Columbia Southern University

Blackboard Tutorial

This presentation will give you a general overview of navigating your courses in Blackboard
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After reading this walkthrough, you will:

• Be familiar with the “My Courses” page.
• Understand the “Course Menu” located in your course.
• Know how to submit assessments, assignments, & discussion boards.
ATTENTION

This walkthrough is to help you understand how to navigate your courses.

We will go over a Term Enrollment course, but will show examples of what would be different in a LifePace Learning course as well.
Log in to CSU’s Blackboard. The direct url is online.columbiasouthern.edu. Enter your username and password in their respective fields.

Enter your Username and Password

Username:
CSU.STUDENT

Password:

Welcome

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication.

Forgot your username?
Forgot your password?

Login

 Warn me before logging me into other sites.
This is the main page you will see once you log in to Blackboard.

Your name will be shown here. Clicking it will reveal a drop-down menu with more options.

Logout button.

All currently enrolled courses are displayed in the My Courses section. Clicking on them will take you into the course.

The My Announcements section shows any course updates.

The CSU Student Resources area includes links to the myCSU Student Portal, Learning Resources, and Technical Support among others.
Clicking the **Bookstore** logo will take you to the CSU Bookstore website to purchase merchandise.

The **SafeAssign Originality Checker** link will take you to a course where you can check the plagiarism on your papers before you turn them in.

The **SafeAssign Status** section lets you know if SafeAssign is experiencing delays processing papers.

Maintenance & Outage Notifications lets you know if Blackboard is currently experiencing issues.

Your current grade in the course (weighted) will be displayed in the **Report Card**. Clicking on the percentage will let you view your grade on turned in assignments.
COURSE MENU

Course Information:
- Start Here consists of a Professor Profile, Welcome Video, and this Blackboard Tutorial
- Announcements from your professor and general announcements found in every course

Syllabus/Schedule includes important information such as assignment instructions, grading scale, and Unit schedule

Units contain:
- Unit Study Guide which has your Unit lesson, reading assignment(s), and possibly suggested and/or nongraded learning activities
- Discussion Board (Term)
- Journal (LifePace Learning)
- Assessments (if applicable)
- Assignments (if applicable)

Communication Forums, including a link to discussion boards (Term only), Ask The Professor, Student Breakroom, and Course Chat (Term only)

Grades is a direct link to the My Grades page in Blackboard

Resources contains:
- My Library link – takes you to the CSU Online Library
- Math and Writing Center
- Student Resources
- Tools
A typical Unit will look like this.

In a Term enrollment, you will always have an Attendance Verification announcement (Unit I Only), Study Guide, and Discussion Board.

Some Units may have both, but some may not have an assessment or an assignment.

LifePace Learning classes will not have the Attendance Verification announcement or a Discussion Board. In place of a Discussion Board, you will have a weekly Journal question to answer.
DISCUSSION BOARD (TERM ONLY)

This is an example of a Discussion Board. These are used to engage students weekly with their classmates. The questions asked typically correspond to the lesson that week.

There are two posts you are to make each week:
• You are to respond to the main professor post by Saturday night at 11:59 PM CDT
• You are to respond to another student’s post by Tuesday night at 11:59 PM CDT
This is an example of a Journal that appears in LifePace Learning courses. Again, the topic is typically related to the lesson that week. Journals are not seen by other students, as opposed to a Discussion Board.
This is an example of an Assessment. Each class and Unit most likely will have a different combination of essay, multiple choice, true/false, or other types of questions. For essay questions or any question where you are to type into a textbox (like Question 1 here), it is recommended that you type your response into Word/Pages/Notepad or another word processor so that you can have a backup copy of your answer in case something happens. Be sure to “Save and Submit” your test when you are finished.
ASSIGNMENTS

There are two types of Assignments you will encounter: SafeAssign and File Upload.

SafeAssign assignments go through a repository of other students' papers to be checked for plagiarism.

File Upload assignments do not go through SafeAssign and are used for assignments where students' submissions for that assignment will be similar.

In order to submit your assignment, click on the title of the assignment (for example, you would click on “Unit I Assignment”) or on the “Submit Unit I Assignment” button under the assignment instructions to go to the submission page. Below is the part of that submission page where you click on the “Browse My Computer” button, find the file on your computer, then click “Submit” at the bottom of the page to upload your assignment.

ASSIGNMENT SUBMISSION

Text Submission

Attach Files

Browse My Computer

Browse Content Collection

SafeAssign accepts files in .doc, .docx, .docm, .ppt, .pptx, .odt, .txt, .rtf, .pdf, and .html file formats only. Files of any other format will not be checked through SafeAssign.

Plagiarism Tools

☐ I agree to submit my paper(s) to the Global Reference Database
Some classes utilize eTextbooks. An eTextbook course provides you a digital copy of the textbook instead of a physical one. If your class uses an eTextbook, you will see an eTextbook link on the left under “Introduction.” In order to access the eTextbook, you will then click on the name of the book. This will take you to the VitalSource website where you will create an account for Bookshelf in order to view your eBook. Being digital, this allows your textbook to be read on your computer, tablet, or smartphone. You can also download it to a device for offline viewing.
Some classes have no textbook, digital or physical. Rather, they have Integrated Learning Resources (or ILR for short). Courses that are utilizing Integrated Learning Resources have all of the content you need in the Unit Lessons located in the Study Guide for each Unit. They could be PowerPoint Presentations, Captivate Presentations, reading assignments from the CSU Online Library, or other engaging content.
For courses that have a Final Exam, you will need to have that test proctored. You can do that through a human proctor, such as a librarian or human resources coworker at your company (contact the Student Support Center for help in determining who can proctor your exam and how to get them approved), or through Remote Proctor Now.

Remote Proctor Now utilizes your webcam as well as your microphone in order to record you during your test. All videos are watched afterwards to make sure no exam violations, such as cheating, occurred. RPNow records you as well as your screen. All tests are open book, but accessing outside sites or having others in the room is not allowed (contact the Student Support Center for what you can and can’t do during your exam).

The company that manages RPNow, Software Secure, charges a $19 fee for this service.

Click here to read more about RPNow as well as technical requirements for the service.
CONTACT INFORMATION

In case you need any help at all, this page contains the contact information for a few departments that are ready to answer any questions you might have. A full list of all Support Services is located here.

The **Success Center** offers assistance to students for help with Math and Writing. [https://www.columbiasouthern.edu/support-services/success-center](https://www.columbiasouthern.edu/support-services/success-center)

**Academic Advising & Student Support Services** are focused on your success. **Academic Advising** will help guide you through your degree program. **Student Support Services** is used for general student questions related to CSU policies, courses, and graduation information as well as much more. [https://mycsu.columbiasouthern.edu/student/support-services/advising-center/](https://mycsu.columbiasouthern.edu/student/support-services/advising-center/)

**Technical Support** is available to students to answer and help with any technical problems that arise in your courses.

- **Monday – Friday**: 8 AM–8 PM CDT
- **Saturday**: 10 AM–7 PM CDT

Phone: (877) 399-1063  
Email: techsupport@columbiasouthern.edu

**Technical Support** is also available via Live Chat.