

How to Navigate Your Blackboard Course



STEP 1: Once you're logged into your course, look for and read any or all of the following:

- Welcome or Week One Assignments announcement
- Information inside the **"Start Here & Syllabus"** content area (or a similar content area), including the syllabus
- Welcome email from the Instructor (Check **Qmail**) or course message from the instructor (Check course messages in **Blackboard**)

Use the course navigation menu on the left side of the screen to access course content.

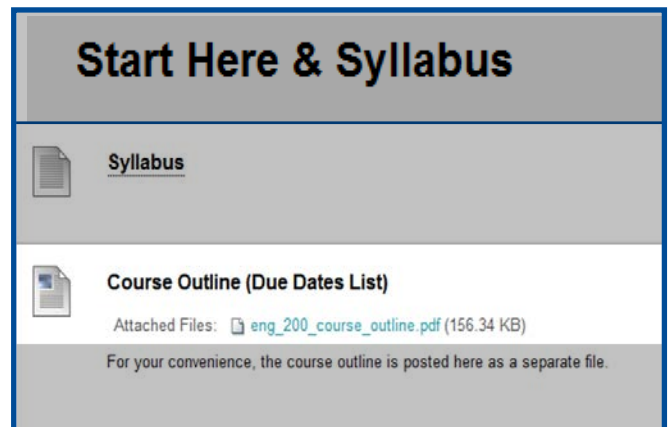


STEP 2: Look for the course outline or due dates list in the syllabus or in the "Start Here and Syllabus" content area (or a similar content area)

- Print or download and save a copy of the course outline or due dates. (The image on the right is an example of where you might find this information.)
- Follow the directions of what to work on. (See example of directions below.)

Week One
Friday, September 8th

- Read the following lectures:
 - Introduction to the Course
 - How to Use the Weekly Learning Modules and Post to Discussion Boards
- Respond to the Introduction Discussion Board
- Read what is posted in the Syllabus
- Purchase textbook for the course
- This is optional.** If you would like to have your photo show up next to your name in your discussion postings (the way mine does), you can edit your Blackboard profile. The video on this web page shows how to edit your profile:
http://ondemand.blackboard.com/r91/movies/bb91_myblackboard_profiles.htm



STEP 3: Find assignments and read the directions

- Look for an assignments content area or specific assignment tools, such as discussions, quizzes, journals, papers, etc., on the course navigation menu.
- Assignments also may be inside the **"Course Content"** or other content area, so be sure to look inside these areas of the course. (The example to the right shows an assignment link in the Course Content Module 1 folder.)

