



UNIVERSITY OF HARTFORD

MAC Tips for Blackboard

- Configure your MAC to work *better* with Blackboard. This means installing and using Blackboard's recommended software.
- Blackboard is a PC-based product. Be sure to create course materials that can be accessible to all kinds of users whether MAC or PC.
- MACs cannot view documents within the browser. Safari and Firefox are configured to automatically download most documents into the Download Manager, onto the Desktop, or some other location.

Download and Install a Recommended Browser (see full list at end of document)

Mozilla Firefox

- <http://www.mozilla.com>
- Download the version appropriate for your MAC OS.

Apple Safari

- <http://www.apple.com/safari>
- Download the version appropriate for your MAC OS.

Enable JavaScript and Java

Enabling JavaScript in Mozilla Firefox

1. Open Firefox and Select **Firefox → Preferences**.
2. Select the **Content** tab.
3. Under **Enable JavaScript** and **Enable Java**, make sure there is a checkmark.
4. Click **OK**.

Enable Cookies in Safari

1. Open Safari and select **Safari → Preferences**.
2. Click on **Security**.
3. Under **Cookies** select the option **“Always.”**
4. Close the Window.

Disable Pop-up Blocker in Safari

1. Open Safari and select **Safari → Preferences**.
2. Click **Security**.
3. Deselect **“Block Pop-ups.”**

Create Easy-to-Share Files

If you are using a MAC and sharing files with your instructors or classmates on Blackboard, you may have encountered some problems.

File Extensions

Blackboard expects PC style file-type extensions in order to recognize documents correctly. Solution: Add the three character file type extension to your Mac file names. This will allow PC users to easily read your files. Here is a list of some of the most common file types:

<ul style="list-style-type: none">• .doc: used for Microsoft Word documents• .xls: used for Microsoft Excel documents• .ppt: used for Microsoft PowerPoint presentations• .htm or .html: used for HTML documents	<ul style="list-style-type: none">• .txt: used for plain text files• .jpg: used for JPEG image files• .gif: used for GIF image files• .mov: used for QuickTime movie• .pdf: used for Adobe PDF files
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When you attempt to save a file, be sure to add on the appropriate file extension. If the file you are saving is called “syllabus” be sure to type “syllabus.doc”.

Note: If you are Using OS X, your MAC will automatically add appropriate file extensions for Office Files (Word, Excel, PowerPoint, etc.).

Before uploading your files, be sure that your file includes the appropriate extension (eg. .html, .doc, .xls). Refer to the above section for more information.

Supported Browsers & Operating Systems for Blackboard

Internet Explorer

- **Windows XP** - IE 6.0, IE 7.0
- **Windows Vista** - IE 7.0, IE 8.0

(Note: IE 8.0 not fully certified)

Apple Safari

- **MAC OS 10.4**, Safari 2.0, 3.0
- **MAC OS 10.5**, Safari 2.0, 3.0

Mozilla Firefox

- **Windows XP** - Firefox 2.0, 3.0
- **Windows Vista** – Firefox 2.0, 3.0
- **MAC OS 10.3** - Firefox 1.5, 3.0
- **MAC OS 10.4** - Firefox 1.5, 2.0, 3.0
- **MAC OS 10.5** - Firefox 2.0, 3.0

<p>These and other browsers/operating system configurations may function but are not fully tested and/or supported by Blackboard. NOTE: AOL users should plan to minimize the AOL browser and use one of the supported browsers which are free to download.</p>

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty wishing to use the lab may contact FCLD.

Phone: 768-4661

Email: fcd@hartford.edu

Website: <http://uhaweb.hartford.edu/fcd/>

Information Technology Services (ITS)

ITS Help Desk – Computing Center

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, printer not working, Banner, Facebook, and grades).

Phone: 768-5999

Email: its@hartford.edu

Website: <http://uhaweb.hartford.edu/its/>

Media Technology Services (MTS) – Harry Jack Gray Center 111A

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-way video classrooms, Smart Podiums, COWS, laptops, etc.) or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: 768-4643 (Main) or 768-4662 (Tech Line)

Website: www.hartford.edu/mts