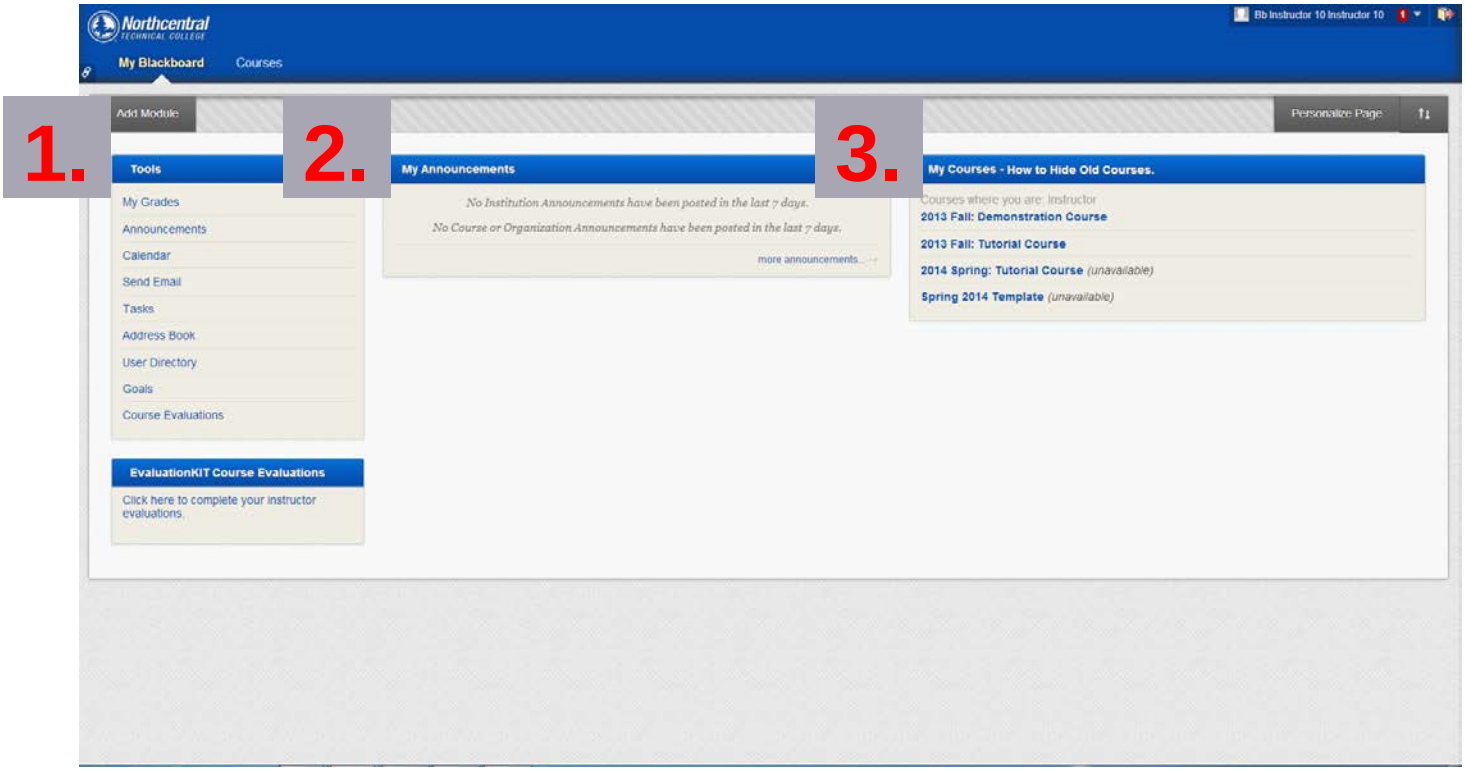
Flexible Learning - Blackboard

Navigating Blackboard – My Blackboard

This document outlines the basics of navigating Blackboard and the NTC standard template. When you first log into Blackboard you will be taken to the page seen below.



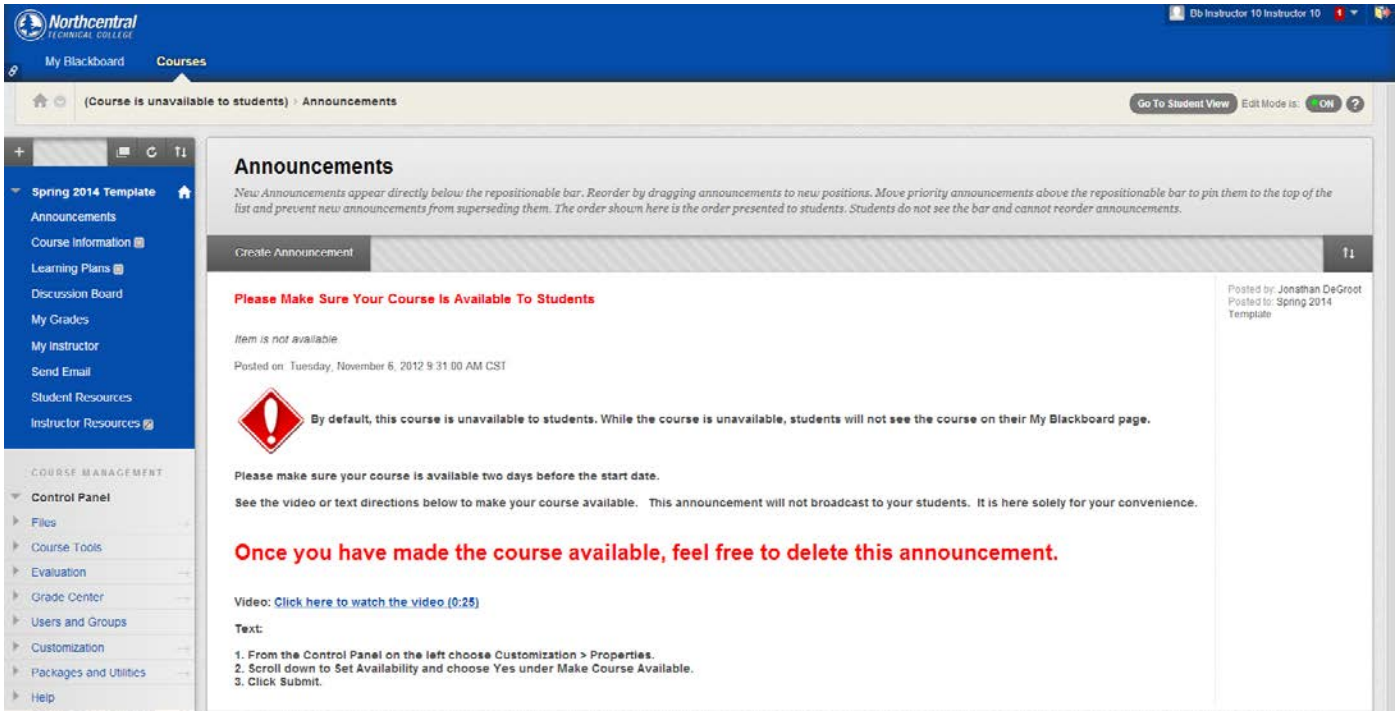
1. **Tools** – The items listed in the tools area are mainly for student use. You may find the links to the **Calendar** and **Send Email** useful if you use those options regularly.

2. **My Announcements** – If you have made announcements in your courses or if you are a student in any courses, you will see any of those announcements here.

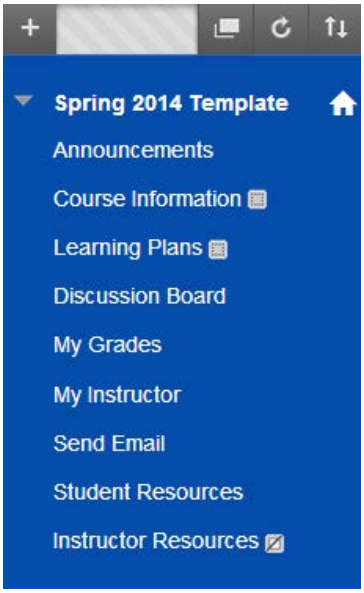
3. **My Courses** – This is a list of any courses that you are an instructor, Teaching Assistant (TA) or a student in. To access a course, click on the course name.

Navigating Blackboard – Standard Course Template

After selecting a course from the My Courses area of My Blackboard you will be brought to the Announcements page (see below) of that course.



On the left hand side (In the blue area) is the standard course menu for NTC Blackboard courses. **We ask that this menu stays as close to this as possible**. This provides consistency for students going from course to course. Below is an overview of each menu item.



Announcements – This is where you can post announcements for students in your course.

Course Information – This area should contain general course documents such as the course syllabus, schedule, etc.

Learning Plans – This is where you will place your course content such as activities, assessments, and other learning objects you wish students to view, read or complete.

Discussion Board – The Discussion Board is where an instructor can post questions or topics for participants in the course and have the participants interact with each other.

My Grades – This is how students access their grades for the course.

My Instructor – Instructors should put their contact information, office hours and location in this area.

Send Email – This area allows you to easily email course participants.

Student Resources – This area contains general information for students in a Blackboard course.

Instructor Resources – This area contains access to Blackboard tutorials and other good information for NTC instructors.