Check out our website!
www.nvcc.edu/woodbridge/computer-lab

Contact Us

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Blackboard
**Introduction:** Blackboard is a tool used by instructors to share course syllabus, grades, and other class information with students. Using Blackboard, students can view course announcements, access course content, submit their assignments, view their grades, and participate in course discussions.

**Global Navigation:**
The Global Navigation Menu is used for checking the most recent updates on your Blackboard account whether it is an assignment, a grade, or a discussion post.

- **Posts:** Displays recent posts on class discussion boards
- **Updates:** Displays class updates such as new assignments, course documents…
- **Grades:** Displays updated/new grades
- **Calendar:** Calendar can be used to add events, keep track of assignments deadlines, and view institution events. Daily, weekly, and monthly views are available for the calendar.

**Changing the Account Settings:**
- **Adding a Module:** Various modules such as calculator, catalog, Atomic Learning … are available and can be added to student blackboard account using the *Add a module* button.

**Moving a Module:** Students may move modules and rearrange them according to their personal preferences. In order to move a module, simply click and drag the module to the desired position. Modules can also be expanded/collapsed using the triangle symbol located at the top left corner of the module.

**Personalize Page:** Students can change the theme and color of their Blackboard account using this option.

**Tabs:**
- **NOVA**
  This tab is used for viewing and accessing courses that a student is enrolled into.
College Connect
This tab lists all the clubs and organizations (i.e. Pathway program, Circle K etc.) that a student is a part of.

Research
This tab includes information about NOVA library and resources for research papers.

Help
This tab contains tutorials and instructions on using Blackboard. Detailed instructions on Blackboard can be found by clicking on More module and then clicking on Student Manual link.

Courses:
- Viewing Syllabus and Course Content: Click on syllabus/course content link located on the left menu bar
- Emailing Instructor and Classmates: Click on Tools|Send email
- Discussion Board: Navigate to the desired discussion forum and click on Create Thread button to create a new post. You may also reply to or quote another classmate’s post.

Submitting an Assignment:
- Click on your class link
- Navigate to the Assignments/Assessments link
- Click on the assignment that you need to submit
- Type your response in the text box or click on Browse button and attach your assignment file
- Click on Submit button