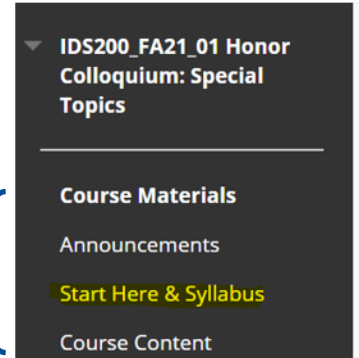![Quinsigamond Community College logo]

Student Guide: How to Navigate Your Blackboard Course

STEP 1: Once you're logged into your course, look for and read any or all of the following:
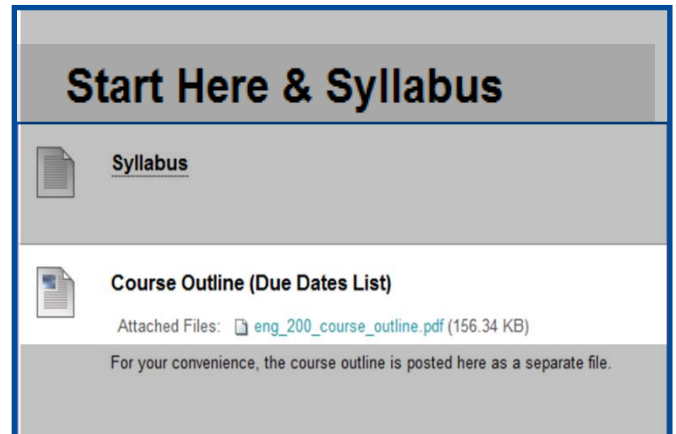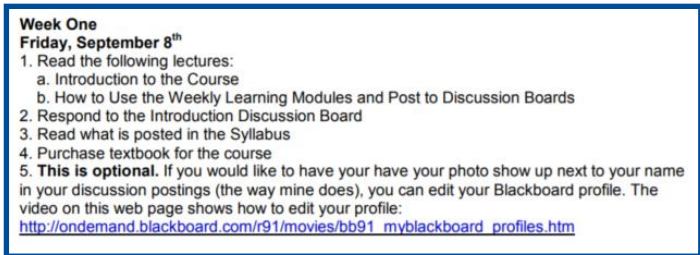
a. Welcome or Week One Assignments announcement

b. Information inside the *Start Here & Syllabus* content area (or a similar content area), including the syllabus

c. Welcome email from the Instructor (check *your student email*) or course message from the instructor (check *Course Messages in Bb* in *Blackboard)*

> **Use the course navigation menu on the left side of the screen to access course content.**

STEP 2: Look for the course outline or due dates list in the syllabus or in the "Start Here & Syllabus" content area (or a similar content area).

a. Print or download and save a copy of the course outline or due dates. (The image on the right is an example of where you might find this information.)

b. Follow the directions of what to work on. (See example of directions below.)

STEP 3: Find assignments and read the directions.

a. On the course navigation menu, look for an assignments content area or specific assignment tools, such as *Discussions*, *Quizzes*, *Journals*, *Assignments*, etc.

b. Assignments also may be inside the *Course Content* or other content area, so be sure to look inside these areas of the course. (The example to the right shows an assignment link in the Course Content Module 1 folder.)