



Online Study Guide

An Introduction to Blackboard



RTO Code 52790

southregionaltafe.wa.edu.au

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Congratulations on beginning your online studies.

This is a brief guide to help you log onto the South Regional TAFE online learning environment (Blackboard) and access the resources you will need to successfully complete your studies.

From Blackboard you will be able to

- Access Resources
- Meet your Lecturers
- Access important information about your assessments
- Submit your assessment
- Interact with other students
- See Important Notifications about your units and your course and much more.....



Getting Started with Online Learning

Online learning at South Regional TAFE is delivered through **Blackboard Learn**

LOGGING IN

You will need a computer that meets the [minimum system requirements](#) for Blackboard and has an active internet connection.

1. Go to: <https://blackboard.southregionaltafe.wa.edu.au>
2. Your Username will be is your **Student email** (eg: 60000567@tafe.wa.edu.au)
3. Your password, **until you change it** via your Office 365 account, will be **TAFE + your Date of Birth** (ddmmyyyy) *example: Tafe16031989* (note capital T for TAFE).

Type these in and then click **Login** to continue. If you have completed this step elsewhere, use the password you created.

Your **Username** will be is your **Student email** (eg: 60000567@tafe.wa.edu.au)

Your password, **until you change it** via your Office 365 account, will be **Tafe + your Date of Birth** (ddmmyyyy) *example: Tafe16031989* (note capital T for Tafe).



For more information about your TAFE IT account visit the [Current Students](#) on our website.

4. You will now see the **My Blackboard** page. Here you can access help, read announcements and access the courses you are currently enrolled in.

To access a Blackboard course you are enrolled in, click on its title under the **Current Training** tab

5. You should now see the **Welcome Page** of the unit/s or course/s you are currently enrolled in.



6. Choose your unit/course you wish work on – click on the link (*see example list above*)



Technology needed for online study

The following system requirements are the recommended minimum computer specifications for online study at South Regional TAFE. You will be using a number of integrated educational software delivery services, including [Blackboard Learn™](#)

Hardware Requirements

- [Windows PC](#) (7 or higher) or [Macintosh OS X](#) (10.10 or higher)
- 4GB RAM (*8GB RAM or more is highly recommended*)
- 20GB of available hard-drive space
- Screen resolution set to 1280×1024
- Broadband/high-speed uninterrupted Internet access
- Webcam, microphone and speakers (*a wearable headset is highly recommended*)

Accessibility

It is paramount to the College that students have accessibility to learning materials. This is increasingly important when students are studying online / remotely. The following Text to Speech technologies are recommended for the current college systems, including Blackboard.

- **Read Aloud** - Read Aloud is intended for users who prefer to listen to content instead of reading, those with dyslexia or other learning disabilities, and children learning to read.
 - **Read Aloud** uses text-to-speech (TTS) technology to convert webpage text to audio. Read Aloud can read PDF, Google Docs, Google Play books, Amazon Kindle, and EPUB
 - Watch the attached YouTube for instructions on how to install and use **Read Aloud in Chrome** <https://youtu.be/VwWot1C4nKk>
 - **Read Aloud** is already integrated in **EDGE**.
- If you use an **Apple** device, it is recommended that you use **VoiceOver**, the following YouTube will assist you to access this inbuilt IOS feature <https://youtu.be/oGw3xO29K44>

If you have additional study needs, please contact our Disabilities Liaison Officer
DisabilityServices@srtafe.wa.edu.au who may be able to assist you

Working with Blackboard tools

EMAIL

You can easily send email to your lecturer, tutor or other students in your class.

With the course email tool, you can send messages from your course to course members' external email accounts without the need to switch to your email provider, such as Gmail or Yahoo. You can send emails to individual users or to groups of users.

Email is a send-only tool. You don't receive emails in Blackboard Learn.

- Check out Blackboard Help <https://help.blackboard.com/Learn/Student/Interact/Email>

When you send email from your course, the recipients receive it in their external email accounts, such as BobSmith@yahoo.com. **Replies go to your email account, not to the course.** You may want to set up a filter or message rule to easily group your course email into a single folder in your personal inbox.

Blackboard Learn keeps no record of sent or received emails. Keep a copy of important messages in your inbox in case you need them later.

Send an email

Blackboard Learn won't recognize files or email addresses with spaces or special characters, such as #, &, %, and \$. In general, use only alphanumeric file names and addresses in Blackboard Learn.

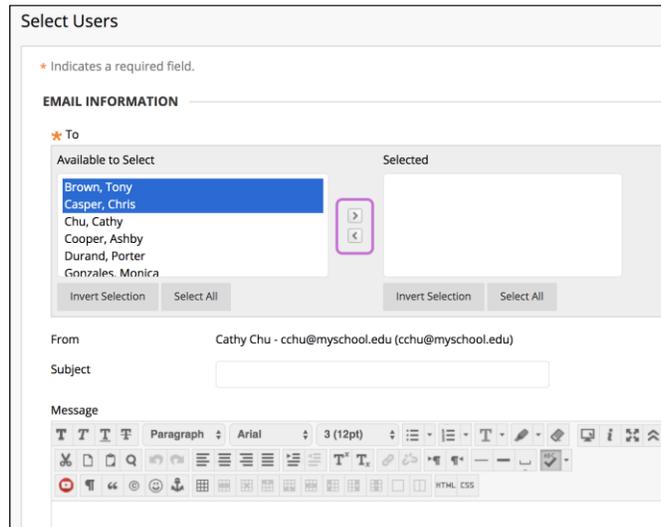
Don't send email through Blackboard Learn without a subject line. A blank subject line blank can prevent the message from being delivered.

Find the email tool for all your courses through the Tools panel on the My Institution tab. Your instructor can also add a link to the email tool directly to the course menu.

1. From the course menu, select Tools > Send Email.
2. On the Select Users or Select Groups page, select the recipients in the Available to Select box and select the right-pointing arrow to move them into the Selected box. Use the left arrow to move a user out of the recipient list. Select Invert Selection and the selected users are no longer highlighted and those users that weren't selected will be highlighted.

To select multiple users in a list on a Windows machine, press the Shift key and select the first and last users. To select users out of sequence, press the Ctrl key and select each user needed. For Macs, use the Command key instead of the Ctrl key. You can also use the Select All function to send an email to all users.

3. Type your Subject and Message.
4. Select Attach a File to browse for files from your computer. You can attach multiple files. After you add one file, the option to attach another file appears.
5. Select Submit.



The system will send you a copy of the message. A receipt page appears after the message is sent listing all recipients. This page doesn't confirm that users received the message, just that the message was sent.

Troubleshooting

- Your email address isn't visible unless you choose to make it visible to course members. Find this setting in the page header in the My Blackboard menu > Settings > Personal Information > Set Privacy Options. On this page, you can choose the information you want course members to see.
- Change your preferred external email address here: My Blackboard > Settings > Personal Information > Edit Personal Information.
- Email clients, such as Gmail or Yahoo, may identify email from Blackboard Learn as junk mail. If you have problems, check your preferences or options for junk mail settings.

NOTIFICATIONS

Stay on track with what's happening in your unit.

Blackboard Learn delivers notifications in these ways:

- **My Blackboard:** The Updates page displays notifications for all your courses and the Posts page displays unread discussions, blogs, journals, and wikis.
- **Email, text, or voice messages:** You can receive notifications in these ways if your institution allows.
- **Home Page modules:** Within a course, [Home Page modules](#) display notifications for that course only.
- **Blackboard app push notifications:** If your institution uses the Blackboard app, you can have notifications pop up on your mobile device's screen.
- **Notifications Dashboard:** The [Notifications Dashboard](#) may appear on the My Institution tab as another way to see notifications for all of your courses. Your institution can rename the tabs.
- Check out Blackboard Help https://help.blackboard.com/Learn/Student/Stay_in_the_Loop/Notifications

Notification types

Blackboard Learn notifies you when these events occur:

- Announcements are available
- Assignments are available
- Assignments are due or past due
- Content is available
- Course or organization is available
- Course message received
- Item is due
- Item is graded
- Survey is available
- Survey is due or past due
- Test is available
- Test is due or past due
- You have unread blogs, journals, and discussions

EDIT YOUR NOTIFICATION SETTINGS

Manage the notification settings for all your courses. From the menu next to your name in the page header, select Settings and then select Edit Notifications Settings.

Your institution controls if these options are available. If your institution has defined notification settings, those settings are used instead of your personal settings.

Edit Notification Settings

* indicates settings have been changed from default values

A Edit General Settings Define general notification settings, such as email format and reminder schedule, for courses and organizations.	B Bulk Edit Notification Settings Select the set of courses or organizations to update and change the notification settings for them in one step. Higher priority notifications should be sent with a method that will deliver that notification in the timeliest fashion. <ul style="list-style-type: none">▪ Courses I am taking
C Edit Individual Course Settings View the current notification settings for courses in which you are enrolled. Make changes to the notification settings for a specific course. <ul style="list-style-type: none">▪ Earth System Science▪ Introduction to Oceanography▪ Introduction to Oceanography – Section 2▪ Organic Chemistry	D Edit Individual Organization Settings View the current notification settings for organizations in which you are enrolled. Make changes to the notification settings for a specific organization.

- A. Edit General Settings: Select your email format—individual messages for each notification or daily digest—and the reminder schedule for due dates.

- B. Bulk Edit Notification Settings: Change the notification settings for all your courses at once. You can select which notifications you want to receive and the delivery method.
- C. Edit Individual Course Settings: Change the notification settings for a single course.
- D. Edit Individual Organization Settings: Change the notification settings for a single organization.

General notifications

With the general settings, you can choose if you want to receive notifications by email and if you want due date reminders.

1. From the menu next to your name in the page header, select Settings and then select Edit Notifications Settings.
2. On the Edit Notification Settings page, select Edit General Settings.
3. On the General Settings page, you can choose to receive an email for each notification or a daily digest email that compiles all the notifications for that day.
 - o Individual Messages: Emails are sent for each notification. Note that the number of unread discussion messages, blog posts, and journal entries are always sent as daily digest emails. Your instructor can send an email about an important course announcement even if you've disabled this type of notification.
 - o Daily Email Digest: All notifications are collected and sent once a day at a time set by your institution.
4. Select Yes to set due date reminders for notifications and choose the number of days before the due date you want to be notified. This email reminder is sent as a digest email or as individual emails, based on the option you select.
5. Select Submit.

Choose how and when you get notifications

You can choose the types of notifications you receive and how they're delivered to you.

2. Notification Destinations

Mobile afarrell

Email afarrell@myschool.edu

SMS messages 888-888-8888, Anytime

Text-to-voice messages 888-888-8888, Anytime

3. Settings

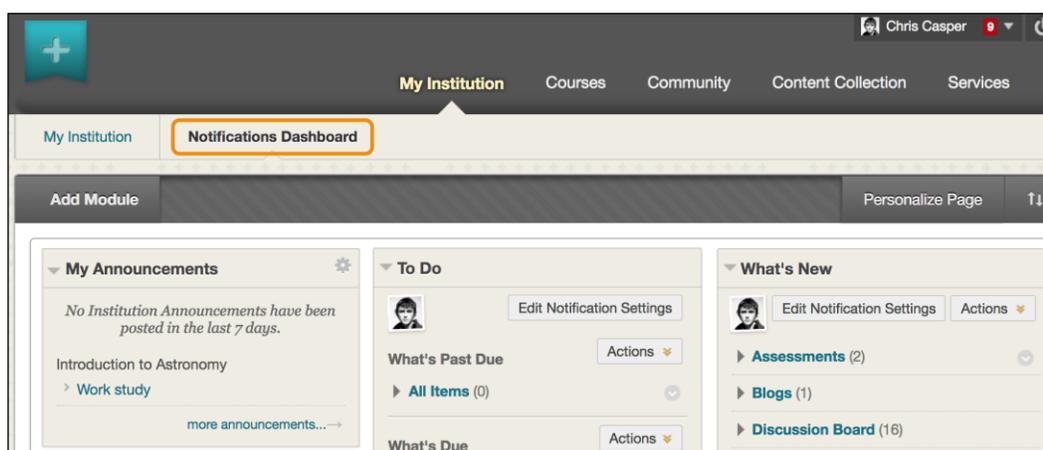
<input checked="" type="checkbox"/> On/Off	Notification	<input checked="" type="checkbox"/> Dashboard	<input checked="" type="checkbox"/> Mobile	<input type="checkbox"/> Email	<input type="checkbox"/> SMS	<input type="checkbox"/> Text-to-voice
<input checked="" type="checkbox"/>	Announcement Available	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Available	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Due	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Needs Grading	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Past Due	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Blog Needs Grading	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Content Item Available	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. From the menu next to your name in the page header, select Settings and select Edit Notification Settings.
2. On the Edit Notification Settings page, select the link for Courses I am taking to change notification settings for all courses at once. Or, you can make selections for individual courses. Select a course name in the Edit Individual Course Settings section.
3. On the Change Settings page, check that your Notification Destinations are correct. If not, change them in your [Personal Information](#).
4. In the Settings section, select how your notifications are delivered. Select the check box at the top of a column to receive all your chosen notifications the same way. Clear the box for any notification that you don't want to receive.
 - Dashboard: By default, all notification types appear in My Blackboard's Updates and Posts pages and in course home pages. They also appear in the Notifications Dashboard if your institution has access to the community engagement features.
 - Mobile: Choose which push notifications you want to appear on your mobile device. [Blackboard app push notifications](#) appear on your device's screen even if you don't open the app.
 - Email, SMS, and Text-to-voice: Email, SMS, and text-to-voice notification messages are sent with the information you provided in your personal information.
5. Select Submit.

Notifications Dashboard

The Notifications Dashboard is one way you **may** be able to view notifications for all the courses you're enrolled in. If your institution uses it, the Notifications Dashboard appears as a secondary tab on the My Institution tab.

Information is presented in boxes called modules, such as My Announcements, My Tasks, and What's New. The system generates the information in each module. In the Original Course View, [module pages display notifications](#) for the course you're in.



Inside your courses, you may see Home Page on the course menu. The Home Page is like the Notifications Dashboard, but it displays notification modules for the course you're in.

DISCUSSION BOARDS

Discussion boards are a great way to keep in touch with the rest of your class.

In discussions, you can share thoughts and ideas about class materials. In Blackboard Learn, course members can have the thoughtful discussions that take place in the traditional classroom, but with the advantages of asynchronous communication. Participants don't need to be in the same location or time zone, and you can take the time to consider your responses carefully.

You can use discussions for these tasks:

- Meet with your peers for collaboration and social interaction.
 - Pose questions about homework assignments, readings, and course content.
 - Demonstrate your understanding or application of course material.
- Check out Blackboard Help <https://help.blackboard.com/Learn/Student/Interact/Discussions>
-

Open the Discussion Board

1. Find the discussion board in two places:
 - On the course menu, select Discussions.
 - On the course menu, select Tools and then Discussion Board.
2. The main Discussion Board page appears with a list of available discussion forums. On this page, you can perform these actions:
 - A. Select a forum title to view the messages. Forum titles in bold contain unread posts.
 - B. Select a forum to open the thread of posts.
 - C. Select the number in the Unread Posts column for quick access to a forum's unread messages.

Discussion Board

Create Forum Search

FORUM	DESCRIPTION	TOTAL POSTS	UNREAD POSTS	REPLIES TO ME	TOTAL PARTICIPANTS
<input type="checkbox"/> Unit 1: Astronomy Overview	What did you think of the chat session to get you ready for what is ahead? Your candid thoughts are appreciated.	20	10	4	7
<input type="checkbox"/> Unit 2: Astrophotography/Imaging	You will be graded on your discussion and critique of the equipment you used and your description of your photo experiment. You may post as many times as you like. You are not required to post your photos at this time, but do hang on to them. We will browse through them at some point and I will give you instructions for uploading at that time. This post is worth 10 points.	20	16	2	11

More on creating a reply

Course groups can have their own discussion boards. Group discussion boards are available only to users who are members of the group. If a group discussion board is available, you can find it in the groups link on the course menu or in the My Groups area.

1. On the Blogs listing page, select a blog title.
2. On the blog's topic page, select Create Blog Entry.
3. Type a title and entry.
4. If enabled and appropriate, select the check box for Post Entry as Anonymous.
5. Select Browse My Computer to upload a file from your computer. You can also attach a file from the repository: Course Files or the Content Collection.

-OR-

Drag files from your computer to the "hot spot" in the Attach Files area. If your browser allows, you can also drag a folder of files. The files will upload individually. If the browser doesn't allow you to submit your assignment after you upload a folder, select Do not attach in the folder's row to remove it. You can drag the files individually and submit again.

You won't be able to drag files to upload if your institution uses an older version of Blackboard Learn.

You can use the file name or provide another name for the file.

6. Select Post Entry to submit the blog entry or select Save Entry as Draft to add the entry later.

Create Blog Entry

* Indicates a required field.

BLOG ENTRY INFORMATION

* Title

Entry Message
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

A recent satirical obituary for the Great Barrier Reef brought the health of this magnificent formation to the forefront. What's being done to protect it? Will it disappear in our lifetimes? These are necessary questions, but difficult ones to confront. I've spent a lot of time thinking about how I can make a difference from halfway around the world.

Path: p Words:58

Post Entry as Anonymous

BLOG ENTRY FILES

Attach Files

Attached files

File Name	Link Title	Do not attach
reef-rings.jpg	reef-rings.jpg	<input type="checkbox"/>

Assignments, My Grades, Quizzes

ASSESSMENTS ON BLACKBOARD

Find out how to submit your assignments electronically through Blackboard.

Why can't I open my assignment?

For help with issues such as this one, you should contact your instructor or the help desk at your school. If you aren't sure how to contact the help desk, look for the technology office on your institution's website. You can also search the web for *your institution's name* + Blackboard + help or support. Also, make sure you use a [supported internet browser and operating system](#) for the version of Blackboard that your school uses.

- Check out Blackboard Help
https://help.blackboard.com/Learn/Student/Assignments/Assignments_FAQ

Why can't I find my assignment?

Your instructor controls the date when assignments become available. You might also have to meet other criteria to access the assignment. For example, you might have to mark a lecture as reviewed first. Contact your instructor for more information.

How do I check that my assignment was submitted?

When you submit an assignment successfully, the Review Submission History page appears with information about your submitted assignment and a success message with a confirmation number. You can copy and save this number as proof of your submission. For assignments with multiple attempts, you receive a different number for each submission. If your institution has enabled email notifications for submission receipts, you'll also receive an email with your confirmation number and details each time you submit coursework.

You can access your submission receipts from the Submitted tab on the My Grades page. Select the number next to Submission Receipts at the bottom of the list to see your submission history.

You won't be able to view confirmation numbers or receive email submission receipts if your institution uses an older version of Blackboard Learn.

The screenshot displays a Blackboard interface. At the top, a purple notification banner reads: "Success! Your submission appears on this page. The submission confirmation number is 3c78-434b-9da8-43325f52. Copy and save this number as proof of your submission." Below this, the page title is "Review Submission History: Week 1 Study Guide Questions". The main content is divided into two columns. The left column, titled "Assignment Instructions", contains the text: "Add two potential questions that could appear on the Week 1 test. Include the answers. I will compile all submissions for the class to use as a study guide." and "You're allowed one attempt." The right column, titled "Assignment Details", shows "GRADE" as "LAST GRADED ATTEMPT" and "ATTEMPT" as "9/14/16 4:52 PM". Below this, it indicates "Submission" with a document icon and the filename "study_guide_pdurand.c".

My instructor didn't receive my assignment. What do I do?

You must discuss this issue with your instructor.

How do I edit or resubmit an assignment?

You can't edit a submitted assignment, but you may be allowed to resubmit it. However, you can't resubmit all assignments. Check if you can submit an assignment more than once. If you can't and made a mistake, you must contact your instructor to ask for the opportunity to resubmit the assignment.

In the Course View, if your instructor allows you to submit an assignment more than once, a Start New function appears on the Review Submission History page. Select the assignment link in your course to access the Review Submission History page.

How do I know if my assignment has been graded?

Assignments aren't graded automatically. Your instructor must grade each assignment and post the grade and feedback.

In the Course View, the My Grades page displays all your grades. My Grades is often located on the course menu. The course menu appears on the left side of the course window. If My Grades isn't on the course menu, select Tools and select My Grades. If you submitted your assignment, but it's not graded, you'll see an exclamation mark next to the assignment's title.

If your assignment has been submitted and graded, the grade appears in the assignment's row. To view more detail, select the assignment's title to access the Review Submission History page.

Is a group assignment the same as a regular assignment?

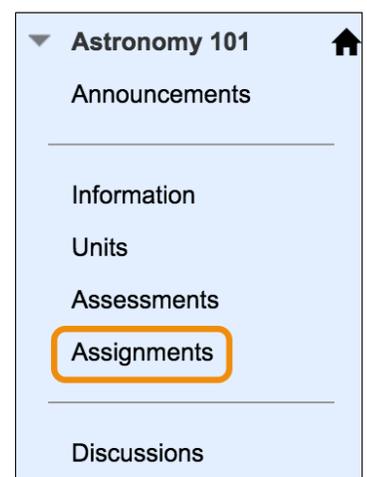
Not exactly. Your instructor can create assignments for you to submit individually or as part of a group effort. You can do all the same things with a group assignment as with a regular assignment. One member submits the group assignment for the entire group. The grade you receive is the same for all members of the group.

Where do I find my assignments?

Your instructor can add assignments to different areas of your course. You might access assignments from a link on the course menu called "Assignments." Or, your instructor might incorporate assignments into each week's content. Ask your instructor if you have questions about how your course is organized.

- Check out Blackboard Help

<https://help.blackboard.com/Learn/Student/Assignments/Submit> Assignments



More on accessing and submitting group assignments

Your instructor may make some assignments available after a certain date or after you complete a certain task. For example, you might have to mark a lecture as reviewed before you may access an assignment. Contact your instructor if you don't see an assignment you think you should.

If you submit after the due date, your submission is marked LATE and penalties may apply.

SUBMIT AN ASSIGNMENT

When you finish your assignment, you must select Submit. If you don't, your instructor won't receive your completed assignment.

If your instructor hasn't allowed multiple attempts, you may submit your assignment only once. Before you select Submit, be sure that you have attached any required files.

1. Access the assignment. On the Upload Assignment page, review the instructions, due date, points possible, and download any files provided by your instructor. If your instructor has added a rubric for grading, you can view it.
2. Select Write Submission to expand the area where you can type your submission. You can use the [options in the editor](#) to format the text. You have creative control over how your content appears and the flexibility to change the order and appearance.
3. Select Browse My Computer to upload a file from your computer.

-OR-

Drag files from your computer to the "hot spot" in the Attach Files area. If your browser allows, you can also drag a folder of files. The files will upload individually. If the browser doesn't allow you to submit your assignment after you upload a folder, select Do not attach in the folder's row to remove it. You can drag the files individually and submit again. You can use the file name or provide another name for the file.

-OR-

Browse for a file in the Content Collection, if you have access.

Upload Assignment: Week 1 Study Guide Questions

ASSIGNMENT INFORMATION

Due Date Wednesday, October 5, 2016 3:00 PM	Points Possible 30 View Rubric
--	---

Add two potential questions that could appear on the Week 1 test. Include the answers. I will compile all submissions for the class to use as a study guide. You're allowed one attempt.

ASSIGNMENT SUBMISSION

Text Submission [Write Submission](#)

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, Source Code, Full Screen, Print, Help.

Path: p

Attach Files [Browse My Computer](#) [Browse Content Collection](#) [Browse Cloud Storage](#)

File Name	Link Title	
study_guide_sspooneer.doc	study_guide_sspooneer.d	Do not attach

ADD COMMENTS

Comments

Add comments that only your instructor sees.

Character count: 46

[Cancel](#) [Save Draft](#) [Submit](#)

SAVE AN ASSIGNMENT AS A DRAFT AND SUBMIT LATER

On the Upload Assignment page, select Save Draft to save your work and continue later. Your text and files are saved on the page. When you return, you can resume working.

1. Return to your assignment and select the assignment title.
2. On the Review Submission History page, select Continue.
3. On the Upload Assignment page, make your changes.
4. Optionally, type Comments about your submission.
5. Select Submit. The Review Submission History page appears with information about your submitted assignment.

When you finish your assignment, you must select Submit. If you don't, your instructor won't receive your work.

RESUBMIT AN ASSIGNMENT

Your instructor may allow you to submit an assignment more than once for a variety of reasons. For example, your instructor may provide comments on your first draft so that you can try to improve your work.

You may realize you made an error after you've submitted your assignment. **However, you may not be allowed to resubmit the assignment.** Contact your instructor to ask for the opportunity to resubmit the assignment.

If you may make another attempt, select the assignment link in your course. Start New appears on the Review Submission History page.

- Check out Blackboard Help
https://help.blackboard.com/Learn/Student/Assignments/Assignment_Grades

Where are my assignment grades?

You can review the grades and feedback on your My Grades page. You can also access the assignment's Review Submission History page and review the grade and feedback in context. Assignments aren't graded automatically. Your instructor must grade each assignment.

Review Submission History page

To review your grade and feedback, select the same link in your course you used to submit your assignment. The Review Submission History page appears. If you uploaded a file, it automatically opens in the browser if inline viewing is on.

Many file types open in the viewer, but your instructor can annotate only DOC, DOCX, PPT, PPTX, and PDF files. Original formatting and embedded images are preserved.

If you upload an image as your submission, your instructor can add comments, but can't highlight or draw on the image.

The inline viewer is supported on current versions of Firefox, Chrome, and Safari. If your file doesn't open automatically in the browser, your institution hasn't turned on inline viewing or the file isn't supported.

At this time, instructors can't preview or annotate files you submit in Google Drive's native file formats such as Google Docs (.gdoc), Sheets (.gsheets), Slides (.gslides), and so on.

The screenshot shows a Blackboard submission review interface. The main content area displays the student's submission, which includes the name 'Chris Casper', course information 'Introduction to Sociology', and instructor 'Dr. Cathy Chu'. The assignment title is 'Sociological Imagination: DRINKING COFFEE'. The text of the submission is visible, with the first sentence highlighted in yellow. A hand-drawn star is next to the title. The right sidebar shows the 'Assignment Details' with a grade of 91.0000 / 100. Below this, the 'Submission' section shows the file 'sociological imagination Chris Casper.docx' with a checkmark icon. A 'Feedback to Learner' section shows a comment from the instructor dated 5/4/18 8:00 PM: 'Recording feedback _ Chris' Thanks'. Below the comment is a message: 'Chris, please listen to my assignment feedback!'. A dropdown menu is open over the comment, showing options to 'Download Original File' and 'Download Annotated PDF'. At the bottom of the screen, there is a navigation bar with search icons and a page indicator '1 / 2'.

Point to a comment icon to view your instructor's comments. Select highlighted text to see if your instructor provided a comment. Point to the bottom of the screen to access functions. You can zoom in and out and navigate to other pages in your file.

You can download your original file or a PDF with your instructor's annotations. The time to create the PDF depends primarily on the size of the original file. Use your browser's print function to print the downloaded file.

A known issue with Chrome's built-in PDF viewer may not display all the annotations. Please view annotated PDFs in a native PDF viewer such as Adobe Acrobat.

If your instructor used a rubric to grade your work, select the View Rubric icon to view details.

Comment summary

You can view multiple comments easily when you download the annotated PDF. For best results, view your annotated PDF in a native PDF viewer such as Adobe Acrobat. The annotated PDF displays these items:

- Collapsed comments have numbered labels based on the location within the document. Numbering starts with the top comment. Collapsed comments ensure you can view all the text in the document. Point to a comment to open it in place.
- A Comment Summary section appears at the end of the annotated PDF. You can read all comments in a list. The comments appear with page numbers and comment numbers.

Sociological Imagination: DRINKING COFFEE

Drinking a cup of coffee is a simple act.¹ My coffee needs to be as hot as possible, black, and in my favorite cup. I'll wash my cup if it isn't available. The cup needs to sit next to the percolator in anticipation. I prefer my first couple of cups of coffee to be at home. When meeting for coffee, I usually order a "fancy" coffee.² I never take time to make myself anything special.³

Coffee drinking starts early.⁴ And why don't we treat ourselves at home?⁵ extends through a lifetime. But many will say, coffee is more than a drink. It has immense value as part of the social rituals we come together to perform. We might meet someone we haven't seen in years in a coffeehouse. We might regularly meet our best friends in our favorite neighborhood joint. A first date can take place while gazing over a steaming cup. Work meetings and brainstorming require coffee.⁶ Most of us even feel comfortable alone in a public place, surfing the net, if we are sitting sipping our favorite caffeinated beverages while surrounded by other single-sitters doing the same.

Comment Summary

Page 1

1. Nice first sentence--sets us up for perhaps there's much more to the act
2. Great description. We know exactly what you mean.
3. And why don't we treat ourselves at home?
4. Agree! A must!
5. I love this observation!

Page 2

6. Work on a more thorough wrap-up but this essay was excellent so I won't deduct points.

Online tests, quizzes and surveys

Some online units may contain eTests and quizzes.

What's the difference between a test and a survey?

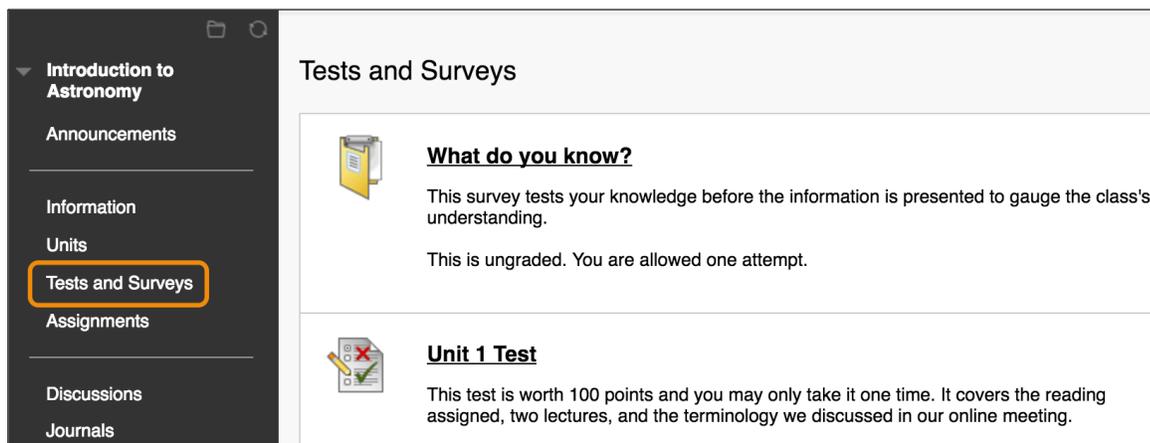
Instructors use tests to assess your mastery over course content and objectives. Your instructor assigns point values to questions in a test. You submit your test for grading and the results are recorded. You can view your grades when your instructor makes them available to you.

Instructors can use surveys for polling purposes and evaluations. Surveys aren't graded, but they do appear as complete or incomplete. Your responses to survey questions are anonymous.

- Check out Blackboard Help https://help.blackboard.com/Learn/Student/Tests_and_Surveys

Where do I access tests and surveys?

You can find tests and surveys in any content area, learning module, lesson plan, or folder.



The screenshot shows a Blackboard interface for a course titled 'Introduction to Astronomy'. On the left is a dark navigation sidebar with a list of items: 'Announcements', 'Information', 'Units', 'Tests and Surveys' (highlighted with an orange box), 'Assignments', 'Discussions', and 'Journals'. The main content area is titled 'Tests and Surveys' and contains two items:

- What do you know?**: Represented by a yellow folder icon. Description: 'This survey tests your knowledge before the information is presented to gauge the class's understanding. This is ungraded. You are allowed one attempt.'
- Unit 1 Test**: Represented by a document icon with a red 'X' and a green checkmark. Description: 'This test is worth 100 points and you may only take it one time. It covers the reading assigned, two lectures, and the terminology we discussed in our online meeting.'

Tips for taking a test

Start your test as soon as you can. If your instructor makes a test available for three days, plan to take the test early on the first day. If you have an issue, you will have time to contact technical support and your instructor.

Read all the instructions. If you have any trouble with your test or understanding test questions, contact your instructor immediately.

Check your internet connection.

A wired connection is usually more reliable than a wireless connection.

Check with your instructor and institution before you take a test with a cellular data connection. Most institutions will advise you to avoid a cellular data connection. Exceptions: Your institution is a Blackboard mobile-enabled site with the Blackboard app available and your instructor has created a mobile-compatible test.

Don't refresh the page, close the window, or use the browser's back button while you take a test. If you have problems during a test, contact your instructor immediately.

TAKE A TEST OR SURVEY

Navigate to the test or survey and select the title. On the next page, select Begin. Your instructor might require that you type a password to begin. If necessary, type the password and select Submit. The system continues to prompt for a valid password until you provide the correct one.

Don't use the browser's back button during a test or survey as this may cause loss of data. If you have problems during a test, contact your instructor immediately.



Week 2 Test - History of Ocean Science

This test will cover material presented in Week 2. This is a timed test. You will have 15 minutes to complete once you begin. You will have one attempt to complete the test.

This test is worth 23 points. You will write one essay question that I need to grade so you will not be able to access your score immediately.

Begin: Week 2 Test - History of Ocean Science

INSTRUCTIONS

Timed Test This test has a time limit of 15 minutes.

Timer Setting This test will save and submit automatically when the time expires.

Force Completion This test can be saved and resumed at any point until time has expired. The timer will continue to run if you leave the test.

Due Date This Test is due on April 13, 2016 11:59:00 PM EST.

Click **Begin** to start: Week 2 Test - History of Ocean Science. Click **Cancel** to go back.

Cancel Begin

Take Test or Survey page

Take Test: Week 2 Test - History of Ocean Science

Test Information

Description This test will cover material presented in Week 2. This is a timed test. You will have 15 minutes to complete once you begin. You will have one attempt to complete the test.

This test is worth 23 points. You will write one essay question that I need to grade so you will not be able to access your score immediately.

Instructions Please select the correct answer for each question.

Timed Test This test has a time limit of 15 minutes. This test will save and submit automatically when the time expires. Warnings appear when **half the time, 5 minutes, 1 minute, and 30 seconds** remain.

Multiple Attempts Not allowed. This test can only be taken once.

Force Completion This test can be saved and resumed at any point until time has expired. The timer will continue to run if you leave the test.

Remaining Time: 13 minutes, 26 seconds.

Question Completion Status:

1 2 3 4 5 6 7

QUESTION 1 2 points ✓ Saved

Alfred Wegener discusses a supercontinent called _____.

Linneus

Cosmas

Pangaea

Laurasia

Gondwana

QUESTION 2 2 points Save Answer

By studying Antarctic seafloor animals _____ concluded that deep Atlantic ocean water must be uniformly cold.

James Clark Ross

View the details. At the top of each test or survey, you can view the information about multiple attempts, the timer, navigation, and an optional description and instructions. You're also informed if you must complete the test or survey after you open it. Select the arrows next to the information section to collapse or expand it.

More on forced completion and no backtracking

If your test or survey is timed, you're informed of the instructor's choice. The timer status bar keeps you updated on the time left.

Auto-submit: The test or survey saves and submits automatically when time expires. The Submitted page appears.

-OR-

Continue beyond the time limit: You receive no automatic penalty if you continue beyond the time limit. However, final scoring decisions are made by your instructor. Talk to your instructor if you have questions about this setting. The total time you spend on the test or survey is recorded and available to your instructor when you submit.

If you save and exit, the timer continues to run. For example, you start on Tuesday, save and exit, and then complete the test on Thursday. The timer will show that you took 48 hours to complete.

View completed questions. The Question Completion Status section displays a saved icon for each question you have answered. You can select a question number to jump to that question. Select the arrows next to the status section to collapse or expand it.

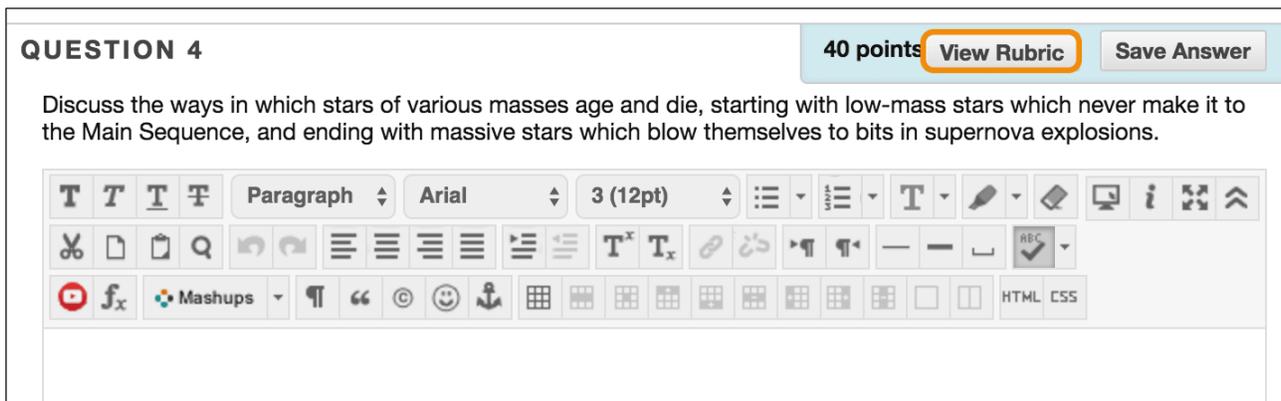
Clear your Multiple-Choice answer. If you're unsure of your selection on a Multiple-Choice question, you may double-click to clear your answer choice.

Your answers are auto-saved. You can also select Save Answer next to each question or Save All Answers as you work. When you save an answer, saved appears in the question's row.

Ready to submit? When you're finished, select Save and Submit. You may see your score immediately if all questions are auto-graded and your instructor releases this information. However, your instructor must manually grade some question types such as Essays.

VIEW A TEST QUESTION WITH A RUBRIC

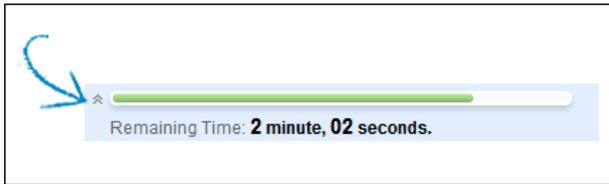
If your instructor associated a rubric with an Essay, File Response, or Short Answer question, select View Rubric. You can view the grading criteria before you answer the question.



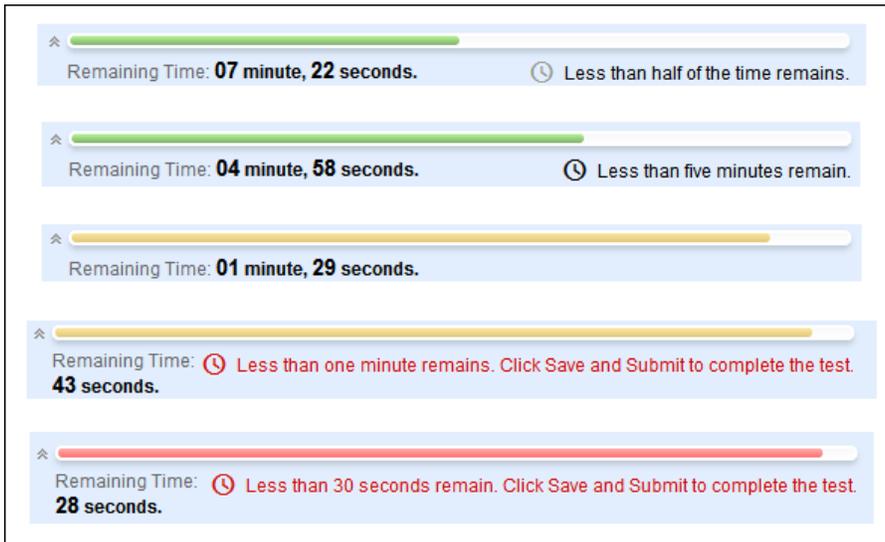
The screenshot shows a question interface for "QUESTION 4" worth 40 points. The question text is: "Discuss the ways in which stars of various masses age and die, starting with low-mass stars which never make it to the Main Sequence, and ending with massive stars which blow themselves to bits in supernova explosions." The interface includes a rich text editor with various formatting options like bold, italic, paragraph, font color, and background color. The "View Rubric" button is highlighted with an orange border.

Timer status bar

When you take a timed test or survey, the remaining time appears on a status bar. Use the arrows next to the timer to collapse or expand it.



Timer warnings appear when half the time, 5 minutes, 1 minute, and 30 seconds remain. When the remaining time reads 1 minute, 30 seconds, the status bar turns yellow. At 1 minute, the warning is red, and at 30 seconds, both the status bar and the warning are red. If you collapse the timer, you won't see the color changes.



Presentation options

In the test or survey information section, you're informed about which presentation options your instructor chose.

Test Information

Description: This test is worth 23 points. You will write one essay question that I need to grade so you will not be able to access your score immediately.

Instructions

Multiple Attempts: Not allowed. This test can only be taken once.

Force Completion: **Once started, this test must be completed in one sitting. Do not leave the test before clicking Save and Submit.**
This test does not allow backtracking. Changes to the answer after submission are prohibited

Question Completion Status:

1 2 3 4 5 6 7 8

Moving to the next question prevents changes to this answer. Question 1 of 8

Question 1 10 points Save Answer

Random assignment of subjects to groups controls for selection bias.

True
 False

If force completion is enabled, you must complete the test or survey the first time you open it. You can't exit and continue the test or survey later. The Save option is available for you to save your answers, but you can't exit and re-enter.

If backtracking is prohibited, you can't go back to questions you have already answered. An error appears when you attempt to use the Back option within the test or survey.

Your instructor can choose to present questions all-at-once or one-at-a-time.

All-at-once presents all the questions at the same time. These options are available:

Store answers. Select Save All Answers. The Question Completion Status section displays a saved icon for each question you have answered. You may change answers after you save them.

Finish the test or survey. Select Save and Submit. You receive a confirmation and a receipt page that states that the test or survey is completed.

A one-at-a-time test presents questions separately. Only one question appears on the screen at a time. You decide when you're ready to move on to the next question. These options are available:

Navigate through questions. Use the navigation arrows (<<, <, >, or >>). The Question Completion Status section shows the current location in the test and the overall number of questions. When backtracking is prohibited, the arrows don't appear.

Save answers. Select Save All Answers. Questions you answered up to this point are saved.

Finish the test or survey. Select Save and Submit. You receive a confirmation and a receipt page that states that the test or survey is completed.

Retake a test or survey

When you first open a test or survey, you're informed if you have multiple attempts. If your instructor placed a limit on the number of attempts, the number is stated. You can also see which attempt you're starting.

When you return to a test or survey to start another submission, you can see how many attempts exist and how many you've used.

Your instructor decides which test attempt score is recorded for your grade such as the average of all attempts or the highest attempt score.

The screenshot displays a 'Test Information' section with a blue star icon. Under the 'Instructions' heading, there are two lines of text: 'Multiple Attempts This test allows 2 attempts. This is attempt number 1.' and 'Force Completion This test can be saved and resumed later.' Below this is a section titled 'Test previously taken: Test 1: Research Methods'. A purple arrow points to the text 'You completed the Test on May 3, 2016 12:27:53 PM EDT. 1 of 2 attempts have already been taken.' At the bottom, there are three buttons: 'Back To Course', 'View All Attempts', and 'Start New Submission', with the last one highlighted by a purple box.

GRADES AND FEEDBACK

Most questions in tests are auto-graded. Your instructor defines the correct answers and assigns points to each question. The system validates your answers and assigns the score.

Essay, File Response, and Short Answer questions aren't auto-graded. Your instructor must manually grade these question types. Grades for tests with these question types are released after your instructor finishes grading and allows it.

Your instructor can use a rubric for grading an Essay, File Response, or Short Answer question and make the rubric available to you. Select View Rubric when you review the graded test to view the grading criteria for the question.

You may see your score immediately after you complete the test if all questions are auto-graded and your instructor releases this information. Your instructor may choose a date in the future to release test scores while your classmates to take the test.

View Attempts		
ASSESSMENT DETAILS		
Item Name	Unit 6 Quiz	
Aggregation	Last attempt	
Points Possible	50	
ATTEMPTS		
Date Created	Date Last Submitted or Edited	Calculated Grade
Jan 12, 2019 9:52 AM	Jan 12, 2019 9:53 AM	50.00
Icon Legend		

After you complete a test, the performance results you receive depend on the options selected by your instructor. For example, your instructor may only show the final score for one test, while for another test the final score and correct answers are displayed. Feedback includes one or more of these items:

Final score for the test

Answers submitted

Correct answers

Feedback for the questions

To access feedback and grade information, select the test in the content area or My Grades. On the View Attempts page, select the grade link in the Calculated Grade column to access the test, your answers, and any instructor feedback.

My Grades

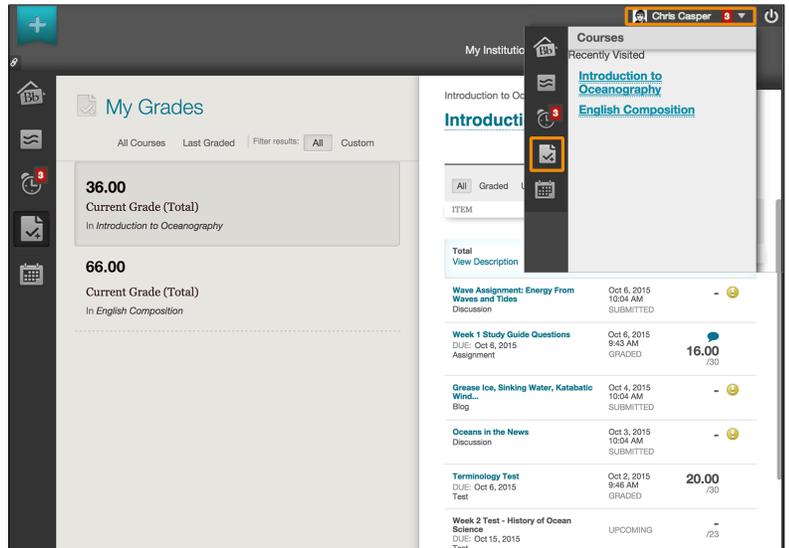
Use the My Grades tool to access your results and feedback from your lecturer.

- Check out Blackboard Help <https://help.blackboard.com/Learn/Student/Grades>

Where are my grades?

You can see grades for all your courses or one course at a time.

To view grades for all your courses, select the arrow next to your name in the upper-right corner. In the menu, select My Grades. You can sort your grades by All Courses or Last Graded. If your work hasn't been graded, grade status icons appear. Select a graded item's title to review your submission. For tests, after you select the title, the View Attempts page opens. Select the grade to review your submission.



To view the grades for the course you're in, select the My Grades link on the course menu or on the Tools page.

My Grades page

On the My Grades page, you can view all the coursework and grades for the course you're in. If your work hasn't been graded, [grade status icons](#) appear.

You can filter and order your view.

Select an item's title to review your submission. For example, your instructor can type comments and highlight text in your document. Select an assignment's title to access the assignment's Review Submission History page and review the grade, annotations, and feedback in context. If your file doesn't open automatically in the browser, your institution hasn't turned on inline viewing.

ITEM	LAST ACTIVITY	GRADE
What do you know? Survey	Jun 3, 2017 12:24 PM GRADED	✓
Unit 1 Quiz Test	Jun 5, 2017 4:53 PM GRADED	30.00 /30.00000
Unit 2 Quiz Test	Jun 12, 2017 4:40 PM SUBMITTED	-
Group Jupiter: Most Unexpected Fact? Journal	Jun 15, 2017 3:19 PM SUBMITTED	30.00 /30.00000
Space Exploration Journal	Jun 19, 2015 5:40 PM SUBMITTED	-
Group Jupiter: Most Unexpected Fact? Journal	Jun 20, 2017 3:19 PM SUBMITTED	-
Group Plan Assignment	Jun 24, 2017 9:56 AM SUBMITTED	-
Planet Presentation DUE: JUL 7, 2015 Assignment View Rubric	Jun 27, 2017 10:54 AM GRADED	89.00 /100.00000
Attendance Attendance	Jun 27, 2017 3:08 PM GRADED	90.00 /100.00000

WHAT DO THE ICONS MEAN?

If your instructor hasn't graded your work yet, grade status icons appear.

Icon	Description
-	No information is available.
	You completed the work, but no grade is assigned for items such as surveys.
	You submitted your work. This item is ready for grading.
Grade	After an item has been graded, select the title to review your submission. For tests, after you select the title, the View Attempts page opens. Select the grade to review your submission.
	Your work is in progress, but you haven't submitted it yet.
	Your grade for this item is exempted. You don't have to submit work.
	An error has occurred. Contact your instructor.
	Your work was graded anonymously. Appears with submissions where your instructor assigned grades with student names hidden during the grading process.
	Select to view feedback from your instructor.

