

Blackboard basic user manual

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



User account creation and first login.



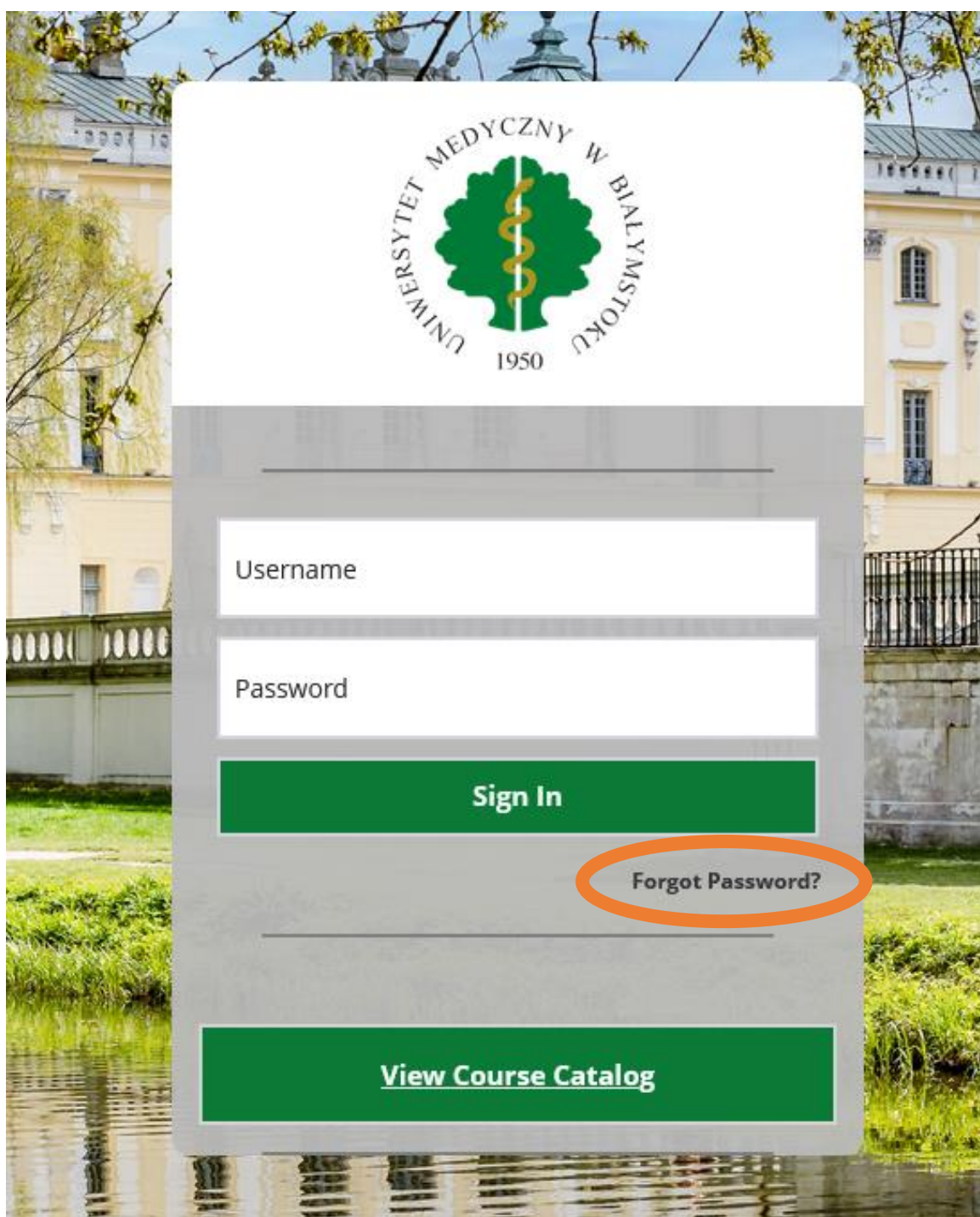
- The platform is available at <https://umbedu.blackboard.com/>
- In the upper left corner you can select the language

The username is email address to which this user manual has been sent

Password is date 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?"

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 this user manual has been 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

- Log in to the email address to which this user manual has been sent and click on the activation link in the received message, in which we enter the private password.

Change Password

CHANGE PASSWORD

Complete this form to change the password.

Your password is case sensitive and must meet the requirements listed below.

New Password

New password must:

- ⓘ Be between 8-32 characters
- ⓘ Contain at least one number (0-9)
- ⓘ Contain at least one special character (-!@#\$%^&* _+= ` |00[]:;'"<>.,?/)

Not match common profile fields

Verify New Password

ⓘ Must match new password above

*Click **Submit** to proceed.*

Submit

- 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.

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



Institution Page

Activity Stream

Courses

Organizations

Calendar

Messages

Grades

Tools

Courses

Course Catalog


Search your courses 

Terms 

Filters 

25  items per page

1 result

"pre-course" 

Others

2425IN_PC

Pre-Course 2024/2025

Open | [Multiple Instructors](#) | [More info](#) 



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 at the top. Below the logo are navigation icons and labels: 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 list for 'Grades', a pencil for 'Tools', and a back arrow for 'Sign Out'. The main content area has a light gray background. At the top of this area is the word 'Messages'. Below that is a section titled 'Current Courses and Organizations'. Under this section, there is 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 containing a plus sign.

Student view after logging in to the course.


2425IN_PC

Pre-Course 2024/2025

[Content](#) [Calendar](#) [Announcements](#) [Discussions](#) [Gradebook](#) [Messages](#) [Groups](#)

Course Faculty

 **Anna Galicka**
INSTRUCTOR 

 **Barbara Gorbacz-Gancarz**
INSTRUCTOR 


[Show more](#)

Details & Actions

 **Roster**
[View everyone in your course](#)

 **Progress Tracking** ⓘ
Off

 **Class Collaborate**
Room closed ...

 **Attendance**
[View your attendance](#)

 **Books & Tools**
[View course & institution tools](#)

 **Class**
[Launch Class](#)

Course Schedule

 **Tuesday**
9:50 AM - 11:00 AM

Course Content



Pre-Course Timetable Information

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

The announcements tab will display current announcements from the course instructors.

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

View your results and credits in the gradebook.

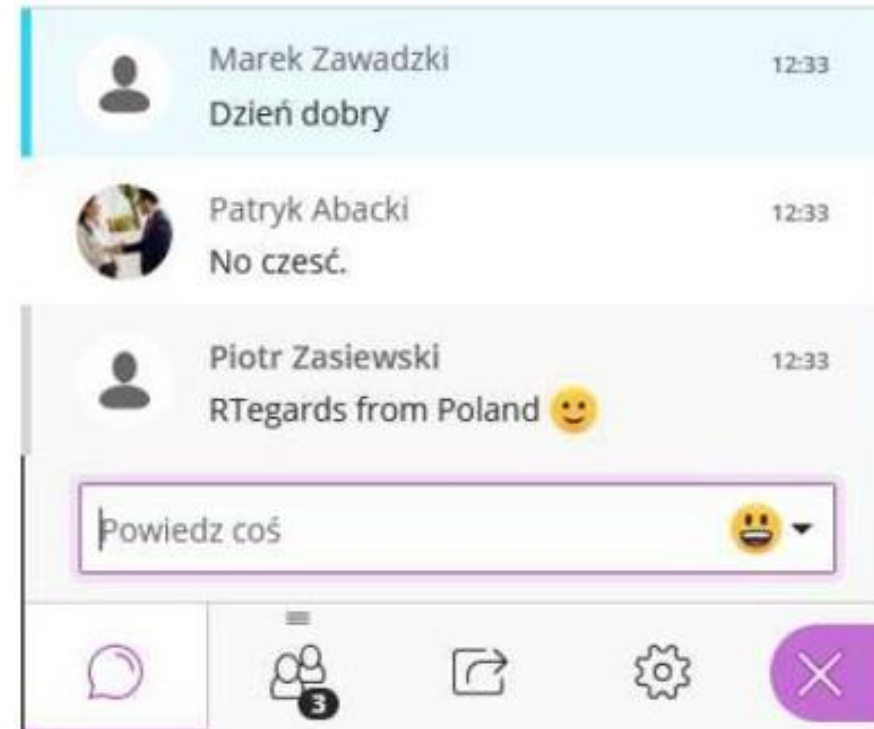
Through the groups tab, you can go to materials and activities related only to your training group on the course.

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.

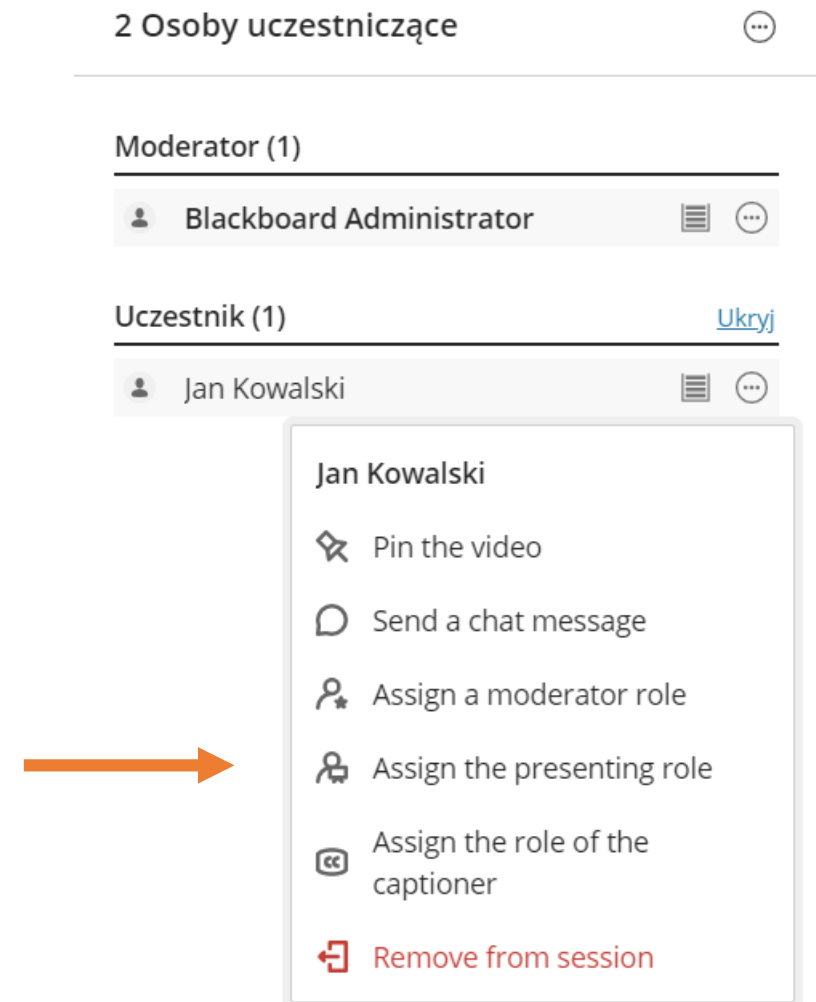


List of session participants

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.



The screenshot shows a meeting interface with a participant list. At the top, it says "2 Osoby uczestniczące" (2 participants) with a menu icon. Below this, there are two sections: "Moderator (1)" and "Uczestnik (1)".

- Moderator (1):** Blackboard Administrator
- Uczestnik (1):** Jan Kowalski

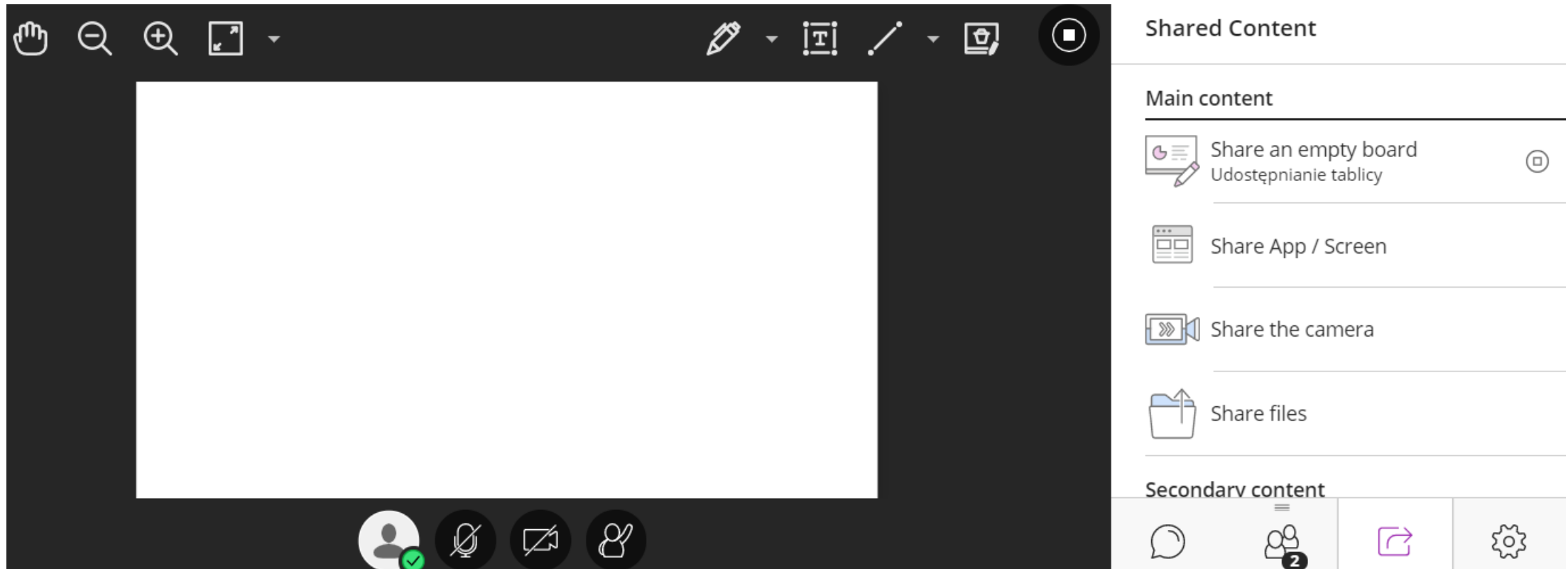
A context menu is open for Jan Kowalski, listing the following actions:

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

An orange arrow points from the text "Assign the presenting role" in the third paragraph to the corresponding menu item in the screenshot.

Whiteboard

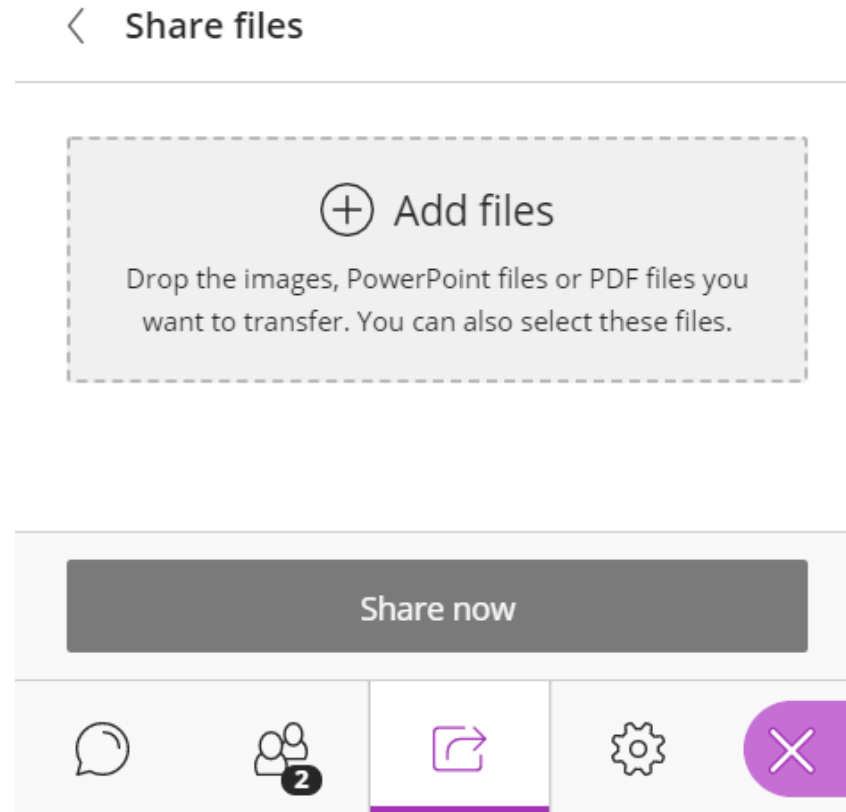
A tool for joint implementation and drawing of diagrams / drawings.



File sharing

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

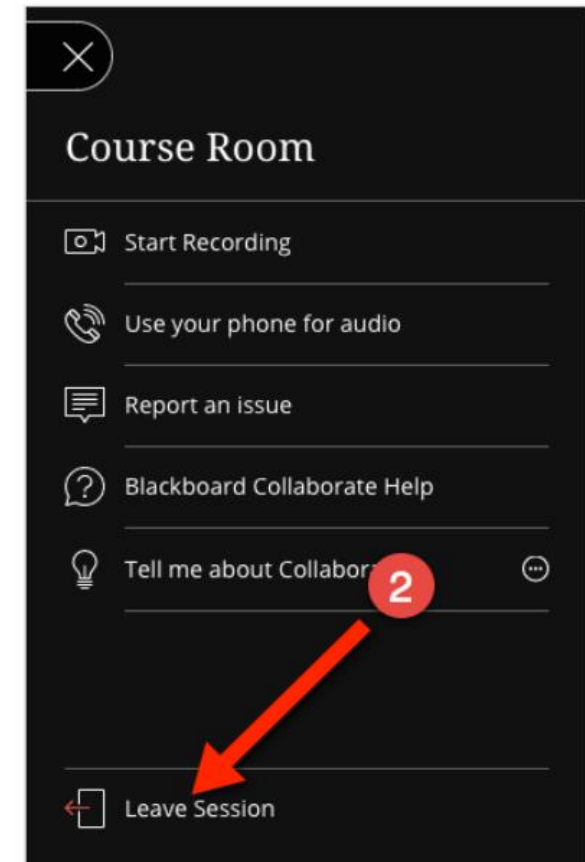
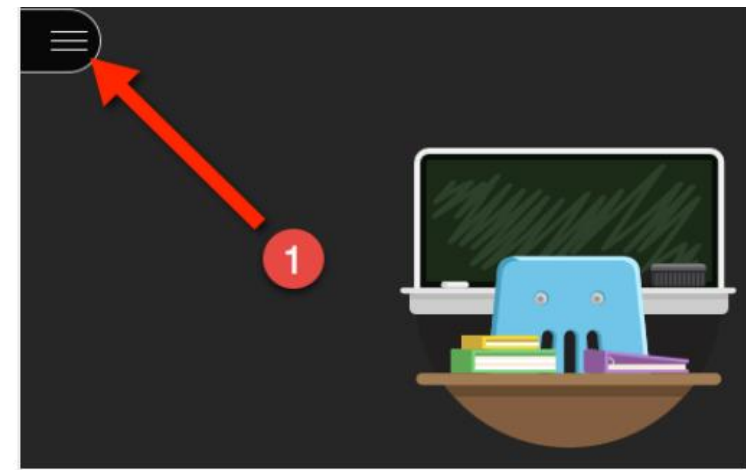
Acceptable files are PowerPoint PPT presentations, PDF, graphic files.



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



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.