

Blackboard Dashboard



St. Lawrence College

This manual contains pertinent information about the Blackboard dashboard.

May 2018

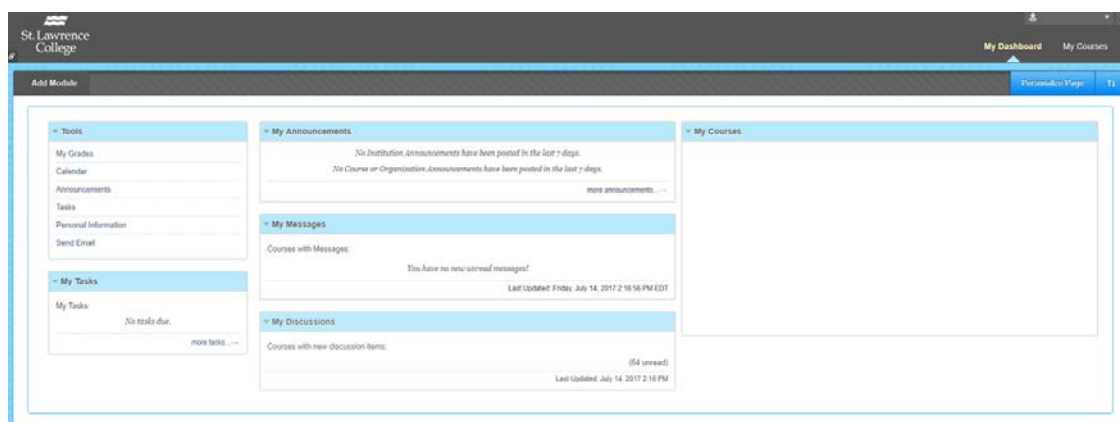
Blackboard Dashboard

About

Blackboard is an extension of the classroom online. Your Blackboard account will provide access to communication from instructors and course content, such as course outlines or assignments. When you first log in, you will be taken to your Dashboard.

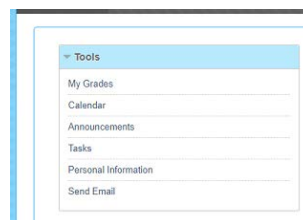
Your Dashboard

1. You will first need to log in to your Blackboard account. For more information on logging in to your account, please see our how to guide on logging in to Blackboard. When you log into your blackboard account it will open your dashboard.



On the Dashboard, on the left you will see **Tools**, and **My Tasks**. In the center you will see **My Announcements**, **My Messages**, and **My Discussions**. On the right you will see **My Courses**. Please note: that you may see these in a different order than displayed by clicking and dragging the title to a new location.

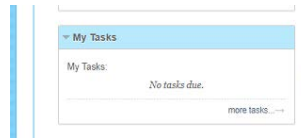
Tools:



Tools will include links to **My Grades**, **Calendar**, **Announcements**, **Tasks**, **Personal Information**, and **Sent Email**. Please note: Emails sent from Blackboard are sent using your student email account and will display in your email outbox. Replies will be received in your email account, not in your Blackboard account. Additionally, you can sync your calendar from Blackboard to display in your email account.

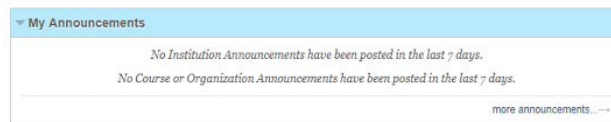
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My Tasks:



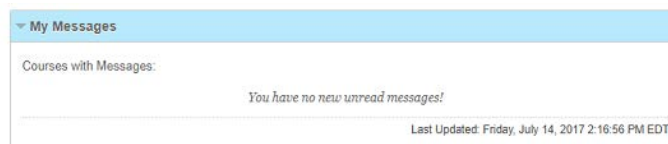
My Tasks will display any upcoming tasks that either you or an instructor have entered.

My Announcements:



My Announcements will have notices that have been sent out from instructors or the college. Many times you will also receive an email to your student email account when an announcement is made.

My Messages:



My Messages will provide an overview of your unread messages.

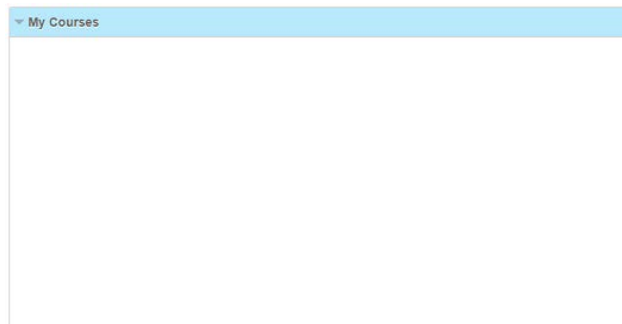
My Discussions:



My Discussions will include updates about discussion boards that have been set up within your courses. These discussion boards are similar to an in-class discussion where students will be able to create a thread and then post comments to keep the conversation going.

Blackboard Dashboard

My Courses:



My Courses will display a list of the courses that you are enrolled in. Courses will remain on your dashboard until the end of the following term. (Ex. Fall 2017 courses will not be removed until the end of Winter 2018 term.) To enter one of the courses, click on the course code/name. This will then load the course homepage.

Global Navigation Menu

The Global Navigation Menu is located in the top right corner of the screen. Here you will see notifications for any of the courses that you are enrolled in. Depending on where the notification is, this will tell you if **a grade has been updated** or if there has **been a change in one of your courses**.

