



Blackboard

Teaching & Learning

Commerce & Security

Alert & Notification

## Education. Uninterrupted.

Discover how Blackboard can ensure the continuity of learning and communication when the unexpected happens.

This document was created to help assist both parents and students navigate through the NESAs Blackboard web site. It is recommended that a printed copy be accessible while navigating the site to locate required materials and information. Explore, embrace, and keep in mind no damage can be done by opening any link.

## Logging In

Each student has their own username and password. Once logging into the NESAs virtual school at <http://nesa.blackboard.com>, you will see the following prompt.

### Virtual School Login

Have an account? Enter login information here and click the **Login** button below.

Username:

Password:

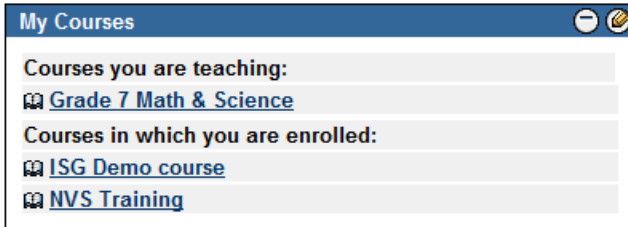
[Forgot your password?](#)

[Download Blackboard Backpack](#)

Students will then access their classes once they have entered their username and password. If students/parents are unsure of either of the password or username, please email your instructor.

## Your courses

Upon successfully logging on, a list of classes in which the students are enrolled will appear. Click the link to the particular class you would like to visit.



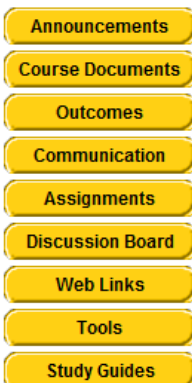
Simply click on the class you would like to visit.



A new page, with the banner for the class will appear.

## Class Links

Once you have opened up your desired class, a variety of links and options for the class will appear on the left of the screen.



These links will take you directly to the page where more information will be given. For example, if a course document is needed to successfully complete a virtual assignment (grading rubric) it can be accessed by opening the link entitled Course Documents. Links to educational web sites, class assignments, and a variety of other options can be accessed through this link menu.

Once opening a link, folders with information about the link will be seen. Simply open the folder to access the information within the folder.

## Assignments



### Virtual School Math Assignments

These are math assignments to complete while we are having virtual school. Assignments are listed daily. Directions on how to successfully complete assignments are given as well.



### Virtual School Science Assignments

These are science assignments to complete while we are having virtual school. Assignments are listed daily. Directions on how to successfully complete assignments are given as well.



### Math Assignments



### Science Assignments

Please keep in mind that, unless an instructor has actually posted anything to the link, the page will appear blank.

## Tools

<b>Tools</b>
Communication
Course Tools
Course Map
Control Panel
Refresh
Detail View

Tools can be helpful when completing assigned tasks. For example, if your instructor would like to conduct an online discussion the communication link can be accessed and the discussion board will be an option.



### Discussion Board

## Course map



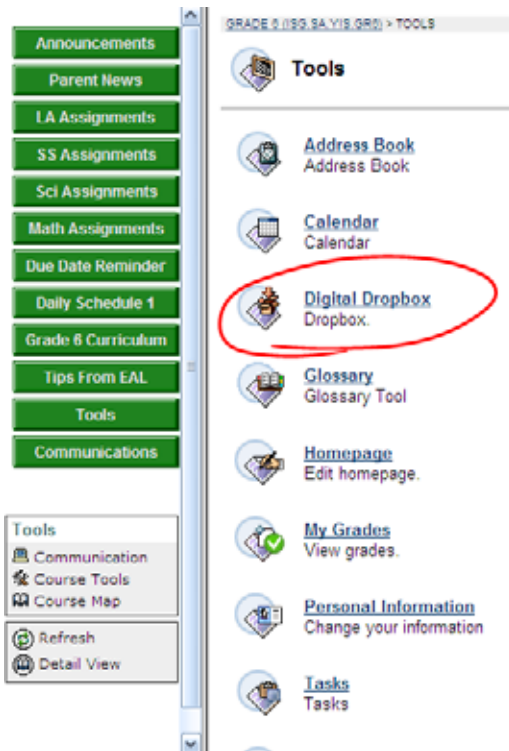
### Grade 7 Math & Science Course

#### Map

Expand All	Collapse All	Refresh
Grade 7 Math & Science		
- Announcements		
+ Course Documents		
- Mr. Prairie's Class Rules and Procedures		
- Grade 7 Science Syllabus		
- Grade 7 Pre - Algebra Syllabus		
- Middle School Math Homework Guidelines		
+ Outcomes		
+ Communication		
+ Assignments		
+ Discussion Board		
+ Web Links		
+ Tools		
+ Study Guides		

Perhaps the most useful tool for Blackboard navigation is the course map. All of the class folders can be seen at once. For an expanded look at an individual folder click the + symbol to open the folder. Direct navigation to an exact location within that folder can now be achieved.

# Digital Dropbox



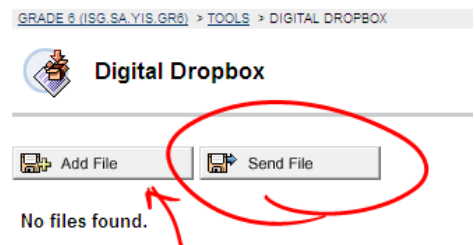
## How do I turn in a digital assignment to my teacher?

When your teacher gives you an assignment that can be completed in Word, Excel, a picture file (like a jpg), or anything that can be saved as a digital file, you need to submit it using Blackboard so the teacher can see it and grade it.

To go to the **Digital Dropbox**, you need to be able to see your buttons on the left. Beneath the buttons you will see a link to your Course Tools.

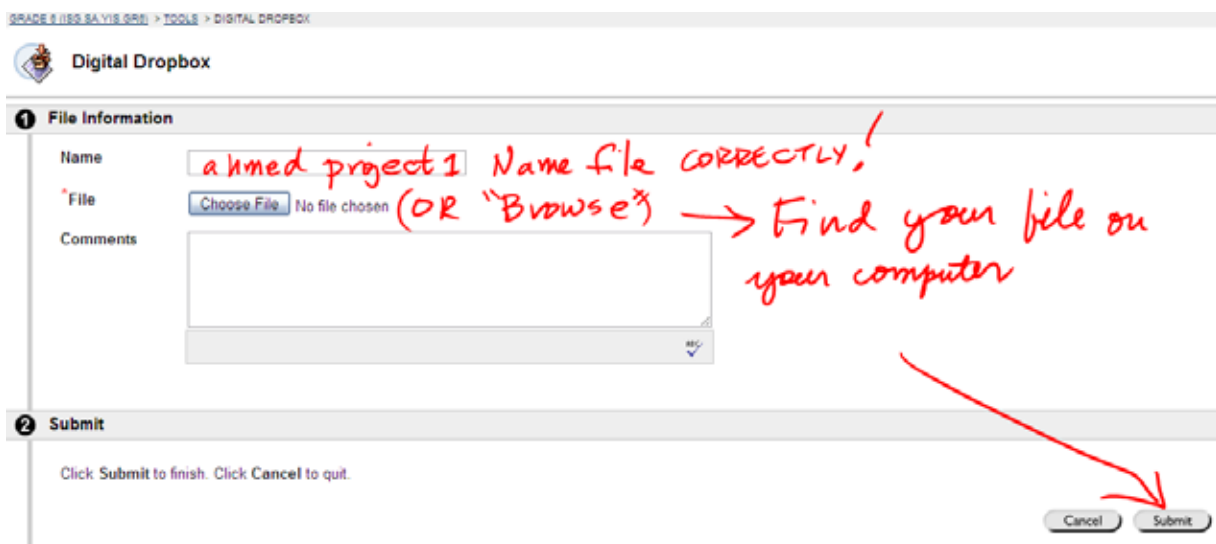
When you click this, you will go to a window and click on the Digital Dropbox.

You will see two choices: **Add File** and **Send File**. Add File will allow you to save a file



from home and work on it at school, or vice versa. This replaces the need for your USB! *This will not go to the teacher.*

To “drop” your assignment, or send it to the teacher, you need to click **Send File**. In the next window you will see places to name your file and a place to browse for the file you need to submit.



That's it! Your teacher will now see your assignment when he or she opens the Inbox in Blackboard.