

# Edge Hill University

## **Blackboard User Guide**

SENCo National Award

September 2014

## **Blackboard User Guide**

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## Blackboard User Guide

This guide will show you how you can log into Blackboard and give you a thorough understanding on how to navigate your way around your course pages on Blackboard. It will cover a series of areas such as the different links on the menu area and what they are, how to access your module content and personalise your learning module to suit your needs and how to use the discussion boards in different ways to suit your needs.

## Browser Recommendation

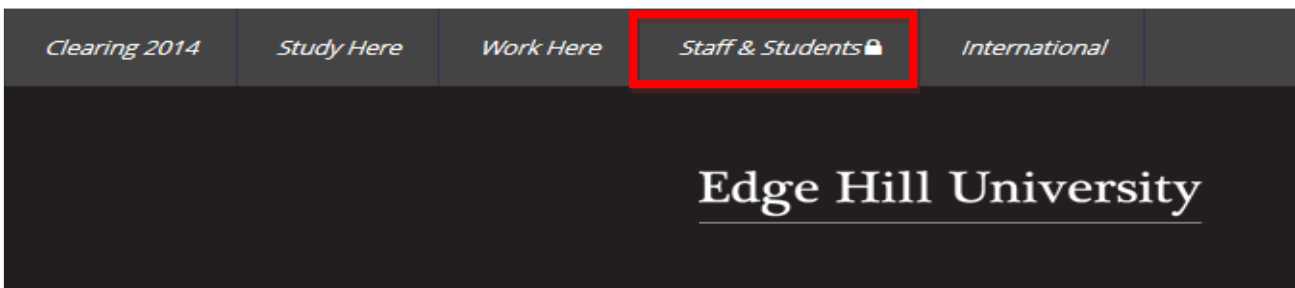
Blackboard can be accessed using a number of different browsers. Some browsers give a better navigation experience of using Blackboard than others. A recommendation would be to use Google Chrome or Mozilla Firefox. Both of these browsers are free and give a good experience when using Blackboard. Download links are shown below

[Google Chrome](#)


[Mozilla Firefox](#)

## Logging into Blackboard

To log into Blackboard you just first go to the Edge Hill Website. The website address is [www.edgehill.ac.uk](http://www.edgehill.ac.uk).



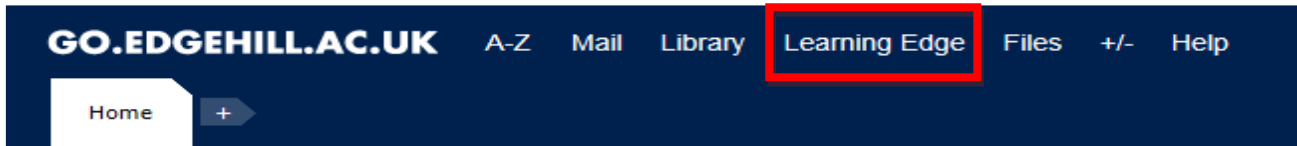
Click on “Staff & Students” at the top of the page.

A screenshot of the Blackboard login form. The form is set against a dark blue background. It includes a 'Login' heading, a 'Username:' label with an input field, a 'Password:' label with an input field, a 'Login' button, and a 'Reset your password' link. Below the form, there is a consent statement: 'By logging in you are consenting to us using cookies to personally identify you. Find out more about our cookies.'

This will take you to the GO Homepage. Enter your username and password.

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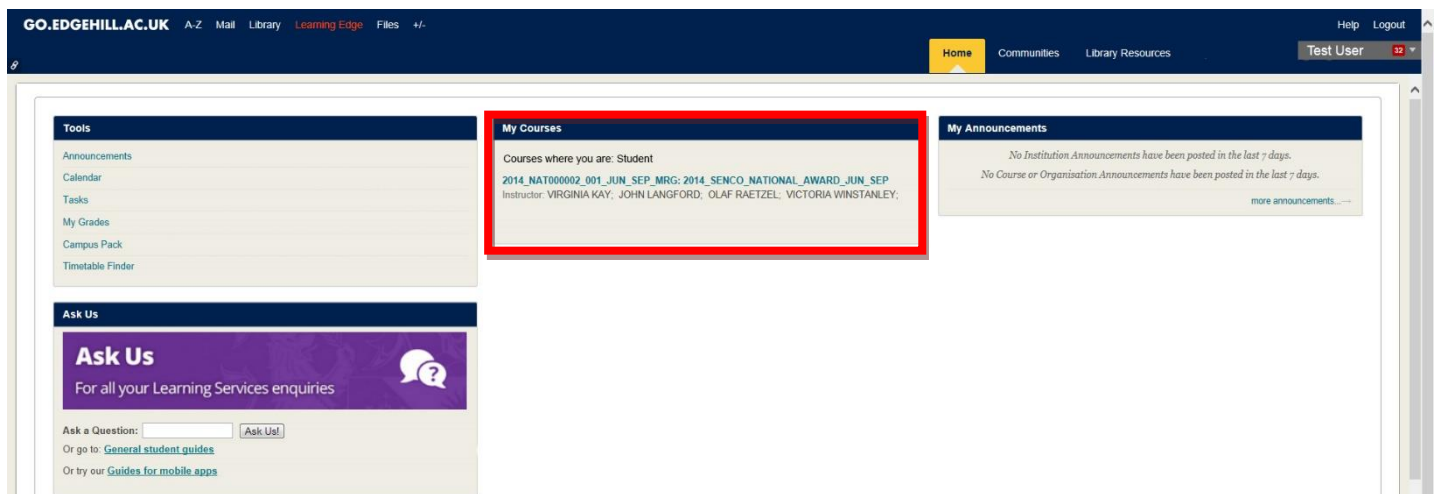
Once you have logged into GO select Learning Edge from the links at the top of the page.



This will take you to the Home page. Your course can be found under My Courses.

Your course will be called:

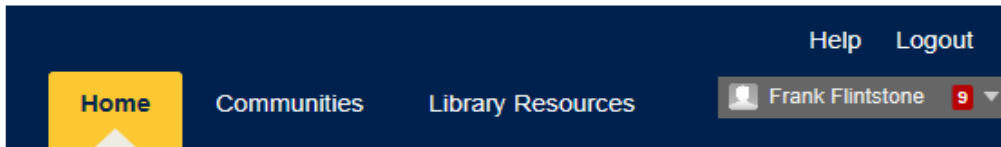
**2014\_NAT000002\_001\_JUN\_SEP\_MRG: 2014\_SENCO\_NATIONAL\_AWARD\_JUN\_SEP.**



## Blackboard User Guide

### Personalise your profile

It is possible to personalise your profile by adding a picture and by providing some basic information about yourself.



Once you have logged into Blackboard there will be six links at the top right of the page.

**Your Name (in this example “Frank Flintstone”)** – Allows you to personalise your profile.

**Home** – Takes you back to the Learning Edge Home page.

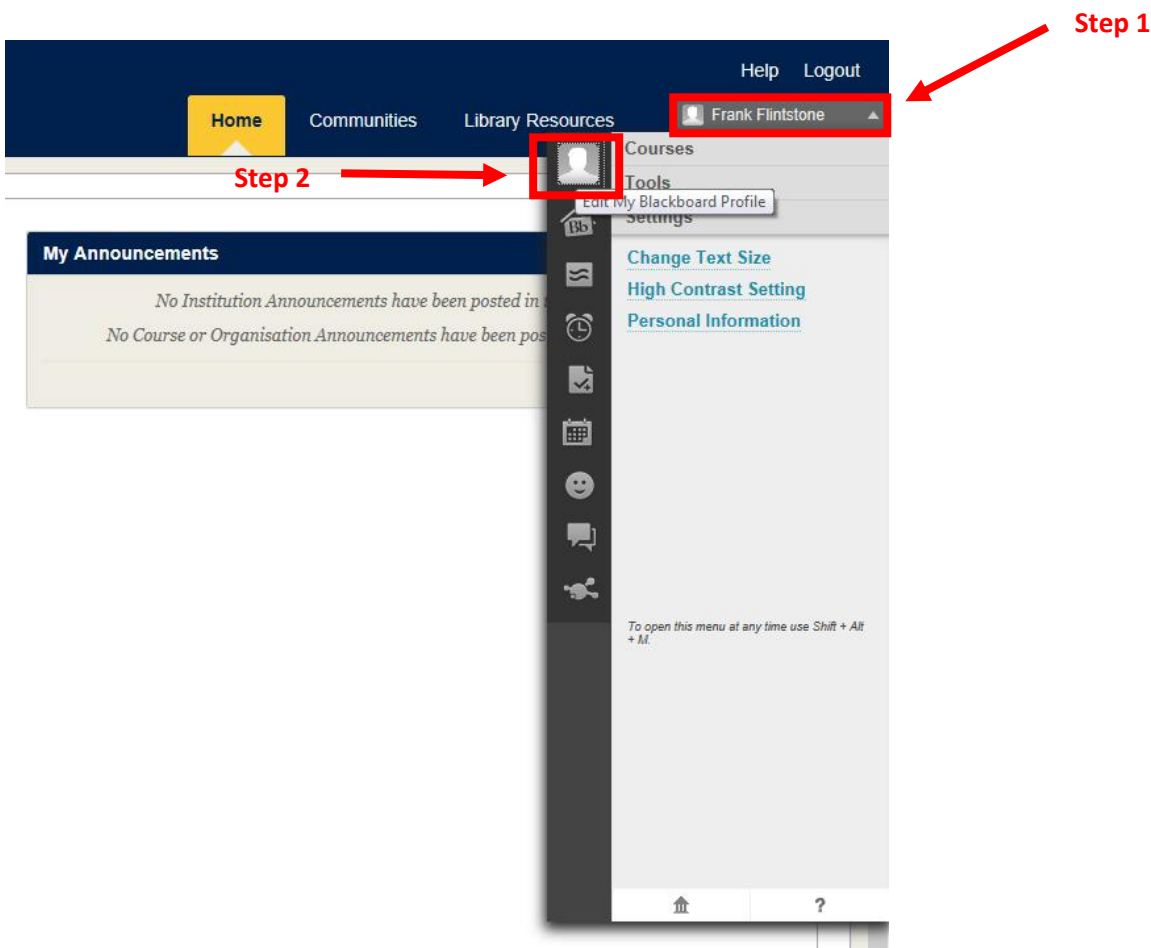
**Communities** – You can access a variety of special interest groups and areas for students here.

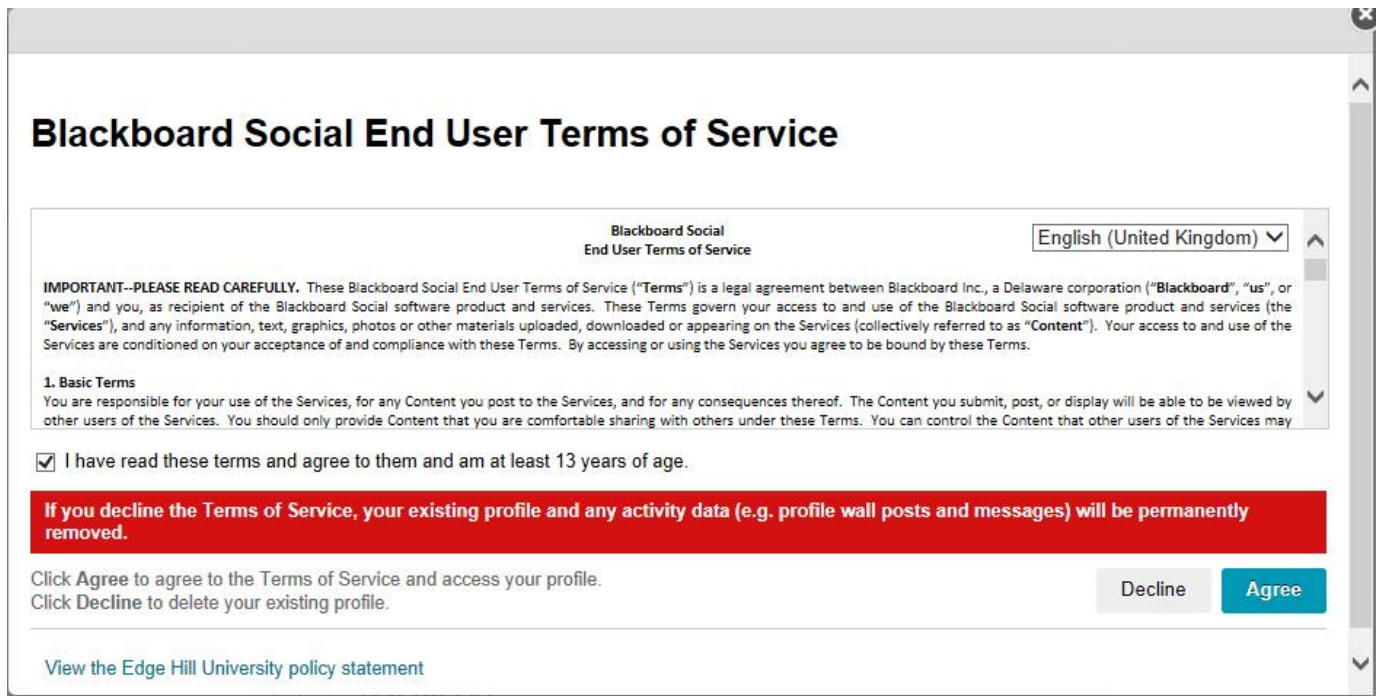
**Library Resources** – Links to electronic resources available through the library. (Note: This will soon be replaced with a dedicated Faculty of Education resources area).

**Help** – Blackboard Learn Help.

**Logout** – Logs you out of Blackboard.

To add a picture to your profile, click on your name, then click on the blank picture.

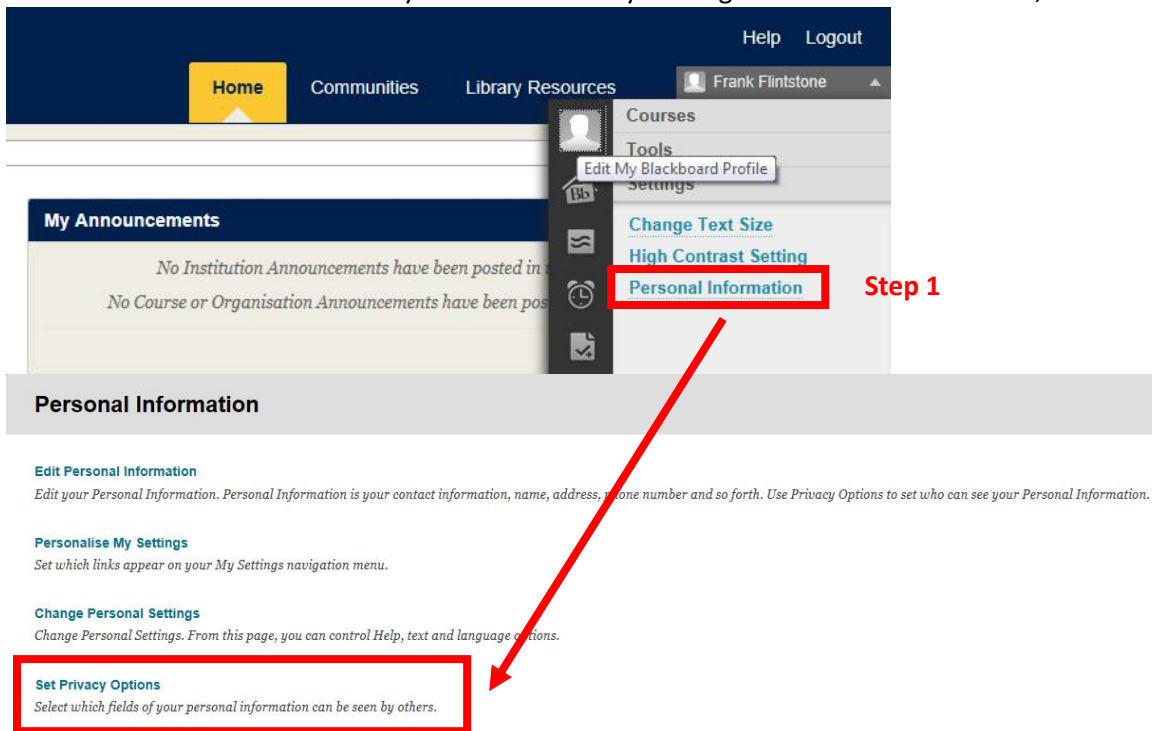




You are now able to set up a personal profile for use on your Blackboard courses. You can create one from scratch or you can import your avatar and details from Facebook or Twitter.

**Note:** Blackboard profiles are shared across all universities and institutions that use Blackboard – not just Edge Hill. We recommend that you set your Privacy Option to Private – this will ensure only the other students on your course can find you in the directory and message you.

You can restrict who can contact you even further by clicking on **Personal Information**, then **Set Privacy Options**.



Step 2

### Menu Area

Once you are on your course page you will have access to the Menu Area on the left hand side. This can be used to navigate to different areas in your course.



**Notifications Dashboard** – Overview page for announcements, new discussion board activity and upcoming assessment deadlines.

**Announcements** – Any announcements made by your course tutors regarding the course can be seen down here.

**Core Team Contacts** – Will have details of core contacts for the SENCO team. Name, Email and Contact No. provided.

**Module Information** - This will contain your programme handbook and module information.

**Module Content** – Where all the materials can be accessed (More Information Shown Below).

**Module Content PDF** – Provided in PDF for offline viewing.

**Module Discussions** – To get access to the forums (More Information Shown Below).

**Assessment Examples** – Examples of work from previous students.

**Module Assessment** – Dropboxes for your assessments, which have to be submitted electronically.

**Grades & Feedback** – Once your assignments have been marked you can see your grades and feedback here.

**E-Portfolio** – Electronic portfolio for uploading your evidence against the SENCo Standards.

**Search Library Catalogue** – This will take you to the library catalogue to search for books or journals.

**Discover More** – Search the library for electronic resources such as e-books and electronic journal articles.

**Module Reading List** – Lists the required reading for each module.

**Blackboard Collaborate** – Links to the online induction, teaching and tutorial sessions.

## Module Content

The screenshot displays the Blackboard interface for 'Module 1 Content'. At the top, a grey header contains the text 'Module 1 Content'. Below this, two items are listed: 'Welcome' and 'Module 1'. Both titles are enclosed in red rectangular boxes. A red arrow points from the word 'Titles' to the 'Welcome' box, and another red arrow points from 'Titles' to the 'Module 1' box. Below the list is a large grey banner with a circular image of colorful folders on the left and the text 'Module 1' in a large, bold font. Underneath the banner is a section titled 'Inclusion Twitter Feed' which contains a list of tweets from 'Dyslexia Inclusion @DYSLEXIAatEHU' and 'Dyslexia Action @DyslexiaAction'.

The module content area has been arranged into different areas. These can be accessed by clicking on the “Title”. Each area has been set up as a Learning Module.

## Learning Module

The online materials will be set up as a Learning Module as shown below.

The content provided will be colour coded making it easy to differentiate different areas of information.

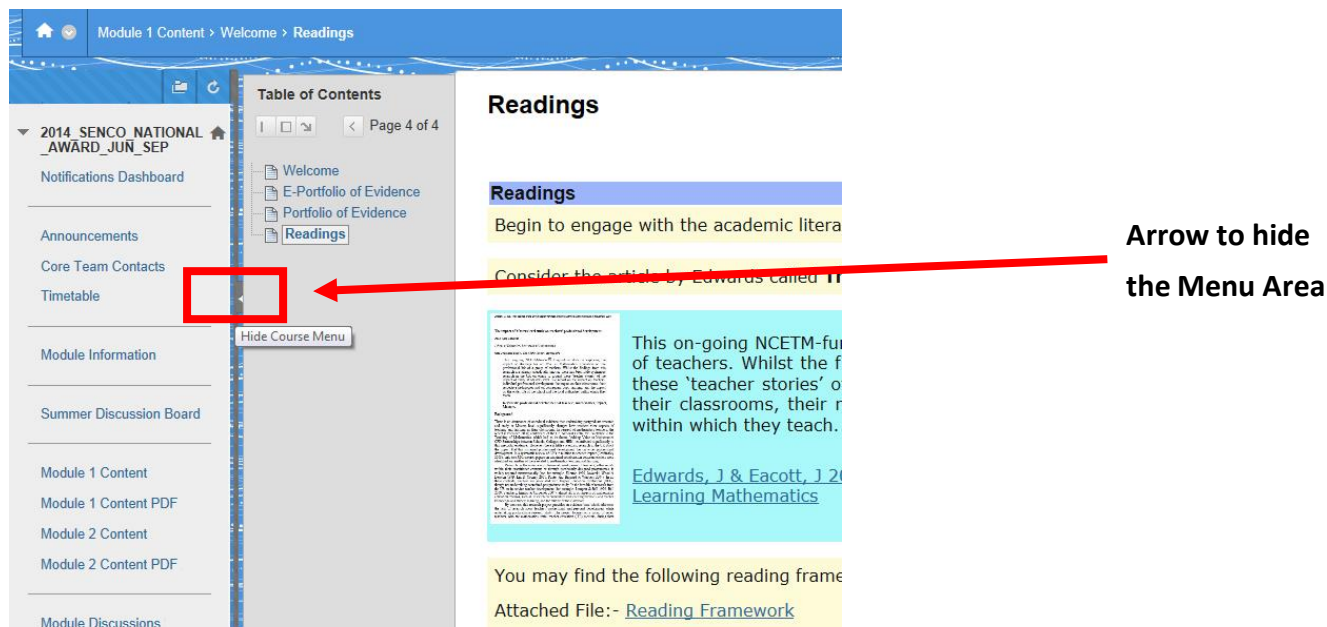
Attachments to Documents, Links, Audio Clips, Videos, PowerPoint’s will be provided for you within the different areas of the learning module to help with your learning

Discussion forums will also be embedded within the learning module taking you straight to your discussion activity when required.

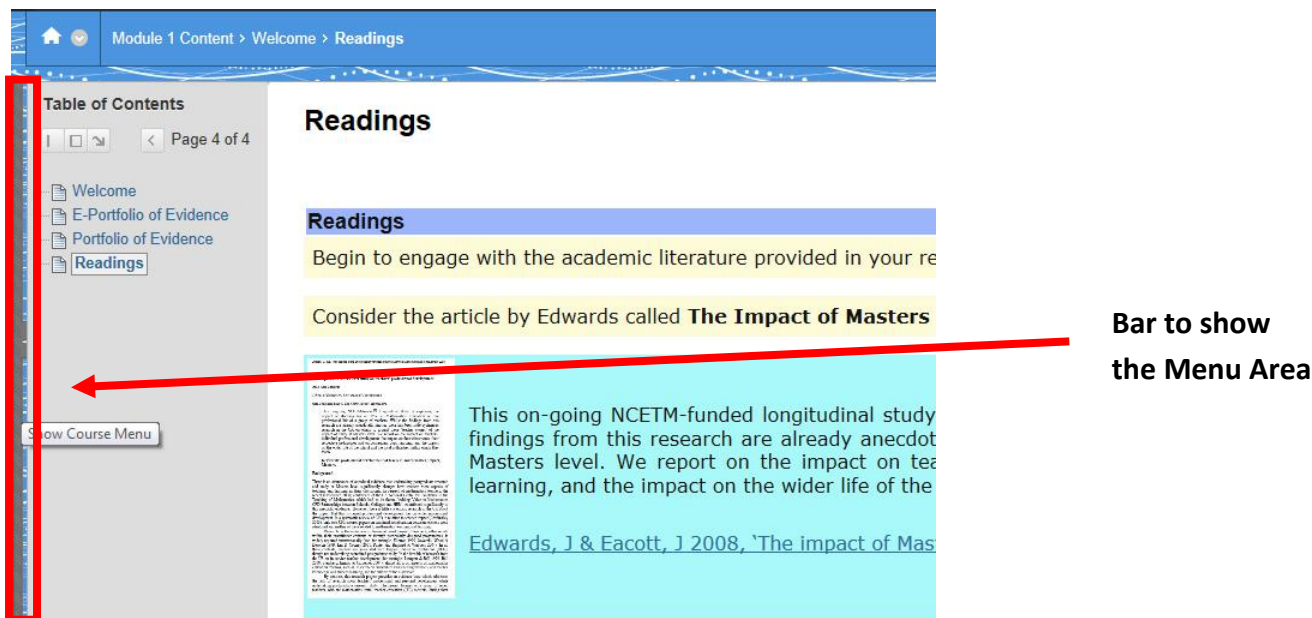


## Personalising the Learning Module

It is possible to personalise your learning space to suit your needs and give a better experience when viewing the material online. Different ways of personalising your learning space is shown below



Once an area has been accessed you will see the screen as shown above. You can hide the menu area by clicking on the arrow icon half-way down the contents page.



This will make your content area screen bigger. If you wanted to see Menu Area again click on the bar down the side of the contents page.

## Blackboard User Guide

You can also edit the contents by hiding it, maximising the width or moving it to the bottom of the page.



The first icon towards the left hides your table of contents.

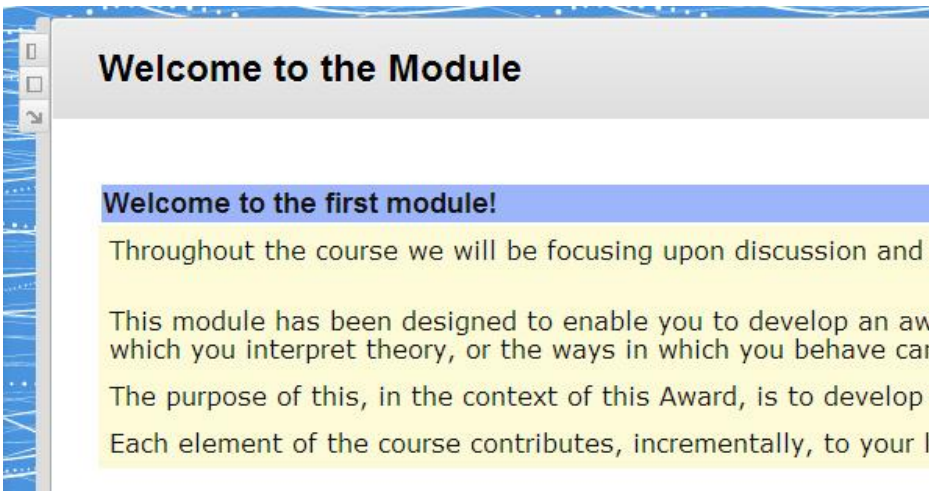
The second icon maximises the table of contents.

The third icon moves the table of content to the bottom of the page.

The arrow icon towards the right allows you to navigate through the content pages.

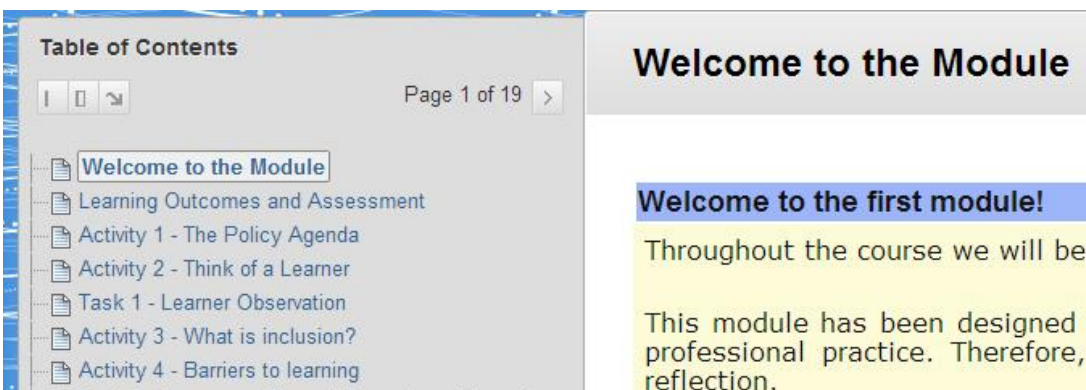
See examples below.

### Hiding the Table of Contents



The table of contents has been hidden. To see the table of contents again click on the first icon.

### Maximising the Table of Contents



The content area has been maximised. This allows you to see the full title of a specific area if it cannot be seen. To go back to the default view click on the second icon.

### Moving the Table of Contents



**Behaviour Online**

This can be tricky. In the absence of body language, tone of medium of discussion boards, for misunderstanding. The docu and respectful environment in which everyone feels comfortab

**Table of Contents** [minus icon] [square icon] [arrow icon]

- Welcome to the Module
- Learning Outcomes and Assessment
- Activity 1 - The Policy Agenda
- Activity 2 - Think of a Learner
- Task 1 - Learner Observation
- Activity 3 - What is inclusion?

The table of contents has been moved to the bottom of the page. To move it back to the left click on the third icon.

### Accessing Learning Content on the Course Pages

#### Readings

##### Ainscow, M, Dyson, A, & Booth, T 2006, Improving Schools, Developing Inclusion



This book attempts to increase understanding of inclusion in education by engaging with the exp aspects of their cultures, policies and practices. In so doing it challenges many assumptions about s about 'school improvement with attitude'.

[Ainscow, M, Dyson, A, & Booth, T 2006, Improving Schools, Developing Inclusion / Mel Ainscow, Alan](#)

##### Frederickson & Cline (2009) Special educational needs: inclusion and diversity (Digitised Chapter 4)



Key new features of the second edition include: New chapters on: - SEN inclusion and diversity: an Assessment for learning - Autism - Sensory needs (covering both visual and hearing impairment) - Phy the focus of recent research, including dyspraxia; the role of genetic factors in development, and th Coverage of the impact of recent legislation and other national initiatives in education, including curricu

[Frederickson, N, & Cline, T 2009, Special Educational Needs, Inclusion And Diversity \[Electronic Resour University Press, c2009.](#)

The core readings will be given throughout the learning module. This will be differentiated in a light blue colour. A short abstract will be given if a journal article has been provided or a summary if a link to book (e-book) is given. You can access the article or book by clicking on the link below the abstract or the image.

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The link will take you to the library catalogue you can view or download the article or e-book.

The screenshot shows the Blackboard library catalogue interface. At the top, there are navigation links: "New Search", "Library Catalogue", and "A-to-Z Electronic Journals". Below this is the "DISCOVER MORE" logo and a search bar with the text "Searching: Edge Hill University". The search bar contains the keyword "AN EJ684194" and a "Search" button. Below the search bar are links for "Basic Search", "Advanced Search", and "Search History". On the left side, there is a "Detailed Record" link and a red-bordered button labeled "Find it @ Edge Hill". The main content area displays the title "Practices That Support Data Use in Urban High Schools", the author(s) "Lachat, Mary Ann; Smith, Stephen", and the source "Journal of Education for Students Placed at Risk, v10 n3 p333-349 Jul 2005. 17 pp."

Once you are on the library catalogue area you can view the full article by clicking on the link on the left hand side. You may see a link saying “Find it @ Edge Hill” as shown above. This will take you to the article’s website where you can view or download the article.

The screenshot shows the Blackboard library catalogue interface. At the top, there are navigation links: "New Search", "Library Catalogue", and "A-to-Z Electronic Journals". Below this is the "DISCOVER MORE" logo and a search bar with the text "Searching: Edge Hill University". The search bar contains the keyword "AN EJ755932" and a "Search" button. Below the search bar are links for "Basic Search", "Advanced Search", and "Search History". On the left side, there is a "Detailed Record" link and a red-bordered button labeled "PDF Full Text". The main content area displays the title "Attitudes of Primary Initial Teacher Training Students to Special Educational Needs and Inclusion", the author(s) "Mintz, Joseph", and the source "Support for Learning, v22 n1 p3-8 Feb 2007. 6 pp."

With some journal articles access will be provided by clicking on “PDF Full Text”. This will allow you to view and save the article straightaway.

## Edge Hill University

The screenshot shows the Edge Hill University library catalogue interface. At the top, there are navigation links: "My Library" and "Help". Below this is a search bar with the text "improving schools developing inclusio" and a "Search" button. Above the search bar are links for "Start Over", "Add to Bag", "Return to Browse", and "Modify Search". Below the search bar are links for "View Entire Collection" and "Limit search to available items". The search results show "2 results found. Sorted by relevance | date | title". The author is "Ainscow, Mel." and the title is "Improving schools, developing inclusion / Mel Ainscow, Alan Dyson and Tony Booth." The publication info is "London : Routledge, 2006." A red-bordered button labeled "Connect to An electronic book from MyLibrary" is highlighted.

When a link to an e-book is provided you will be taken to the screen shown above. You can access the E-Book by clicking on the link below “Connect to”.

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### Links to Files

Links to attachments will also be highlighted in light blue as shown below. These will be provided in PDF format for easy viewing. If a document requires editing then this will be provided to you as a Microsoft Word file.

#### Barriers to Learning Example

**Example :-** [Barriers to Learning Activity](#)

#### Barriers to Learning Template

Here is the blank template for you to complete and MUST be brought along to the workshop towards the end of Module 1.

**Template :-** [Barriers to Learning Activity Template](#)

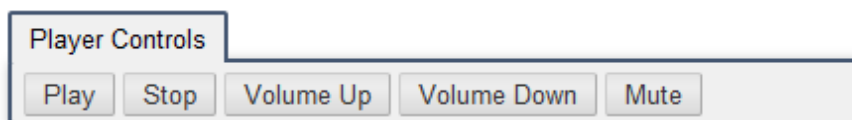
### Links to Videos

Links to videos will also be provided throughout the learning module. These can be played within your course page on Blackboard by clicking on the Play Icon in the middle of the video. The screen can also be maximised by clicking on the four arrow icon on the bottom right hand corner of the video.

#### The Social Model of Dyslexia



The player controls allow you to Play, Stop and Put Volume up or Down or Mute the Audio as shown below.



Presentations

Click on the 'Activity' link below for some short case studies. Would incidence SEN? The intention of this activity is to aid you in deciding incidence SEN.



Materials may also be presented as a Prezi Activity as shown above. This can be accessed by clicking on the Play Button. This will load up the presentation.



Once the presentation has been loaded you will see two arrows. The right arrow will be to navigate forward through the presentation and the left arrow to go back.



Clicking on more will allow you to auto play the presentation and clicking on full screen will allow you to maximise the presentation to your screen view.



Attached File :- [Induction Presentation](#)

PowerPoint Presentations will be provided through the course. These will be embedded within the learning module. Again by clicking on the play icon you can navigate through the different slides. You can also maximise the presentation by clicking on the four arrow icon in the bottom corner.

An attached file will also be provided to download the presentation.

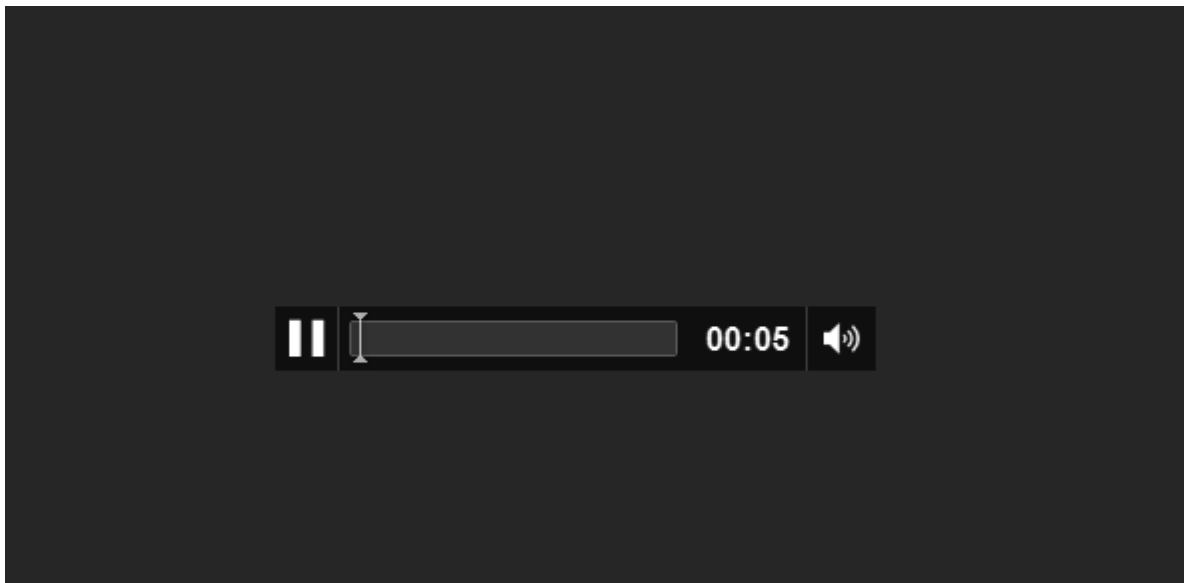
## Blackboard User Guide

### Audio File

Links to audio files will be provided throughout the learning module. These will be embedded within the learning module and will be shown as below:-

[A professional discussion about the difference between qualitative and quantitative data](#)

Clicking on the link will open a new window and allow you to listen to the audio



### Module Content PDF

Content can also be downloaded as PDF for each block. This will allow you to access the material offline and will also allow you to easily print the material if needed. This can be accessed using the Module Content PDF link from the Menu Area

## Module 1 Content PDF



### Module 1 PDF

Attached Files:  Offline Content Module 1 (764.748 KB)

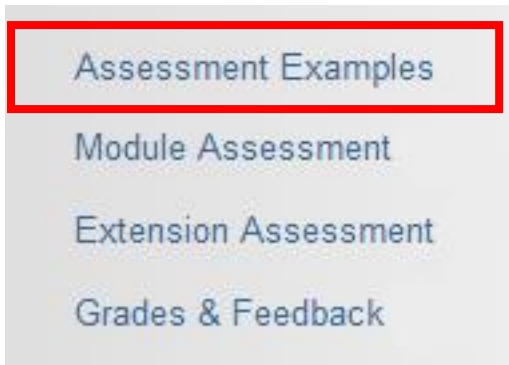
Offline Content for Module 1 in PDF Format

### \* Important Note:

To access and view readings, links or videos you will need to log onto Blackboard.



### Assessment Examples







The assessment examples are will allow you to see examples of work from previous students. This will contain presentations or example assignments to show different standards of work.

This can be accessed using Assessment Examples link from the Menu Area.

### Assessment Examples







#### Exemplars Module 1

Attached Files:  Distinction example (85.771 KB)  
 Merit example (62.319 KB)  
 Pass example (90.974 KB)  
 Resubmission example (166 KB)

Assessment Exemplars



#### Exemplars Module 2

Attached Files:  Distinction example.doc (191 KB)  
 Merit example.doc (179 KB)  
 pass example.doc (180 KB)  
 resubmission example.doc (81 KB)

Exemplars for module 2

You will see examples of Pass, Merit, Distinction and Resubmission assessments with tutor comments. These can be viewed online or downloaded.

It is important that you read and reflect upon the feedback comments your tutors give you. They will tell you what changes you need to make to your assignments to get better grades next time round.

Read the feedback you are given in conjuncture with the level 7 assessment marking grid that you will be given to see what changes you need to make to your assignments to reach the next higher grade category next time round.

There will also be plenty of opportunities to talk to your tutors **before** submission about your assignments.

## Blackboard User Guide

### Discussion Boards

Discussion boards play a key part in your learning experience. Each activity will be followed by a discussion board. The discussion boards are not marked in any way, however your interaction with discussion boards is strongly recommended if you are to gain the maximum value of this online course. Please share your thoughts and reflections with colleagues and also take some time to comment upon their postings too.



Use the discussion board to share your reflections around the legislation

- How many of these pieces of legislation were you previously aware of?
- Are these legislative imperatives evident in the classroom? If so, how; if not, why not?
- Which of these pieces of legislation do you think is most relevant to the young person that you are studying for this module

\* The discussion board can be accessed by Selecting Module Discussions on the Menu on the Left - Your Group Name - Group Discussion Board

You will be asked to engage in discussion with your fellow peers throughout different activities in your learning module. This will be differentiated as shown above.

Discussion boards can be accessed within the Learning Module or by using the discussion board link from the Menu Area.

### Accessing the Discussion Board using the Menu Area

Module Discussions

Click on Module Discussions from the Menu Area.

Groups

Birmingham Sept 2014

You will see the Group that you are part of. Click on your group name.

Birmingham Sept 2014

Group Tools

Group Discussion Board

Click on Group Discussion Board.

## Blackboard User Guide

**Discussion Board**  
Forums are made up of individual discussion threads that can be organised around a particular subject. Create Forums to organise discussions. [More Help](#)

Create Forum Search 11

Forum	Description	Total Posts	Unread Posts	Total Participants
Birmingham Sept 2014		0	0	0

Displaying 1 to 1 of 1 items Show All Edit Paging...

This will show you the forums for your group.

### How to create thread on a forum

**Forum: Birmingham Sept 2014** List View Tree View  
Organise Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

Create Thread Search Display

No items found.

**Help Option for Forums**

Once a forum has been accessed you will see two icons at the top. They are “**create thread**” and “**subscribe**”.

- **Create Thread** will allow you to create a new thread in the forum that you are in.
- **Subscribe** will allow you to subscribe to that forum. This means when a new post has put on this forum a message will be sent to your email notifying you that a message has been posted.

There is also a help option which gives more information about the different features available within the discussion forums.

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### Create a Thread

MESSAGE

✦ Subject  Enter Subject

Message

Formatting Toolbar

Text of Post

Path: p Words:0

ATTACHMENTS

Attach File

Click **Save Draft** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.

Submit

When creating a thread you first enter the subject of the thread. Make sure this replicates what the post is about as the other students in your group will see this first.

You have the main body text area to write your post.

You also have the formatting toolbar to make your text in Bold, Italic or Underline. You can also use bullet points if you want.

You also have the option of attaching a file to the thread by using the Attach File option at the bottom of the post.

Once you have finished writing the post click on submit and this will create the thread on the forum.

# Blackboard User Guide

## Viewing threads

There are different ways of viewing the threads within a forum

The screenshot shows a Blackboard forum interface for 'Forum: Module 1'. At the top right, there are 'List View' and 'Tree View' buttons. Below the forum title, a help text reads: 'Organise Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)'. The interface includes a navigation bar with 'Create Thread' and 'Subscribe' buttons on the left, and 'Search' and 'Display' buttons on the right. Below this is a toolbar with 'Thread Actions', 'Collect', and 'Delete' buttons. The main content is a table of threads with the following columns: 'Date', 'Thread', 'Author', 'Status', 'Unread Posts', and 'Total Posts'. The table contains 7 rows of data, all with 'Anonymous' authors and 'Published' status. The 'Unread Posts' column shows counts in blue circles. At the bottom right, there is a 'Displaying 1 to 7 of 7 items' indicator and an 'Edit Paging...' button. An 'OK' button is located at the very bottom right of the interface.

Date	Thread	Author	Status	Unread Posts	Total Posts
06/02/14 11:02	Activity 8 - Linking your intervention to theory and legislation	Anonymous	Published	1	1
06/02/14 11:01	Activity 6 - Design an intervention	Anonymous	Published	2	2
06/02/14 11:01	Task 5 - The data available in your setting	Anonymous	Published	2	2
06/02/14 11:00	Activity 4 - Barriers to Learning	Anonymous	Published	4	4
06/02/14 10:59	Activity 3 - What is inclusion?	Anonymous	Published	4	4
06/02/14 10:58	Activity 2 - Think of a Learner	Anonymous	Published	7	7
06/02/14 10:58	Activity 1 - The Policy Agenda	Anonymous	Published	8	8

Once you click into a forum you will see different threads created by different users. Click on the thread that you wish to view.

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The screenshot shows a discussion thread interface. At the top, the title is "Thread: Activity 2 - Think of a Learner". Below the title, there are controls for selecting posts (All, None), a "Message Actions" dropdown, and "Expand All" and "Collapse All" buttons. On the right side, it indicates "7 Posts in this Thread" and "5 Unread".

The first post is from an "Anonymous" user, dated "6 months ago". The post content is:

**Activity 2 - Think of a Learner**

Use this thread to post a brief description of your focus child with high incidence SEN.

Identify what you believe to be the barriers to learning experienced by this child.

Read the descriptions posted by other members of your group and post comments and questions to help each other to think through all of the barriers to learning that might be experienced by each learner.

A "Reply" button is located at the bottom of this post.

Below the main post, there are three reply posts:

- RACHAEL**, dated "6 months ago", with the subject "RE: Activity 2 - Think of a Learner".
- EVELYN**, dated "6 months ago", with the subject "RE: Activity 2 - Think of a Learner".
- LOUISE**, dated "5 months ago", with the subject "RE: Activity 2 - Think of a Learner".

You will see the different posts that have been made by different users for this thread. You can see the text of a post by clicking on it. To see more posts just scroll down the page.

You can reply to a specific post by clicking on the reply icon at the bottom of the post.

You can also search through a thread for particular posts.

## Blackboard User Guide

### Collecting posts for tagging

Thread: Activity 3 - What is inclusion?

Select: All None

Message Actions Expand All Collapse All

Read Unread Set Flag Clear Flag Collect

13 Posts in this Thread 11 Unread

6 months ago

inclusion?

Watch the video then use this thread to contribute your ideas to the debate with other students and your academic tutor.

Reply

Once you have found a thread you want to keep you can create a collection and tag the collection of posts with appropriate key terms.

1. Click on "All".
2. Click on "Collect".

Collection

Users can Collect posts into a printable, sortable format. Collections are a good way to organise posts for quick reading. A Collection must be created to tag posts. [More Help](#)

Print Preview Filter

Sort by Date of Last Post Order Descending

Select: All None

Mark Tag Text: Add

Thread:	Activity 3 - What is inclusion?	Posted Date:	11 March 2014 11:33
Post:	RE: Activity 3 - What is inclusion?	Status:	Published
Author:			

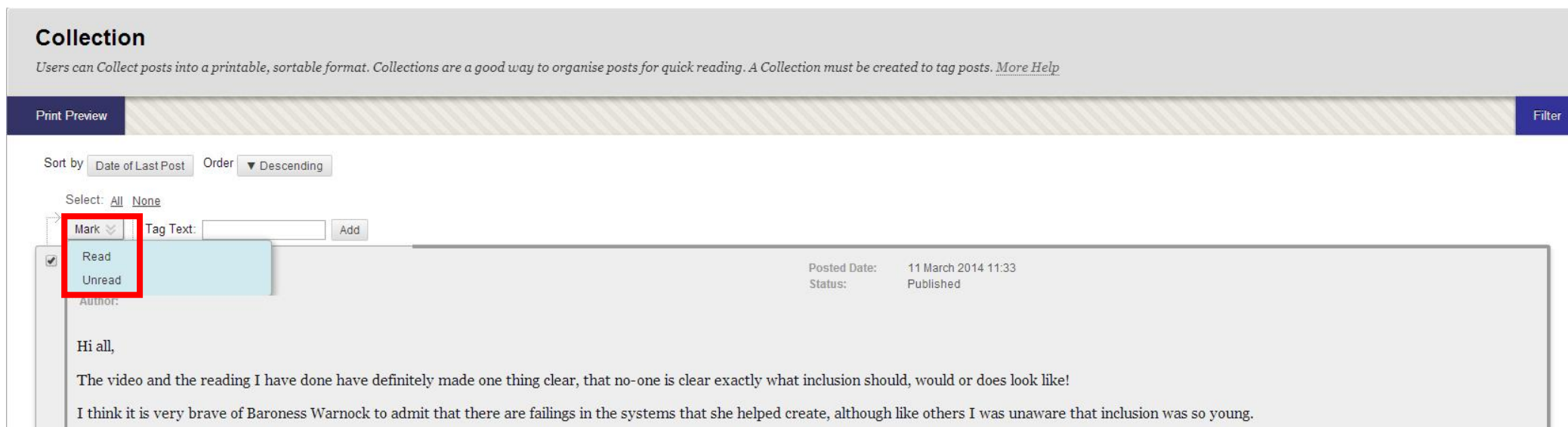
Hi all,

The video and the reading I have done have definitely made one thing clear, that no-one is clear exactly what inclusion should, would or does look like!

I think it is very brave of Baroness Warnock to admit that there are failings in the systems that she helped create, although like others I was unaware that inclusion was so young.

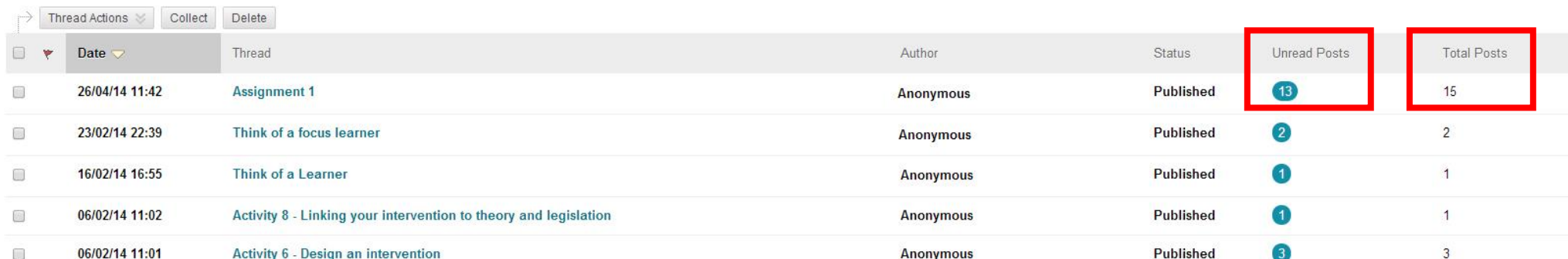
## Blackboard User Guide

You can see the list of all the posts and you can tag them with key terms to find them later on again. Once you have read the threads you can mark them as read as shown below



The screenshot shows a Blackboard interface for a 'Collection'. At the top, there's a header with 'Collection' and a sub-header explaining that users can collect posts into a printable, sortable format. Below this, there are navigation buttons for 'Print Preview' and 'Filter'. The main content area shows a post with a 'Mark' dropdown menu open, highlighting the 'Read' option. The post content includes a greeting 'Hi all,' and a paragraph about inclusion. Metadata for the post shows it was posted on 11 March 2014 at 11:33 and is in a 'Published' status.

This means that when you go back into the discussion thread the new posts made by students will be highlighted.



	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	26/04/14 11:42	Assignment 1	Anonymous	Published	13	15
<input type="checkbox"/>	23/02/14 22:39	Think of a focus learner	Anonymous	Published	2	2
<input type="checkbox"/>	16/02/14 16:55	Think of a Learner	Anonymous	Published	1	1
<input type="checkbox"/>	06/02/14 11:02	Activity 8 - Linking your intervention to theory and legislation	Anonymous	Published	1	1
<input type="checkbox"/>	06/02/14 11:01	Activity 6 - Design an intervention	Anonymous	Published	3	3

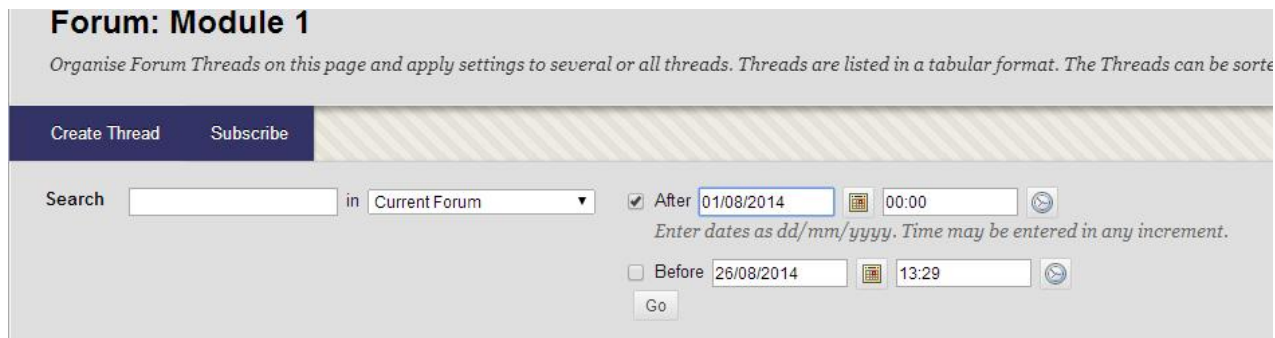
As you can see above the difference between read and not-read posts. The not-read posts are the numbers in the blue circle.



## Blackboard User Guide

### Using the search feature in threads

Using the search feature allow you to search for posts within the thread, forum or discussion board. You can also specify the date and time that you would like to search for a post.

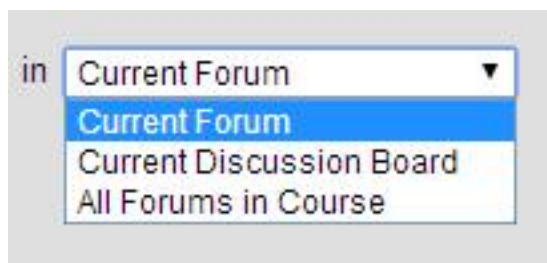


**Forum: Module 1**  
*Organise Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted*

Create Thread    Subscribe

Search  in   After    Before

Enter dates as dd/mm/yyyy. Time may be entered in any increment.



Clicking on the drop down arrow next to the search box allows you to specify whether you want to search the Current Thread/Forum, Discussion Board or All Forums in Course.

Do the following when using the search box to find information:

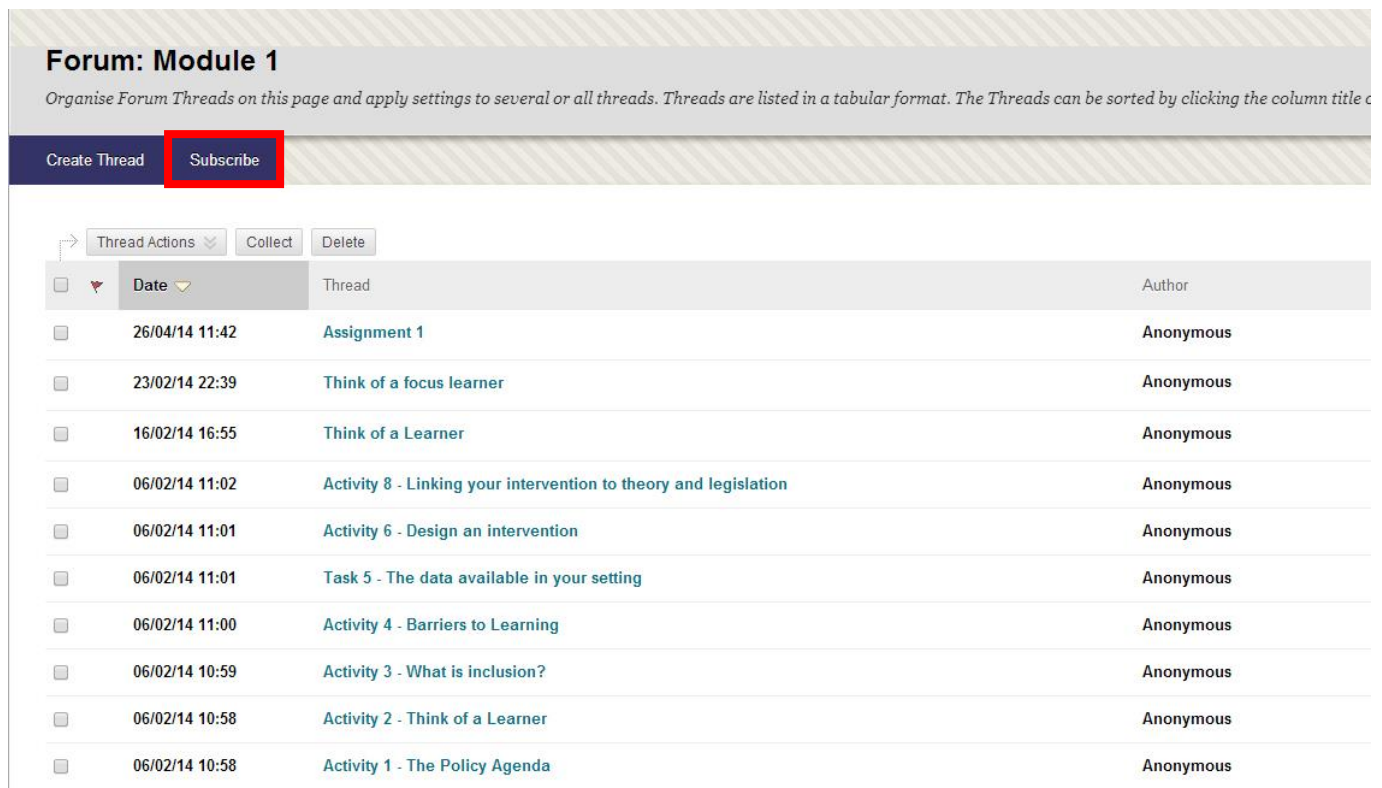
1. Enter Search term
2. Select where you want to search
3. Enter Date and Time
4. Click on Go

Once you have clicked on Go you will see the threads that have been found with the search criteria that have you have entered.

## Blackboard User Guide

### Subscribe to a forum

It is possible to subscribe to a forum to receive updates in your email when a new post has been made in that particular forum that you have subscribed to.



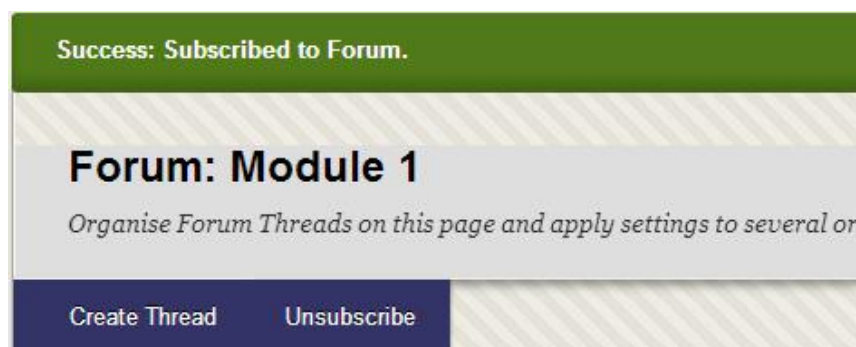
**Forum: Module 1**  
*Organise Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title c*

Create Thread **Subscribe**

Thread Actions Collect Delete

<input type="checkbox"/>	Date	Thread	Author
<input type="checkbox"/>	26/04/14 11:42	Assignment 1	Anonymous
<input type="checkbox"/>	23/02/14 22:39	Think of a focus learner	Anonymous
<input type="checkbox"/>	16/02/14 16:55	Think of a Learner	Anonymous
<input type="checkbox"/>	06/02/14 11:02	Activity 8 - Linking your intervention to theory and legislation	Anonymous
<input type="checkbox"/>	06/02/14 11:01	Activity 6 - Design an intervention	Anonymous
<input type="checkbox"/>	06/02/14 11:01	Task 5 - The data available in your setting	Anonymous
<input type="checkbox"/>	06/02/14 11:00	Activity 4 - Barriers to Learning	Anonymous
<input type="checkbox"/>	06/02/14 10:59	Activity 3 - What is inclusion?	Anonymous
<input type="checkbox"/>	06/02/14 10:58	Activity 2 - Think of a Learner	Anonymous
<input type="checkbox"/>	06/02/14 10:58	Activity 1 - The Policy Agenda	Anonymous

As seen above I am currently in the Forum for Module 1. If I wanted to receive updates in my email as soon as a new post was added in this forum I would click on the Subscribe button at the top.



**Success: Subscribed to Forum.**

**Forum: Module 1**  
*Organise Forum Threads on this page and apply settings to several or*

Create Thread **Unsubscribe**

Once you have clicked on subscribe the button will change to Unsubscribe. This means you have successfully registered yourself to receive updates via email as soon as a new post has been made in this forum.

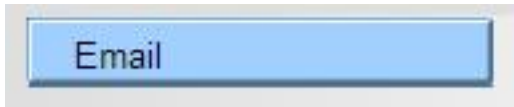
If you wish to unsubscribe then clicking on Unsubscribe will allow you to do so.

## Blackboard User Guide

### Email

An email facility is available on Blackboard which allows you to send an email to your tutor or other students without knowing what their email address is. Files can also be attached when sending the email. Instructions on how to do this are shown below.

#### Sending Email



From the Menu Area select “**Email**”. Then select your option.

### Send Email

*Instructors can send email to all or selected individual Users, Students, Groups, Tec*

- All Users**  
*Send email to all of the users in the Course.*
- All Groups**  
*Send email to all of the Groups in the Course.*
- All Associate Tutor (Module Tutor) Users**  
*Send email to all of the Associate Tutor (Module Tutor) users in the Course.*
- All Student Users**  
*Send email to all of the Student users in the Course.*
- All Instructor Users**  
*Send email to all of the Instructor users in the Course.*
- All Observer Users**  
*Send email to all Observer users in the Course.*
- Select Users**  
*Select which users will receive the email.*
- Select Groups**  
*Select which Groups will receive the email.*
- Single / Select Observer users**  
*Send an email to selected Observer users.*

The option that you will mostly use is “**Select Users**”.

This will allow you to send information to your tutor or a fellow student in your course.

If you wanted to send a message to all students in your group you could use the “**Select Groups**” option.

# Blackboard User Guide

\* Indicates a required field.

Cancel Submit

## EMAIL INFORMATION

\* To

Available to Select	Selected
Anderson, Andrew Billington, Becky Chaplin, Charlie Dee, Deborah Flintstone, Frank Gopher, Gordon McLove, Eoin	
Invert Selection Select All	Invert Selection Select All

From: OLAF RAETZEL (Raetzel@edgehill.ac.uk)

Subject:

Message

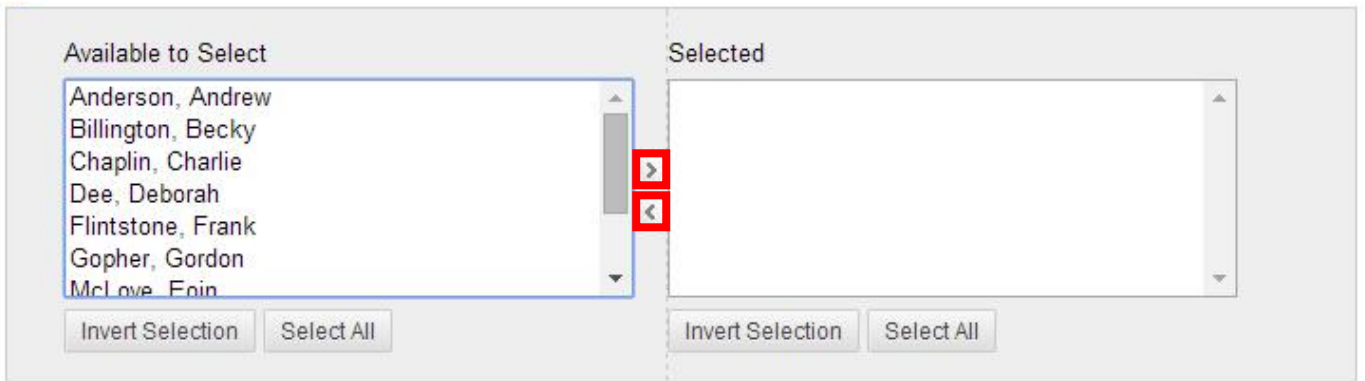
Path: p Words:0

A copy of this email will be sent to the sender.  
Return Receipt

Attachments [Attach a file](#)

*Click Submit to proceed. Click Cancel to go back.*

Cancel Submit



Select the user(s) you wish to send a message to by clicking on the user name from available to select. The use the right arrow to move it across into Selected.

You can also attach multiple file to the message using the attachments option below the message box.

Click on submit to send the message.

This message will then be sent to the users that you have selected.

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### Viewing Email

An email sent to you by your tutor or a fellow student from Blackboard will be sent to your Edge Hill email account. This can be accessed from the GO Homepage.



Once you have logged into GO via the Edge Hill website there will be a series of links at the top of the page. To access your Edge Hill email click on “**Mail**”.

This will take you straight to your Edge Hill email account.

### Forwarding Edge Hill e-mail to your personal account

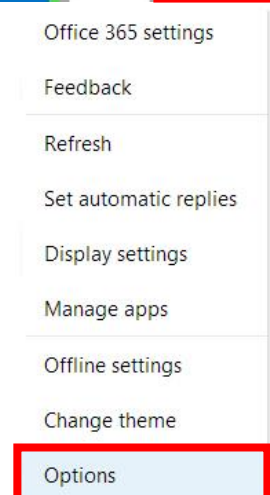
You may choose to use your Edge Hill University email to manage your email communications whilst studying on this course, but you may also choose to use your own email account. If you currently access and manage your Edge Hill University email through Edge Hill Gmail via GO and you want to forward your emails from this account to another personal account follow these steps.

When you log in to your Edge Hill email account, you will be able to see your emails that have been sent to your student account.

You will be able to see a ‘cog’ in the top right hand corner.

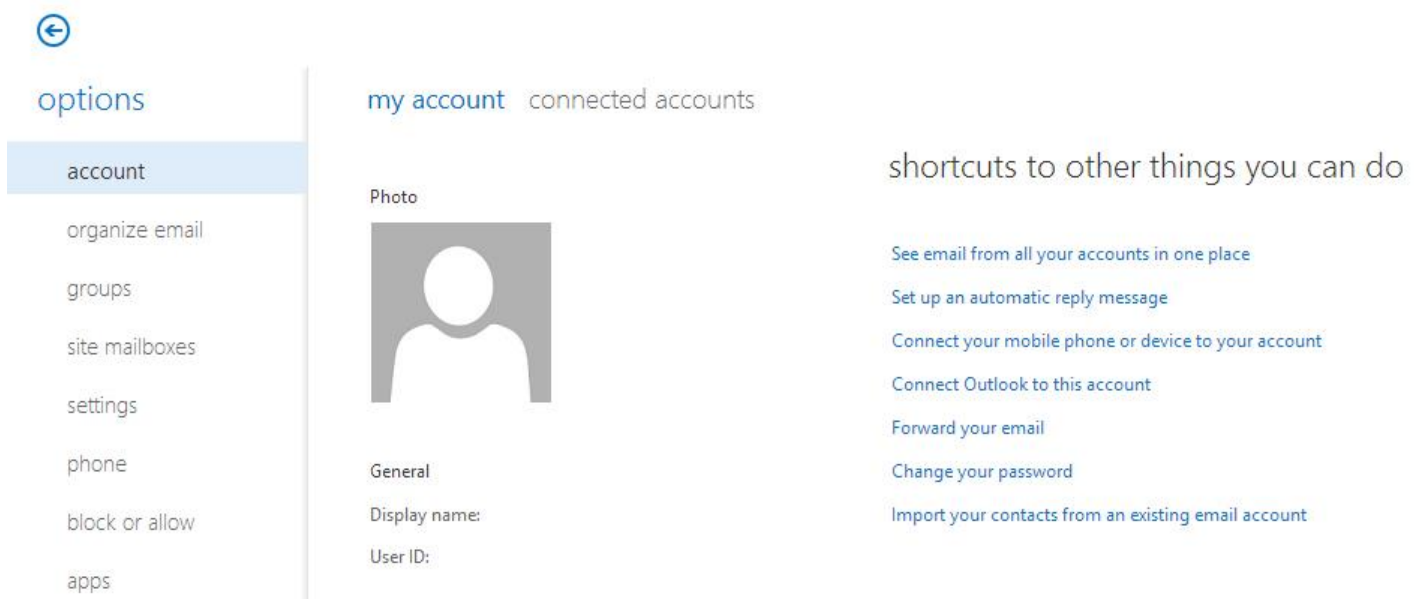


Click on it and select “**Options**”.



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The screen will change to look like below.



The screenshot shows the Blackboard user interface. On the left is a navigation menu with a back arrow icon at the top, followed by 'options' and 'account' (which is highlighted). Below 'account' are links for 'organize email', 'groups', 'site mailboxes', 'settings', 'phone', 'block or allow', and 'apps'. The main content area is titled 'my account' and 'connected accounts'. It features a 'Photo' section with a placeholder image, and a 'General' section with fields for 'Display name:' and 'User ID:'. To the right, under the heading 'shortcuts to other things you can do', there is a list of links: 'See email from all your accounts in one place', 'Set up an automatic reply message', 'Connect your mobile phone or device to your account', 'Connect Outlook to this account', 'Forward your email', 'Change your password', and 'Import your contacts from an existing email account'.

Click on **'Forward your email'**.

## forwarding

Forward my email to:

Keep a copy of forwarded messages in Outlook Web App

start forwarding

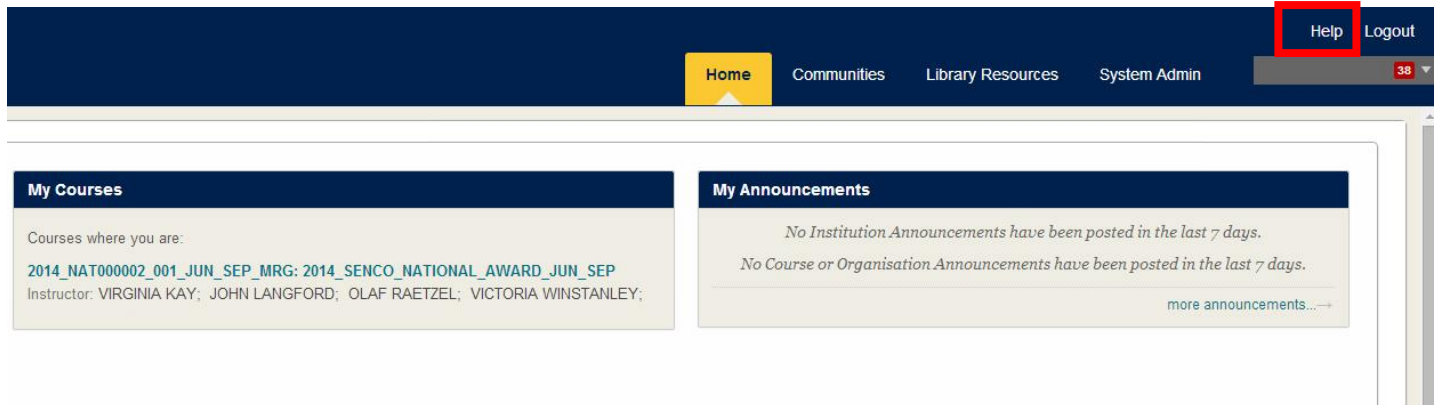
Type in your normal email address into the "Forward my e-mail to:" field and then click on the "start forwarding" button.

Once this process has been completed you should find that you will receive your email into your preferred inbox immediately.

## Blackboard User Guide

### Blackboard On Demand Help

Blackboard has provided a series of short video clips to get you familiarised with the different tools available on Blackboard. This can be accessed from the Home page as shown below.

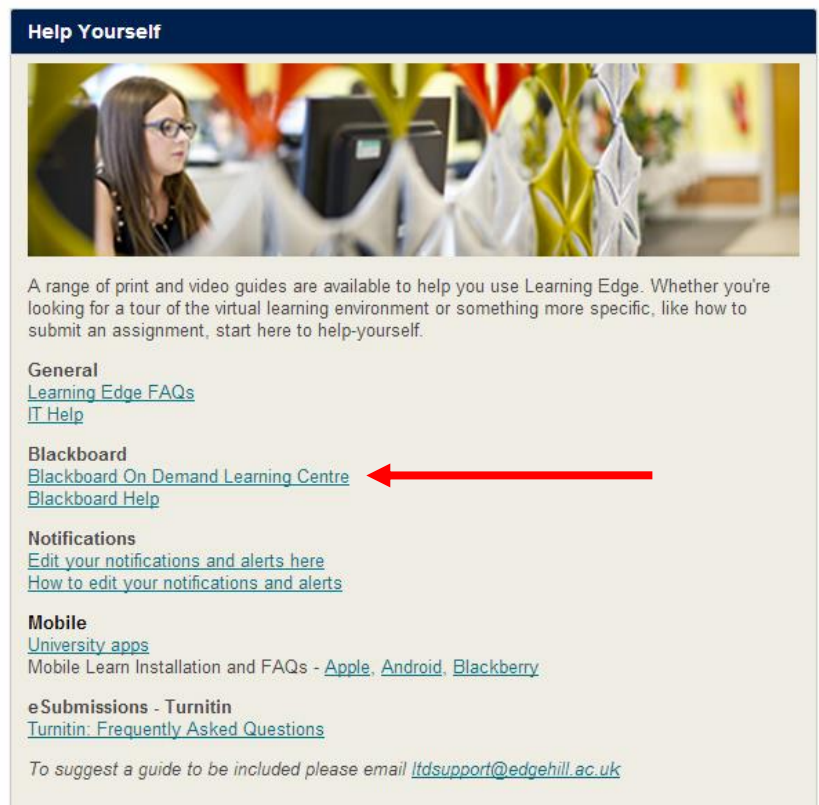


Select “**Blackboard On Demand Learning Centre**”.

This will take you to Blackboard’s On Demand Learning Centre website.

In the “**Student On Demand Videos**” section select “**Blackboard Learn: For Students**”.

There will be a series of short video clips covering a wide range of topics.



### Student On Demand Videos

**Blackboard Learn: For Students** : The complete series of short video tutorials to help students use the various Blackboard Learn tools to be successful online.

**Working in Your Course** : A playlist to help students learn how to access course content, take tests, turn in assignments, and other course related activities.

**Staying Organized and Communicating** : A playlist to help students use course tools to communicate and manage course work.

**Setting Your Preferences and Environment** : A playlist to help students customize their Blackboard experience and set their preferences.

## Blackboard User Guide

### Access Blackboard on your Mobile

It is now possible to access your course on Blackboard from your mobile. The application is called Blackboard Mobile Learn. The 'app' that delivers easy and convenient access to your courses whilst on the go can be accessed by anyone with a smartphone or tablet device (iPhone, iPod, iPad, Blackberry, Android).

The app gives you mobile 'friendly' access to your course dashboard, announcements, assignments, grades, discussions and handouts. You'll also be able to contribute to and comment on discussion and blog posts, and staff will be able to update announcements and journals and create new discussion threads.

#### Apple (iPad, iPhone, iPod Touch)

The Blackboard Mobile Learn app is available in the App store; search for Blackboard Mobile Learn to find it. There is one version for the iPhone/iPod touch, and a separate version for the iPad.

#### Android (HTC, Samsung)

The Blackboard Mobile Learn app is available in Google Play. Search for "Blackboard Mobile Learn" to find it.

#### Blackberry

BlackBerry devices with OS 4.3 or higher support Blackboard Mobile Learn. The Blackboard Mobile Learn app is available in the BlackBerry App World™. Search for "Blackboard Mobile Learn" to find it.

Learning Edge Guides

Learning Services

For further information on how to set up the Blackboard Mobile Learn App go onto Blackboard and Select Learning Edge Guides from the Menu Area and click on the Edge Hill University Apps link.



## Blackboard User Guide

### Contact Details

If you have any difficulties accessing any materials on Blackboard or require any further help with anything mentioned in this guide then you can contact me for further help. Contact details are shown below:

**Name** – Olaf Raetzel

**Title** - Learning Technology Development Officer

**Email** – [raetzel@edgehill.ac.uk](mailto:raetzel@edgehill.ac.uk)

**Contact No** – 01695 650844