

North Metropolitan TAFE

Getting Started with Online Learning

Online learning at North Metropolitan TAFE is delivered through Blackboard 9.1

Using Blackboard and its Tools

Courses within Blackboard exist in a closed, secure environment. Blackboard courses are only accessible to enrolled students, the lecturer and the Blackboard administrator.

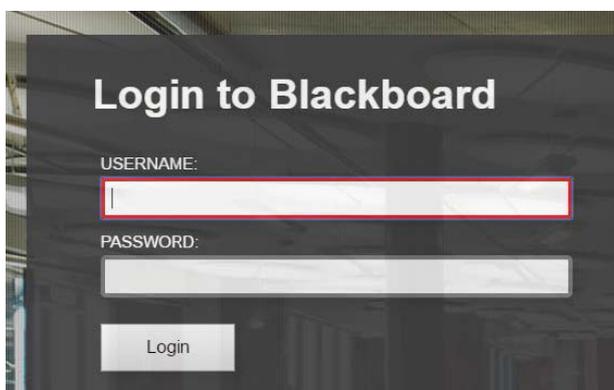
When you log into Blackboard, you will see a list of the online units and clusters that you are enrolled in. Each unit will contain learning materials, assessments and communication tools. In the learning materials you will find readings and activities to work through.

Logging In

You will need a computer that meets the [browser requirements for Blackboard](#) and has an active internet connection. **Please note that Blackboard will not work properly with Internet Explorer**

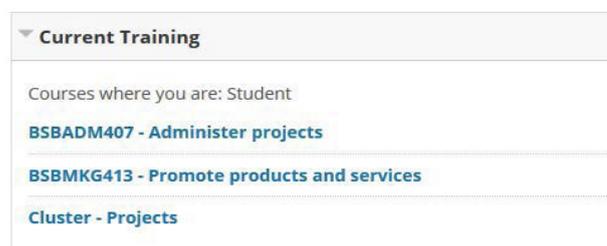
1. Go to <http://blackboard.northmetrotafe.wa.edu.au>
2. Your username will be your Student ID number that will either have a letter followed by 6 digits, an 8 digit number starting with 200. e.g. J001111, V001111, or 20001111.
Your password until you change it via your Office 365 account will be your default password for our systems will be Tafe (with a capital T) and your date of birth in DDDMMYYY format.
Example Password: **TafeDDMMYYYY**.
i.e. Tafe19021985

Type these into the correct fields and click **Login** to continue



3. You will now see the My Blackboard page. Here you can access help, read announcements and access the units you are enrolled in.

To access a course, click on its title in the Current Training list.



4. You should now see the Welcome page of the unit or cluster you wish to work on.



Your **Learning and Assessment Plan** should be available on this page which will detail what you will be learning each week/session and when assessment will occur

Left Menu Navigation

The left menu contains links for:

- **Learning Materials**
Your resources and learning materials can be found in this section. They may be separated by subject, session or week depending on the delivery of your particular unit.
- **Assessments**
Here you should find every assessment that is detailed in the Learning Plan. They may be available to you straight away or released to you closer to the date of assessment.
- **My Grades**
See your grades and get feedback for any assessment you have submitted
- **Communication tools**
- **Staff Contacts**

Password Management and Security

We strongly advise that you change your default password to something more secure. You can do this by accessing your Office 365 email account, then go to settings --> Password and follow the prompts. Once you have updated your Password for Office 365, it will take approximately 10 minutes to transfer over to Blackboard

You will need to **change your password every 90 days**. There is a module on the My Blackboard home page that tells you how many days you have left to change your current password.

If you do get locked out of your account or forget to change your password before the 90 day cut off you can contact the Library to reset it.

Perth Campus Library Phone Number: 9427 1450

Using Communication Tools

- **Be Polite and respectful**
Even though you may feel more anonymous than when you are in a classroom, remember that you are still dealing with real people.
- **Be clear and concise**
When sending emails or postings, make sure to include informative headings or first sentences, so that people can quickly pick up the topic or purpose of your communication.

Some hints for working in Blackboard

- **Keep copies of assessments and any activities you submit**
Whenever you submit work to your lecturer, make sure that you keep a separate copy at home in case something happens to your original work. Sometimes electronic information can be damaged (corrupted) and will be unreadable by your lecturer. Having a backup copy at home could save you a lot of work
- **To exit Blackboard**
Remember to click on the power button in the top right hand side of your Blackboard Screen. This is especially important if you are using a shared computer or a computer in a public space.

Problems, Questions or Concerns

- **Study or course problems**
We want you to succeed as much as you do. Help and assistance is available. Your lecturer will let you know
- **Trouble logging in**
Your student ID and default password for online systems have been sent to the email address that you provided when you enrolled. If you have not received this email, please contact Student Services on 1300 300 822

If you are having issues resetting your password, please contact the helpdesk in the library on 9427 1450

Need more instruction on using Blackboard?

<https://help.blackboard.com/Filter/Student>