



**NORTH EAST  
SCOTLAND  
COLLEGE**



# **BLACKBOARD POCKET GUIDE**

Getting Started with Blackboard Learn 9.1

## WHAT IS BLACKBOARD LEARN 9.1?

Blackboard provides a host of useful information and makes it possible to access learning materials and tools over the internet.

Blackboard contains information about your course and allows you to communicate with lecturers and other students. You can access Blackboard even when you are not in College so you can easily catch-up or revise materials covered in class.

Many courses use interactive materials, streaming videos or podcasts. Information and resources available in Blackboard include:

- **Course announcements**
- **Course handbooks, lecture notes and handouts**
- **PowerPoint presentations**
- **Tests and quizzes**
- **Discussion boards, virtual classrooms, Blogs, Wikis**
- **Links to online resources**

Your lecturers and guidance tutors can give you further information about how Blackboard Learn is used in your courses.

If you would like further information about the VLE and how it is being used at North East Scotland College please contact the Learning Technologies Team:  
**[blackboard@nescol.ac.uk](mailto:blackboard@nescol.ac.uk)**



## ACCESSING BLACKBOARD

You can use any computer which has access to the Internet - in classrooms, in the IT Centre, Library+ and from home or work.

Wherever you access Blackboard from, you will need your College username (your student number) and password, which is the same as your College network account.

## MOBILE APP

You can also access your courses via the Blackboard app on your smartphone or tablet. Visit <http://help.blackboardmobile.com/> for more information.

## BROWSERS

The Blackboard Help site (<http://nescolblackboard.wikispaces.com>) has full details about the recommended browsers to use with Blackboard and information about how to change your pop-up blocker settings, if required.



## HOW DO I LOG ON TO BLACKBOARD LEARN?

Blackboard Learn can be accessed from the College homepage by clicking the link for Blackboard or by entering <https://nescol.blackboard.com> into your web browser.

The page which appears has a Log in box.

Enter your **user name** (student number) and **password** carefully. Click Login

## HAVING TROUBLE LOGGING IN?

- 1 **Check that you have entered your username and password correctly.**  
You can get further information & help about passwords by clicking on the **Forgotten Your Password** link
- 2 **Check that CAPS LOCK is not on.**
- 3 **If you still cannot log in...** please contact your lecturer or guidance tutor.

If they are unable to help then please contact the Student Helpdesk on **01224 612510** or [studenthelpdesk@nescol.ac.uk](mailto:studenthelpdesk@nescol.ac.uk)

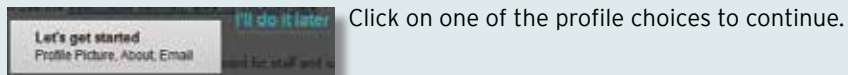
## CREATE PROFILE

The first time you access Blackboard - you will see the screen below:



This page lets you discover new features in Blackboard and create a profile containing basic information about yourself, which can be shared with other Blackboard users if you wish - you can also include your photo.

You do not have to make any information about yourself public if you do not want to.



## GENERAL QUERIES

Your lecturers and guidance tutors can help you if you have questions about course materials. The IT Centre staff can also assist with any general queries or problems.

If you need further help, please email: [blackboard@nescol.ac.uk](mailto:blackboard@nescol.ac.uk)

## THE MY COURSES PAGE

When you have logged in you will see a tab called **My Courses** as well as **StudentNet**, **Student Services** and **News & Events**. Click on **My Courses** to access your courses.

## YOUR BLACKBOARD COURSE SITE

A course site in Blackboard contains information and documents as well as links to external sites, tests, assessments and supporting materials.

Clicking on the title of any course listed under **My Courses** will take you into the first page of that course site.

You will see several links in the left-hand menu which provides access to learning materials within the course, your grades & feedback in **My Grades**, further resources and announcements.

## WHY ISN'T MY COURSE ON BLACKBOARD WHEN I LOG IN?



If a course that you are taking doesn't appear in Blackboard, please contact your lecturer.

## IMPORTANT

When using Blackboard, it is best to avoid using the back button on your browser. Use Blackboard's own navigation feature, the 'breadcrumb trail', which is at the top of all courses.

Also, remember to log out of Blackboard when you have finished using it. This is particularly important on shared machines.

## GLOBAL NAVIGATION MENU

This menu is in the top-right of Blackboard once you have logged in. Click on your name to access these areas:



- Overview** - see what has recently changed since you last logged in
- Updates** - view all your course announcements in one place
- Posts** - see all of your entries in blogs, journals, discussion boards and more
- My Grades** - all your course grades & feedback in one central location
- Calendar** - all of your course calendars in one, you can also add your own entries

## STUDENTNET

In StudentNet you will find links to your email (Office 365), Office Online, timetable, IT & password help, the student induction guide and College news & events.

In the **Student Services** area there is information about applying for student funding (Your Money), careers advice, part-time job vacancies, enterprise and help for international students.

**Library+** has a dedicated area where you can get access information & resources for referencing, copyright, ebooks and much more. You will also find the searchable library catalogue, links to eResources and the Discovery Search tool.

In StudentNet you can also complete absence forms, view your attendance record and visit the Students' Association area for regular updates.

## ACCEPTABLE USE POLICY

The guidelines outlined in the College's Acceptable Use Policy apply to your use of Blackboard at all times regardless of whether you are using your own device or a College computer, or if you are accessing Blackboard from home/work or within College premises.

As a student of North East Scotland College, by signing your enrolment form and entering your details to log in to the college network, you have agreed to abide by the terms and conditions of the NESCol's Acceptable Use Policy and realise that failure to adhere to these guidelines can result in disciplinary action being taken.

These guidelines and regulations are displayed in the IT Centre, Library+ and in other locations around the College and on the College website [www.nescol.ac.uk](http://www.nescol.ac.uk)

A copy can be obtained from the IT Centre reception.

If you require this publication in an alternative format, please contact the Information and Booking Centre (0300 330 5550) to discuss your needs.