

Overview of Blackboard Goucher College

Logon to Blackboard

This section was explained in the file that was sent to you with the introductory email.

Click on your
course link to
enter.

The screenshot shows the Blackboard Goucher College homepage. At the top, there is a navigation bar with "Home Page" and "Courses" tabs, and "Home", "Help", and "Logout" links. Below the navigation bar, the user is greeted with "Welcome, Frank" and "Modify Content" and "Modify Layout" buttons. The main content area is divided into several sections: "Tools" (Announcements, Send Email, Calendar, Tasks, View Grades, User Directory, Address Book, Personal Information), "My Announcements" (No system announcements have been posted in the last 7 days.), "My Calendar" (No calendar events have been posted in the last 7 days.), "Quick Tutorials Catalog" (Learn more about the Blackboard Academic Suite through short clips that demonstrate the key features and functionality. To obtain a listing of all of the quick tutorials available for download, visit the Quick Tutorials Catalog.), "My Tasks" (No tasks due.), and "My Courses" (Courses you are teaching: Courses in which you are enrolled: Advan Meth in Secondary Read Instr, Announcements, Bb Training Course #1, Announcements, Bb Training Course #6, Announcements, Online Education Training SU06, ED_677A_001_06SU: Spec Projct Sem/Practicum in Tchr Leadshp in Tech I). The "My Courses" section is highlighted with a red box.

Navigating Inside Your Course

The
Announcements
page opens.

Your instructor
will post important
announcements on
this page. Only the
instructor can post
an announcement.

*Note: you may
select how many
announcements
you want to see in
this page.*

The screenshot shows the Blackboard course page for "SPEC_PROJECT SEM/PRACTICUM IN TCHR LEADSHP IN TECH I". The page has a navigation bar with "Home Page" and "Courses" tabs, and "Home", "Help", and "Logout" links. The main content area is divided into several sections: "Announcements" (highlighted with a red box), "Faculty", "Syllabus", "Course Documents", "Assignments", "Discussion Board", "Groups", "External Links", "Tools" (Communication, Course Tools, Course Map), "Refresh", and "Detail View". The "Announcements" section is highlighted with a red box. Below the "Announcements" section, there is a "VIEW TODAY", "VIEW LAST 7 DAYS", "VIEW LAST 30 DAYS", and "VIEW ALL" buttons. The date range "September 08, 2006 - September 15, 2006" is displayed. Below the date range, there is a "No announcements found." message. A red speech bubble with the text "Announcements" is pointing to the "No announcements found." message. The Blackboard logo is visible at the bottom of the page.

Click on the **View All** to see all announcements posted by your instructor.

- Announcements
- Faculty
- Syllabus
- Course Documents
- Assignments
- Discussion Board
- Groups
- External Links

- Tools**
- Communication
 - Course Tools
 - Course Map
- Refresh
- Detail View



VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS **VIEW ALL**

All Announcements

Mon, Jun 19, 2006 - Week 1 Posted by: adriana val
Please complete your assignments for week 1.

Mon, Jan 30, 2006 - Welcome Back Posted by: Chadia Abras
Hello Rob,
Welcome back. I already posted the assignments. Please start reading, I will post the discussion questions by tomorrow night.

You will navigate your course using the **Menu Buttons** and the **Tools Box**

Note: Buttons show the quick view of the course

To see the **Detail View**, click on it.

- Announcements
- Faculty
- Syllabus
- Course Documents
- Assignments
- Discussion Board
- Groups
- External Links

- Tools**
- Communication
 - Course Tools
 - Course Map

- Refresh
- Detail View

Detail View shows all the material available in each page.

Click on the + **sign** to expand or the – **sign** to collapse the links.

To return to the buttons menu click on **Quick view**.

- Spec Project Sem/Practicu
- Announcements
- Faculty
- Syllabus
- Course Documents
- Assignments
- Assignments for t
- Week 1
- Weeks 2 & 3
- THE PROJECT
- Weeks 4 & 5
- Discussion Board
- Groups
- External Links

Tools

- Communication
- Course Tools
- Course Map

Refresh

Quick View

Click on the **Faculty** button to view the information about your instructor.

- Announcements
- Faculty
- Syllabus
- Course Documents
- Assignments
- Discussion Board
- Groups
- External Links

SPEC PROJECT SEM/PRACTICUM IN TCHR LEADSHP IN TECH I > STAFF INFORMATION



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Office Hours By appointment
Personal Link <http://www.goucher.edu>



Click on the **Syllabus** button

Note: When the page contains a link to a file, you may save it or open it in a new window. Right click on the file to choose the option you desire.

- Announcements
- Faculty
- Syllabus
- Course Documents
- Assignments

SPEC PROJECT SEM/PRACTICUM IN TCHR LEADSHP IN TECH I > SYLLABUS

Syllabus



Syllabus
[ED677-Syllabus.doc \(47.5 Kb\)](#)

The Syllabus outlines grading, course objectives and assignments.

Click on the **Course Documents** button

The example shows a link to one **file** and two **folders**. Folders contain documents or files inside. To access a folder, click on the folder link.



SPEC PROJECT SEMPRACTICUM IN TCHR LEADSHP IN TECH | > COURSE DOCUMENTS

Course Documents

File (red callout box)

Standards & Objectives
ED 677 Objectives Standards.doc (326.5 Kb)

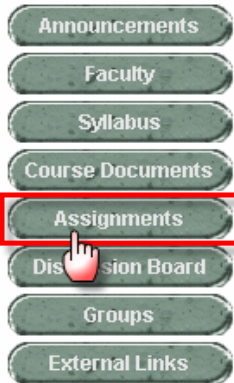
Folder (green callout box)

WEEK 1
ASSISTIVE TECHNOLOGY READINGS

WEEK 2
MAINTAINING THE VISION

Click on the **Assignments** button

Note: this course is an example only; your instructor may design the menu options differently.



Tools

- Communication
- Course Tools
- Course Map

Refresh

Detail View

SPEC PROJECT SEMPRACTICUM IN TCHR LEADSHP IN TECH | > ASSIGNMENTS

Assignments

Assignments for the Semester
ED677Assignments.doc (81 Kb)

Week 1
January 30th to February 5th

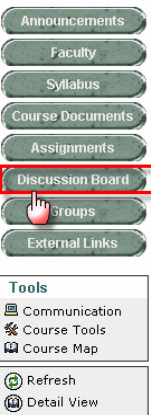
Weeks 2 & 3
February 6th to the 19th

THE PROJECT
Weeks 4-9

Weeks 4 & 5
February 20th to March 5th

Click on the **Discussion Board (DB)** button to view the forums

Note: refer to the DB module for detailed explanations about posting into the DB.



Tools

- Communication
- Course Tools
- Course Map

Refresh

Detail View

SPEC PROJECT SEMPRACTICUM IN TCHR LEADSHP IN TECH | > DISCUSSION BOARD

Discussion Board

Search After Sep 15 2006 Before Sep 15 2006

in Current Discussion Board

Forum	Total Posts	Unread Posts	Total Participants
WEEK 1: Assistive Technology	7	0	3
WEEK 2: Ethical Practices in IT	1	0	0
WEEK 3: Funding for IT	2	1	1

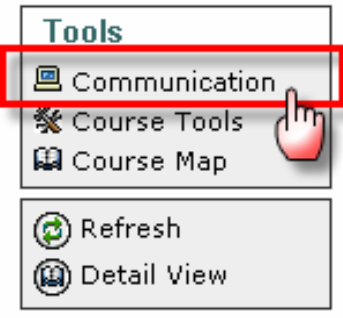
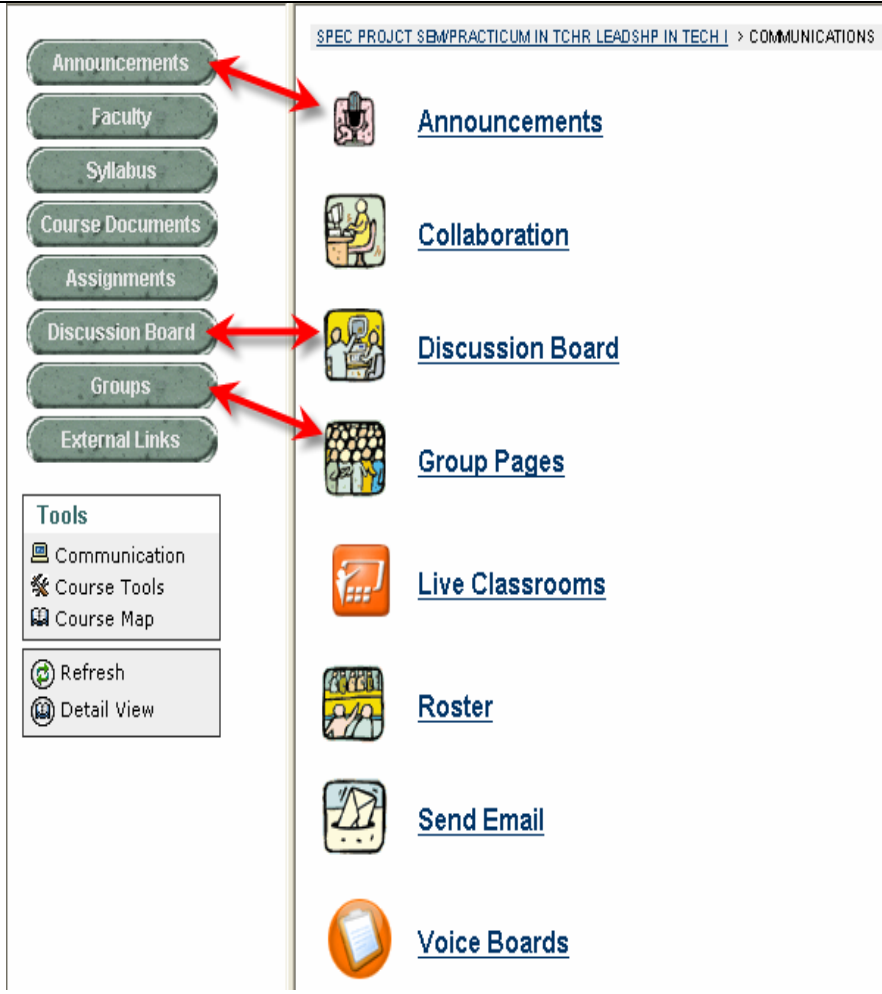
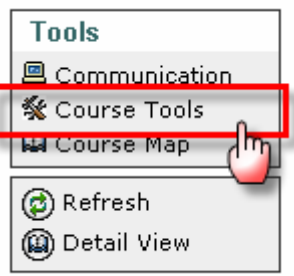
What are the types of tools in assistive technology?

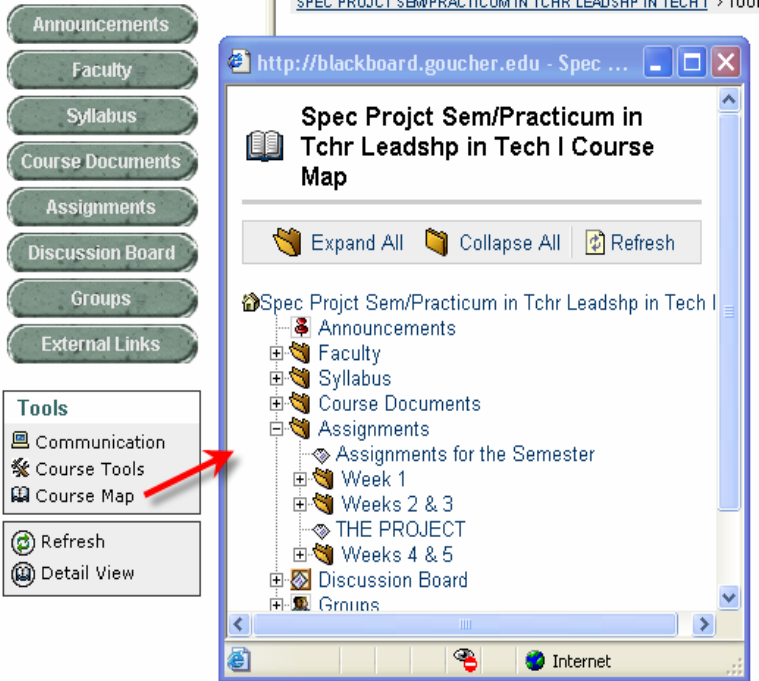
What is the National High Performance Technology Act of 1989?

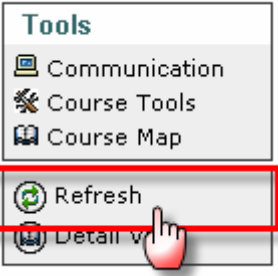
What are the design principles for developing a sustainable IT funding process?

OK

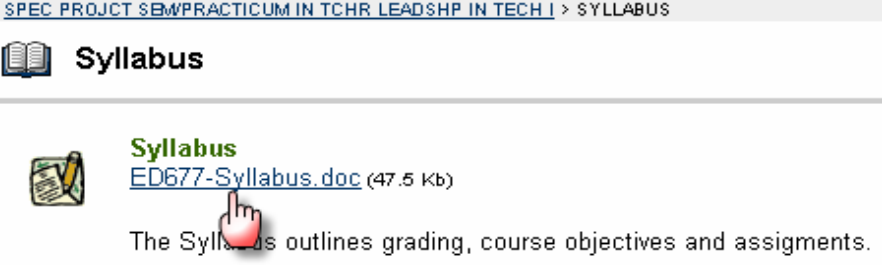
<p>Click on Groups to access your group.</p> <p><i>Note: refer to the Groups Module for detailed explanations about how to use this function.</i></p>		<p>SPEC PROJECT SBWPRACTICUM IN TCHR LEADSHIP IN TECH > COMMUNICATIONS > GROUP PAGE</p> 
<p>Click on External Links to access the Internet links for the course. All links will be active. They may open inside the Blackboard window or in a new window.</p>		<p>SPEC PROJECT SBWPRACTICUM IN TCHR LEADSHIP IN TECH > EXTERNAL LINKS</p> 
<p>The Tools box accesses:</p> <p>Communication Course Tools Course Map</p> <p><i>Note: Communication and Course Tools contain links to several pages.</i></p>		

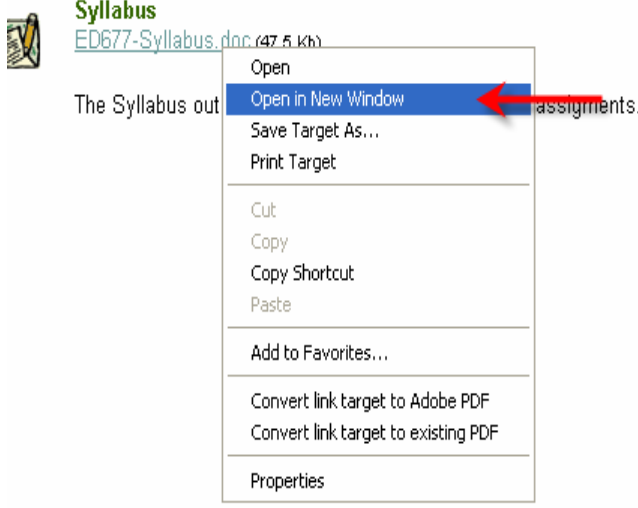
<p>Click on Communication</p>	
<p>The Communication Page opens</p> <p>This page links to different pages that are used as communication devices among participants.</p> <p><i>Note: The Announcements Page, Discussion Board and Group Pages that are available from the Menu are accessible from this page. For detailed information about each communication function, please refer to the separate tutorial prepared for each.</i></p>	
<p>Click on Course Tools</p>	

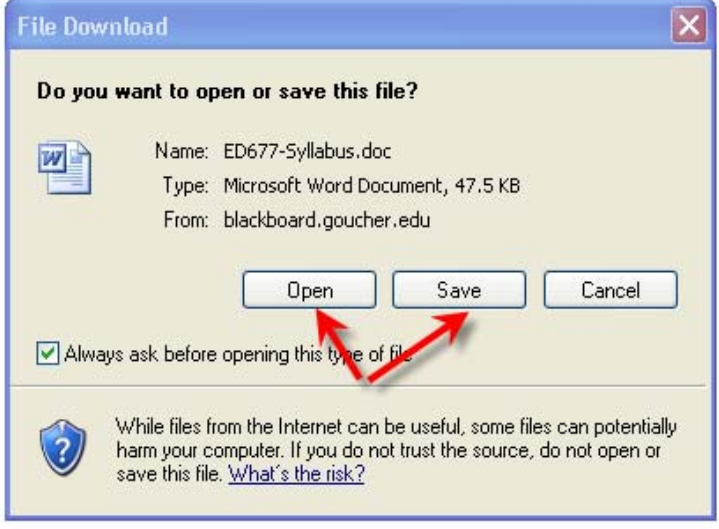
<p>Course Tools page opens</p> <p>This page contain links to pages, such as your Grades, the Homepage and the Digital Dropbox</p> <p><i>Note: for detailed information about each page, please refer to the separate tutorials.</i></p>	
<p>Click on Course Map</p>	
<p>Course Map opens a new window with the detailed view of the course.</p>	

<p>Click on Refresh</p> <p>Refresh updates the view of your course.</p>	
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How To Open and Save a File from Blackboard

<p>Right Click on the name of the file.</p>	
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<p>Select Open in New Window</p>	
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<p>The File Download window opens.</p> <p>From this window click on Open to view the file on your screen, or Save to download it to your computer.</p>	
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Folders

Folders contain several documents inside.

Click on the Folders link to view all the documents.



Inside the folder you may find several documents.

*Note: To go back to previous pages you may use the links on top of each page called **Breadcrumbs**. Click on the link to the page that you want to return to.*



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