



# UNSW Blackboard

## Student Getting Started Guide

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**Enquiries** Learning and Teaching @ UNSW  
The University of New South Wales, Sydney NSW 2052.  
Tel: (02) 9385 5989  
Fax: (02) 9385 2463  
Email: [lt@unsw.edu.au](mailto:lt@unsw.edu.au)  
Website: <http://www.learningandteaching.unsw.edu.au>

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# Introduction

This document has been prepared to assist students enrolled in courses using UNSW Blackboard for web-based learning. It introduces the Blackboard menus and navigation to enable students to find their way around and understand the structure of a Blackboard course.

UNSW Blackboard is an online learning application that runs on the Blackboard Learn v 9.0 software.

## Where can I find more resources to help me learn to use UNSW Blackboard?

Once you login to UNSW Blackboard, you can access resources from the **Blackboard Support** tab. There you will find short videos that demonstrate the Blackboard tools. You can also self enrol into a **Student Orientation Course** to try out all the tools.

Detailed instructions on how to use UNSW Blackboard and Frequently Asked Questions will be made available on the Technology Enabled Learning and Teaching (TELT) Gateway:

[www.elearning.unsw.edu.au](http://www.elearning.unsw.edu.au)

## Where do I go if I need help using UNSW Blackboard?

All Blackboard issues should be reported to the IT Service Centre

Ph: 9385 1333

Email: [itservicecentre@unsw.edu.au](mailto:itservicecentre@unsw.edu.au)

For locations of the walk-in Service Centre, see:

[http://www.it.unsw.edu.au/support/servdesk/servicedesk\\_home.html](http://www.it.unsw.edu.au/support/servdesk/servicedesk_home.html)

## Blackboard Username and Password

UNSW Blackboard requires you to use zPass, a new password that you will use along with your existing UNSW User ID. This is not the same as UniPass that you may have been using for other services. It is a new password system that is gradually being introduced across all IT services at UNSW. Visit the **zPass for Students** page at <http://www.it.unsw.edu.au/students/zpass/index.html> for information about zPass and how to activate it.

Please be careful when entering your zPass as two incorrect login attempts will result in your account being locked for 30 minutes. If you can't login to UNSW Blackboard after you have successfully activated your zPass, try clearing your browser cache and cookies.

- In the Firefox browser this is done via Tools>Clear Private Data.
- In the Internet Explorer browser it is Tools>Delete Browsing History

Your zPass needs to be changed every 6 months, failure to do so will mean you can't log in to UNSW Blackboard.

# Logging In

The first step in using UNSW Blackboard is to log in.

Open a Web browser and type the address: <https://lms-blackboard.telt.unsw.edu.au>.

Enter your username and password. Your username is your UNSW ID, the password is your zPass.

If you don't have a zPass or aren't sure, please contact the IT Service Centre. You can check your zPass and change your password at the following web page <http://idm.unsw.edu.au>.

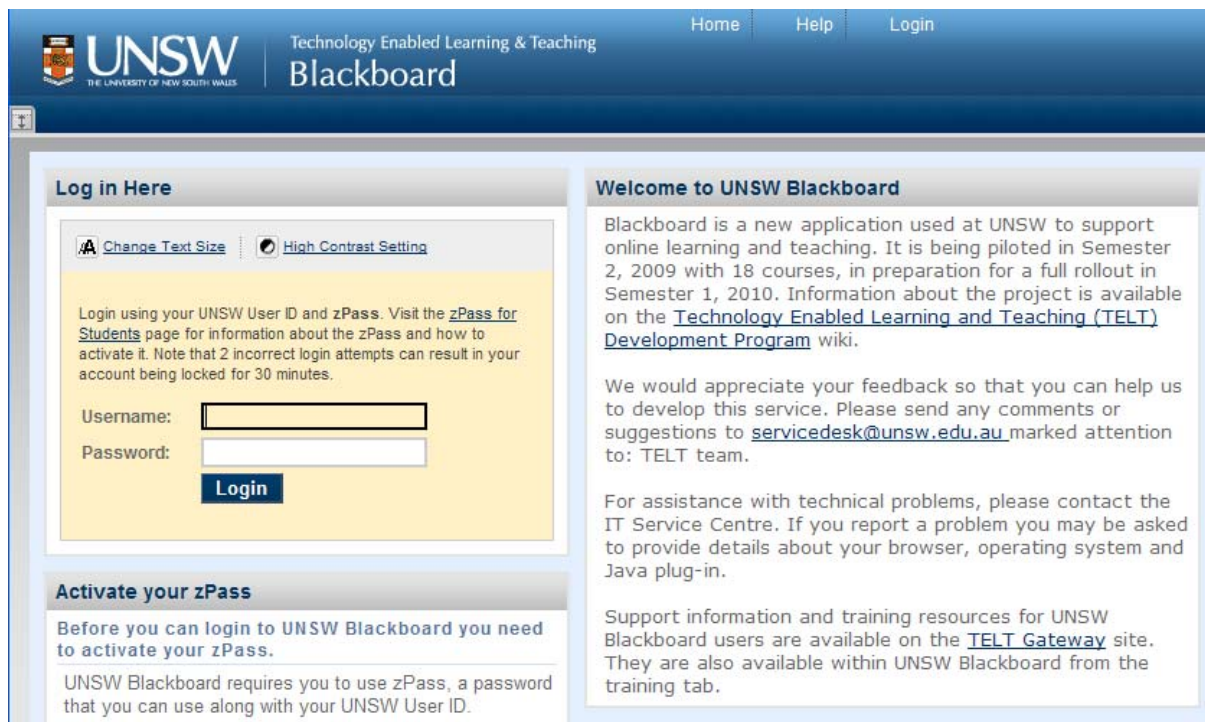


Figure 1

## ► QUICK STEPS: logging in

- 1 In your browser, enter the URL <https://lms-blackboard.telt.unsw.edu.au>
- 2 Enter your **Username** and **Password**.

# Exploring the Blackboard Home Tab

After logging in to UNSW Blackboard, the contents of the Blackboard Home tab are displayed. It contains the My Courses module which lists all the courses to which you have access.

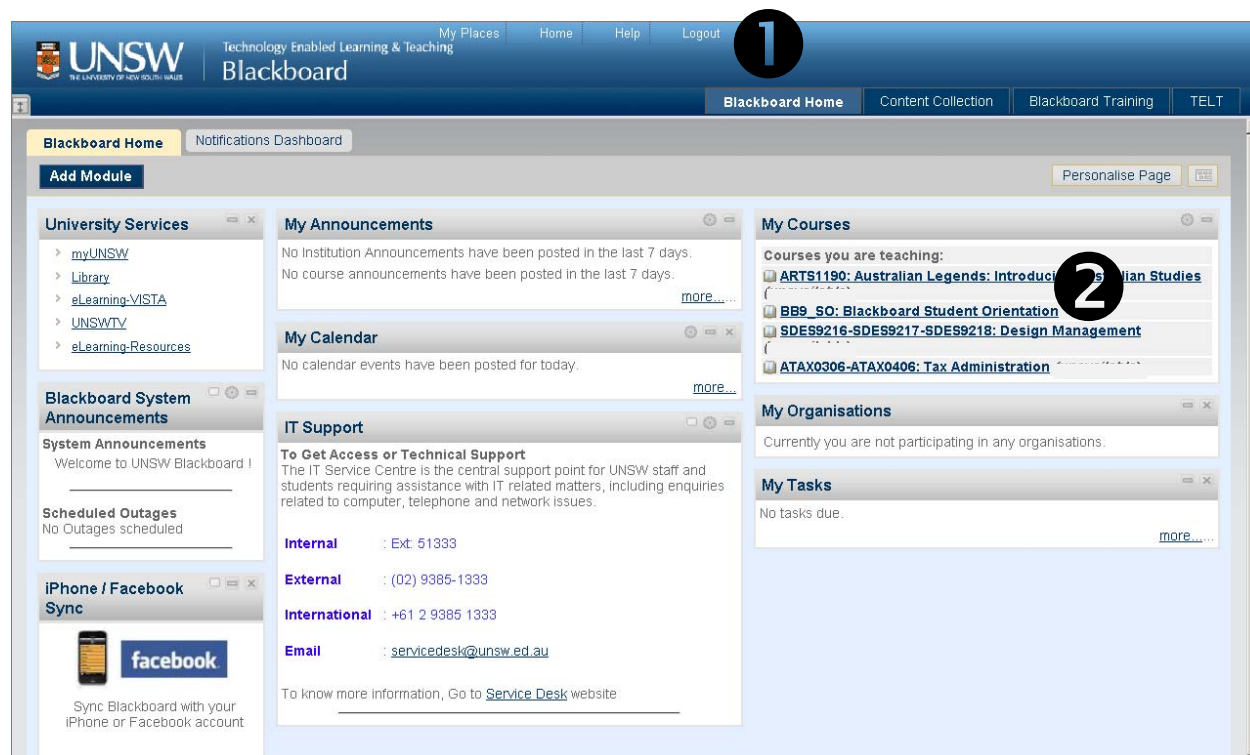


Figure 2

## ► Take Note

- 1 From the page header, go to My Places, your Blackboard Home page, Help, or Logout.
- 2 To select a course, click its title.

The Blackboard Home tab also contains the following modules:

- My Announcements – displays announcements for courses in which you are enrolled. It may also contain announcements from the system administrator.
- Optional modules – view other modules, such as My Calendar, My Tasks, IT Support, University Services providing links to the Library etc, and a special module to allow you to sync notifications from Blackboard Learn with your iPhone or Facebook.

# The Course Environment

Each course will vary depending on how the lecturer has designed the course. However, there are some common features.

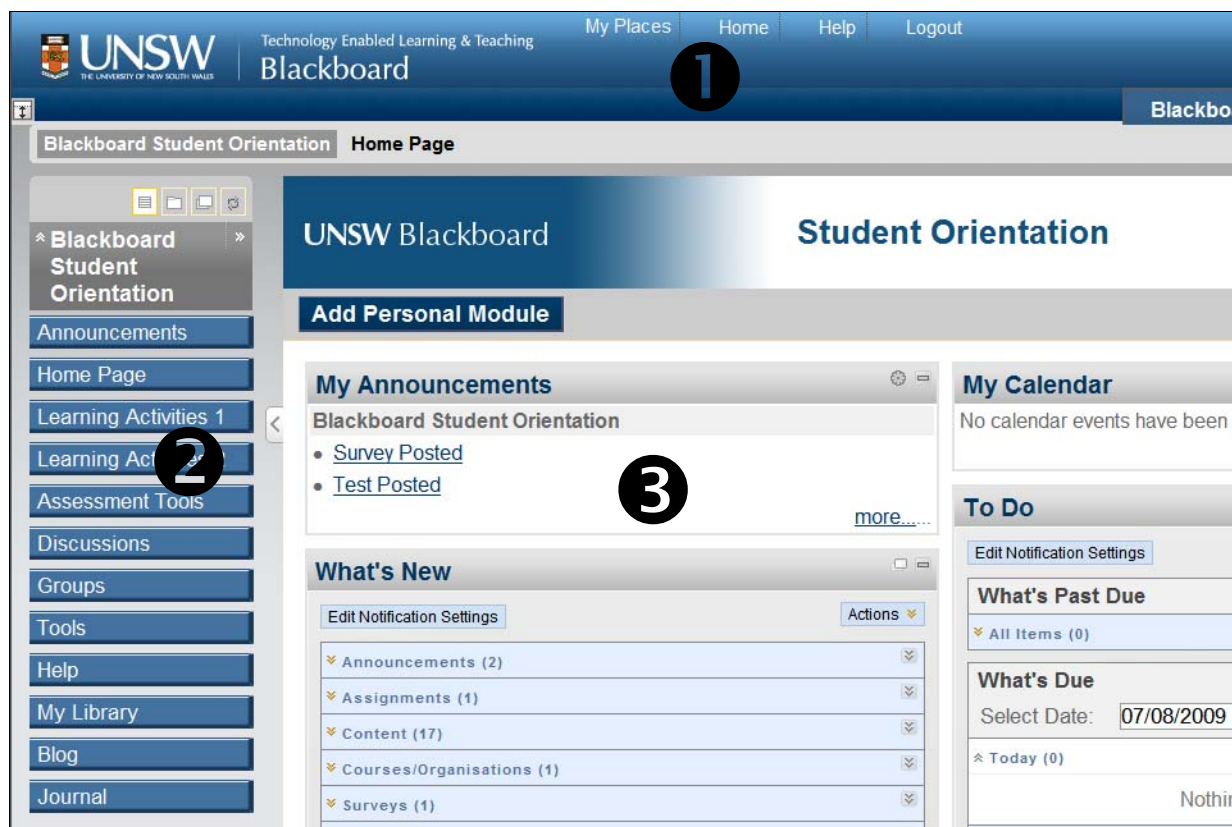


Figure 3

## Take Note

- 1 Page header – identical to the page header you saw upon logging in.
- 2 Course Menu – the access point for all course content. Lecturers decide which links are available here.
- 3 Content frame – displays the selected tool or content area. By default, when you enter a course, the Home Page appears. The lecturer can choose what appears as your Home Page.

# Exploring the Home Page

The Home Page usually contains modules that provide you with an intuitive way to navigate through Blackboard, and keep abreast of content additions and due dates through notifications. The two most relevant modules are My Announcements and My Calendar.

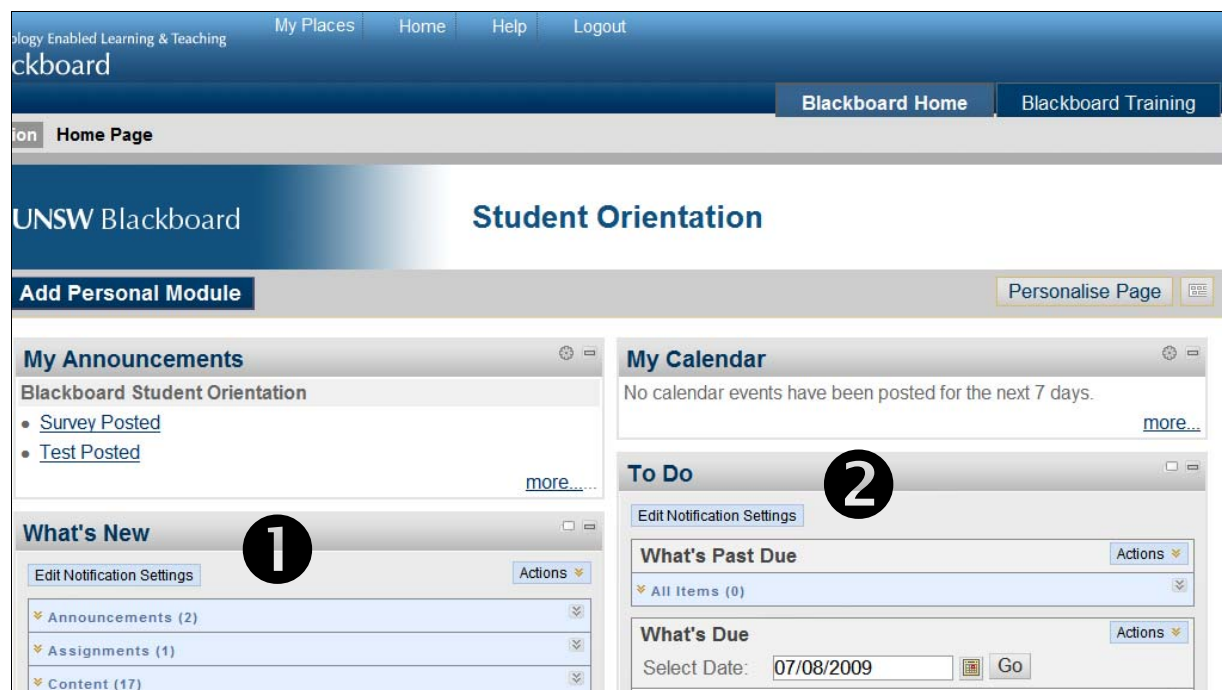


Figure 4.1

## ► Take Note

- 1 What's New – contains links to any new content such as assignments, tests, newly graded items, and unread Discussion Board messages.
- 2 To Do – is divided into What's Past Due and What's Due. These provide a chronological listing of upcoming due dates to be used as the launching point for a student's daily course work.

But remember, your lecturer may not have chosen to provide these modules in your Blackboard course site.

# Exploring the Home Page

## Module Contextual Menus

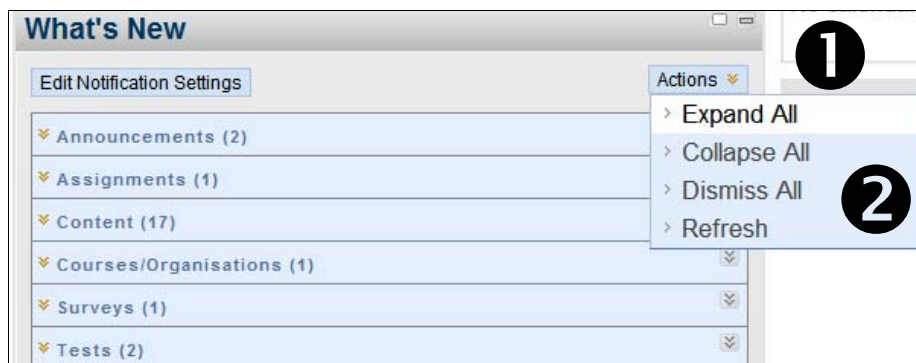


Figure 4.2

### ► Take Note

- 1 Use the Action Link to access contextual menus displaying options.
- 2 Use the Actions contextual menu to expand, collapse, or dismiss all items in the module. When items are dismissed, they are deleted from the Notification module.

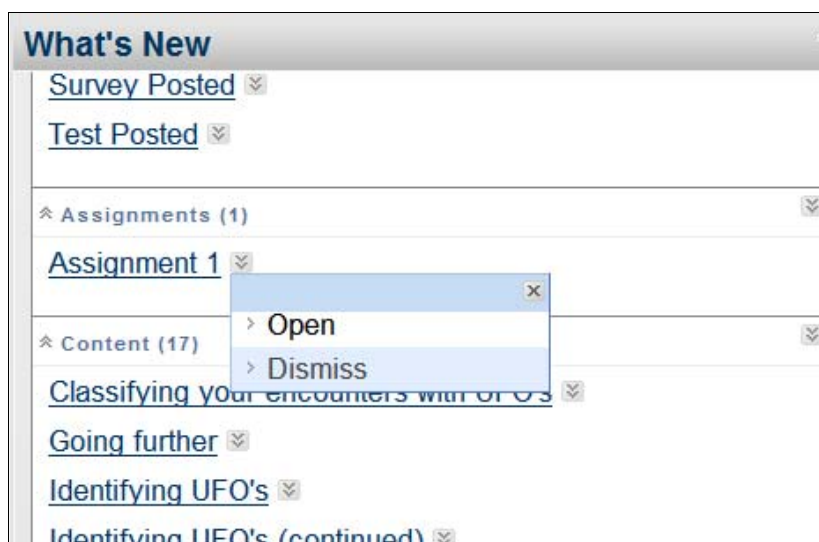


Figure 4.3

Each item in a module has a contextual menu to open or dismiss the item. When an item is opened, you are taken directly to the content.

## Accessing Course Content and Tools

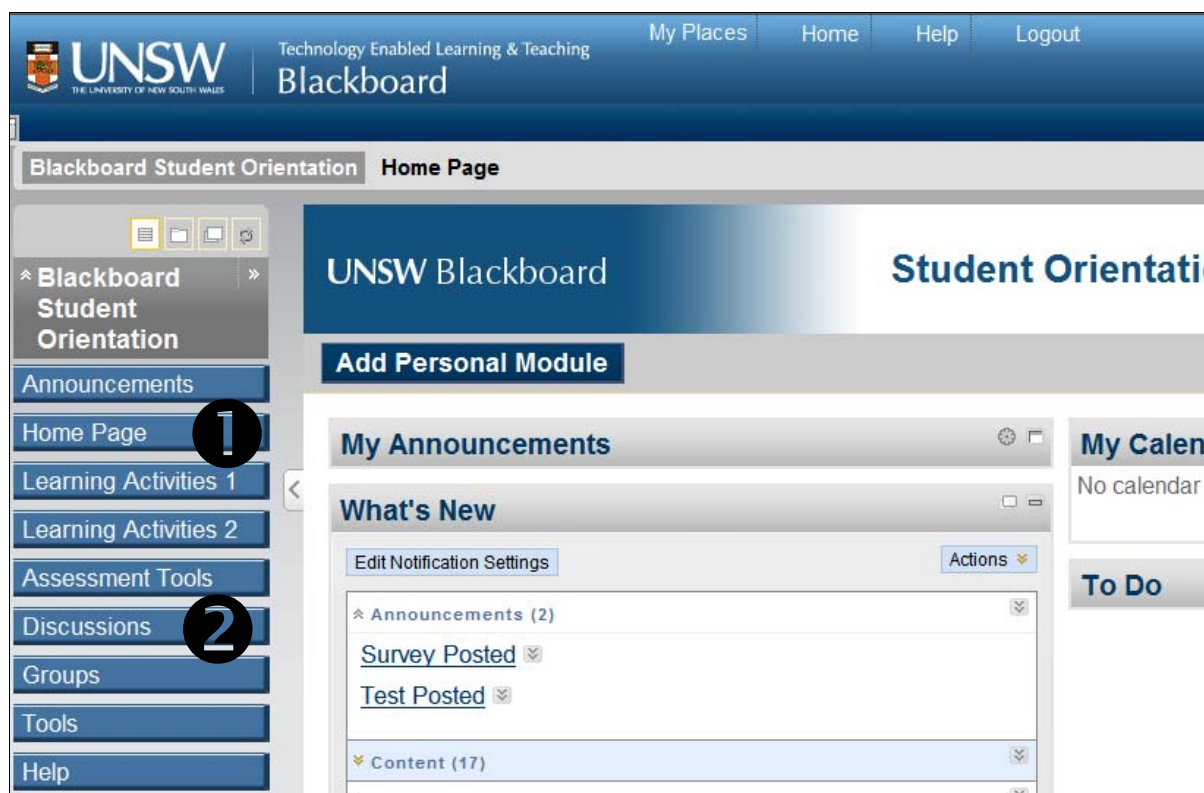


Figure 5.1

### ► Take Note

Access all course content from the Course Menu. It can contain links to the following:

- ❶ Content Areas – top level containers that organise and store course content, such as lecture notes, assignments, and tests. In the example above the content areas are called **Learning Activities 1 and 2**.
- ❷ Individual tools – such as the Discussions, Groups, and Blog Tool
- ❸ External links – such as Web sites used for an assignment
- ❹ Course links – direct links to content also available in a Content Area
- ❺ Module pages – pages that contain modules such as What's New and My Calendar

# Accessing Course Content and Tools

## Course Menu Views

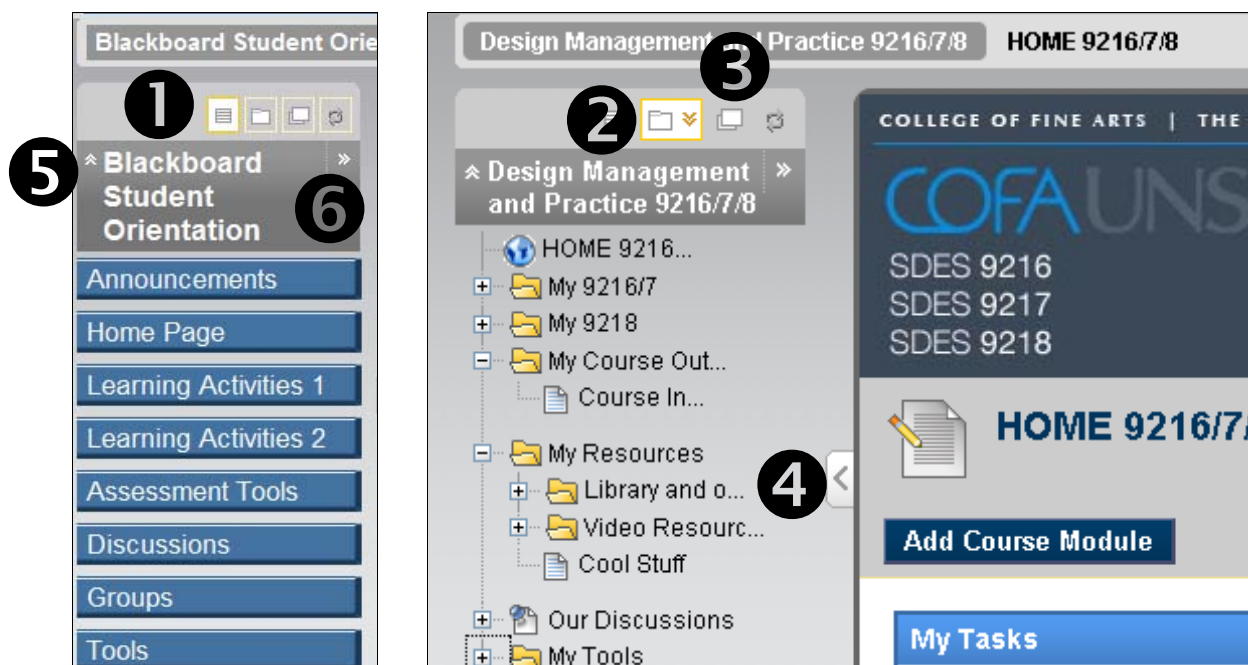


Figure 5.2

### ► Take Note

You can change what is displayed in the Course Menu, and where the menu itself is displayed.

- 1 List View – displays the top level of the Course Menu only.
- 2 Folder View – displays the entire hierarchy of material. Expand and collapse folders, and access links within folders.
- 3 Display Course Menu in a Window – displays the Course Menu in a separate window. The window can be moved to a different screen location.
- 4 Expand or Collapse Menu – Collapse the Course Menu for more viewing space in the content area. Use in conjunction with Display Course Menu in a Window to customise the viewing area.
- 5 Collapse or Expand the Course Menu in the sidebar – collapse the links in the Course Menu.
- 6 Go to Course Entry Page – return to the page chosen by the lecturer as the starting point.

# Accessing Content in Content Areas

A Content Area can contain multiple components. For example, the lecturer may create a Content Area containing a week's worth of course material, such as readings, an assignment, a discussion forum, and an external link.

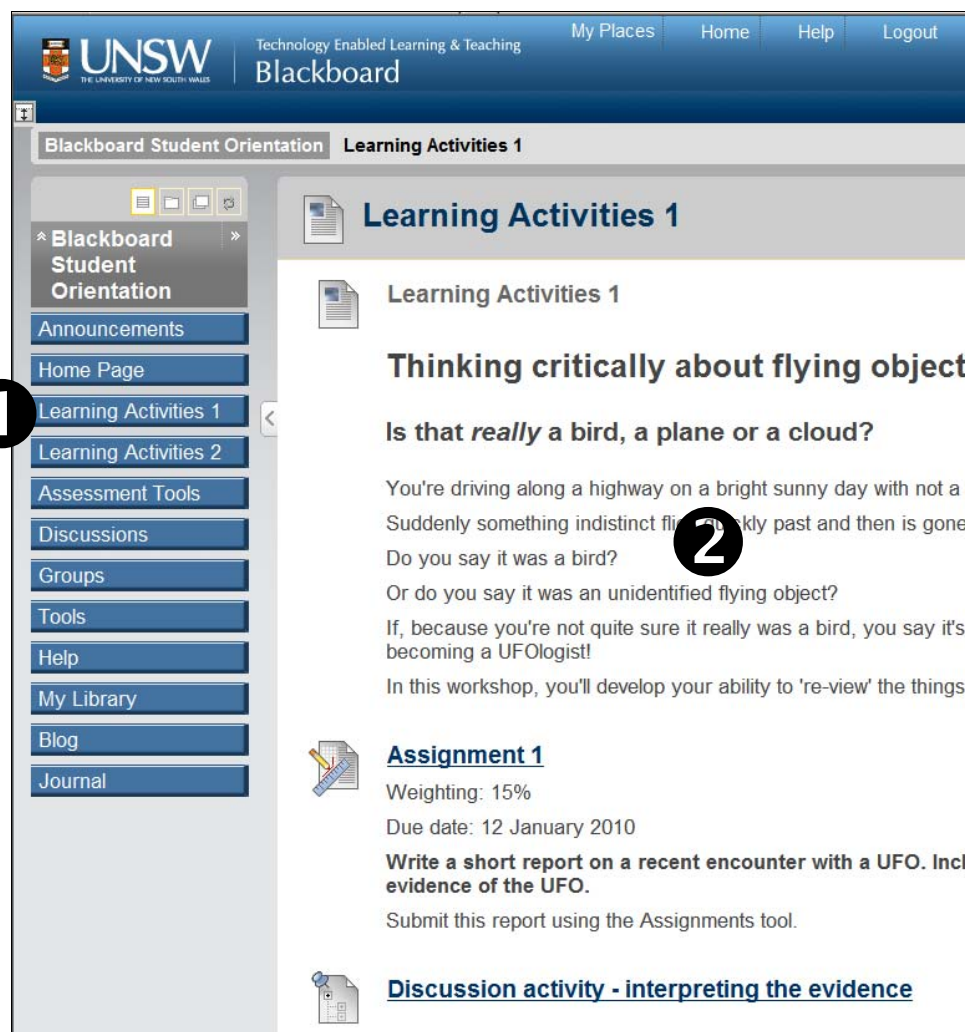


Figure 6.1







## ► Take Note

To navigate Content Areas:

- 1 On the Course Menu, click the name of the Content Area. The content appears in the content frame.
- 2 In the content frame, click a link to access its content, such as a Discussion Board link or a file link.

## Accessing Content in Content Areas

The table below identifies some of the components commonly added to Content Areas. The word **item** is used as a generic term meaning any one of the components added to a Content Area.

SYMBOL	DESCRIPTION
	Folder – further organizes content
	Item – text or file
	Assignment – link to an assignment
	Course Tool or Course Link – link to a tool or other area in course
	External Link – link to a Web site
	Test – link to a test

**NOTE:** You may see different icons than shown above.

### Breadcrumbs

As you view the items and links presented in a Content Area, use the breadcrumbs to navigate to previous pages. In the example below, click the title of the course in the breadcrumbs to return to the course Home Page.

**NOTE:**

1. Do NOT use your browser navigation buttons.
2. If you cannot see the breadcrumbs you may need to scroll up to the top of the content frame.

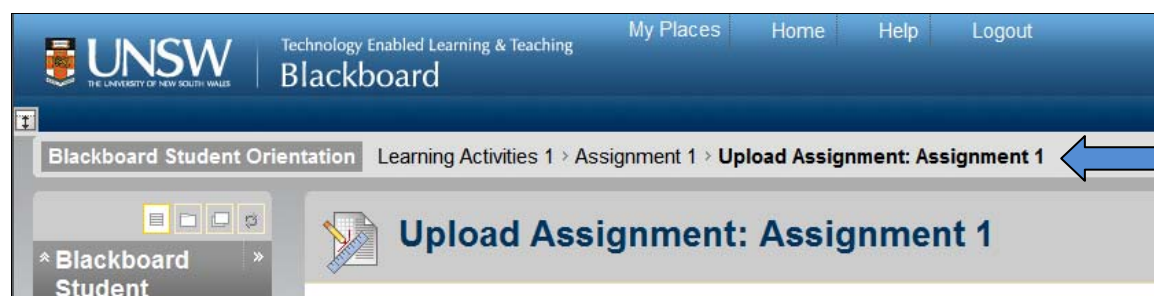


Figure 6.2

## Using the Tools Link



Figure 7

► **QUICK STEPS:** accessing tools using the Tools link

- 1 From the Course Menu, click **Tools**.
- 2 Click the name of the tool to access.

The Tools link contains links to all of the tools the lecturer has made available in the course.

## Going further

This document is designed to get you started with Blackboard Learn. To learn more, log in to Blackboard and self-enrol in the UNSW Blackboard Student Orientation course. This on-line course will give you a chance to try out the tools and familiarise yourself with using Blackboard in preparation for your online courses.