



## Everyone - Navigating Blackboard

Created: 1/14/2013

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Operating System / Version: N/A

Application / Version: N/A

Hardware Version: N/A

**Summary:** This tutorial document will teach you how to access and navigate Blackboard, CWI's learning platform for online classroom content.

### Logging In

To login to Blackboard, open Mozilla Firefox and access <http://blackboard.cwi.edu> If this is the first time you have to login, you will need to go to <http://logonhelp.cwi.edu> and click "Change Password" then use the following method for your username and password(after that, you can go ahead and log in to blackboard with your new password):

**Username** = FirstName+LastName (all lowercase)

**Password** = Your initials CAPITALIZED + logon (lowercase) + the last 4 digits of your social security number (or student ID if no Social was provided to the school).

#### Example:

Student: John Smith SSN: 123-45-6789

Username:johnsmith

Password:JSlogon6789



If you cannot log in, you can call CWI helpdesk at 208-562-3444.

### Home Page

Once you have successfully logged in, you should arrive at the **Home Page**. For more information on each section of the **Home Page**, see the image below.

My Courses: This is where All of your courses for the current semester will appear. Courses will not appear until they are opened by the instructor.

My Announcements: This is where announcements from all courses will appear. This allows a quick view at any updates your instructors may have. Click the "More Announcements" button to see all announcements.

If you ever had an email account ending in .cc, it is critical that you set-up your new .edu email in order to receive communication from your faculty. Follow this link for information to set-up your account: <http://cwi.edu/students-edu-transition>

### My Courses

Courses where you are: Student

19FA - SWDV-250 - 001 - Content Management Systems

19FA - SWDV-265 - 001 - Mobile Development

19FA - SWDV-280 - 001 - Collaborative Development

19FA - SWDV-293 - 001 - Software Developmnt Internship

Student Online Advising & Registration (SOAR)

### My Announcements

No Institution Announcements have been posted in the last 7 days.

19FA - SWDV-280 - 001 - Collaborative Development

- > Coming to campus over the break
- > DevOps info in Course Documents
- > Downloads from DevOps last week in
- > Pictures!

19FA - SWDV-293 - 001 - Software Developmnt Internship

- > Internship Final Report

[more announcements...](#)

### My Organizations

Organizations where you are: Participant

CWI IT User Services Help Desk

CWI Library Information Literacy Badging Program

HR-Training

myCommons



### Tools

Student Email & Office 365 Tools

Calendar

Faculty & Staff Directory

Course Evaluations

Portfolios

Respondus LockDown Browser

Goals and Assessments

Application Authorization

### Get Technical Support

Submit a Helpdesk Ticket



Resources

*Achieve More*

Click on the following link for any accessibility-related issues regarding the content on this page: [Accessibility](#)

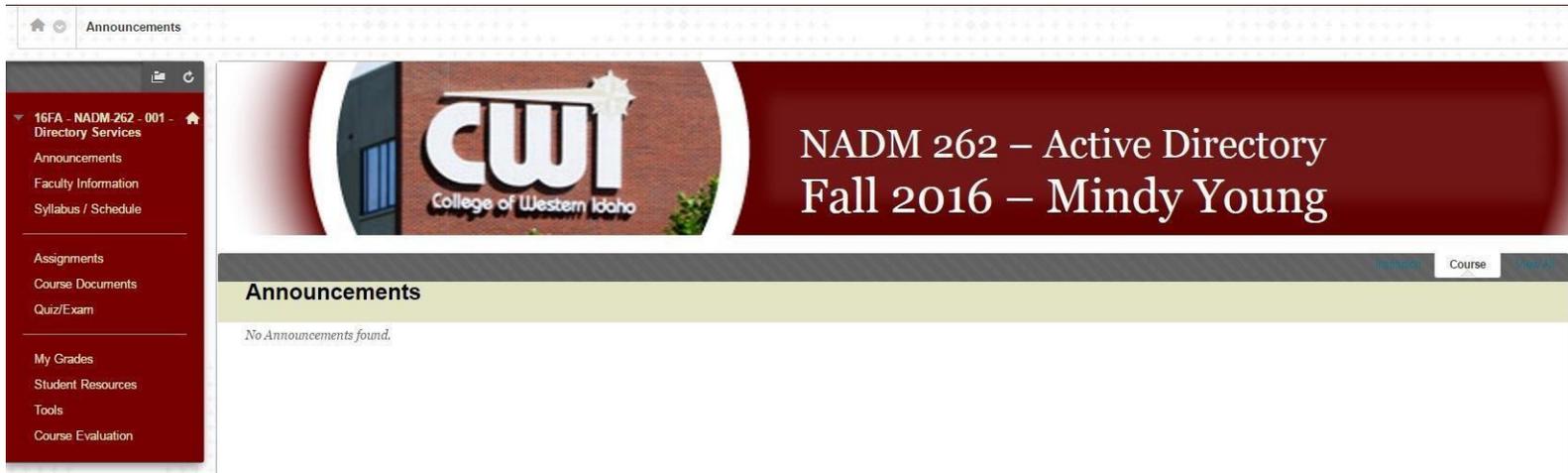
Get Technical Support: If you experience an issue with the website, or receive an error, you can submit a help desk ticket from this link.

My Organizations: Here you will have a list of any non-course organizations you are a part of. This will also be where your Library Badges are located.

Tools: From here you can access a number of tools that will assist you in planning, organizing, and testing in each of your classes.

## In Your Class

Once you have selected a class, you will be automatically directed to the main page of that class (as determined by the instructor. This is typically the Announcements section. On the left, you will find the buttons that allow you to navigate to different sections of the course. **Be aware that not every class is structured the same, and that many instructors have unique navigation.** Your instructor can answer any questions you may have about accessing materials.

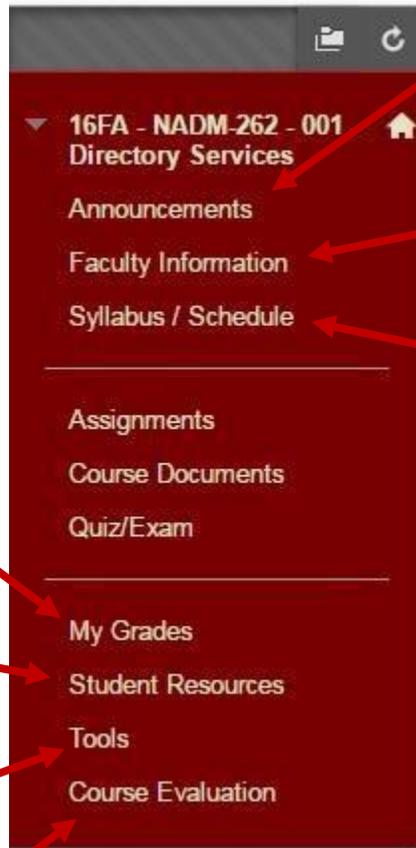


The screenshot shows a Blackboard course page. At the top, a banner features the CWI logo and the text "NADM 262 – Active Directory Fall 2016 – Mindy Young". Below the banner is a navigation menu on the left with options like "16FA - NADM 262 - 001 - Directory Services", "Announcements", "Faculty Information", "Syllabus / Schedule", "Assignments", "Course Documents", "Quiz/Exam", "My Grades", "Student Resources", "Tools", and "Course Evaluation". The main content area is titled "Announcements" and displays the message "No Announcements found." At the top right of the main content area, there are tabs for "Home", "Course", and "My Courses".

The banner at the top tells you which course you are currently logged into. You can always navigate back to your course list by clicking the **My Courses** tab at the top.



This close-up shows the top navigation bar of the Blackboard interface. It includes a user profile icon, a search box, a dropdown menu showing "45", and a power button icon. Below these elements are two prominent buttons: "My Blackboard" and "My Courses".



Click **Announcements** to view any course announcements.

More information about your instructor, including hours and contact information, can be found under **Faculty Information**.

The **Syllabus and Schedule** button takes you to the official course schedule and syllabus.

**My Grades** will take you to your gradebook for this class. For more information, access the help document "Viewing Grades and Assignment Feedback."

Valuable resources can be accessed at **Student Resources**. Tutorials, Library links, etc. are found here.

**Tools** is by default active, but has no information for students.

At the end of your course, click **Course Evaluation** to perform an evaluation of your instructor.