

# Open LMS (Blackboard)

## Student Instructions



### Instructions

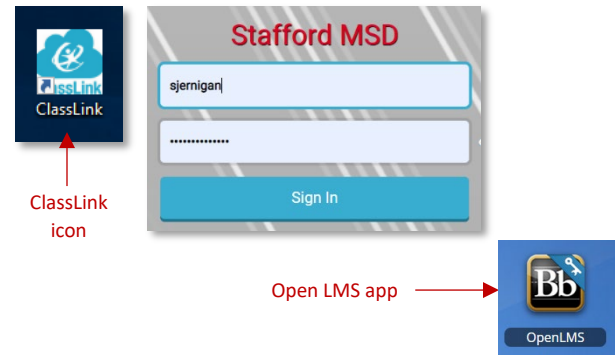
### Screenshots

#### Logging In & Getting Started

1. Open your browser (preferably Google Chrome) and navigate to <https://launchpad.classlink.com/stafford>
2. Log in to ClassLink by entering your computer username and password:
  - a. **Username:** first initial + last name + last 3 of ID
  - b. **Password:** same as computer password
3. Select the Open LMS app to get started.
4. You will have to log into Open LMS one time using your school email and computer password:
  - a. **Email:** username@student.staffordmsd.org (i.e. sjohnson456@student.staffordmsd.org)
  - b. **Password:** computer password

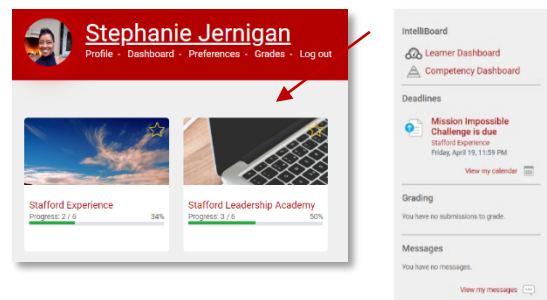
**Note:** your password will be saved after the first log in

**\*Please DO NOT save passwords on Chrome when using ClassLink as it interferes with the functionality**



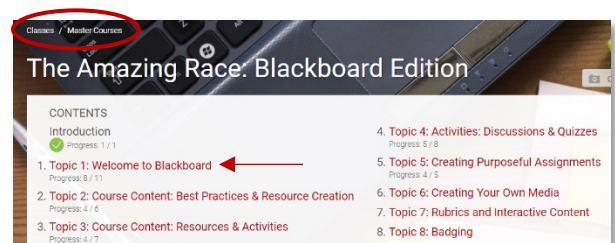
(Students using a district issued device can access Classlink through the desktop icon on the laptop or the app on the iPad)

1. Once logged in, you will see your dashboard page. Any classes you are enrolled in will appear here. Click the class you want to access.
2. The IntelliBoard along the right side of the page will show you things like **Deadlines/Due Dates**, Current **Assignments** you've submitted, **Messages** from the teacher, etc.

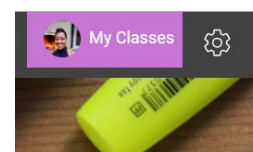


#### Basic Course Navigation

1. The title of the course and your table of contents appear at the top of your screen.
2. Any topics that your teacher has added for you to access also appear in order.
3. Use the "breadcrumbs" at the top to go back to a previous page.



4. To access other courses that you are enrolled in, click **My Classes** located in the upper right corner.
5. You can also access user **settings** by clicking the **gear icon** in the upper right corner.



6. To view grades and progress in the course, click **Class Tools** located in the Table of Contents.



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- To view a topic, click the name of the topic. Simply scroll to view the resources and activities.
- Under each topic, you will see a **progress bar** to indicate how much you've completed. The **check mark** located next to each resource or activity is also an indicator of whether or not it is complete.

The screenshot shows the 'CONTENTS' page in Blackboard. At the top, there is a 'Progress: 1 / 1' indicator with a green checkmark. Below it, a topic titled '1. Topic 1: Welcome to Blackboard' is shown with a progress bar and a checkmark. Underneath, there is a 'FORUM' section for 'Topic 3 Discussion: Resources' with '1 unread post' and a checkmark. Below the forum, there is an 'Activities (Online)' section with a 'Read more' button and a checkmark. Red arrows and circles highlight these progress indicators.

### Viewing and Completing Activities

- To view activities, simply click on the **title** of the activity. You will likely see instructions that guide you through that activity.
- If it is a resource, like a Page or Book, you can click the **title** of the resource or click **Read more**.
- To participate in a Discussion Forum, click the title of the forum to open it. After reading the teacher's instructions, click **Add a new discussion topic** and enter your response.

**Note:** In some cases, you may only be able to respond to a prompt set by the teacher. This depends on the settings the teacher chose.

The screenshot shows an activity page. At the top, there is a 'QUIZ' section titled 'Activities Quiz (Online)' with a red arrow pointing to the title and '83 of 131 Attempted' on the right. Below it, there is a 'Creating Lesson Activities Review' section with an 'A+' graphic and a 'Read more' button circled in red. At the bottom, there is an 'Add a new discussion topic' button circled in red.

### Submitting Assignments

- Assignments are distinguished with a blue stripe. To submit an assignment, click the **title** of the assignment. Read the teacher instructions carefully and when you are ready to submit, do the following:
  - Click the **Add submission** button
  - If your teacher enabled Online text, you can enter text into the text box.
  - If you have a file to submit, click the **Add file icon**, Click **Choose File** and find the file you want to submit.
  - Click **Upload this file**
  - Last, and most important, click **Save changes**. If not, your work will not be submitted for grading.

The screenshot shows the assignment submission page for Stephanie Jernigan. It includes a 'Submission comments' section with 'Comments (0)'. Below that, it shows 'Submission status: No attempt' and 'Grading status: Not graded'. There is an 'Add submission' button. At the bottom, there is an 'Attachment' section with an 'Upload a file' button and a 'Choose File' button circled in red. Below the attachment section, there is an 'Upload this file' button with a red arrow pointing to it.