







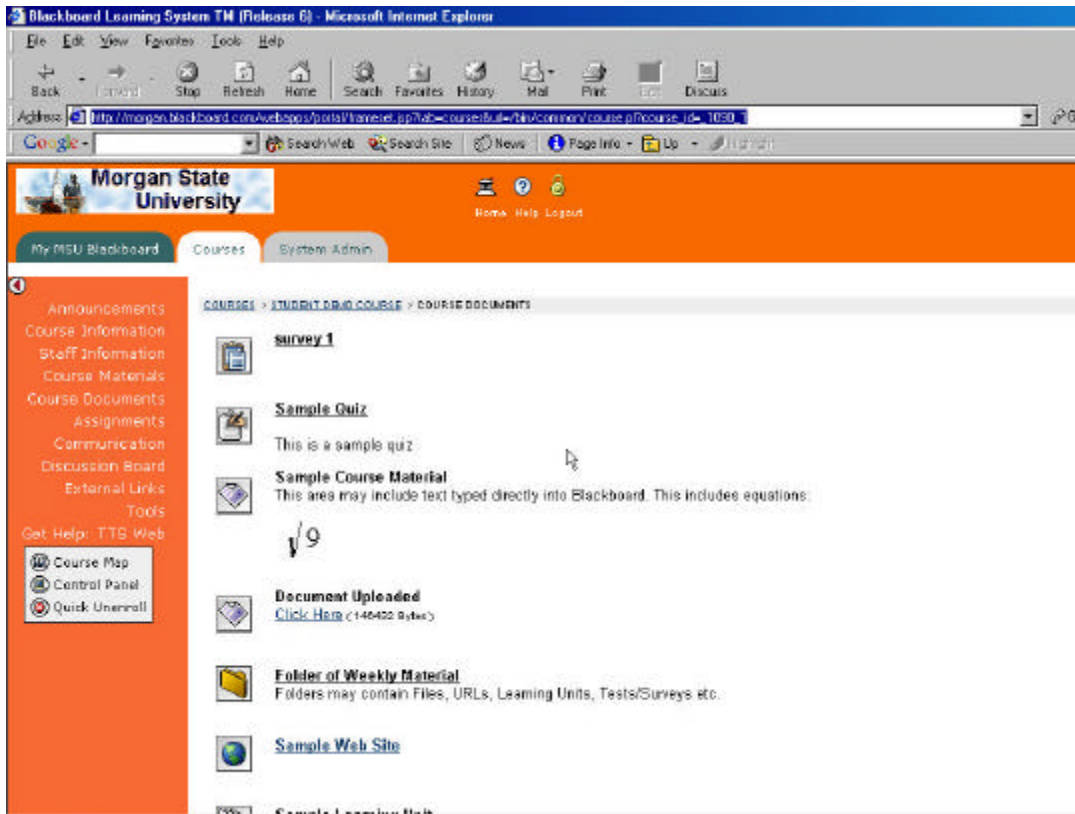
How to Access information in the Course Information, Course Documents, or Assignments areas of BB5

The Course Document area (the Course Info, Course Materials and Assignment areas) have a similar look, and work the same way. The following symbols are important:

Symbol	What is it?	What it Does
	Learning Unit	A Learning Module is a set of files, exercises or quizzes that your instructor would like you to read or do (sometimes these will be in a particular order)
	File	This is a document that your instructor would like you to read
	Folder	The folder contains documents or other material for you to read or use.
	Quiz	This item is a quiz or an exam that you need to take.
	Web Site	This is a website you will need to visit.
	Assignment	This icon indicates that your professor has posted an assignment that needs to be completed and electronically, “turned in” using the tools within the Assignment feature of Blackboard.

Information below describes how to access information within the course.

Here is an example of the Course Documents Area



Opening a Learning Unit

Click once on the Learning Unit name to open it.



Sample Learning Unit

Depending on how your instructor has set up the learning unit, you may have several documents or activities to do. In this example, the first item in the unit is a file. Click on the “click here” link to open it.

Read this First

Page 1 of 3



Contents

[Click here](#) (216064 Bytes)

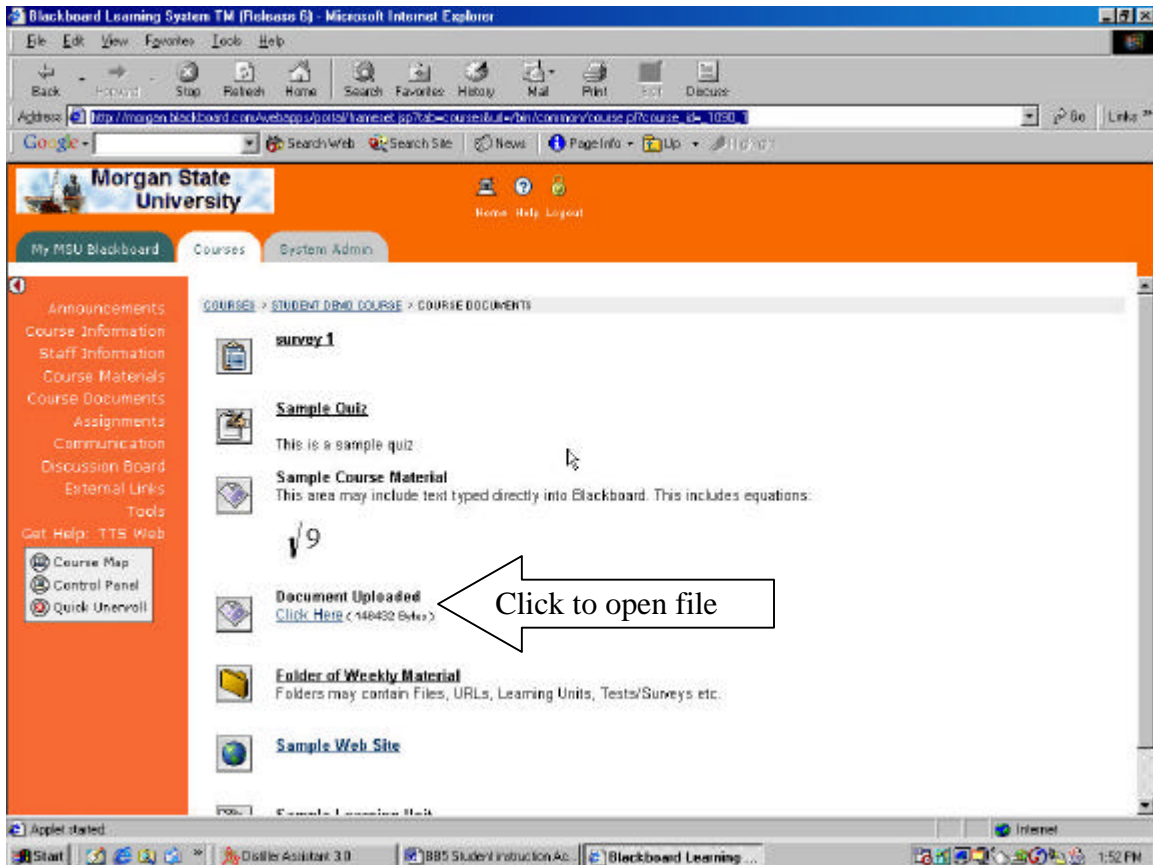
Please read this file



Click the Right arrow to go to the next document or activity. You may click on the “contents” button to see all the documents or items in the learning unit. In this example, note that there are three exercises in the learning unit called, “Module.”

Opening a File:

Click on the “Click here Link”



Use your browser’s Back button to go back to the previous screen in Blackboard.

Opening a Folder:

Folders may have several documents or other items in them. Click one time on the Name of the Folder

