

**Blackboard -  
Base  
Navigation**



**St. Lawrence  
College**

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This manual contains pertinent information about the update to Blackboard's Base Navigation

November 2023

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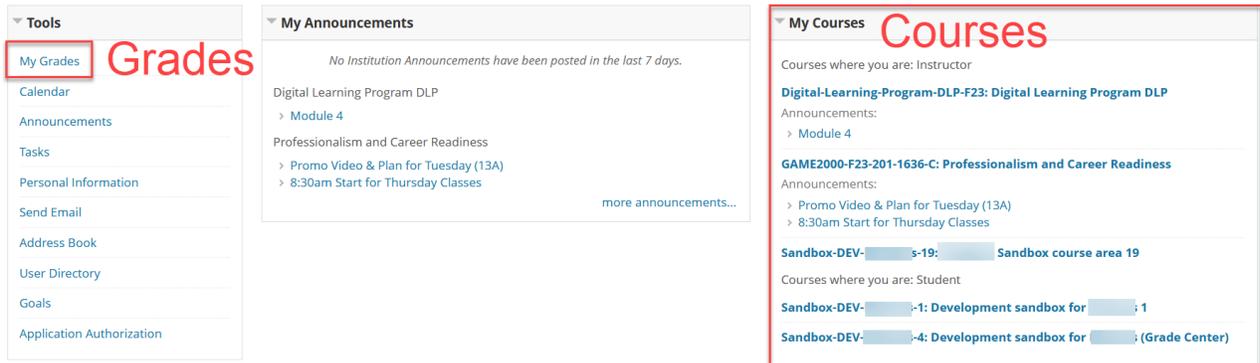
## Blackboard – Base Navigation

### About

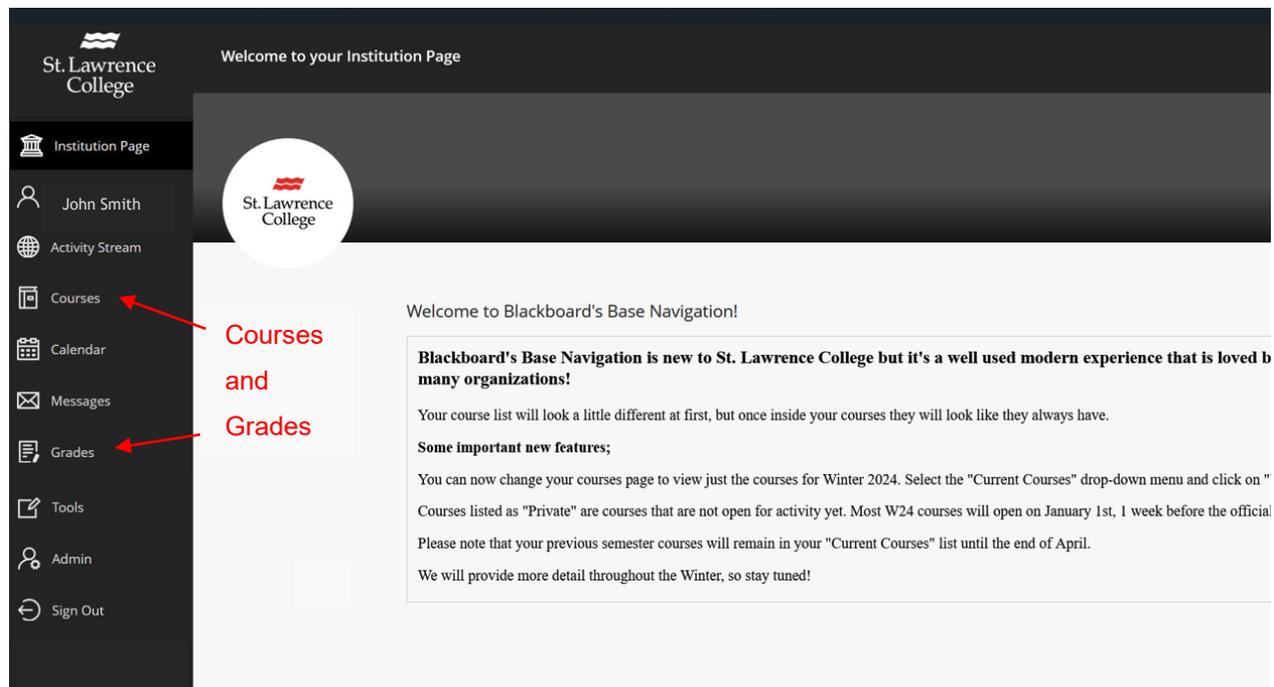
SLC has updated their Blackboard navigation tools, and at first glance you might find things seem a little different. Take a quick look at the updated side bar and you will see many familiar items.

### Landing Page

The landing page of the old interface looked like this:



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



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

## Blackboard – Base Navigation

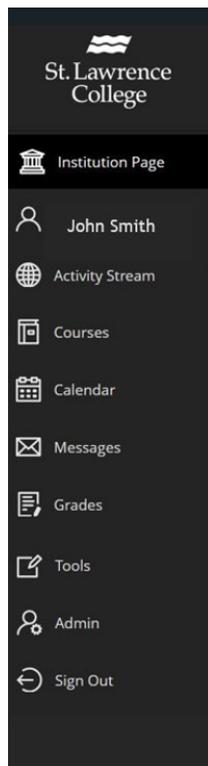
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### Easy Navigation

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 fall 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 Winter 2024 term.



### 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.

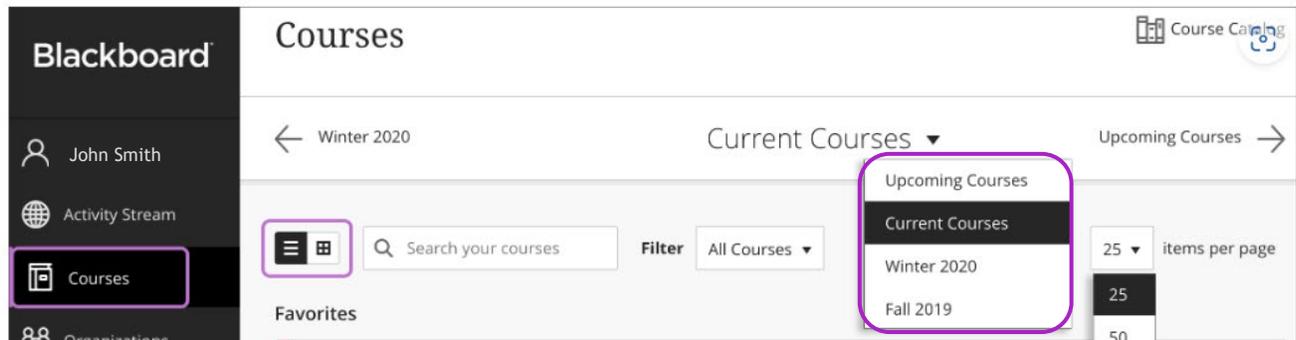
## Blackboard – Base Navigation

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### Explore the Courses Page

From the list where your name appears, you can view a list of your courses.

On the Courses page, you can access all 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.

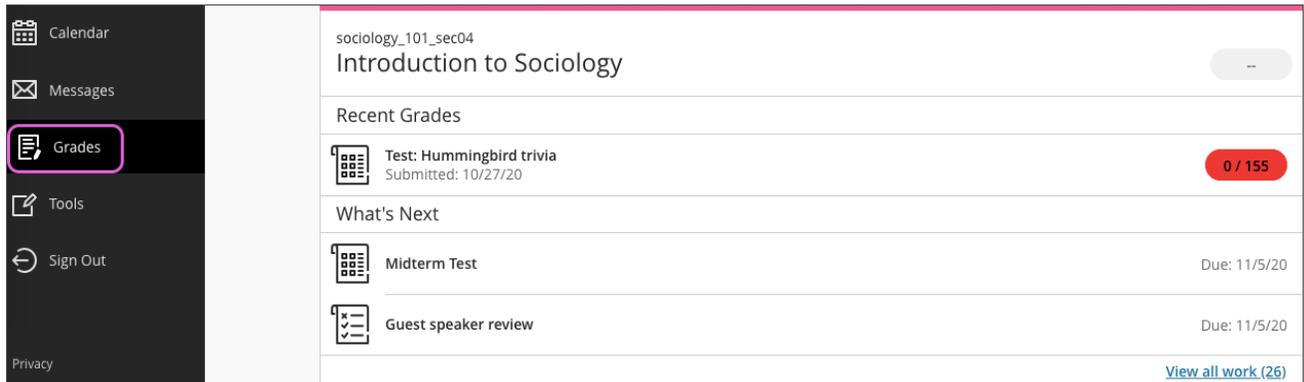
Move between past, current, and upcoming courses. If you have a lot of courses, you can also choose how many courses appear on each page. At the top of the list, you'll find a page selector to navigate through long lists.

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.

## Blackboard – Base Navigation

### Grades for all Courses

In the list where your name appears, select Grades.

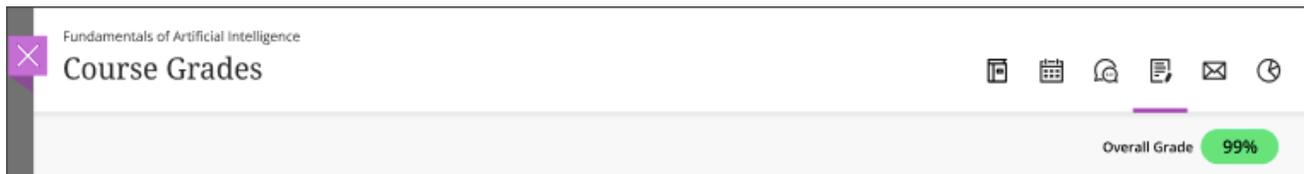


The screenshot shows the Blackboard interface. On the left is a dark navigation menu with icons and labels for Calendar, Messages, Grades (highlighted with a pink box), Tools, and Sign Out. Below these is a Privacy link. The main content area shows the course 'sociology\_101\_sec04 Introduction to Sociology'. Under 'Recent Grades', there is an entry for 'Test: Hummingbird trivia' submitted on 10/27/20 with a red pill showing '0 / 155'. Under 'What's Next', there are two items: 'Midterm Test' and 'Guest speaker review', both due on 11/5/20. A 'View all work (26)' link is at the bottom right.

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. You may have two types of courses.

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 close button (X) and a title 'Course Grades'. On the right side, there are several icons: a document, a calendar, a speech bubble, a document with a checkmark, an envelope, and a clock. At the bottom right, there is a green pill labeled 'Overall Grade' with '99%' inside it.

## Blackboard – Base Navigation

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### Questions about Assignments in Blackboard

#### Why can't I open my assignment?

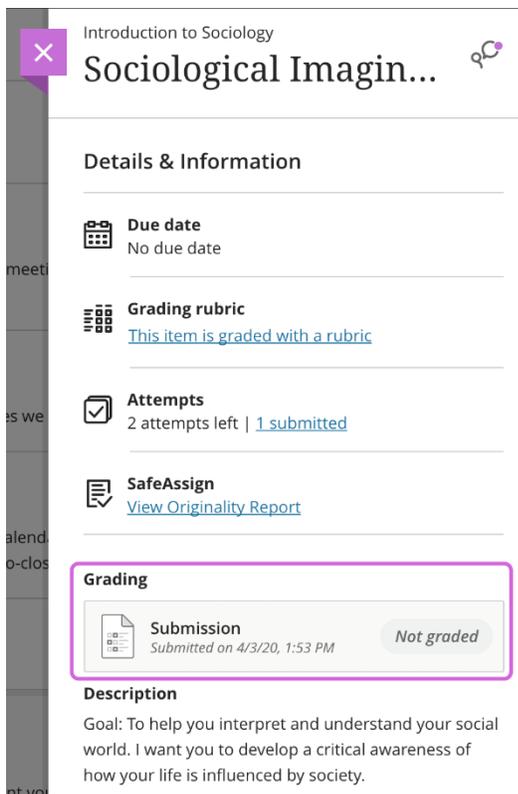
For help with issues such as this one, you should contact your instructor or the IT Service Desk. Also, make sure you use a [supported internet browser and operating system](#) for the version of Blackboard that your school uses.

#### 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 sections: 'Details & Information', 'Grading', and 'Description'. Under 'Details & Information', there are four items: 'Due date' (No due date), 'Grading rubric' (This item is graded with a rubric), 'Attempts' (2 attempts left | 1 submitted), and 'SafeAssign' (View Originality Report). The 'Grading' section is highlighted with a purple box and shows a 'Submission' card with a document icon, the text 'Submitted on 4/3/20, 1:53 PM', and a 'Not graded' status. The 'Description' section at the bottom states: '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.'

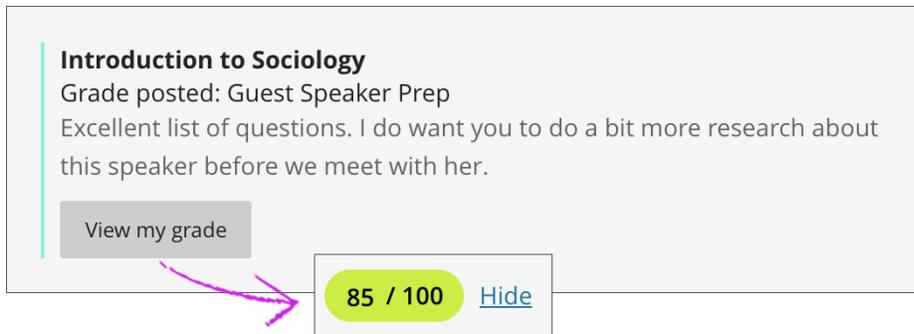
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### Questions about Grades in Blackboard

#### 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 card for an assignment titled "Introduction to Sociology". Below the title, it says "Grade posted: Guest Speaker Prep" and "Excellent list of questions. I do want you to do a bit more research about this speaker before we meet with her." There is a button labeled "View my grade". Below the card, a callout box displays the grade "85 / 100" in a green circle and a "Hide" link. A purple arrow points from the "View my grade" button to the callout box.

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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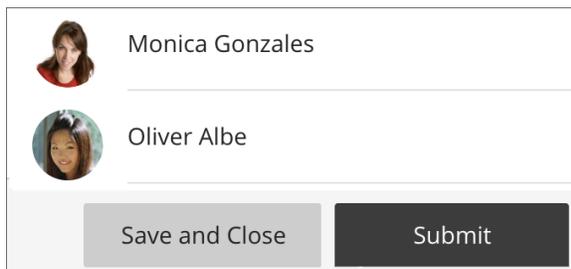
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### Is a group assignment the same as a regular assignment?

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 is the same for all members of the group.

### 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.



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.