NAVIGATING BLACKBOARD

REFERENCE GUIDE

MyGovLearn.com

LEARNING IS OUR BUSINESS
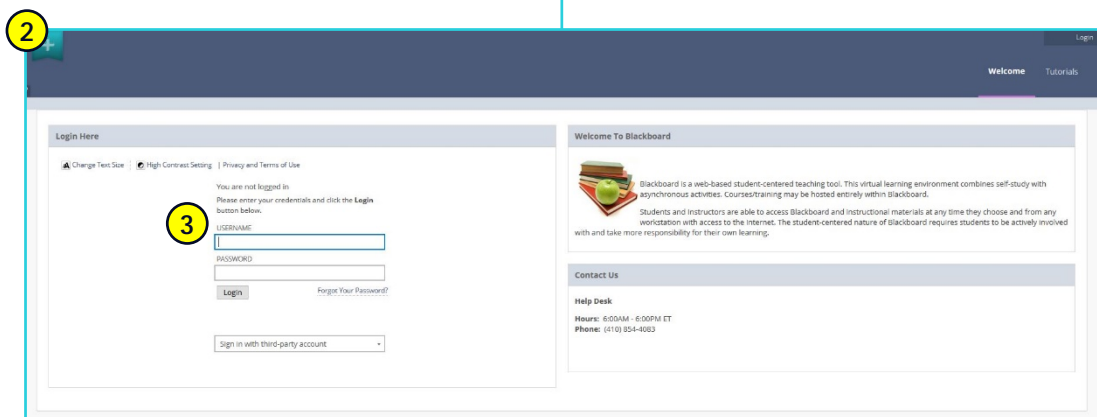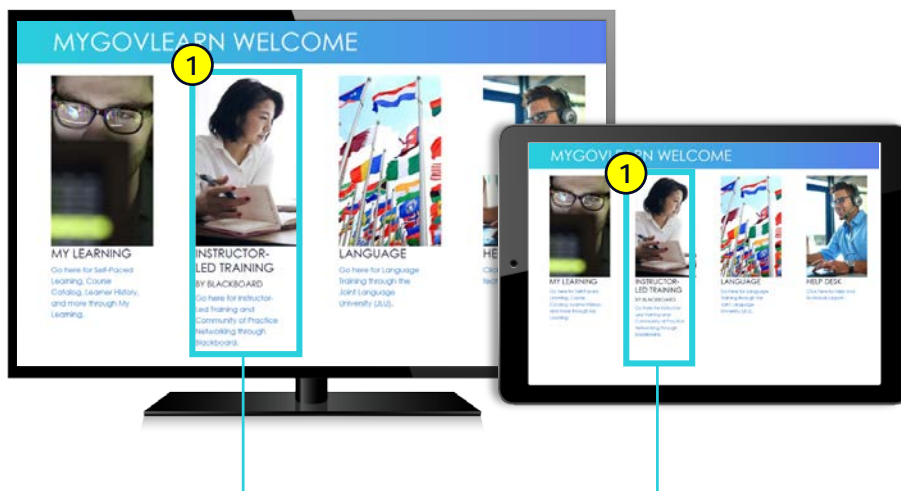
TO ACCESS BLACKBOARD

① Click on the My Learning icon on the MyGovLearn welcome page.

② A separate window will open and displays the BlackBoard login page.

③ Enter your User ID and Password.

If you do not have a user name and password please contact the Help Desk to request an account.

NAVIGATING BLACKBOARD

The home page appears after login.
The Homepage displays announcements, current enrollments, and a catalog.

Additional controls appear at the top of the banner:

① Courses

Recently Visited
Lists courses that the user has enrolled or visited.

② Tools

Announcements
Will display any unread announcements and link to the full message.

Tasks
Displays task either self-defined are assigned by the course.
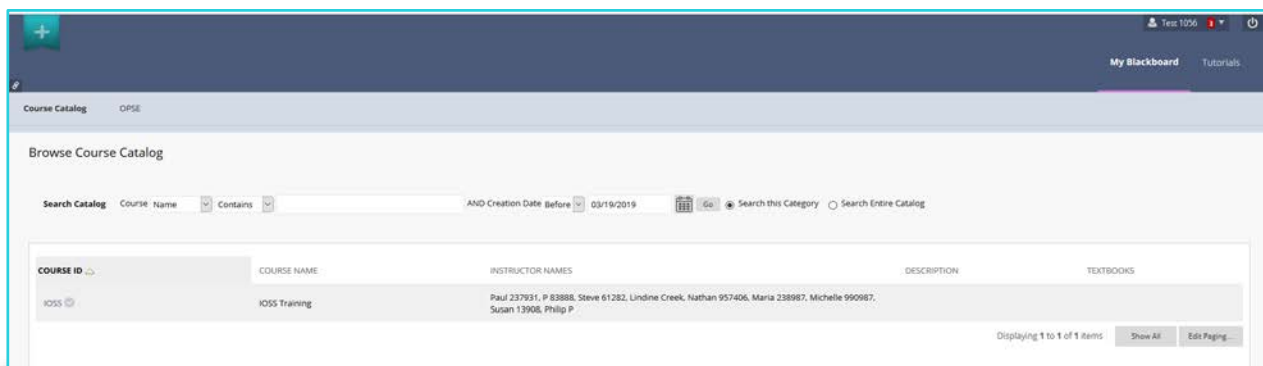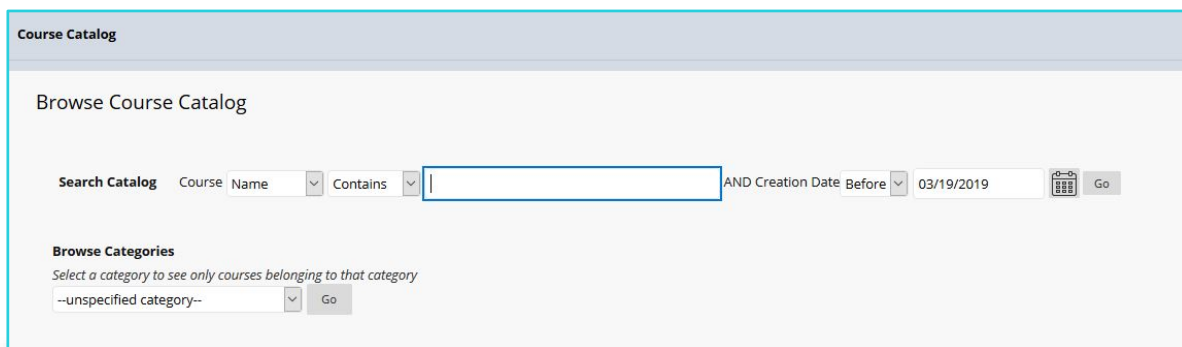
③ Settings

Change your person settings such as page contrast, text size, and notification settings.

Home Button Click to return to the Home page

Help Button Click to go to the BlackBoard Help page

Logout Button Click to logout of BlackBoard. You will be returned to the login page once complete.

Enrolling in Courses

Click on "Browse Catalog"
You can browse by title, Course ID, and categories.

Hover over the course ID and click on the drop down arrow and enroll.
Remember that in some cases course enrollment will require approval.
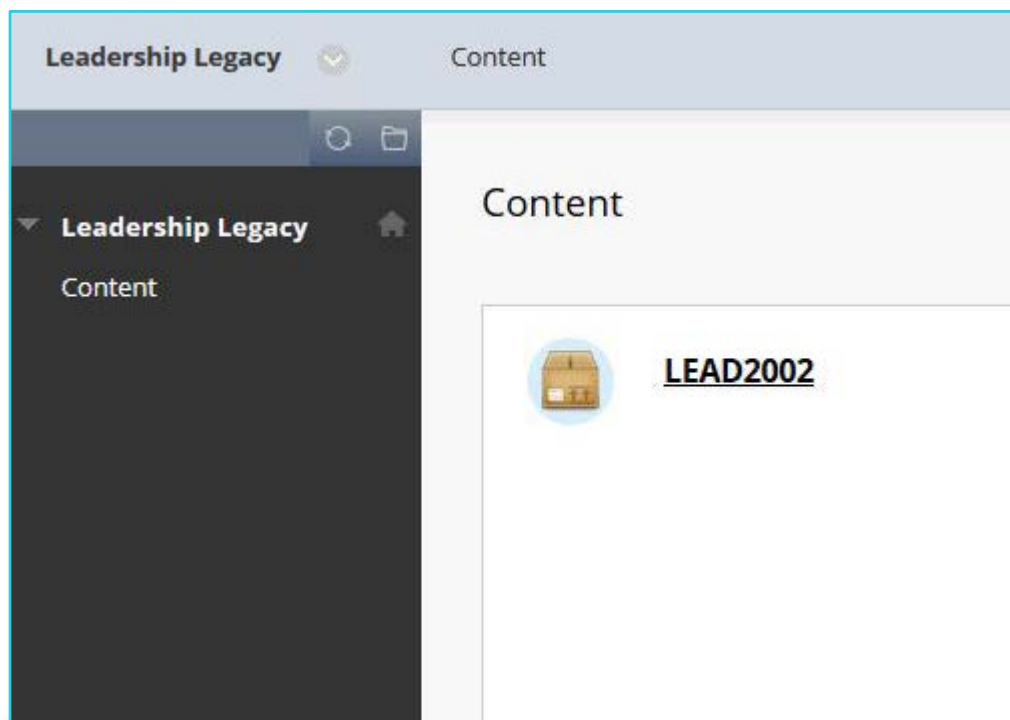
Click on enroll
You will be asked to confirm your enrollment.

Finish enrollment by clicking on submit or cancel to return back to the course search page.
Clicking on submit, BlackBoard will display the course enrollment confirmation.

Once course enrollment has been approved you can get to the course content through your Home page.

Navigating a Course

Each course may be set up just a little different. The left side of the courses main page is the course navigation between modules. Each Module will have a main page where the content is located.

Launching a Course

Click on the content title to launch the course in a new window. Make sure your pop-blocker is deactivated.