

# BLACKBOARD HANDBOOK FOR STUDENTS

## Introduction

Blackboard is the College's Virtual Learning Environment; <http://learn.imperial.ac.uk> will be used alongside the School of Medicine Teaching Intranet for various components of your teaching and self directed learning.

## Customize My Blackboard Page

When you first log into Blackboard the **My Blackboard** portal page appears, showing the Course List. There are different ways you can customize the look of this page.

The **Channels** link is where you can show or hide other channels from appearing on this page.

The **Layouts** link allows users to change the order and location of the Channels. For example, you could move the Course List from the middle column to the left column.

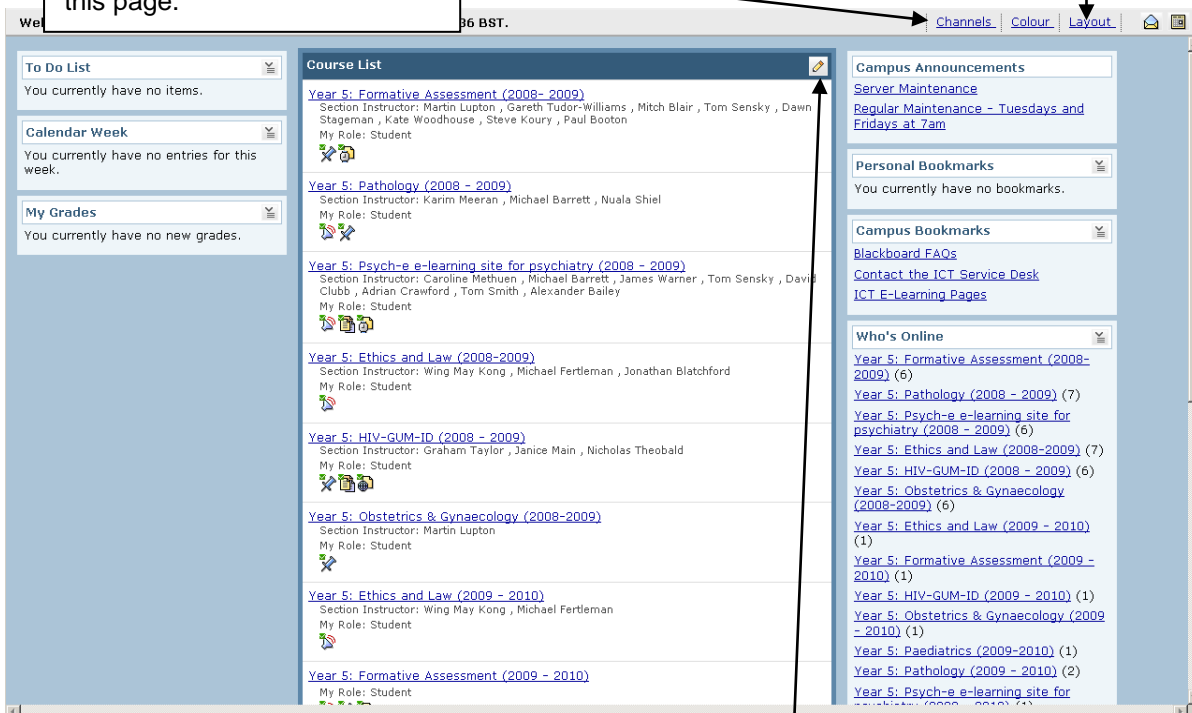



Fig. 1

The **Pencil Icon**  allows users to show/hide courses from appearing in the course list.

# BLACKBOARD HANDBOOK FOR STUDENTS

## Contacts/Trouble-shooting



Fig 2.

Within each Blackboard course, there is an icon entitled '**Contacts**', as shown in Figure 2. which provides contact details of the Course Leaders, Administrators, etc.

There is also a link from the Contacts folder to the **IT Problems** page (<https://education.med.imperial.ac.uk/ITprobs.html>) for students who are experiencing technical difficulties with Blackboard.

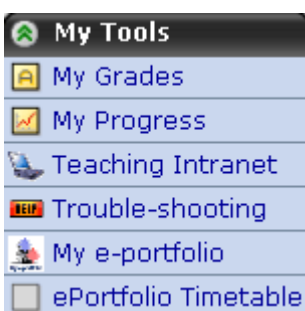


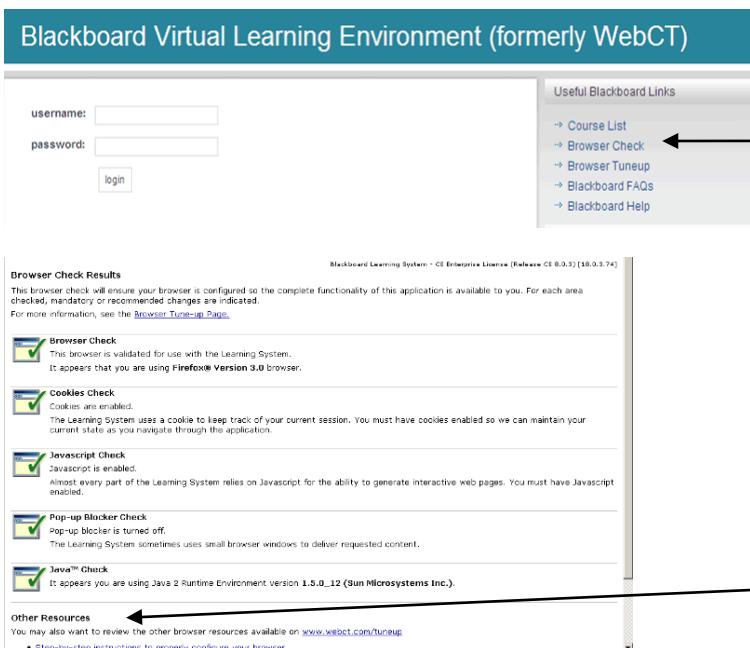
Fig 3.

You can also access the IT Problems web page from the '**My Tools**' tab within each Blackboard course.

There is also useful links to additional resources:

- Teaching Intranet
- ePortfolio (If applicable)
- Trouble-shooting

**Tip:** If you are unable to access any content and/or unable to access tools inside a Blackboard course you are advised to run a '**Browser Check**'. Please note that if you are accessing Blackboard from home, you will need to have **Flash Player** installed and you will need to **TURN OFF your popup blocker** to view multimedia content.



You can run a '**Browser Check**' (from the Blackboard login page) to ensure that the browser you are using to access Blackboard is configured correctly, so the complete functionality of the application is available to you.

If the browser is configured correctly then the user will have ticks, however if there is a problem then instead of ticks there would be a red cross.

To rectify any errors, scroll down and click on the relevant link under '**Other Resources**' and follow the instructions.

Please note that some browsers (i.e. Chrome) and operating systems are **NOT compatible with Blackboard**. You can view a list of supported browsers and operating systems from this link: <http://kb.blackboard.com/pages/viewpage.action?pagelId=75071574>

# BLACKBOARD HANDBOOK FOR STUDENTS

## Navigation

Blackboard uses virtual breadcrumbs to show the path you have taken, which appears directly under the title of the course, as shown in Figure 4. You can use the breadcrumbs to navigate through the course.



Fig. 4



Alternatively, you can click on one of the Course Tools, as shown in Figure 5, to navigate within the course.

**DO NOT** use the 'Back & 'Forward' buttons on your browser as this will cause errors.

Fig. 5



**Tip:** New items are available when a white star in a green box appears next to a Course Tool.

Fig. 6

## Course List – New Content Available



If there is any new content within a Blackboard course since you last logged in, icon(s) will appear under the course titles as shown in Figure 7.

Hover your mouse over the icon to reveal what type of content is available or click on an icon to access the new content.

In the example, the following icons are shown (from left to right) to highlight new content.

- Announcements
- Discussion Board
- Assessment

Fig. 7

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## Experiencing Problems Uploading Files Using Windows 7



Some people have reported problems when uploading files in Blackboard. This may also affect some other areas of functionality in Blackboard too.

When you log in to Blackboard with the new system (**Windows 7**) you will see a dialog box asking if it is ok to run Java from the college server. You must click “**Always trust content from this publisher**” and “**Run**” to enable My Computer in the upload dialog.

Once you have clicked on this once, the permission should be stored in your profile, so you won't have to do this again.

## Training Materials

There are some tutorial videos and supporting .pdf documents on how to use various tools inside Blackboard: <https://education.med.imperial.ac.uk/BB/train/student/train.htm>



**Tip:** You can also access the online 'Help', which can be located on the top right of the window, once you have logged into Blackboard.