



Blackboard Directions to Aid Students

in

Navigating NOC's Online Course Delivery System

Directions: Select the Blackboard question you would like answered and press Control + a left click on the mouse to follow the quick link to the Blackboard answer.

What is Blackboard?

What if I do not have a personal computer to access Blackboard for some or all of the semester?

What if I have problems with my home computer that interfere with meeting coursework expectations?

When do I need to log in to Blackboard for the first time?

What computer requirements are needed to run Blackboard?

How do I obtain my Blackboard login?

How do I find my courses on Blackboard?

What information can be found by clicking on the blue headings on a course's homepage?

How do I submit assignments to Blackboard?

How do I view a graded assignment submitted to Blackboard?

Can a test be timed?

Do I have to take the test the first time I open it?

Can I revisit a test question during the test?

How do I view a graded test on Blackboard?

What test tips would help me make a better grade on a Blackboard test?

What is a Discussion Board?

Where can I find a Discussion Board in my Blackboard course?

What are Discussion Forums and Threads?

How do I respond to a Discussion Forum found on a course's Discussion Board?

How do I include a quote in my own Discussion Post?

What is a Blackboard Blog?

How do I create a Blackboard Blog entry?

How do I respond to a Blackboard Blog entry?

Can I email the course's instructor and classmates while in Blackboard?

How do I check email messages in Blackboard's course message system?

How do I send an email to the course's instructor or classmates using the course message system?

What are some tips I can use to write effective Blackboard communications, such as blogs or emails?

What kind of information can I find when I click on Announcements when I log in to Blackboard or enter a course's homepage?

How can I use the calendar to help me do well in my Blackboard course?

How do I see the calendar that contains all course events and the personal events that I choose to place in the calendar?

How do I add a personal event to the Blackboard calendar?

Can I download a Blackboard app for my Apple or Android device, so I can follow my coursework when I am away from my computer?

What is Blackboard?

Blackboard is a course management system used on all three campuses of Northern Oklahoma College. Blackboard, available 24 hours a day, seven days a week, is simple to use. As a currently enrolled student, you can access your Blackboard courses from any computer with an Internet connection. Blackboard allows NOC faculty to post course material, deliver tests, quizzes, and assignments, hold online discussions, and facilitate many other course-related activities.

What if I do not have a personal computer to access Blackboard for some or all of the semester?

Northern has computers available for student use on all three campuses. NOC has computers with the needed computer requirements for optimal Blackboard function. Hours and computer availability vary across the three campuses. Students should check their respective campus for hours of computer availability.

What if I have problems with my home computer that interfere with meeting coursework expectations?

Remember, problems with your home computer are NOT acceptable reasons for falling behind on your coursework. Use a campus computer to complete your assignments. In addition, do not put off your coursework until the last minute. Blackboard maintenance and storms can occasionally disrupt access to your courses, so finishing assignments well in advance of their due dates is highly encouraged by NOC faculty.

When do I need to log in to Blackboard for the first time?

Blackboard courses are available at 8:00 a.m. on the opening day of a given semester, and you should access your courses during the opening day to ensure that you do not miss assignments. **Furthermore, NOC faculty will drop students who do not log in by the last day to add courses for that term.**

What computer requirements are needed to run Blackboard?

Web Browsers

- ✓ Google Chrome
- ✓ Firefox

Applications

- ✓ Java Plug-In
- ✓ Adobe Reader
- ✓ Adobe Flash Player

These plug-in applications are free downloads from the applications' vendors.

File Format

- ✓ Microsoft Word, Excel, PowerPoint
- ✓ ZIP
- ✓ PDF

Multimedia

- ✓ Windows Media Player
- ✓ Real Player
- ✓ QuickTime
- ✓ Shockwave

Other Technical Requirements for Optimal Blackboard Function

- ✓ Popup blockers should be turned off before accessing Blackboard.
- ✓ The settings on your computer's firewall might need to be changed for optimal Blackboard performance.

How do I obtain my Blackboard login?

Your Northern Access user name and password should be used to log in to Blackboard.

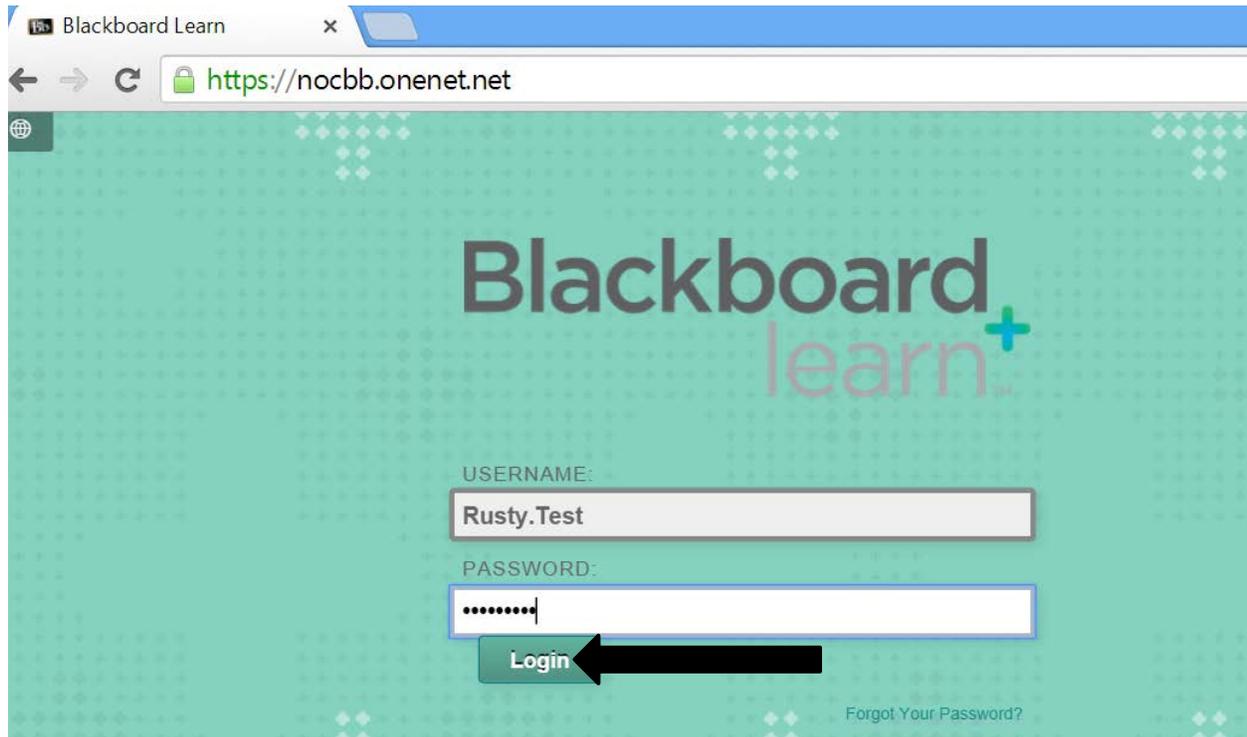
If you do not have your Northern Access user name and password, here are the directions for retrieving that information—

1. Go to www.noc.edu.
2. Under the “**College Resources**” heading on the right side of NOC’s homepage, you will see the **myNOC link**. Click on the **myNOC link**.
3. Select the **NOC Access tab**.
4. Enter your nine (9) digit NOC Student ID number and your eight (8) digit birthdate (MMDDYYYY), using no dashes or slashes.
5. Select **Display**, and your information will appear.

If you have any problems accessing Blackboard, please contact NOC’s Blackboard Administrator at 580.628.6339.

After you have retrieved your Blackboard user name and password, you are now ready to log in to Blackboard in three easy steps.

1. You can log in to Blackboard from NOC's homepage or by using the direct link at <https://nocbb.onenet.net/>.
2. Type your **Blackboard user name and password** in the appropriate textboxes.
3. Click **Login**.



How do I find my courses on Blackboard?

1. After you log in to Blackboard, all your courses will appear by clicking on the **Courses tab** along the top of your Blackboard homepage or by looking at the **My Courses list** found on the bottom right side of your Blackboard homepage.

2. Click on the course you wish to access.

The screenshot shows the Blackboard Learn interface for Northern Oklahoma College. At the top, there is a navigation bar with 'Northern Oklahoma College', 'My Institution', and 'Courses'. Below this is a green header with 'Add Module' and 'Personalize Page'. The main content area is divided into several sections: 'My Tasks' (No tasks due), 'What's New', 'Course Catalog' (Fall Semester 2013, Spring Semester 2015), 'My Announcements' (No announcements), and 'My Courses' (Spring 2015 - 143S). The 'My Courses' section lists three courses: ENGL1213140_143S: English Composition II (unavailable), ENGL1223033_143S: Technical Writing, and LIT2413142_143S: 10:00 Introduction to Literature. Arrows and callouts point to the 'Courses' link in the top navigation bar (labeled '1') and the course listing in the 'My Courses' section (labeled '2'). An 'OR' callout is also present.

1 Find your courses by clicking here.

OR

2 Look here for your courses.

Click on the course you wish to access.

If any of your courses do **not** appear, you should contact—

- your advisor to confirm your enrollment.
- your instructor to ensure that the course has been made available to students.
- NOC's Blackboard Administrator at 580.628.6339.

What information can be found by clicking on the blue headings on a course's homepage?

The screenshot shows the course homepage for 'Composition II' in Blackboard Learn. The page title is 'Composition II'. The sidebar on the left contains a menu with blue icons for 'Spring 2015 Enid Blackboard Training', 'Composition II', 'Getting Started', 'Syllabus', 'Gradebook', 'Instructor Information', and 'Tools'. A callout box points to these icons, stating 'Important course information is found by clicking on the blue icons.' The main content area shows 'Add Course Module' and 'My Announcements' (No Course or Organization Announcements have been posted in the last 7 days).

Important course information is found by clicking on the blue icons.

In the left-hand toolbar, you should always see NOC's required course links in blue. However, your instructor might use additional links based on the course's subject matter. Here are explanations about what can be found by clicking on each blue link—

Getting Started—This link will include all information needed to begin your course on a successful note, such as procedures for submitting assignments, for posting material to Blackboard discussions, and for contacting the instructor and other classmates.

Syllabus—This link is where the course syllabus can be found. In short, a course syllabus is an overview of the course. The syllabus will include important information, such as the course's learning objectives, the instructor's contact information, the textbook, and other materials needed for the course along with course and institutional policies. When in doubt about a course policy, refer to the course syllabus. These policies are used to ensure all students are held to the same academic standards and that fairness prevails in the learning environment.

Grade Book—This link will allow you to see your course grade. Each time that the instructor enters a grade, this link will automatically update. It is important to check this link often, so you will know your academic standing in the course. If your grade needs improvement, use the instructor's office hours, the free one-on-one tutoring offered on each campus, and/or Tutor.com, an online tutoring system, to receive the academic support you need.

Instructor Information—This link will contain instructor information and office hours held by the instructor.

Tools—This link will allow you to access learning tools that will aid in your academic success. What tools appear in this section will be based on the instructor's discretion. A discussion board, blogs, and journals are a few of the Blackboard tools that can be used by an instructor to enhance your learning opportunities in the course.

Help—The Help Link will take you to Blackboard Support where you can learn more about Blackboard's capabilities and find tutorials to help you with multiple Blackboard functions. After clicking on the Help Link, type in the Search box the topic you wish to investigate.

Blackboard Help



How do I submit assignments to Blackboard?

Assignments list the name, description, and any attachments needed to complete the assignment. You can include comments before you submit your assignment, and you can upload needed files to complete the assignment.

1. On the course's left-hand toolbar, select the content area that holds the assignment. For instance, your instructor might have an **Assignment** section on the course's toolbar.
2. Next, click on **the name of the assignment**.
3. On the **Upload Assignment** page, note the assignment's instructions, due date, points possible, and download any files provided by the instructor to complete the assignment. Complete the assignment using one or both of the following directions:
 - A. Click **Write Submission** to expand the **Text Submission box** where you can type your response. You can use the content editor to format text and to add files, images, and links.
 - B. If your assignment's response is in a separate file, click **Browse My Computer** or **Browse Collections** to find the file and attach it to the assignment. Be sure to follow the instructor's directions for appropriately naming your file for easy recognition by the instructor.

1. Assignment Information

Due Date Wednesday, January 7, 2015 10:44 AM	Points Possible 20
---	------------------------------

A

2. Assignment Submission

Text Submission

Attach File

If the instructor wants you to type your response in the submission textbox, click here.

B

If you need to submit your assignment using a separate file, click the appropriate option.

3. Add Comments

Comments

D

C. If you happen to select the wrong file, do not fret. You can remove the file by clicking **Do not attach**. If the same file is attached to your assignment more than once, the new file is saved with a number, such as English essay (2).doc.

D. If the instructor is using a grading rubric and has made it available for you to view, click **View Rubric** to view the criteria on which you will be graded.

E. Add comments in the **Comment section** if needed.

F. Click **Submit** to submit the assignment to the instructor.
By clicking on **Save Draft**, you can save a draft of the assignment to continue work on it at a later date.
Click **Cancel** to quit *without saving* changes to the assignment.

4. Submit

*When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.*

Click Cancel to quit *without saving* your assignment.

Click Submit to send your assignment to the instructor.

Click Save Draft to continue work at a later time.

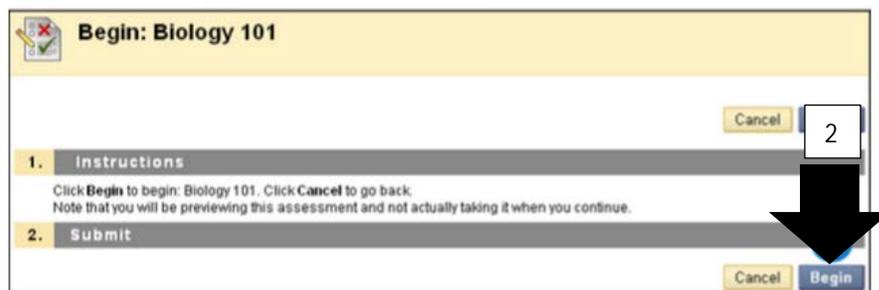
How do I view a graded assignment submitted to Blackboard?

To access assignment feedback and grade information, click the **My Grades** link found in the toolbar on the left-hand side of the course's homepage. On the **View Attempts** page, click the grade link in the **Calculated Grade** column to access your assignment and any instructor feedback.

How do I take a test given on Blackboard?

Instructors use tests to assess your knowledge of the subject matter. Your instructor will assign point values to test questions. Your answers will be submitted for grading, and you will find your test results by clicking on **My Grades** in the left-hand toolbar of your course's homepage. Tests can be found in any learning module, content area, or folder.

1. Navigate to the test and click on **the test's name**.
2. Click **Begin** to take the test.



3. Your instructor may choose to have you type a password to begin taking a test. If necessary, type the password and click **Submit**. Make sure to type the password exactly as the instructor has written it.
4. As you work on a test, answers are automatically saved. In addition, you can click **Save** next to each question or **Save All Answers** at the page's top or bottom as you answer the test questions. If the instructor has attached a grading rubric with an Essay, Short Answer, or File Response question, click **View Rubric** to view the grading criteria for each test question.
5. When you finish the test, click **Save and Submit**. You will receive a confirmation followed by a receipt page stating that the test is completed. It is a good idea to print this receipt in case your instructor requests this documentation.

IMPORTANT—Do not use the browser's back button during a test. Pressing the back button might cause you to lose already answered test questions.

Can a test be timed?

If your instructor chooses to give a timed test, the scheduled test time will be included in the instructions before you begin the test. You will be notified of the instructor's choice of **Timer Setting**—

1. **Auto-submit**—The test saves and submits automatically when time expires.

OR

2. **Continue beyond the time limit**—You receive no automatic penalty for continuing beyond the time limit. However, final scoring decisions will be made by the instructor. The total time you spend on the test is recorded and available to the instructor when the test is submitted.

Note—If you save and exit the test, the timer will continue. For example, if you start your test on Wednesday, save and exit it, then complete it on Friday, the timer will show that it took you 48 hours to complete the test.

When the time runs out with the auto-submit feature, the test will save and submit, and the **Test Submitted** page will appear. Without auto-submit, a pop-up window will appear with the choice to submit or continue the test.

Do I have to take the test the first time I open it?

This answer depends on how your instructor has set up the test. If the forced completion option is enabled, you will see that this function is enabled. You will be required to complete the test the first time you open it. With forced completion, you will not be allowed to exit the test and continue working on it at a later date. The **Save** function will be available and will allow you to save the test questions as you work to complete them. However, you will not be allowed to exit and reenter the test at a later date.

Can I revisit a test question during the test?

This answer depends on how your instructor has set up the test. If backtracking to a previous question is prohibited, you will not be allowed to return to previously answered questions. An error will appear when you attempt to use the **Back button** while taking the test.

How do I view a graded test on Blackboard?

To access test feedback and grade information, click the **My Grades** link found in the toolbar on the left-hand side of the course's homepage. On the **View Attempts** page, click the grade link in the **Calculated Grade** column to access your test and any instructor feedback.

What test tips would help me make a better grade on a Blackboard test?

- Check your Internet Connection. You need to ensure you have a strong Internet connection. A wired connection is usually more reliable than a wireless connection.
- Be prepared. Have any needed testing materials, such as a calculator or scratch paper, at hand.
- Read all the test's instructions. Different sections of the test might use different instructions.
- Start your test as soon as it is made available to you. If the instructor schedules two days to complete the exam, plan to take your test as early as possible on the first day. That way, if you have an issue, you will have time to contact NOC's Blackboard Administrator at 580.628.6339 or your instructor if a problem occurs.

What is a Discussion Board?

A discussion board is an online bulletin board where the instructor or a classmate, if permitted, can post a topic for class discussion. A Discussion Board provides an alternate form of classroom communication beyond the confines of the classroom.

Where can I find a Discussion Board in my Blackboard course?

Your instructor may or may not have a Discussion Board for his/her course. Depending on the settings in the course, you can access the Discussion Board on the course's left-hand toolbar, as a Course Link inside a Learning Module, or on a content page that leads to a Discussion Board.

What are Discussion Forums and Threads?

Discussion Boards in Blackboard are composed of two items—forums and threads. Forums are areas including one or more threads related to a topic. Forums can only be created by the course's instructor.

In contrast, threads are used by students and the instructor to discuss a specific topic, to answer a question, or to share experiences related to a topic.

How do I respond to a Discussion Forum found on a course's Discussion Board?

1. Click on **Discussion Board** on the course's left-hand toolbar.



2. Click on the Forum in which you want to respond.

A screenshot of the Blackboard Discussion Board interface. At the top, there is a header 'Discussion Board' with a sub-header: 'Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)'. Below this is a navigation bar with 'Create Forum' and 'Search' buttons. The main content area shows a table of forums. A 'Delete' button is visible at the top left of the table. A black arrow points from a box labeled '2' containing the text 'Click here.' to the forum titled 'Week 1's Discussion Forum--What do you want to learn in this introductory biology course?'. The table has columns for 'Description', 'Total Posts', 'Unread Posts', and 'Total Participants'.

	Description	Total Posts	Unread Posts	Total Participants
<input type="checkbox"/>	Forum			
<input type="checkbox"/>	Week 1's Discussion Forum--What do you want to learn in this introductory biology course?	4	4	1

3. Click on **Create Thread** at the top of the screen

Forum: Week 1's Discussion Forum--What do you want to learn in this introductory biology course?

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)



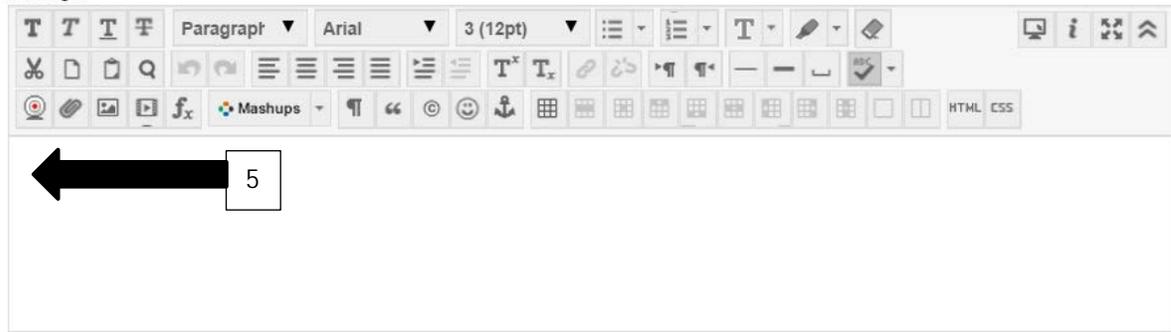
4. Now, enter a **Subject or name** for your Thread.



1. Message

* Subject

Message



5. Type your response in the **Message area**.

6. Include **Attachments** if needed.

2. **Attachments**

Attach File

Browse My Computer

Browse Content Collection

6

3. **Submit**

Click **Save Draft** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.

Cancel

Save Draft

Submit

7

7. Click **Submit**.

If you are not ready to post your Discussion Board post, click **Save Draft**. A copy of your post will be saved, so you can work on it at a later date.

How do I include a quote in my own Discussion Post?

1. To reply with a quote to a post, click the post to which you want to reply. It will open in the lower part of the page.
2. Next, click **Quote** to open the **Reply to a Post** page.

Thread: Marty Lander's Week 1 Discussion Thread

Search Alignments Refresh

Select: All None

Message Actions Expand All Collapse All

1 Posts in this Thread 0 Unread

 **DeLisa Ging_PreviewUser** 26 days ago
Marty Lander's Week 1 Discussion Thread

I want to learn all the bones in the body because I plan to be a nurse.

Reply Quote Email Author

Click Quote.

3. Enter a new **Subject** or leave the subject unchanged.

The screenshot shows a Blackboard discussion board post editor. At the top, there is a header with a profile picture and the text "Marty Lander's week 1 Discussion Thread". Below this is the original post content: "I want to learn all the bones in the body because I plan to be a nurse." The editor interface includes a toolbar with various text and image editing options. A subject field contains the text "RE: Marty Lander's Week 1 Discussion Thread". Below the subject field is a message area containing a quoted message with a blue vertical line on the left side. At the bottom, there are buttons for "Attach File", "Browse My Computer", and "Browse Content Collection". On the right side, there are buttons for "Cancel", "Save Draft", and "Submit".

* Indicates a required field.

Cancel Save Draft Submit

* Subject RE: Marty Lander's Week 1 Discussion Thread

Message

Author: DeLisa Ging_PreviewUser Date: Friday, March 13, 2015 4:24:56 PM CDT Subject: Marty Lander's Week 1 Discussion Thread
I want to learn all the bones in the body because I plan to be a nurse.

Path: p Words:35

Attach File Browse My Computer Browse Content Collection

4. The quoted text appears in the message area with a blue line to the left of the quote.

5. Enter the reply in the **message area** beneath the quoted text. If you decide you do not want to include the quoted text, you can simply delete the text from the message area.

6. Include **Attachments** if needed.

7. Click **Submit**.

If you are not ready to post your Discussion Board post, click **Save Draft**. A copy of your post will be saved, so you can return to the post at a later date.

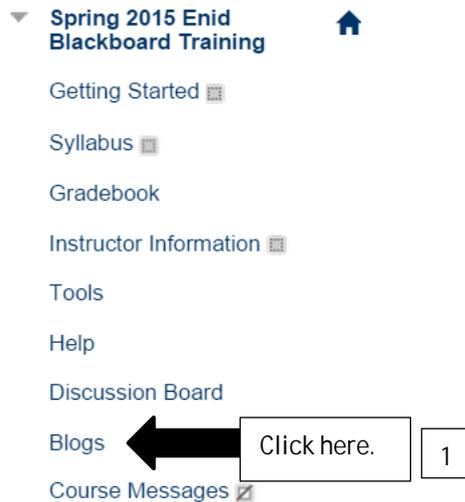
What is a Blackboard Blog?

A blog is web-based writing created to share ideas, opinions, and news. Your instructor might use a blog as another communication tool in the course.

How do I create a Blackboard Blog entry?

Only your instructor can create a blog, but once the blog is created, you can create blog entries. Because blogs are meant to be read by others, you can comment on an individual's blog, the course's blogs, or a group blog. Your instructor will determine if comments can be made anonymously or deleted.

1. Click on **Blogs** in the course's left-hand toolbar.



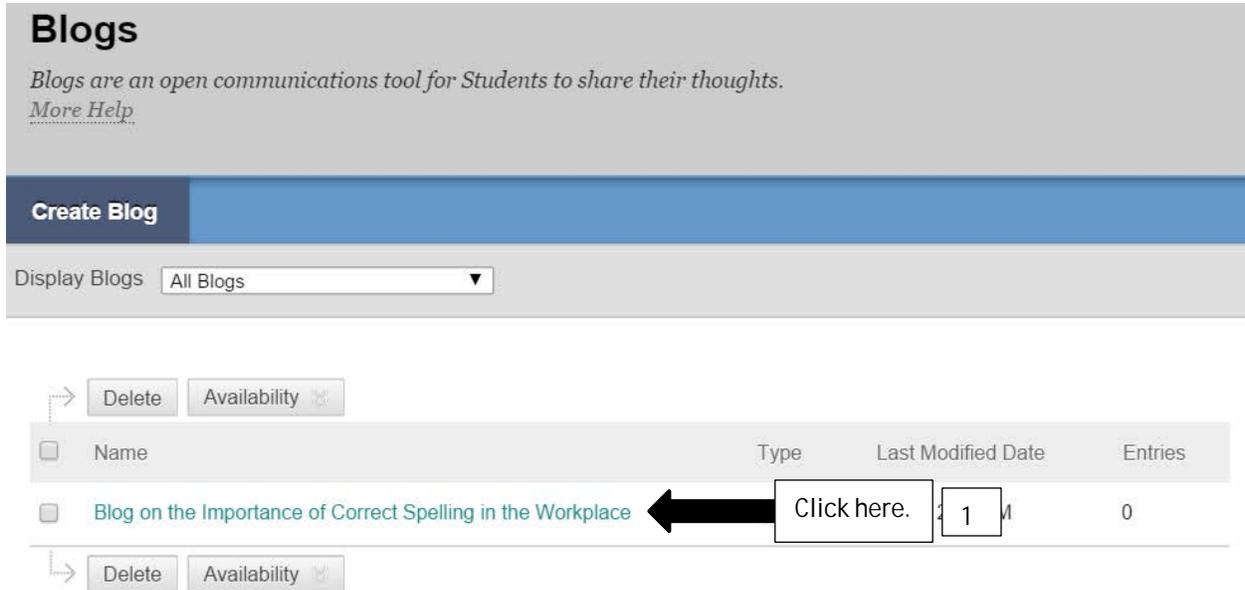
2. Next, click on **Create Blog**.

A screenshot of the Blackboard 'Blogs' page. The page title is 'Blogs' with a subtitle 'Blogs are an open communications tool for Students to share their thoughts.' and a link for 'More Help'. A blue banner at the top contains the 'Create Blog' button, which is highlighted with a black arrow and a white callout box containing 'Click here.' and a small box with the number '1'. Below the banner is a 'Display Blogs' dropdown menu set to 'All Blogs'. A table lists existing blogs, and at the bottom, there are 'Delete' and 'Availability' buttons for each row, and a summary bar showing 'Displaying 1 to 1 of 1 items' with 'Show All' and 'Edit Paging...' buttons.

Name	Type	Last Modified Date	Entries
Blog on the Importance of Correct Spelling in the Workplace	Individual	4/9/15 2:38 PM	0

How do I respond to a Blackboard Blog entry?

1. Once you are in a course's Blackboard Blog, click on the Blog entry in which you wish to respond.



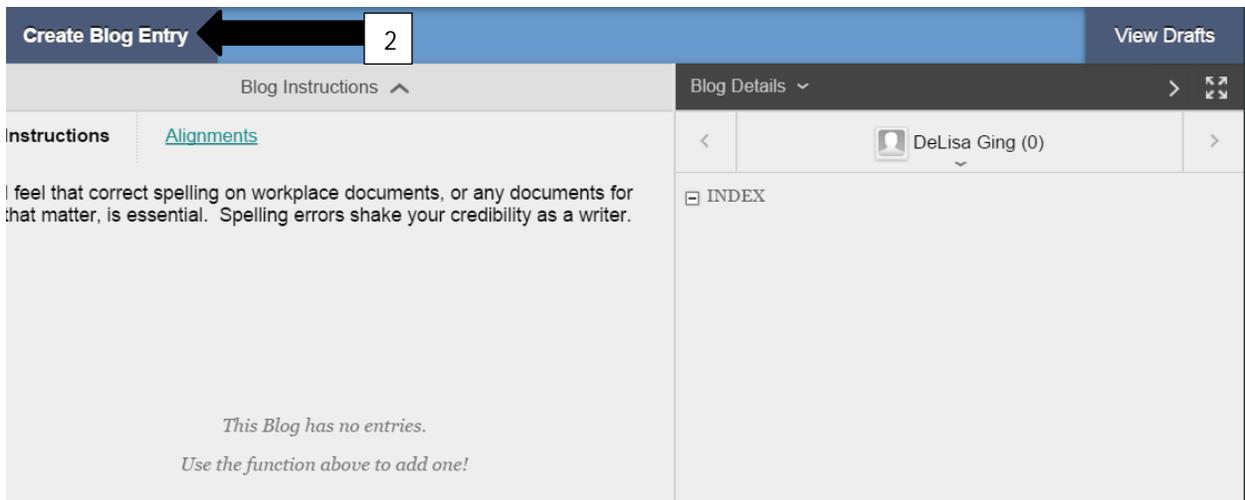
Blogs
Blogs are an open communications tool for Students to share their thoughts.
[More Help](#)

Create Blog

Display Blogs

<input type="checkbox"/>	Name	Type	Last Modified Date	Entries
<input type="checkbox"/>	Blog on the Importance of Correct Spelling in the Workplace		1	0

2. Next, click on **Create Blog Entry**.



Create Blog Entry 2 View Drafts

Blog Instructions ^

Instructions [Alignments](#)

I feel that correct spelling on workplace documents, or any documents for that matter, is essential. Spelling errors shake your credibility as a writer.

This Blog has no entries.
Use the function above to add one!

Blog Details ^

< DeLisa Ging (0) >

+ INDEX

3. Enter a **Subject**.

The screenshot shows a Blackboard blog entry form. At the top right, there are three buttons: "Cancel", "Save Entry as Draft", and "Post Entry". A callout box with the number "6" points to the "Post Entry" button. Below the buttons is a section titled "1. Blog Entry Information". It contains a "Title" field with an asterisk indicating it is required, and a callout box with the number "3" points to this field. Below the title field is the "Entry Message" area, which includes a rich text editor with various formatting tools. A callout box with the number "4" points to the text area of the editor. At the bottom of the form is a section titled "2. Blog Entry Files". It contains an "Attach File" label and two buttons: "Browse My Computer" and "Browse Content Collection". A callout box with the number "5" points to the "Browse Content Collection" button. At the top left of the form, there is a note: "* Indicates a required field."

4. Compose your message in the **message area**.

5. Include **Attachments** if needed.

6. Click **Post Entry**.

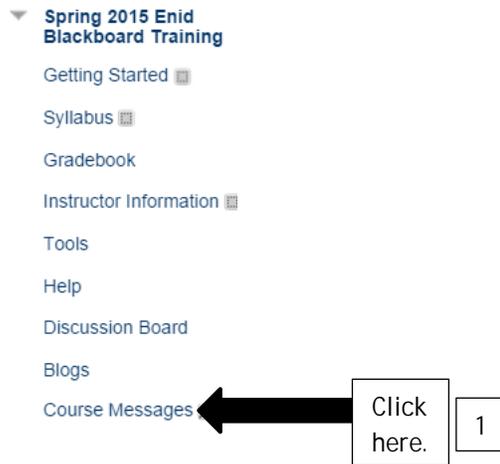
If you are not ready to post your Blog entry, click **Save Draft**, so you can return to the Blog at a later date.

Can I email the course's instructor and classmates while in Blackboard?

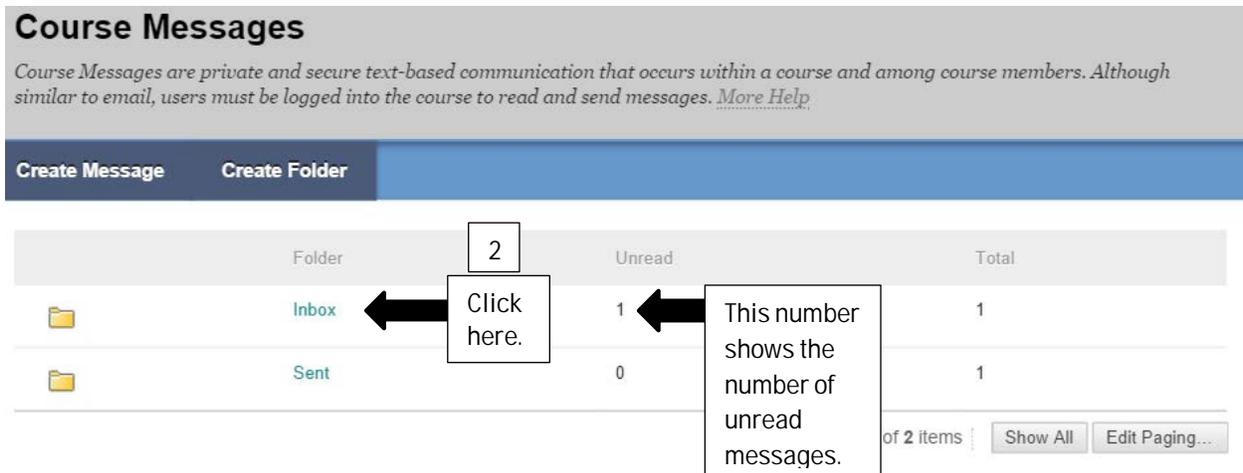
Your instructor may or may not have Blackboard's course message function set up in your course. It is at the instructor's discretion whether he/she wants you to email him/her using your NOC email account or using Blackboard's course message system.

How do I check email messages in Blackboard's course message system?

1. Click on **Course Messages** in the course's left-hand toolbar.



2. Click on **Inbox** to see the messages sent to you.

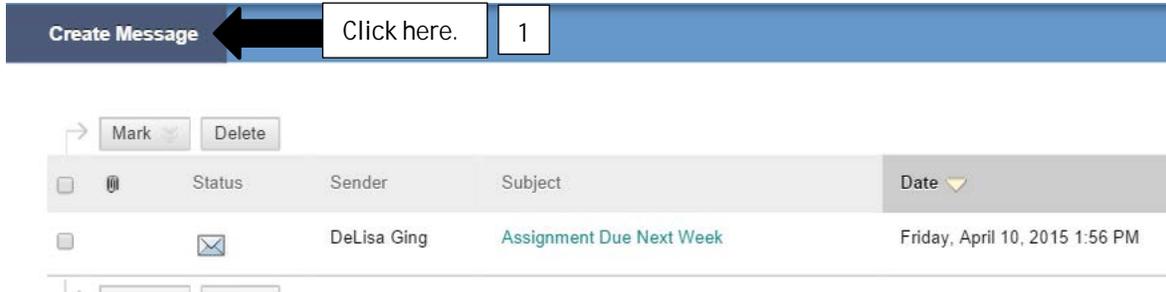


3. Click on the message that you would like to read.



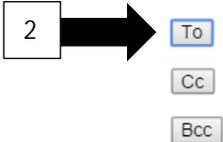
How do I send an email to the course's instructor or classmates using Blackboard's course message system?

1. Click on **Create Message** while in the course message system.



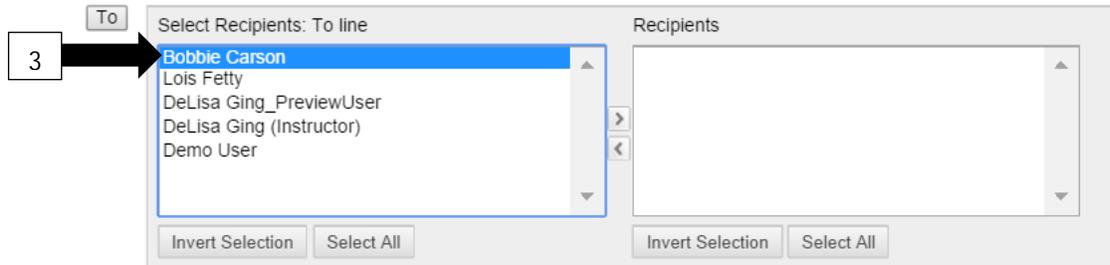
2. Click on the small **To:** textbox, so the instructor and classmates' Blackboard email addresses will appear.

1. Recipients



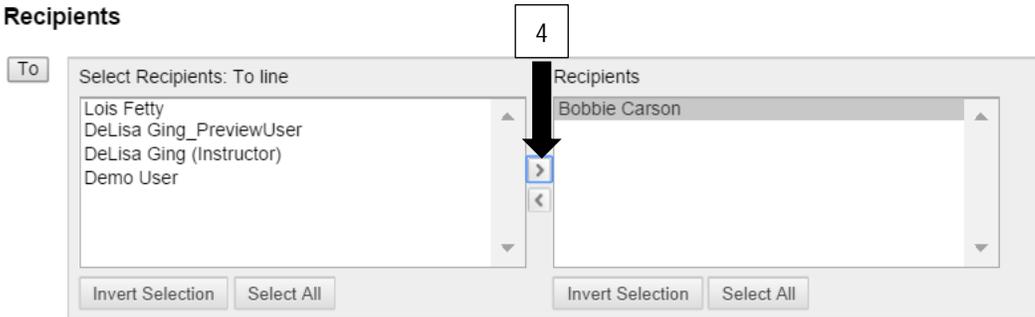
3. Click on the person's name you wish to send an email.

1. Recipients

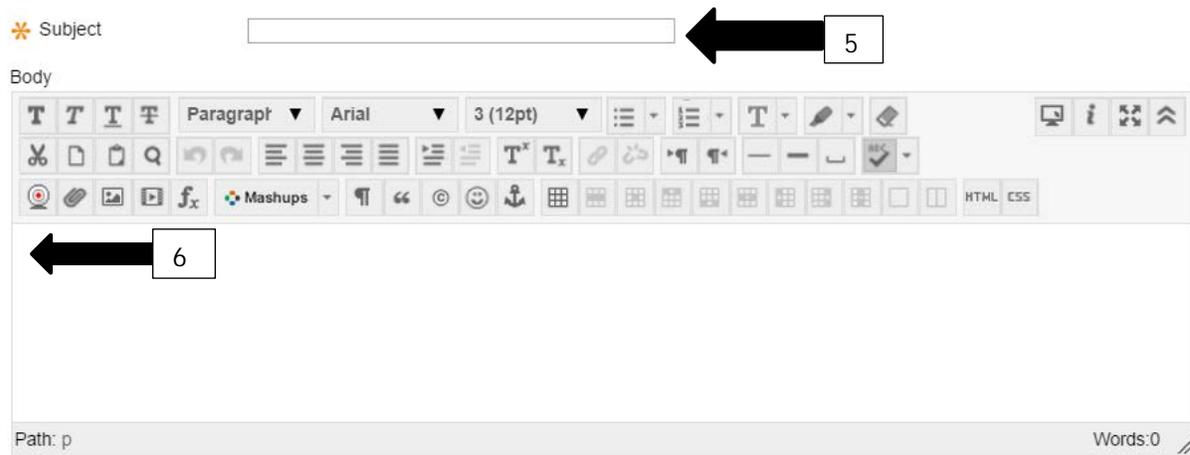


4. Click the **first arrow between the two textboxes**. With this click, the person's name you wish to send the email to should appear in the **Recipient's textbox**.

1. Recipients



5. Enter a **subject**.



Attachment



Submit

Click **Submit** to proceed. Click **Cancel** to go back.



6. Compose your message in the **message area**.
7. Include **Attachments** if needed.
8. Click **Submit**.

What are some tips I can use to write effective Blackboard communications, such as blogs or emails?

- Treat the instructor's viewpoints as well as peers' viewpoints with respect. Communication in an online setting is different from face-to-face communication. For example, you cannot hear the other person's voice inflections or see his/her facial expressions. Therefore, the conventions of the written word should be used to share your voice and to understand what others are saying.
- Use proper grammar, spelling, and complete sentences.
- Avoid using all capitals. Using all capitals can make you appear to be yelling.
- Think before you type your response. Be thoughtful and thorough when responding to others.
- Avoid using word shortcuts, such as "B4" for the word "before."

What kind of information can I find when I click on Announcements when I log in to Blackboard or enter a course's homepage?

The instructor can use Announcements to communicate time-sensitive course information and updates. A good practice is to check your Announcements each time you log in to Blackboard, so you do not miss any course updates.

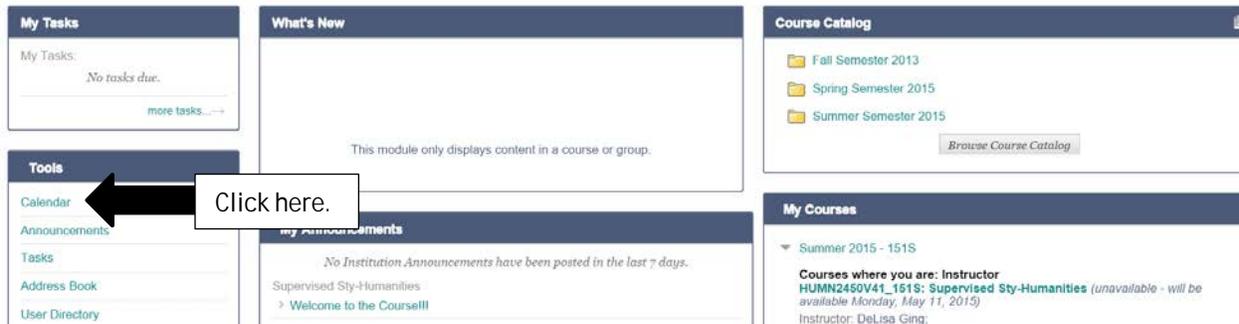


How can I use the calendar to help me do well in my Blackboard course?

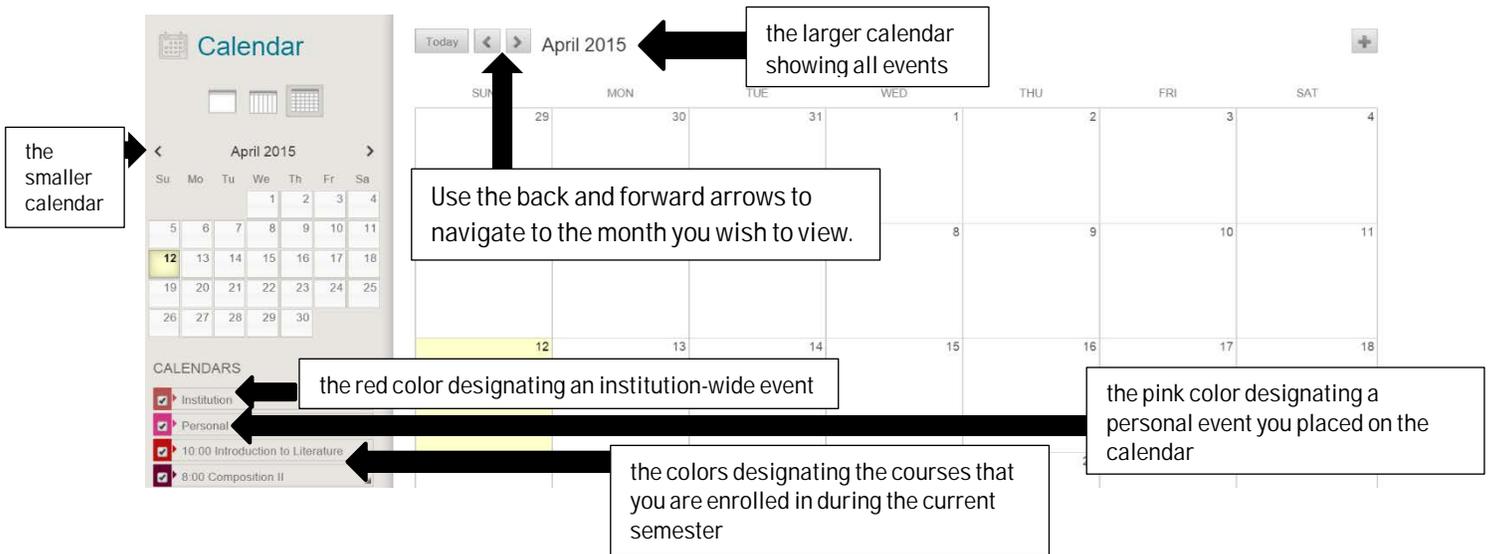
Your instructor may use Blackboard's calendar to help remind you of quiz, exam, or homework assignment dates. On the first page after you log in to Blackboard, you should be able to see calendar events for all classes and personal calendar events that you can create for review at a glance. If your instructor uses the calendar function, you should be able to see the course's calendar when you log in to a particular course.

How do I see the calendar that contains all course events and the personal events that I choose to place in the calendar?

1. On the first page after you log in to Blackboard, click on **Calendar** in the Tools textbox on the left-hand side of the page.



2. Now, you should see a calendar in the middle of the page, a smaller calendar in the top-left corner, and a colored legend that designates a red color for institution-wide events, a pink color for personal events that you place on the calendar, and different colors designated for the courses you are taking during the current semester.



How do I add a personal event to the Blackboard calendar?

1. Using the **larger calendar**, click on the **date in which you wish to add an event**.
2. Type in the **event** and the **additional information** you need to remember about that event.

Create Event ✕

NOC Basketball Game ← Type the event's name here. 1

Calendar:
Personal

Starts: 04/14/2015 12:00 PM ← 3
 All Day Repeat

Event Description:
Go to the game with Sam. ← Type additional information for the event here. 2

Cancel Save

- To select the time of the event, click on **the date in the middle of the event's textbox**, and a new textbox should appear.

The screenshot shows a form for creating an event. At the top, there is a text input field containing "NOC Basketball Game". Below it, a "Calendar:" label is followed by a dropdown menu set to "Personal". The "Starts:" field is "04/14/2015 12:00 PM" and the "Ends:" field is "04/14/2015 12:30 PM". A date picker is open, showing a calendar for April 2015. The date "12" is highlighted in yellow. Below the calendar, the "Time" is set to "12:00 PM". There are two sliders: "Hour" and "Minute". The "Hour" slider is set to 12 and the "Minute" slider is set to 0. There are three arrows pointing to the "Hour" slider, the "Minute" slider, and the "Done" button, each with a box containing the number "4".

Event Description
Go to the

Time 12:00 PM

Hour

Minute

Done

- Click the **hour and minute toggles** to set the event's time.
- Click **Done** once you have set the event's time.

6. Click **Save** to save the event in the Blackboard calendar.

Create Event [X]

[Text Input Field]

Calendar:
Personal

Starts: 04/14/2015 12:00 PM Ends: 04/14/2015 12:30 PM

All Day Repeat

Event Description:
Go the game with Sam.

Cancel Save

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Can I download a Blackboard app for my Apple or Android device, so I can follow my coursework when I am away from my computer?

Yes, Blackboard Mobile Learn is a free app offered by Blackboard. Here are the directions to download Blackboard Mobile Learn:

1. Go to an app store you prefer on your mobile device.
2. Search the app store for Blackboard Mobile Learn.
3. Select the Blackboard Mobile Learn app.
4. Click **Install**.
5. Accept Blackboard Mobile Learn app's terms of agreement. Installing the app will take a minute or less.
6. Open the Blackboard Mobile Learn app.
7. Reconfirm Blackboard Mobile Learn app's terms of agreement.

8. Press **Continue**.
9. Now, search for Northern Oklahoma College by typing **NOC**.
10. Once NOC's Blackboard domain appears, type your **Blackboard user name** and **password**.
11. Press **Continue**.
12. Your Blackboard courses for the semester should now appear.