



Rensselaer



BRIDGE
RENSSELAER POLYTECHNIC INSTITUTE

Mentor Training Guide
Summer 2017

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Working in RPI Blackboard

Visit <http://tinyurl.com/RPIBridge> to access video tutorials.

Logging into Blackboard

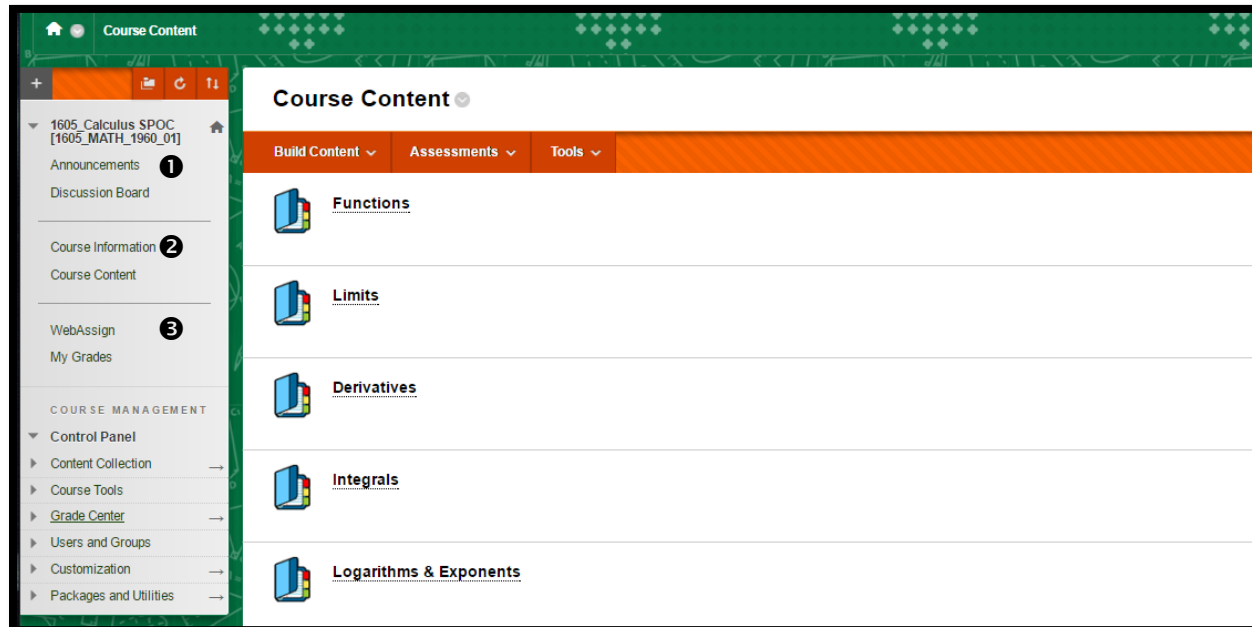
1. Open an Internet Browser.
2. Type <https://lms9.rpi.edu> in the address bar. The Blackboard screen displays.
3. Type **Username** which is your RCS ID (*e.g.*, foderm).
4. Type **Password** which is your RPI email password.
5. Click **Login**. The main Blackboard screen displays with a list of courses 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>, click the **Learning Management System (LMS)** link under **Student Resources**.

Main Screen Navigation Overview

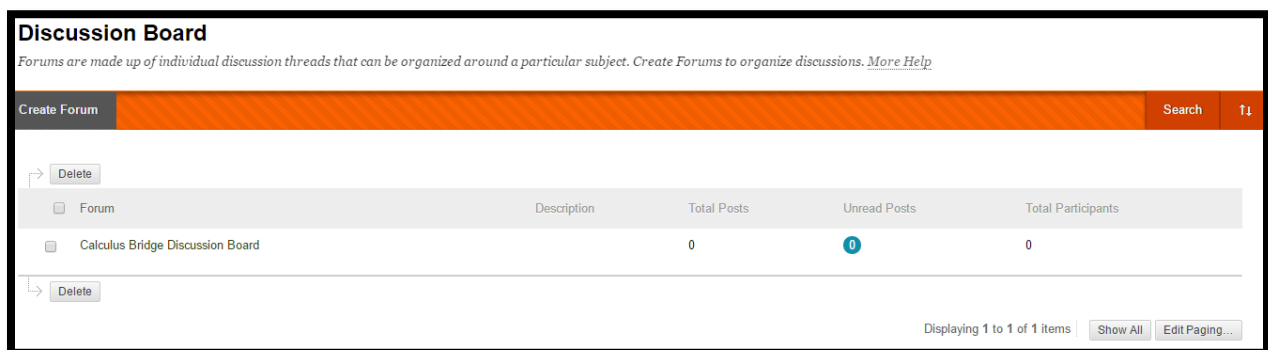
Below is a screen shot and a brief description of the various tabs in the LMS course page.



Label	Title	Description
❶	Announcements	This section is where course announcements are posted.
	Discussion Board	This section is where general questions and responses are posted.
❷	Course Information/Syllabus	This section displays course and syllabus information.
	Course Content	This section displays the main sections, subsections and units of the course content.
❸	WebAssign	This is a custom link for the Bridge Calculus summer course that offers a link to the WebAssign homework website page.
	My Grades	This section displays the grades for assignments that have been graded.

Posting to the General Discussion Board

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



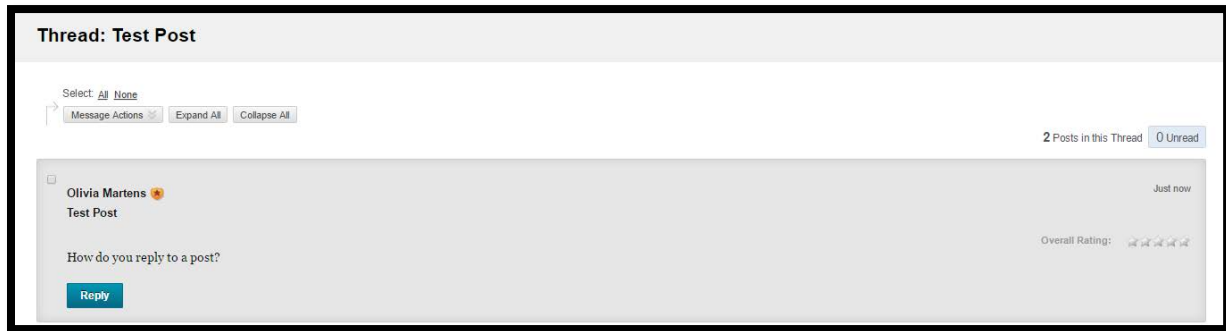
2. Click on the discussion to contribute to or create a new line of discussion by clicking the **Create Forum** button. The **Forum** discussion screen displays.
3. Click the **Create Thread** button. Enter **Forum Description**, **Message**, and an **Attachment** (if desired). Click the **Submit** button.

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.

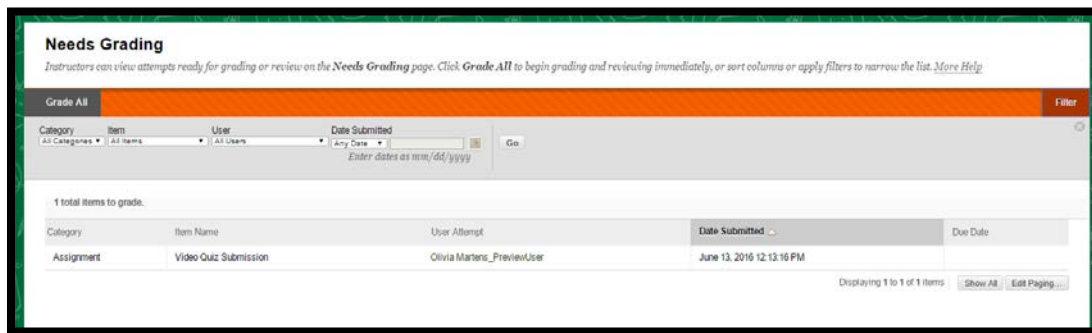
2. Click the **Forum** to enter. Click the **Thread** name to reply to. The **Thread** screen displays.



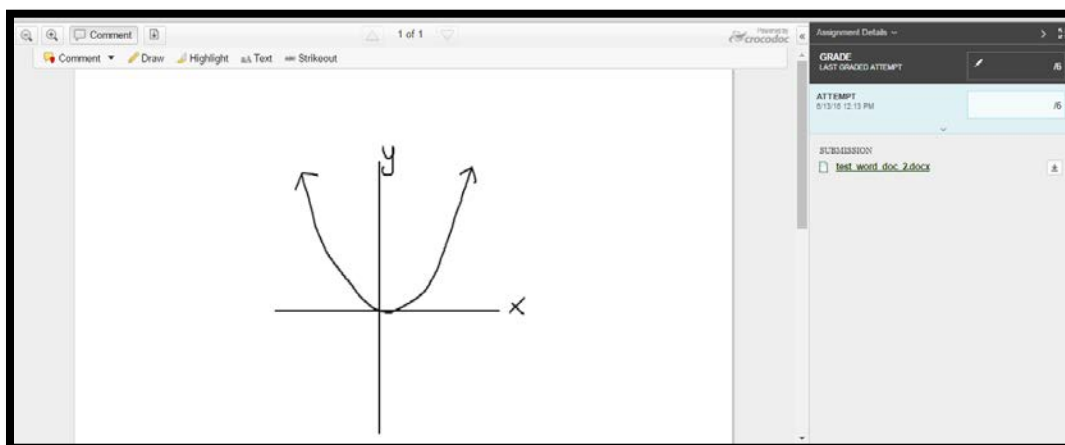
3. Click the **Reply** button. Type comment in the **Message** section. Attach a file, if desired.
4. Click the **Submit** button. The response is posted and listed below the original question/discussion.


Opening and Marking Documents for Grading

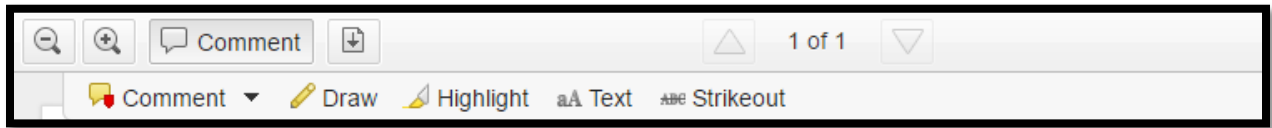
1. Click the **Grade Center** link from the navigation pane. Click **Needs Grading**. The **Needs Grading** page displays with a table of ungraded assignments.



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.*



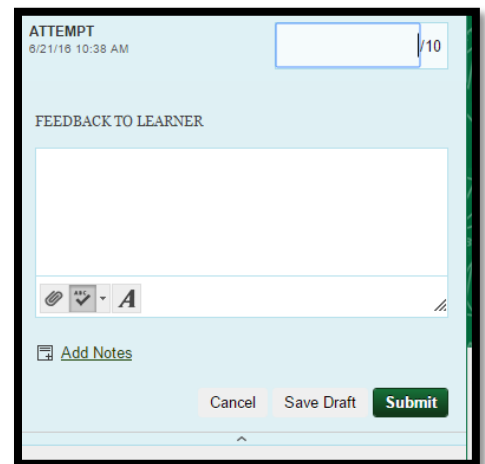
3. Above the document there are several tabs with options for providing feedback to the student, including comments, drawings, and text boxes. Use the **Zoom**  buttons to zoom in or out of the document.



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.

A screenshot of a grading interface. At the top, it says 'ATTEMPT' with a date and time '6/21/18 10:38 AM' and a text input field containing '10' followed by '/10'. Below this is a section titled 'FEEDBACK TO LEARNER' with a large text area for entering feedback. At the bottom of the feedback area are icons for erasing, undo, redo, and text formatting. Below the feedback area is a link that says 'Add Notes'. At the very bottom are three buttons: 'Cancel', 'Save Draft', and 'Submit'.