

BLACKBOARD

Drug Development has chosen to use the University's central My eLearning Blackboard service to provide teaching material for all its courses. The service includes a repository for lecture notes and course information, discussion boards and chat rooms, and is the system used to deliver on-line tutorials (via Collaborate).

To assist you orientating yourself to the system download the [UNSW Blackboard Student Getting Started Guide](#). This is an 18 page document that includes:

- how to log in to UNSW Blackboard
- troubleshooting login problems
- where to go for additional technical support
- an exploration of information and tools available on the Blackboard home page
- how to resolve the issue of missing courses in your enrolled courses list, and
- an exploration of the course home page, course menu and content.

What you will need to Get Started

Obtain a UNSW zPass

You use a UNSW 'zPass' (*not* the same as your UniPass) along with your UNSW User ID to log in to UNSW Blackboard. You must be a UNSW student to obtain and activate a zPass login. Your user ID is your student number, so your login ID will be in the form of z1234567

- For information about zPass and instructions on activating your zPass, go to <http://www.it.unsw.edu.au/students/zpass/index.html>
- If you have any difficulties obtaining a student ID or zPass, contact the university's IT Service Centre (<http://www.it.unsw.edu.au/index.html>).
- To check your zPass and change your password, go to the UNSW Identity Manager web page: <http://idm.unsw.edu.au>
- Change your zPass every 6 months to enable your continued access to UNSW Blackboard.

Access UNSW Blackboard

You must have [obtained a UNSW zPass](#) to access UNSW Blackboard

- Go to <http://telt.unsw.edu.au> (Save this link to your Favorites list.)
- On the TELT Gateway page, under **Learning Management Systems > UNSW Blackboard**, click the **Log in to UNSW Blackboard** link.
- On the Blackboard login page, under **WSSO Login**,

- Follow the link to the **Web Single Sign On** page.
- Type your UNSW zID ([e.g. z1234567](#)) in the **User ID** field.
- Type your zPass in the **Password** field.
- Click **Sign On** .
- Your personalised Blackboard Learn home page displays.

Courses you have enrolled in will be listed on the right hand side of the screen under "My Courses". Click the course you have enrolled in to access the Course Homepage.

When you have accessed the Course Home Page, the course menu on the left hand side will help you navigate the content.

ONLINE TUTORIALS

Tutorials will normally be held using the Collaborate web conferencing system, accessible through Blackboard. The Collaborate system allows the tutor to give presentations as well as having verbal discussions. The system allows presentation of material and visual aids, and the tutorial can be archived for future reference.

System requirements

1. You will need a microphone and headset. Using the built-in speakers and microphone on your computer causes a lot of background noise and feedback when students speak.
2. You will find a handheld mouse easier to work with than a touchpad mouse.
3. As with Blackboard itself, you should use Firefox as your browser to ensure stability of the system.

Once you have plugged everything in, visit the Collaborate "[Configuration Room](#)". This is a demo Collaborate session where you can adjust your audio and internet connection settings to get the system working properly before your first tutorial.

Familiarising yourself with Collaborate

The link below will take you to an online orientation for the Collaborate web conferencing system. The orientation takes less than seven minutes. It is highly recommended you go through it before the first tutorial.

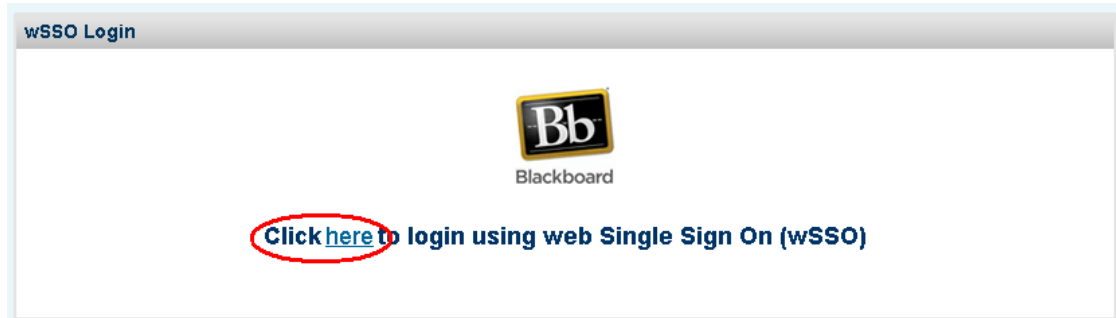
<http://www.brainshark.com/blackboardinc/vu?pi=zGLzYw5XBz35Sgz0>

Further resources, including a quick reference guide, are available at the following website:

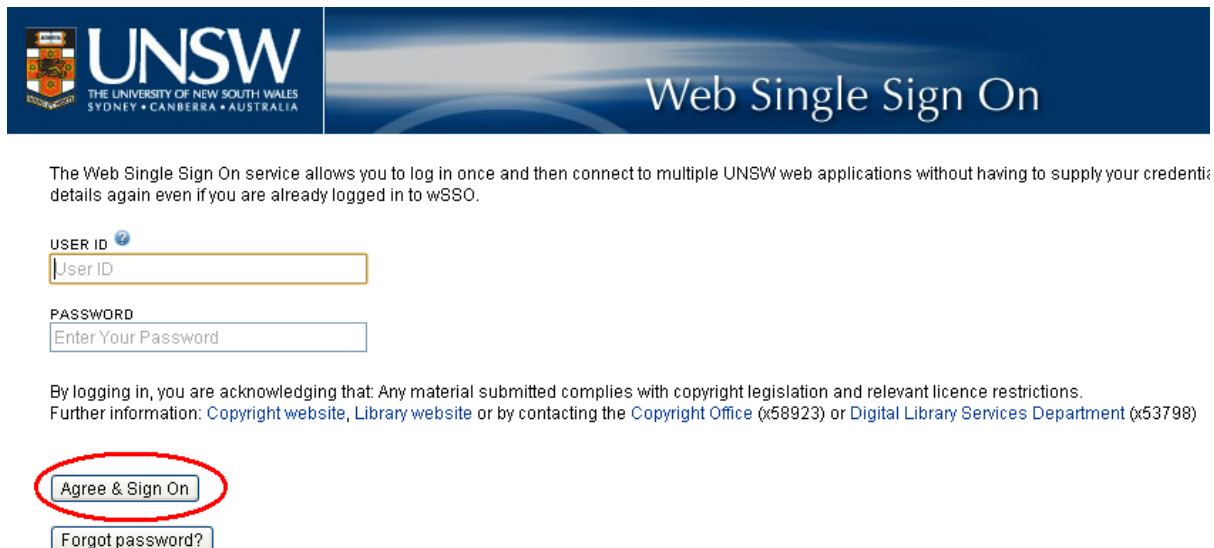
<http://www.blackboard.com/Platforms/Collaborate/Services/On-Demand-Learning-Center/Web-Conferencing.aspx>

Accessing the Collaborate sessions for your course

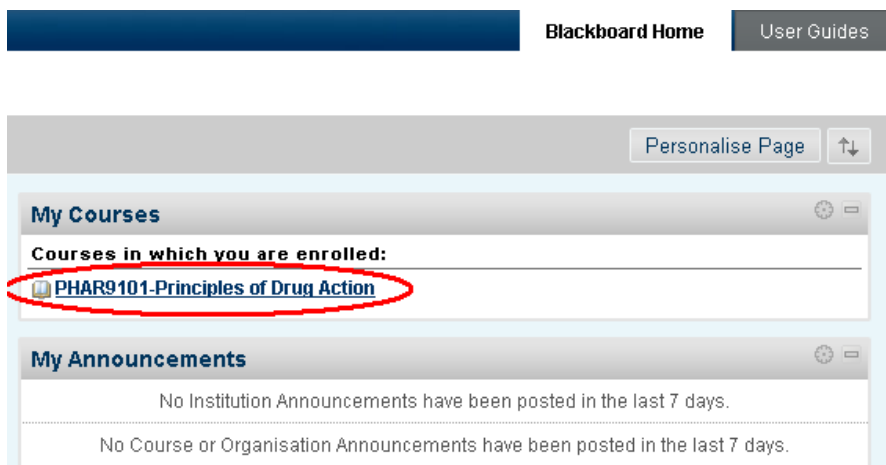
1. The entrance to Blackboard is at <https://lms-blackboard.telt.unsw.edu.au/>. It's a good idea to bookmark this page as you will need to come back to it frequently. Click on the link to proceed.



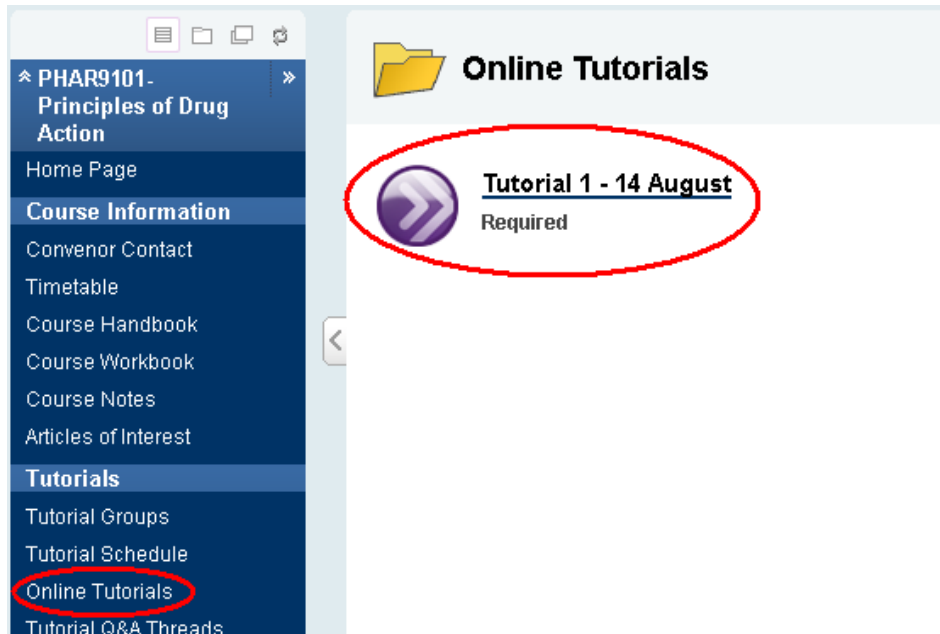
2. Enter your student ID and zPass, then click Agree & Sign On.

A screenshot of the UNSW Web Single Sign On page. On the left is the UNSW logo with the text 'THE UNIVERSITY OF NEW SOUTH WALES SYDNEY • CANBERRA • AUSTRALIA'. On the right is a blue header with the text 'Web Single Sign On'. Below the header is a paragraph of text: 'The Web Single Sign On service allows you to log in once and then connect to multiple UNSW web applications without having to supply your credentials again even if you are already logged in to wSSO.' Below this is a login form with two fields: 'USER ID' (with a help icon) containing 'User ID' and 'PASSWORD' containing 'Enter Your Password'. Below the form is another paragraph of text: 'By logging in, you are acknowledging that: Any material submitted complies with copyright legislation and relevant licence restrictions. Further information: Copyright website, Library website or by contacting the Copyright Office (x58923) or Digital Library Services Department (x53798)'. At the bottom are two buttons: 'Agree & Sign On' (circled in red) and 'Forgot password?'.

3. This will take you into the Blackboard learning management system. Look for your course in the **My Courses** menu on the right of screen and click on it, e.g. PHAR9101.



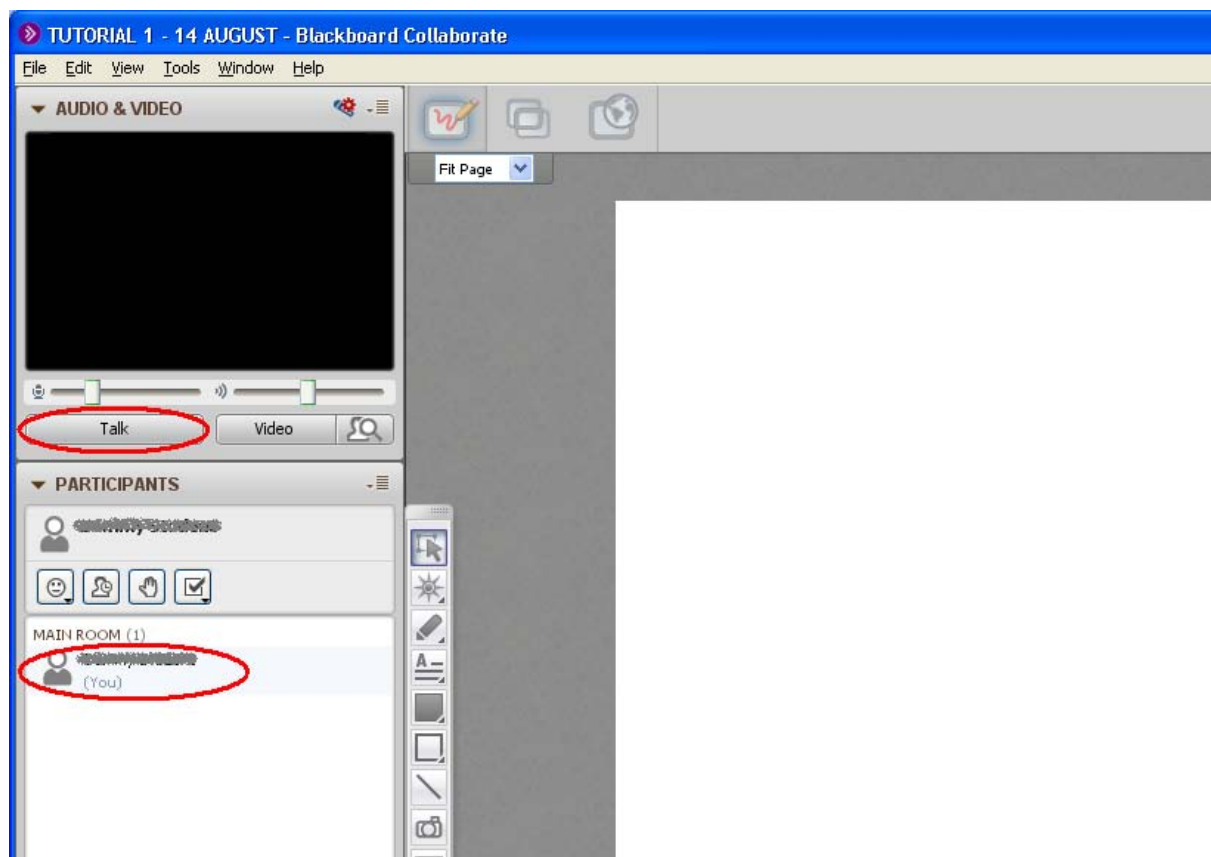
4. When the course homepage appears, you will see a course menu running down the left-hand side of the screen. In this menu, look for the heading **Tutorials** and, under that heading, click on the link **Online Tutorials**. The screen that appears is where you will find the links that allow you to join each Collaborate session at the appointed time.



5. When the time comes for a tutorial to begin, click on the appropriate link (in the example above: **Tutorial 1 - 14 August**) to launch the Collaborate web conferencing system. You will normally be permitted to do this at least 15 minutes prior to the tutorial's scheduled start time.
6. The first time you use Collaborate, you may be prompted to install Java software or something similar. Click ok as needed to allow this software to be installed.
7. The first time you use Collaborate, you will be asked to select a connection speed. Select the option appropriate to your internet connection then click **OK**.



8. When you enter the web conference, you will be listed as a participant.



9. Refer to the section above, "Familiarising yourself with Collaborate", for guidance on the layout and functions of the web conferencing system.

10. To talk: Click the **Talk** button, or press Ctrl + F2. Click or press again to turn off your microphone when you are not speaking.

11. To check your audio system: From the **Edit** menu, select **Preferences ...** and review the settings under **Audio / Video**. Check you have selected the correct speakers and microphone on your system. There may be more than one option.

12. To exit the session, simply close the Collaborate window.