



Blackboard Learn - Orientation

What is Blackboard Learn?

- Blackboard Learn is the Internet course management system used by Trinity College in collaboration with Allen and St. Luke's College. It's a portal that guides you through the course curriculum, quizzes, tests, discussion boards, announcements and so much more.

What isn't Blackboard Learn?

- It's not NetLearning, or ATI Testing, Evolve or CareCast Training

Where can I find Blackboard Learn?

- Go to the College website: <http://www.trinitycollegeqc.edu>
- On the home page scroll down to the Quick Links panel and select the [Blackboard Learn](#) link
This will take you to the Blackboard Learn web page where you can select [Blackboard Learn Login](#)

How do I login to my courses?

For first time users:

- On the login page under **Username** type in your Trinity College issued email address (example: firstname.lastname@trinitycollegeqc.edu).
- Under **Password** type in your preassigned password, then click on the **Login** button

What if I forget my password or it stops working?

- Send an email (mathew.oles@trinitycollegeqc.edu)
- Call Mat Oles(309-779-7814).
- Do not use the forgot password link contact the Blackboard Administer Mat Oles

How do I know if I have a course in Blackboard Learn?

- If you have an Trinity College course, you have a course in Blackboard Learn, even if it is not a fully or partially online course.
- When you log in, the Blackboard Learn courses in which you are enrolled should appear in a neat list.
- **Courses are not accessible until the first day of the semester.**
- If a course in which you are supposed to be enrolled does not appear, notify Trinity College Student Services (309-779-7700) immediately. Do the same if there are courses listed that you are not supposed to be enrolled in.

How do I enter my courses?

- Click on the name of the course you want to enter

How do I use the Blackboard Learn tools?

- You can use the Blackboard On Demand Learning Center for Students at <http://ondemand.blackboard.com/students.htm> to learn how to use Blackboard Learn tools. This resource contains helpful information and videos that show you how to complete specific tasks in Blackboard Learn.
- Be aware that not all browsers are the same Google Chrome is the best option to view videos than Firefox or Internet Explorer.

Blackboard Learn - Orientation

Can I use a mobile device to access Blackboard Learn?

- Yes you can, both Apple and Android have apps that you can download to access your Blackboard Learn. These links can be accessed below or from our Blackboard Learn webpage on the College website.
- Once you have the app installed you will need to search for the College: Type in "UnityPoint Health Colleges"
- [Apple](#)
- [Android](#)

How do I know if there is something new in the course that I need to look at? (i.e. new discussion posted, new grade, new test, etc.)

- You will need to check each course for new activity; however, this may have changed based on the latest update to Blackboard Learn. If you have questions, consult with your instructor first then with Mat Oles.

What should I do if I've read this handout carefully and I'm still totally flustered or stressed out?

- Send an email (mathew.oles@trinitycollegeqc.edu)
- Call Mat Oles(309-779-7814).