



MUOnline at Marshall University Student Guide

Powered by Blackboard Learn 9.1

www.marshall.edu/elearn

Office of Information Technology

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(304) 696-3200 Huntington area

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@MUITServiceDesk

@muonline

TABLE OF CONTENTS

Browser Support.....	1
Logging in to MUOnLine.....	1
My MUOnLine.....	2
Global Navigation & My Blackboard....	2
My Blackboard Tools.....	2
Posts.....	3
Mail (Internal).....	4
Navigation & Course Tools.....	5
Discussion Board.....	5
Journals.....	6
Wikis.....	7
Assignments.....	7
Assessments (Tests).....	9
Additional Resources.....	13

Browser Support

The biggest considerations for Blackboard Learn's browser support are support for the latest and broadest browsers.

Because browsers update so frequently, the most up-to-date information on browser support can be found here:

[Browser Support Policy](#)

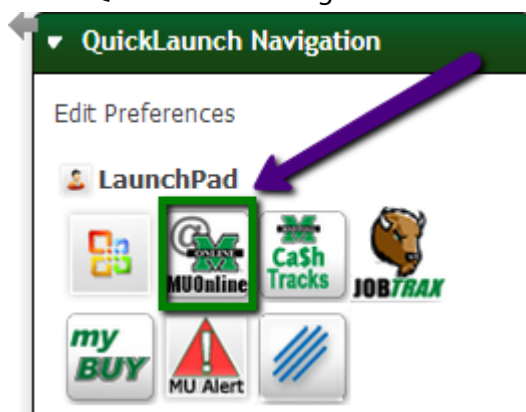
Once you have confirmed that your browser has been updated and is supported by Blackboard Learn, there are two additional steps that need to be considered in order to ensure access to your course content:

1. Pop-up blocker: you will need to allow pop-ups from muonline.marshall.edu as well as blackboard.com.
 - a. For example, in Internet Explorer, go to Tools, Pop-up Blocker settings, and allow marshall.edu
2. If you are using your own computer, please check that you are running the most current version of Java.
 - a. [How can I verify that my version of Java is the most recent?](#)

Logging in to MUOnline

The easiest approach to logging in to MUOnline is via MyMU. At MyMU, all your student resources are at your fingertips: course schedule, registering for class, email, financial aid information, student resources, AND MUOnline. [What is MyMU and MUOnline?](#)

1. Go to www.marshall.edu/mymu and login using your MUNet username and password.
2. Under Quick Launch Navigation to the left of your screen, click the MUOnline icon.



3. When you click this icon, a new tab opens and you are taken to the My MUOnline page, where the courses you are enrolled in are listed. Courses you are enrolled in will not appear to you until the first day of the semester. They will also close to you after the last day of the semester.

My MUOnline

After successfully logging in and launching the MUOnline icon, you are taken to the My MUOnline page. Every course that you are taking at Marshall will have a link created for it. Some professors in your face-to-face courses may choose to not use this site, but others will use this for supplemental material, such as the syllabi and course readings. If you are taking an e-course, your entire course and its materials are located on MUOnline.

You can access the following links from the My MUOnline page:




- ❖ A list of currently enrolled courses
- ❖ University and course Announcements
- ❖ Student Support and Resources module with links
- ❖ Any Organization that you are enrolled in (functions as a course, but has date ranges associated with it that don't necessarily follow the academic calendar)
- ❖ Internship and Job Search module
- ❖ Blackboard IM link: Blackboard IM is a free-standing software that connects you via instant messaging to your classmates and teachers
- ❖ On Demand Help and Learning Catalogue: find answers to questions about Blackboard
- ❖ Mobile Learn: download the mobile app to take your classes on the go





Global Navigation and My Blackboard

"Everything you need for your Blackboard experience is in one convenient location. My Blackboard provides you with quick and easy access to critical and timely information regarding your institution, courses, and fellow classmates. From My Blackboard, you can view how you are doing in each of the courses you are enrolled in, view grades, be reminded of assignments that are due, and much more."

[Watch a Tutorial on My Blackboard](#)

My Blackboard Tools

Tools	Description
	<p>Bb Home: Gives you an overview of the items that are due and recently graded. Move your mouse pointer over View to reveal your grade. Bb Home displays the five most recent activities relevant to you.</p> <p>If your institution has turned on messages, Bb Home shows a preview of your unread messages.</p>
	<p>Calendar: Review everything you have due and be reminded of when you need to complete it. To learn more, see Calendar.</p>
	<p>Posts: Displays the latest posts in the courses and organizations you are enrolled in and follow. For example, you can see when a classmate submits a blog post in your course.</p>

	If your institution has turned on the people and spaces tools, the latest posts by the people and spaces you follow also appear.
	Updates: Review a list of notifications alerting you to important events and information. For example, you can see when an assignment has been graded. To learn more, see Updates .
	My Grades: View your grades for each assignment, test, or activity in all of your courses. Sort the grades by date or course. To learn more, see My Grades .
	Home
	Help: Go to Behind the Blackboard for manuals, tutorials, and more.

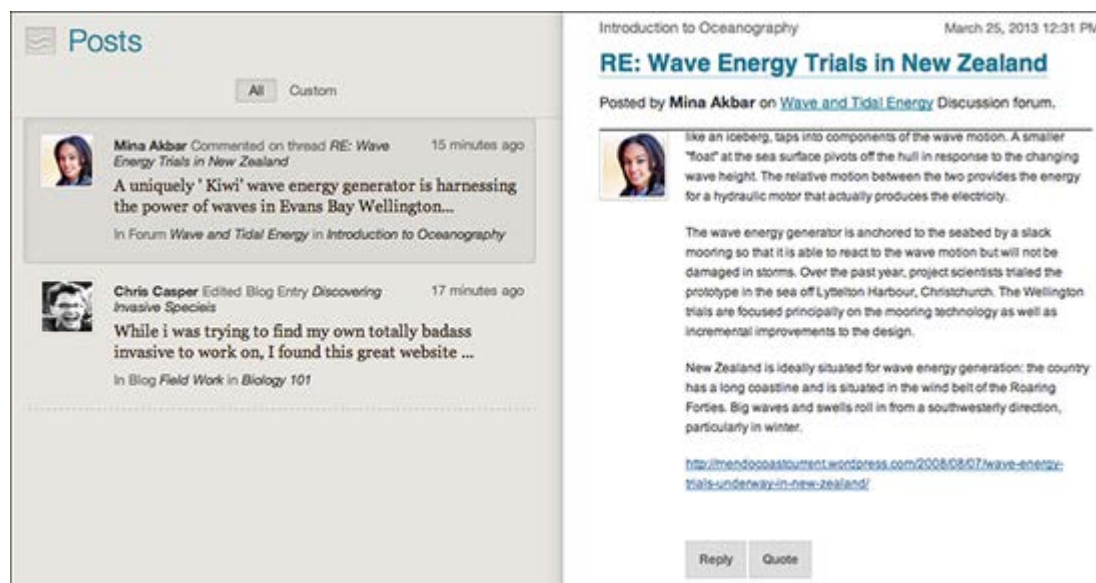
Posts

The **Posts** page displays the latest posts in the courses and organizations you are enrolled in and follow. Examples of posts displayed on this page include:

- When someone submits a blog post in your course.
- When someone posts in a discussion board you are a member of.
- When someone contributes to a wiki in your course.

Each new post appears on the right with a preview of the content, location, and author. Click the post to expand the content on the left. Click **Reply** or **Quote** to continue the conversation.

If your institution has the people and spaces tools turned on, the latest posts by the people and spaces you follow also appear.



Posts

All Custom


Mina Akbar Commented on thread *RE: Wave Energy Trials in New Zealand* 15 minutes ago
A uniquely 'Kiwi' wave energy generator is harnessing the power of waves in Evans Bay Wellington...
In Forum Wave and Tidal Energy in Introduction to Oceanography

Chris Casper Edited Blog Entry *Discovering Invasive Species* 17 minutes ago
While i was trying to find my own totally badass invasive to work on, I found this great website ...
In Blog Field Work in Biology 101

Introduction to Oceanography March 25, 2013 12:31 PM

RE: Wave Energy Trials in New Zealand

Posted by **Mina Akbar** on [Wave and Tidal Energy](#) Discussion forum.

 like an iceberg, taps into components of the wave motion. A smaller "float" at the sea surface pivots off the hull in response to the changing wave height. The relative motion between the two provides the energy for a hydraulic motor that actually produces the electricity.

The wave energy generator is anchored to the seabed by a slack mooring so that it is able to react to the wave motion but will not be damaged in storms. Over the past year, project scientists trialed the prototype in the sea off Lyttelton Harbour, Christchurch. The Wellington trials are focused principally on the mooring technology as well as incremental improvements to the design.

New Zealand is ideally situated for wave energy generation: the country has a long coastline and is situated in the wind belt of the Roaring Forties. Big waves and swells roll in from a southwesterly direction, particularly in winter.

<http://mendoocastoutment.wordpress.com/2008/08/07/wave-energy-trials-underway-in-new-zealand/>

Reply Quote

Mail (Internal)

The email tool in your course only allows you to send and receive email from other students and professors enrolled in that course. You cannot use this as an external email tool, such as Gmail or Yahoo.

[Tutorial on How to Send Email in Blackboard Learn](#)

Note: MUOnLine keeps no record of sent or received emails. When you send or receive an email of importance, keep a copy of it for your records.

How to Send Email

1. On the course menu, click Mail (Internal). Your instructor may have changed the name of this link to Email.
2. Click Create Message.
3. Click "To" and choose from a list of recipients on the class roster.

4. Enter a subject.
5. Type your message.
6. Click "attach a file" if you would *like* to attach a file.
7. Hit Submit when you are ready to send the message.

Navigation & Tools

Each course on MUOnline is unique and created at the discretion of the professor; therefore, course menus may vary.

This guide serves as an overview to the basic course menu:

Notifications	<p>-This example menu is the default course menu. It can be customized by the professor to meet the needs of the course.</p> <p>-Notifications: Modules designed to keep you on task and up-to-date with course info like Messages, To Do, Announcements</p> <p>-Course Content: The “meat” of the course, schoolwork, readings, assignments, etc</p> <p>-Mail (internal): Email used within the course only</p> <p>-My Grades: Your grades earned in the course</p> <p>-MUOnline Help: Links to services sites like Marshall’s IT Service Desk, Blackboard OnDemand Help, and Student Tutorials on Blackboard use</p>
Course Content	
Mail (internal)	
My Grades	
MUOnline Help	
Blackboard Tutorials	
Blackboard Help	
Marshall Help Desk	

Tools

Discussion Board

The Discussion Board allows you to share thoughts on a specific topic or question with your classmates and instructor. There are a variety of ways to access a Discussion Board: a link on the course menu or a direct link to a board within course content.

If your course is using Groups, your group may have its own Discussion Board.

In a *forum*, users can create multiple threads. A thread includes the initial post and any replies to it. Some threads will require you to create your own answer before you are allowed to view the posts from other students. If your instructor enables subscribing, you can be alerted by an email when new posts are made. You can also see new posts in the My Blackboard Posts feature.

There are two ways to view forum threads: List View and Tree View. The List View presents the threads in a table format with sortable columns. The Tree View lists messages by thread, with the replies in an expandable and collapsible format below them.

The Main Discussion Board Layout

<input type="checkbox"/> Forum	Description	Total Posts	Unread Posts	Total Participants
<input type="checkbox"/> Oceans in the News A	<p>This week, please post a link to a relevant news article related to oceanography or marine biology. B</p> <p>This assignment is worth 25 points, and you must post by Monday, Feb. 18 at midnight CT.</p>	19	7	13
<input type="checkbox"/> Wave Assignment: Energy From Waves and Tides C	<p>Explore harnessing energy from waves and tides. Please narrow your topic to a specific aspect such as:</p> <ul style="list-style-type: none"> • How could the energy be extracted? • could a reliable "model" be made and relied upon? sustainability? • What research is out there? • Existing, working energy projects <p>This required assignment is worth 50 points.</p>	15	3	11

A. Click a forum title to view the messages. Forums containing posts appear in bold.

B. View data on the number of posts and participants.

C. Click the number in the Unread Posts column for one-click access to a forum's unread messages.

[Watch a Tutorial on How to Use Blackboard Discussions](#)

Replying to a Post

Thread: Best places to harness the ocean's energy

Select: All None Message Actions Expand All Collapse All 5 Posts in this Thread 3 Unread

☐ **Mark Tsai** 5 days ago

Best places to harness the ocean's energy

Overall Rating: ★★★★★

Generating technologies for deriving electrical power from the ocean include tidal power, wave power, ocean thermal energy conversion, ocean currents, ocean winds and salinity gradients. Of these, the three most well-developed technologies are tidal power, wave power and ocean thermal energy conversion. Tidal power requires large tidal differences which, in the U.S., occur only in Maine and Alaska. Ocean thermal energy conversion is limited to tropical regions, such as Hawaii, and to a portion of the Atlantic coast. Wave energy has a more general application, with potential along the California coast. The western coastline has the highest wave potential in the U.S.; in California, the greatest potential is along the northern coast.

☐ **Chris Casper** 1 day ago

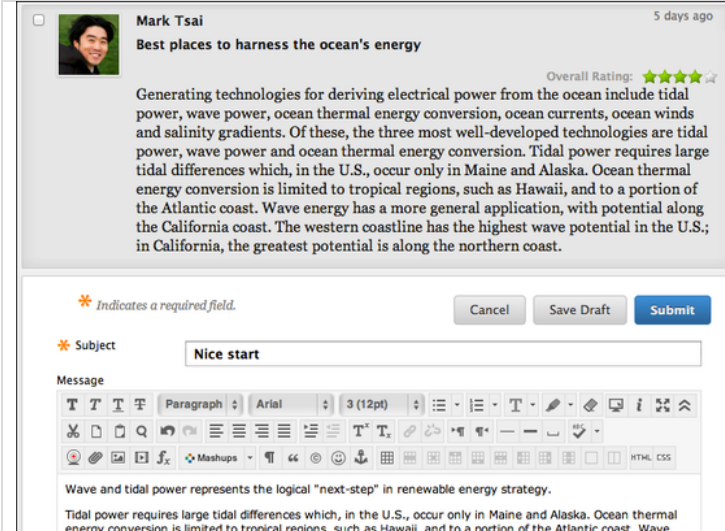
RE: Best places to harness the ocean's energy

Overall Rating: ★★★★☆

I used to live in California and remember some controversy around this issue.

<http://www.kcet.org/news/rewire/wave-power/could-california-run-on->

-To respond to a thread created by another student or instructor, choose to Reply or hit Quote in order to see the text from the thread in your reply.



- Once you've hit Reply, a content editor box appears for you to type your response.
- You can edit the subject if needed.
- If you need to attach a file, hit the paperclip icon.
- If you need to save your response and come back to it later to finish, hit the Save Draft button. To access it later, return to the forum page, point to Display to access the drop-down list. Select Drafts Only to view the saved post.

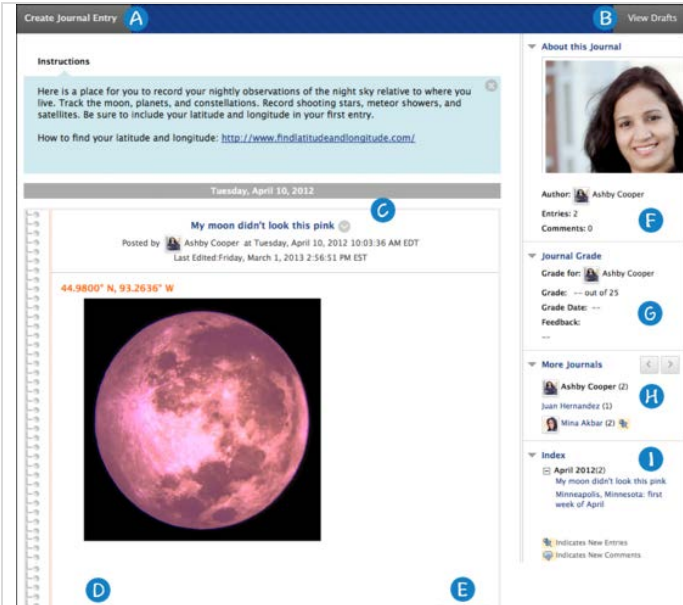
Watch a Short Video

[Blackboard Learn Quick Hit: Discussions \(1:20\)](#)

Journals

Journals are a personal space for you to communicate privately with your instructor. You can use a journal as a self-reflective tool to post your opinions, ideas, concerns about your course, and analyze course-related materials. Journal entries can also be made public for the class to read, and can be graded. The journal topic page is divided into two main sections. You can view the instructions in the content frame. In the side panel, you can view information about the journal.

Not all courses may use this tool.



- A. Create Journal Entry
- B. View drafts
- C. Journal Entry
- D. Comments
- E. Add a comment
- F. About this journal
- G. Grade
- H. Links to other students' journals
- I. Index of journal entries

Wikis

A wiki is a collaborative tool that allows you to contribute and modify pages of course-related materials. More than one user can collaborate to create content, or the instructor may ask you to create content individually. Students can offer comments, and instructors can grade your content.

[Watch a Tutorial on How to Create and Edit Wiki Pages](#)

Assignments

Assignments are used to assess your knowledge of course content. They can be found in any content area, learning module, folder, or as a link on the course menu.

[Click here to see a list of frequently asked questions regarding Assignments](#)

Submitting Assignments

The assignment tool presents a variety of learning activities. There are variations of assignment types:

- Providing text in the content editor box on the Upload Assignment page
- Attaching files from your computer
- Providing both text and attachment of files.

If your instructor has not allowed for multiple attempts, you can only submit your assignment once.

Click on the name of the assignment, review or download any instructions, type or attach your submission, and choose Save as Draft or Submit.

2. Assignment Submission

Attach File Browse My Computer Browse Content Collection

Type Submission

Path: p Words: 0

3. Add Comments

Comments

Character count: 0

4. Submit

When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.

Cancel Save as Draft Submit

Saving as a Draft and Submitting Later

- Click Save as Draft
- Return to the assignment
- On the Review Submission History tab, click Continue Current Submission.
- On the Upload Assignments page, make your changes.
- Optionally, add comments
- Click Submit.

Submitting Another Attempt on Same Assignment

- Return to the Assignment
- On the Review Submission History page, view the details of your first submission
- Click Start New Submission
- Make changes to the new submission
- Optionally, type comments
- Click Submit
- You can review and see all of your submissions on the right sidebar of the Assignment and labeled as "Attempts."

This assignment is complete. Review the Submission History.

Review Submission History: Planet Paper

1 of 2

Powered by crocodoc

Assignment Details

GRADE
Last Graded Attempt /100

ATTEMPT 2 ▼
3/26/13 3:32 PM /100

ATTEMPT 1
3/23/13 9:35 AM

ATTEMPT 2
3/26/13 3:32 PM

Ryan Johnson
3/26/13 3:32 PM

Improved the conclusion and added images as you suggested.

Ryan Johnson

Mars is the fourth planet from the sun. The planet is one of Earth's "next-door neighbors" in space. Earth is the third planet from the sun, and Jupiter is the fifth. Like Earth, Jupiter, the sun, and the remainder of the solar system, Mars is about 4.6 billion years old.

Mars is named for the ancient Roman god of war. The Romans copied the Greeks in naming the planet for a war god; the Greeks called the planet Ares (AIR eez). The Romans and Greeks associated the planet with war because its color resembles the color of blood. Viewed from Earth, Mars is a bright reddish-orange. It owes its color to iron-rich minerals in its soil. This color is also similar to the color of rust, which is composed of iron and oxygen.

Scientists have observed Mars through telescopes based on Earth and in space. Space probes have carried telescopes and other instruments to Mars. Early probes were designed to observe the planet as they flew past it. Later, spacecraft orbited Mars and even landed there. But no human being has ever set foot on Mars.

Scientists have found strong evidence that water once flowed on the surface of Mars. The evidence includes channels, valleys, and gullies on the planet's surface. If this interpretation of the evidence is correct, water may still lie in cracks and pores in subsurface rock. A space probe has also discovered vast amounts of ice beneath the surface, most of it near the south pole.

In addition, a group of researchers has claimed to have found evidence that living things once dwelled on Mars. That evidence consists of certain materials in meteorites found on Earth. But the group's interpretation of the evidence has not convinced most scientists.

Assessments (Tests)

Tests are used to assess your mastery over course content and objectives. Your instructor assigns point values to questions in the test. Your answers are submitted for grading, and the results are recorded in the Grade Center. You can view your grades in My Grades when your instructor makes them available to you. You can find tests in any content area, learning module, folder, or as a link on the course menu.

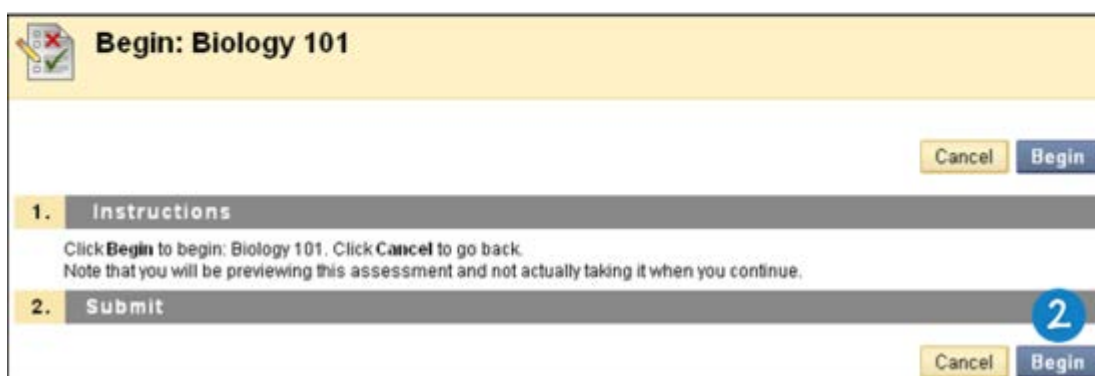
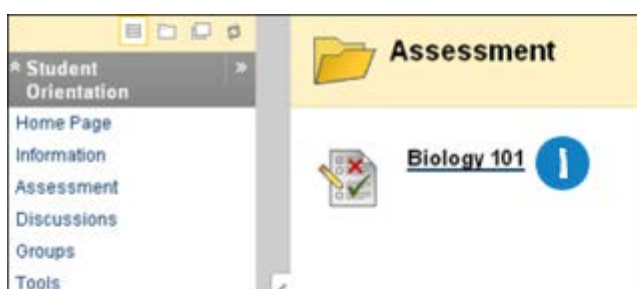
[Watch a Tutorial on How to Take a Test Online](#)

Taking a Test

Your instructor will let you know when a test is available and where to find it in your course. You may also find it on your course calendar. Before you begin, make sure you have a strong internet connection and a wired connection if possible. A wired connection is more reliable and less likely to timeout than a wireless connection.

***Do not refresh your page, close the window, or hit the browser's back button while taking a test. If you experience problems during your test, contact your instructor or the IT Service Desk immediately.**

1. Navigate to the exam.
2. Click Begin to start your test.



3. Your instructor may have provided a password for you to enter before you begin your exam. If you are not prompted for a password, you will skip that step.

4. As you work, answers will be saved automatically. You should still hit Save Answers as you are working so your internet connection does not timeout. When you are finished with the test, click Save and Submit.

Preview Test: Biology 101

Description

Instructions: Complete the test. Read carefully before answering the questions.

Multiple Attempts: Not allowed. This Test can only be taken once.

Force Completion: This Test can be saved and resumed later.

Test/Survey Status: 4

Save All Answers Save and Submit

Question 1 2 points Save Answer

Photosynthesis is part of a plant's

☐ a. metabolism ☐ b. homeostasis ☐ c. development ☐ d. response to stimuli

Timed Tests

Your instructor may choose to give you a timed test. The scheduled time will be in the instructions or syllabus. You will be notified whether the instructor has set the test to stop when your time is up, or if the timer will allow you to continue your exam once the time has expired.

Here is an example of time warnings:

Remaining Time: 07 minute, 22 seconds. Less than half of the time remains.

Remaining Time: 04 minute, 58 seconds. Less than five minutes remain.

Remaining Time: 01 minute, 29 seconds.

Remaining Time: Less than one minute remains. Click Save and Submit to complete the test. 43 seconds.

Remaining Time: Less than 30 seconds remain. Click Save and Submit to complete the test. 28 seconds.

Feedback and Grades

The majority of Blackboard tests are auto-graded. It is up to the discretion of the instructor whether they allow you to see the exam questions and the correct answers once you submit your exam. You may see your score immediately after completing the test if all of the questions are auto-graded and your instructor has released this information.

Essay questions, short answer, and file response questions are not auto-graded.

If your instructor has associated a rubric with a test, **View Rubric** will be available next to the **Save Answer** function.

The feedback you receive after a test depends on the instructor. Feedback includes at least one of the following:

- Final score
- Answers submitted
- Correct answers
- Instructor feedback for each question

To access the feedback and grade information, select the test in the content area or go to **My Grades link on the Course Menu**. Under your listed grade, notice the hyperlinks:

- If there is a rubric attached to the assignment and your professor has made it available to you, you may click on the **View Rubric** link to view your rubric and any comments the instructor has left there
- If the instructor has left any feedback on the overall grade for you, you can view it by clicking on the **Comments** link
- You may also see a Description of the test by clicking on the Description link

Alternately, you may view your grade by clicking the **My Grades icon on the My Blackboard menu on the top right of the screen near your name**. When you are here, click on the name of the test on the left sidebar menu. The information about this test will appear on the right sidebar. You may click **View Attempt** here if the instructor has made this option available to you. To view all of the attempt, click your score in the Calculated Grade column and test information will appear.

View Attempts

Column Details

Item Name	Chapter 2 Test
Aggregation	Last attempt
Points Possible	40

Attempts

Date Created	Date Last Submitted or Edited	Calculated Grade
Sep 13, 2013 5:39 PM	Sep 13, 2013 5:39 PM	32.5

Icon Legend

Additional Resources

Blackboard – Commonly referred to as MUOnLine, Blackboard is the Learning Management System that Marshall University offers to deliver synchronous and asynchronous course materials and schoolwork. As of Spring 2014, Marshall is running Blackboard Learn 9.1 Service Pack 14.

We currently do not use the Social Learning Tools offered by Blackboard.

[Blackboard OnDemand Help for Students](#)

[Blackboard on YouTube](#)

[Getting Started with Blackboard Help](#)

[Frequently Asked Questions About Blackboard](#)

IT Services & IT Support Desk – Did you know that you can receive help from Marshall IT around the clock?

The IT Service Desk is available 24 hours a day at:

(304) 696-3200 Huntington area

(304) 746-1969 Charleston area

(877) 689-8638 Toll free

itservicedesk@marshall.edu

IT Services extend beyond the Service Desk.

[Complete IT Services Catalog](#)

[What Equipment Can I Check Out?](#)

[Forgot your MUNet Account Information? Look it up here.](#)

[Have a Question, Comment, or Suggestion? Be Herd](#)

[Emergency on Campus? Get an alert immediately.](#)

Library Services – Marshall's IT Department is located in Drinko Library, where information is at your fingertips, even off-campus.

[Ask a Librarian](#)

[Library Information for Students](#)

[Library Frequently Asked Questions](#)

[Study and Team Room Reservations](#)

Lynda.com – Lynda is an online skills development resource that offers a very wide variety of computer software training. Marshall University subscribes to Lynda, making all of the videos and accompanying course materials available to you at no cost.

www.marshall.edu/lynda

You login with your MUNet Username and Password. There is an entire Lynda course for students on Blackboard Learn Essentials.

[Lynda.com Frequently Asked Questions](#)

[System Requirements for Lynda.com](#)

MyMU –My MU is a gateway for all of your student needs at Marshall University. Your MUNet username and password is the same name you use for your email, and to login to university owned computers.

- Login to MUOnLine from MyMU by clicking on the MUOnLine logo in the Quick Launch Navigation module on the left sidebar
- Update your personal information such as home address and phone number
- View the course schedule
- View your account information and financial aid information
- Access your university email
- Schedule your courses
- Enter your information for the Emergency Notification System
- View University messages and announcements

This is not an exhaustive list of services.