

Blackboard for Students

University of Redlands

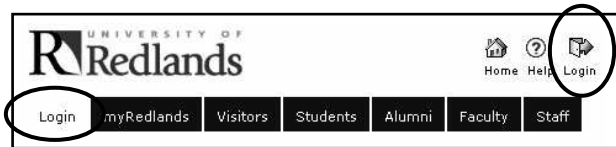
Technical Prerequisites for Using Blackboard

Before attempting to use Blackboard, check to make sure you have everything on the following list:

1. Your Redlands *ID*.
2. Your 6-digit Redlands password.
3. A computer (PC or Macintosh) equipped with an Ethernet, DSL or modem.
4. A live Internet connection.

Getting to the Blackboard Web site:

Using the computer's Web browser, type in the address: **my.redlands.edu**. Once the page loads, click on either the **Login** tab or the **Login** icon at the top of the page.



A Login screen that looks like this will appear:

Login

A screenshot of the Blackboard login screen. It features a header that says "Have an account? Login Here". Below the header, there is a paragraph of text: "If you already have an account, enter your login information here and click the 'Login' button below." There are two input fields: "1. USERNAME:" and "2. PASSWORD:". Below the password field is a "3. Login" button.

Tip: Web Browsers
*Internet Explorer is the recommended Web browser for using Blackboard. Netscape or AOL can be used, although they do not seem to work as well with Blackboard as IE does. IE can be downloaded from www.microsoft.com for free.

Logging in to Blackboard: (Refer to the image above)

1. In the **USERNAME** field, enter your redlands *ID* (typically firstname_lastname). There are no spaces and all characters are lower case. The _ is an underscore which is the hyphen key + the shift key.
2. In the **PASSWORD** field, enter the 6-digit password you were assigned by the University. This is the same password that provides you access to WebAdvisor and your Redlands email.
3. Click the **Login** button.

Accessing Your Blackboard Course(s):

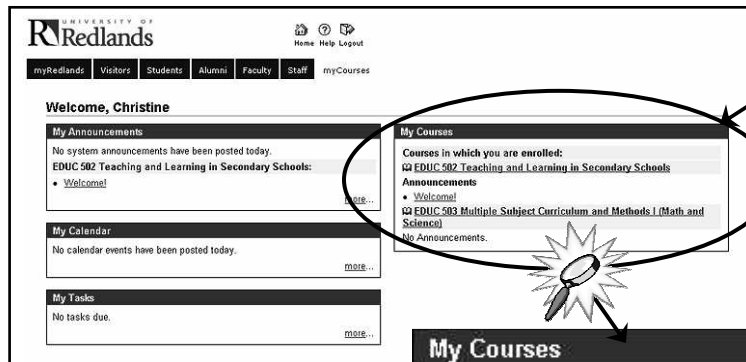
Once you have logged in as described above, click on the myCourses tab located at the top of the screen.



This will cause the **myCourses** page to load. From the **myCourses** page, you can access all of the Blackboard courses in which you are enrolled. Continue reading for more information about the **myCourses** page and navigating within your Blackboard courses.

The myCourses Page

On the **myCourses page**, all of the Blackboard courses in which you are enrolled are listed. They are listed in the **My Courses module** under the heading **Courses in which you are enrolled**.

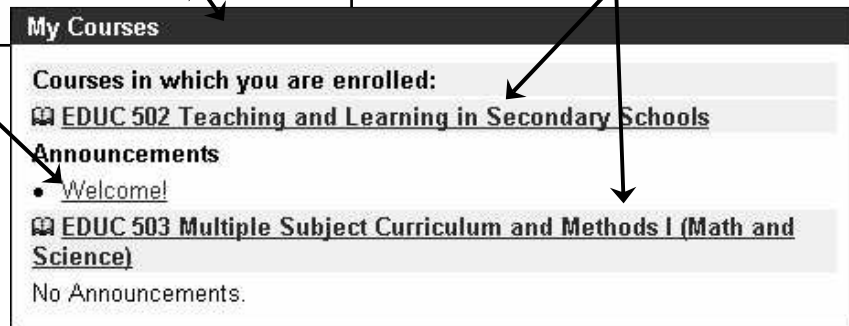


My Courses Module

The course listings/names appear as active hyperlinks in a box called the **My Courses module**. These hyperlinks act as gateways into the course sites.

Just click on a hyperlink to enter the Blackboard site for that particular course.

If an instructor has posted a new announcement to a site, a link to the announcement will appear on this page too. Take note, however, that you cannot enter course sites from these announcement links; you can only read the new announcements from them.

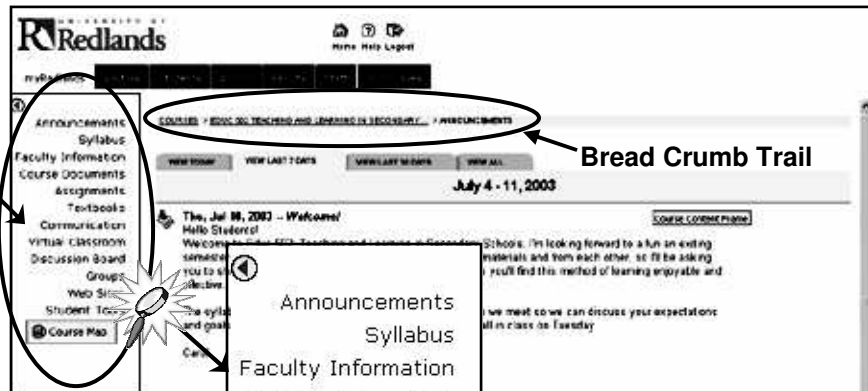


Navigating Within a Course

After you click on a course name/hyperlink, you will be brought to the Announcements page in the course site that you entered. The Announcements page will usually be the first page you see in a course site.

Navigation Links:

In order to navigate to other sections of a course site, click on the text links located on the left side of the page.



Tip: Single-Click Environment

Blackboard is a "single click environment". Just one click on links and buttons will get the job done.

Each of your course sites may have a different set of links for you to use in navigating from area to area. The links available depend on the course instructor and the content the instructor chose to include in the site.

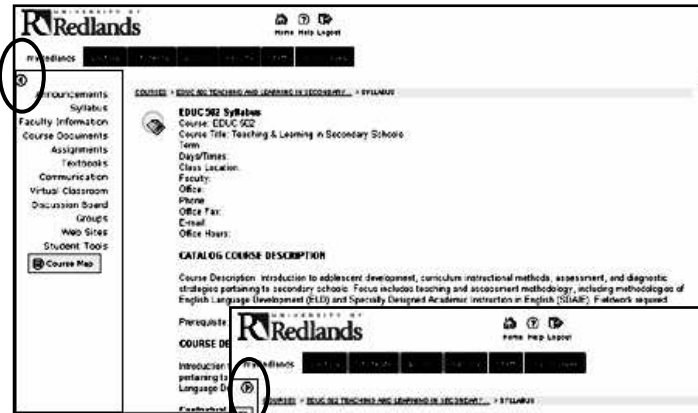
Bread Crumb Trail:

The "bread crumb trail", located right beneath the set of black buttons at the top of the page, is a set of hyperlinks you can use to navigate to pages you previously visited.

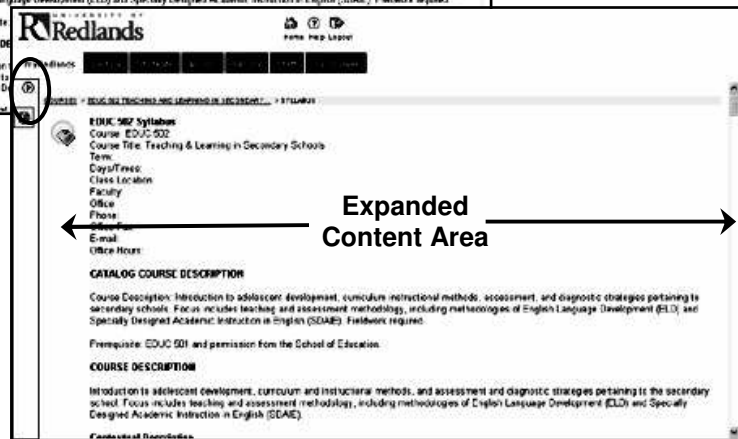
Viewing Course Content

In a blackboard course, all course content is displayed in the right-hand portion of the page. The navigation panel can be minimized to make more room for the display of this content.

To minimize the navigation panel:
click on the arrow located in the top left-hand side of the panel.



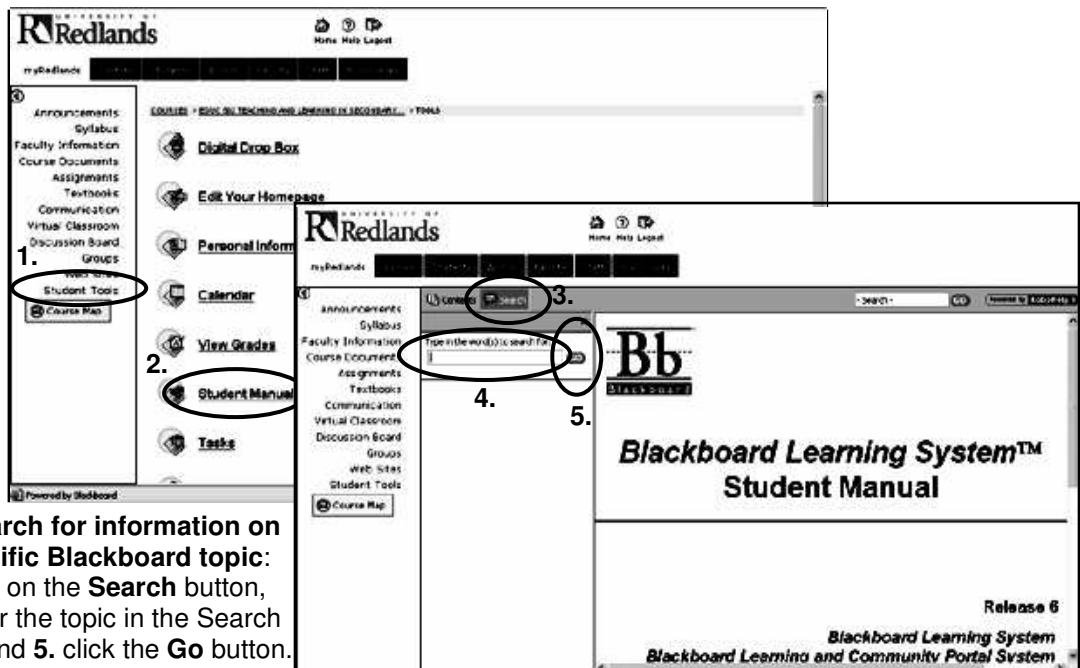
To expand the navigation panel back to normal:
click on the same arrow you clicked to hide it.



Help from the Blackboard Manual

Assistance with using Blackboard is offered right within every Blackboard course site. Every course site contains a detailed **Student Manual** accessible from the **Tools** (or **Student Tools**) page.

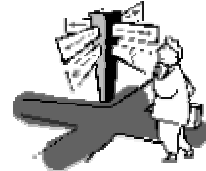
To open the manual:
1. click on **Tools** in the navigation panel, and
2. click on the **Student Manual** link.



To search for information on a specific Blackboard topic:
3. click on the **Search** button,
4. enter the topic in the Search field, and 5. click the **Go** button.

Tip: Lost Within a Course Site

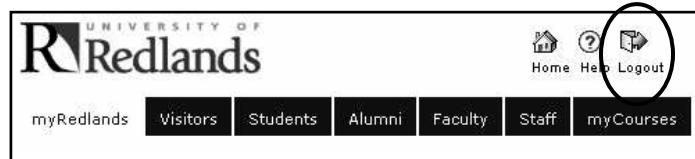
If you ever get lost within a course site, just click on the **myCourses** button at the top of the page to reorient yourself. As a result, a page with the **MyCourses** module on it will load. From there, you will be able to click on the hyperlink for the course site you were originally in and enter that site again.



Logging Out of Blackboard

When you are finished with your Blackboard session, it is imperative that you log out of Blackboard. If you are at the University using one of the school's computers, it is also important to close the browser you were using. Doing these things will protect your username and password from being used by someone else.

To log out of Blackboard, click the Logout icon located above the buttons at the top of the Blackboard screen.



Lost Your Password?

If you have lost your password, you can do one of the following two things to find out what it is.

- 1.) Using your Internet browser go to **my.redlands.edu**. Click on the **Students** tab and find the **Lost Password?** link. Using the **Lost Password?** link, complete and submit the appropriate form. Your password will be mailed to you through the US mail in about one week.
- 2.) Come to the main campus and find the Fletcher Jones Center (in the basement of the Armacost Library). See Cheryl Robbins in her Fletcher Jones office sometime between 8 am and 5 pm (there's no appointment necessary, but she is unavailable from 12 noon-1pm). Show Cheryl your student id and you can get your login and password right then, in person.

Note: For security reasons, passwords are not given out by phone or email.

Forwarding Your Email

If you would like to forward all of your email to a non-Redlands email address, go to the **my.redlands.edu** Web site and click on the **Students** tab. Scroll down the page until you find the **Web Mail** section. Click on the **forward** link and complete the form. Your request will be taken care of in approximately 72 hours.

Additional Support

For questions regarding course content:	Contact your instructor.
For questions regarding access to Blackboard (other than password issues, which are discussed above):	Contact one of the following people: Catherine Walker catherine_walker@redlands.edu (909) 335-5138 (off-campus) or #4963 (on-campus) or Christine Ziobrowski (909) 335-5141 (off-campus) or #4978 (on-campus) christine_ziobrowski@redlands.edu
For all other questions:	Consult the Blackboard manual at this Web address: http://company.blackboard.com/docs/cp/learning_system/release6/student/