



University of Hradec Králové  
Faculty of Informatics and Management

# **Study guide for Blackboard computer version**

# Content:

BLACKBOARD .....	2
WORKS WITH COURSES .....	6
COURSE TOOL DESCRIPTION .....	8

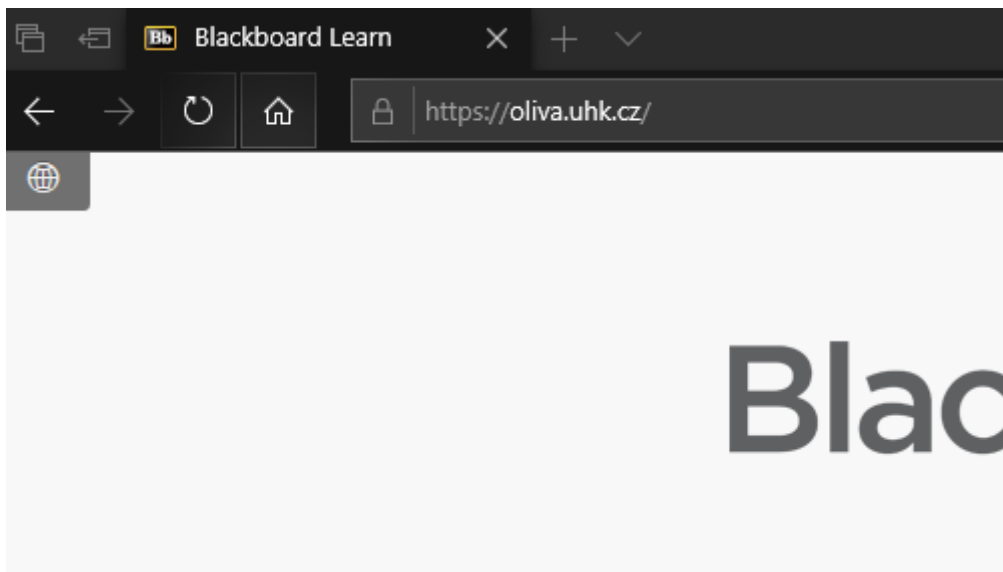
# BLACKBOARD

Blackboard is a platform for e-learning study. Blackboard contains courses and materials for students and makes basic support for every subject.

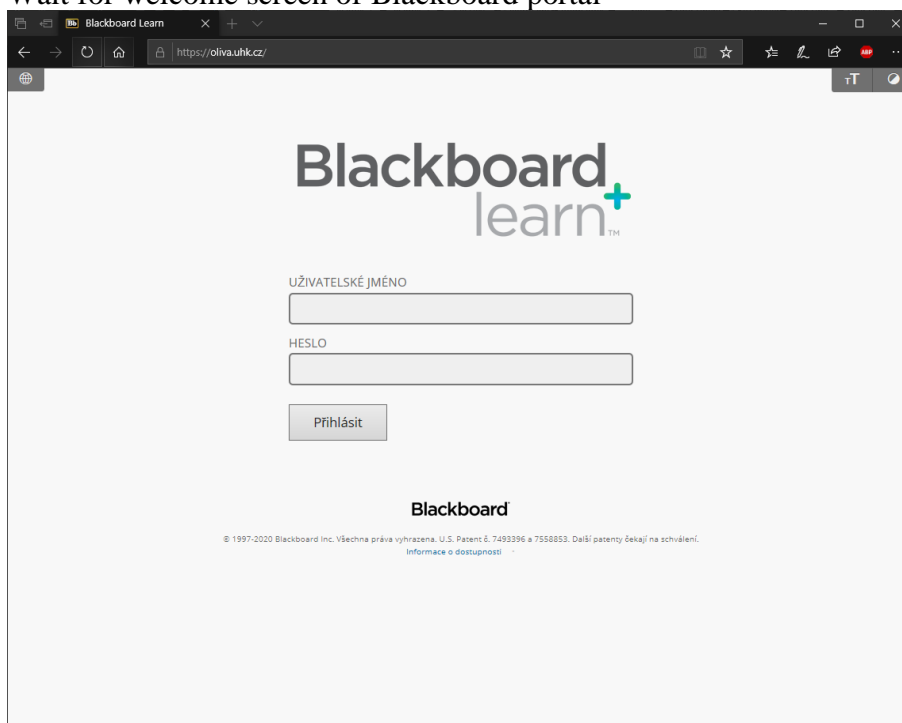
You will find portal on web address <https://oliva.uhk.cz>

## Step by step:

1. Start web browser you have with HTML support (Microsoft Edge, Chrome, Firefox, Opera, Safari). All today's web browsers have this support instead of Internet Explorer
2. Type <https://oliva.uhk.cz> and press Enter



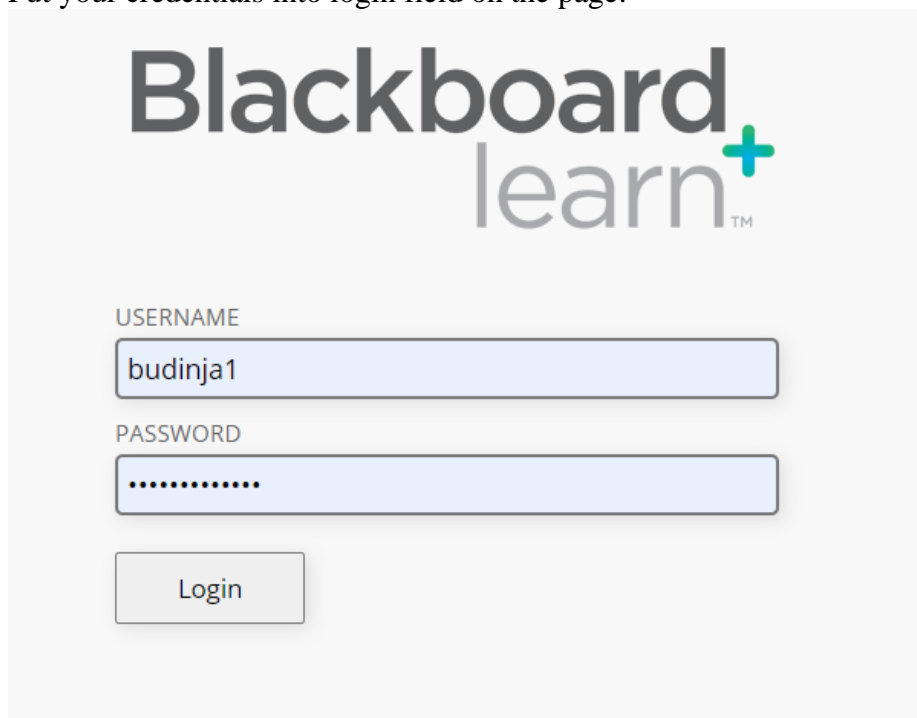
3. Wait for welcome screen of Blackboard portal



4. Before login, you must change language of web application with small icon on the left upper corner to English.



5. Put your credentials into login field on the page:

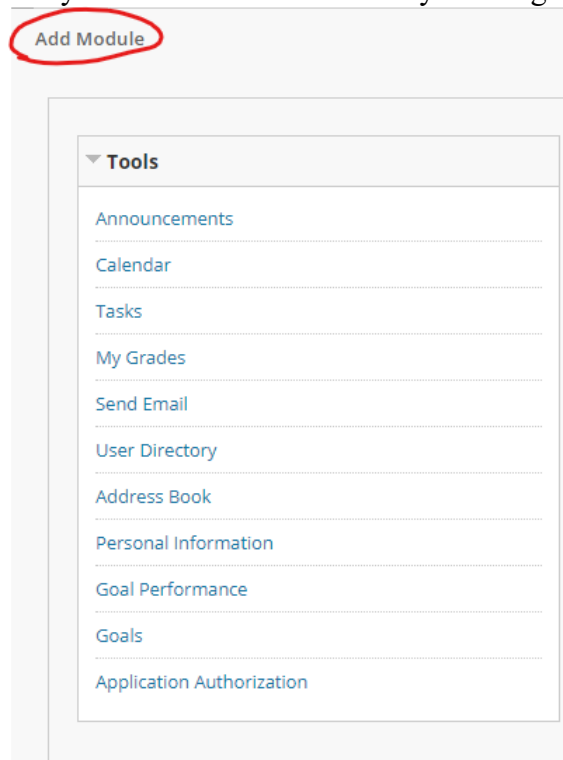


6. You will see dashboard of Blackboard with list of courses you are member and your announcements.

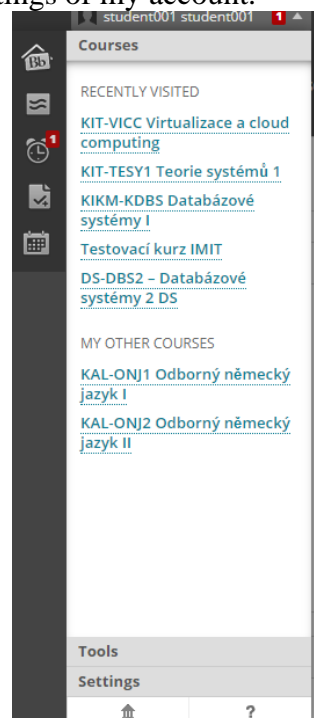
The screenshot displays the Blackboard dashboard for a student at Univerzita Hradec Králové, Faculty of Informatics and Management. The dashboard is organized into several sections:

- Tools:** A list of utility tools including Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information, Goal Performance, Goals, and Application Authorization.
- My Announcements:** A section indicating that no institution or course announcements have been posted in the last 7 days, with a link to view more announcements.
- My Courses:** A list of courses where the user is a student, including:
  - DS-DBS2 - Databázové systémy 2 DS
  - KAL-ONJ1 Odborný německý jazyk I
  - KAL-ONJ2 Odborný německý jazyk II
  - KIKM-KDBS Databázové systémy I
  - KIT-TESY1 Teorie systémů 1
  - KIT-VICC Virtualizace a cloud computing
  - Testovací kurz IMIT
- On Demand Help:** A section providing help for students and instructors, with links to learn about the Blackboard app and watch helpful how-to videos.
- My Tasks:** A list of tasks for the course 'KIKM-KDBS Databázové systémy I', including 'Projekt1', 'Projekt2', 'Testovací kurz IMIT', and 'Testovací úloha'.

This page is dashboard for you. You can see many available modules, that you can arrange by yourself. Default layout contains modules: Tools, Announcements, My courses, Help and My tasks. You can modify this layout or add more modules by clicking on “Add module”.

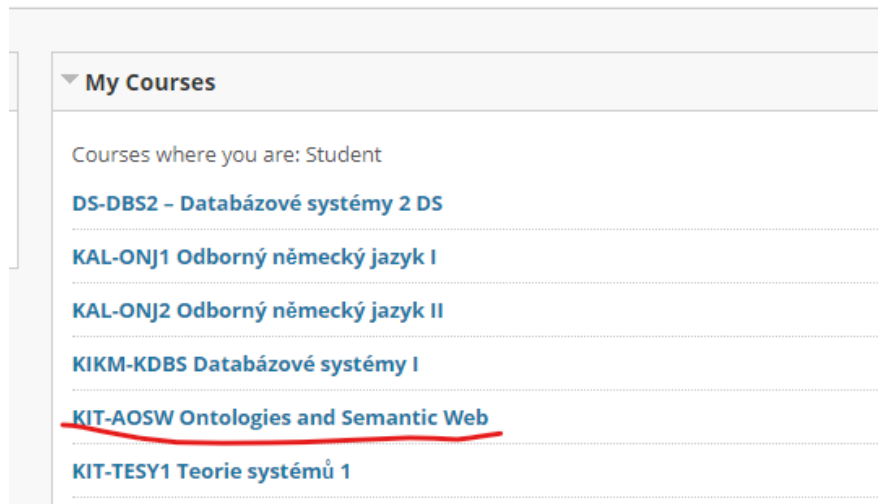


All pages in Blackboard contains announcement bar in upper right corner. This bar has information about courses and settings of my account.

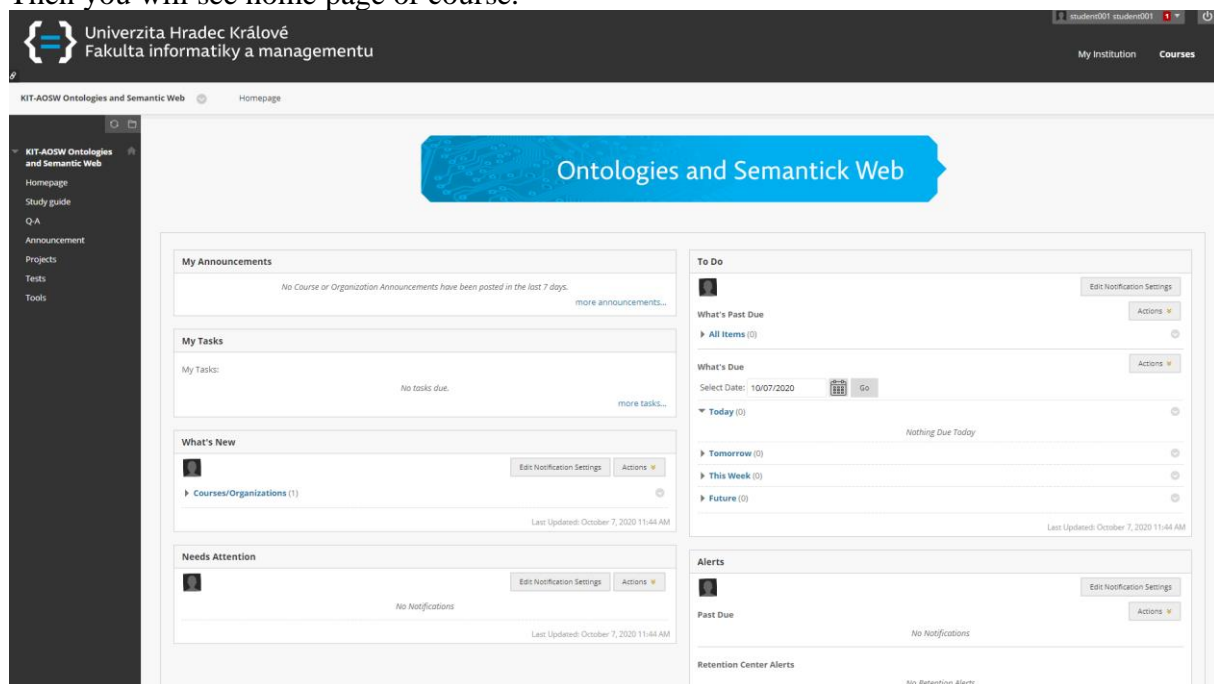


# WORKS WITH COURSES

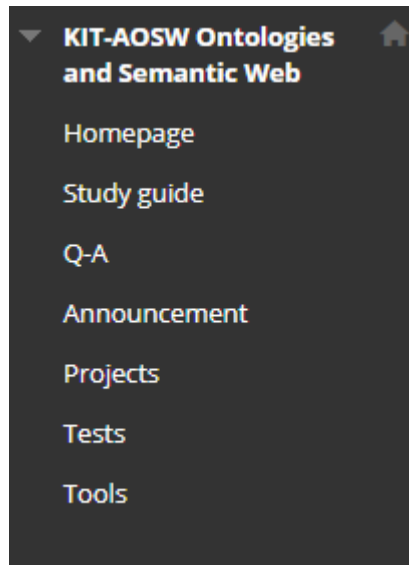
You can find all available courses in module **My Courses**. Just click on course you want to enter. Every student has access to different courses. For example: **Ontologies and Semantic Web**



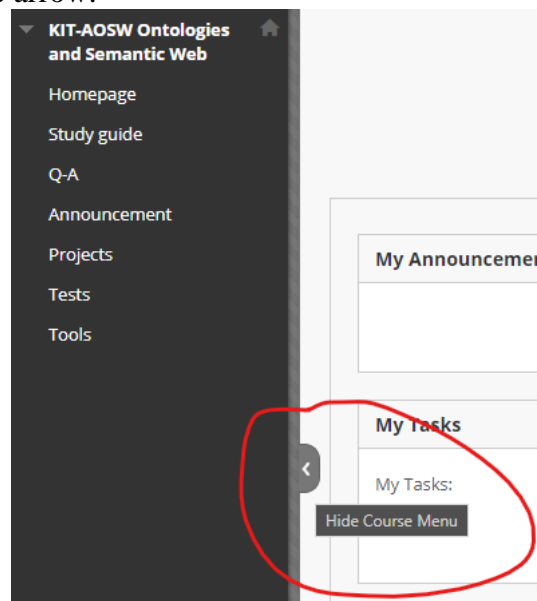
Then you will see home page of course.



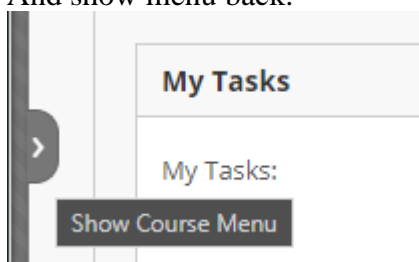
Left side contains menu with course categories and available tools. Every course has different menu.



You can hide this menu with arrow on the right side of menu. If you want to bring menu back, you will click on the same arrow.










And show menu back.





# COURSE TOOL DESCRIPTION

## Tools

 <b>Announcements</b> <i>Create and view Course Announcements.</i>	 <b>My Grades</b> <i>Displays detailed information about your grades.</i>
 <b>Calendar</b> <i>Track important events and dates through the Calendar.</i>	 <b>Send Email</b> <i>Send email messages to different types of users, system roles, and groups.</i>
 <b>Course Messages</b> <i>Create and send private and secure Messages to course members.</i>	 <b>Tasks</b> <i>Use tasks to keep track of work that must be completed. Each Task has a status and a due date.</i>
 <b>Discussion Board</b> <i>Create and manage Forums within the Discussion Board.</i>	

Every course has different number of available tools. Here is that list of all tools that could be available.

<b>Discussion Board</b>	tool for communication between course members, whether with the teacher or other students. This discussion is public within the course.
<b>Announcements</b>	the teacher announces new events in the course, which can be a seminar paper, posting a test date, etc.
<b>Calendar</b>	list of events in current course, it helps in planning the study
<b>Course Messages</b>	tool for private communication with course members
<b>My Grades</b>	information about classification of submitted works or completed tests
<b>Tasks</b>	tool for tracking assignments to submit and an overview of already submitted assignments within the course
<b>Send Email</b>	tool to write an email through the Blackboard environment to a member of the course. Better is to use Outlook online application.