Northeast Wisconsin Technical College

Blackboard Learn

Login at **http://blackboard.nwtc.edu** by entering your username and password. Then click **Login.**

NWTC Login

Forgot or need to reset your NWTC Password?
Reset Password   Username and Password Help

USERNAME:

24/7 Student Help Line:
(920) 498-6900 or (866) 235-5037

PASSWORD:

NWTC Call Center:
(920) 498-5444 or (888) 385-NWTC, ext. 5444
E-mail: more.info@nwtc.edu

Login

Welcome to Learn™ Starfish Courses Organizations Content Library Student Resources

Navigate Visit the top tabs to view common areas, services, and resources. The Welcome to Learn page contains access to the **My Courses** list for your enrolled courses and **My Organizations** list for content that lasts longer than a semester.

You can also use the **My Blackboard** tool

👤 Ima Student 4 ▼ ⏻

in the upper right of the screen to quickly go to your courses and organizations or to view notifications of updates, grades, and posts.

Course Availability All of your enrolled classes will appear in the My Courses list and will indicate if you can access the class yet.

My Courses   ⚙

Courses where you are: Student

#12345 – September 05 – College 101 (*available*)

#22222 – September 05 – English Composition (*not currently available*)

#35654 – October 1 – Introduction to Diversity (*unavailable – will be available Monday, October 1, 2017*)

To see this semester's courses only, click the top right corner of the Course List (a gear will appear). Check the "Group by Term" box.

Course Menu When you select a course, you should see the Announcements Page first. Return to this page at any time by clicking the Course Menu's Announcements button on the left side.

≡ ⊡ ⟳
▼ #52757 – June 06 –   🏠
General Chemistry
Announcements
Begin Here
Class Materials
Discussion Board
Send E-mail
My Grades

Also use this menu to navigate to the parts of your class. The buttons shown here should appear in all classes. Instructors may also add other buttons.

Navigation Path
🏠 ⌄   Class Materials › Student Success › **Learning Objectives**
Bread Crumbs appear at the top of the class page to help you keep track of your current location. To go back to the prior page, select the corresponding hyperlink within the path.

Username = Your 8-digit NWTC student ID number (*i.e. 12345678*)

Password = The password you set for all of the other NWTC systems (my.NWTC, campus computers, student email, etc.)

Set/reset your password at the Password Self-Service Portal (https://pwd.nwtc.edu).

Student Technical Support

(866) 235-5037 Available 24 hours a day/7 days a week

Online Help

Available on the Student Resources tab or by clicking the Orange question mark on the right side.

Communicate with Email

Blackboard Learn email is linked to your NWTC myMail account for sending messages.

Remember to check your myMail account directly to see replies and copies of the emails you sent from Blackboard email.

To send an email:

1. Click **Send Email** from the course menu.

2. Select All Instructor Users from the list.

3. Fill in the Subject field.

4. Enter the email text in the Message field.

5. Click Attach a File to add an attachment (browse to locate the file, click Open to attach, repeat if needed.)

6. Click Submit to send.

Class Materials Use the **Class Materials** button to access your syllabus and the Learning Plans for your class.

The **Syllabus** clarifies all class policies and expectations. Think of it as a contract between you and your instructor.

Learning Plans organize the class activities, assignments, discussion boards, and assessments.

- ✔ **Activities** are non-graded exercises, such as readings, journals, searches, and interviews, to help you build knowledge of a subject (competency).

- ✔ **Assignments** are graded exercises that help you practice and demonstrate your knowledge when submitted to your instructor for evaluation. Examples include article reviews, review questions, mind maps, and diagrams.

- ✔ **Discussion Boards** contain forums that are graded or non-graded (check your syllabus for each course) and foster dialogue between students and the instructor. Discussions are comparable to those that happen inside the classroom, for example, introduce yourself, talk about controversial issues, reflect, journal, etc.

- ✔ **Assessments** are graded exercises allowing you to show the knowledge you have obtained, for example through projects, tests, quizzes, portfolios, case studies, essays or reports.

Submitting Work You will use the **Assignment Links** to submit assignments for your instructor to grade (and sometimes provide comments). You can view your assignment grades in My Grades.

1. To submit, first **select the name** of the Assignment Link and **view all information** from your instructor.

2. If an attachment is supplied by your instructor, right-click the **name** of the file, and select **Open**, then click **OK** to view it. Use **File > Save As** to save the document by browsing to your preferred location (H: drive, cloud, USB). You may want to add your name to the file name when you save for identification.

   Note: If your instructor does not supply an attachment file, just create your work in the application of your choice.

3. Complete the assignment and click **Save**.

4. Enter any **Comments** you may have in the comments box.

5. To attach your assignment, go to **Attach File**, click **Browse My Computer** and locate the saved file (on your computer, H: drive, cloud drive, or USB). Select the name of the file and click **Open**, then **Submit..** Repeat if you have more than one file to submit.

Do not enter large blocks of text into the submission field. You could lose your work if you select the Back button. It is a good practice to create your assignments in another program (i.e. Word) and attach the document or copy/paste.

Accessing Materials

Folders

When information is contained within a Folder, just select the link next to the folder icon with one click.

Learning Plan 1 Objectives

External Links

Click web links to open.

Blackboard Website

Documents/Presentations

Instructors often attach documents and Presentations as files. You can open/view, print, save (to your computer, student H: drive, cloud storage, or USB), or email them to yourself for further reference.

LP 3 Assignment: Ethics
Attached Files: Ethics.doc (53 KB)
Read attached article and answer questions.

Select the **attached file link** to open.
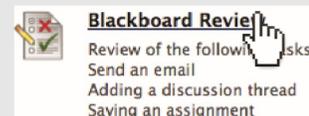
Click **Open with** (to open with appropriate software)

To save files

Open the **attached file link** and click **File > Save As** (or alternatively right click the link and click Save Target As…)

Browse to your preferred location (H: drive, cloud drive, USB) and click **Save**.

Tests and Quizzes

Select the underlined name of the test to take it.

Blackboard Review
Review of the following tasks:
Send an email
Adding a discussion thread
Saving an assignment

Click **Begin** only when you are ready to take the test.

Click **Save Answer** for each question (DO NOT click Save All Answers).

Click **Save and Submit** only when you have completed the entire assessment.

Types of Tests

Timed - You will have a timed window in which to complete the test.

Force Completion - You must complete the test the first time you open it (it cannot be saved and finished later).

Multiple Attempts - You can take the test unlimited times or a certain number of times (your instructor chooses a number). This is often used for quizzes or "homework" type tests.

Password - You will need a password to access the test. Proctored exams always require a password.

Feedback - Your instructor chooses to display the correct answers to the test. Correct answers may not display until all students have completed the test.

Grading Symbols

Dash - Your item has not been completed.

Exclamation point - Your item has been submitted but has not been graded.

Check mark - Your item has been submitted and is waiting to be reviewed by your instructor.

   -OR-

Item has been submitted. Your instructor may review item but may not provide a grade (i.e. survey).

Red exclamation mark - Grade Center Error. Contact your instructor.

Gray lines - Grade exempted for this user. If this item is not completed, it will not affect your grade.

Blue Clock - You are in the process of completing the assignment but you have not submitted yet.

(Hover over symbols with your mouse to see full definitions)

Test Instructions Instructors use a variety of testing options. It is important to read everything in the Instructions field before starting.

1. Instructions	
Timed Test	This Test has the time limit of 10 minutes.
Timer Setting	You are notified when time expires, and you may continue or submit.
Force Completion	This Test can be saved and resumed later.
Multiple Attempts	This Test allows multiple attempts.

Click **Begin** to start test test. Click **Cancel** to go back.

Discussion Boards You may be asked to access the discussion boards to share and build ideas with your classmates. The boards hold "forums" or discussions for your class to interact with each other. Students post comments (called threads), and other student can reply.

Forum	Description	Total Posts	Unread Posts	Total Participants
Introduce Yourself	Take a few minutes to post your introduction. Tell your classmates a little about yourself. Things to post: • Why you are taking this class. • What program you are in. • Your hobbies. • Anything else others might find interesting about you.	1	1	0

Post a Thread by clicking on the Discussion Board button in the course menu and selecting the name of the forum for your post (note that you can see the total number of posts and unread posts).

Click Create Thread to add a new thread and enter a title in the **Subject** field.

Type your response or reaction to the discussion topic in the **Message** field and then click **Submit**.

Read/Reply to Threads in the Discussion Board by selecting the thread. After reading, you can reply using the **Reply** button. Type your response in the **Message** field and then click **Submit.**

My Grades You can view your grades in the My Grades area.

Viewing Instructor Feedback

Select one of your graded assignments.

You will then see your submission along with the grade.

You will also see any feedback provided by your instructor.

GRADE Last Graded Attempt	20/25
ATTEMPT 8/2/13 10:09 AM	20/25
SUBMISSION	
Apostrophe.Inline.Assignment.Grading.pdf	
COMMENTS	
Grader Feedback 8/2/13 10:11 AM	
Overall, a good effort. Some areas could have been more thoroughly explained. Nice job on the whole!	

Collaborate Ultra

Use the **Collaborate Ultra** tool to connect with your instructor and other students through web conferencing.

If your class will be using Collaborate Ultra, use the button on the left side to start, then click on the **Course Room** name.

Getting Set-Up Use the Chrome browser ONLY. If asked, give Chrome permission to use audio and video. If needed, follow the instructions below to set up your camera and microphone.

1. Open the **Collaborate Panel** on the bottom right and select **My Settings**.

2. Select **Set Up your Camera and Microphone**. (If you want to use your phone, click **Use Your Phone for Audio**).

3. Choose your microphone. If your audio is working, you will see a message. Select **Yes, it's working** to proceed.

4. Choose your camera. If your video is working, you will see a message. Select **Yes, it's working** to proceed.

5. Adjust your speaker and microphone volume any time in My Settings.

After setup, you are hidden and muted in the course room. Select the audio and video icons when you want to be seen and heard.

Communicating

To ask a question or indicate that you have information to share, simply use the **Raise Hand** (and **Lower Hand**) icons.

In the Collaborate Panel, open **Chat** to send messages to your instructor and other students.

To indicate your status (away/back), react, or answer questions, use the **Status** icon on the bottom of the screen by your picture.

Away	
Feedback	
☺ Happy	☹ Sad
⑨ Surprised	☺ Confused
⑳ Faster	⑳ Slower
⊘ **Agree**	⊘ **Disagree**
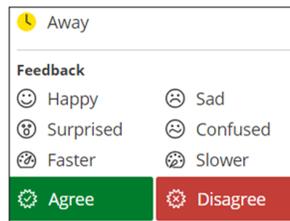
Troubleshooting

The system modifies your web conference experience to match your network connection speed. If you are someplace with low bandwidth currently available, you may be notified that video or other features are not working for you at that time.

Uh oh! It looks like your connection can't show other videos while you are viewing a shared application.

You can view your **Network Status** next to your name on the **Participants list** inside the Collaborate Panel on the right.

Logging out of Blackboard Learn

Always remember to Logout when you have finished your Blackboard Learn session by clicking in the upper right corner.
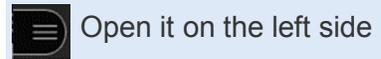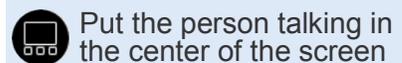
Other Collaborate Tools

Audio controls

On   Off

Video controls

On   Off

You get to preview how you will look on screen before sharing video.

Session menu

Open it on the left side

Follow-the-Speaker view

Put the person talking in the center of the screen

Grid view

See more than one participant at a time

Picture-in-Picture view

When shared content is on your main screen, you can use this option to add speaker video to that screen.

On-Air

Indicates that others can currently see your video.

Leave Session

Leave Session   Exit the Course room.

Go to Help

Blackboard Collaborate Help

Watch Tutorial

Tell me about Collaborate

Student Technical Support

(866) 235-5037 Available 24 hours a day/7 days a week