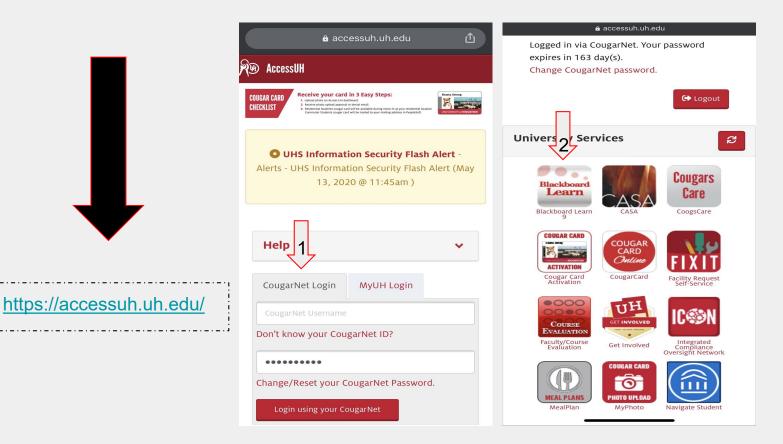




# How to use Blackboard

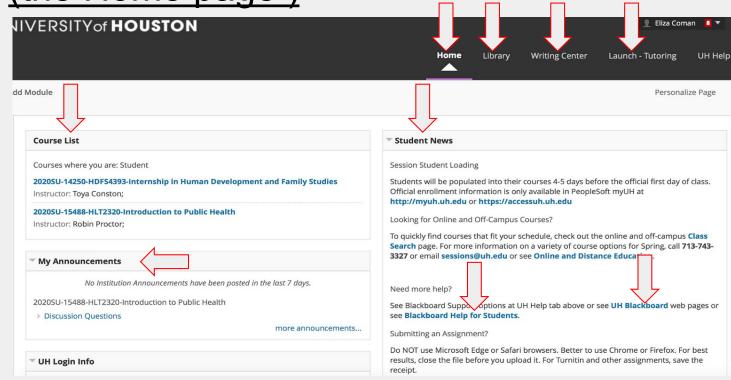
Step-by-step guide

### Accessing and navigating your course:



# Welcome to Blackboard:

# (the Home page )



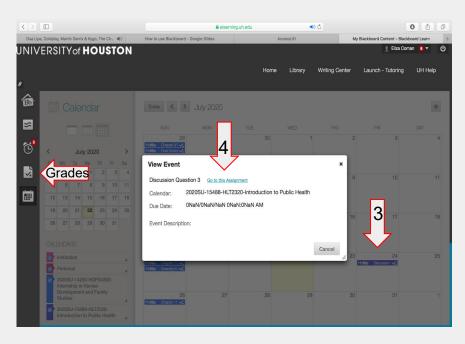
# <u>How to access assignments:</u> (through assignment tabs on left of homepage)

NIVERSITY of <b>HOUSTON</b>	Library Writing Center Launch - Tutoring UH Help			Home Library Writing Center Launch - Tutoring UH Help	
ndd Module	Personalize Page 1	<ul> <li>○ □</li> <li>202 250-HDF54393-♠</li> </ul>	Ip in Human Development and Family Studies S Dashboard UH   College	e of Education	
Course List 1 & Course Student 20205U-14250-HDF54393-Internship in Human Development and Family Studies Instructor: Toya Conston; 20205U-15488-HLT2320-Introduction to Public Health	Student News      Session Student Loading      Students will be populated into their courses 4-5 days before the official first day of class.      Official enrollment information is only available in PeopleSoft myUH at      http://my.uh.edu or https://zicessuh.uh.edu      Looking for Online and Off-Camous Courses?	Internet in Human Dev Da Course Content Announcements Messages Discussion Board	HDFS 4393/4394 Internship in Human Development & Family Studies Summer 2020 On-Line		
"     My Announcements	To quickly find courses that fit your schedule, check out the online and off-campus Class Search page. For more information on a variety of course options for Spring, call 713-743- 3327 or email sessions@uh.edu or see Online and Distance Education.	Calendar Course Evaluations	Show/Hide Course Content		
No institution Announcements have been posted in the lost 7 days. 2020SU-15488-HLT2320-Introduction to Public Health > Discussion Questions more announcements	Need more help? See Blackboard Support options at UH Help tab above or see <b>UH Blackboard</b> web pages or see <b>Blackboard Help for Students</b> . Submitting an Assignment?		My Announcements No Course or Organization Announcements have been posted in the last 7 days. more announcements	UH Login Info Hi Eliza, You have logged in with your CougarNet ID elcoman Your CougarNet password aptires in 163 dayst Reset/Update your password at http://uh.edu/password before it expirest	
™ UH Login Info	Do NOT use Microsoft Edge or Safari browsers. Better to use Chrome or Firefox. For best results, close the file before you upload it. For Turnitin and other assignments, save the receipt.			You will NOT be able to login after your password has expired. You are connecting on node <b>hbbappp709</b>	

# How to access assignments: (through calendar)

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	Eliza Coman 🚦 🔺
VERSITY of HOUSTON	Home Library Writing Cc Exception (VISITED F
Module	Autor Transformert and Family Studies     202051-5488-41/T320- Introduction to Public Health
Course List	Student News
Courses where you are: Student 20205U-14250-HDF54393-Internship in Human Development and Family Studies Instructor: Toya Conston; 20205U-15488-HLT2320-Introduction to Public Health Instructor: Robin Proctor;  7 My Announcements	Calendar Session Student Loading Students will be populated into their courses 4-5 c Official enrollment information is only available in http://myuh.uh.edu or https://accessuh.uh.ed. Looking for Online and Off-Campus Courses? To quickly find courses that fit your schedule, chec Search page. For more information on a variety o 3327 or email sessions@uh.edu or see Online an
No Institution Announcements have been posted in the last 7 days. 20205U-15488-HLT2320-Introduction to Public Health > Discussion Questions more announcements	Need more help? See Blackboard Support options at UH Help tab at see Blackboard Help for Students. Submitting an Assignment? Do NOT use Microsoft Edge or Safari browsers. Be
UH Login Info Hi Eliza, You have logged in with your CougarNet ID elcoman Your CougarNet password expires in 153 days! Reset/Update your password at http://uh.edu/password before it expires! You will NOT be able to topin after your cassword has expired.	results, close the file before you upload it. For Turner and the second se



# How to submit assignments: (accessing the submission/ seeing rubric if posted/

# resubmissions/ professor feedback)

	ship in Human Development and Family Studies Course Content Week 8 (7/20 - 7/26) Upload Assignment: Chapter 11 Summary	•	Home Library	y Writing Center Launch - Tutoring UH Help
○ 🖸 ▼ 2020SU-14250-HDFS4393-♠	Upload Assignment: Chapter 11 Summary	2020SU-14250-HDFS4393-Intern	ship in Human Development and Family Studies 💿 Course Content Week 4 (6/22 - 6/28)	Review Submission History: Chapter 9 Summary
Internship in Human Development and Family Studies Dashboard Course Content Announcements	ASSIGNMENT INFORMATION	20205U-14250-HDF54393 ↑ Internship in Human Development and Family Studies Dashboard	Review Submission History: Chapter 9 Summary Assignment Instructions ~	Assignment Details → → ** GRADE
Course Evaluations	Due Date Sunday, July 26, 2020 11:59 PM Due 7/26 by 11:59 PM. Late submissions will not be accepted.	Course Content Announcements Messages Discussion Board Calendar		List GRADED ATTEMPT         10.00 /10           ATTEMPT         III.000 /10           622/20 11:33 AM         III.000 /10           Submission         III.000 /10           Chapter 9 Summary.docx         III.000 /10
Blackboard Help	ASSIGNMENT SUBMISSION Text Submission Attach Files Browse My Computer Browse Content Collection Cancel Save Draft Submit	Course Evaluations Blackboard Help	Chapter 9 Summary.docx Download	Save As Artifact OK

# How to access exam content:

### (after grade is posted)

8 2020SU-15488-HLT2320-Introduction to Public Health 💿 My Grades			2020SU-15488-HLT2320-Introdu	ction to Public Health 📀	My Grades View Atte	mpts		
<ul> <li>2020SU-15488-HLT2320-</li> <li>Introduction to Public Health</li> </ul>	My Grades			C C 2020SU-15488-HLT2320- A Introduction to Public Health	View Attempts			
Course Content	All Graded Upcoming Submitted	LAST ACTIVITY	Order by: Last Activity 🗘	Course Content	ASSESSMENT DETAILS			
Course Tools	I LEM Discussion Question 2 DUE; JUL 17, 2020 Assignment	Jul 20, 2020 12:01 PM GRADED	<b>9 100.00</b> /100	Content	Item Name	Exam 2 Summer 20		
Discussion My Grades	Exam 2 Summer 20 DUE; JUL 19, 2020 Test	Jul 18, 2020 5:47 PM GRADED	<b>93.303</b> /99.99	Course Tools Discussion	Aggregation Due Date	Last attempt 7/19/20		
Communication Tools	Exam 1 Summer 20 DUE: JUL 12, 2020 Test	Jul 12, 2020 6:33 PM GRADED	<b>82.00</b> /100	My Grades	Points Possible	99.99		
Announcements Email	Discussion Question 1 DUE-JUL-10, 2020 Assignment	Jul 12, 2020 5:17 PM GRADED	<b>100.00</b> /100	Communication Tools	ATTEMPTS			
Faculty Resources	Paper About Yourself DUE: JUL 12, 2020 Assignment	Jul 11, 2020 9:30 PM GRADED	<b>100.00</b> /100	Email	Date Created		Date Last Submitted or Edited	Calculated Grade
Dashboard Discussion Board	Discussion Question 3 DUE: JUL 24, 2020 Assignment	UPCOMING	/100	Faculty Resources	Jul 18, 2020 3:57 PM Icon Legend		Jul 18, 2020 4:41 PM	93.303
Calendar				Nhland				

# <u>How to use discussion boards:</u> (threads/ unread vs. read posts/ creating a new thread)

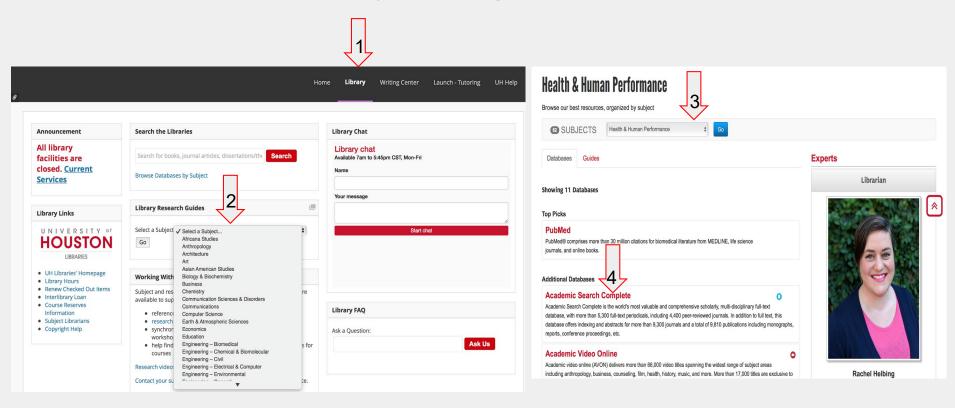
2020SU-15488-HLT2320-Introduc	ction to Public Health 💿 Dashboard		UNIVERSITY of <b>H</b>	OUSTON			👤 Eliza Co	oman 💶 🔻 🛈
○ 🗗 ▼ 2020SU-15488-HLT2320- <b>↑</b>	UNIVERSITY of <b>HOI</b>	ISTON			Home	Library Writing Co	enter Launch - Tutoring	g UH Help
Introduction to Public Health Course Content Content Course Tools Discussion My Grades	Introduction to HLT 2320 Robin F Summe Note to students: This course is best viewed throw	0 (15488) Proctor er 2020 a gh the use of a full desktop or laptop computer.	20205U-15488-HLT2320-Introd     20205U-15488-HLT2320-      Introduction to Public     Health     Course Content     Content	uction to Public Health Discussion Board For For Discussion Create Thread Subscribe	um: Discussion		Lis Searc	Tree View       t View       Tree View
Communication Tools Announcements Ema	The use of mobile devices may prevent cours All technical error reports must include screenshot <		Course Tools Discussion My Grades	Thread Actions Collect           Thread Actions         Collect           Thread Actions         Thread Actions	AUTHOR STATUS	UNREAD POSTS U	INREAD REPLIES TO ME T	TOTAL POSTS
Facu Sources	My Announcements	What's New	Communication Tools	7/11/20 11:06 AM Exam 1	Devanshi Patel Publishe	ed 2	2	
Discussion Board	2020SU-15488-HLT2320-Introduction to Public Health > Discussion Questions	Edit Notification Settings Actions y	Announcements Email		Haley Woodfin Publishe	•		
Messages	more announcements	Announcements (5)     Assignments (1)	Faculty Resources		Bright Etumuse Publishe	•		
		Courses/Organizations (1)	Dashboard		Sidney Anderson Publishe	ed 2	3	·
Course Evaluations Blackboard Help		Discussion Board (5)     Other new content (1)	Discussion Board Calendar	Thread Actions     Collect		1	Displaying 1 to 4 of 4 items	Edit Paging

# How to message your professor

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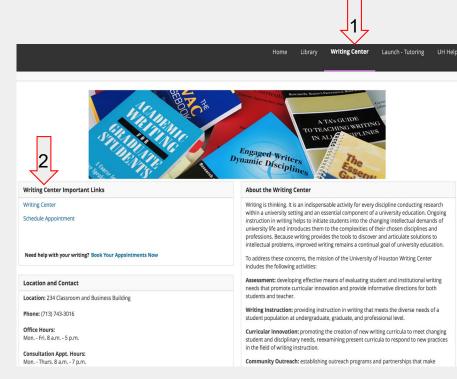
2020SU-14250-HDFS4393-Interns	n Human Development and Family Studies 💿 Course Messages Compose Message			
<ul> <li>○ </li> <li>2020SU-14250-HDFS4393</li> </ul>	ompose Message			
<ul> <li>2020SU-14250-HDFS4393-</li> <li>Internship in Human</li> <li>Development and</li> <li>Family Studies</li> </ul>				
Dashboard Course Content	* I tes a required field.			
Announcements				
Discussion Board	To Select Recipients: To line Recipients	08		
Calendar	Toya Conston_PreviewUser Toya Conston (Instructor) Cecilia Gonzalez Carranza	<ul> <li>2020SU-14250-HDFS4393- Internship in Human Development and</li> </ul>	Compose Message	
Course Evaluations	Alexis Hosking Invert Selection Select All Invert Selection Select A	Family Studies Dashboard	* Indicates a required field.	
Blackboard Help		Course Content Announcements	RECIPIENTS	
		Messages Discussion Board Calendar	To         Select Recipients: To line         Recipients           Eliza Coman         Toya Conston (Instructor)           Toya Conston, PreviewUser         Toya Conston (Instructor)	
			Cecilia Gonzalez Caranza Alexis Hosking Brooke Ishem	
		Course Evaluations Blackboard Help	Invert Selection Select All Invert Selection Select All	
			Cc Bcc	_
			COMPOSE MESSAGE	5
				Cancel Submit

### How to access library through Blackboard



# How to access the The Writing Center through

### **Blackboard**





### How to access Launch through Blackboard

	Home Library Writing Center Launch -			Launc
lodule		Personalize Page	Services	Tutoring
About LAUNCH LA	<ul> <li>Location and Contact</li> <li>Location: N109 Cougar Vilage 1 (Building 563) No card swipe is needed to access the doors to our office.</li> <li>Phone: (713) 743-5411</li> <li>Office Hours: Mon Fri. 8 a.m 5 p.m.</li> <li>Fall/Spring Tutoring Hours: Mon Thurs. 9 p.m. Sri. 9 p.m. Sat. 1 p.m 5 p.m. Summer Tutoring Hours: Mon Thurs. 10 a.m 7 p.m. Fri. 10 a.m 3 p.m. Sat. 1 p.m 5 p.m.</li> </ul>		Learning Strategies Counseling Workshops Learning Strategies Handouts TSI Assistance People Contact Us Want to be a Tutor? CONTACT US Launch The University of Houston Cougar Village 1 (Bidg 563) Room: 109	The tutor necessary Tutoring
semester we present over 30 workshops to UH students on such topics as time management, test anxiety reduction, concentration, test preparation, and improving memory. LEARNING STRATEGIES HANDOUTS. http://www.uh.edu/ussc/launch/services/handouts/ We provide handouts to improve your success in such topics as concentration, note-taking, studying in various disciplines, memory, reading, research and writing, test anxiety, and time management.	Link to LAUNCH website     For drop-in tutoring schedule and other services, please visit our website     LAUNCH website (www.uh.edu/ussc/launch)		Houston, TX 77204-3025 Phone: (713) 743-5411	<b>Contact</b> For addit We look f

http://ussc.uh.edu/lss/tutoring.aspx

tutoring service is based on a drop-in/walk-in system. It is a first come first served basis. There is no appointment essary.

pring hours are different for each semester and are subject to change

Day	Fall/Spring Time	Summer Time	Final Exam Time
Monday	9am-7pm	10am-7pm	9am-7pm
Tuesday	9am-7pm	10am-7pm	9am-7pm
Wednesday	9am-7pm	10am-7pm	9am-7pm
Thursday	9am-7pm	10am-7pm	9am-7pm
Friday	9am-5pm	10am-7pm	9am-5pm
Saturday	1pm-5pm	Closed	1pm-5pm
Sunday	Closed	Closed	Closed

#### tact information

additional information, contact LSS at (713) 743-5411 or come by room N109 Cougar Village (bldg. 563) look forward to seeing you at LSS for free tutoring!



Home Librar	y Writing Center	Launch - Tutoring	UH Help
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#### Learn System News

#### \* Blackboard Learn Weekly Maintenance Fridays 2-6 am

Blackboard Learn will be unavailable to all users from 2 am to 6 am Fridays for regular system maintenance. Plan your work around this time.

- \* Check system statuses
- UH IT Availability Center
- Turnitin System Status
- Blackboard Inline Grading Crocodoc
- Blackboard Collaborate Web Conferencing

#### **UH Official Enrollment**

\* Students are added into Blackboard when they officially enroll in **myUH** (PeopleSoft) for a course that uses Blackboard.

\* Enrollment in Blackboard normally occurs only on or after the first day of class. \* Enrollment in Blackboard normally takes 24-48 hours after enrollment in myUH (PeopleSoft).

\* When a student is officially dropped from a course, the student is normally dropped from the course roster inside Blackboard within 24-48 hours.

\* If a student has officially dropped a course through the registration system add/drop process, for whatever reason, the student is no longer a member of the class even if the student has not yet been removed from the Blackboard portion of the course.

\* After an official drop has been processed, the ability to access Blackboard does

#### **UH Support for Students**

\* Online Password Resets - Only available to current UH students, faculty and staff

\* Blackboard Help for Students

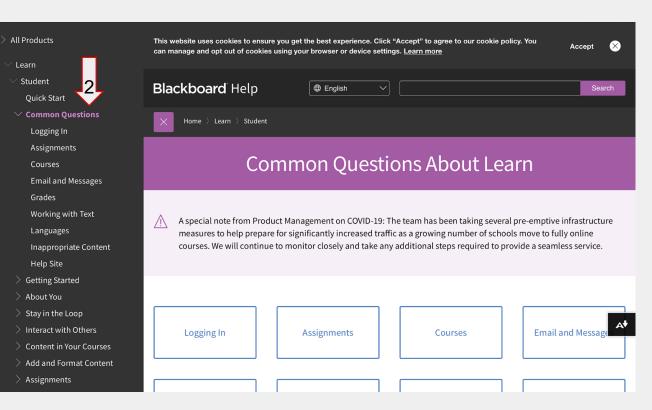
- \* Blackboard Online Support Form
- \* Phone 713-743-1411
  - 8 am to 8 pm daily (except University holidays)
- \* Email to support@uh.edu
- \* In Person at Main Campus
  - 58 MD Anderson Library Technology Commons
    - 8 am to 8 pm daily (except University holidays)
- 151-ERP3
  - 9 am to 4 pm Monday-Friday (except University holidays)
- UH Welcome Center At start of Fall and Spring semesters

\* Live chat at http://www.uh.edu/infotech/livechat

- Mon-Fri 8 am to 8 pm (except University holidays)
- \* For more resources, check out UH Student Help for Blackboard

# UH Help (cont.)

#### https://help.blackboard.com/Learn/Student/FA



### FAQ:

- <u>How do I login?</u> Login using your cougar ID and password. (from accessUH)
- Why can't I find a future assignment I saw on the syllabus? Professors control when you can access assignments.
- <u>How do I check that my assignment was submitted?</u> For each submission, you will get a confirmation number. This number can be found on the *Review Submission History* page that appears once you have submitted an assignment. There is also an email confirmation sent with the submission confirmation number.
- If I just enrolled in a class when will it appear on my blackboard account? Depending on if the course is available or not, it should appear within a few days. If it has not appeared after one 3 days contact your advisor.



