

# Course Content

## Course Contents- Syllabus, Course Documents, and Assignments

The Syllabus, Course Documents, and Assignments areas all contain information that include text, such as the Grading Policies, or the files that can be downloaded and viewed such as the Syllabus and Course Outcomes.

To access one of these files, click on the underlined file name. Depending on how your browser is configured, the file will be opened automatically or you will be asked to save the file. If you choose to save the file, open it from the application the instructor used to create the file. For example, file names that end in “.doc” use Microsoft Word, files that end in “.xls” use Excel, and files that end in “.ppt” are PowerPoint files.

### Using the Assignments Link to Submit files

1. Click on the link your instructor tells you that contains the assignment
2. Click on the "View/Complete Assignment" link.




#### **Assignment #1**

Read the Attached article and write a summary and include your views on the subject  
>> [View/Complete Assignment: Assignment #1](#)

3. Read the directions for the assignment. If there is a file to open, it will be linked under Assignment files.

#### **1 Assignment Information**

<b>Name</b>	Assignment #1
<b>Instructions</b>	Read the Attached article and write a summary and include your views on the subject
<b>Assignment Files</b>	 <a href="#">Computers in Education: How they can aide in learning. (Computers in Education: How they can aide in learning.)</a>

4. You may add your comments to the Comment box and attach a file if instructed to do so.

*Note:* Due to the limit of class disk space, please upload your file to your content collection and link from there (use the second Browse button).

For information about uploading to your content collection, please see the tutorial "[Adding Files, Folders and Links](#)"

## 2 Assignment Materials

Comments

Attach local file

Browse...

or Copy file from Content Collection

Browse

Currently Attached Files:

Add Another File

5. If you wish to return to your assignment before submitting it, click the **Save** button. If you are ready to submit the assignment to your instructor, click **Submit**.

## Creating Student Homepages

*Step 1:*

From your Blackboard class, click on the “Tools” link from the Course Menu.

*Step 2:*

Click on the “Homepages” link.

*Step 3:*

Enter your name in the “Introduction” box

## 1 Homepage Information

Enter Homepage information. To view the Homepage, go to the Roster.

Introduction:

Enter details in the “Personal Information” box

## 1 Homepage Information

Enter Homepage information. To view the Homepage, go to the Roster.

**Introduction:**

Sue Smith

**Personal Information:**

I like camping and photography

*Step 4:*

Add your photo:

Click the Browse button and navigate to the file on your computer

## 2 Upload Image

**Current Image** None

**New Image**

Browse...

Remove image

Select the file with your picture. Click “Open” and you will return to the following screen:

## 2 Upload Image

**Current Image** None

**New Image**

C:\Documents and Settii

Browse...

Remove image

*Step 5:*

If you wish to add a favorite website, include the website name and URL (make sure you include the entire URL including the http://. It is best to open the website in a browser window and copy and paste the URL into Blackboard.) This is an optional step.

### 3 Favorite Websites

**Website 1 Name**

**Website 1 URL**


**Description**

*Step 6:*  
Click "Submit" at the bottom of the page.

Click "OK" at the next page.

### To View a Homepage

*Step 1:*  
Click on "Communications" link in the Course Menu. [Communications](#)

*Step 2:*  
Click on the "Roster" link  [Roster](#)

*Step 3:*  
You can search by the student's name, by the first characters of the last name, or by listing all the students in the class.

SEARCH **STARTS WITH** ADVANCED LIST ALL

Search by:  Last Name  Username  Email

SEARCH **STARTS WITH** ADVANCED LIST ALL

**Note:** Depending on the number of records, this function may take some time to process. Click **List All** to show the list.

If you click "List All" it may take a few minutes to search if your class is large. Click  .

*Step 4:*  
Click on the Student's name to view the homepage.

Name

[Smith, Sue](#)

Email

[ssmith@siue.edu](mailto:ssmith@siue.edu)

Observer

OK

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