Frequently Asked Questions

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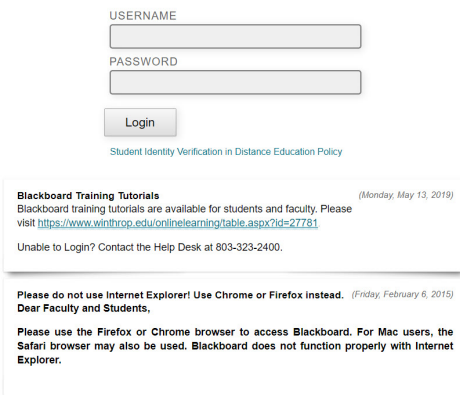
Why can't I see a Discussion Forum?

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How do I login to Blackboard?

Navigate to the Blackboard Login Page for Winthrop University. Enter your username and password that you use for your Winthrop email account. (ex. brazzellk2)

USERNAME

PASSWORD

Login

Student Identity Verification in Distance Education Policy

Blackboard Training Tutorials *(Monday, May 13, 2019)*
Blackboard training tutorials are available for students and faculty. Please visit https://www.winthrop.edu/onlinelearning/table.aspx?id=27781

Unable to Login? Contact the Help Desk at 803-323-2400.

Please do not use Internet Explorer! Use Chrome or Firefox instead. *(Friday, February 6, 2015)*
Dear Faculty and Students,

Please use the Firefox or Chrome browser to access Blackboard. For Mac users, the Safari browser may also be used. Blackboard does not function properly with Internet Explorer.

Why am I not seeing a course I just registered for in Blackboard?

It can take up to 24 hours from the time you registrar or change your registration in Wingspan for it to update in Blackboard.

How do I send an email to my instructors?

Students can communicate with their instructors and classmates by using the Send Email link under Tools on the Course Menu. Please note, Blackboard is NOT an email client; there is no sent folder where all your messages will be stored for future reference. A copy of the email will be sent to the sender. This acts as conformation of the sent email.

Course Menu

Why does my Course Menu look different in each course?

Instructors have the ability to personalize their course menu. They can add / remove different Content Areas specific to their course. It is important that you go through each Content Area on the Course Menu to familiarize yourself with how the course is set up.

Is there an Announcement function in Blackboard?

Instructors can send announcements to students enrolled in their courses to alert students to changes, reminders, and upcoming events. You should receive these announcements in your Winthrop University campus email account and see them when you log into Blackboard.

Assignments

Where are my assignments posted in my course?

Instructors have the option to post assignments in different areas of Blackboard. Some instructors will create a Content Area specifically named Assignments. Other instructors might house assignments in Course Materials. This is why it is important to go through the Course Menu to familiarize yourself with where your instructors have posted materials.

Why do my assignments disappear from view?

Instructors can set date / time restrictions that will restrict your access to an assignment in Blackboard. If your instructor sets a date / time restriction, once that date / time passes you will no longer see that assignment in Blackboard. It is up to the discretion of your instructor if they want to open any assignment. Blackboard Support cannot make any changes to an assignment without the permission of the instructor.

Are there different types of assignments in Blackboard?

Assignments in a Blackboard course can take many forms. In most cases, they are a way of electronically submitting something you would hand in to your instructor, such as homework or a paper. The steps below will guide you through submitting a regular assignment.

How do I access and submit my class Assignments?

1. Click the Assignment link on the course menu or the content area where the assignment is posted
2. Click the name of the assignment
3. Click Write Submission and type your response
4. Click Browse My Computer and select a file to attach
5. Press the Submit button. A success message appears, confirming the submission

WARNING! When you finish your assignment, you must click Submit. If you press Save as Draft, your instructor will not receive your completed assignment.

Discussion Boards

What is a Discussion Board?

The Discussion Board is a tool for sharing ideas about class materials and interacting with your instructor and classmates. Some instructors use it like in-class discussion, where others use it in place of assignments, and discussions can be graded.

How do I reply in a Discussion Board?

1. On the Course Menu, click the Discussions link
2. On the Discussion Board page, click the name of the forum you want to access
3. On the Forum page, click the name of the Thread in which you want to post
4. On the Thread Detail page, press Reply
5. Enter the Subject and type your reply in the Message text box
6. Click Submit

How do I create a thread in the Discussion Board?

1. On the Course Menu, click the Discussions link
2. On the Discussion Board page, click the forum name
3. On the Forum page, click Create Thread
4. Type a Subject and reply in the Message textbox
5. Click Submit to create the thread

Why can't I see a Discussion Forum?

Your instructor can date / time restrict a Discussion Forum to only display to students for a certain time period. Once that date / time has passed the Discussion Forum will disappear from view and you will not be able to access it. It is important to read all instructions in the forum so that you are aware of due dates.

Tests

Where do I take tests in Blackboard?

1. Click on the Content area where your test is located
2. Click on the Name of the Test
3. On the next page, select Begin. If your test requires a password, enter it now and click Submit
4. Navigate through questions by using the > or >> arrows, if necessary
5. Save your progress by clicking Save All Answers
6. Click Submit to finish your test

I lost network connection while taking my test, what do I do?

If you have a technical issue or lose network connection while taking a test in Blackboard you want to first notify your instructor that you are having an issue. Losing network connection can cause your test to auto submit. It is up to your instructor if they want to allow you another attempt to take the test.

Where do I find grades for my Blackboard classes?

You can access the My Grades tool from within your course by selecting it from the Course Menu, or from the Tools panel on the Blackboard Home tab. Your official final grade for your course will be in Wingspan.