The Blackboard Experience

UCR, like many other universities, uses the web to enhance the students’ learning experience. UCR’s iLearn site is powered by Blackboard and enables an effective way to communicate, organize assignments, check grades, and a whole lot more. This pocket guide introduces you to all the available features Blackboard/iLearn offers.

Discover how to:

- Access UCR’s Blackboard site: iLearn
- Navigate the My UCR and Courses tabs
- Utilize the functions of your course website

iLearn provides UCR instructors and students with instructional and communication tools for Web-based on-line instruction and learning.

What’s online at iLearn?
- Syllabi
- Assignments
- Tests
- Materials
- References
- Faculty information

Highlander Bears are iLearn proficient

ilearn.ucr.edu
cnc.ucr.edu
blackboard.com

UC: Riverside
Computing & Communications
**Student Users: YOU** Will Learn With iLearn

iLearn provides UCR instructors and students with instructional and communication tools for Web-based on-line instruction and learning.

UCR’s iLearn website is a convenient tool to keep track of all your classes, grades, tasks, course roster, email, etc. Nearly all instructors on campus use iLearn to post assignments and course materials, as well as create online quizzes. Not frequently accessing iLearn could threaten not only your grade but also your mental health and may elevate your already high stress levels.

**Learn how to...**

- Access your iLearn account
- Utilize the My UCR tab tools
- Display and Edit the My UCR content modules
- Navigate in the Courses tab
- Access your course websites
- Utilize the functions of your class websites including viewing grades and downloading assignments

With so many tools available it may all seem overwhelming at first. But don’t sweat it; you’ll be using the system for your entire stay here at UCR. You should get the hang of it by graduation!
<table>
<thead>
<tr>
<th>View Grades</th>
<th>Virtually the same as the My UCR tab View Grades under “Tools”, but goes straight to the grades for the course you are viewing.</th>
</tr>
</thead>
<tbody>
<tr>
<td>WebAssign</td>
<td>An online homework, quizzing, and testing management system feature. Used in the sciences (if required).</td>
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**FAQ (How do I...)**

- Get an iLearn account:
  http://cnc.ucr.edu/ilearn/account

- Reset my iLearn password:
  http://cnc.ucr.edu/ilearn/password

- Add a class to my iLearn account:
  http://cnc.ucr.edu/ilearn/add_class

- Look up my username: Your username is your UCR Net ID. You can lookup your UCR Net ID using the online UCR Net ID lookup form:
  https://ldap.ucr.edu/ldap/id

**TIPS**

- The names iLearn and Blackboard are used interchangeably. Blackboard is the system and iLearn is the website name chosen by UCR.
- For your convenience, a button or tool may be found in more than one place but it will function the same way.
- Your UCR Net ID and Student Identification (SID) is all you need to get started!
- Not all instructors use iLearn or all of its functions.
- For additional help, go to http://cnc.ucr.edu/ilearn/student_help

**Accessing iLearn**

You can access iLearn from ANY computer that provides Internet access. There are several campus computer facilities (PC and Mac equipped) where you can access iLearn: The Rivera Library, Science Library, Anderson Hall with AGSM student priority (Room 014), the Humanities Building (Room 1003), Sproul Hall (Room 2225), Statistics Building (Room 2680), Watkins Hall (Room 2101,
2111), two Pentland Hills labs for dorm students, as well as other residence hall facilities.

**Account Information**

Upon University enrollment, students are assigned a UCR NetID and SID. A UCR NetID is your username for iLearn (typically your first name’s initial followed by the first four letters of your last name and a three digit numerical value. Example: Harry Potter’s UCR NetID could be *hpott001*). The SID is your student identification number (typically a 9 digit number beginning with 860) and works as your default iLearn login password. Your NetID cannot be changed; however the password you choose for logging into the system can be changed. Do not know your SID? Go here: http://my.ucr.edu/

**TO LOG IN:**

1. Go to: http://iLearn.ucr.edu
2. Choose “Login”
3. Type in your “UCR NetID” as your username (not your whole email address) and your SID as your “password”

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![icon]</td>
<td>Digital Drop Box</td>
<td>Send assignments online if your instructor is allowing online submission. The “Add” button is a personal holding area. “Send” will send the item to the instructor.</td>
</tr>
<tr>
<td>![icon]</td>
<td>Edit Your Homepage</td>
<td>Any information you enter will show up in the &quot;Roster&quot;. Add an intro message, personal information, upload a picture, and include favorite websites.</td>
</tr>
<tr>
<td>![icon]</td>
<td>Glossary</td>
<td>Terms for that particular course provided by the instructor will be viewable here.</td>
</tr>
<tr>
<td>![icon]</td>
<td>Personal Information</td>
<td>The same as the My UCR tab under “tools”.</td>
</tr>
<tr>
<td>![icon]</td>
<td>Schedule an appointment</td>
<td>Make appointments with your instructor (if enabled).</td>
</tr>
<tr>
<td>![icon]</td>
<td>Science Toolkit</td>
<td>The science toolkit is a favorite if you are in any mathematics or science course; conversion calculators, science dictionary, the periodic table, and more!</td>
</tr>
<tr>
<td>![icon]</td>
<td>Student Manual</td>
<td>Everything you want to know about Blackboard in depth!</td>
</tr>
<tr>
<td>![icon]</td>
<td>Tasks</td>
<td>This differs from the My UCR tab Tasks under “Tools” and functions JUST for that particular course.</td>
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</table>
Discussion Board  Functions like any online forum with threads and alterable settings.

Student Tools  Browse around and take advantage of the tools iLearn provides:

- **Address Book**  This differs from the My UCR tab Address Book under “Tools” and functions JUST for that particular course.

- **Calendar**  This differs from the My UCR tab Calendar under “Tools” and functions JUST for that particular course.

- **Dictionary and Thesaurus**  Built-in Dictionary and Thesaurus!

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**iLearn Site Layout**

Once you have logged into your iLearn page you will see UCR’s banner, a “Home”, “Help”, and “Logout” button, tabs below the banner labeled “My UCR” and “Courses” (called Tab Pages).

**My UCR**: Navigating (click the text label)

<table>
<thead>
<tr>
<th>TOOLS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🗣️ Announcements</td>
<td>The announcements shown are those posted by instructors for your iLearn courses. By using the tabs you can select how far back you want to view your announcements (the default is 7 days). The drop-down menu allows selection of the type of announcements to view.</td>
</tr>
<tr>
<td>📅 Calendar</td>
<td>Add any events you’d like to keep track of. An event title, description, and date/time can be set. The quick jump button enables specific date selection.</td>
</tr>
<tr>
<td>🛠️ Tasks</td>
<td>Listing tasks is very handy for students to keep track of all their appointments and deadlines. To add your own personal tasks click the “Add Task” button on the left of the drop-down menu - include a title, description, priority level, status, and due date.</td>
</tr>
<tr>
<td><strong>View Grades</strong></td>
<td>Once “view grades” is clicked, you are taken to a page titled; “My Courses” and all your iLearn courses will be listed with their information. Select the course in which you wish to view your grades. Remember, not all professors and TAs choose to use the iLearn grade book and therefore you may not have any grades listed in iLearn.</td>
</tr>
<tr>
<td><strong>Send E-mail</strong></td>
<td>A list of the course you are in enrolled in will be displayed once you click “send email”. If you are no longer enrolled in the course you will no longer have access. Options are available depending on who you want to send an email to within a course.</td>
</tr>
<tr>
<td><strong>User Directory</strong></td>
<td>You can use the user directory to find any UCR student, professor, and faculty member, by searching their last name, username, or email address and depending on how much they provide in their public profile you can view this information as well.</td>
</tr>
<tr>
<td><strong>Address Book</strong></td>
<td>Add contacts to your address book and later you are able to search for any contacts you have added.</td>
</tr>
<tr>
<td><strong>Personal Information</strong></td>
<td>You can: Edit Your Personal Information, Change Password, Set CD-ROM Drive, and Set Privacy Options. You must click the “submit” button for any changes to take effect.</td>
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**External Links**  Outside sources and references for your course.

**Faculty Information**  Your instructor may choose to post information regarding office hours and location and their UCR extension.

**Communication**  Contains the following tools:

| **Announcements** | For course specific announcements from your instructors (usually the opening page for the course site). |
| **Collaboration** | Houses “virtual classroom” - an online lecture hall with typing and drawing tools to interact with your instructor and classmates, and the “lightweight chat” - designed for online office hours. |
| **Discussion Boards** | Takes you to the same course forums as the Discussion Board on the navigation menu. |
| **Group Pages** | Instructors have the ability to create groups, if you are working on a project for example with a specific group of people in the course, ask the instructor for group page creation. |
Once you are in a specific course, a left side navigation menu will be displayed. The menu may vary in appearance depending on the instructor’s creative outlook and what links are appropriate to the course. The default will appear similar to the following:

- **Announcements** All announcements for that particular course can be found here.
- **Syllabus** Your instructor may have posted a syllabus for easy access and reference.
- **Course Materials** Reading documents for the course are often located here for convenience.
- **Assignments** A listing of assignments and their due dates are posted here by many instructors.

**MODULES**

Modules are the content box windows that appear on the MY UCR tab page. These modules can be edited, minimized/maximized, and removed from sight using the window icons. You can edit your course view list by clicking on the "little pencil tip".

For further editing and for page layout options there are two buttons to the right of the Welcome.

<table>
<thead>
<tr>
<th>Contents</th>
<th>Layout</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Image of contents" /></td>
<td><img src="image2.png" alt="Image of layout" /></td>
</tr>
</tbody>
</table>
| My UCR > My UCR Content
  Select the modules you’d like to appear on your UCR page:
  - Courses: Quick View
  - My Announcements (red check mark = no option, always viewable)
  - My Calendar
  - My Courses (red check mark)
  - My Tasks | My UCR > My UCR Layout
  Personalize and customize your iLearn layout content by selecting the order in which the modules appear on the My UCR page and Customize your theme with one of the preset themes. |
Courses : Navigating

- **Course Search** (basic and advanced)
  You can search for any iLearn course available with this feature. Want to take a biology course in the fall quarter of 2006? If that is the case type in something like, "Biology Fall 2006" and press "GO!" The Preview info is shown for the classes which matched your search. This preview includes course title, ID, instructor, date/time, location, and description. You are only allowed access into courses in which you are enrolled, but you are able to search for all courses and see the preview information as you would see it on the "Schedule of Classes" page. Using the advanced search allows you to search the database in a more effective way if you know the course ID (example: THEA 010 001 06S for the class Theatre 10 section 001, spring 2006), the user name of an instructor, or as with the basic search, simply a title or description.

- **Course List** – view courses
  The course list section shows you all the courses you are currently enrolled in.

- **Course Catalog** – browse course catalog
  Not sure what to search or want a general idea of the classes each department offers? Browse through the course catalog to the sections in which you are interested.