

# User account creation and first login.

- The platform is available at <https://umbedu.blackboard.com/>
- In the upper left corner, the option to choose Polish or English is marked.



# Blackboard

Username

Password

Sign In

[Forgot Password?](#)

The user name should be filled in with name.surname

As the password, we enter to the platform is the date of birth (in the DDMMYYYY standard )

# Student view after logging in - "list of tasks" tab.

The image shows the Blackboard user interface. On the left is a dark sidebar with the 'Blackboard' logo at the top. Below the logo is a user profile icon and a grey placeholder box. Further down are navigation links: 'Activity Stream' (with a globe icon), 'Courses' (with a book icon), 'Organizations' (with a group of people icon), 'Calendar' (with a calendar icon), 'Messages' (with an envelope icon), 'Grades' (with a document icon), 'Tools' (with a pencil icon), and 'Sign Out' (with a circular arrow icon).

The main content area is titled 'Stream' at the top. Below this is a 'Recent' section, which is a large grey rectangular area. To the left of this area is a vertical list of task entries. Each entry consists of a date, an icon, and a vertical line extending upwards to a small circle. The entries are:

- Jul 30, 2021: icon of a book with a bookmark.
- Apr 29, 2021: icon of a megaphone.
- Apr 22, 2021: icon of a megaphone.
- Apr 22, 2021: icon of a megaphone.
- Apr 22, 2021: icon of a megaphone.

After logging in, the student view - the "courses" tab - a list of subjects in which a given person participates.

The screenshot displays the Blackboard user interface. On the left is a dark sidebar with the 'Blackboard' logo and navigation icons for 'Activity Stream', 'Courses' (highlighted), 'Organizations', 'Calendar', 'Messages', 'Grades', 'Tools', and 'Sign Out'. The main content area is titled 'Courses' and features a header with 'Current Courses' and 'Upcoming Courses' links. Below the header is a search bar with the text 'Search your courses', a 'Filter' dropdown set to 'All Courses', and a '25 items per page' selector. The 'Assorted Dates' section contains a single course entry: '2122IN\_PC' with a sub-entry '2122INPC - Pre-Course 2021/2022' and a link to 'Original Course View'. A 'Multiple Instructors' link and a 'More info' dropdown are also present. A star icon is located to the right of the course entry.

After logging in, the student view - the "messages" tab - a list of news broken down into courses.

The screenshot displays the Blackboard interface. On the left is a dark sidebar with the Blackboard logo at the top. Below the logo are navigation icons and labels: a person icon for the user profile, a globe for 'Activity Stream', a book icon for 'Courses', a group of people for 'Organizations', a calendar for 'Calendar', an envelope for 'Messages' (which is highlighted with a purple bar), a list icon for 'Grades', a pencil for 'Tools', and a back arrow for 'Sign Out'. The main content area has a light gray background. At the top of this area is the word 'Messages'. Below it is a section titled 'Current Courses and Organizations'. Under this section, there is a single entry for the course '2122INPC - Pre-Course 2021/2022' with the ID '2122IN\_PC'. To the right of the course name is a small circular icon containing a plus sign (+).

# Course page view.

In the information tab, you will find messages posted by the lecturers, announcements, and organizational notes regarding activities during the course.

In the contents tab, you will find notes, tests, studies and all other scientific materials related to your classes.

Through the group tab, you can go to materials and activities related only to your training group on the course.

Here you will find your online Classes

The main discussion board page appears with a list of available discussion forums.

In the tools tab you will find items such as a calendar, your grades, contacts, tasks, blogs, news, roster and many more.

The screenshot shows a course page for '2122INPC - Pre-Course 2021/2022'. The page is titled 'Home Page' and features a navigation menu on the left with the following items: Home Page, Information, Contents, Discussions, Groups, Tools, Help, and Online Classes. The main content area is divided into several sections: 'My Announcements' (with a 'more announcements...' link), 'My Tasks' (with a 'more tasks...' link), 'What's New' (with a 'Courses/Organizations (1)' link), and 'Needs Attention'. On the right side, there are two 'To Do' sections: 'What's Past Due' and 'What's Due'. The 'What's Due' section includes a date selector set to '08/25/2021' and a 'Go' button. Below the 'What's Due' section, there are expandable sections for 'Today (0)', 'Tomorrow (0)', 'This Week (0)', and 'Future (0)'. The page is last updated on August 25, 2021, at 1:34 PM.

# Course page view.

The screenshot shows a course page interface. At the top, a dark header bar contains a hamburger menu icon, a close icon, and the course title "2122INPC - Pre-Course 2021/2022". Below the header, a breadcrumb trail shows "2122INPC - Pre-Course 2021/2022" and "Home Page". A left sidebar menu lists navigation options: "2122INPC - Pre-Course 2021/2022", "Home Page", "Information", "Contents", "Discussions", "Tools", "Help", and "Online Classes". The "Help" item is circled in orange, and a callout bubble points to it with the text "Platform support help". The main content area is titled "Home Page" and features three panels: "My Announcements" (with a message that no announcements have been posted in the last 7 days and a link to "more announcements..."), "My Tasks" (with a message that no tasks are due and a link to "more tasks..."), and "To Do" (showing "What's Past Due" and "What's Due" sections, with a date selector set to 08/31/2021 and a "Go" button). The "To Do" section also includes "Actions" dropdown menus and a "Today (0)" summary.

Contact in case of problems: [blackboard@umb.edu.pl](mailto:blackboard@umb.edu.pl)

- 85 686 52 49
- 85 686 52 50

Browser settings:

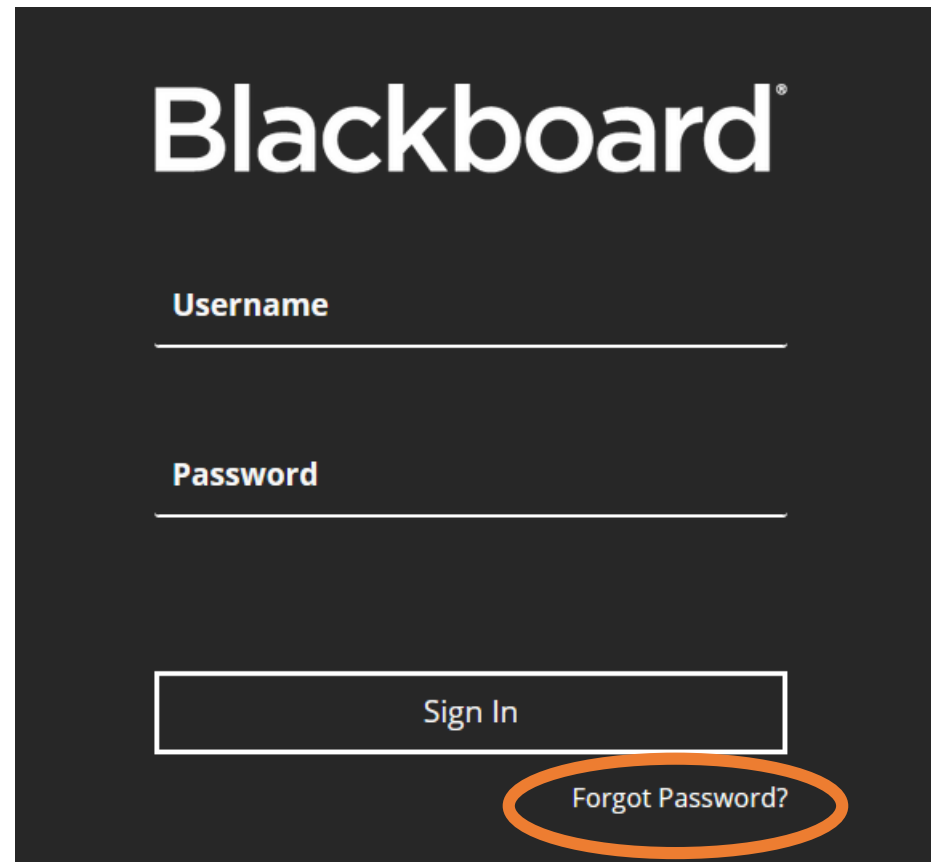
- it is best to use the latest version of Google Chrome / Mozilla FireFox, we do not recommend Microsoft Edge / Safari IOS / Opera
- make sure that no add-ons or extensions that affect the display and modification of website content, such as ad and pop-up blockers, are active in the browser

**More information about the blackboard can be found on the website**

[https://help.blackboard.com/Filter/Student/College\\_or\\_University](https://help.blackboard.com/Filter/Student/College_or_University)

## What to do when we lose login data / forget the password?

To reset your password, use the "Forgot your password?"



The image shows a Blackboard login interface on a dark background. At the top, the word "Blackboard" is written in a large, white, sans-serif font. Below the logo, there are two input fields: "Username" and "Password", each with a white underline. Below the password field is a white rectangular button labeled "Sign In". At the bottom right of the form, there is a link labeled "Forgot Password?" which is circled in orange.



In the new window, under the **EMAIL ADDRESS OPTION**, complete the "First name", "Last name" field, and in the "E-mail message" field, enter the student e-mail address to which the activation link is to be sent.

**EMAIL ADDRESS OPTION**

*Enter your **First Name, Last Name, and Email Address** to change the password.  
You need an active email address associated with your account to receive instructions. Your current password remains active until you change it.*

**First Name**  
\_\_\_\_\_

**Last Name**  
\_\_\_\_\_

**Email**  
\_\_\_\_\_

*Click **Submit** to proceed.*

Cancel **Submit**

- Click the Submit button, log in to the student e-mail account and click on the activation link in the received message, in which we enter the work e-mail address and private password.



NAZWA UŻYTKOWNIKA

jan.kowalski@umb.edu.pl

HASŁO

.....

Zaloguj się

[Nie pamiętasz hasła?](#)

- Following these steps will enable us to log in to the Blackboard platform with the student email address and the newly set private password.
- In case of problems with logging in to the student e-mail, please follow the instructions available at <https://www.umb.edu.pl/pl/poczta>

# Information about the Blackboard platform

- What should the computer have for the session?
- Internet browser
- Headphones or speakers
- Microphone and camera for activities that require interaction with the teacher.

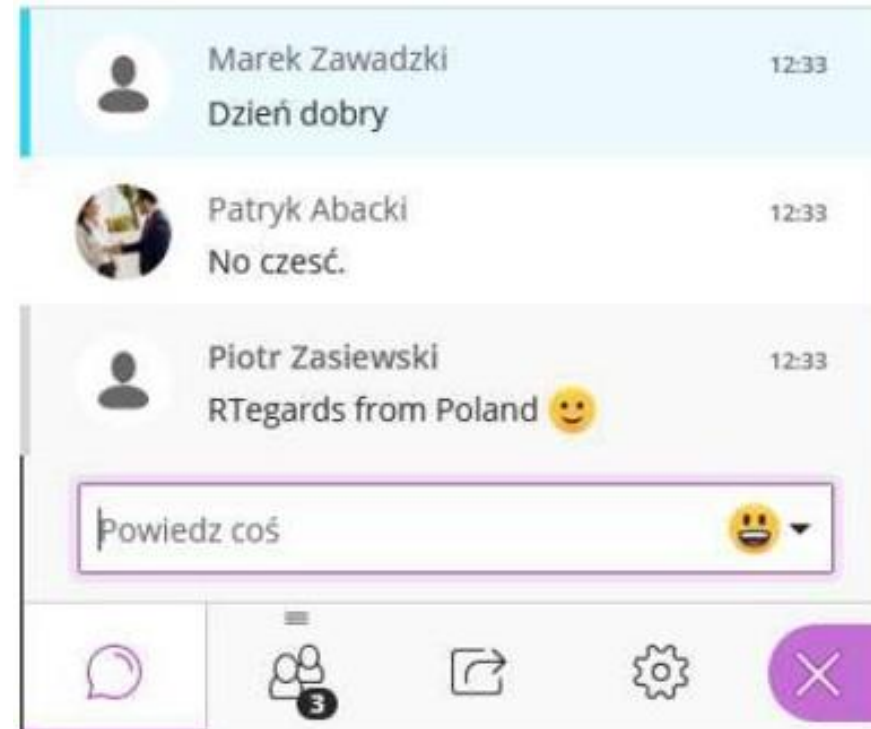
## How to enter the Blackboard Collaborate panel?

Open the course, then use the "**tools**" link. There is a Blackboard **Collaborate Ultra tab**.

# Available tools and possibilities during the session

## Chat

During the session, text communication between moderators, all participants and a private chat are possible. The moderator can disable the chat between participants.

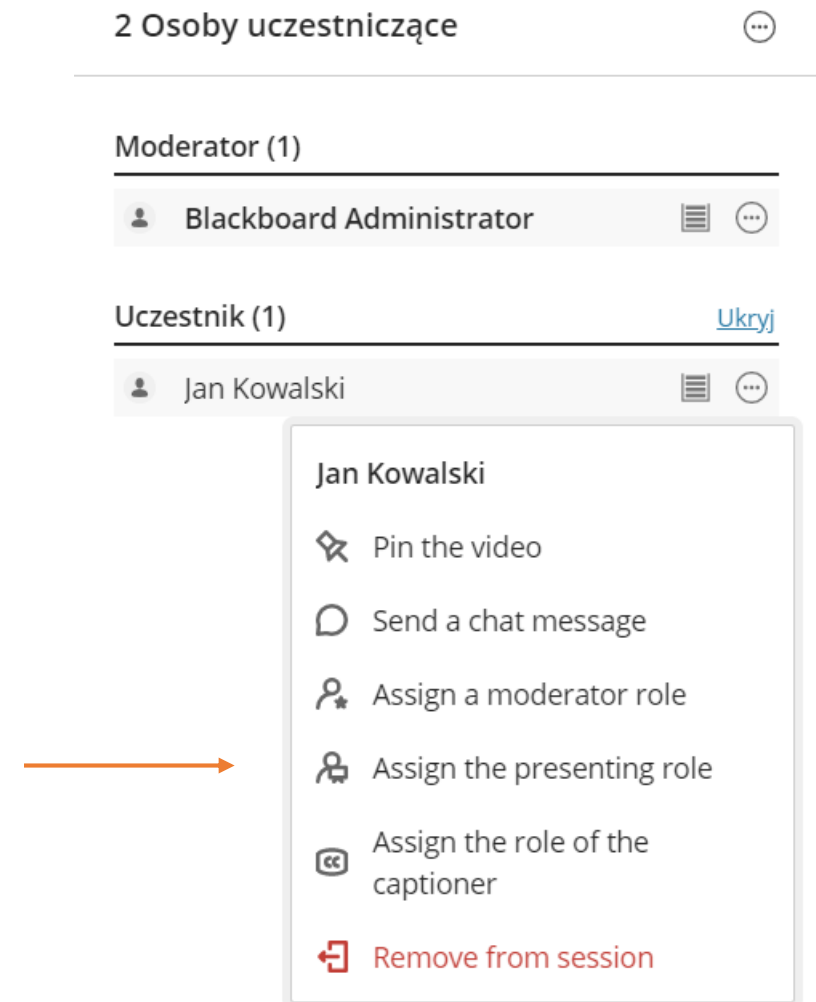


# List of session participants

This is a list of people attending the meeting.

This is where the moderator sees the participants and can assign a role to other participants or remove a participant from the session.

Giving a role to other session participants. After selecting the „Assign presenting role” option, the user has access to the tools for sharing his / her materials.



The screenshot shows a meeting interface with a list of participants. At the top, it says "2 Osoby uczestniczące" (2 participants) with a three-dot menu icon. Below this, there are two sections: "Moderator (1)" and "Uczestnik (1)".

- Moderator (1):** Blackboard Administrator (with a list icon and a three-dot menu icon).
- Uczestnik (1):** Jan Kowalski (with a list icon and a three-dot menu icon). A blue link "Ukryj" (Hide) is visible to the right of the name.

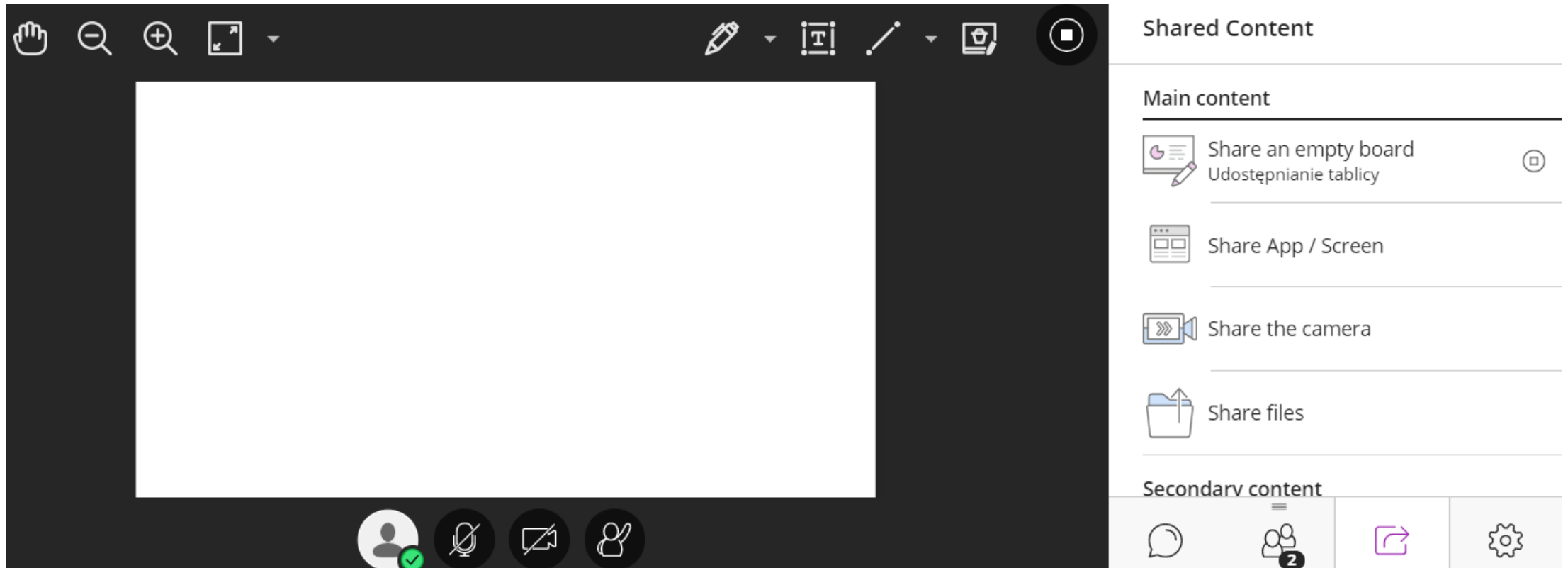
A context menu is open for Jan Kowalski, listing the following actions:

- Pin the video
- Send a chat message
- Assign a moderator role
- Assign the presenting role
- Assign the role of the captioner
- Remove from session

An orange arrow points from the text "After selecting the „Assign presenting role” option" to the "Assign the presenting role" option in the context menu.

# Whiteboard

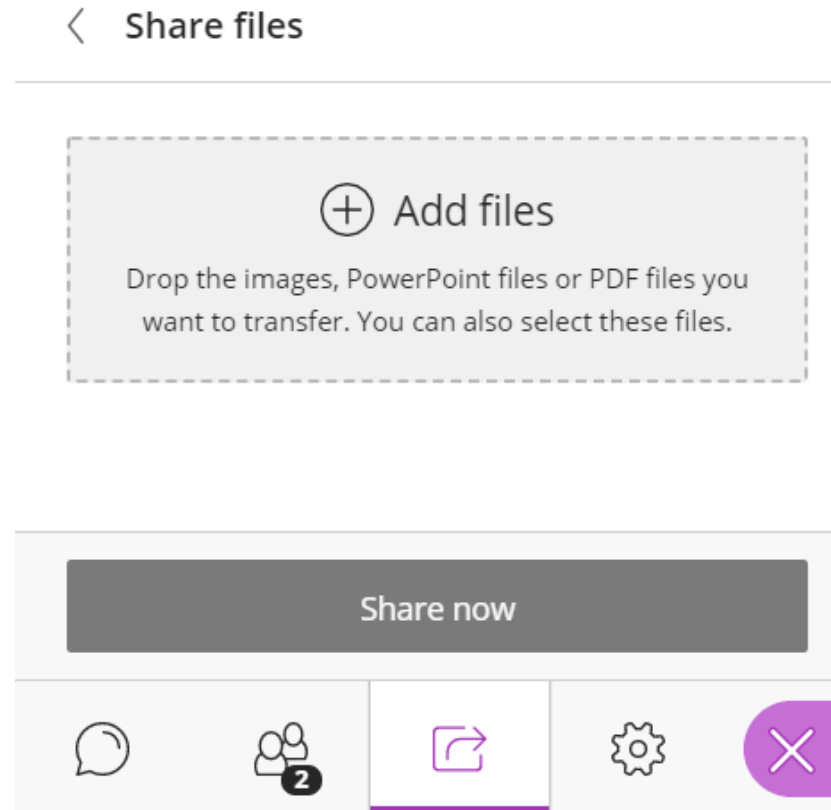
A tool for joint implementation and drawing of diagrams / drawings.



# File sharing

The moderator can prepare files for presentation and then show them to the meeting participants.

Acceptable files are PowerPoint PPT presentations, PDF, graphic files.



# What to do when problems arise?

The troubles are usually related to the browser, poor internet connection or microphone or sound options stuck somewhere.

## **The simplest solutions to these problems are:**

- Log out of the session and open it in a different browser.
- Unlock the microphone / camera in the browser.
- Change the Sound settings in the Collaborate session.
- Change the settings in the operating system.



**The data for logging into the blackboard Accounts dedicated to the Pre-Course will be expired after the end of the course. When you start your education at UMB, you will be granted new accounts on the platform.**

**We remind you that all materials posted on the educational platform are intended only for the personal use of the student. Educational materials published on the platforms are the property of the University, and therefore their unauthorized use, e.g. publication on the public network or other forms of dissemination, e.g. by e-mail or via other media, is a violation of copyright and may result in criminal and civil liability.**

**Yours sincerely,  
*Blackboard team***