

# Introduction to Blackboard

## My Courses Tab

The Courses Tab lists the courses you are currently enrolled in.

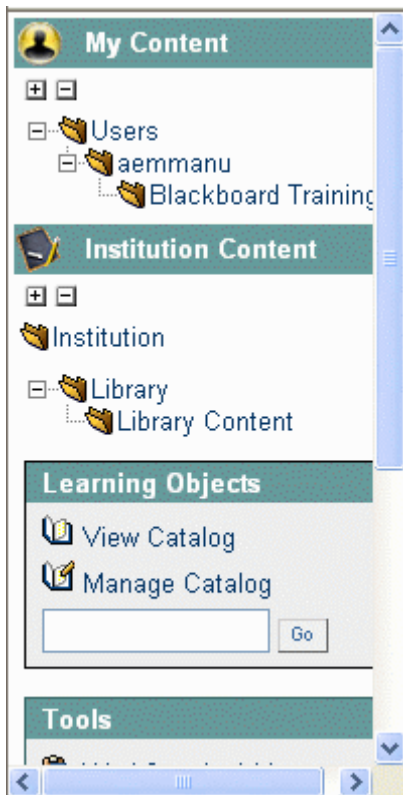
Note: If your instructor is not using Blackboard, that course will not be listed. Only courses using Blackboard are listed.

## Content and Files (Content Collection) Tab

Blackboard's Content Collection offers a central repository for all of your instructional materials. You can store materials for your courses here in the Content Collection. (For example, if you need to attach a file to a discussion posting, you would store the file here and link from the Content Collection.)

**Take Note:** When creating folders and files to reside in the Content Collection, file names should follow UNIX naming conventions: *no spaces, no dashes, no apostrophes, etc. Underscores can be used in place of spaces between words.* Using those conventions, "assignment\_two" would be acceptable; "assignment two" would not.

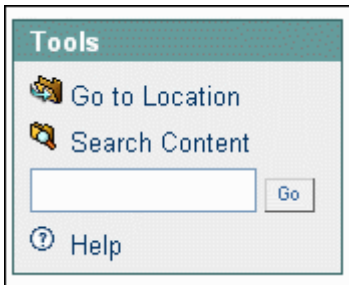
In the left frame of the Content Collection screen, you will see the areas of the Content Collection to which you have been granted access based upon your user ID.



**My Content** is where you will place your own personal course materials. You have the ability to add and organize folders to this area to best fit your needs. It is recommended that you take some time initially to think through how best to organize your content through a Collection of folders and subfolders, down to individual files in order to facilitate your finding them.

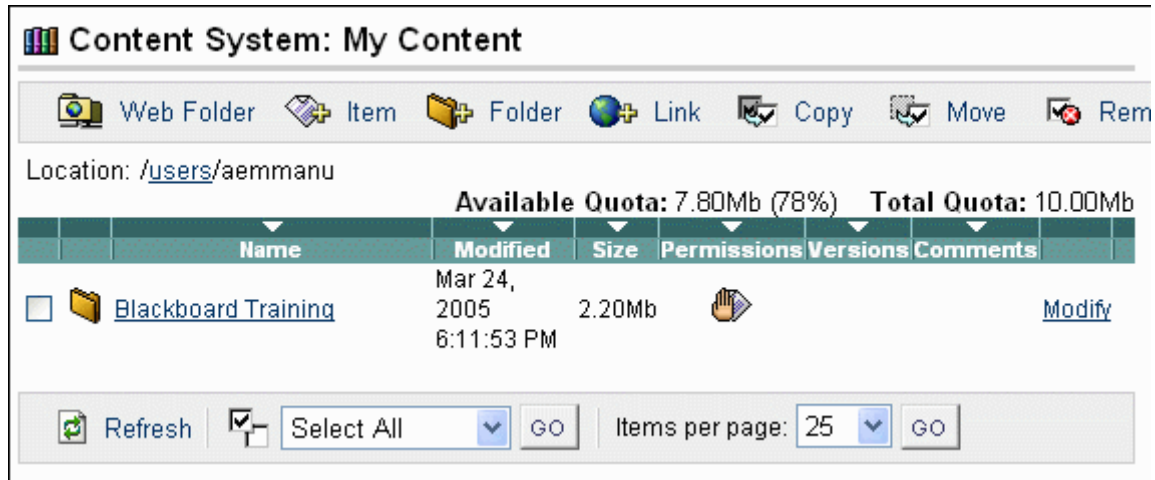
**Institution Content** will be defined by the Blackboard Administrator at a later date.

**Learning Objects** may be added, cataloged and searched.



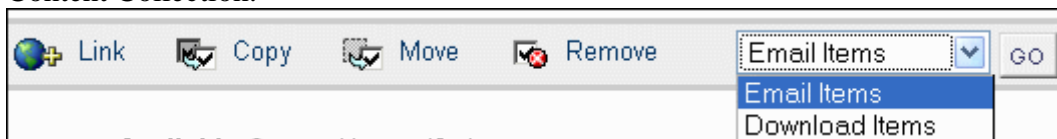
Farther down the left column you will find the **Tools** dialog box. If you have been granted permission to access a file or folder owned by another instructor, you will need to use this feature to locate that shared content on the Content Collection. You will need to know something about the content you are seeking such as the name of the file itself, the document type, etc., in order to search for it.

The right hand frame of the screen will show you the details of the directory tree in the Content Collection folders.



You can use the tool bar to manage your content within the Content Collection. You have the following options:

- Use **Web Folder** to establish a folder in My Network Place on your PC to connect directly to the Content Collection. This allows you to drag and drop content from your PC into the Content Collection. It also allows you to drag a file from within the Content Collection: any changes you make in the Content Collection will be reflected across all courses linking to that file. **You should be at the top of your directory tree (users/youruserid/) when you create a folder.** This folder need only be created ONCE on each machine from which you will be working on your course.
- Use **Item** to add a single file from your PC to the appropriate directory.
- Use **Folder** to add a folder to your directory tree structure.
- Use **Link** to add a link to the Content Collection.
- Select a file from within the Content Collection by clicking in the box in front of that file, and then select the appropriate option from among the following **Copy** **Move** **Remove** to copy, move, or remove that file from the Content Collection.



Select a file (by clicking on the box in front of a file), and then select from among the options in the drop down menu at the end of the tool bar to e-mail a file, or to download items. Click on go button to proceed with the steps necessary to complete the process you have selected.

**Take Note:** Students accessing their courses through a computer in a public setting (i.e. Academic Computing lab) should be advised to use the **Logout** icon at the top of the Blackboard screen to exit out of their course, not

simply close the browser.

**Take Note:** Students who create a **Web Folder** in the **Content Collection** on a computer in a public setting should **delete their personal Blackboard folder** located in **My Network Places** prior to walking away from that computer. If the My Network Places icon is not already available on the Desktop, open My Computer. Click on **Folders**, and select **My Network Places** in the Folders frame. Right click on your Blackboard folder



aemmanu on bb.siue.edu and select **Delete**.

