Blackboard Student Essentials

Accessing Blackboard
1. Go to Greenwood Lakes Middle School website (www.greenwoodlakes.scps.k12.fl.us)
2. Scroll down to Quick Links and select Blackboard.
3. Enter your
   - User name (Student ID) and
   - Password (Birthdate)
   
   Birthdate = yyyymmdd, for example 19990125

After logging into Blackboard, the Welcome screen will appear welcoming you to Blackboard. The content on this page may include links to your courses, recent announcements, access to your tasks and calendar, a list of tools available to you, navigation tabs and buttons, and a search box.

- The Courses tab will link you to the Blackboard course catalog.
- The Home button will take you back to the login screen.
- The Help button will take you to online Blackboard tutorials.
- The Logout button will allow you to exit Blackboard. (For security reasons, you should close your browser window down completely).

To enter a course, click on the course title in the My Courses area.

When you first enter a course, you will be on the Announcements page. Teachers use this area to post messages related to the course.

Navigation buttons are on the left side of the screen. Each button takes you to a different area of the course. You may also navigate within a course by using the back or forward buttons on your browser or by using the “breadcrumb trail” (a series of links that shows where you have been) located near the top of the screen. You can temporarily collapse the course navigation buttons by clicking the arrow button at the top of the Course Menu frame. Please note that the titles and availability of the navigation buttons can be customized by your teacher so you may have slightly different choices for each course site than the ones described here.

There may be several Content Areas within your course. For example, Course Documents, Assignments, and Course Information may be common button titles or in some cases Chapter 1, 2, 3... or Week 1, 2, 3...may be used instead.

- Items may include course syllabus, grading rubric, schedule, lecture outlines, lessons, required readings, homework assignments, and presentation handouts.
- Items can be a single document or in some cases a folder may be used to organize several related documents together.
- Sometimes an item will be completely viewable on the screen and other times you will need to click on a link to view the file. Files can be documents, slide shows, audio, graphics, or video.

The Staff Information area contains information about your instructor including office hours, e-mail address, and possibly a photograph.
**External Links** are other Websites related to your course. When clicking on a link to go to an external web site, it may open within the Blackboard frame or it might open in an entirely new browser window.

There are several **Student Tools** available in Blackboard:

- The **Digital Drop Box** allows you to store files, send documents to the instructor, and receive documents from the instructor.
- The **Course Calendar** collects important dates such as holidays, assignment due dates, and scheduled exams.
- The **Gradebook** provides you with a list of assignment items, date completed, score received, points possible, and a class average per assignment.
- The **Student Manual** is an online user’s guide on how to use Blackboard.
- The **Tasks** tool stores tasks related to the course and personal tasks if desired. Settings can be used to establish priority levels, task status, and even to send a reminder.
- The **Glossary Manager** is a list of common terms and definitions associated with the course.
- The **Online Journal** is a place to record daily reflections or notes about your learning.
- The **Dictionary and Thesaurus** is a tool to easily look up a definition or synonym for any word found in your Blackboard course.
- Other tools include the **Student Homepage**, **Electric Blackboard**, and **Address Book**.

The **Course Map** button pops up a separate window with hot links to all the areas of the course.

If You Need More Help --

- Click on the Tools button and then on Manual.
- If you still need help, contact Anthony Fiorentino at 5-7625 or mailto:Anthony_Fiorentino@scps.k12.fl.us.