Navigating Your Blackboard Course – Students

CharterOak℠
STATE COLLEGE
Degrees Without Boundaries

This document outlines contents of a typical Charter Oak Blackboard course, as well as navigation tips. The courses you are taking may have slight variations, so please consult with your instructor if you have questions about where to locate a particular item.

Your Blackboard Course Menu

- **Top Menu Buttons (1) –** These buttons allow you to change the folder views. They are used primarily by the course builders – you will not need to worry about these for the most part.

- **Course Name and ID (2) –** This box contains your Blackboard course ID and course name, as listed in the catalog. A guide to understanding course IDs can be found on the next page.

- **Course Home –** The Course Home is the starting page for your course. On this page you will see current announcements, new discussion posts and items that need attention. If you'd like to receive some of these notifications via email, click on the **Edit Notification Settings** button.

  Edit Notification Settings

- **Announcements –** Your instructor will use the Announcements page to post messages that are relevant to the entire class. Announcements will appear on the Course Home page and your Blackboard homepage. Your instructor may also send these announcements to your Charter Oak email address.

- **Syllabus –** The link to your syllabus can be found here. All syllabi are hosted on Charter Oak's website so that students can view them before the course starts. Please review the course syllabus carefully, as it provides a guide to all assignments for the course.

- **Faculty Information –** Your instructor will use this space to post his or her contact information and office hours. You can also contact your instructor by clicking on the **Course Tools** button and selecting **Send Email.**

- **Course Content –** Most of your course materials can be found in the Course Content section. Courses are organized by week, and each week contains folders for assignments, lectures and discussions. If you are unable to locate something in the Course Content folder, please contact your instructor for assistance.

- **Discussion Board –** This section contains all of the weekly discussion forums for the course. In addition to the weekly forums, each course also contains a Q&A Forum (some instructors call it a Faculty/Student Lounge) and an Introductions Forum.

- **Course Documents –** This section contains documents that can be used throughout the course such as help documents, lab worksheets, study guides and project information.

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(IDS101:
Cornerstone
Seminar)

Course Home
Announcements
Syllabus
Faculty Information
Course Content
Discussion Board
Course Documents
Course Policies
Course Tools
Webliography
COSC Policies
COSC Resources
Plagiarism Policy
Grade Center

- **Course Policies –** This section contains **course-specific** policies such as late policies, exam policies and assignment requirements. The Course Policies section also contains the course grading rubrics. Please read through this section of the course as early as possible, so you are familiar with your instructor's policies.

- **Course Tools –** Course Tools provides students with access to the primary Blackboard tools they may use in the course such as Groups, Send Email, My Grades and Etutoring. If your instructor has assigned you to a group, you will see a box for the Groups tool under the course menu.

- **Webliography –** The Webliography section contains web links that are relevant to your course content. Please note that some web links may open in a new tab or window.

- **COSC Policies –** The COSC Policies page, which is linked to the Charter Oak website, provides information on **college-specific** policies such as Attendance, Academic Honesty and Course Withdrawals. Please read through this page carefully at the start of your first course.

- **COSC Resources –** This page is also linked to the Charter Oak website. It provides students with information on resources for academic and technical support. If you are having difficulty in your course, it may help to refer to this page.

- **Plagiarism Policy –** The Plagiarism Policy page provides students with information about using Turnitin.com, the college's plagiarism monitoring application.

- **Grade Center –** This link is for **students** to access their grades for the course. **Please note that grades posted in Blackboard are** *unofficial.* **Official final grades will be posted in our student portal, ACORN.**

Navigation Tips

Breadcrumb Trail
When you are navigating through your course, you will notice a trail of links that indicate the path you took to get to that particular folder. This is known as the **breadcrumb trail.**

COSC_CSS346011314SUCR CSS346: Access Controls,Authentication &PKI > Course Content > Week 6 - Testing Access Control Systems > **Discussion**

To return to a previous screen, click on the name of that section in the breadcrumb trail. This will help you to navigate from section to section more quickly than the Back button or the course menu.

Clicking on the course ID and course name will return you to the home page for that course. If you want to switch to another one of your courses, click on the drop-down menu button next to the course name to see a list of recently-visited courses.

Lost your course menu?
If the green course menu on the left of the screen disappears when you are working in your course, don't panic! Blackboard has a small button in between the course menu and the content area, which collapses the course menu when you click on it. It is easy to click on this button accidentally!

If you have lost your course menu, look for a small button with a "greater than" symbol on the far left side of the screen. If you click on this button, your course menu will return.

Frequently Asked Questions

Q: Where is my course?
A: Students gain access to their courses **4** days before the start of the course. Your registration must be current in order to gain access to your Blackboard course. Contact the Business Office (business@charteroak.edu) for assistance with making your registration current. If your registration is current and you still do not have access, contact the Support Center: http://esupport.ctdlc.org.

Q: What does this Course ID mean?
A: Each Blackboard course contains a Course ID to identify it. Here is how the ID breaks down:
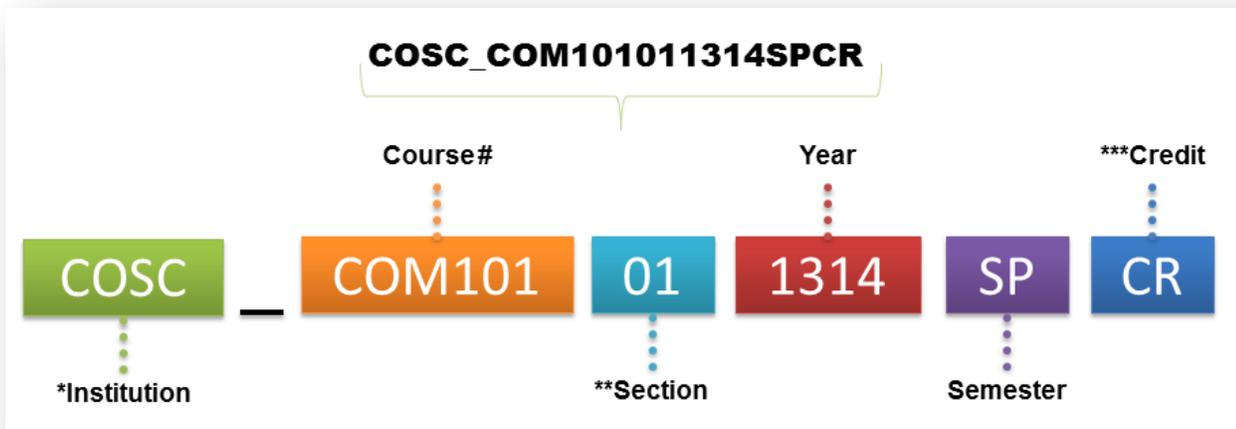
- **Institution:** All Charter Oak course IDs begin with **COSC** to distinguish them from the other schools in the Connecticut State Colleges and Universities Blackboard system.
- **Section:** Section numbers are assigned sequentially within a semester. Please check ACORN to confirm your assigned section number.
- **Credit:** This is a designation to help Starfish, our course retention system, identify for-credit (CR) vs. non-credit (NC) courses.

Q: What do I do if I need help with Blackboard?
A: For all questions, especially questions about content or assignment specifics, start by contacting your instructor. If you have technical issues or require off-hours assistance, contact the Support Center: http://esupport.ctdlc.org. Please note that the Support Center's hours are in Eastern Standard time.