

Blackboard Quick Guide



Logging Into Blackboard:

1. Go to www.wilsoncc.edu and click on the “Blackboard” link **OR** go to <http://wilsoncc.blackboard.com/>
2. Click the “Bb Blackboard” button. 
3. Enter your Login ID and Password in the fields provided

Note: Student Id# can be found on top left of registration sheet.

- Your Login ID is your first name initial, last name initial, and last four of student id #
Example: John Smith’s student id # is 0123456. His login **username is js3456.**
 - Your initial password is your birth date in MMDDYY format
Example: Birth date: February 5, 1984 --- **Password: 020584**
4. If you are not able to log in, **contact the help desk at 252-246-1224 or helpdesk@wilsoncc.edu.**
If you have forgotten your password, please follow the following steps.

Forgotten Password Reset

1. Click on the “Forgot Your Password” link.
2. On the next screen, Choose option 1 OR 2 **NOT BOTH** to have a reset password link sent to your Student Email account. Log into your student email account.
3. Once you receive the email notification that will be sent to your student email account, click on the link.

A screenshot of the Blackboard login form. It features two input fields: 'Username:' and 'Password:'. Below the 'Password:' field is a link that says 'Forgot Your Password?'. At the bottom of the form is a green button labeled 'Login'.

Accessing and Submitting Assignments:

Once you find the assignment you need to submit.

- Click the **Name of your assignment.**
- Carefully READ the **instructions.**
- In the **Assignment Materials** section, Depending on the instructions, type or paste your work into the **Submission** area. **Attach File:** click **Browse for Local File** to find your paper or other file. Then, click **Attach File** to upload your paper. You'll then see the file name in the *Attached files* area. You can attach multiple files if necessary. To remove an attached file before submitting the assignment, click the **Do not attach** link

When you are sure you are ready to send the assignment to the instructor, click the Submit button.

- **Submit closes the assignment;** you may have only ONE attempt to submit. If multiple attempts are permitted (each click of **Submit** records an attempt in your submission history for this assignment), you will see the **Start New Submission** button.
- **Save as Draft does not send the assignment to the instructor,** but rather allows you to revise as many times as needed before submitting. Click the **Continue Current Submission** button to return to the submission page. **At any time, click Save as Draft to save a copy of your work in progress and later edit. This is recommended if you are typing a long response in the Submission box to prevent loss of work, or you are not ready to Submit to the instructor yet.**

Note: **Submission** box: You should see several buttons to use for enhancing, formatting, and organizing your text. Presentation is usually important when submitting graded work. Equally important is spelling; use the **abc** button to spell check your work. If buttons are not showing, click the OFF button in the **Visual Editor** tab; this will display the buttons

You can always review your submission (even after you click **Submit**). Once your submission has been graded, it will include your grade and any feedback from the instructor. ***Viewing your grade varies by instructor.**

Sending Email in Blackboard: (Varies by Instructor)

1. The email feature in Blackboard makes it easy to get in touch with course instructors and classmates. Blackboard uses your GroupWise email account to send and receive messages. Make sure you check your Student email account for class emails.
2. To access the email feature please see your instructor. : click on “Communication or Email” and then “Send Email”.
3. Select the recipients of the message. Choosing **All Users, All Instructors**, or a similar option will send the message to all users of that type in the course. If **Select Users** is chosen, use the check boxes to select who in the class will receive the message.
4. Enter the message. Click “Submit” to send the message.
5. Blackboard will automatically send a copy of the message to your email address. Check this to verify that the message was sent.

Sending Attachments with Email:

1. After you select recipients and enter the message, click on the “Attach a file” link.
2. Click the “browse” button and search the various computer drives where you have saved the document (for examples, the C: drive, the A: floppy drive, the thumb drive—wherever you chose to save the document).
3. Once the drive is pulled up and the documents are revealed, double click the document you wish to send. The document name will now appear in the box. Click on the “submit” button.
4. Your email now contains an attachment and you are ready to send your original email.

Using the Discussion Boards: (Varies by Instructor)

1. Go to your online course, and click on the "Discussion Board" button.
2. Click on the title link to the "Forum" that your instructor posted; then click on create thread (not the name of the author) to which you wish to respond.
3. Put a subject in the subject line and then type your message.
4. To add an attachment, click attach a file and click the "Browse" button, locate the file, double click the file; the file will appear in the "Attachment" field.
5. You are now ready to post your information, click on "Submit".

Viewing your grades:

1. From within your course, click the Wilson Community College tab.
2. Click “**View Grades.**” **A list of all your courses will appear. Click on the course for which the grades you would like to view.** *Note:* You will only have access to grades after your instructor has recorded them. Some assignments may be graded automatically and will be immediately available in the Grade Center. Others may appear with a “green” exclamation point, which requires grading.

