







# Blackboard: Tools

**Tools**

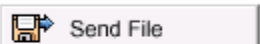
-  [Digital Drop Box](#)
-  [Personal Information](#)
-  [Calendar](#)
-  [Check Grade](#)
-  [Manual](#)
-  [Tasks](#)

## The Digital Drop Box:

This tool is much like the Group File Exchange Function except that the file is only sent to your instructor.

Once you are in the Tools area, click on **Digital Drop Box**.

**Digital Drop Box**

**No files found.**

You have two options when you get to this page, you can **Add a File** to your Digital Drop Box, or you can **Send a File** to your instructor's Digital Drop Box.

When you **Add a File**, you are the only person who has access to it. To do this click on "Add File"



This screen will appear:

The screenshot shows a web interface titled "Digital Drop Box". Below the title is a section labeled "1 File Information". It contains three input fields: "Title" with the text "Just testing", "File" with the path "C:\Documents and Settings\Faculty Re" and a "Browse..." button, and "Comments" with the text "I am just trying to figure out how to use this." and a vertical scrollbar.

Give your document or file a title.

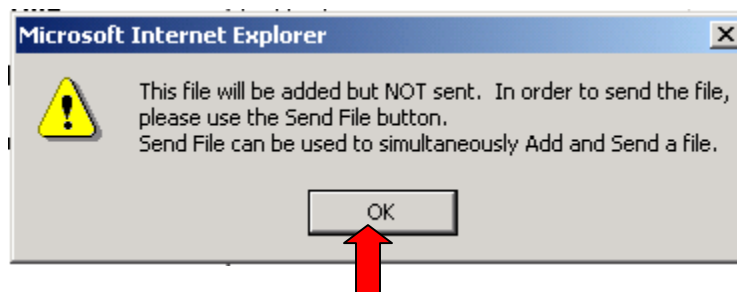
To attach your file click on the **Browse** button, then find the file that you would like to attach and click **Open**.

Add any comments that you would like; reminders or descriptions of the document/file are usually helpful.

When you are ready click **Submit**.

The screenshot shows a section labeled "2 Submit". Below the label is the text "Click 'Submit' to finish. Click 'Cancel' to abort this process." At the bottom right are two buttons: "Cancel" and "Submit". A red arrow points down to the "Submit" button.

You will be reminded that the file is being added to your site, but is not being sent to you instructor.




Click **OK**.

To **Send a File** to your instructor click on the **Send File** button.



You can choose a file that you have **Added** from the drop down menu.

**1 File Information**

Select file:  

OR upload new file:

Title:

File:

Comments:

Or you can upload a new file from you computer.

Give your document or file a title.

To attach your file click on the **Browse** button, then find the file that you would like to attach and click **Open**.

Add any comments that you would like; reminders or descriptions of the document/file are usually helpful. (Your instructor will be able to see the comments that you write.)

When you are ready click **Submit**.

**2 Submit**

Click "**Submit**" to finish. Click "**Cancel**" to abort this process.

A message will appear telling you that your file has been sent.

## Digital Drop Box

### Receipt: Success

testing 2 has been sent to the instructor(s).

2002-12-18 4:08:32 PM



Click **OK** to return to the Digital Drop Box.



### testing 2

Submitted by: Guest Friend (guest23)  
Submitted on: 2002-12-18 4:08:31 PM  
Comments: this is my final draft.



### Just testing

Posted on: 2002-12-18 3:46:12 PM  
Comments: I am just trying to figure out how to use this.

Remove

OK

Notice that the files you send will show you the date and time that you **submitted** the file where as the file you added shows when you **posted** the file. Remember that your instructor will not see the posted file.

### Personal Information:

Once you are in the Tools area, click on **Personal Information**.

This screen will appear.

## Personal Information

- ▶ [Change Password](#)  
Choose a new password for access to your account.
- ▶ [Set CD-ROM Drive](#)  
Set the CD-ROM drive used to access content on your local computer.
- ▶ [Set Privacy Options](#)  
Select which fields of your personal information are publicly available.

### Change Password:

This area allows you to change your password for Blackboard. To learn more about this function go back to page 4 of this booklet.

### Set CD-ROM Drive:

From time to time an instructor will reference offline materials from within Blackboard. This usually means that you have been given a CD to use in your computer which containing course content. We usually associate links with external web links; in this case the links would not bring you to a web site, but to a file on the CD in your computer. If your CDROM drive is not designated as drive D: on your computer, you would need to indicate what the drive is named.

Choose the name of your CDROM drive from the drop down menu (if you use a PC) or type in the drive name (if you use a Mac)

**Set CD-ROM Drive**

**1 Select CDROM Drive**

CD-ROM (for PC):   
CD-ROM (for MAC):

**2 Submit**

Click "Submit" to finish. Click "Cancel" to abort this process.

When finished, click **Submit**.

### Set Privacy Options:

In this area you can choose what information (if any) will be shown in the user directory.

**Set Privacy Options**

**1 Personal Information**

Choose the information from your user profile that should be publicly available. Please note that your name will be listed in the roster and group pages (if applicable) of any course you participate in. If you wish any other information to be displayed to other users, it must be selected below. In addition, your email address will appear with any message you post to a discussion board, unless the message is posted anonymously.

Email address  
 Address (Street, City, State, Zip, Country)  
 Work Information (Company, Job Title, Work Phone, Work Fax)  
 Additional Contact Information (Home Phone, Mobile Phone, Web Site)

You can also choose if you would like to be listed in the user directory.

## 2 User Directory Status

You may choose to be unlisted in the user directory. Note that privacy options from above hold even if you choose to be listed.



List my information in the user directory

When finished, click **Submit**.

### Calendar:

The calendar area, when in a course shell, only shows you the events that your instructor has entered for the course.

Once you are in the Tools area, click on **Calendar**.

Calendar: View by Day

Quick Jump

VIEW DAY VIEW WEEK VIEW MONTH VIEW YEAR

Monday, January 6, 2003

AM	6:00
	6:30
	7:00
	7:30
	8:00
	8:30
	9:00
	9:30
	10:00

### Check Grade:

If your instructor uses the online grade book, you will be able to check your grades.

Once you are in the Tools area, click on **Check Grade**.

## Check Grade

### User Information

Average Points/Assessment: N/A  
Assessment Average: N/A  
Total Points: 0

### Scores

<u>Date Added</u>	<u>Item Added Name</u>	<u>Sort items by:</u>	<u>Item Order</u>	<u>Date</u>	<u>Score</u>	<u>Points Possible</u>	<u>Weight</u>	<u>Class Avg.</u>
Nov 19, 2002	Test on Chapter 2 (Quiz)				-	0	%	N/A
Dec 3, 2002	How does this work? (Survey)				-	0	%	N/A
Jun 12, 2002	testing assignment 1 (Assignment)					50	%	N/A
Oct 18, 2002	Exam 1 (Exam)					150	%	N/A

The grade book is designed to work in a points system.

To figure out your grade divide the total number of points that are possible by the number of points that you have received.

### Manual:

This is the online student manual for Blackboard.

Once you are in the Tools area, click on **Manual**.

This screen will appear. Navigate through the manual using the left side of the screen.

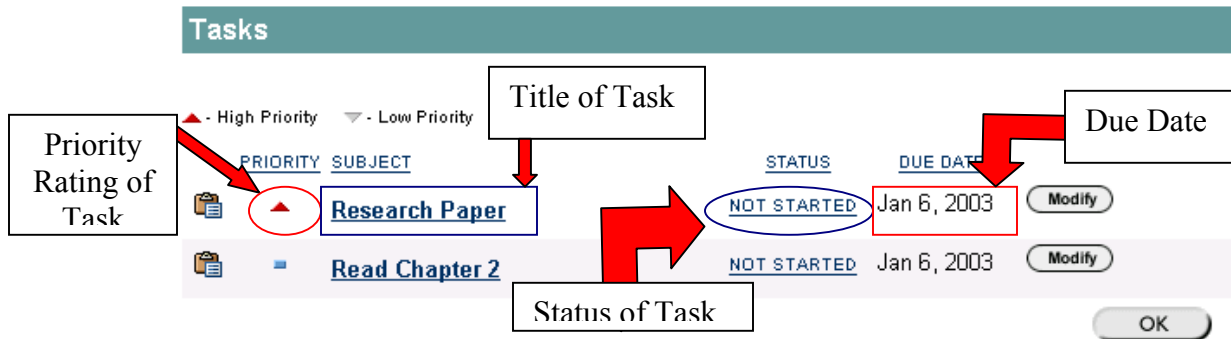
The screenshot shows the Blackboard 5 Level One Student Manual interface. On the left, there is a 'Navigation Area' containing a 'Contents' section with a search bar and a list of items: 'Welcome to Blackboard 5', 'User Tools', 'Tab Areas', 'Course Content', 'Communication', and 'Student Tools'. The main content area displays the 'Blackboard 5 Level One Student Manual' title, the 'Introduction to Blackboard 5' section, and introductory text about the manual. A red box highlights the entire interface. A red arrow points from a 'Navigation Area' label to the left sidebar, and another red arrow points from a 'Manual Content' label to the main content area.

### Tasks:

The calendar area, when in a course shell, only shows you the events that your instructor has entered for the course.

Once you are in the Tools area, click on **Tasks**.

This screen will appear:



You can change the priority level and status of the task by clicking on the modify button.

**1 Task Information**

**Task Title:** Research Paper  
**Description:** This is the paper that was assigned as work over the break.  
**Due Date:** Jan 6, 2003

**2 Task Options**

**Priority:** High  
**Status:** In Progress  
Not Started  
In Progress  
Completed

**3 Submit**

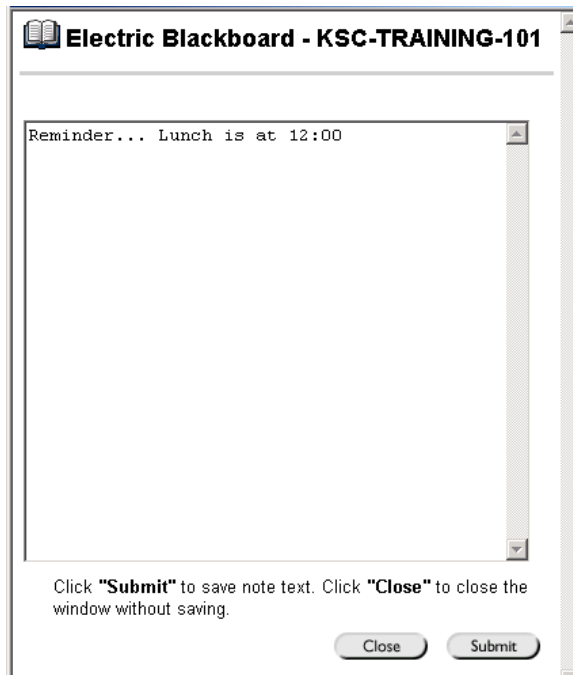
Make the changes you need to make, and then click on **Submit**.

### Electric Blackboard:

The Electric Blackboard is like a note pad where you can jot notes to your self and save them.

Once you are in the Tools area, click on **Electric Blackboard**.

Type your notes in the box that appears.

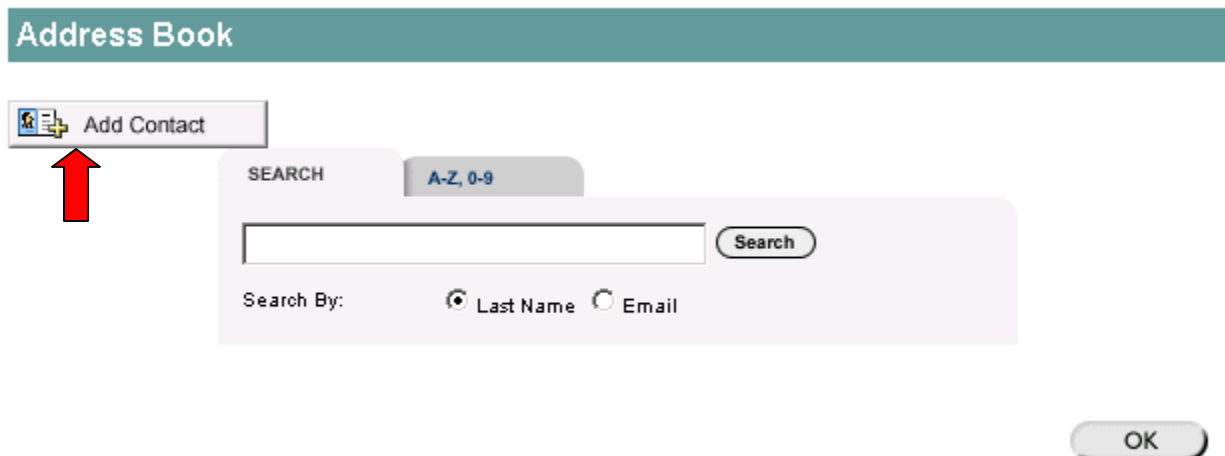


If you would like to save what you have written, click **Submit**. If you would like to close without saving, click **Close**.

#### **Address Book:**

Once you are in the Tools area, click on **Address Book**.

This screen will appear.



Here you can search for a person that you have already entered into your address book by either their last name or by their email address.

To add a new contact click on the **Add Contact** button.

Fill the correct information into the form that appears.

## Add Contact

### 1 Personal Information

\* First Name:

\* Last Name:

Email:

### 2 Other Information

Company:

Job Title:

Then click on **Submit**.

### 3 Submit

\* - Required Field for Form Entry

Click "**Submit**" to finish. Click "**Cancel**" to abort this process.

Cancel

Submit

