



WVU eCampus for Students

Office of Information Technology

ITS Service Desk:

(304) 293-4444,

ITSHelp@mail.wvu.edu

Resources

- <http://idesign.wvu.edu/eCtutorial/>
- <https://ecampus.wvu.edu/student-resources-learn-9>
- <https://ecampus.wvu.edu/wp-content/uploads/Test-Tips-for-Students.pdf>
- <https://ecampus.wvu.edu/wp-content/uploads/Collaborate-Best-Practices-Participants.pdf>

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Browser Check

There is a link for the browser check below the login screen and in the eCampus Support module after you login.

<https://learn.wvu.edu/BrowserCheckLearn9/BrowserCheck.html>

[Go Back](#)

Blackboard Learn 9 Browser Requirements Check

Important: At a minimum, Blackboard requires JavaScript and Cookies to be enabled in your browser. For more information regarding Blackboard browser requirements, please refer to the [Browser Settings Guide](#).

If you pass all checks listed below, you should be able to use the main features of Blackboard.

Browser Check		Browser: Firefox Version: 19.0 Platform: Windows 7 64-bit	If this check fails, refer to the Compatible Browsers Document for Compatible Browsers information
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JavaScript Check		If this check fails, refer to the Browser Settings to enable JavaScript in your browser
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Cookies Check		If this check fails, refer to the Browser Settings to enable Cookies in your browser
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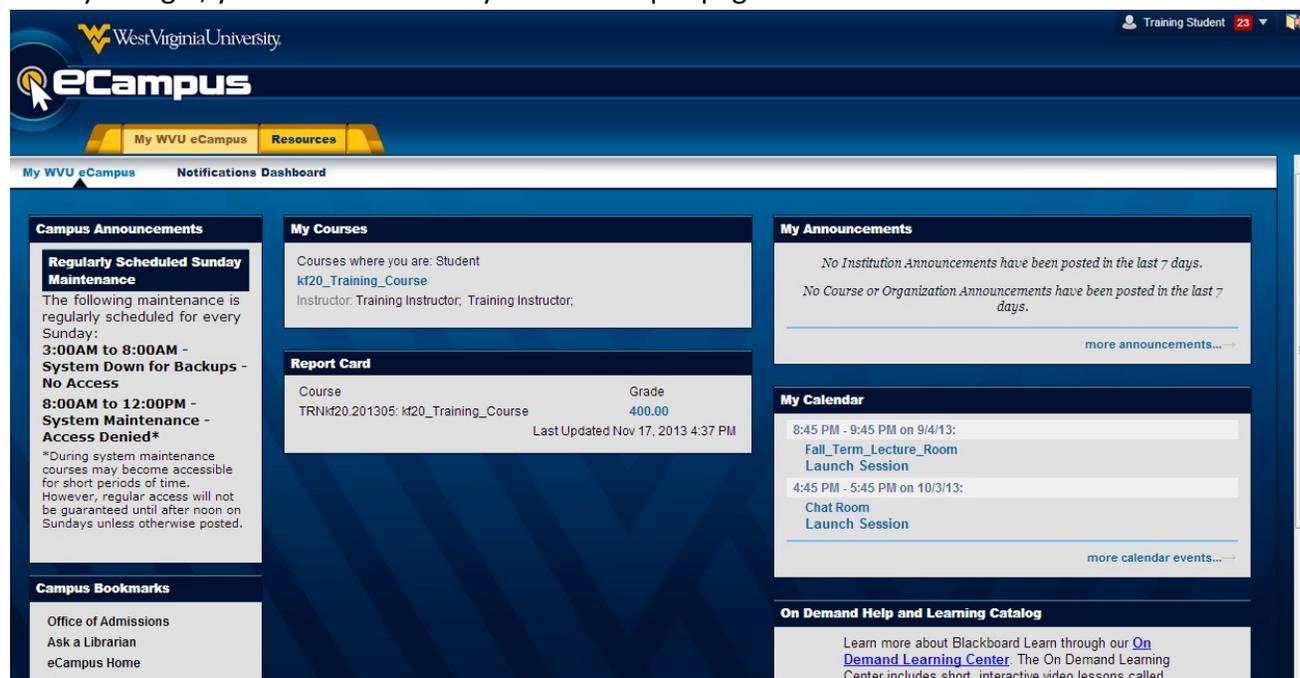
Popup Window Check		If this check fails, refer to the Browser Settings to Popup Windows in your browser
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Port 80 Check		This check works by trying to download an image through the specified port. Port 80 is the standard web (http) port. <i>*Warning: If this check fails, Please contact your Internet Service Provider(ISP).</i>
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Java Check	<pre>java.vendor = Oracle Corporation java.version = 1.7.0_45</pre>	If you see nothing to the left (or just a gray box) then Java functionality is not available. You can install or upgrade your Java Plug-in at Free Java Download page .
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My WVU eCampus

After you login, you will be on the My WVU eCampus page:

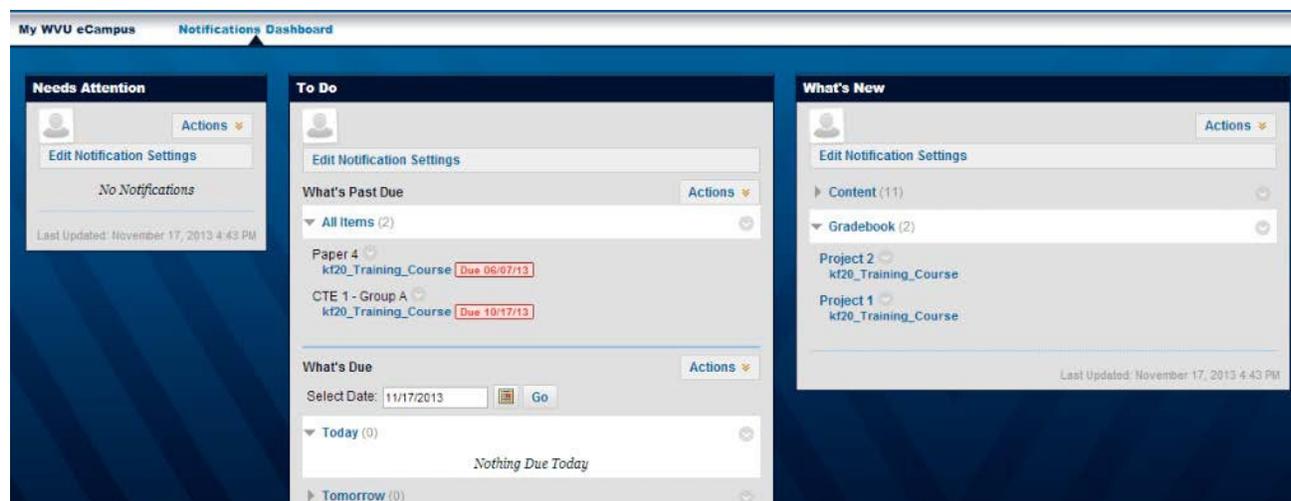


You cannot customize this page other than modifying the settings for some of the modules. Click on a barely visible button on the far right of a module's title bar to change module settings.

The **Report Card** will usually display the total number of points in a course unless the instructor chose a different grade book column to be the "external" grade.

To see all calendar entries, click on "more calendar events" in the lower right corner of the module. Not all upcoming events display in the **My Calendar** module's main display.

Click on **Notifications Dashboard** to see additional modules:



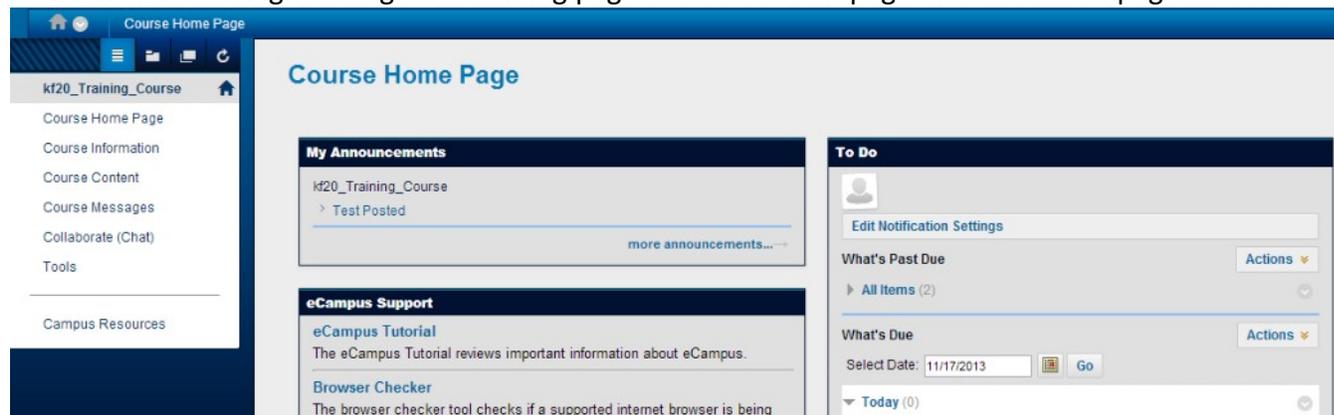
The logout button is in the upper right corner – it looks like a yellow door with a red right arrow.

Back under the My WVU eCampus tab, click on the name of a course to enter it.

Environment: Course Pages and Tools

You might see a module page when you first login to a course.

Some instructors might change this landing page to be a content page or a discussion page instead.



The course menu on the left is for navigation to different tools and content areas. Instructors can customize this course menu by adding and deleting tools, adding more content areas, and renaming items. Most of the time you can change the course menu from list view to folder view or viceversa.

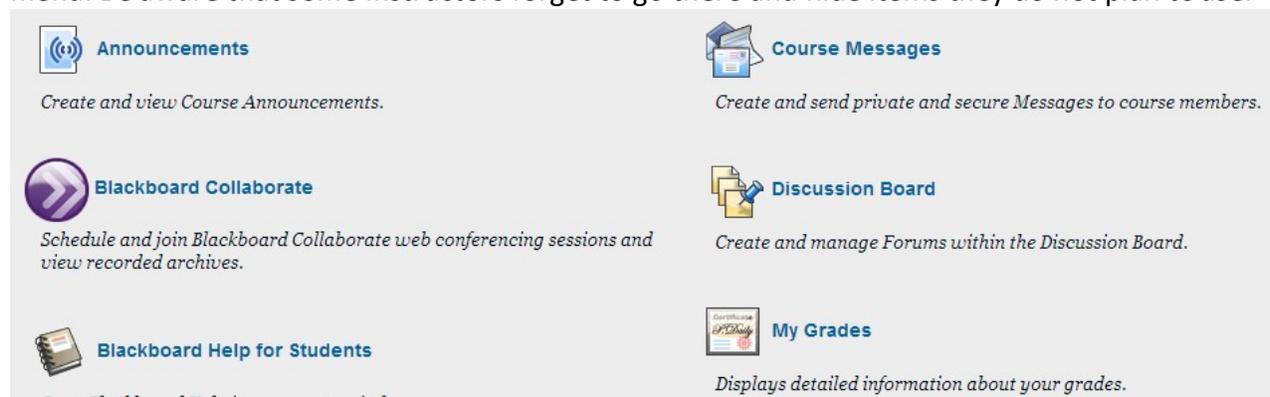
Click on the little house button (or capital letter H in some browsers) to return to the landing page.

You can use the browser back button to return to a previous page.

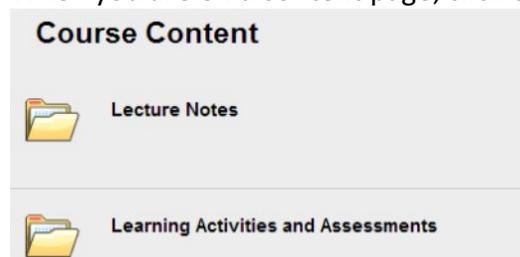
If you click on the divider line between the course menu and the content on the right, the course menu will completely collapse to the left. Click on the thick “wall” left behind to bring back the menu.

If you click on the name of your class at the top of the menu, it will collapse vertically.

Click on **Tools** if it is on the course menu to see additional tools that might not be on the course menu. Be aware that some instructors forget to go there and hide items they do not plan to use.



When you are on a content page, click on the name of the item, not the icon.

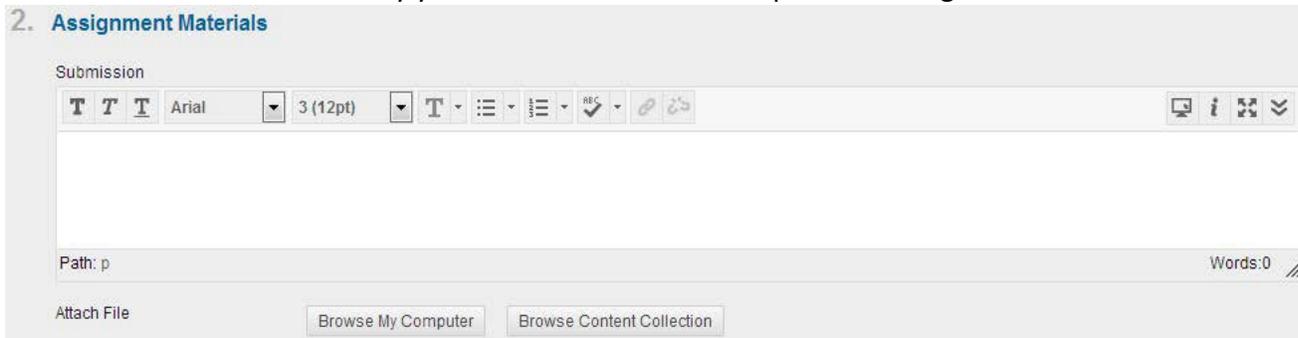


Submit an Assignment

Click on the name of the assignment even if you see all of the instructions on the screen.

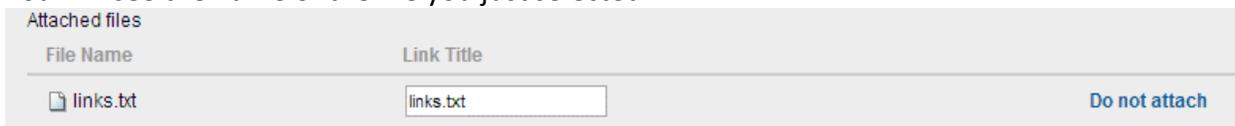


Follow the instructions. Usually you will attach a file to complete the assignment.



Click on **Browse My Computer** to find the file you wish to attach. Be careful to select the correct one before pressing Submit in case the instructor only allows one attempt.

You will see the name of the file you just selected:

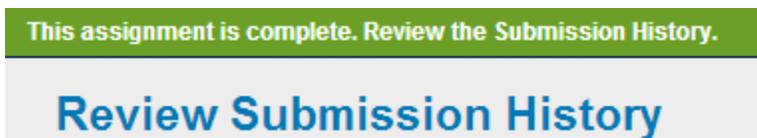


You can repeat this step if you need to submit more than one file to complete the assignment.

Click on the blue link "Do not attach" if you picked the wrong file.

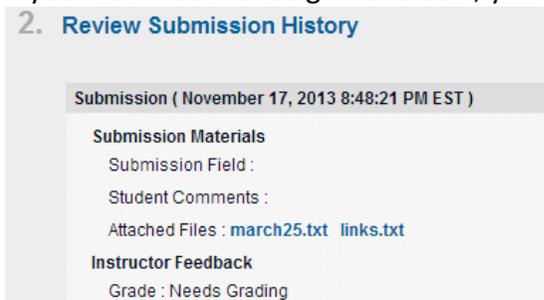
Click on the blue **Submit** button after selecting the file(s) to complete the submission.

You will see:



Click on the **OK** button.

If you return to the assignment later, you will see something like



You might see a button to "Start a New Submission" if your instructor allows multiple attempts.

A lot of instructors will make an assignment disappear after the deadline.

Take a Test

Click on the name of the quiz.



Review the instructions:

1. Instructions

Timed Test	This Test has the time limit of 15 minutes.
Timer Setting	This Test will save and submit automatically when the time expires.
Force Completion	This Test can be saved and resumed later.
Multiple Attempts	This Test allows multiple attempts.

Click **Begin** to start: Quiz 1. Click **Cancel** to go back.

2. Submit

Click *Begin* to start. Click *Cancel* to quit.

Cancel **Begin**

Click on the **Begin** button.

Timed Test This Test has the time limit of 15 minutes. This Test will save and submit automatically when the time expires. Warnings appear when **half the time, 5 minutes, 1 minute, and 30 seconds** remain.

Multiple Attempts This Test allows 3 attempts. This is attempt number 1.

Force Completion This Test can be saved and resumed later.

Remaining Time: **14 minutes, 47 seconds.**

Question Completion Status:

Save and Submit

⚠ Click **Submit** to complete this assessment.

Question 1 of 1

Question 1 10 points **Save Answer**

Who is credited for discovering the antibacterial medicine penicillin?

Pick the best answer

- Louis Pasteur
- Edward Jenner
- Alexander Fleming

After you answer a question, move on to the next question or click on the **Save Answer** button.

When you are done, click on the **Save and Submit** button.

Test submission confirmation: Click **Cancel** to return to the Test. Click **OK** to submit assessment.

OK **Cancel**

Click on **OK** to complete your submission.

You will see something like:

Test Submitted: Quiz 1

Test saved and submitted.

Student: Training Student
Test: Quiz 1
Course: kf20_Training_Course (TRNkf20.201305)
Started: 11/17/13 8:59 PM
Submitted: 11/17/13 9:01 PM
Time Used: 2 minutes out of 15 minutes.

Click OK to review results.

The OK button is in the bottom right corner and not very obvious.

A lot of instructors will hide all feedback until after the deadline for completing the test has passed.

Most of the time, the test will disappear after the deadline for completing the test. If you start the test before the deadline, you will be able to use the full amount of time allowed

Unless you start a test too close to its end time, you will be able to stop the test and get back in to finish it. The timer is still going so you will need to get back in before your time runs out. This can be risky but is handy if you lose an internet connection. If you lose your internet connection and/or get kicked out of your test, please open a ticket with the ITS Service Desk at 304-293-4444.

Discussions

Click on the link for the Discussion board (on the course menu, under tools, or in a content area).

You will see a list of forums:

Discussion Board

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Forum	Description	Total Posts	Unread Posts	Total Participants
Introduction Forum	In this discussion forum, students should introduce themselves to the class. They should provide.	1	1	1

Click on the name of the forum. You will see:

Forum: Introduction Forum

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

Date	Thread	Author	Status	Unread Posts	Total Posts
11/17/13 9:14 PM	Meet your classmates and instructor	Training Instructor	Published	1	1

Sometimes you will be able to start a new thread. Other times, you will just reply to the instructor's thread. If you are creating a new post, supply an accurate subject line.

You can select a lot of threads and click on the **Collect** button to create a printable view.

When you are replying, click on the **View Original Post** button to see what you are replying to.



Enter the body of your message in the white box. You can attach a file to a discussion post. When you are done, click on the **Submit** button.

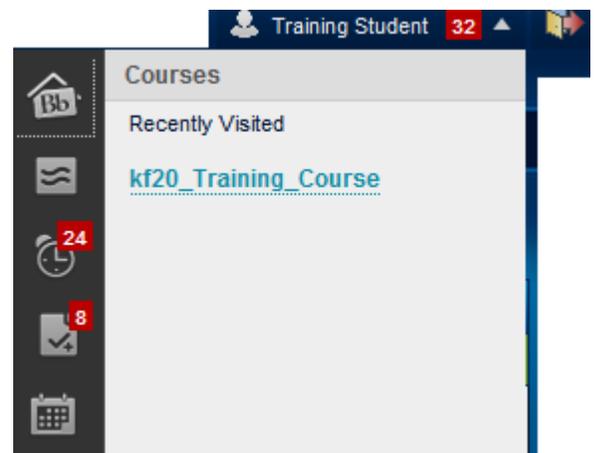
Content Editor



- If you only see a few buttons, click on the double chevron button in the right corner to expand.
- Hold your mouse over any button to see what it is for. You can spell check.
- You can make text bold or italics. You can change the text color, its font, or textsize.
- You can create subscripts and superscripts. You can create a numbered or bulleted list.
- You can insert an image, an equation using the built-in Math Editor, or a link to a YouTube video.

Global Navigation Pane

- Upper right corner to the left of the logout button. It works like a mini “my eCampus” page.
- Click on your name to enter.
- The red rectangle with a white number indicates a new item since you looked the last time.
- You can click on the name of a different course to switch to it.
- Click on the desired button on the left.
- You can now switch from item to item:
Bb Home, Posts, Updates, Grades, Calendar.



- When viewing grades, you can often view your attempt. Note that sometimes the instructor will not release details until after the deadline.
- Click on your name again then on the name of a course to leave this navigation pane.