

# I.a. Posting on Blackboard

## Why Blackboard?

- UTRGV's Blackboard will be used to guarantee your project is saved in a learning management system where it will be available for future reference.
- However, because it limits participation to only registered users in the course, it would limit external participants, especially non-UTRGV affiliates. Thus, LinkedIn will be used to hold the asynchronous discussion. (See section *I.b. Posting on LinkedIn*)

## What course will be used?

- Our new “*Clinical Pharmacology and Scholarly Activity in Family Medicine [GME]*” course.
- All Fam Med residents, faculty, and residency program coordinators should have access to it.

## What needs to be posted in the course?

- **Primary Author**, Please upload your project as a Poster-PDF along with a 2-4 minute brief video summarizing it.
- Be sure to use the official UTRGV SOM Poster Template, previously shared.

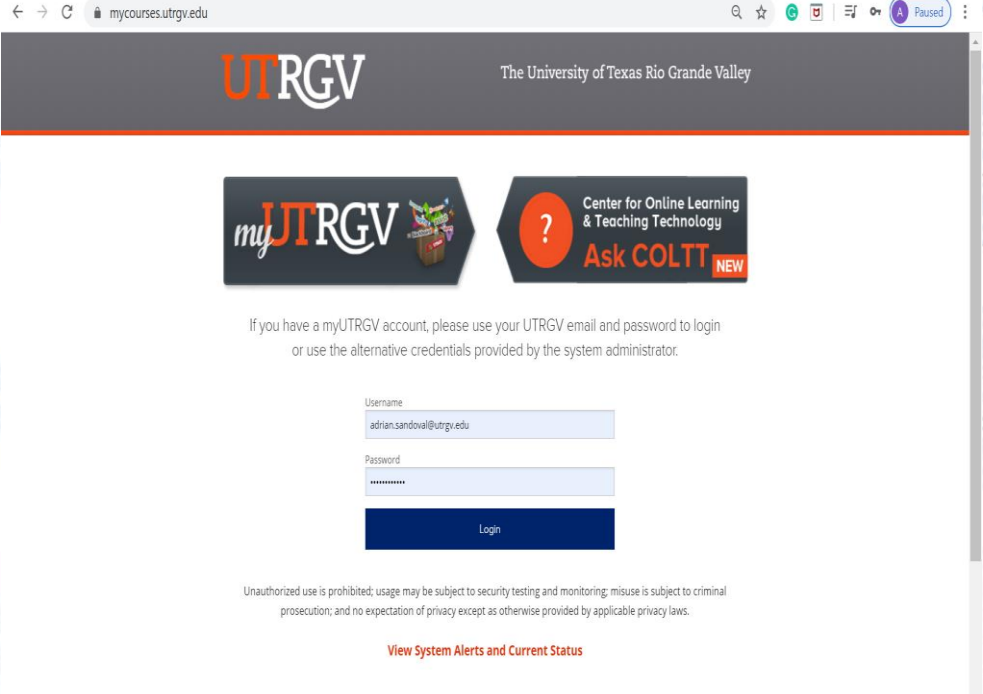
## How do I post my project?

- Next slides will detail how to upload your project on Blackboard.
- If you have any issues accessing it, please contact Dr. Sandoval. [Adrian.Sandoval@utrgv.edu](mailto:Adrian.Sandoval@utrgv.edu)

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1. **Primary Author** → Access Blackboard at <https://mycourses.utrgv.edu/>

1. Log in with your UTRGV credentials

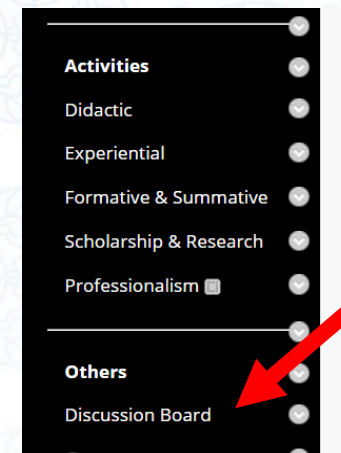
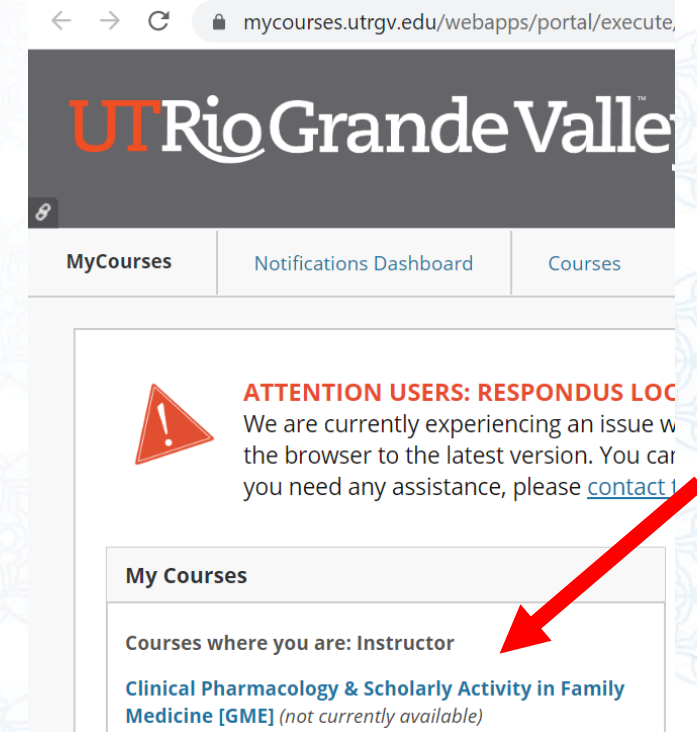


The screenshot shows the login page for mycourses.utrgv.edu. The browser address bar displays 'mycourses.utrgv.edu'. The page header includes the UTRGV logo and 'The University of Texas Rio Grande Valley'. Below the header, there are two main sections: 'myUTRGV' and 'Center for Online Learning & Teaching Technology Ask COLTT NEW'. The login instructions state: 'If you have a myUTRGV account, please use your UTRGV email and password to login or use the alternative credentials provided by the system administrator.' The login form contains fields for 'Username' (with the example 'adrian.sandoval@utrgv.edu') and 'Password' (masked with dots), and a 'Login' button. At the bottom, there is a disclaimer: 'Unauthorized use is prohibited; usage may be subject to security testing and monitoring; misuse is subject to criminal prosecution; and no expectation of privacy except as otherwise provided by applicable privacy laws.' and a link to 'View System Alerts and Current Status'.



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3. Under “My Courses”, select “Clinical Pharmacology & Scholarly Activity in Family Medicine [GME]”
4. On the left, and towards the bottom, under “Others” click on “Discussion Board”



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## 5. Click on “3<sup>rd</sup> Annual Family Medicine Research Symposium – Asynchronous Presentations”

The screenshot displays the Blackboard Discussion Board interface. On the left is a navigation menu for 'Clinical Pharmacology in Family Medicine [GME]' with options like Home Page, Welcome, Syllabus, Schedule, Curriculum Topics, Sections, Activities, and Others. The main content area is titled 'Discussion Board' and includes a 'Create Forum' button and search options. A table lists forum entries, with a red arrow pointing to the entry '3rd Annual Family Medicine Research Symposium - Asynchronous Presentations'. Below the table is a video player and a text prompt for residents to upload posters and videos.

FORUM	DESCRIPTION	TOTAL POSTS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL PARTICIPANTS
<input type="checkbox"/>	3rd Annual Family Medicine Research Symposium - Asynchronous Presentations	3	0	0	1

Residents, please upload your poster here along with your video, by starting your own discussion thread.



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## 5. Click on “Create Thread”

The screenshot displays the Blackboard interface for a course titled "Clinical Pharmacology in Family Medicine [GME]". The course is currently unavailable to students. The user is viewing a forum titled "Forum: 3rd Annual Family Medicine Research Symposium - Asynchronous Presentations". A red arrow points to the "Create Thread" button, which is located below the forum title and above the "Subscribe" button. The interface also shows a navigation menu on the left, a search bar, and a table of forum threads at the bottom.

UT Rio Grande Valley

MyCourses Faculty Continuity Support Content Collection Student Support Faculty/Staff Support

Clinical Pharmacology in Family Medicine [GME] (Course is unavailable to students) > Discussion Board > Forum: 3rd Annual Family Medicine Research Symposium - Asynchronous Presentations

Edit Mode is: ON ?

List View Tree View

Forum: 3rd Annual Family Medicine Research Symposium - Asynchronous Presentations

Forums are made up of individual discussion threads that can be organized around a particular subject. A thread is a conversation within a forum that includes the initial post and all replies to it. When you access a forum, a list of threads appears. [More Help](#)

Create Thread Subscribe

Search Discover Content Display ?

Thread Actions Collect Delete

DATE	THREAD	AUTHOR	STATUS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL POSTS
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6. In the “Subject” area, type in [The Primary Author’s Last Name] and [Project Title]. Ex: Sandoval\_My\_Project

The screenshot shows the Blackboard 'MESSAGE' form. On the left is a navigation menu with 'Tools', 'Help', and 'Panopto Media' at the top, and 'Course Management', 'Control Panel', 'Content Collection', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', 'Packages and Utilities', and 'Help' below. The main form area is titled 'MESSAGE' and contains a 'Subject' field with the placeholder text 'Title of Project'. A red arrow points to this field. Below the subject field is a rich text editor with a toolbar and the text 'Summary / Abstract of Project'. At the bottom of the form is an 'ATTACHMENTS' section with 'Attach File' and two buttons: 'Browse My Computer' and 'Browse Content Collection'. At the very bottom are 'Cancel', 'Save Draft', and 'Submit' buttons. A red question mark icon is visible on the right side of the form.



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7. In the “Message” area, type in [First and Last Name(s)] of the author(s) and a [Summary/Abstract] of your project.

The screenshot shows the Blackboard 'MESSAGE' form. On the left is a navigation menu with 'Tools', 'Help', and 'Panopto Media' at the top, and 'Course Management' below. Under 'Course Management' are 'Control Panel', 'Content Collection', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', 'Packages and Utilities', and 'Help'. The main form area is titled 'MESSAGE' and contains a 'Subject' field with the text 'Title of Project'. Below this is a rich text editor with a toolbar and the text 'Summary / Abstract of Project'. A red arrow points to the text area. At the bottom of the form are 'ATTACHMENTS' with 'Attach File' and two buttons: 'Browse My Computer' and 'Browse Content Collection'. At the very bottom are 'Cancel', 'Save Draft', and 'Submit' buttons. A small red question mark icon is visible on the right side of the form.

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8. In the “Attachments” section, attach a 1) PDF-version of your poster AND 2) a brief 2-4 minute video summarizing it.

Tools  
Help  
Panopto Media

Course Management

Control Panel

Content Collection >

Course Tools >

Evaluation >

Grade Center >

Users and Groups >

Customization >

Packages and Utilities >

Help

MESSAGE

Subject: Title of Project

Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Summary / Abstract of Project

Path: p Words:3

ATTACHMENTS

Attach File

Browse My Computer Browse Content Collection

Click **Save Draft** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.

Cancel Save Draft Submit



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9. Click on “Submit”; Your project should now be posted on Blackboard!

Tools  
Help  
Panopto Media

Course Management

Control Panel

Content Collection >

Course Tools >

Evaluation >

Grade Center >

Users and Groups >

Customization >

Packages and Utilities >

Help

MESSAGE

\* Subject

Message  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Summary / Abstract of Project

Path: p Words:3

ATTACHMENTS

Attach File

Click **Save Draft** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.

Cancel Save Draft **Submit**