Center for Teaching, Learning, and Innovation

Blackboard Learn Getting Started Quick Guide

Getting Started with Blackboard Learn for Students

Blackboard Learn is the learning management system used at North Shore Community College. It is a tool used by many faculty to create a private "online classroom" area. Here students can see announcements from the instructor, access learning materials and supplemental resources, participate in online discussions with other students, submit assignments, take quizzes and tests, or view grades.

Accessing Blackboard Learn

If your instructor is using Blackboard Learn and the course site is available, you will see it listed in My Courses. If not, the course will not appear.

1. Log into MyNorthshore using your NSCC credentials.
2. Click the **Blackboard** icon.
3. Once in Blackboard Learn, you will automatically be on the "My Home" page.
4. Your Blackboard Learn courses will be listed in the "My Courses" module.
5. Click the **course title** to enter your course site.

Checking Your Grades

Students can also access grades for assignments for all of their enrolled courses from the My Blackboard Global Navigation Menu.

1. Go into your Blackboard Learn course site.
2. From the *Course Menu*, click **My Grades**.
3. If your assignment has been submitted and graded, the grade appears in the *Grade* column.
4. Click the assignment name to view the grade details including feedback from the instructor or attached files.
   a. If your instructor used a rubric for grading, click *View Rubric* to display detailed grading information.

If you have any questions about the grades in the *My Grades* area, please contact your instructor.

Creating a Discussion Board Thread

The Discussion Board is a tool for students to share ideas about class materials asynchronously (not at the same time).

1. In your Blackboard Learn course site, click **Discussions** in the course menu.
   a. If the *Discussions* area is not visible on the course menu, your instructor may have placed a link to *Discussions* within another content area.
2. On the *Discussion Board* page, locate the appropriate Discussion Forum and read the description which will contain the questions to answer as well as other criteria.
3. Click the **Discussion Forum Name** to open that forum.
4. Click **Create Thread**.
5. Enter a *Subject* for your thread.
6. Enter the text of your thread in the *Message* text box.
7. Optional – click **Browse My Computer** to attach a file to the thread entry.
8. Click **Submit** to post your thread (instructor and other students will immediately see the post) OR **Save Draft** to save the entry for further editing and later posting.

Grade Information will allow you to view the points possible as well as a grading rubric (if used by the instructor). Once graded, you can also view the discussion grade and feedback here.

Replying to a Discussion Board Thread

1. From the *Discussion Forum*, click on the **Thread subject line** to open.
2. Click **Reply** for that post.
3. Enter a *Subject* (if different than the default) for your reply.
4. Enter the text of your reply in the *Message* text box.
5. Click **Submit** to post your reply (instructor and other students will immediately see the post) OR **Save Draft** to save the reply for further editing and later posting.
6. The reply appears in the forum underneath the original thread.

Submitting an Assignment

Students can view and submit assignments through Blackboard Learn so instructors can review, grade, and provide feedback.

1. From the *Course Menu*, select the **Content Area** that holds the assignment, which will most likely be **Assignments**.
   a. If the *Assignments* area is not visible on the course menu, your instructor may have placed the assignment within another content area.
2. Click the name of the assignment.
3. On the *Upload Assignment* page, read any assignment instructors and download any files provided by the instructor.
4. Under *Assignment Submission*, complete the assignment using one of the following (make sure the follow the instructions provided by the instructor):
   a. Click **Write Submission**, to type in your assignment response. The Text Editor functions may be used to enter and format the text as well as include files, images, external links, and multimedia.
   b. If your response to the assignment is in a separate file, such as a Microsoft Word document, click **Browse My Computer** and select a file to attach.
   c. Optionally, comments to the instructor may be entered in the **Comments** box.
5. Click **Submit**. If you click *Save Draft*, your instructor will not receive your completed assignment.
6. If your professor or instructor has not allowed multiple attempts, assignments can be submitted only once. Ensure that you have attached any required files to your assignment before you click Submit.

Taking a Quiz or Test

Quizzes and Tests are types of assessments that instructors may create in Blackboard Learn to test students' knowledge around course content.

1. From the *Course Menu*, select the **Content Area** that holds the quiz or test. Often quizzes and tests are in the **Assignments** content area.
   a. If the *Assignments* area is not visible on the course menu, your instructor may have placed the quiz or test within another content area.
2. Click the name of the quiz or test.
3. Click **Begin** to take the quiz or test.
   a. Make sure to read the instructions first to see if the quiz or test must be completed in one sitting, if multiple attempts are allowed, and if it is timed.
4. Take the quiz or test.
   a. Do not use your browser's **Back** button during a quiz or test. This may interfere with your ability to continue the test.
   b. As you work through the quiz or test, click **Save Answer** after you answer a question.
5. When done, click **Save and Submit**.

Need Help?

Contact **bbhelp@northshore.edu** if you have any questions or need assistance with Blackboard Learn. We are happy to help.