



Student Guide to UCC Blackboard



Blackboard is the Virtual Learning Environment (VLE) used in UCC, enabling lecturers to create an online learning environment to supplement your coursework. Depending on how your lecturer chooses to use Blackboard, you may be able to access your lecture notes or other course materials, participate in discussion boards, use blogs & wikis, submit assignments online, view a course calendar, and participate in online group work.

This brief document explains how to use your UCC Blackboard account to access any courses your lecturer may have created online.

To Log-on to Blackboard

1. Browse to <http://blackboard.ucc.ie>.
2. Type your **UCC Student ID** into the **USERNAME** box.
3. Type your **portal@UCC password** in the **PASSWORD** box.
4. Click the **Login** button.
The **UCC Blackboard** tab displays any courses you are enrolled in, as well as announcements and calendar items relating to these courses.

Passwords

If you forget your portal@UCC password, please go to <http://sit.ucc.ie/> to reset it.



Existing Students: Your portal@UCC password is initially set to the format **Ucc*XXXXXX** where **XXXXXX** is your existing PIN. We encourage you to change this as soon as possible.

If you change your portal@UCC Password, your Blackboard password will also change. For more information about your portal@UCC password, see here: <http://sit.ucc.ie/>.



If you are having difficulty resetting your portal@UCC Password please contact UCC Student Computing.

Email: sit@ucc.ie

Tel: 021-490-1886 or 021-490-2622

Web: <http://sit.ucc.ie>

In Person: Student IT Centre, Boole Basement, UCC.

Enrolment on Blackboard Courses

Enrolment on Blackboard courses is automatic and is based on the module choices you made at registration. If you **change modules** during term, this change should be reflected on Blackboard **within 24 hours**.

Modules you have signed up for in the 2011/12 academic year will be listed in the **My Courses** box as '2012-AB1234: Module Title...'

You may not see all your modules when you logon. If '**Unavailable**' appears after your module title, then your lecturer has not made it available to your class on Blackboard. Blackboard use is optional; therefore you may wish to ask your lecturer if (s)he will be using it for that subject.

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Blackboard Course Buttons

When you enter a course on Blackboard, you will see a list of links on the left of the screen. The table below details what you might expect to find behind each button. Your lecturer may also create their own course links as appropriate.

Remember that your lecturer may not be using all of these resources.

Button	Description
Announcements	Any announcements posted by your lecturer will be displayed on this page. Typical announcements may include course deadlines, visiting lecturers, or other information of relevance to your course.
Course Information	The syllabus and course objectives are usually posted here. Exam timetables may also be posted when dates become available.
Staff Information	Background and contact information for staff (lecturers or demonstrators) teaching on your course may be posted here.
Course Documents	Lecture notes, slide shows, multimedia clips and other learning materials are usually posted here.
Assignments	Access and submit your module assignments. Some lecturers may set a Turnitin Assignment which carries out a comprehensive check of all references, citations and sources in your submission.
Communication	Depending on your course settings you may be able to communicate with your lecturer and fellow students online in one or more of the methods listed below: <ul style="list-style-type: none">▪ Email (within the course group only)▪ Discussion Boards - read & post messages▪ Virtual Classroom▪ View the Roster to see who else is enrolled on your course▪ View your own Group Pages for online project work
External Links	Your lecturer can post links to websites, periodicals and journals relevant to your course here.
Tools	Depending on your course settings you may be able to use the following resources: <ul style="list-style-type: none">▪ View the Course Calendar▪ My Grades: check the online Gradebook for your results▪ Tasks: Keep a to-do list
Bb Student Guide	View the online Blackboard student manual.
Blogs & Wikis	Your lecturer may choose to use blogs and/or wikis for reflective and collaborative work within your module.

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Submitting Assignments on Blackboard

Assignments can be electronically submitted to Blackboard via the **Assignments Tool**.

Your lecturer *may* choose to permit resubmission of assignments and will advise accordingly.

We recommend that you include your UCC Student Id when saving files for upload to Blackboard.

1. Select the Content Area from the Course Menu that holds the Assignment, e.g. *Assignments*.
2. Click the **title** of your the Assignment. The **Upload Assignment** page appears.
3. Click **Browse** next to **File to Attach** to search for your assignment on your computer or USB key. Select a file to attach. When you have done this successfully the "path" to the file will be displayed in the **Browse** box, e.g. *C:\MyDocuments\FileName.doc*.
4. If you have accidentally selected the wrong file, click the **Do not attach** link, click **OK**, and return to step 3.
5. Any comments for your lecturer can be typed in the **Comments** field provided on the **Upload Assignment** page.
6. **Either:** Click **Save** if you wish to save the Assignment and continue working on it later. The Comments and Files on the page are saved to Blackboard, but are **not** submitted to your lecturer. You can return later to modify or finish the assignment,

Or: Click **Submit** when the page is complete. **Submit must be selected to finish the assignment.**
7. **A Submission History** of your assignment is displayed on screen with the assignment name and the time & date at which it was sent to your lecturer. This information is filed under the relevant assignment for future reference.

Printing PowerPoint Handouts from Blackboard

Follow the steps listed below to create a printable handout of a PowerPoint presentation displayed on Blackboard.

1. Click the name of the PowerPoint file you want to print with your **right-mouse** button.
2. Select **Open in New Window** from the pop-up list.
3. From the **File** menu of your browser, select **Print**.
4. A **PowerPoint Print Menu** is displayed.
5. From the **Print What** section, select **Handouts**, and choose from 2 – 9 slides per page (*this depends on which version of PowerPoint you are using*).
6. Click **OK** to print. A compact version of the presentation is printed for you.

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'Turnitin' Assignments on Blackboard


Your lecturer may set a **Turnitin Assignment** for you on Blackboard. Your submission will be compared against internet documents & Turnitin databases of submitted student assignments. Any matching text Turnitin finds is detailed in an **Originality Report**.

Generation of an Originality Report can take a few minutes or greater than 24 hours for the first submission. **For subsequent submissions, the report will not appear for at least 24 hours.**

For more information on Originality Reports view the Student User manual at www.turnitin.com/training.html.

NOTE: Turnitin will only accept files in the following formats: MS Word (doc or docx), WordPerfect, HTML, RTF, PDF, PostScript, and plain text formats. **Turnitin does not accept PowerPoint or spreadsheet files or files saved in Microsoft Works or AppleWorks.**

Submitting a Turnitin Assignment

1. From within your Blackboard module, click the **View/Complete** link for your assignment as advised by your lecturer. (*You may be asked to accept a User Agreement by clicking the **I Agree - continue** button.*)
2. On the **Turnitin Assignment Inbox** page, click the **Submit** icon  on the right.
3. Select **Single File Upload** from the **Choose a paper submission method:** drop-down list.
4. Type your **first name, last name** (*if they don't already appear*) and your assignment **submission title** in the spaces provided.
5. Click **Browse** and locate the file you wish to submit.
6. Click **Upload** after selecting your file.
7. A page appears asking you to confirm your submission. **Either**
 - a. Click **Submit** to upload your submission, **OR**
 - b. Click **Return to upload page** to re-enter your details and upload your file again.


8. You will receive a **digital receipt** following submission, noting the title, author and id of your submission. An email receipt & copy of your submission will also be sent to your registered email account.

Viewing your submissions

1. After you submit a paper, it will appear in the **Assignment Inbox**.
2. To view your submission click the **View/Complete** link for your assignment as posted on Blackboard by your lecturer and click the **show details** link.
3. Click the **Title** of the assignment you submitted.
4. Your Turnitin Paper will open in a new window, showing the title, author, date submitted, ID and word count. Close this window to return to the **Assignment Inbox**.

To Re-submit a Turnitin assignment

Note: *You will only be able to re-submit an assignment if your lecturer has set up the assignment to allow this. When you re-submit your paper, you will receive a new originality report. You can do this as many times as you like until the due date for your assignment.*

1. From within your Blackboard module, click the **View/Complete** link for your assignment as advised by your lecturer.
2. On the **Assignment Inbox** page, click the **Resubmit** icon .
3. A message will appear indicating you have already submitted a paper. If you choose to continue, the original submission will be replaced. The message also indicates the earliest time at which you will receive the new originality report. **Allow 24 hours to receive originality reports for resubmitted files.**
4. Click **OK**.

*The Learning Technologies Unit wishes
you all the best with your studies in
the coming year!*