



---

# NORTHERN COLLEGE

## Blackboard Version 6 Orientation Guide

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, communicate with other students and faculty, and participate in online discussions, provided that they have access to an internet connection and 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 PentiumII (or higher processor) computer**
- **64 megabytes (MB) of random access memory (RAM) minimum**
- **Mouse**
- **An internet connection** (outside of company firewalls - firewalls may cause connection problems using Blackboard and downloading files)
- **A web browser ( Internet Explorer (IE) 4.5 or higher)**
  - Note: Internet Explorer 6 is the college standard, and works most fluently with Blackboard and the documents provided by your instructors. IE can be downloaded from the [Microsoft](#) website free of charge.
  - **How to download and install IE:**
    1. Make sure that you have +30MB free hard drive space.
    2. Go to the download site linked above. Select your language from the

## Northern College Blackboard Version 6 Orientation Guide

drop-down list and click Download Now.

3. Choose Run this program from its current location and click OK.
4. Click Yes if asked whether you would like to install and run Microsoft Internet Explorer 6 and Tools.
5. Accept the License Agreement and click Next to begin the installation process.

Note: it may take over an hour to complete the download process.

- **Associated programs recommended by your instructor**
  - Microsoft Office 2003 is the college standard software and may be required to view and transfer files to and from your instructor.
  - If you don't have Office 2003, 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.

Not all software is available. The College's IT department continues to work towards providing as much software as possible.

## Northern College Logon Page

Connect to the Internet.

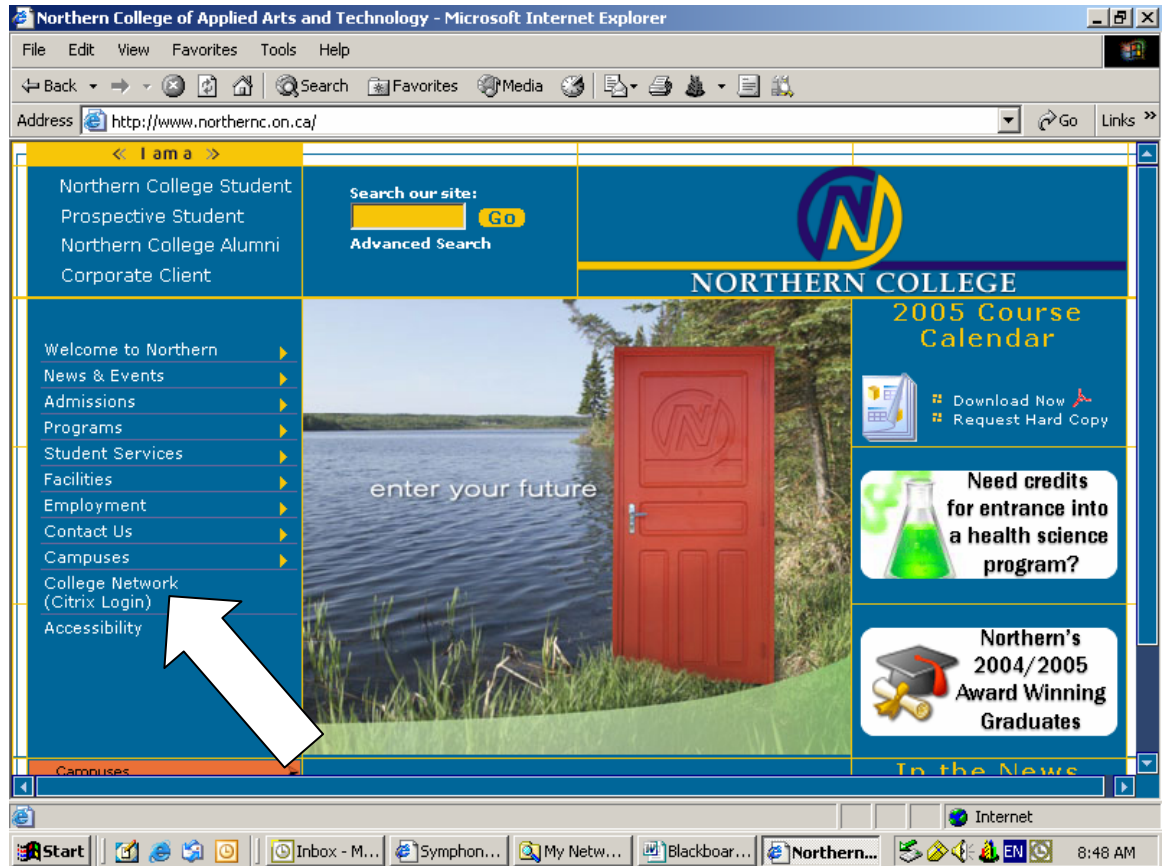
Open Internet Explorer.

In the address bar of IE, type in the following address followed by the enter key:

<http://www.northernnc.on.ca/>

After the Northern College Home page has loaded, click on "College Network (Citrix)" – this allows you to access different software including Blackboard.

## Northern College Blackboard Version 6 Orientation Guide



### Install the Citrix Web Client

**Note:** Installation of Web Client is required only the first time Citrix is used.

If the client is not present on your system, a message will appear informing you that the client needs to be installed in order to logon via Citrix.

A Security Alert will appear asking you if you trust the company providing the site, choose yes. The security alert will reappear each time you visit the Citrix logon page, once a certificate arrives for the college from Soltrus this will subside.

When the NFuse window appears, before you log in, check to see if there is a "yellow" triangle that indicates you need an "ICA 32-bit download"

If this triangle is there, please click on the link and proceed with the download and installation following the instructions given. This download is safe and only takes a second. You will only have to do this once.

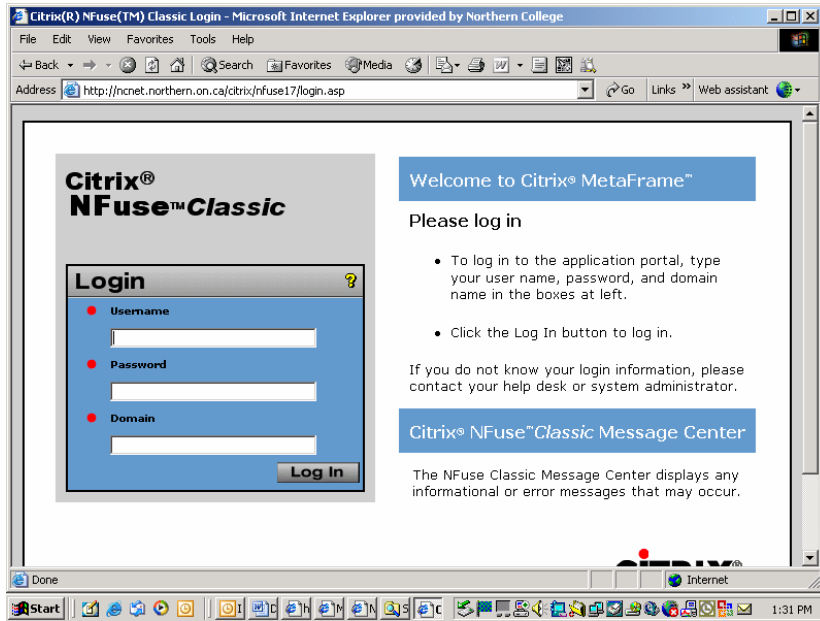
"Refresh" your NFuse screen and proceed to log in.

# Northern College Blackboard Version 6 Orientation Guide

## Log on to the College Network

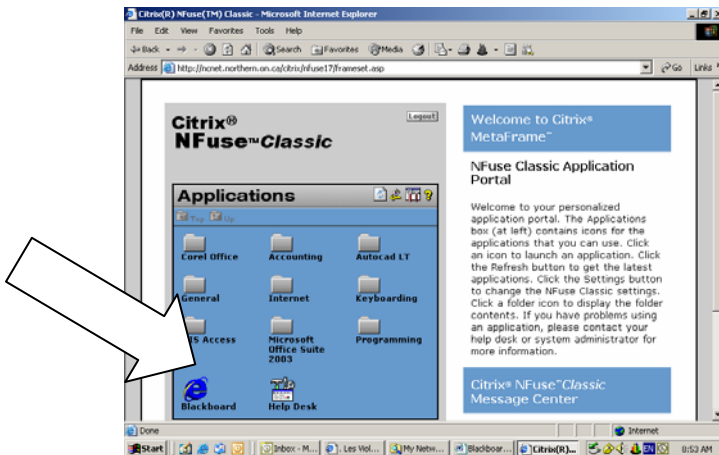
Fill in required User Name, Password and Domain on the Citrix Login page. Your user name (which is your last name followed by the initial letter of your first name and a single digit number – do not include any spaces) and your password (which is a 7-digit number) will be given as soon as your register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

Enter “sigma” as the domain. When all sections are complete, click the login button.



## Launching Applications

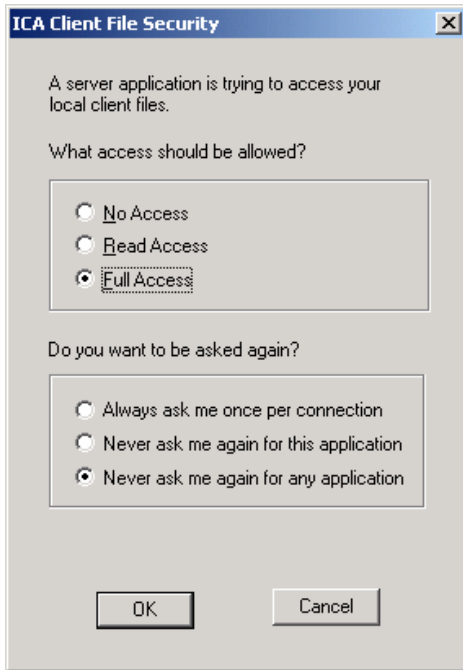
To launch an application simply click the corresponding icon. You may have to scroll down to the bottom of the page to find the electronic “e” that is labeled Blackboard.



## Northern College Blackboard Version 6 Orientation Guide

### Provide Full-Access of College Server to your System

Click on "Full Access" and "Never ask me again for any application" as shown below. These settings will ensure that you will have access to your local computer drives while using Citrix and that you will not have to answer these questions again.



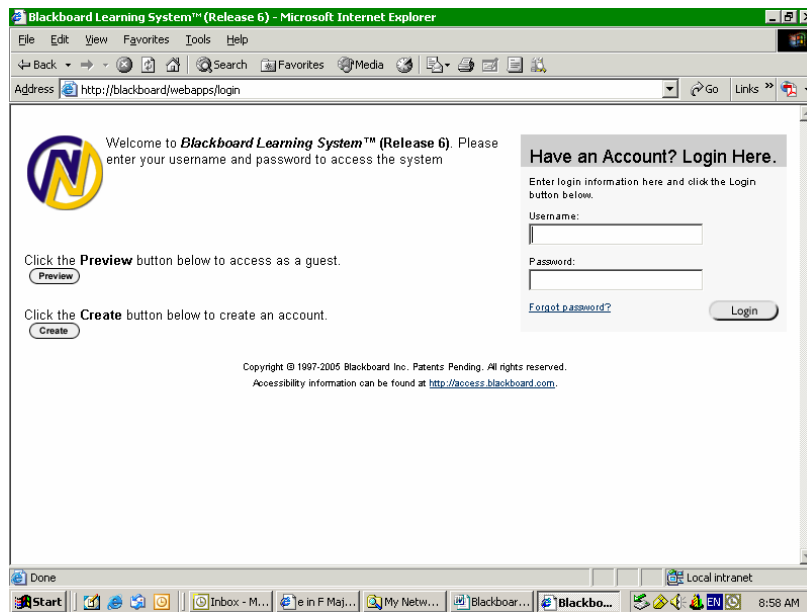
### Logging onto Blackboard @ Northern College

Click on Login button on the Blackboard page.

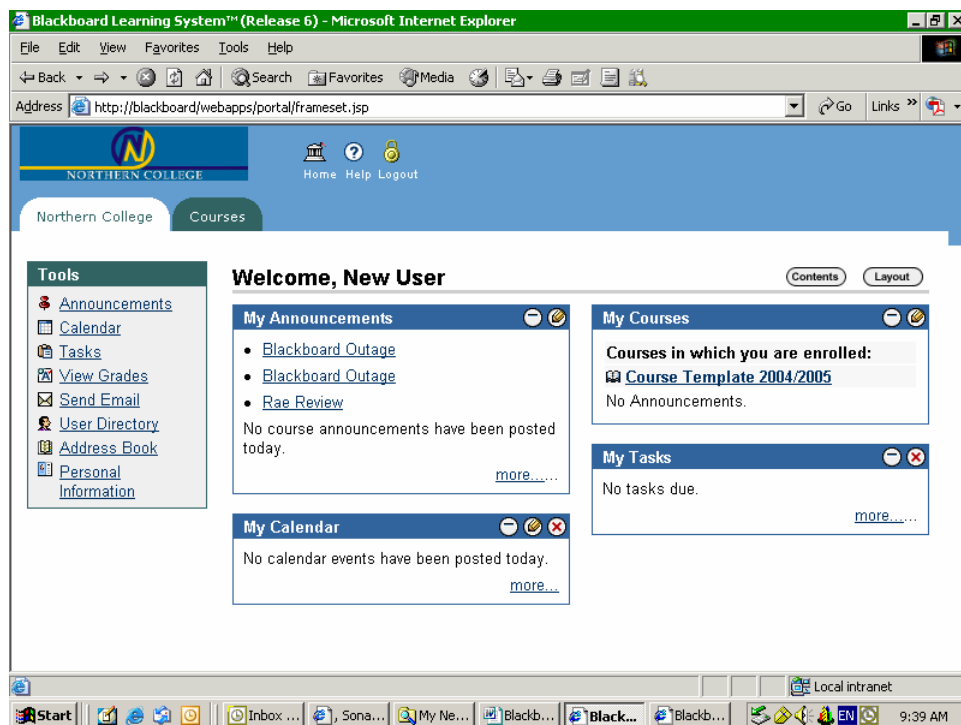


## Northern College Blackboard Version 6 Orientation Guide

Log on to "Blackboard". Fill in your user name and password (these are the same as you used to get onto Citrix) and then press enter.



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



## Northern College Blackboard Version 6 Orientation Guide

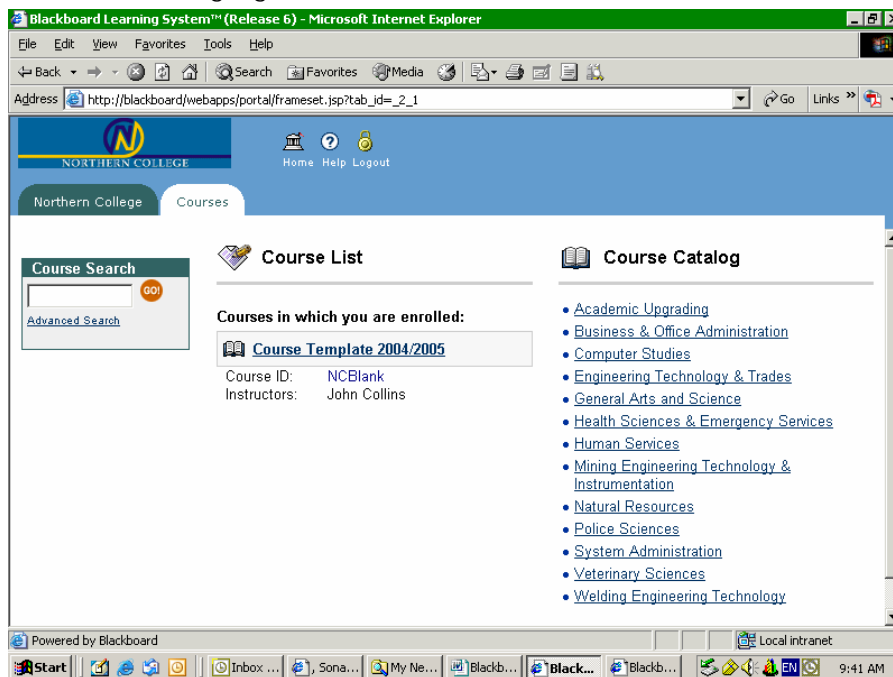
### Northern College Blackboard Page

The Northern College Blackboard page provides a listing of tools, announcements, calendar, courses, and 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 instructor.

Courses you are enrolled in would be listed under "My Courses". If your courses offered on Blackboard do not appear, inform your instructor(s).

### Courses Homepage

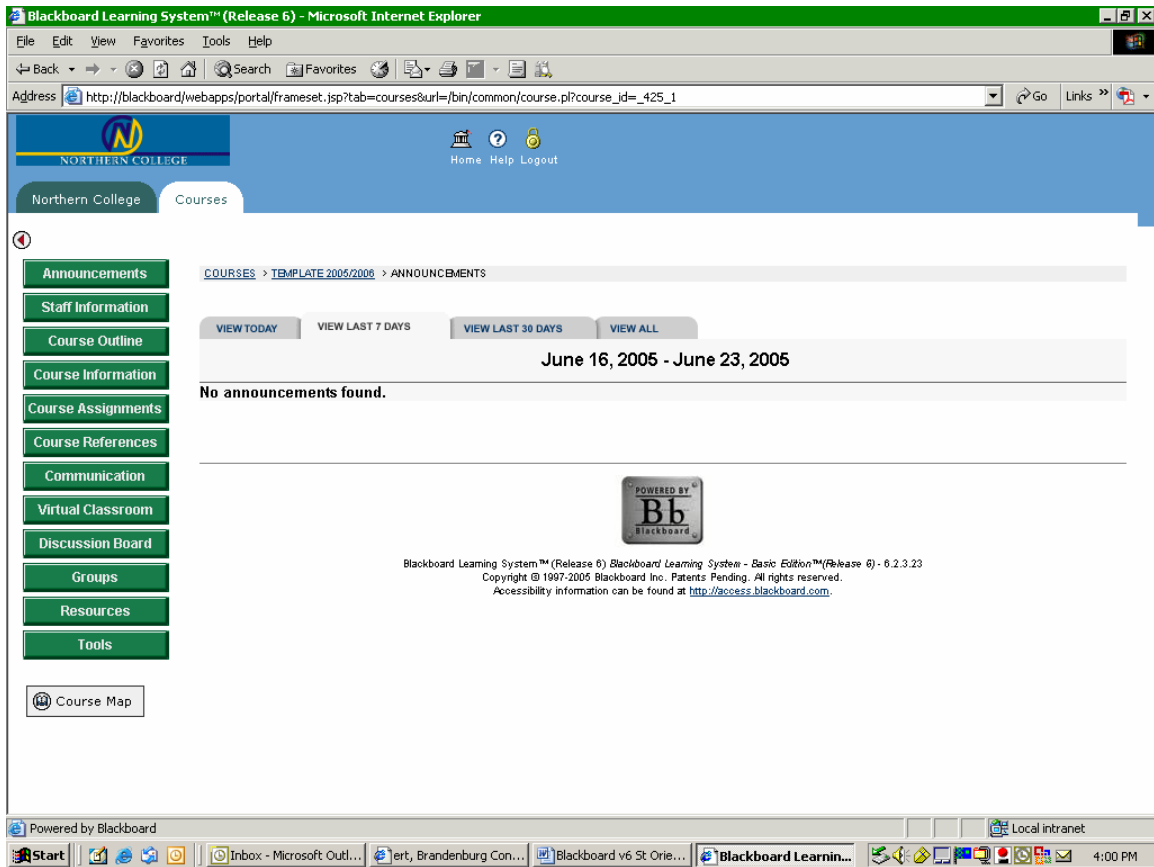
Click on the "Courses" tab to bring up the Course homepage as shown below. Notice the Courses tab is highlighted.



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

# Northern College Blackboard Version 6 Orientation Guide

A sample course home page is shown below:



## Navigating through your Blackboard Course

The navigation area consists of a series of green buttons located along the left side of the screen. Selecting any of these buttons will take you to the corresponding area of the course. Some of these buttons may or may not be in your course depending on how your instructor has set it up:

|                                 |   |
|---------------------------------|---|
| <p><b>Announcements</b></p>     | <p>Due dates</p> <p>Course changes</p> <p>Welcome</p>                         |
| <p><b>Staff Information</b></p> | <p>Faculty information including name, email, office location, voicemail,</p> |

**Northern College  
Blackboard Version 6 Orientation Guide**

|  |  |
|--|--|
|  | hours<br><br>Other contacts, e.g. Co-ordinator, Extended Services  |
| <b>Course Outline</b>  | Course Outline   |
| <b>Course Information</b>  | Module and Unit Descriptions<br><br>Lessons – Intro, Objectives, Class Notes, Readings, Review/practice problems, Powerpoint presentations, Sample tests, Websites, Articles |
| <b>Course Assignments</b>  | Assignments and Deadlines, Marking criteria<br><br>Tests, Review Quizzes, Surveys  |
| <b>Course References</b>   | Links provided by your instructor  |
| <b>Communication<br/>Virtual Classroom<br/>Discussion Board<br/>Groups</b> | Discussion Board<br><br>Virtual Chat<br><br>Student and group pages  |
| <b>Resources</b>   | Helpful URLs – Dictionaries, Encyclopedias, Media links, Library databases   |
| <b>Tools</b>   | This area holds the tools needed to submit information to the Instructor, 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 username and password information will stay on the computer and anyone who uses it after you will be logged in as you.

## Contacting Support

Please contact your instructor, if you have questions about :

- the content of your course
- where content is
- when to take a quiz
- what the course is about.

Please contact the IT department associated with your instructor's site of delivery, if you have any technical problems or questions about Blackboard such as:

- you can't login
- your password doesn't work
- you need help navigating to the course

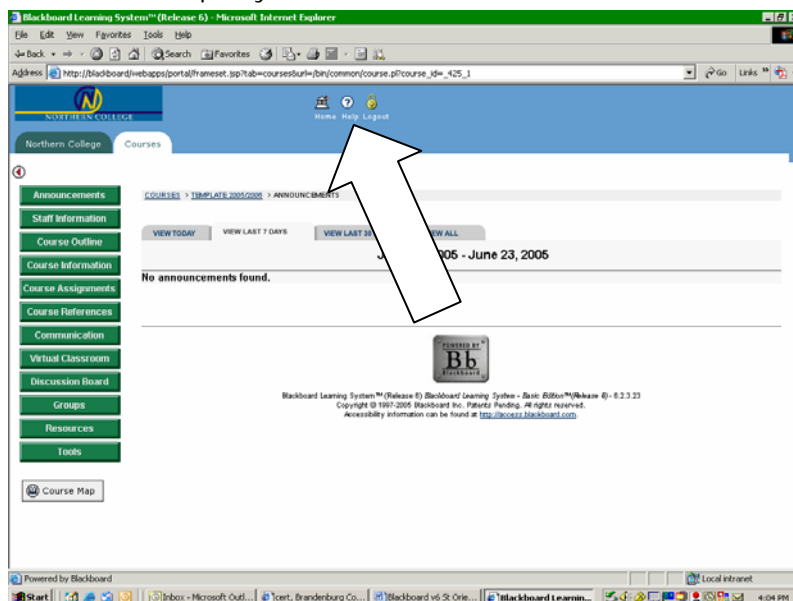
For Haileybury, contact Steve Scott at [scotts@northern.on.ca](mailto:scotts@northern.on.ca) or at (705)672-3376 Ext 8832

For Kirkland Lake, contact Patty Quinn at [quinnp@northern.on.ca](mailto:quinnp@northern.on.ca) or at (705)567-9291 Ext 723

For Porcupine, contact Reijo Ranta at [rantar@northern.on.ca](mailto:rantar@northern.on.ca) or at (705)235-3211 Ext 2252.

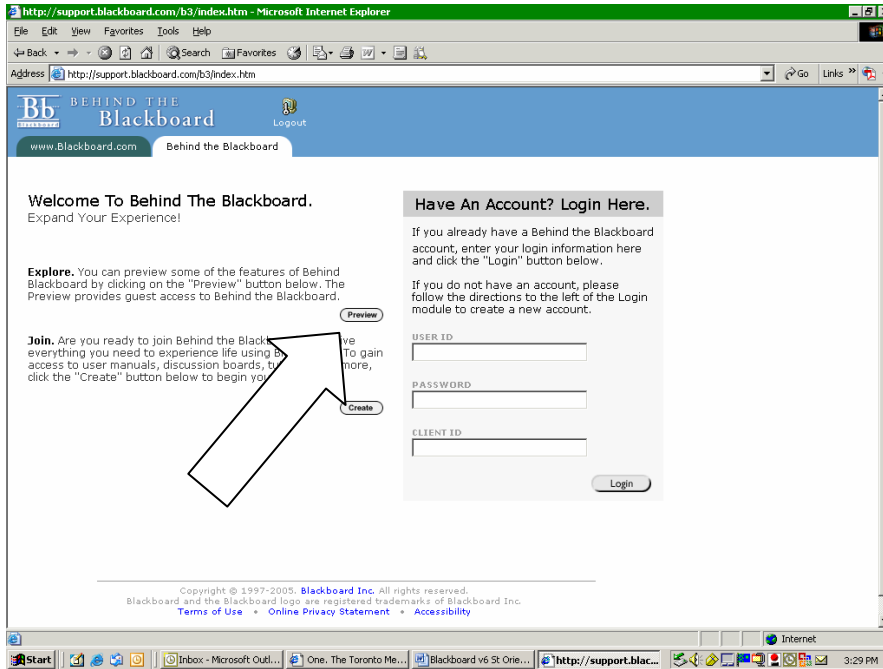
## Support Documents for Blackboard

An online support area for students using Blackboard is available by clicking on the Help button at the top of your Blackboard screen.

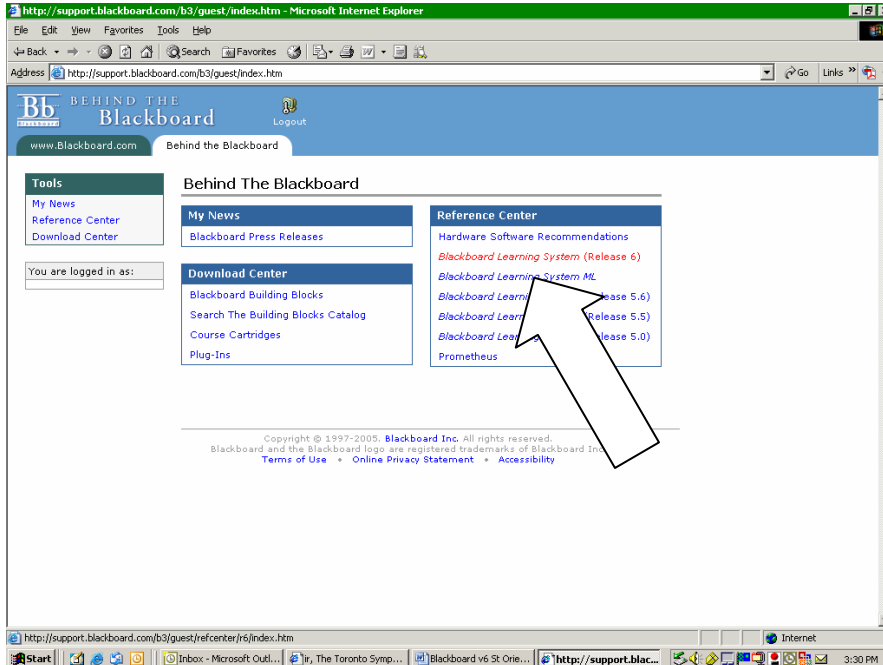


# Northern College Blackboard Version 6 Orientation Guide

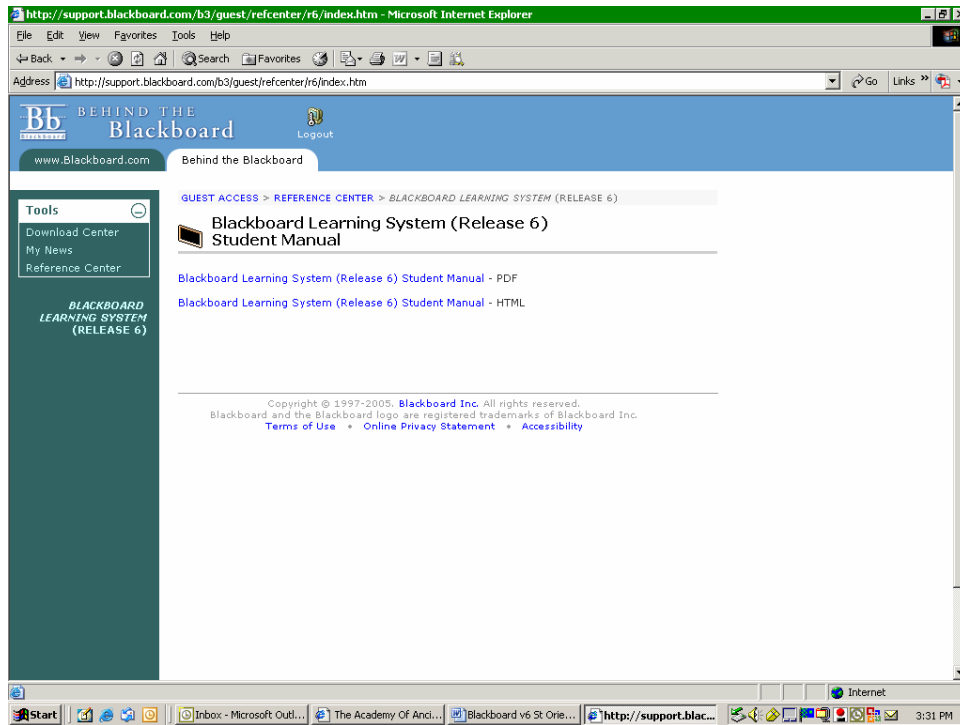
Click on Preview.



Click on Blackboard Learning System (Release 6)



## Northern College Blackboard Version 6 Orientation Guide



Click on the desired format – PDF or HTML- and look up the desired information.

## Another Location of Help

You can also find an online manual by clicking on Tools from inside any course and clicking the manual button.

## 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, and 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.

## **Other Helpful Information for Using Blackboard**

### **Network Performance**

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

The 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.

The specifications of your computer: With more RAM, and better processor speed, the better will be the performance

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

The 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 your 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 and 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 and lowercase letters.

Use a mix of letters, symbols, and 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 your spouse, child, pet, etc.

Anyone's name (real or fictional).

Any 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.

A string of the same letter (like aaaaaaa).

Simple keyboard patterns (like asdf or qwerty).

License plate number

## **Changing Passwords**

In **Windows 2000**, press "**CTRL-ALT-DEL**" and click on the ***change password*** button to change the password.

In **Windows 98**, click the ***start*** button, select ***settings***, and then ***control panel***. Next, double click on the ***passwords*** icon, click ***change windows password***, and then select ***Microsoft networking***. Click ***ok***, specify your old password and then your new one and click ok again. The password has now been changed.