

Accessing Blackboard



St. Lawrence College

This manual contains pertinent
information about accessing
SLCs Blackboard

March 2024

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About

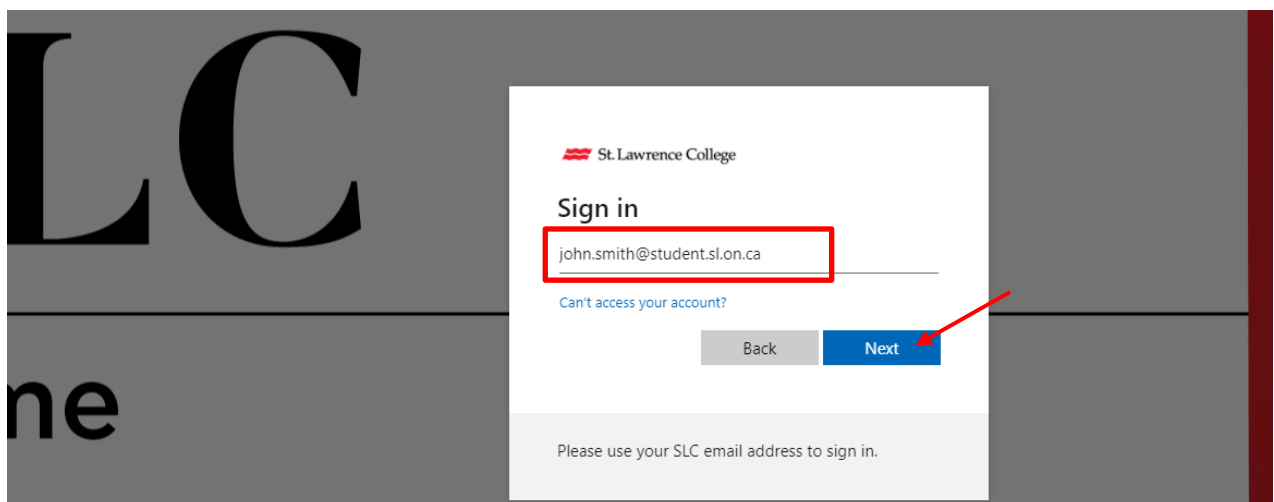
This manual will serve as a guide to accessing and navigating SLC's Blackboard.

Log into your slc.me Portal

1. From your computer, Go to <https://slc.me/>. We suggest you use 'Google Chrome' for the best experience. You will be presented with a login screen. Enter your full SLC email address (remember to add @student.sl.on.ca). Click on 'Next'.



2. Enter your SLC password, and click on 'Next'

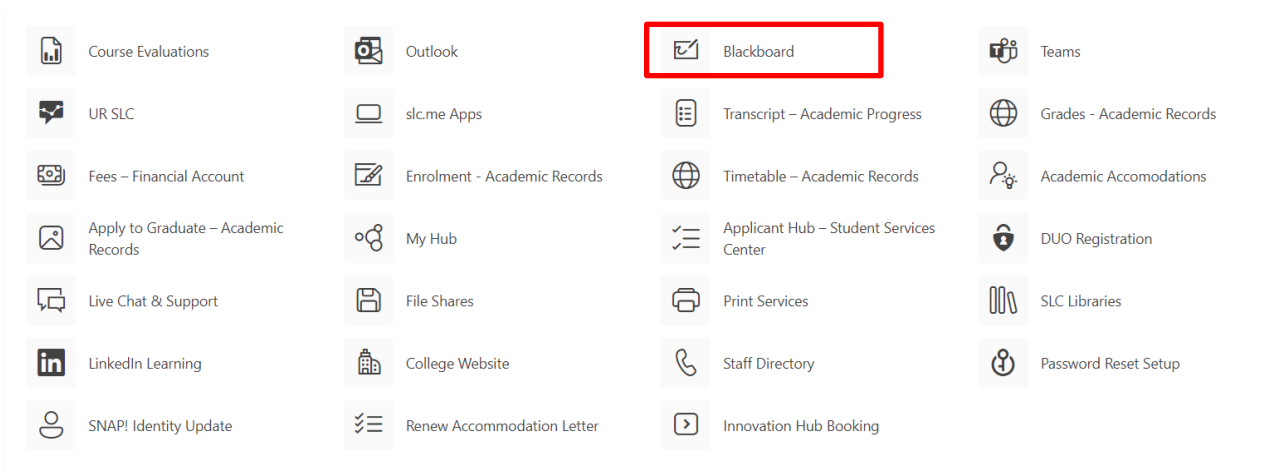


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From the SLC.me homepage, scroll down until you see the small black & white icons.

Finding the Blackboard icon

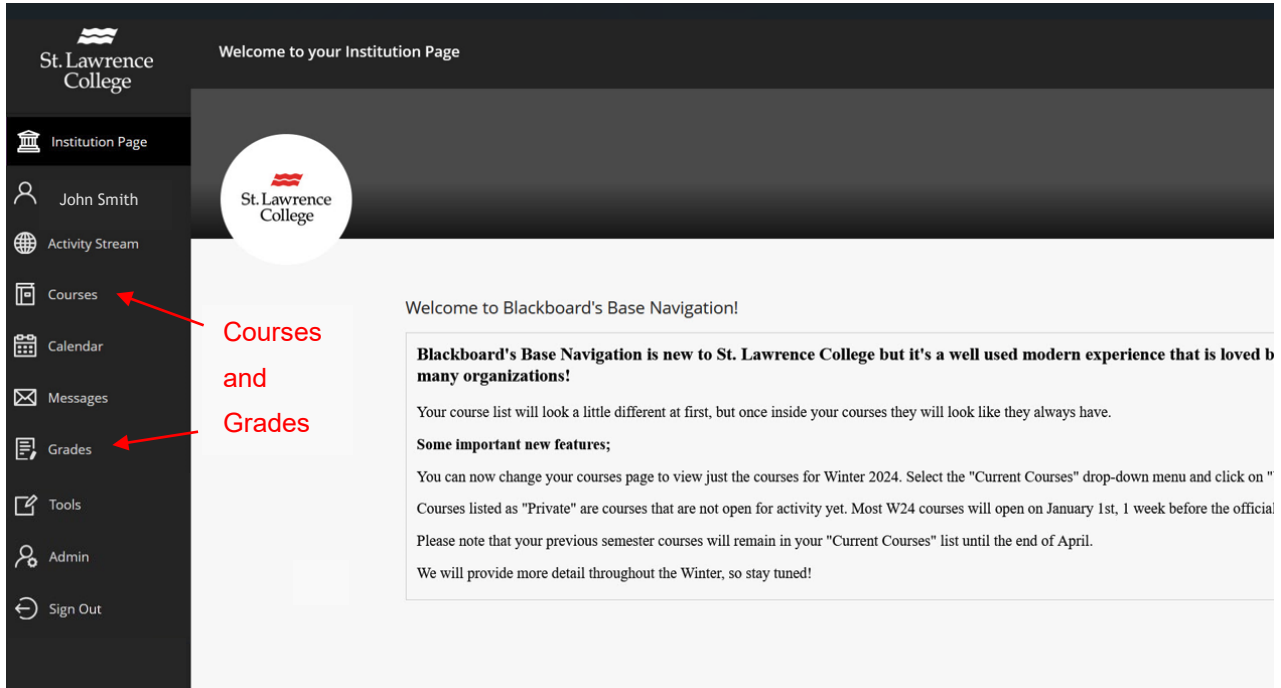
1. Clicking on the 'Blackboard' icon will bring you to your **Blackboard Institution** page.



Accessing Blackboard

Landing Page

The landing page of the Blackboard interface will look similar to this (subject to change):



Welcome to your Institution Page

St. Lawrence College

St. Lawrence College

Welcome to Blackboard's Base Navigation!

Blackboard's Base Navigation is new to St. Lawrence College but it's a well used modern experience that is loved by many organizations!

Your course list will look a little different at first, but once inside your courses they will look like they always have.

Some important new features;

You can now change your courses page to view just the courses for Winter 2024. Select the "Current Courses" drop-down menu and click on "Current Courses". Courses listed as "Private" are courses that are not open for activity yet. Most W24 courses will open on January 1st, 1 week before the official start of classes.

Please note that your previous semester courses will remain in your "Current Courses" list until the end of April.

We will provide more detail throughout the Winter, so stay tuned!

Please refer to the following link for more information about the new Blackboard Navigation:
[Blackboard Learn Help for Students | Blackboard Help](#)

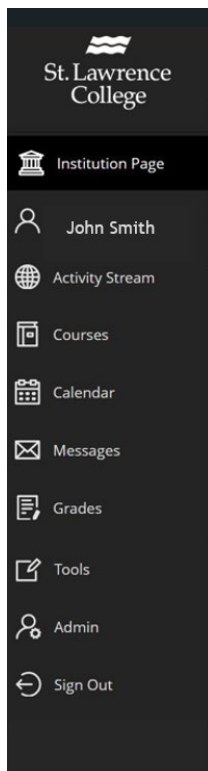
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Easy Navigation

From the moment you log in, you have access to core features in the menu where your name appears. You can easily return to the menu from wherever you are—even if you're in a course. You'll see the menu peeking from behind the other layers you have open.

When you select any link from the menu, you see a global view of your courses. For example, Grades shows your scores in all courses—you don't have to navigate to each one.

Please Note: everything you need to get through the rest of the current/upcoming semester will be found on the INSTITUTION page and the COURSES page. The remaining pages can be browsed at a later date, when you start to prepare for your future terms.



Navigating the Menu

Institution Page: Find information about your institution.

Profile: Make changes to your online persona.

Activity Stream: See up-to-the-minute action for your courses.

Courses: Navigate to past, present, and future courses.

Calendar: View course events and due dates for your courses.

Messages: View and send messages in your courses.

Grades: Check your grades for all courses.

Tools: Access global functions that are outside of a course such as portfolios or the Content Collection.

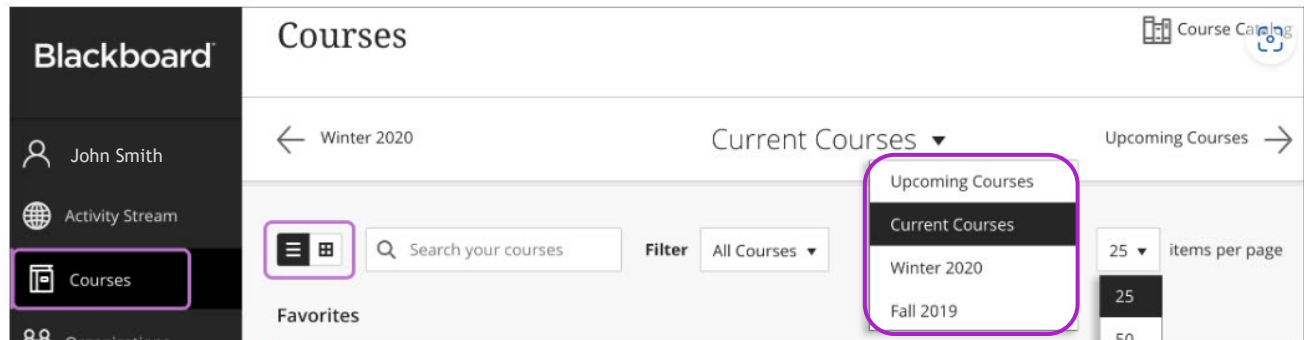
Sign Out: Make sure to click 'Sign Out' when you're finished your Blackboard session.

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Explore the Courses Page

From the menu where your name appears, you can access a list of your Courses.

On the Courses page, you can access each of your courses.



You can view the Courses page as a list or a grid. Each course card lists the course ID, course title, and instructor. If your course has multiple instructors, select Multiple Instructors for a list. Select More info to see the description and schedule, if added.

You can see unavailable courses in your course list, but you can't access them. Unavailable courses appear with a lock icon.

Use the search bar or the filter at the top of the page to narrow your view. Use the search function to find courses on the current page.

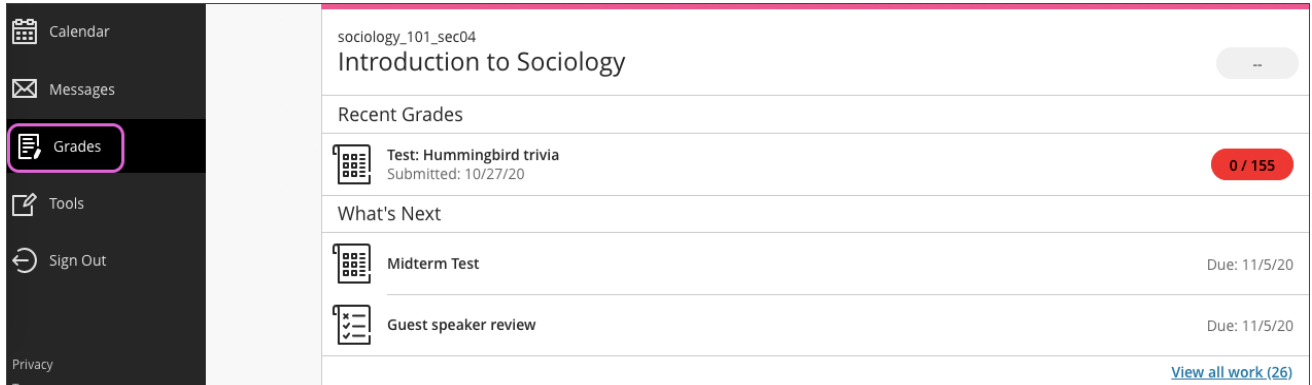
You have the ability to move between past, current, and upcoming courses. If you have a lot of courses, you can also choose how many courses appear on each page. At the top of the list, you'll find a page selector to navigate through long lists.

If you access a course frequently, you can select the star icon to add it to your favourites so it appears at the top of your course list. You can select the star icon again to remove a course from your favorites when you're finished working in it often.

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Grades for all Courses

On the landing page menu, select Grades.



The screenshot shows the Blackboard interface for a course named "sociology_101_sec04 Introduction to Sociology". On the left is a dark sidebar menu with options: Calendar, Messages, Grades (highlighted with a pink box), Tools, and Sign Out. The main content area is titled "sociology_101_sec04 Introduction to Sociology" and includes a "Recent Grades" section with a table:

Item	Submitted	Grade
Test: Hummingbird trivia	Submitted: 10/27/20	0 / 155

Below this is a "What's Next" section with a table:


Item	Due
Midterm Test	Due: 11/5/20
Guest speaker review	Due: 11/5/20

At the bottom right of the main content area is a link: [View all work \(26\)](#).

Your grades are organized by course name and term in alphabetical order. You can select most items in any course to view details.

Want to dive in and focus on one course? Select a course name to go to that course's grades page.

If your instructor has set up the overall grade, select the grade pill next to the name of your course to open a panel with more information.



The screenshot shows a "Course Grades" panel for the course "Fundamentals of Artificial Intelligence". The panel has a title bar with a close button (X) and the course name. Below the title bar are several icons: a document, a calendar, a speech bubble, a document with a checkmark, an envelope, and a clock. At the bottom right of the panel, there is a section labeled "Overall Grade" with a green pill containing the text "99%".

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Questions about Assignments in Blackboard:

Why can't I open my assignment?

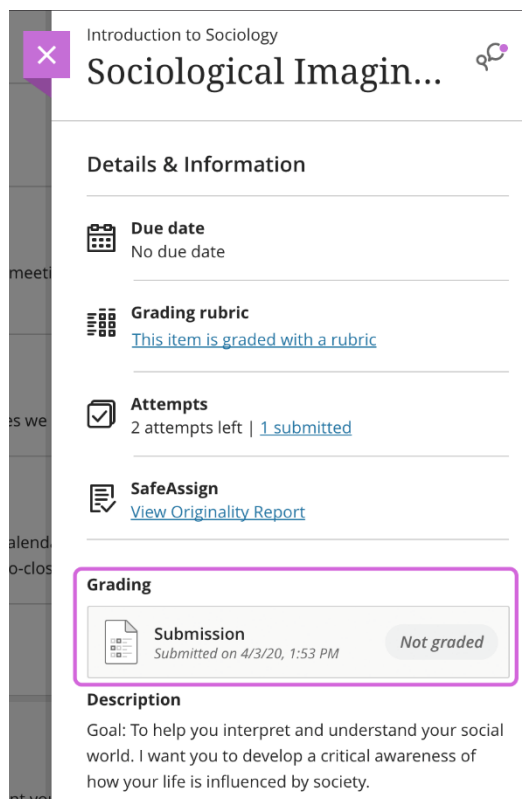
For help with issues such as this one, you should contact your instructor or the IT Service Desk. Also, make sure you use a [supported internet browser and operating system](#) for the version of Blackboard that your school uses.

Why can't I find my assignment?

Your instructor controls the date when assignments become available. You might also have to meet other criteria to access the assignment. For example, you might have to mark a lecture as reviewed first. Contact your instructor for more information.

How do I check that my assignment was submitted?

You can check to make sure an assignment submitted successfully. On the *Course Content* page, select the assignment link. A panel appears with the date and time you made the submission. *Not graded* appears until your instructor grades the assignment.



The screenshot shows a Blackboard assignment details panel for 'Introduction to Sociology' with the title 'Sociological Imagin...'. The panel is divided into several sections:

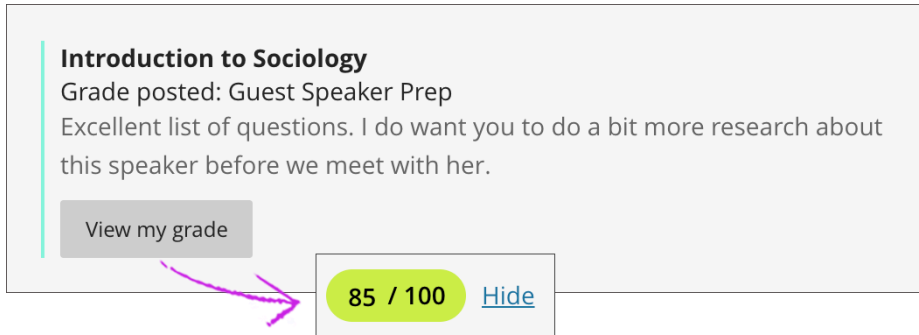
- Details & Information**
 - Due date:** No due date
 - Grading rubric:** [This item is graded with a rubric](#)
 - Attempts:** 2 attempts left | [1 submitted](#)
 - SafeAssign:** [View Originality Report](#)
- Grading** (highlighted with a purple box)
 - Submission:** Submitted on 4/3/20, 1:53 PM. Status: **Not graded**
- Description:** Goal: To help you interpret and understand your social world. I want you to develop a critical awareness of how your life is influenced by society.

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Questions about Grades in Blackboard:

How do I view my Grades?

As your instructors post grades, you'll find them in your activity stream. Select *View your grade* to display your grade. If your instructor added feedback, you'll see it after the item's title.



The screenshot shows a Blackboard assignment card for "Introduction to Sociology". The card displays the grade "85 / 100" in a green circle, a "View my grade" button, and a "Hide" link. A purple arrow points from the "View my grade" button to the grade display.

Introduction to Sociology
Grade posted: Guest Speaker Prep
Excellent list of questions. I do want you to do a bit more research about this speaker before we meet with her.

View my grade

85 / 100 [Hide](#)

You can also access the assignment in your course to review your grade and feedback in context.

Your grades also appear on the global and course grades pages.

My instructor didn't receive my assignment. What do I do?

You must discuss this issue with your instructor.

How do I edit or resubmit an assignment?

You can't edit a submitted assignment, but you may be allowed to resubmit it. However, you can't resubmit all assignments. Check if you can submit an assignment more than once. If you can't and made a mistake, you must contact your instructor to ask for the opportunity to resubmit the assignment.

How do I know if my assignment has been graded?

Assignments aren't graded automatically. Your instructor must grade each assignment and post the grade and feedback.

If your assignment has been submitted and graded, the grade appears in the assignment's row. To view more detail, select the assignment's title to access the *Review Submission History* page.



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Is a group assignment the same as a regular assignment?

Not exactly. Your instructor can create assignments for you to submit individually or as part of a group effort. You can do all of the same things with a group assignment as with a regular assignment. One member submits the group assignment for the entire group. The grade you receive could be the same for all members of the group. If needed, the instructor can give each group member a different grade.

Can I just view a group assignment? I'm worried if I open it, I'll have to submit it for my group.

You can view a group assignment and you don't have to submit it. When you select *View assessment*, you can just view the group assignment or add some work. Not ready to submit? Select *Save and Close* in the panel. Your work on behalf of the group is saved and not submitted. If you or another group member previously started the group assignment, your work was saved. Select *View assessment* to resume working.

	Monica Gonzales
	Oliver Albe
<input type="button" value="Save and Close"/>	<input type="button" value="Submit"/>

Everyone in the group can keep track of the latest version of the work. Until a member selects *Submit*, you can open the group assignment as many times as you want.