Login & Orientation

Becoming familiar with the look and feel of the LMS, and how to find your way around in order to do what you want to do is very important.

Global Navigation Video

Direct URL: https://youtu.be/J_a2CQYSj0?list=PLontYaReEU1tzu1T5gfiX-JQA5nBc3isN

Video Description: This video shows how to access global navigation, navigate the user menu and My Blackboard.

Login Instructions

Your very first step is to access the LEARN@PolyU (理學網) system. Becoming familiar with the look and feel of the LMS, and how to find your way around in order to do what you want to do is very important. The more often you use the system the easier it will be for you to use. You can personalize some aspects of LEARN@PolyU (理學網) to suit your own preferences and needs.

Let’s Begin

Browse to http://learn.polyu.edu.hk or select MyPolyU from http://polyu.edu.hk followed by the Quick Link LEARN@PolyU. Now:

- Enter your NetID login details (Just like logging in to your email) before clicking on the Login button.
- Click on the Login button.
- Read through Systems Announcements carefully.
Note: If you get an ‘X Unsupported’ prompt in the Browser Check box then you need to click on Full Browser Check to find compatible options.

Orientation & Interface

When you first login you may come across the following interface welcoming you to the new Blackboard. Click on Close to return to the more familiar interface.

After logging in, you will arrive at the LEARN@PolyU (理學網) tab. You will see other tabs such as Courses, Library and Special ePortfolios etc. You will also see modules such as Tools, eTeaching, Blackboard Training, PolyU Hot Links and My Courses. You have access to many different areas of Blackboard, look around and explore.

- Try Add Module to see the options for content, links or tools you can display on this page.
- Click on Personalize Page to see other display options.
- Take note of the available Tools and take a closer look at eTeaching – a great resource for Blackboard and eLearning news at PolyU.
- Click on the Global Navigation menu and explore this new feature in Blackboard.
Accessing the Global Navigation Menu & My Blackboard

My Blackboard can be accessed from the *global navigation menu* by clicking the arrow next to your name in the top right hand corner next to the logout button.

My Blackboard provides a quick and easy access to critical and timely information regarding your institution, courses, and fellow classmates (see Note). From My Blackboard, your students can view how they are doing in each of the courses they are enrolled in, view grades, be reminded of assignments that are due, and much more.

**Note:** Your institution may not allow you to change your personal information, password, or settings through Blackboard Learn. Because Blackboard Learn often shares data with other systems on campus, such as the registrar’s office (AS), it may be necessary to ensure that your information is the same everywhere. In this case, your institution will have a different way to change your information. To learn more, contact HOTS.

**Tools  Description**

- **Bb Home:** Gives you an overview of the items that are due and recently graded. Bb Home displays the five most recent activities relevant to you.  
  **Note:** If your institution has turned on messages, Bb Home shows a preview of your unread messages.

- **Calendar:** Review everything you have due and be reminded of when you need to complete it.

- **Posts:** Displays the posts made in the last seven days (in courses and organizations). For example, a student can see when a classmate submits a blog post in your course.  
  **Note:** If your institution has turned on the people and spaces tools, the latest posts by the people and spaces students follow also appear.

- **Updates:** Review a list of notifications alerting you to important events and information. For example, a student can see when an assignment has been graded.

- **My Grades:** View grades for each assignment, test, or activity in all of your courses. Sort the grades by date or course.
The **Retention Center** is an instructor-only tool that enables you to give focused attention to students who need it. It replaces the Early Warning System. From the Retention Center, you can communicate with struggling students and help them take immediate action for improvement.

**Home**

**Help:** Go to Behind the Blackboard for manuals, tutorials, and more.

**Notifications Dashboard**

The *Notifications Dashboard* tab is found next to the LEARN@PolyU tab. It contains three basic modules that give you information based on enrolment and your role in the system. If you have multiple enrolments you will receive information for all of your classes.

You will find this feature useful once you are involved with a number of courses and you need to keep track of your students’ progress and the tasks you need to do.

**My Courses**

The *My Courses* module provides access to all of the courses you are enrolled in, either as an Instructor or Student. After using LEARN@PolyU for a while you will start to build up a long list of courses. As a result you may want to select which courses are seen in the My Courses module.

- Run your cursor over the top right hand corner of the My Courses module box and you will see the *Manage My Courses Module Settings* icon. Click on the *settings* icon.

- You can control the way your courses display on the Personalize: My Courses page. Select *Group by term* in Terms and you will see further options.
- To select or unselect individual courses for display click on Select attributes in Edit Course List area. If no attributes are selected, the course will not be visible in the My Courses module.

- Your courses can be put in a different order for display using the drag & drop arrows to the left of Edit Course List area (Run the cursor over the space to see arrows)

- External courses (e.g. Moodle) can also be displayed by adding them in the Edit List of Courses in Other Systems.

- Don’t forget – press Submit when you have finished to keep your changes.