



Rensselaer



BRIDGE

RENSSELAER POLYTECHNIC INSTITUTE

Mentor Training Guide

Summer 2019

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Working in RPI Blackboard

Visit <https://info.rpi.edu/teaching-and-learning-collaboratory/#Bridge2019> to access documentation and video tutorials.

Logging into Blackboard

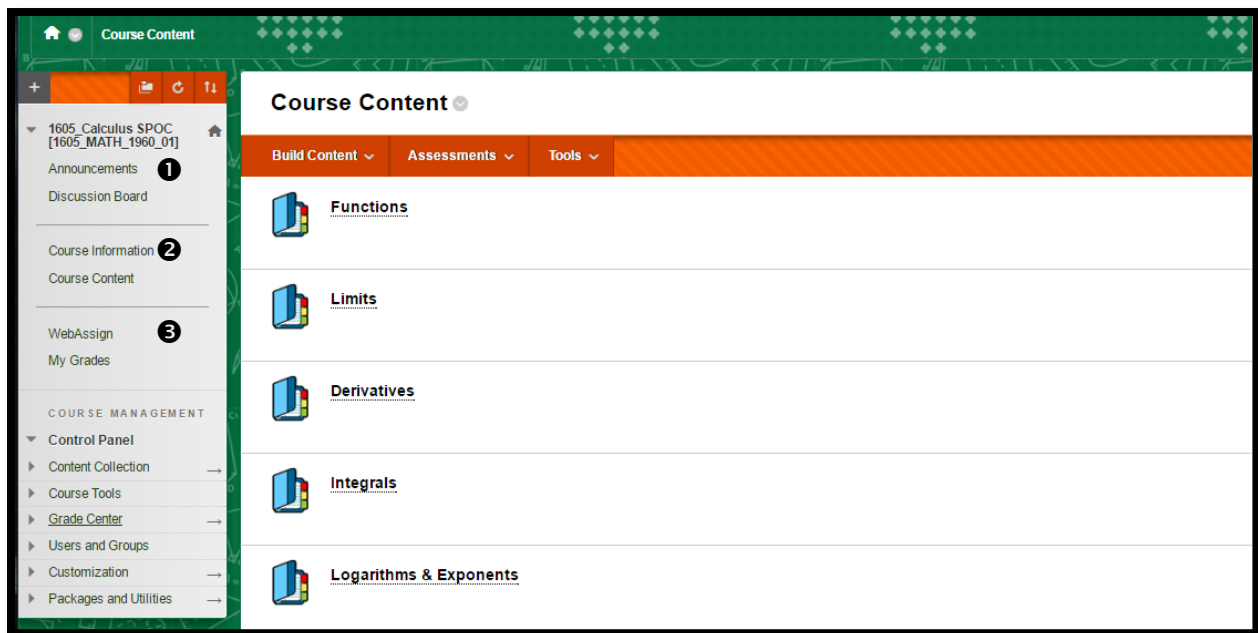
1. Open an Internet Browser.
2. Type <https://lms.rpi.edu> in the address bar. The Blackboard screen displays.
3. Type **Username** which is your RCS ID (*e.g.*, foderm).
4. Type **Password** which is your RPI email password.
5. Click **Login**. The main Blackboard screen displays with a list of courses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

Main Screen Navigation Overview

Below is a screen shot and a brief description of the various menu item links that may be available in the LMS course page.



Label	Title	Description
❶	Announcements	This section is where course announcements are posted.
	Discussions (Physics only)	This section is where general questions and responses are posted.
❷	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 – Physics Only

1. Click the **Discussions** link from the navigation pane. The **Discussion Board** screen displays.
2. Click the **General Discussion Board** Forum that is already created. The General Discussion Board Forum screen displays.
3. In the forum click on a current thread to contribute to or create a new line of discussion by clicking the **Create Thread** button. The **Create Thread** screen displays.
4. Enter a **Subject** and **Message**, and an **Attachment** (if desired). Click the **Submit** button.

Replying to Discussion Board Posts – Physics Only

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

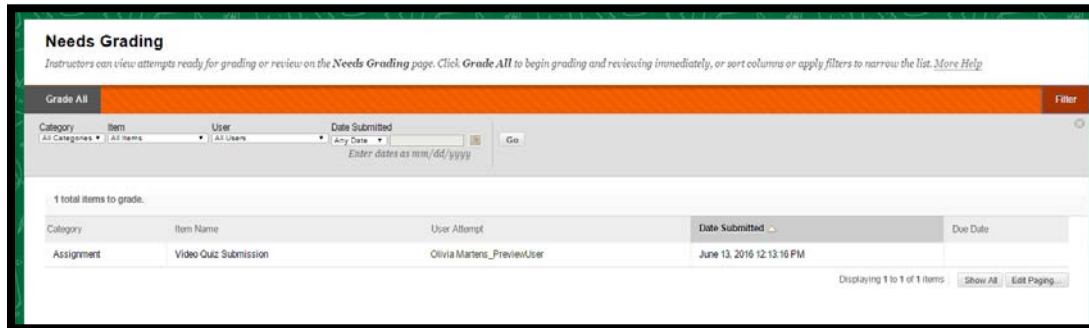
1. Click the **Discussions** link from the navigation pane. The **Discussion Board** screen displays.
2. Click the **Thread** name to reply to. The **Thread** screen displays.



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 using the Inline Tool

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



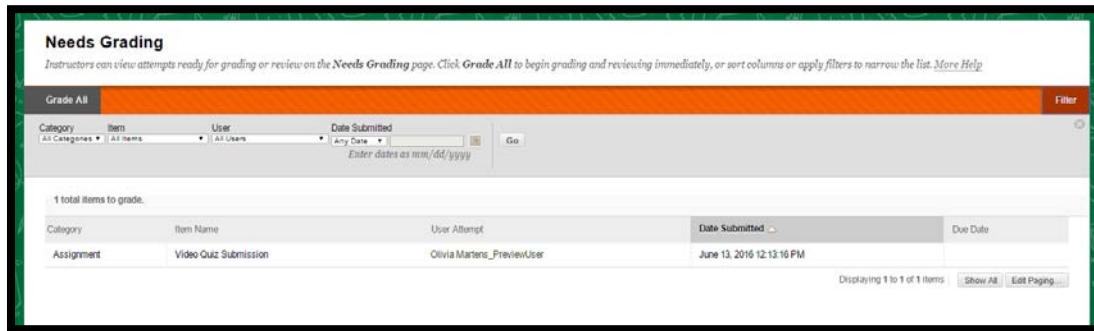
2. Click on the **User Attempt** link of the assignment listing to grade. The **Grade Assignment** screen displays. *Note: Bridge homework will be submitted in a Word or Excel format which allows for the Inline Grading tool to be available in Blackboard.*
3. Above the document there are a couple tools for providing feedback to the student, including drawings and commenting.



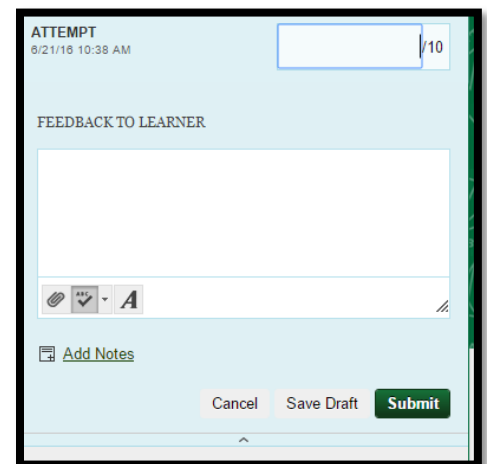
5. To apply drawings over the document, click the **Drawing annotation mode**  button. Click and drag over the document to mark areas. Click **Save** once you release the mouse. Click **Done** to close the Drawing annotation mode.
6. To apply a comment to the document, click the **Point annotation mode**  button. Click in the document and enter comment. Click **Post** to save. Click **Close** to close the **Point annotation mode**.
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.

Opening and Marking Documents for Grading without the Inline Tool

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

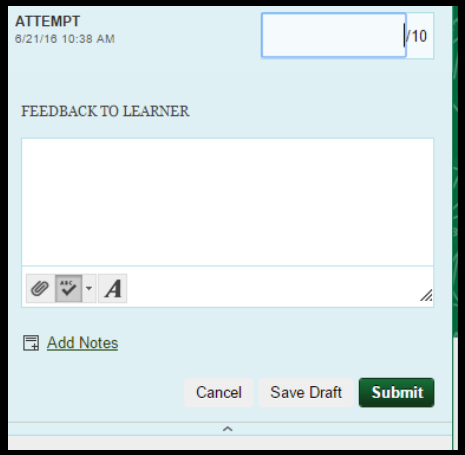


2. Click on the **User Attempt** link of the assignment listing to grade. The **Grade Assignment** screen displays.
3. Click **Download** button to download the file to your system. Open the downloaded file.
4. Save the file adding initials of student to an organized location.
5. Use the **Insert** or the **Pen** tab on the Ribbon in Word to edit the document.
6. Save and close the file.
7. Switch back to Blackboard.
8. Display the assignment to grade.
9. Type the number in the **ATTEMPT** box on the right-hand side of the grading page.
10. Click the expand arrow for the **ATTEMPT** box to display **FEEDBACK TO LEARNER**.
11. (Optional). Type additional feedback to the student in the **FEEDBACK TO LEARNER** section.
12. (Optional). Click the **Add Notes** link to enter any private grading notes.
13. Click the **Attach** button and attach the edited document.
14. Click the **Submit** button. The assignment submission disappears from the **Needs Grading** tab.



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.



The screenshot displays a grading interface with the following elements:

- ATTEMPT** section: A header with the date and time "6/21/16 10:38 AM" and a text input box containing "10" followed by a vertical bar and "10".
- FEEDBACK TO LEARNER** section: A large, empty text area for providing feedback.
- Below the feedback area: A toolbar with icons for erasing, undo, redo, and text color, followed by a text input field.
- Add Notes** link: A link with a document icon and the text "Add Notes".
- Bottom right: Three buttons labeled "Cancel", "Save Draft", and "Submit".