

Using Blackboard

What is Blackboard?

Blackboard is an online system that supports traditional and online instruction. Otterbein also uses Blackboard for its placement exams.



Blackboard

Logging into Blackboard

If you are not logged directly into the network or in OZone, you will be asked to logon with your username (firstname.lastname for students, firstinitial.lastname for faculty) and your webmail password.

To log in to Blackboard outside of O-Zone, go to:

<http://ocblackboard.otterbein.edu>



Blackboard's Requirements

First and foremost, you must have high speed Internet access (telephone dial-up is slow and problematic).

Second, Blackboard requires a very specific configuration. Below is a table listing the browser and operating system combinations that will work with Blackboard.

	Windows					Mac OSX				
	2000	ME	XP	Vista	7	10.2	10.3	10.4	10.5	10.6
Internet Explorer 5.2 or 5.5	No	No	No	No	No	No	No	No	No	No
Internet Explorer 6	No	No	Yes	No	No	No	No	No	No	No
Internet Explorer 7	No	No	Yes	Yes	Yes	No	No	No	No	No
Internet Explorer 8	No	No	No	No	No	No	No	No	No	No
Firefox 1.0 or 1.5	No	No	No	No	No	No	No	Yes	No	No
Firefox 2	No	No	Yes	Yes	No	No	No	Yes	No	No
Firefox 3.0	No	No	Yes	Yes	Yes	No	Yes	Yes	Yes	No
Firefox 3.5 or 3.6	No	No	No	No	No	No	No	No	No	No
Safari 1	No	No	No	No	No	No	No	No	No	No
Safari 1.2	No	No	No	No	No	No	Yes	No	No	No
Safari 2	No	No	No	No	No	No	No	Yes	No	No
Safari 3 & 4	No	No	No	No	No	No	No	No	Yes	No

In addition, your browser must have:

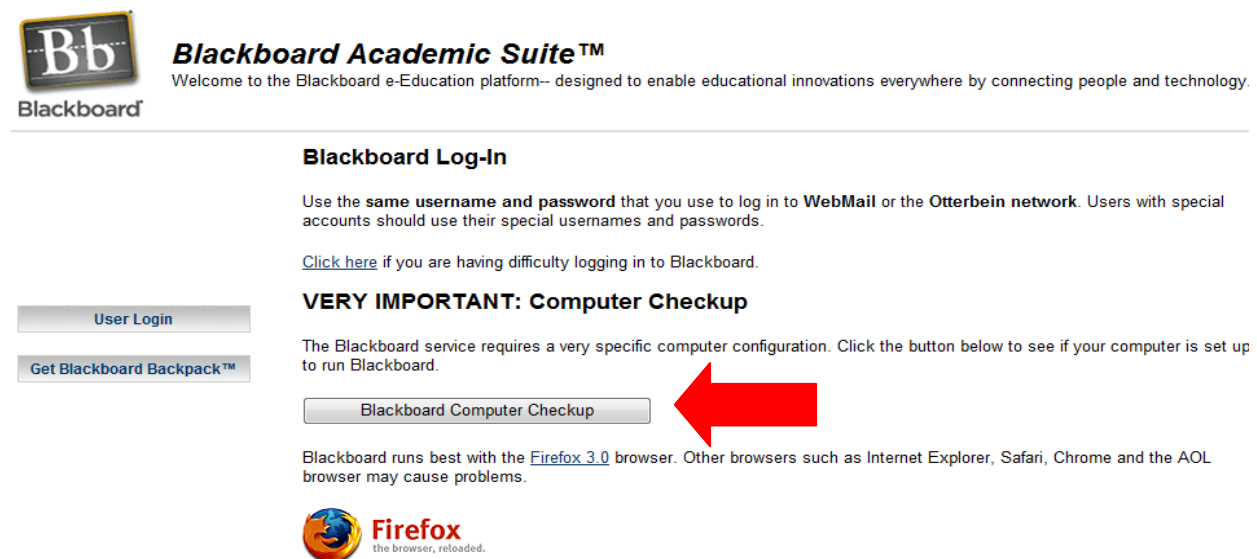
- Java 1.5 (or later) installed and enabled.
- JavaScript enabled.
- Cookies enabled.
- Pop-ups enabled (at least for the Blackboard web site).
- No third-party browser toolbars installed. Examples include the Yahoo!, AOL, WeatherBug and MyWebSearch toolbars. The toolbars must be completely uninstalled (and not disabled).

In short, your computer must be compliant to these specifications – otherwise problems will occur (such as test freezes and the inability to submit answers).

How will I know if my computer is configured properly? And if it isn't, how will I know how to fix it?

Good news – there an easy to use tool for you.

Before logging on to Blackboard, run the **Blackboard Computer Checkup** tool. You can find the tool on the Blackboard splash page (below) as well as on O-Zone.



Blackboard Academic Suite™
Welcome to the Blackboard e-Education platform-- designed to enable educational innovations everywhere by connecting people and technology.

Blackboard Log-In

Use the **same username and password** that you use to log in to **WebMail** or the **Otterbein network**. Users with special accounts should use their special usernames and passwords.


[Click here](#) if you are having difficulty logging in to Blackboard.

VERY IMPORTANT: Computer Checkup

The Blackboard service requires a very specific computer configuration. Click the button below to see if your computer is set up to run Blackboard.

[Blackboard Computer Checkup](#)

Blackboard runs best with the [Firefox 3.0](#) browser. Other browsers such as Internet Explorer, Safari, Chrome and the AOL browser may cause problems.

 **Firefox**
the browser, reloaded.

If you've already logged in to Blackboard, the tool can be found on the **Announcements** page of all courses.

The tool will analyze your computer and let you know if it is up to Blackboard's requirements. If there are any shortcomings, the tool will tell you how to correct them.

Blackboard E-mail

While it is possible to change your preferred e-mail address in your Blackboard profile, **you are advised not to do so**. E-mails sent by Blackboard to addresses other than an Otterbein address looks like spam to commercial e-mail systems such as AOL, G-mail, Yahoo, Roadrunner and others. If your non-Otterbein e-mail service thinks Blackboard e-mail is spam you probably won't receive it. We can only guarantee the delivery of e-mail to your official Otterbein address.

Who do I call if I'm having problems?

If you are having problems logging on or need further assistance on a technical issue, contact the Student Computing Manager at (614) 823-1885.

If you are having a problem with a **Blackboard test**, contact the instructor and ask to either have your exam session reset or to make arrangements to complete the test in another manner. If you are having problems with a **Math Placement Exam**, contact Susan Thompson at SThompson@otterbein.edu If you are having problems with a **Foreign Language Placement Exam**, contact the Orientation Office at (614) 823-3202.

Why aren't my classes showing up in Blackboard?

By default, classes are hidden from students. Please contact your instructor and request that they make the class available to students. Do not call the Student Help Desk. Contact the instructor first and let the instructor know that the class is hidden.



Blackboard Tips and Tricks:

Here are some tips and tricks to make your computing experience at Otterbein successful and trouble-free.



Instructions for Taking Exams and Quizzes in Blackboard:

Even though taking exams and quizzes in Blackboard is very easy, please take a moment to review these instructions to make sure you don't encounter any technical problems.

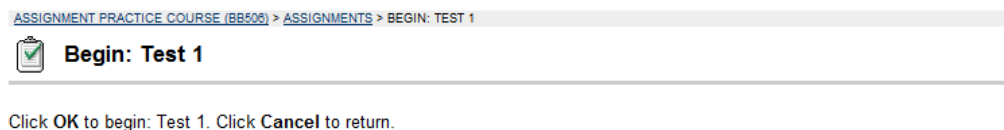
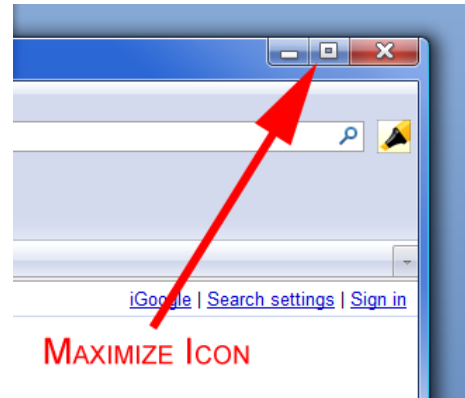
- First, **print these instructions** and keep them handy as you prepare for your test. And keep them handy during your test session.
- Before you begin your test, make sure your computer is properly configured for Blackboard. Use the **Blackboard Computer Checkup** tool found on the Blackboard splash page, the course announcement page and O-Zone. You can also [click here](#) to run the tool. This tool will assess your computer and provide instructions on how to



correct any shortcomings.

By the way, *Firefox 3.0* is the best browser to use for Blackboard (**do not use Firefox 3.5 or 3.6**). The Blackboard splash page and Checkup tool will show you how to get Firefox 3.0.

- **Restart your computer.** Turn it off completely (power down, not restart), wait ten seconds and then turn it on. This will prevent most computer crashes and it ensures that your computer is operating at its best.
- Before you begin your test, **maximize your browser window.** (Mac users should adjust the browser window to a large size.) After adjusting the window size, **do not minimize, collapse or resize the window.** If you do, it will cause problems with the browser and you will not be able to submit your final answers.
- If you are using a wireless or telephone dial-up connection (not advised), make sure your computer is able to **maintain its connection during the test session.** If you get disconnected from the Internet during the session, you will not be able to submit your final answers.
- To start the test session, **click the OK button on the test start page ONCE.** **Do not double click this button.** If you double click, Blackboard will close your test session and you will not be able to take the test.



CLICK ONCE - DO NOT DOUBLE CLICK

- **Do not** do any of the following (they will cause your test session to end):
 - Click the **Back button** on your browser.
 - Use the **Backspace key**.
 - Use the **scroll wheel** on your mouse (if it has one).



- If you are composing an answer to an essay question outside of Blackboard, use a text editor such as **Notepad** (Windows) or **TextEdit** (Mac). Compose your answer there, copy it to the clipboard (select all, Edit/Copy) and then paste (Edit/Paste) it into the Blackboard text box. **Do not use MS Word** for composing your answer. If you use MS Word to do this, it will cause your answer to be unreadable.



This method also works well for composing postings in the Discussion Board (below).

- During your test session, **click the Save buttons** to the right of each question. Doing so will save your answers as you go. (Clicking the Save button on the bottom of the test page will save all of your answers.) If you do encounter a technical problem and are unable to submit the exam for grading, your work will not be lost.

Question 1 10 points [Save](#)

What is OC's zip code?

- 43081
- 90210
- 21207
- 60609

CLICK THE SAVE BUTTON AFTER ANSWERING EACH QUESTION.

CLICK THE SUBMIT BUTTON WHEN YOU ARE DONE.

[Submit](#)

- When you are finished with the test, **click the Submit button** – do not use the Enter key to submit the exam. Also, do not double click the Submit button!
- If you do encounter technical problems and are unable to submit your final answers, **contact your instructor**. Let them know what happened.

Downloading and Reviewing Blackboard Documents:

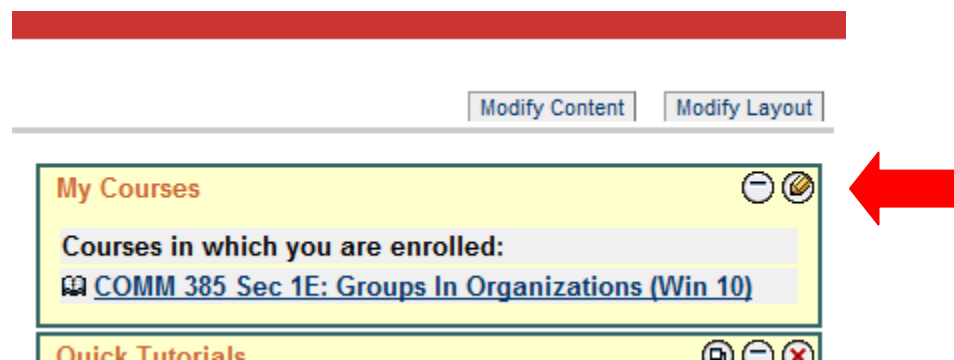
It is best to right click and select **Save Target As...** (*Internet Explorer*) or **Save Link As...** (*Firefox*) and then save the document to a location on your computer. Once it has downloaded, you can open it up at any

time – even when you’re not connected to Blackboard. The document will open properly using a program like Word, PowerPoint or Acrobat Reader.

Special note regarding Office 2007: Files created in the Office 2007 file formats may not be able to be opened by others using older versions of MS Office. If you are sharing documents on Blackboard or via e-mail the best practice is to save your documents in the older Office 2003 file formats. That way everyone will be able to open them. This goes the same for Office 2008 for Macintosh users.

My Courses:

The **My Courses** panel on the Blackboard home page shows the classes for which you have signed up for and that the instructor has turned on for student access. If you want to edit which classes are displayed in the **My Courses** panel, click on the pencil icon in the right corner of this window. You now have the option to toggle on and off what classes you want to see visible in this window. If you uncheck all of the options for a course it will no longer be displayed in your **My Courses** box on your Blackboard home page. Checking the course options will return a hidden class back to the **My Courses** panel.



Regardless of which classes are displayed in the **My Courses** box, you can always view ALL of your available courses by clicking on the **My Courses** tab at the top of the screen.

Address Book, Task List and Calendar:

There is an **Address Book**, **Task List** and **Calendar** feature within Blackboard. Within the **Tools** section of each class you will see those items that are for that specific class. The same tools on your Blackboard home page are for ALL of your Blackboard classes.

Viewing Grades:

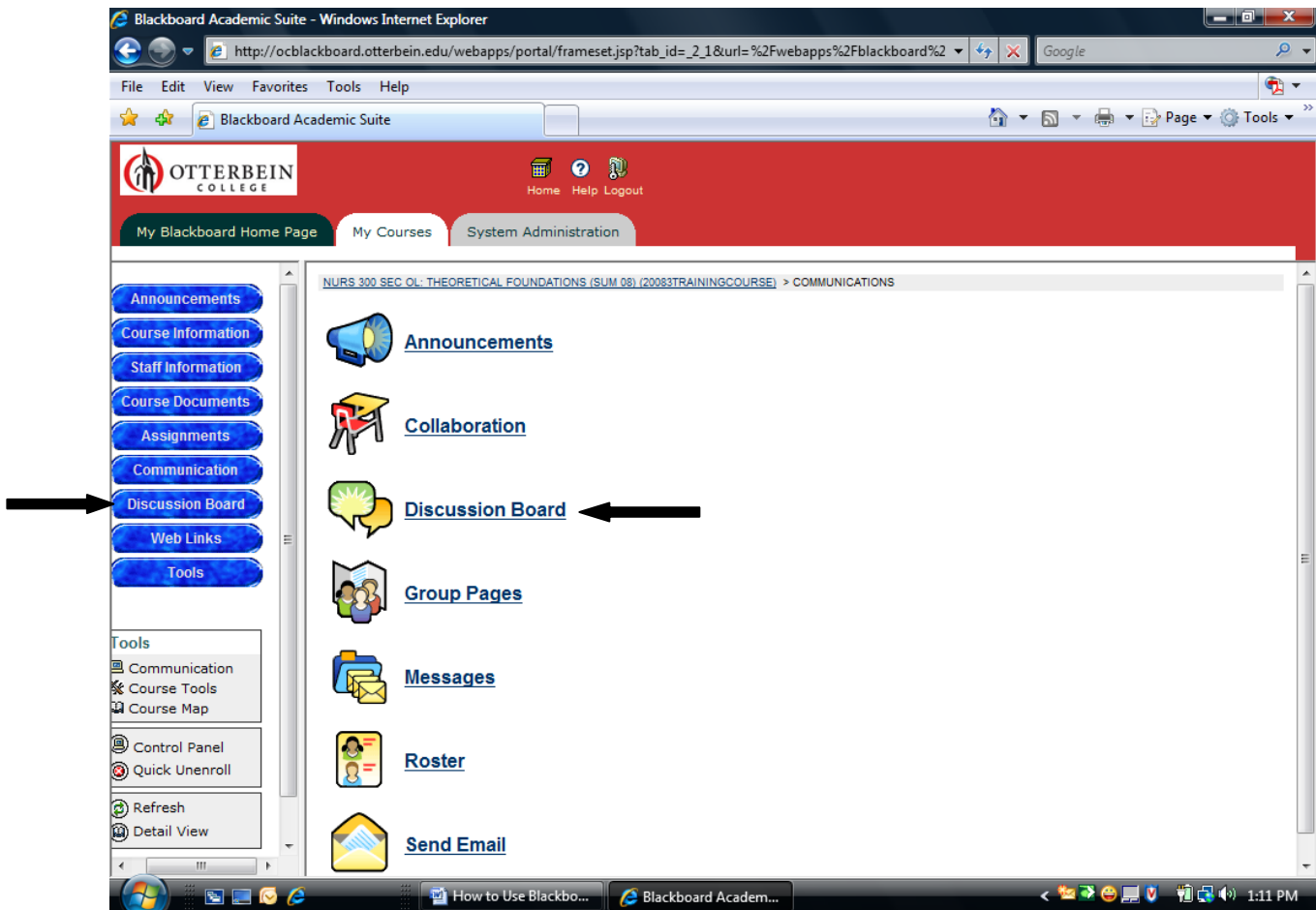
If your instructor uses Blackboard’s gradebook feature you may view your course grades at any time. If you view grades within a Blackboard class, you will only see grades for that class. If you view grades from the Blackboard home page you will see the grades for all of your Blackboard classes.

Keep in mind, though, that the grades you see in Blackboard are not considered an official record; your official grades are contained in your **Self Service Banner** account.

Discussion Board:

Blackboard's **Discussion Board** is a place where your instructor may have you engage in asynchronous communications. It functions like a traditional online bulletin board or forum.

If your instructor has a **Discussion Board** button as part of the course menu, you can launch it from there. You can also launch the Discussion Board by going to the **Tools** or **Communications** links and clicking on the **Discussion Board** links.



Note: Your instructor *may* have to start the first thread (conversation) in the Discussion Board. If you cannot start a thread, contact your instructor.

Your Discussion Board page may appear as follows when populated with topics: Click on a particular topic to open that topic (red arrow)

OTTERBEIN COLLEGE Home Help Logout

My Blackboard Home Page My Courses

PHIL 220/320 SEC 01: EXISTENTIALISM (SPR 08) (20082PHIL22001) > DISCUSSION BOARD

Discussion Board

Search After Sep 03 2008 12:00 AM Before Sep 04 2008 12:00 AM

Forum	Total Posts	Unread Posts	Total Participants
Discussion Board for Sartre	25	18	12
Post: 1) A paragraph that summarizes your understanding of Sartre, and any question you might have; 2) Answer or ask a question to one of your classmates; and 3) Answer any and all questions posed to you. Is there a teleological suspension of the ethical?	13	10	10
Please post your understanding of the way Kierkegaard answers this question. Please use quotes from the book to substantiate your argument. Is there an absolute duty to God?	11	8	10
Please post your understanding of Kierkegaard's answer to this question. Please use quotes from the book to substantiate your argument. Nietzsche	6	1	6

State the epigraph number you think is key to understanding the text as a whole. Then state your interpretation and argument for why you think it is so.

OK

You may open an existing thread (conversation) by clicking on the thread link (the subject line of the posting). When you read a posting, you may reply to it by clicking the **Reply** button.

If you would like to start a new thread (conversation), click the **+Thread** button at the top of the screen.

OTTERBEIN COLLEGE Home Help Logout

My Blackboard Home Page My Courses

PHIL 220/320 SEC 01: EXISTENTIALISM (SPR 08) (20082PHIL22001) > DISCUSSION BOARD > COURSE DISCUSSIONS: DISCUSSION BOARD FOR SARTRE

Course Discussions: Discussion Board for Sartre

Tree View List View

<input type="checkbox"/>	My Impression of Sartre	Heather Holl	4/3/08 1:19 PM
<input type="checkbox"/>	Sartre	Clay Barnett	4/3/08 5:45 PM
<input type="checkbox"/>	Sartre and Existentialism	Danielle Finch	4/3/08 6:25 PM
<input type="checkbox"/>	existentialism is a humanism	Nicholas Warndorf	4/3/08 7:42 PM
<input type="checkbox"/>	RE: existentialism is a humanism	Jeffrey Schmidt	4/4/08 8:10 AM
<input type="checkbox"/>	RE: existentialism is a humanism	Erica Darr	4/7/08 12:00 AM
<input type="checkbox"/>	existentialism is a humanism	Candace Baumann	4/3/08 11:35 PM
<input type="checkbox"/>	RE: existentialism is a humanism	Clay Barnett	4/4/08 12:23 AM
<input type="checkbox"/>	RE: existentialism is a humanism	Danielle Finch	4/4/08 7:30 AM
<input type="checkbox"/>	Existentialism is a Humanism	Stephanie Freas	4/4/08 2:36 AM
<input type="checkbox"/>	RE: Existentialism is a Humanism	Kathryn Miller	4/6/08 6:00 PM
<input type="checkbox"/>	Sartre and question	Jeffrey Schmidt	4/4/08 8:04 AM
<input type="checkbox"/>	existentialism is a humanism	Carl Sigler	4/4/08 3:12 PM
<input type="checkbox"/>	interpreting Sartre	Mark Gail	4/4/08 3:50 PM
<input type="checkbox"/>	Satre's explanation of Existentialism	Kathryn Miller	4/6/08 5:46 PM
<input type="checkbox"/>	Sartre and existentialism	Erica Darr	4/6/08 11:34 PM

Staying Current

Computer technologies change all the time with new versions of browsers, introduction of new operating systems and with software updates. Please contact us if something changes and a Blackboard feature stops working for you. We need to know too so we can test and update instructions and information!



Help Contact

Student Help Desk (614) 823-1060

Student Computing Manager (614) 823-1885