

HR Academy Blackboard QRG: How to Access Your Course

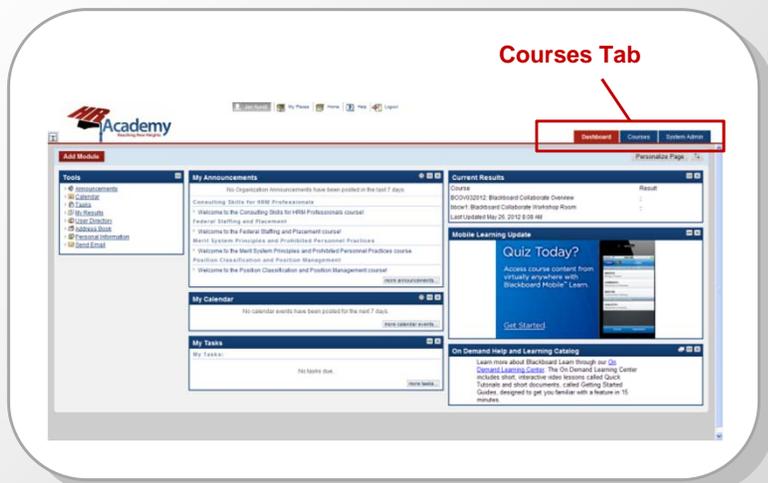


Login

1. Request a Blackboard User Account
2. Go to: <https://vahracademy.blackboard.com/>
3. Enter username (TMS ID)
4. Enter password
5. Select Login

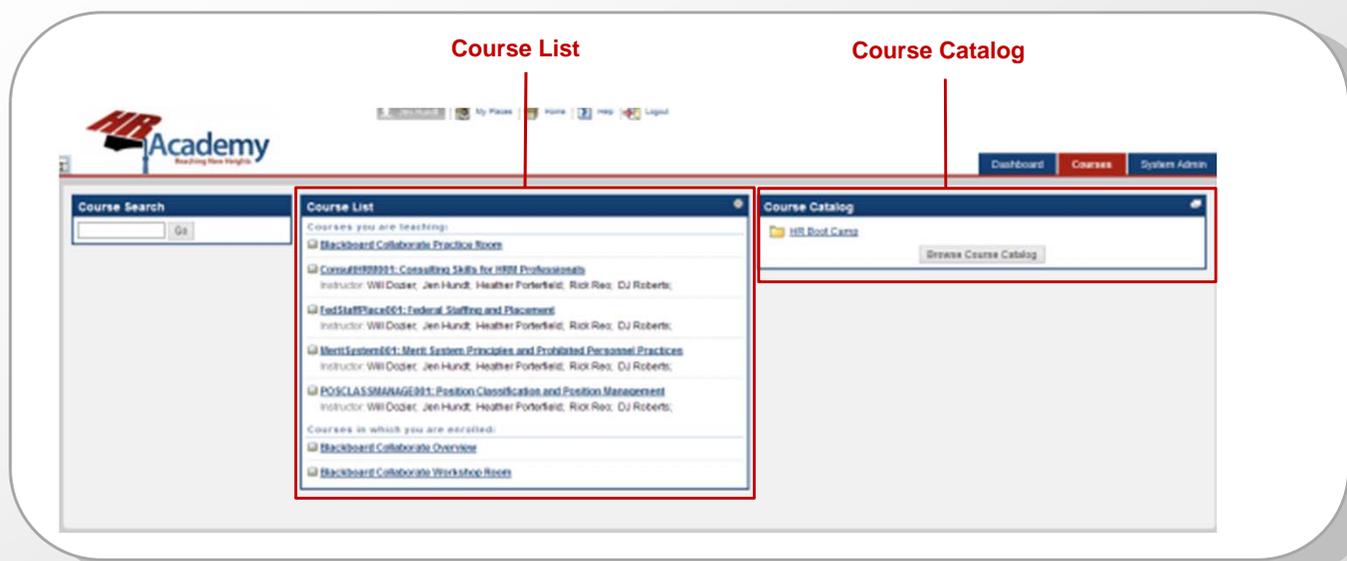
Home Page

- After logging into Blackboard, you will arrive at the Home Page. To navigate to your course please select the “Courses” tab in the upper right hand corner of the Home Page screen.



“Courses” Page

- After selecting the “Courses” tab, the courses you are enrolled in appear in the “Course List”. You can also locate a course through the “Course Catalog”. Select the course you want from the “Course List”.



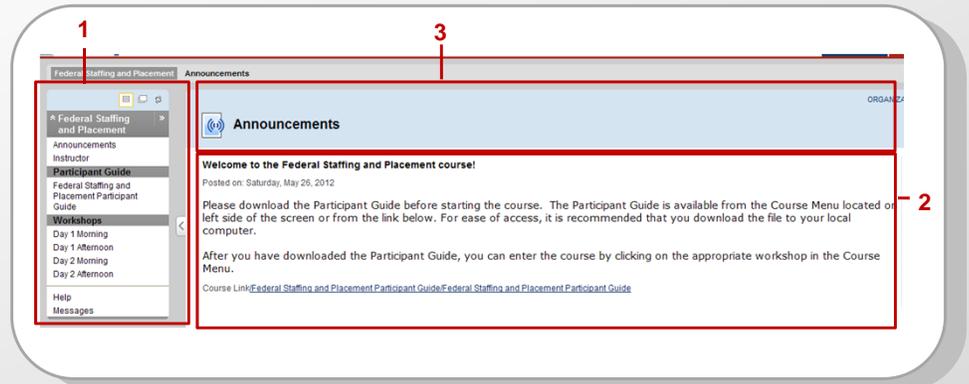
Blackboard Collaborate for Your VA HR Academy Virtual Course



Courses

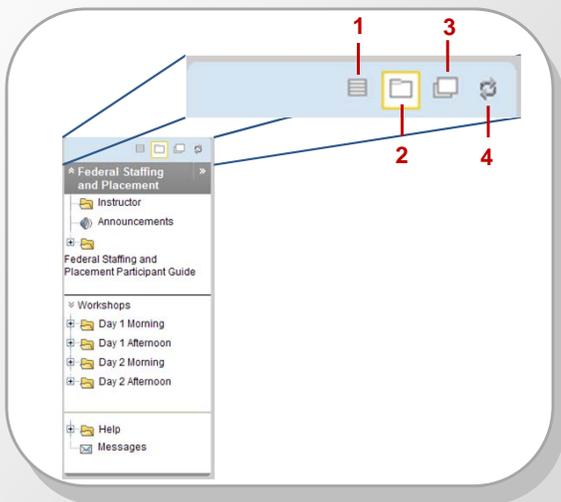
- After selecting a course from the “Course List” you are brought to the course’s Home Page.
- Each course contains content and tools for your learning experience. A course consists of:

- Course Menu:** The Course Menu appears on the left side of a course and contains links to materials and tools within the course.
- Content Frame:** The content frame occupies most of the screen to display the current view. You will interact with content from this screen.
- Content Area:** Content Areas are top-level containers that organize and store course content, such as lecture notes, assignments, and tests. The content appears in the Content Frame.



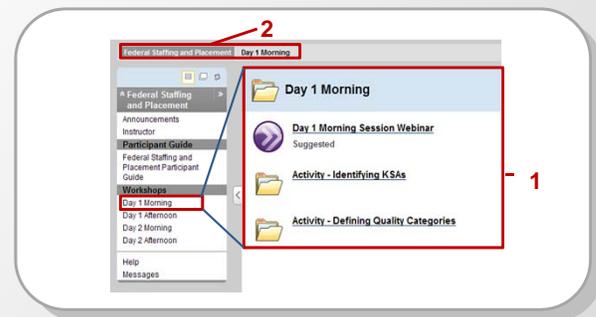
Course Menu

- List View:** Contains text links that lead to course materials and tools.
- Folder View:** Uses icons and expandable folders to access content and tools. The folders can be expanded and collapsed.
- Display in a New Window:** Opens the Course Menu in a separate window.
- Refresh:** Shows any new content added to the Course Menu.



Content Area

- Content Areas:** Top-level containers that organize and store course content, such as lecture notes, assignments and tests. Content Areas that are available to users make up the Course Menu that appears as links in the area on the left hand side.
 - To access a Content Area, select its name on the Course Menu. The content appears in the Content Frame. Typical Content Areas are Instructor Info, Assignments, Tests, My Grades, and the lessons that you need to complete throughout the course.



- Breadcrumbs:** As you view the items and links presented in a course, use the breadcrumbs to navigate to previous pages. The breadcrumbs appear above the content frame.