BLACKBOARD APP

REQUIREMENTS

Your phone needs one of these operating systems to run the Blackboard app.

- iOS 9.0+
- Android 4.2+
- Windows 10+

The Blackboard app for Android and iOS was designed and built for phones, but is fully compatible with iPads running iOS 9+ and Android tablets running 4.2+. When you search the App Store from an iPad, be sure to change the **iPad Only** toggle to **iPhone Only** to find the Blackboard app.

The Windows version is compatible with tablets and phones.

INSTALL APP AND LOG IN

Follow these steps to download and install the Blackboard app.

1. From your device, access the appropriate online store.

Download on your iOS® device

Download on your Android™ device

Download on your Windows® device

2. If necessary, search for **Blackboard**.

3. Install the app on your mobile device.

4. Open the Blackboard app and search for "West Texas A&M University".

5. Log in with your WT username and password. These are typically the same credentials you use to access your WTClass courses on a computer.

EXPLORE THE APP

Start with your activity stream and then explore courses, grades, and due dates.

- ***Activity stream***. This is the first screen after login. See up-to-the-minute action for all of your courses. Tap the icon next to the **Activity Stream** page title to go to the base navigation.

- ***Base navigation***. Access your courses, grades, and due dates. Any link on the base navigation shows you a global view across all of your courses. For example, **Grades** and **Due Dates** are rolled up for all courses, without having to navigate to each one.

- ***Courses***. Swipe left and right to see past and future courses. At the bottom of the **Courses** list, tap to hide courses you no longer want to see in the list.

- **Get help**. The help link is located on the login screen. If you are already logged in, go to the base navigation and tap the gear icon to log out.
- **Log out**. From the base navigation, and tap the gear icon to log out. If you do not see the gear icon, pull down.

YOUR COURSES

Your courses will look a bit different than they do in your desktop browser, but you should be able to easily navigate to your content. Most features are available in the app.

- **Content**. This page contains the folders and other items your instructor made available in the desktop browser view of the course. Tap a folder or item to open it.
- **Grades**. Swipe left to see your grades for the course you are currently in.
- **Discussions**. Swipe right to participate in the discussions going on in your course.
- **Assessments**. You can take assignments and tests in the app.

FEATURE GUIDE

Get ready for a completely new experience and look for your mobile learning! The Blackboard app provides an intuitive way for you to interact with courses, content, instructors, and other students.

NAVIGATION AND NOTIFICATIONS

Feature	Description
Navigation	We put your most-used features all in one place. The base navigation gives you easy access to course updates, course content, and your grades. Swipe down to go to a previous screen. When you expand the navigation, breadcrumbs appear at the bottom of the screen.
Activity Stream	See an up-to-the-minute list of important course activity including new content, announcements, and grades. The activity stream automatically prioritizes the items to help you focus on the tasks that you want to take care of right away. Tap an item in the stream to open it and begin working. Click the linked course title within the item if you want to go to the course outline instead.
Due Dates	See upcoming assignments and tests across all of your courses. Work is color coded by course and grouped by day and week. You can quickly see what's due and prioritize your work. Note that tests and assignments show in this list only if your instructor specified due dates for them.
Push Notifications	Timely reminders pop up on your device for upcoming tests, past due tests, and new grades. No need to navigate anywhere else—just swipe from the notifications to start working.

COURSES AND PEOPLE

Feature	Description
Courses	View all of your courses—past, present, and future. Tap a course to view its content and assignments.
Course Content	Easily scan course materials and access what you need. Tap a piece of content to view its full details. You can view Microsoft® Word, Excel®, PowerPoint®, and PDF content that your instructors include in courses.
Discussions	Quickly view and reply to course discussion activity.
Hide or Show Courses	You can manage which courses show in your **Current** course list. Scroll to the bottom of your course list. Tap the box to select which courses you want to hide. Information for hidden courses is not included in **Grades** and **Activity Stream**.
Profiles and Tiles	Your Blackboard app profile is populated with your Blackboard Learn cloud profile information, including your name and avatar. Your profile also includes tiles that show which school or schools you attend. In the future, you will be able to add more tiles yourself.
Collaborate	Video conferencing is a fundamental part of the Blackboard app. You can participate in virtual sessions by using Collaborate with the Ultra Experience.
Cloud Content	In assignments, you can attach files from your cloud file storage. You can connect the Blackboard app to Google Drive, OneDrive, and Dropbox for easy access to your files within the app.

*Community Groups (Organizations) are not supported at this time.

ASSIGNMENTS, TESTS, AND GRADES

Feature	Description
Assignments	View, complete, and submit assignments right from the app.
Tests	Tests with the following question types can be taken within the Blackboard app: Multiple Choice, True/False, Either/Or, Short Answer, and Essay. If tests contain other question types, the Blackboard app directs you to a web view of Learn to complete the test.
Grades	Get real-time access to grades and feedback within an individual course or from **Grades** in the base navigation.

BLACKBOARD APP FAQS

HOW MUCH DOES THE BLACKBOARD APP COST A STUDENT?

Absolutely nothing! It's free to students! Enjoy.

I DO NOT SEE MY COURSES. WHERE ARE THEY?

Your courses might not be available yet. The Blackboard app only shows courses that are open and available and courses where you are enrolled as a student. Course become available to students 5 days before the start of each term, and close 5 days following the last day of finals.

The Blackboard app is designed especially for students. If you have a different role in a course, such as teaching assistant, the course does not display in the Blackboard app.

HOW DO I STAY ORGANIZED AND KNOW WHEN WORK IS DUE?

Your **activity stream** lets you know when new course content, assignments, and tests are available and when work is due. Click an item in the stream to start work on it right away.

Each **course outline** lists assignments and tests. Course work that is due soon is highlighted in red to show that it needs to be completed.

Push notifications appear on your device even if you do not have the Blackboard app open. Notifications give you an extra reminder about upcoming tests, past due tests, and new grades.

Select **Due Dates** from the main navigation panel to see upcoming assignments and tests for all of your courses. Whenever your instructors give a test or assignment a due date, it appears here. This view shows you a list of time-sensitive work only, so that you can quickly prioritize work across all of your courses. Please know, not all instructors use Due Dates. Always refer to your syllabus for when items are due.

HOW DO I SUBMIT ASSIGNMENTS?

1. Slide to start an attempt.

2. Tap **Text** or **File**.

   - *Text*: Type text that you want your instructor to receive with your assignment submission.

   - *File*: Attach one or more files. You can look for files on your phone or in your Google Drive, Dropbox, or OneDrive cloud storage. If you select a cloud service that you have not linked to the Blackboard app yet, you are prompted to sign in to that service.

3. Tap the plus sign to add more files or text.

4. Tap **Save for Later** if you are not done working or **Submit** to turn in your assignment now.
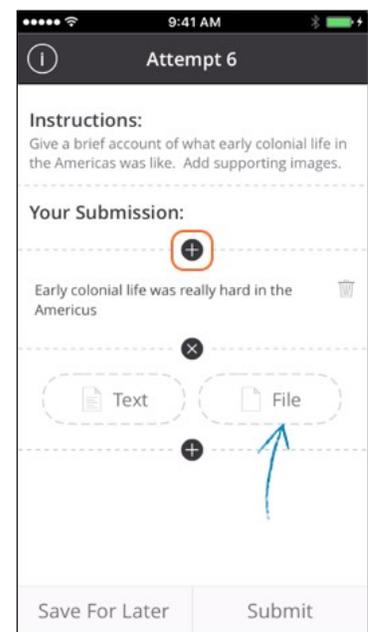
WHAT IF I HAVE A TECHNICAL DIFFICULTY WHILE I AM TAKING A TEST OR WORKING ON AN ASSIGNMENT?

For long assignments and tests you should periodically **save drafts**. This option is available if your instructor has allowed draft saving. Drafts are stored locally on your device and are maintained until you submit the assignment or test.

If you lose your internet connection unexpectedly, contact your instructor immediately.

WHY AM I SENT TO THE WTCLASS WEBSITE TO TAKE A TEST?

When an instructor creates a test, they might include test questions that are not compatible with the Blackboard app. In those cases, you are directed to take the test in a web browser instead of the app.

Tests with the following questions can be taken in the Blackboard app: Multiple Choice, True/False, Either/Or, Short Answer, and Essay. If tests contain other question types, the Blackboard app directs you to a web view of Learn to complete the test. *It is best to take these types of test on a desktop web browser, and not on your phone or tablet.*

HOW DO I SEE MY GRADE?

Go to **Grades** in the main navigation. Overall grades for each course are shown. Tap on a course grade to see a breakdown of all the assignments, tests, and quizzes that make up the current overall grade.

You can also go to a course and tap the arrow on the top right corner to view your course grades.

HOW DO I SEE INSTRUCTOR FEEDBACK ON TESTS AND ASSIGNMENTS?

Go to **Grades** in the main navigation, tap a course grade, and select a test or assignment from the list. Alternatively, you can go to any course outline and click a test or assignment that you already submitted.

Next, you see **Details & Information**. Swipe left to see **Grades & Submissions**. If your instructor included comments, they show here.

WHAT SHOWS IN MY ACTIVITY STREAM?

Here are the specific items that show in your activity stream.

- alerts from WT
- course announcements
- tests and assignments that are due today or this week; instructor changes to due dates are automatically reflected in the stream (Reminder: Not all instructors use the due date feature, please refer to your syllabus for due dates)
- calendar events for today and the week; instructor changes to events are automatically reflected in the stream

- grades posted for tests, assignments, graded discussions
- grade changed for tests, assignments, graded discussions
- item added for course items, assignments, tests
- missed, overdue, and completed assignments and tests

Blackboard Learn announcements are presented in the **Activity Stream** in the Blackboard app. The app does not have the **Announcements** tool that is available in Blackboard Learn in a web browser.

In the Blackboard app's activity stream, you can dismiss items in the **Important** section after you read them.

- When you dismiss a course announcement, it is no longer accessible in the app on any device.
- When you dismiss a system announcement, it is no longer accessible in the app on the specific device where you dismissed the system announcement.
- Dismissing announcements in the app does not carry over to your web view of Blackboard Learn.

HOW DO CHANGE MY PROFILE?

Your Blackboard app profile is populated with WTClass profile information, including your name. You cannot change your name or other information because that data is pulled from Buff Advisor through the WTClass system. Your profile information is not shared with others in the app at this time.

WHAT ARE THE TYPES OF PUSH NOTIFICATIONS?

Push notifications pop up on your device for upcoming tests, past due tests, and new grades.

Push notifications are not available for assignments at this time. Assignments do show in the app's Activity Stream and in Due Dates if your instructor set due dates for them. You can change your push notifications by logging in to WTClass on your computer to change the types of notifications you receive.

HOW DO I TURN ON PUSH NOTIFICATIONS OR CHANGE NOTIFICATION SETTINGS?

Select **OK** if your mobile device asks if you want to allow notifications for the Blackboard app.

You can change how your device displays Blackboard app notifications and turn them on or off.

- *iOS*: Go to **Settings**. Select **Notifications** and locate the Blackboard app in the list of apps.
- *Android*: Go to **Settings**. Locate **Apps**, select **Blackboard app**, and tap **Notifications**.
- *Windows*: Go to **Settings**. Select **Notifications + Actions** and locate the Blackboard app in the list of apps.

Too many push notifications Log in to WTClass on your computer to change the types of notifications you receive.

Not receiving push notifications? Make sure you enable notifications in WTClass AND on your mobile device.

HOW DO I SUBMIT FILES?

Assignments and tests can include attachments from your mobile device. For iOS, photos from your camera roll can be uploaded and submitted. For Android, all files available in the file system can be attached and included in assignments. The maximum file size you can upload is 25 MB.

For assignments, you can also access files stored in Google Drive, OneDrive, and Dropbox.

CAN I REMOVE A COURSE FROM MY COURSE LIST?

The Blackboard app automatically puts courses into the current, past, and upcoming lists based on each course's settings in the system. You can manage which courses show in your Current course list within the app. Scroll to the bottom of your course list. Tap the box to select which courses you want to hide. Information for hidden courses is not included in Grades and Activity Stream.

WHERE IS MY COURSE "STUFF"? I DO NOT SEE IT IN THE BLACKBOARD APP.

The Blackboard app works as a collaboration between our app software and WTClass. Blackboard cannot guarantee that content created by instructors or other users is compatible with this app. Features and functionality may be limited at times.

If there is an item you can access on the course website, but not in the app, contact your instructor.

### WHERE IS THE MARK REVIEWED OPTION ON CONTENT?

The Blackboard app does not currently support the **Mark Reviewed** feature. Please access a course in your desktop web browser to use this feature if your instructor has made it available.

COURSE LIST

Your course list opens to a list of current courses. If you have past or upcoming courses, you can swipe left or right to display them. Unavailable courses do not appear in the Blackboard app. Community Groups (Organizations) are not supported at this time.

The Blackboard app places courses in the current, past, or upcoming lists based upon the course duration specified in the course's settings. This organizes your courses effortlessly and meets your needs most of the time. However, there might be times when you want to hide old courses.
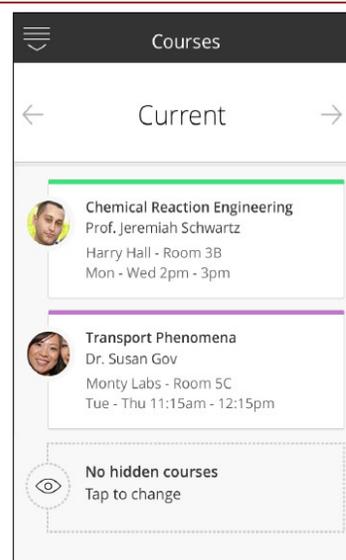
HIDE OR SHOW COURSES

You can clean up your view of the **Current** course list. For example, hide a course that you no longer need to access. A past course might continue to show because of the course's date settings.

At the bottom of the list, tap the box that states how many hidden courses you have. Next, tap to hide or show a specific course. You can reverse the action at any time.

Information for hidden courses is not included in **Grades** and **Activity Stream**.

Courses are available from 5 days before the start of each term, until 5 days after the last day of finals. Courses not currently available will not appear in the Blackboard app.
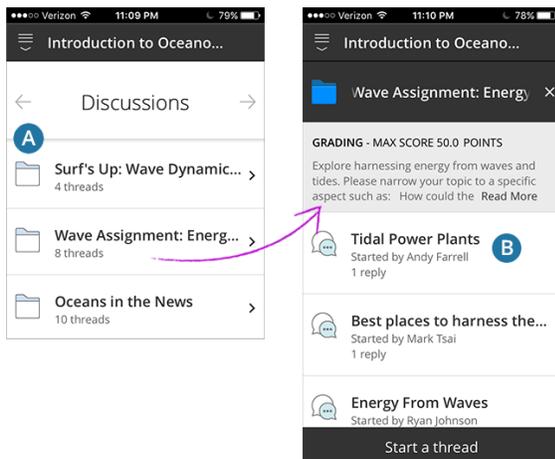
DISCUSSIONS

Your course discussions look a bit different in the Blackboard app. Spend a few minutes getting familiar with the new look and you will feel right at home.

ACCESS DISCUSSIONS

To access Discussions, tap a course title and then swipe right or tap the left arrow.

1. Each folder in the list represents a forum and lists the number of threads in it. Tap a folder to view the threads.
2. Each thread displays the number of replies in it.

You might see a link to discussions on the **Course Content** screen in the app. This link opens a small version of your desktop web browser view of course discussions. This link shows in the app because it is included in the course menu of the web view of your course. ***For the best experience in the Blackboard app, we recommend you access discussions by swiping right to use the app's built-in discussion tool.***

NAVIGATE TO OTHER AREAS

Swipe left or right to switch between **Course Content**, **Grades**, and **Discussions**. Swipe down to navigate to a previous area.

PARTICIPATE IN DISCUSSIONS

After selecting a forum, tap **Start a thread** to begin a new conversation. Type your message. Tap **Start now** to post it.

Alternatively, tap an existing thread to participate in it. Tap **Add reply** and then type your message. Tap **Add reply** again to post your message to the rest of the class.

> **Note**: If you are not allowed to create threads because of settings selected by your instructor, the Start a thread button does not appear.

GRADED DISCUSSIONS

When you access a forum that is graded, the maximum score is listed before the description. After your instructor grades a forum, the forum's thread count on the main **Discussions** page updates to the date and time of grading.

VIEW GRADES

From **Discussions**, swipe right to access **Grades** and view scores for your discussion contributions. Tap the grade to view your posts, instructor feedback, and any available grading criteria.

GRADING CRITERIA

If your instructor associated a grading rubric with a forum or thread, you can tap **Grading Criteria** to see a breakdown of scoring requirements.

SOME DISCUSSION FEATURES AVAILABLE ONLY IN WEB VERSION

A few features are not in the app, but are still available in the web version of Blackboard Learn. For example, log in to Blackboard on your computer if you want to rate posts.

LINK TO CLOUD STORAGE

Do you store files in the cloud so that you can access them from anywhere? You can link your OneDrive®, Google Drive™, or Dropbox account to the Blackboard app for easy file attachments in assignments.
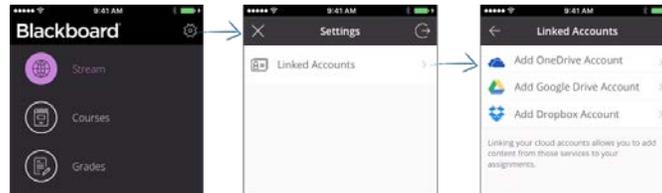
1. From the base navigation, pull down and tap the **gear icon** at the top of the screen.

   If you are viewing the stream or another area, tap the base navigation icon [icon] in the upper left corner.
2. Tap **Linked Accounts**.
3. Select a OneDrive, Google Drive, or Dropbox account. You can link one account per service.
4. Follow the cloud service's prompts to sign in.
5. The cloud service verifies that you are signed in and authenticated. You can change or remove the account for this service. You can sign in with one account only per cloud service.
6. Tap the arrow at the top of the screen to return to **Linked Accounts**. Tap the arrow again to return to Settings.
7. Tap **X** to return to the base navigation.