



## Navigating Blackboard

# Blackboard Ultra Parent Guide

Accessing Blackboard on the Mac  
or PC go to  
[blackboard.westside66.org](https://blackboard.westside66.org)

### What is Blackboard?

Blackboard is a web-based teaching and learning environment which enables teachers to build and manage a Web component for their classes. For students, this means:

- access to course materials such as handouts or copies of classroom presentation.
- access to a course calendar and announcements
- opportunities to communicate and collaborate with classmates through tools such as discussion boards

### Student Login

Your child's login is their westside email and password

*(Note: students will need to be logged in to view assignments, grades, etc..)*

Note: **Parents can't login to Blackboard**



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Once a student has logged into Blackboard, they have access to core features in the menu where their name appears. Students can easily return to the menu from wherever they are—even if they're in a course. They will see the menu peeking from behind the other layers they have open.

When an option is selected from the menu, students will see a global view of their courses.

For example, *Grades* shows scores for all courses students don't have to navigate to each one.

**Profile:** Make changes to online profile.

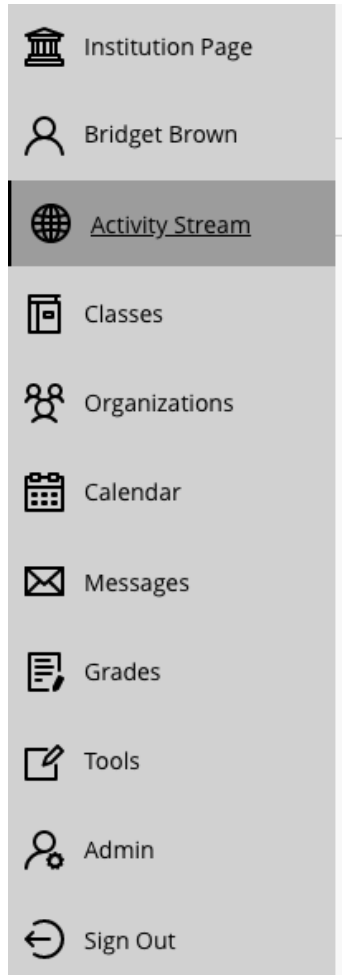
**Activity Stream:** See up-to-the-minute action for courses.

**Courses:** Navigate to past, present, and future courses.

**Calendar:** View course events and due dates for your courses.

**Messages:** View and send messages in courses.

**Grades:** Check grades for all courses.





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## Inside a Course

The screenshot shows a Blackboard course interface for 'Introduction to Sociology' (sociology\_101\_sec04) by Cathy Chu, Instructor. The page is divided into several sections:

- A. Navigation Bar:** Located at the top right, it contains icons for displaying grades, sending messages, discussions, and a calendar.
- B. Details & Actions:** A vertical sidebar on the left containing links for Roster, Course Description, Blackboard Collaborate, Attendance, Groups, Announcements, Books & Tools, and OneDrive.
- C. Course Content:** The main area on the right, listing course materials such as 'Syllabus for Intro to Sociology', 'Privilege in America', 'Case Study 1 Discussion', and 'Test 1: Theories and Interactions'.
- D. New Activity:** A yellow highlighted area at the bottom of the course content section, indicating newly posted assignments, discussions, tests, etc.

A. Navigation Bar (select icon to display, **grades**, send message, discussions, calendar)

B. Details and Action (**Announcements**, One Drive(upload files), Groups(Instructor creates these))

C. Course Content (**all course content** appears in main part of page)

D. New Activity(newly posted assignments, discussions, tests, etc..)

[Watch a Video about Assignments Overview](#)

[Watch a Video about Submitting Assignments](#)