

Blackboard Quick Reference Guide

Navigation tabs at the top of the page are used to access to the four main pages in Blackboard.

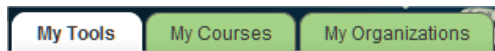


My Georgian provides convenient access to important tools such as **Banner Login** (for registration, academic records and fees), **Quest Password Manager** (for changing your Blackboard/Email/Network password), and **Student Mail** (000000000@student.georgianc.on.ca). The **Library Commons Website** offers a variety of research tools, including Library holdings, research databases, and subject specific research guides.

[Online Research Help](#)



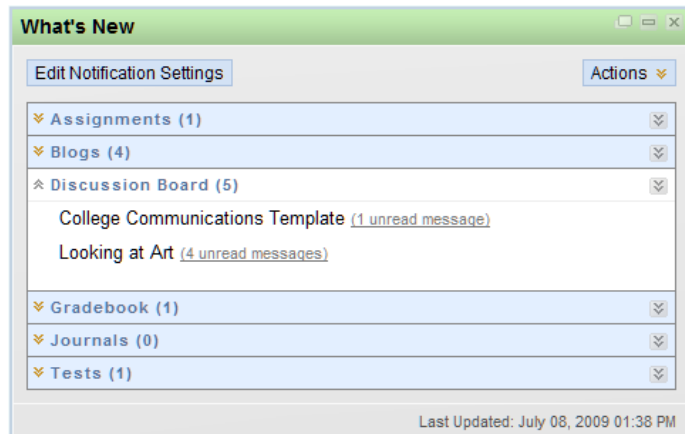
“Ask ON” virtual reference service is also available beginning September 2009.

Three search boxes. The first is titled 'Find books and more' and includes dropdowns for 'Select' (keyword), 'Format' (ANY), and 'Campus' (All), with a 'search' button. The second is titled 'Find research articles & more' and includes a dropdown for 'Academic Search Premier [EBSCOhost]' and a 'Search' button. The third is titled 'Find newspaper articles & more' and includes a dropdown and a 'Submit' button.

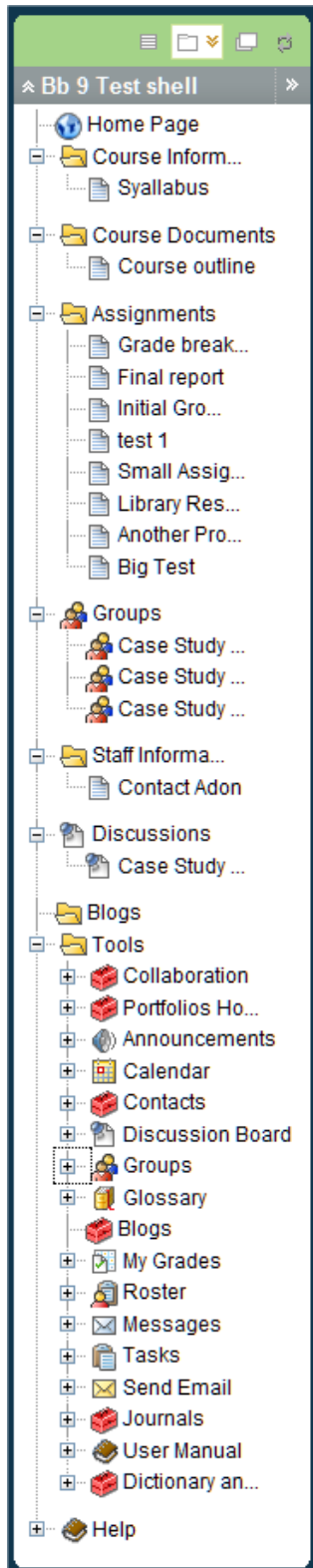
My Tools allows you to create a custom page made up of all the features you find most useful. **My Courses**, **My Grades**, **My Calendar**, and **My Tasks** are just a few of the modules that can be selected using the **Add Module** button.

What's New is designed to notify you about important events in all of your courses.

A dictionary, thesaurus, and Google search bar are some of the other tools you may wish to add to your personal page.



My Courses is the heart of the Blackboard learning system. Once you have selected a course to view from the course list (see the Course Home Page Overview), the body of the page consists of all your Notifications, Tasks, Announcements and Alerts.



All of the Course Documents, Assignments, Tests, Discussion Boards, Tests, etc. are accessed through the **Left Sidebar Menu**.

Course Information is where you will find the official course Syllabus.

Course Documents will have the course outline, plus any other important information the instructor decides to post.

Assignments is where all online assignments and tests are posted. The old Digital Dropbox has now been incorporated into this area. For detailed instructions on how to submit assignments and take online tests refer to the Electronic Assignment Submission Guide and the Online Test Guide.

Groups are set up by the instructor for project collaboration. Once you have signed up for one of the groups listed on the sidebar another sidebar menu called **My Groups** provides access to the various group features and tools including the Blog, Discussion Board, and Journal (for detailed information on these refer to the Blog and Journal Guide, and the Discussion Board Guide).



Discussion Board topics may be posted by the instructor as part of your regular course work. **Blogs** may also be made available for the same purpose. These are distinct from the Groups features of the same name.

My Grades displays the results of all your assignments and tests.

Messages and **Send Email** are applications that allow you to send text messages (email) but only between course members, instructors and groups.