Blackboard

Objectives:

- Login Into Blackboard
- Access Technical Support
- Change Your Password
- View Your Classes
- Use the Discussion Board

If this is your first time taking an Online or Web-Enhanced course using Blackboard, Nicolet highly recommends attending a Blackboard Orientation.

Accessing Blackboard

There are three ways to access Blackboard.

1.) By typing in the following URL.

   [URL]http://natcbb.nicoletcollege.edu/[URL]

2.) Go to the Nicolet College Website ([www.nicoletcollege.edu](http://www.nicoletcollege.edu))

   Click the Blackboard link located at the bottom of the page.

Click the Blackboard Link located at the bottom of the page.
3.) Click on Online Learning, located in the middle of Nicolet's homepage.

Online Learning and Technical Support:

Once you have clicked on Distance Learning, the following page will be displayed:

Nicolet College Online Learning Resources

Request Information About Nicolet College and Its Programs

Enter Blackboard

Am I Ready for Online Courses?
Take the Self-Assessment

Blackboard Courses
Request Support

Login Information

Technical Support Information

Fall 2009 Online / Hybrid Courses

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<td>Career Management II</td>
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<td>Integrated Computer Apps. Advanced</td>
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<tr>
<td>Supervisory Management</td>
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</tr>
<tr>
<td>Survey of Chemistry</td>
<td>Getting Started</td>
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</tbody>
</table>
Online Learning:

If you are wondering if an online course is the right choice for you, take our Self-Assessment Quiz to find out!

Welcome Letters:

Each Course will post a welcome letter from your instructor. This is the same letter that you will receive in the mail. Make sure you read each welcome letter carefully as your instructor outlines their course.

Technical Support Options:

There are several options available to you if you are having difficulties with Blackboard. First, you can always contact our Help Desk. For local calls dial 715-365-4478. Toll Free dial 1-800-544-3039 ext 4478.

Two other options for support are:

Ask Nicolet is a knowledge base of questions and answers, arranged by categories, to make finding your answers easier. Ask Nicolet is available 24 hours a day, 7 days a week. All Ask Nicolet requests posted after the hours of 4:30 pm Monday-Thursday and after 4 pm Friday, weekends and holidays will be responded to after 7:30 am on the next regularly scheduled work day Monday through Friday.

And

Live Support is an Online Chat session that will allow you to ask your questions without having to make a phone call. Technical Support Chat is available Monday through Friday 8-4.
Logging Into Blackboard:

After you access the Blackboard sign-on screen, click on the login link.

Enter your User name (your 9 digit student ID number which is located on your admissions slip or your student ID Card) and your password (Also your student ID number) and select "login".

Homepage:

Once you have successfully logged in, your screen should appear similar to the one shown.
Change your Password:

You should change your password as soon as you are logged in.

To change your password, first Click Personal Information located in to Tools on the left-side of the page.

Next, Click Change Password
Final step, choose and type your new password. 
Re-type your password to verify it,
Then Click Submit.

Your password has now been changed.

Make sure that you choose a strong password and keep it in a secure place. If you think that someone may have accessed your Blackboard account, make sure you contact your instructor and technical support immediately.

Welcome Page:

The most important information contained on the welcome page are Announcements and Courses.

**ANNOUNCEMENTS:** From the Blackboard administrator notifying users of changes and scheduled maintenance.

**Courses:** Will list all the courses that you are enrolled in.
Course Structure:

Each course will contain a set of buttons. A brief description of these buttons is below.

- **ANNOUNCEMENTS**: Notices from the instructor are placed here, with the most recent first. You can use the tabs to choose how many you want to view at a time.
- **SYLLABUS**: Course syllabus and Course requirements are here.
- **COURSE DOCUMENTS**: Resources, learning materials and activities can be found in this section e.g. lecture notes, PowerPoint slides, animations, case studies etc. These are organized in folders, Learning Units or as web pages.
- **COMMUNICATION**: This area includes email. You can send email to each other in the online course without having to leave Blackboard and use a separate email application.
- **EXTERNAL LINKS**: Links to websites where you can access resources.
- **TOOLS**: Various tools and the online help manual are kept here.
- **STAFF INFORMATION**: Will contain your instructors contact information.
- **CHECK GRADES**: View grades of assignments, tests, and quizzes.
- **COURSE MAP**: Course Map is available to all users of the Course. It gives an overview of the entire structure of the course.

These are guidelines of what is under each button in Blackboard. It is your responsibility to make sure that you explore each course to see how the individual instructors have laid out the materials.
Accessing your Courses:

After successfully logging into Blackboard and changing your password, you will need to know how to access your courses. On the top of your Welcome Page, you will notice a Courses Tab. Click on this tab to access your courses.

The following will be displayed, all the courses you are enrolled in will be listed.

Every student is automatically enrolled in Student Orientation, Library Services, and Student Life.

To access your course, simply click on the course title. This is your course layout.
Discussion Board

Most instructors will require that you post, read, and reply to the discussion board. This is very similar to a bulletin board that you would pin notes to. Everyone in your course has access to the Discussion Board, this is a **PUBLIC DISCUSSION FORUM**.

To Access the discussion board, Click the button that says Discussion Board.

Click on the Forum Name displayed in blue: **Say Hello**

To respond to the Authors post, click the thread title.
Next, Click Reply

Type your reply in the text box. Edit text using the tool bar.

Click Save to save a draft of this message. Click Submit to submit the post. Click Cancel to quit.
To post a new thread, Click the New Thread Icon.

1. **Message**
   - **Subject:** Type in Thread Subject
   - **Message:** Type your Thread in the text box. Edit text using the tool bar.

2. **Attachments**
   - **Attachments**
   - **Attach a file**: Click here to attach a file to your Thread.

3. **Submit**
   - **Save** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.