Please contact PsychRemoteTA@umb.edu with any edits, questions, or for more help with Blackboard.

**Desktop version**

Logging in 2
Finding course materials 3
Blackboard Collaborate 4
Echo360 9
Zoom 11
Groups 15
Submitting an assignment 17

**Mobile version**

Logging in 19
Finding course content 20
Writing blog posts 22
Submitting assignments 23
Blackboard Collaborate 24
Logging in

Go to https://umb.umassonline.net/ and log in using your UMB credentials: your email address (without @umb.edu) and password.

At the top right corner, click on your name. Select a course to continue to its Blackboard page.
Finding course materials

On the left, there is a menu for the course. Click on Start Here (Syllabus). **Read the syllabus.** Your instructor may also include links to the textbook in this folder.

Your instructor will let you know how the Blackboard page for the course will be organized. For example, they may make a folder for each week that contains all materials for that week. These folders may be found under Weekly Sessions, Course Materials, or another link that your instructor creates.
Your instructor may use Blackboard Collaborate for class sessions, office hours, or group work. To open Collaborate for class sessions or office hours, click on Web Conferencing in the left menu. To join the video conference, click on the session name (here, “Class”). To see recordings of previous sessions, click on the 3 horizontal lines, which will bring you to the screen on the right.
When you click on the name of a session, it will open this Session Details page. You have the option to call in using your phone or join the session using your computer.
Once you are in the session, you will see this screen. There is one menu at the top left, one menu in the bottom right, and your own controls at the bottom of the screen. If you click on the person icon at the bottom, you can give feedback to your instructor during the session (shown on the right).
On the top left, you can click the three horizontal lines to reveal the menu shown on the right, which includes the option for leaving the meeting.
When you click on the purple arrows at the bottom right corner, you will open the menu below. If you click on Share Content, you can share a Word document, a PowerPoint slide, etc. After you click on Share Content, click on the box labeled Share Files and select a file from your device or a cloud location and then click Share Now to upload it. It should appear in the right-hand panel and in the main message pane. If you don’t see it in the message pane, click on it in the right-hand panel. So, if you upload a three-page document, you will need to click on the thumbnails in the right-hand panel to show each different page.
If your instructor uses Echo360 for videos, they may add a link in the left menu on Blackboard. When you click on the link, you will briefly see the screen above, indicating that Echo360 is being opened in a new tab or window.
Echo360 will automatically open in a new browser window or tab. The name of the class will be at the top of the page, and all available videos will be listed (here, “Class 1”). To play a video, click the green arrow to the right. You can also ask a question about a video by clicking on the question and answer discussion board symbol, which will open the screen shown below.

You can ask a question and post it in the discussion board. Another way to access the discussion board is by clicking Q&A in the top menu.
Your instructor may schedule class meetings or office hours using Zoom. They may add a link to Zoom in the left menu on Blackboard.
When you click on the link to Zoom, you will see the screen above, which lists any upcoming meetings your instructor has scheduled. Your instructor can schedule a meeting to be recurring, which means that the Meeting ID will not change. To enter the meeting, click Join on the far right.
When you click Join, you will see the screen above. If you have the Zoom desktop app, you can click Open zoom.us. If you do not have the desktop app, click launch meeting, which will open the option to join from your browser, as shown below.

If you have Zoom Client installed, launch meeting. Otherwise, download and run Zoom.

If you cannot download or run the application, join from your browser.
If you try to join a meeting before it begins, you will see the screen to the left. If you try join a meeting before your instructor begins the meeting, you may see the screen to the right.
Your instructor may assign you to a small group. To access the group, click the arrow next to your group number. This will open the tools available to your group.
For example, you can use Blackboard Collaborate to meet with your group. Click on Collaborate under Group Tools, and then click Join Room. You will be taken to the Collaborate room. Collaborate works the same way in groups as it does in a class session.
Submitting an assignment

First, be sure that you have included everything required for the assignment (re-read any instructions or rubrics). You can either type or copy/paste an assignment (MUST be .doc, .docx, or .pdf) in Blackboard (click Write Submission) or upload an attachment.
Depending on the settings your instructor chooses for an assignment submission, your assignment may be checked for plagiarism using SafeAssign. You can click on View Originality Report to see any source(s) with similar or matching text. Sometimes, matches occur simply because you cite the same sources as other unknown students at universities somewhere in the world, which is not a concern. If you see parts of the body of your paper highlighted in color, you need to put the material into your own words, cite your source, and make sure the source is listed in your reference list. Your instructor may set up multiple submission attempts so that you can complete this check and revise as necessary.
Log in using your UMB credentials: your email address (without @umb.edu) and password.

Select your course here.
Finding course content

The course homepage will include your grade and links to different parts of the course.

Your professor will organize materials under Course Content.
In this example, everything you need for the week is in the corresponding folder.

An example of the materials for one week.
Writing blog posts

Clicking a link to a blog will take you to a web browser within the app where you can submit a blog post.

You can also select a file from the cloud that is synced on your phone.

Type on your phone
Submitting assignments

Here, you can see basic information about the assignment.

click

Type
Upload
Blackboard Collaborate

Selecting a Collaborate session will open video conferencing in your phone’s default web browser.