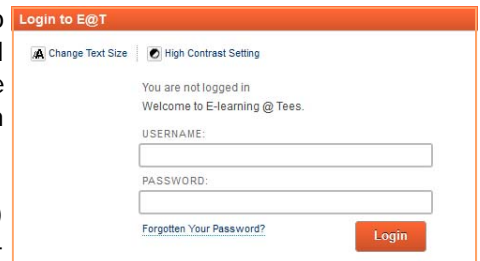


Quickstart Guide

Part 1: Getting Started & Orientation

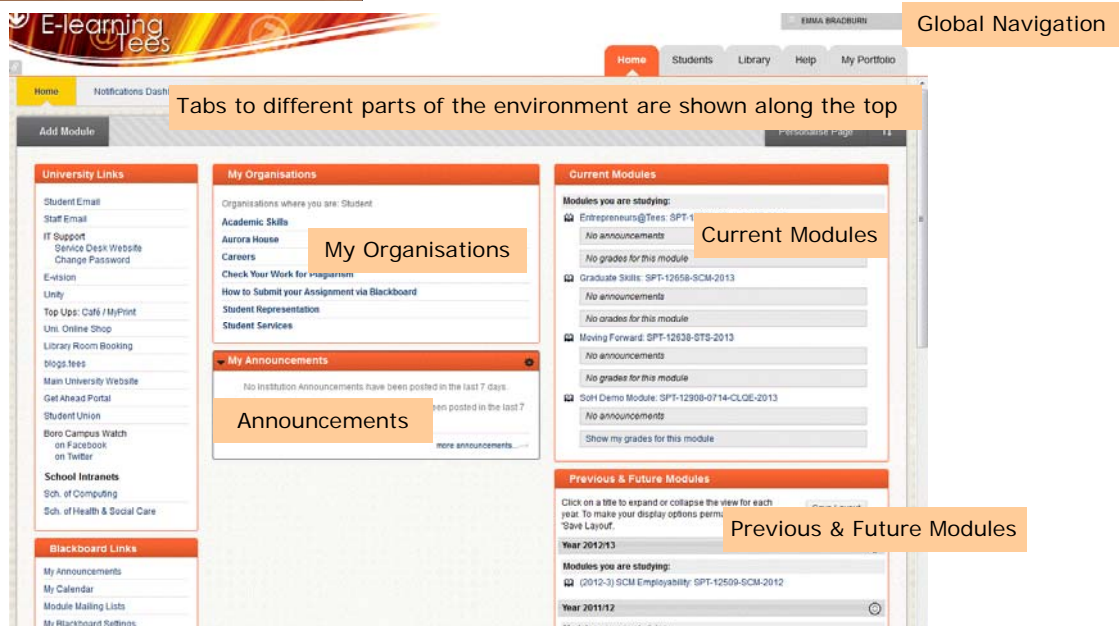
This quick start guide is the first of several guides intended to show you some of the functionality of the University's Virtual Learning Environment (VLE) powered by Blackboard. It is the first step to getting familiar with the basics of using the system and will sign post you where to find help and support.

Go to <https://eat.tees.ac.uk> (eat short for eLearning at tees) and login to the environment using your IT user ID and password. This is the one you use to log in to your work computer and your email.



The first time you login to the system you get a welcome overlay screen informing you of several new features, including the Global Navigation Menu.

Click **Close** on the overlay screen to reveal your **Home** Tab. Your on-screen layout should look something like this:



Tabs to different parts of the environment are shown along the top


On your **Home** tab there are two areas called **Current Modules** and **Previous & Future Modules**. They list which modules you are teaching on or participating in. The **Current Modules** lists all of your currently active modules, while the **Previous & Future Modules** lists any inactive modules, grouped by academic year. Inactive modules are those from previous academic years and any future modules which are not yet running. You can also see any **Organisations** you are enrolled in as well as the **Announcements** from the modules.


The **Home** tab will show you sets of links which are relevant to you such as new announcements and links to your modules. **Current Modules** lists your modules for the current academic year. Don't worry if the module title is grayed out the module leader(s) just have not made it available yet. Upcoming and previous modules will be found under the Future and previous tab located under the Current Modules tab.


If any of your modules or personal details are incorrect, you should contact your School admin office. Clicking the **Home** tab (or the home link in the top of every page) will always bring you back to this screen. The **Help** tab provides help information including service desk details and a browser test. Other tabs may also be available, such as the **Students and Library** tabs .


The Global Navigation Menu

The Global Navigation menu can be accessed from anywhere within the system by clicking your name in the top-right corner. The menu provides you with quick access to recently visited modules and several other tools which provide timely information about all of your modules in one convenient location. The number in red next to each icon on the menu indicates the presence of new information from that tool, such as new messages and new posts.

 The **Bb Overview** page will display **calendar** items immediately due (including assignments) and recent **posts** (discussion board and blog posts) from your modules.

 The **Posts** page displays all recent posts (e.g. discussion board and blog posts) from your modules. You can **reply** to posts from this page.

 The **Updates** page will display **notifications** from your modules or items that need attention. This will include posted announcements, availability of new content items, grades and due assignments. You can edit the notification settings on the Global Navigation Menu under **Settings** and **Edit Notification Settings**.

 The **Calendar** displays the calendar items within all your modules. You can customise which modules you want to view and also export the whole Calendar into your own email account click on **Get External Calendar Link** at the end of the calendars list and import into your email.

Part 2: Module Overview

Clicking a module title will take you to the resources for that module. All modules have the same basic layout, with a menu of text links (or buttons) on the left, and content on the right. Moving around your module is easy. The links indicate the different content areas, where lecturers can place information like the module handbook, lecture notes, assignments, readings or other materials. Lecturers can customise these links, so the names may vary from module to module. Lecturers can also decide which of the features to use: some are described below.

Announcements

Lecturers use Announcements – often the first page you see of a module – as a noticeboard with general or specific information. You should check these as regularly as you would check a noticeboard in the School.

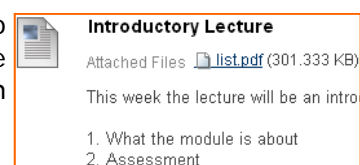
Content

There will be as many or as few content areas as a member of teaching staff chooses to use. They should explain what materials they are adding for you, and how they are expecting you to use them. Content is often held in folders or as single items.



Files

Individual items may have **files** attached to them – click on the link to open the file. Some files will open within the browser window, some may open a new browser or the program (e.g. PowerPoint) with which they are associated.



Quickstart Guide

Staff Contacts. Most modules will have contacts details for teaching and support staff as well as any external staff delivering on that module. It may also say what is the best way to contact them out side of the lectures.

Email is most often used by lecturers to send you information. These will be delivered to your University email inbox. If you are given group workspace (see below) then you will be able to send email directly to your group members.

Student Email links to your student email facilities.

Discussion Boards are used by some module leaders for out-of-class interaction. Discussion boards offer centrally posted email-type conversations, organised in threads, which you can follow and reply to.

Journals, Blogs and Wiki are communication tools that can be used in different ways within your modules. For example Journals may be used to help you to keep a record of some work you are doing whereas a blog could be used for students to publish their research for the rest of the module or as a discussion board for the module. The wiki tool can be used as a collaborative work space.

Groups can be created to provide students with a private space to work in teams. Each group can be allocated a blog, journal, wiki, discussion board, an email list, a chat room and file tools, where you can share documents. You will not be able to enter groups you are not a member of.

Tests provide multiple choice-type questions in a variety of forms, and may be used as quick revision tests at the end of topics, or as a longer diagnostic tool. They are most likely to be self-assessed and formative, with feedback to help you revisit problem areas.

Surveys follow a similar format to quizzes, and may be made up of multiple choice or short answer questions, and can be used to provide formative feedback. Surveys are anonymous, your views are *not* associated with your name.

Assignments Lecturers may place an **Blackboard Assignment** or a **Turnitin Assignment** in any of the content areas of your module—where you can upload a completed assignment/submission in the form of a Word or Excel file etc. to the VLE. You will be asked to submit work to tutors electronically, via **Assignments** and/or a **Turnitin assignment**.



A Blackboard assignment



A Turnitin assignment

Help

If you have queries about the academic content of the module, please contact your lecturer. If you have technical queries, try the **Help** tab for an FAQ. If you still have questions, contact your School IT service desk via the **Help** tab, or clicking the **Help** icon at the top of the screen.

Logging Out

When you have finished working on a networked computer, always remember to click on the grey **Logout** button on the far top right of the screen.

