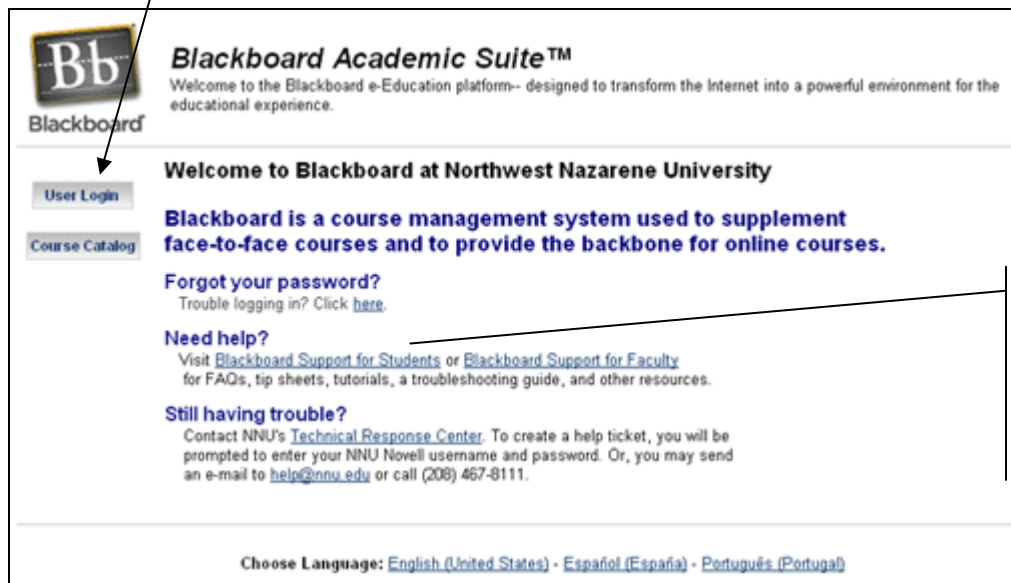


Logging In to Blackboard

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**.

Continued

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.

All of the boxes on the Welcome page contain important information for instructors and students. Using the **Modify Contents** and **Modify Layout** buttons, you can change the look of the page.

Change your password to something more secure by clicking the **Personal Information** link.

My Calendar is where you will see announcements for Blackboard-related events.

Students: My Courses will list every course that has been activated by your professors. You may also see a course site that provides training and other resources.

Instructors: My Courses will list every course you teach as well as others in which you have a participatory role.

Click on the linked name of a course to enter it.

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.

Course Search

Course List

Courses in which you are enrolled:

- [2006 ED 520: BRAIN RESEARCH & READING](#)
Instructors
Janet Harman
Lynette Hill
Ronald Ponsford
- [2006 ED 596V: Internship in Reading](#)
Instructors
Janet Harman
Lynette Hill