

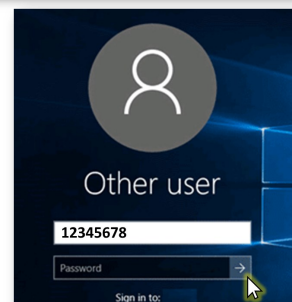


Logging to NWTC Laptops/Computers

Hold down the Ctrl, Alt, and Delete keys at the same time to bring up the login screen.

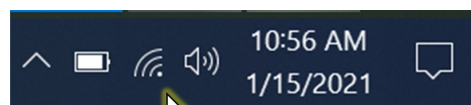


Enter your 8-digit NWTC username and password, then click Sign in. You can reset your password at <https://pwd.nwtc.edu>.

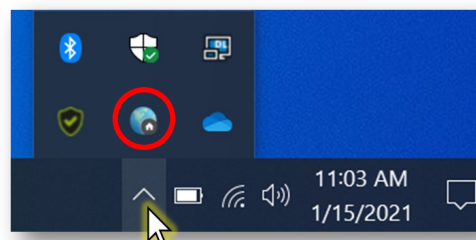


Connecting to the Internet/WiFi

If you are having trouble connecting to the Internet, click the WiFi icon in the bottom right corner to see available networks and then connect.



When using NWTC laptops, the Global Protect software allows you to connect to college resources. Check to see if this is connected and working by clicking the up arrow and then the globe icon.



Logging In and Using Blackboard

You will be using the Blackboard Learn website for classes. You can access Blackboard at blackboard.nwtc.edu, from the student portal at student.nwtc.edu, or from the NWTC website.

Enter your 8-digit ID number and password, then click **Sign In**.

Click the Courses button on the left to access your class, then click on your class name from the list.

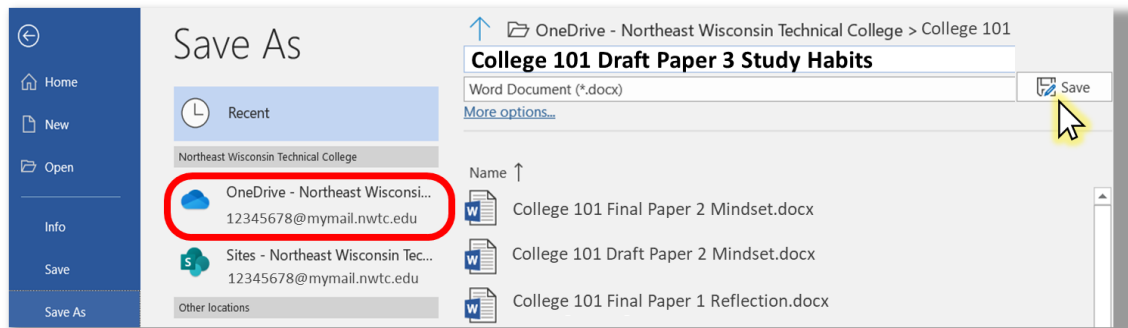
Read announcements from your instructor, access class materials, complete activities and assignments, take quizzes and exams, and check your grades.

Communicating with Email

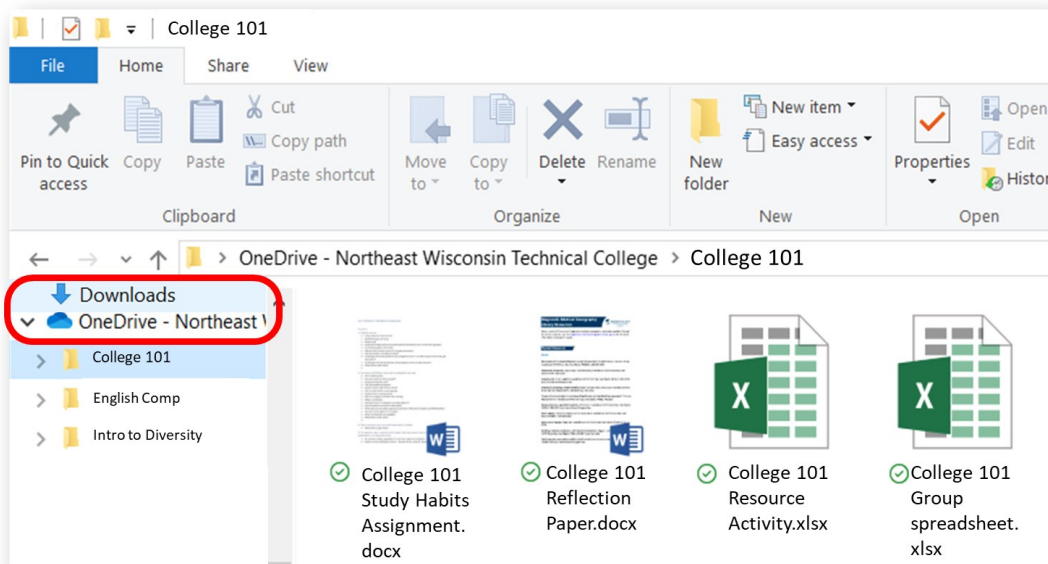
You can send email messages to your instructors and classmates through Blackboard's **Email My Instructor** or **Email My Classmates** menu options. To send and receive email, access your student email account from the student portal at student.nwtc.edu or from the NWTC website's current students page.

Saving Files

Sometimes you will need to submit a file for an assignment. When saving files, always choose File, then Save As and select your student OneDrive account.



Click the file folder icon at the bottom of your screen to open Windows Explorer to see your files and click to open them. Downloaded files are saved in the Downloads folder.



Submitting Work in Blackboard

To submit assignments to your instructor for grading, select the name of the assignment in your Learning Plan to view all instructions. If a file is provided, click to open it. Use File, Save As to save it to your OneDrive folders with a file name that is related to the assignment.

When submitting files in Blackboard, go to the assignment and select Attach File. Then browse to find the file in your OneDrive folders. Select it and click Open. Click **Submit** when all files have been added.

Accessing Microsoft Office

You can use Microsoft Office to create your files. NWTC provides this software to you for free! To access Microsoft Office on your computer, go to the My.NWTC student portal at student.nwtc.edu and click the Office 365 button on the right side.

Use your student ID @nwtc.edu to login. Do not use your actual student email address here. Click Next and enter your NWTC password.



Sign in

12345678@nwtc.edu

You can access all the online versions of the applications, or you can also download and install Office 365 on your computer by clicking **Install Office** in the upper right-hand corner. Follow the prompts to complete the installation. If you have previous versions of Office on your computer, un-install them first.

Video Conferencing

Sometimes you need to video conference with your instructor or with other students for class.

To access a scheduled video conference from your instructor in Blackboard, click the Virtual Classroom button, choose the session, and click Join.

CLASS INFORMATION

Announcements

How this Class Works

Syllabus / Calendar

My Grades

CLASS MATERIALS

Learning Plans

Publisher PowerPoint Slides

Signature Project

COMMUNICATION

Instructor Contact Hours

Email My Instructor

Email My Classmates

Virtual Classroom

Event Calendar

Event Recordings

Event happening now

[Join](#)

Started: 12 minutes 1 seconds ago
Duration: 1 hour, 30 minutes

Upcoming Event

[November 15 Class Discussion \(248\)](#)

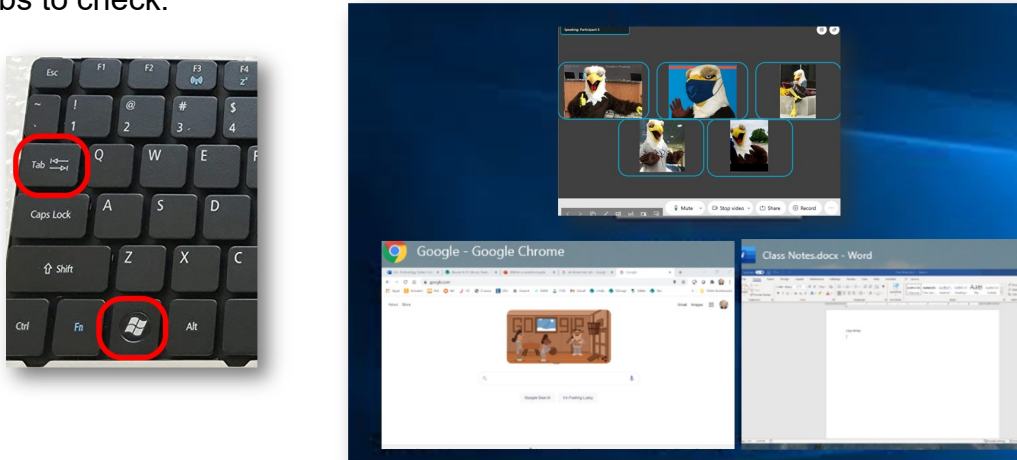
Starts: Fri, Nov 15, 10:00 AM
Ends: Fri, Nov 15, 11:30 AM

Date	Time	Events
Mon 11/11	2:00 pm – 3:30 pm	Discussion of Paper Topics (247)
Tue 11/12		
Wed 11/13		
Thu 11/14		
Fri 11/15	10:00 am – 11:30 am	November 15 Class Discussion (248)
Sat 11/16		
Sun 11/17		

You will be able to mute or unmute your audio and stop or start your video before and after you click to join. You can select your audio device and test your speaker and microphone. Once in the session, you can open the chat feature to type questions or responses to your instructor/classmates.

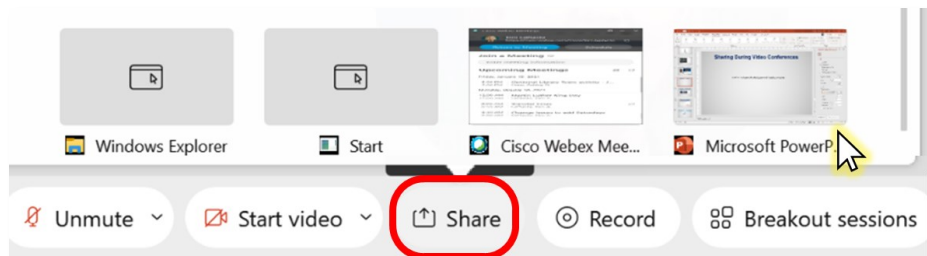
Opening Windows

During the video conference, you can hold down the Window and Tab keys at the same time to see everything that is open on your computer and change to other applications. When looking for a web site you opened, remember that you may have several web browsers with multiple tabs to check.



Sharing Your Screen

If asked to share your screen, click the Share icon at the bottom of the screen, then select the application or screen to show others.



Accessing Off Campus Software

To access other NWTC software from off-campus or from your personal laptop, go to www.nwtc.edu/students and click Off Campus Software Access.

Getting Help

If you need assistance with technology issues, call the Student Help Desk at 920-498-6900.

The NWTC Library can also help you when you are stuck! Go to the Ask a Librarian site at nwtc.libanswers.com to view answers to common questions, watch Technology 101 videos (bit.ly/nwtc101), or contact the Librarians through chat, phone, email, or text.