

**BLACKBOARD LEARN** is NWTC's Learning Management System. It is an easy to use online solution to store and communicate learning activities/ assessments between instructors and students. Blackboard Learn offers a content library, gradebook, plagiarism detection tools, interactive discussion boards, web-conferencing and more.

**Learn more about Blackboard's personalized learning solution:**  
[https://help.blackboard.com/Learn/Instructor/Watch\\_Videos](https://help.blackboard.com/Learn/Instructor/Watch_Videos)

**NWTC has created an online resource page for K12 Educators—**  
[www.nwtc.edu/bbtraining](http://www.nwtc.edu/bbtraining)

- Instructor Guides & Videos including PSRADE/Grading Information
- Student Guides & Videos
- In-Person Instructor Training Schedule
- Instructor Support Information
- Student Support Information
- NWTC's Technology Training Consultant Contact Information

### Blackboard Features & Tools

- **Calendar** — Insert course calendar as a tool to show due dates, etc. for specific courses or institutions.
- **Assignments** — Basic tool to have students complete & submit work/ includes individual, group or portfolio submission & other grading details
- **Set Grade Center Due Dates** — Configure assignments and set all due dates from one screen
- **Test** — Formal assessments with various question types (multiple choice, matching, true/false, etc)

### How do I enter my final grades in Blackboard?

1. Log into your Blackboard class shell and navigate to Course Management > Grade Center > Full Grade Center
2. In the column labeled "PSGRADE," enter grades as followed:
  - a. Letter Grades = A, B, C, D, or F
  - b. Withdraw = W
3. If you do not see the "PSGRADE" column, contact NWTC's K12 Specialist

### Where can I find my Roster?

Log into your Blackboard class shell and navigate to Users and Groups > Users. This screen will give you a list of students along with their usernames (NWTC IDs). You can also access the Full Grade Center as it will have a list of your students along with their usernames (NWTC ID).

### My roster isn't correct?

**For incorrect rosters, please contact your high school liaison for NWTC.**

Let them know to resend the updated roster to NWTC's K12 Specialist. If you don't know the high school liaison's name, please go to the NWTC K12 High School Contact List located on NWTC's K12 Educators webpage under Requirements for Teaching Transcribed Credit/Related Links.

### My student cannot log into Blackboard?

Confirm the student is on your Blackboard roster. If on the roster, your student can reset their password. If password reset doesn't work, but the student is on your roster, contact the NWTC helpdesk at 920-498-6800 to verify that the student's high school email address is in their profile and that it is spelled correct. After correction, have the student try again.

### Where does my Blackboard Shell Content come from?

All Blackboard shell contents are managed and maintained by lead instructors at NWTC. If the contents in your shell are incorrect, please go to the faculty mentor list located on our K12 Educators webpage under Requirements for Teaching Transcribed Credit/ Related Links.

### I can't find my course in Blackboard, what do I do?

**Sometimes you can't see your course because:**

- The class is not made available yet
  - The class is at the bottom of the listing
- All your enrolled classes will appear under your course list. The dates are indicated when available. You can modify this list by clicking the settings icon (top right of the course list module). Click on Group by Term then submit. You will see your classes sorted by term. Select which term you want to show then submit.

### My students can't see some of the contents in the class shell, help?

**If your students are unable to see some content in the class shell, below are some possibilities:**

- Adaptive Release has been applied to the content
- It was made unavailable
- The due date already passed

To fix this, you would need to edit the assignment by removing the adaptive release to make the assignment available or change the due date.

### Before contacting the NWTC help desk:

- Be sure to use Mozilla Firefox or Google Chrome browsers
- Clear the cache, cookies, history and restart the browser
- Close other applications that may be affecting connectivity
- If able, work on a machine that is wired to the internet
- Use the Help Center Knowledge Base by clicking the Question Mark on the right.



## NWTC'S HELP DESK: 920-498-6800

**HOURS:** Mon – Thurs: 7AM – 8PM  
 Friday: 7AM – 4:30PM  
 Saturday: 8AM – 2PM

### When Contacting Help Desk –

*To get the help you need, please state that you are a "Transcribed Credit Teacher."* Provide your NWTC ID (username), full name, high school, class number (example: 25644) and type of machine you are using.