



**Blackboard**

*Blackboard Academic Suite™*

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# **Faculty Release Notes**

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Release 7.2  
*Blackboard Learning System™*  
*Blackboard Community System™*  
*Blackboard Learning System - Basic Edition*  
*Blackboard Content System™*  
*Blackboard Outcomes System™*

Release Notes (172077en\_US)

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<b>WORLDWIDE HEADQUARTERS</b>	<b>INTERNATIONAL HEADQUARTERS</b>
<b>Blackboard Inc.</b>	<b>Blackboard International B.V.</b>
1899 L Street, NW, 5th Floor Washington, DC 20036-3861 USA	Dam 27 2nd Floor 1012 JS Amsterdam The Netherlands
800-424-9299 toll free US & Canada	
+1-202-463-4860 telephone	+31 (0)20 520 6884 (NL) telephone
+1-202-463-4863 facsimile	+31 (0)20 624 3361 (NL) facsimile
<a href="http://www.blackboard.com">www.blackboard.com</a>	<a href="http://global.blackboard.com">global.blackboard.com</a>

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## INTRODUCTION

### About the Release Notes

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Release Notes provide Instructors with information about the new releases of the *Blackboard Academic Suite*. This includes information on new feature descriptions, browser compatibility, and a list of resources for more information. It also includes changes to existing functions that impact use of Blackboard Academic Suite.

### What is in the Release Notes?

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The Release Notes contain the following sections:

- [New Features and Enhancements](#) – Describes new features in this release, as well as additional important enhancements that have been made to the system.
- [Compatibility Matrix](#) – Reviews which browsers and operating systems are supported with this release.
- [Reference materials](#) – Lists and describes reference manuals available for this release.

## BLACKBOARD ACADEMIC SUITE PRODUCTS

### Overview

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The Blackboard Academic Suite has a variety of products. An institution or school may have one or all of the products, and may have different configurations of products. Therefore, Instructors who reads these release notes may read about features not available at their institution or school.

### Blackboard Content System

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The Blackboard Content System is a software application that enables institutions to store and manage content and facilitate collaboration.

The Blackboard Content System manages and allows users to share files through a set of permissions and passes. As well, users can use the Virtual Hard Drive not only to store learning artifacts, but to share and collaborate with others. Portfolios allows user to evaluate student development, and categorize and share high-quality learning materials.

The searchable Learning Object Catalog and course-based e-Reserves can be used for content integration within the teaching and learning environment.

### Blackboard Community System

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The *Blackboard Community System™* is a software application that enables educational institutions to build online communities and create information flow. It provides a central access to course management systems, libraries, content management tools and student information systems.

### Blackboard Learning System – Enterprise License

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The *Blackboard Learning System™ - Enterprise License* is a software application for institutions to enable teaching and learning. Simple and powerful web-based tools allow instructors and facilitators to build and manage learning content. A suite of synchronous and asynchronous tools are used for student interaction, small-group work, and peer knowledge sharing. Instructors may create tests, quizzes and assignments and deploy them, as well as evaluate them..

### Blackboard Learning System – Basic License

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The *Blackboard Learning System™ - Enterprise License* is a software application for institutions to enable teaching and learning. Web-based tools allow instructors and facilitators to build and manage learning content. Tools are used for student interaction, small-group work, and peer knowledge sharing. Instructors may create tests, quizzes and assignments and deploy them, as well as evaluate them.

### Blackboard Outcomes System

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The Blackboard Outcomes System supports and coordinates systematic assessment processes at every level of the institution. Through Blackboard Outcomes System, schools may create, record, track, and measure data and files necessary to be consistent with school, statewide, or nationwide goals for achievement and progress.

## NEW FEATURES AND ENHANCEMENTS

### Overview

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Blackboard Academic Suite Release 7, Application Pack 2, introduces a number of new features and enhancements to the existing features in response to feedback.

This section reviews the new features in Release 7, Application Pack 2, and their impact on and the use for instructors. It also explains the features' default availability upon installation, and specifies Blackboard license requirements.

New features:

- [Early Warning System](#)

Enhancements:

- [E-Portfolio Enhancements](#)
- [Observer Enhancements](#)
- [Blackboard Learning System Enhancements](#)
- [Blackboard Content System Enhancements](#)
- [Discussion Board Enhancements](#)

### Behind the Blackboard

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For these features, and for instruction on the use of the Blackboard Academic Suite, refer to the documentation stored on Behind the Blackboard. To access documents for Instructors, navigate to <http://behind.blackboard.com> and create an account.

## EARLY WARNING SYSTEM

### Overview

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The Early Warning System (EWS) enables Instructors to proactively measure, monitor, and communicate student performance. This new feature builds upon the Performance Dashboard. An Instructor sets up standards for either Gradebook items, Due Dates, or Attendance to alert him or herself when those standards are not met by students. Thus, Instructors can accomplish the following:

- Quickly and proactively notify students, academic advisors, and parents and guardians of Kindergarten through 12<sup>th</sup> grade (K–12) students of student performance.
- Easily communicate with school administrators to target specific performance issues to improve student retention—generating significant student satisfaction and considerable cost reductions.

The Early Warning System is available to Enterprise Licenses only.

### Using the Early Warning System

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The Early Warning System will appear as a new link on the Control Panel. Through the link, Instructors set up an Early Warning or alert for a particular item. Then, the system will monitor the course's statistical entries. If an entry does not meet a standard for a particular item, it will record and compile this for the Instructor. Instructors can set up alerts for three different items within a course:

- Grade
- Due Date
- Attendance

The latest results of how students measure against the rules are displayed each time the Instructor refreshes the rule. It will create up to six warnings for a break in the rule or standard.

Then, while looking at the data for a particular rule, Instructors have the option to easily email the students and associated Observers. A comprehensive log tracks the notification activity for each course.

The Early Warning System tool is closely associated with the Performance Dashboard. Early Warning Statistics will be displayed in the Performance Dashboard in a new column along with direct access to the relevant details for each student.

Beginning with this release, the Date field will be relabeled Due Date and will no longer be required. The Creation Date of the Item is now exposed as a read-only field.

### Early Warning System and Observers

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EWS becomes a powerful and efficient tool—when coupled with the enhanced Observer feature (see [Observer Enhancements](#))—for quickly identifying students that fit a particular performance profile, such as students whose class performance is at risk or who are performing exceptionally well. With this information, Instructors can know when to reach out to advisors, parents, or other interested parties.

## E-PORTFOLIO ENHANCEMENTS

### Overview

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Portfolios are an invaluable tool in academic and professional development, providing a powerful medium for users to efficiently collect and organize artifacts or work from an academic career. Portfolios offer a means to demonstrate formative and summative progress and achievement. Portfolio tools empower authors to effectively present their academic work in a cohesive, personalized format.

The new Portfolio enhancements will be available with the Blackboard Content System.

### Portfolio Enhancements

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A new Portfolio type, the Personal Portfolio, has been added to the Blackboard Content System. With the Personal Portfolio, users now have more available colors, fonts, and background images as well as greater control over content layout. The new Personal Portfolio tool allows instructors and students to create one or many portfolios that can be styled differently, but contain some of or all of the same content. Existing Portfolios are now called Basic Portfolios and serve as a simple tool for generating portfolios.

Another Portfolio, the Outcomes Portfolio, has been added to the Blackboard Content System. The Outcomes Portfolio is part of the Blackboard Outcomes System, which creates and manages a comprehensive, multilevel assessment process to plan, track, and evaluate academic performance and institutional goals such as accreditation and student retention. This Outcomes Portfolio allows instructors to add files and documents that have a rubrics or goals attached to them for objective evaluation or institutional and departmental analysis.

Portfolios have two new feature additions: Personal Artifacts and Outcomes Artifacts. These areas are repositories for any documents or files that a user wants to store. Each of these work independent of, but can be integrated with, Portfolios. Artifacts allow users to compile and store documents, such as essays, published articles, or resumes, to display on a Portfolio. Outcomes Artifacts include files and documents that tie into the Blackboard Outcomes System.

Furthermore, Artifacts can be uploaded simultaneously to multiple Portfolios. So, for instance, an instructor may upload her published article to not only her course portfolio, but her career portfolio, as well as a portfolio for administrators. Also, when a single Artifact is changed, any Portfolio that uses that Artifact will reflect the changes.

### What about current Portfolios?

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Users will notice a change to Basic Portfolio layout and instructions: the links for **Manage** and **Content** on the current My Portfolios page have been moved under a single **Modify** link.

Further changes to Portfolios include:

- **Portfolio Landing Page:** Beginning with Application Pack 2, Portfolios are more prominent in the Blackboard Content System. This new page provides more direct access to the key areas of the Portfolio feature. Users will see this new page when clicking on the **Portfolios** icon within the Blackboard Content System shortcut view. The My Portfolios Module directs users to this page when they click on the link from the Action Bar within the module.
- **Access to Portfolios from a Course:** Users will have a new link available within the Tools Menu when inside a Course. This link will facilitate access to Portfolios by displaying the Portfolio Landing Page inside the primary frame of the active window; Students will still retain the Course Navigation frame.

- **Received Portfolios Area:** The current Received Portfolios Area has been improved as a response to feedback. Highlighting the improvements is the introduction of Folders inside this space to facilitate organization of large numbers of received Portfolios.
- **Portfolio Wizard:** No functional changes have been made to the Portfolio Wizard; it still only applies for creating Basic Portfolios and not the new Personal Portfolios. Access to the Wizard is also now available only from the My Portfolios page.

## OBSERVER ENHANCEMENTS

### Overview

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Several new features and enhancements have been added to the Observer functions to meet the critical needs of parents, guardians, and advisors to monitor their children and students.

All Observers for an institution are created by the System Administrator. Instructors have the ability to control Observer privileges within a course.

### Observing Multiple Users

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Observers are now able to observe multiple Users. The relationship between an observer and the person or persons being observed is known as associations. For instance, a Faculty Advisor can oversee several Students and their academic performances. As well, parents with more than one child in a K – 12 environment enrolled at an institution will have a consolidated means of overseeing the learning process of their children.

Pre-existing associations of one Observer to one observed User will remain intact.

Observer associations are available only to Enterprise License customers of the Blackboard Learning System.

### Observer Dashboard

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Observers will have a new dashboard interface tool to manage multiple Users. This tool allows Observers visibility into vital statistics of associated Users while also supporting the ability to switch from observing one User to another. The experience for observing a User does not change from existing functions.

This new tool appears in the tool panel which can be enabled for any module tab. It is available to users whose primary System Role is Observer, and is enabled by default for those users. If more than one User is being observed, this tool allows Observers to switch between Users with whom they are associated. It also allows the Observer to navigate to the individual course enrollments for each user, and see performance data for the observed User in each course as well as enter each course as an Observer. If an Instructor enables Observer access, the course will be listed with performance data in the Dashboard view.

### Observer Gateway Module

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This new module is a gateway for Observers into Blackboard. The Observer uses an interface identical to an interface for an Instructor and Student. This module is unavailable by default, but can be enabled for users whose primary Institution Role is Observer. Customers who want to deploy this module should make sure that Observers are configured with both their primary System Role and their primary Institution Role set to Observer; otherwise the module will not provide the information desired.

## BLACKBOARD LEARNING SYSTEM ENHANCEMENTS

### Announcements

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Instructors will now be able to inform students by generating a class-wide email when creating or modifying a course announcement. Instructors will not have to rely on Students visiting the Course to see new information. This email will be sent to all course-enrolled Students after the creation or modification of an announcement, and will contain the title and body of the announcement.

This feature appears as a new step on the following pages:  
Control Panel > Course Tools > Announcements > Add Announcement  
Control Panel > Course Tools > Announcements > Modify

If the course email tool is disabled in the course, the feature will be unavailable and Announcements will continue to function as in previous releases.

### Email

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A new Course Email tool has been added that allows mail to be sent to all Students (no other course roles are included). The function works the same as the other course email tools:  
Course > Communications > Send Email > All Student Users

Also, all mail sent from within Blackboard can now include support for HTML-formatted messages. Users will not have access to the Visual Text Box Editor when composing an email, but the content may include HTML. This enhancement supports the rich-text formatting supported by Announcements which can now be emailed.

### Messages

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Instructors will benefit from the following enhancements that improve the use of the Messages tool:

- The number of unread messages and total number of messages now appear in the folder list.
- The list of sent messages now displays the message recipients.
- Selecting recipients has been made easier to use by displaying it directly on the page and adding an “invert” option for quick results.
- The destination folder list when moving messages now sorts alphabetically. This enhancement is only visible when the **Allow Personal Folders** option is enabled by the System Administrator.

These enhancements are available to Enterprise License customers of the Blackboard Learning System.

## Gradebook

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For each grade Instructors can now add comments that are visible to Students. Comments can be created by clicking on a grade, a hyphen, or a lock symbol within the Gradebook spreadsheet to navigate to the Modify Grade page; or click on an assignment to go to the Item Options page, then click **Item Grade List**.

Once on the Modify Grade page, the Instructor must click **Modify Comments** to add a comment. The Instructor can add comments to a Blackboard-generated assessment when the assessment is in progress or completed; though an Instructor can only add comments to a manual grade or a manually created assignment once a grade has been entered. The Instructor cannot add comments to any grade that has been entered through the Override Grade. Browser pop-up blockers must also be off or the instructor must press CTRL + **Modify Comments**.

The **Existing Date** field will be relabeled **Due Date** and will no longer be required for Gradebook Items. The **Creation Date** is now shown as a read-only field. It is important to note that no new date fields were added to the database to support the changes described above. Existing Gradebook Items' date values will not be adversely impacted upon system update.

## BLACKBOARD CONTENT SYSTEM ENHANCEMENTS

### Folder Passes

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Users now have the ability to create Passes for folders and its contents, extending the current function of Passes on individual files. Folder Pass recipients are directed to a content page listing all subfolders and files.

Sending a Pass for a folder grants access to all subfolders and files within the folder where the pass is created. Pass recipients with Read access have the ability to view subfolders and files, and copy or download files within folders. Pass recipients with Read/Write access have the ability to add and modify folders and files using the standard Blackboard Content System interface as well as through Web Folders.

### Home Pages

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Instructors are able to personalize their entry page to the Blackboard Content System, limiting the amount of initial navigation they must do upon entering the homepage. Homepages can be set from a new link on the tool panel in the Blackboard Content System menu called **Personal Settings**.

## DISCUSSION BOARD ENHANCEMENTS

### User Interface

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Several improvements have been made to the user interface:

- The Thread Detail page can display the entire thread in its own area. The user can also move this area to the top or bottom of the page, switching places with the selected post area.
- When a user modifies, deletes, or replies to a post they are returned to the last highlighted post or to the first post in the thread once the operation is completed.
- Date-range only searches are available. No search text is required.

### Discussion Board Grading

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Discussion Board Grades, for forums and threads, are automatically included in gradebook calculations. The Instructor does not need to set new gradebook items within the gradebook.

Disabled users no longer appear in the Discussion Board grading interface.

### Thread Subscriptions

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The following enhancements improve thread subscriptions:

- Replies to each message in a thread results in an email update.
- Copies of subscription alert emails are no longer sent to the administrator.
- Links in subscription alert emails are much shorter, and access problems by users who are not logged in have been corrected.

## BLACKBOARD ACADEMIC SUITE CHANGES

The table below displays a quick look at the functional changes in Application Pack 2.

COMPONENT/ SUBSYSTEM	CHANGE	REASON	IMPACT
Blackboard Community System - My Courses Module	The Course ID now shows alongside the Course Name on the My Courses module and its customize page	Requested enhancement - improve usability of the Customize My Courses Module page by distinguishing courses that might have the same name from one another.	All Users All Licenses Long names for IDs or Course Names may introduce line-wrapping issues in the interface.
Blackboard Community System - My Courses Module	The My Courses module subsections for announcements, tasks, and calendar are now suppressed when there are no such items in the course.	Requested enhancement - improve usability of the My Courses module by reducing wasted screen space.	All Users All Licenses
Blackboard Community System - My Courses Module	For users who can see unavailable courses, they now show with the text Unavailable next to the Course title.	Requested enhancement – improve usability of the My Courses module by clearly identifying unavailable courses.	All Instructors, TAs, Course Builders, Graders All Licenses Text on page change.
Blackboard Content System - Content Settings Management	Settings (Comments, Versions, Tracking) can now be enabled and disabled on the Add File or Add folder page as well as on the Properties page. Previously, Settings were only manageable from the Modify File or Modify Folder page.	Content settings management has been centralized to create a more streamlined process for setting up and managing content.	All Users Blackboard Content System licenses What was previously a two step process (first, create item and then turn on individual settings) can now be done together when the item is added, or all at once on the Item Properties page. Access to Comments, Versions and Tracking data has not changed, but the switches for turning these features on and off have moved.

COMPONENT/ SUBSYSTEM	CHANGE	REASON	IMPACT
Blackboard Content System – Portfolios	<ul style="list-style-type: none"> <li>-updated the My Portfolios list page</li> <li>-added Portfolio Type column</li> <li>-moved the Manage Content function off the list page to a tool in the drop-down list</li> <li>-renamed the Manage button Modify</li> <li>-moved the Portfolio Wizard from the left frame tools menu to an action button on the list page.</li> <li>-updated the My Portfolios Module</li> <li>-changed the Portfolios link to go to the Portfolio Landing page.</li> </ul>	Increase prominence of the Portfolios in the application; improve the ease of use of the Portfolios.	<p>All Users of Portfolios</p> <p>Blackboard Content System license</p> <p>The Wizard for creating Basic portfolios is now only accessible from the My Portfolios List Page.</p> <p>The My Portfolios page is accessible from the new Portfolio Landing page or the left frame tools menu.</p>
Blackboard Content System – Portfolios	<p>Added paging to Received Portfolios page, Course Portfolios page, and Portfolio Search Results.</p> <p>Author column on Received Portfolio page replaced with separate columns for first name, last name, and username</p>	Requested enhancement – improve usability of the Portfolio management pages.	<p>All Users</p> <p>Blackboard Content System Licenses</p> <p>Received Portfolios now must be managed one page at a time, but sorting to the desired page of portfolios is more efficient.</p>
Blackboard Content System –Portfolios	Added folder-based organization function; users can add folders and sub-folders to organize viewable received portfolios.	Requested enhancement – add better support for organizing larger volumes of Portfolios	<p>All users who receive Portfolios</p> <p>Blackboard Content System license</p> <p>Portfolios can still be removed from view regardless of where they have been organized in the hierarchy.</p>

COMPONENT/ SUBSYSTEM	CHANGE	REASON	IMPACT
Blackboard Learning System – Assignments and manual Gradebook Items	Optional <b>Due Date</b> field added.	The new Early Warning System Tool relies on this date for calculating compliance with the Due Date rule type. Attempts must occur on or before this date to satisfy the rule. Only Gradebook items with a specified Due Date may be measured in this way.	All Instructors, Graders, TAs, Students All Licenses, however, the Early Warning System is only available with an enterprise license. Instructors who want to set this date explicitly must select the checkbox and set the date. If the field previously known as <b>Date</b> in the Gradebook was being used for something besides <b>Creation Date</b> of the item or Due Date of the item, the new label may be confusing in the Student or Instructor Gradebook views, though functionally, the date may be used for any purpose if the Early Warning System rules are not being created for the item.
Blackboard Learning System - Course/ Organization Management	Appended Course ID to course name on the navigation path and Course Menu	Requested enhancement - add clear course identification throughout course	All Users All Licenses Some lengthy Course Names or Course IDs may produce navigation paths that wrap to a second line in some browsers.
Blackboard Learning System - Course/ Organization Management	Course Panel > Enroll User. Text on page changed for when no users are returned: "No user matching the search criteria was found. Note that users who are already enrolled do not show up in the search results."	Requested enhancement - clear up confusion about why already enrolled students do not appear.	All Instructors, Graders, Course Builders, TAs All Licenses Reduce user confusion about which users they expect to see in the Enroll Users tool.

COMPONENT/ SUBSYSTEM	CHANGE	REASON	IMPACT
Blackboard Learning System - Course/ Organization Management	Added a column to Performance Dashboard showing Early Warning System counts	Serves as an entry point for the new Early Warning System feature	All Instructors, Graders, TAs Enterprise licenses When the tool is enabled, the Performance Dashboard will display the count of rules met and rules set in the tool for each student as a ratio (for example, 3/5). Clicking the ratio will lead to the Early Warning System.
Blackboard Learning System – Email	Added "All Students" selection to the caret list from Course > Communications palette, and Course > Control Panel > Send Email	Requested enhancement - Allow emailing to students only (excluding TA's and instructors)	All Users All Licenses This function can be disabled using the Privileges Management tool on the Admin Panel
Blackboard Learning System – Email	Added alternative MIME-type section to send all emails on the system as both plaintext and HTML. Email clients will choose which to display based on user preferences or software capabilities in the mail client. The Visual Text Box Editor is not enabled for email tools.	Requested enhancement - Email tool should support ability to send HTML based emails.	All Users All Licenses Individual mail messages will be larger – in some cases it is possible that the SMTP server may need to be tuned to allow for larger messages and more bandwidth. Faculty need to be made aware of this change and follow institution guidelines for e-mail etiquette or other policies.
Blackboard Learning System – Gradebook	Added a Comment button to the Modify Grade page for manual items and to the Review Assessment page. Both lead to a new Modify Comment page where instructors can store comments for each grade as needed.  Added a column to the Student My Grades tool to allow students to view comments when they are provided.	Requested enhancement - allow instructor to add comments for each user.	All Instructors, Graders, TAs, Students All Licenses

COMPONENT/ SUBSYSTEM	CHANGE	REASON	IMPACT
Blackboard Learning System – Gradebook	Clickable white space padding added before and after the !, ? and - indicators in gradebook	Requested enhancement – make symbols in the gradebook easier to see and click	All Instructors, Graders, TAs All Licenses Improve usability of the gradebook. May affect screen reading software.
Blackboard Learning System – Messages	Replaced the <b>Sender</b> field with <b>Recipient</b> Field in the message list in the Sent Messages folder	Requested enhancement – make it easier for users to see to whom they sent messages.	All Users Enterprise License only The <b>Recipient</b> field displays all the names in the <b>TO</b> field separated by semicolons.
Blackboard Learning System – Messages	Move message page – destination folder list is now alphabetical order	Requested enhancement – make it easier to locate destination folders when moving messages	All Users Enterprise License only This feature is only available when the Messages option to allow Personal Folders is turned on at the system level.
Blackboard Learning System – Messages	Converted the recipient selection tool in Message composition to use the standard multi-select tool	Requested enhancement – make it easier to select all users as recipients when composing a message.	All Users Enterprise License only
Blackboard Learning System – Messages	Added two columns to folder lists: total messages and unread messages	Requested enhancement – show the number of new messages in the Inbox in folder lists.	All Users Enterprise License only Note that sent messages are always considered read, so this folder's unread message total is always zero.
Blackboard Learning System - Virtual Classroom	Client-side applet for Mac OS 9, Netscape 4 & IE 4 dropped	These systems are no longer supported by their vendors.	All Users All Licenses The link to download the client applet has changed. Mac OS 9 and earlier users will not be able to use the later version of the applet, regardless of which browser they have (no JVM plug-in on this OS beyond 1.1), and users of Netscape 4 or IE 4 on Windows will need to upgrade their JVM plug-in before they can use the tools.

## END USER CONFIGURATION MATRIX

### End User Configuration Guidelines

End users must use a certified or compatible operating system and browser configuration with the *Blackboard Academic Suite*.

		Windows® Operating Systems			Mac® Operating Systems		
		2000	XP	Vista Desktop	10.2	10.3	10.4
Microsoft® Internet Explorer® Web Browsers	5.2	N/A	N/A	N/A	N/A	N/A	N/A
	5.5	N/A	N/A	N/A	N/A	N/A	N/A
	6	C	✓	N/A	N/A	N/A	N/A
	7	N/A	P	P	N/A	N/A	N/A
Netscape® and Mozilla® Web Browsers	NS 7.1	C	C	P	C	C	N/A
	NS 8.0	C	✓	P	N/A	N/A	N/A
	Firefox 1.0	C	C	N/A	C	C	C
	Firefox 1.5	C	✓	P	N/A	C	✓
	Firefox 2.0	N/A	P	P	N/A	N/A	P
Web Browsers Apple® Safari®	1	N/A	N/A	N/A	C	N/A	N/A
	1.1	N/A	N/A	N/A	N/A	C	N/A
	1.2	N/A	N/A	N/A	N/A	✓	N/A
	2	N/A	N/A	N/A	N/A	N/A	✓

KEY	
✓	Certified – fully tested and supported
C	Compatible – key application areas tested
N/A	Not tested – specified Browser is not supported for the Operating System
P	Provisional – will test on Beta versions of new platforms and browsers. Certification is dependant on release by 3 <sup>rd</sup> parties

\* All configurations marked as Compatible and have undergone a limited engineering analysis to test areas of the Blackboard Academic Suite that may have browser issues. Additional information on known browser issues may be found in the Knowledge Base.

\*\*\* Gecko is the shared rendering engine at the heart of the Firefox 1.0, Netscape 7.1 and Mozilla 1.5 browsers, which are all considered compatible browsers. Only Firefox has undergone testing that qualifies it as Certified.

\*\*\*\* The Safari Web browser and the Gecko browsers for Apple do not currently fully support the Live Connect technology used by some features in the *Blackboard Learning System*. The Equation Editor, Collaboration tool and SCORM Content type may experience issues when these browsers are used. See the Knowledge Base articles 181-2429, 181-2428, 181-2431, 181-2432 for detailed information.

\*\*\*\*\*The preview version of Mozilla Firefox (version 0.10.0) is not supported.

## REFERENCE MATERIALS

### About Reference Materials

A full suite of reference materials is available with the Academic Suite. All materials are located in the Reference Center at <http://behind.blackboard.com>. These materials include:

MANUAL NAME	DESCRIPTION
<b><i>Blackboard Academic Suite End User Manuals</i></b>	
<b>User Manual</b>	Reference manual detailing the tools and functions included in the platform from the general user perspective. This manual includes information on the <i>Blackboard Learning System</i> and the <i>Blackboard Community System</i> .
<b>Instructor Manual</b>	Reference manual providing detailed information about building and managing courses and organizations. This manual includes information on the <i>Blackboard Learning System</i> and the <i>Blackboard Community System</i> .
<b>Early Warning System Observer Quick Start Guide</b>	The EWS Observer Guide provides an overview of the Early Warning System and its capabilities and functions.
<b>Reusing and Reorganizing Portfolios Quick Start Guide</b>	The Reusing and Reorganizing Portfolios gives a tutorial on the different abilities of portfolios, including the ability to reuse and reorganize, in the Academic Suite
<b>Collaboration Quick Start Guide</b>	A short document to help instructors incorporate online collaboration tools into classroom learning.
<b>Creating Course Content Quick Start Guide</b>	A short document to help instructors develop learning content for online courses according to best practices.
<b>Keeping Students Informed Quick Start Guide</b>	A short document that covers some best practices for communication with students throughout an online course.
<b>Measuring Student Performance Quick Start Guide</b>	A short document that covers some best practices for tracking and reporting on student progress.
<b>Organizing Your Course Quick Start Guide</b>	A short document to help instructors define their courses according to best practices.
<b>Presenting Content Quick Start Guide</b>	A short document to help instructors structure and display learning materials according to best practices.
<b>Reusing and Reorganizing Courses Quick Start Guide</b>	A short document to help instructors define and recycle courses according to best practices.
<b>Universal Design Quick Start Guide</b>	A short document to help instructors create universally accessible content for courses.

MANUAL NAME	DESCRIPTION
<b><i>Blackboard Content System End User Manuals</i></b>	
<b>User Manual</b>	Reference manual detailing the tools and functions included in the system for all end users. This manual includes information on the <i>Blackboard Content System</i> .