

(RTF) file. Then, send it to your instructor using the "View/Complete", as follows:

1. Click on the "View/Complete" link for the SafeAssign Assignment within your course.
2. Enter any comments for the instructor in the Comments box (optional).
3. Click Browse button to locate a file to upload as a SafeAssignment.
4. Click "SUBMIT" to send your assignment to a Global reference database. You have the option to volunteer your paper to the Global Database that will allow other papers from other institutions to be checked against yours to protect the originality of your work across institutions.

**Q:** HOW DO I VIEW THE SAFEASSIGN REPORT?

**A:** First you must submit your paper to the SafeAssignment. After the matching process is complete, from the content area within a course, select the SafeAssignment and click View/Complete. You will see all of the information associated with your paper: Matching will show you the percentage of the paper that matched with different source documents. SA Report will show SafeAssign Originality Report - click the icon to view the interactive report detailing the results of the matching process.

 You will only see this field if the instructor has made the report "Student Viewable".

**Q:** HOW DO I CHECK MY GRADES FOR SUBMITTED ASSIGNMENTS IN BLACKBOARD?

**A:** To find grades in Blackboard follow these steps:

1. Login to Blackboard.
2. On the "Welcome Screen", under "Tools" (on the left side of the screen), click on "My Grades", which will display grades for 'all' of your online courses.
3. To check 'individual' grades for a specific online course, click on its link in the "My Courses" list.
4. Click on "Student Tools" on the menu.
5. Click on the "My Grades" link.

**Q:** I STILL HAVE QUESTIONS ABOUT BLACKBOARD OR MY ACCOUNT. HOW DO I GET TECHNICAL ASSISTANCE?

**A:** Please call or email:  
B.E.S.T.  
Blackboard Education Support Team  
(212) 463-0400 ext. 674  
[bbsupport@touro.edu](mailto:bbsupport@touro.edu)

## ONLINE STUDENT'S QUICK REFERENCE



Touro College  
Distance Learning Division  
Academic Computing  
Department  
27-33 West 23rd St.,  
Room 337  
New York, NY 10010



TOURO COLLEGE

ACADEMIC  
COMPUTING



TOURO COLLEGE

## ONLINE STUDENT'S QUICK REFERENCE

The following is a quick overview of registration procedures for online courses. Online courses at Touro College are Internet-based, powered by Blackboard technology. In order to take an online course, you must have a Blackboard ID and password, Internet access and an email account.

### PLEASE FOLLOW THESE STEPS:

1. Register in person at Touro Registrar's Office - ask for Touro ID number.
2. Login to Blackboard and update your e-mail address.

### USING BLACKBOARD

1. Open <http://bb.touro.edu> in a web browser and click "Login".

*Only the Registrar is authorized to give you your Touro ID # after verifying your identity. Any Registrar office can give you your Touro ID number, not only the one you registered at.*

Flatbush: 718-252-7800 ext. 223;  
GSEP: 212-463-0400 ext. 371;  
c) your password is your First and Last initials in lower case followed by the last 4 digits of your SS# (example: ab1234). If you don't have SS# put 4 zeroes after your initials (example: ab0000).

2. Enter your Blackboard username and password, and click on the "Login" button.  
3. You will see a "Welcome" page with a list of your online courses.



### CUSTOMIZING YOUR ACCOUNT

Once you login to your Blackboard account, you will see the main page in your browser window. You can always return to this page by clicking the "Touro College" tab at the top of your screen. This screen lists all of the courses you are taking, announcements posted by Touro College or your instructors, and other information. To go directly to your courses, simply click on the name of the course you wish to enter, on the right side of your screen in the "My Courses" box. From there, navigate through the course by clicking the buttons or text labels on the left side of the screen. You can edit your user profile by clicking the Personal Information link in the Tools section of the main page (Touro College tab), on the left side of the screen. From here you can:

1. Edit Personal Information - change your name, email address, and other information that appears in your user profile.

2. Change Password - manage your account password. It is recommended that you change your password periodically to ensure security.

We suggest using numbers or other characters so that your password is not easy to guess (for example: "apple3-25" without quotes).

3. Set Privacy Options - specify what personal profile information appears in the User Directory. (By default, settings exclude your user profile from the User Directory.)

*Please notify your instructor if you change your email address.*

*Make sure that you are using the correct capitalization - passwords are case-sensitive (great is different than Great).*

## FREQUENTLY ASKED QUESTIONS


**Q:** I HAVE FORGOTTEN MY USERNAME AND/OR PASSWORD, OR I AM HAVING TROUBLE LOGGING ON. WHAT DO I DO?

**A:** Your Blackboard username is your Touro ID #. Your Touro ID number can be found on your Student ID card or on your pink registration form. If you forget your password, you can reset it by clicking on the "Forgot your password" link under the login form. Also, make sure that you are logging in to Touro's Blackboard web address of <http://bb.touro.edu> and not to the commercial site for <http://www.Blackboard.com>. If you still have trouble, contact Tech Support (212) 463-0400 x674 or email at [bbsupport@touro.edu](mailto:bbsupport@touro.edu).

**Q:** HOW DO I SEND MY ASSIGNMENT FILES TO THE INSTRUCTOR?

**A:** Complete your assignment. Save it as a Microsoft Word or Rich Text Format (RTF) file. Then, send it to your instructor using the "View/Complete" link, as follows:

1. Click on the "View/Complete" link for the Assignment within your course.
2. Enter any comments for the instructor in the Comments box (optional).
3. Click "Browse", and locate the file to attach. (You can attach more than one file to your assignment by clicking "Add Another File" after each one.)
4. Click "SUBMIT" to send your assignment to your instructor.

 *Once an assignment is submitted to your instructor, it is no longer available to you to modify. You must contact your instructor in order to allow you to resubmit your assignment.*

**Q:** HOW DO I USE THE DISCUSSION BOARD?

**A:** The Discussion Board allows students and instructors to post messages and participate in online discussions. To post a message:

1. Click the "Discussion Board" menu option. If there is no "Discussion Board" menu option, click the "Communication" button, and from the next screen choose "Discussion Board."
2. Click on the title of the forum where you want to post a message.
3. Click the "Add New Thread" button in the upper left-hand side of the screen.
4. Enter a subject line for your posting and then type your message in the text box.



5. If you want to attach a file or post a document with your message, click the "Browse" button at the bottom of the screen and select the file you wish to attach. You can only attach one file to each discussion post.
6. Click the "Submit" button at the bottom of the screen to save the changes to Blackboard.

**Q:** HOW DO I SUBMIT MY ASSIGNMENT FILES THROUGH SAFEASSIGN?

**A:** Complete your assignment. Save it as a Microsoft Word or Rich Text Format