

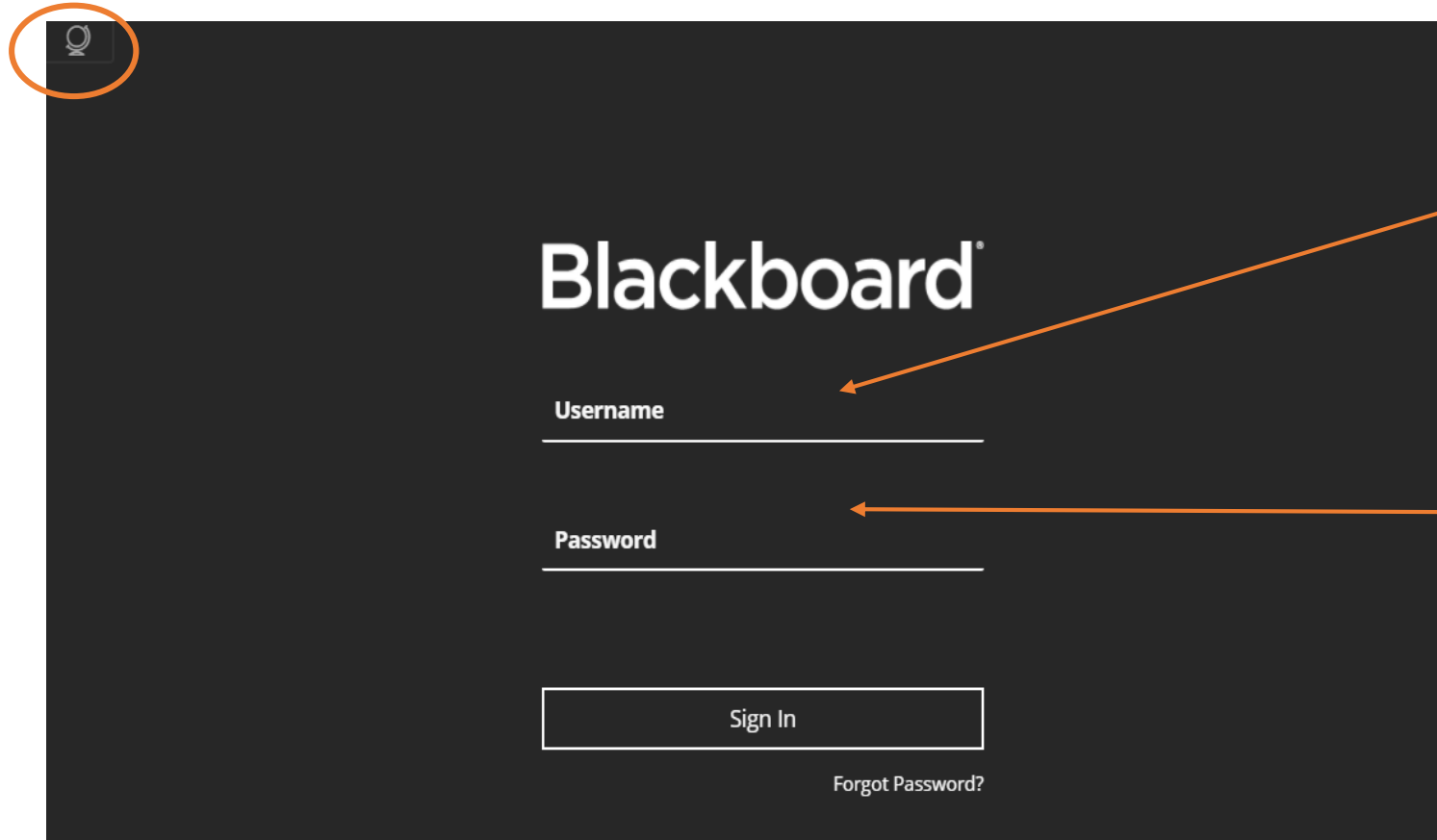


# Blackboard basic user manual

for 1st year students of the Medical University of Białystok

# User account creation and first login.

- The platform is available at <https://umbedu.blackboard.com/>
- In the upper left corner, the option to choose Polish or English is marked.



Blackboard

Username

Password

Sign In

Forgot Password?

The user name should be filled in with student's e-mail adres:  
indexno@student.umb.edu.pl

As the password, we enter to the platform is the date of birth  
(in the DDMMYYYY standard)

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

How to change the password to your own change the password to your own?

The image shows a Blackboard user interface. On the left is a dark sidebar with navigation items: 'Użytkownik Testowy' (highlighted with a red box), 'Activity Stream', 'Courses', 'Organizations', 'Calendar', 'Messages', 'Grades', 'Tools', and 'Sign Out'. The main content area shows the user's profile for 'Użytkownik Testowy' with sections for 'Basic Information' and 'Additional Information'. In the 'Basic Information' section, the 'Password' field has a 'Change password' link (highlighted with a red box). A 'Change Password' dialog box is open on the right, titled 'Profile Settings Change Password'. It contains instructions: 'You can change your Blackboard Learn system password here.' and 'Your password is case sensitive and can't be blank.' Below this are three input fields: '\* Old Password', '\* New Password', and '\* Confirm New Password'. A 'Save' button is at the bottom of the dialog. A red arrow points from the 'Change password' link in the profile to the dialog box.

Blackboard

Użytkownik Testowy

Activity Stream

Courses

Organizations

Calendar

Messages

Grades

Tools

Sign Out

Użytkownik Testowy  
test

Basic Information

Full Name	Użytkownik Testowy
Email Address	abc@umb.pl
Student ID	<a href="#">Add student ID</a>
Password	<a href="#">Change password</a>

Additional Information

Gender	<a href="#">Add gender</a>
Other Name/Nickname	<a href="#">Add other name/nickname</a>
Birthday	<a href="#">Add birthday</a>
Education Level	<a href="#">Add education level</a>

System Settings

Language

Privacy Settings

Global Notifications Settings

Profile Settings

### Change Password

You can change your Blackboard Learn system password here.

Your password is case sensitive and can't be blank.

\* Old Password

\* New Password

\* Confirm New Password

Save

# Basic information about the Blackboard platform

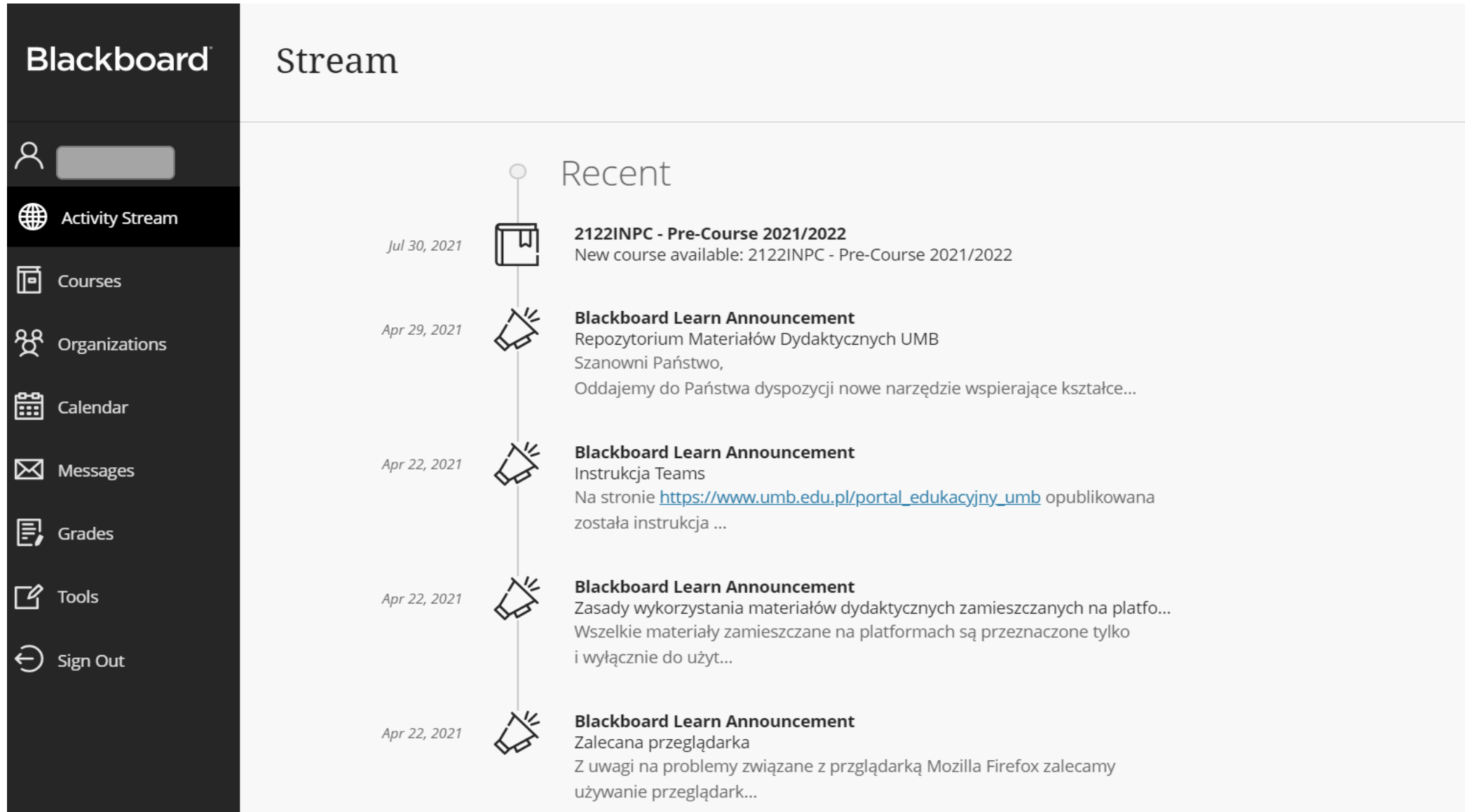
What should the computer have for the session?

- 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 navigation options: Blackboard, 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 announcements. Each announcement includes a date, an icon, a title, and a brief description.

Date	Icon	Title	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 <a href="https://www.umb.edu.pl/portals/portal_educacyjny_umb">https://www.umb.edu.pl/portals/portal_educacyjny_umb</a> 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'. Below the header is a search bar 'Search your courses', a filter dropdown set to 'All Courses', and a '25 items per page' selector. The course list is under the heading 'Assorted Dates' and contains one entry: '2122IN\_PC' with a sub-entry '2122INPC - Pre-Course 2021/2022 Original Course View'. This entry includes a link for 'Multiple Instructors' and a 'More info' dropdown, and a star icon for favoriting.

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 sidebar with the Blackboard logo and navigation icons for Activity Stream, Courses, Organizations, Calendar, Messages (highlighted), Grades, Tools, and Sign Out. The main content area is titled "Messages" and contains a section for "Current Courses and Organizations". A single entry is visible: "2122INPC - Pre-Course 2021/2022" with ID "2122IN\_PC" and a plus icon on the right.

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.

The screenshot displays the course page interface. At the top, the course title '2122INPC - Pre-Course 2021/2022' and 'Home Page' are visible. A dark sidebar on the left contains a navigation menu with icons and labels: 'Home Page', '1. Information', '2. Contents', '3. Discussions', '4. Groups', '5. Tools', and 'Help'. The main content area is titled 'Home Page' and features several sections: 'My Announcements' (with a message: 'No Course or Organization Announcements have been posted in the last 7 days.' and a 'more announcements...' link), 'My Tasks' (with a message: 'No tasks due.' and a 'more tasks...' link), 'What's New' (with a profile picture, an 'Actions' dropdown, and a link to 'Courses/Organizations (1)'; last updated: August 25, 2021 1:34 PM), and 'Needs Attention'. On the right side, there are three sections: 'To Do' (with a profile picture and an 'Actions' dropdown), 'What's Past Due' (with a link to 'All Items (0)' and an 'Actions' dropdown), and 'What's Due' (with a date selector set to '08/25/2021', a 'Go' button, and a link to 'Today (0)'; last updated: August 25, 2021 1:34 PM). Below 'What's Due' are links for 'Tomorrow (0)', 'This Week (0)', and 'Future (0)'. The bottom of the page shows the start of a 'Needs Attention' section.



# Course page view.

The screenshot shows a course page interface. At the top, a dark header bar 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 a link 'Today (0)') and a final message 'Nothing Due Today'.

2122INPC - Pre-Course 2021/2022 Home Page

2122INPC - Pre-Course 2021/2022 Home Page

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*

Platform support help

Help

# What to do when problems arise?

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](mailto: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](https://help.blackboard.com/Filter/Student/College_or_University)

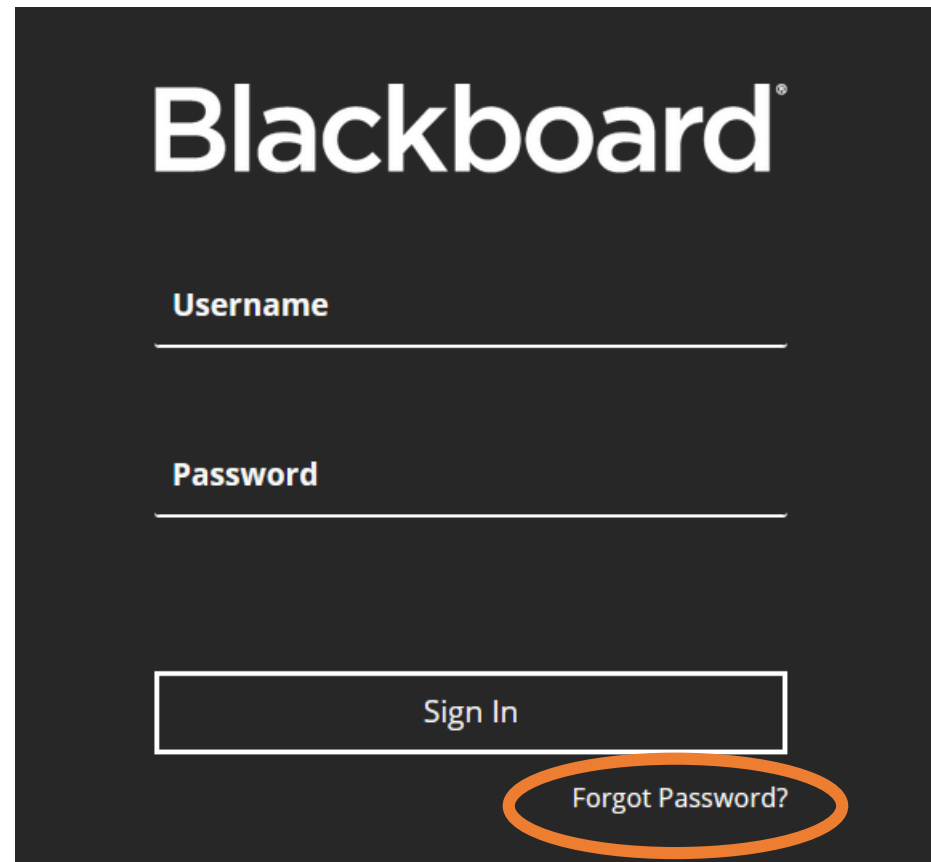


## Attention!

All materials posted on the educational platform are intended only for the personal use of the student. Educational materials published on the platforms are the property of the University, and therefore **their unauthorized use**, e.g. publication on the public network or other forms of dissemination, e.g. by e-mail or via other media, **is a violation of copyright and may result in criminal and civil liability.**

# 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 to which the activation link is to be sent.

**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

jan.kowalski@umb.edu.pl

HASŁO

.....

Zaloguj się

[Nie pamiętasz hasła?](#)

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