

## A Student's Guide to Using:



# Blackboard @ Gonzaga



Blackboard

## What is Blackboard 9?

Blackboard is a web-based learning environment used at Gonzaga University to enable educators to enhance on-campus learning and/or deliver distance-only learning by bringing their course materials, class discussions, assignments and assessments to the Web.

## How can I get to Blackboard 9?

Start your internet browser. In the address window at the top of the browser type in the following web address: <http://learn.gonzaga.edu>. At the Login prompt, type your username and password. Click the Login button.

Address  <http://learn.gonzaga.edu>

All **students** will use their ZagMail username and password to login to Blackboard. If you do not know your ZagMail account information or have trouble accessing and using Blackboard, call the Help Desk at ext. 5550 (on-campus) or (509) 313-5550 (off-campus).

## How do I know if I am in a Blackboard Course?

Once you have logged into Blackboard, your "My GU Blackboard" page will display the courses you are enrolled in on the right side under "My Courses". You may or may not have a Blackboard course for all of your classes. It is up to the instructor of the course whether they choose to use Blackboard or not.

## My Institution Tab

The "My Institution" page contains Tools, My Announcements, My Courses, My Calendar, and My Tasks sections. Brief descriptions of some of these sections are listed below.

**Tools** are provided for common functions such as viewing grades, announcements or tasks, keeping an address book, sending email, etc.

**My Announcements** displays a view of announcements from all of the courses that you are enrolled in.

**My Courses** is a list of all the Blackboard courses that you are involved with. Click on the course name link to open that course.

**Tidbit:** You can view your grades in the Tools module on the main "my institution" page or in the tools menu in each of your courses. (Only if your instructor uses the Grade Center feature in Blackboard 9)

# Course Home Page

To view course contents, click the appropriate links in the **course menu**.

**Course Home Page** modules (determined by your instructor)

**Tools** allow you to check your grades, use email to send messages to your instructors and classmates.

## Downloading and Uploading Assignments

Instructors may place assignments in any of their content areas, such as Course Documents or Assignments.

**View and/or download Assignment:**

- To view assignment, go to content area with assignment and click on assignment link.
- If there is a file to download, there will be a download link to click on.

### To Upload Assignment (to send to instructor)

- Click on assignment and go to the upload assignment page. In the Your Files section, type your comments in the text box provided. To upload your completed assignment file, click on the **Browse** button.
- In the Choose file dialog box, select your file and click the **Open** button.
- Enter name of link to file.
- Choose **Attach file** (important)
- Choose the **Submit** button only when you are ready to turn in the assignment. Then **OK** button.