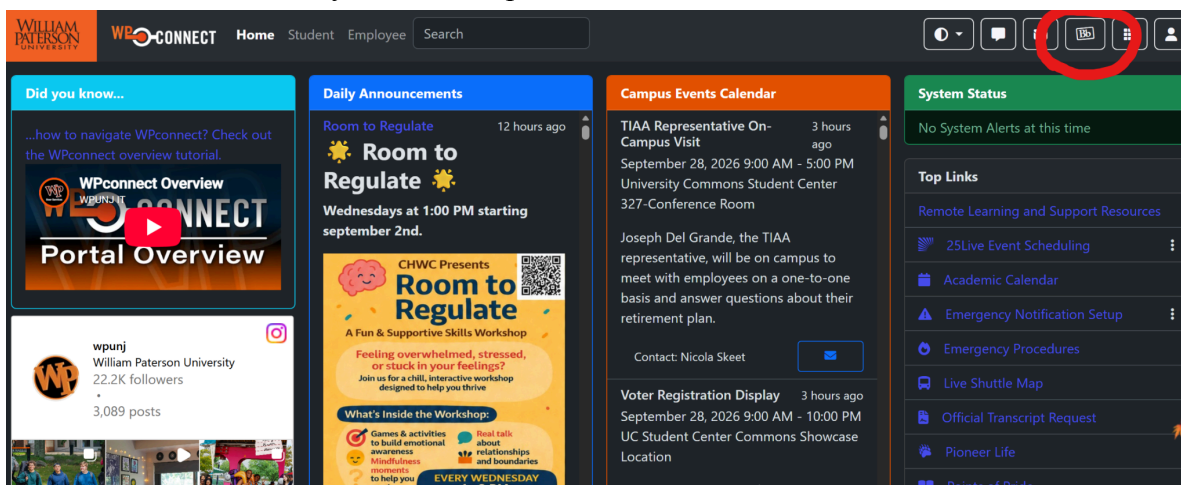


How to Access Blackboard, Your Syllabus, and Your Textbook

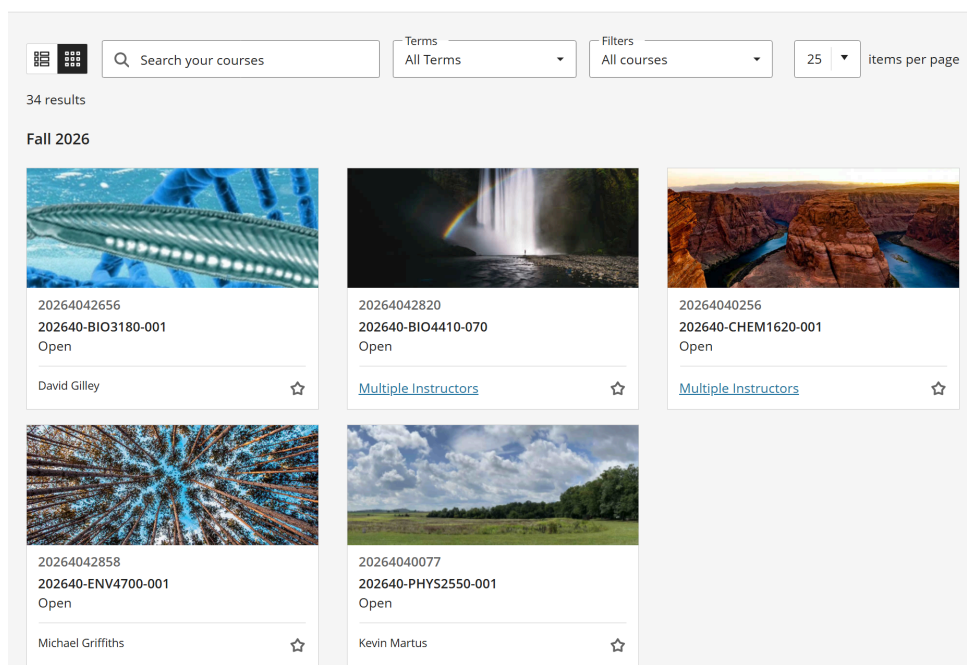
The screenshots in this guide show examples. Your courses may look a little different depending on how each professor organizes their Blackboard.

How to access blackboard:

1. Log into WpConnect.
2. Click the small **Bb** icon in the top right corner.
3. Once you're in blackboard, click on "**Courses**" in the left sidebar.
4. Select the class that you want to open.



Courses



How to access your class syllabus:

1. Once you open your course on blackboard, look for a tab or link near the top of the page titled “**syllabus**”. You may be able to click on it directly.
2. If you do not see it there, open a folder near the top of the page such as “**Course Content**” or “**Lecture Materials**” and look for the syllabus inside. Each professor organizes their course differently.
3. Sometimes, a link such as the following will be visible at the top of the page:

 Syllabus Summer 2026

4. Other times, it will be listed under a folder titled either “course content”, or “lecture materials”, such as in the following:

 Course Content

5. Once you click on the tab of either “course content” or “lecture materials, the same syllabus button shown previously should be listed:

 Course Content

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How to access your class textbook:

Look on the course blackboard page for a link labeled “Textbook”, “Course Textbook”, or something similar. It may be near the syllabus or inside a course folder. Click the link and follow the instructions on the page to open the book. If you cannot find a link to the textbook, check the syllabus for the required book and any other instructions for accessing it.

 textbook - Communication in the Real World - textbook

How to download a textbook to your laptop:

1. Your textbook page may have options including “**View Online**”, “**Download Textbook**”, or both of these options. Choose the option you want.
2. If you click download the textbook, look for the download icon in the top right corner of your screen. Click on the downloaded file to open it. The book may open itself in a new tab instead.

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How to use the sidebar of a textbook to access each chapter:

1. Once in the textbook, look for the book's "Table of Contents" or "Contents". It may be on the first few pages when you scroll down or in a sidebar. Click a chapter title to jump to that chapter.
2. For example, clicking the chapter shown below takes you directly to page 8.

1.1 The Americas 8

3. To return to the beginning of the book, use the table of contents again if it is available on the sidebar, or scroll back up.

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