

How to Log in to Blackboard and Navigate a Course at UHart

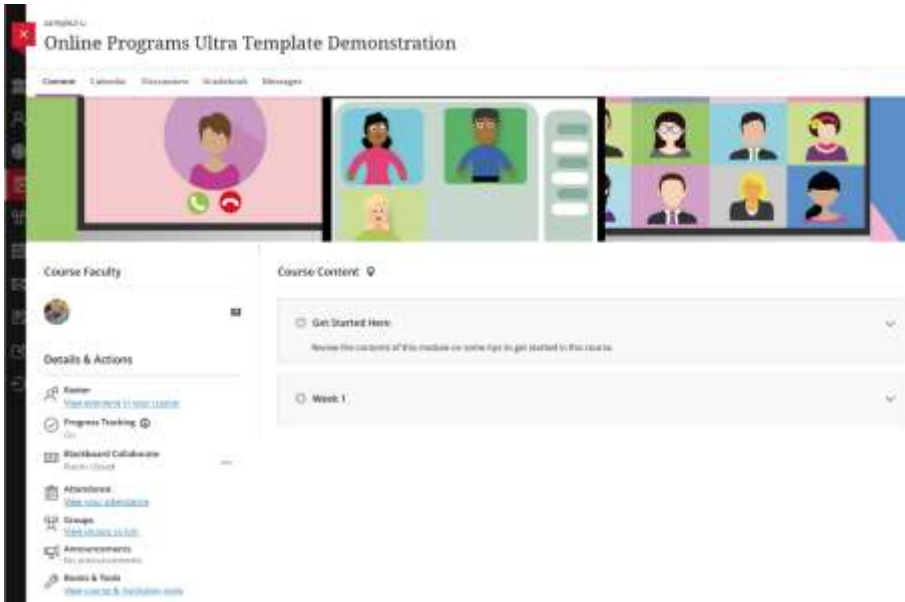


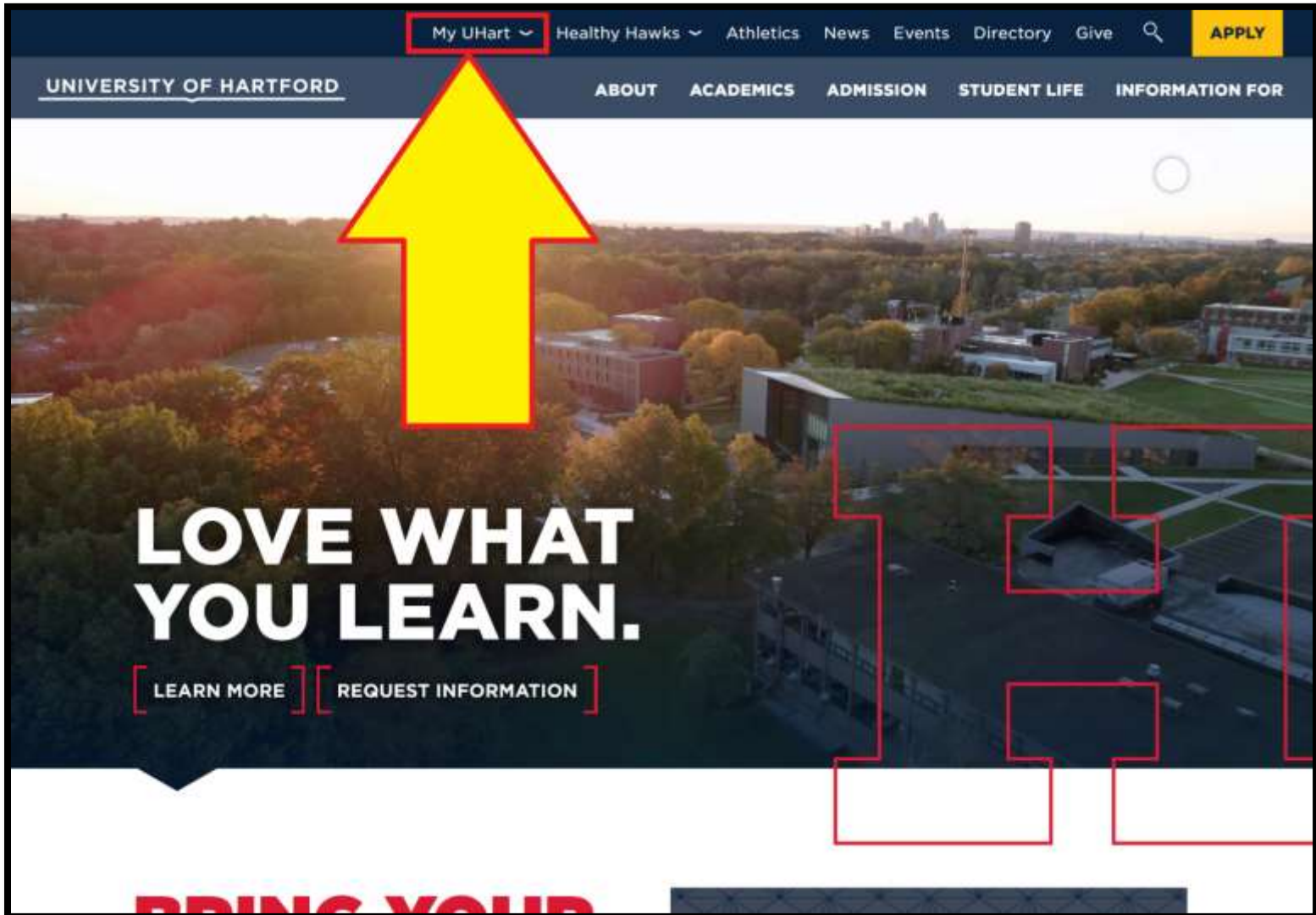
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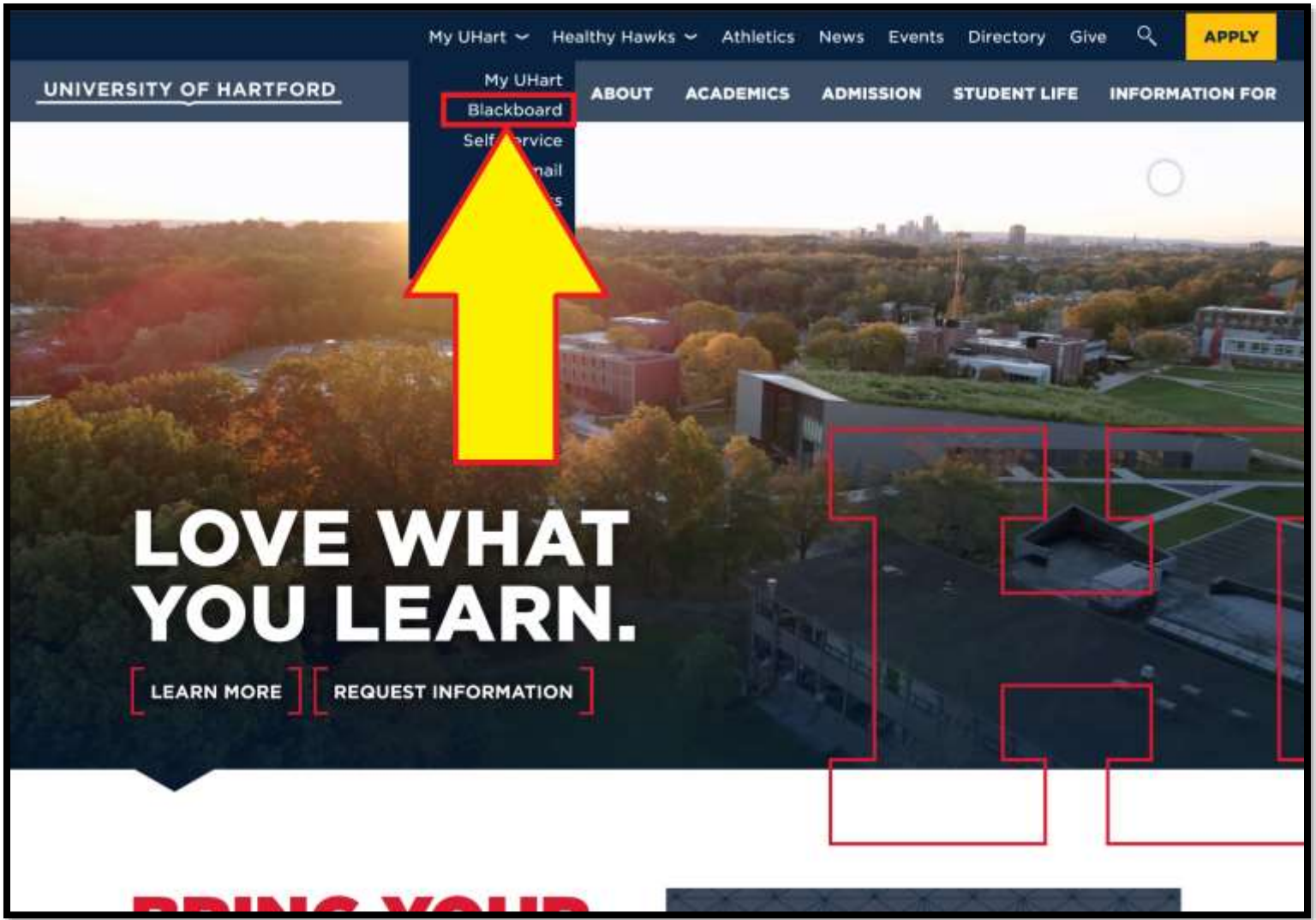


How to Log in to Blackboard at UHart

1. To log into Blackboard at UHart, you can head on over to <http://www.hartford.edu/> We recommend using the [Google Chrome](#) or [Mozilla Firefox](#) web browsers to access Blackboard at UHart. At the top of the page, click "My Uhart".



2. Next, click on “Blackboard” on the top of the webpage.



3. **Enter your username and password to log in to Blackboard.** If you are unsure of your login info, you can contact our IT team who will be happy to help! You can reach the IT team at: 860.768.4357.

For security purposes you will be logged out after 90 minutes of inactivity or upon exiting the browser. [Important Security Information](#)

UNIVERSITY OF HARTFORD

WELCOME TO THE UNIVERSITY OF HARTFORD

Use your UHart email credentials to login.

MENU

[Change password](#) [Help Desk](#) [860.768.4357](#)

Enter your username and password below to log in to Blackboard.

LOGIN ACCOUNT

Enter your username and password

Username @hartford.edu

Password

Remember me on this computer

SIGN IN

[Forgot password?](#)

If you are unsure of your login info, you can contact our IT team who will be happy to help!

You can reach the IT team at: 860.768.4357



How to Navigate a Blackboard Course at UHart

- Once logged in, you will be brought to the "activity stream" where you can view various announcements from the institution, as well as due dates for assignments, grades, and so on. **To access your courses, on the left-side bar, click "courses".**

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Stream

Filter Show All

Recent

Dec 7, 2021

University of Hartford Announcement
Service Interruption - RESOLVED
The service interruption from earlier today has now been resolved and all Blackboard functions ha...

Jul 15, 2021

University of Hartford Announcement
Allow Pop-Up Blockers for Blackboard
Blackboard utilizes pop-ups to open windows and tabs in order to view content external to Blackbo...

Once logged in, you will be brought to the "activity stream" where you can view various announcements from the institution, as well as due dates for assignments, grades, and so on. To access your courses, on the right side bar, click "courses".

Course View

- By default, Blackboard shows you your courses in list view. **If you would like to change your view from "list view", to "card view", click the card or list icons as shown in the screenshot below where you can toggle between "list view" or "card view".**

The screenshot shows the Blackboard interface for the University of Hartford. On the left is a navigation sidebar with icons for Institution Page, William Kenyon, Activity Stream, Courses (highlighted), Organizations, Calendar, Messages, Grades, Tools, and Sign Out. The main content area is titled "Courses" and includes a breadcrumb "Non-Academic" with a dropdown menu currently set to "Current Courses". A red box highlights the "List view or card view" toggle icons. Below this is a search bar and a filter set to "All Courses". A section titled "Assorted Dates" contains a course card for "sample3-u Online Programs Ultra Template Demonstration" with a red box around it and the instruction "Click the course to enter". A "25 items per page" selector is also visible.



6. We have changed the view to "card view". **To enter your course, click the course.** If the course is not yet open to students, the course will show as "private", and you will not be able to enter the course. Your instructor will open the course for all students when the course is ready.

The screenshot displays the 'Courses' page in the University of Hartford LMS. On the left is a dark sidebar with navigation options: Institution Page, William Kenyon, Activity Stream, Courses (highlighted in red), Organizations, Calendar, Messages, Grades, Tools, and Sign Out. The main content area is titled 'Courses' and includes navigation for 'Non-Academic' and 'Current Courses'. A search bar and a filter dropdown set to 'All Courses' are present. A course card is shown with the title 'sample3-u Online Programs Ultra Template Demonstration' by 'William Kenyon'. The card features a 'Private' status icon and a lock symbol. A red-bordered text box on the right contains the following text: 'We have changed the view to "card view". To enter your course, click the course. If the course is not yet open to students, the course will show as "private" and you will not be able to enter the course. Your instructor will open the course for all students when the course is ready.'

Accessing a Blackboard class at UHart

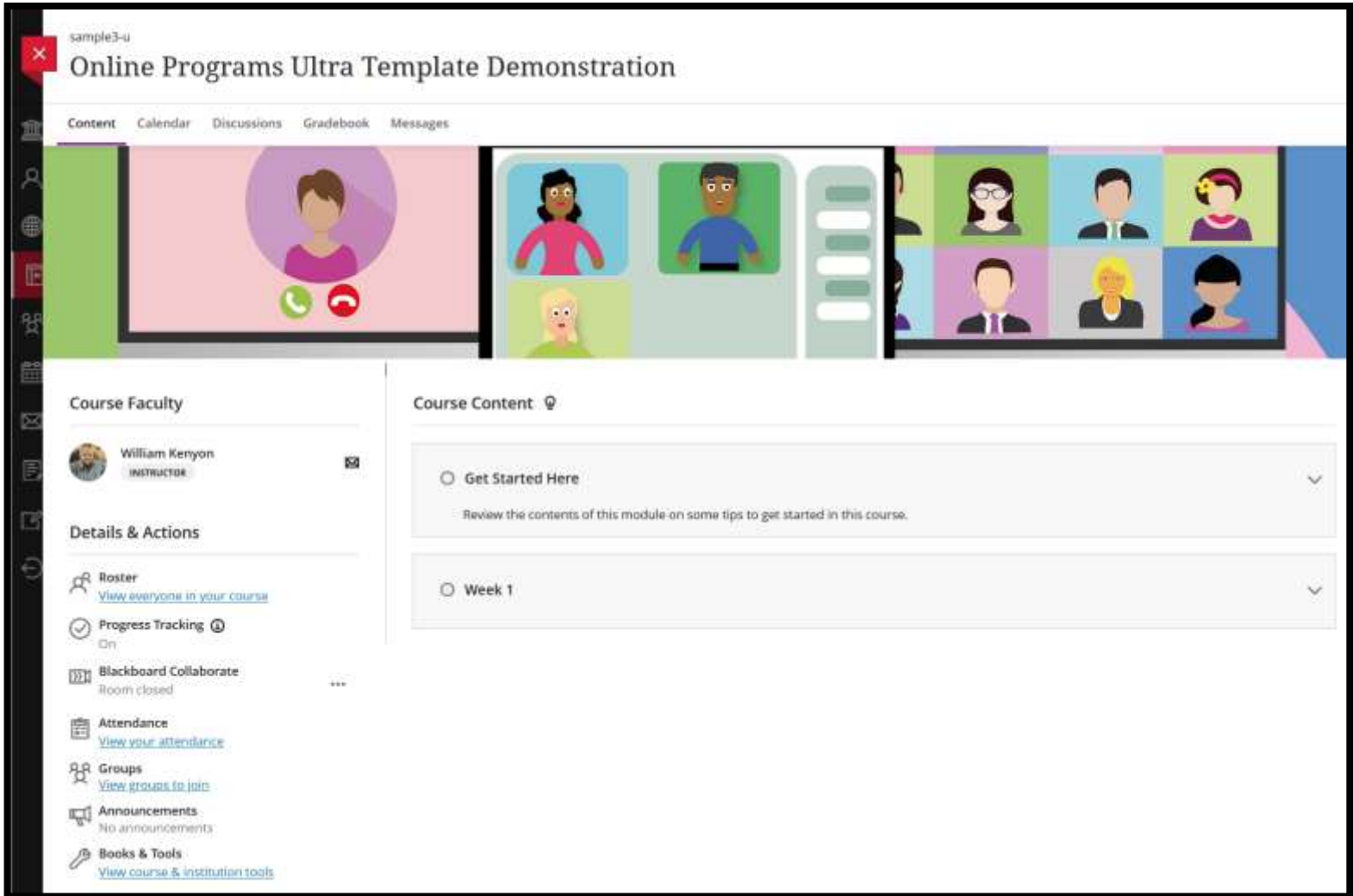
Now we can see the course is no longer private and you can click the course to enter the course.

The screenshot displays the Blackboard interface for the University of Hartford. On the left is a dark sidebar with the university logo and navigation links: Institution Page, William Kenyon, Activity Stream, Courses (highlighted), Organizations, Calendar, Messages, Grades, Tools, and Sign Out. The main content area is titled 'Courses' and shows a filter for 'Non-Academic' and 'Current Courses'. Below this is a search bar and a filter dropdown set to 'All Courses'. The course list is under the heading 'Assorted Dates' and contains one entry: 'sample3-u Online Programs Ultra Template Demonstration' by William Kenyon. A red-bordered box with red text is overlaid on the right side of the course card, stating: 'Now we can see the course is no longer private and you can click the course to enter the course.' At the bottom left of the sidebar are links for 'Privacy' and 'Terms', and a help icon is at the bottom right of the main content area.



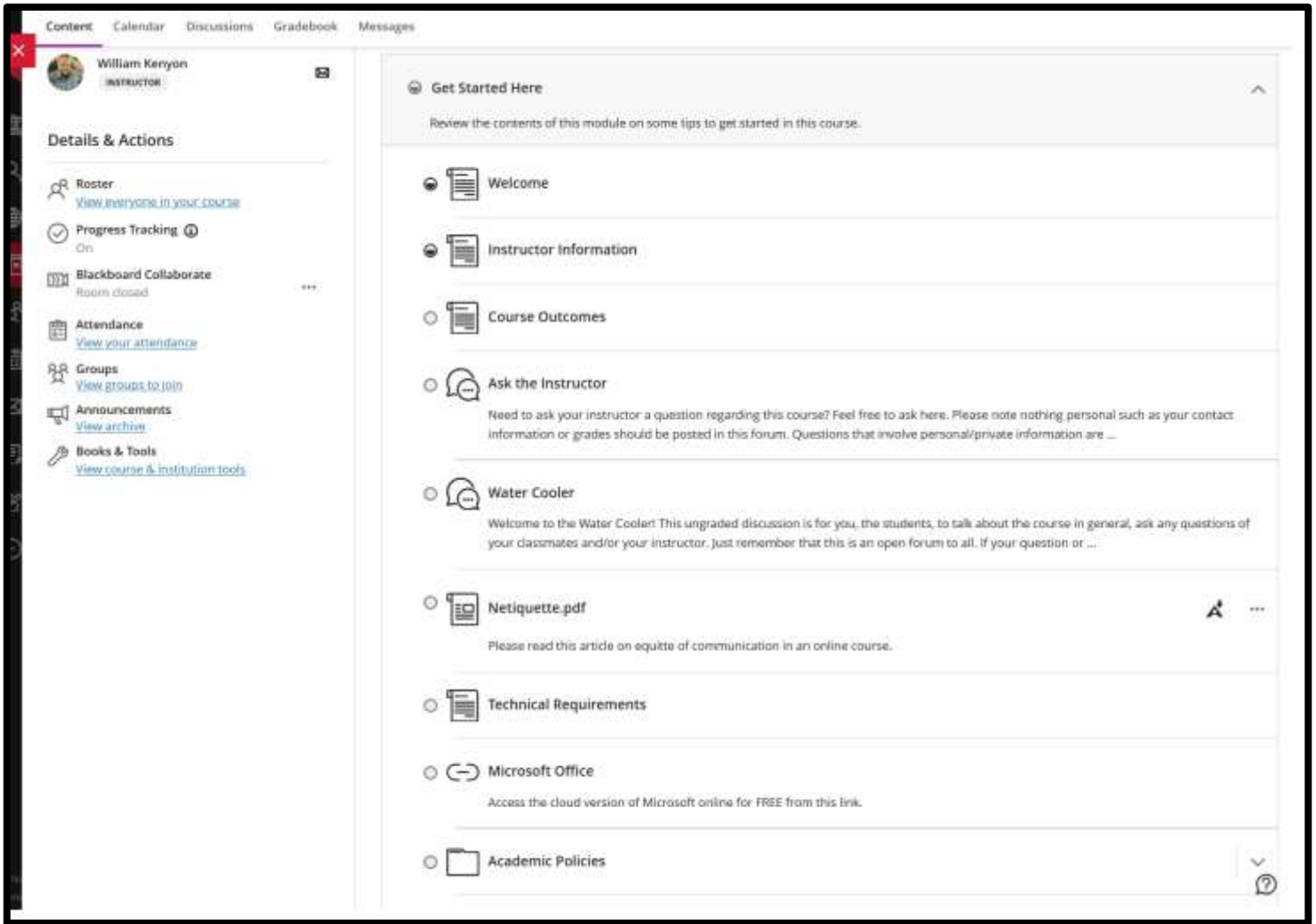
Navigating your Blackboard Course at UHart

You are now in your course. In the middle of the page, you will find the various content modules available to you. Feel free to check out the “get started here” module if your instructor has one active. **To view a content module, simply click the name of the module.**



Course Module: “Getting Started Here”

- In the example below, we clicked the “Get Started Here” module which opened up all of the content in that module. The “Get Started Here” module is a great place to learn about your instructor, your course outcomes, the syllabus, as well as library resources and academic policies. **To close a module, simply click the name of the module again.**



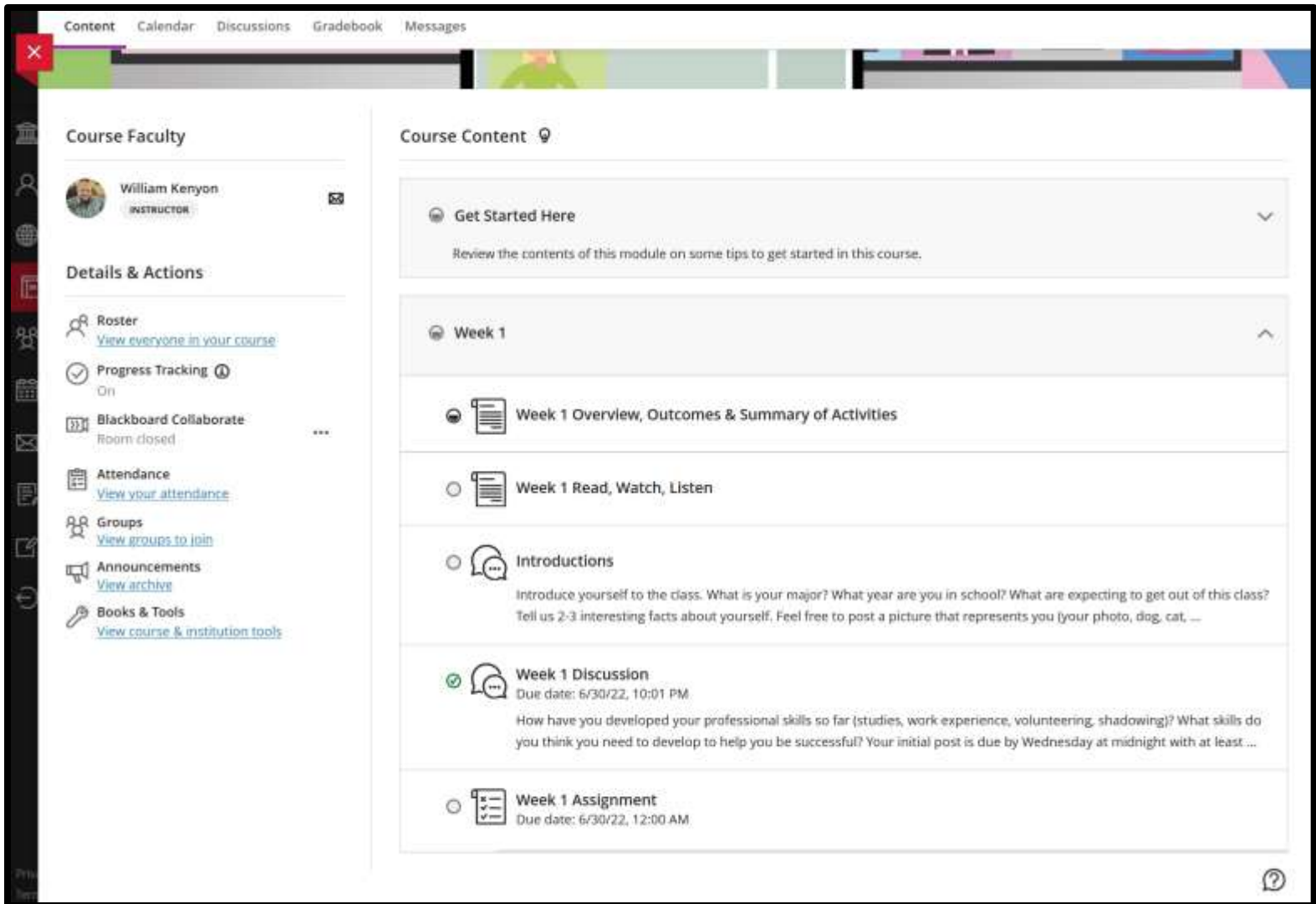
Course Module: Weekly Module Overview

8. **To view your weekly content, click the title of the weekly module to view your weekly content and assignments.** In the example as shown in the screen shot below, we can see the instructor has laid out the course by giving the students an overview of what to do for the week, as well as the outcomes the student will meet once the weekly unit is completed.

We can also see that we have a page that tells the students what lecture materials they will be required to view. In the example below, **the lecture materials can be found in a page called “Read, Watch, Listen”.**

Lastly, under the “Reach, Watch, Listen” page, we can see all of the assignments we need to complete for this weekly unit. In this example screenshot, we have two discussion boards we need to complete: an introductions discussion board, and a weekly discussion for the week 1 unit. We also have an assignment we need to complete which in the screenshot below, is named “Week 1 Assignment”.

To view any of the items in the module, click the item to view.



Course Module: Weekly Overview and Outcomes

- By clicking the Week 1 Overview, Outcomes, & Summary of Activities, the instructor has given us a quick overview of what to expect for the week.

The screenshot shows a web interface for a course module. At the top, it says 'Online Programs Ultra Template Demonstration' and 'Week 1 Overview, Outcomes & Summary of Activities'. There is a navigation bar with 'Week 1 Read, Watch, Listen' and an arrow. The main content area has a large heading 'Week 1 Overview and Outcomes'. Below this, there are three sections: 'Overview:', 'Course Outcomes', and 'Week 1 Outcomes'. Each section contains a list of bullet points. At the bottom right, there is a question mark icon.

Week 1 Overview, Outcomes & Summary of Activities

Week 1 Read, Watch, Listen →

Week 1 Overview and Outcomes

Overview:
This is a placeholder box where each unit can have an overview of the weekly unit. This is also a great place to help build presence as an instructor as the instructor can place an overview video of here discussing the weekly unit via video recording.

Course Outcomes

- Define the Microsoft Teams collaboration system including voice, chat, and sharing features.
- Demonstrate how to use the messaging features of Microsoft teams including sending files, making calls, and screen sharing.
- Demonstrate how to construct and utilize a team in Microsoft Teams using the Team chat, and Team administrator features.
- Differentiate the difference between instant messaging features, and team features on Microsoft Teams in relation to file sharing, calls, and screen sharing.

Week 1 Outcomes
After completing the course content for this unit, students will be able to:

- Access Microsoft Teams.
- Explain/define the Microsoft Teams application.

Summary of Week 1 Activities

- Watch the video.
- Read the PDF handout.
- Take the quiz.



Course Module: Weekly Read, Watch, Listen

10. By clicking the Week 1 Read, Watch, Listen page, the instructor has outlined all of the lecture material we need to review for the week. Simply click the links/videos to view your course content.

The screenshot shows a course page with the following content:

- Read:**
 - [Chapter 12: Leadership Operations, Organizational Behavior](#)
 - [Chapter 11: Managing and Performance Operations, Processes of Management](#)
- Lectures/Notes:**
 - [Leadership & Management PowerPoint](#)
 - [Organizational PowerPoint](#)
- Watch:**
 - [Leadership Styles: Which Type](#) (Video thumbnail showing 'TRANSACTIONAL' and 'TRANSFORMATIONAL' styles)
 - [Head in Hand: Interdisciplinary](#) (Video thumbnail showing a group of people in a meeting)
- Listen:**
 - Podcast: [The Boy who Found the Light](#)

Course Module: Weekly Discussion Boards

11. Clicking on the Week 1 Discussion allows us to see the discussion prompt. Here we create our discussion post and reply to our classmates or instructor. As shown in the screenshot below, **pressing the little paperclip icon in the content editor allows us to upload images or other files.** In this example, the user uploaded an image of their cat.

When you are done writing your post, **click the “Respond” button at the bottom of the page to make your post.**

The screenshot displays a discussion board interface. At the top, the 'Discussion Topic' is 'Introduce yourself to the class. What is your major? What year are you in school? What are expecting to get out of this class? Tell us 2-3 interesting facts about yourself. Feel free to post a picture that represents you (your photo, dog, cat, pet, favorite trees, etc.).' Below the topic, the 'Responses (0)' section shows a post by 'William Kenyon'. The post content includes: 'Hello! My name is William. I am a freshman here at [UConn](#) and am looking forward to finding my place in the world as I begin my academic journey. Here are some interesting facts about me: 1. I hold a first degree black belt in the martial art of [Shoalin Kempo](#). 2. I once legitimately slipped on a banana peel! 3. My favorite place in the whole world is the beach! Here is a picture of my cat. Lol!!' Below the text is an image of a Siamese cat sitting on a wooden scratching post. The interface includes a rich text editor with a paperclip icon highlighted. On the right, the 'Author' and 'Participants (4)' lists are visible. At the bottom, 'Cancel' and 'Respond' buttons are present.

To include attachments such as images, press the paper clip icon to upload a file.

Type your post here

Once you are done writing your post, click the "Respond" button to make your post.

Now we can see the post the student just made. **To reply to a post, click the “Reply” button** at the bottom of the post as shown in the screenshot below.

The screenshot shows a discussion forum interface. At the top, there is a "Discussion Topic" section with a refresh icon. The topic text reads: "Introduce yourself to the class. What is your major? What year are you in school? What are expecting to get out of this class? Tell us 2-3 interesting facts about yourself. Feel free to post a picture that represents you (your photo, dog, cat, pet, favorite trees, etc)."

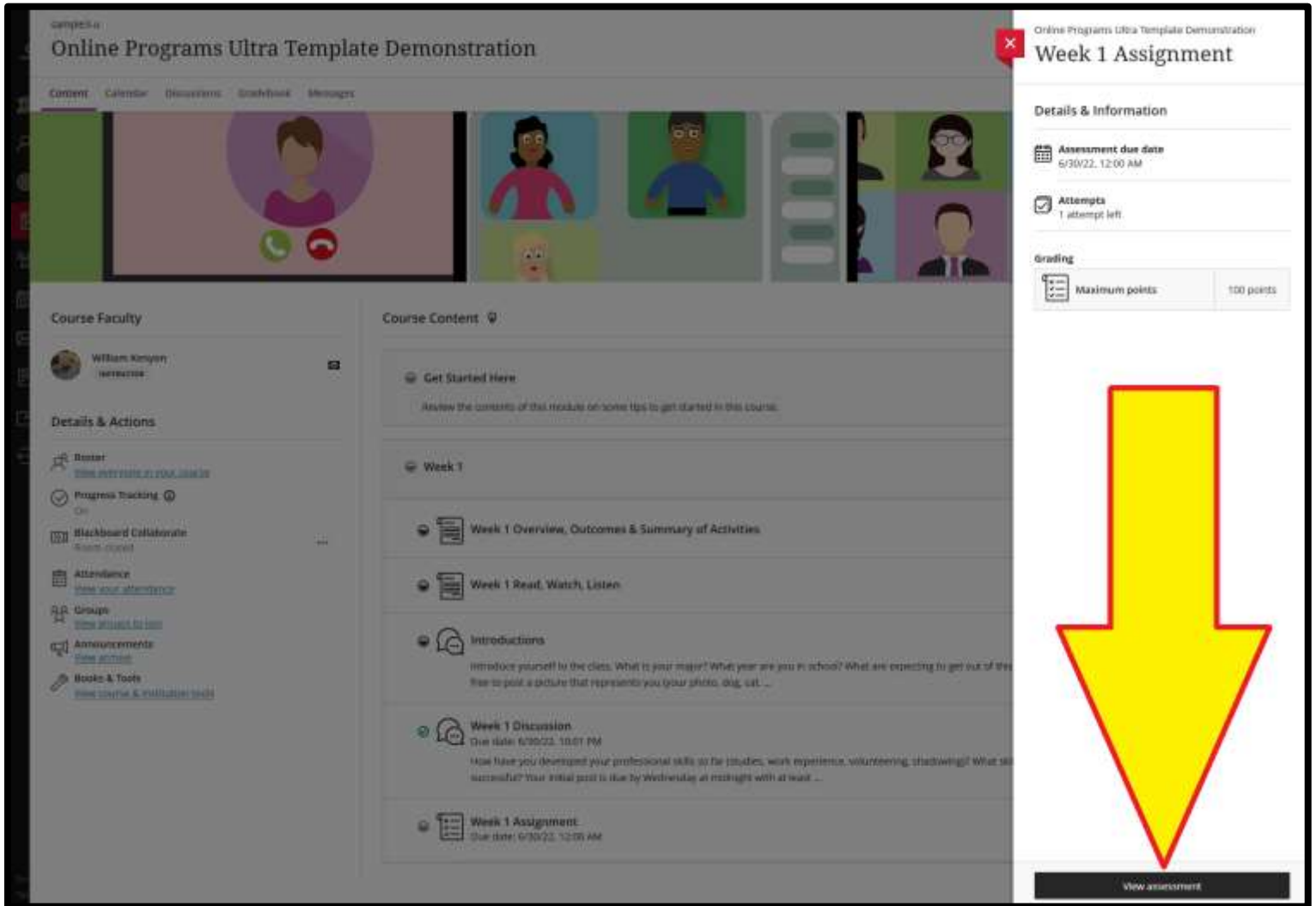
Below the topic is a "Responses (1)" section. The first response is from "William Kenyon" posted "3 minutes ago, at 4:39 PM". The response text is: "Hello! My name is William. I am a freshman here at UHart and am looking forward to finding my place in the world as I begin my academic journey. Here are some interesting facts about me:
1. I hold a first degree black belt in the martial art of Shaolin Kempo.
2. I once legitimately slipped on a banana peel!
3. My favorite place in the whole world is the beach!
Here is a picture of my cat, Loki!"

The response includes a photo of a Siamese cat sitting on a wooden scratching post. At the bottom of the post, there is a "Reply" button. A red callout box with a white border contains the text: "To reply to a post, click the reply button at the bottom of the post." A yellow arrow points from the callout box to the "Reply" button.

On the right side of the screenshot, there is a "Participants (4)" section. It lists the following participants: "William Kenyon (Creator) No Responses | No Replies", "Bevin Rainwater No Responses | No Replies", "PCLD Staff No Responses | No Replies", and "William Kenyon, Previewer No Responses | No Replies".

Course Module: Weekly Assignments

12. We also have an assignment in the week 1 module. **To view the assignment, click the assignment name.** The assignment details tab will appear on the right side. **To view the full assignment details, click the “view assessment”** button at the bottom of the page as shown in the screenshot below.



We are brought to the assignment directions and submission page. In the example below, the student is expected to write a two-page APA paper and then submit. **To submit a document for grading, click the “submission” box as shown in the screenshot below.**

The screenshot shows a Blackboard assignment submission interface. At the top left, it says 'Online Programs Ultra Template Demonstration' and 'Week 1 Assignment'. The main content area is divided into two columns. The left column contains 'Assignment Content' with instructions to write a two-page APA paper and a 'Submission' box with a red callout that says 'Click this box to upload attachments for grading.' The right column contains 'Details & Information' with fields for 'Assessment due date' (6/30/22, 12:00 AM EDT) and 'Attempts' (1 attempt left). Below that is a 'Grading' section showing 'Maximum points' as 100. At the bottom right, there are 'Save and Close' and 'Submit' buttons.



Click the attachment paperclip button to upload an attachment. Navigate to the file on your computer and attach.

Online Programs Ultra Template Demonstration

Week 1 Assignment

Assignment Content

After you complete all of the course material for this week, please write a two page paper in APA format explaining what you learned in this unit. Be sure to make at least three citations from the learning material.

Submission

Attachment

You can add text, images, and files here.

Microsoft Word

Click the attachment paperclip button to upload an attachment. Navigate to the file on your computer and attach.

Details & Information

Assessment due date
6/30/22, 12:00 AM (EDT)

Attempts
1 attempt left

Grading

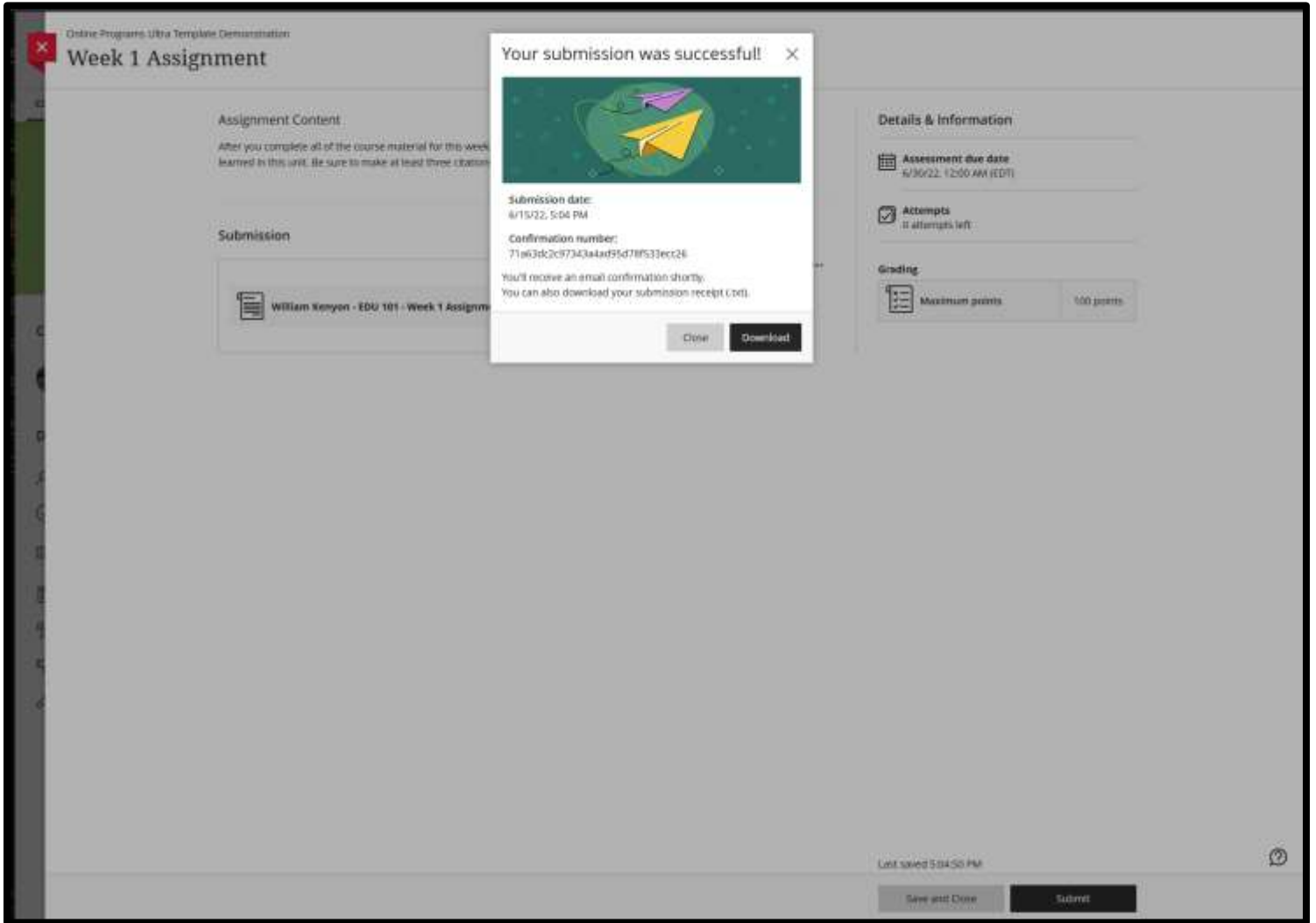
Maximum points	100 points
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Save and Close Submit

Now you will see the assignment has been uploaded. Click the “save button” to save the upload. Then at the bottom of the page click the “Submit” button to submit the assignment.

The screenshot shows a Blackboard assignment submission interface. At the top left, it says "Online Programs Ultra Template Demonstration" and "Week 1 Assignment". The main content area is titled "Assignment Content" and contains instructions: "After you complete all of the course material for this week, please write a two page paper in APA format explaining what you learned in this unit. Be sure to make at least three citations from the learning material." Below this is a "Submission" section with a rich text editor. A modal window titled "Edit File Options" is open, showing a "Display Name" field with the text "William Keryon - EDU 101 - Week 1 Assignment.docx". The "Save" button in this modal is highlighted with a red box and a yellow arrow pointing left. At the bottom right of the page, the "Submit" button is also highlighted with a red box and a yellow arrow pointing down. Other elements include a "Details & Information" sidebar with "Assessment due date" (6/30/23, 12:00 AM EDT), "Attempts" (1 attempt left), and "Grading" (Maximum points: 100 points). A "Save and Close" button is visible at the bottom left.

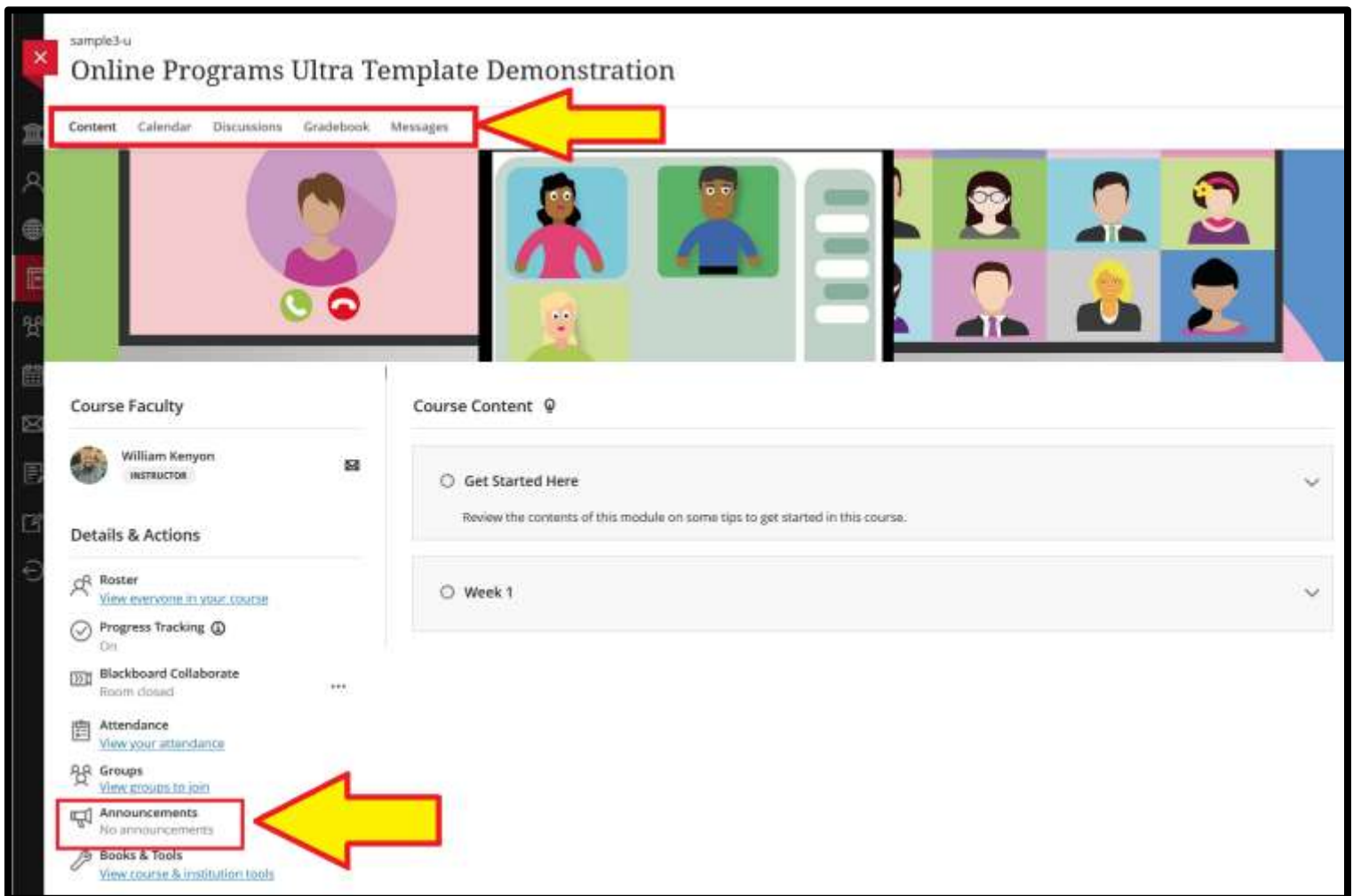
You have successfully submitted your assignment. You will be prompted with a submission receipt which you can choose to download. You will also receive a submission receipt via email to your UHart email address. Below is a screenshot of a successful submission with receipt.



General Blackboard Navigation

You will then be brought back to the homepage in Blackboard. At the top of the page, you will have links to your **Calendar, Discussions, Gradebook, and Messages**. **Note:** We don't suggest using the messages feature as many people forget to check their messages on Blackboard. If you need to reach out to a classmate or your instructor, feel free to email them using your UHart email.

On the left-hand side navigation bar, you will see various links such as **announcements**. This tutorial will not cover all of those links, **but the most important link on the left-hand side is to your course announcements page.**

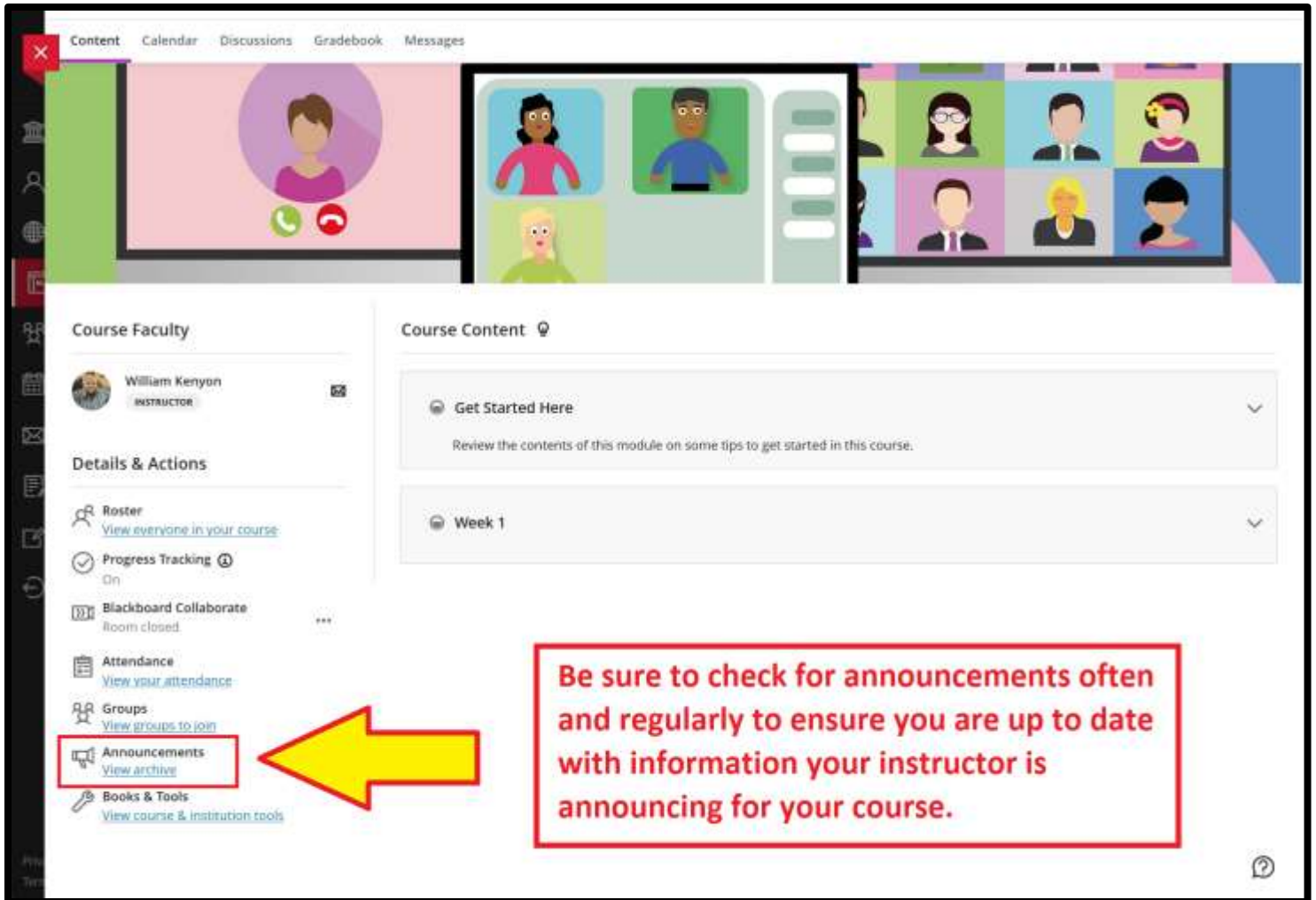


Announcements

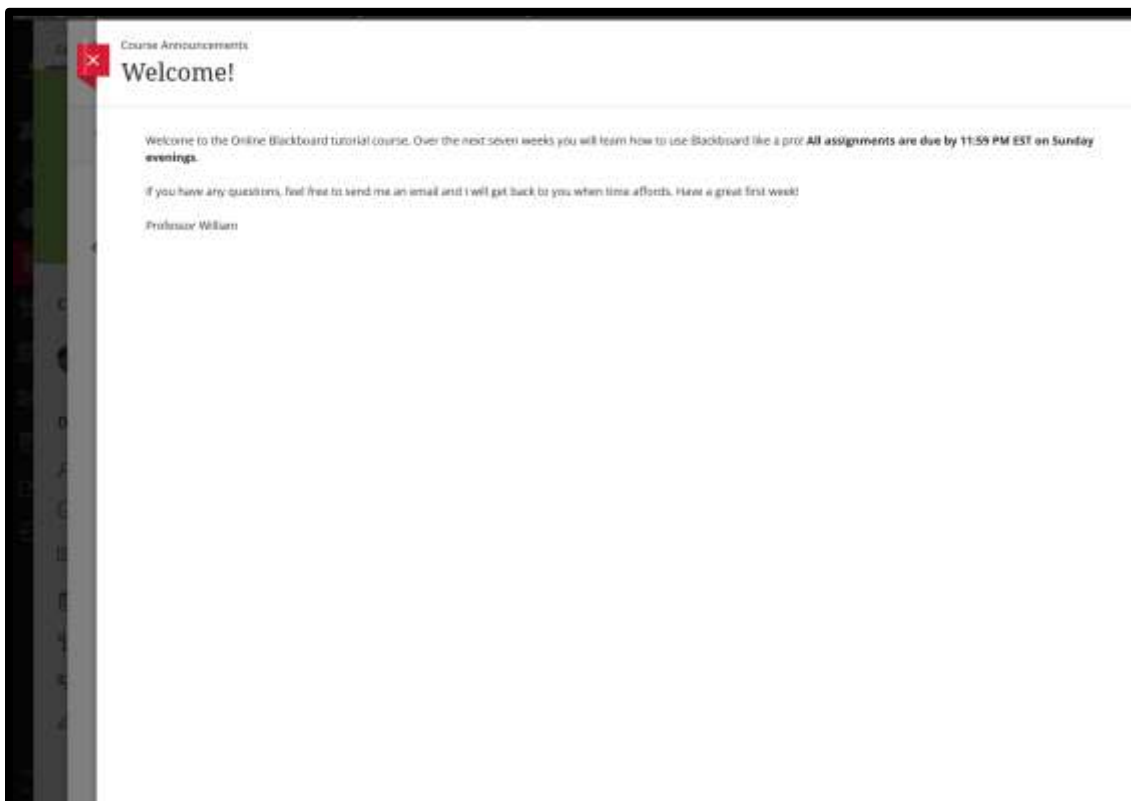
Announcements communicate important, time-sensitive information. **Your instructors can use announcements to share important information with you, such as reminders about course events and due dates.** New course announcements appear immediately when you enter a course.

To view announcements in your course, click the “announcements” link on the left-hand side navigation bar near the bottom, as shown in the screen shot below.

****Be sure to check for announcements often and regularly to ensure you are up to date with information your instructor is announcing for your course****

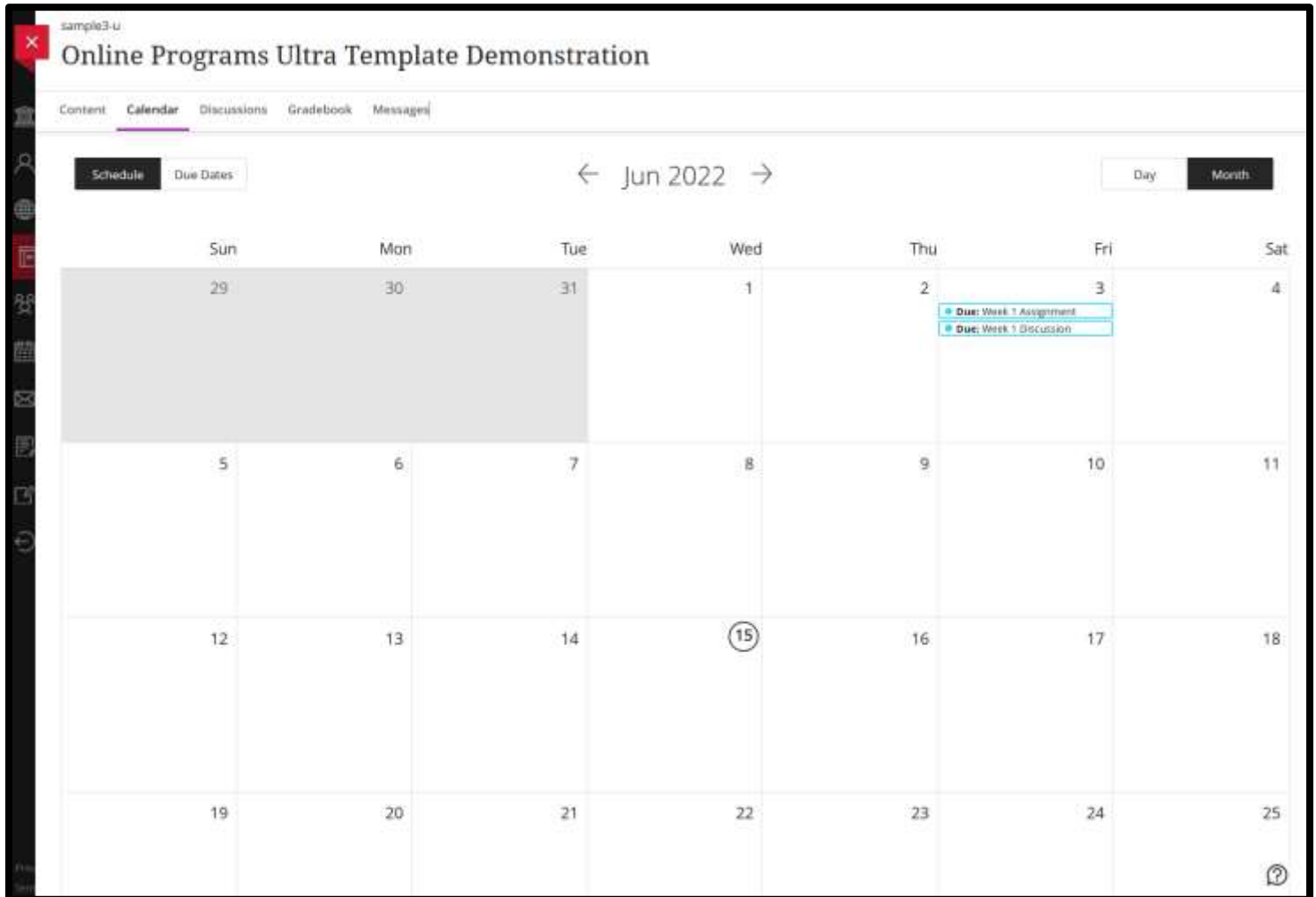


You will be brought to the announcements page. To view each announcement in entirety, simply click the announcement which will open the announcement in full screen.



Calendar

The calendar allows you to view assignment due dates.



Discussions

As started prior, online discussions allow students to engage in conversation by answering a prompt about a topic from your instructor. You can use this link as a shortcut to view all of your discussion boards in your course that are available to you. **Note:** Sometimes, instructors have discussion boards locked until the week they are due, so not all discussions may populate here in the first week of the course.

The screenshot shows a Blackboard course page titled "sample3-u Online Programs Ultra Template Demonstration". The navigation menu includes "Content", "Calendar", "Discussions", "Gradebook", and "Messages". The "Discussions" section is active and displays four discussion topics, each with a speech bubble icon and a list icon:

- Week 1 Discussion**
Due date: 6/3/22, 10:01 PM
How have you developed your professional skills so far (studies, work experience, volunteering, shadowing)? What skills do you think you need to develop to help you be successful? Your initial post is due by Wednesday at midnight with at least ...
- Introductions**
Introduce yourself to the class. What is your major? What year are you in school? What are expecting to get out of this class? Tell us 2-3 interesting facts about yourself. Feel free to post a picture that represents you (your photo, dog, cat, ...)
- Water Cooler**
Welcome to the Water Cooler! This ungraded discussion is for you, the students, to talk about the course in general, ask any questions of your classmates and/or your instructor. Just remember that this is an open forum to all. If your question or ...
- Ask the Instructor**
Need to ask your instructor a question regarding this course? Feel free to ask here. Please note nothing personal such as your contact information or grades should be posted in this forum. Questions that involve personal/private information are ...

Gradebook

Gradebook is where all of your grades for your assignments will be posted. If your instructor leaves you any feedback on your graded assignments, simply **click the purple feedback button** to view.

The screenshot shows the Blackboard Gradebook interface for a student named William Kenyon. The current grade is 'A'. A table lists assignments with columns for Item Name, Due Date, Status, Grade, and Feedback. The 'Week 1 Discussion' row is highlighted, and a purple feedback button is visible in the Feedback column. A red box highlights the feedback button, and a yellow arrow points to it. A text box states: 'You can click the feedback button to view any feedback left to you by your instructor.'

Item Name	Due Date	Status	Grade	Feedback
Week 1 Assignment	9/29/22	Ungraded	0/100	
Week 1 Discussion No participation	9/29/22	Graded	100 / 100	

The screenshot shows the Blackboard Feedback interface for a student named William Kenyon. The feedback is for the 'Week 1 Discussion' assignment. The discussion topic is: 'How have you developed your professional skills so far (classes, work experience, volunteering, shadowing)? What skills do you think you need to develop to help you be successful? Your initial post is due by **Wednesday at midnight** with at least three peer responses due by **Sunday at midnight**.' The feedback for the student is: 'Great job!'. There is a text input field for the student to type a response.

Discussion Topic

How have you developed your professional skills so far (classes, work experience, volunteering, shadowing)? What skills do you think you need to develop to help you be successful?
Your initial post is due by **Wednesday at midnight** with at least three peer responses due by **Sunday at midnight**.

Responses (0)

Type a response

Feedback for student

Great job!

Questions?

1. **Have questions about your assignment or directions?** You will want to reach out directly to your instructor for clarity.
2. **Forgot your password?** To reset your password, [click](#) to go Blackboard and click "*forgot password*" to have a password reset email sent to your inbox. **Note:** If the email does not come within five minutes, please check your junk/spam folders.
3. **Have questions with Blackboard and need additional support?** Contact our Helpdesk at: 860.768.4636 or via email at helpdesk@hartford.edu.

