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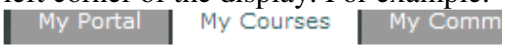
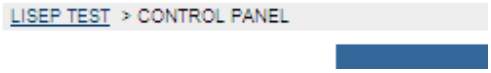
# e-learn.sdu.dk (Blackboard) - Getting Started

**Log on:**
Open the SDU E-Learn platform by opening your internet browser and entering the following address:
http://elearn.sdu.dk
Click on 'Login'
Enter user name and password, then click on 'Login'.

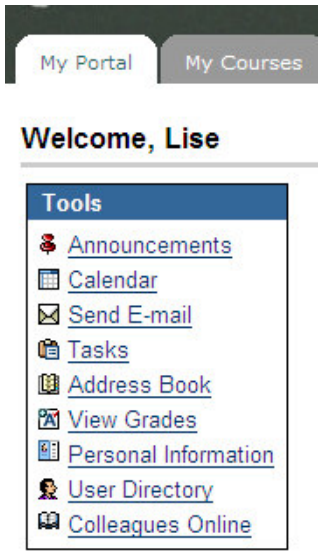
**What do I see?**
Blackboard consists of four main areas: 'My Portal' (which is where you find yourself upon login), 'My Courses', 'My Communities' and 'My Content'. You move between the different areas by clicking on the tabs right under the SDU logo. On the different tabs it is recommended that you navigate by using the navigation bar, using the '>' at the top left corner of the display. For example:




Via this, you can return to previous stages of the search process. You may of course choose to use your browser to return to the previous display. The deeper you go into Blackboard, the longer the navigation bar becomes. The advantage of using this navigation bar is that it makes it easier to take bigger 'leaps' back in the process.

**De forskellige områder:**
**'My Portal'**: Contains various overall information, of which the most pertinent are:

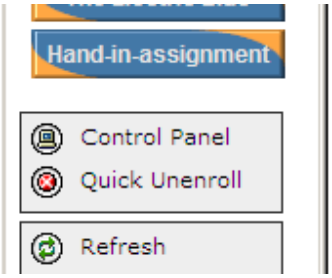



- **'My Announcements'**: Messages posted in connection with one of the courses in which you are enrolled.

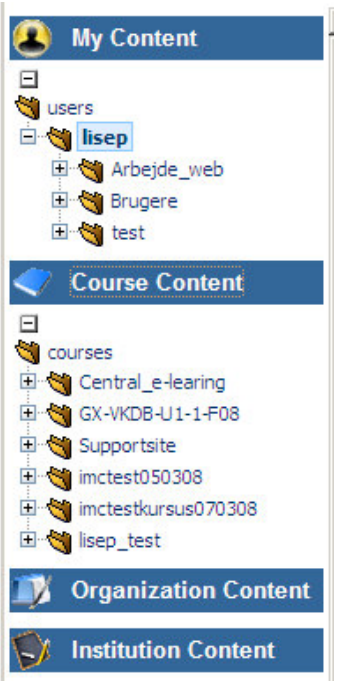
- **'My Courses'**: Titles of and links to all courses in which you are enrolled.

- **'Personal information'**: Here you can change your password a.o. We recommend you change it into something rather easy to remember. A good password contains letters as well as numbers. Click 'Change Password', and on the following page enter your new password twice, and click 'Submit'.

**'My Courses'**: Under this tab you find a list of your courses, featuring the names of the assigned instructors. If you wish to view the content of, or to edit, one of the courses, click on the course title. Under each course all related information is available. You will now see the same display as the students, except that in the bottom left corner have the 'Control Panel' button. Via this you manage the structure and content of the course.




**'My Content'**: Blackboard's Content System can be thought of as an online disc drive, on which you can save all material. On the left side of the page under the 'My Content' tab, you see two important sections: a 'My Content' section (your personal disc space) and a 'Course Content' section (disc space reserved for your various courses).
In 'Course Content' you find a folder for each of the courses to which you are assigned as instructor. If more than one instructor is assigned to one course, the course folder in question is shared. When you place files in a course folder, they are <u>not</u> automatically displayed in the various courses.




When you want to add folders or files, make sure that you are in the section of the Content System to which you wish to add something. You navigate by double clicking on the folder in the left page structure.

It is very important that all files be placed in a way which makes it easy to find them again. You must therefore create a proper folder structure, for instance with one folder for each class session.

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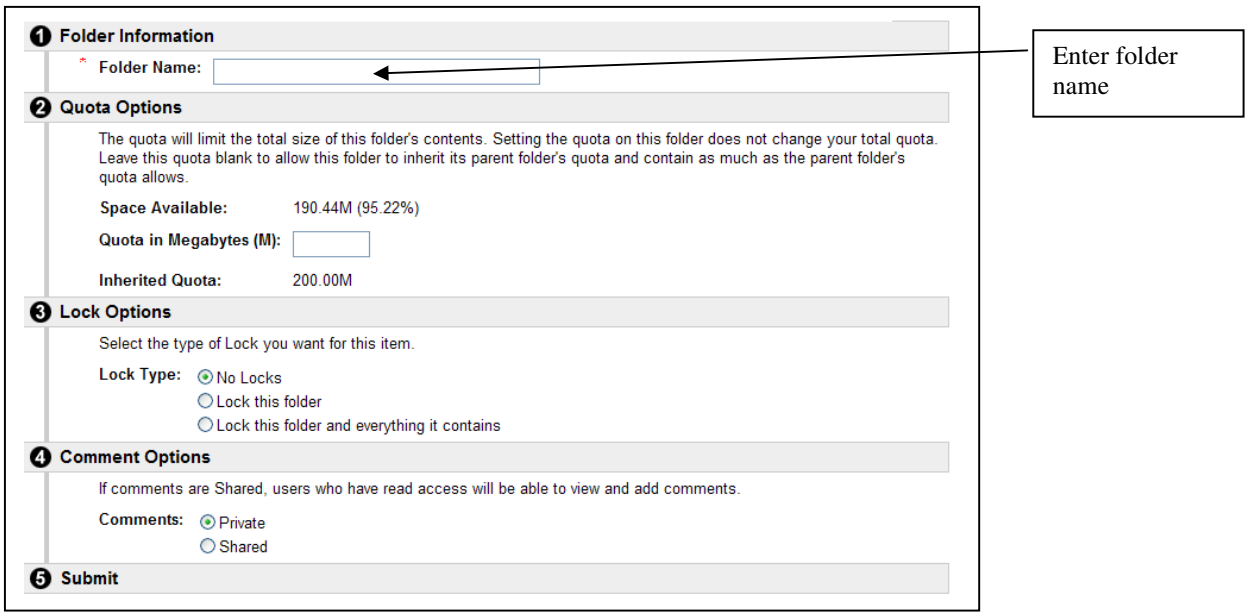
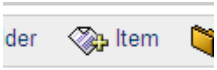
When creating folders or files, use the blue command line:

**Creating a Folder:**
You create a folder by clicking on 'Folder'. On the page which now appears you only need to fill in 'Folder Name', and then click on 'Submit' at the bottom of the page.

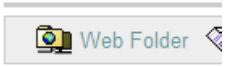


**Add Document**

You add a file (to the folder you are in) by clicking on 'Item'.




In the display which now appears, click on 'Browse', find, in your own computer, the document you wish to copy into Content System, double click on it, or highlight it and click on 'Open'. Now, in the Blackboard display, click on 'Submit'.




To add multiple files or an entire folder, go to the destination folder in which you want the files/folder to be placed, then click on 'Webfolder'. You can now drag files/folders from your computer into Content System.

You can link from the course to the files you have placed in Content System. See below under 'Adding a Document or Folder….'

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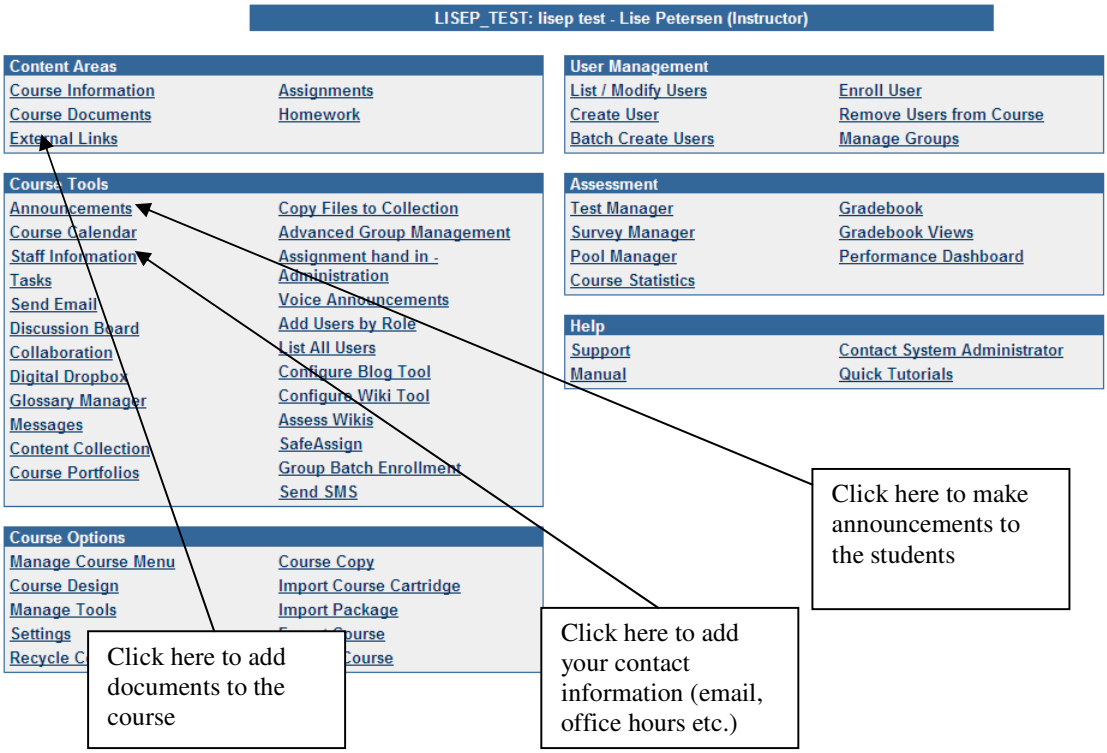
**First Step in Building a Course**
In order to get started with a course in Blackboard, you must write a post/message, add personal information, office hours etc., as well as posting documents for the students. Under the 'My Courses' tab, choose the course to which you want to make changes. All changes are made via 'Control Panel':




**Skrive en meddelelse**
**Posting a Message**
You create a message by clicking on 'Announcements' in the 'Course Tools' box. On the page which now opens, click on 'Add Announcement', then enter the title ('Subject') (this becomes a link on the students' page) and a message. Conclude by clicking on 'Submit'.

**Adding Personal Information (e-mail address, office hours, etc.):**
To add personal information, go into 'Course Tools', click on 'Staff Information'. At the top, click on 'Profile', fill in the information panels, and then click on 'Submit'. In the

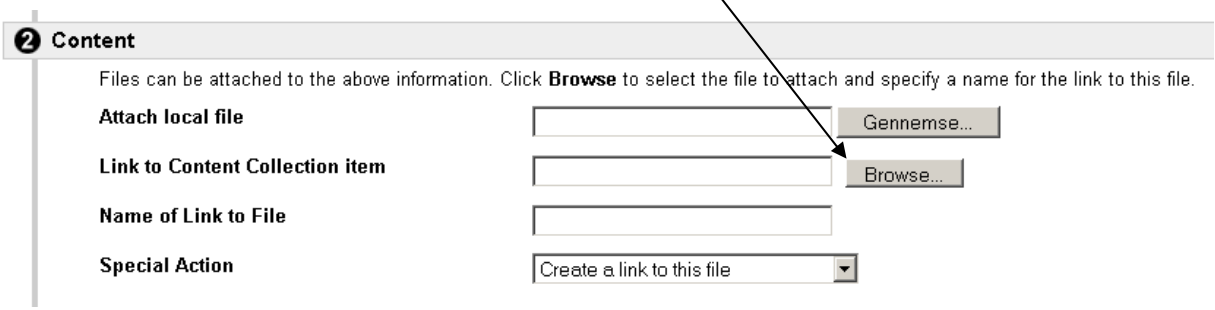
panel next to 'Personal Link', you may put your website address - if you have one and wish to make it available to the students.

**Adding a Document or Folder from the Blackboard 'Content System' to a course in 'My Courses'**

Usually, files containg course information or teaching material are placed in 'Course Information' or 'Course Documents'. There are two ways of doing this: you can upload the file to Content System and link to it from the course, or you can upload the file directly to the course. The first option is preferable if you use the material in more than one course, or reuse it year after year. If the file is in the Content System you only need to maintain/manage* and update one location.

To link from a course, go to the course via the 'My Portal' or the 'My Courses' tab. Click on 'Control Panel' and choose the destination area, e.g. 'Course Documents'. In the tool bar, choose 'Item':

Enter a name in the 'Name' panel, and, if applicable, a description in the 'Text' panel. Next to *Link to Content Collection item*: click on *Browse* to search for the file or folder in 'Content System'



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Mark the file or folder, then click on 'Submit'. A text box will appear with a warning that the file or folder will now be displayed to course participants. Click on 'OK'

You can enter a title next to 'Name of Link to File', if you want the students to click on a string of text rather that the link path to open the file. Then, simply click on 'Submit', followed by 'OK'.

To add a file from your computer directly to the course, go to the course via the 'My Portal' or the 'My Courses' tab. Click on 'Control Panel' and chose the destination area for the material, e.g. 'Course Documents'. In the tool bar, choose 'Item':

Enter a name in the 'Name' panel and, if applicable, a description in the 'Text' panel. Next to 'Attach local file': click on 'Gennemse' ('Browse'):

Then, find and open the required file.

On the Blackboard page, click on 'Submit'. Conclude by clicking on 'Ok'.

**Final Comments:**
It must be emphasized that this guide only describes the most basic functions with which one must be acquainted in order to get started on using Blackboard. If you want to go further, either proceed by trial-and-error or look for help in the **support function** developed by the e-learn organisation. It can be found under the 'Help' tab in e-learn.sdu.dk. You can also get help and supervision at the **e-learning Support Center** (elearn@sdu.dk) . We appreciate any comments you might have!