

ENGAGING ENTREPRENEURIAL ECOSYSTEMS FOR THE YOUTH

COMPREHENSIVE GUIDEBOOK: NAVIGATING BLACKBOARD (VLE – VIRTUAL LEARNING ENVIRONMENT)

Consortium



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Get started with ease!

In addition to our **Information Day**, where we will introduce you to your course in **Blackboard** and its features, this guidebook will serve as your go-to resource for using the platform with ease. Whether you're a first-time user or just need a refresher, you'll find useful information you need to confidently navigate your learning environment.

Welcome to Blackboard: Your guide to getting started

Dear student,

Welcome to Blackboard (VLE – Virtual Learning Environment), the platform where you will embark on your learning journey in the EMA – Entrepreneurial Mind in Action course. Whether you have chosen the **self-paced mode** or opted for **active participation**, this guide will help you navigate Blackboard with ease.

How will you participate in the course?

During your registration, you selected one, two, or all three modules of the EMA course. You also had the option to choose between:

- ✓ active participation mode – engaged learning with teacher and tutor support, group work, and interactive assignments.
- ✓ self-paced mode – independent study with limited tutor guidance within the designated time frame.

Both participation modes provide access to the same learning materials, but the level of support and engagement varies.

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If you chose active participation mode

- ✓ You will receive full support from the teacher and an online tutor throughout the module.
 - ✓ You will work on individual and team assignments (teamwork is organized via Microsoft Teams).
 - ✓ Interactive learning spaces: You will engage in forums, blogs, and the message channel to communicate with your teacher, tutor, and peers.
 - ✓ Webinars & Guest speakers:
 - Introductory Webinar at the beginning of the module.
 - Week 2: Special webinar with guest entrepreneurs.
 - Final Webinar to conclude the module.
 - ✓ The online tutor will monitor your progress, provide feedback, and help you stay on track.
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If you chose self-paced mode

- ✓ You will study independently with access to all learning materials for four weeks per module.
 - ✓ You will develop your own study plan and complete activities individually.
 - ✓ The online tutor will be available to answer your questions in forums and blogs, but only within the 4-week period of your selected module.
 - ✓ You will receive feedback on your work for your assignments.
 - ✓ Webinars are optional, but you can either attend live or watch the recordings afterward.
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Getting started with blackboard

Regardless of your chosen study mode, Blackboard will be your central learning platform.

Accessing Blackboard

- You will receive login instructions from the DOBA »EMA« team, including your username and password.
- Open your preferred browser (Chrome or Firefox recommended) and navigate to the DOBA-specific Blackboard login page.
- Access the course EMA (selected module: 1, 2, or 3).

Navigating Your Blackboard Dashboard

Upon logging in, you will see your dashboard, which serves as your hub for:

Course materials – All module content, readings, and assignments.

Announcements – Important updates from your teacher or tutor.

Forums & Blogs – Spaces to interact with peers and instructors.

Assignments & Deadlines – A structured timeline for your coursework.

Collaboration & Communication

- Active participants will be grouped into teams of 4 and assigned a workspace in Microsoft Teams (online tutor)
- Use forums, blogs, and direct messages to ask questions and stay connected with your teacher, online tutor, and classmates.

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Final steps: Let's begin!

Now that you understand how you enter your course/ module in Blackboard it's time to explore your module.

Tip: If you have any technical issues or need help, don't hesitate to reach out via support@doxa.si

We wish you a successful learning journey! 😊

Best regards,

Your EMA course team

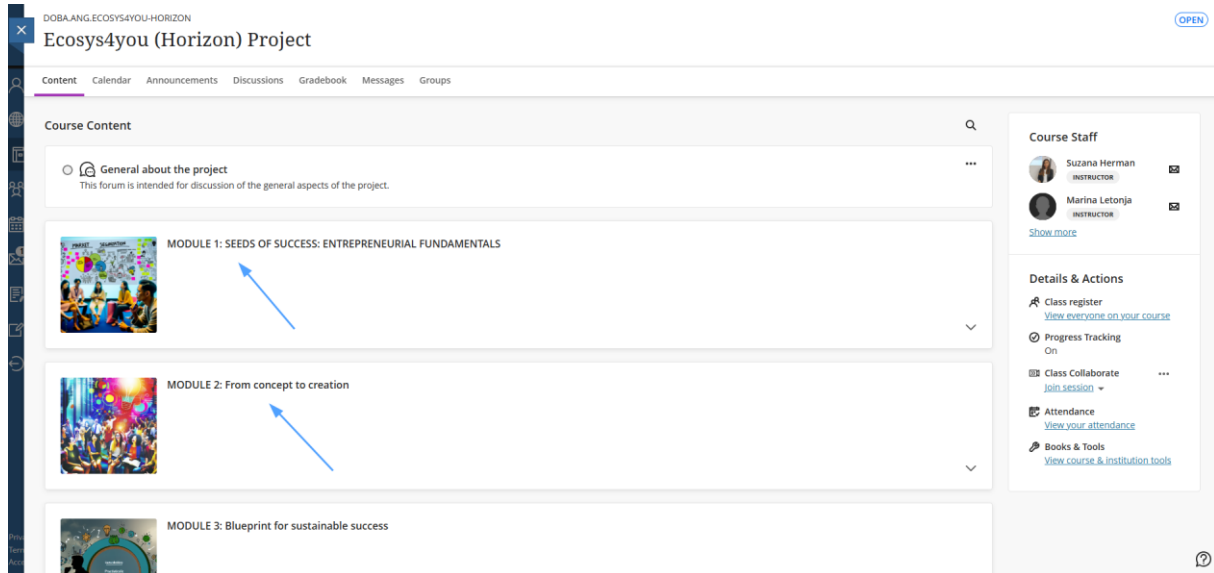
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Course management

To access course EMA, the selected module (1, 2, 3), simply click on its **icon** from the dashboard. Inside the selected module, you will find various materials organized into **folders**. These are categorized by **weeks** (each module has 4 weeks).



The screenshot shows the Blackboard course interface for 'Ecosys4you (Horizon) Project'. The top navigation bar includes 'Content', 'Calendar', 'Announcements', 'Discussions', 'Gradebook', 'Messages', and 'Groups'. The main content area is titled 'Course Content' and features a search icon. Below this, there is a 'General about the project' section with a forum icon and a description: 'This forum is intended for discussion of the general aspects of the project.' The main content area is divided into three modules, each with a thumbnail image and a title: 'MODULE 1: SEEDS OF SUCCESS: ENTREPRENEURIAL FUNDAMENTALS', 'MODULE 2: From concept to creation', and 'MODULE 3: Blueprint for sustainable success'. Blue arrows point to the thumbnails for Module 1 and Module 2. On the right side, there is a 'Course Staff' section listing 'Suzana Herman' and 'Marina Letonja' as instructors, and a 'Details & Actions' section with links for 'Class register', 'Progress Tracking', 'Class Collaborate', 'Attendance', and 'Books & Tools'.

As you explore these sections, you'll encounter lecture notes, reading assignments, videos, and other multimedia resources designed to enhance your learning experience. Clicking on these links will open up the materials for you to review.

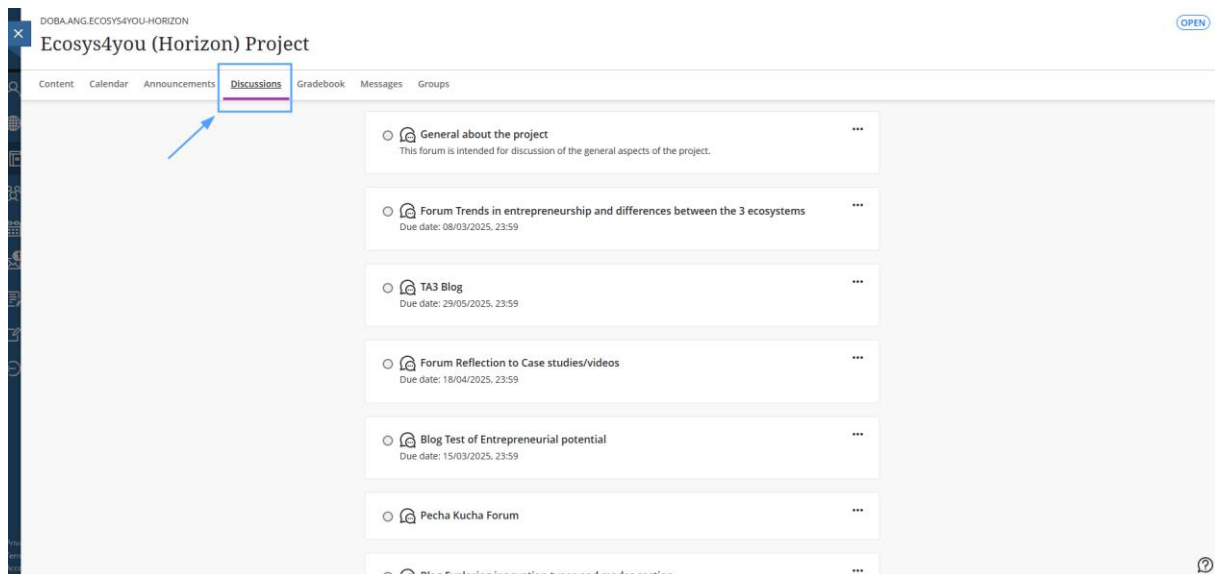
Communication tools

Effective communication is vital in an online learning environment, and Blackboard provides several tools to facilitate this. One of the primary features is the discussion board. To participate in discussions, navigate to the "Discussion" (line at the top of the page) section of your course menu.

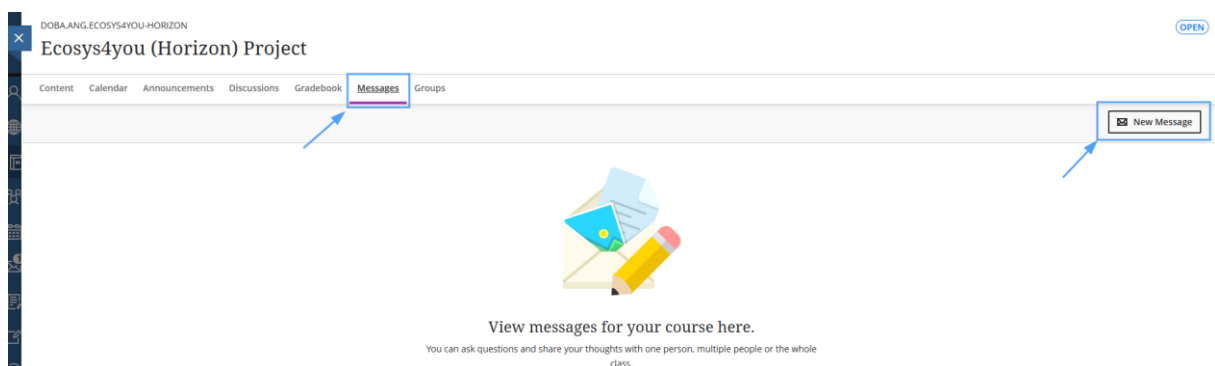
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Here, you can read existing posts from classmates and online teacher and online tutor. If you want to contribute to an ongoing conversation, simply click on a **post** and use the **reply** button. Alternatively, if you have a new topic to discuss or share insights on, click on “**Response**,” enter your message, then submit it for others to see. In addition to discussion boards, Blackboard offers a messaging feature for private communication. By clicking on “**Messages**,” you can send direct messages to instructors or classmates. To compose a new message, select “**Create message**,” choose recipients from your course roster or enter their email addresses directly. This feature allows for more personalized communication regarding assignments or questions about course content.



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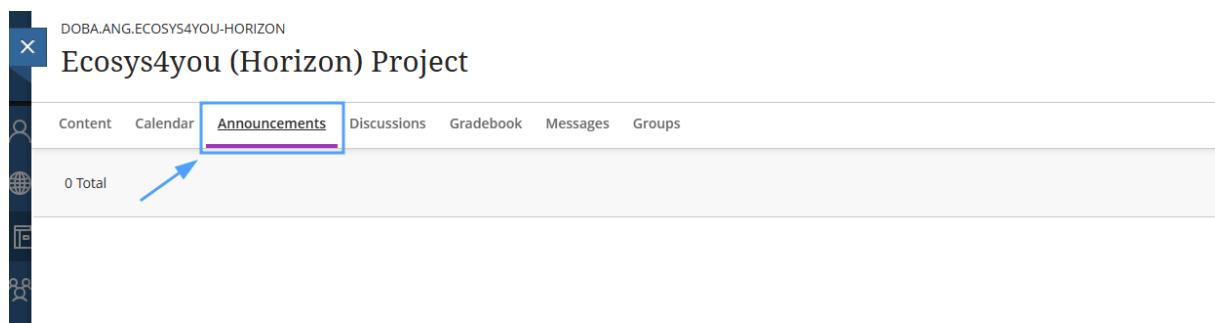


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Grades and feedback

Keeping track of your academic progress is essential, and Blackboard makes this easy through its grading system. To view your grades for submitted assignments, simply click on "**Gradebook**" in the course menu. Here, you will find a comprehensive list of all assignments along with their respective scores. Online tutor often provides feedback alongside grades (in the self-paced mode you will receive feedback, no grades); look for comments or rubric scores that offer insights into your performance.

Another important aspect of staying informed is checking announcements regularly. Online teacher and online tutor often post crucial updates regarding assignments, schedule changes, or reminders in the "**Announcements**" section of each course. Make it a habit to check this area frequently so you don't miss any important information.



Additional features

Blackboard also includes a calendar feature that can be invaluable for managing deadlines and events related to your module. By accessing the calendar tool, you can view all due dates for assignments and tests across the module at a glance. Additionally, you can add personal events or reminders directly into this calendar for better time management.

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DOBA.ANG.ECOSYS4YOU-HORIZON

Ecosys4you (Horizon) Project OPEN

Content **Calendar** Announcements Discussions Gradebook Messages Groups

Schedule Due Dates

Mar 2025

Day Month Today

	M	T	W	T	F	S	S
	3	4	5	6	7	8	9

4 March 2025

18

19 **Introductory webinar - MODULE 1**
19:00 - 20:00

20

21

ENJOY YOUR JOURNEY!

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