



Blackboard

BLACKBOARD

DIGITAL DROP BOX

DISCUSSION BOARD

STUDENT

MANUAL



Information Systems and Services
Otago Polytechnic, Forth Street, Private Bag 1910
Dunedin, New Zealand

Telephone : +64 3 479 6039, Extension 8039 • e-mail: infotrack@tekotago.ac.nz
Intranet: webit.tekotago.ac.nz • Web: www.otagopolytechnic.ac.nz

STUDENTS – DIGITAL DROP BOX & DISCUSSION BOARDS

DIGITAL DROP BOX

The **Digital Drop Box** (or the **DDB**) is for you to send assignments to your lecturer, who marks them electronically and sends the marked work back to you through the Digital Drop Box.

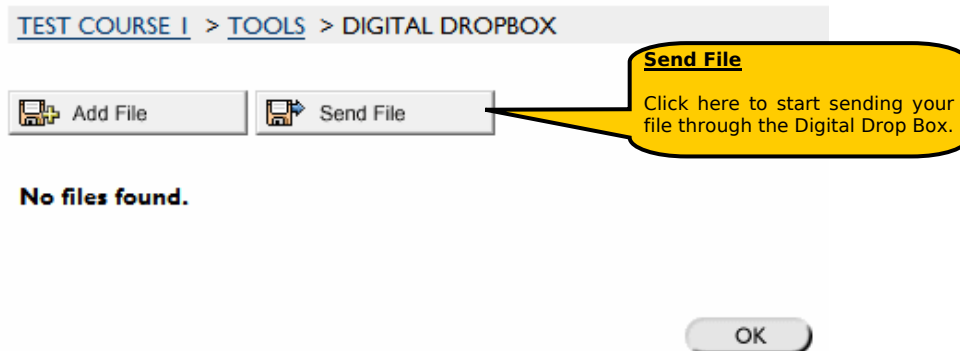
The advantage of using this facility rather than e-mail is that the date and time each assignment is submitted is recorded – the other advantage is that all assignments sit in the Digital Drop Box until the lecturer is ready to mark. If you have more than one lecturer, this makes it easier for all the assignments to be graded.

How to Use It

To send an assignment, go to the **Digital Drop Box** (through the **Tools** menu) and then click **Send File**.

This will go to whoever can access the **Digital Drop Box** through the **Control Panel** (your lecturers or any Teaching Assistants that they have appointed).

Once you have accessed the Drop Box, you should see whether any files are currently in there. Each DDB is specific to you.



Click **Send File**, and fill in the details. You will need to browse through to find the file you wish to send.

TEST COURSE I > TOOLS > DIGITAL DROPBOX

1 File Information

Name

File

Comments

Comments
Add any additional comments in here. If you had an extension, it's good to mention this here.

Name
Name the file. Make it something logical, e.g. Unit 2780 Assignment One

Browse
This will open a Open dialog box, find the file you wish to send and click **Open**.

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Click the **Submit** button to send. Once sent, you should get a receipt saying that the file has been successfully uploaded. **The file will be accessible by the instructor and any Teaching Assistants** of the course.

To upload or collect files from the Drop Box

Go to your course and click on **Tools** from the left-hand side. Select **Digital Drop Box**.

The files that have been sent by your lecturer into the Digital Drop Box will appear. These are likely to be marked or commented upon assignments. You will note that each will have a time stamp or an indicator of when the file was sent. Right-click on the file's name and select **Save Target As...** to save it out to your computer.

Digital Dropbox

Assignment 2.6.06

test02, test02 (test02)

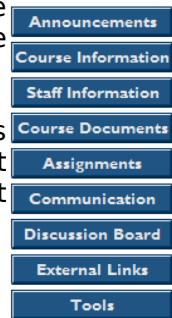
Received Wed Jun 07 2006 12:31

Comments: Attached is assignment due 3.6.06.

DISCUSSION BOARDS

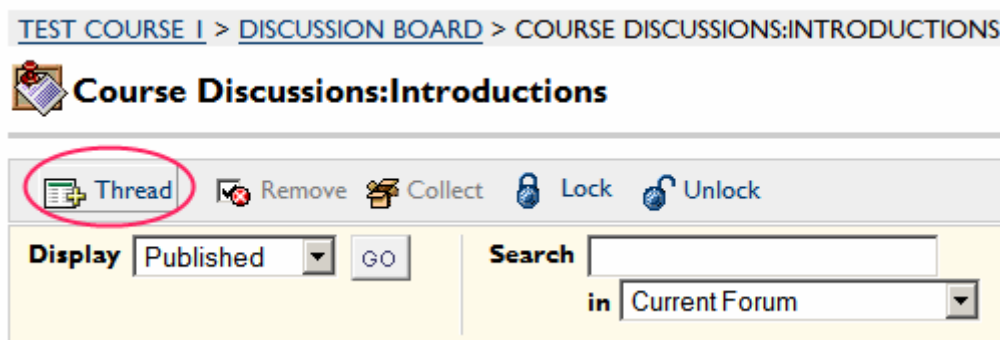
This area is used for online discussion where interaction will occur on-line with the lecturer and other students. Messages can be viewed and posted at any time like a notice board.

The difference between using the **Collaboration** and the **Discussion Board** is that the **discussion board** isn't in real-time – the up-switch of which is that people can participate in the discussion in their own time, whenever they wish. It also allows for more considered and detailed thinking to take place.



Accessing the Boards

- Access the course, and go to the left hand side menu.
- Click on **Discussion Board**.
- Click on the name of the forum you want to take part in.
- Click on the **first message** to start reading through the forum posts.

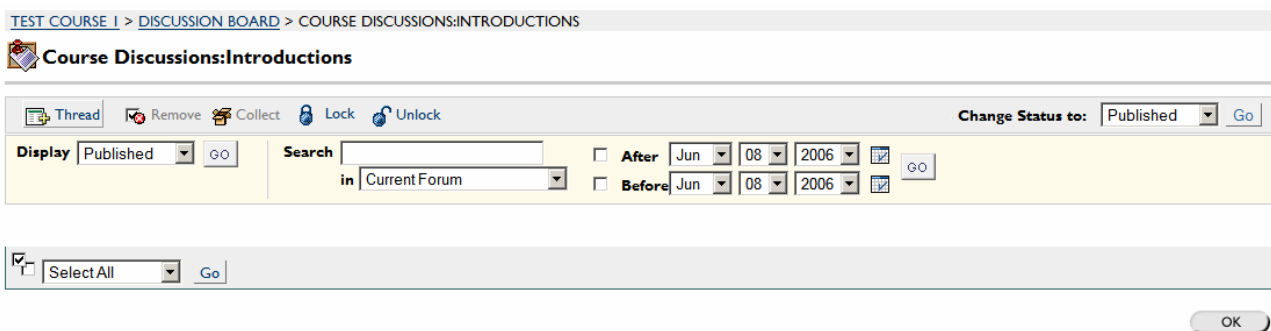


Adding a Thread to A Forum

Your lecturer may have enabled this facility – you can create a new thread of discussion within the forum! Click on the **Thread** button (if it's enabled) and give it a name.

It is recommended that you start the comments by making one yourself.

Click on the **Forum name** (it'll be underlined and coloured **blue**). You should get a screen similar to the one shown next.



As you can see, there's nothing in the forum at present. Let's start a thread of conversation. Go up to the **Thread** button and click (indicated below).

TEST COURSE I > DISCUSSION BOARD > INTRODUCTIONS > ADD THREAD

Add Thread

1 Message

Subject:

Message

Normal 3 Times New Roman B I U S x₂ x² || | | | | | | | | | |

Path: [body](#)

2 Attachments

Attachments [Attach a file](#)

3 Submit

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

This should bring up the screen below. You have to specify a subject, and the **Message** box works the same way as Microsoft Word, you can change the font, colour etc, as well as add pictures (if permitted by the Instructor).

Once you have added a comment or a starter for a conversation, you can **Submit** as usual. You can **Save** your comment and come back to it later if you wish.

You should now see something similar to what is shown below.

TEST COURSE I > DISCUSSION BOARD > COURSE DISCUSSIONS:INTRODUCTIONS

Course Discussions: Introductions

Thread Remove Collect Lock Unlock Change Status to: Published

Display Published Search After Jun 08 2006 Before Jun 08 2006

	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	8/06/06 10:33	Hello?	Richard M Nixon	Published	0	1

Click on the **Thread Title** (for this example, **Hello?**) to read. You can also see from the shot above that BlackBoard tells you how many **unread posts** and **total posts** are in the thread.

Replying to a Thread Post

Click on the **Reply** button in the subject heading to reply to the message below. The buttons are duplicated as well. You may be able to see the **Modify** and **Remove** buttons unless your lecturer specified that these options were available when setting up the forum. You can only remove or modify your own posts.

TEST COURSE 1 > DISCUSSION BOARD > INTRODUCTIONS > THREAD DETAIL

Thread Detail

Collect Flag Clear Flag

Search After Jun 08 2006 Before Jun 08 2006 GO

in Current Thread

Thread: [Hello?](#) [Reply](#)

Total posts: 1 Unread posts: 0

<input type="checkbox"/>	Hello?	Richard M Nixon	6/8/06
--------------------------	------------------------	-----------------	--------

Refresh Select All Go

Subject: [Hello?](#) [Reply](#) [Modify](#) [Remove](#)

Author: Richard M Nixon
 Creation date: Thu Jun 08 10:33:21 NZST 2006
 Date last modified: Thu Jun 08 10:33:21 NZST 2006
 Total views: 1 Your views: 2

Subject: [Hello?](#) [Reply](#) [Modify](#) [Remove](#)

OK

When typing in your response, you will be presented with a text entry box. You can **Cancel**, **Save** (so you can continue later on with it), or **Submit** your reply.

Once you've replied to the message, it will appear below the message that you replied to (see below for an example of this).

TEST COURSE 1 > DISCUSSION BOARD > INTRODUCTIONS > THREAD DETAIL

Thread Detail

Collect Flag Clear Flag

Search After Jun 08 2006 Before Jun 08 2006 GO

in Current Thread

Thread: [Hello?](#) [Reply](#)

Total posts: 2 Unread posts: 0

<input type="checkbox"/>	Hello?	Richard M Nixon	6/8/06
<input type="checkbox"/>	RE:Hello?	Bob Woodward	6/8/06

Refresh Select All Go

Subject: [RE:Hello?](#) [Reply](#) [Modify](#) [Remove](#) [Previous Post](#)

Author: Bob Woodward
 Creation date: Thu Jun 08 10:36:35 NZST 2006
 Date last modified: Thu Jun 08 10:36:35 NZST 2006
 Total views: 1 Your views: 2

Hello right back to you.

Subject: [RE:Hello?](#) [Reply](#) [Modify](#) [Remove](#)

OK

Buttons

This is where the **Subscribe** button would be if enabled.

Subscribing

Users can subscribe to a discussion thread, and be e-mailed when a new posting has been made. The ability to subscribe **MUST** be made available by the Instructor if they want it to be used. Click the **Subscribe** button to do this.

We hope that you enjoy using BlackBoard during your studies at Otago Polytechnic.

SUPPORT OPTIONS

Technical Support is available from the ISS HelpDesk. Their contact details are shown overleaf.

Technical Support

ISS HelpDesk

helpdesk@tekotago.ac.nz

0800 762 786 extension 8039 or (03) 479 6039

When e-mailing, please include the following information:

- Full name
- Your Otago Polytechnic username
- The Course that you are enrolled in
- The lecturer who is instructing the course
- A brief overview of what help is required

BlackBoard Content

Your first point of contact should always be your lecturer or whoever is running the course. Information for this should always be available in the **Staff Information** section of the BlackBoard course.

CHANGE CONTROL DOCUMENTATION

Edition	Author	Comments	Date
1.0	Mark Forbes	Created for BlackBoard 7 users.	08.2006
1.1	Mark Forbes	Updated slightly.	11.2006

NB: No changes are to be made to this document without updating the Version Control information.

© Information Systems and Support, Otago Polytechnic.

Unless indicated otherwise all learning material and resources in this training material belong to Otago Polytechnic, and you are permitted to make one copy of each item for educational purposes ([Copyright Act, 1994](#), <http://tinyurl.com/gxcrc>).