North Greenville University
Blackboard Learning Environment
Introductory Tutorial for Students
February 2009

Introduction
Welcome to Blackboard Academic Suite! This introductory tutorial will help you navigate the basic features of the environment and give you the tools you need to successfully interact with your course. While helpful, this tutorial is certainly not all-inclusive; if you have questions or issues, please use the following contact listing:

General Technical Support/Login/Password Issues
esherbert@ngu.edu
864-334-4102

Logging In to the Blackboard Environment

1. The first step to log in to the Blackboard environment at the graduate school webpage click on Blackboard on the left side. Once there, on the left side Click the “User Login” button

2. The next page contains a login box. Enter your Network ID and password. Click the “Login” button which will then complete the login procedure for the Blackboard learning environment.

Have an Account? Login Here.
Blackboard’s Welcome Screen
Now that you have mastered the art of logging in, it’s time to get into the good stuff. There is a lot of information, and even more options on this initial screen so we’ll concentrate on a few of the most important features.

Changing Your Personal Information
1. On the main Blackboard Welcome page, there is a list of options on the left-hand menu labeled “Tools”.
**Accessing My Courses**

1. There are two different ways of accessing individual courses in the Blackboard space. The most direct option from this initial screen is to click the “Courses” tab -- OR --

2. On the right side of the Welcome screen, there is a box labeled “My Courses”. It looks like this (keep in mind that this box will change according to the classes in which you are enrolled):

3. Now, just click on the link to the desired course.

4. You are brought to the home page of the selected course and the navigation tab at the top left corner now shows “Courses” active.
Courses in which you are enrolled:

- Human Resource Management

Navigating Course Spaces
After choosing a class in which to work (see previous section), you are brought to the Home page for the selected course.

*My NGU*
This link simply brings you back to the homepage of the course space.

- Announcements
- Faculty Info.
- Course Documents
- Discussion Board
- Submit Assignments
- Grade Center
- Tests
- External Links
- Glossary
Course Documents
This is where the course syllabus and workshop information is housed and viewed by anyone taking the course.

Submit Assignments
This function allows you to submit your assignments via the course space. The first link takes you to the actual submission page where attachments or comments can be included. To cancel the submission and go back to the previous screen, you can click “Cancel” or you can click the navigation link(s) at the top of the frame.

Discussion Board
This part of Blackboard has many options for posting and contributing to course discussions. A detailed description of the discussion board can be found later in this tutorial.

Tests
Here, as before, is a listing of the various assessments available to you during the course of the term. Clicking on the link takes you to the quiz or exam.

My Grades
If your instructor has chosen to use this functionality, then grades will be posted here. You will find a listing of all of the assignments and assessments (exams) with not only your corresponding grade, but also due dates, the last date of activity (either when it was submitted, modified, or graded), and points possible, among other items. In the lower left corner of the page, there is a legend explaining the various symbols used in the Blackboard environment to indicate status on this page.

Announcements
Here, announcements about the course space and Blackboard system may be found. They are composed by your instructor and Blackboard administration, respectively. Be sure and check this feature often for up-to-the-minute information, even if your instructor chooses to not use this function or uses it sporadically.

Advanced Student Operations
At this point in the tutorial, we'll take a detailed look at some of the basic functions of the Blackboard environment – the ones that are important to you as a student.

Staff Information
1. To find the instructor’s Bio/information, click in the Navigation Bar on the left side of the Blackboard interface.
2. Contained in the resulting page is information regarding an e-mail address, phone number, or other information necessary to contact the instructor.

**Discussion Board**
1. This is a function of the course space where participants may post messages for everyone else in the class to read and post responses. In Blackboard, it is the “Discussion Board”. To post a message in this area, click on “Discussion Board” in the Navigation Bar.

**Note:** Please do not post original messages in the “Announcements forum. This forum is to be used only by the instructor for posting messages to the class.

2. Now, you must decide which type of message you would like to post.

To create a new thread from scratch, click on the button. This will load the “Add Thread” page where you fill in the subject of your posting and your message. It is recommended that you compose your posting in a word processor before posting it to Blackboard. This will allow you to spell- and grammar-check your posting before submitting.

When you are done, click to post the message.

-- OR --

To create a reply to an existing thread, click the name of the thread to which you wish to post in the listing for the forum. Note: this is also how you read postings in a threaded discussion. On the screen that follows is a display of the thread as a whole, and the specific messages in the thread (with a light blue background). To respond to a particular posting, click the button. If you wish to include all or part of the original message in your reply, click the button. Now, you may change the subject line and/or enter the body of your message. Click “Submit” to post the message.

3. Keep in mind that you may upload attachments to either new thread or reply postings.

**Submitting Assignments**
1. After clicking the “Submit Assignments” link in the Navigation Bar, a listing of coursework requiring submission is loaded in the right-hand frame. You may click either of the two links listed for each assignment to access the submission page.

2. Enter any desired comments into the “Comments” text box. Note: if you are not uploading a file and wish to simply submit the assignment directly in the “Comments” field, be sure and use a word processor to spell-and grammar-check your submission.

3. If you wish to upload a file along with any comments, click the “Browse” button as illustrated below.
4. After you have chosen a file to upload, the path will be displayed in the text box, as the example depicts.

5. Now, click the “Add Another File” button to attach the file to the submission screen. The result is shown below.

6. To add, additional files, repeat steps 3 through 5.

I Please consult with your instructor if you are currently using Microsoft Office 2007 to create and upload files. There may be additional considerations necessary to be able to successfully view your submissions.

7. Click “Submit” to finalize and upload your assignment.

8. To verify your assignment has been successfully submitted, click on “Submit Assignments” on the Navigation Bar, click the link to the desired assignment, and then click “Ok” to view the file you uploaded and the grade you received.

Conclusion
This tutorial was designed to help you master the basics of the Blackboard Learning Environment. It is a living document and the intention is that it will grow and change as time goes on. If, after using this tutorial, you find any information incorrect, unclear, or missing, please contact esherbert@ngu.edu.