



Northern Illinois University

How to access Alumni Survey Results on Blackboard Content Collection

1. Go to <http://webcourses.niu.edu>
2. Login to Blackboard with your Novell username and password

Login

[Change Text Size](#) [High Contrast Setting](#)

Please login below
For help go to password.niu.edu
Or call the Helpdesk at 815-753-8100

Z-ID/ACCOUNTID:

PASSWORD:

Login

3. In the left navigation pane, click on Tools

Blackboard

Institution Page

Tawanda Gipson

Activity Stream

Courses

Organizations

Calendar

Messages

Grades

Tools

Sign Out

Your Future. Our Focus.

Resources to Keep Teaching

Getting Started with Blackboard



4. Click on **Content Collection**

The screenshot shows the Blackboard interface. On the left is a dark sidebar with the 'Blackboard' logo and a list of navigation items: Institution Page, Tawanda Gipson, Activity Stream, Courses, Organizations, Calendar, Messages, Grades, **Tools** (highlighted in red), and Sign Out. At the bottom of the sidebar are links for Privacy and Terms. The main content area is titled 'Tools' and is divided into sections. The 'Cloud Applications' section contains a 'OneDrive' tile with a 'Connect account' link. The 'Blackboard Tools' section contains several tiles: 'Content Collection' (with a red box around the icon and a red dotted arrow pointing to it from the instruction above), 'Portfolios', 'Blackboard Faculty Tools', 'Blue Reports', 'Kaltura My Media', and 'MEDIAL'.



5. Click on **Institution Content**

A screenshot of a web-based content management system interface. On the left is a dark sidebar with a 'Content Collection' section containing several options: 'My Content', 'Course Content', 'Organization Content', 'Institution Content', 'Library Content', and 'Bookmarks'. The 'Institution Content' option is highlighted with a red rectangular box. A red dashed arrow points from the instruction above to this box. Below 'Content Collection' are sections for 'Jump To...' (with sub-items 'Collaboration' and 'Tools'), and 'Search Content' (with a search input field and a 'Go' button). The main area on the right is titled 'My Content:' and includes an 'Upload' button. Below this is a list of items, each with a checkbox and a folder icon, followed by a 'Bookmark' button. At the bottom of the main area, there is a note: '(i) Indicates a n...'.

Content Collection

- My Content
- Course Content
- Organization Content
- Institution Content**
- Library Content
- Bookmarks

Jump To...

- Collaboration
- Tools

Search Content

Basic Search

Advanced Search

Saved Searches

My Content:

Upload

Bookmark

FILE TYPE

Bookmark

(i) Indicates a n...



6. Click on **Assessment Services**

The screenshot shows the 'Institution Content' page. On the left is a dark sidebar with navigation options: Content Collection (My Content, Course Content, Organization Content, Institution Content, Library Content, Bookmarks), Jump To... (Collaboration, Tools), and Search Content (Basic Search, Advanced Search, Saved Searches). The main area displays a list of folders under the heading 'Institution Content'. At the top of this list are buttons for 'Bookmark Items', 'Email Items', 'Download Package', 'Copy', and 'Recycle'. The list has columns for 'FILE TYPE', 'NAME', and 'EDITED'. The 'Assessment Services' folder is highlighted with a red box, and a red dotted arrow points to it from the instruction above.

FILE TYPE	NAME	EDITED
Folder	Admissions	Jan 19, 2016 2:56:37 PM
Folder	Assessment Services	Jul 1, 2019 9:53:37 AM
Folder	ATHL	Oct 1, 2013 1:22:15 PM
Folder	Board	Feb 6, 2018 3:19:52 PM
Folder	CHHS	Feb 2, 2017 5:13:37 PM
Folder	CLAS	Jan 30, 2013 1:38:09 PM
Folder	COB	May 5, 2015 10:23:15 AM
Folder	COE	Jan 30, 2013 1:42:25 PM
Folder	COL	Sep 7, 2018 2:16:25 PM
Folder	CVPA	Feb 21, 2018 11:03:17 AM



7. Click on the folder for the appropriate college within Institution Content: for example, **CLAS**

The screenshot displays the 'Institution Content: Assessment Services' interface. On the left, a sidebar lists content categories: My Content, Course Content, Organization Content, Institution Content, Library Content, and Bookmarks. Below these are sections for 'Jump To...' (Collaboration, Tools) and 'Search Content' (Basic Search, Advanced Search, Saved Searches). The main content area shows a list of folders with columns for FILE TYPE, NAME, and EDITED. The folders listed are Assurance Argument 2018, CBUS, CEDU, CEET, CHHS, CLAS, CLAW, and CVPA. The 'CLAS' folder is highlighted with a red box, and a red dotted line connects it to the text 'CLAS' in the instruction above.

FILE TYPE	NAME	EDITED
Folder	Assurance Argument 2018	Apr 16, 2018 4:51:59 PM
Folder	CBUS	Jun 28, 2019 2:26:23 PM
Folder	CEDU	Jun 28, 2019 2:58:19 PM
Folder	CEET	Jun 7, 2018 2:26:49 PM
Folder	CHHS	Jul 8, 2019 9:27:42 AM
Folder	CLAS	Nov 20, 2019 12:05:55 PM
Folder	CLAW	Sep 21, 2015 10:49:48 AM
Folder	CVPA	Apr 24, 2018 3:54:52 PM



8. Click on the folder for the appropriate degree title: for example, **biological-sciences-bs**

The screenshot shows a user interface for content management. On the left is a dark sidebar with navigation options: My Content, Course Content, Organization Content, Institution Content, Library Content, Bookmarks, Jump To... (Collaboration, Tools), and Search Content (Basic Search, Advanced Search, Saved Searches). The main area has a header with 'Upload' and 'Create Folder'. Below that are action buttons: Bookmark Items, Email Items, Download Package, Copy, and Move. A table lists folders with columns for FILE TYPE, NAME, and an action icon. The folder 'biological-sciences-bs' is highlighted with a red box, and a red dotted line points from the instruction above to this box.

FILE TYPE	NAME	
Folder	anthropology-ba-bs	Seq
Folder	anthropology-ma	Seq
Folder	applied-probability-and-statistics-ms	Seq
Folder	arts in teaching-masters	De
Folder	biological-sciences-bs	Seq
Folder	biological-sciences-ms	Seq
Folder	biological-sciences-phd	Seq
Folder	chemistry-bs	Seq
Folder	chemistry-ms	Seq
Folder	chemistry-phd	Seq
Folder	communication-studies-ba-bs	Seq
Folder	communication-studies-ma	Ma



9. Click on **alumni-survey**

Content Collection institution ... CLAS **biological-sciences-bs**

Content Collection

- My Content
- Course Content
- Organization Content
- Institution Content
- Library Content
- Bookmarks

Jump To...

- Collaboration
- Tools

Search Content

Basic Search

Advanced Search

Saved Searches

Institution Content: biological-sciences-bs

Upload Create Folder

FILE TYPE	NAME
Folder	alumni-survey
Folder	annual-assessment-update
Folder	assessment-plan
Folder	status-report



9. Click on the year of choice: for example, **bacc-biological-sciences-bs-2017**

The screenshot shows a file management interface with a table of files. At the top, there are buttons for 'Bookmark Items', 'Email Items', 'Download Package', 'Copy', and 'Move'. The table has columns for 'FILE TYPE', 'NAME', and 'E'. The files listed are:

FILE TYPE	NAME	E
Folder	dashboards	J
XLS	bacc-biological-sciences-bs-2007.xls	S
XLSX	bacc-biological-sciences-bs-2008.xlsx	S
XLS	bacc-biological-sciences-bs-2009.xls	S
XLSX	bacc-biological-sciences-bs-2010.xlsx	S
XLS	bacc-biological-sciences-bs-2011.xls	S
XLS	bacc-biological-sciences-bs-2012.xls	S
XLSX	bacc-biological-sciences-bs-2013.xlsx	A
XLSX	bacc-biological-sciences-bs-2014.xlsx	F
XLSX	bacc-biological-sciences-bs-2015.xlsx	J
XLSX	bacc-biological-sciences-bs-2016.xlsx	A
XLSX	bacc-biological-sciences-bs-2017.xlsx	N

At the bottom, there are buttons for 'Bookmark Items', 'Email Items', 'Download Package', 'Copy', and 'Move'. A red box highlights the file 'bacc-biological-sciences-bs-2017.xlsx', and a red arrow points to it from the text above.