What students really need to know ...
Welcome to Blackboard

Blackboard is a web-based learning, collaboration and content management system which replaces iBookShelf and CMS. You can find your lecture notes, tutorials and lab instructions there as well as links to web content, interactive content, quizzes, module specific glossaries, discussion forums, easy access to important announcements, a calendar and many other useful functions and information.

You can log into Blackboard from the NYP student portal using a single sign on or directly from http://learn.nyp.edu. Use your usual log in credentials.

Blackboard is easy to use and you will find out how to do most things by just trying out and clicking on the most logical buttons. This first steps guide shows the most important procedures for an unproblematic start. For more details, click on the help icon in the upper right of the Blackboard window or click on the “On Demand Learning Center” link on the log in page of http://learn.nyp.edu.sg.

Maximise your view to the web page by pressing F11 which changes the view to full screen mode.

Check back regularly, so that you don’t miss out on any important information.

Accessing the module contents

Select the teaching module (called course in Blackboard) you want to access from the two options shown in Figure 1. This will bring you to the course homepage shown in Figure 2.

Go to your courses (what NYP calls module, Blackboard calls course) or select a course directly from the home page.

Figure 1: Access the module area via the course menu or the "My Courses" tool
The course homepage gives you a quick overview and you can see in one glance important information like module announcements, module calendar and several others. The course menu on the left is always available, but can be hidden (yellow box in Figure 2).

**Customise**

The Blackboard look and feel can be easily customised in various ways. Move the boxes (called module in Blackboard) of the welcome page around by dragging and dropping, add new modules by clicking “Add Module” or change colour schemes by clicking “Personalize Page”. Don’t forget to “Submit” after your new choice.

**Contents**

The contents areas are shown on the course menu on the left. You can hide and unhide the course menu (yellow box in Figure 2). Click on the selected content area where you can find the lecture notes, slide hand-outs, lab instructions, tutorials and other relevant documents, media content or links. There might also be direct links to tools like announcements, calendar, glossary or discussions. The course materials can be sorted in various categories, but if you managed to figure out how to use Facebook you surely can figure out Blackboard. Play around with it and get familiar with the user interface and the functionality. Look for the help links if required.

You might also be asked to submit documents using Blackboard, view lab grouping, participate in online discussions, keep a blog or do other course related work.

**PEM group**

Click on the community link in the top bar to access the PEM group area. Your mentor might provide important information for the class here.