After you have successfully logged in, you will find your courses under “My Courses.” You can select the course you wish to see.
After you have selected a class, the “Announcements” page for that specific class will appear. On the left side of the screen you will find a number of options to choose from. These buttons will vary from course to course, depending on the instructor’s setup.
By clicking on “Staff Information” you can view the information about your professor for that course.

The “Staff Information” will look similar to this. It may also include a picture of your professor and/or instructor.
To view documents and/or folders that your professor/instructor may have posted, you must click on “Course Documents.”
You can find any assignments your professor/instructor has posted by clicking on “Assignments.”
By selecting the “Communication” option you can execute various tasks, such as checking your “Announcements” and “Send Email.”
The “Discussion Board” is where you can interact with your professor and/or classmates. You can post discussion items and reply to your classmates’ or professor’s posts. This is very similar to Chat, but users do not have to be online at the same time to communicate. Click on the “Discussion Board” tab on the navigational unit to access these features.
An alternative way to access the “Discussion Board” is to click on the “Communication” option and then “Discussion Board.”
To view any external links that your professor has posted in Blackboard click on “External Links.”
You may also view your course syllabus by clicking on the “Syllabus” tab.

The syllabus can be viewed on Blackboard or opened separately if it was posted as an attachment, such as a Microsoft Word document.
The “Announcements” home page specific to the class will appear once again if you click on “Announcements.” By default, “Announcements” will be the main entry point of any course.
The collaboration session will appear if you click on “Communication” followed by “Collaboration.”

Then join a discussion by clicking “Join.”
To check your roster and find the names and email addresses of your classmates go into “Communication,” followed by “Roster.”
By clicking “List All” and “List All” once again, you can view the entire list of classmates’ names and email addresses.