



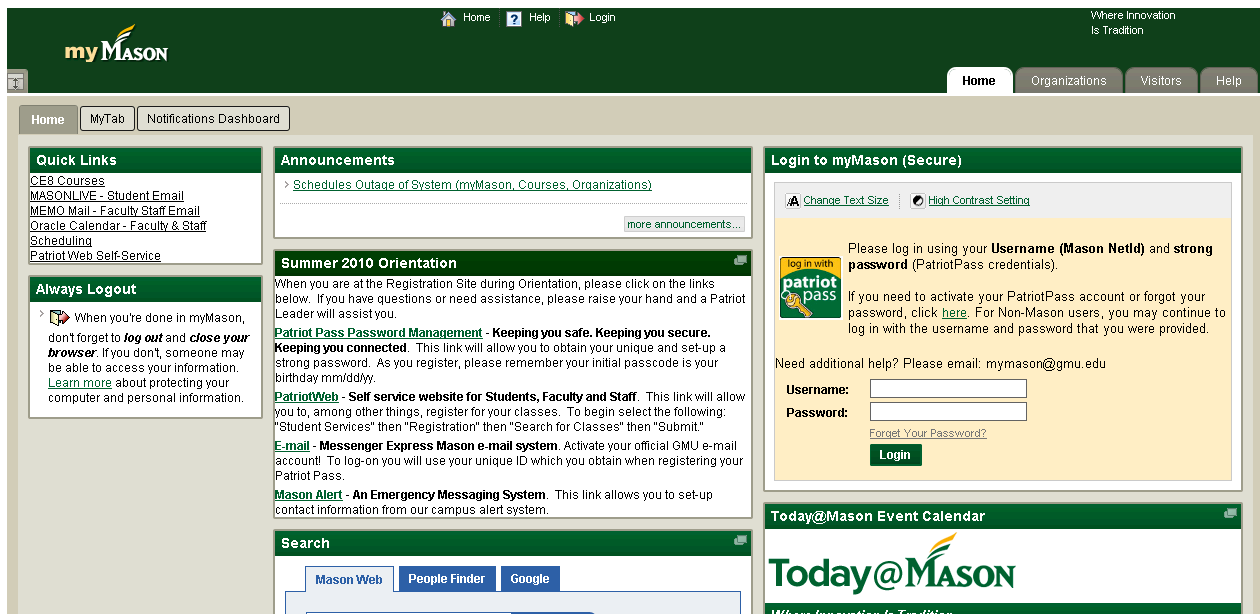
Blackboard Organizations Student Manual

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Developed by Marci Kinase Jerome, Ph.D.

This manual will introduce you to the features of Blackboard Organizations and demonstrate step-by-step instructions on how to access specific components of your course online using Blackboard.

To Access Blackboard Organizations and Login to the Course

1. Enter the URL <http://mymason.gmu.edu> into your browser location field. You will see the following screen appear:



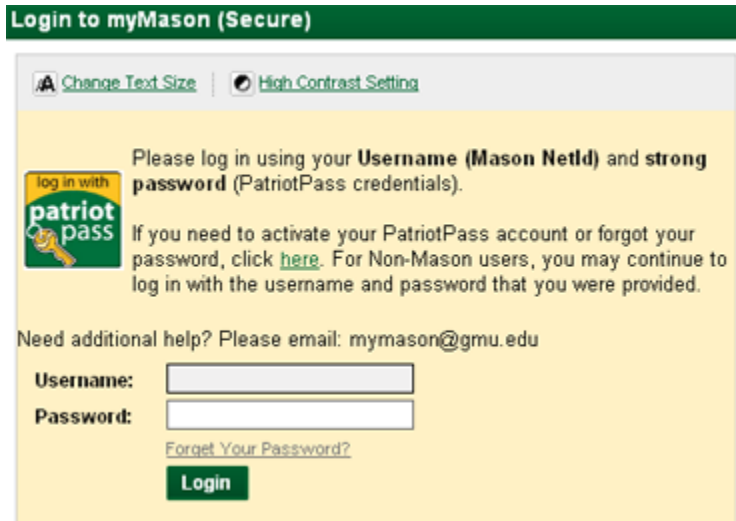
4. To Login: Enter your **Username** and **Password** in the **Login to myMason (Secure)** section on the screen. Use the following username format and password to login:

For NON-GMU students:

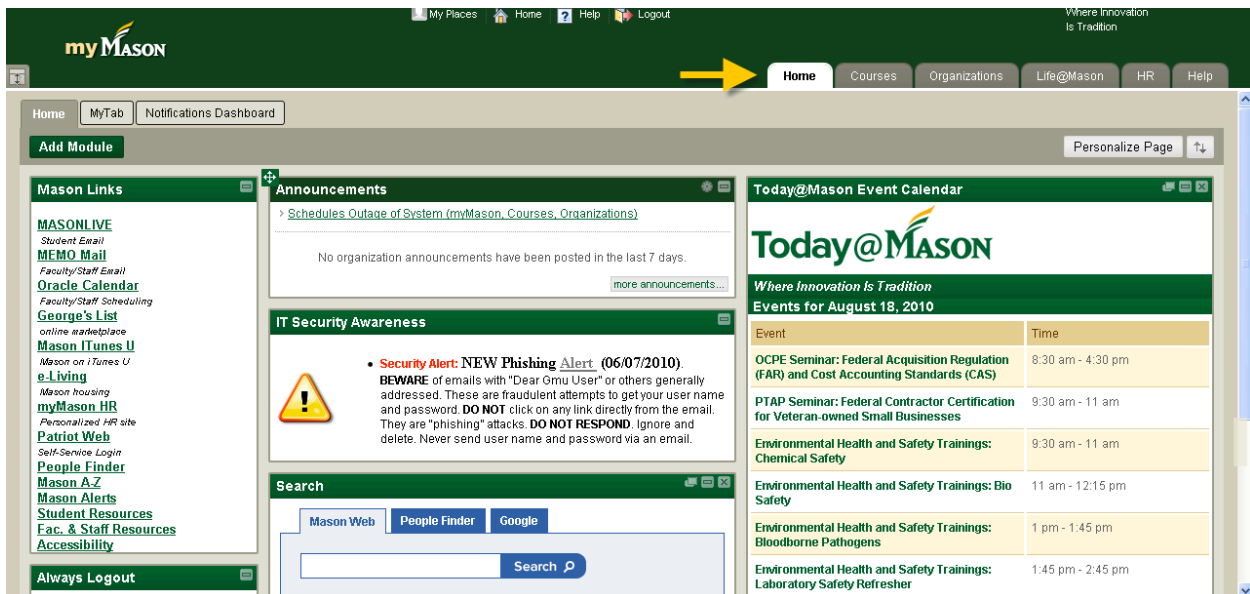
Username: x_first name.last name

Password: bbcommunity

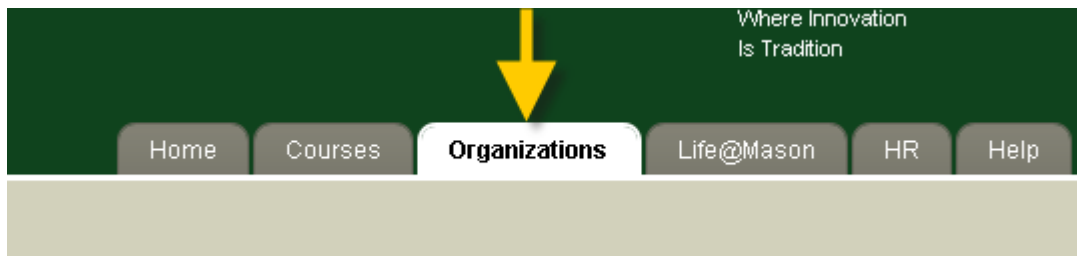
For GMU Students: Your username and password are the same as your GMU email.



5. Click the **Login** button and you will be directed to the **Home** page.

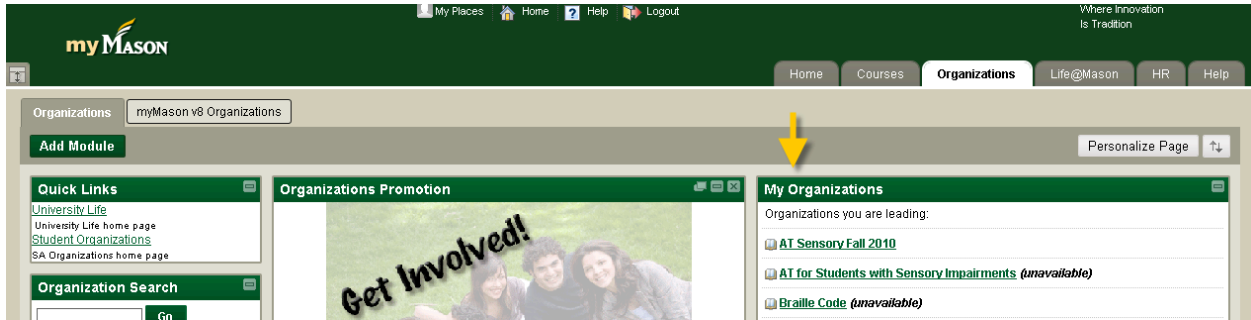


Blackboard Organizations is part of the myMason Portal. When you login you will see several tabs containing information relevant only to GMU students. You will access your courses through the **Organizations** tab.

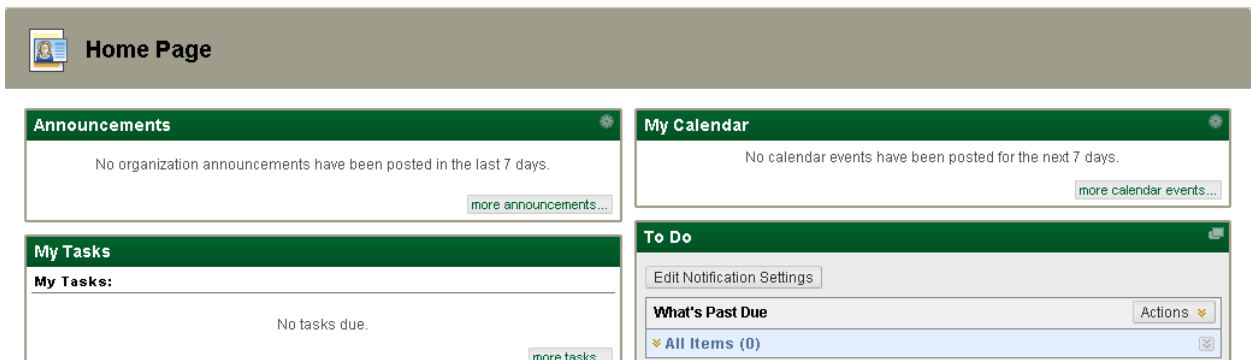


To Access your Course

1. In the **My Organizations** box you will see the course(s) in which you are enrolled, such as **AT Sensory Fall 2010**. The name of the course is underlined on your screen to indicate that it is a hot link to the course itself. Click on the course link to access course materials.

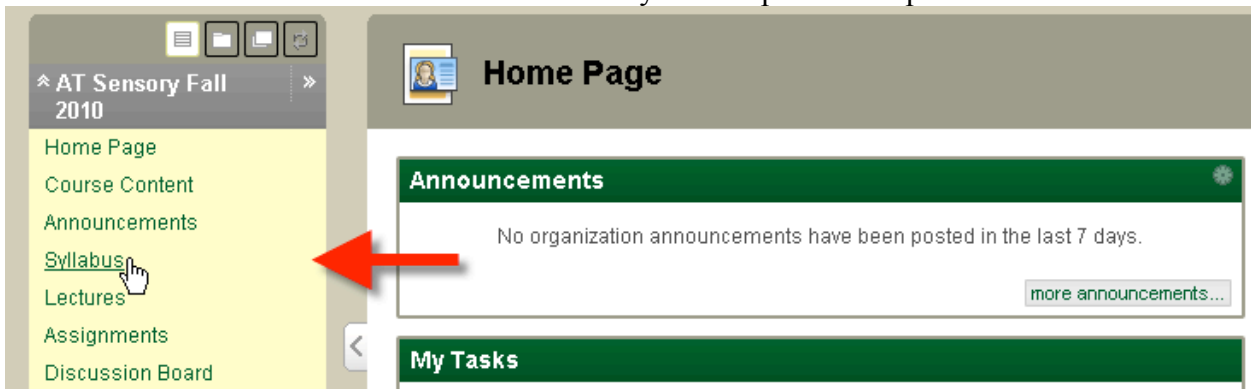


2. The **Home Page** will always appear on the first screen. On the Home Page, you will see important items that pertain to that specific course, such as announcements, calendar, and alerts.



To Use the Course Navigation Menu

Notice the **Menu Items** (Syllabus, Lectures, Readings, etc.) **on the left side of the screen**. You can access each of these areas by clicking on them. In each menu item, you can view the content online or it can be downloaded to your computer to be printed or reviewed later.



Submitting Assignments

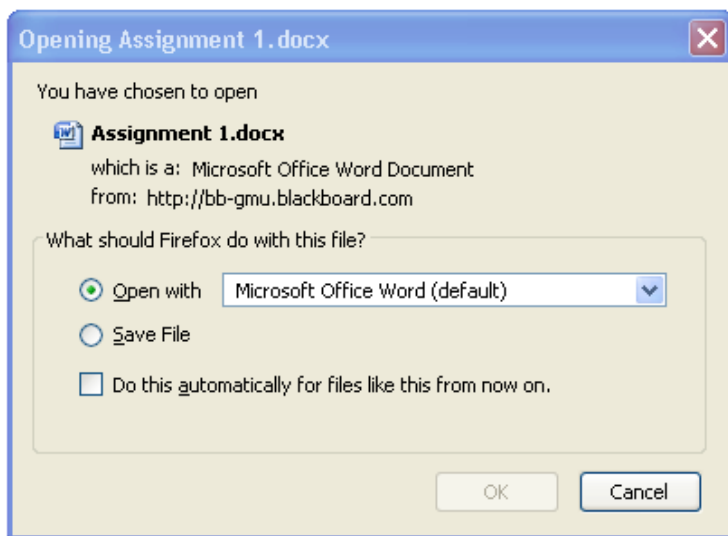
Assignments list the name, description, and attachments for class work. You will complete the assignment in a separate file and send it back to the instructor. You may also include comments for the instructor if you choose. To locate assignments, click the “Assignments” link on the menu.

To view and submit an assignment:


1. Locate the assignment in the “Assignments” link on the content menu.



2. To download an assignment file, if the instructor included one, **left click** on the attached file. Select “Open with” or “Save File” and save the file to your computer.



3. To complete/view the assignment, open the saved file and complete as directed by the instructor.
NOTE: You don't have to stay in the “upload assignment” area to work on your assignment. Once you have downloaded an assignment file, you can return later to upload your completed assignment and submit it to the instructor.
4. To submit your completed assignment, click on the assignment link (if it is not already open).
Note: All assignments must be submitted with an attached file, such as a Microsoft Word document or PDF. Do not copy and paste your assignment text into the submission section. In the comment area, add any comments you want the instructor to see. In the “Attach File” area click “Browse My Computer” and find your completed assignment file that is saved on your computer.

 **Upload Assignment: Assignment 1**

1. Assignment Information

Name: Assignment 1

Instructions

Due Date

Points Possible: 10

Assignment Files: Assignment 1.docx ([Assignment 1.docx](#))

2. Assignment Materials

Submission Visual Editor is: ON

Attach File


Comments abc

3. Submit

Click **Save as Draft** to save changes and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

- After you have attached your file, click the “Submit” button. Once you submit your assignment you will get a confirmation screen that says, “This assignment is complete. Review the Submission History.”

This assignment is complete. Review the Submission History. ✖

 **Review Submission History**

1. Assignment Information

Name: Assignment 1

Instructions

Due Date

Points Possible: 10

Student Name

2. Review Submission History

Submission (August 18, 2010 1:24:11 PM EDT)

Submission Materials

Submission Field:

















Student Comments:

Attached Files: [Assignment1.docx](#)

Instructor Feedback


Using Tools

Bb Tools

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  Announcements Create and view Course Announcements. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  Blogs Create and manage blogs for Courses and Course Groups. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  Calendar Track important events and dates through the Calendar. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  Collaboration </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  Contacts Instructors can post contact information about themselves and others. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  Discussion Board Create and manage Forums within the Discussion Board. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  Glossary View a list of important terms and their definitions. </div> <div style="border: 1px solid #ccc; padding: 5px;">  Groups Create and manage formal groups of students to collaborate on work. </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  Journals Create and manage journals that can be assigned to each user in a group for the purposes of private communication with the instructor. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  Messages Create and send private and secure Messages to Course members. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  My Grades Displays detailed information about your grades. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  Roster </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  Send Email Send email messages to different types of users, system roles, and groups. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  Tasks Use tasks to keep track of work that must be completed. Each Task has a status and a due date. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  User Guide View the User Guide in a separate window. </div> <div style="border: 1px solid #ccc; padding: 5px;">  Wikis Create and manage wikis for Courses and Course Groups </div>
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- **Send E-mail**
 You can send email to anyone who is registered for this course, including the instructors without having to exit out of Blackboard.

- **Discussion Board**
 The Discussion Board allows students to participate in asynchronous conversations within Blackboard.

 **Discussion Board**

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Search

Create Forum

Delete					
	Forum	Description	Total Posts	Unread Posts	Total Participants
↑	<input type="checkbox"/> Week 2 Discussion		0	0	0

- **Group Pages**

Class participants may be divided into groups by university or by group project assignment.



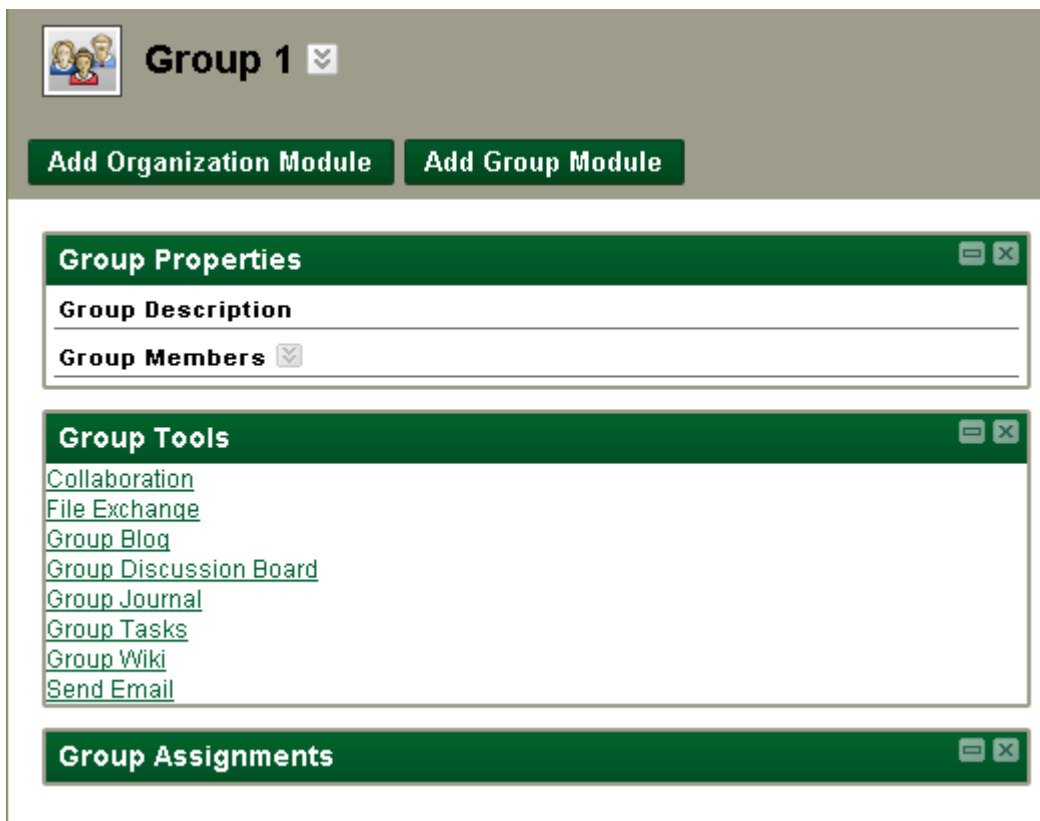
[Group 1](#)

(Not Enrolled)

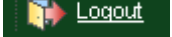
[Group 2](#)

(Not Enrolled)

You have access only to your specific group. To enter your group page, click on your team name.



Logout Information

You should always logout of Blackboard by clicking on the **Logout Icon**  at the top of your Blackboard screen.