

What is Blackboard?

Ana G. Méndez University System (SUAGM) has selected Blackboard (Bb) as the learning management system for online and Web-supplemented courses. Both the faculty that delivers the course, as well as the student enrolled, can access the platform with a personal account through the Internet.

This brochure is only a quick guide. For more information consult the *Student Service Personnel*, *Technical Support*, *Help Desk* or contact distancia@suagm.edu.



Facts to Consider

1. To access Blackboard you must activate your account.
2. Do not enter **www** before **ecampus.suagm.edu**.
3. To login, enter the username without [@email.suagm.edu](mailto:email.suagm.edu), and your password. You can verify it with Help Desk.
4. Open your web browser and go to mail.live.com to read your professor's emails.

Contacts

Student Services

787-288-1100 Ext. 8333

Gisela Resto García
Integrated Service Coordinator
um_gresto@suagm.edu
787-288-1100 Ext. 8324

Rafael Pérez Ortiz
Integrated Service Coordinator
raperez@suagm.edu
787-766-1717 Ext. 6364

Johjan Báez Fuentes
Integrated Service Coordinator
jobaez@suagm.edu
787-288-1100 Ext. 8336

Technical Support

Wilmar Díaz
Blackboard Administrator
w Diaz@suagm.edu
787-766-2600 Ext. 8971

Help Desk

787-751-0178 Ext. 7487
787-763-7759

UMET Contact

UDDI: 787-766-1717 Ext. 6452



Ana G. Méndez University System

On

Quick Guide for

Blackboard



Students

Ana G. Méndez University
Virtual Campus
Office of Academic Affairs



BLACKBOARD REQUIREMENTS

1. The institution assigns you an email account, you must activate it.
2. The Registrar's Office sends the student a letter with *Username* and *Password*, with this information you can access Windows Live and activate your account.
3. If you have any problems you may contact *Help Desk*, 787) 751-0178, Ext. 7487.
4. *Username* and *Password* is the same for both Blackboard and SUAGM email account.

ACCESS TO YOUR COURSE IN BLACKBOARD

1. Open your web browser and go to [http:// ecampus.suagm.edu](http://ecampus.suagm.edu)
2. Enter your *username* and *password* and click **Login**.
3. Click on the desired course from *Cursos en Blackboard* tab. *Once Logged into the course you will see the course menu.*

HOW TO SEND AN ASSIGNMENT THROUGH THE "ACTIVITIES" BUTTON/LINK



NOTE: This tool allows the student to Exchange *Microsoft Word, Excel or PowerPoint* files with the professor. Before submitting a task, you must save it.

1. Locate the **Activities** or **Tasks** button/Link in the Course Menu.
2. Search for the lesson or module of the week.
3. Identify the task that you will submit.
4. Click on the Assignment or Task link.
5. In the **Submission** textbox you can add comments for the professor.
6. Click on **Attach File** and **Browse My Computer** to find the task that you have saved.
7. Then click on **Submit**. (if you click on **Save as Draft**, the professor will not receive your assignment, it will be saved for your exclusive and personal use).



HOW TO SEND AN EMAIL THROUGH BLACKBOARD

Note: This tool will exclusively send messages to external email addresses. Blackboard keeps no records of emails therefore; senders should keep their copies for future reference. **Email cannot be sent to anyone who is not a member of the course.**

1. Access the course menu and click on **Student Zone**.
2. Click on **Send E-mail**.
3. You will find different options, choose "**who**" to send the email.
4. Fill in the **Subject** and compose your **Message** in the textbox.
5. **Attachments** may include images, graphics and documents.
6. Click **Submit**.

MESSAGES

Note: Messages are private and secure text-based communication that occurs within a Course and among Course members.

1. Access the course menu and click on **Student Zone**. Click on **Messages**.
2. Click on **Create Message**, and choose "**who**" to send the email.
3. Fill in the Subject and compose your Message in the textbox. Attachments may include images, graphics and documents.
4. Click Submit.



HOW TO PARTICIPATE IN DISCUSSION FORUMS

1. In the course menu click on the **Student Zone** button.
2. Select the option **Discussion Board**. A list with all hyperlinked forums is displayed.
3. Click the desired forum link to participate.
4. Click on **Add New Thread**.
5. Complete the **Subject** field with a phrase that summarizes the topic. Enter your message.
6. Once you have completed your message click **Submit**. The main screen changes. Click **OK** to finish the process.



HOW TO VIEW YOUR GRADES

1. Access the course menu and click on the **Student Zone** button.
2. Click on **My Grades**, and the "View Grades" screen is displayed.



HOW TO ENTER GROUP PAGES

1. Access the course menu and click on **Student Zone**.
2. Select the option **Group**. A list with available Groups is displayed.
3. Click on the group that has the active link.
4. Choose the activity that you want to accomplish within the group: Forum , E-mail, etc., if available.

BLACKBOARD TUTORIALS.

These will facilitate platform navigation

1. Open your web browser and go to [http:// ecampus.suagm.edu](http://ecampus.suagm.edu), you will find animated tutorials with audio to help you understand, manage, and use different tools in Blackboard.
2. Remember, for these tutorials authentication is not required.

HOW TO ACCESS YOUR EMAIL ACCOUNT

1. To access *Windows Live*, open your web browser and go to <http://mail.live.com>
2. Enter your suagm student e-mail address
Ex: student@email.suagm.edu
3. Enter the password sent from the Registrar's Office
4. Click **Sign in**.

