Getting Started with BlackBoard

(Updated 9/25/00 by Dr. Scott Schneider)

Logging on

You should have received an email message giving your username and password. Note that the username should be ALL CAPITALS, and that the password is case-sensitive.

You can start your browser here <u>http://www4.ltu.edu/mybb.html</u>, you will be prompted to enter your username and password.

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It will take you to a screen that will show all the classes for which there are BlackBoard pages. (If you have multiple classes using BlackBoard, this would be the best page to bookmark – since you can then jump to whichever class you want. Otherwise, you might just want to bookmark each individual class page, to go directly there (each time you use the bookmark, it will prompt you for your username/password .. as long as you leave the browser open, you can jump around to other classes without having to reenter the username or password).



[Notice in the case above, there is only one course listed under "My Courses". You might have several.]

Select the course page you want to jump to from the "My Courses" section.

Here is a sample "main Page" for a course :



Most of the Buttons on the left panel should be self-explanatory. Clicking them will change the information on the right (jumping to the appropriate section of the website).

Here is a sample area :

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LICIL	Course Information		
Annaunzementer	(Tee)		
CourseInternation	Current Location: Course Information		
Staff Information Course Documents	Diversity Seminar List This contains the current list of Diversity Seminar events - will be updated wi		

How do I "get" a file if there is one posted in the Course areas? If you double-click on the filename, it might try to "open" in into the window .. but you might want a copy saved to your computer. In that case, **Right-Click** on the filename and choose the "Save Link As .." option, and your computer will prompt you for a place to save the file.

Different "Communication" Options

Send EMAIL :

1) Choose the "Communication" button from the first page.

2) Click on the "Send E-Mail" button.

3) Choose the recipients of the email(Mostly, you will probably choose "All Instructors", but you can choose individual classmates using the "Single/Select Users" option.)

4) Fill in the email information (and decide if you want a copy yourself) and click to send it.



ELECTRONIC DROP BOX

This is a very useful capability -a drop box for the Instructor to pass out a file, or for you to submit a file to the instructor.

1) Choose the STUDENT TOOLS button from the main screen.

2) Choose the STUDENT DROP BOX icon from the Tools screen.

3) The top part of the screen shows any files you might have already received.

4) The bottom of the screen shows a place where you can upload a file to the instructor (such as to submit a homework assignment).

5) (After you have "finished" with the file that was dropped off, you can remove the file from the list).



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File Name	Link Name	File Size	Status
none	none	none	none
[Remove Files]			
Add File Click the Browse button t Be sure to specify a linkr	to DropBox a select the file to attach from your com same for your file.	puter.	
File to Upload:		Brown	5 C
Name of Link to File	taignment One)		
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Changing your Student Information

You would use this to change :

- a) your personal information
- b) your password

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1) Select the STUDENT TOOLS button.

2) Select the Change Your Information icon.

3) The top part of the page is your personal information, and your email address. If you have an external email address that you check more often than the school email address – you can put that address here. [Note : this changes the email address for when mail is sent through BlackBoard. The Instructor may still send email from a distribution list on the VAX, and thus your old "official" email address may still be used.]

4) Once you have made changes, scroll down the page and find the Update User Information button and click that.

Change Your Information	n /
You can update your accoun changed for every course yo	t information here. This information is not course spe au are enrolled in.
Account Informa	ation
Account Informa	ation
Account Informa First Name Middle Name	scott
Account Informa First Name Middle Name Last Name	Scott Scott

Update User Information

Kange Passw	ord
User ID	s_schneider
Password	Γ
Password For Verification	

CHANGING YOUR PASSWORD

At the bottom of the Personal Information page is a place to change your password.

1) To change your password, you type in a new password, and then tab to the next box (or click in it with the mouse) and type the same password again – then click the Update Password button.

It is *highly recommended* that you change your password, but keep in mind these several important points:

a) When you change your password, you should then EXIT the browser, and reenter the page (save the bookmark for your class page, or the "my blackboard" page). Exiting the browser will clear the password cache in the browser .. otherwise you will have trouble getting in. When you reenter the page, you are prompted for Username and Password – use the new one, and you should enter just fine.

b) The USERNAME should be in all captitals .. and then the Password is case-sensitive (if you have upper and lower case letters, they have to be the same upper and lower case when you enter it).

If you have other suggestions/comments, etc. concerning this document, contact Dr. Scott Schneider at **s_schneider@ltu.edu**.