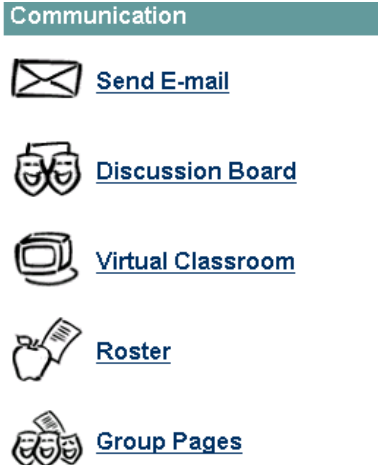


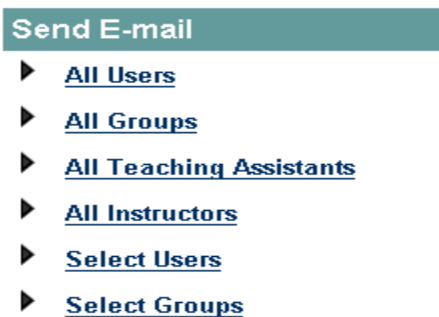
Blackboard: Communication Area



Send e-mail:

This function allows you to e-mail a person or groups of people from the class roster. Once in the **Communication** area, click on **Send E-mail**.

You will see this menu:



- Select **All Users** if you would like to send an e-mail to all of the people on the roster.
- Select **All Groups** if you would like to send an e-mail to all of the groups in the class (a **group** is set up by the instructor).
- Select **All Teaching Assistance** if you would like to send an e-mail to all of the teaching assistance in your class.
- Select **All Instructors** if you would like to send an e-mail to all of the instructors in your class.
- Click on **Select User** if you would like to send an e-mail to one or just a few people in the class.

1 Recipients

To: Friend, Guest Friend, Guest
 Friend, Guest Friend, Guest
 Friend, Guest Holly, Sandra

- Click on **Select Group** if you would like to choose one or just a few groups to send an e-mail to.

1 Recipients

To: The Best Group Ever

After you have chosen who is going to receive the e-mail, you need to give the e-mail a subject and type in your message.

2 Enter Message Details

From: guest@keene.edu

Subject:

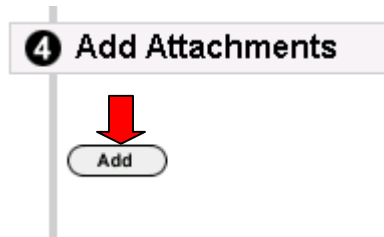
Message:

If you would like to have a copy of the message you are sending, in the options section, check the box next to **Send Copy of Message to self**.

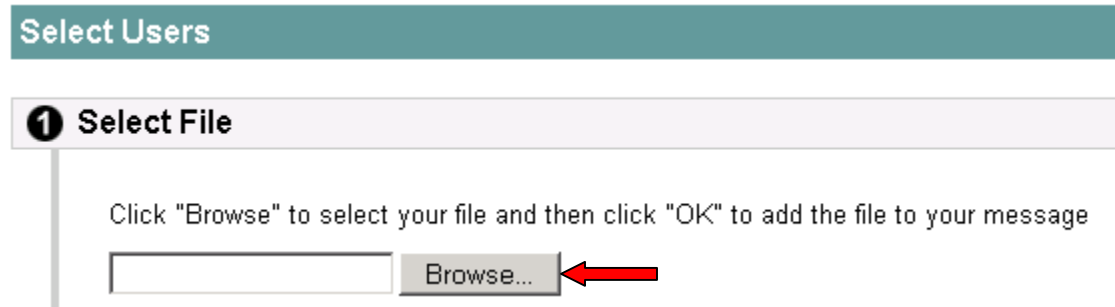
3 Set Message Options

Send Copy of Message to self

If you have an attachment to add, click on the Add button under the Add Attachments section.



From the screen that appears, click on the Browse button.

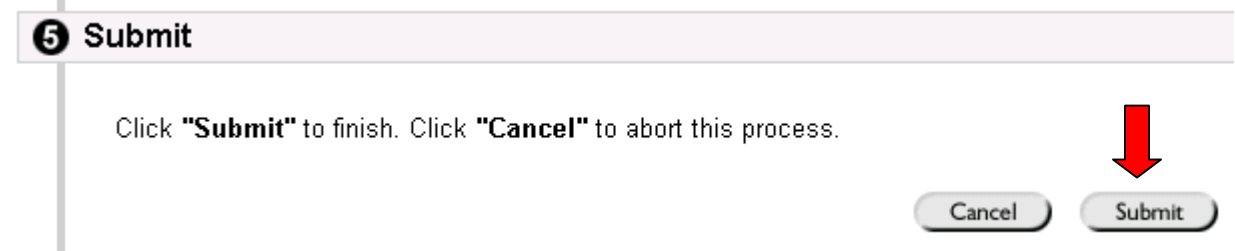


Find the file on your computer that you would like to attach and click Open.

Then click **Submit**.



To send your e-mail, click **Submit**.



Discussion Board:

Once in the **Communication** area, click on **Discussion Board**.

You will then see a screen with a list of “Forums” that your professor has set up for your class. Under each forum name, you will see a description of what you are expected to discuss within the forum.

The screenshot shows a list of three forums. Each forum entry consists of a title, a description, and a message count. Red arrows point from callout boxes to these elements:

- Forum Title:** Points to the blue underlined title of the first forum, "Coffee Talk".
- Forum Description:** Points to the text below the title: "You will be required to post and/or reply to your fellow classmates at least once a week on any thoughts or questions you might have on what we are talking about in class."
- Number of messages in forum:** Points to the message count "[1 Message]" and the status "[All New]".

The second forum is titled "Venting and Cheering about Blackboard" with the description "Feel free to express yourself about Blackboard in this space. Whether it's the crawling network or sharing a great idea, post your thoughts here." and a message count of "[3 Messages]" with "[All New]" status.

The third forum is titled "Q & A" with the description "Ask any question about Blackboard....we will find an answer." and a message count of "[No Messages]".

To enter a forum, simply click on the title of the forum you would like to enter.

This screen will appear:

The screenshot shows the "Discussion Board" interface. At the top, there is a teal header with the text "Discussion Board". Below the header, there is a red instruction: "To start a discussion thread, use the Add New Thread button below." Below this instruction is a button labeled "Add New Thread" with a plus icon. To the right of the "Add New Thread" button are three links: "VIEW UNREAD MESSAGES" with a dropdown arrow, "EXPAND ALL" with a plus icon, and "COLLAPSE ALL" with a minus icon. Below these links is a "SEARCH" button with a magnifying glass icon. A horizontal line with a red triangle pointing down is visible below the search area. Below the line is a "SHOW OPTIONS" button. At the bottom left, there is a "Sort By:" label followed by a dropdown menu currently set to "Default". At the bottom right, there is an "OK" button.

To post a new message click on the “Add New Thread” button.

This screen will appear:

The screenshot shows a web form for creating a new forum post. It includes a 'Subject:' text input field, a large 'Message:' text area with a vertical scrollbar, and 'Options:' for 'Smart Text', 'Plain Text', and 'HTML'. There is also a checkbox for 'Post message as Anonymous'. At the bottom, there is an 'Attachment:' field with a 'Browse...' button.

Type in your “Subject” and “Message” (just like an e-mail)

If you would like to attach a file click the “Browse...” button, find the file you wish to attach then click “submit” to up load the attachment.

When you have included everything you would like to include in your thread, click “submit”



To view the messages that have been posted, enter the forum by clicking on the title.

The screenshot shows a forum message list. At the top is a teal header 'Discussion Board'. Below it are navigation links: 'Add New Thread', 'VIEW UNREAD MESSAGES', 'EXPAND ALL', 'COLLAPSE ALL', and 'SEARCH'. The message list has columns for 'Title of message', 'Author', 'Date and Time of Posting', and 'Status of posting'. A red arrow points to the 'Submit' button in the previous image. In this image, red arrows point to the 'Just testing' title, 'Friend. Guest' author, 'Mon Oct 21 2002 2:52 pm' date, and 'New' status. At the bottom, there is a 'Sort By: Default' dropdown and an 'OK' button.

To view the message, click on the title of the message.

This screen will appear:

Discussion Board

◀◀ Previous Message Next Message ▶▶

Current Forum: Q & A
Date: Mon Oct 21 2002 2:52 pm
Author: Friend, Guest <guest@keene.edu>
Subject: Just testing

[Modify](#) [Remove](#)

Is the sky blue?

[Reply](#)

To Reply to the message simply click on the “Reply” button.

Virtual Classroom:

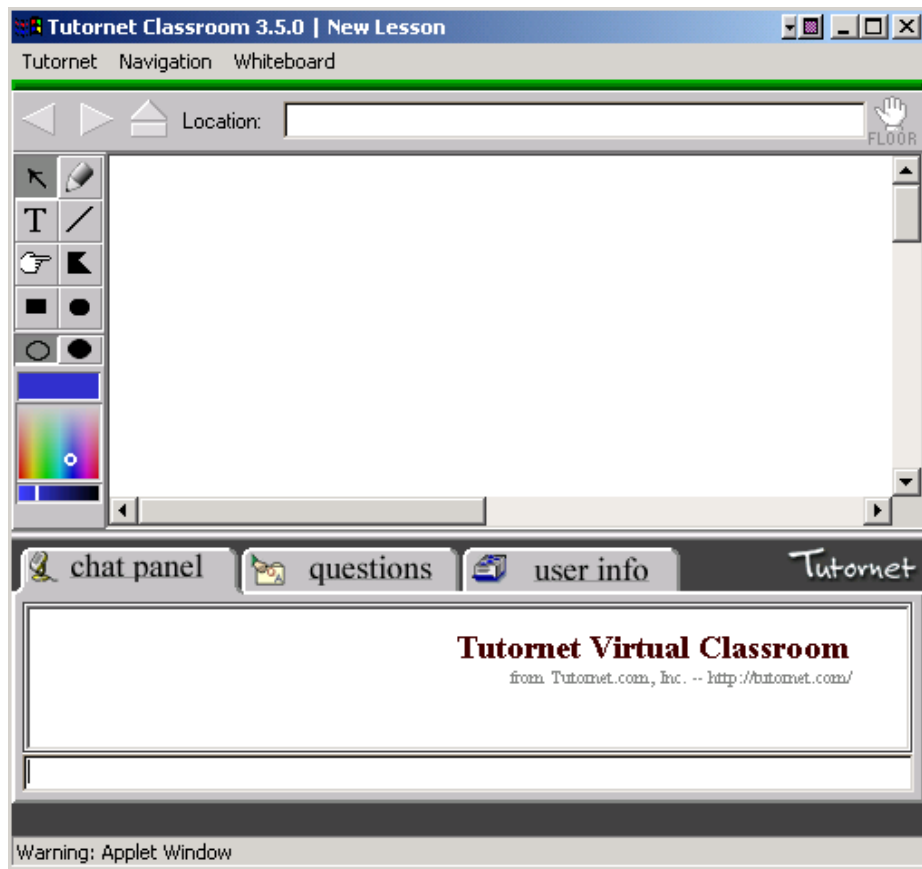
The virtual classroom is a live on-line chat. You will only be chatting with the people in your class.

Once you are in the **Communication** area, click on **Virtual Classroom**.

Click on Enter **Virtual Classroom**.

- ▶ [Enter Virtual Classroom](#)
Enter the Virtual Classroom. A Java-Enabled browser is required.
- ▶ [Browse Classroom Archives](#)
Browse the archives for a previous Virtual Classroom session.

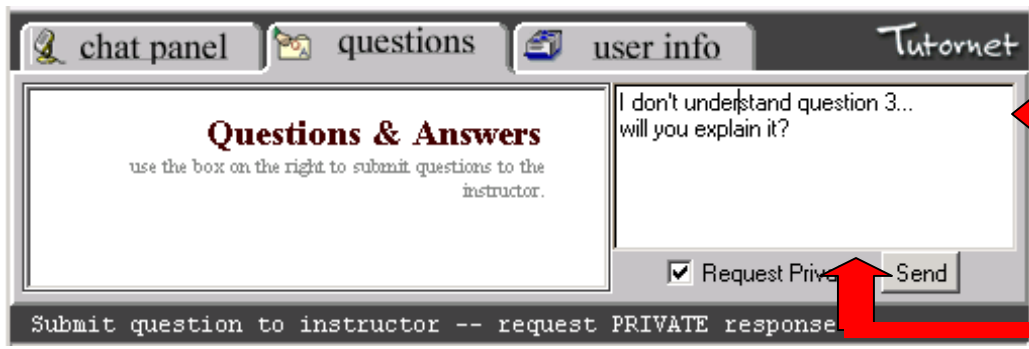
This box will appear after the chat has loaded:



The chat panel allows you to chat as you would through Instant Messenger or any other chat room. When you would like to contribute to the chat, simply type your message into the bottom white box and hit “enter” on the keyboard. Your message will appear in the white box just below the tabs.



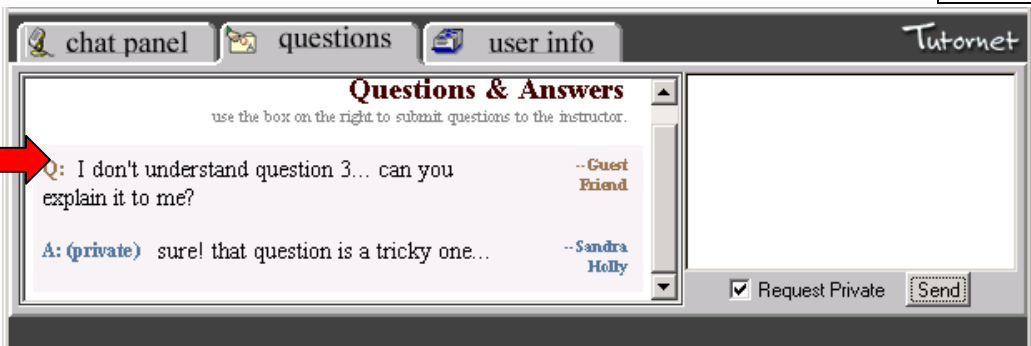
The Question and Answer tab allows you to privately or publicly ask a question to the person that is designated as the instructor.



Type your question to the instructor here

To request a private send, check this box

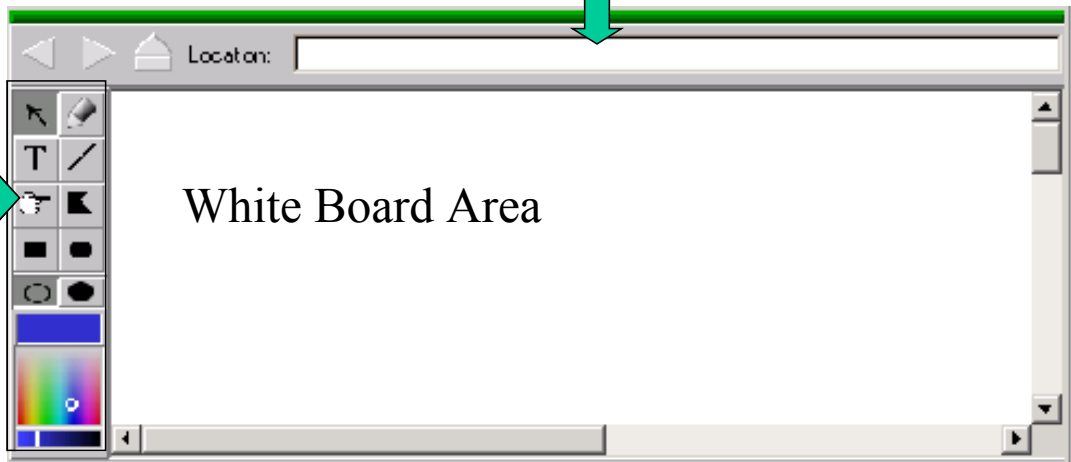
When the instructor responds, your question and the response shows up here



The white board allows you and all of the people in the chat to view a web page, or you can draw (just like you would in a "paint" program.) This area is great for science and math students as you can go over problems and formulas.

Type URL location here:

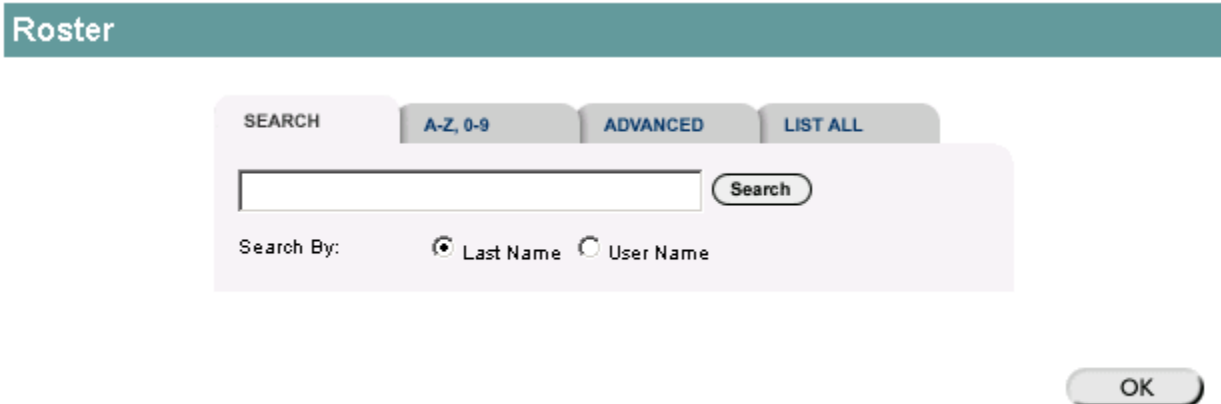
Drawing Tools



Roster:

This area of black board allows you to see the roster of the class.

Once you are in the **Communication** area, click on **Roster**



The screenshot shows a search interface for the Roster. At the top, there is a teal header with the word "Roster" in white. Below this, there are four tabs: "SEARCH", "A-Z, 0-9", "ADVANCED", and "LIST ALL". The "SEARCH" tab is selected. Below the tabs is a search input field with a "Search" button to its right. Underneath the input field, there is a "Search By:" label followed by two radio buttons: "Last Name" (which is selected) and "User Name". To the right of the search interface, there is an "OK" button.

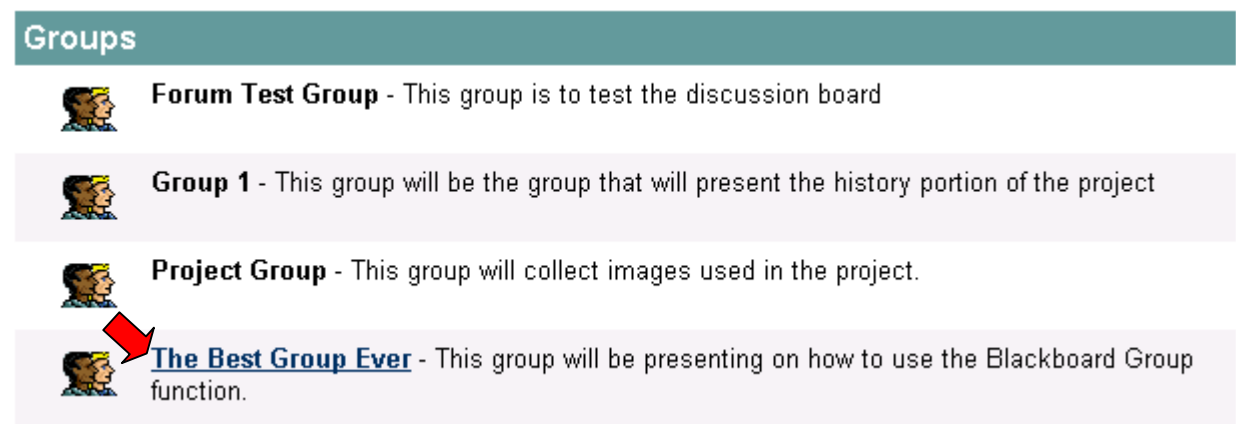
On the screen that appears, you can search for students in the class by Last Name, User Name, Alphabetically or you can list the whole class.

Group Pages:

The instructor of the class sets up group pages by assigning people to specific groups.

Once you are in the **Communication** area, click on **Group Pages**.

The screen that appears will show you the names of the groups that have been made for the class. Find and click on your group's name. (If you are not a part of a group you will not be allowed access to those pages.)



The screenshot shows a list of groups under a teal header labeled "Groups". Each group entry consists of a small profile picture icon, a group name, and a description. The groups listed are:

- Forum Test Group** - This group is to test the discussion board
- Group 1** - This group will be the group that will present the history portion of the project
- Project Group** - This group will collect images used in the project.
- The Best Group Ever** - This group will be presenting on how to use the Blackboard Group function.

A red arrow points to the "The Best Group Ever" group name.

This screen will appear:

Group Pages - The Best Group Ever

- ▶ [Group Discussion Board](#)
Use your group discussion board for course-related debates and conversations.
- ▶ [Group Virtual Classroom](#)
Meet your group for a real-time discussion.
- ▶ [File Exchange](#)
Exchange files with your group members.
- ▶ [Send E-mail](#)
Send e-mail messages to one or all of your group members.

▶ **Group Members**

<u>NAME</u>	<u>EMAIL</u>
Friend, Guest	
Friend, Guest	
Friend, Guest	
Friend, Guest	

From this menu you can access:


- The **Group Discussion Board**, which is a discussion board set up by your instructor just for your group. The discussion board is a great place for your group to post ideas, questions and replies without all of the members having to be in the same place or even online at the same time. (For more information on how to use the discussion board look at the Discussion Board section above.)
- The **Group Virtual Classroom** is where you can meet with your group for a real-time discussion. The virtual classroom area is a wonderful tool that allows your group to have a live chat meeting without having to have everyone in the same place. (For more information on how to use the virtual classroom look at the Virtual Classroom section above.)
- The file exchange function is a great way for you and your group members to share information. Uses of this function may be for the entire group to see, edit and add to a group paper, or if you are to give a presentation, to post all of the information you have gathered for you part of the presentation so that the entire group will know what everyone is doing.
- The e-mail function is a handy way to stay in touch with all or a few members of your group. All of the e-mail addresses of your group members are included, so there is no more panicking about not being able to get in touch with your group members.

Group File Exchange:

Click on “File Exchange”

Group Pages

Group Pages - The Best Group Ever

- ▶ [Group Discussion Board](#)
Use your group discussion board for course-related debates and conversations.
- ▶ [Group Virtual Classroom](#)
Meet your group for a real-time discussion.
- ▶ [File Exchange](#) 
Exchange files with your group members.
- ▶ [Send E-mail](#)
Send e-mail messages to one or all of your group members.
- ▶ **Group Members**

NAME	EMAIL
Holly, Sandra	

Click on “Add File” found at the top left of the page.




Type in the name of the file, and then click “Browse”

File Exchange

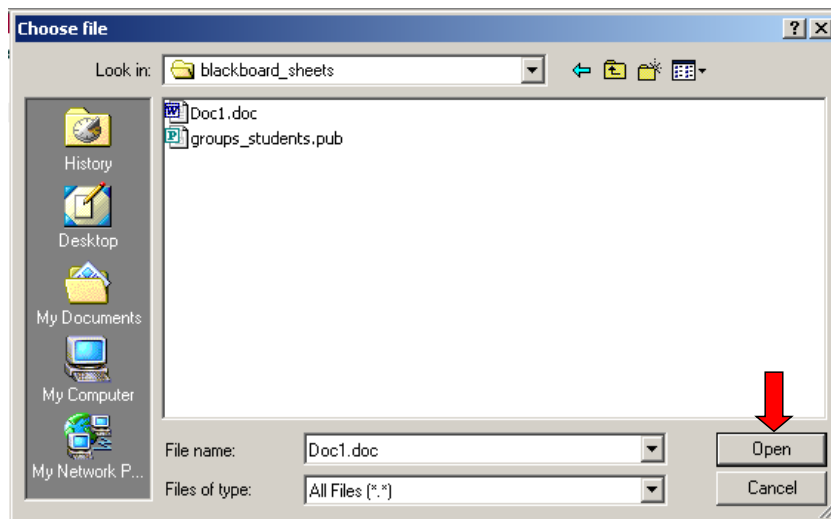
1 File Information

Title:

File:



Find the file you would like to attach, and then click “open.”




Now click “Submit” and your file will visible to all the members in your group.

(Note: A warning will flash up saying that the file will be added but not sent, it is not something that you need to worry about.)

To view a file that is in the file exchange, simply click on the title of the file you would like to view.

Group Send E-mail:

Click on "Send E-mail"

-
- ▶ [Group Discussion Board](#)
Use your group discussion board for course-related debates and conversations.
 - ▶ [Group Virtual Classroom](#)
Meet your group for a real-time discussion.
 - ▶ [File Exchange](#)
Exchange files with your group members.
 - ▶ [Send E-mail](#) 
Send e-mail messages to one or all of your group members.

Choose the Recipients from the list provided.

Send E-mail

1 Recipients

To:

My, Guest My, Guest

My, Guest Sandra, Holly

Type in your subject and message in the boxes provided.

2 Enter Message Details

From: Sandra Holly

Subject:

Message:

If you would like to add attachments to the e-mail click on the “Add” button.

4 Add Attachments



Then click “Browse” to find the file on your local computer. Open the file you would like to attach.

1 Select File

Click "Browse" to select your file and then click "OK" to add the file to your message



Then click “Submit”

