

# **How to Get Started Using BlackBoard**

## **For Students**

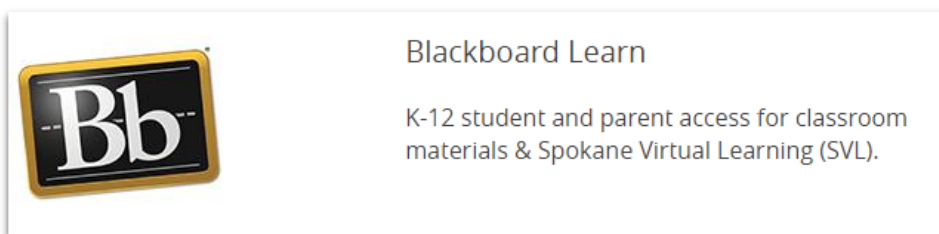
Welcome to BlackBoard, we are excited you are here! This guide aims to provide all the important information you will need to know when using BlackBoard.

### **Section 1: How to Log in to BlackBoard**

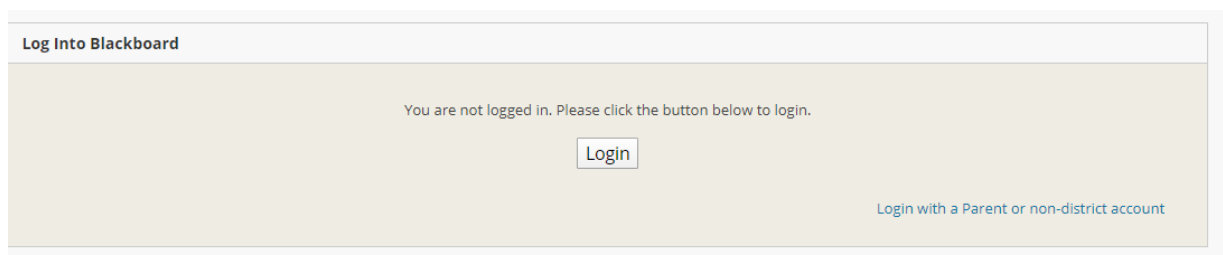
1. Go to [www.spokaneschools.org](http://www.spokaneschools.org)
2. Click on Digital Tools



3. Click on BlackBoard. The BlackBoard login page will open in a new tab or widow.



4. Click the Login button.



5. Enter your username and password.
  - a. Username is your student id
  - b. Password is your 8-digit birthday

*Having trouble logging in?*

Go to [bb.spokaneschools.org](http://bb.spokaneschools.org) then look for "Logging into Blackboard" for information on how to clear your browser.

Go to [bb.spokaneschools.org](http://bb.spokaneschools.org) for information on how to submit a help ticket, or email [BlackBoardHelp@SpokaneSchools.org](mailto:BlackBoardHelp@SpokaneSchools.org)

## Section 2: How to Find your Courses in BlackBoard.

1. Log in to BlackBoard. If you need help logging in, please refer to Section 1.
2. After logging in, all your courses will appear under the My Classes Section.



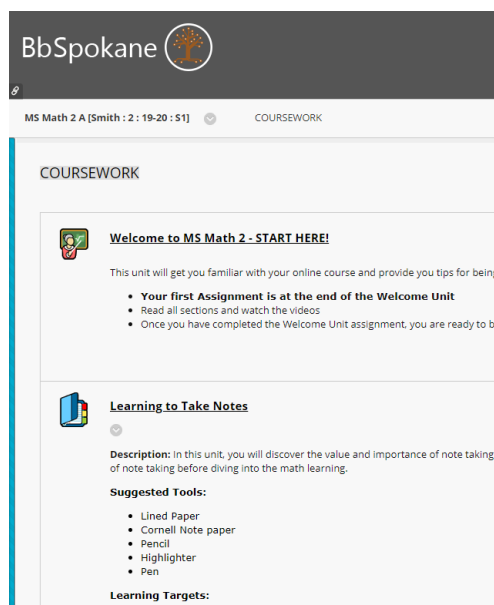
3. Click on the class you are needing to access. You will have a class listed in BlackBoard for every class that in on your school schedule.

*Having trouble finding your course?*

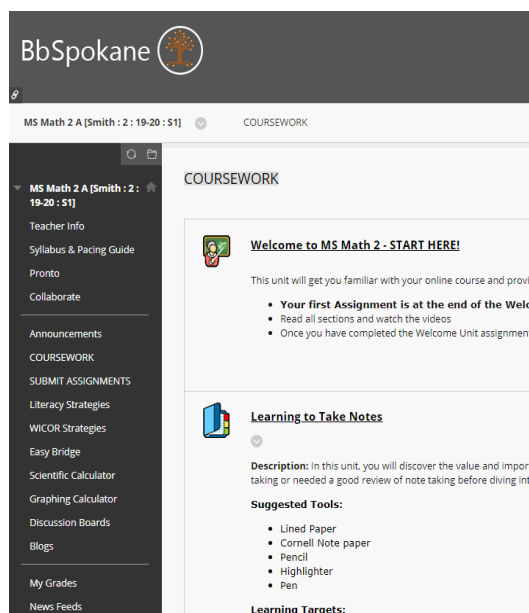
Go to [bb.spokaneschools.org](http://bb.spokaneschools.org) for information on how to submit a help ticket, or email [BlackBoardHelp@SpokaneSchools.org](mailto:BlackBoardHelp@SpokaneSchools.org)

## Section 3: Oh No! My course side menu disappeared!

Sometimes the left menu can become collapsed, thus making the navigation to other areas of your course difficult.

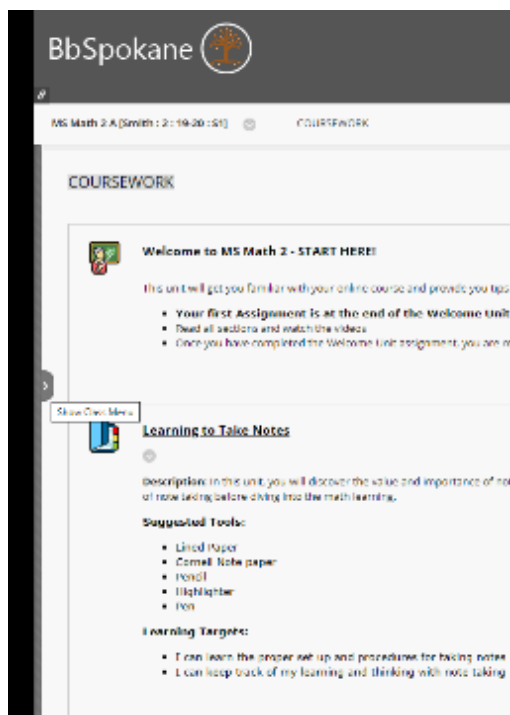


Collapsed



Normal

1. To bring the menu out again, hover your mouse over the left side of the screen. Your mouse will change from the traditional pointer icon to small hand icon and a small box will appear that says, "Show Class Menu." Simply click in this area and the menu will show again.

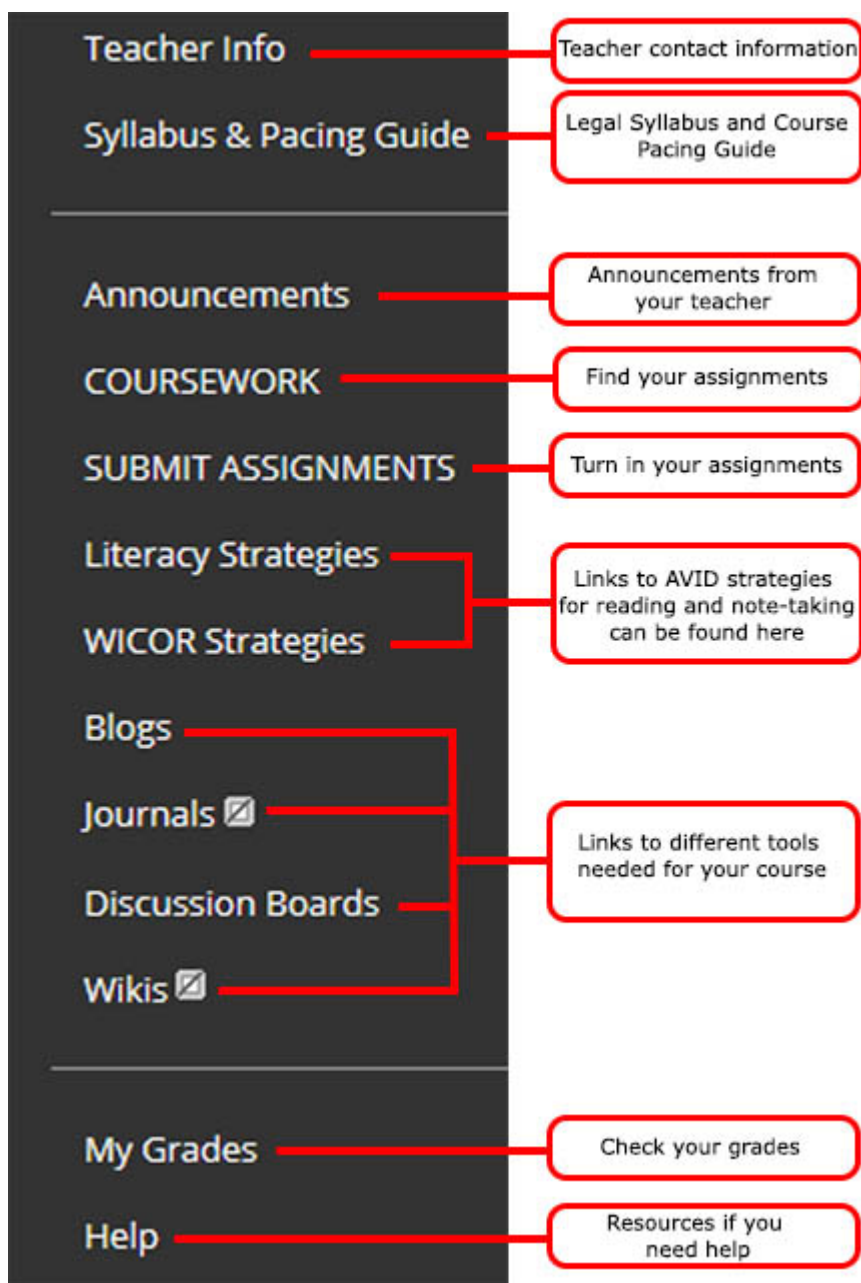


*Still having trouble with a collapsed menu?*

Go to [bb.spokaneschools.org](https://bb.spokaneschools.org) for information on how to submit a help ticket, or email [BlackBoardHelp@SpokaneSchools.org](mailto:BlackBoardHelp@SpokaneSchools.org)

## Section 4: How to Navigate Inside your Course

1. Log into BlackBoard. If you need help logging in, please refer to Section 1.
2. Locate your course under the My Classes section and click on the course. If you need help locating your course, please refer to Section 2.
3. Once inside of your course you should see a black menu bar running down the left side. This will be your navigation throughout the entire course.



## Section 5: How do I complete and turn in assignments?

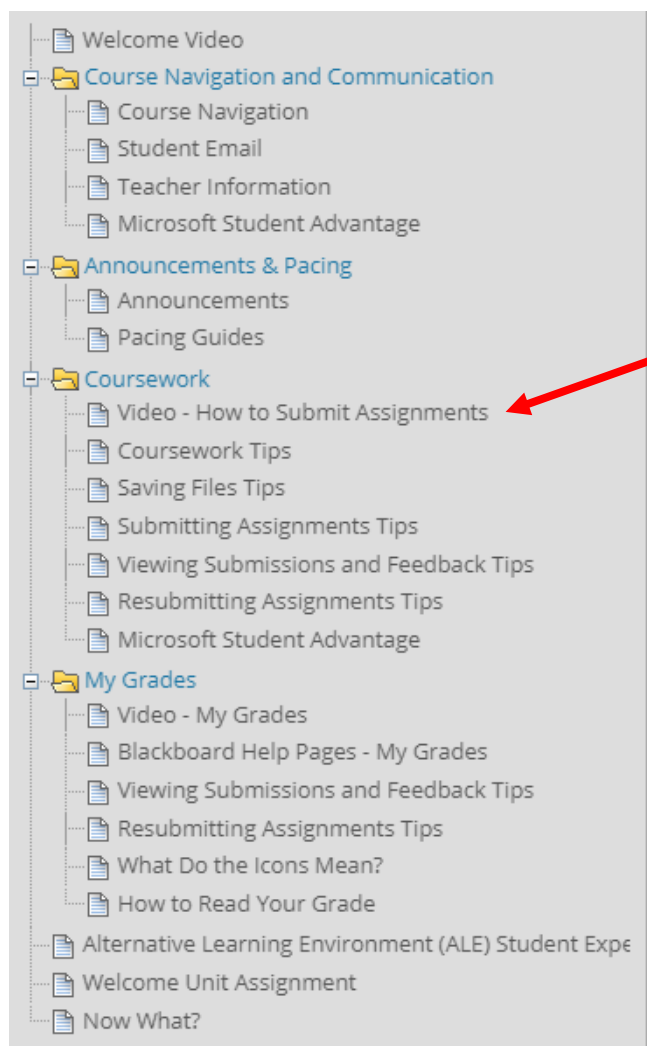
1. Log into BlackBoard. If you need help logging in, please refer to Section 1.
2. Locate your course under the My Classes section and click on the course. If you need help locating your course, please refer to Section 2.
3. Click on COURSEWORK located in the left menu.
4. There is a welcome unit located in each course that will walk you through everything you need to know about how to find your work, complete it and then turn it in to your teacher. You will also find information here about how to check the grades of your assignments as well as information about how to log in to your student email.



### Welcome to English 7 - START HERE! ▼

This unit will get you familiar with your online course and provide you tips for being successful.

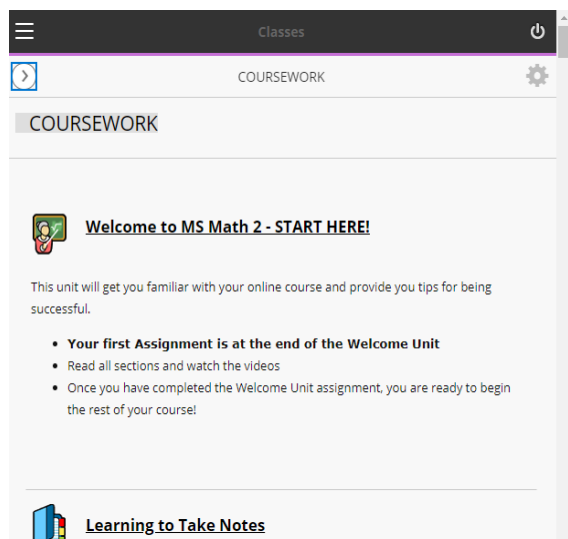
- **Your first Assignment is at the end of the Welcome Unit**
- Read all sections and watch the videos
- Once you have completed the Welcome Unit assignment, you are ready to begin the rest of your course!



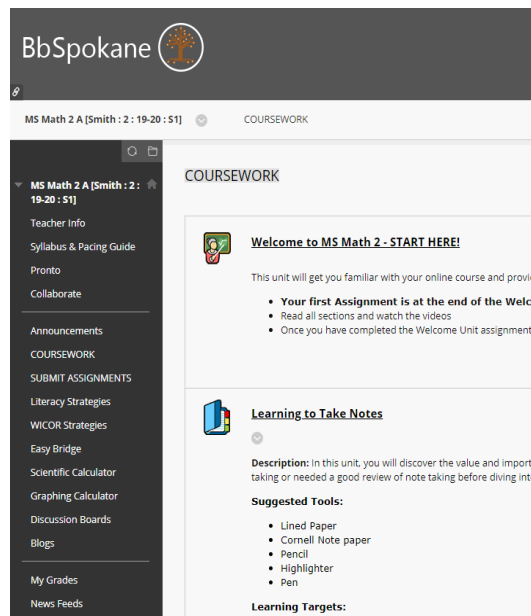
**Watch  
this  
video!**

## Section 6: What happened? My BlackBoard screen looks different!

BlackBoard is mobile responsive. If you are working on a desktop computer (not a phone or tablet), there are a few things to check for.



Mobile View



Normal View

1. Make sure your window is maximized to the full size.



2. Your screen resolution could be set too low. Make sure your computer's screen resolution is set to the largest size possible.

*Still having trouble with mobile view?*

Go to [bb.spokaneschools.org](http://bb.spokaneschools.org) for information on how to submit a help ticket, or email [BlackBoardHelp@SpokaneSchools.org](mailto:BlackBoardHelp@SpokaneSchools.org)

## Section 7: Where can I find help?

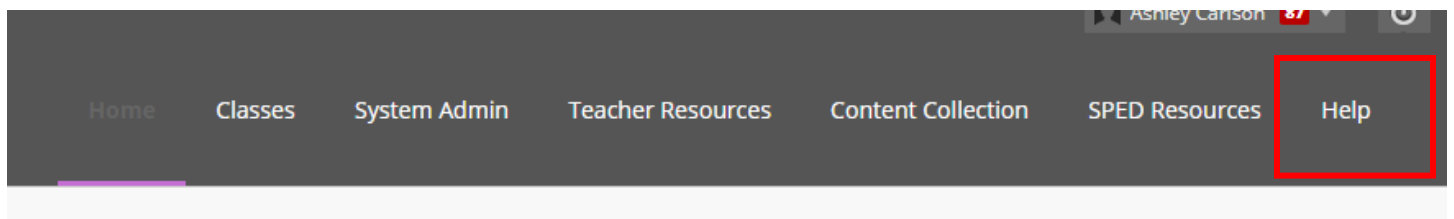
The BlackBoard Support Team has built an enormous amount of resources for you to access in order to help you succeed with using BlackBoard.

### Resource #1: Welcome Unit

- Every course within BlackBoard has a Welcome Unit as the very first unit within COURSEWORK.
- The Welcome Unit contains information about how to complete assignments, how to turn them in, how to check your grades, how to log into your email and more!
- For more information about the Welcome Unit, please refer to Section 5

### Resource #2: Help tab

- The BlackBoard Support Team has created a large catalog of tip sheets on a wide range of topics within BlackBoard. You can access them by clicking the Help tab located in the top menu of BlackBoard



### Resource #3: BlackBoard Support Team Help Ticket

- If you are still needing some additional assistance with a specific question, please submit a BlackBoard Help Ticket. There are 2 ways to submit a help ticket.
  - o Email [BlackBoardHelp@SpokaneSchools.org](mailto:BlackBoardHelp@SpokaneSchools.org)
  - o The help tab along the top ribbon of BlackBoard contains the link to submit a ticket directly
- Please make sure to include your name, email address, student id, phone number, the school you attend, and a detailed description of your issue and/or question.

*Still have a question and can't find the answer?*

Go to [bb.spokaneschools.org](http://bb.spokaneschools.org) for information on how to submit a help ticket, or email [BlackBoardHelp@SpokaneSchools.org](mailto:BlackBoardHelp@SpokaneSchools.org)