

GETTING STARTED

Blackboard is a web based online learning platform that may be used to support some or all of the modules you are studying. You can access it using a web browser such as Internet Explorer or Netscape. The web address for Blackboard is <http://www.ccsj.edu/blackboard/>. On the Blackboard website, helpful guides are available on how to use Blackboard.

STUDENT LOGIN PROCEDURES

Enter your username: first initial of first name + last name + last five digits of your Calumet College of St. Joseph student ID number (not social security number).

For example, John Doe's password with CCSJ student ID number 000050629 would be:

Example: jdoe50629
Password: 000050629

If you do not know your CCSJ student ID number, it is located on the top center of your report card or Library ID card. If you have problems logging in, email Toni Koslow, Blackboard Administrator, at akoslow@ccsj.edu or call 219-473-4377.

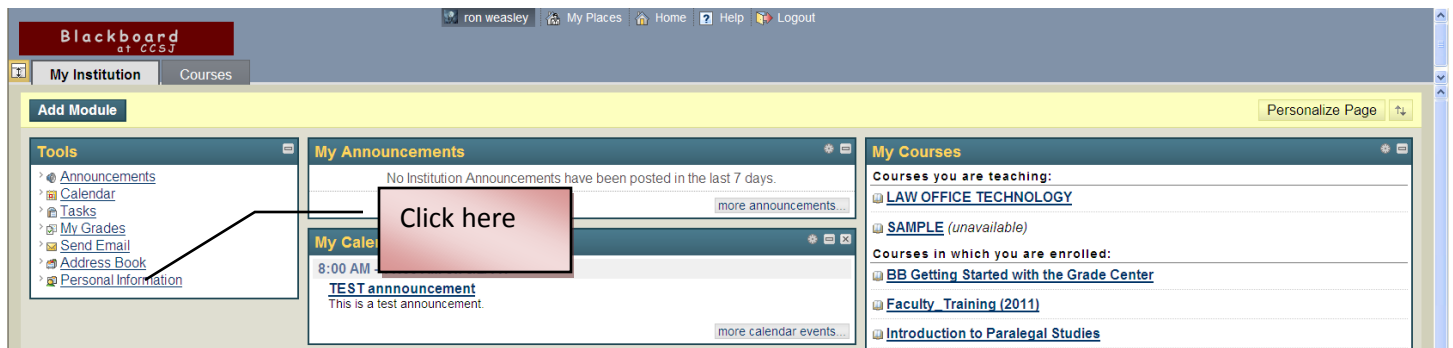
If your last name is hyphenated, type it in without the hyphen. Example: Lynn Walker-Jones would be lwalkerjones00000.

If you have a double last name without a hyphen, then your username would be both names run together. Example: Ann Van Dyke would be avandyke00000.

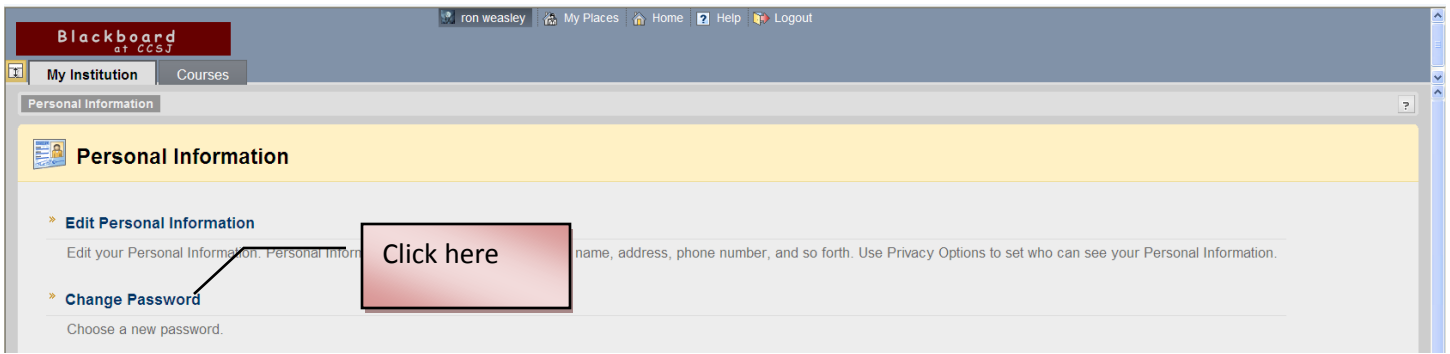
CHANGING YOUR PASSWORD

To change your password, in your **Tools** menu on the **My Institution** tab, click on **Personal Information**.

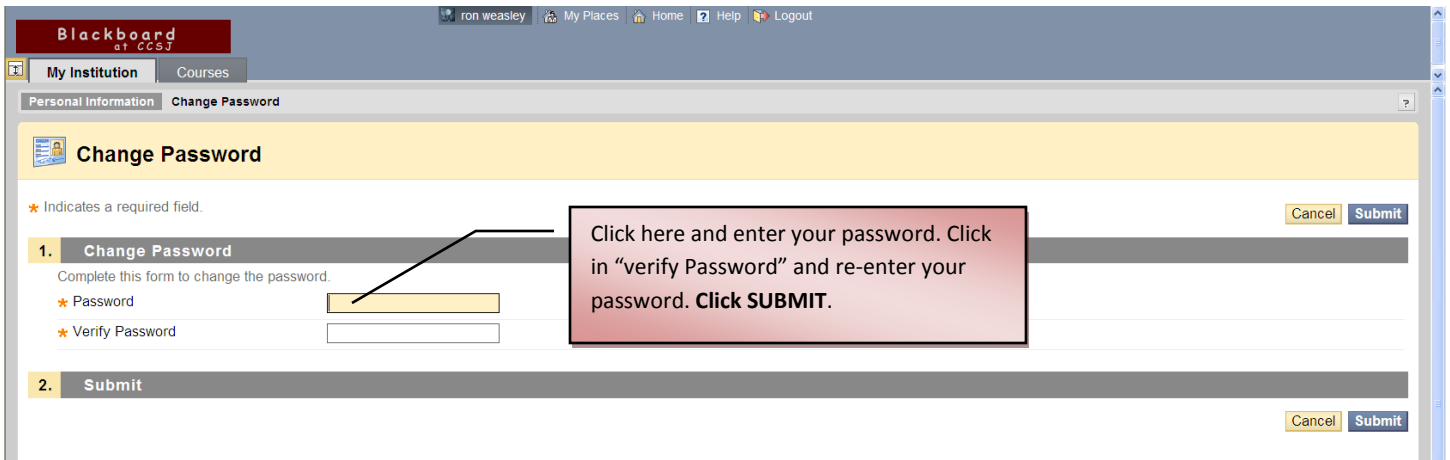
Click **Change Password**.



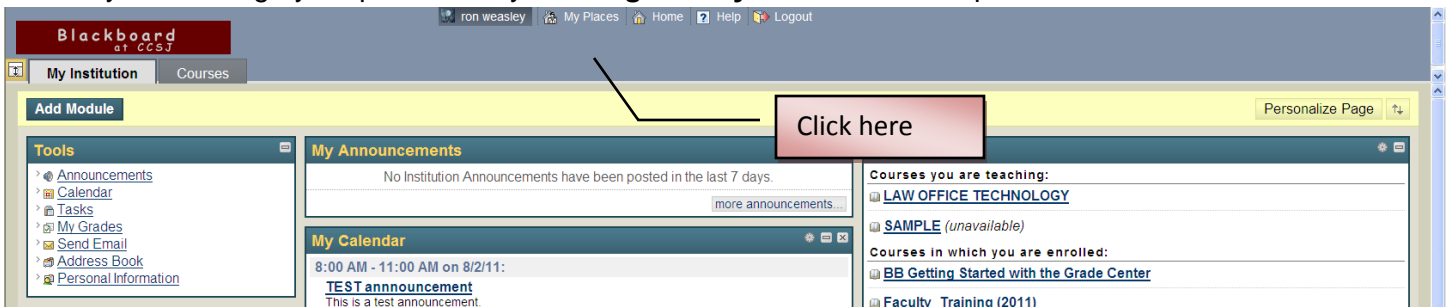
The screenshot shows the Blackboard interface. At the top, there is a navigation bar with the Blackboard logo and user information (ron weasley). Below this, there are tabs for 'My Institution' and 'Courses'. The 'My Institution' tab is active, and the 'Tools' menu is open, showing options like 'Announcements', 'Calendar', 'Tasks', 'My Grades', 'Send Email', 'Address Book', and 'Personal Information'. A red box with the text 'Click here' is overlaid on the 'Personal Information' option. The main content area shows 'My Announcements' (no announcements in the last 7 days), 'My Calendar' (8:00 AM TEST announcement), and 'My Courses' (LAW OFFICE TECHNOLOGY, SAMPLE, BB Getting Started with the Grade Center, Faculty Training (2011), Introduction to Paralegal Studies).



Click in box by Password and enter new password. Click in box by Verify Password and enter password. Click Submit.



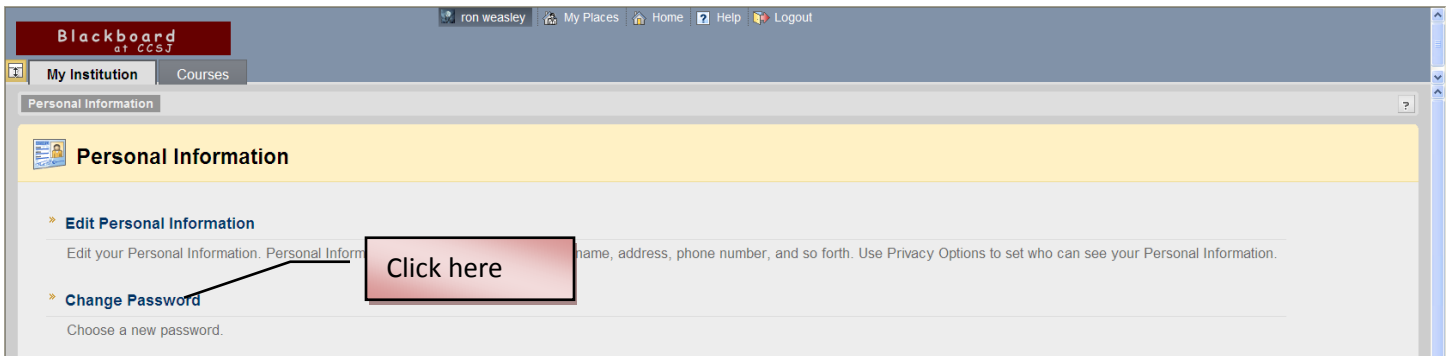
You may also change your password by **clicking on "My Places"** at the top of the screen.



Click Personal Information link

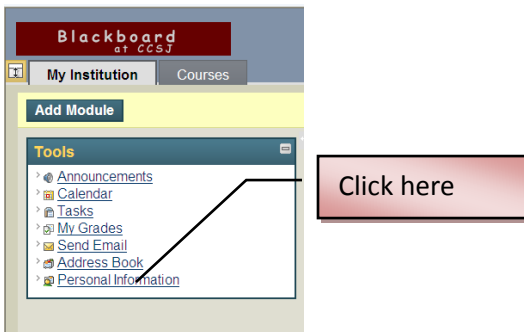


Click Change Password. On the next screen, enter a new password, verify the password (retype the password) and **click Submit.**

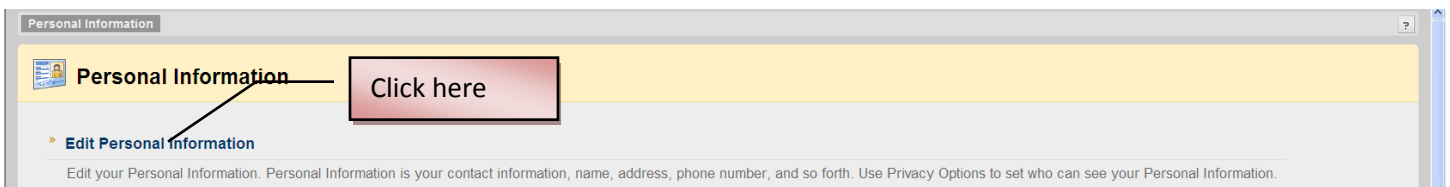


CHANGING YOUR EMAIL ADDRESS

To change your e-mail address in Blackboard, **click Personal Information** in the **Tools** menu.



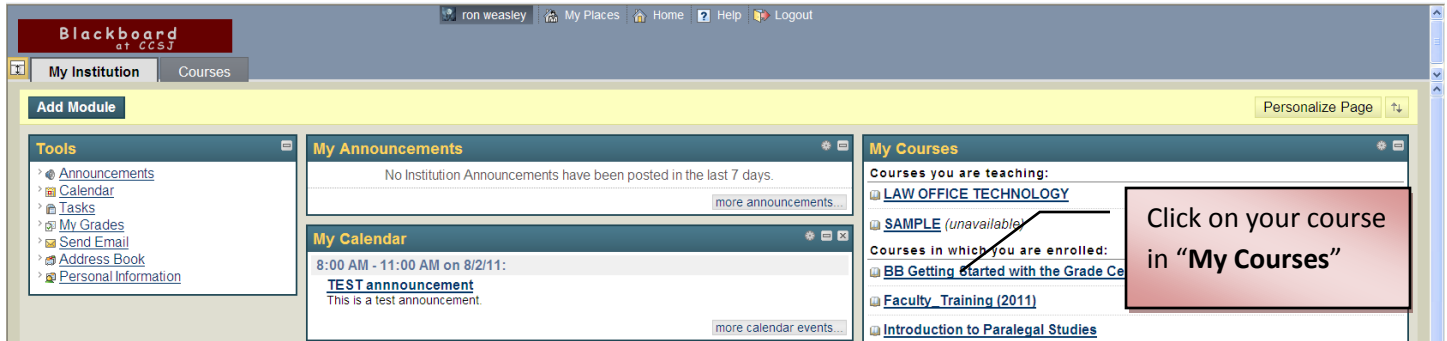
Click Edit Personal Information. On the next screen, enter your new email address and **click Submit.**



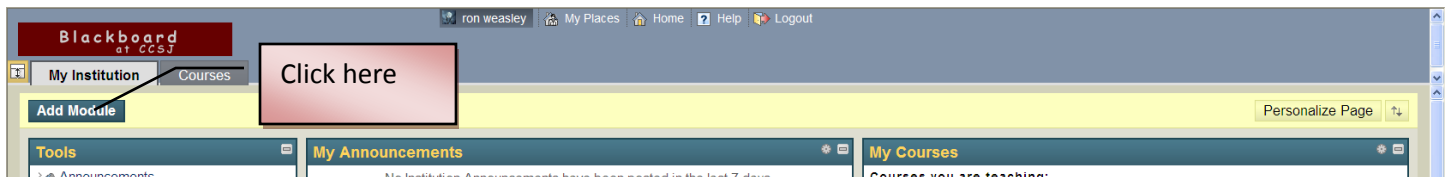
NAVIGATING BLACKBOARD

When you log into Blackboard, you immediately see your “My Institution” page. The My Institution page lists all the courses in which you are enrolled as a student, as well as direct links to announcements, tasks, and calendar events for those courses. Use the Tools box on the left side of the screen to send e-mail to your instructor and/or to edit your personal information (password and email address).

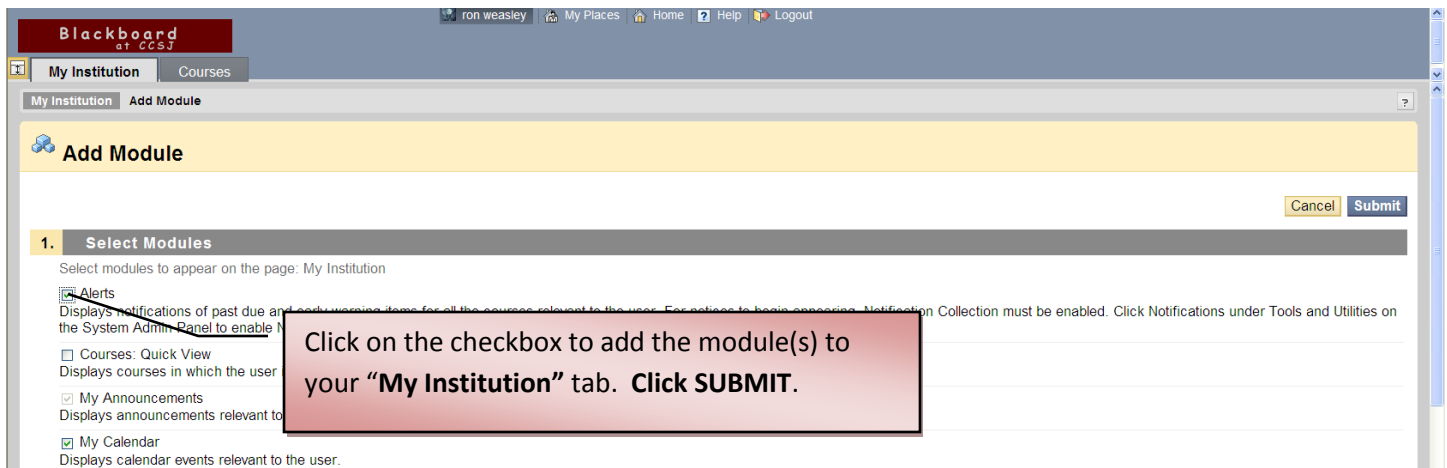
Enter a course by clicking on its title in the “My Courses” box **or** click on the course via the “Courses” tab.



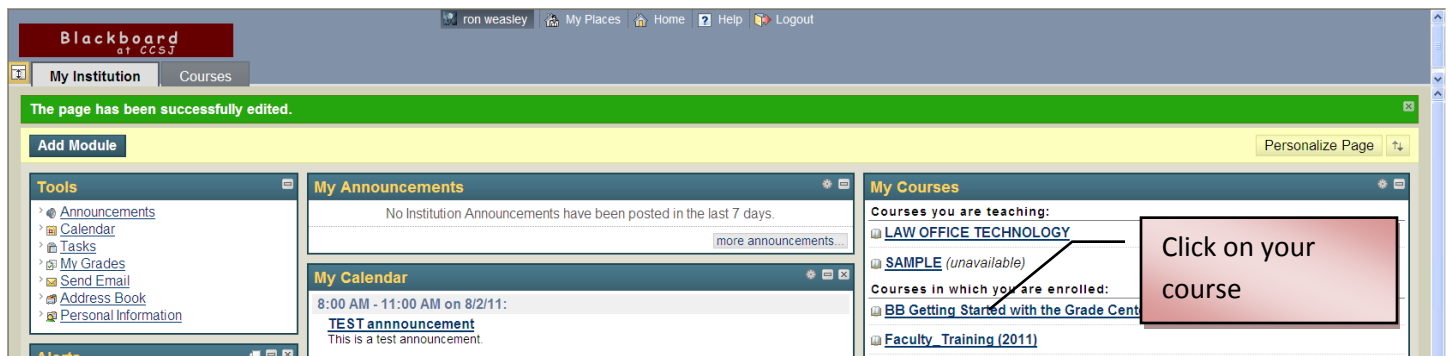
Click “Add Module” to add additional modules to your course such as Alerts, Calendar, Tasks. Some of the tools may not be available in the College Blackboard system.



Click on the checkbox and click Submit to add the module to your “My Institution” tab.

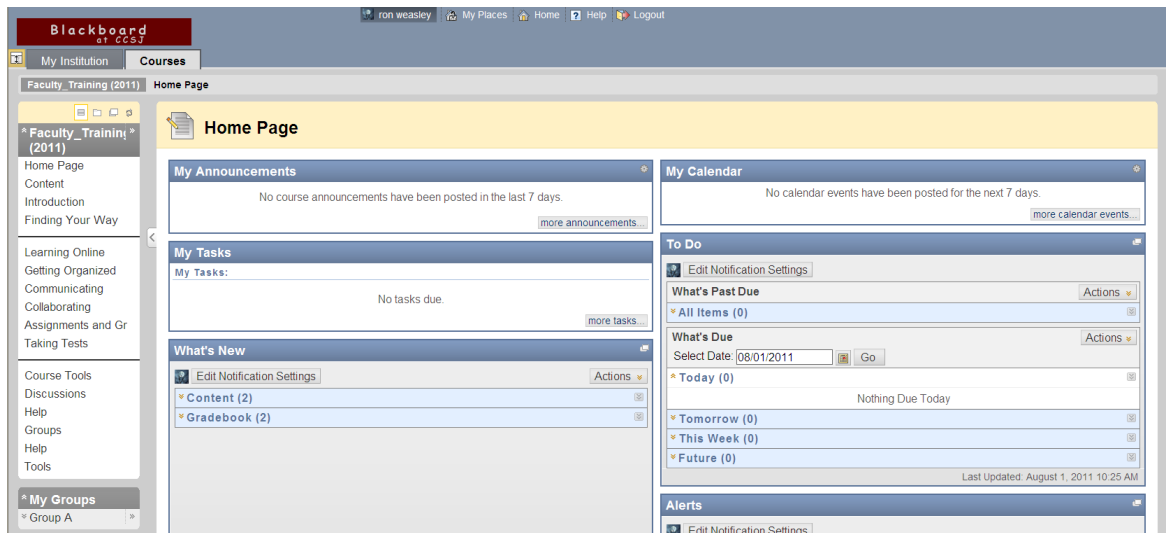


To enter your course, click on the course in which you are enrolled under “**My Courses**.”

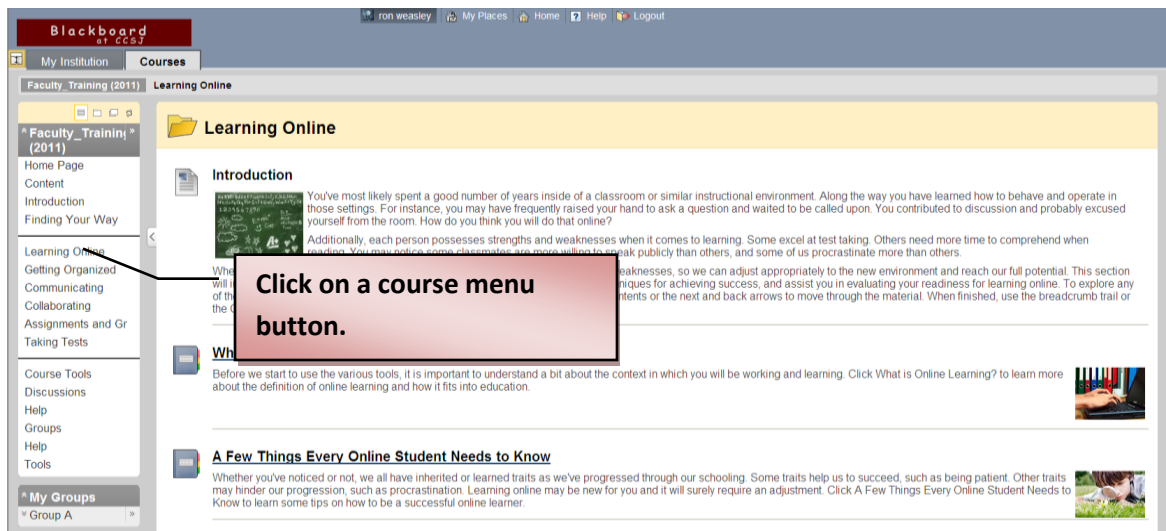


Note: You may not see all of your courses. All courses at CCSJ do not use Blackboard. Contact your Instructor if you do not see your course.

Your course may include a **Home Page** where you can view announcements, tasks, calendar, etc.



To view information in an area of your course, for example, information in “**Learning Online**” click on the course menu button. The information will appear on the right side of the screen.

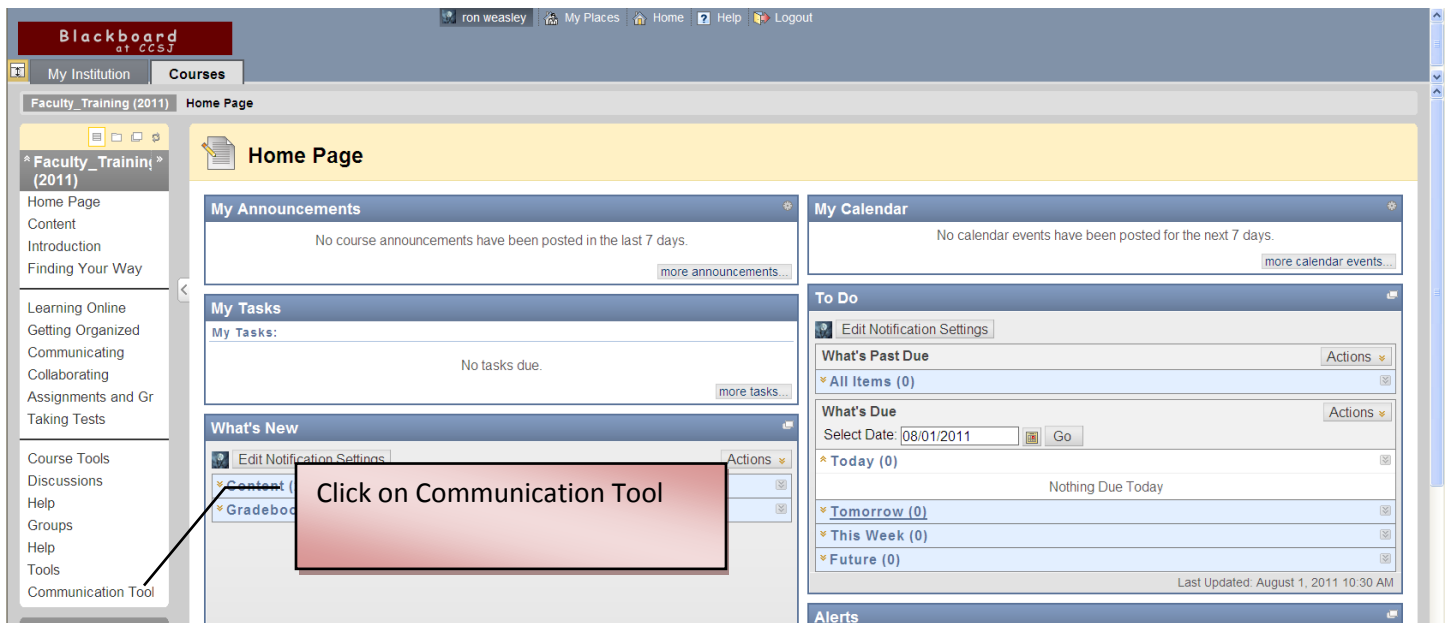


SENDING EMAIL

You may send e-mail to your Instructor and other students via the Course or the “Tools” box on the My Institution page.

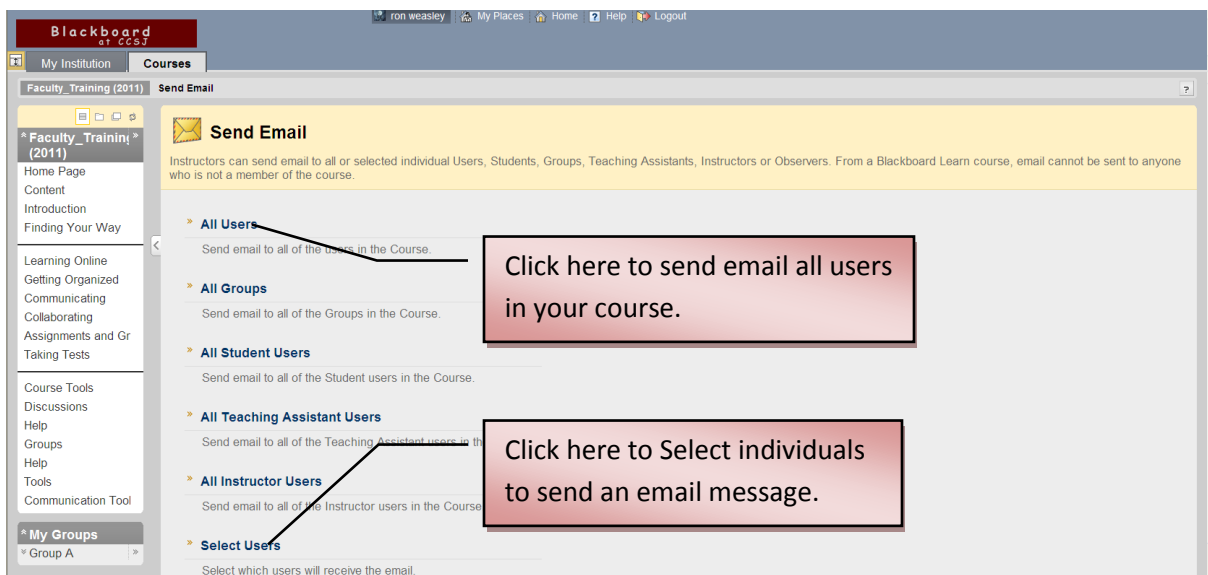
To send an email in your course:

Click on course menu button, “**Communication Tool.**” **Note:** Your Instructor may create an “Email” course menu button in your course.



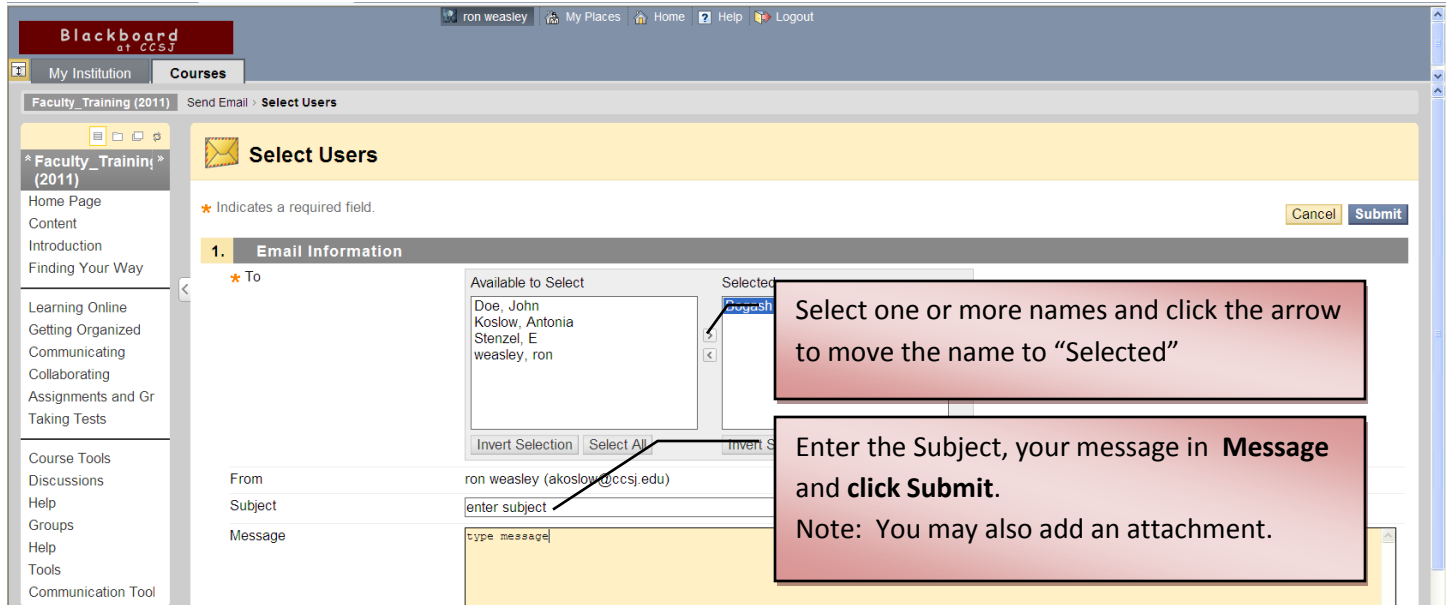
Click “**All Users**” to send the e-mail message to your instructor and all students in your course.

Click “**Select Users**” to select one or more names and send emails to those individuals in your course.



Select the name of the individual in “Available to Select” and click the arrow to move the name(s) to “Selected.”

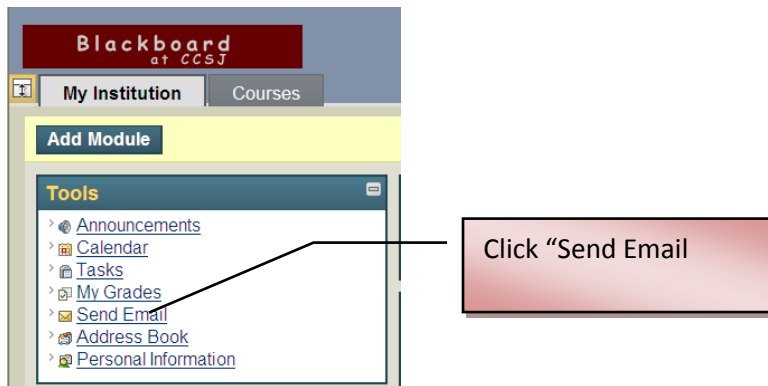
Enter the subject and message and click Submit.



The screenshot shows the Blackboard interface for sending an email. The 'Select Users' window is open, showing a list of users in the 'Available to Select' column: Doe, John; Koslow, Antonia; Stenzel, E; weasley, ron. A callout box points to the arrow button between the columns, stating: "Select one or more names and click the arrow to move the name to 'Selected'". Below the user selection, there are fields for 'From' (ron weasley (akoslow@ccsj.edu)), 'Subject' (enter subject), and 'Message' (type message). A second callout box points to the 'Message' field, stating: "Enter the Subject, your message in Message and click Submit. Note: You may also add an attachment." Buttons for 'Cancel' and 'Submit' are visible at the top right of the window.

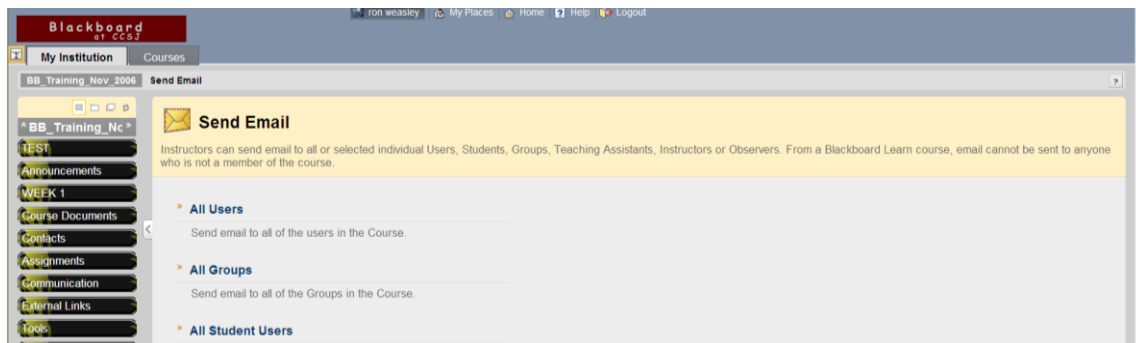
To send email via the Tools box

On the My Institution tab, click “Send Email” in the Tools box.



The screenshot shows the Blackboard interface with the 'My Institution' tab selected. The 'Tools' box is open, displaying a list of tools: Announcements, Calendar, Tasks, My Grades, Send Email, Address Book, and Personal Information. A callout box points to the 'Send Email' tool, stating: "Click 'Send Email'".

Select the course (click on the name of the course) and select an option to send email, i.e., All Users, Select Users, etc. Enter the Subject, your message and click Submit to send the message.

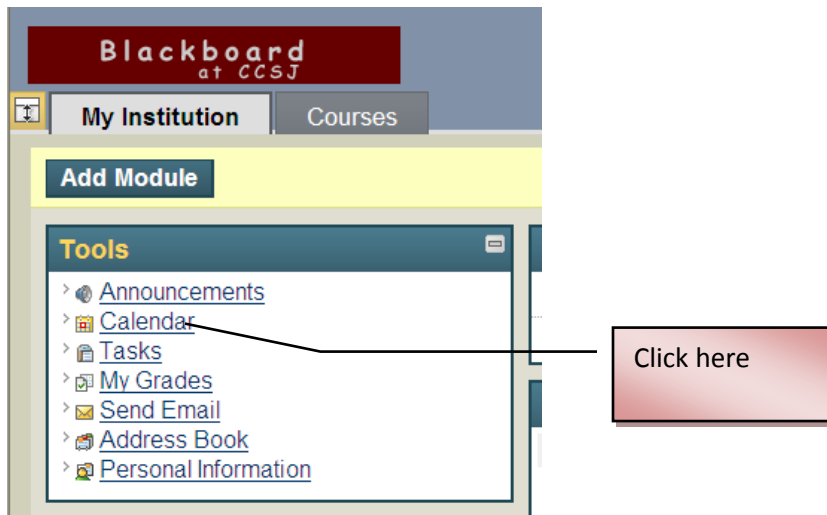


The screenshot shows the Blackboard interface for sending an email. The 'Send Email' window is open, showing options to send email to: All Users, All Groups, and All Student Users. The 'All Users' option is selected. The 'Message' field contains the text: "Instructors can send email to all or selected individual Users, Students, Groups, Teaching Assistants, Instructors or Observers. From a Blackboard Learn course, email cannot be sent to anyone who is not a member of the course." Buttons for 'Cancel' and 'Submit' are visible at the top right of the window.

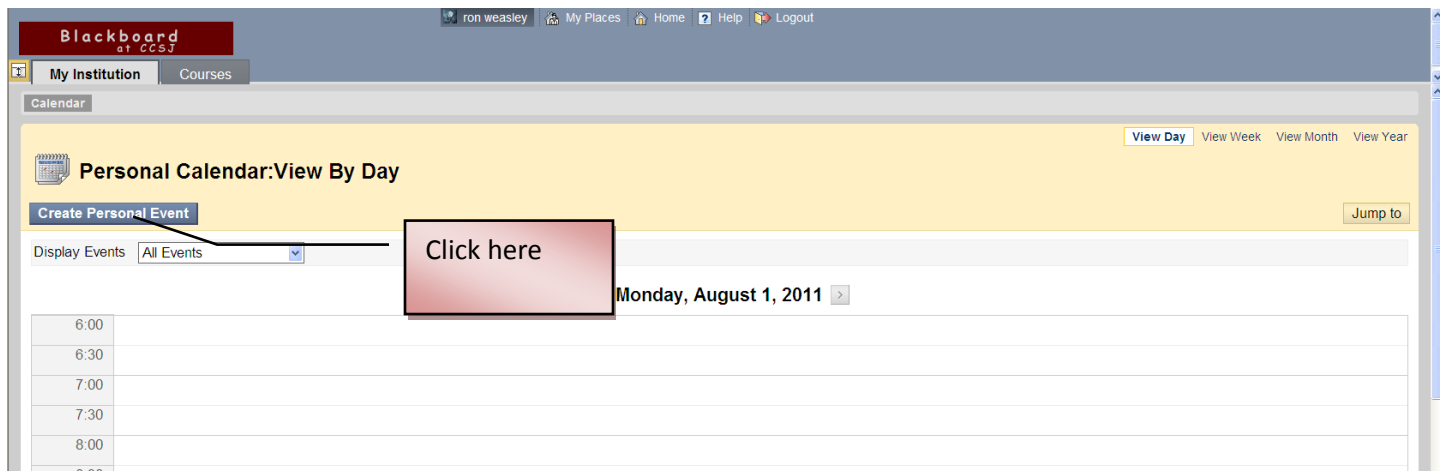
USING THE CALENDAR

Use the Calendar and/or Tasks feature in Blackboard to keep track of your assignments.

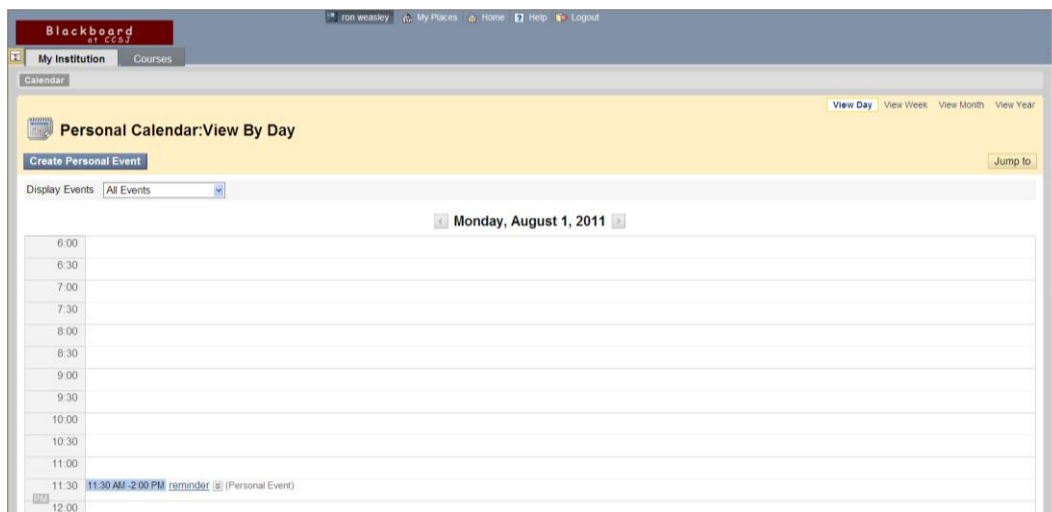
On the Tools menu on “My Institution” tab, **click Calendar**.



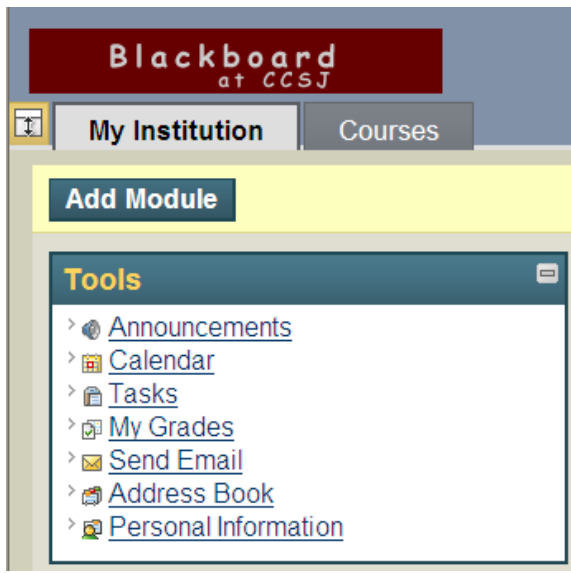
Click **Create Personal Event**.



Enter the name of the calendar event and times. Click **Submit**.



You may access Announcements, Calendar, Tasks, etc. via the “Tools” menu on the My Institution tab.



If you have any questions, please contact the Blackboard Administrator, Toni Koslow, at akoslow@ccsj.edu.