



Distance Learning Department

ASA College

1293 Broadway, Room 913, New York, NY 10001

Phone: (212) 672-6450 | E-Mail: DL@ASA.EDU

<http://onlinecampus.asa.edu> | <http://onlinecampus.asa.edu/slc> | <https://asa.blackboard.com>

ASA College Student Quick Guide to Using Blackboard Learn

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How to Log in to Blackboard Learn

1. In your computer, open a web browser. We recommend using Google Chrome or Mozilla Firefox.
2. In the web browser's address box, enter <https://asa.blackboard.com>.
3. Type your student ID as Username AND Password.

Seeking Technical Assistance

For further assistance on accessing or using Blackboard Learn, please visit the Distance Learning Department office (1293 Broadway, Room 913, New York, NY 10001), call (212) 672-6450 ext. 1470, or send an email to DL@asa.edu.

For help with logging in to an ASA computer, or your ASA e-mail account, please contact one of the IT offices, or by sending an e-mail to ITHelp@asa.edu.

ASA College IT Offices

Brooklyn, NY Campus	New York, NY Campus	Hialeah, Florida Campus
151 Lawrence St., Room 306 New York, NY 11201 (212) 672-6450 ext. 1061	1293 Broadway, Room 623 New York, NY 10001 (212) 672-6450 ext. 1061	530 W 49th St., Room 245 Hialeah, FL 33012 (786) 279-1741 ext. 4912

For help with the Student Portal, please send an e-mail to PortalAdmin@asa.edu.

My ASA Page

After logging in to Blackboard, you will see the My ASA page. On this page you will find:

1. *My Courses* module: List of courses you are enrolled to.



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2. My Announcements module: List of announcements from all courses you are a student of.

The screenshot shows the Blackboard interface with the 'My Announcements' module highlighted by a black box. The module contains a 'General Announcements' section with the text: 'No Course or Organization Announcements have been posted in the last 7 days.' and a link for 'more announcements...'. To the right, there is a 'Dictionary' search box and a 'Tutorials and Resources' section. The 'Tutorials and Resources' section includes 'ASA College and Distance Learning Department Resources' (Online Campus Student Handbook, Student Portal, ASA E-Mail, ASA College Library, ASA College Emergency Alerts Registration, Student Learning Corner by Distance Learning Department, Distance Learning Department YouTube Channel), 'Using ASA College's Blackboard Learn' (Navigating Blackboard Learn (YouTube Video), Navigating a Course (YouTube Video), Working in a Course (YouTube Video Playlist by Blackboard, Inc.)), and 'Third-Party Tools' (Sign-up for free Microsoft Office 365 for Students, How to Upload a Video to YouTube, How to Submit a Turnitin Direct Assignment).

3. Tutorials and Resources module: List of useful links.

The screenshot shows the Blackboard interface with the 'Tutorials and Resources' module highlighted by a black box. The module contains 'ASA College and Distance Learning Department Resources' (Online Campus Student Handbook, Student Portal, ASA E-Mail, ASA College Library, ASA College Emergency Alerts Registration, Student Learning Corner by Distance Learning Department, Distance Learning Department YouTube Channel), 'Using ASA College's Blackboard Learn' (Navigating Blackboard Learn (YouTube Video), Navigating a Course (YouTube Video), Working in a Course (YouTube Video Playlist by Blackboard, Inc.)), and 'Third-Party Tools' (Sign-up for free Microsoft Office 365 for Students, How to Upload a Video to YouTube, How to Submit a Turnitin Direct Assignment). To the left, there is a 'My Announcements' module and a 'My Courses' section. The 'My Courses' section includes 'Courses where you are: Student', 'Introduction to Online Courses', 'Instructor Sandbox Course', '2019 Spring - Student Orientation Practice Course', and 'ENG105-N10 English Composition 2019-01-15 Spring 2019-FL'.



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Locating and Navigating Your Course

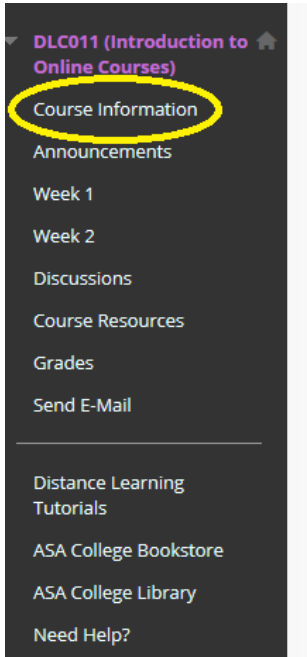
1. To view your course, click on the name of the course under the **My Courses** section on My ASA page.

The screenshot shows the Blackboard interface. On the left, under the 'My Courses' section, there is a list of courses. The course 'Introduction to Online Courses' is circled in red. Other courses listed include 'Instructor Sandbox Course', '2019 Spring - Student Orientation Practice Course', and 'ENG105-N10 English Composition 2019-01-15 Spring 2019-FL'. To the right, there are sections for 'Dictionary', 'Tutorials and Resources', and 'ASA College and Distance Learning Department Resources'.

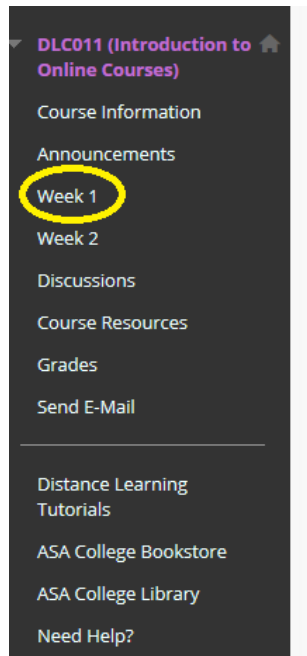
2. You will see the course menu on the left.

The screenshot shows a vertical course menu for 'DLC011 (Introduction to Online Courses)'. The menu items are: Course Information, Announcements, Week 1, Week 2, Discussions, Course Resources, Grades, Send E-Mail, Distance Learning Tutorials, ASA College Bookstore, ASA College Library, and Need Help?.

3. Click the links to navigate through the course. For example, click “Course Information” to see syllabus, course objectives, and other information pertinent to the course.



4. Click on a weekly folder in order to access assignments, quizzes, and other course materials.

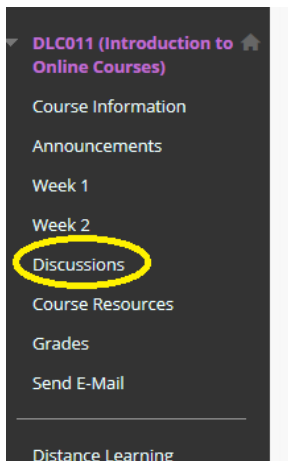


Discussion Forum

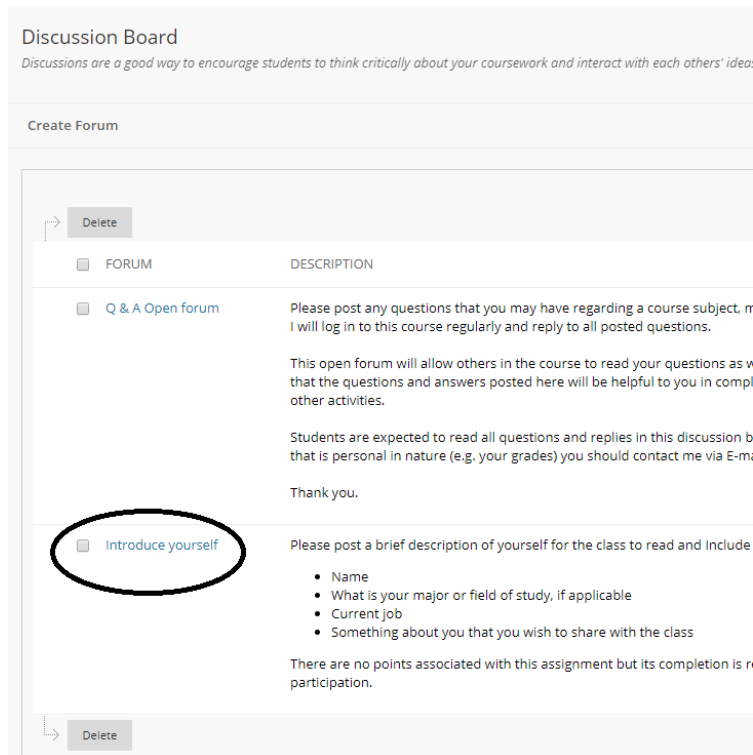
Students in online classes are required to participate actively in discussion forums. They allow students to discuss their thoughts about a topic chosen by the instructor, or reply to other students' posts.

Video Tutorial: <https://youtu.be/vNMO-4I7uBI>

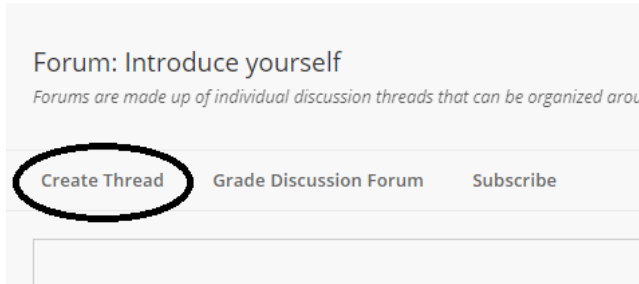
1. To open a discussion, click "Discussions" in the course menu.



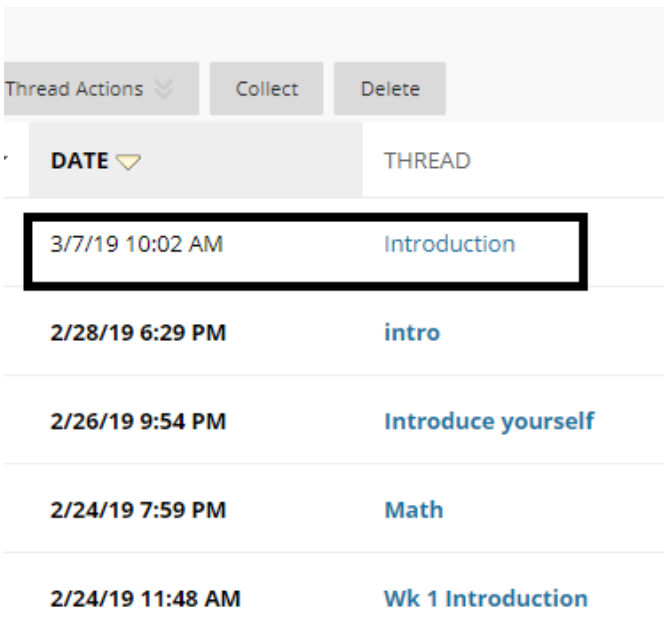
2. Then, click on the forum you want to view or participate in.



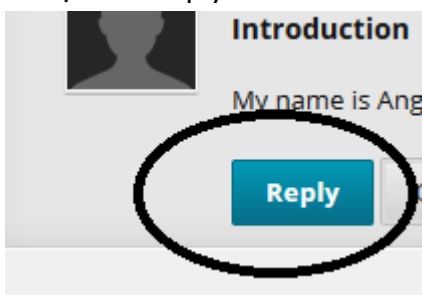
3. To create your own post in the selected forum, click “Create Thread”.



4. Then, type the thread information, as required by Blackboard.
5. To reply to a thread, click that thread.



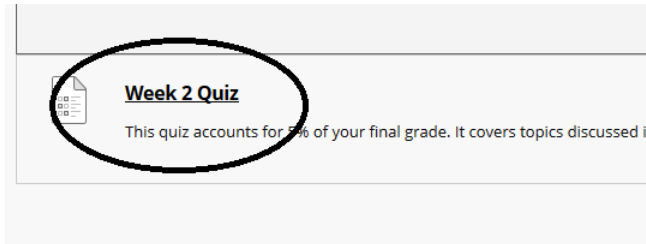
6. Then, click “Reply”.



Taking a Test

Video Tutorial: <https://youtu.be/qztOnai9GZM>

1. Navigate to the test or survey and select the title.



2. Read the instructions carefully to find out if the test is timed, whether or not it submits automatically when the time is up, if you are allowed to save and resume later, and if you can retake it.

INSTRUCTIONS

Description	This quiz accounts for 5% of your final grade. It covers topics discussed i
Instructions	<ul style="list-style-type: none">• It is your responsibility to make sure that your computer meets o on a reliable Internet connection.• Provide the best answer in each question. Once finished, click "Sa
Timed Test	This test has a time limit of 5 minutes.
Timer Setting	This test will save and submit automatically when the time expires.
Force Completion	This test can be saved and resumed at any point until time has expired T

Click **Begin** to start: Week 2 Quiz. Click **Cancel** to go back.

3. Select "Begin" to start the test. NOTE: Make sure to not refresh the page, close the window, or use the browser's back button while taking the test.



Note: Students taking online classes are responsible for making sure that the computer being used to take the test online, and the Internet connection are reliable.



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Submitting Assignments

Video Tutorial: <https://youtu.be/Cv1KOhABIBE>

1. Navigate to the assignment by going into one of the weekly folders, or by clicking Assignment in course menu. (Note: Some instructors put their assignments inside the weekly folders. Others have a separate link for assignments, in the course menu.)
2. Click the attached file in order to see instructions for Assignment.

Assignment 1

Attached Files: [Assignment instructions.pdf \(82.32 KB\)](#)

Welcome to ASA College Online Campus!

In order to get more familiar with blackboard, please submit the following assignment using a word document.

Assignment: Write a brief paragraph on what you hope to get out of the online classes you are taking this module. Pl

Meanwhile, some instructors place their assignment instructions on the page itself.

Assignment 1

Attached Files: [Assignment instructions.pdf \(82.32 KB\)](#)

Welcome to ASA College Online Campus!

In order to get more familiar with blackboard, please submit the following assignment using a word document.

Assignment: Write a brief paragraph on what you hope to get out of the online classes you are taking this module. Pl

3. To submit an assignment, click the title of the assignment

Assignment 1

Attached Files: [Assignment instructions.pdf \(82.32 KB\)](#)

Welcome to ASA College Online Campus!

In order to get more familiar with blackboard, please submit the following assignment using a word document.

Assignment: Write a brief paragraph on what you hope to get out of the online classes you are taking this module. Pl

4. If the instructor asks to complete the assignment,

- a. by typing it in Blackboard Learn, click “Write Submission” and complete the assignment by typing your work in the text box provided.

ASSIGNMENT SUBMISSION

Text Submission

Write Submission

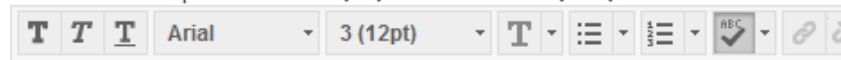
Attach Files

Browse My Computer

Text Submission

Write Submission

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Enter text here.

Path: p

- b. by uploading a document, click “Browse My Computer”
Then, click on the saved assignment you like to upload and click “open”.

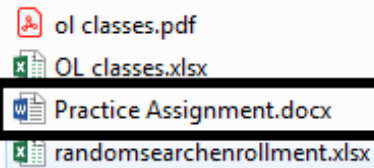
ASSIGNMENT SUBMISSION

Text Submission

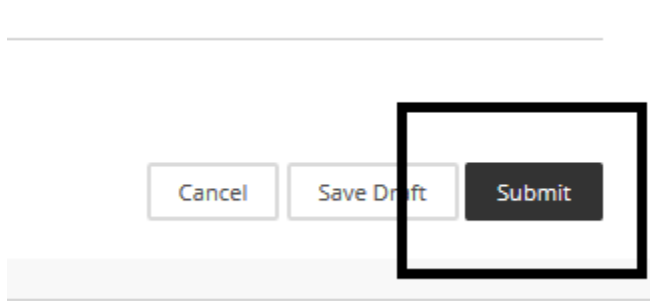
Write Submission

Attach Files

Browse My Computer



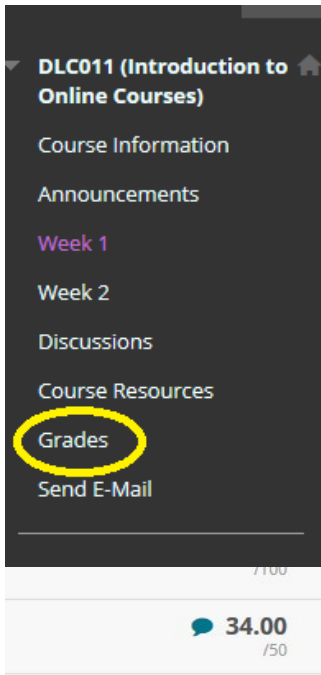
- c. Enter any comments you may have in the add comment box. Then, click “submit”.



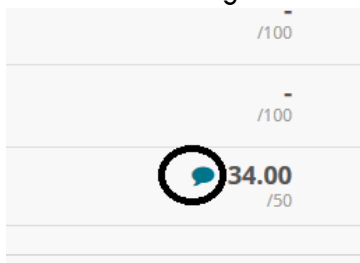
View Your Grades

Video Tutorial: <https://youtu.be/im1j8wGNoBg>

1. Click “Grades” in your course’s course menu to view all scores for your coursework.



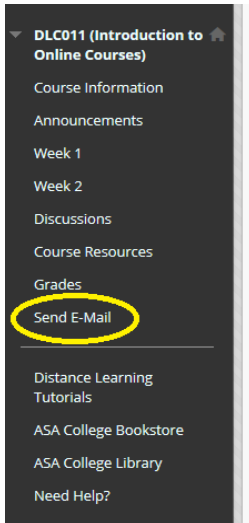
2. Scores will be shown on the right under the grade column.
3. Click the following icon in order to see feedback from your instructor.



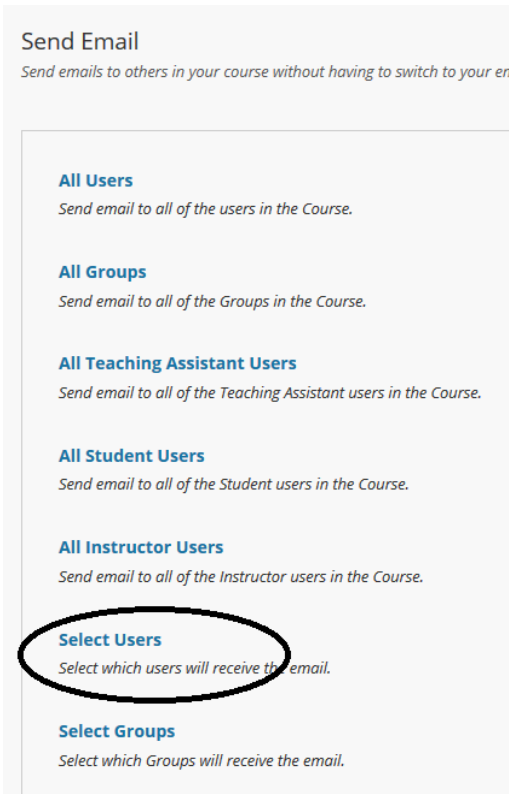
Contacting your Instructor

Video Tutorial: <https://youtu.be/znPR4uzEM7M>

1. To contact your instructor, click “Send Email” in your course’s course menu.




2. Then click “Select Users”



3. Click your instructor's name on the list on the left. Then, click the right arrow button to copy it to the "Selected" box.

EMAIL INFORMATION

★ To

Available to Select		Selected
<input type="text"/> Doe, Jane Doe, John		
<input type="button" value="Invert Selection"/> <input type="button" value="Select All"/>		<input type="button" value="Invert Selection"/> <input type="button" value="Select All"/>

From

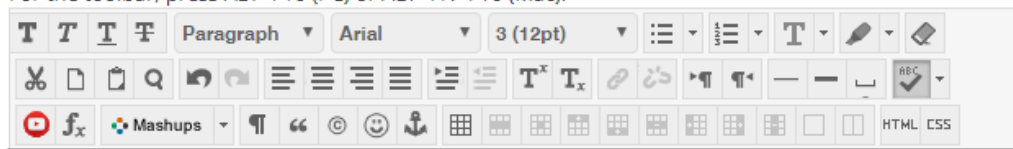
4. Type the email's text in the text box below

From

Subject

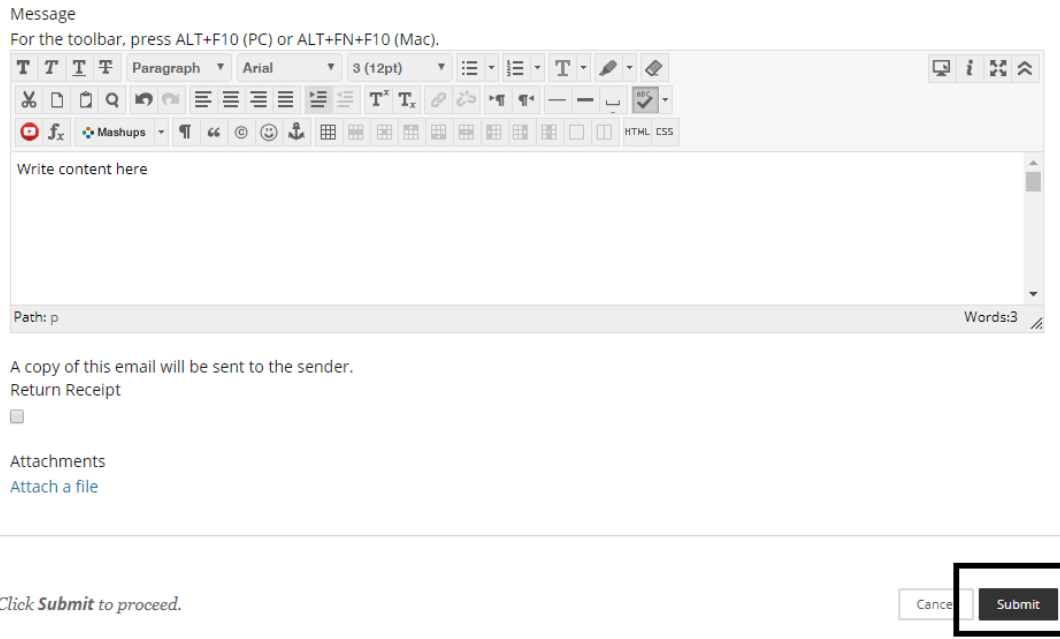
Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).


<input type="text" value="Write content here"/>
Path: p

A copy of this email will be sent to the sender.

5. Click “Submit” when ready to send/



Receiving College and Instructor Emails

All email communications from instructors and ASA are sent to your student email address. You are responsible for checking your college email frequently (including SPAM) for important information sent by them.

Other Blackboard Learn Resources

Blackboard, Inc. has made available a student help system, and a set of video tutorials on using Blackboard Learn.

- Student guide:
<https://help.blackboard.com/Learn/Student>
- Video tutorials (YouTube playlist):
<https://www.youtube.com/playlist?list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU>