Navigating the Blackboard Learning System
& Your Online Class with WNCC

The Blackboard Learning Home Page

The image below is a sample home page for students on Blackboard Learning. This is the page that you will arrive at after entering your username and password. There are two key areas:

1. Your class, or classes, will be listed in the **My Courses** area. You will click on the title of the class to enter it.
2. Your messages will appear in the **My Messages** area. This will include messages from your instructor(s).

![Blackboard Home Page Image](image-url)
Navigating Inside Your Class (Class Home Page)

The image below captures what your class will look like upon entering. There are four areas that you will use:

1. **Course Content** – This is your home page. You can always come back to this screen by hitting the Course Content link on the left of the screen.

2. **Course Email** – This is where you can send and receive emails to your instructor and other classmates. This is an internal email system. Emails do not go out to your external email accounts.

3. **Discussion Board** – This is a quick access to the discussion boards for each week of the class.

4. **My Grades** – This area is where you can see the grade given for each assignment.

Click here for course information.

Click here for Week 1 readings and assignments.
Identifying Icons

This is a folder that indicates additional information is inside. Readings or additional assignments will be inside. Click on the wording next to this icon to open the folder.

This icon will indicate text or attachments. It is used for introductions, additional information or for attached documents.

This symbol indicates an assignment. The requirements for the assignment will be listed below the icon and its heading. By clicking on the text next to this icon you will be able submit your work. This is used for papers, essays and short answer assignments.

This icon represents a link to all of the discussions for each week. Clicking the text heading next to this icon takes you to the forum with all of the discussions associated with each week.

This icon represents a journal assignment.

The image below gives you a sample of the contents of a week’s worth of assignments and how the icons are used.

![Image of course content and icons](image_url)
Submitting Work

Submitting assignments can be done in two ways:

1. Typing in the text editor area.
2. Completing the assignment in Microsoft Word and attaching the document to the assignment.

This is the text editor area. It functions much like an email text editor. You can type answers in this area. Once finished, scroll down and hit the submit button in the lower right hand side of the screen.

This is the area to attach documents (Microsoft Word, Excel and PowerPoint files just to name a few). Click the Browse My Computer button to find the document you will to attach.
Quick Navigation

There are several options available to move back to the Content area or to the folder containing the current week’s assignments:

1. The back button on your Internet browser.
2. The Course Content link on the left side of the screen will always take you back to the home page for the class.
3. The light gray bar that separates the header with WNCC’s logo and the course material is a navigation bar. It traces the path you have taken from the Course Content page. To go back to the previous folder, simply click on the listing for that folder.