

myUNO (myBlackboard) Navigation Manual for Students

Web Address: <http://myuno.unomaha.edu>

Getting Help – First ask your instructor

Phone: UNO Customer Service Desk at 554-HELP (554-4357) or toll free at 1-866-866-2721

Email: blackboard@unomaha.edu

Online support: UNO Blackboard web site is available by clicking the Help tab at the top of the myUNO page

Select the Tools button within a course and select Manual.

NU ID

A NU ID is a new internally generated ID specific to the Nebraska University system which is used for administrative functions such as web registration (E-BRUNO), MavCard services, and Library services. It is 8 digits, and together with the E-BRUNO PIN, can be used to set your password on the UNO NetID. The NU ID replaces the Social Security Number across campus and its use is strongly encouraged.

UNO Net ID: Every student, faculty and staff has a UNO NetID. Your UNO NetID is comprised of a username and password. They are automatically generated after you have registered for courses. The UNO NetID is your personal identification for using many UNO online services.

- **myUNO** - The Academic Portal via the course management software Blackboard. <http://myuno.unomaha.edu>
- **myMail** – The UNO web e-mail via Lotus Notes software. <http://mymail.unomaha.edu>
- **myFolder** – A new web file storage system. <http://myfolder.unomaha.edu>

To look up your UNO NetID, go to any of these websites and look under Links for “Look up UNO NetID username.” You will need to type in your NU ID number and E-BRUNO PIN. See information about E-BRUNO PIN as follows.

Setting Passwords

If you have never used your UNO NetID account, the password is scrambled. Before a UNO NetID can be used, the password has to be reset. This requires typing in your NU ID Number and PIN and creating a new password.

Please Note: Resetting your UNO NetID password automatically resets passwords for myUNO, myMail, and myFolder.

UNO NetID passwords must be at least 8 characters and can be up to 20 characters. Select a password sufficiently complex as to prevent the casual user from guessing it. A combination of alpha and numeric characters is best. Passwords are case-sensitive. For example, "Mickey2Mouse" requires capital letters on the two M's and "mickey2mouse" does not require capital letters.

Passwords cannot be:

- Your social security number
- Your user name
- The word password

To set password, go to <http://myuno.unomaha.edu> and select **Set UNO NetID Password**

The following screen appears:

The screenshot shows a web form for resetting a UNO NetID password. It is divided into two main sections: "1. enter information." and "2. submit." In the "1. enter information." section, there is a yellow note box stating: "note: Passwords must be 8 to 20 characters. If you have problems or questions on changing your password, please contact ITS Customer Services at 554-HELP(4357)." Below the note are four input fields: "NU ID:", "E-BRUNO PIN:", "new password:", and "confirm password:". In the "2. submit." section, there is a line of text: "Use of this form implies that you acknowledge the NU Computer Use Policy located at <http://www.nebraska.edu>." At the bottom of this section are two buttons: "SUBMIT" and "CANCEL".

- Enter your NU ID
- Enter E-BRUNO PIN
- Type in a new password
- Type in the new password a second time for confirmation.
- Click Submit to reset password.
- A screen appears with UNO's computer usage policy. You must click the accept button to have the password set.

E-BRUNO PIN (Personal Identification Number)

Every student, faculty and staff has been issued an E-BRUNO PIN. If you do not know your PIN, you can

- Stop by Student Enrollment Services (SES- Eppley 101) with photo ID to receive PIN
- Request your PIN electronically. Currently enrolled students, faculty and staff can request their PIN be sent securely to their university e-mail account. PINs will only be sent to an individual's university e-mail account. To access this service, visit the Web at <https://ebruno.unomaha.edu/php/ses/emailpin/>.
- Send a **SIGNED** letter to UNO Records and Registration, 6001 Dodge St., EAB 105, Omaha, NE 68182-0286 or a **SIGNED** FAX to (402) 554-3472 requesting your PIN be mailed to you (home address for students, department address for faculty/staff). We **DO NOT** accept e-mailed requests. Please include your Student/Faculty/Staff ID (SSN / NU ID) and date of birth for identification purposes.

For further guidelines on PIN, visit: <http://www.ses.unomaha.edu/registrar/pin.php>

Browser Requirements: The browser software needs to be Java enabled.

Windows: Internet Explorer (IE) Ver 6
Netscape Navigator Ver 7.1
Firefox 1.0 or higher

Macintosh: Firefox 1.0 or higher
Safari 1.1 or 1.2
Netscape 7.1
Internet Explorer Ver 5.2 UNO recommends NOT using IE on the Mac (2006)

AOL: Version 4.0 or above. You cannot use any of the "Free Hour" CD-ROMs you may receive in the mail. If you are not actually paying for the AOL service you will not be able to access myUNO (Blackboard).

Another suggestion for paying customers is to dial AOL, upon connection, minimize the screen, open Internet Explorer or Netscape, and then access the myUNO web page at <http://myuno.unomaha.edu>.

Username and Password

Students, faculty and staff have their UNO NetID for Lotus Notes Web, Blackboard and their web folders. There is one username and password for all three of these.

Username: Your Lotus Notes username and Lotus Notes Web Password is also your Blackboard username and password and your web folders username and password. In many cases, your username is first initial and last name. However if you are not sure this is correct to find username, go to either:

- <http://myuno.unomaha.edu> and select the link to check your login name [here](#).
- <http://mymail.unomaha.edu> and select the 'Look Up Username' link on the left side of page.
- <http://myfolder.unomaha.edu> and select the 'Look Up Username' link.

To display username you will need to type in your Social Security number and E-BRUNO PIN. See information about E-BRUNO PIN above.

Password: If you have never used your UNO account, the password is scrambled. Before the account can be used, the password has to be reset. This requires typing in your Social Security Number and PIN and typing in a new password.

Please Note: Resetting Blackboard password automatically resets your Lotus Notes password and your web folders account. Reset one resets all three!

Lotus Notes/Blackboard passwords must be at least 7 characters. Select a password sufficiently complex as to prevent the casual user from guessing it. A combination of alpha and numeric characters is best. Passwords are case-sensitive. For example, Lotus Notes/Blackboard interprets "Mickey2Mouse" and "mickey2mouse" differently.

To start the process of resetting password go to either:

- Blackboard (<http://myuno.unomaha.edu>) select **Reset Your Password**
- Lotus Notes Web (<http://myMail.unomaha.edu>) select **Reset Your Password**

The following screen appears:

The screenshot shows a web form titled "UNOmaha Password Reset Service". At the top, there are instructions: "Instructions -- Students, Faculty and Staff. Enter your ID and PIN. Select the system you want to reset the password. Enter the New Password and Confirm. Click the submit button to reset your password." Below the instructions is a section for "Customer Information" with two required fields: "* Student ID or Employee SSN" (9 digits, no hyphens) and "* E-BRUNO PIN" (6 digits). The next section is "Request Information" with four required fields: "* Select a system" (a dropdown menu), "* Login Name" (Login (user) name for above system), "* New Password" (7-10 characters, case sensitive), and "* Confirm Password" (7-10 characters, case sensitive). At the bottom of the form are "Submit" and "Clear" buttons.

Instructions for completing this form:

- Enter E-BRUNO ID
- Enter E-BRUNO PIN
- Select a system. Does not matter if you select Blackboard or Lotus Notes. **Changing one changes both!**
- Enter username (shortname)
- Type in a new password
- Type in the new password a second time for confirmation.
- Click the Submit button to reset password.

My UNO Features

- One account and password for Blackboard, Lotus Notes WEB and Web Folders. Change password in one of these systems changes it in the others automatically.
- Upon logging in, the main page is titled "My UNO". Here you see My Courses, announcements, calendar, Institutional Services, organizations, important links, plus others.
- Browser back and forward buttons are usable.

- The 'Logout' button does log users out, however for security purposes you should always remember to exit the browser you are using especially when using computers in the open user labs.

My UNO Page is the first page Blackboard users see after the login process. My UNO has many features that the following few pages describe.



TABS

Near the top of the screen, the following tabs are displayed. These tabs are always with you no matter your location in Blackboard. Use them as shortcuts to take you to the specific areas.

My UNO – The page displayed directly after login. This page is your launch point to get to other areas of Blackboard. Think of it as a Home Page.

Courses - Students or instructors will see the courses in which they are currently enrolled, and can access those courses through this tab.

Community – This tab is similar to the Courses tab, but instead focuses on organizations specific to each user. If a student or instructor is involved in a club, group or board, their web sites may be accessed here.

Services – This area contains valuable links to other sites at UNO. Keep in mind that this is not modifiable by students or instructors. The system administrator sets these links.

Student Help – Help information from UNO for students using Blackboard.

TOOLS

Announcements – Takes you directly to the announcements for the courses. Announcements are displayed based on courses and organizations enrolled. The course name is listed in each announcement.

Calendar – Users may manage their course, organization, institution and events through the Calendar. Much like Microsoft Outlook, users can view past and present events by daily, weekly, monthly views. Blackboard does not tie in with Lotus Notes calendar. All your course's calendar events can be seen on this calendar.

Tasks – Organizes projects, defines task priority and tracks task status.

View Grades – You can check grades and performance statistics. This page lists all courses and organizations.

Send E-mail – Send email to people in a Blackboard course. Can send email to all or to individuals in a course. Cannot send to people outside of your Blackboard courses.

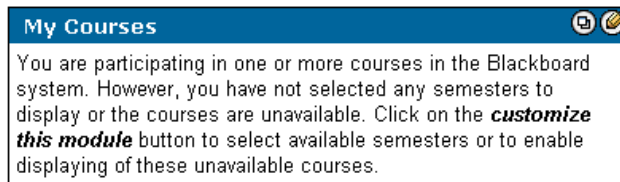
User Directory –List and contact people via email through this page. A search function at the top of the page creates a list of people. From the list, click on an email address to send a message. However, email cannot be sent from the User Directory in the ITS computer labs.

Personal Information – You can manage personal data and privacy settings from the personal information page. Here, users edit their account profile, identify a CD-ROM drive to Blackboard 5, and define privacy settings.

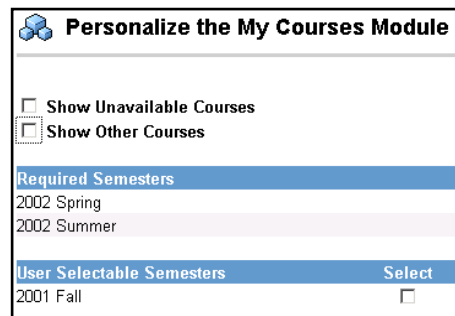
MODULES

Customize My Courses Module.

In Blackboard students will see a My Courses module. Instead of seeing the list of courses, the following appears:



This is customized by clicking on the pencil button.





As a student, the Required Semesters should be all that is needed.

My Courses module – Displays the courses in which you are currently enrolled. Clicking on an individual course will take you directly to that course’s page. This is the most important module as it gives you access to the Blackboard courses. When in a course, the navigation area consists of a series of buttons located along the left side of the screen. Selecting any of these buttons will take you to the corresponding area of the course. Here is a list of what is usually found under these buttons.

Instructors will use Blackboard differently, so where they place documents may differ from this table, the button names could be different, and buttons can be added or removed. Faculty will be informing you on how Blackboard will be used in their course.

	Displays announcements, updates, and reminders. This area appears in the main course window each time you enter the course.
	Displays general information about the course. Typically, this contains a syllabus, a course description, a listing of pre-requisites, office hours, and times/locations for lecture components.
	Contains specific information about faculty/interns/staff involved in the course.
	Holds the majority of information that will be delivered online such as course outlines, handouts, lecture materials, related readings, etc.
	Holds course assignments, tests, quizzes, and surveys.
	Holds all of the communication tools: discussion, chat, and email. Also, student pages and group pages.

	This area lists web links. The instructor can list helpful sites you can access with a click of a button.
	Holds the tools needed to submit information to the instructor (Digital Dropbox), view a course calendar, check your grades, and manage your homepage, and edit your profile (email address, etc).


Institution Services module – This contains valuable links to other offerings at UNO. Keep in mind that this area is not modifiable by students or instructors. The system administrator sets these links.

My Announcements module – This window displays the subject lines of current announcements. Click on the subject line to read the entire announcement, or on 'More...' at the bottom right hand corner of the page to go directly to the Announcements page. Click on the pencil icon in the upper right hand corner to modify the window's appearance.

My Calendar module – Serves as a digital planner. This window will show events such as meeting times or important events to complete. The window can be customized to show information daily, weekly or monthly. Click on the pencil icon in the upper right hand corner to modify the window's appearance.

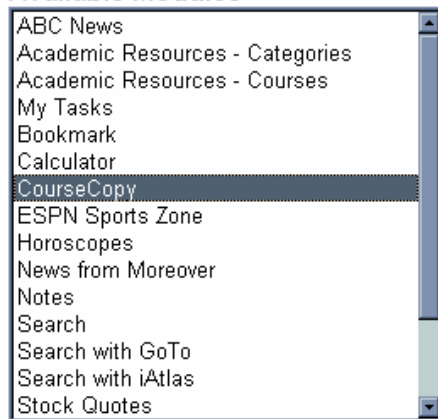
My Organizations module – Displays the organizations you are currently involved with. Clicking on an individual organization will take you directly to that organization's page.

There are many modules that can be added/removed and there are commands to rearrange the modules to meet your needs. Adding some modules can slow down the loading of the page. To make changes to modules follow these steps.

1. The My UNO page has a  button (right side of screen). Click this button and the following screen appears.

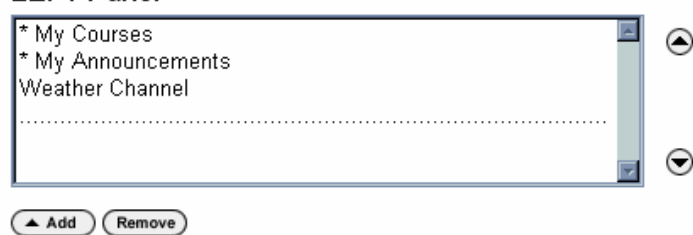
Any module with an * designates you cannot remove the module.

Available Modules



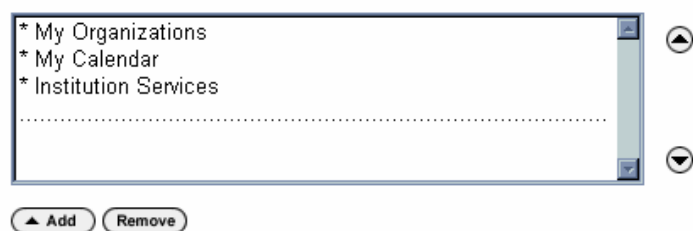
Select the module you wish to move to a panel, then click the **Add** button from the appropriate panel

LEFT Panel



Switch Panels:  

RIGHT Panel

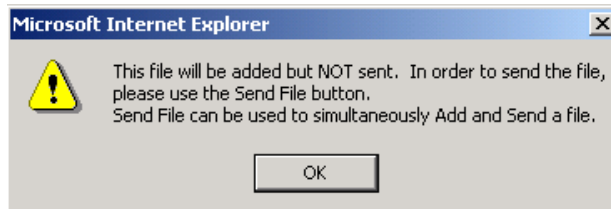


2. Select the module under the Available Modules and then click the Add button on the left or right panel.
3. Remove modules by highlighting the item to be taken out, and click the Remove
4. Click the Submit button and this module will be added to the My UNO page.

Digital Drop Box

The Digital Drop Box is accessed from the Tools button and allows students to turn in assignments electronically. Your instructor will inform you if this is how they want assignments turned in.

There are two buttons when you enter the Digital Drop Box: the Add File and Send File buttons. If a file is Added, this warning appears. Add File places the document into Blackboard, but the instructor does not see it. This does not have to be used. Make sure to use the Send File button to electronically send assignment to your instructor.



File Naming Standards

Follow these standards when sending files (i.e. Word, Excel, etc) through the Digital Drop Box or the Discussion Board.

- Filenames must have no spaces. The following examples will help when creating filenames for the Digital Drop Box.

Incorrect Filenames

using the web

2/28/2007 assignment

practice questions.rtf

Correct Filenames

using_the_web.rtf or usingtheweb.rtf

2-28-2007_assignment.xls

practice_questions.rtf or
practicequestions.rtf

- Files must have an extension added to the file name. Windows users have this extension automatically added. Macintosh users must type them in. This extension starts with the period character followed by three letters. Some common file extensions are:
 - Microsoft Word **.doc**
 - Microsoft Excel **.xls**
 - Microsoft PowerPoint **.ppt**
 - Rich Text Format **.rtf**

Saving Word Processing Files in Rich Text Format

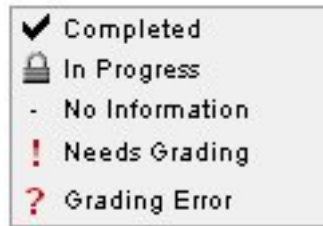
If you use a standard word processor, such as Microsoft Word or WordPerfect your instructor will be able to open files sent through the Digital Drop Box or the Discussion Board. However, other word processing programs may cause problems for your instructor to open. It is recommended to save word processing documents in a format called Rich Text Format (RTF). This format can easily be opened in any word processor. Rich Text Format saves formatting (bolding, tables, spacing, etc.) and will also save any graphics placed in the document. To save a word processing document as Rich Text Format do the following.

1. Open the document in word processor and use the **Save As** command
2. Change the **Save as type:** option to **Rich Text Format**
3. Name the file with no spaces and click the Save Button

4. File is now ready to be used in the Digital Drop Box.

Please Note: If you have many graphics in the word processing file when converting to .rtf the file could become extremely large in size.

Symbols for Assessments



* Italics denote a non-visible item.

If you utilized assessments within Blackboard you are familiar with the checkmark and the exclamation point within the gradebook. The following explains all the symbols seen within the gradebook.

The Check Mark	Signifies a student completed a survey.
The Padlock	The student has started an assessment. The padlock stays until the student clicks Submit. This symbol also appears if the student was unable to complete the assessment due to network or browser problems. If the student starts the assessment but does not submit it within three days, the padlock will change to the red question mark.
The Dash	The student has not begun the assessment.
The Exclamation Point	Exclamation point can mean two things: 1. The quiz included a short answer/essay question that needs to be graded. 2. The quiz is timed, and the student exceeds the time limit.
The Red Question Mark	Indicates the student began to take the assessment more than three days ago, but the attempt was never submitted.