

STUDENT BLACKBOARD QUICK START GUIDE

Welcome to Blackboard!

Logging In

Open your browser and go to: <http://learn.wsu.edu>. To log in, enter your **My.WSU username** and **Password**.

*We recommend using Mozilla FireFox or Google Chrome for Blackboard and Not Internet Explorer, Edge or Safari at this time.

Download Firefox here: <https://www.mozilla.org/en-US/firefox/new/>

Download Chrome here: <https://www.google.com/intl/en/chrome/browser/desktop/index.html#>

My Institution Page

When you log in to Blackboard, you will see the **My Institution** page. Here you will find a listing of courses in which you are currently enrolled, calendar events, course and system announcements, task information, and links to important tools. The picture below provides a brief description of some of the areas on this page. Because this page can be personalized, your page may look different.

The screenshot shows the Blackboard My Institution page. At the top, there is a red navigation bar with the Washington State University logo on the left and 'My Institution', 'Content Collection', and 'System Admin' on the right. Below the navigation bar, the page is divided into several sections: 'Tools', 'My Announcements', 'My Courses', and 'My Tasks'. The 'Tools' section includes links for Announcements, Calendar, Tasks, My Grades, Send Email, and Goals. The 'My Announcements' section shows a message that no institution announcements have been posted today, along with a list of announcements for 'Psychiatric/Mental Health Nursing: Individuals' including 'MIDTERM' and 'Scientific Inquiry in Nursing'. The 'My Courses' section is currently loading. The 'My Tasks' section lists various assignments and due dates. An 'Alerts' section at the bottom shows a list of past due items, including 'Assignment Past Due (1188)', 'Item Past Due (616)', and 'Test Overdue (75)'. Three callout boxes provide additional information: one for the 'Global Navigation Menu' (top right), one for 'Tools' (left side), one for 'My Courses' (center), and one for 'My Announcements' (right side).

Global Navigation Menu
Manage privacy settings, access calendar, posts, help, updates, and see your courses.

Tools

- View your grades in progress (unofficial)
- Manage privacy settings
- Send email

My Courses
This is a list of all Blackboard courses in which you are enrolled. Click a course name to enter the course.
Note: If you don't see your Course, your instructor has not yet made it available.

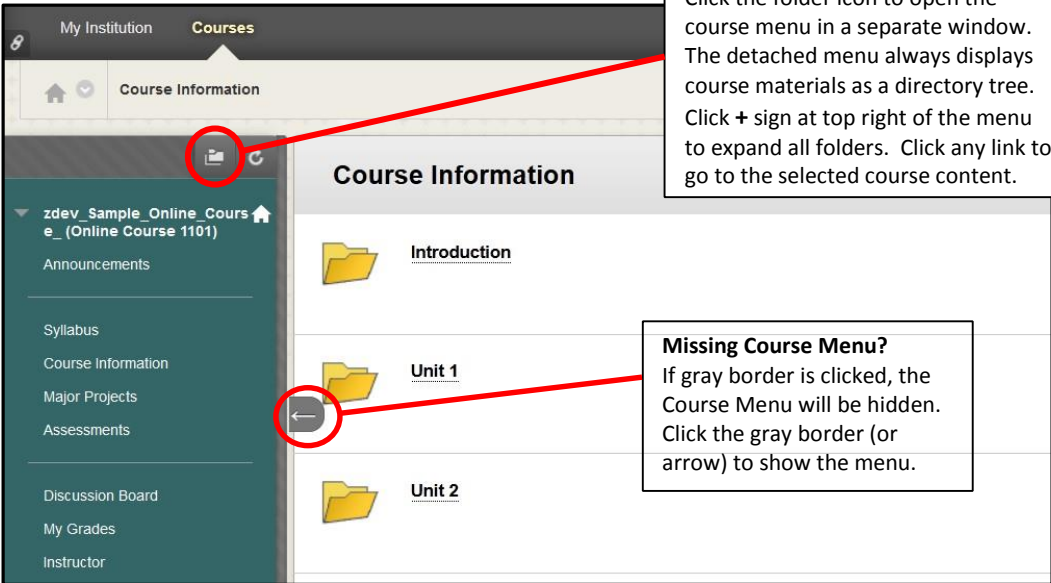
My Announcements
View important information about your classes or the Blackboard system.

<http://learn.wsu.edu>

Course Page

To view the contents of a course, click on the name of the course in the **My Courses** section on **My Institution** page. You will see the Course Menu on the left. Click the links (or buttons) on the menu to navigate through the course.

You may find the syllabus and course assignments, quizzes, or other course materials. Each course layout may be a little different.



The screenshot shows a course page with a dark sidebar menu on the left and a main content area on the right. The sidebar menu includes links for Announcements, Syllabus, Course Information, Major Projects, Assessments, Discussion Board, My Grades, and Instructor. The main content area is titled 'Course Information' and shows a directory tree with folders for Introduction, Unit 1, and Unit 2. A red circle highlights a folder icon in the sidebar, and another red circle highlights a gray border with a left-pointing arrow in the main content area. A third red circle highlights a plus sign at the top right of the sidebar menu.

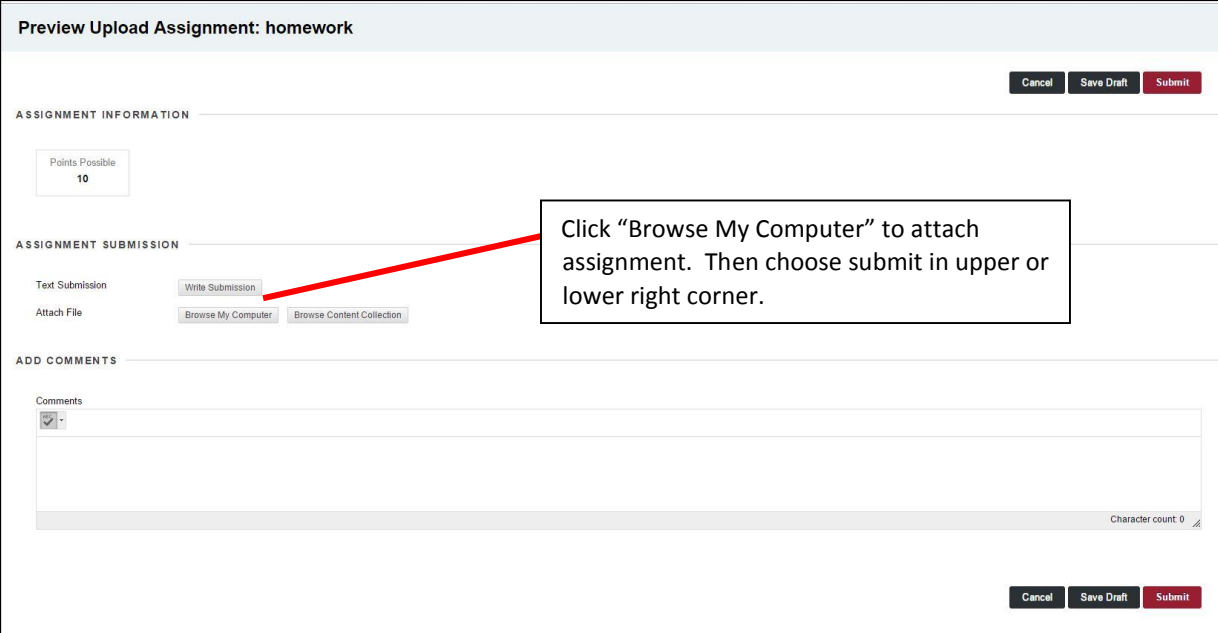
Course Menu
This area contains links to various parts of a course including course content, instructor information and access to course tools.

Click the folder icon to open the course menu in a separate window. The detached menu always displays course materials as a directory tree. Click + sign at top right of the menu to expand all folders. Click any link to go to the selected course content.

Missing Course Menu?
If gray border is clicked, the Course Menu will be hidden. Click the gray border (or arrow) to show the menu.

Submit an Assignment

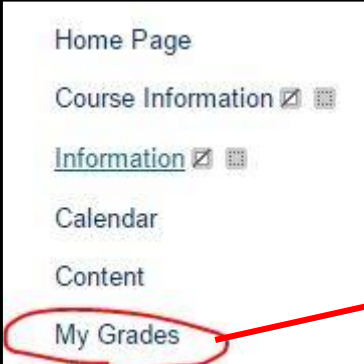
Click on the assignment. Attach the assignment. Choose submit. You will see a preview of your submitted assignment. Select "OK"



The screenshot shows the 'Preview Upload Assignment: homework' page. It has a header with 'Cancel', 'Save Draft', and 'Submit' buttons. Below the header is the 'ASSIGNMENT INFORMATION' section with a 'Points Possible' field set to 10. The 'ASSIGNMENT SUBMISSION' section has a 'Text Submission' type and 'Attach File' buttons for 'Write Submission', 'Browse My Computer', and 'Browse Content Collection'. The 'ADD COMMENTS' section has a 'Comments' field with a character count of 0. At the bottom right, there are 'Cancel', 'Save Draft', and 'Submit' buttons. A red arrow points from a text box to the 'Browse My Computer' button.

Click "Browse My Computer" to attach assignment. Then choose submit in upper or lower right corner.

Check My Grades



The screenshot shows a vertical navigation menu with the following items: Home Page, Course Information, Information, Calendar, Content, and My Grades. The 'My Grades' item is circled in red.

Click "My Grades" to view grades for assignment, quizzes, exams and more. If you do not see an assignment or exam listed or missing grades, contact your instructor