



**Username**  
12345678

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**Password**  
.....

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Sign In

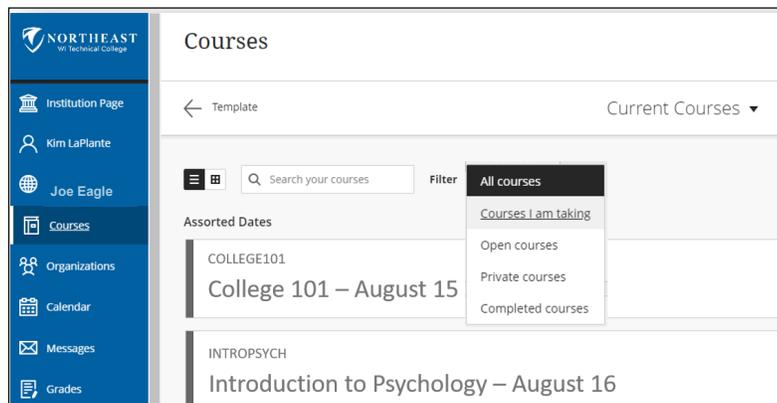
## Login at [blackboard.nwtc.edu](https://blackboard.nwtc.edu)

Enter your 8-digit NWTC username and password. The password is the one used for all other NWTC systems (you can reset passwords at <https://pwd.nwtc.edu>).

Then click **Sign In**.

Periodically, you'll be asked to verify your identity a second way. If that happens, click **Next**.

- If you already set up your security method, you may get a security code sent to your phone or a notification from the Microsoft Authenticator app after you click **Next**.
- If you have not secured your NWTC account yet, choose how you want to be notified and click **Set Up** to start the process. [Learn more about multi-factor authentication](#). If you do not have the technology needed, contact the [NWTC Student Help Desk](#) at [920-498-6900](tel:920-498-6900) for support.



**Navigate** - Visit the left icons on the Institution Page to view your **Activity Stream**, **Courses**, **Organizations**, **Calendar**, **Messages**, and **Grades**.

In the center of the page, access resources like Starfish, Course Evaluations, My.NWTC, the Student Handbook, Email, Help Resources, the Library, and short Technology 101 videos.

**Course Availability** - Your enrolled classes will appear in the Courses list and will indicate if you can access the class yet. Filter to see Open Courses.

## Student Tech Support

(866) 235-5037

Available 24/7



## Online Help

Click the Resource links (Blackboard Knowledgebase Resources) or the question mark bubble in the bottom right corner.

## Course Menu

Use the Course Menu on the left side of each class to visit all the class tools and content.

### CLASS INFORMATION

- Announcements
- How this Class Works
- Syllabus / Calendar
- My Grades

### CLASS MATERIALS

- Learning Plans
- Class Discussion

### COMMUNICATION

- Instructor Contact Hours
- Email My Instructor
- Email My Classmates
- Virtual Classroom

### RESOURCES

- Have a Question?
- Technology Check
- Software Resources
- Academic Coaching
- Library Guide

**Communicate with Email** - Use the **Email My Instructor** or **Email My Classmates** menu options to send email messages. Fill in the Subject field and type the Message. Click Attach a File to browse to the file and click Open to attach it. Then click Submit to Send. Check your myMail account for replies and copies of sent emails.

**How this Class Works** - Important details for this class.

**Syllabus/Calendar** - A contract of the policies/expectations for you and your instructor in this class. Pay attention to due dates!

**Learning Plans** - Folders that organize class materials.

- ✓ **Activities** are non-graded exercises, (like reading/viewing videos) to help you build knowledge of a subject/competency.
- ✓ **Assignments** are graded exercises that help you practice and demonstrate your knowledge when submitted.
- ✓ **Discussion Boards** contain forums that are graded or non-graded (per each course's syllabus) and foster dialogue. These are comparable to classroom discussions—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** - Use **Assignment Links** to submit answers for your instructor to grade (and sometimes provide comments). 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 on the file name, select **Open**, then click **OK** to view it. Save the file to your computer or cloud location using **File > Save As**. You may want to add your name to the file name when you save.

*Note: If your instructor does not supply a file, create your work in a different application and save as a file to attach later. Do not enter a lot of text into the submission field to avoid accidental deletion.*

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** or **Browse Cloud Storage** to locate the saved file. Select the name of the file and click **Open**.
6. Repeat if you have more than one file to submit. Then **Submit**.

## Accessing Materials

**Folders** - Open folders by clicking the link next to the folder icon.



**Web Links** - Click to open.



**Files** - Click document and presentation file links to open/view, print, save (to your computer or cloud storage), or email to yourself.



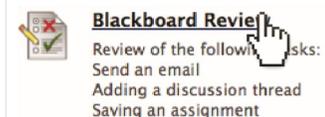
Click **Open with** (to open with appropriate software)

Use **File > Save As** (or right click the link and click Save Target As...).

Browse to your preferred location and click **Save**.

## Tests and Quizzes -

Select the underlined name of the test to take it.



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** (but only after you have completed the entire assessment).

## Test Options

### Respondus Lockdown

**Browser** - You may be asked to use a special browser that locks down your access to other sites/programs during the exam. Some tests also require you to be monitored via webcam. Follow any instructions.

**Timed** - You will get a certain amount of time to complete.

**Force Completion** - You must complete the test the first time you open it (no saving).

**Multiple Attempts** - You can take the test unlimited times or a certain number of times. Often used for quizzes or homework.

**Password** - You will need a password to access the test. (especially proctored exams).

**Feedback** - Your instructor chooses to display the correct answers to the test (sometimes after all students completed).

### Grading Symbols

 **Dash** - Not been completed.

 **Exclamation point** - Submitted but has not been graded.

 **Check mark** - Submitted and waiting to be reviewed by your instructor.

 **Red exclamation mark** - Error. Contact instructor.

 **Gray lines** - Grade exempted. If not completed, it will not affect your grade.

 **Blue Clock** - You are completing but have not submitted yet.

(Hover over symbols for the 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.

**Class Discussions** - Discussion boards hold “forums” 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: <ul style="list-style-type: none"> <li>Why you are taking this class.</li> <li>What program you are in.</li> <li>Your hobbies.</li> <li>Anything else others might find interesting about you.</li> </ul>	1	1	0

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

Click **Create 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** by selecting the thread. After reading, you can use the **Reply** button to type your response and click **Submit**.

**Viewing Instructor Feedback** - View grades in the My Grades area.

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** 20/25  
Last Graded Attempt

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**ATTEMPT** 20/25  
8/2/13 10:09 AM

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**SUBMISSION**

 Apostrophe Inline Assignment Grading.pdf 

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**COMMENTS**

**Grader Feedback**  
8/2/13 10:11 AM

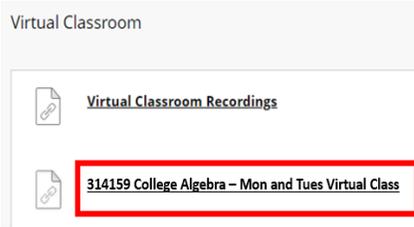
Overall, a good effort. Some areas could have been more thoroughly explained. Nice job on the whole!

**Web Conferencing using Microsoft Teams** Use your PC, Mac, Chromebook or other mobile device with a good internet connection, plus a headset with a microphone.

**Access a Web Conference Meeting/Recordings**

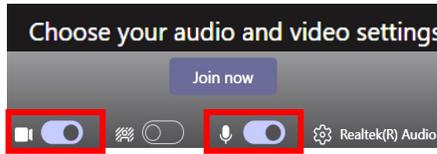
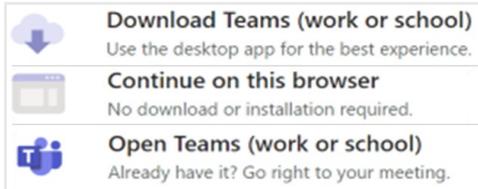
In your Blackboard course, click on Virtual Classroom on the left-hand menu. Then click on the link to the class session you wish to join.

You may also have a link to the meeting in your Outlook Calendar.

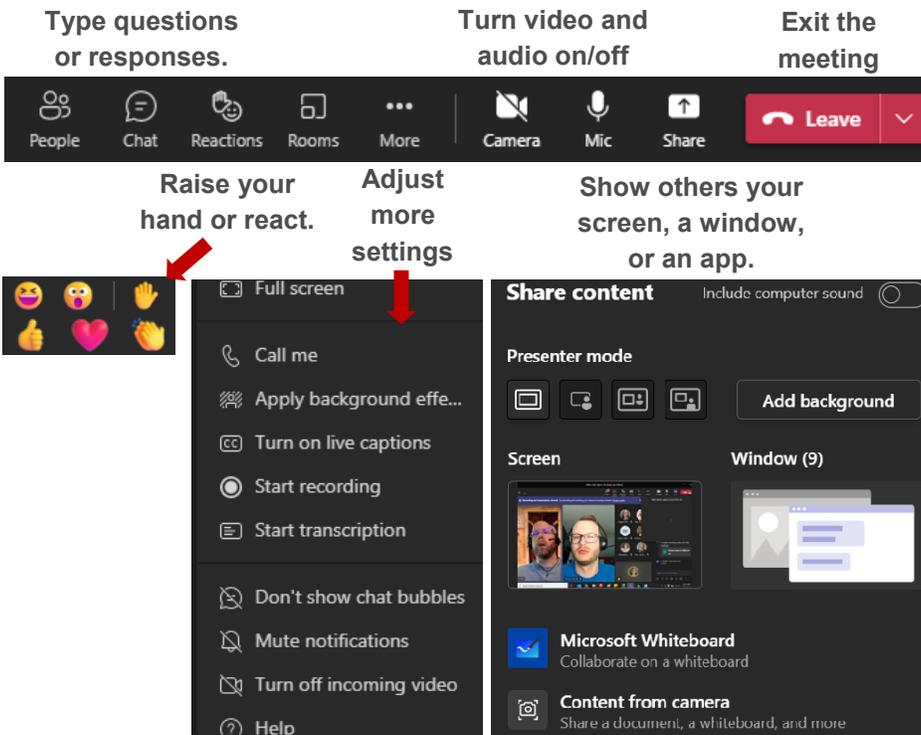


Access recorded sessions through the recordings link in the Virtual Classroom or in the Teams Chat section.

Choose how to open your meeting (download the Teams app, use the browser, or open the Teams app). Turn your camera on or off and mute your microphone, then click **Join now**.



**Communicate** - Use the toolbar to share information and adjust settings, including your camera and microphone settings.



**Start Your Own Meeting**

Sometimes you may need to meet online with other classmates or invite an instructor to meet with you.

You can start meetings right away or schedule them for specific times.

**In Outlook Calendar**



Select **Meet Now**, then click **Join Now**. Send the meeting link or add participants.

Or

Select **New Teams Meeting** and invite participants for a specific scheduled time.

**In Microsoft Teams**



Use the **Calendar** to choose **Meet Now** or **New Meeting**. Share the link or send the invitation.

Or

In **Chat**, click the Meeting icon to schedule the meeting and click **Send** to share the invitation.



**Technology 101 Video Series**

Need more help? View our very short technology videos at

<https://go.nwtc.edu/tech101>