















The Blackboard Tool Set

Blackboard has a variety of tools that are used to create an online learning environment that closely mirrors a regular classroom environment. Each of the tools is described below according to their instructional category, function and key concepts for effective use.

| Course Content Tools – used to <i>deliver</i> course material | |
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| Course Content/ Home Page  | <ul style="list-style-type: none"> • Homepage for the course. • Starting and ending point in Blackboard. • Accessed via “bread crumbs” and/or a direct click on the tool. |
| Syllabus  | <ul style="list-style-type: none"> • Contains information pertaining to course goals and objectives, textbook requirements, required supplies, important due dates, SFCC policies pertaining to plagiarism, cell phones, etc. • A printout of this document is recommended by course instructors. • May be located in a Learning Module. |
| Learning Modules  | <ul style="list-style-type: none"> • Used at the discretion of your course instructor. • Contain course content organized in specific “units” of instruction. Think of it as the Module table of contents. • Displays links that will “jump” you to related content in the module. For example: assignments, assessments, discussion board postings, etc. |
| Web links  | <ul style="list-style-type: none"> • Includes a list of Internet addresses for sites of relevancy to your course. • Videos for the course may also be included here. • Used at the discretion of your course instructor. |
| Media library  | <ul style="list-style-type: none"> • Used to view a database of video and audio files posted by your instructor related to your course. • Used at the discretion of your course instructor. |
| Communication Tools – allows you to <i>communicate</i> with your instructor and classmates | |
| Announcements  | <ul style="list-style-type: none"> • Contains important messages and/or facts posted to you by your instructor such as class cancellation, revised assignments, course support sites and resources, etc. • May initially be displayed as a “pop up” screen. Later becomes an announcement on the announcement list. • New announcements are denoted by a green symbol next to the tool name (). |

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| <p>Calendar</p>  | <ul style="list-style-type: none"> • Used to view entries for course related, campus and personal related events and assignments on a daily, weekly and/or monthly basis. • May contain links to an underlying assignment page. • Can be printed for reference purposes. |
| <p>Discussions</p>  | <ul style="list-style-type: none"> • Used to share your feedback and ideas pertaining to an instructor or fellow class student's posting. • Posted messages and replies are sent to ALL students enrolled in your class section. • Can be printed for ease of reading by using the "Printable View" button. |
| <p>E-Mail</p>  | <ul style="list-style-type: none"> • Used to electronically send written correspondence to your instructor and/or classmates. • Users can create a message, read a message, forward a message, delete a message, and print a message. • New mail entries are indicated by a green asterisk to the right of the E-mail tool in the Tools menu. |
| <p>Who's Online</p>  | <ul style="list-style-type: none"> • Used to show you the names of other users who are logged in to the course at the same time you are. • Can be used to "chat" with your instructor and/or classmates. Check the "idle" time for availability. • Similar to the Chat tool. |
| <p>Evaluation Tools – used to help your gain a better understanding of course content or test your knowledge of the content</p> | |
| <p>Assignments Tool</p>  | <ul style="list-style-type: none"> • Used to view a listing of assignments, in sequential order by due date, required for course completion. • May contain work files necessary for completion of the assignment. • Assignments move from the "Inbox" tab listing to the "Submit" tab listing once they are completed and uploaded for submission to the instructor. • Note: If an assignment requires the submission of multiple files, attach <i>all</i> the files before clicking on the Submit button. |
| <p>Assessments</p>  | <ul style="list-style-type: none"> • Used to take assessments (quizzes, self-tests and/or surveys) assigned by your instructor. • Assessments scores are automatically posted to the My Grades tool • Some courses may include assessments produced by textbook publishers. |
| <p>My Grades</p>  | <ul style="list-style-type: none"> • Used to view your grades in the course. • Check frequently to monitor your progress and success in the course. |

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| <p>Navigation Strategies</p> | |
| <p>1. Use the "breadcrumbs" to the right of the Location: area</p> | <p>3. DO NOT use the Back and Forward buttons on your Browser</p> |
| <p>2. Use the tool menu docked on the left side of the home page</p> | |