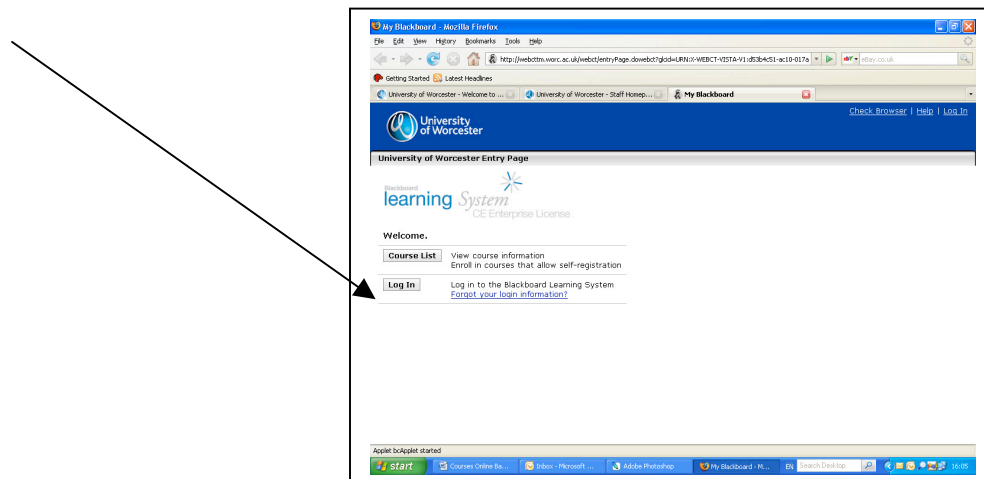


Getting Started with Blackboard

Blackboard can be accessed from <http://webcttm.worc.ac.uk> or by clicking on the “Blackboard” logo which can be found on various university web pages.



To access Blackboard, click on the **Log In** button that appears on the screen.



Please note that before logging in there are a number of system requirements which are detailed on the log in page and you will be prompted to turn off pop-up blockers. This is essential for full Blackboard operation. You can also use the browser checker facility here and you may need to install Java. This can be quickly and easily installed from

<http://www.java.com/en/download/index.jsp>

University of Worcester

University of Worcester Log In

Blackboard Learning System
CE Enterprise License

Log In
User name:
Password:
OK

To view a list of available courses or to create an account, visit the [Entry Page](#).
[Forgot your password?](#) Receive your user name and a new password via e-mail.

Browser Check
Before logging in, it is highly recommended that you perform a browser check to see if your computer is properly configured to use the Blackboard Learning System.
Check Browser

Pop-up Blockers
The Blackboard Learning System sometimes uses small browser windows to deliver requested content. Some pop-up blockers incorrectly interpret these small windows as pop-ups and block them. If you have installed a pop-up blocker, turn it off while using the Learning System.

Java Security Certificate
After logging in to the Blackboard Learning System, you will be prompted to accept a Java Security Certificate. You must click **Yes** or **Always** to ensure that Learning System functionality using Java will work properly in your browser.

Check Browser | Help

Browser Checker Facility

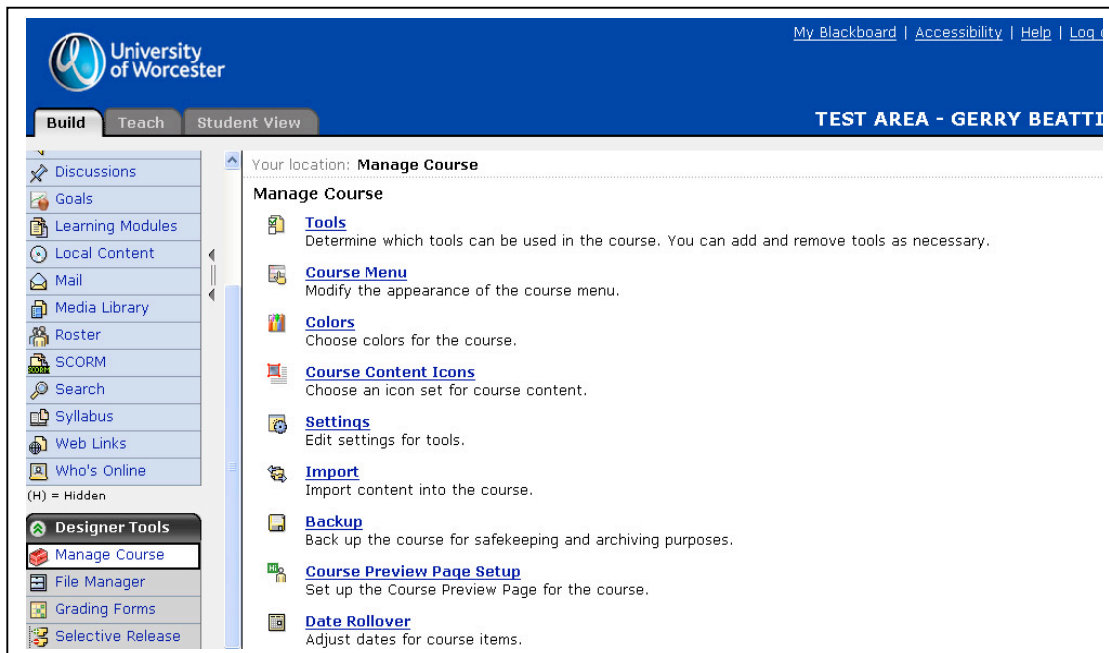
Individual computer system set ups vary a great deal and it's not possible to offer detailed instructions for every eventuality but if you follow the online instructions you should be able to ensure you can access the system. If you have any problems that can't be solved in this way please email eos@worc.ac.uk .

Getting Started

Setting Up Course Tools

Upon entering the course, you will be presented with a "Quick Start" page. Here you can select the tools you would like to use in your course by ticking the box next to the ones you want then clicking **Save** at the bottom of the page. These are the tools that will then appear in the course menu on the next screen.

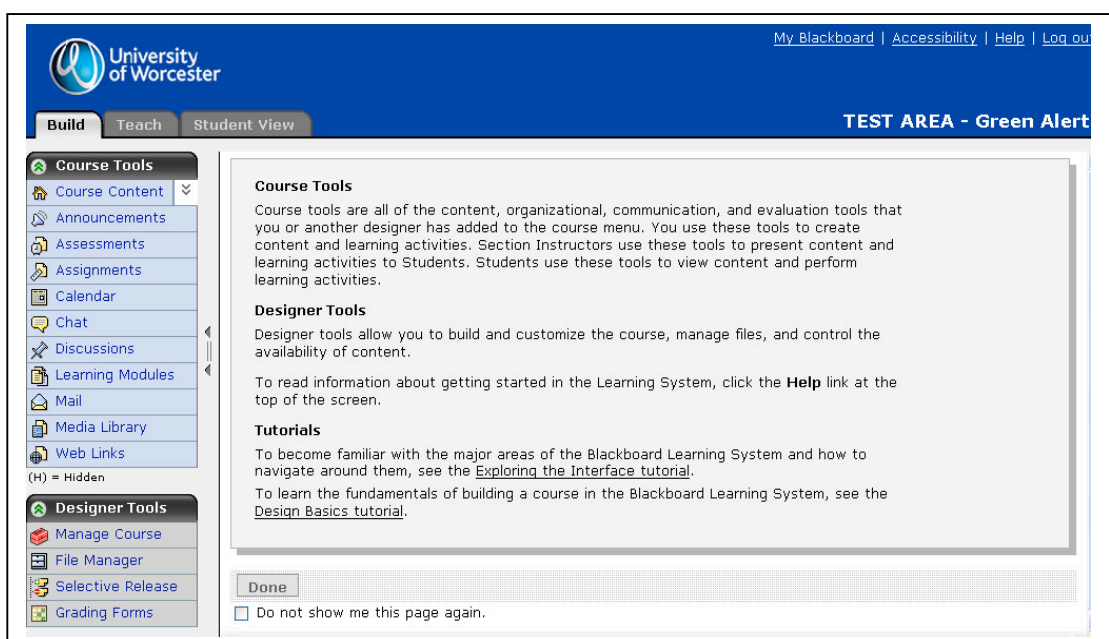
Think carefully which tools you wish to use in your module. It is better to only have the tools showing on the course menu that you intend to use. Further tools can be added at a later time by using the **Manage Course** tab which is available in either designer or instructor view. Please note that if you intend to add web pages to your Blackboard site, you will need to ensure that "Web Links" are selected.



Welcome Page

Once you've selected the tools you want, scrolled down and saved, you will be presented with a welcome page which provides information about the tools available and offers some introductory tutorials.

If you want to go straight to your course, place a tick in the tick-box and click on **Done**.



The course interface

You will notice that the interface is organised into three tabs: Build, Teach and Student View. Each view allows you to perform related tasks. Clicking the Tabs with the mouse switches between the three views.



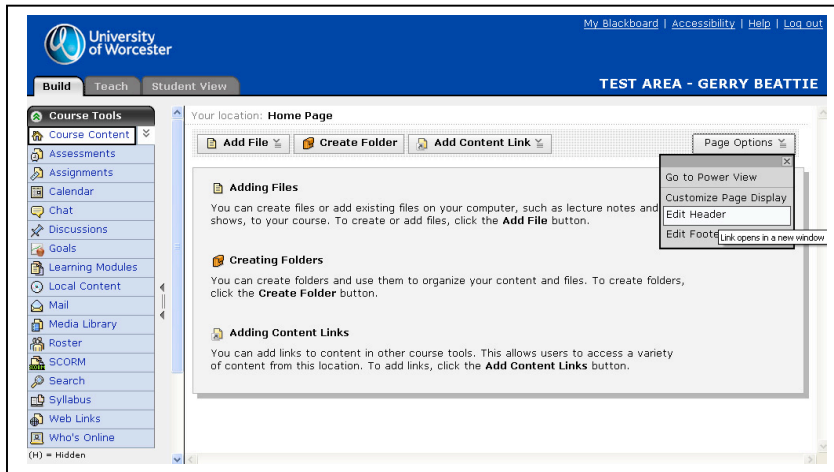
- Build Tab – this tab allows you perform design activities such as creating, managing and organizing course content.
- TeachTab – use this tab for teaching activities such as reviewing student work, managing grades or communicating with students. Access to teaching tools such as Assessment Manager, Assignment Dropbox, Grade Book and Group Manager are found only within this tab.
- Student View Tab – this tab provides an authentic student view enabling you to experience the course as a student including assessment and assignment submission.

Adding Course Content

Please ensure that you are in **Build** view.

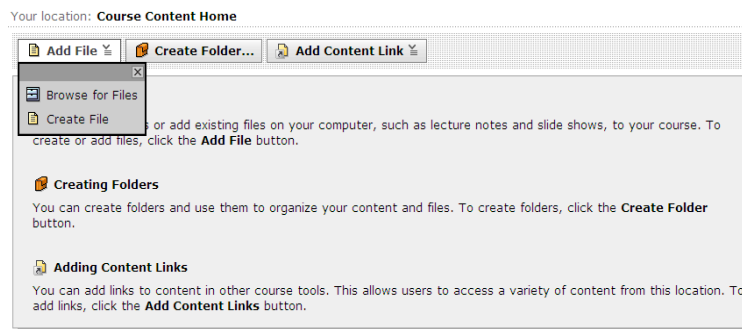
You can add individual files, folders, or links to other content tools you may have set up and the following screen provides some information on how to do this.

You can also add text to pages within your course by using the header and footer options under **Page Options**.



Creating Files

Under the **Add Files** option, you can create an HTML file from scratch using the HTML editor by selecting **Create File**.



Clicking on **Enable HTML Creator** enables the java html editor where you can create and save your file.

Create File

* Title:

* Content:

Use HTML Insert equation:

File name:

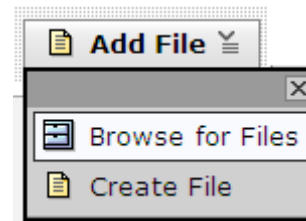
If no file name is entered, the title will be used as the file name.

Item Visibility: Show Item
 Hide Item

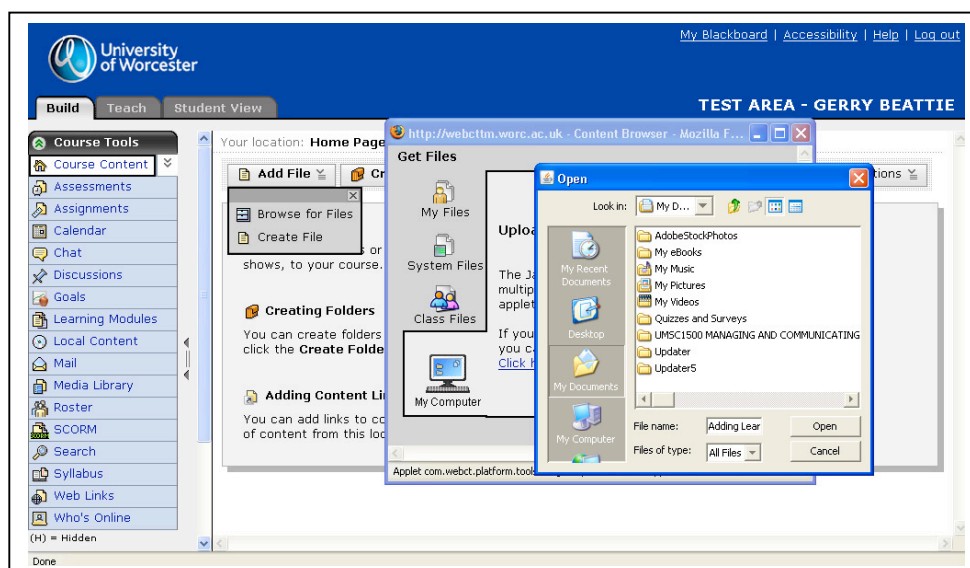
Your file will be saved in the root directory of File Manager.

Adding Files

You can also import documents using the **Browse for files** option which will allow you to search for files stored in various locations including your computer. Please note that if the **My Computer** option does not appear, you will have either a missing or incorrect java plug-in on your pc.



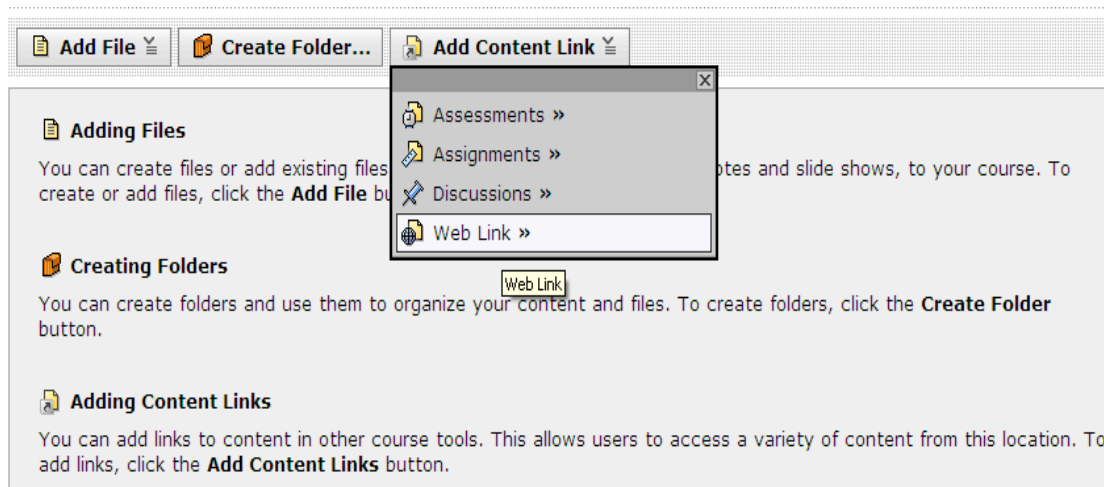
You will need to download the correct version from <http://www.java.com/en/download/index.jsp>. Please ensure that you remove any previous versions of java beforehand by accessing your computers **Control Panel** and selecting **Add or Remove Programs**.



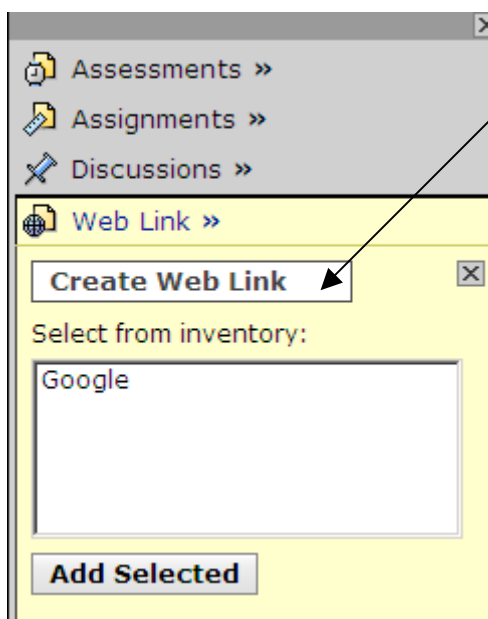
You can upload more than one file at a time by holding down the **ctrl** key as you select multiple files.

Once you have uploaded your file(s), an icon will appear in your course area.

Adding Web Links



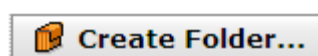
Click on **Add Content Link** and select **Web Link**.



You can now click on the **Create Web Link** button, enter the required details and click on **Save**. The web link will appear as an icon on your course area, but will also be available from accessing the Web Links button on the course tools menu.

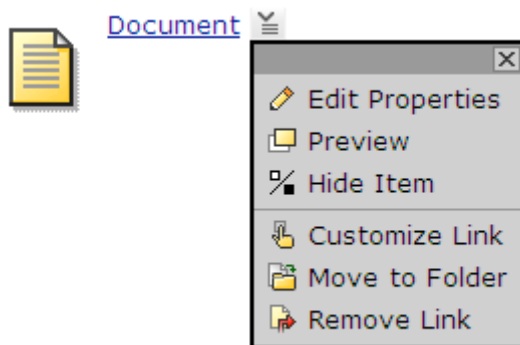
Adding Folders

It is a good idea to organise your work in folders, to enable students to locate materials more easily. To create a folder, click on the **Create Folder** button.



Complete the required fields, and click on **save**.

Moving Items within folders

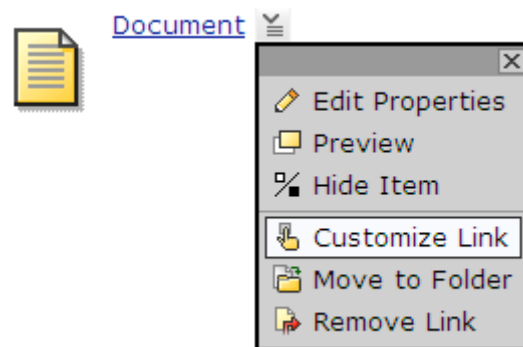


Any item can be moved to another folder by clicking the drop arrow and selecting **Move to Folder**.

You will then be asked to select the folder where you want the item to be moved to.

Customize Link

From the customize link option, you can rename an item, or specify whether you want it to open in the Blackboard course area, or as a separate window.



Further assistance

This document is intended to give a quick overview to help you get started with Blackboard CE6. There is a comprehensive online context specific Help which is located at the top right hand corner of the screen. Alternatively, the Blackboard site has some useful tutorials and FAQs www.webct.com.

If you require any further assistance or have any queries, please contact eos@worc.ac.uk