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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 (LMS) 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.
### Postings to the General Discussion Board

1. Click the **Discussions** 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 Discussions 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.
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).
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:
  - Evernote Scannable (Apple devices)
  - Camscanner (Apple and Android)
  - Tiny Scanner (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.
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.

The survey will be in your RPI email each evening.