Getting Started in Blackboard

http://jsums.blackboard.com
Blackboard Orientation

A Step by Step Walkthrough for Students Taking the GECE:
What is Blackboard:
Blackboard is the Course Management System (CMS) endorsed by Jackson State University. It is the software that delivers your online course.

Orientation:
This orientation will provide the information you need to get started and will also be of assistance to you throughout your course.
To access Blackboard you will need your NetID. Your NetID is the same Username and Password used to access the JSU online Library system.

If you remember your NetID password, skip to slide 9.

If you do not remember your NetID password do the following:

- Open your Web Browser to the [JSU Home Page](http://www.jsums.edu/)
- Across the top of the screen are a series of tabs, click on JSU P.A.W.S.
- Login to JSU P.A.W.S. using your J# and PIN.
Activating Your NetID:

Open your Web Browser to the JSU Home Page (http://www.jsums.edu/).

Across the top of the screen are a series of tabs, click on JSU P.A.W.S.

Login to JSU P.A.W.S. using your J# and PIN.

(If you do not know your JSU PIN, stop now and call the JSU ID Center at 601.979.2407)
1. Click on JSU P.A.W.S

2. Login to JSU P.A.W.S. using your J# and PIN.

3. Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

   Please note: ID is Case Sensitive.

   To protect your privacy, please Exit and close your browser when you are finished.

   User ID: 
   PIN: 

   Login

   *** If you do not have your pin number, enter your user id or ssn then click: Do not know my PIN?
Password Syntax
To create a successful password:

1) Do not use any portion of your name in your password.
2) Choose a password that you will remember. (favorite song, joke, old neighborhood, places, buildings, seasons, pets, teachers, etc.)
3) Your password should be at least 8 characters, including three of the following character types:
   • Uppercase letters (A, K, R, P, L, M, X, Y, Z)
   • Lowercase letters (e, d, h, l, n, p, q, s, u)
   • Numbers (1, 3, 5 22,56, 78,02, 03, 2012)
   • Special symbols @ ! - ( ) ?
4) Examples of acceptable passwords are:
   - Dandy477
   - eCenter29
   - Dixon@jsu1
   - winter2010?
   - student2012!
Click on “Activate NetID, Change NetID Password.”
Select “Activate/Reset NetID Password”
Type in your “New password”

2 Type in your “New password” again to confirm

3 Press “Reset”
Once “Reset” is selected
You will receive the message
“Your password change has been successful”

Record your “NetID” password. It will be required to log into computers and other JSU information systems on the campus.
Windows

Recommended System Requirements

• Operating System: Windows XP, Windows Vista (32-bit) or Windows 7
• Processor: 1 GHz or more (Intel Pentium III/AMD Athlon)
• RAM: 2GB or more
• Hard Drive: 40 GB or more
• Hard Disk Space Available: 20 GB
• Monitor Resolution: 1024 X 768
• Internet: Cable Broadband or DSL
• Internet Connection: Adapter for Ethernet connection (LAN) OR a wireless adapter (Wi-Fi).
• Other: Sound card and speakers

Browser Plug-ins

You may download the following plug-ins from the developers' websites:
Adobe Reader: Adobe Reader 9 or above
Adobe Flash: Flash Player 10 or above
Adobe Shockwave: Shockwave Player 11 or above
Apple QuickTime: QuickTime 7.6.0 or above
MS Media Player: Windows Media Player 11 or above
MS Silverlight: Microsoft Silverlight Video Plugin
RealNetwork Player: RealPlayer SP or higher
Sun JRE: Blackboard Learn requires the latest version of Sun JRE 6
MAC: Flip4Mac WMV Components for QuickTime
Macintosh

**Recommended System Requirements**

- Operating System: MAC OS X (10.5) Leopard or MAC OSX (10.6) Snow Leopard
- Processor: 1 GHz or more (Intel or PowerPC G5)
- RAM: 2GB or more
- Hard Drive: 40 GB or more
- Hard Disk Space Available: 10GB
- Monitor Resolution: 1024 X 768
- Internet: Cable Broadband or DSL
- Internet Connection: Adapter for Ethernet connection (LAN) OR a wireless adapter (Wi-Fi).
- Other: Sound card and speakers

**Browser Plug-ins**

You may download the following plug-ins from the developers' websites:

- Adobe Reader: [Adobe Reader 9 or above](#)
- Adobe Flash: [Flash Player 10 or above](#)
- Adobe Shockwave: [Shockwave Player 11 or above](#)
- Apple QuickTime: [QuickTime 7.6.0 or above](#)
- MS Media Player: [Windows Media Player 11 or above](#)
- MS Silverlight: [Microsoft Silverlight Video Plugin](#)
- RealNetwork Player: [RealPlayer SP or higher](#)
- Sun JRE: [Blackboard Learn requires the latest version of Sun JRE 6](#)
- MAC: [Flip4Mac WMV Components for QuickTime](#)
Browser Requirements 9.1 (SP5):

Blackboard requires that your Web browser conforms to certain standards. If you have an out-of-date or unsupported browser, you will need to update your browser before logging into Blackboard 9.1. If your browser is not current, you may experience problems when completing quizzes and tests.

Browser Compatibility

A certified browser is one that has been fully tested and is fully supported by Blackboard 9.1. A compatible browser is one that has undergone limited testing.

Blackboard has certified the following browsers for computers running Windows Operating Systems:

• Windows Vista (32-bit): Internet Explorer 8 and Firefox 3.6
• Windows 7 (32-bit): Internet Explorer 8 and Firefox 3.6

The following are compatible browsers for computers running Windows Operating Systems:

• Windows XP (32-bit): Internet Explorer 8, Internet Explorer 7, Firefox 3.6
• Windows Vista (32-bit): Internet Explorer 7, Firefox 3.5
• Windows Vista (64-bit): Internet Explorer 8, Internet Explorer 7, Firefox 3.6, Firefox 3.5
• Windows 7 (32-bit): Firefox 3.5
• Windows 7 (64-bit): Internet Explorer 8, Firefox 3.6, Firefox 3.5
Blackboard is the Course Management System (CMS) endorsed by Jackson State University. It is the software that delivers your online course.

To access the Blackboard website you can click directly on the link labeled “B” or enter [http://jsums.blackboard.com](http://jsums.blackboard.com)

Click here on “B”
Logging into Blackboard continued:

After you click on the “B” link on the bottom of the JSU webpage the page will be redirected to the Departments Directory Page.

Click on the “Blackboard” link.
Logging into Blackboard continued:

Now click on “Bb Login” directly below the JSU logo.

Note: You can also login to blackboard directly from your JSU P.A.W.S. account by clicking on Blackboard on the P.A.W.S. welcome screen as shown below.

http://jsums.blackboard.com
Logging into Blackboard continued:

Enter your username and password. If you do not remember your password, go to JSU P.A.W.S. and Activate your NetID

Password (set from NetID)
Now that you have successfully logged in to Blackboard you should see your homepage.

Welcome to your Homepage!
Accessing Your Courses

The “My Courses” module provides a complete listing of all courses you are enrolled in. You may access your course by clicking on the desired course title.
To access the GECE course simply select the course entitled ENG599_80. Note: Your course section may vary!
Welcome to Your GECE Course 
Home Screen:

Upon entering your course, you will have access to the **Course Menu**, providing links to course content, information, and practice exams.

The Welcome Page is the course entry page. Clicking the *Welcome* tab redirects you to the welcome screen. You may select this tab any time you wish to exit from a previous screen.

Welcome to the 
Jackson State University 
Graduate English Competency Examination (GECE) Course.

Welcome to the Graduate English Competency Exam (GECE) course at Jackson State University. The course content has been carefully designed to assist you in preparing for and completing an important requirement of the Graduate School. As a graduate student at Jackson State, you will be expected to write numerous reports and term papers. Your degree program may also require a comprehensive examination, thesis, or project. To be successful on any of these assignments, you will need to demonstrate proficiency in use of the English language in written expression. This course will provide you with important tools and other resources to enhance your success on the GECE, a measure of your writing ability.

You are encouraged to make full use of all resources provided in this course as you are preparing for the culminating activity – i.e., successful completion of the GECE. If you encounter technical difficulty or require special assistance while completing this online course, feel free to use the contact information provided. We also welcome your comments regarding the usefulness of this course in preparing you for successful graduate study at Jackson State.
GECE Walkthrough of each tab:

Clicking on the *Getting Started* tab directs you to the Getting Started page which provides a brief summary of the Graduate English Competency Examination.
Clicking the *Announcements* tab will display all announcements pertaining to the course. This tab should be checked frequently for current announcements.

Selecting the “Taking An Online Test” tab provides information on how to take an online test as well as how to take online assessments in Blackboard.
Clicking the “Proctoring Guidelines” tab informs the user of various policies and procedures that must be followed when selecting a proctor for the GECE:

The “Proctor List” tab directs you to the online form for your proctor as well as providing various locations to take your exam.

**Note:** Read the Guidelines for Academic Responsibility and make sure the bubble beside **Reviewed** has a check mark. If not click **Reviewed** to make the check mark appear.
GECE Walkthrough continued:

Clicking the “GECE Test Description” tab will give you an overview on taking the GECE test.

The GECE is a timed test consisting of two parts: Objective and Essay. You will be allowed approximately two hours to complete the two parts of the exam. Following is a brief description of each part:

---

**Part I. Objective (Time Limit: 35 minutes)**

The objective section of the GECE is designed to test your familiarity with the conventions of written expression. This part of the exam includes 40 multiple choice items which test your ability to identify sentence-level errors in the following categories: maintaining consistency, using standard forms, and connecting ideas appropriately. The score you earn on this section will be based on the number of correct responses.

**Part II. Essay (Time Limit: 90 minutes)**

The purpose of this part of the GECE is to ascertain your proficiency in the use of standard written English in a fully-developed essay. This assignment allows you to choose a writing prompt from a list of four options. You will be required to demonstrate writing competency by responding in multiple paragraphs. Your essay will be judged on the following criteria: maturity of content, logic, organization, and mastery of standard usage, grammar, and punctuation.

---
GECE Walkthrough continued:

The Tests tab allows you to take a practice exam of the GECE. You have the option of taking the practice essay or the practice multiple choice. 

*Note:* The practice tests are timed so please be aware.

GECE Practice Tests

The practice examination consists of a set of multiple choice questions developed by faculty and graduate students in the Department of English and Modern Foreign Language at Jackson State University.

The test is timed and you will have 10 minutes to complete the test. The timer will continue to run even if you exit the test page. After 10 minutes the test will automatically submit.

- Please read each question carefully and single click a choice to make your selection.
- Click the “Save Answer” button to record your answers.
- At the completion of the test, click the “Save and Submit” button.

If you experience technical problems please take a screenshot of the page and inform Blackboard Support (801.979.0245) and your instructor immediately.

Click on the links below to access the practice examination.

- **GECE Practice Test - Multiple Choice**
- **Essay Practice**
- **GECE Practice Test Update**
GECE Walkthrough continued:

Clicking here provides you with a variety of useful material such as dictionaries, thesauruses and etc.

“GECE Staff Contact” provides you with contact persons if needed.
GECE Walkthrough continued:

Selecting the **System Requirement tab** displays information about the specifications needed to properly access Blackboard 9.1 using both Windows and Macintosh operating systems.

- Operating System: Windows XP, Windows Vista (32-bit) or Windows 7
- Processor: 1 GHz or more (Intel Pentium III/AMD Athlon)
- RAM: 2GB or more
- Hard Drive: 40 GB or more
- Hard Disk Space Available: 20 GB
- Monitor Resolution: 1024 x 768
- Internet: Cable Broadband or DSL
- Internet Connection: Adapter for Ethernet connection (LAN) OR a wireless adapter (Wi-Fi)
- Other: Sound card and speakers
GECE Walkthrough continued:

Clicking **Technical Contact** provides contact numbers for any technical issue you may encounter.

Clicking here shows additional states where JSU has online students.
GECE Walkthrough completed:

If further assistance is needed please feel free to select the **Help** tab. It will redirect you to a Blackboard 9.1 help site. [http://help.blackboard.com/student/index.htm](http://help.blackboard.com/student/index.htm)

If you are still experiencing difficulties please contact the Blackboard Help Desk via email at blackboard@jsums.edu or by phone (601)-979-0245.
Contact Information

Ms. Charlotte Wallace
Site Coordinator
Alliance for Graduate Education in Mississippi - JSU
e-mail: charlotte.v.wallace@jsums.edu
(601) 979-2455