

For Students

Blackboard User Guide

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The following is a guide on how to access your Blackboard courses and some ideas of how blackboard can help you in your class.

Blackboard Helpdesk

If you have any problems contact the CU Online Helpdesk

Phone: 303-315-3700

Email: help@cuonline.edu

Getting Started

1.) **Logging In**

The first thing you need to do is login to blackboard. To do this, go to the website <http://blackboard.cuonline.edu>. You will need your login and password.

First Time Users: Your user name is your University Student ID. Your password is your University 4 digit pin number, the same you use to login to SMART. Make sure all letters in your pin are Capitalized. If your ID and pin are not working please contact the CU Online Helpdesk.

Returning Users: Nothing should have changed, but if you forgot your user name or pin contact the CU Online Helpdesk.

2.) **Entering Your Course**

Now that you have logged in to blackboard you want to enter your course. To do this look on the right side of the screen for the box that says "My Courses". The course(s) you are enrolled in which have blackboard shells should be listed in this box. If it is not, you should first check the SMART system to make sure you are registered for the course and then contact your instructor to make sure the course is available. If you still can't see the course contact the CU Online Helpdesk

-Click on the course you wish to enter.

Announcements and Instructor Contact Information

Typically most instructors will post important announcements and their contact information in the blackboard course. Usually they will post important items such as their email address, office hours, office location, and phone number.

-To access the announcements click on the "Announcements" tab in the top left of the screen. You can click on the tabs accessing the different periods of announcements. Click on "View All" tab to view all the announcements that have been posted throughout the semester.

-To access your instructor's information click on the "Instructor/Contact" tab in the top left of the screen. Hopefully the teacher will have their information posted here.

Checking Grades

Typically most instructors will post your grades in the blackboard shell for you to review.

-To access your grades click on the "Student Tools" tab in the top left of the screen, then click on the "My Grades" tab to view your grades.

Accessing Posted Material

Some instructors will choose to post material in the Blackboard course shell.

-To access this material or see the posting click on the corresponding tab on the top left of the page. For example, if I wanted to see the syllabus I would click on the "Syllabus" tab.

-The teacher may have instructions or a posting for each item, or there might be a link which you can click to download the file. If you can download the file you

should see a file name underlined and a file size next to it. Click on the file name to download. (ex: Review 2 Notes (249.84 Kb))

Student Problems

1.) Typical Problems:

Some of the problems that a student typically has can be fixed by the instructor. If you are having troubles with some feature of the course such as downloading a file or viewing a posting, contact your instructor and inform them of the problem. If they cannot fix the problem you will have to contact the CU Online Helpdesk for further assistance.

2.) Metro Students

Metro students will not automatically have access to blackboard as blackboard is for the UCD students. In order for these students to receive access they need to verify that they are indeed enrolled in the course and give their instructor their full name and student ID number. The instructor will have to contact the CU Online Helpdesk to get the student added to the course. The Helpdesk should add the student to the course and give the instructor the students' login information. Most likely the metro student will be able to login

using their student ID as BOTH their user name and password, then they will reset their password.