

The My UIW Page

Once you have logged in to Blackboard, the **My UIW** page opens. There are four parts to this page: **Quick Reference Menus**, **Tabs**, **Notifications Dashboard**, and **Tools**.

Quick Reference Menus

Quick Reference Menus include a **Course List**, student **Report Card**, a link to **iTunes U**, **Announcements**, and more.

The screenshot shows the My UIW page in Blackboard. At the top, there is a navigation bar with the UIW logo and several tabs: My UIW, Courses, Organizations, UIW Web, Library, and System Admin. A box labeled "Tabs" points to this navigation bar. Below the navigation bar is a "Notifications Dashboard" section. The main content area is divided into several modules:

- Student Resources:** A box with a link to Student Resource Information.
- Tools:** A list of tools including Announcements, Calendar, Tasks, My Grades, Faculty/Student E-Mail, User Directory, Address Book, Personal Information, User Manual, Goal Performance, Rave Alert, Enterprise Surveys, Goals, and Application Authorization. A box labeled "Tools" points to this list.
- My Announcements:** A box showing "Student/Courses Uploads to Blackboard" and a message: "No Course or Organization Announcements have been posted." with a "more announcements..." link.
- Blackboard Faculty Tips:** A box containing a red banner that says "Faculty Tech Tip" and the text: "End of Semester Checklist". Below this, it says: "Please view the attached document with crucial details on how to close out your semester in Blackboard. Quick Reference Menus for next time." Arrows point from this text to the "Tools" list and the "My Announcements" box.
- My Courses:** A box showing "2016-01" and "Fall 2018 ADCaP I Term". Under "Courses where you are: Instructor", it lists "Computer Lit/Business Appl 01 Fa118 (unavailable - was last available Saturday, October 13, 2018)" and "No Term Assigned".
- My Organizations:** A box showing "Organizations where you are: Leader" and a list of organizations: "Clinical Learning Center (CLC)", "QEP Document Uploads Comp 1", "QEP Document Uploads Comp 2", "QEP Document Uploads Senior", and "UIW Board of Trustees Training".
- MyCoursesEval:** A box showing "No surveys were found." and a "Launch MyCoursesEval" link.

At the top right of the page, there is a "Blackboard Admin" link with a "33" notification badge and a power icon. At the bottom right, there is a "Personalize Page" link.

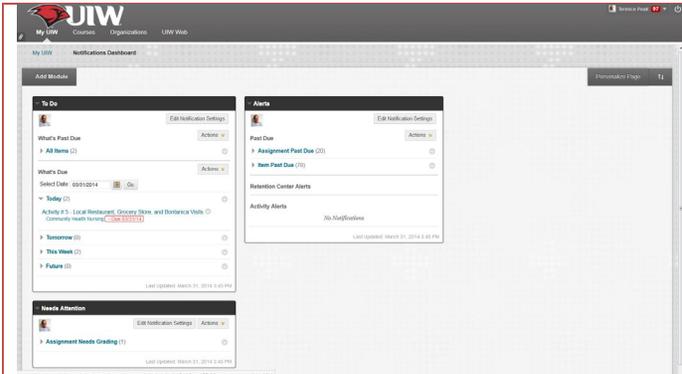
Tabs

Across the top of the window is a string of tabs that access different areas of Blackboard. Click on each tab as you read the explanation.

	My UIW	Link to the My UIW page.
	Courses	Links your Blackboard courses.
	Organizations	Link to Blackboard organizations.
	UIW Web	The UIW website opens in Blackboard.

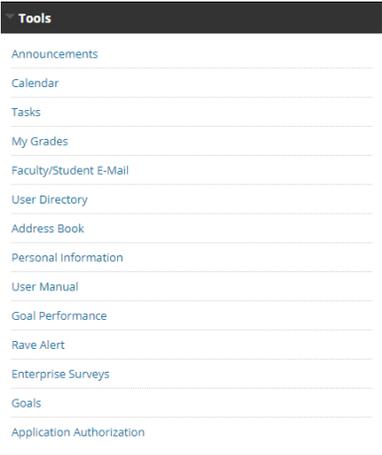
Notifications Dashboard

The **Notifications Dashboard** displays links to course items or course information that has been created, revised, or with impending due dates.

	To-Do list	When a student opens the course, the To-Do list reminds them of what assignments are coming due (because the instructor placed a due date on an assignment). This is a student tool, but it appears on the instructor's Notifications Dashboard.
	Needs Attention	Items that have been submitted by users and require review or grading by the instructor.
	Alerts	Displays Past Due and Retention Center alerts for all courses.

Tools

Tools contains useful links to some helpful Blackboard assets.

	Announcements	Messages regarding courses and organizations, plus bulletins from the Blackboard Administrator.
	Calendar	The Blackboard calendar is not associated with the Microsoft Outlook calendar.
	Tasks	This is a “To Do list” set up in conjunction with the calendar.
	My Grades	Student access to their course grades.
	Faculty/Student E-mail	Link to Cardinal Mail.
	Cardinal E-Mail - Faculty	Link to faculty Cardinal Mail.
	User Directory	Directory of registered Blackboard users.
	Address Book	The address book is set up by the user.
	Personal Information	Access point to update personal information.
	User Manual	Systematic guide for Blackboard users.
	Goal Performance	This goal performance dashboard allows you to search for students and view their performance against goals across courses.
	Rave Alert	Rave provides UIW emergency communications, course announcements and other important course information delivered via text message or email.
	Enterprise Surveys	Campus Whde Surveys
	Goals	Schools can demonstrate that their programs and curricula are effective by aligning course content and activities with goals in Blackboard
Application Authroization	Manage your authorized application integrations with Blackboard Learn. You can revoke access to any application you don't want to act on your behalf.	

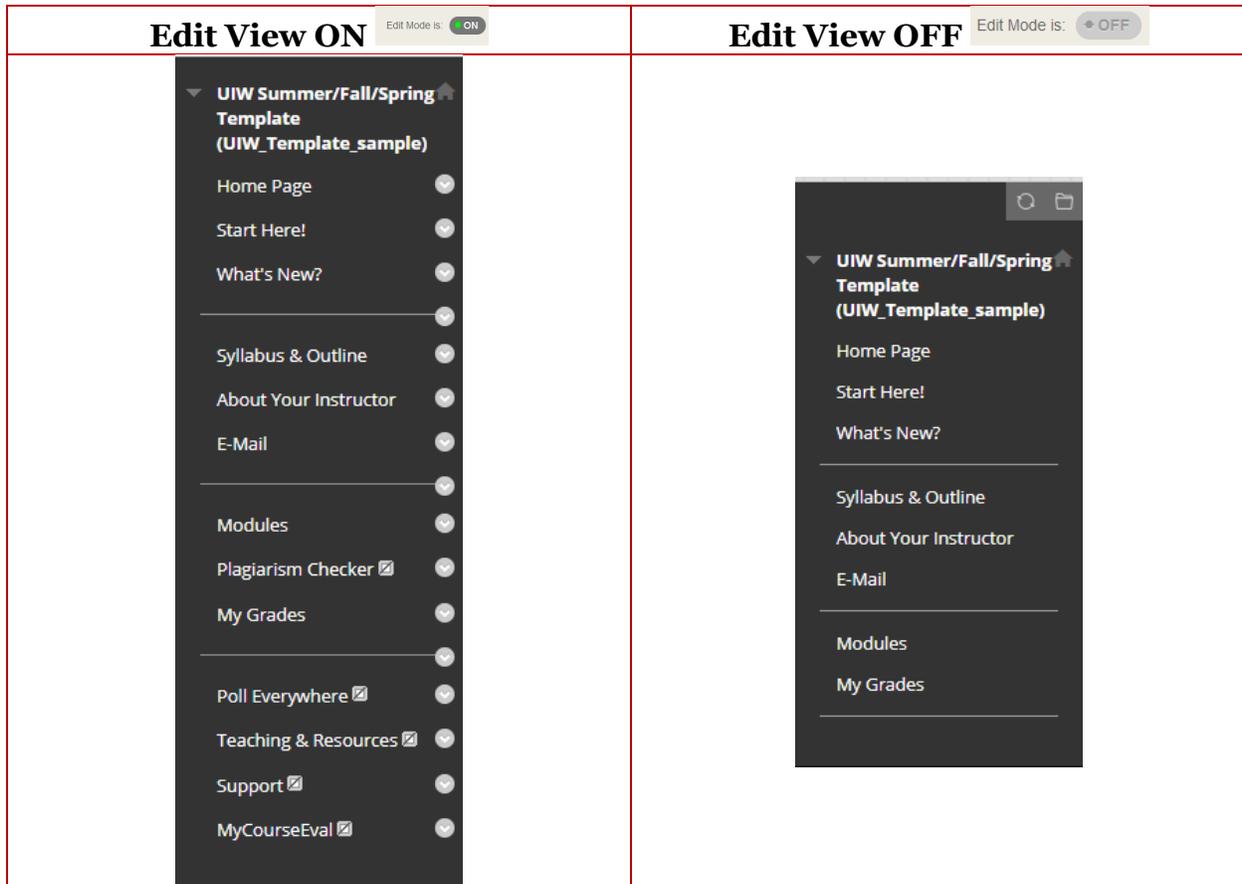
The Course Entry Page

The **Course Entry Page** is the welcome mat for the course. The instructor can use the **Edit Mode** to access and edit the **Course Menu** and **Course Modules**. Students do not have a **Control Panel** or an **Edit Mode**.

The screenshot displays the Blackboard Course Entry Page interface. On the left is a dark sidebar menu with categories: 'UIW Summer/Fall/Spring Template (UIW_Template_sample)', 'Course Management', and 'Control Panel'. The main content area is divided into several sections: 'Add Course Module', 'To Do', 'Alerts', and 'Needs Attention'. Annotations with arrows point to specific elements: 'Course Menu' points to the sidebar; 'Edit Mode' points to the 'Edit Mode is: ON' toggle in the top right; 'Course Modules' points to the 'To Do' section; and 'Control Panel' points to the 'Control Panel' link in the sidebar. The 'To Do' section shows a calendar view with 'Nothing Due Today'. The 'Alerts' section shows 'No Retention Alerts' and 'No Notifications'. The 'Needs Attention' section shows 'No Notifications'. The URL at the bottom is https://blackboard.uiwtx.edu/webapps/blackboard/execute/modulepage/view?course_id=_99523_1&cmp_tab_id=_90...

The Course Menu

The instructor's view of the Course Menu is changed by turning the Edit Mode ON or OFF. In the **ON** position, the instructor sees the **Edit View**, and may edit course content. In the **OFF** position, the course display is similar to the student's view, and the instructor is unable to edit the course.



Course Menu Links

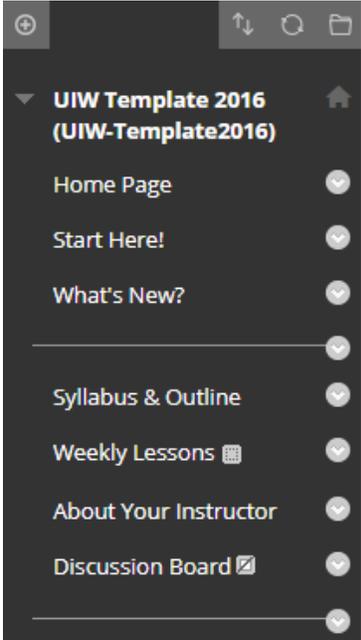
Assignments, quizzes, tests, syllabi, and course documents are called Course Content. These items are accessed in by clicking the **Content Links** on the **Course Menu**. The course menu may contain following links:

Home Page	Course announcements
Start Here!	Key content for getting started in a course
What's New	Student-oriented list of assignments and content listed by due date
Syllabus and Outline	Links to course syllabus and outline
About Your Instructor	Student access to an instructor's contact information.
Email	Access to email through your course. Mail is accessed through Cardinal Mail
Modules	Access to course content including assignments, course documents and assessments

Plagiarism Checker	Student access point to check assignments for proper citation using SafeAssign
My Grades	Link to an individual student's course grades.
Poll Everywhere	Link to access Poll Everywhere
Teaching & Resources	Faculty access to teaching and learning resources
Support	Contact information for the UIW Instructional technology Team
My Course Eval	Student link to Course Eval

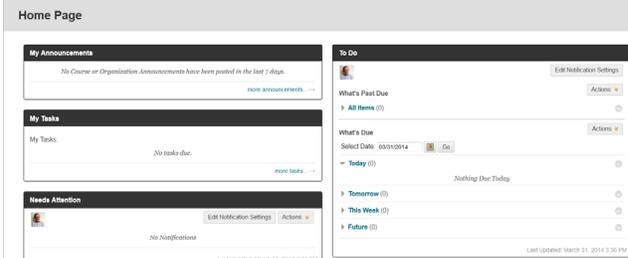
Edit View

When the **Edit Mode** is **ON**,  the instructor can add, remove, or edit course content. A series of buttons and icons also appear that allow for specific editing options.

		Add Menu Item	Click here to create new Content Areas, Tool Links, External Links, Course Links, Module Pages, Sub headers and Dividers.
		Display Course Menu in a Window	The content menu is shown in a separate browser window.
		Refresh	Refreshes the page to show any changes made to the Course Entry Page or the Course Menu.
		Reorder Menu Items	Reorders the menu using the keyboard rather than the Mouse.
		Action Button	Displays a menu of editing choices or "Actions".
		Content Indicator	This icon indicates that the Content Area is empty. Empty Content Areas do not appear on the student's Content Menu.
		Hidden Content Indicator	The Content Area has been hidden by the instructor. It will not appear on the student's Content Menu.
		Reorder	Click this button to move content links up or down the Content Menu.

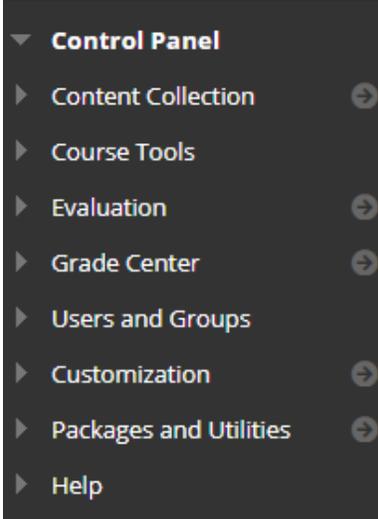
Module Page

The **Module Page** displays course modules and course information that has been updated, submitted, created, or contains impending due dates. Modules may be added or deleted to contain information that is specific to each course.

	<p>Announcements: Instructors can post announcements to keep students up-to-date on their courses.</p>
	<p>My Calendar: A Calendar that is specific to the course, but not associated with the Microsoft Outlook calendar</p>
	<p>To-Do list: Content created with a due date appears on the To-Do list. Students see which assignments are due and when they are due</p>
	<p>What's New: Notification that an item has been added, updated, submitted, or changed by the instructor.</p>

Control Panel

Course Management is administered through the **Control Panel**, located below the menu bar:

	<p>Content Collection</p>	<p>Blackboard File Storage. This feature allows instructors to upload, download, store or manage course content within Blackboard.</p>
	<p>Course Tools</p>	<p>Announcements, Email, and Discussion Boards that can be added to a course.</p>
	<p>Evaluation</p>	<p>Tools for creating tests, recording grades, and tracking performance.</p>
	<p>Grade Center</p>	<p>Access to the Grade Center</p>
	<p>Users and Groups</p>	<p>Options to create and administer (enroll, edit or remove) course users and groups.</p>
	<p>Customization</p>	<p>Change the properties of the course such as availability, Guest/Observer status, tool availability, and appearance.</p>
	<p>Packages and Utilities</p>	<p>Options to import, export, copy, and archive the course.</p>
	<p>Help</p>	<p>Student support and online documentation.</p>