

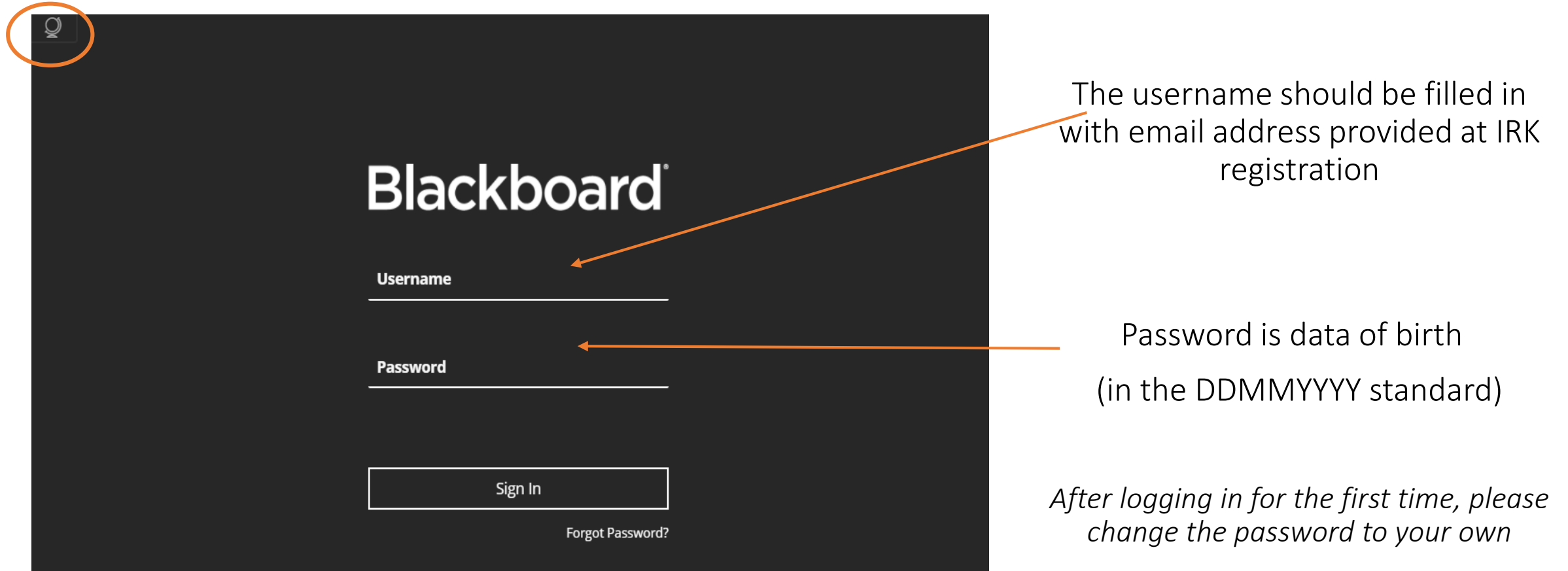
Blackboard basic user manual

Pre-course for 1st year students of the Medical University of Bialystok



User account creation and first login.

- The platform is available at <https://umbedu.blackboard.com/>
- In the upper left corner you can select the language



The screenshot shows the Blackboard login interface. In the top-left corner, a small icon is circled in orange. The main heading is "Blackboard". Below it are two input fields: "Username" and "Password". An orange arrow points from the text "The username should be filled in with email address provided at IRK registration" to the Username field. Another orange arrow points from the text "Password is data of birth (in the DDMMYYYY standard)" to the Password field. Below the fields is a "Sign In" button and a "Forgot Password?" link. A third orange arrow points from the text "After logging in for the first time, please change the password to your own" to the "Sign In" button.

The username should be filled in with email address provided at IRK registration

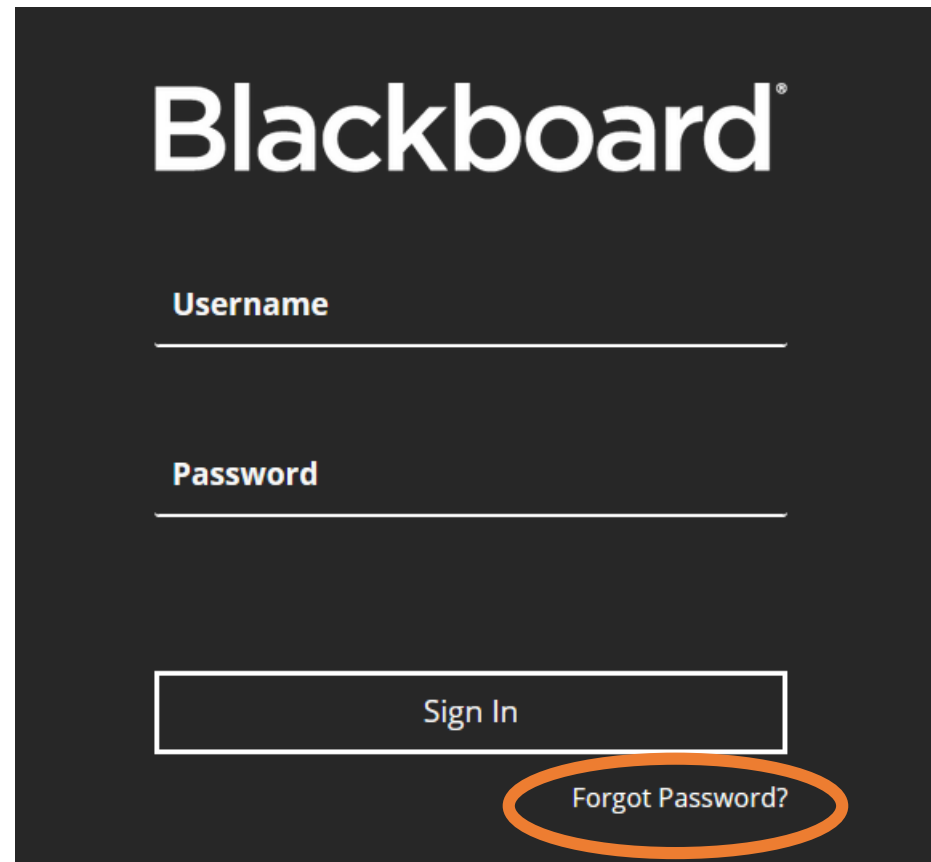
Password is data of birth (in the DDMMYYYY standard)

After logging in for the first time, please change the password to your own

The data for logging into the blackboard Accounts dedicated to the Pre-Course will be expired after the end of the course. When you start your education at UMB, you will be granted new accounts on the platform.

What to do when we lose login data / forget the password?

To reset your password, use the "Forgot your password?"



The image shows a Blackboard login interface on a dark background. At the top, the word "Blackboard" is written in a large, white, sans-serif font. Below the logo, there are two input fields: "Username" and "Password", each with a white underline. Below the password field is a white rectangular button labeled "Sign In". At the bottom right of the form, the text "Forgot Password?" is displayed in a smaller white font, and this text is circled with a thick orange line.

In the new window, under the **EMAIL ADDRESS OPTION**, complete the "First name", "Last name" field, and in the "E-mail" field, enter your e-mail address provided at IRK registration

EMAIL ADDRESS OPTION

*Enter your **First Name, Last Name, and Email Address** to change the password.
You need an active email address associated with your account to receive instructions. Your current password remains active until you change it.*

First Name

Last Name

Email

*Click **Submit** to proceed.*

Cancel **Submit**

- Click the Submit button, log in to the student e-mail account and click on the activation link in the received message, in which we enter the work e-mail address and private password.



NAZWA UŻYTKOWNIKA

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HASŁO

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Zaloguj się

[Nie pamiętasz hasła?](#)

- Following these steps will enable us to log in to the Blackboard platform the newly set private password.

Basic information about the Blackboard platform

What should the computer have for the session?

- Internet browser
- Headphones or speakers
- Microphone and camera for activities that require interaction with the teacher.

How to enter the Blackboard Collaborate panel?

Open the course, then use the "**tools**" link. There is a Blackboard **Collaborate Ultra** tab.

Student view after logging in - "list of tasks" tab.

The screenshot displays the Blackboard user interface. On the left is a dark sidebar with the Blackboard logo and navigation options: Activity Stream (selected), Courses, Organizations, Calendar, Messages, Grades, Tools, and Sign Out. The main content area is titled 'Stream' and shows a 'Recent' section with a vertical timeline of activity. Each activity entry includes a date, an icon, and a text description.

Date	Icon	Activity Description
Jul 30, 2021	Book icon	2122INPC - Pre-Course 2021/2022 New course available: 2122INPC - Pre-Course 2021/2022
Apr 29, 2021	Megaphone icon	Blackboard Learn Announcement Repozytorium Materiałów Dydaktycznych UMB Szanowni Państwo, Oddajemy do Państwa dyspozycji nowe narzędzie wspierające kształce...
Apr 22, 2021	Megaphone icon	Blackboard Learn Announcement Instrukcja Teams Na stronie https://www.umb.edu.pl/porta1_educacyjny_umb opublikowana została instrukcja ...
Apr 22, 2021	Megaphone icon	Blackboard Learn Announcement Zasady wykorzystania materiałów dydaktycznych zamieszczanych na platfo... Wszelkie materiały zamieszczane na platformach są przeznaczone tylko i wyłącznie do użyt...
Apr 22, 2021	Megaphone icon	Blackboard Learn Announcement Zalecana przeglądarka Z uwagi na problemy związane z przeglądarką Mozilla Firefox zalecamy używanie przeglądark...

After logging in, the student view - the "courses" tab - a list of subjects in which a given person participates.

The screenshot displays the Blackboard user interface. On the left is a dark sidebar with the Blackboard logo and navigation links: Activity Stream, Courses (highlighted), Organizations, Calendar, Messages, Grades, Tools, and Sign Out. The main content area is titled 'Courses' and features a header with 'Current Courses' and 'Upcoming Courses' tabs. Below the header is a search bar labeled 'Search your courses', a filter dropdown set to 'All Courses', and a '25 items per page' selector. The 'Assorted Dates' section contains a single course entry: '2122IN_PC' with a sub-entry '2122INPC - Pre-Course 2021/2022' and an 'Original Course View' link. A 'Multiple Instructors' link and a 'More info' dropdown are also present. A star icon is visible on the right side of the course entry.

After logging in, the student view - the "messages" tab - a list of news broken down into courses.

The screenshot displays the Blackboard interface. On the left is a dark navigation sidebar with the Blackboard logo at the top. Below the logo are several menu items, each with an icon: a person icon for the user profile, a globe for 'Activity Stream', a book for 'Courses', a group of people for 'Organizations', a calendar for 'Calendar', an envelope for 'Messages' (which is highlighted with a purple bar), a document for 'Grades', a pencil for 'Tools', and a back arrow for 'Sign Out'. The main content area is light gray and titled 'Messages'. Below the title is a section labeled 'Current Courses and Organizations'. This section contains a single entry for the course '2122INPC - Pre-Course 2021/2022' with the ID '2122IN_PC'. To the right of the course name is a small circular icon with a plus sign inside.

Blackboard

Messages

Current Courses and Organizations

- 2122INPC - Pre-Course 2021/2022
ID: 2122IN_PC

Course page view.

1.

In the information tab, you will find messages posted by the lecturers, announcements, and organizational notes regarding activities during the course.

2.

In the contents tab, you will find notes, tests, studies and all other scientific materials related to your classes.

3.

The main discussion board page appears with a list of available discussion forums.

4.

Through the group tab, you can go to materials and activities related only to your training group on the course.

5.

In the tools tab you will find items such as a calendar, your grades, contacts, tasks, blogs, news, roster and many more.

6.

Here you will find your online Classes

The screenshot displays the 'Home Page' of a course titled '2122INPC - Pre-Course 2021/2022'. A dark sidebar on the left contains a navigation menu with the following items: Home Page, 1. Information, 2. Contents, 3. Discussions, 4. Groups, 5. Tools, Help, and 6. Online Classes. The main content area is divided into several sections: 'My Announcements' (no announcements in the last 7 days), 'My Tasks' (no tasks due), 'What's New' (1 course/organization), and 'Needs Attention'. On the right side, there are 'To Do' and 'What's Due' sections, both showing 0 items for the selected date of 08/25/2021. The page is last updated on August 25, 2021, at 1:34 PM.

Course page view.

The screenshot shows a course page interface. At the top, a dark header contains a menu icon (three horizontal lines) and a close icon (an 'X'), followed by the course title '2122INPC - Pre-Course 2021/2022'. Below the header, a breadcrumb trail shows '2122INPC - Pre-Course 2021/2022' and 'Home Page'. On the left, a dark sidebar menu lists navigation options: '2122INPC - Pre-Course 2021/2022', 'Home Page', 'Information', 'Contents', 'Discussions', 'Tools', 'Help', and 'Online Classes'. The 'Help' option is circled in orange, and a callout bubble points to it with the text 'Platform support help'. The main content area is titled 'Home Page' and is divided into two columns. The left column contains 'My Announcements' (with a message: 'No Course or Organization Announcements have been posted in the last 7 days.' and a link 'more announcements...') and 'My Tasks' (with a message: 'No tasks due.' and a link 'more tasks...'). The right column contains 'To Do' (with a user profile icon and an 'Actions' dropdown), 'What's Past Due' (with a link 'All Items (0)' and an 'Actions' dropdown), and 'What's Due' (with a date selector set to '08/31/2021', a 'Go' button, and an 'Actions' dropdown). Below the date selector, it shows 'Today (0)' and the message 'Nothing Due Today'.

2122INPC - Pre-Course 2021/2022

Home Page

2122INPC - Pre-Course 2021/2022

Home Page

Information

Contents

Discussions

Tools

Help

Online Classes

Platform support help

Home Page

My Announcements

No Course or Organization Announcements have been posted in the last 7 days.

[more announcements...](#)


My Tasks

My Tasks:

No tasks due.

[more tasks...](#)


To Do



What's Past Due Actions ▾

▶ [All Items \(0\)](#)

What's Due Actions ▾

Select Date: 

▼ [Today \(0\)](#)

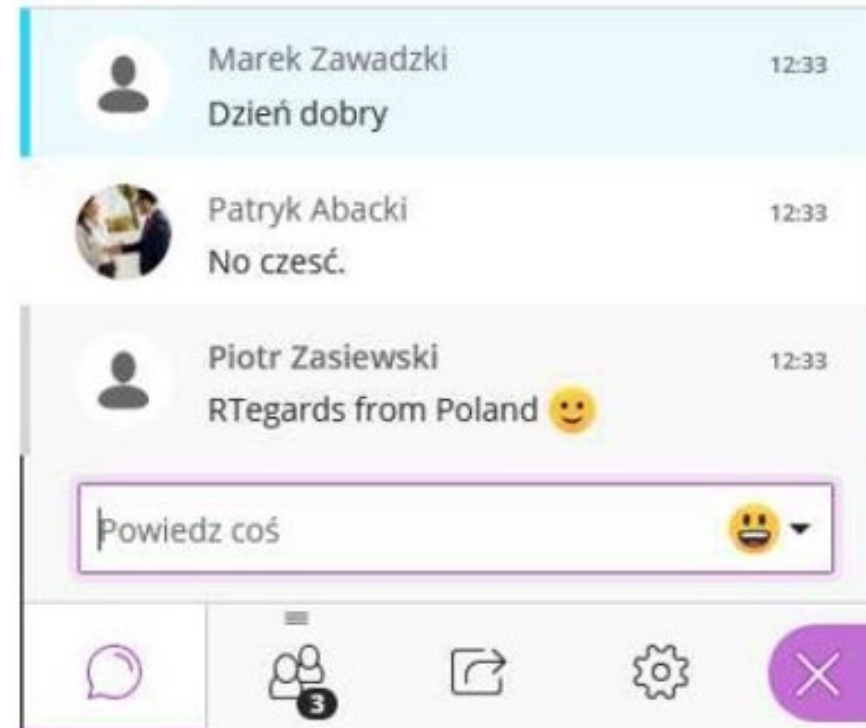
Nothing Due Today

Blackboard Collaborate Ultra

Available tools and possibilities during the session

Chat

During the session, text communication between moderators, all participants and a private chat are possible. The moderator can disable the chat between participants.



List of session participants

This is a list of people attending the meeting.

This is where the moderator sees the participants and can assign a role to other participants or remove a participant from the session.

Giving a role to other session participants. After selecting the „Assign presenting role” option, the user has access to the tools for sharing his / her materials.

2 Osoby uczestniczące

Moderator (1)

Blackboard Administrator

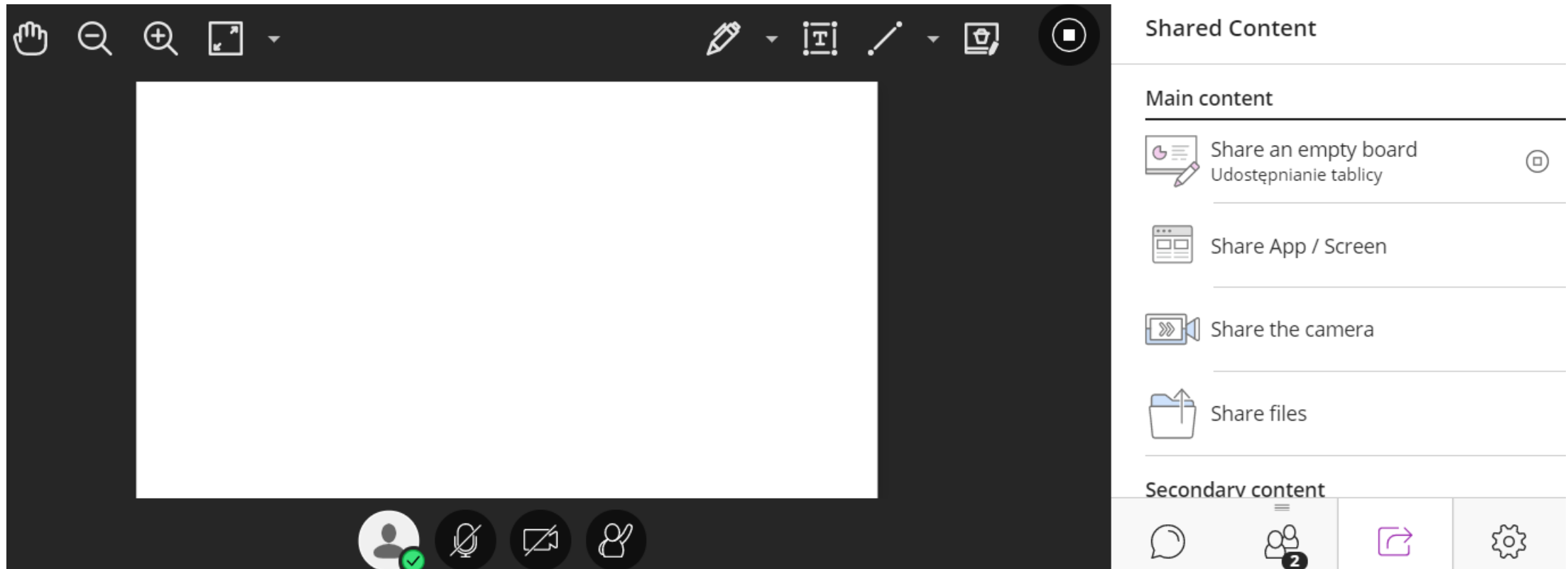
Uczestnik (1) [Ukryj](#)

Jan Kowalski

- Jan Kowalski
 - Pin the video
 - Send a chat message
 - Assign a moderator role
 - Assign the presenting role
 - Assign the role of the captioner
 - Remove from session

Whiteboard

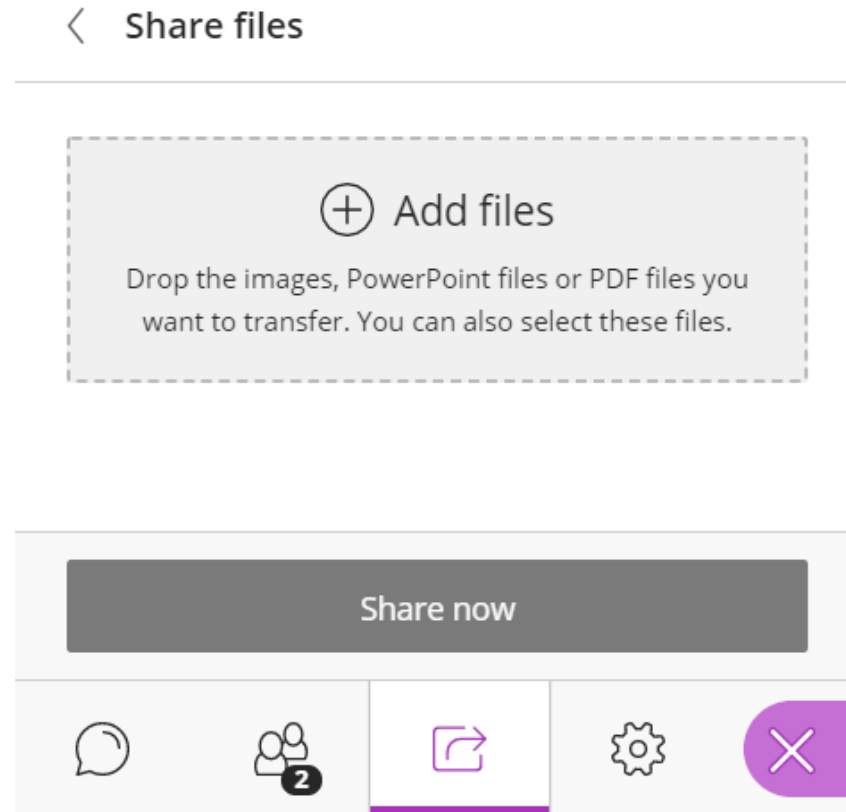
A tool for joint implementation and drawing of diagrams / drawings.



File sharing

The moderator can prepare files for presentation and then show them to the meeting participants.

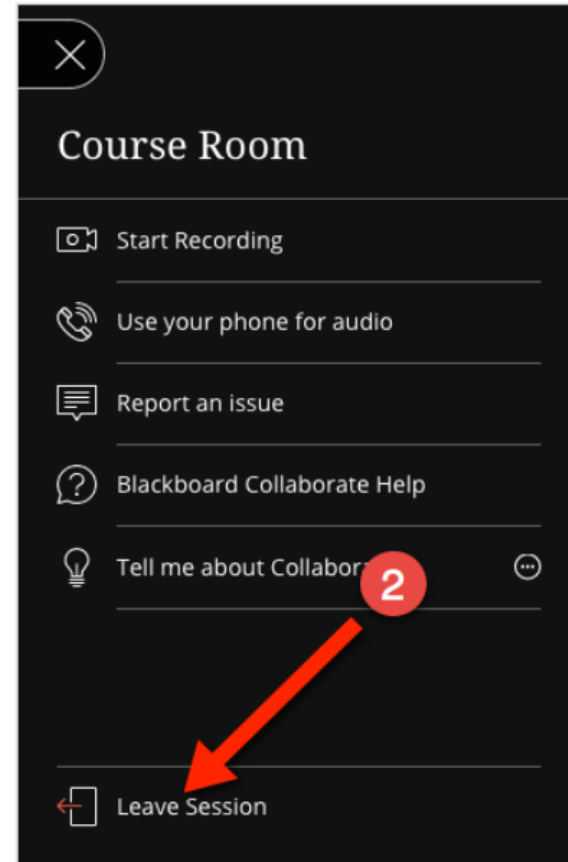
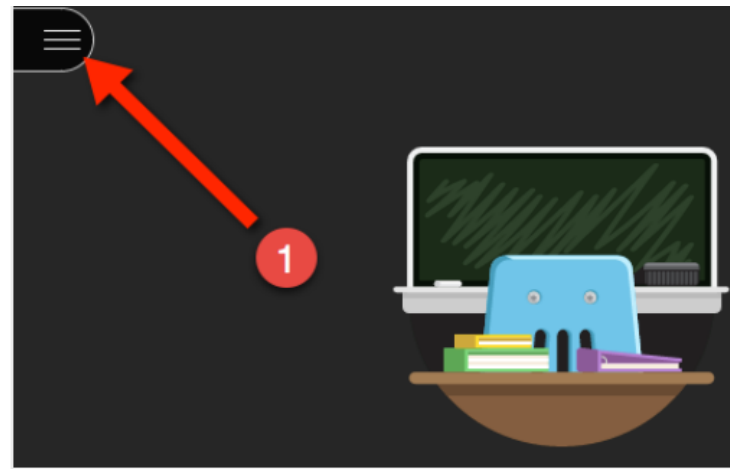
Acceptable files are PowerPoint PPT presentations, PDF, graphic files.



IMPORTANT !

How to properly exit meeting

- 1 When the session has concluded, use the menu to exit the meeting.
- 2 Click **LEAVE SESSION** and close your browser



What to do in case of problems?

The troubles are usually related to the browser, poor internet connection or microphone or sound options stuck somewhere.

The simplest solutions to these problems are:

- Log out of the session and open it in a different browser.
- Unlock the microphone / camera in the browser.
- Change the Sound settings in the Collaborate session.
- Change the settings in the operating system.

Contact in case of technical problems: blackboard@umb.edu.pl

we prefer contact by e-mail, in an emergency

+48 85 686 52 49

+48 85 686 52 50

Browser settings:

- it is best to use the latest version of Google Chrome / Mozilla FireFox, we do not recommend Microsoft Edge / Safari IOS / Opera
- make sure that no add-ons or extensions that affect the display and modification of website content, such as ad and pop-up blockers, are active in the browser

More information about the blackboard can be found on the website

https://help.blackboard.com/Filter/Student/College_or_University



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