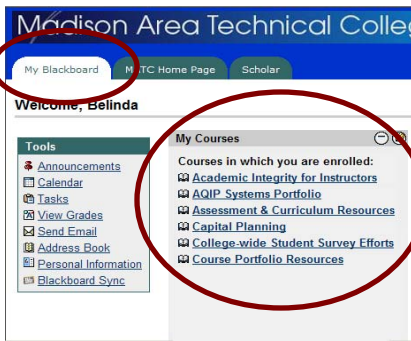


# Blackboard - Quick Reference - Basics

http://matcmadison.edu/in/cetl  
Email: blackboard@matcmadison.edu

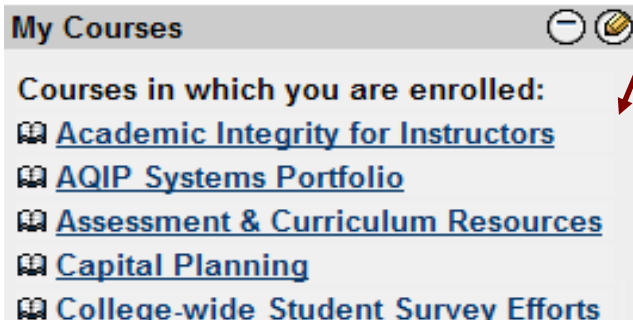
## Logging in & password

1. Find the "Blackboard" Link at the top of the MATC home page. → | [blackboard](#) |
2. At the Blackboard login page, use your network login username and password to access your personalized "My Blackboard" site.

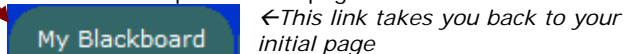


## Getting to the Right Course

1. On your "My Blackboard" page, you will see a list under "Courses in which you are enrolled:"



2. To view the course information and curriculum, click on the title of the course you want to view.
3. To get back to this initial page, click the "My Blackboard" tab at the top left of the page.



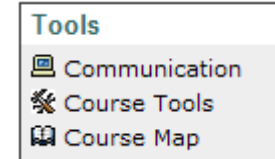
## Using email

**To use email, start inside the course with the person you'd like to send the email to:**

1. At the "My Blackboard" site, select your class

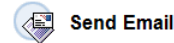
**Inside the class:**

1. Along the navigation on the left side of your screen, find the box that is labeled, "Tools"



- ← 2. Inside this box, click "Communication"

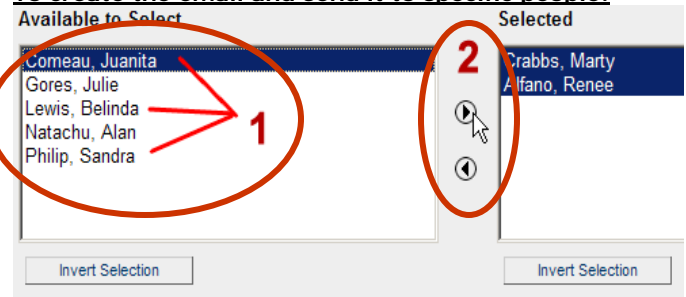
3. Scroll down till you see, "Send Email", click to select that.



4. This page is asking to whom you'd like to send the email. Typically it is best to just send it to, "Select Users"

- ▶ All Users
- ▶ All Groups
- ▶ All Student Users
- ▶ All Teaching Assistant Users
- ▶ All Instructor Users
- ▶ **Select Users**
- ▶ Select Groups

**To create the email and send it to specific people:**



From: Belinda Lewis (brlewis1@matcmadison.edu)

Subject: **3**

Message: **4**

In the image above there are four numbers:

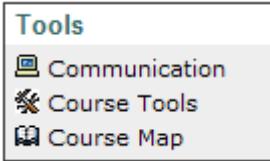
1. **Select the person** or people who you want to receive the email by clicking on their name
  - a. hold down the Ctrl key and select other people to pick more than one at a time
2. **Click the > arrow** to add them to the "Selected" people box
  - a. To unselect them, highlight them and click the < arrow
3. **Type the subject** of the email
  - a. Subjects should be descriptive of the content
4. Type the body of your email.
5. To send the email, click the "Submit" button

# Using a Discussion Board

To use a discussion board, start inside the course that you'd like to use the discussion board in:

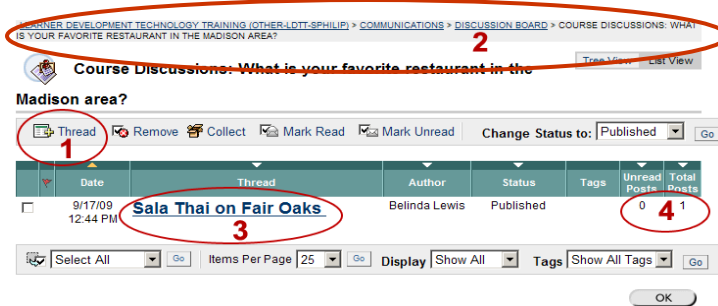
1. At the "My Blackboard" site, select your class

Inside the class:



← 2. Inside this box, click "Communication"

2. Click "Discussion Board"
3. Click on the forum which you wish to use

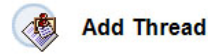


In the discussion board image above, there are four tools that are needed for using a discussion board:

1. **+Thread** : This will add a "Thread" to the discussion board. This is how you add your thoughts to the discussion board.
2. **"Breadcrumbs"** : this is a navigation tool that allows you to get around when you're inside of a discussion thread. Click "Discussion Board" to get back to the main page if you get lost.
3. **Thread title** : This is the title of a discussion thread. If you click it, you can read the message inside.
4. **Unread/Total Posts**: if there is a lot of discussion about a thread, it will show here. If you want to quickly read posts you haven't read already, click on the "Unread Posts" number.

## Adding a Thread

1. Post your own message by clicking on +Thread



**1 Message**

\* Subject:

Message **Type a descriptive Subject**

Fill in your discussion text here

2. Click **Submit**, and then **OK**



4. Your message is posted!

## Hints for Responding to Discussion Threads

1. Don't agree with everything
2. Don't disagree with everything
3. Keep replies balanced
4. Replies should be useful
5. Attack arguments, NOT people