

## HOW TO ACCESS BLACKBOARD



Blackboard is a web-based virtual learning Environment for students, and is used to support and augment teaching and learning at Northern College.

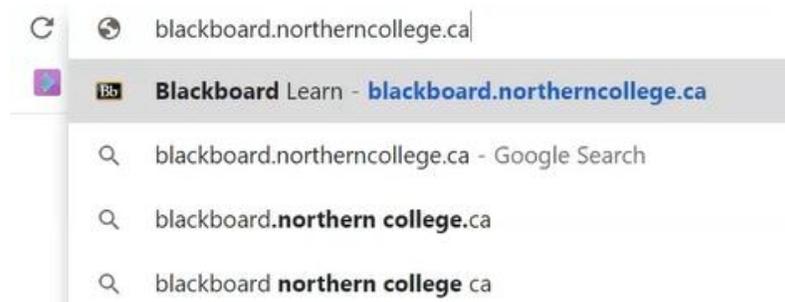
Blackboard provides separate areas for each course taught at the College. These courses may be used to hold course documents, such as handouts and presentations, facilitate online discussions, allow assignments to be submitted electronically and provide immediate feedback through tests and surveys.

Blackboard can be accessed wherever you have access to a computer and the Internet.

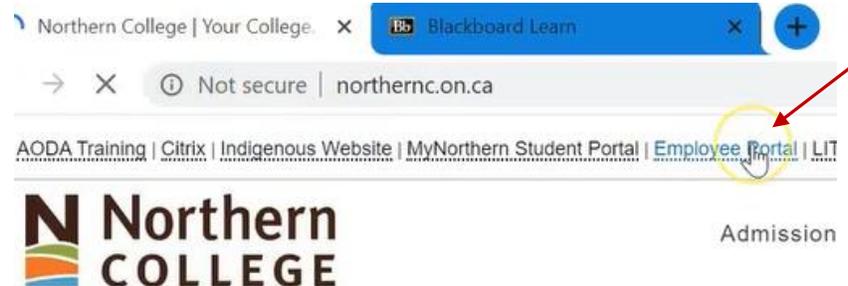


### A. Navigating to Blackboard.

1. To navigate to Blackboard, open a web browser and type in:



Alternatively, you may go to the Northern College website. Click on Employee portal at the top of the page.



Then click on the Blackboard tab.



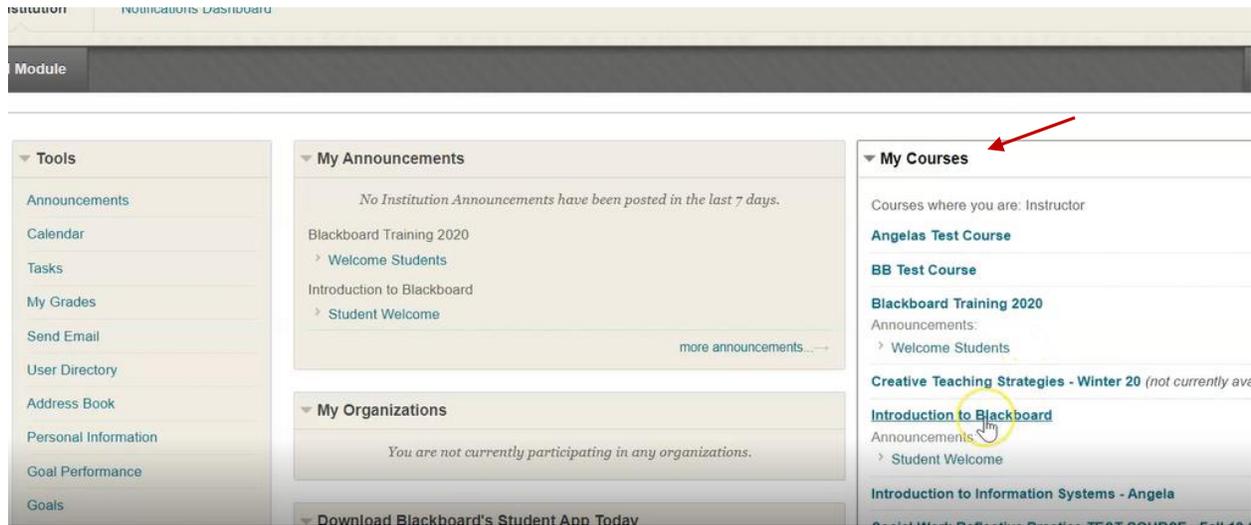
**Note:** Internet Explorer (IE) is no longer supported for the new Blackboard System.

2. You will then be promoted to enter your username and password that the college has provided you.

A screenshot of the Blackboard login page. At the top, the 'Blackboard learn+' logo is displayed in a large, grey font. Below the logo, there are two input fields. The first is labeled 'USERNAME' and contains the text 'username'. The second is labeled 'PASSWORD' and contains a series of black dots. Below the password field is a 'Login' button. The background of the page has a light grey grid pattern.

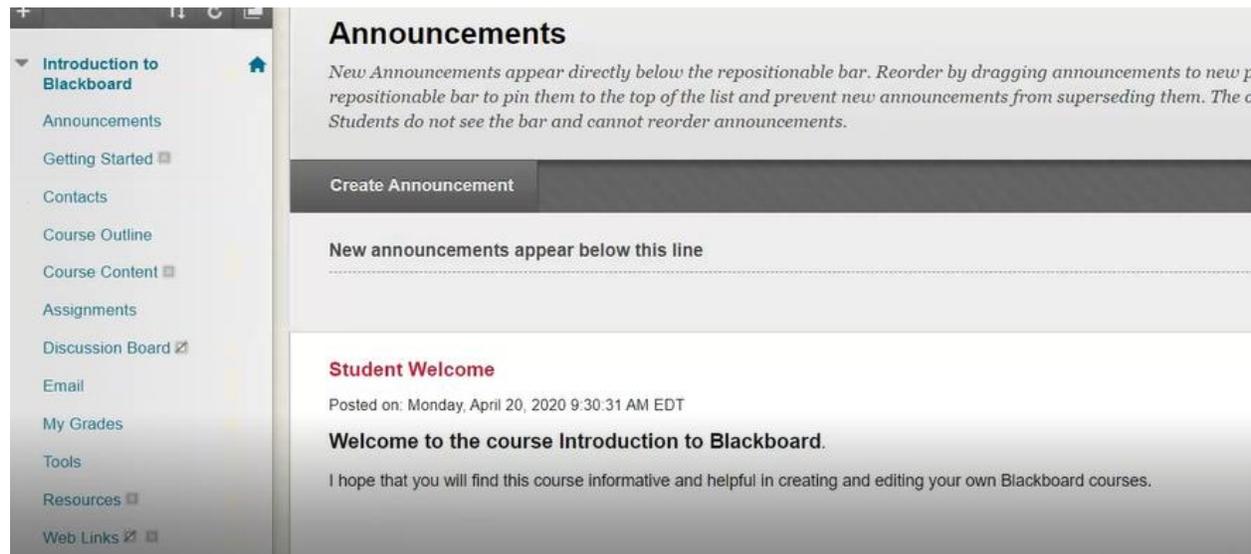
**Note:** if you are not sure what your log in is, please contact your Academic Assistant or the IT department on campus for assistance.

Once logged into Blackboard, you will notice on the right hand side of your screen a “My Courses” which will show you all of the courses where you are listed as the instructor.



**NOTE:** if your course does not show in this area, again, please contact your Academic Assistant or the IT department on campus for assistance.

3. Choose the course you'd like to go into and click on the name.



**You are now ready to create or edit your Blackboard course.**