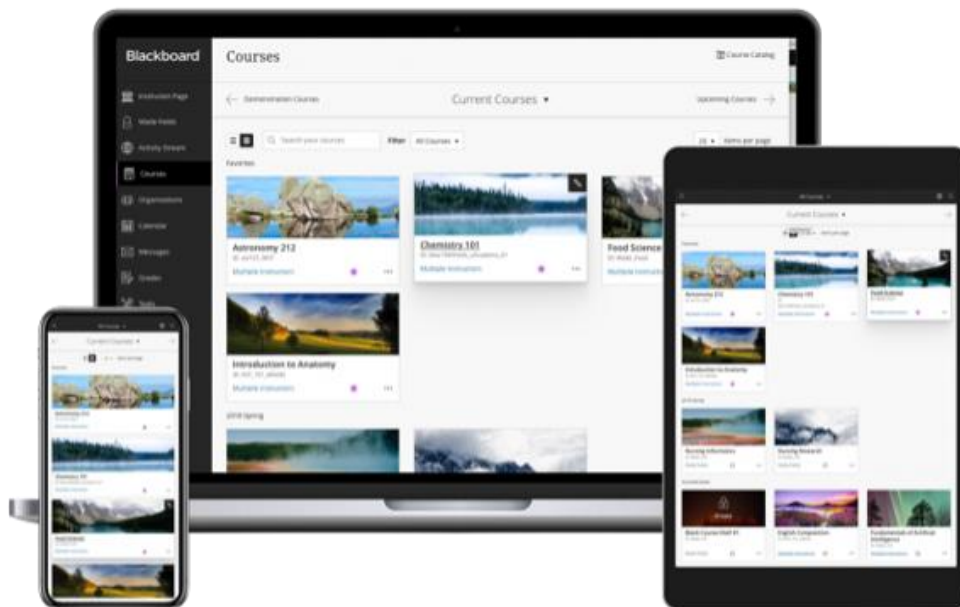




BLACKBOARD: SEARCHING FOR AND ACCESSING MODULES IN BLACKBOARD

This guide will show you how to search for and access modules in Blackboard. This allows you to find your modules quicker and easier, hence saving you time.

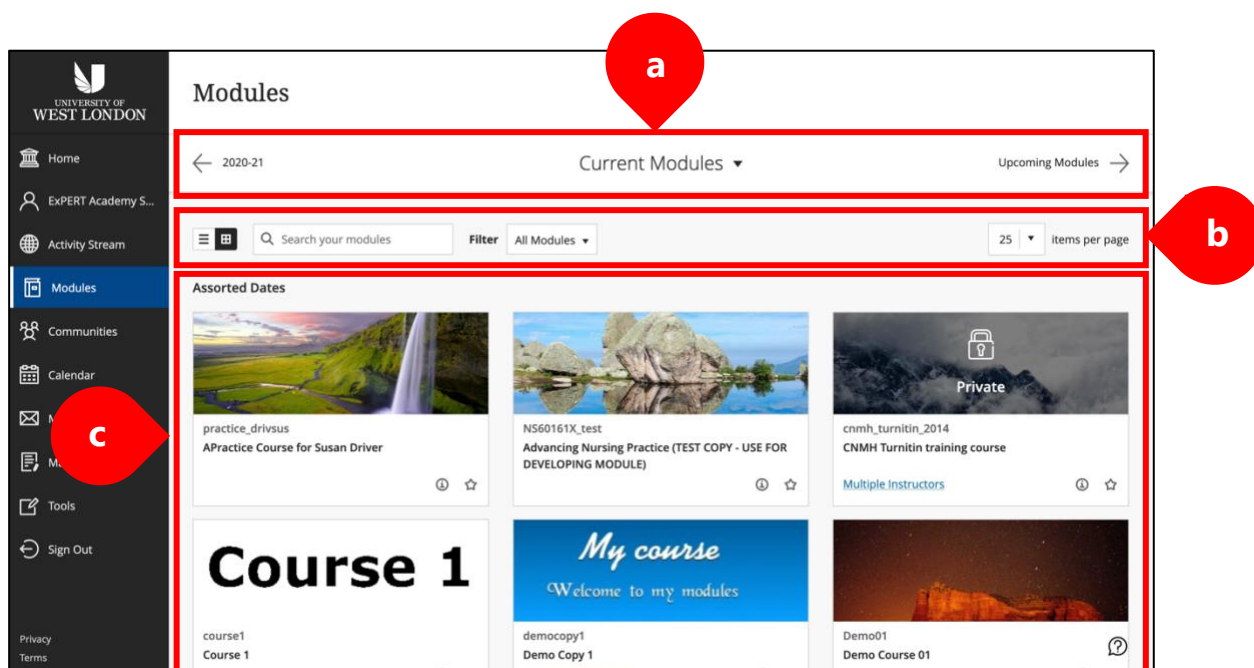


Published
Friday, 09 July 2021

There are 2 main ways through which you can access your modules, courses or communities on Blackboard. You can [search for them](#) or **access them from a favourites list**.

1. **SEARCH – access by searching for them:**

- Once you are logged into Blackboard, navigate to **modules or communities** area
 - a. **navigation form** – this allows you to navigate between different terms or academic years when the modules are or were taking place.
 - b. **search form** – this allows you to filter the results of modules by searching for specific names or filter types based on your enrolment on them.
 - c. **assorted dates** – this lists all the modules or courses or communities found based on parameters provided in the search and navigation forms



* All the modules, courses or communities will be displayed in an alphabetical order to make it easier to find the correct instance you need.

DEFAULT OPTIONS:

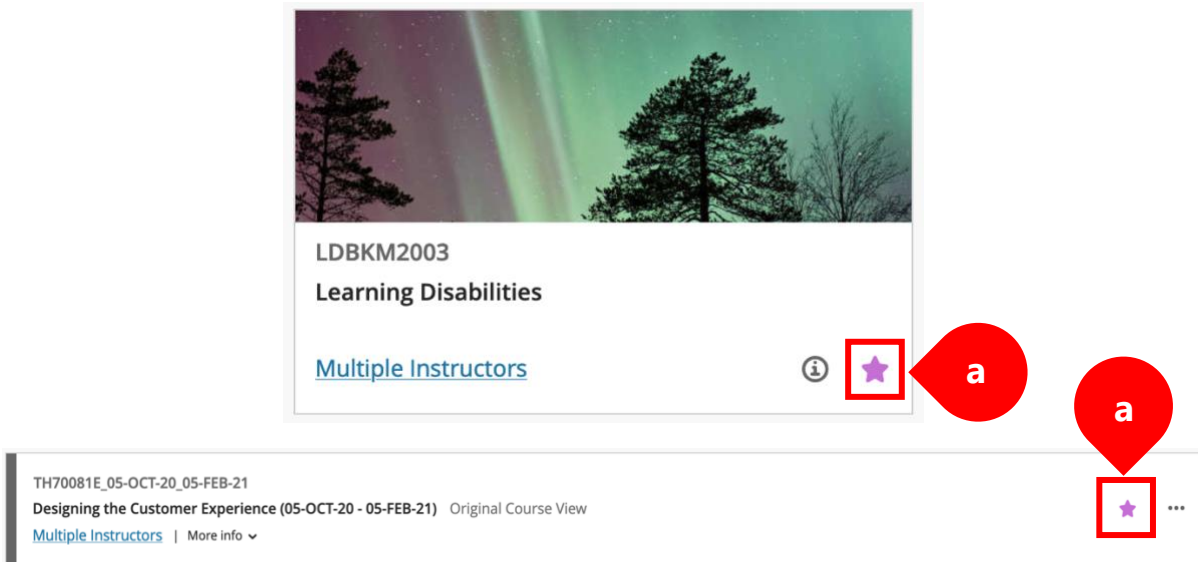
Before you search for the instances you need, the following are the default options set to display the modules, courses or communities:

- i. Navigation form will be set to display **current modules**. Since we do not have or use *Upcoming modules* at UWL, selecting this option will not display any modules.
- ii. Display format for the instances is a **list** rather than a **grid structure** as seen in the image above.
- iii. Filter is set to display **all modules**. If you would like to see other modules depending on your current enrolment on them, change the filter option to something else. Like Modules I teach
- iv. Results displayed are up to 25 items or instances by default. To see more, simply change the **items per page** dropdown option to a different value

2. FAVOURITES – access by a favourites list:

- Once you are logged into Blackboard, navigate to **modules or communities** area

- a. **star icon** – select the star icon on the right-hand side or bottom-right hand corner of the module box to make it a favourite by including it on the favourites list



* Once created, the favourites list will appear at the top of assorted date list showing all modules. This makes it easier and quicker to access you most used modules, courses or communities, hence saving you time.

