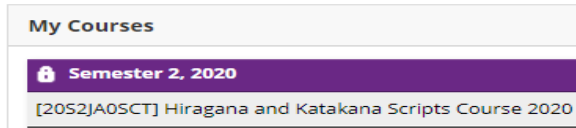


Guide to navigating IML Blackboard course sites

This document provides instructions on navigating Blackboard and utilizing its features. After logging into Blackboard, you will be directed to the **Welcome page**. The Welcome page is your dashboard. You can access your courses and view announcements via the Welcome Page.

1. How to access your course



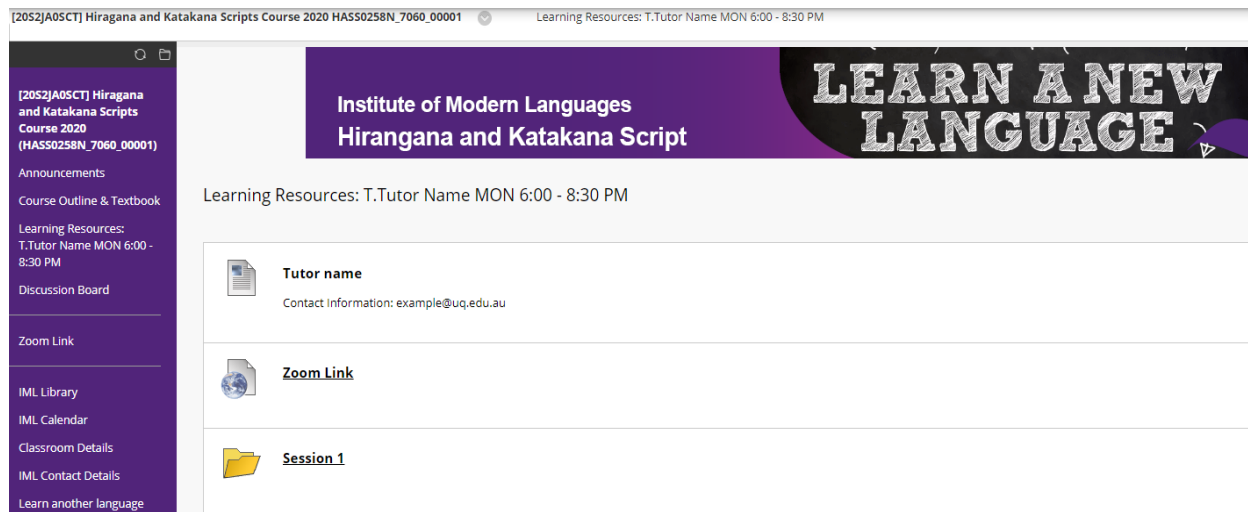
Click on the **course title** in the My Courses box
e.g. [20S2JA0SCT] Hiragana and Katakana Scripts

Click **Welcome** in the top menu to return to the Welcome page. If you are enrolled in multiple courses, you can click on Welcome to switch between your courses.

2. How to access your course content

The **Learning Resources page** includes resources and activities for your course. Your tutor email address and the Zoom link for your course will appear at the top of the page. It is also the default page for every IML course. The content is organised into sessions.

Click on **session title**, e.g. Session 1, to open and view the content.



3. How to post on the Discussion Board

Discussion boards: your tutor may create course discussion boards where all students in the course have access and can contribute. The content is organised into Forums, Threads and Messages.

- **Forums** organise course discussion by defining appropriate threads of discussion. Forums contain questions or statements called "Threads".
- **Threads** of conversation are usually about one thing as defined by the creator of the thread. Users can reply to the original post or to replies by other members of the course.
- **Messages** are posted in threads in response to the thread OR in response to another message in the thread.

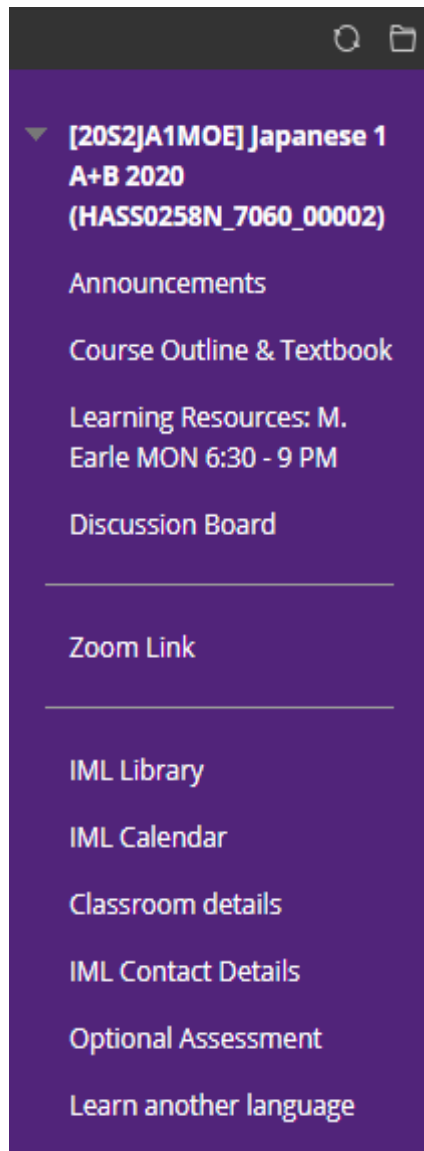
Example structure

- **Forum:** Discuss the weekly reading
 - **Thread:** Week 1 Readings
 - **Message:** "I have a question about the reading this week....."

Click **Create Thread** to create and post your message on the discussion board.

Please keep your electronic communication, including email or discussion boards etc, positive.

1. Make the subject heading specific to the content so that readers can establish if the content is relevant to them.
2. Message content should be relevant to the subject of the discussion board and thread of conversation.
3. The [Learn.UQ text editor](#) contains tools to help you format your content. Make sure your text is easy to read and well formatted



Navigation bar overview

*The purple navigation bar consists of active links.
Click on the relevant title to view the content.*

Announcements includes announcements about course. The most recent announcement will appear first.

Course Outline & Textbook links to the IML webpage, which contains your course outline and textbook information.

Zoom link: you can click on this link to participate in your class on the date, day and times scheduled.

IML Calendar links to specific class dates for all scheduled IML courses. You can download the date sheet relevant to your course.

Classroom details link provides tutor information for all scheduled courses.

IML Contact Details links to contact information for the IML Office and other services.

Optional Assessment link to the IML webpage containing information on our free optional assessment.

Learn another language links to IML's Learn a Language webpage. See what other courses are offered at IML.