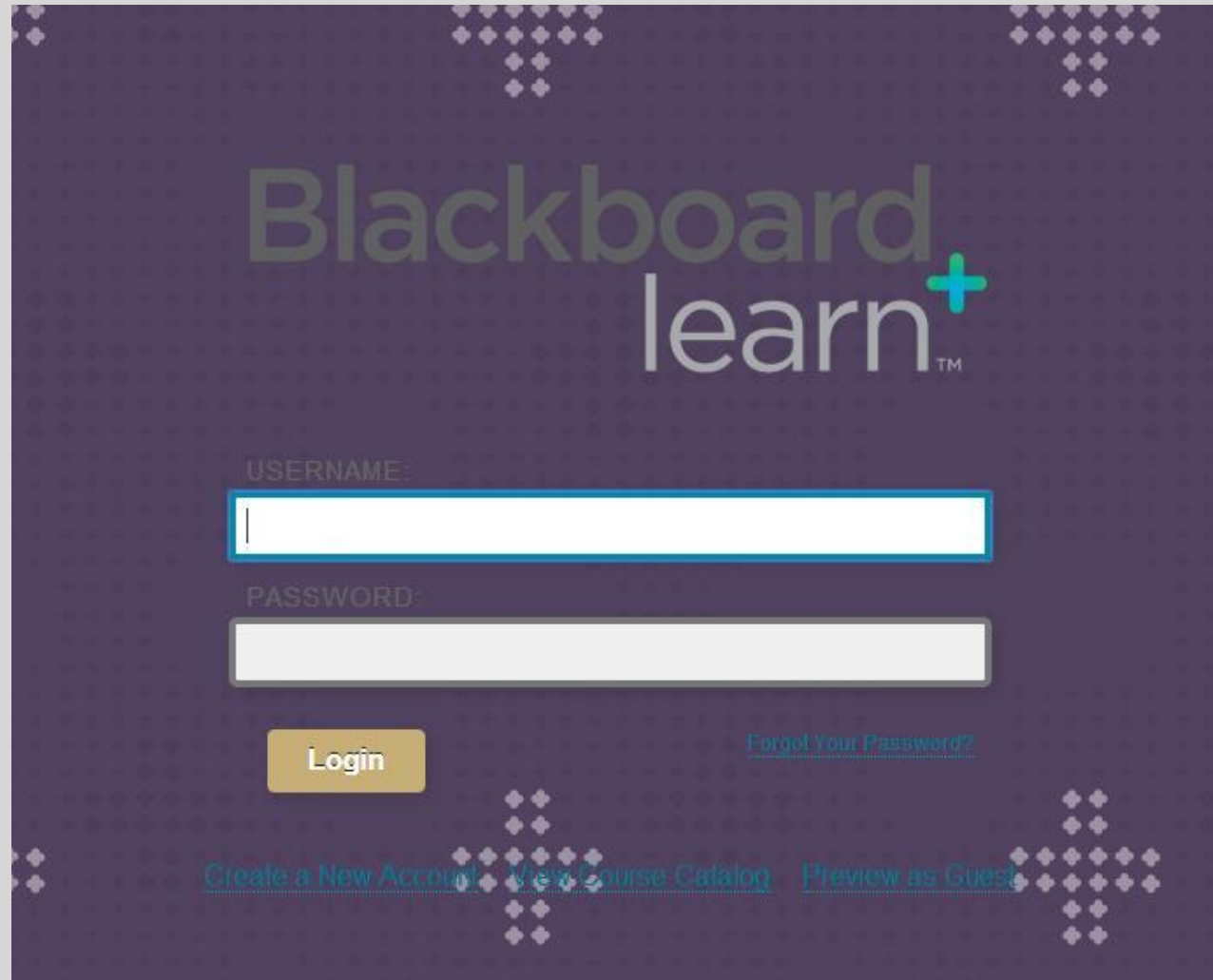




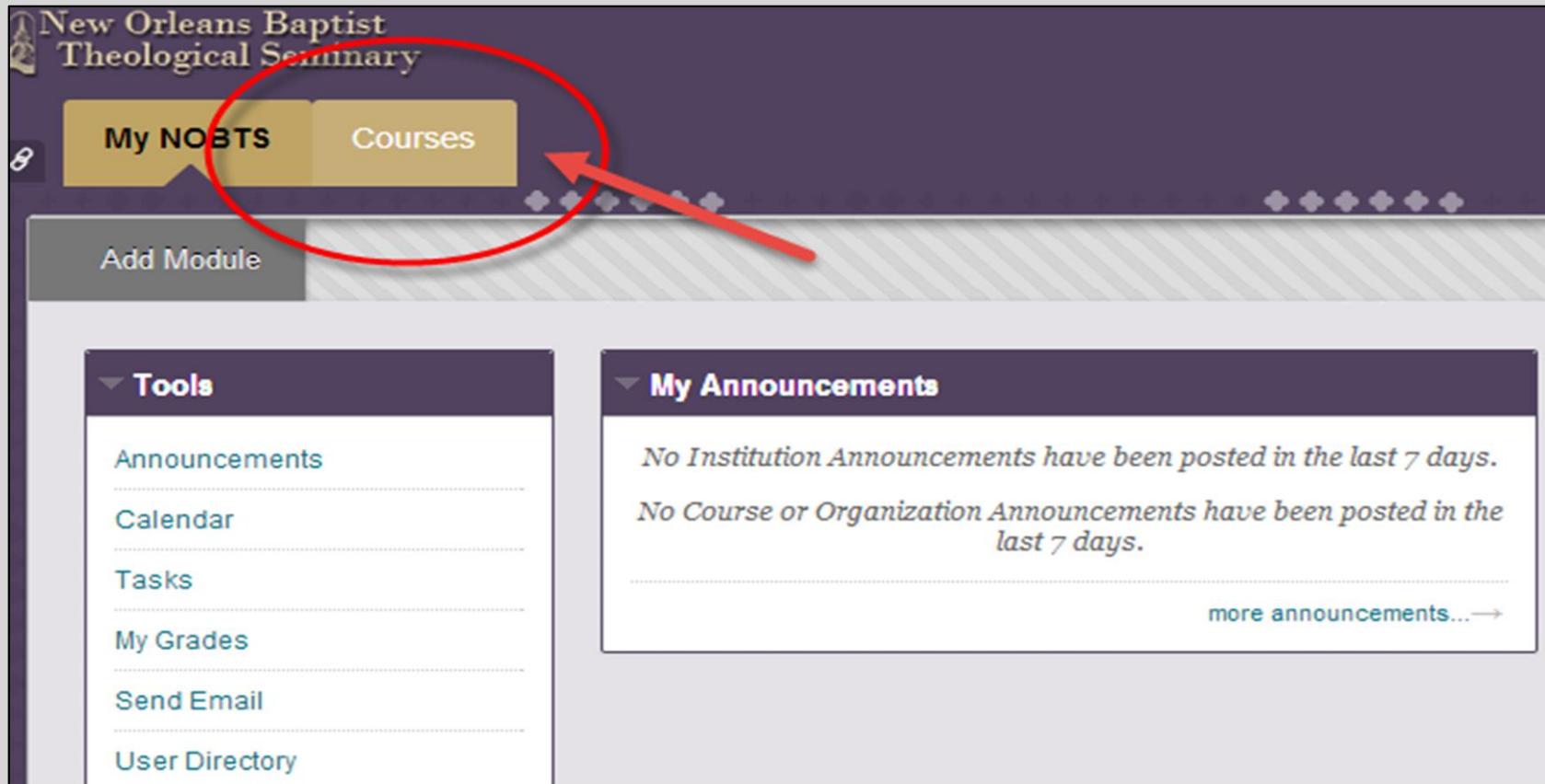
# NOBTS: Blackboard Procedures

# NOBTS: Blackboard Procedures

Section 1: How to Enroll in Your Courses

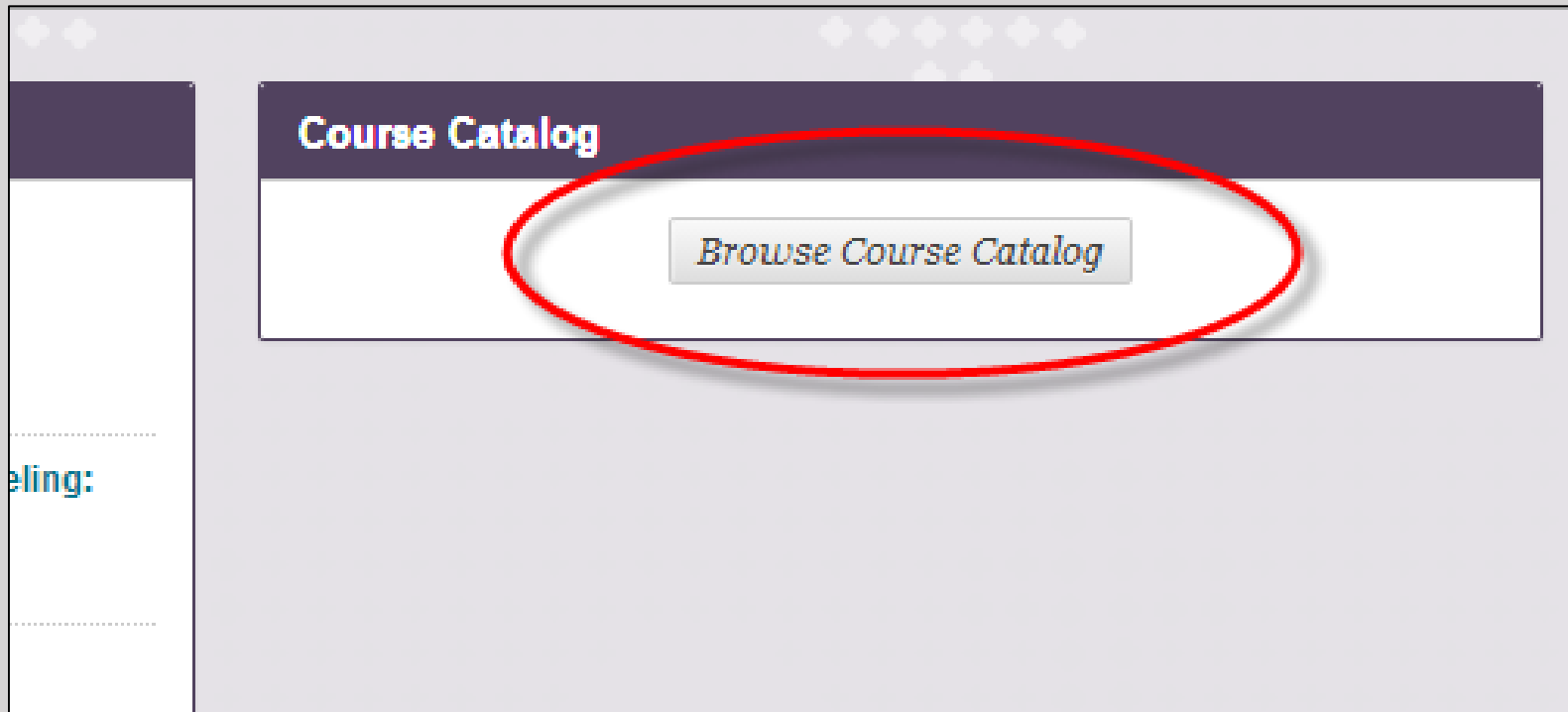


- Go to <https://nobts.blackboard.com/>
- At the Login page- use your current username and password to log in.
- If you have forgotten your password, click on the “Forgot Your Password?” link located to the right of the log in button. Proceed to fill out the requirements to reset your password




To enroll in a course, select the “Courses” tab at the top of the page.

\*HINT: Enrolling in a course and registering for a course are different. You must **ONLY** enroll in a course in Blackboard *after* you have registered for the course in SelfServe.



Then, select “Browse Course Catalog” located at the right side of your screen.

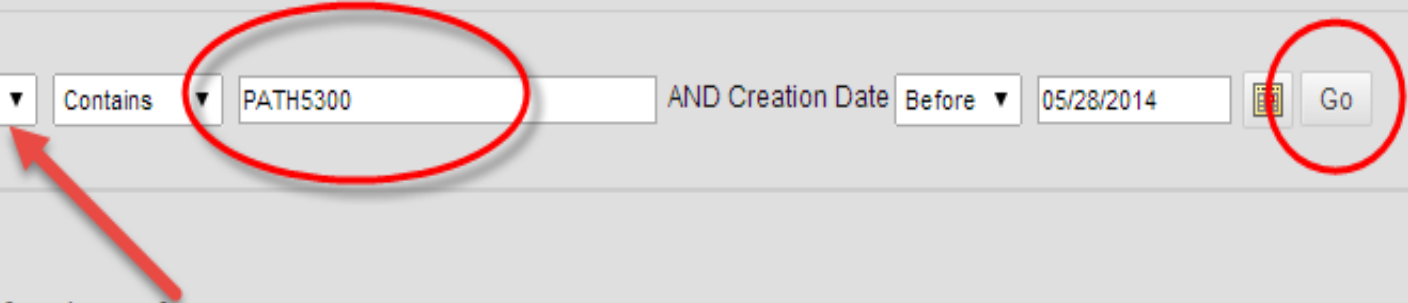
## Browse Course Catalog

Search Catalog Course ID ▾ Contains ▾ PATH5300 AND Creation Date Before ▾ 05/28/2014  Go

Browse Terms

Select a term to see only courses belonging to that term

--unspecified term-- ▾ Go



We recommend searching for the Course ID for easier and quicker filtering. You must change the automatic filter from Course Name to Course ID when searching for your course.

*\*HINT: When typing in the course ID, do not include spaces or symbols. (ex: PATH5300)  
Then, Select “Go”.*

Course ID ▲	Course Name	Instructor Names
EM-PATH5300	Worship Leadership [Master - Online]	Gregory Woodward, gary dennis, Craig Price, Laurie Watts, Blackboard Administrator
PATH5300DP	Worship Leadership (fall 2012)	Dennis Phelps, Darryl Ferrington
PATH5300GW	Worship Leadership	Joe McKeever, Gregory Woodward
PATH5300MS	Worship Leadership [January 2012 Workshop - Atlanta]	Dennis Phelps, Michael Sharp
PATH5300MS-2	Worship Leadership [May 2011 Workshop - Red Carpet]	Michael Sharp, William Miller
PATH5300MS-2	Worship Leadership [May 2012 Workshop] New	Dennis Phelps, John Corbett, Gregory Woodward, Blackboard ASP

Find the course you are looking for and hover over the course with your mouse. A grey chevron icon should appear. Click on the chevron icon and select “Enroll”.

*\*HINT: The last two letters that may appear after your course ID are the initials of your professor. To make sure you are enrolling in the correct course, double check with the instructor listed beside your course. The instructor should match the one that is listed in SelfServe.*

## 1. Enroll in Course: Worship Leadership (fall 2012) (PA

Instructor: Dennis Phelps, Darryl Ferrington

Description:

Categories: Education: Higher Education

*This course requires an enrollment access code from the instructor. En*

Access Code



When you go to enroll, and this box pops up, it means the course has requires an access code. You will need to retrieve that from your professor.

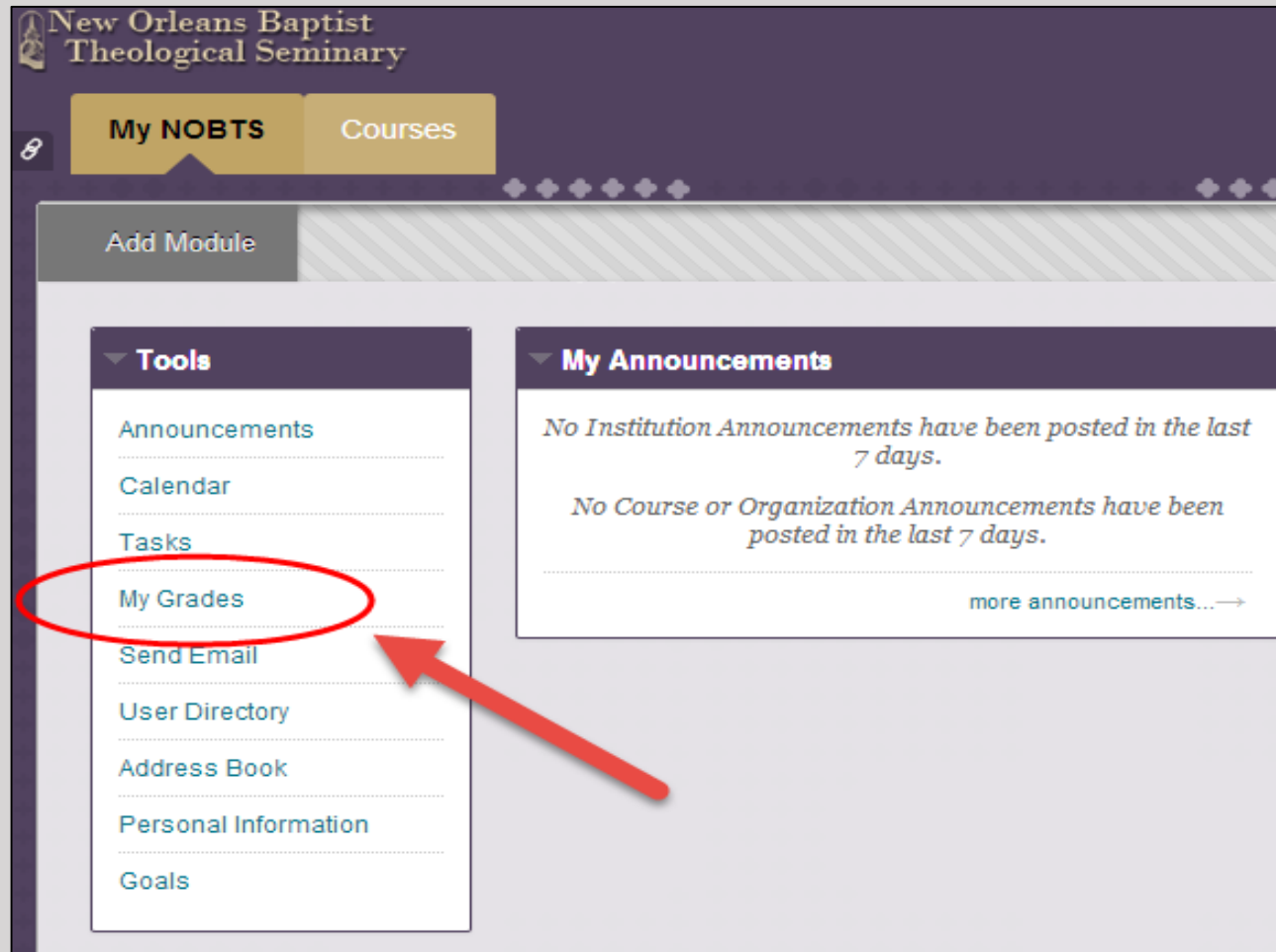
After enrolling in the course, it should now show up under your **My NOBTS** tab in **My Course** box or under the **Courses** tab.

**NOTE:** If you are registered in an online or hybrid course, you will not be able to enroll yourself in your class. The Blackboard Administrator will enroll you into your online and hybrid courses, if you have an account with your NOBTS ID number in it, once registration for the term has closed and you have been cleared by the business office to be enrolled on Blackboard.

**If you have any further questions feel free to contact us at**  
[blackboardhelpdesk@nobts.edu](mailto:blackboardhelpdesk@nobts.edu)

# NOBTS: Blackboard Procedures

Section 2: How to Access Your Grades




There are two ways to access your grades in Blackboard.



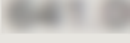

The first is from the “My NOBTS” tab. After selecting in “MY NOBTS”, locate the “Tools” box. Select “My Grades” in the list of links offered.

New Orleans Baptist  
Theological Seminary

My NOBTS Courses

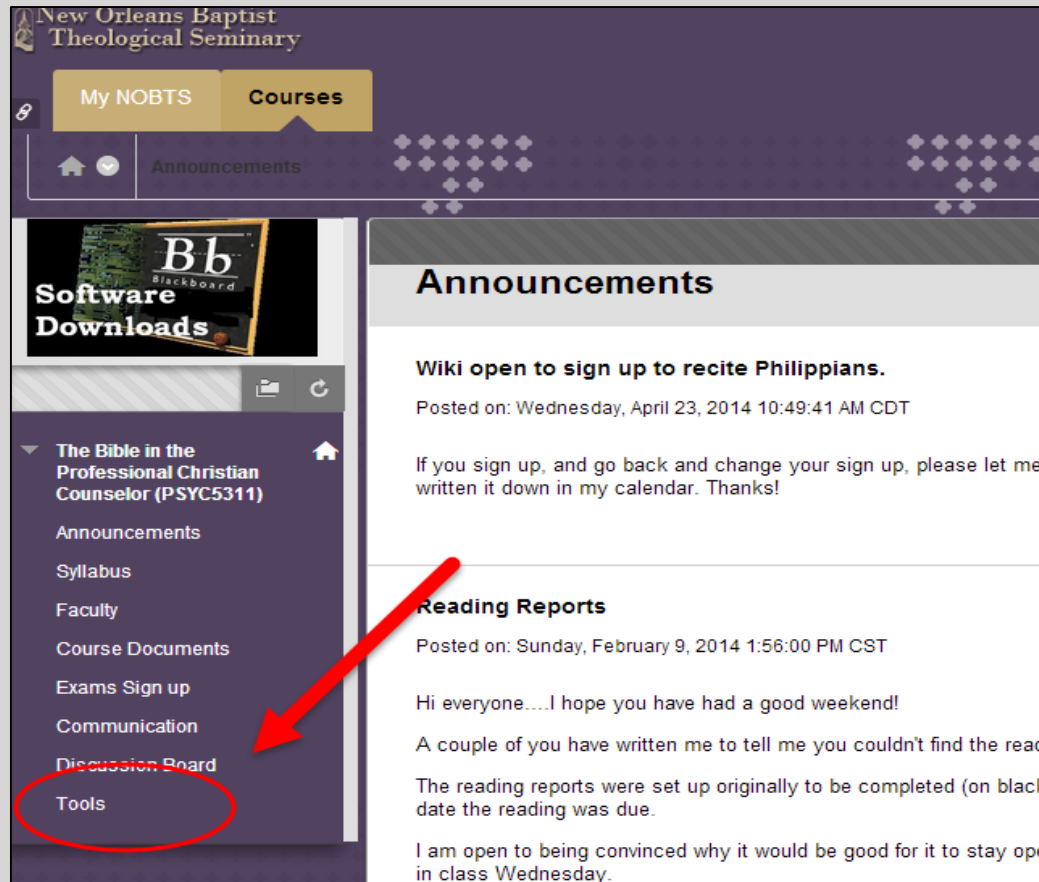
 My Grades

All Courses Last Graded

	<b>Current Grade (Total)</b> In <i>Human Development (EM-PSYC5321)</i>	3 days ago
	<b>Current Grade (Total)</b> In <i>The Bible in the Professional Christian Counselor (PSYC5311)</i>	1 month ago
	<b>Current Grade (Total)</b> In <i>Ethical, Legal, Professional Issues in Counseling: PSYC6303 (graduate) (PSYC6303KC)</i>	1 month ago
	<b>Current Grade (Total)</b> In <i>Teaching the Bible (CEEF6310ED)</i>	6 months ago

This will lead you to a list of cumulative grades for each course you are enrolled in.

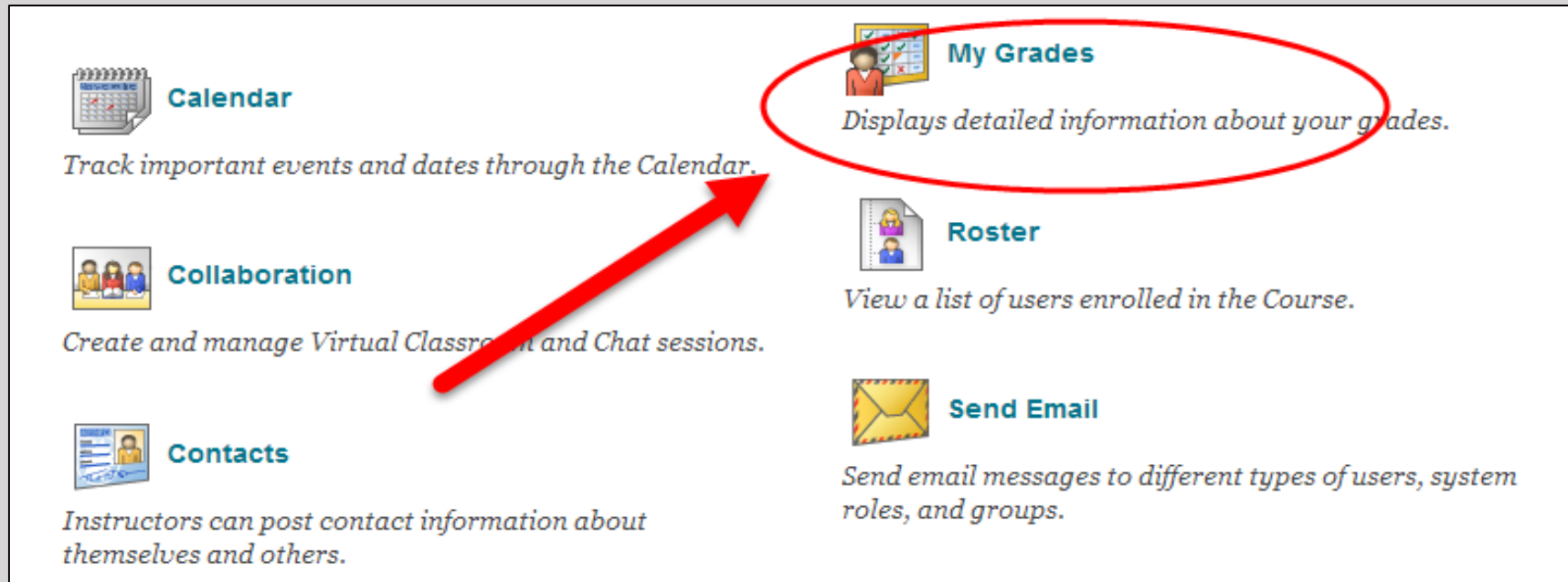
*\*HINT: The grading tool is used at the discretion of the professor and may or may not be utilized in Blackboard.*



The second option is within the individual course shell.

On the left side of your screen you should see the “Tools” link. Select the “tools” link.

*\*HINT: The grades you will retrieve from inside the course shell will only pertain to the course itself. It will not provide grades for every course you are enrolled in.*



**Calendar**  
*Track important events and dates through the Calendar.*

**Collaboration**  
*Create and manage Virtual Classroom and Chat sessions.*

**Contacts**  
*Instructors can post contact information about themselves and others.*

**My Grades**  
*Displays detailed information about your grades.*

**Roster**  
*View a list of users enrolled in the Course.*

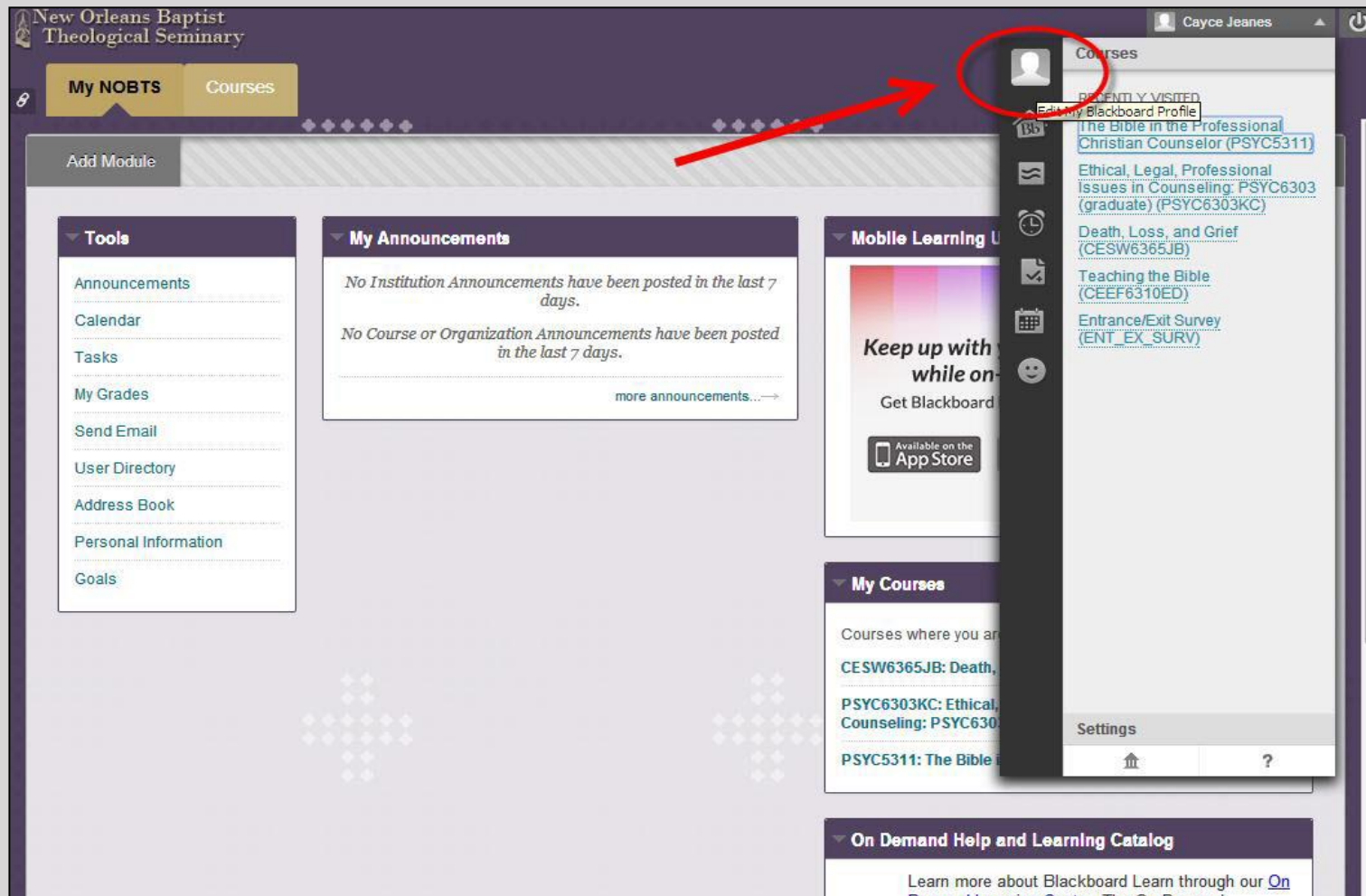
**Send Email**  
*Send email messages to different types of users, system roles, and groups.*

Select on the “My Grade” icon located in the list of options to navigate to.  
From here, you will be get access to graded assignments from your professor.

# NOBTS: Blackboard Procedures

## Section 3: How to Create a Profile Card

*By uploading a profile picture, syncing your information from Facebook or Twitter and completing the “about me” section on your Profile Card, it is now easier to create a social environment of learning.*



Access your profile via the global navigation panel located at the top right of your page. Click on the profile avatar.

*\*HINT: Your Profile Card is not the same as your user account information.*

Cancel Submit

\* indicates a required field.

Start with information from...

Facebook Twitter

Picture

Change Picture

\* How do you want your name displayed in your profile?

Cayce Jeanes

What are you studying?

What would you like to share about yourself?

Privacy Options

Anyone in your courses can view your profile card within the course (unless your status is Hidden). These privacy settings control who can search and browse for you on the People page.

[Learn more about profile privacy settings.](#)

☒ My Institution (recommended)  
I want to share my profile with others at my institution.

☐ Private  
I only want to share my profile with my classmates.

☐ Hidden  
I do not want to share my profile.

[Delete My Blackboard Profile](#)

You can utilize your Facebook or Twitter information to update your picture **OR** you can choose to create a new profile *without* syncing to another social profile. To sync your account via Facebook or Twitter, click on the social media icon you wish to use for your Blackboard Profile Card. This can be seen in Option 1. If you would rather not sync those profiles, but wish to update your picture, click on “Change Picture”. This can be seen in Option 2.

**Edit My Blackboard Profile** Cancel Submit

\* indicates a required field.

**Start with information from...**

Facebook Twitter

**Picture** Change Picture

\* How do you want your name displayed in your profile?  
Cayce Jeanes

What are you studying?  
MDiv with Specialization in Counseling

What would you like to share about yourself?  
Born and raised in Memphis, Tennessee! New Orleans is now my new home. I look forward to sharpening my skills as a counselor and can't wait to see how the Lord is going to use NOBTS in my life.

**Privacy Options**

Anyone in your courses can view your profile card within the course (unless your status is Hidden). These privacy settings control who can search and browse for you on the People page.

[Learn more about profile privacy settings.](#)

☒ **My Institution (recommended)**  
I want to share my profile with others at my institution.

☐ **Private**  
I only want to share my profile with my classmates.

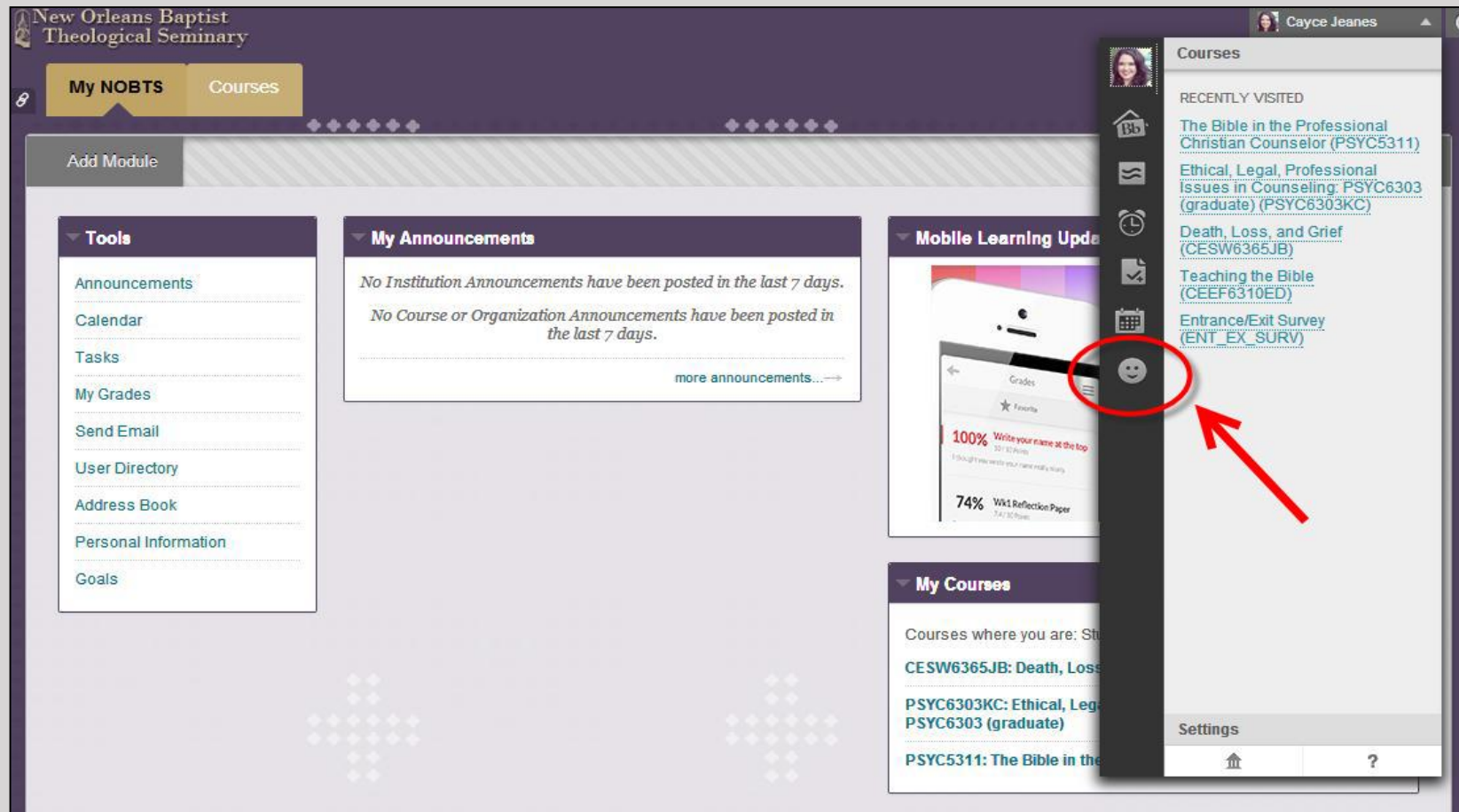
☐ **Hidden**  
I do not want to share my profile.

[Delete My Blackboard Profile](#)

[Preview My Profile Card](#)

You can also update your information to share with others a little about yourself. To do this, fill in the “What are you studying?” section and the “What would you like to share about yourself?” box.

\*\*Also note you can edit your privacy settings. These settings are located on the right side of your screen. A brief description about each setting is listed below the setting. When you are done with your changes, click “submit”.



Once you are done editing your profile, you can also view the profile of others at your Institution. Simply click on the smiley face icon at the global navigation panel.

People


My Academic Network

MY SCHOOL


State Community College

### My Academic Network (15)


Enter first name or last name




Alyssa Dubois




Andy Farrell




Ashby Cooper




Beth Carlson




Bruce Lopez




Cathy Chu




Chris Casper




Gill Patterson




Juan Hernandez




Linda Herrera




Lisa Neal




Mina Akbar



Monica Gonzales



Porter



**Tony Brown**  
Science, Marine Biology, Ecology

I read this article once on humpback whales being migratory astronomers. It fascinated me. I'm hooked. <http://www.wired.com/wiredscience/2...>

MORE...

Once you click on the smiley face, you will be brought to a page where you can view other student Profile Cards who are enrolled at New Orleans Baptist Theological Seminary. To view their student profile information, hover over their picture and an information box will appear.

## Forum: Introduce Yourself!

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

Create Thread

Search

Discover Content

Display ▾

Thread Actions

Collect

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>			10/19/12 2:39 PM	Ashby Cooper Introduces Himself	 Ashby Cooper	Published	1	1
<input type="checkbox"/>			10/19/12 2:36 PM	Andy Farrell Introduces Himself	 Andy Farrell	Published		
<input type="checkbox"/>			4/9/12 4:23 PM	Chris Caspar introduces himself	 Chris Casper	Published		
<input type="checkbox"/>			4/9/12 4:02 PM	Mina Akbar Introduces herself	 Mina Akbar	Published		
<input type="checkbox"/>			3/23/12 2:08 PM	Tony Brown Introduces Himself	 Tony Brown	Published		

Thread Actions

Collect

Create Thread

Thread Actions

Collect

☐

☐

10/19/12 2:39 PM

☐

☐

10/19/12 2:36 PM

Create Thread

Search

Discover Content

Display ▾

→ Thread Actions ▾		Collect
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Date ▾	
<input type="checkbox"/>	10/19/12 2:39 PM	
<input type="checkbox"/>	10/19/12 2:36 PM	
<input type="checkbox"/>	4/9/12 4:23 PM	
<input type="checkbox"/>	4/9/12 4:02 PM	
<input type="checkbox"/>	3/23/12 2:08 PM	
→ Thread Actions ▾		Collect



### Ashby Cooper

Science, Marine Biology, Ecology

Starting my first year in Biology. I'm very interested in focusing on Marine Biology.

You can also view classmates' profiles directly in the courses you are enrolled in. For example, when accessing the discussion boards, hover over the name and photo of a student in the class. Their information box will appear.

In conclusion, *your profile is different than your user account information*. You are able to sync your profile to with Facebook or Twitter, edit and customize your profile, share your profile, and view per student profiles.

To watch an information video on this process, please click on the link below:

[http://ondemand.blackboard.com/r91/movies/bb91\\_myblackboard\\_profiles.htm](http://ondemand.blackboard.com/r91/movies/bb91_myblackboard_profiles.htm)

**If you have any further questions feel free to contact us at**  
[blackboardhelpdesk@nobts.edu](mailto:blackboardhelpdesk@nobts.edu)