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How DID I do that?

Navigating Blackboard and Using the Discussion Board

1. Open up internet explorer and type the following in the web address bar:
<https://courseweb.library.upenn.edu>.
2. Select the PennKey Login button on the left-hand side of the webpage by moving your mouse over it and double clicking.
3. The next screen that appears is the log in screen where you have to supply both your PennKey and password. To do this, move your mouse over the PennKey text box, click once to get the cursor to appear, and type in your PennKey. When you have finished typing in your PennKey, press the Tab key to move the cursor into the password text box. Finally, after you have typed in your password, click on the log in button.
4. If the login is successful, the blackboard website will open and you will be greeted by a personalized welcome sign at the top of the page and a listing of announcements, the courses you are enrolled in, a tool bar menu, etc. To navigate the webpage, you can click on any of the links that are in blue and underlined.
5. On the right-hand side of you screen, you will see a box labeled: My Courses. Each of the courses you are registered for should be listed here. In order to view the information posted for each class, move your mouse over the name of the course you are interested in and click once.
6. The screen that appears is specific to the course you have chosen. On the left-hand side of this page, there is a list of folders containing relevant information that you can access by clicking on each button with your mouse. There are also announcements in the center of the page that have been posted by your professor to help guide you in finding and completing assignments.
7. To access the discussion board, click on the discussion board button with your mouse. When the new screen opens, there will be a link for the class discussion board. If you click on the link, it takes you to the screen that allows you to read the messages that have been posted as well as add your own message.
8. If you are interested in reading the messages posted, all that you need to do is click on the title of each listed. If you choose to reply to a specific message, there is a reply button at the bottom of the screen containing the original message.
9. If you are interested in creating a new message, click on the 'add a new thread' button at the top of the screen. Type a title in the subject line and your message in the appropriate box. Once you are finished typing your message, click on the 'submit' button and it will return you to the original message screen. The message you submitted should appear at the bottom of the screen.
10. When you are ready to log off, click on the 'logout' button on the top right hand side of the screen and close all browser windows.