

## Blackboard Tutorial for Students

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## **What you need to access Blackboard...**

**User Name**—Your User Name is either a “b” number or an “s” number. You will use the same User Name to access each of your courses in Blackboard. If you do not know your User Name or have forgotten it, you can acquire it from the instructor for your Blackboard course.

BU students’ User Names are their STUBEN ID number (seven digits) preceded by a lowercase “b.”

**Internet Access**—You can access Blackboard from any computer that has Internet access and has passed the Blackboard “Browser Check.” You can perform the “Browser Check” on any computer with Internet access by clicking the “Check Browser” link in the upper right-hand corner of the Blackboard log-in page and then following the on-screen, step-by-step instructions.

## **Logging in the first time...**

### **Students with “b” User Names:**

- 1) Start at this link: <https://www.ben.edu/stuadmin/>. Students with “b” User Names must set their password at this link before logging in the first time. Passwords may be reset later at this link, too. Tip: KEEP THIS PASSWORD SET/RESET LINK HANDY, as BU PASSWORDS EXPIRE AUTOMATICALLY EVERY 90 DAYS and therefore will need to be reset before logging in after 90 days. (Reset page hint: your 7 digit ID with leading zeros is your “b” username WITHOUT the “b”)
- 2) Once the password has been set by the student (see above), they may proceed to the Blackboard log-in page. This page can be accessed by clicking the “Blackboard” link on the SC-BU Website ([www.sci.edu](http://www.sci.edu)), then click “Blackboard”). Tip: For quick access, make this page a “Favorite” or a desktop shortcut.

### **Students with “s” User Names:**

- 1) Start at the Blackboard log-in page. This page can be accessed by clicking the “Blackboard” link on the SC-BU Website ([www.sci.edu](http://www.sci.edu)), then click “Blackboard”). Tip: For quick access, make this page a “Favorite” or a desktop shortcut.
- 2) Click “Log In.” Type your Blackboard “s” User Name (NOT your SC-BU email User Name!) and password in the window provided.
- 3) Your password: Students with “s” User Names who have never used Blackboard before have initial passwords assigned to them. This initial (first-time user) password is the last four digits of your social security number entered TWICE, for a total of eight (8) digits. For example, if the last four digits of your SSN are 5639, then your initial password is 56395639. The first time “s” User Names log in, they will be prompted to change this initial password to a new password.

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- 4) Once you have completed the password-change prompt, **re-log-in with your new password**, and you're ready to begin in your Blackboard course(s)!

## **Once you are logged in...**

You will arrive at the **My Blackboard** page

- This is the first page students come to after they log in. It should list the course(s) they are enrolled in. If students don't see their course listed, and the course term has begun, they should let their instructor know immediately.
- Click on the name of the course to enter the course.
- NOTE: Once you have entered a course, the first time you open an attachment, Blackboard may require that you click a yellow, security pop-up bar at the top of the screen. Click on the bar and then click "Download File..." This action may send you back out to this initial "My Blackboard" page that lists your course(s). This should happen only once per session. When it does, simply click back into the course (by clicking on the course's name) and then on the attachment, then "Download File," and choose open.

## **Inside the course: an overview...**

**Course Content** page and button/tab

- This is the course's home page/home base. Most instructors use it to post shortcut icons to new items that have been posted—**but not all instructors do this**. Students should be able to find the material for the course under the course menu tabs at the left.
- If students "get lost" in Blackboard, clicking "Course Content" on the course menu will always take them back to this home page/home base.

**Course Menu**

- Once inside the course pages, the Course Menu appears on the left (unless the instructor chooses to override the default placing).
- The Course Menu is where students will find the course material, organized appropriately under each label.
- **The menu in students' course(s) may include several buttons/tabs or only a few, depending on the tools the instructor decides to use. Below are listed some (but not all) of those tools:**

**Announcements**

- Announcements may pop up as students enter the course *if their instructor has set announcements to appear as a pop-up window*.
- In case the students' instructor will **not** be using the pop-up feature, students should check the "Announcements" tab on the Course Menu regularly.

**Assessments**

- Students should be sure they know the particulars of an assessment (i.e. times, format, can they go back and change answers, etc.) **BEFORE THEY BEGIN IT!** If they do not, this may be a helpful question to raise in the Help/Questions Discussion Forum (see "Discussions" below).

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### Assignments

- This is a place for students to receive assignment instructions and post assignments. Posting assignment attachments works just like posting email attachments.

### Chat

- This is a place for students to meet online, in real time, with classmates or their instructor.

## ***Inside the course: an overview, continued...***

### Discussions

- Instructors may have several Discussion Forums posted, each for a different purpose and/or assignment.
- Simply click on the name of a Discussion Forum to open it. You may then post and reply to messages. Tip: There are shortcuts that may save you some time when using the Discussion Forums (for example: how to view all the posts in a discussion forum at once on a pop-up page instead of having to click on each post to view it). To learn more, make an appointment with a Resource Center tutor for a Blackboard tutorial: (217) 525-1420, ext. 320.
- If the instructor does not have a "Help/Questions" discussion forum posted, ***students may wish to request that one be posted!*** These forums can be especially valuable for both instructors and classmates in relaying information about frequently asked questions.
- Additionally, students may want to ask for a "Just Chatting" (unassessed) forum if their instructor has not already provided one. ***Students in online courses have reported higher levels of satisfaction when "help" and "chatting" forums are available to them.***

### Goals

- Course learning objectives (CSLOs and CBSLOs) may be found here. It is very important that you understand the objectives for each of your courses. You can find these objectives in your syllabus, too.

### Mail

- At present, Blackboard does NOT link to students' SC-BU email accounts.

### Syllabus

- The first time you access the course syllabus (if your instructor has attached one), be patient. It may take a few seconds to load. **If the syllabus does not appear after a few seconds, check the top of the screen for a yellow, security pop-up bar. Click on the bar and then click "Download File...."**
- Following the syllabus download instructions above may return you to the "My Blackboard" page. If it does, simply click on the course name to re-enter the course. Then click "Syllabus" again and then "Open." Your syllabus should load.

### Who's Online

- You can click here to find out who else is online when you are. If you click a name on the list of simultaneous users, you can then send that person an instant message or open a chat, ask course questions (or just chit-chat), use the whiteboard, etc.

### SafeAssign



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- SafeAssign is a plagiarism detection tool built in to Blackboard. Your instructor may require you to use SafeAssign to protect both your intellectual property and the intellectual property of others.
- If your instructor requires you to use SafeAssign, an icon will appear on the "Course Content"/course home page. To use SafeAssign, click this icon.
- A list of "Available Assignments" will then appear. To submit your file, click the appropriate assignment name and then attach the file using the "Browse" function.

*Remember: Listed above are some of the basic tools available in Blackboard.  
Your instructor may choose to use more or fewer than the number of tools listed here.*

## ***If you forget your password...***

### ***Students with "b" User Names:***

- **Reset your password at this link:** <https://www.ben.edu/stuadmin/>. KEEP THIS PASSWORD SET/RESET LINK HANDY, as BU PASSWORDS EXPIRE AUTOMATICALLY EVERY 90 DAYS and therefore will need to be reset before logging in after 90 days.

### ***Students with "s" User Names:***

- Send an email to Nikkie Prosperini ([blackboard@sci.edu](mailto:blackboard@sci.edu)) with your name, Blackboard "s" User Name, and the last four digits of your Social Security number. NOTE: The reset page for "b" User Names (above) does not work for "s" User-Name passwords.

## ***Where to find help...***

### **FOR TECHNICAL ASSISTANCE:**

If your issue cannot be resolved by following the log-in or password instructions above, **contact the BU IT Help Desk at [helpdesk@ben.edu](mailto:helpdesk@ben.edu) or (630) 829-6684** (leave a number where they may reach you).

The BU IT Help Desk may be able to walk you through the issue while you're on the phone with them. If your issue cannot be resolved while you're on the phone with them, the Help Desk associate will pass along your "trouble ticket" to the Blackboard manager.

The Help Desk is available from 7 a.m. to 10 p.m. Monday through Friday.

### **FOR TUTORING ASSISTANCE:**

If you are not familiar with online navigation techniques and need help maneuvering through the Blackboard platform, call Nikkie Prosperini at 525-1420, extension 320, or email [blackboard@sci.edu](mailto:blackboard@sci.edu)

*Please understand that the Blackboard tutors are not outfitted to assist with technical issues. Please see above for technical help.*

### **FOR COURSE CONTENT QUESTIONS:**

Should you have a question about a course content issue, contact your instructor by the method she or he prefers.