

## Blackboard Training Guide

### Logging into Blackboard

- Open the site at [https:// oll.depaul.edu](https://oll.depaul.edu)
- Click **Login**
- Enter your **username** and **password**  
**FYI:** User name and password are the same as your Campus Connection  
 If a password is more than 8-characters, type only the first 8-characters
- Click **Login**

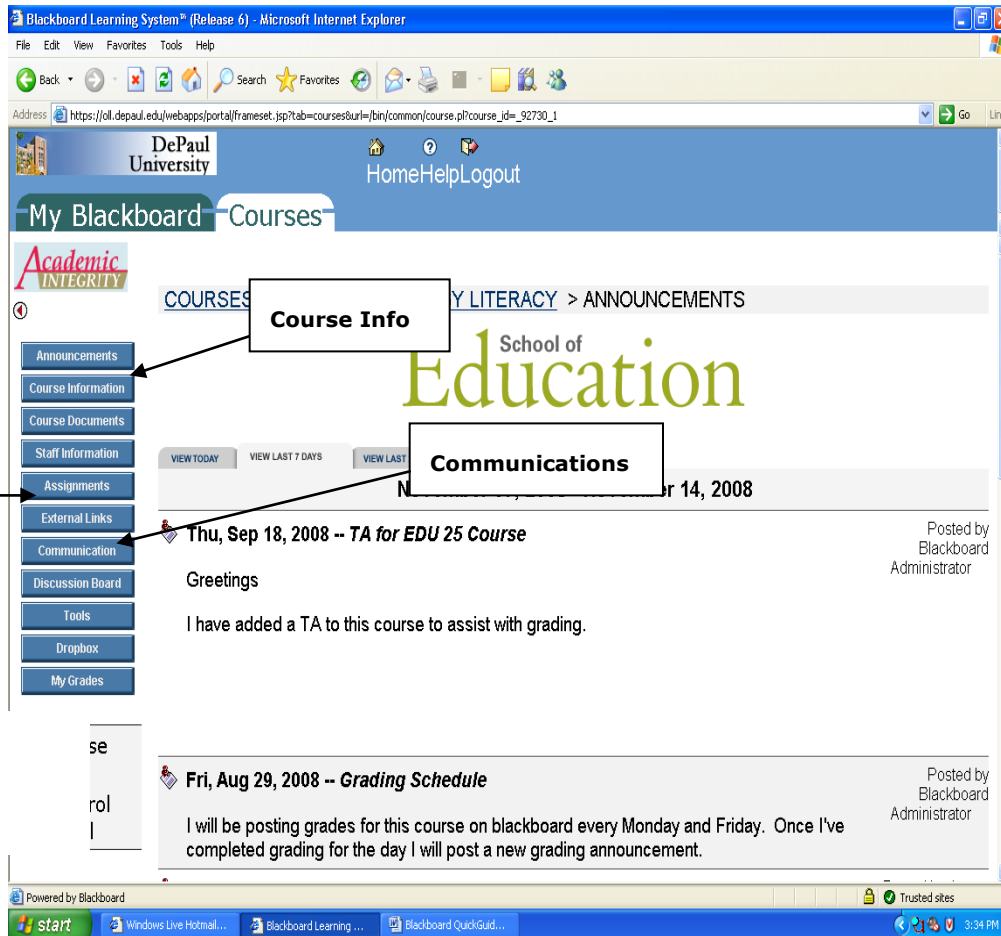


### Viewing a course site

- **Click** on the **course name**  
**FYI:** You will only be able to see the course(s) you have registered for and the courses that have been made available by the instructors
- **Click** on your **select**

### Viewing course materials

- **Click Course Information**
- Click the file you wish to view



### Viewing and Downloading Course Materials

- Click **Course Documents**
- Find the Assignment, Notes, etc. that you wish to view
- Click hypertext to **open** or **download** file

### Viewing Course Announcements

- Click the course that you want to view announcements for
- Click **Announcements** from the course menu
- Click the tab to find the announcements you want to view (today, last 7 days, etc.)

### Finding Your Course Assignments

- Click **Assignments**
- Click on the assignment link to view it



### *Sending emails*

- Click **Communications**
- Click **Send Email** or **Messages**  
**FYI:** The **Send Email** function allows you to select members of the course
- **Choose** your selection
- **Type** your message
- Click **Submit**

### *Using the Discussion board*

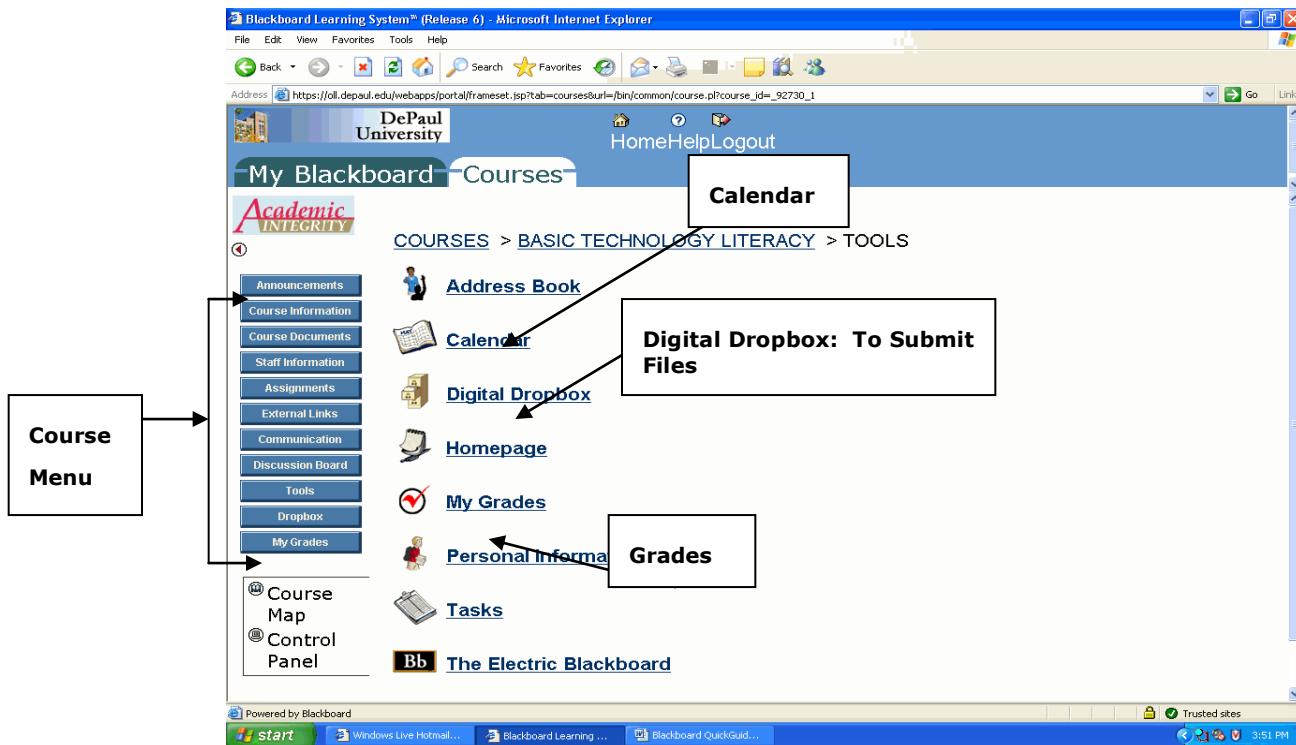
- Click **Communications**
- Click **Discussion Board**

### **Replying to existing topics**

- Click the topic
- Click on the sub-topic
- Click **Reply**
- **Type** your message
- Click **Submit**

### **Creating new topics**

- Click **Add Forum**
- **Type** in the subject
- Type in the message
- Select Criteria
- Click **Submit**



### **Sending files to professors**

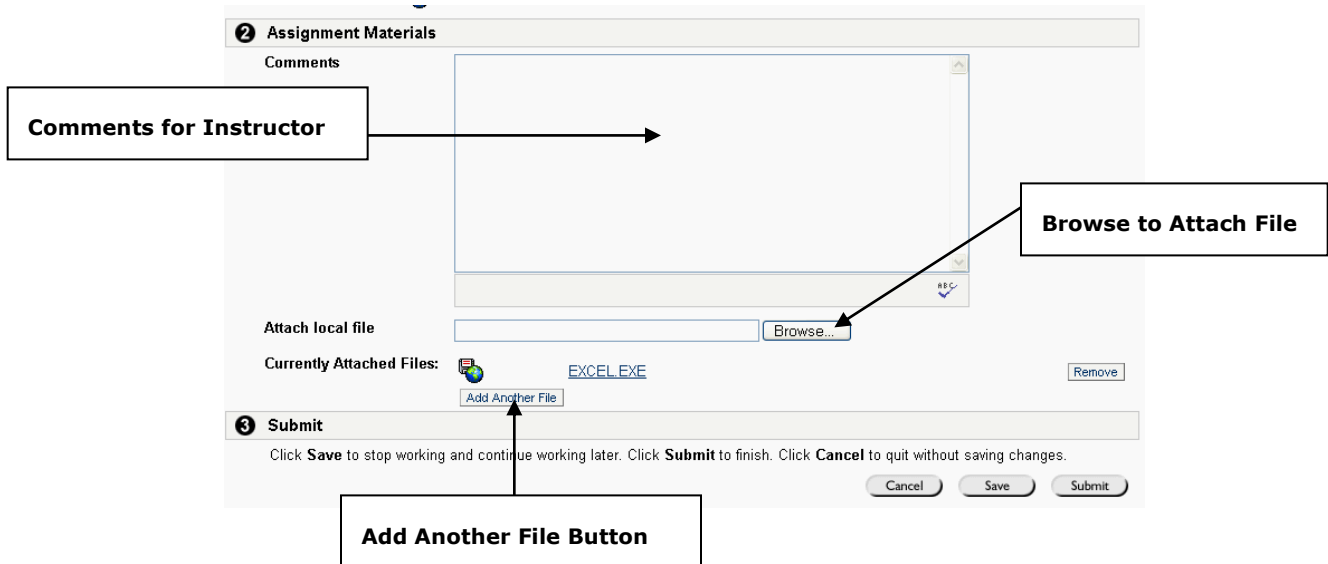
- Click **Course Tools, Digital Drop Box**
- Click **Send**
- Type the **title** and **comments**
- **Browse** for the file
- Click **Submit**
- Click **OK**

### **Completing Quizzes**

- Click **Quizzes, OnlineHW, etc.** from the course menu
- Click on the assignment, quiz, etc.
- Click **OK**

### **Sending Files to Professors Using the Assignment Feature**

- Choose the Content Area from the **Course Menu** that contains the assignment. (for example "Course Documents" or "Assignments")
- Click on the Assignment to open it. The Upload Assignment page will open.
- Add any **Comments** desired in the **comments field**
- Click **Browse** next to the **Attach Local File** field
- Choose and attach assignment
- Multiple files can be attached by clicking the **Add another file** button
- Click **Submit**

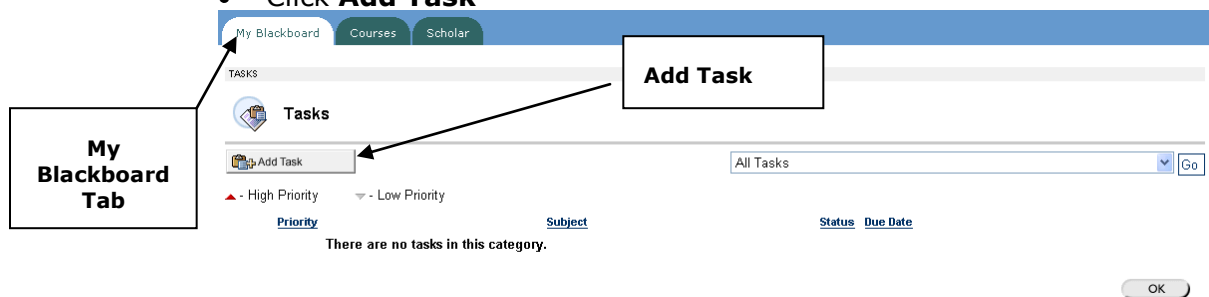


### Viewing Grades

- Click **Course Tools** from the **Tools Menu**
- Click **My Grades**
- Select Course
- Click **OK**

### Using Task Manager

- Click on a Course
- Click **Tools** from the Course Menu
- Click **Tasks**
- **(Or)**
- Go to the **My Blackboard** tab
- Click **Tasks** from the **Tools** menu
- Click **Add Task**



### Using the Calendar

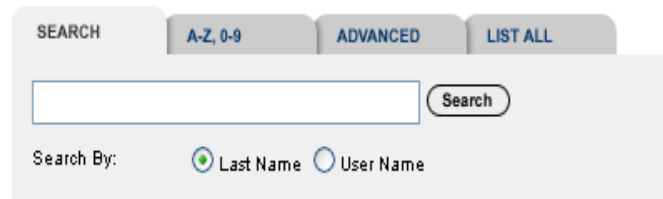
- Click **Calendar** in the **Tools Menu**
- Choose Day, Week, Month, or Year by selecting the proper Tab above the Calendar
- Click **Add Event** above Tabs
- Click **Submit** once information is entered

### To Find a date Using Quick Jump:

- Click **Quick Jump** next to **Add Event**
- **Select Date** and click **Submit**

### *Finding other registered students information*

- Click **Communication** from the course Menu
- Click **Roster**



SEARCH A-Z, 0-9 ADVANCED LIST ALL

Search

Search By:  Last Name  User Name

- Start your search
- Click **Search** or **OK**

### *Where do I change my email address?*

Go to **Campus Connection** at <http://campusconnect.depaul.edu>

- Click **Demographic Portfolio, Email Addresses** (make sure to mark your new email preferred)

### *Where do I change my password?*

Go to **Campus Connection** at <http://campusconnect.depaul.edu>

- Click **Change Password**

### *Technical problems*

Call the **Help Desk** at 312-362-8765 or

Email **blackboard@depaul.edu**