

## Using the Digital Drop Box

1. Log onto Blackboard.
2. On the right side of the screen, select the course you want to enter.
3. In the left column, click the **Tools** button.
4. Click on **Digital Drop Box**.
5. To add file, click the **Add File** button at the top of the screen. Enter a file name when prompted.
6. Use the Browse button to locate the file you want to add to your digital drop box.
7. Once you have located the file, click it and the file name shall appear to the left of the Browse button.
8. Click **Submit** and then **OK** to add the file to your drop box.
9. SIMPLY ADDING THE FILE DOES NOT SEND IT CONTINUE READING TO LEARN HOW TO SEND THE FILE.
10. To send a file, click the **Send** button located at the top of the page.
11. Either select a file you have already added or use the Browse button to locate the file and click on it.
12. Click **Submit**, and then **OK** to send the file. The word Submitted should now appear underneath the file in the drop box.
13. To help your Instructor identify the file, it is a good rule of thumb to use your name and/or assignment topic as the filename.

## Taking Exams and Quizzes on Blackboard

- Choose the course in which the test is located
- Click the content area in which the test is located (e.g. Assignments, Tests)
- Click the test you want to take
- Read all instructions, then take the test
- DO NOT hit the Back button. You will get locked out
- Once you start the test you may be required to complete it in one sitting. **Plan for it.**
- Sometimes students on a dial-up connection will have difficulty taking or completing tests. Make sure your connection has the ability to stay open for the duration of your test.

## Communicating With Your Instructor

- Check in with your instructor regularly.
- Use messaging as your first mode of communication.
- But don't be afraid to try other forms of contact.
- Check your messages regularly.
- Use specific subject lines for your messages.
- Be specific in the content of your messages.
- Read your Instructors Syllabus and Announcements for specific instructions and timelines.



## Southern University at New Orleans

6801 Press Drive  
Building 31-B  
New Orleans, LA 70126

Phone: 504-286-5367  
E-mail: ccammon@suno.edu



## Student Quick Guide

Office of E-Learning

Phone: 504.286.5367  
Email: ccammon@suno.edu

# Getting started

## Logging In

Blackboard can be accessed through the University's home page at <http://www.sunou.edu>. The Blackboard logo is located at the bottom of SUNO's homepage.

\*\*\*Students who have successfully completed their registration process (paid fees), may follow the process below to gain access to Blackboard.

## Username and Password Format

**Username:** The format for your username is the *first letter of your first name, the first three letters of your last name, your two digit birth month, and your two digit birth date*. For example: John Doe would be: **jd0e0109** (you must include a zero if your birth-day month and/or date are a single number)

**Password:** \*Your initial password is *the last four numbers of your social security number*. All Blackboard users are encouraged to log on and update their personal information, including the e-mail address and change their password, located under "Personal Info." on the initial welcome screen.



## The Course Menu

The Course Menu appears on the left side of the course web page. You can access the tools from the Courses Menu. A typical course in Blackboard will have a course menu similar to this one.

SUNO	My Courses
Announcements	<u>Announcements</u> – information from the Course Instructor
Instructor	<u>Instructor</u> - includes information about the Course Instructor
Syllabus	<u>Syllabus</u> - contains the course syllabus
Calendar	<u>Calendar</u> - contains a listing of important dates relative to the course
Expectations	<u>Expectations</u> - information from the Instructor about what is expected from the course
Course Modules	<u>Course Modules</u> – contains the learning materials and lesson aids, such as lecture notes, class objectives, and class management information, exams, quizzes, and files the instructor may have attached to an assignment. They may also attach files to an assignment to submit to the Course Instructor
Discussion Board	<u>Messages</u> - allows you to send messages and/or files to anyone in your course (much like email).
Messages	<u>Communication</u> - users of a course can communicate through the Communication Center. The Communication Center allow users to send email, read and post messages to Discussion Boards, enter Collaboration Sessions, view Student roster, and view Group pages
Communication	<u>SUNO Library</u> - connects course users to the SUNO Virtual Library web page.
SUNO Library	<u>Student Services</u> - connects course users to the SUNO Student Services web page.
Student Services	<u>Technical Help</u> - connects course users to the SUNO Help web page to access the 24/7 Online Help system.
Technical Help	<u>Tools</u> – the tools that can be used in the class site. The tools include the Digital Drop Box, Edit Home Page, Personal Information, Course Calendar, View Grades, Student Manual, Tasks, and the Electric Blackboard
Tools	<u>Course Map</u> - allows class site navigation through a collapsible tree directory. Students can go directly to various course areas

## Using the Discussion Board

1. To use the discussion board, go into the course pages, find your course, and click on it
2. Click **Discussion Board** on the left side of the screen
3. Click on the forum which you wish to use
4. To read messages from other students, click on the message subject.
5. Post your own message by click on **Add New Threads**
6. Click **Submit**, and then **OK**
7. Your message is posted
8. If the text box area is missing
9. In Internet Explorer's security settings, make sure the setting for **Run ActiveX Controls and Plug-ins** is set to enable for the Internet zone
10. Alternatively, add the Blackboard site to the **Trusted Sites** zone. The trusted site configuration should have ActiveX enabled by default, and would allow you to enable this for only the Blackboard site
11. If you do not wish to use the Text box editor, you can disable it through Personal Information from the My Institution page (the page seen after logging in). This will use the smart text entry box that was used in previous Blackboard versions

## Southern University at New Orleans

6801 Press Drive  
Building 31-B  
New Orleans, LA 70126

Phone: 504-286-5367  
E-mail: [ccammon@sunou.edu](mailto:ccammon@sunou.edu)