

Blackboard Basics for Students

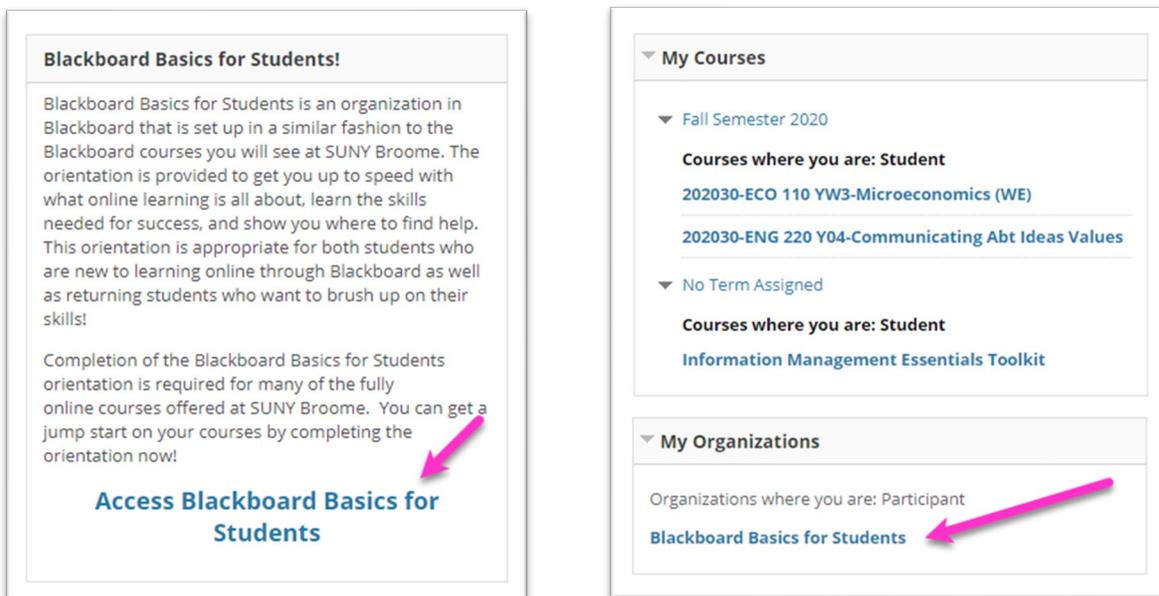
Assignment Instructions

WHAT IS THIS ASSIGNMENT ALL ABOUT?

For this assignment, you will be participating in the “Blackboard Basics for Students” orientation. Blackboard Basics for Students is an organization in Blackboard that is set up in a similar fashion to Blackboard courses that you will see at SUNY Broome. The orientation is provided to get you up to speed with what online learning is all about, learn the skills needed for success, and show you where to find help. If you are a returning online student, it will help you to brush up on your skills!

HOW DO I COMPLETE THE ASSIGNMENT?

All students enrolled at SUNY Broome automatically have access to the “Blackboard Basics for Students” orientation. You should a link to it right on the My Institution page when you first log in to Blackboard. It is also located in your “My Organizations” listing in Blackboard. (See screenshots)



Detailed instructions for working through the modules included in Blackboard Basics for Students are provided within the orientation itself. In the orientation, you will be completing a series of 8 modules, each of which has a self-check quiz. **When you begin Blackboard Basics, you will only see the first module.** The second module will become visible to you once you receive a 100% on the first self-check quiz. You will continue working through the modules in this fashion until you have completed all 8. You will then receive a badge which you can present to your instructor as verification of your completion.

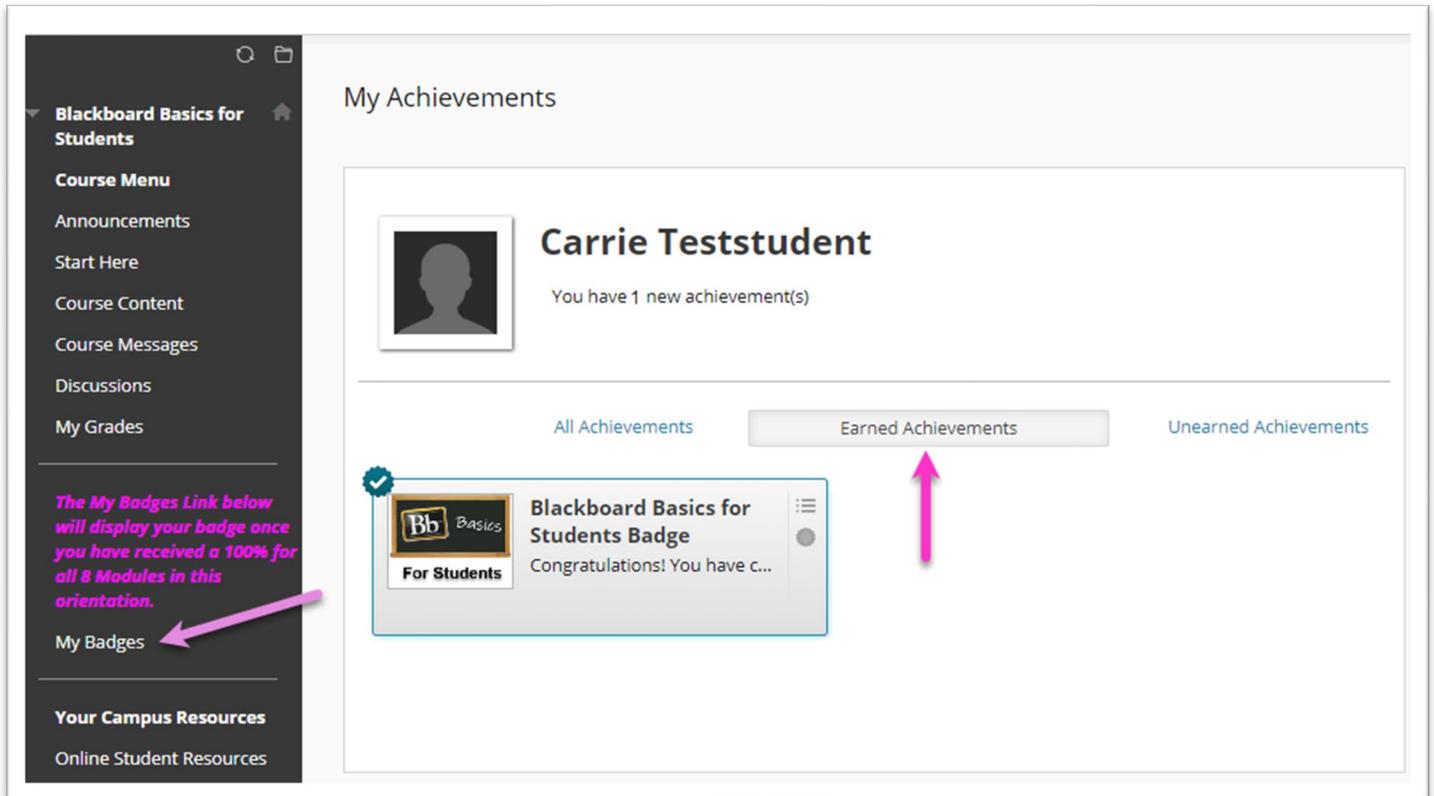
Your badge can be accessed by clicking on the **My Badges** link on the Blackboard Course Menu once you have successfully completed all required Modules. You will need to take a screenshot of the badge page, paste the screenshot into Microsoft Word document, and either submit it to a dropbox assignment that your instructor has indicated within their Blackboard course, or print it out and hand it in in class. This is how you will show that you successfully completed all of the modules and receive credit for the assignment.

Note: Instructions for taking and saving a screenshot can be found on the next page.

HOW TO TAKE A SCREENSHOT AND PASTE IT IN A WORD DOCUMENT

A screenshot is a captured picture of the content that is currently displayed on your computer screen. You will need to take a screenshot of the My Badges area of the Blackboard Basics for Students orientation **once you have completed all 8 modules**. These instructions pertain to Microsoft Windows, which is our campus standard. *Follow the instructions below only after you have successfully completed all 8 modules and have earned your badge!*

1. Click on the **My Badges** link on the Course Menu within the Blackboard Basics for Students orientation and then select **“Earned Achievements.”** You should see the badge listed on the screen. Your My Badges (Earned Achievements) area should look like this:



2. This is the screen that you need to take a screenshot of. To do this, press the **Prt Scr** (Print Screen) key. This key is usually located in the upper right hand corner on your keyboard.

Note: Depending on your keyboard, you may need to press the **Function (Fn)** key along with the **Prt Scr** key or the **Alt** Key with the **Prt Scr** keys simultaneously in order to capture the screen (this is common on laptops).



You will not see the copied image at this point. The image is copied to your computer's clipboard.

- You will now need to open a new Microsoft Word document. Click your mouse in the area of the screen where you would like to paste your screenshot and Press the **Ctrl** and **V** keys simultaneously (Ctrl+V). This pastes the image onto your document.



You will see the badge screen pasted into the Word document window. You can now save your document and upload it to the assignment dropbox or print it to hand in to your instructor. Be sure that your name and badge are clearly visible in the document and that you follow any additional instructions included for the assignment.

