Mentor Training Guide
Summer 2017
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Working in RPI Blackboard

Visit [http://tinyurl.com/RPIBridge](http://tinyurl.com/RPIBridge) to access video tutorials.

**Logging into Blackboard**

1. Open an Internet Browser.
2. Type [https://lms9.rpi.edu](https://lms9.rpi.edu) in the address bar. The Blackboard screen displays.
3. Type **Username** which is your RCS ID (e.g., foderm).
4. Type **Password** which is your RPI email password.
5. Click Login. The main Blackboard screen displays with a list of courses in the middle of the screen.
6. Click the course to enter from the **My Courses** section. The course displays.

**Note:**
- To access Blackboard from [http://info.rpi.edu](http://info.rpi.edu), click the **Learning Management System (LMS)** link under **Student Resources**.

**Main Screen Navigation Overview**

Below is a screen shot and a brief description of the various tabs in the LMS course page.
<table>
<thead>
<tr>
<th>Label</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Announcements</td>
<td>This section is where course announcements are posted.</td>
</tr>
<tr>
<td></td>
<td>Discussion Board</td>
<td>This section is where general questions and responses are posted.</td>
</tr>
<tr>
<td>2</td>
<td>Course Information/Syllabus</td>
<td>This section displays course and syllabus information.</td>
</tr>
<tr>
<td></td>
<td>Course Content</td>
<td>This section displays the main sections, subsections and units of the course content.</td>
</tr>
<tr>
<td>3</td>
<td>WebAssign</td>
<td>This is a custom link for the Bridge Calculus summer course that offers a link to the WebAssign homework website page.</td>
</tr>
<tr>
<td></td>
<td>My Grades</td>
<td>This section displays the grades for assignments that have been graded.</td>
</tr>
</tbody>
</table>

**Posting to the General Discussion Board**

1. Click the **Discussion Board** link from the navigation pane. The **Discussion Board** screen displays.

2. Click on the discussion to contribute to or create a new line of discussion by clicking the **Create Forum** button. The **Forum** discussion screen displays.

3. Click the **Create Thread** button. Enter **Forum Description**, **Message**, and an **Attachment** (if desired). Click the **Submit** button.

**Replying to Discussion Board Posts**

Posts will be viewed daily by the course mentors and will be responded to within 24 hours.

1. Click the **Discussion Board** link from the navigation pane. The **Discussion Board** screen displays.
2. Click the Forum to enter. Click the Thread name to reply to. The Thread screen displays.

3. Click the Reply button. Type comment in the Message section. Attach a file, if desired.
4. Click the Submit button. The response is posted and listed below the original question/discussion.

Opening and Marking Documents for Grading

1. Click the Grade Center link from the navigation pane. Click Needs Grading. The Needs Grading page displays with a table of ungraded assignments.

2. Click on the User Attempt link of the assignment listing to grade. The Grade Assignment screen displays. Note: Bridge homework will be submitted in a Word or Excel format which allows for the Crocodoc Inline Grading tool to be available in Blackboard.
3. Above the document there are several tabs with options for providing feedback to the student, including comments, drawings, and text boxes. Use the Zoom buttons to zoom in or out of the document.

4. To leave comments on specific parts of the student’s work, click the Comment drop down arrow. If the second row of the comment tools is not displaying, click the Comment button. Select from one of the following:
   - Point Comment – creates a pointer at the spot on the page for the comment.
   - Area Comment – click and drag a box across an area of the screen to leave a comment associated with the enclosed area.
   - Text Comment – creates a text comment. Note: This option is not available if the content in the document is an image.

5. To apply drawings over the document, click the Draw button. Clicking on the tool will also open a color picking box to alternate color markings.

6. To insert a line or lines of text at any point on the document, click the Text button. Additional formatting options of font size and color display.

7. To delete an annotation, select the annotation to remove. Click delete button.

8. See the Submitting Grades section below for further information on grading.

**Submitting Grades**

1. Display the assignment to grade.

2. Type the number in the ATTEMPT box on the right-hand side of the grading page.

3. (Optional). Type additional feedback to the student in the FEEDBACK TO LEARNER section.

4. (Optional. Click the Add Notes link to enter any private grading notes.

5. Click the Submit button. The assignment submission disappears from the Needs Grading tab.