NORTHERN COLLEGE

Blackboard Learn (Version 9)
Orientation Guide

Please note this is a working document and is subject to change as necessary.

Blackboard is an application which allows students of Northern College to participate in College courses in an online environment. Through Blackboard, students can view course documents, assignments, grades, communicate with other students & faculty, & participate in online discussions, provided that they have access to an internet connection & an internet browser.

This guide covers the following topics:

- Technical Prerequisites
- Logging in
- Northern College (Institution page)
- Navigating through your Course
- Logging Out
- Contacting Support
- Support Documents

Technical Prerequisites

In order to use Blackboard, you will need access to:

- **A Pentium IV (or higher processor) computer**
- **512 megabytes (MB) of random access memory (RAM) minimum**
- **An internet connection** (outside of company firewalls - firewalls may cause connection problems using Blackboard & downloading files)
- **A web browser (Internet Explorer (IE) 6 or higher)**
    - **Note:** Internet Explorer **8** is the college standard, & works most reliably with Blackboard & the documents provided by your professors. IE can be downloaded from the Microsoft website free of charge.

- **Associated programs recommended by your professor**
  - Microsoft Office 2007 is the college standard software & may be required to view and transfer files to & from your professor
  - If you don't have Office 2007, you will need to download the PowerPoint Viewer, Word Viewer, and Excel Viewer. Follow the same steps as above to download and install
- **An e-mail account**

Accessing College Network from Off Campus

The College network is available for use when you are off campus. There are some simple steps you must follow to gain access from a system connected to the Internet:

Update your Internet browser
Install the Citrix client
Ensure a secure password

This section contains the information you need in order to use the College Network from outside the College.

Logout

When you have finished using the College Network, please click the **logout** button on the Citrix webpage.

Unfortunately not all College licensed software is available off campus. Some applications require local installations in the computer labs at various sites of Northern College. The College's IT department continues to work towards providing as much software as possible through this portal.

There are **two** ways you can access Blackboard off Campus:

1. Through the college network (logging into Citrix)
2. Through the local URL: http://blackboard.northernc.on.ca

Whether you access Blackboard through the network or through the local URL, you will be going to the same location. If you are on a slower internet connection, you may find using the local URL access a simpler process.

It is **VERY IMPORTANT** to note that choosing to access Blackboard through the local URL means you **DO NOT** have access to all the server applications such as Microsoft Word, PowerPoint etc. If your faculty have posted materials in these formats you must either have your own copy of Microsoft Office installed locally on your computer, or you must install the PowerPoint Viewer, Word Viewer, and Excel Viewers in order to view these documents.

If you choose to access Blackboard through the network you will not need to have a local copy of Microsoft Office or install the viewers.

Accessing Applications (incl. Bb) through Northern College Logon Page

Step 1: Connect to the Internet

Step 2: Open Internet Explorer.

Step 3: In the address bar of Internet Explorer, type in the following address followed by the enter key:
http://www.northernc.on.ca/

Step 4: After the Northern College Home page has loaded, click on "**College Network**" – this allows you to access different software including **Blackboard**.

Note: If you are connecting by dial-up & downloading the College home page takes too long, try going directly to the College Network (Citrix) log-in page. Enter the following address followed by the enter key:

https://citrix.northernc.on.ca/Citrix/XenApp/auth/login.aspx

NORTHERN COLLEGE
Students | Corporate | Foundation | Alumni
There is still time to apply for the 09-10 year!
Quick Links
About Northern College
Admissions
Programs of Study
A to Z Program Listing
Computer Programs
News and Events
Contact Information
College Network
Online Housing
Jobs at Northern College
Unofficial Transcript
Continuing Education
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FULL TIME PROGRAMS
APPRENTICESHIP AND WORK-FORCE TRAINING
CONTINUING EDUCATION
DISTANCE EDUCATION
NEW! 2yr format for Computer Engineering Technology Science more.
HYDRO ONE Partnerships with Northern College Click here for more.
Surface Diamond Driller Assistant Common Core Only 12 participants per program. Register now! Contact us at (705)567-9291 ext. 665, ktraining@northern.on.ca or by fax: (705)568-8186. more
Find out more about the Welder Apprenticeship program more.
NEW! Metal Fabricator Program. Click here for more.
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Educational Assistant program starting in Fall 2008 more.
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RPN Medication Administration/ Refresher see flyer here.
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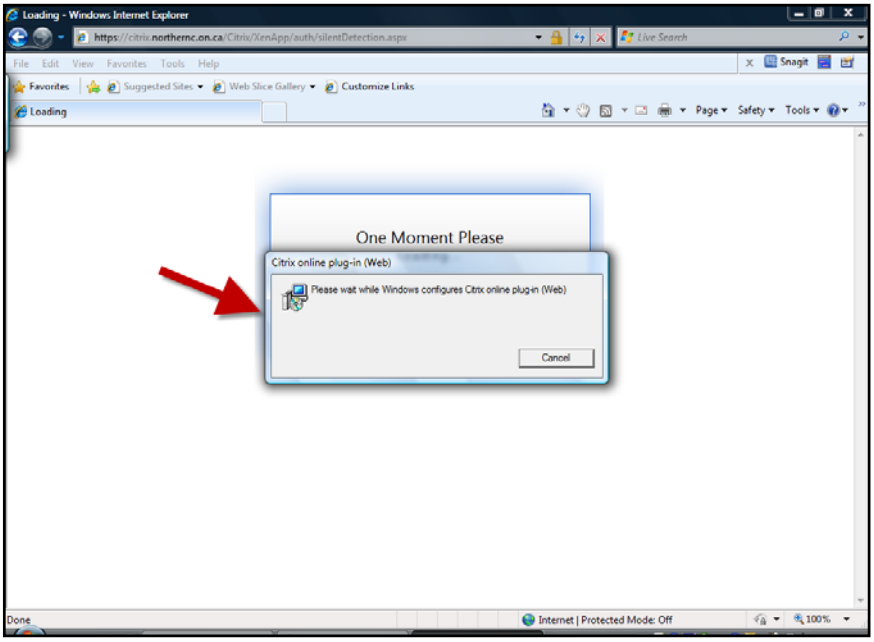
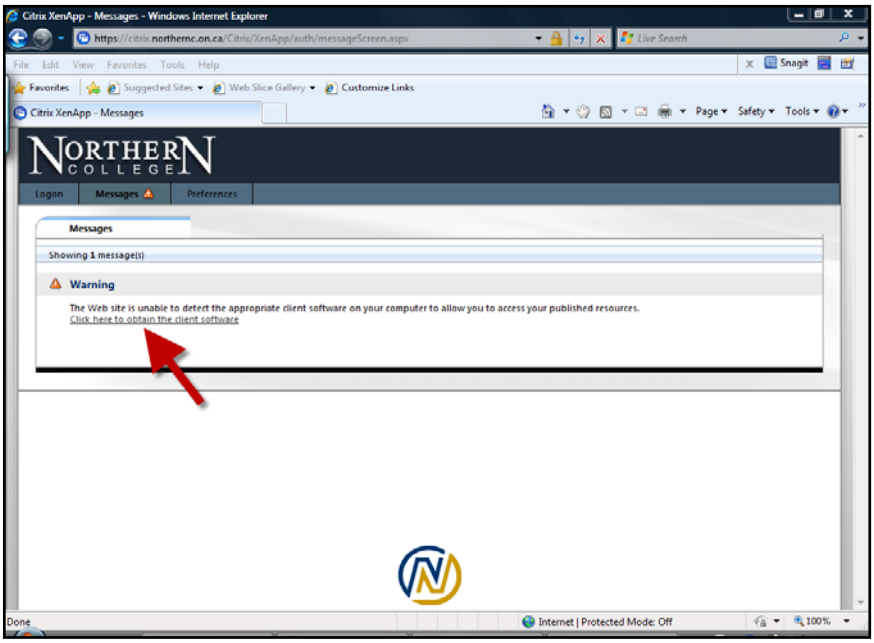
Advanced Cardiac Life Support more info.
ECG Interpretation more info.
Study in the comfort of your own home through correspondence courses more.
NEW! Mining Engineering Technician Diploma more.
Contact North offering Police Foundations, Office Administration, Community Economic and Social Development, Business Management and Business Accounting General Info more.

Install the Citrix Web Client

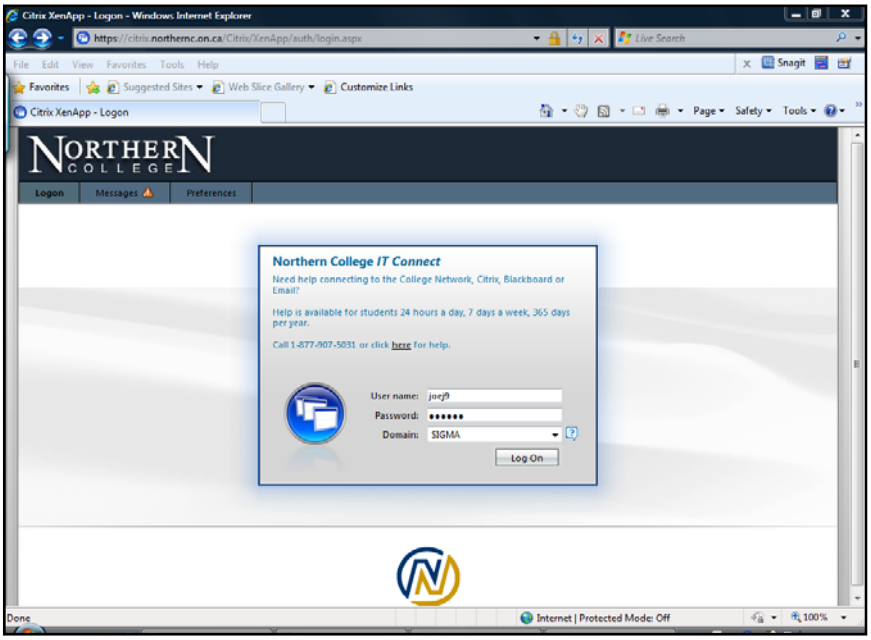
Note: Installation of the Web Client is required only once; the first time Citrix is used. If the client is not present on your system, the following message will appear as the proper software is installed to allow you access to the College Network.



If you get the following message choose the link to locate and install the appropriate software you need to make a successful connection to the College network; again this process is required only once.



Once the installation is complete you will arrive at the following College **Login** screen.



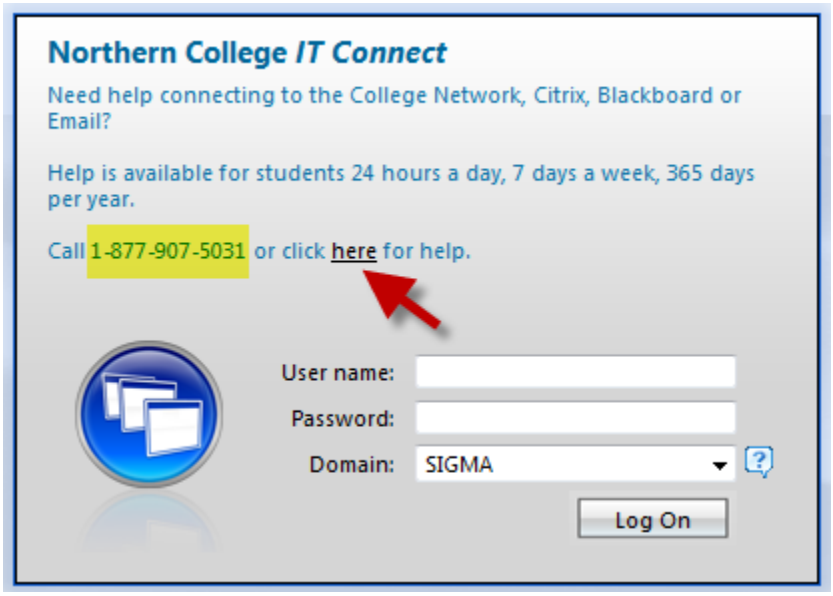
Log on to the College Network

Fill in required Student User Name, Password & Domain on the Citrix Login page. Your user name (which is your last name followed by the initial letter of your first name & a single digit number – do not include any spaces) & your password (which is a 7-digit number) will be provided on your Confirmation of Registration as soon as your register for your courses.

NOTE: If you are a distance student, you will receive a Confirmation of Registration by mail. This document will contain a listing of all the courses you are enrolled in and your username and password on the bottom right-hand corner. Keep this document secure and treat your username and password with the same security as your banking information. Do not share it with anyone else.

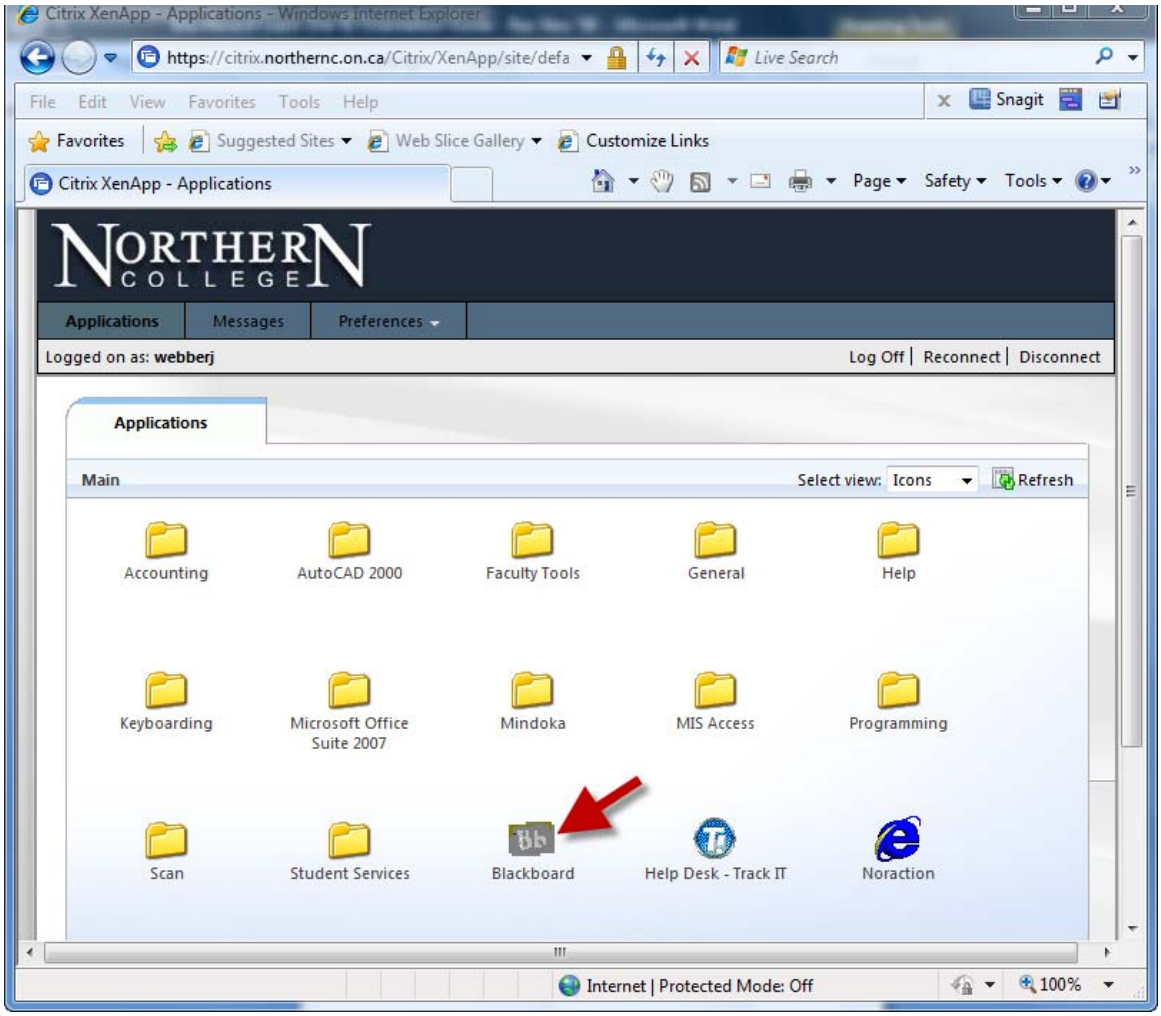
The **Domain** should automatically show as **SIGMA**, if this is not the case select it by clicking the drop down arrow and select it from the list. When all sections are complete, click the **Log On** button.

If you are a **student** and you need assistance check out the following help options available to you:



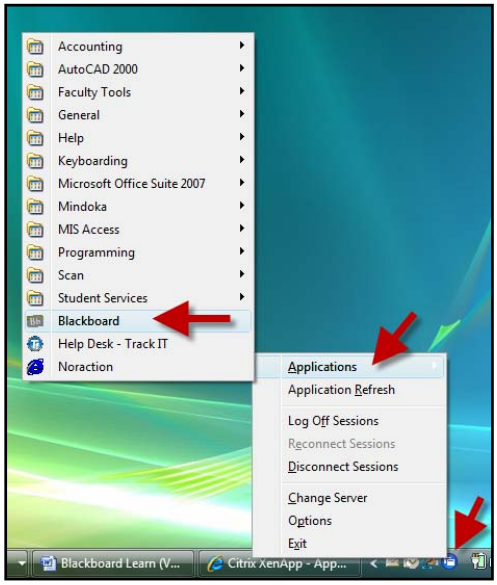
Launching Applications

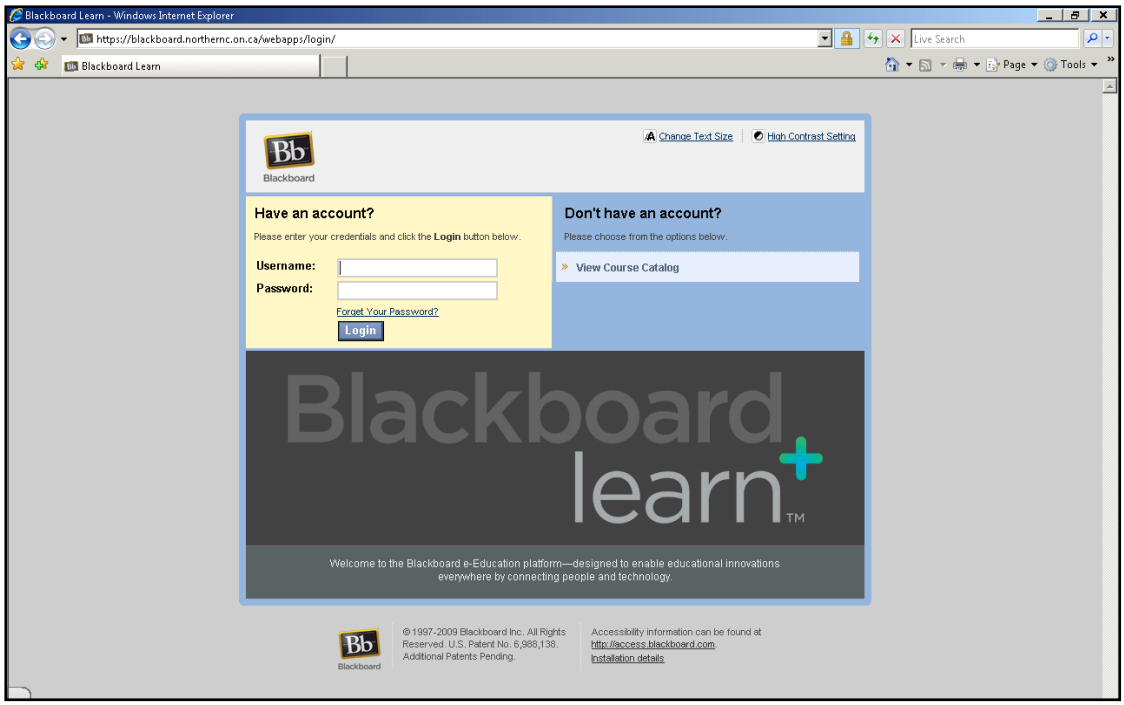
To launch an application, simply click the corresponding icon. You may have to scroll down to the bottom of the page to find the **Blackboard** application. **Note:** Your applications may vary slightly from the following reference:



Logging onto Blackboard – On-site at College

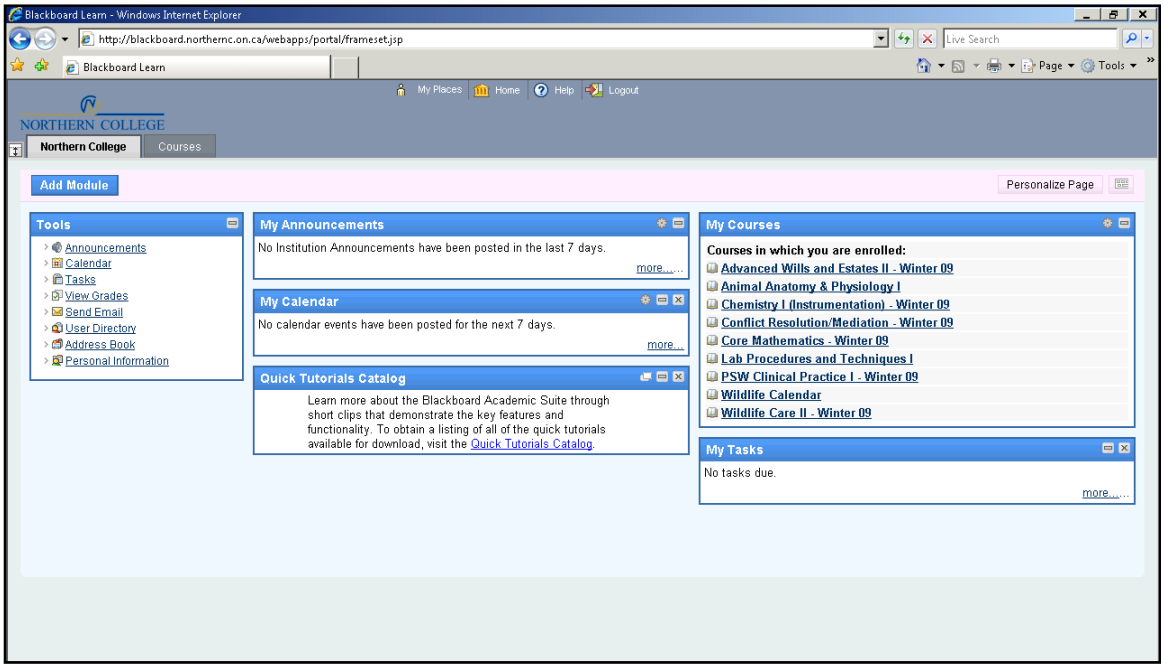
The **Blackboard** application can be located from the Applications group (right click on the Citrix XenApp icon) as noted below:





Log on to "Blackboard". Fill in your user name & password (these are the same as you used to get onto the College Network/ Citrix). Press enter or click **Login**.

When you have successfully logged on to Blackboard, the "Northern College" Blackboard homepage will appear on your screen. Notice that the Northern College tab (found just below the Northern College logo) is highlighted



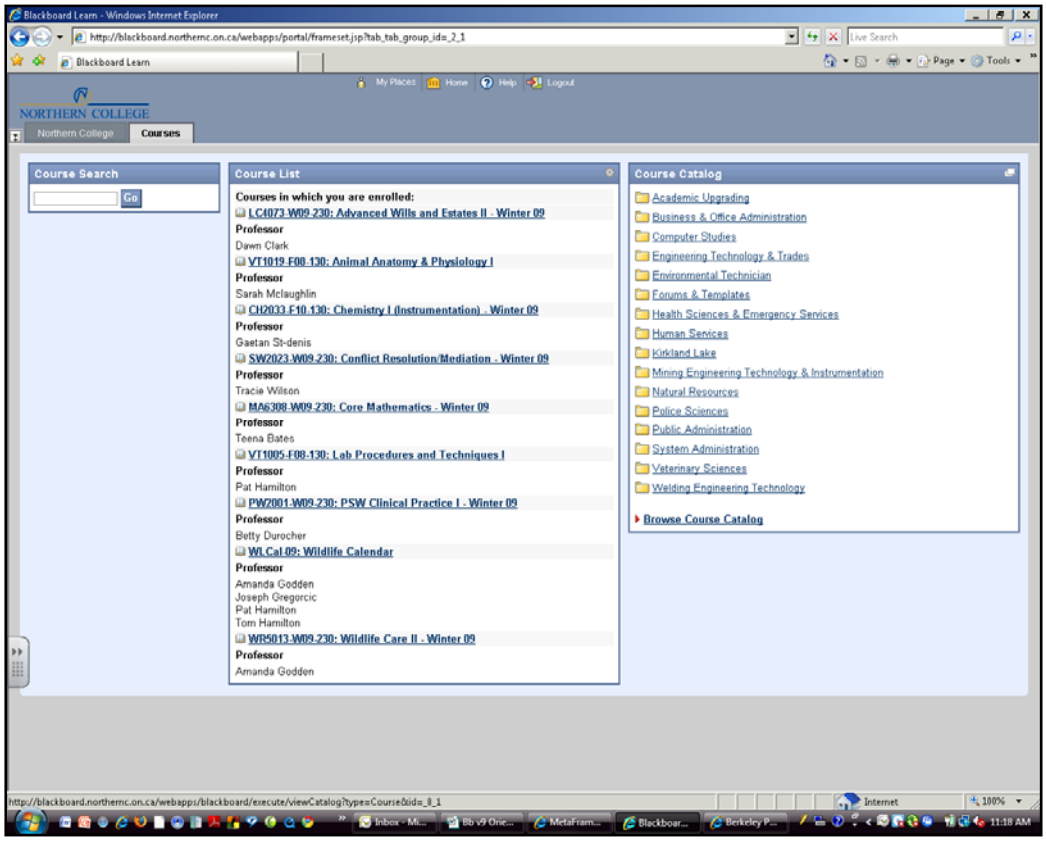
Northern College Blackboard Page

The Northern College Blackboard page provides a listing of tools, announcements, calendar, courses, & tasks for all your Blackboard courses. An underlined heading is a link to the item. Try some links to see what the items look like. Return to the Northern College page by clicking on the Northern College tab located just below the Northern College logo. More instructions will be provided by your professor

Courses you are enrolled in would be listed under "My Courses". If your courses offered on Blackboard do not appear, inform your professor(s). All students are enrolled in the Student Success Resources. Professors are also enrolled in this ‘course’.

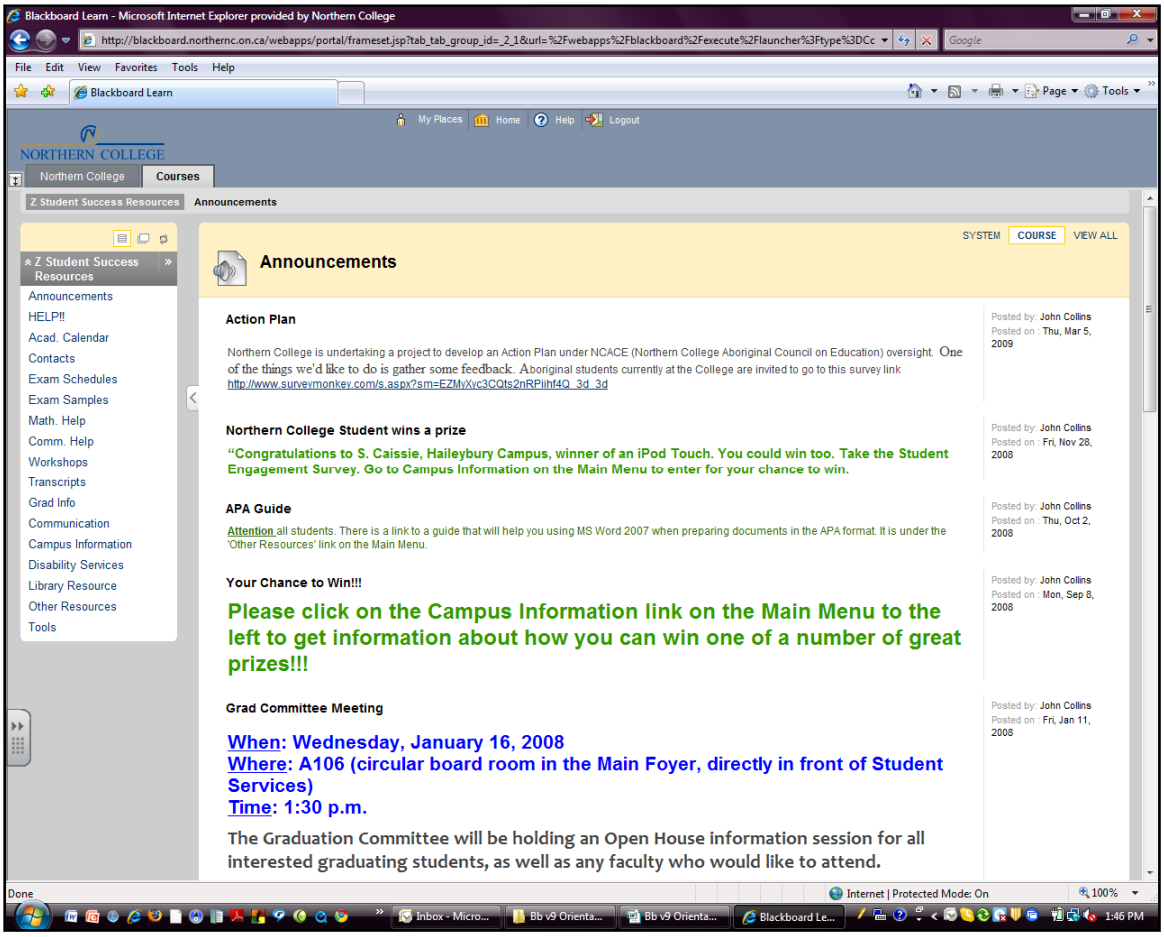
Courses Homepage

Click on the “Courses” tab to bring up the Course homepage as shown below. Notice the Courses tab is highlighted.

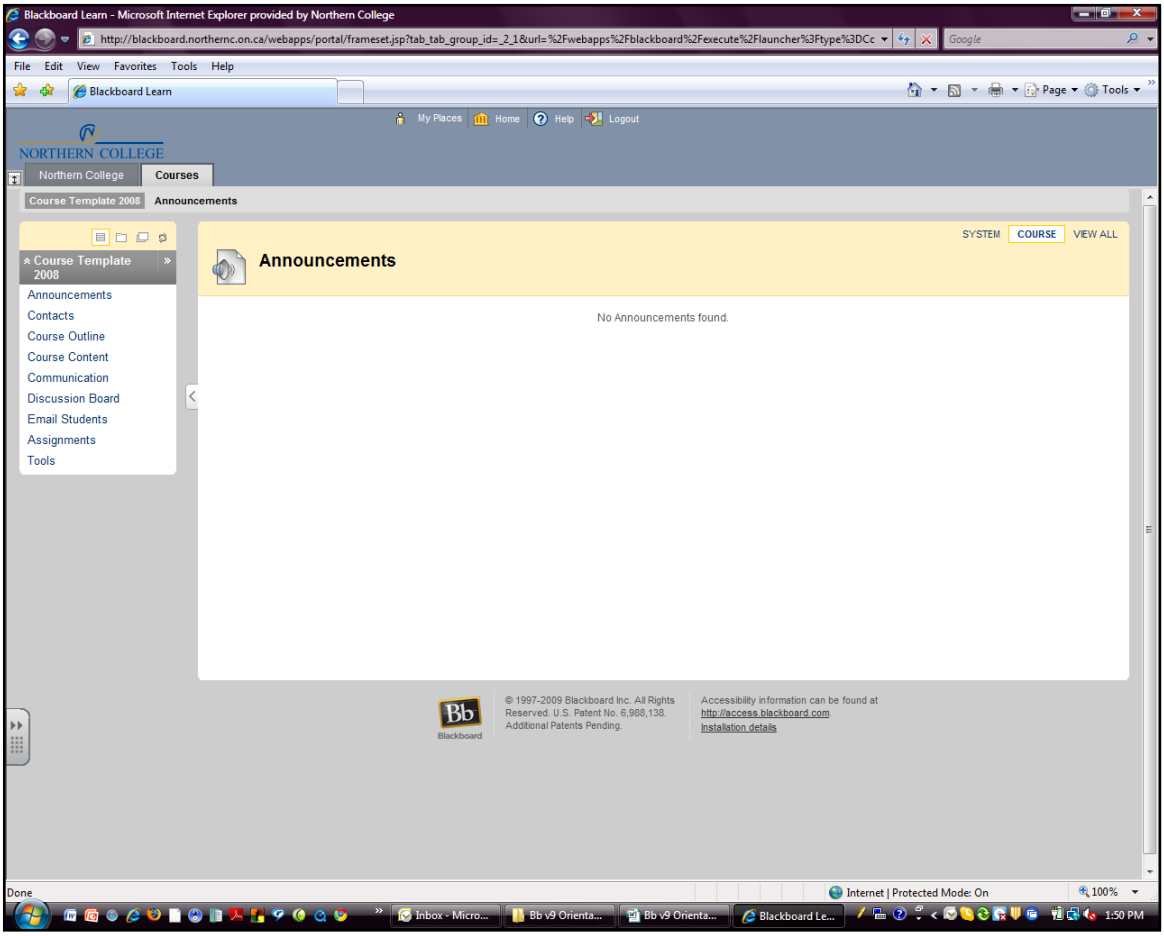


Click the link to a course (either on Courses or Northern College pages) to take you to the home page for a specific course.

The home page for **Student Success Resources** is shown below. All the items listed on the left are available. Try clicking a few to see what's there.



The standard layout of the home page for all other courses will look similar to the following:



Navigating through your Blackboard Course

The navigation area consists of a series of items located on the main menu (along the left side of the screen). Selecting any of these items will take you to the corresponding area of the course. Some of these may or may not be used in your course depending on how your professor has set it up.

Announcements	Your teacher will write important information such as a welcome message, instructions about where to find course information, due dates for assignments, course changes, instructions for tests, etc. under Announcements.
Contacts	This section contains information about your teachers such as name, email, office location, office hours, etc. You can also find out how to contact your Program Coordinator and Extended Classroom Services personnel for help with distance delivery.
Course Outline	Course Outline.
Course Content	Here is where your teacher will put all the information from your classes such as Introductions, Objectives, Class Notes, Readings, Review/practice problems, PowerPoint presentations, etc.
Communication	Clicking on the Communication link gives you access to Collaboration (Lecture Hall/Virtual Classroom and Office Hours/Virtual Chat), Discussion Board, Group Pages, Blogs, Journal, etc.
Discussion Board	Access forums that are made up of individual discussion threads that your professor may have organized around a particular subject.
Email Students	This area gives you quick access to your college email account. You can email classmates as well as your professor(s) from here.
Assignments	Your teacher will post Assignments, Tests, Reviews, Quizzes, and Surveys in the Assignments area.
Tools	This area holds the tools needed to submit information to the professor, view a course calendar, check your grades, manage your homepage and edit your profile.

Logging Out of Blackboard

It is imperative that you **log out of Blackboard after every session**. To do this you must click on the "logout" button on the top of your Blackboard window.

If you fail to log out of Blackboard, your account may stay on the computer & anyone who uses it after you will be logged into Bb as you.

Blackboard Course Support

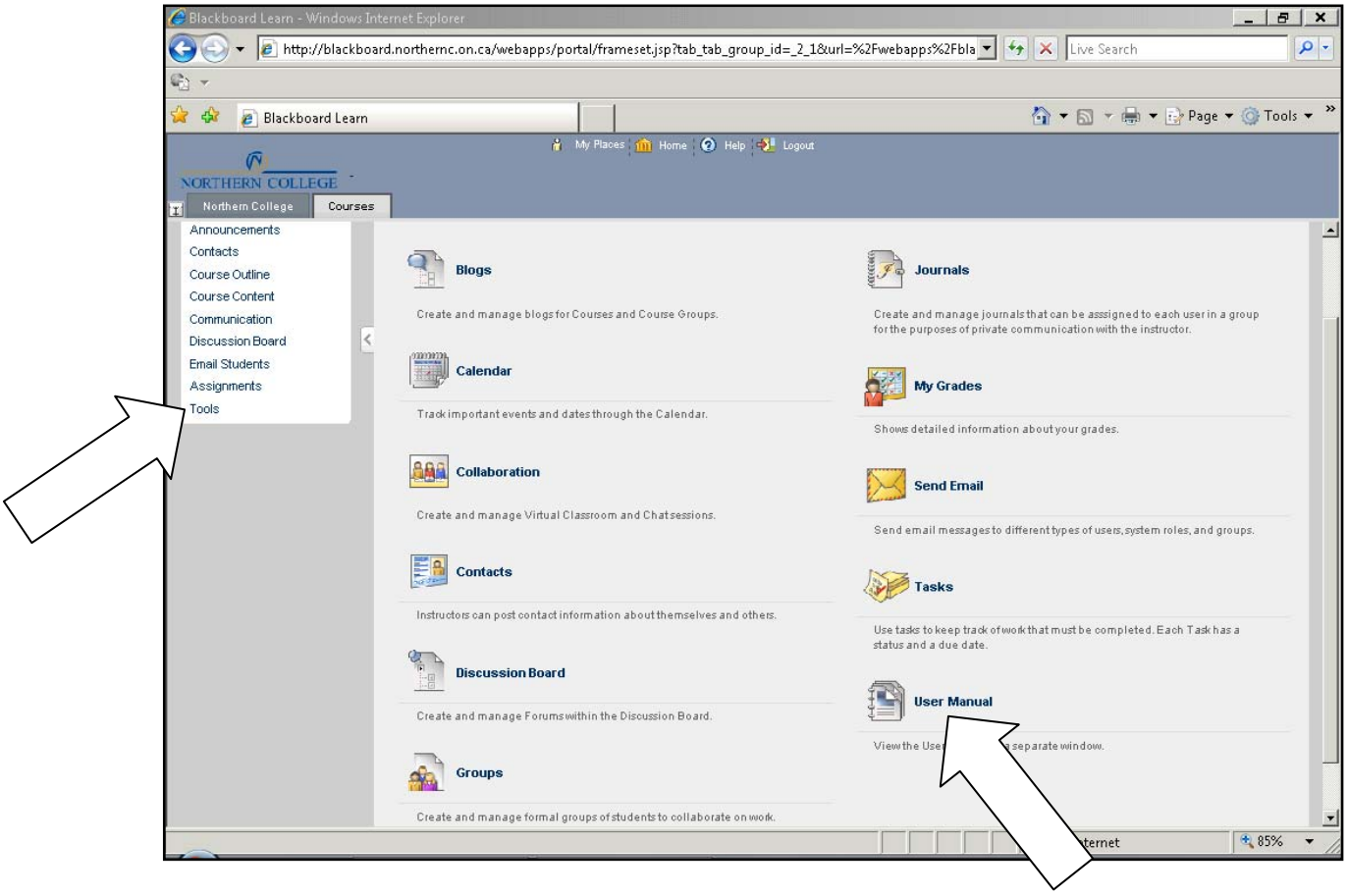
Please contact your **professor**, if you have questions **specific to your course** on Blackboard:

- What the course is about
- Locate course content
- How to submit your assignments to your professor
- How your course professor expects you to contact them
- When to take a quiz, test, etc.
- Check your grades

The Student link on the College Website provides access to this guide as well as several other useful references to assist you with checking your College email, changing your security settings for the College Network, and so on.

Support Documents for Blackboard

You can find an online manual by clicking on Tools **from inside any course** & clicking the manual button. (Teachers can find the instructors manual under Control Panel in the Help section.)



Other Helpful Information for Using Blackboard

Update Your Browser to 128 Bit Cipher Strength

To update the Internet Explorer web browser to 128bit cipher strength, open Internet Explorer, click on the help menu, from there choose “About Internet Explorer”. This window will display what the current cipher strength is, & a link to “Update information”. Click on this link to go to Microsoft’s website to update cipher strength to 128bit. After the browser has been updated, proceed to logon to the College Network.

Network Performance

Performance of software over the network when off campus depends on several factors:

Speed of your Internet connection: Cable and DSL connections perform much like your office environment while 33K and 56K dial-up connections will be much slower and, at times, choppy. Dial-up connections are not recommended for use with the College network access.

Specifications of your computer: With more RAM, & better processor speed, performance will improve

Operating system: Using the latest operating system will help performance.

Internet Service Provider (ISP): You must remember this is an Internet connection from off campus to the College. Performance of your ISP will also affect the performance of the Citrix connection much like it affects your browsing capabilities of the Internet.

Of the above items, **the speed of your connection is the most important**, and hence, provides the largest improvement in performance.

Ensure Your Password is Secure

What has the College done to ensure password protection?

The College has implemented 128-bit encryption on the logon site to ensure that passwords cannot be captured across the Internet; the only way someone will gain access to personal files and email is if they know a password and username.

Things to consider with the College Network available off campus …

If someone has your username & password, he / she would be able to login on any computer in the College to gain access to your folders and email.

With web access, if someone has your username & password, he / she can gain access to your files & e-mail from any computer connected to the Internet.

Users of the system must keep passwords to themselves at all times.

Your password is your security…

Some Password tips …

- Use a mix of upper & lowercase letters
- Use a mix of letters, symbols, & numbers
- Make it easy to remember
- Passwords should be 7 or 8 characters long
- Make it something that can be typed quickly so someone standing behind you won't be able to see what you're typing
- Use a password known by you, **AND ONLY YOU**.

What should never be used as a password?

- Your name
- The name of a spouse, child, pet, etc
- Anyone's name (real or fictional)
- Any obvious word that is printed, published, or written down anywhere by anyone
- Your phone number, address, SIN#, birth dates (or those of anyone you know)
- A place name
- A string of the same letter or number (like aaaaaaa, or 22222)
- Simple keyboard patterns (like asdf or qwerty)
- License plate number

Changing Passwords

Press "**CTRL-ALT-DEL**" and click on the ***change password*** button to change the password.