

# Blackboard Overview - Students

**SPEAKER:** In this video, we will look at a Blackboard course space to familiarize you with what you might find in your class course space. I do want to point out that different instructors organize their content in different ways, but this video will give you an overview of what you should find in your course space and how to contact your instructor if you can't find what you need.

To begin, open a Chrome or Firefox browser and navigate to [learn.wsu.edu](http://learn.wsu.edu). Once there, select the WSU Authentication option, and log in using your WSU username and password.

On the Blackboard home page under My Courses, you'll find a list of classes that you're enrolled in. Select the course that you want to go into. Again, this is the sidebar navigation, and different instructors will organize their content in different ways. So I encourage you to explore each of these options to try to find the content that you're looking for.

I'm going to go through a few of the features that you'll find in Blackboard. The first one is Announcements. Announcements is just like it sounds. It's an area for instructors to be able to communicate important information to their class. Might be an announcement about a meeting time, an assignment due date. Oftentimes, an email is sent out when an announcement is sent, but it's a good idea for you to check back here to make sure you're not missing any important information. And past announcements will be stored in this area, as well.

Next down is your Syllabus and Course Schedule. This instructor has decided to add sidebar navigation for both the Syllabus and the Course Schedule. Your instructor may not do that, but it's a good idea to find the syllabus and course schedule as it has important information, like due dates for your discussion posts, assignments, or tests.

Next down is your class discussion or Discussion Posts. This is the area where your instructor will create different discussion forums. And in order for you to post your comment on the forum, you simply select the forum that you want to go into. Create a thread. Type the subject of your post and the content of your post.

And then scroll down, and you can add any supplemental file information or any materials you might need to add. And you can either save a draft and come back later, or select Submit and your post will be on the discussion board.

Next down is Assignments. Now again, this instructor has chosen to put an Assignment link here in the sidebar navigation. If your instructor doesn't, you'll know that you're looking at an assignment by this icon here. Next to the assignment icon, I see the title of the assignment-- Individual Assignment 1. If I select that, it takes me into the assignment, and I find some important information, like the points possible, as well as rubric information.

And a rubric is an outline of how your instructor is going to grade you on the assignment. As I scroll down, I see important information, instructions, any supplemental material that I might need to complete my assignment. At the bottom here, I can write a text submission. I can attach a file from my computer. And I can also add a comment to my instructor, if I needed to.

Once I'm done, just like the discussion post, I can either save a draft and come back later, or I can select Submit and my assignment has been submitted to my instructor.

Assessments. Again, this instructor decided to put an Assessments sidebar navigation. If your instructor does not, you'll know you're looking at an assessment through this assessment icon here. And next to the icon, I have the title of the assessment. In this case, I'm going into Exam Number 1. When I select Exam Number 1, I find important information about the exam, including if it's timed and how long that I have to finish the test, as well as if it is forced completion or not.

And forced completion means that I have to finish it all in one setting. If it's not forced completion, like this test is, it can be saved and then I can resume it again later. So those are some important pieces of information you're going to want to know before you select Continue and begin taking the test.

Next down is content for the course. This instructor has the content organized by lessons. Some instructors have the content organized by weeks or by topics of information that you're going to be covering. But the idea behind it is the same no matter what it's labeled.

When I select Lesson 1, I'm taken into all of the content that I need to complete for Lesson 1. So this could be readings, it could be web links, it could be videos that I need to watch, but everything that I need to complete for that week or that lesson.

Next down is My Grades, and this is a really nice feature that's in Blackboard. You're able to see the assignments, both upcoming and completed. You see your grade for each individual assignment. And you can also see the running total that you have overall for the grade.

And finally, I want to go and point out this Tools link. Now, this will be Tools, or sometimes it's called Course Tools in some courses. But what this link does is it gives you access to the different tools that are available in Blackboard. Sometimes, your instructors will use what's called Panopto, and Panopto is a lecture capture solution. So they might create a video lecture or a video over a small concept.

Some instructors do put a Panopto link in the sidebar navigation menu, but if they don't, you can always locate that Panopto content by going down, clicking the Tools sidebar link, and going to Panopto Content. And here you can see that this instructor has all of their lecture videos posted in the Panopto folder.

You get to Zoom meetings through the same manner. Again, if your instructor has decided that your class is going to meet via Zoom, sometimes instructors will put a Zoom link in the sidebar navigation. If they don't, you will be able to get to those Zoom meetings by going to Tools-- or again, Course Tools in some classes-- scrolling down, and selecting Zoom Meeting.

When you get into the Zoom Meeting, you'll see all of the meetings that your instructor has created. This instructor has created an open meeting room for office hours, as well as a recurring meeting for the class meeting time. You're able to join any of these by simply going and selecting the Join Meeting button or Join button. It will take you directly into that Zoom meeting.

You're also able to view cloud recordings from here. So if your instructor has enabled recording for those Zoom meetings, those recordings will upload to this Cloud Recordings tab for you to watch it at a later date.

And finally in this Tools section, I want to point out the Send Email option. This is a great way that you can communicate with your instructor through Blackboard, but also if you're put into groups or are doing group work, this is how you can email your group, as well, within Blackboard. So again, all of those tools can be found by going to Tools, or again, sometimes Course Tools in online courses. And you can find Panopto Content, Send Email, and Zoom Meeting tools.

Finally, I'd like to point out that there are some Blackboard help links in your course space, as well. There are student help videos and text, as well. So that's PDFs and websites that you can go to. We also have a student help link that you can access. It is hyperlinked in the content area of this video. Thank you.