

BLACKBOARD LEARN OVERVIEW FOR NECC USERS

This is a brief overview of the Blackboard login page, the My Blackboard page, course navigation, and course tools. Blackboard Learn is the official virtual classroom for online, hybrid and web supported courses at Northern Essex Community College. The Bb Learn link is named **Blackboard Learn (Summer 2011)** on the [My NECC](#) page.

LOGIN TO NECC'S BLACKBOARD LEARN

The login page is the first page you will get of the Blackboard system. The login page is the first page you will get of the Blackboard system. Students requiring assistance with MyNECC accounts, including login problems for Blackboard, Self Service, and Student Email can go to the NECC Service Desk in room B216 on the Haverhill Campus, and in Lawrence, Room L237. The Service Desk can be reached by phone at 978-556-3111 or by email at [servicedesk@necc.mass.edu](mailto: servicedesk@necc.mass.edu). Faculty and staff requiring assistance with Blackboard, Self-Service and email accounts can contact helpdesk through the [My NECC](#) page.

Have an Account:

This is where you enter Username & Password. Enter your NECC student ID number and your password.

Change Text Size and High Contrast Settings: Contains instructions on how to change the size and color of the web page.

Northern Essex Community College

[Change Text Size](#) [High Contrast Setting](#)

How to Login
Enter your "My NECC ID" exactly as shown on your official course schedule.

MyNECC ID: This is an 8 digit student ID number. You can find this ID number on your student schedule or other college documents. Use your current "MyNECC" password to log in to Blackboard

Have an account?
Please enter your credentials and click the Login button below.

Username:

Password:

[Forgot Your Password?](#)

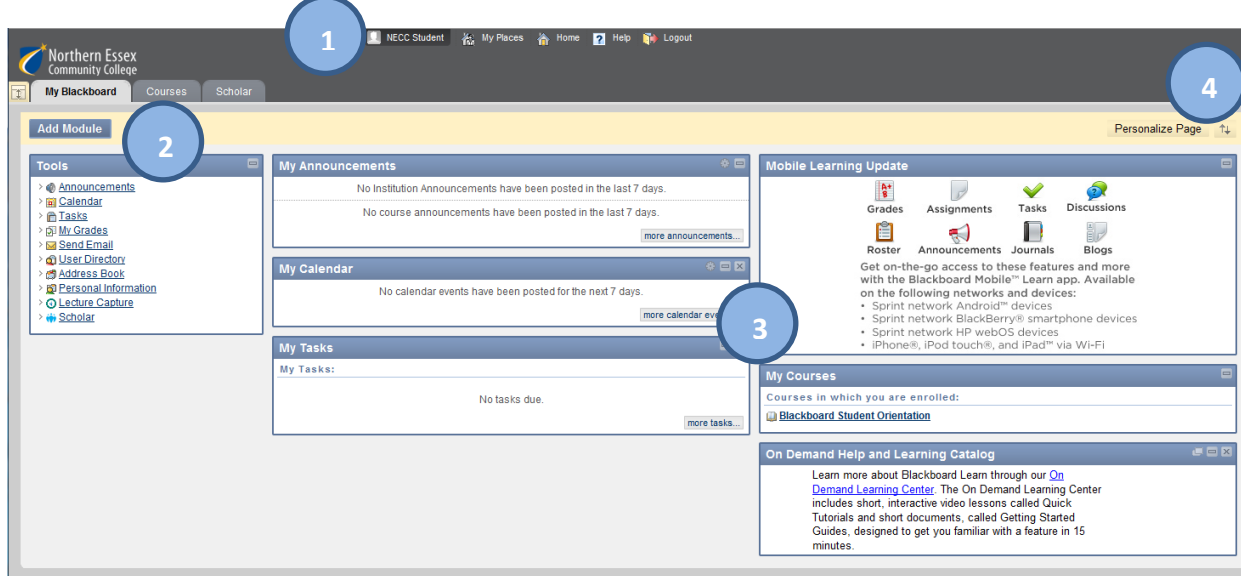
Welcome to Northern Essex Community College Blackboard

For more information and answers to [Frequently Asked Questions](#) please visit the [Northern Essex Community College Distance Learning](#) website.

Firefox is the recommended browser to use with Blackboard. Safari and Chrome are not certified by Blackboard, but may work fine. Internet Explorer is not supported and is not recommended with this version of Blackboard.

MY BLACKBOARD PAGE

When you log in to Blackboard, you are taken directly to the My Blackboard page. It contains links to your account settings and information about your NECC Blackboard courses.



① **My Places (top of the page):** Contains shortcuts to Change Text Size, High Contrast Setting, Personal Information, and the courses in which you are enrolled.

- **Home:** Go to the NECC web site.
- **Help:** Direct link to the [Blackboard Help](#) Guide.
- **Logout:** Click Logout when leaving Blackboard to secure your privacy, especially when working in a shared computer. Your login remains active for 4 hours.

② **Add Module:** The **Add Module** button allows you to select modules to appear on the My Blackboard page. You may add Alerts, Course Catalog, My Announcements, My Calendar, My Courses, My Tasks, Needs Attention, Report Card, To Do, and What's New modules. Click submit to save any changes.

③ **Modules:** By default the My Blackboard page displays the Tools, My Announcements, My Calendar, My Tasks, Mobile Learning Update, My Courses, and On Demand Learning.

- **Tools:** Quick access point to manage information and communicate with other users.
- **My Announcements:** List to all Blackboard system and course announcements.
- **My Calendar:** list all items posted in the calendar in the courses you are enrolled.
- **My Task:** The **Tasks** page organizes projects (referred to as **tasks**), defines **task** priority, and tracks **task** status. Your instructors can post **tasks** to users participating in their course. **Tasks** can also be assigned to all members of a course group.
- **Mobile Learning Update:** Users of Spring Android, Blackberry, Palm phones, iPad, iTouch, iPhone can download the Blackboard mobile app at no cost. You can view your Blackboard Learn courses. No mobile access is available on other carriers at this time.
- **My Courses:** List of courses in which you are enrolled. You can also view all of the courses in the Courses tab.
- **On Demand Learning:** This library includes short, interactive video lessons called Quick Tutorials and short documents

④ **Personalize Page:** Select a color palette for all the elements on the My Blackboard page.

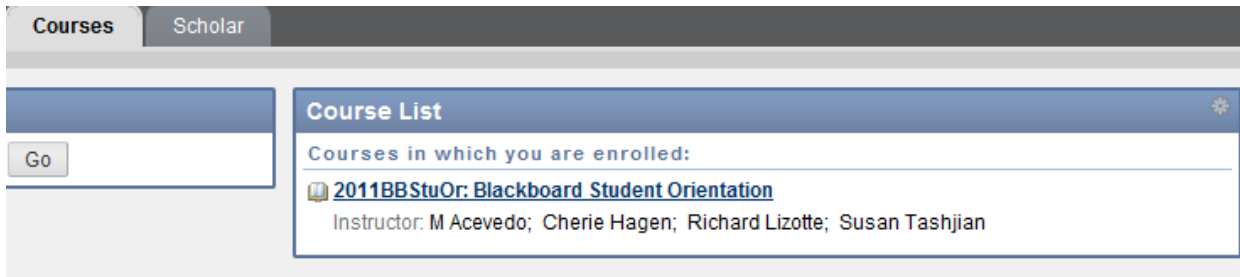
Reorder Icon: Click to reorder the modules on this page.

HOW TO ENTER A COURSE SITE

To enter a course you must click the name of the course in **My Courses** or go to the **Courses** tab to view all of the courses.



Option 1: Click the course name link found in the **My Courses** module on the **My Blackboard** page.



Option 2: Click on the **Courses** tab to see the **Course List** module and click on the course name.

NAVIGATING A COURSE

The Blackboard course site is your virtual classroom. Each course in which you are enrolled at NECC looks somewhat different depending on how the content was organized. All courses have a **Course Menu**, which is the main navigation area and the **Content Area** where all the content is presented.

THE COURSE MENU

Each course menu is designed by your instructor to meet the needs of the class. Ask your instructor if you have questions about locating content in your course. Most course menus will contain content areas, course tools and external web links.



CONTENT AREA

The content area displays the pages, folders and links in a course.

A screenshot of a Blackboard content area. At the top, there is a banner for Northern Essex Community College Student Orientation to Blackboard. Below the banner, there is a yellow folder icon labeled 'Introduction'. The content area contains the following text:

Welcome to the NECC Student Orientation Course
This course will help you gain the skills necessary to learn in an online course. The course will introduce you to the tools that you will use to access course materials, communicate with classmates and your instructor, submit assignments, take tests and quizzes, and check your grades.

In the folder below, you will find the learning objectives for this course, a course menu guide to help you through the lessons, hardware and software requirements, and some browser plug-ins in that you may need.










To get started, click Course Overview below.









Course Overview
This student orientation course will provide you

What's next?











BLACKBOARD COURSE TOOLS

You may use of some these course tools depending on what your instructor made available.

Bb Tool	Tool Features
 <p>Announcements</p>	<p>Announcements appear by clicking on the announcement icon and also in the Announcements module. Course and system announcements show are broadcasted.</p>
 <p>Blogs</p>	<p>Blogs are online journals for sharing knowledge and materials created and collected by the group in the course. You can post to the blog and add comments to existing posts.</p>
 <p>Calendar</p>	<p>Calendar allows you to view events by day, week, month, or year. You can view and organize upcoming and past events into categories. When you access the calendar outside of a course, you can view all items on your calendar and have the options to add and modify personal events. When you access the calendar through a course only those calendar items that relate to your course appear.</p>
 <p>Collaboration</p>	<p>Collaboration allows you to participate in real-time lessons and discussions. The tools include live Virtual Classroom and Chat sessions.</p>
 <p>Contacts</p>	<p>Contacts allow instructors to post contact information about themselves and others. You can store contact information in an address book. The address book is empty until you create contacts. You must create a profile for anyone you want to add to your address book, even if the contact is a Blackboard Learn user.</p>
 <p>Discussion Board</p>	<p>Discussion Board is an area for sharing thoughts and ideas about class materials. The main Discussion Board page displays a list of available discussion forums that may appear anywhere in a course. A forum is an area where a topic or a group of related topics are discussed. A Discussion Board can contain one or more forums. For each forum, the page displays the total number of posts, the number of unread posts, and the number of users who have participated in the forum.</p>
 <p>Glossary</p>	<p>Glossary houses a list of terms and their definitions provided by the instructor.</p>
 <p>Groups</p>	<p>Groups usually consist of a smaller group of users in a course, such as study groups or project groups. In a Group page, you may send email, exchange files, enter discussion forums, enter collaboration sessions, and the instructor can change the position of individual modules by dragging and dropping.</p>
 <p>Journals</p>	<p>Journals are a personal space for you to communicate privately with your instructor and with your class if it is set to be shared with the class.</p>

 <p>Messages</p>	<p>Messages is an internal only email. Accounts are automatically created for each user in the course, and messages are sent and received internally. This provides privacy because external email addresses are not used. Check it often as there is no alert when new messages arrive.</p>
 <p>My Grades</p>	<p>My Grades shows the status of gradable items, such as tests, assignments, journal and blog entries, and discussion posts. It may include item names, details, due dates, student and instructor dates of activity, posted grades, points possible, and your instructor's comments about the items.</p>
 <p>Roster</p>	<p>Roster includes the name of each student automatically. You cannot remove your name from the Roster, but you can choose to make your email address available. For your personal information to appear in the Roster or User Directory, it must be appear on the Edit Personal Information page.</p>
 <p>Scholar</p>	<p>Scholar is a social bookmarking service customized for education. Blackboard users can find, share, and tag educationally valuable resources on the Web and store them in the system.</p>
 <p>Send Email</p>	<p>Email allows you to send email to students and instructor(s) in a course. The message goes to an external account and is not stored in Blackboard. The external email is the one in the Banner system which is most likely your NECC student email address.</p>
 <p>Tasks</p>	<p>Tasks organizes projects (referred to as tasks), defines task priority, and tracks task status. Your instructor can post tasks to users participating in their course. Tasks can also be assigned to all members of a course group.</p>
 <p>User Guide</p>	<p>User Guide opens in a separate window and contains information on all things related to Blackboard.</p>
 <p>Wikis</p>	<p>Wiki is a collaborative tool that allows you to contribute and modify one or more pages of course related materials. Users can collaborate on content, create and edit wiki pages in the course or within a course group. Instructors can grade wiki page(s).</p>

BLACKBOARD CONTENT ICONS

 <p>Assignments</p>	<p>Assignments: List the name, description, and attachments for class work. You can also choose to include comments for your instructor.</p>
 <p>Link</p>	<p>Link could take you to an internal link within the course.</p>
 <p>Document/Items</p>	<p>Documents/Items can be different types of files your instructor makes available in the course. The information appears on the page without the need to click on it. This icon represents an item in the course that has information.</p>
 <p>File</p>	<p>File(s) can be any file type your instructor makes available in the course. You need to click on the name next to this icon to view the information. Any file that is not web supported may cause your browser to block it (enable pop-up blockers for the Blackboard site). Web supported files (PDF and HTML) do not get blocked.</p>
 <p>Folder</p>	<p>Folder(s) organize content such as files and course tools. Click on the name next to the folder to view its content.</p>
 <p>Learning Module</p>	<p>Learning Module(s) is an organized collection of content presented together. The Learning Module is a shell to which other content items such as files, folders and tools are added. It can support a course goal, a course objective, a subject, a concept, or a theme. Learning Modules enable you to follow a structured path for progressing through content.</p>
 <p>Lesson Plan</p>	<p>Lesson Plan(s) is a container for content similar to a Content Area or folder. This allows you to view the lesson profile, objectives, and content items you need to complete for a lesson. Your instructor can provide you with information on how your knowledge will be measured, the needed materials, the duration of the instruction, and what you should have learned after the instruction.</p>
 <p>Mashups</p>	<p>Mashup combines elements from two or more sources. When you view a YouTube™ video in a Blackboard Learn course as part of the course content, you are experiencing a Mashup. Mashups can also include Flickr® photos and SlideShare presentations.</p>
 <p>Self & Peer Assessment</p>	<p>Self and Peer Assessment is a tool designed to enhance the reflective learning skills of students.</p>
 <p>Surveys</p>	<p>Surveys are on-line tests that are used to measure a student's understanding of the Course. Test and Surveys are deployed to students in the Course by adding them to a Content Area. They are not graded and mainly used for polling and evaluations.</p>



Tests

Tests (referred to as assessments) in any Content Area, Content Area folder, or Learning Module. Tests can be used to assess your knowledge. Your instructor assigns point values to questions. Your answers are submitted for grading, and the results are recorded in the Grade Center.



Web Link

Web Link can connect you to an external web link.