

Logging into Blackboard

1. Visit the site <http://blackboard.missouri.edu>
2. Click the Login button found on the left-hand side of the screen.
3. Type the username and password you were provided. Click Login.
4. Under My Organizations heading click the link to your eMINTS community.

Accessing and using the Discussion Board

1. After logging into Blackboard, click the Discussion Board button in the navigation bar on the left-hand side of the screen.
2. In the list of discussion boards, choose the one in which you wish to participate.
3. In the Discussion Board page you may see the titles of posts made for that discussion thread.
4. To post a message to the board click the **Add a New Thread** button at the top of the page.
5. In the next screen, type a subject name that clearly indicates the subject of your post so others can decide if they would like to read it.
6. In the Message box, type your message or copy and paste text from a Word document.
7. Click the Submit button at the bottom of the page.
8. You will be returned to the discussion board screen. Your post should now appear in the list of discussions. Click on your subject to make sure it is what you intended.
9. You may also click and read other persons' posts if they interest you.
10. When viewing a message you can reply to the message by clicking the Reply button at the bottom of the message.

Downloading documents

1. Click the Documents link in the navigation bar on the left-hand side of the screen.
2. You will see a list of documents. Click the blue link to any document you want to download.
3. In the File Download box, click Save to save the file to your computer.

Uploading documents using the Digital Dropbox

1. Click the Tools link in the navigation bar on the left-hand side of the screen.
2. In the list of Tools click the Digital Dropbox link.
3. Click the **Send File** button at the top of the screen.
Very Important: Using the Add a File button will add the file to your dropbox but will not send it to the instructor/facilitator. You must use the [Send a File](#) button when submitting a file.

4. In the next screen complete the following information:
 - Give the file a Name; use the same title used for your document.
 - Click the Browse button.
 - In the Choose File box, navigate to the desired document.
 - Click Open
 - At the bottom of the Blackboard screen under step 2, click Submit
 - A message will confirm your submission. Click OK.
 - You will be returned to the dropbox screen and should see a copy of your file. Below the file notice the terms: submitted by (your name) and submitted on (the date). If instead of submitted you see: Posted on (date), your file has **not** been sent to the instructor/facilitator. See Step 3 above.

Sending e-mail to other participants

1. Click the Communication link in the navigation bar on the left-hand side of the screen.
2. In the Communication Window, click the Send Email link.
3. From the list click Select Users.
4. A list of persons enrolled in your class will appear.
5. Under Recipients, make sure to place a check by the names of any persons you wish to e-mail.
6. Type a subject in the subject line.
7. Type your message in the Message Box.
8. You may Add an attachment if necessary:
 - Click the Add button under step 3: Add Attachments.
 - Click Browse and locate the file you wish to send.
 - Click Submit.
 - You will be returned to the Select Users screen.
9. Click Submit at the bottom of the page.

Logout

1. Click the Logout icon at the top of the screen.

For additional help contact your instructor/facilitator OR contact Lorie at the eMINTS National Center office at emints-info@emints.org or (573) 884-7202.