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

Reply to a Thread