

Frequently Used

Service Desk request

- Click: My Apps
- Click: Service Desk Requests

Daily Room bookings

- Click: My Apps
- Click: EnCampus Portal

GroupWise Web Access

- Click: My Apps
- Click: Web Email

Niagara College Notices

- Click: News Tab

Parking Permits

- Click: My Apps
- Click: Parking Permit

Password Change

- <https://passwordreset.microsoftonline.com>

Pay Advice

- Click: My Apps
- Click: My Records & Reports
- Click: On-line Pay Advice

Peoplesoft Financials

- Click: My Apps
- Click: Financials

Peoplesoft Learning solutions (HRSA)

- Click: My Apps
- Click: Learning Solutions

Phone Directory and Voicemail instructions

- Click: Contacts & Tasks Tab
- Click: Niagara college Directory Search

Blackboard

This Pamphlet Online

<https://its.niagaracollege.ca/>

How to Guides on the following topics

Blackboard

Windows 10

Office 365

OneDrive

Skype for Business

<https://its.niagaracollege.ca/>

Niagara College Help Desk

Monday-Friday 8:30am to 4:30pm

Phone: 905-735-2211 ext 7642

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Blackboard

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- Commonly used applications
- Grade Center
- Quick Tips



**Niagara
College
Canada**

APPLIED DREAMS

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Blackboard Basics

Add an Instructor

- Customization
- Tool availability
 - o Check Manage Users
 - o Submit
- Course Tools
- Manage Users
- Add Users by Role
- Fill in username and select Course Role
- Submit

To check they are added

- Users and group
- Users
- Find them

ONLY the teacher in charge of the course can submit a grade for them

Official Grade Submission

- Log into Blackboard
- My Apps
- Select the LMS tool
- Select
 - o Maintain Mid-Term Grades or Maintain Final Grades link
- Search for the course you want to edit
- Select the desired course
- For each student enter their grade in the grade fields
 - o If entering a final incomplete grade: i
 - o If it's a midterm: S, U, N
- Click Save if not done and submit if done
- Read the pop-up choose yes or no
- There will be an additional conformation saying it's been submitted
- We recommend printing off a copy for records

Quick Tips

Make a course available

- Customization
- Under set availability
 - o Make course available
- Submit

Create a course Announcement

- Click: Announcement
- Click: Create Announcement
- Read through and adjust the options to meet your needs

Modify/delete a course Announcement

- Click: Announcement
- Click the action item (next to desired announcement)
- Select the edit or remove

Copy a course

- Access course you want to copy
- Packages and Utilities
- Course Copy
 - o Read through the options carefully
- Submit

Use SafeAssign in assignments

- On the Create Assignment page, expand Submission Details.
- Select Check submissions for plagiarism using SafeAssign.
- Optionally, select one or both options: Read the choices carefully
- Complete the Create Assignment page.
- Select Submit

Working Offline

- Work Offline
- Download
- Edit and save it in Excel
 - o You can also print it from Excel
- Upload it when you are done
 - o Grades Center
 - o Work Offline
 - o Upload

Archive a course

- Click: Control Panel in Blackboard
- Click: Packages and utilities
- Click: Archive
- Read the options provided
- Click: Submit
- IT will redirect you and say an email has been sent
- An archive file will be listed on the Export/Archive Course page
- Click the action button
- Click: Open
- Save the file (it is in ZIP format)
- Delete the link once you no longer need it

Import an Archived course

- Click: Control Panel in Blackboard
- Click: Packages and utilities
- Click: Import Package / View Log button
- Click: Import
- Locate and select your zip file
- Read through the Select Course Materials carefully (most select people all)
- Check and remove duplicated items

For help with Blackboard

Phone: 905-735-2211 ext. 7860

Email: blackboard@niagaracollege.ca