



In addition the web page for the Getting Started handout is at the following web page:
<http://www.cwu.edu/~media/cwuonline/getstarted.html>

A list of student tutorials can be found at:
http://www.cwu.edu/~media/cwuonline/stu_tutorials.html

If you are required to take tests online in Blackboard please read the following web page thoroughly:
http://www.cwu.edu/~media/cwuonline/stututorials/student_test_taking.pdf

Blackboard requires that you have a newer browser, javascript and cookies turned on. Take a minute to check your browser by clicking on the buttons below. Browser Check:
http://www.cwu.edu/~media/cwuonline/browser_check.html

SENDING EMAIL

The email feature allows students to:

- **SEND** email to all users, groups, teaching assistants and instructors that are attached to a particular course and
- **SEND** email to select users and groups that are attached to a particular course.

Sending Email

Go to your online classroom <http://courses.cwu.edu>. Select the appropriate class. From there, follow these instructions. Note that Blackboard does not contain its own proprietary e-mail system. It does contain a set of tools for quickly and easily sending e-mail to users attached to a particular course. E-mail is sent using the Blackboard and is received by the receiver's Groupwise email account.

Step 1:	Go to the COMMUNICATION AREA .
Step 2:	Select SEND E-MAIL .
Step 3:	Make a selection from the list of available email options. (Note: Your choices are ALL USERS, ALL GROUPS, ALL TEACHING ASSISTANTS, ALL INSTRUCTORS, SELECT USERS, SELECT GROUPS).
Step 4:	Fill in the appropriate information in the <i>Subject:</i> and <i>Message:</i> boxes. (Note: If you chose SELECT USERS or SELECT GROUPS as your email option in Step 3 above, check the appropriate users as well).
Step 5:	Click ADD in section 2 and follow the screen directions if you want to add an attachment .
Step 6:	Click on SUBMIT to finish the process.

CHECKING GRADES

Blackboard allows students to check their grades online. It will also show ! (an exclamation point) for quizzes or assignments that have been submitted but are not yet graded.

Step 1:	Go to the TOOLS AREA .
Step 2:	Select MY GRADES .
Step 3:	To view the results of an individual assignment/quiz, click on the grade or checkmark.
Step 4:	Click on OK to exit grades.

USING THE ASSIGNMENT TOOL TO SUBMIT WORK

Your instructor may decide to use the Assignment tool in Blackboard. The **Assignment tool** allows students to:

- View the instructions.
- Send your assignment including an attachment using an online form, eliminating the need to email your work to your instructor.
- Receive a grade and feedback comments from your instructor through **My Grades** under **TOOLS AREA**, see above.

To view or submit an assignment:

Step 1:	Find the assignment in a CONTENT AREA and click the link
Step 2:	Read the assignment information section.
Step 3:	Attach your file in The Assignment Materials section. Do not use #, /, or other special characters to name your file. Do not use spaces, but use _ or – instead. Include only one period before the 3 letter extension (i.e., .doc).
Step 4:	To submit your assignment, click on ATTACH FILE or your instructor will not receive it. If you are not ready to send it yet, click on SAVE but don't forget to SUBMIT when finished or the instructor won't be able to see it.

To see your grades and feedback:

Step 1:	Go to the TOOLS AREA .
Step 2:	Select MY GRADES .
Step 3:	Find the Assignment in the list, and click on the grade to view the feedback. If an ! (exclamation mark) is showing, it means that your instructor has not yet graded your work.
Step 4:	Click on OK to exit grades.

USING DISCUSSION FORUMS

The Discussion Board enables you to engage in discussion with your classmates.

To create a thread, read a thread or reply to a thread:

Go to your online classroom at <http://courses.cwu.edu>. Select the appropriate class. From there, follow these instructions.

Step 1:	Go to the Communication or Discussion Board navigation button.
Step 2:	In Communication , select Discussion Board . The Discussion Board button will list all forums.
Step 3:	Select the forum by discussion name from the list.
Step 4:	Select the thread that you want to read/reply to or you may select Create New Thread to begin a new thread.
Step 5:	If you are posting a new thread, type in a subject. Then in the text box enter your response and format your text using the toolbars. Or BROWSE your computer for an attachment.
Step 6:	Click SUBMIT .
Step 7:	Click OK .

Note: Your message is posted and marked with a “NEW” icon. Click back to Forum View to enter another forum, click the Start New Thread button to create a new discussion thread, or click the link of the next message to which you would like to respond.

To search within a forum:

Step 1:	Go to the Communication or Discussion Board button.
Step 2:	Select Discussion Board from Communication .
Step 3:	Select the forum by name to search for a specific message.
Step 4:	Click the Search button in the upper right hand corner to find the closest match.
Step 5:	Select the appropriate search criteria tab and click the Search button.
Step 6:	The search results will be displayed with the Keyword field bolded.
Step 7:	Click the back button to return to Thread view.