



Welcome

Welcome to online courses offered by UNTWISE. You will access courses through a learning management system called “Blackboard Learn”. This handout will provide you with the instructions on how to:

- Access Blackboard Learn
- Log-in
- Access the course

Contact Information

If you have problems with Blackboard Learn or the course, contact:

UNTWISE

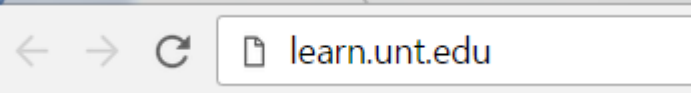
Email: untwise@unt.edu

Phone: 940-565-4000

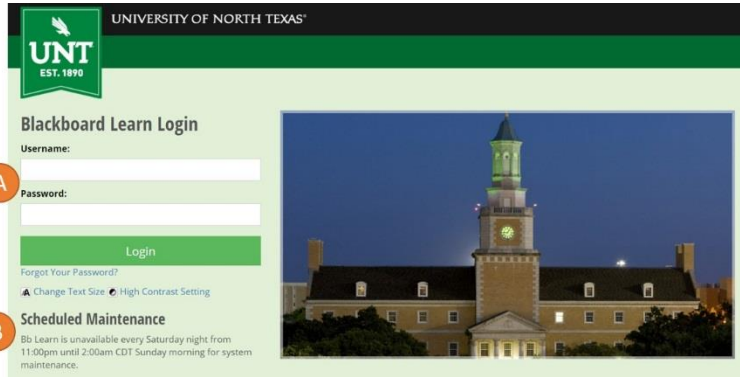
Monday – Friday 8:00 AM - 5:00 PM

How to access Blackboard Learn

You will access Blackboard Learn through an Internet browser. There are several internet browsers: Chrome, FireFox, Safari and more.

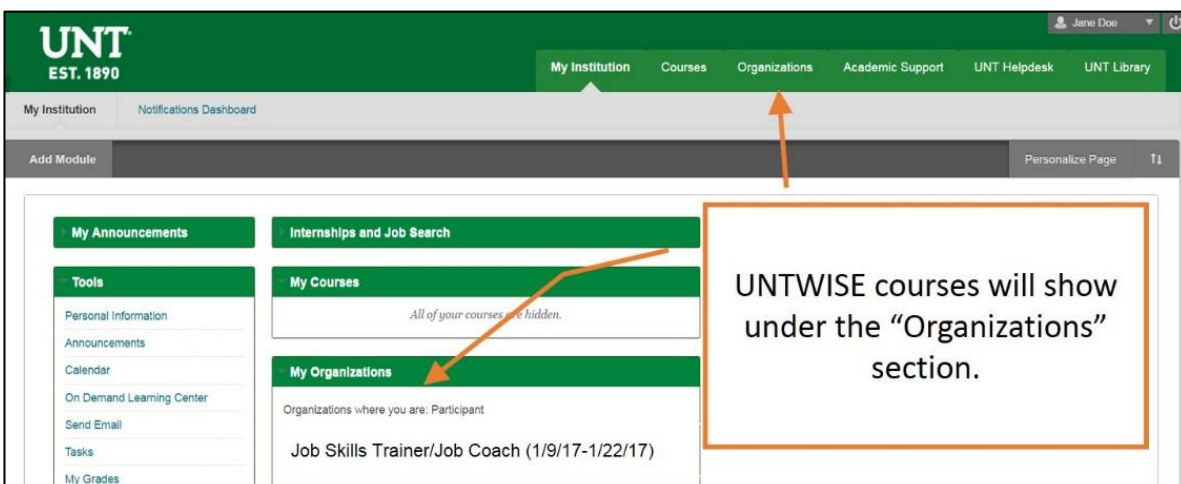
Steps	Additional comments/screen shots
1. Open your internet browser.	
2. Type the following URL address in the address field. learn.unt.edu You may want to save or bookmark this address.	

Log-in procedures.


Steps	Additional comments/screen shots
<p>1. The log-in screen appears. Let's review the screen.</p> <p>A. Enter your log-in information:</p> <p>Username: Your username was sent to you in an e-mail. It is the first letter of your first name, your last name and a number.</p> <p>Example: Jane Doe's username may be jdoe18</p> <p>Password: #####</p> <p>B. System maintenance information. You do not want to be in the system during this time or you will be kicked out.</p>	<p>This is the webpage where you log into Blackboard.</p>  <p>If you need help with Blackboard or with a password reset, contact:</p> <p>untwise@unt.edu 940-565-4000 Monday – Friday 8:00 AM - 4:30 PM</p>

Blackboard

Welcome to Blackboard Learn. The main screen will allow you to navigate quickly to different items. Some items that you may have: My Announcements, My Courses, My Calendar, My Organizations and other items. You **will not** use all these items for your online course.

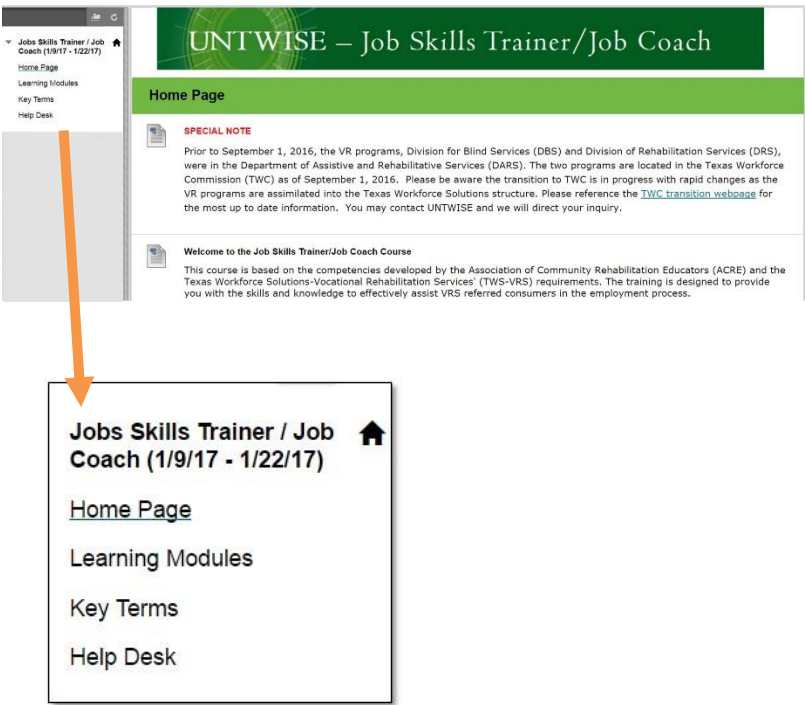


Accessing the Course

Steps	Additional comments/screen shots
<p>Courses will be listed in the “My Organizations” box. You will see all course names that you are currently enrolled in. The dates in the parentheses indicate the start and end dates of the class.</p> <p>Click the course name to enter the course.</p>	

Navigating through the Course

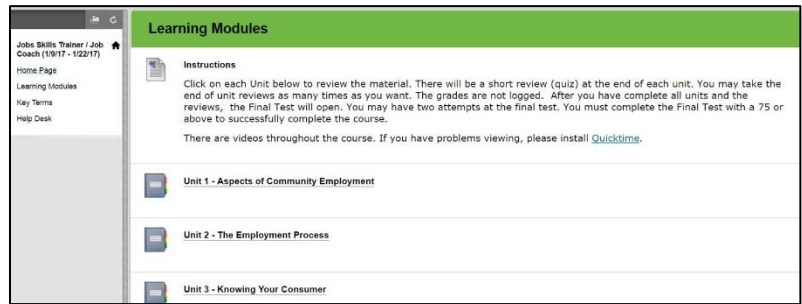
This section will provide you with instructions on how to navigate through the course. To access your course, click on the appropriate course listed under the “My Organizations” box.

Steps	Additional comments/screen shots
<p>The course will open to the “Home Page.”</p> <p>Let’s discuss the components you will use while moving through the course.</p> <p>Course content will be viewed here. On this view the ‘Home Page’ is displayed. It has a welcome message, technical requirements, Help Desk information and have other information</p> <p>Navigation menu is located along the left side. Depending on which course you are participating in, there may be more options listed on this menu. Click on the ‘Learning Modules’ link to view the content.</p>	

Learning Modules

A list of the Units (or chapters) will be displayed.

Click on the unit you want to review.

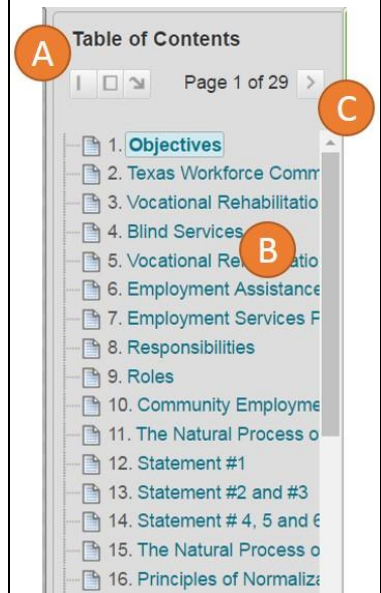


Once in the Unit, the screen will be split into different sections.

- Bread crumb. It shows the path taken to get to current page.
- Navigation menu.
- Table of Contents – See detailed explanation in next section below.
- This is the content area. There is a page title and course content. Read the content on every page. There may be some activities or quizzes you need to complete.
- Page navigation. Click on the arrows to move to next or previous pages.

Table of Contents

- A. Choose how you want to view the table of content area. One button will completely hide the table of contents. Another will expand the size and another will move the table of contents to the bottom of the content area. Whichever works best for you.
- B. Use the Table of Content area to navigate to different pages. You can jump around within the content by clicking on a page title.
- C. You can also move to the next or previous page using the arrows.



Good luck with the course. Contact UNTWISE with any questions.