Blackboard 9: Students
1 Using Blackboard 9

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Using Blackboard 9
How do I log in? (College and SBS)

This lesson covers logging in to Blackboard 9 from Campus Cruiser.

**Type www.suffolk.edu/mysuffolk in your browser**

Navigate to [www.suffolk.edu/mysuffolk](http://www.suffolk.edu/mysuffolk) in your browser and bookmark for future reference.

**Enter your Campus Cruiser Log In ID and Password, and click Log In**

If you do not know this information, please contact the the University Help Desk.

College of Arts & Sciences and Sawyer Business School
Call 617-573-8000 x2002
Click the Blackboard tab

The Blackboard welcome page will now pop up in a new browser window. If this does not happen, see below.

If Blackboard does not open in a new window, make sure pop-ups are ENABLED and NOT DISABLED in your browser

Pop ups are required to successfully enter Blackboard. To enable pop-ups in the following browsers, please choose the appropriate system and browser

Windows
Internet Explorer 8
Firefox 3.0 or higher
Safari

Mac
Safari 4.0 or higher
Firefox 3.0 or higher
Select the course you would like to being editing or viewing from the My Courses list by clicking it.

To return to the Welcome screen which shows your course list to select a different course, click the My Institution tab.

Alternatively you may select the "Courses" tab.
How do I log in (Law School only)

This lesson covers logging into Blackboard for Suffolk Law school

Navigate to www.law.suffolk.edu

Scroll to the bottom left of the page and click Campus Cruiser Portal

Enter your Campus Cruiser Log In ID and password, and click Log In

Note: If you do not know your Log In ID or password, contact the Law School Registrar's Office.
Once you have logged into Campus Cruiser, click "Blackboard" under the "MyCruiser" tab.

If Blackboard does not open in a new window, make sure pop-ups are ENABLED and NOT DISABLED in your browser.

Pop ups are required to successfully enter Blackboard. To enable pop-ups in the following browsers, please choose the appropriate system and browser.

**Windows**
- Internet Explorer 8
- Firefox 3.0 or higher
- Safari 4.0 or higher

**Mac**
- Safari 4.0 or higher
- Firefox 3.0 or higher
Select the course you would like to being editing or viewing from the My Courses list by clicking it.
How do I submit an Assignment?

This lesson will help the student learn how to submit an assignment on Blackboard.

Once you have chosen the course you would like to work in, select "Assignments" from the left hand navigation.

Choose the Assignment that you would like to submit from the menu by clicking on it's link.
If your instructor would like you to submit your assignment via the assignment submission text box, write your text in the box under "Assignment Materials." If you would like to submit your assignment through an attachment, select "browse for local file."

When you have finished writing or uploading your assignment, click "Submit" in the lower right hand corner of the page.

Once you see the success page, click "OK" to finish the process and go back to assignments. If you would like to submit another assignment, click "Start New Submission."
How does the Discussion Board work?

This lesson will show students how to use the Discussion Board feature on Blackboard.

Under the "My Courses" Tab on your home page, click the course you would like to view.

Choose "Discussion Board" from the left hand navigation.
Click on the Forum in which you would like to have a discussion.

If you would like to begin a new discussion in the forum, click "create thread."

If you would like to join in on an existing discussion, click on a link under "thread."
Click "reply" to join the discussion by adding your comment.

If you would like to print numerous posts in one format, click the check box next to the post you would like to print and click "collection."

The "collection" tab will allow you to sort and print your posts in one area.

After viewing your collection, click "print preview" to see your posts in printed format. Click print to print your work.
How do I create a Blog entry?

This lesson will show students how to use the Blog feature in Blackboard.

Once you have chosen the course you would like to work in, select "Tools" from the left hand navigation.

Select the "blogs" tool from the list.
Click on the blog in which you would like to add an entry.

Note: some blogs will only allow you to comment or view entries. A blog marked "individual" will allow you to create entries.

Click "Create Entry" to add an entry to your individual blog.

Once you are done writing your entry, click "Post Entry" at the bottom of the page.
How do I create a Journal Entry?

This lesson will help students learn how to use the Journal function on Blackboard, and distinguish the journal function from the blog function.

Once you have chosen the course in which you would like to work, select "Tools" from the left hand navigation.

Select the "Journals" icon from the menu.
Click on your course journal to add an entry.

Click "Create Entry" to add an entry to your journal.

Once you have written your entry, click "Post Entry" at the bottom of the page.

How is this different from the blog function?

The journal feature allows for private communication between the student user and the course instructor. No other student in the course can view your journal or comment on your entries. The blog feature encourages group discussion and allows for comments on user entries. All students in the course can view your blog and leave comments.
How do I see my grades?

This lesson will show the student how to use the "My Grades" tab on Blackboard.

Once you have chosen the course you would like to work in, select the "My Grades" tool from the left hand navigation.

Under the "My Grades" tab, you will see an itemized list of your assignments and their respective grades. Click the "Details" button next to an assignment to view it's description and grading criteria.
How do I subscribe to a podcast in iTunes U?

Subscribing to a podcast in iTunes U so new episodes are automatically delivered to you. This also covers subscribing to different tabs, locating episodes, and retrieving older episodes,

1. Click the Group Tab you want to subscribe to on the Course Page

Note: you must subscribe to each individual tab, or by default you will only be subscribed to the first tab. There may be some tabs you want to subscribe to and some you don't, so please check (for example, some tracks are in audio format on one tab and video on the other. You probably want to subscribe to one or the other).
2. Click Subscribe

After selecting the group, click subscribe

3. Check the iTunes U section of your iTunes Library

The latest podcast will be downloaded there, and all future episodes will be downloaded automatically as they are added.

Note: if you are using an OLDER version of iTunes, you will not have an iTunes U icon in your library.
iTunes U podcasts you've subscribed to will be located under "Podcasts"

4. Check to see if you are missing any older episodes you may need

Grey-out episodes have not been downloaded yet.

5. Choose either GET or GET ALL to retrieve older episodes before you became a subscriber

That’s it! All new episodes will now be added automatically. On iPods, these will sync to your podcast library, on older iPods or mp3 players audio podcasts will appear in the "Music" section and video podcasts will appear in the "Videos" section.
How do I send email to my instructor or classmates?
How do students find a created Wimba Classroom?

This lesson covers how students locate the Wimba Classroom. First, you must have a room created.

**Students may choose Tools from the left hand course menu**

![Tools Menu](image1.png)

**On the bottom right, Wimba Classroom appears as a link**

![Wimba Classroom](image2.png)

**Students choose the appropriate room as designated by the instructor**

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