



MERCERONLINE
Mercer County Community College

BLACKBOARD GETTING STARTED

Quick Guide

Getting Started with Blackboard Learn for Student

Blackboard Learn is the learning management system used at Mercer County Community College. It is a tool used by faculty to create a private "online classroom" area. Students can see announcements from the instructor, access learning materials and supplemental resources, participate in online discussions with other students, submit assignments, take quizzes and tests, or view grades.

Accessing Blackboard Learn

If your instructor uses Blackboard Learn and the course site is available, you will see it listed in Courses. If not, the course will not appear.

1. Log into [MyMercer Portal](#) using your MCCC credentials.
2. Click the Blackboard icon.
3. Once in Blackboard Learn, you will be on the Institution Page.
4. On your Ultra Navigation panel, click on "Courses".
5. Click the course title to enter your course site.

Submitting an Assignment

1. From the Course Menu, select the Content Area that holds the assignment (Lessons on the course menu panel).
 - a. If the Assignments area is not visible on the course menu, your instructor may have placed the assignment within another content area or folder.
2. Click the name of the assignment.
3. On the Upload Assignment page, read any assignment instructions and download any files provided by the instructor.
4. Under Submission, complete the assignment using one of the following (make sure to follow the instructions provided by the instructor):
 - a. If your response to the assignment is in a separate file, such as a Microsoft Word document, click Upload Files, Browse Local Files, and select the file to attach.
 - b. Second option. Click Create Submission, to type in your assignment response, the Text Editor Functions may be used to enter and format the text and include files, images, external links, and multimedia. Click the three dots to expand
 - c. Optionally, comments to the instructor may be entered in the Add Comments box.
5. Click Submit. (If you click Save Draft, your instructor will not receive your completed assignment).
6. If your instructor has not allowed multiple attempts, the assignment can be submitted only once. Ensure you attach any required files to the assignment before clicking Submit.

Checking Your Grades

1. Go into your Blackboard Learn course.
2. From the Course Menu, click My Grades.
3. If your assignment is submitted and graded, the grade appears in the Grade column.
4. Click the assignment name to view the grade details, including feedback from the instructor or attached files.
 - a. If your instructor used a rubric for grading, click View Rubric to display detailed grading information.
5. For questions about grades in the My Grades area, please get in touch with your instructor.

Students can access grades for assignments for all their enrolled courses from the Ultra Navigation by selecting the [Grades link](#).

Creating a Discussion Board Thread

The Discussion Board allows students to share ideas about class materials asynchronously (not live or simultaneously).

1. In your Blackboard Learn course site, click
2. Discussions in the course menu.
 - a. If the Discussions area is not visible on the course menu, your instructor may have placed a link to Discussions within another content area.
3. On the Discussion Board page, locate the appropriate Discussion Forum and read the description containing the question(s) to answer and other criteria.
4. Click the Discussion Forum Name to open that forum.
5. Click Create Thread to create your initial post.
6. Enter a Subject for your thread.
7. Enter the text of your thread in the Message text box.
8. Optional – click Browse My Computer to attach a file to the thread entry.
9. Click Submit to post your thread (the instructor and other students will immediately see the post) OR Save Draft to save the entry for further editing and later posting.
10. Grade Information allows you to view the points possible and a grading rubric (if used by the instructor). Once graded, you can also view the discussion grade and feedback here.

Replying to a Discussion Board Thread

1. From the Discussion Forum, click on the Thread subject line from a classmate or instructor to open.
2. Click Reply for that post.
3. Enter a Subject (if different from the default) for your reply.
4. Enter the text of your reply in the Message text box.
5. Click Submit to post your reply (the instructor and other students immediately see the post) OR Save Draft to save the reply for further editing and later posting.
6. The reply appears in the forum underneath the original thread.

Taking a Quiz or Test

Quizzes and Tests are assessments instructors may create in Blackboard Learn to test students' knowledge of course content.

1. From the Course Menu, select the Content Area (Lessons) that holds the quiz or test. Often quizzes and tests are in a folder or Assignments content area.
 - a. If the Assignments are not visible, please contact your instructor right away.
2. Click the name of the quiz or test.
3. Click Begin to take the quiz or test.
 - a. Make sure to read the instructions first to see if the quiz or test must be completed in one sitting if multiple attempts are allowed, and if it is timed.
4. Take the quiz or test.
 - a. Do not use your browser's Back button during a quiz or test. Doing this may interfere with your ability to continue the quiz or test.
 - b. As you work through the quiz or test, click Save Answer after you answer a question.
5. When done, click Save and Submit.

Need Help?

Contact **merceronline@mccc.edu** if you have any questions or need assistance with Blackboard Learn. We are happy to help.
