



# Student Guide to UCC Blackboard



<http://blackboard.ucc.ie>

UCC Blackboard is used by many lecturers as an online support for modules. Blackboard allows for web access to lecture notes and supporting material, online communication – blogs, wikis, group email, discussions, along with online assignment submission and assessment in the form of quizzes, tests and surveys.

This brief document explains how to use your UCC Blackboard account to access any modules your lecturer may have created on the system.

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## To Log-on to Blackboard

1. Browse to <http://blackboard.ucc.ie>.
2. Click **Student Login** and type your **UCC Student Number** into the **USERNAME** box.
3. Type your **Student IT 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.

## Your Blackboard Password



Your **Student IT** password is also your Blackboard password. It is initially set to **UCC\*XXXXX** and is sent to you by the Registrar's Office on acceptance of your place in UCC. You should change this as soon as possible after your first logon to Student IT Services at <http://sit.ucc.ie>.

If you change your **Student IT** password, your **Blackboard** password will also change.

For more information about your **Student IT** password, go to <http://sit.ucc.ie/>.

## Forgot Your Password?

If you forget your **Student IT** password, please go to <http://sit.ucc.ie/> to reset it.



If you have any difficulty resetting your **Student IT** password, please contact **UCC Student Computing** at:

**Email:** [sit@ucc.ie](mailto:sit@ucc.ie)

**Phone:** 021 - 490 2622

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

**On Campus:** **Student IT Helpdesk,**  
Boole Library

## Enrolment on Blackboard Modules

Enrolment on Blackboard modules is automatic and is based on the module choices you make at registration. If you **change modules** during term, this change is usually reflected on Blackboard **within 24-36 hours**.

Blackboard module codes are usually prefixed by the year in which your **second** semester is taught.

If **(not currently available)** appears after a module title in the **My Courses** list, it means that **you are enrolled** on the module but that your lecturer has not yet made it available to your class. Blackboard use is optional so you may wish to ask your lecturer if he or she will be using it for your subject.

## Blackboard Course Menu

Blackboard's Menu is displayed on the left of the screen. The Menu varies according to module, so see below for a sample of what you might find under these links.

**PRIVACY!**

**Make sure you LOG OUT of your Blackboard account when you're finished by clicking the logout icon in the top right corner.**



Blackboard's Online Student Resources are available at:

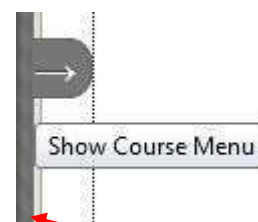
<http://www.blackboard.com/Student-Resources.aspx>.

Menu Link	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.
Information	The syllabus and course objectives are usually posted here. Exam timetables may also be posted when dates become available.
Content/ 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 <b>Turnitin Assignment</b> which carries out a comprehensive check of all references, citations and sources in your submission.
Tools/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"><li>▪ Email (within the course group only)</li><li>▪ Discussion Boards - read &amp; post messages</li><li>▪ View the Roster to see who else is enrolled on your course</li><li>▪ View your own Group Pages for online project work</li><li>▪ View the Course Calendar</li><li>▪ My Grades: check the online Gradebook for your results</li><li>▪ Tasks: Keep a to-do list</li><li>▪ Access Blogs, Wikis, Podcasts.</li></ul>
External Links	Your lecturer can post links to websites, periodicals and journals relevant to your course here.
Bb Student Guide	View the online UCC Student Guide to Blackboard
Blogs & Wikis	Your lecturer may choose to use blogs and/or wikis for reflective and collaborative work within your module.

### Can't see your Course Menu?

If you can't see the Course Menu on the left of the screen, you may have inadvertently hidden it.

To display the Course Menu again, click the coloured bar at the far left of your screen until a **grey 'right arrow' tab** appears. Click the arrow to expand the Course Menu.



Click here

### Submitting Assignments on Blackboard

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

We recommend that you **include your UCC Student Number in the filename** when saving *each* file to be uploaded to Blackboard.

1. Select the Blackboard Menu link containing your Assignment, e.g. **Assignments**.
2. Click the **title** of the Assignment. The **Upload Assignment** page appears.
3. Under **Assignment Submission**, Click **Browse My Computer** next to **Attach File** to search for your assignment on your computer or USB key. When successful, your file name will be listed under **Attached Files**. *Note the file will not be sent to your lecturer until you click **Submit**.*
4. If necessary, type any **Comments** for your lecturer in the box provided.

(If you have accidentally selected the wrong file, click the **Do not attach** link, then click **OK** and return to **Step 3** above.)

5. **Saving/Submitting**

Click **Submit** when your assignment is complete.

**Optional: Save as Draft** allows you to continue working on your assignment later. (*The Comments and Files on the page will be saved to Blackboard, **but will not be submitted to your lecturer**. You can modify or finish the assignment at a later stage.*)

**YOU MUST CLICK SUBMIT to finish the assignment and send it to your lecturer!**

6. 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 will remain listed under your assignment for your reference.

### Printing PowerPoint Slides Cost Effectively!

This will print several slides on each page thus saving on printing costs.

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

If your lecturer sets a Turnitin Assignment for you on Blackboard, your submission will be compared against internet documents & the Turnitin database of previously submitted student assignments. Any matching text Turnitin finds is detailed in an **Originality Report**.

An originality report can take anything from a few minutes to more than 24 hours for the first submission, depending on how busy the system is.

**Originality Reports for Repeat Submissions will not appear for at least 24 hours.**

For Online Tutorials and more information on Originality Reports, view **Turnitin Student Training** at:

[http://www.turnitin.com/en\\_us/training/student-training](http://www.turnitin.com/en_us/training/student-training).

### Turnitin Accepted File Formats



**Turnitin only accepts files in the following formats:** MS Word (.doc), WordPerfect, HTML, RTF, PDF, PostScript, and Plain Text format.

**TURNITIN DOES NOT ACCEPT** PowerPoint or Spreadsheet files or files saved in Microsoft Works or AppleWorks format.

### Submitting a Turnitin Assignment

1. Click the Blackboard Menu link containing your Assignment, e.g. **Assignments**.
2. Click **View Assignment** under the Assignment Title to view your **Assignment Information**.
3. Click the **Submit** tab under the Assignment Title at the top of the page.
4. Click the Submission Type drop-down arrow and select **File Upload**.
5. Type the **Submission Title** in the box.
6. If there is more than one part for the assignment **you will need to select which part you are submitting to** from the **Submission Part** drop-down menu. Then click **Browse** and locate the file you wish to submit.
7. Tick the box to confirm that the paper being submitted is your own work.
8. Click **Submit**.
9. If you need to upload a second file to the assignment, repeat the above steps, selecting which part you are submitting to e.g. **Part 2**, at step 6.

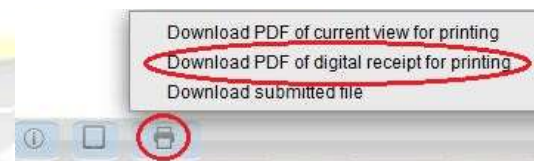
### Keeping a Record of your Submissions

The **Submissions Inbox** tab under the Assignment Title displays a record of your submissions and the date/time of submission.

### Digital Receipt & Viewing your Submissions

1. Click the **Submissions Inbox** tab to view your submission.

2. **If** your lecturer has allowed viewing of the Originality Report for your paper, a percentage icon will appear once the report has been generated. **Pending** displays until a score has been generated.
3. Click the **Title** of the assignment you submitted.
4. Your Turnitin Paper will open in a new window.
5. To print a Digital Receipt for your work, click the Printer Icon at the bottom left of your open submission and select **Download PDF of digital receipt for printing**.



**You should also save a copy of the PDF file for your own records.**

### Resubmitting a Turnitin Assignment

**You will only be able to re-submit an assignment if your lecturer has allowed for this.**

*When you re-submit your paper, you will receive a new Originality Report. If your lecturer has allowed resubmissions, you can resubmit as many times as you like until the due date for your assignment.*

1. Follow the **Submitting a Turnitin Assignment** instructions (see *left column*) ensuring that you select the correct Part to replace at Step 6. The new submission will replace your earlier paper.
2. Click **OK**.

### Resubmissions

An Originality Report for a resubmission will take **AT LEAST 24 HOURS** to be returned. Do not try to submit again during this time or your 24 hours will start again.

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