


















# Blackboard Vista Student Quick Reference

<p><b>Logging in to Blackboard Vista</b></p> <ol style="list-style-type: none"> <li>1. Launch Browser (e.g., Internet Explorer)</li> <li>2. Type <a href="http://my.commmnet.edu">http://my.commmnet.edu</a> in address bar <i>Note: No www</i></li> <li>3. Log in using your NetID &amp; 8-digit password</li> <li>4. Click Login button</li> <li>5. Click on the <b>Student</b> tab</li> <li>6. Click hyperlink "Click here to access Blackboard Vista"</li> <li>7. Click on a course name</li> </ol>	<p><b>Installing Java</b></p> <ol style="list-style-type: none"> <li>1. Launch Browser (e.g., Internet Explorer)</li> <li>2. Type <a href="http://my.commmnet.edu">http://my.commmnet.edu</a> in address bar</li> <li>3. Click the <b>Support</b> link</li> <li>4. Click on the <b>Blackboard Vista Support</b> link</li> <li>5. Click on the <b>Student Blackboard Vista FAQ</b> link</li> <li>6. Scroll down to the <b>Browsers &amp; Java</b> topic and click on <a href="#">What version of Java should I be using?</a></li> <li>7. Scroll down to the <b>What version of Java should I be using with Blackboard Vista?</b> section</li> <li>8. Click on the <a href="#">1.6.0_05 download</a> for windows operating systems</li> <li>9. Click <input type="button" value="Save"/> button in File Download screen</li> <li>10. Click drop-down arrow next to <b>Save in:</b> field</li> <li>11. Select Desktop from drop-down list</li> <li>12. Click <input type="button" value="Save"/></li> <li>13. Click <input type="button" value="Open"/></li> <li>14. Click <input type="button" value="Run"/></li> <li>15. Accept ALL default settings</li> </ol>	<p><b>Accessing the Syllabus</b></p> <ol style="list-style-type: none"> <li>1. Click the Syllabus icon in the course content homepage <b>or</b> click on the <b>Syllabus</b> link in the <b>Course Tools</b> menu.</li> </ol> <p><i>Note: The syllabus will display</i></p>	<p><b>Downloading Files</b></p> <ol style="list-style-type: none"> <li>1. Click on the file to be downloaded <i>Note: The <b>File Download</b> screen appears</i></li> <li>2. Click <input type="button" value="Save"/> button</li> <li>3. Click drop-down arrow next to <b>Save in:</b> field</li> <li>4. Navigate to location where file will be saved</li> <li>5. Click <input type="button" value="Save"/></li> </ol>	<p><b>Posting a New Message</b></p> <ol style="list-style-type: none"> <li>1. Click on the <b>Discussions</b> link in the <b>Course Tools</b> menu</li> <li>2. Click the topic link</li> <li>3. Click <b>Create Message</b> button</li> <li>4. Enter subject</li> <li>5. Enter message</li> <li>6. Click <input type="button" value="Post"/> button</li> </ol>
<p><b>Running a Browser Check</b></p> <ol style="list-style-type: none"> <li>1. Launch Browser (e.g., Internet Explorer)</li> <li>2. Type <a href="http://my.commmnet.edu">http://my.commmnet.edu</a> in address bar</li> <li>3. On the log in page scroll down to the <b>Need Help?</b> channel and click on the <b>Pop-ups, Toolbars, Anti-Virus settings</b> link</li> <li>4. Click <b>Check Browser</b> and follow instructions to properly configure browser</li> <li>5. Click <input type="checkbox"/> in upper right-hand corner to close the message box</li> </ol> <p><i>Note: Contact DL if issues arise</i></p>	<p><b>Printing the Syllabus</b></p> <ol style="list-style-type: none"> <li>1. Click the Syllabus icon in the course content homepage <b>or</b> click on the <b>Syllabus</b> link in the <b>Course Tools</b> menu. <i>Note: The syllabus will display</i></li> <li>2. Click the <b>Printable Version</b> button</li> <li>3. From the browser menu bar select <b>File &gt; Print...</b></li> <li>4. Select appropriate printer or maintain default printer</li> <li>5. Click print</li> </ol>	<p><b>Opening Downloaded Files</b></p> <ol style="list-style-type: none"> <li>1. Click on the file to be downloaded <i>Note: The <b>File Download</b> screen appears</i></li> <li>2. Click <input type="button" value="Save"/> button</li> <li>3. Click drop-down arrow for <b>Save in:</b> field</li> <li>4. Navigate to location where file will be saved</li> <li>5. Click <input type="button" value="Save"/></li> <li>6. Click <input type="button" value="Open"/></li> </ol> <p><i>Note: Download Complete screen appears</i></p>	<p><b>Replying to a Message</b></p> <ol style="list-style-type: none"> <li>1. Click on the <b>Discussions</b> link in the <b>Course Tools</b> menu</li> <li>2. Click the topic link</li> <li>3. Click on message to be responded to</li> <li>4. Click <input type="button" value="Reply"/> button</li> <li>5. Click <input type="button" value="Post"/> button</li> </ol>	

**Questions?** Contact Pauline Clifford, Ph.D., Director of Educational Technology at (860) 412-7262 or [pclifford@qvc.commmnet.edu](mailto:pclifford@qvc.commmnet.edu) or Bill Army, Educational Technology Specialist at (860) 412- 7299 or [warmy@qvc.commmnet.edu](mailto:warmy@qvc.commmnet.edu)

# Blackboard Vista Student Quick Reference

<p><b>Accessing the Calendar</b></p> <ol style="list-style-type: none"> <li>1. Click the  <b>Calendar</b> icon in the  <b>Course Tools</b> menu</li> </ol>	<p><b>Editing an Entry in the Calendar</b></p> <ol style="list-style-type: none"> <li>1. Click the  <b>Calendar</b> icon in the  <b>Course Tools</b> menu</li> <li>2. Click date of entry to be edited</li> <li>3. Click the Action Links icon  of the entry to be edited</li> <li>4. Select </li> <li>5. Make changes, as necessary</li> <li>6. Click <input type="button" value="Save"/></li> </ol>	<p><b>Accessing Mail from My Blackboard</b></p> <ol style="list-style-type: none"> <li>1. Click the Mail icon  on the My Blackboard toolbar</li> <li>2. Click the course or section name to view mail</li> <li>3. Click the message title in the Subject column</li> </ol>	<p><b>Saving Documents as a Rich Text Format (.rtf)</b></p> <ol style="list-style-type: none"> <li>1. Open a document to be converted to rich text format</li> <li>2. Select <b>File</b> &gt; <b>Save As...</b> from the Menu Bar</li> <li>3. Click the drop-down icon  in the <b>Save as type:</b> field</li> <li>4. Select Rich Text Format</li> <li>5. Click <input type="button" value="Save"/></li> </ol> <p><i>Note: Documents saved in rich text formats can be viewed on both PC and MAC platforms</i></p>	<p><b>Accessing Help</b></p> <ol style="list-style-type: none"> <li>1. Launch Browser (e.g., Internet Explorer)</li> <li>2. Log in to Blackboard Vista</li> <li>3. Click Help link in Blackboard Vista logo bar (upper right-hand corner)</li> <li>4. Enter keyword in Search field</li> <li>5. Click green arrow  to search Help database</li> </ol> <hr/> <p><b>Returning to the My Blackboard Home Page</b></p> <ol style="list-style-type: none"> <li>1. Click the <b>My Blackboard</b> link in the Blackboard Vista logo bar</li> </ol>
<p><b>Adding an Entry to the Calendar</b></p> <ol style="list-style-type: none"> <li>1. Click the  <b>Calendar</b> icon in the  <b>Course Tools</b> menu</li> <li>2. Click <input type="button" value="Add Entry"/> button</li> <li>3. Enter brief description in the Title field</li> <li>4. Select start and end dates</li> <li>5. Indicate entry type: personal</li> <li>6. Enter details in Detail field</li> <li>7. Click <input type="button" value="Save"/></li> </ol>	<p><b>Deleting an Entry in the Calendar</b></p> <ol style="list-style-type: none"> <li>1. Click the  <b>Calendar</b> icon in the  <b>Course Tools</b> menu</li> <li>2. Click the date of the entry to be deleted</li> <li>3. Click the Action Links icon  of the entry to be deleted</li> <li>4. Select </li> <li>5. Click <input type="button" value="OK"/></li> </ol>	<p><b>Creating a Message</b></p> <ol style="list-style-type: none"> <li>1. Access the Mail for the course or section in which you wish to create a message</li> <li>2. Click <input type="button" value="Create Message"/> button</li> <li>3. Click <input type="button" value="Browse for Recipients..."/></li> <li>4. Select desired recipients</li> <li>5. Complete fields, as appropriate</li> <li>6. Click <input type="button" value="Send"/> button</li> </ol> <p><i>Note: Email is limited to Blackboard Vista email accounts only; messages cannot be sent to external email accounts</i></p>	<p><b>Adding an Attachment to a Message</b></p> <ol style="list-style-type: none"> <li>1. Click <input type="button" value="Create Message"/></li> <li>2. Complete fields, as appropriate</li> <li>3. Click <input type="button" value="Add Attachments"/></li> <li>4. In Get Files, select My Files or My Computer</li> <li>5. Locate file and select <input type="button" value="Open"/></li> <li>6. Click <input type="button" value="Save"/></li> <li>7. Click <input type="button" value="Send"/></li> </ol>	<p><b>Locating Online Resources</b></p> <ol style="list-style-type: none"> <li>1. Launch Browser ( e.g., Internet Explorer  or Mozilla Firefox )</li> <li>2. Type <a href="http://www.commnet.edu/academics/blackboard/student">http://www.commnet.edu/academics/blackboard/student</a> in the address bar</li> </ol>