



Blackboard

Participants in an Organization

Access Blackboard Website

1. Open Internet Explorer
2. Type the following address in the address bar <http://r7online.leesummit.k12.mo.us/>
3. Press > Enter to open Blackboard website
4. Locate the Login Here area
5. Type Username: firstname.lastname
6. Type Password: Ls firstinitial lastinitial last4digits SS#
(Example: Jane Doe's password would be: LsjdXXXX)
7. Click > Login to access LSR7 Bb Community
8. Go to the My Organizations area of the My Blackboard Tab
9. Under My Organizations, scroll to and click > the Organization you wish to enter.

Login Here

Have an account? Enter login information here and click the Login button below.

Username:

Password:

[Forgot your password?](#)

My Organizations

Organizations in which you are participating:

- [Elementary Administrators](#)

Change Your Blackboard Password

1. Login to Blackboard and open an Organization in which you are a member or participant of
2. Click > Tools in Organization Menu
3. Click > Personal Information
4. Click > Change Password
5. Type > new password two times
6. Click > Submit
7. Click > OK

Announcements

Documents

Discussion Board

Tools

1 Change Password

Complete this form to change password.

* Password

* Verify Password

Using the Discussion Board

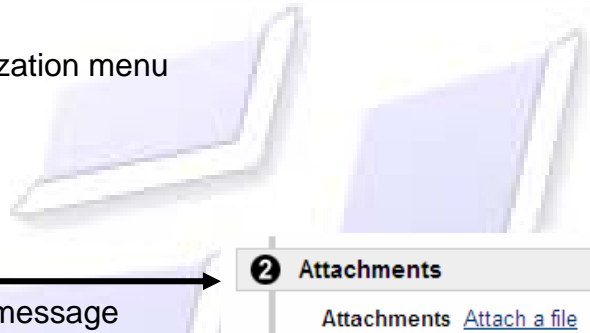
How to Read a Thread within a Forum

1. Click > Discussion Board in the Organization menu
2. Click > forum title
3. Click > thread subject



Replying to a Thread

1. Click > Discussion Board in Organization menu
2. Click > forum title
3. Click > thread subject
4. Click > [Reply](#)
5. Type > message
6. Click > Attach a file if necessary
7. Click > Save to save a draft of the message
8. Click > Submit to post the message



Creating a New Thread within a Forum

1. Under Organization Menu, click > Discussion Board
2. Click > Forum title > to go inside the forum
3. Click > new thread button [Thread](#)
4. Type > Subject of thread
5. Type > message to be posted
6. Click > Attach a file to attach a document
7. Click > Save to save a draft of the message
8. Click > Submit to post the message

Modifying a Thread

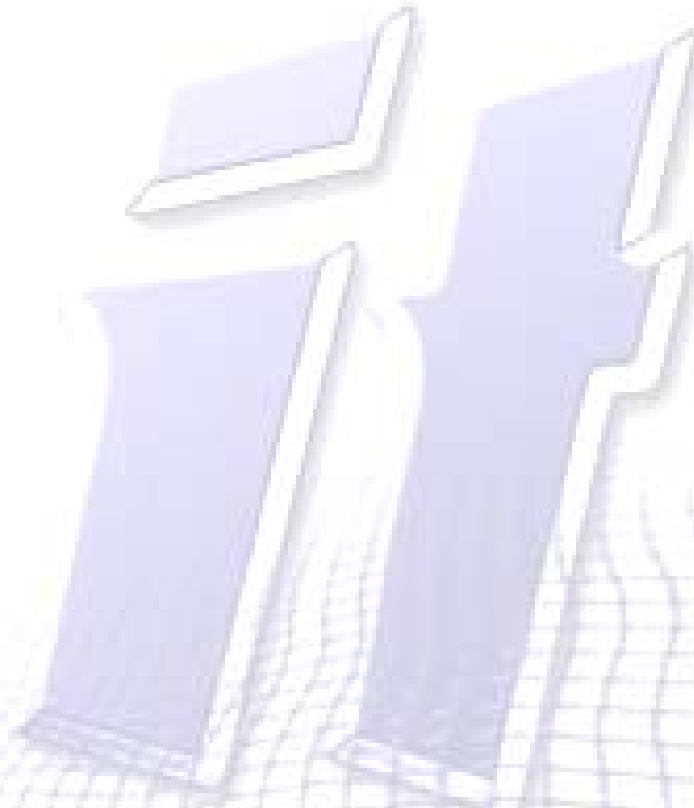
Note: Only the author of a thread can modify it.

1. Click > Discussion Board in Organization menu
2. Click > forum title
3. Click > Thread subject
4. Click > Modify button
5. Change subject, message, and/or file attached as needed
6. Click > Submit

Removing a Thread

Note: Only the author of a thread can remove it.

1. Click > Discussion Board in Organization menu
2. Click > forum title
3. Click > Thread subject
4. Click > Remove button
5. Click > OK to confirm deletion



"Technology and Instruction Interwoven"
Instructional Technology

**Lee's Summit, Missouri R-7 School District
Instructional Technology Specialists**

<http://its.leesummit.k12.mo.us>

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