



Rensselaer



BRIDGE

RENSSELAER POLYTECHNIC INSTITUTE

Student Training Guide

Summer 2017

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Working in RPI Blackboard

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

Logging into Blackboard

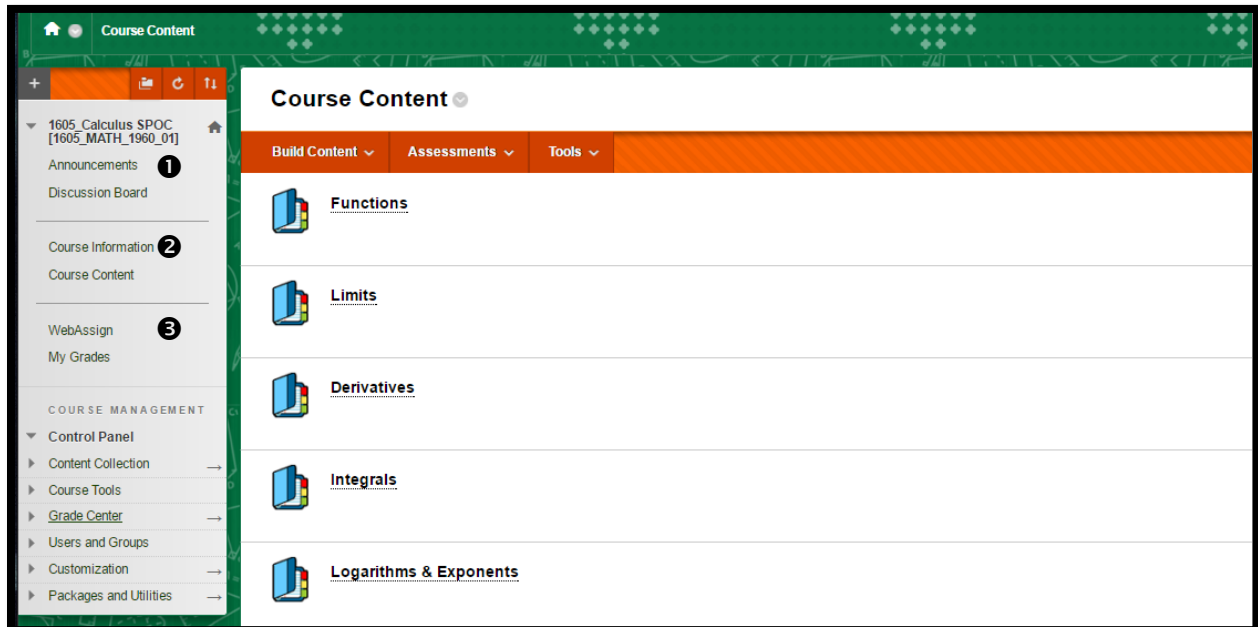
1. Open an Internet Browser.
2. Type <https://lms9.rpi.edu> in the address bar. The Blackboard screen displays.
3. Type **Username** which is your RCS ID (*e.g.*, foderm).
4. Type **Password** which is your RPI email password.
5. Click **Login**. The main Blackboard screen displays with a list of courses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



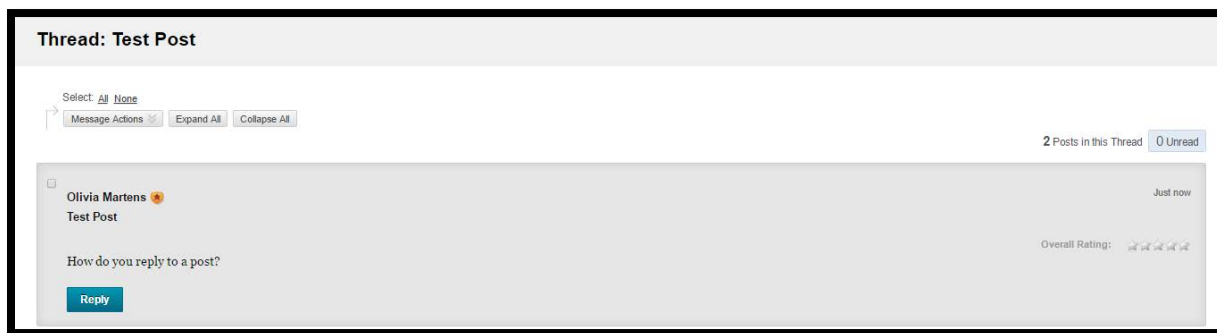
2. Click on the discussion to contribute to or create a new line of discussion by clicking the **Create Forum** button. The **Forum** discussion screen displays.
3. Click the **Create Thread** button. Enter **Forum Description**, **Message**, and an **Attachment** (if desired). Click the **Submit** button.

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.

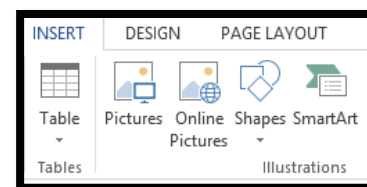
Taking a Photo of Homework for Submission as a Word Document

Bridge Calculus students will need to take a picture of their written work to submit in Blackboard. The photo must be placed in a Word document for submission to be accepted.

1. Take a photo of your workbook assignment.

Important tips when taking a picture of your homework:

- Take the picture straight on. Be sure to be right above the picture and not at an angle.
 - Make sure there is good lighting.
 - Check the .jpg image to be sure it is legible. If not, retake the image.
 - When using a phone to take the picture, email the image to yourself. This will compress the image automatically.
2. Save image as a .jpg and for the filename note the unit and add your initials (*e.g.*, Point-Slope Form – MF.jpg).
 3. Email the image to get it onto your computer.
 4. Open Word. Display a blank document.
 5. Click **Insert** from the Ribbon. Click **Pictures** from the **Illustrations** group. The **Insert Picture** dialog box displays.
 6. Locate the .jpg file. Click the **Insert** button.
 7. Resize image for better clarity, if necessary.
 8. Save the Word document. Please name the file using the unit name and your initials (*e.g.*, Point-Slope Form – MF.docx).
 9. Close the file.
 10. ✂ See the **Submitting a Document for Grading** section for further information.



Notes:

- In addition to simply emailing yourself a picture of your homework from your phone, there are several smartphone applications that make formatting very simple for paper documents. Below is a list of a few apps that are free and work well:
 - Scannable by Evernote (Apple devices)
 - CamScanner (Apple and Android)
 - TinyScanner (Apple and Android)
- If you have a non-smart phone, you can
 - Text or email pictures to an email account
 - Connect your phone to your computer via Bluetooth (if your phone allows this) and share through the Bluetooth option
- If you do not have a phone or camera to use to take the picture, you can use the webcam on your computer to take a photo of your homework.

Submitting a Document for Grading

1. Display RPI Blackboard. Open the Bridge course.
2. Locate the topic to submit the assignment using the navigation pane.
3. Click the assignment submission item in Blackboard. The **Preview Upload Assignment** screen displays.

Preview Upload Assignment: Video Quiz Submission
You are previewing the assignment - your submission will not be saved.

Cancel Save Draft **Submit**

ASSIGNMENT INFORMATION

Points Possible
6

ASSIGNMENT SUBMISSION

Text Submission Write Submission

Attach File Browse My Computer Browse Course

ADD COMMENTS

Comments
RESP

4. Click the **Browse My Computer** button from the **ASSIGNMENT SUBMISSION** section. The **Open** dialog box displays.
5. Locate file to submit.
6. Click **Open**. The **Preview Upload Assignment** screen displays with the attached file listed.
7. *(Optional)*. Type comments in the **Add Comments** section.
8. Click the **Submit** button. The assignment is submitted.

Viewing Graded/Annotated Assignments

1. Display RPI Blackboard. Open the Bridge course.
2. Navigate to the **My Grades** link in the navigation pane.
3. Click assignment to view your grade and any remarks.

Accessing the Daily Reflections Survey

Students must complete a small reflection survey at the end of each day while on campus.

1. Display RPI Blackboard. Open the Bridge course.
2. Click the **Course Content** link in the navigation pane.
3. Click **Daily Reflections** from the **Course Content** area.
4. Click the day to complete the survey. The survey displays.
5. Complete survey.
6. Click **Submit**.