



STUDENT QUICK START GUIDE

2009/2010

MY NIAGARA/BLACKBOARD

My Niagara/Blackboard is a web-based portal and learning management system at Niagara College that is designed to provide centralized access to web applications and enables instructors to enhance learning by bringing their course material, class discussions, assignments and assessments to the web. This quick start guide is designed to get you started using the My Niagara/Blackboard system.

● LOGGING INTO MY NIAGARA/BLACKBOARD

Start your Internet browser and type in the following web address:
<http://my.niagaracollege.ca> and press the Enter key.

Type in your username and password in the fields provided.

If you are a new user, you will need to retrieve your college username and password.

On Campus:

Access a college computer and login with the username **nicc** and password **College1**. Follow the instructions on the screen to set up your account.

Off Campus:

Click the **[Set / change your password](#)** link on the login page.



Once logged in, you will need to click on your very own My Niagara page. Now you can start using the My Niagara/Blackboard system.



PASSWORD EXPIRY REMINDER

For security reasons the password for both your My Niagara/Blackboard account and College Email account must be changed every 90 days. When you log into My Niagara/Blackboard, a reminder will appear at the top of your screen within 2 weeks of the password expiry date.

<http://my.niagaracollege.ca>

● YOUR **MY NIAGARA** PAGE

Every time you login, you will be required to click on the **My Niagara** page. Here you will find a listing of the Blackboard courses in which you are currently enrolled, in addition to other useful college information and services. See screen shot below:

My Apps Tab

Click this tab to access your timetable, transcript, and grades.

Log out

Click here every time you have finished using My Niagara.

My Stuff

Customizable area in My Niagara that allows you to add frequently used items.

Tools

- Change your password
- View your tasks and calendar
- View your in-progress Blackboard grades
- Access your college web email

My Courses

This is a list of all the Blackboard courses you are enrolled in. Click on a course name to enter that course.

My Organizations

Contains links to any Homerooms in which you may be enrolled.

● WHERE CAN I FIND MY?

Class Schedule

My Apps tab > My Student Records > View my Class Schedule

Exam Schedule

My Apps tab > My Student Records > View my Exam Schedule

Academic Advisement Transcript

My Apps tab > My Student Records > View my Academic Advisement Transcript

Mid-term Grade Report (Unofficial Mid-term Assessments from Registrar's Office)

My Apps tab > My Student Records > Mid-term Grades

Final Grade Report (Unofficial Final Grades from Registrar's Office)

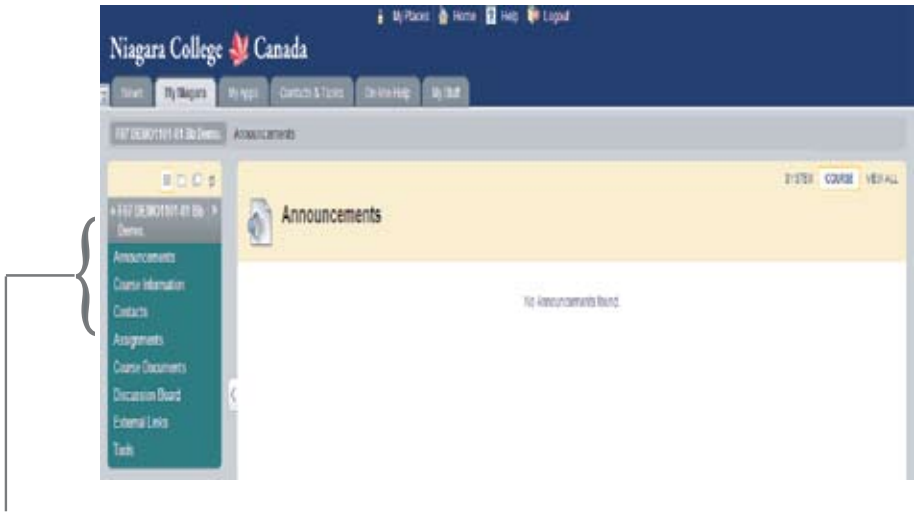
My Apps tab > My Student Records > Grades

In-Progress Blackboard Grades (On-going Unofficial Marks from Instructors)

My Niagara tab > Tools area > My Grades

● YOUR BLACKBOARD COURSE

Your course homepage will look similar to the image below. Because Blackboard courses can be customized by the instructor, each course may look a bit different.



Course Menu

This area contains links to various parts of a course including course material, staff information and access to course tools.

To view the contents or use the tools available in a course, click the appropriate button or link in the Course Menu located, as shown, on the left-hand side of the screen.

Content / Documents



- Click on the names of folders or learning units to view the contents.
- Click on the item attachments to view or download files.

Tests / Surveys / Assignments



- Click on the name of the test or survey when you are ready to take it.
- Click on the “View/Complete” link when you are ready to submit an Assessment (essay, report etc...).

Tools



- The **Announcements** area is probably the most commonly used function in Blackboard. Announcements are posted by instructors to inform you of some important upcoming events in your course. These alone are a good reason to log into Blackboard daily.



- The **Discussion Board** is used to allow communication between all participants in the class.



- You can also use the **Email** function to send messages to your instructors and classmates.

● ACCESSING YOUR NIAGARA COLLEGE STUDENT EMAIL

Students enrolled in a Niagara College course are provided with a Niagara College email account. All email communications from teachers using Blackboard and all official College correspondence is sent to this account. Your College email address is in the form:

username@students.niagaracollege.ca.

The password for both My Niagara/Blackboard and your student email account are the same.

Example: If John Smith has a College username of jsmith3, his email address is jsmith3@students.niagaracollege.ca

How to Access Your College Email Account

Log into My Niagara/Blackboard and click on the link entitled “**My Web E-Mail**” under the **Tools** menu as shown in the figure below or by visiting <https://students.niagaracollege.ca>



Need more help using your college email account?

After you've logged into the email system, just click on the **Help** button at the top of the screen for additional information.

● HAVING PROBLEMS WITH MY NIAGARA/BLACKBOARD?

Niagara College Blackboard Support site: Go to

<http://support.blackboard.niagaracollege.ca> or click on the “**HELP**” button at the top of your My Niagara page.

Contact the Niagara College Help Desk:

Phone: (905) 735-2211 x7642 (Welland)

(905) 641-2252 x7642 (St. Catharines)

(905) 374-7454 x7642 (Niagara Falls)

(905) 563-3254 x7642 (Grimsby)

Email: csc@niagaracollege.ca

Location: L-30 (Welland Campus) or the Info Desk (N.O.T.L. Campus)