

QUICK START

What is Blackboard?

Blackboard is the e-learning platform of the Freie Universität Berlin. The system allows for student-to-student and instructor-to-student interactions in a virtual environment. The system enables you to send assignments, receive grades, and enter discussions with your fellow students and tutors.

Which web browser can I use?

You should be using either Internet Explorer version 5.5 (or higher) or Netscape version 6.2 (or higher) to access Blackboard. If you are accessing the web through a client, you can minimize this browser and open Internet Explorer to use Blackboard.

Which settings are required to use Blackboard?

To use all the features of the environment, you will need to enable JavaScript, pop-ups, and cookies on your browser.

How do I access my Blackboard user account?

Open your browser and go to the following web address: <http://lms.fu-berlin.de/>. Enter your username and password and click the Login button.

How do I change my password?

1. On the My Institutions page, click the Personal Information link
2. Click the Change Password link
3. Type your new password in the first password field
4. Type your new password again in the Verify Password field
5. Click the Submit button

6. Your password will be successfully changed.
7. Please note that passwords are case sensitive.

Which of the Blackboard features are important?

1. Announcements:

Course updates, reminders, general announcements are displayed here. The Announcements screen is the entrance page of the module site.

2. Course Information:

Here you will find general information on the module, e.g. course descriptions and class schedules.

3. Staff Information:

This section displays instructor, tutor, and staff information along with contact details.

4. Assignments:

Assignments are usually posted in the current unit.

5. Communication tools:

The Discussion Board, Group Pages, and the Virtual Class Room are among the available tools which you can access in the current unit.

6. What Is the Chillout Area?

Via the My Organizations box, you have access to the Chillout Area. Here you can chat, discuss or exchange files with your fellow students.

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AN INTRODUCTION TO BLACKBOARD

- student information -

Dear participants of Shanghai Summer School,

The following outline provides a short overview of the features of the learning management system “Blackboard” for your information.

Blackboard is an integrated e-learning system (Content Management System - CMS) providing a browser-based e-learning environment that allows instructors to present students with convenient and personalized learning options.

Available features for Shanghai Summer School modules are:

- course announcements;
- synchronous group chat, with or without related tools such as white board, group web browser, course browser, and more;
- course assignment and document areas;
- course-related external links;
- online file-sharing;
- student rosters, e-mail, and online gradebook;
- work group areas;
- readings and tests.

1. ENABLING JAVASCRIPT, COOKIES AND POP-UP WINDOWS

1.1 ENABLE POP-UPS

Allowing pop-ups is necessary to make the features work. There are a lot of pop-up blockers, e.g. Google Tool Bar Pop-up Blocker, Firewalls, and browser settings. Most require more than one change to enable pop-ups to appear in your browser.

1.2 ENABLE JAVASCRIPT

At minimum, Blackboard requires JavaScript and Cookies to be enabled in your browser.

2. ACCESS YOUR ACCOUNT & MODULE - LOGIN

2.1 LOGIN

Open an Internet browser (i.e. Internet Explorer or Mozilla) and go to <http://lms.fu-berlin.de/>. Enter your username and password and click the **Login** button.

2.2 MY INSTITUTION PAGE

Once you have logged into Blackboard, you will be transferred to your Blackboard home page. The **My Institution** page is your primary entry page providing access to all Shanghai Summer School modules you are participating in.

This page contains a **Tool** menu with links for accessing webmail, changing your password, viewing new announcements, and planning personal activities. Within this menu, you can create and manage entries.

If it is your first time in Blackboard, you should select an individual password. Click on **Personal Information** in the Tools box. Click on **Change Password** to reset your password. Please note that you always have to confirm changes by clicking on the **Submit** button.

Furthermore, the announcements for each course are displayed under the course title. You can use the **My Announcement** field to read the most recent announcements. To access your course, click on the module title in the **My Courses** section.

The Institution tool bar provides access to information across all modules as well as options to edit your personal information on Blackboard and add your details to the User Directory.

The Content Collection Bar takes you to a list of all readings for your module.

The My Courses button lists all the modules you are enrolled in. Access the unit by clicking on the hyperlink.

Personal Information: Change your password and email address details by choosing "Personal Information"

The My Announcements button displays all unit-specific announcements as well as announcements from the institution. You can select to view them all together or separately.

3. ACCESS A MODULE

Click on the title of the module you wish to view under **My Courses**. You will be taken to the module's home page.

Module Parts displays the units for the chosen part of your module.

Resource Pool contains all readings for the module.

Module Information contains a short description of this specific module.

Announcements is the entry point in to your module site. It displays announcements for this specific course in the order in which they were posted by your instructor.

Discussion Board contains a forum available for your module.

Working Groups If you are member of a working group, you have the opportunity to collaborate with some of your fellow students.

My Grades allows you to check your Gradebook.

Faculty contains contact details for the staff involved in running the unit.


4. ACCESS A UNIT


On the course's home page, click on the part of the module you wish to view in the navigation on the left.

You will be taken to a list of units. By clicking on one of them you can access a unit.

The Discussion Board takes you to the part of the forum designated for this Unit.

Use the **arrows** to enter the next unit or go back to the previous one.

 Hold your mouse over this **symbol** to receive a short description for the highlighted term.

 Click on this **symbol** to receive further information about that specific topic.

Some **Chapters** contain more than one page. In that case you will see this navigation function.

5. HOW TO SUBMIT AN ASSIGNMENT

Open an assignment by clicking on it or the test link in your unit page.

You can also see the list of assignments due in the active **Part** page of your course. Please use English characters for the filenames of attached files.

6. HOW TO USE THE ONLINE GRADEBOOK

After completing an assignment, your tutor can view, revise, and grade each contribution. If your assignment is graded by the tutor, you can see the feedback within the assignment itself. To take a look at the feedback and the grades you have achieved, please use the **My Grades** link in the navigation bar. The Online Gradebook shows all grades associated with your assignments.

7. HOW TO PARTICIPATE IN GROUP INTERACTION

Group interaction is important for communication with your fellow students and instructors. To participate in group interaction, please click on **Working Groups**. You can see the list of groups that your instructors have created. After entering your own group, you can discuss group works with your groupmates by using a forum. You can also check your group membership on the group page.

8. HOW TO USE THE DISCUSSION BOARD

The Discussion Board is similar to the chat, but is designed for asynchronous use. This means other students do not have to be available at the same time to have a conversation. An additional advantage of the Discussion Board is that the conversations are logged and organized. Conversations are grouped into threads that contain a main posting and all related replies.

You can access the Discussion Board by clicking the **Discussion Board** link in the navigation bar. You will see a list of existing forums.

Thank you very much for taking the time to read through this information. If there are any questions concerning your Blackboard courses, please do not hesitate to contact **Ole Jantschek** (shanghai@global-politics.info).

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