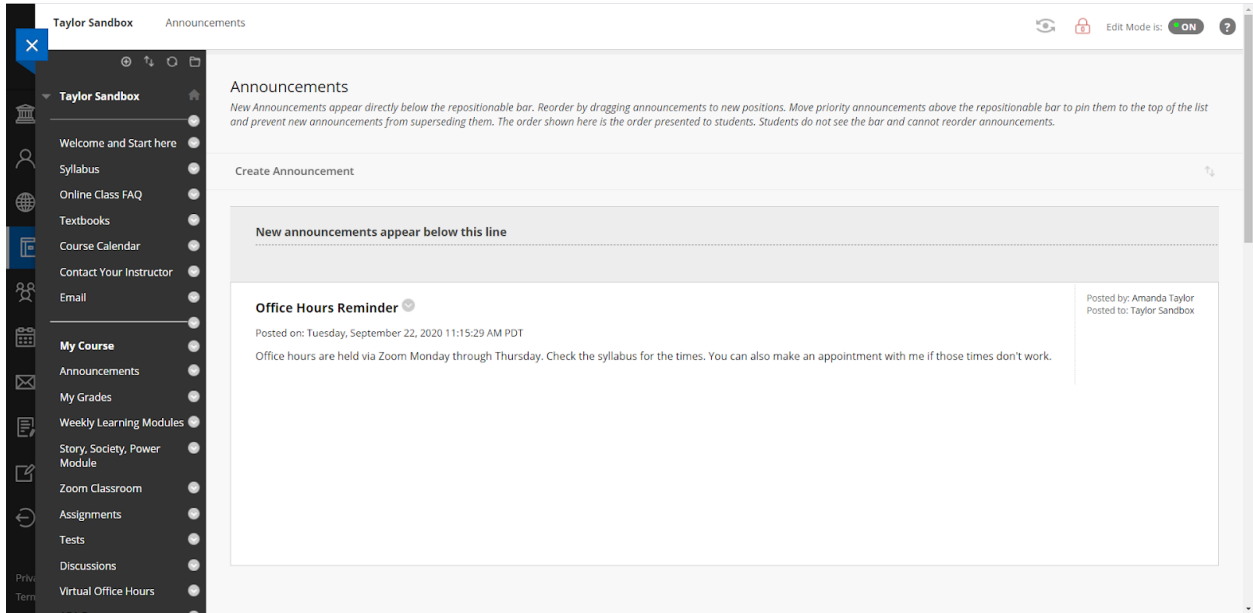
- [Forgot my password](#)
- [Find or open my assignment](#)
- [Contact my instructor](#)
- [Help, I lost my work!](#)
- [Drop or add a course](#)

Popular Pages

- [Quick start guide](#)
- [Check your browser](#)
- [Submit an assignment](#)
- [Check if assignment was submitted](#)
- [Help with SafeAssign](#)

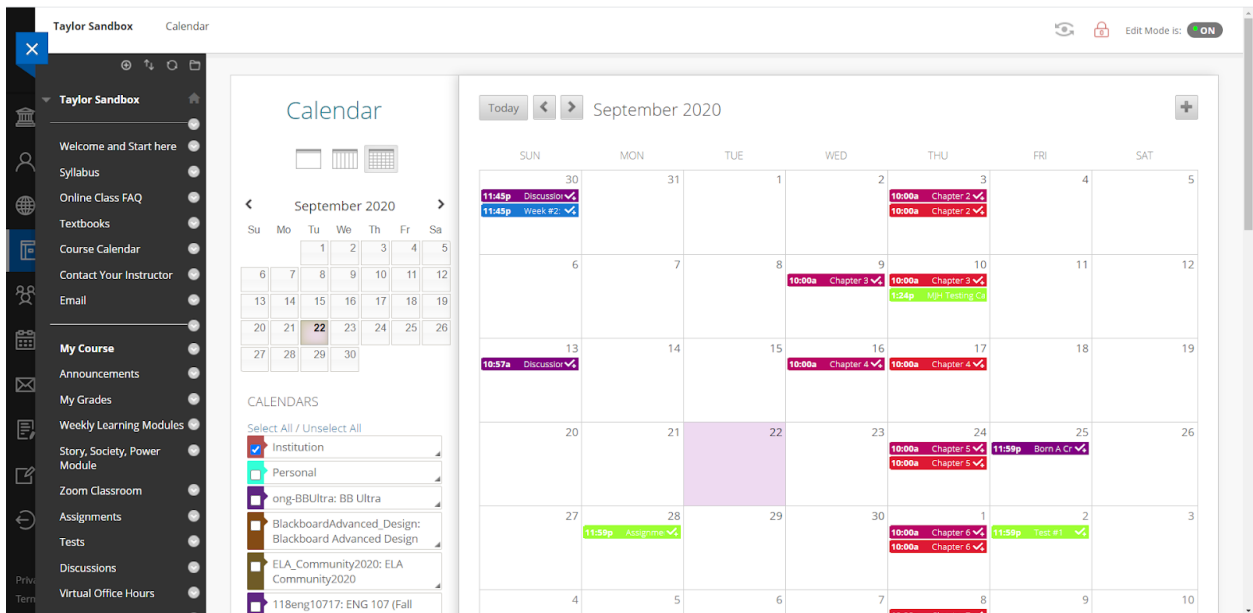
Announcements

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.

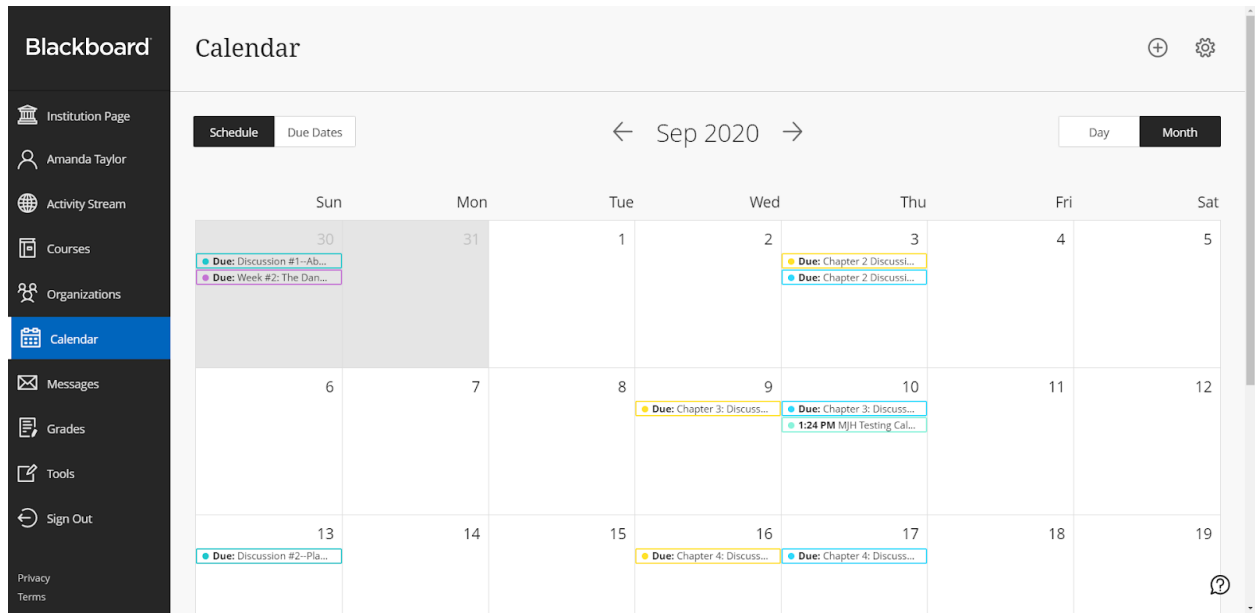


Calendar

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:



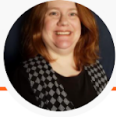
This Calendar is available from the main Blackboard login page.

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.





ong_TaylorSandbox5
ong_TaylorSandbox5

 Amanda Taylor
Instructor

Details & Actions

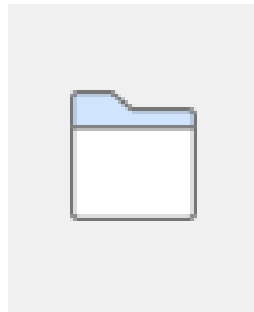
-  Roster
[View everyone in your course](#)
-  Attendance
[View your attendance](#)
-  Groups • NEW
[View groups to join](#)
-  Announcements
[View archive](#)
-  Books & Tools
[View course & institution tools](#)

Course Content

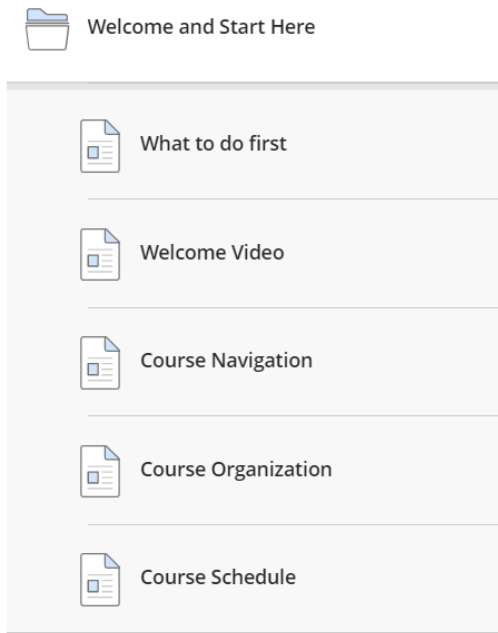
-  Welcome and Start Here
-  Contact Your Instructor
-  University Policies and Student Resources
-  Blackboard Help

Folder

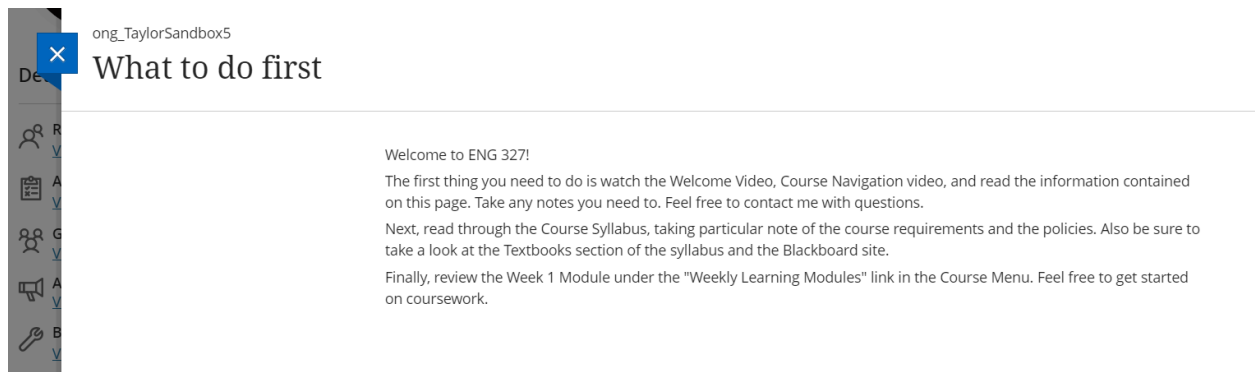
Course material may be organized in a Content Folder. Folders are recognizable by this icon.



When you select/click on a Folder, the content list will open on the same page.



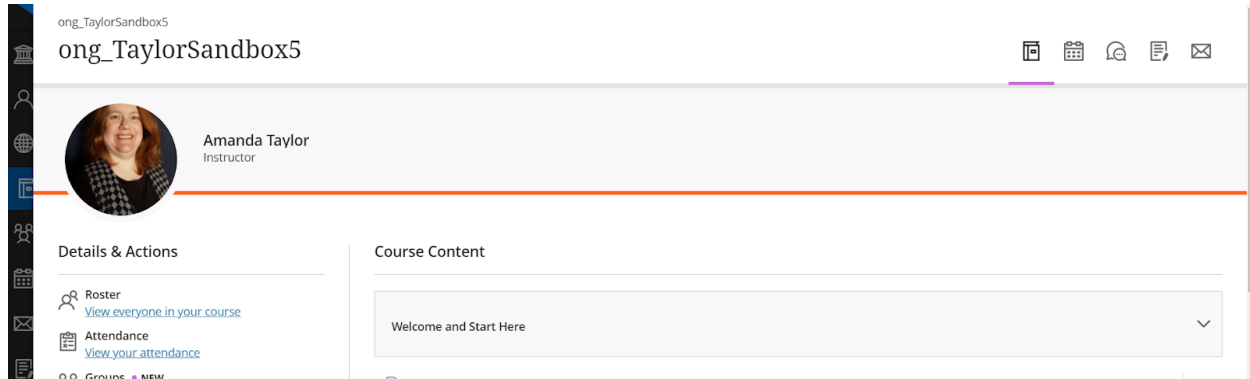
Click on the item you want to open. A new layer will open over the previous page, so you can always see where you are in the course. The previous page is in gray but still visible and clickable.



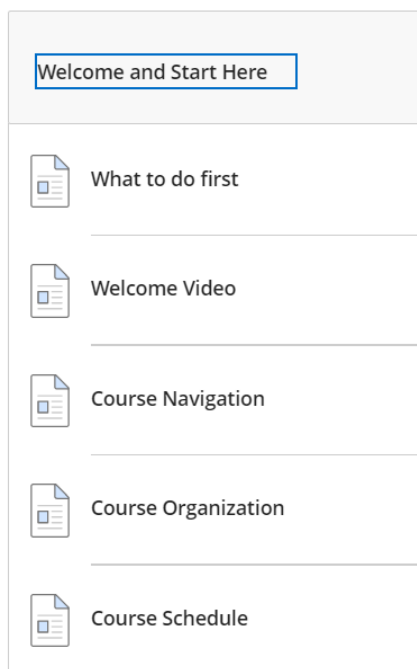
Select the blue X to exit the content page and return to the Folder.

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.

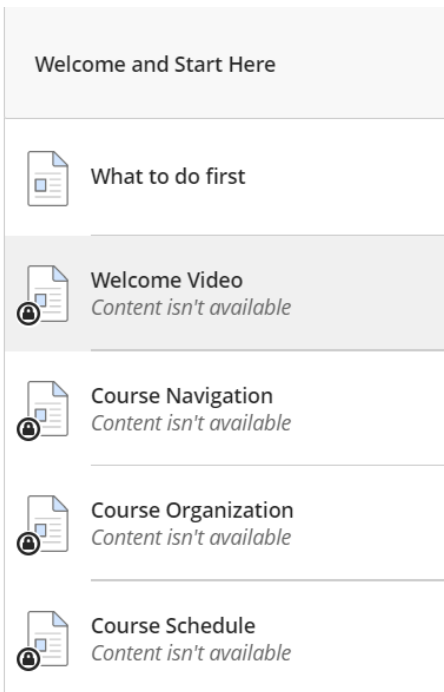


Once you enter the Module, you will see arrows indicating previous content and upcoming content.





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.





Welcome and Start Here

 What to do first

 Welcome Video
Content isn't available

 Course Navigation
Content isn't available

 Course Organization
Content isn't available

 Course Schedule
Content isn't available

Assignment

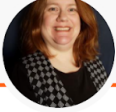
Your instructor may give you Assignments in Blackboard. Assignments are represented by this icon.



Assignments may be in a Learning Module, a Folder, or may stand alone in the course structure.

ong_TaylorSandbox5

ong_TaylorSandbox5



Amanda Taylor
Instructor

Details & Actions

- Roster [View everyone in your course](#)
- Attendance [View your attendance](#)
- Groups • NEW [View groups to join](#)
- Announcements [View archive](#)
- Books & Tools [View course & institution tools](#)


Course Content

- Welcome and Start Here
- YA Short Story Assignment
 - YA Short Story Final Draft
Due date: 10/31/20, 11:59 PM
Submit YA Short Story final draft here.

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.

ong_TaylorSandbox5

ong_TaylorSandbox5



Amanda Taylor
Instructor

Details & Actions

- Roster [View everyone in your course](#)
- Attendance [View your attendance](#)
- Groups • NEW [View groups to join](#)
- Announcements [View archive](#)
- Books & Tools [View course & institution tools](#)

Course Content

- Welcome and Start Here
- YA Short Story Assignment
 - YA Short Story Final Draft
Due date: 10/31/20, 11:59 PM
Submit YA Short Story final draft here.

YA Short Story Final Dr...

Details & Information

- Assessment due date**
10/31/20, 11:59 PM
- Attempts**
2 attempts left

Grading

| | |
|--|------------|
| Maximum points <small>Grade is based on the last attempt with a grade.</small> | 100 points |
|--|------------|

Description
Submit YA Short Story final draft here.

[View assessment](#)

You will be taken to a page similar to this.

The screenshot shows a Canvas LMS interface for an assignment titled "YA Short Story Final Draft". The page is divided into two main sections: "Assignment Content" and "Details & Information".

Assignment Content:

- Submission Instructions:** "Submit your YA Short Story Final Draft here. You will have two chances to upload your assignment. Please submit a Microsoft Word, PDF, or RTF file." Below this, it says "See the Assignment Sheet and Rubric below."
- Files:** Two PDF files are listed: "YA Short Story Assignment Sheet.pdf" and "YA Short Story Rubric.pdf". Each file has a three-dot menu icon to its right.

Details & Information:

- Assessment due date:** 10/31/20, 11:59 PM (PDT)
- Attempts:** 2 attempts left
- Grading:** A table shows "Maximum points" as 100 points.
- Description:** "Submit YA Short Story final draft here."

At the bottom right of the page, there are two buttons: "Save and Close" and "Submit".

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.

Add Content

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

The screenshot shows the submission text editor interface. At the top, there is a "Text style" dropdown menu followed by a series of icons for text formatting: Bold (B), Italic (I), Underline (U), Superscript (X²), Subscript (X₂), Strikethrough (ABC), Bulleted List (≡), Numbered List (≡), Link (f(x)), Unlink, Attach File, Image, Embed, and a plus sign in a circle. Below the icons is a large, empty text input box.

Word count: 0

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.

ong_TaylorSandbox5

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/band/genre.
- Your dream vacation spot if money, time, and the pandemic were not an issue.

Responses (0)



Type a response

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.

ong_TaylorSandbox5


Test #1

Details & Information

 **Assessment due date**
10/9/20, 11:59 PM


 **Attempts**
2 attempts left

Grading

| | |
|--|-----------|
|  Maximum points <i>Grade is based on the last attempt with a grade.</i> | 70 points |
|--|-----------|

Description

Test #1--Covers material from Weeks 1-3.



[View assessment](#)

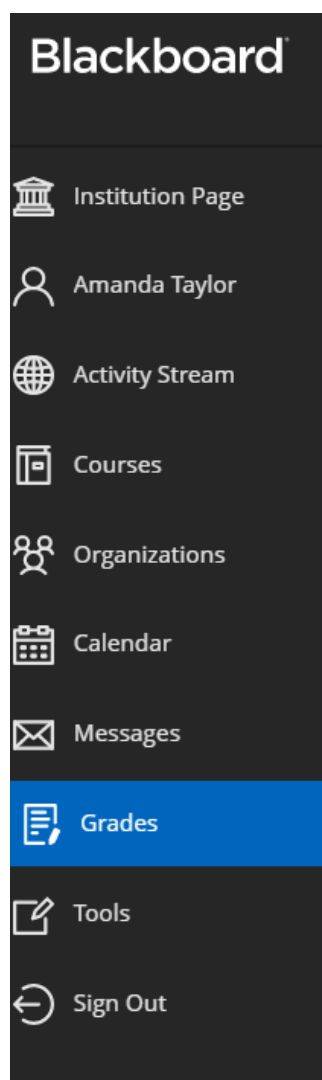
Select **View Assessment** when you are ready to start the test. Follow any instructions and complete all questions. Select **Submit** when you are ready to submit your test.

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.



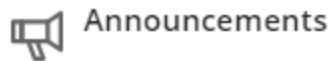
You can also go to a specific course and check grades there. Look for the Gradebook icon in the menu on the top right-hand corner.



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.

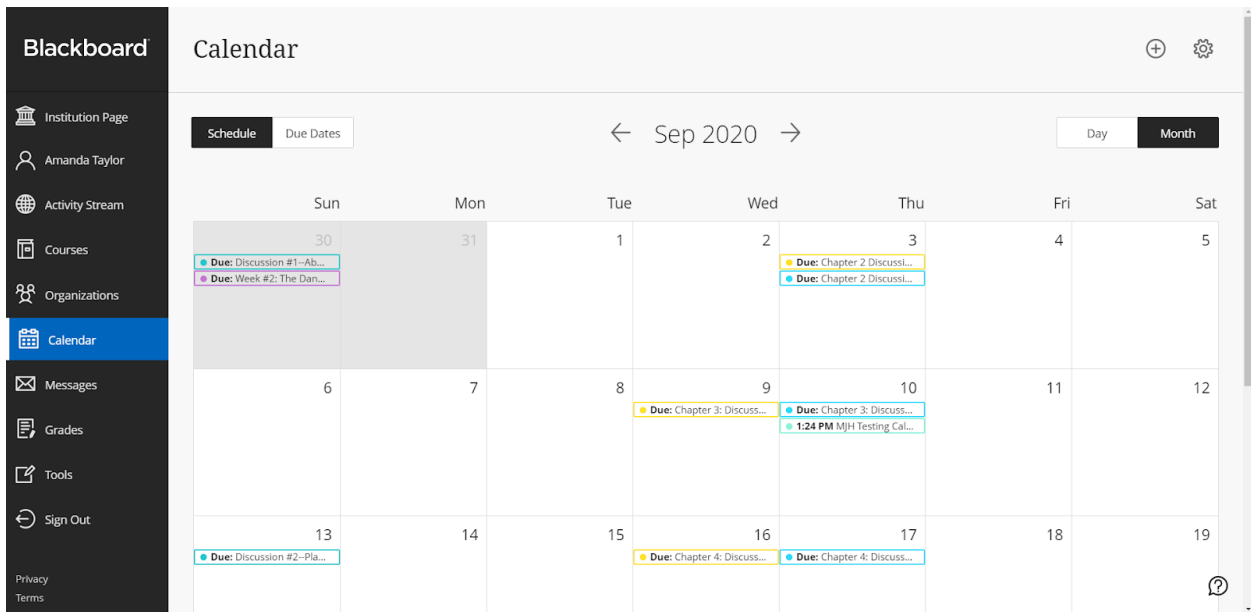


Calendar

The calendar is represented by this icon.



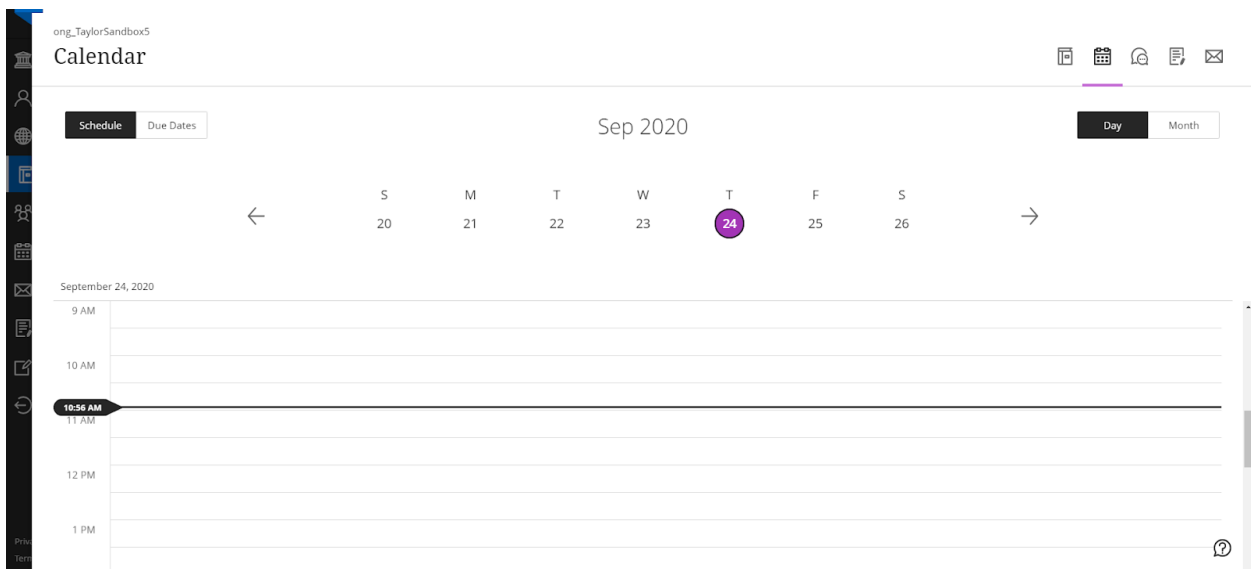
You can access a Calendar from the main Blackboard page.



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.