

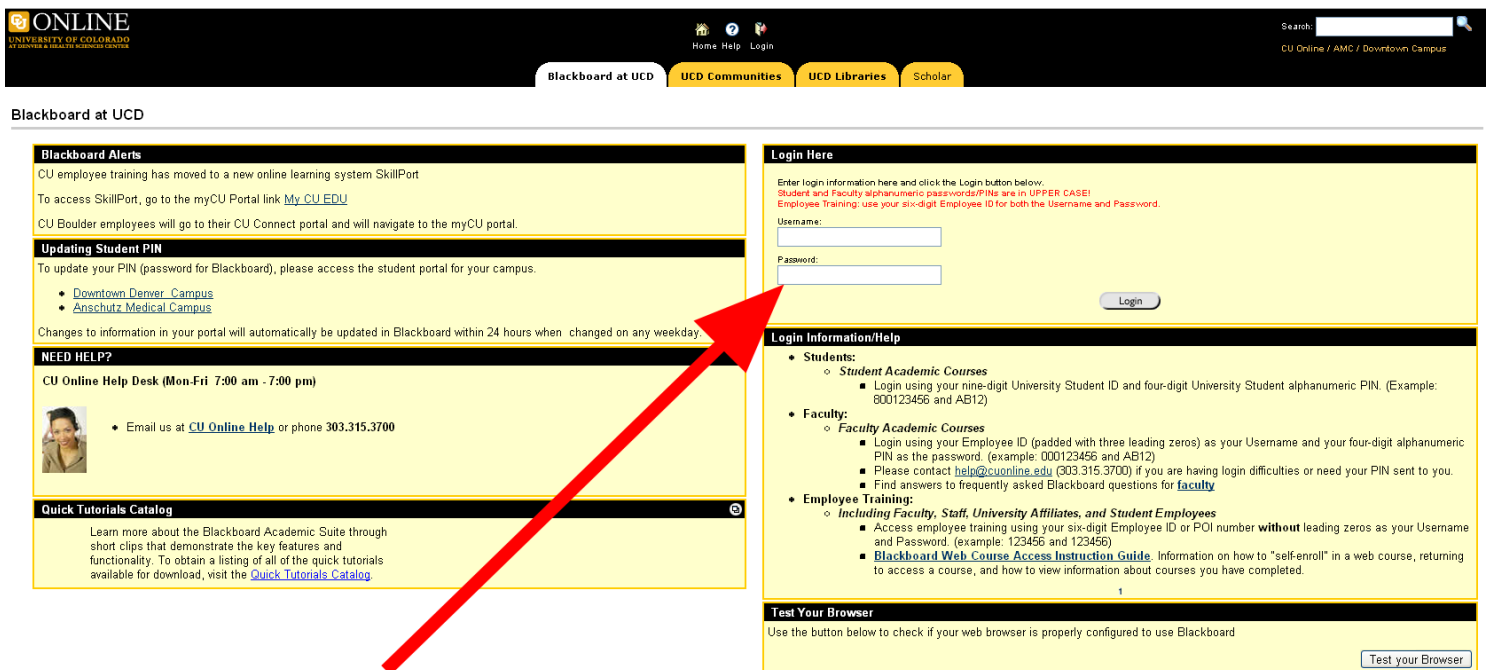
## Blackboard Basics for Students

Blackboard is an easy-to-use online course management system. This is where instructors can upload learning materials such as word documents, powerpoint slides, audio and video files to the course.

Some features of Blackboard include:

- Announcements
- Real time chat
- Threaded discussions
- Online tests & quizzes
- Student groups

### Login to Blackboard



**Blackboard Alerts**  
CU employee training has moved to a new online learning system SkillPort  
To access SkillPort, go to the myCU Portal link [My CU EDU](#)  
CU Boulder employees will go to their CU Connect portal and will navigate to the myCU portal.

**Updating Student PIN**  
To update your PIN (password for Blackboard), please access the student portal for your campus.

- [Downtown Denver Campus](#)
- [Anschutz Medical Campus](#)

Changes to information in your portal will automatically be updated in Blackboard within 24 hours when changed on any weekday.

**NEED HELP?**  
**CU Online Help Desk (Mon-Fri 7:00 am - 7:00 pm)**

• Email us at [CU Online Help](#) or phone 303.315.3700

**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](#).

**Login Here**  
Enter login information here and click the Login button below.  
Student and Faculty alphanumeric passwords/PINs are in UPPER CASE!  
Employee Training: use your six-digit Employee ID for both the Username and Password.

Username:

Password:

**Login Information/Help**

- **Students:**
  - **Student Academic Courses**
    - Login using your nine-digit University Student ID and four-digit University Student alphanumeric PIN. (Example: 800123456 and AB12)
- **Faculty:**
  - **Faculty Academic Courses**
    - Login using your Employee ID (padded with three leading zeros) as your Username and your four-digit alphanumeric PIN as the password. (example: 000123456 and AB12)
    - Please contact [help@cuonline.edu](mailto:help@cuonline.edu) (303.315.3700) if you are having login difficulties or need your PIN sent to you.
    - Find answers to frequently asked Blackboard questions for [faculty](#)
- **Employee Training:**
  - **Including Faculty, Staff, University Affiliates, and Student Employees**
    - Access employee training using your six-digit Employee ID or POI number **without** leading zeros as your Username and Password. (example: 123456 and 123456)
    - [Blackboard Web Course Access Instruction Guide](#). Information on how to "self-enroll" in a web course, returning to access a course, and how to view information about courses you have completed.

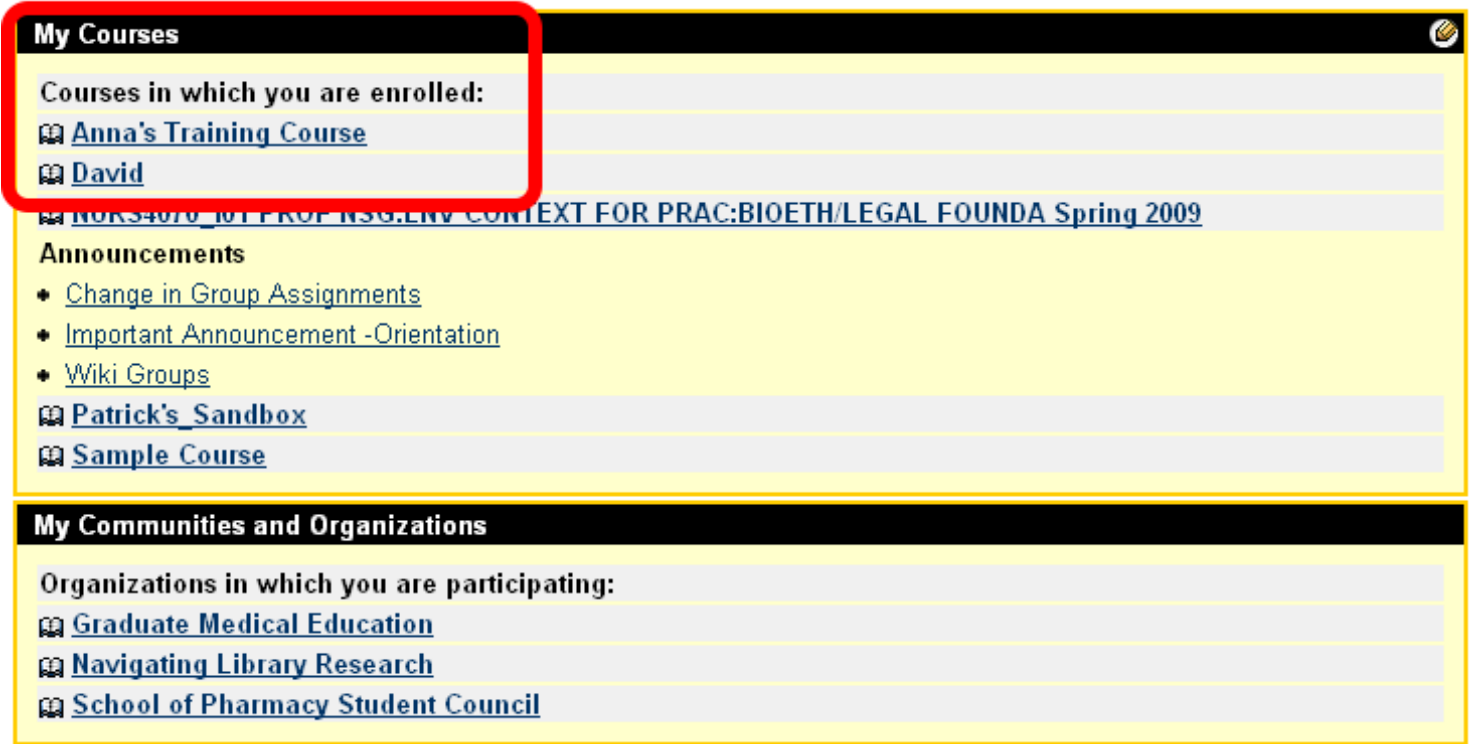
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**Test Your Browser**  
Use the button below to check if your web browser is properly configured to use Blackboard

Blackboard is a Learning Management System service provided by [UC Denver Online](#)  
UCD Online | UC Denver Building Suite 800 | Denver, CO 80217-3364 | 303.315.3700

Go to <http://blackboard.cuonline.edu> and put in your username and password

**Locating your course(s)**



**My Courses**

Courses in which you are enrolled:

- [Anna's Training Course](#)
- [David](#)

[NURS4070\\_101 PROF NSG ENV CONTEXT FOR PRAC: BIOETH/LEGAL FOUNDA Spring 2009](#)

**Announcements**

- [Change in Group Assignments](#)
- [Important Announcement -Orientation](#)
- [Wiki Groups](#)

[Patrick's Sandbox](#)

[Sample Course](#)

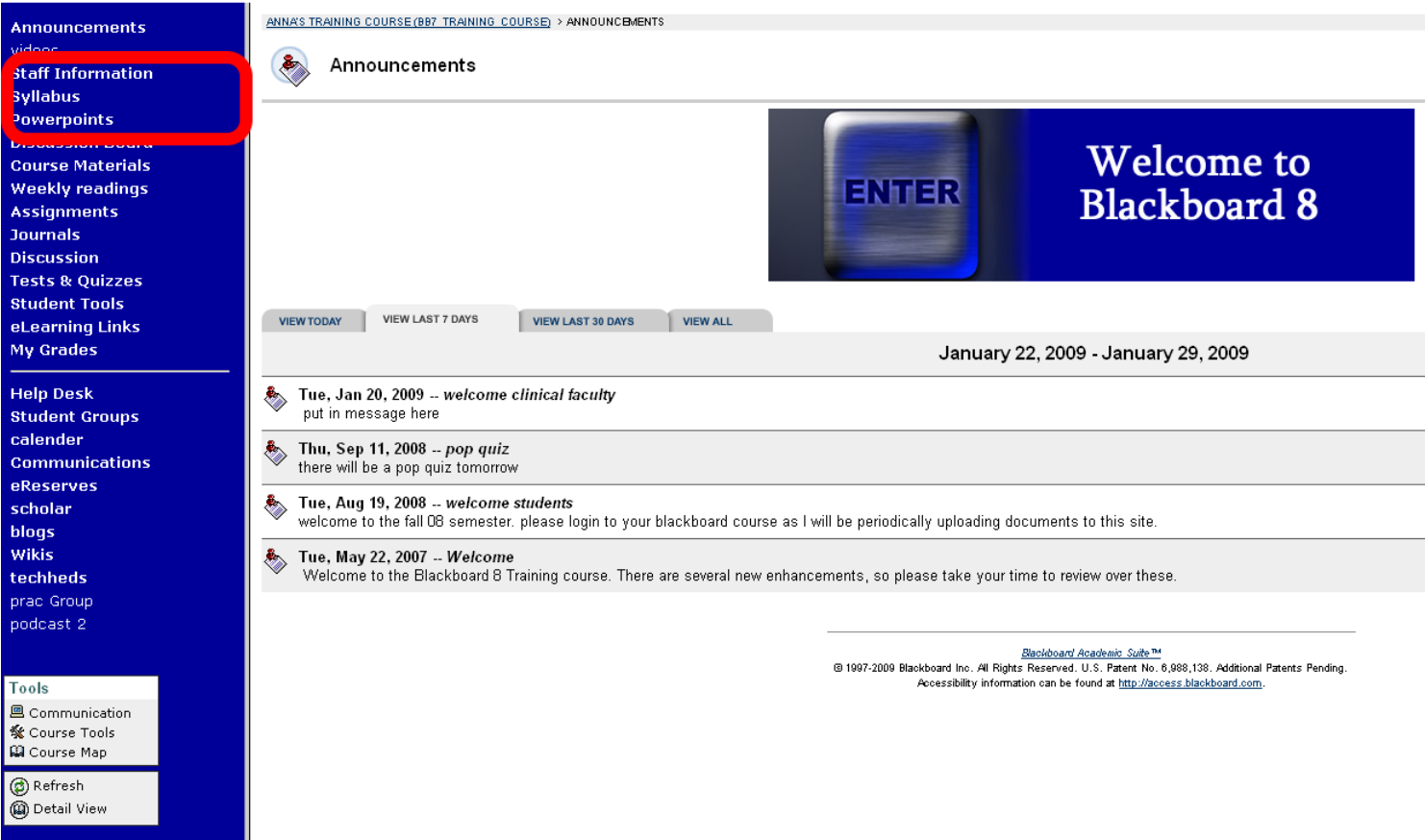
**My Communities and Organizations**

Organizations in which you are participating:

- [Graduate Medical Education](#)
- [Navigating Library Research](#)
- [School of Pharmacy Student Council](#)

Locate the course(s) you wish to access under "My Courses"

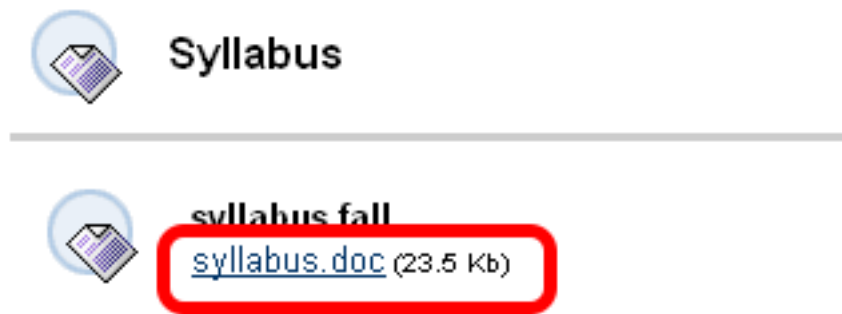
## Selecting from the Course Menu



The screenshot shows the Blackboard interface for a course. On the left is a blue navigation menu with the following items: Announcements, Staff Information, Syllabus, Powerpoints, Discussion Board, Course Materials, Weekly readings, Assignments, Journals, Discussion, Tests & Quizzes, Student Tools, eLearning Links, My Grades, Help Desk, Student Groups, calender, Communications, eReserves, scholar, blogs, Wikis, techheds, prac Group, and podcast 2. The 'Staff Information', 'Syllabus', and 'Powerpoints' items are highlighted with a red box. The main content area is titled 'ANNALS TRAINING COURSE (BB7 TRAINING COURSE) > ANNOUNCEMENTS'. It features a 'Welcome to Blackboard 8' banner with an 'ENTER' button. Below the banner are navigation tabs for 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL'. The date range 'January 22, 2009 - January 29, 2009' is displayed. A list of announcements follows, including: 'Tue, Jan 20, 2009 -- welcome clinical faculty', 'Thu, Sep 11, 2008 -- pop quiz', 'Tue, Aug 19, 2008 -- welcome students', and 'Tue, May 22, 2007 -- Welcome'. At the bottom right, there is a copyright notice for Blackboard Academic Suite.

Select a course menu you wish to retrieve information from. For example, click on the Syllabus link

## Syllabus



The screenshot shows a file list for the 'Syllabus' folder. The folder name 'Syllabus' is at the top. Below it, a file named 'syllabus fall syllabus.doc (23.5 Kb)' is listed. The file name and its size are enclosed in a red box.

Click on the document to open or download the file

## Threaded discussions

### Discussion Board

Search   After Jan 29 2009 12 00 AM  Before Jan 30 2009 12 00 AM

in Current Discussion Board

#### Forum

[Week 1 disc forum](#)

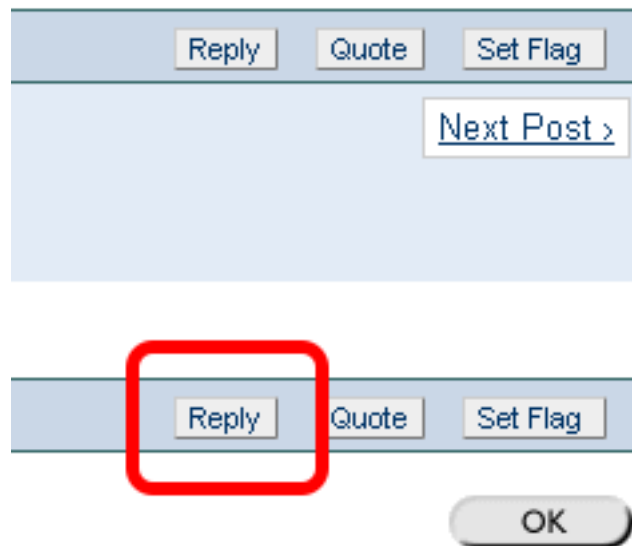
[Week 1 discussion for the week of Feb 25](#)

[Week 2 Discussion Forum](#)

Please post week 2 discussion forum messages in here

[welcome](#)

Click on the Discussion Board link and select the forum you wish to participate in



Reply Quote Set Flag


Next Post >

Reply Quote Set Flag

OK

Select the threaded message and click "Reply" to post your response

## Submitting an Assignment



**Assignment 5**  
refer to the syllabus for instructions  
>> [View/Complete Assignment: Assignment 5](#)

Click on the Assignments link from the course menu and locate the assignment you wish to upload to

**2 Assignment Materials**

Comments

Attach local file  No file chosen

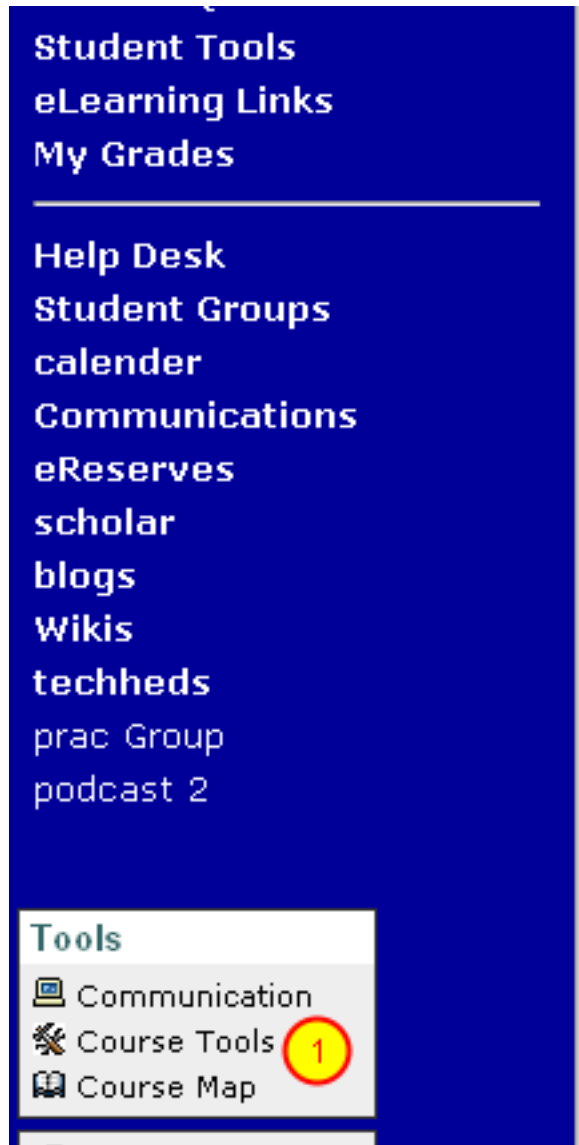
Currently Attached Files:

**3 Submit**

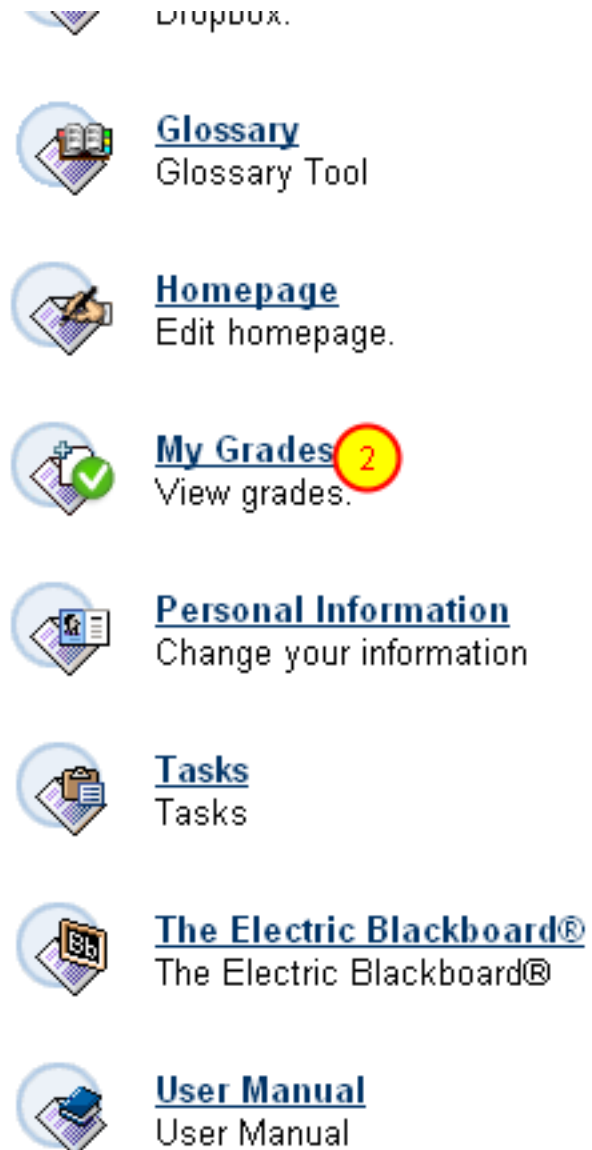
Click **Save** to stop working and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.









Attach your file and put in any comments you wish to send to your instructor. When you are done, click on the "Submit" button

## Accessing your Grades



The screenshot shows a dark blue navigation menu with white text. The menu items are: Student Tools, eLearning Links, My Grades, Help Desk, Student Groups, calender, Communications, eReserves, scholar, blogs, Wikis, techheds, prac Group, and podcast 2. At the bottom of the menu is a 'Tools' sub-menu with three items: Communication, Course Tools (marked with a red circle containing the number 1), and Course Map.



-  [Dropbox.](#)
-  [Glossary](#)  
Glossary Tool
-  [Homepage](#)  
Edit homepage.
-  [My Grades](#) 2  
View grades.
-  [Personal Information](#)  
Change your information
-  [Tasks](#)  
Tasks
-  [The Electric Blackboard®](#)  
The Electric Blackboard®
-  [User Manual](#)  
User Manual

Click on the Course Tools link and go to My Grades to retrieve your grades