

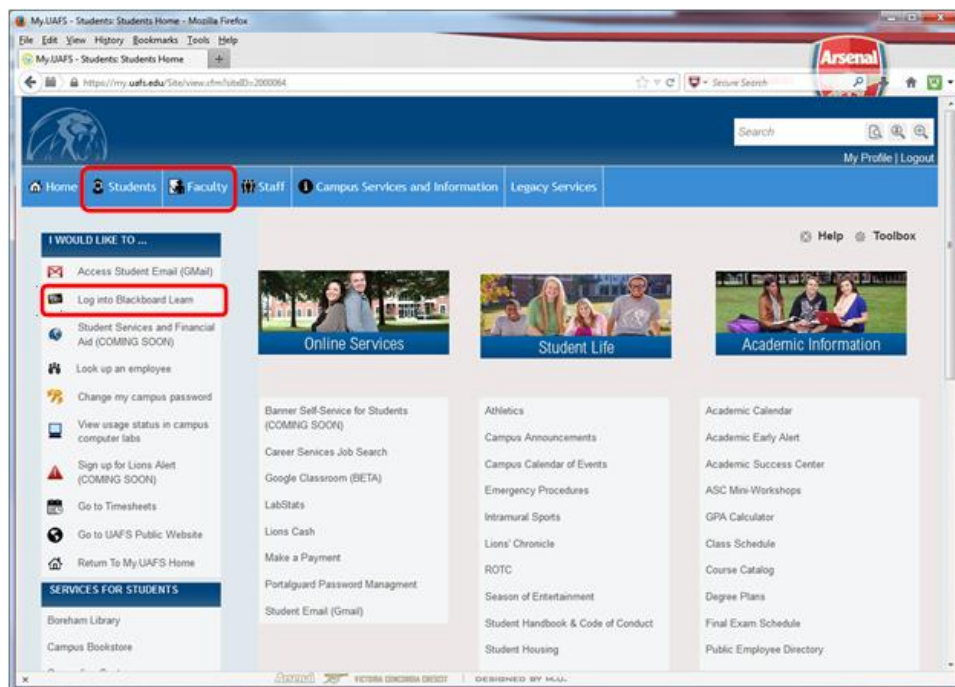
# Blackboard Learn Introduction

## Accessing Blackboard Learn

You can access Blackboard Learn at UAFS in the following ways:

### Accessing Blackboard Learn via My UAFS

1. Log into <http://my.uaafs.edu>
2. Click the Students tab or the Faculty tab.
3. Click the Log into Blackboard Learn link, on the "I would like to" channel.



### Accessing Blackboard Learn via the Direct Address

You can also access Blackboard Learn by typing the following URL into your Web browser's address bar and pressing the **ENTER** key on your keyboard:

<http://blackboard.uaafs.edu>

### Logging into Blackboard Learn

Whichever of the methods you use to access Blackboard, you will log in via the **Portalguard** account management system. When you access Blackboard Learn, you will be directed to the Portalguard log in page. Log in using your **regular** UAFS username and password.

**UAFS** UNIVERSITY OF ARKANSAS  
FORT SMITH

**Portal Login**

Username

Password

Show password ☐

Login

Set Password

Forgot Password?

This computer system is the property of the University of Arkansas at Fort Smith and is for authorized users only. By continuing to use this system, you agree to abide by the UAFS Acceptable Use of Technology Resources Policy ("AUP") which is available at <http://uaafs.edu/aup>. Log off immediately if you do not agree to these conditions.



Once you log into Portalguard you will be directed to the Institution page, in the Blackboard Ultra Base Navigation.

When finishing work in Blackboard, be sure to click the Sign Out button, at the bottom of the Ultra Base Navigation menu/list.

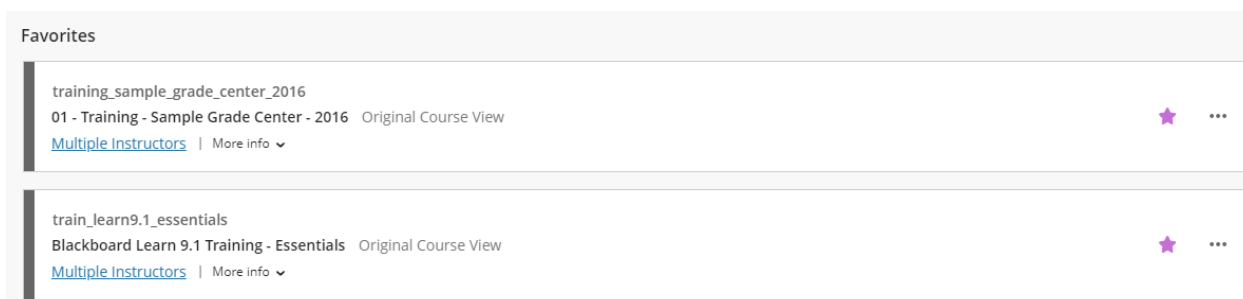
## Navigating Blackboard

Once you access Blackboard, you will need to be able to find and navigate your courses.

The menu on the left side of the initial Blackboard screen is called the **Base Navigation Menu**. This menu contains links to a number of resources, including your courses. Click **Courses** to access your Courses list.



The Courses page will contain a list of your courses. You can **filter** the list by term and other criteria. You can also make selected courses your **favorites** by clicking the **star** on the right side. This will move those courses to the **top** of the Courses list.



**Click** your course to enter the course.



Once you are in the course, you can use the **Course Menu** on the left side of the page to navigate to different pages.



Pages can be organized in different ways, depending on how your instructor has designed the course, so take some time to familiarize yourself with the course content and be sure to review the introductory material (usually in an area called Getting Started).

## Key Blackboard Tools

There are a number of tools in Blackboard to assist you with submitting assignments, communicating with your instructors and classmates, and keeping track of your grades.

### *Submitting an Assignment*

You will find a number of assignments in your courses. The assignment tool allows you to submit your work as either an **attached file** or an **online text submission**.

#### ASSIGNMENT SUBMISSION

Text Submission

Write Submission

Attach Files

Browse Local Files

Browse Content Collection

Browse Cloud Service

### *SafeAssign*

When you submit assignments, a service called **SafeAssign** will compare your work to existing work online, in periodicals, and from other student's papers, to check for possible cases of plagiarism. The service identifies unoriginal content and produces a report with links to



potential sources for the content. Be sure to cite your sources properly in your work, as citations will appear in the report.

### ***My Grades***

You can find your course grades in the **My Grades** tool. My Grades lists your individual grades, with links to the submissions, along with any feedback from your instructor. Be sure to check your grade for feedback by clicking the links and icons for your submission. If the instructor used a rubric for your grade, you can see that as well, under View Rubric.



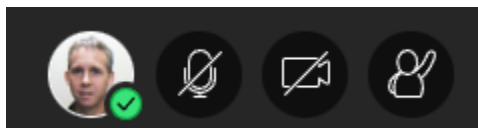
### ***Collaborate***

Class Collaborate is a service that allows you, your classmates, and your instructor to communicate in real time via video, audio, and shared content (files, screens, etc.)

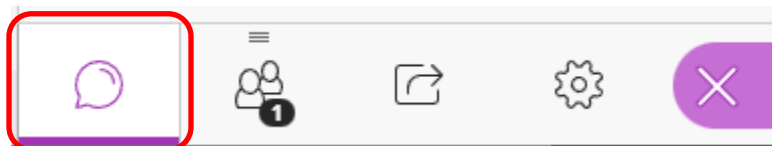
To access Collaborate from your PC:

1. Click the **Collaborate** link on the Course Menu.
2. Click the **session** you need to attend.
3. A sidebar will open on the right side of the page. Click Join session.
4. Make sure your **video** and **audio** are on in the session.

You can control your **microphone** and **camera** with the buttons on the bottom.

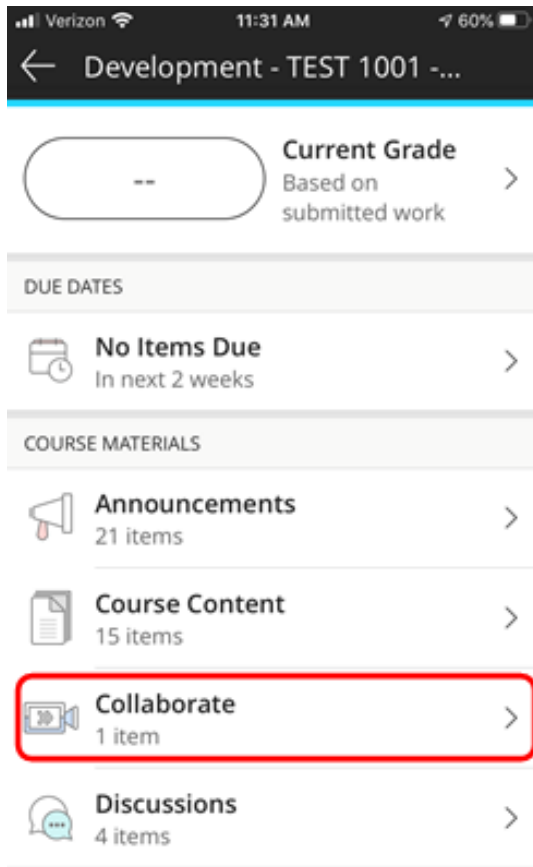


You can access chat in the session from the **Collaborate Panel** on the bottom right.





You can also access Collaborate in your course, in the **Blackboard app**, using the Collaborate link:



### ***Taking a Test***

You can take tests in Blackboard. When you click the link for a test, you will be shown a set of instructions, including the following:

- **Time limit** - Please be advised that once the test begins, the timer continues to run, whether or not you leave the test.
- **Timer setting** - Whether the test is automatically submitted when the timer runs out.
- **Force Completion** - If this is turned on and you leave the test attempt, Blackboard will automatically submit the attempt.
- **Multiple Attempts** - This shows how many times you may take the test.

After you click begin, the test and timer will **start**. You may be prompted for a **password** at this point. If your test is proctored, your proctor (or proctoring service) will enter it.



We advise that you do the following when taking tests in Blackboard:





- Find a **quiet**, private space, free from **distractions**.
- Use a computer with a **hard-wired** connection to the Internet. Wi-Fi connections can be inconsistent at times.
- **Close** all unnecessary applications on your computer.
- **Save** after **each answer**.
- **Verify** that Blackboard is **saving** your **answers** as you take the test.
  - Blackboard should do this automatically, but if it stops during the test that means you have been **disconnected** from Blackboard and need to reconnect. Answers will not properly save during a disconnection.
- If testing with a **proctor service**, like Examity, make sure the testing space is free of clutter and other potentially suspicious content (mobile devices, notes, books, etc.)
- Remember to **Submit** the test.

## Discussions

Discussions allow you to post messages at any time of day and respond to your instructor's and your fellow students' posts that they left earlier.

You can include several different types of content in a discussion post, including images, math equations, and embedded video and audio (from YouTube and Panopto).

Discussion messages are organized in threads. A thread is made of an initial message and all of the responses to it. As participants respond to the original message **and** the other responses, the thread grows in size.

<input type="checkbox"/>	Onwine Cwasses	 L. Mere Fudd	Published	6/28/16 1:42 PM
<input type="checkbox"/>	Salutations	 Frank N. Stein	Published	4/6/20 10:44 AM
<input checked="" type="checkbox"/>	RE: Salutations	 Frank N. Stein	Published	4/6/20 10:58 AM
<input type="checkbox"/>	RE: Salutations	 Frank N. Stein	Published	4/6/20 11:02 AM

## Support

Students should contact their instructors with questions about the courses.

Students should contact the Service Desk for all technology support issues:

Phone: **(479)788-7460**

E-mail: [uafs@service-now.com](mailto:uafs@service-now.com)