Logging In to Blackboard

Blackboard is the online Course Management System at Northwest Nazarene University. In Blackboard, instructors can post announcements, course documents, assignments, tests and grades. Students can view the syllabus, upload assignments, and participate in online discussions, etc. Each instructor decides whether to use Blackboard and how much to utilize.

Finding and Logging into Blackboard at NNU

Step 1: Connect to the Internet.
[At NNU, logging in to a networked computer automatically connects you. At home, you will need an Internet Service Provider.]

Step 2: Open your Internet browser.
[On an NNU computer, you can double-click the Internet Explorer icon (resembles a blue “e”) or click Start > Programs > Internet Explorer. However, Firefox is also an acceptable browser to use, and in many cases is the better choice.]

Step 3: Type http://online.nnu.edu in the address bar. You’ll be taken to the Blackboard gateway.

Step 4: Click User Login on the left side of the screen.

Step 5: In the next screen, type your username and password.

Your username is either a unique variation of your name, such as your first initial and last name, or it is your NNU ID number, depending on the type of academic program in which you are participating.

Your initial password is the word “default” together with your ID number; for example, default123456.

Students: You receive this information after you register for classes.

Instructors: You receive this information after your signed contract has been processed by Payroll and your course assignment paperwork has been processed by the Registrar’s office.

Step 6: Click Login.

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Using the Tabs in Blackboard

My NNU (or Welcome) Tab

Every time you log in to Blackboard, this is the default tab view you will see.

Courses Tab

This tab will show the courses available to you. It includes the names of all instructors for a course. Click on the linked name of a course to enter it.