



Participating in Discussion Board and Submitting Assignment Help Guide

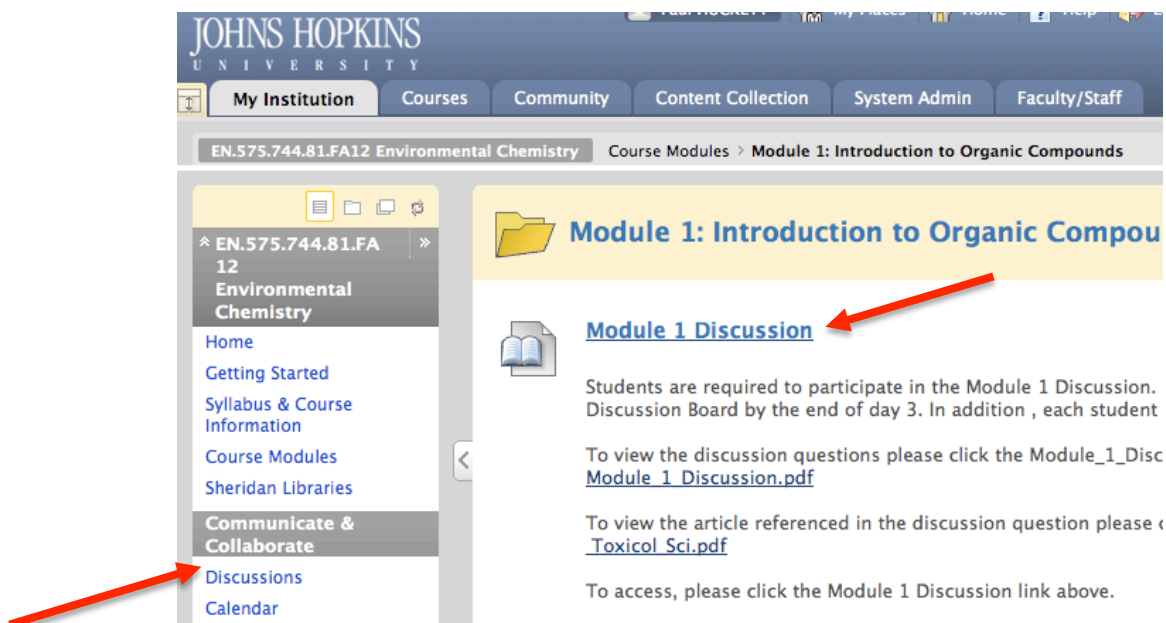
Overview

This document provides a step-by-step guide on how to reply to discussion questions and submitting assignments in your Blackboard course site.

All red arrows on the example images indicate where you should click.

How to participate in the Discussion Board

1. You can access the Discussion Board in one of two ways as indicated by the red arrows:





- Once inside the Discussion Board, click the specific forum you would like to participate in.

Discussion Board

Create Forum Search

→ Delete

Forum	Description	Total Posts	Unread Posts	Total Particip
Student Introductions	Please use this discussion forum to introduce yourself to the rest of the class. Getting to know one another will help us create meaningful discussions throughout the course.	26	23	11
Student Collaboration	Please feel free to use this discussion board to ask questions of your fellow students regarding the Questions & Problems at the end of each chapter in the textbook. You may also use it to discuss any topic's related to this course. Please use good netiquette when posting.	4	2	4
General Questions	Please use this discussion forum to ask any questions of the instructor that has not been or cannot be answered in the Student Collaboration forum. I will try and respond as promptly as possible.	27	13	8
Module 1 Discussion		16	16	8

- Once inside a specific forum, to create your own response, click on the Create Thread button.

Forum: Module 1 Discussion

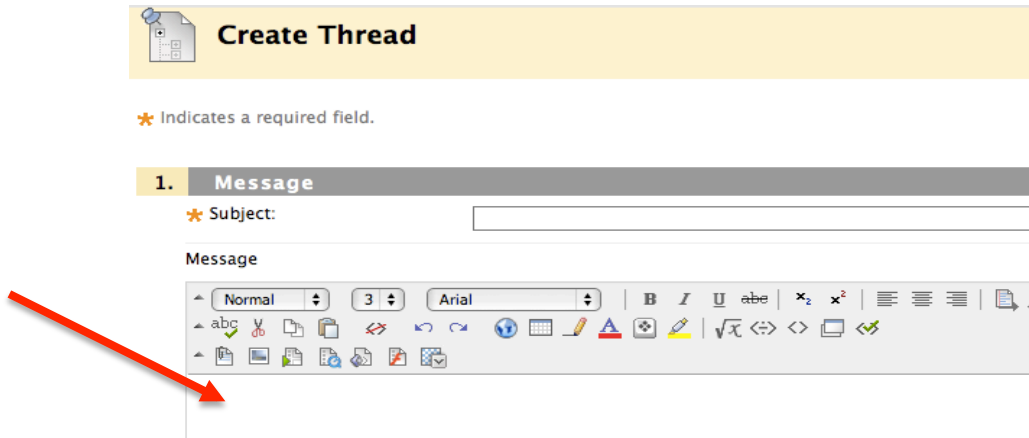
Create Thread

Thread Actions Collect Delete

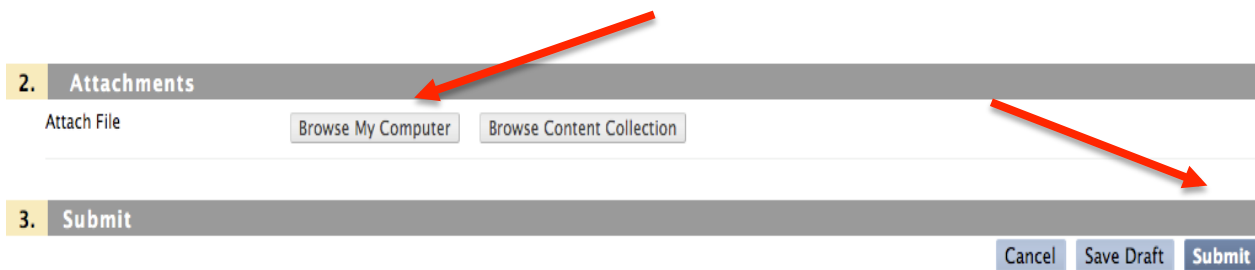
Date	Thread	Author	Status
------	--------	--------	--------



- To add text, simply type in the space provided and click Submit. You can use all options provided in the toolbar to format your text, add images, hyperlinks and other textual features.



- To attach a document to your thread, click 'Browse My Computer' to locate and select the attachment you would like to include. Once you have identified the attachment, click the Submit button.



- To respond to other students' threads simply click on their thread and click Reply.





Submitting an Assignment

1. All assignments are within their specific module (e.g. Module 1 – Module 1 Assignment). To submit an assignment, click on the Module # Assignment link.

Module 1: Introduction to Organic Com

[Module 1 Assignment](#)

Attached Files: [Pet Chemical List.pdf](#) (169.424 KB)

Identify a "pet" chemical for developing estimates of comp Final Course Project. Please use the Pet Chemical List attac

Please use MS Word (or similar document format) to compl link above.

2. Once you click the assignment link, it will open up the assignment tool and you will see a screen similar to the one below. It is important you read the Assignment Information and note whether there are any attached assignment files. Depending on the assignment instructions, you can either type your response in the assignment text box or attach a separate document as shown in the next frame.

1. Assignment Information

Name:	Module 1 Assignment
Instructions	Identify a "pet" chemical for developing estimates duration of the course and for the Final Course Pr chemical that has been agreed upon by me. Please use MS Word (or similar document format) the Module 1 Assignment link above.
Due Date	September 10, 2012 11:59:00 PM EDT
Points Possible	0
Assignment Files	Pet Chemical List.pdf (Pet Chemical List.pdf)

2. Assignment Materials

Submission



- To attach a document, click 'Browse My Computer' attach the document and click Submit.

The screenshot shows a form titled "Attach File". At the top, there are two buttons: "Browse My Computer" and "Browse Content Collection". Below these is a "Text Editor Field for Comments" with a small "abc" placeholder. At the bottom of the form, there are three buttons: "Submit", "Cancel", and "Save as Draft". A red arrow points from the text above to the "Browse My Computer" button, and another red arrow points from the text above to the "Submit" button.

Help & Support

How to get additional help can be found under the 'Help and Support' tab in the course site navigation menu.

The screenshot shows a course site navigation menu on the left and a "Help & Support" page on the right. The navigation menu includes the following items: "EN.575.721.81.SP 13 Air Quality Control Technologies", "Home", "Getting Started", "Syllabus & Course Information", "Course Modules", "Help & Support", and "Sheridan Libraries". A red arrow points to the "Help & Support" item in the menu. The "Help & Support" page has a yellow header with a document icon and the text "Help & Support". Below the header, there is a section titled "How to Get Technical Help" and a sub-section titled "Help Desk". The "Help Desk" section contains the text: "General technical support for Blackboard ar includes helpful resources, guides, and info unable to find the answer to your question ir by emailing us at ep-help-desk@jhu.edu."



Additional Resources

Additional resources can be found at the following website:

<http://ondemand.blackboard.com/students.htm>.

Recordings of interest:

Submitting an Assignment

Creating a Discussion Board Post

Creating a Discussion Board Thread