



It's 1am, the eyes are blurring, the paper's due at 10am – but what's the topic? You go to the class Blackboard site... Yeah, it's there. 24/7! Blackboard saves the day... again.

The A, B, C's

- A. Go to: <http://oll.depaul.edu> ('oll' stands for 'OnLine Learning').
- B. Log in using your CampusConnect username and password. Don't know your CampusConnect info? Go to the nearest ID Services office.
- C. Your courses are listed right on the first page (if not, check with your instructor; she may choose not to use Blackboard or may not have made your course 'available' yet).
- D. Instructors can change the menu button name, shape and color – Blackboard sites are individualized for each class. If you can't find something, check with your instructor.

Keeping Up-to-Date

Don't risk missing important news! Keep your CampusConnect email up-to-date.

Here's how:

1. Log into <http://campusconnect.depaul.edu>
2. Click **Demographic Portfolio**.
3. Then click **Email Addresses**.
4. Fill in your current e-mail address.
5. Click **Save**.

Don't see your course?

1. Did you register?
2. Did your instructor make the course available?

The Big Hint for Online Forums

What do teachers most want to see in an online discussion? Students discussing the material (yes, they really do). So, if you want to get a good grade, discuss the class material! Refer to the readings. Make comparisons. Give examples.

Some more hints:

- Add your comment in the "right" place. If you're responding to Doris's comment, have her comment on screen when you hit "reply."
- Add something new. Don't just type in: "Yeah, I agree." Say, "Yes, and..." or "Yes, but we need to consider..." or, "I don't agree, because..."
- Edit – yes, that means correct spelling and punctuation. Draw attention to your great idea, not your poor spelling.
- NO SHOUTING WITH CAPITALS! Use netiquette, no 'bad' language, no flaming, no off-color jokes.
- Make comments about ideas, not people!
- Need idea starters? Use these phrases in your online comment: If x, then... I agree with x however, y seems to be...; For example...; Do you mean...; Can x be compared to ...?; or We also need to consider...

Digital Dropbox – Speedy Delivery!

Blackboard provides a Homework Delivery System – called **Digital Dropbox**.

If your instructor chooses to make this feature available, you can hand in assignments right in Blackboard! No need to use your e-mail system, fumble with attachments, or worry about e-mail.

In your course site, **Digital Dropbox** is located under the **Tools** button. Here's how it works:

- Click once on the **Digital Dropbox** icon. You will see an **Add File** button and a **Send File** button. Below these buttons will be a list of all files you've either saved (kept in your own area, but not sent) or sent (sent to the instructor).
- **Add File** will copy a file into your drop box – you might want to do this if you're working in an open lab and forgot to bring a diskette or USB key. You can open this file later at any computer with an internet link; work on it and save it to a diskette or USB key.
- **Send File** will both save the file in your dropbox AND, at the same time, send it to your instructor. Note that Blackboard records the date and time a file is sent (So get your homework sent on time!).

The instructor accesses your file through his/her Blackboard site. If he/she is not expecting anything in **Digital Dropbox**, they probably won't look! So, be sure this method of homework delivery is okay with your instructor BEFORE you use it.

If the instructor chooses to, he/she can comment on your homework and return a corrected copy to you via the **Digital Dropbox**. This edited or marked version will appear in YOUR **Digital Dropbox**. Files that either you have sent or that have been sent to you will NOT have a **Remove** button next to them.

More Hints and Helps...

- Online Tests.... Once you've started, don't click off the page! Don't check your email or go to an online resource page. If the test has time limitations, it will think you're finished and you won't be able to return.
- Check your Grade... If your instructor is keeping an online grade book for your course, you can check your grade even before you get the paper or quiz back! Click **My Grades** in the tool box on **My Blackboard** or in the class site under **Tools**.
- **Digital DropBox**... If you've 'Added' a file in your **Digital Dropbox**, remember that 'Sending' it to the professor is another step. Use the 'Send' feature and the file is both sent and saved in your dropbox!

What to Do IF <http://oll.depaul.edu> doesn't work

If your screen shows a 404 message or 'cannot contact' message.

1. Check <http://campusconnect.depaul.edu>. If a similar message appears, then all of DePaul's authentication system is down (there is routine maintenance downtime on Sunday mornings for example). Wait a while and try again.
2. IF you can get into Campus Connect BUT NOT Blackboard, THEN contact the Help Desk at 312-362-8765. Report that the server for Blackboard is down. They will contact the appropriate people. Thank you!

Questions? E-mail blackboard@depaul.edu or call 773-325-1091!