

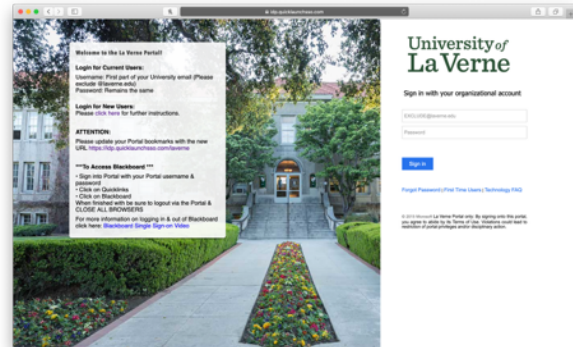
Blackboard Student Handout Logging In

Log into Blackboard through the Portal

(laverne.edu/mylaverne)

Blackboard is now single sign on, so you no longer need to remember an additional username and password for the Blackboard platform. *(Your username is the first part of your University email address, excluding @laverne.edu.)*

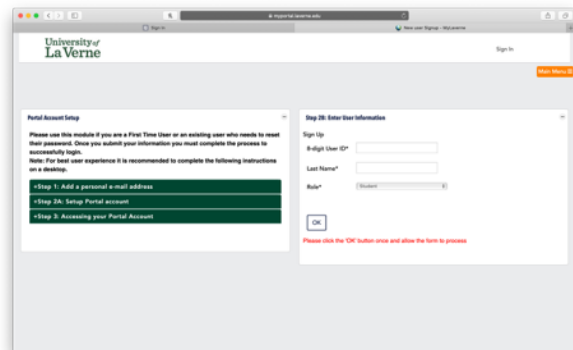
If you have trouble logging into the portal, click on 'Forgot Password' to set a new password.



Retrieving a Forgotten Password

After you enter your student identification number and last name, a temporary password will be sent to your personal email address. Click "Sign In" (in the upper right corner of the screen) to log into the portal using your regular username and the temporary password.

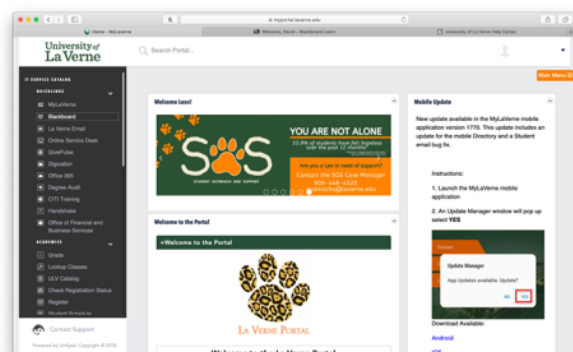
Type the temporary password into the password field. Copying and pasting your password may not work. If your account is locked, the temporary password will not grant access to your account. Call the online service desk (844-348-3652) to unlock your account.



Click on Blackboard

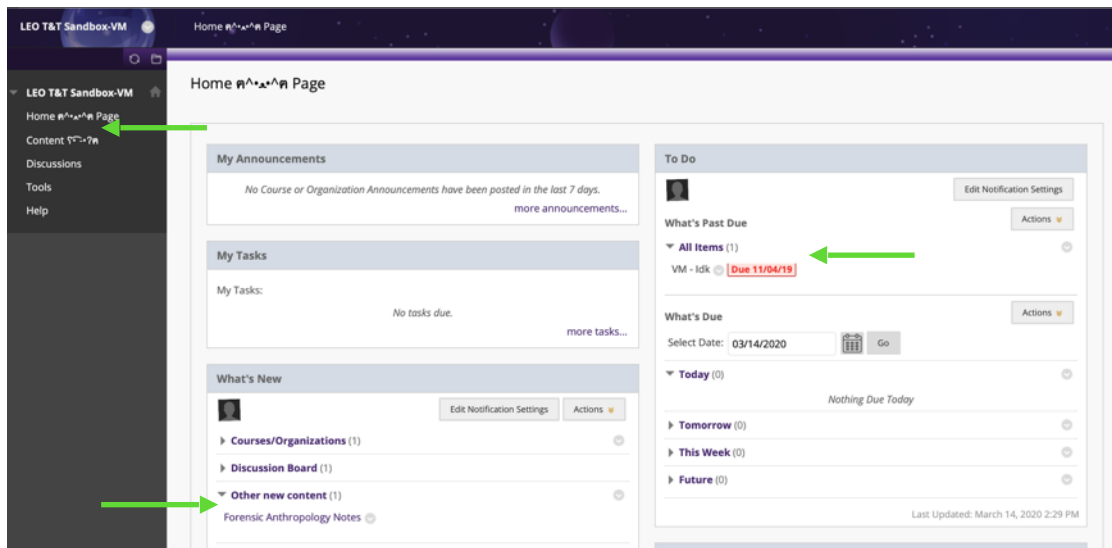
The Blackboard link under Quicklinks. Click on "Blackboard" and you will be directed to your "My Institution" page on Blackboard.

TIP: Log onto Blackboard using Chrome and Firefox, the most compatible browsers. Other browsers will allow you to complete some functions and not others.



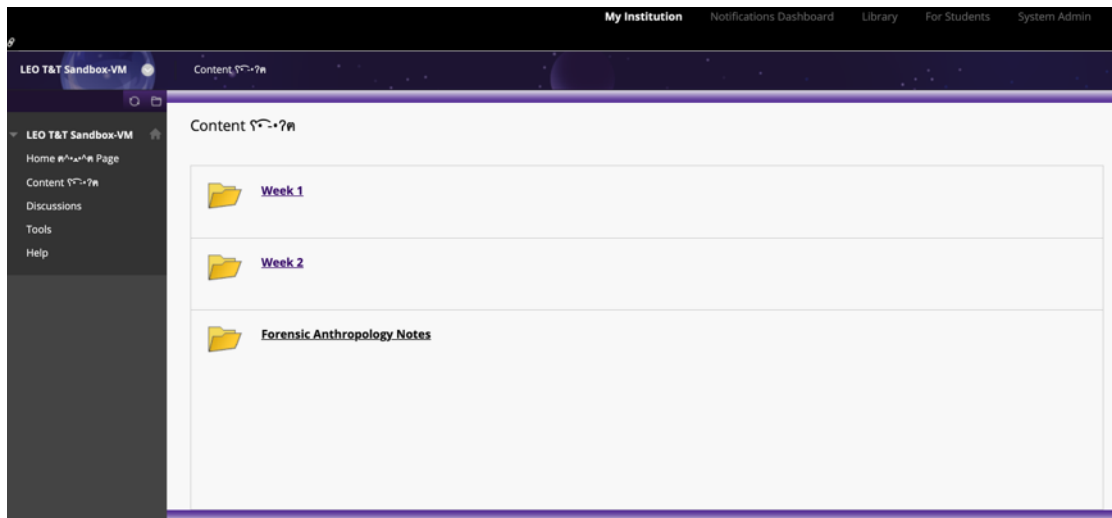
Finding/Uploading Assignments

Finding Your Assignment



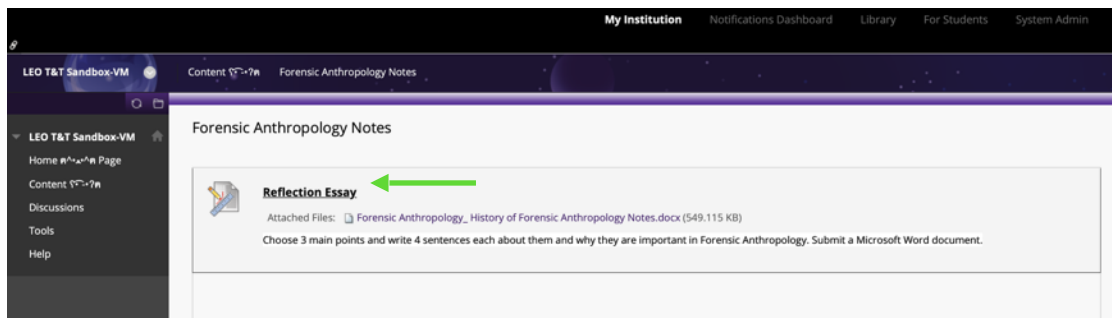
Your assignments can be accessed through a page on the sidebar of your course page. The page containing assignments is often titled “Content” or “Assignments,” but your professor can entitle the page however they choose. Links to your assignment can often be found in a few additional locations on your Blackboard course: in the ‘What’s New’ or ‘To-Do’ modules.

Your “Content” or “Assignments” Page



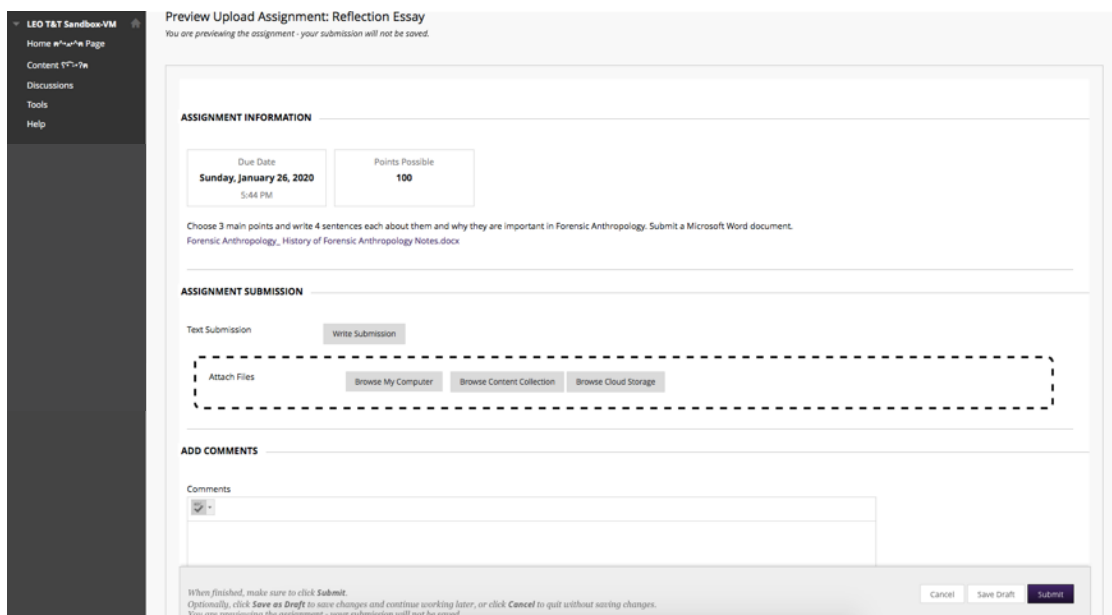
Your professor could organize your assignments into folders. Or they could choose to post assignments directly on the primary page. *If the assignment folder is empty, your professor may have forgotten to make the content available.* Reach out to your professor for guidance if you have trouble locating your assignment.

The Prompt



Your professor will often post a prompt, and they will potentially attach support material. Click on the title of the post to gain access to the submission form for your assignment.

Submitting Your Assignment

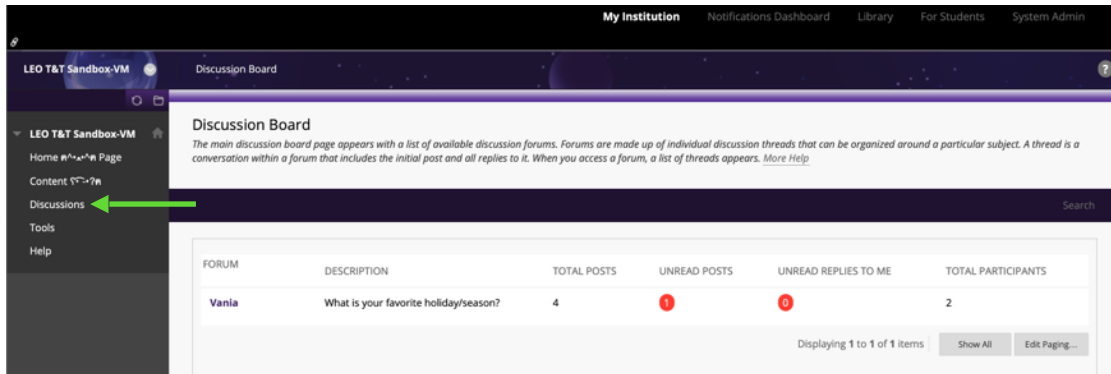


The assignment submission form will contain the assignment information, including the due date and point value of the assignment. There are also two submission options: “Write Submission” or “Attach Files.” Pasting essays into the “Writing Submission” section can distort the formatting; therefore, we would recommend submitting your assignment as an attachment.

TIP: Chrome or Firefox are the preferred browsers. While using Safari, attachments submitted through “Writing Submission” may appear as a blank submission to your professor. While using Edge/Explorer, “Attach Files” does not function properly.

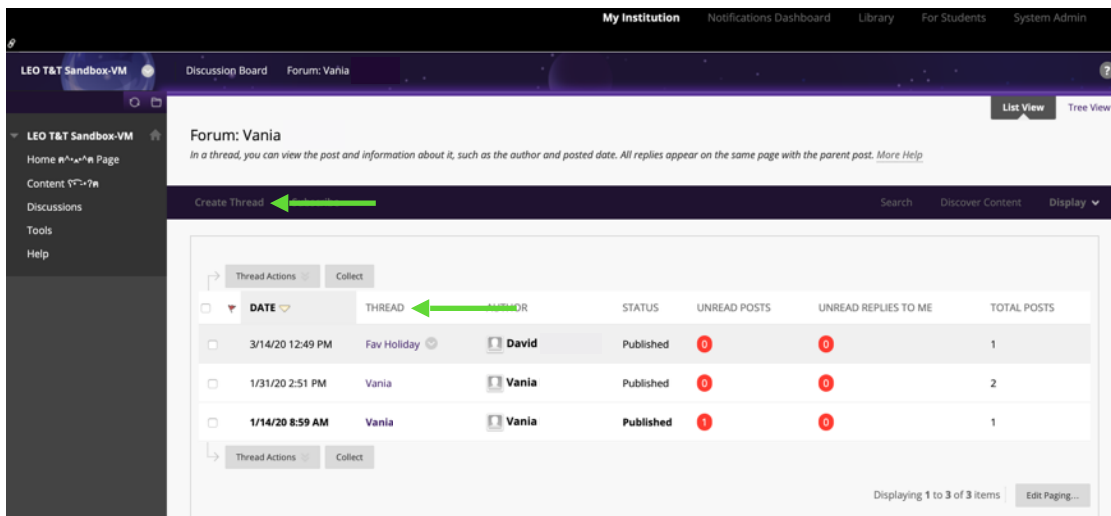
Posting Discussions

The Discussion Board



Click on “Discussions” in the side bar to view the open forums for your course. Click on the forum title to read existing threads and post comments.

Discussion Board Forums



Click “Create Thread” to post your comment in the forum. And click on thread titles to view previously posted comments.

Posting Your Thread

LEO T&T Sandbox-VM
Home
Content
Discussions
Tools
Help

Create Thread

A thread is a series of posts related to the same subject. Threads provide an organizational structure within a forum for users to share posts on similar topics. Creating a thread posts the first message. [More Help](#)

• Indicates a required field.

FORUM DESCRIPTION

What is your favorite holiday/season?

MESSAGE

• Subject

Message

Path: p Words: 0

ATTACHMENTS

Attach File

Browse My Computer Browse Content Collection

Click [Save Draft](#) to save a draft of this message. Click [Submit](#) to submit the post. Click [Cancel](#) to quit.

Cancel Save Draft Submit

Reply to a Thread

LEO T&T Sandbox-VM
Home
Content
Discussions
Tools
Help

Thread: Vania

Select: All None
Message Actions Expand All Collapse All

1 Post(s) in this Thread 0 Unread 0 Unread Replies to Me

Thread 1 of 4

Vania
Vania
My favorite holiday is Christmas.
1 month ago

Reply

RE: Vania

Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

My favorite holiday is Christmas too.

Path: p Words: 6

Submit