

Using the Blackboard App, including uploading documents (for students).

Video: <https://youtu.be/3-36bdZ2Ys0>

Function: The Blackboard app has user-friendly views of many Blackboard course functions and is easy to navigate for students. This tutorial will review how to navigate the Blackboard App, as well as how to upload a document.

1. If you haven't already, you'll need to download the Blackboard app to your iPad. The student Blackboard app is blue with a pencil icon.
2. Once you've downloaded the app, you'll need to enter your school's name as well as your MyMcc login information.
Once in the app, you'll see an Activity Stream that will include daily updates, as well as upcoming assignments or announcements. To find your course information, tap on the menu in the top left hand corner. Here, you will have access to grades, upcoming due dates and current activities for all of your courses. You can find your specific course information by tapping on Courses. Note that if your instructor doesn't use Blackboard, your course will not appear.
3. Once you've tapped on your course name, tap on Course Content to view daily or weekly assignments, your syllabus, discussion boards, and other items, depending on what your instructor has included in your course.
This is where you can also view items due and announcements. At the top of your course, you'll be able to see your Current Grade.
4. To upload a document to the Blackboard app, you'll find the assignment link in Course Content. The content may be organized by Weekly Folders, or your instructor may include the assignment link in the main menu. An assignment link is marked by an icon that looks like a sheet of paper with the top right corner folded over.
5. Once you've found the correct assignment link, tap on the link and then tap on Start Attempt 1 or Start Attempt 2. Then, tap on Add Content. If your instructor has asked you to add a text submission, you'll tap on Add Text and then type in your text before hitting Submit.
More often than not, however, instructors will require that you upload a document from a drive, such as Google Drive or OneDrive. To do this you'll tap on Add file. Then, tap the drive from which you'd like to retrieve the file. If you are not already signed into the drive, the drive may prompt you to sign in.
6. Once you have access to the Drive, you'll choose the file you'd like to upload. It is helpful to have your files well-organized and labeled so it is easier to locate them. Tap the file to upload the document. Then, tap Submit. Your document will then be uploaded for instructor review.