

GETTING TO KNOW BLACKBOARD™

Welcome to Blackboard™ - your virtual classroom for all online and blended-learning courses at Muskingum University. Blackboard™ is an innovative e-education platform designed to create personalized and engaging online learning by connecting you and your classmates to your course, your instructor and University resources and, it's easy to use!

In Blackboard™ you can access your course syllabus and assignments, view and listen to lectures, submit assignments and papers, take quizzes and tests, access your grade and open library readings and other resources. You'll discover that Blackboard™ provides you with the flexibility to work anytime, anywhere to fit learning into your busy schedule.

***NO EXPERIENCE REQUIRED!**

You may not be familiar with Blackboard™, but don't let that intimidate you. Take a few minutes to explore (don't worry – you can't delete, lose or destroy information) and familiarize yourself with what this innovative technology has to offer.

If you don't have time to explore, here's some basic information to get started.

PREPARING YOUR COMPUTER FOR BLACKBOARD™

Software needed to support Blackboard™

For Blackboard™ to work on your personal computer you will need to install or download the following software:

Required Software (Software that must be installed on your computer that allows Blackboard™ to operate)

- Microsoft Office 2003 or 2007 (or comparable). If using a comparable software application, such as Open Office, you will need to save in the .doc format.
- Internet Explorer or Firefox web browser. (Latest versions can be safely downloaded from the internet)
- Windows Media Player (normally installed with most PCs. Downloadable for Macintosh)

Required Plugins (Free and SAFE downloads from the internet that allow certain features of Blackboard™ to work on your computer)

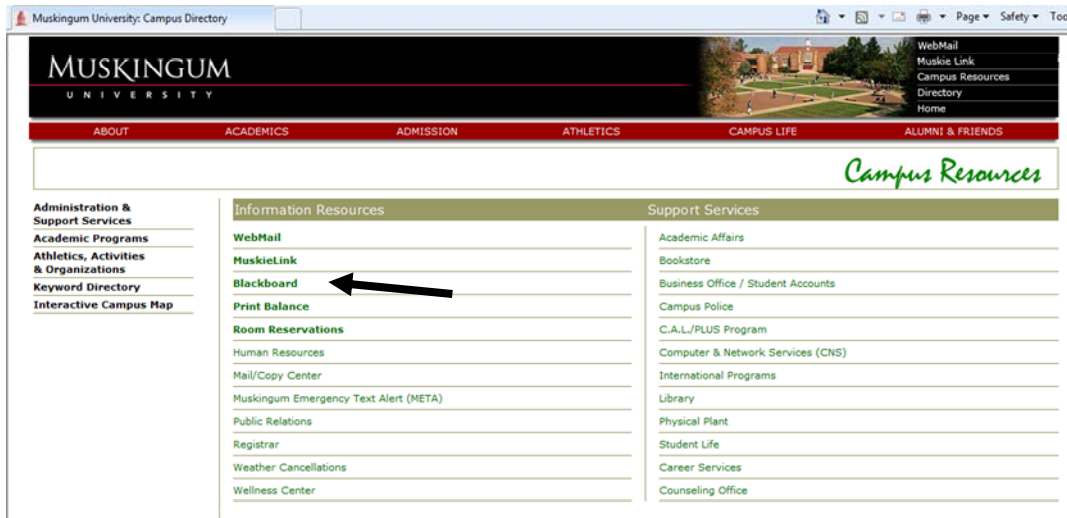
- Adobe Flash Player: <http://www.adobe.com/products/flashplayer/>
This is required to utilize our web conferencing software

- Adobe Acrobat Reader: <http://get.adobe.com/reader/>
This is required to open many of the library readings
- Firefox Archive Format extension

CONNECTING TO BLACKBOARD™

Connecting to Blackboard™ is simple, you can access from any of these locations:

- Click on the Blackboard™ icons and links located throughout the Muskingum University website
- Click onto Campus Resources (located on the Muskingum University homepage) then click onto Blackboard™
- Type “hawkeye.cns.muskingum.edu” into your internet browser

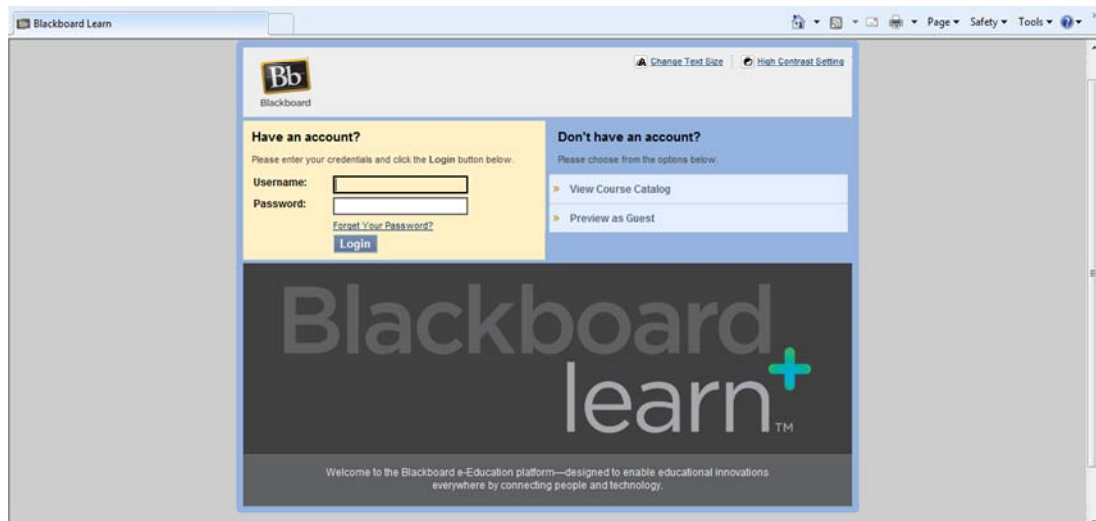


LOGGING INTO BLACKBOARD™

First-time Users

IMPORTANT: You will have only ONE username and password giving you access to email, Muskie Link and Blackboard™. Your user name will be the first part of your Muskingum email. **DO NOT** type “@muskingum.edu” as part of your user name. You can **ONLY** change your password in your email account. When you change your password in your email account it will automatically change for Muskie Link and Blackboard™.

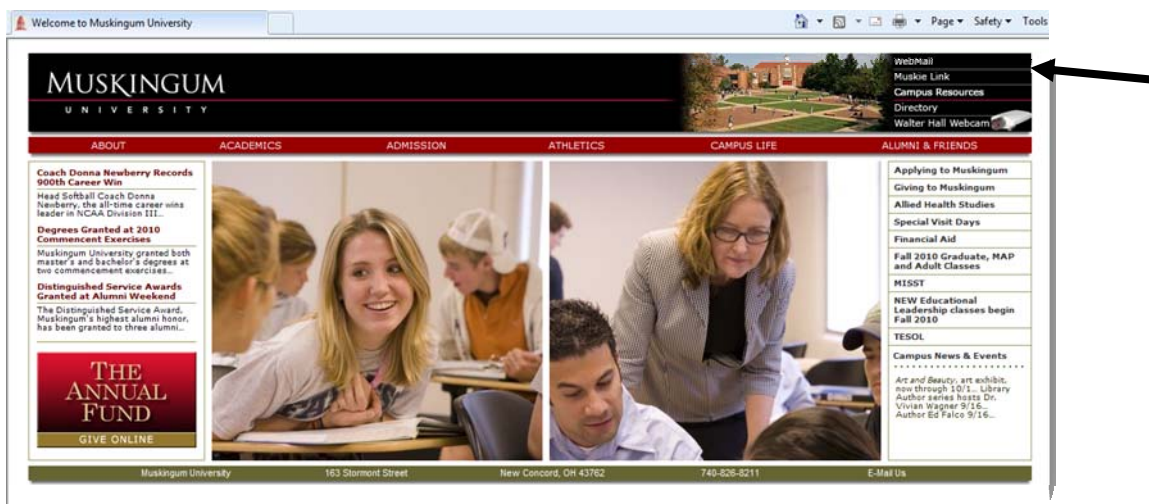
Before you can log into Blackboard™ you will need a username and password. If you do not know your Muskingum username and/or password call 740-826-8038 or email gcs@muskingum.edu to request it. Your password will be either your student ID number or your Social Security Number (without the hyphens).



2. Change your password (optional)

To change your password in Blackboard™, you **MUST** make the change in your email account. When you change your password in your email account, it will automatically change for Muskie Link and Blackboard™.

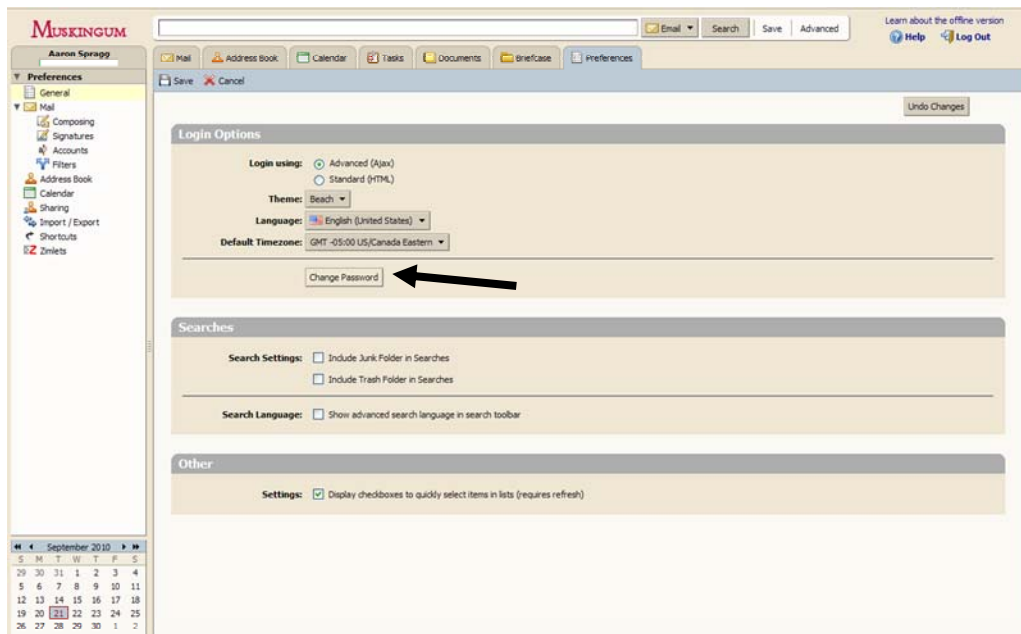
First, you need to click on the webmail link on the front page of Muskingum.edu.



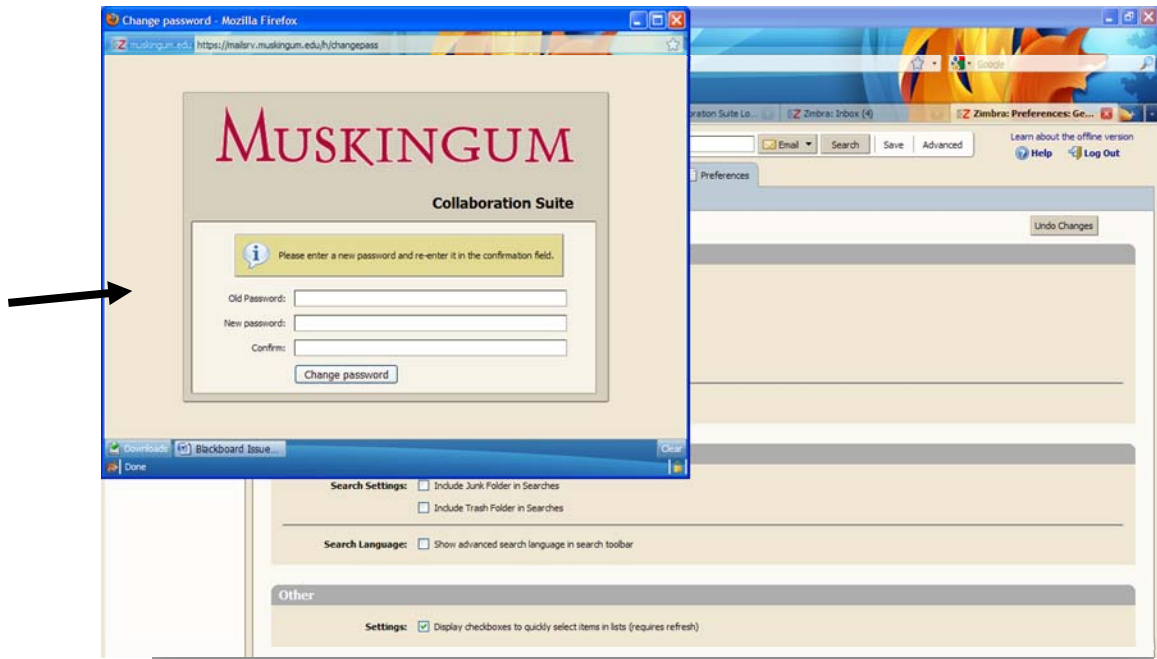
Log into your email account using the user name provided to you. Your initial password is your social security number. Once you log in you will change the password to your preference.



Once you log into your email account, click the “preferences” tab on the right. This will take you to a page that allows you to change your password. Click the “change password” block to proceed.

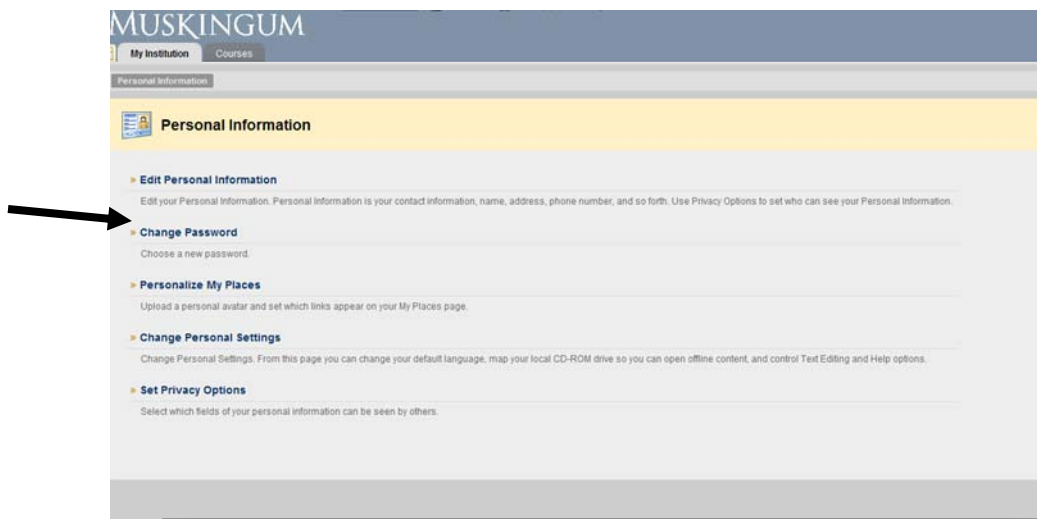
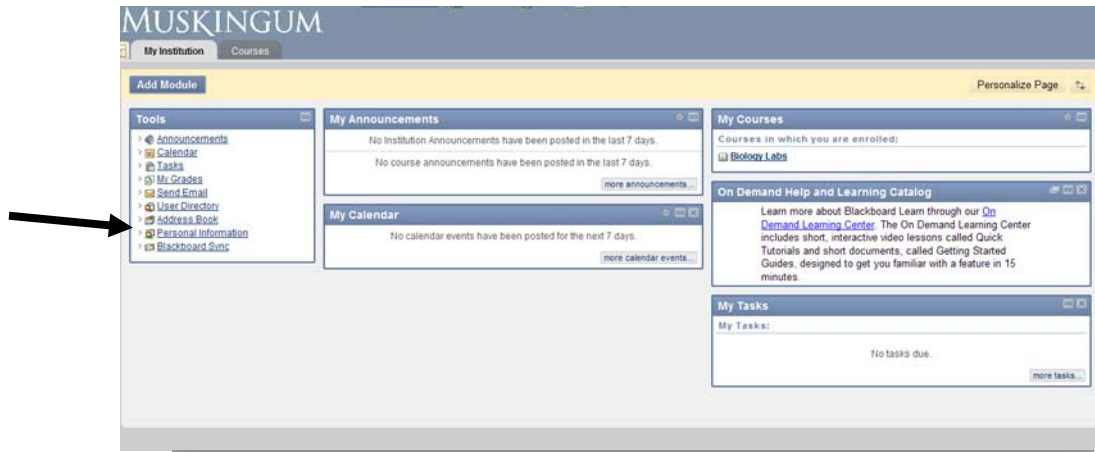


The following screen will appear. Simply follow the instructions and change your password. Your new password will work with all Muskingum applications including Webmail, Blackboard™ and Muskie Link.



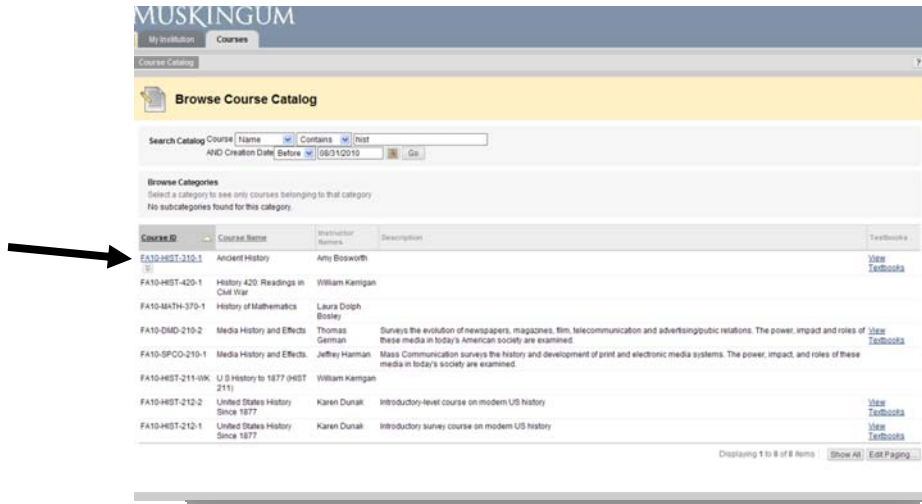
3. Update your personal information in Blackboard (optional)

Back in **Blackboard** once you sign in for the first time you should consider updating your personal information that you may want share with classmates. In the left column in the “tools” box, select the link that reads personal information. This is where you can update any personal information about yourself if you wish. In this section you can also set your privacy settings and control what is visible to others.



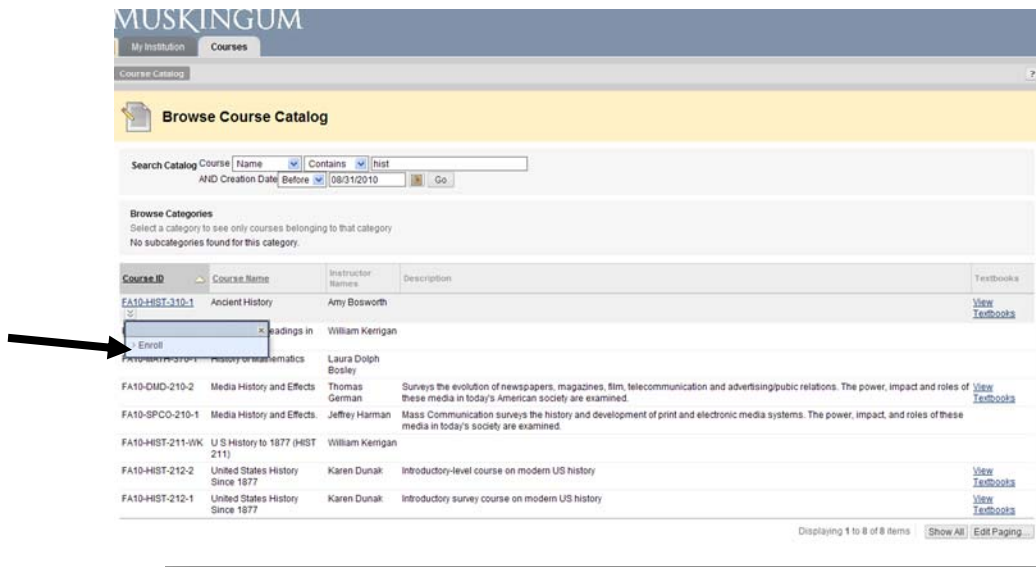
2. Locate your course

Click the “courses” tab at the top of the page (located beside the “my institution” tab). Then search for your class. Use the search engine to locate the course you wish to enroll in by entering the specific course number (ex. HIST 310). You may also browse the entire course catalog.



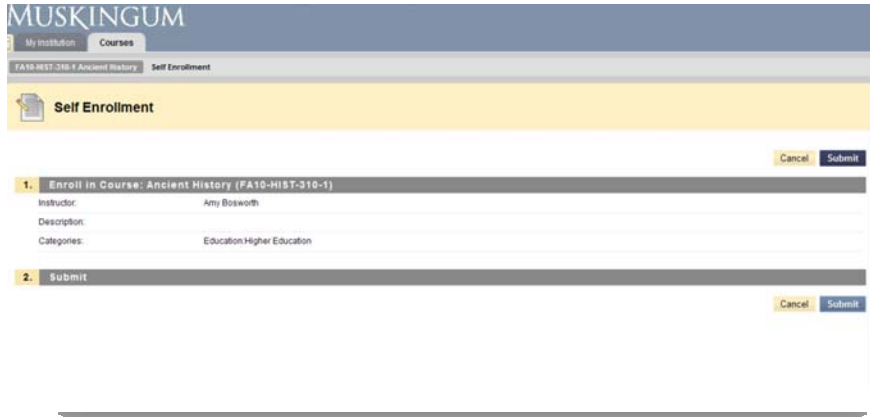
3. Enroll in your course or Professor handles enrollment

If the course is open for enrollment there will be an arrow icon underneath the course name. Click the arrow icon and the option to enroll will be available. Click "enroll" to join the class on Blackboard.

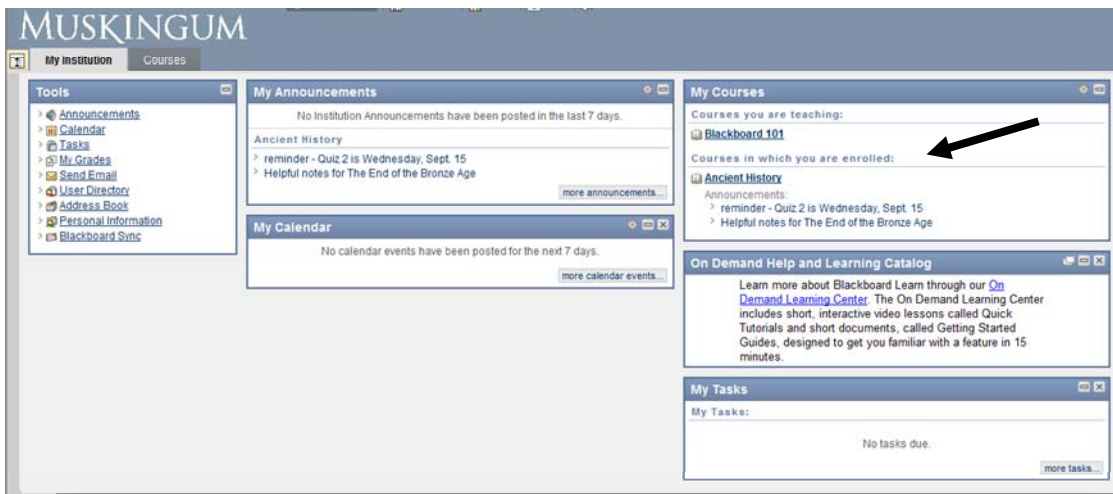


Then click the "submit" button to complete enrollment



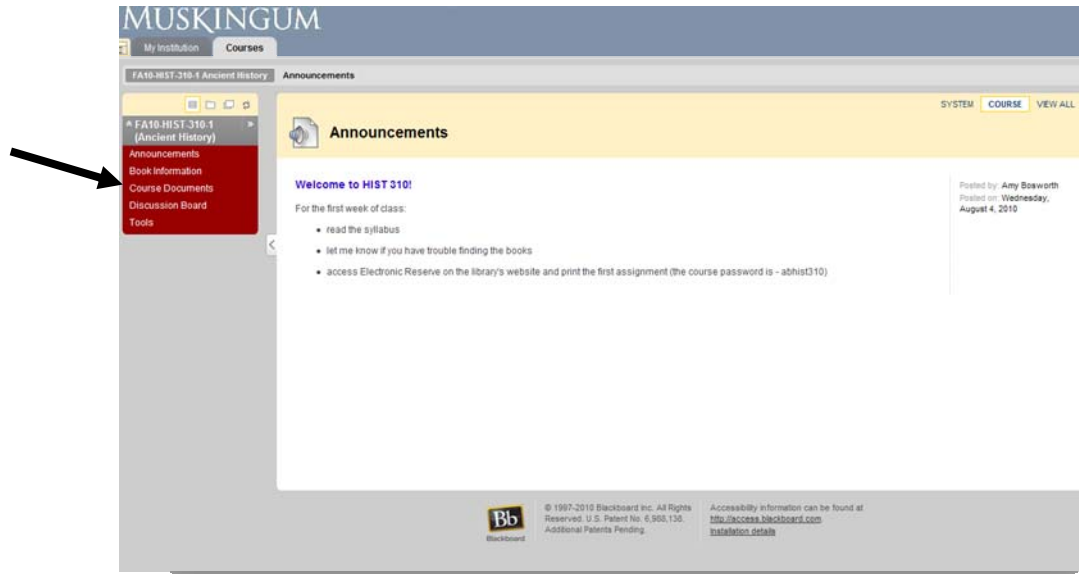


If your professor is handling your enrollment into the class then you will not need to enroll yourself. Instead, the class will already be present on the “my institution” in the box labeled “my courses.”



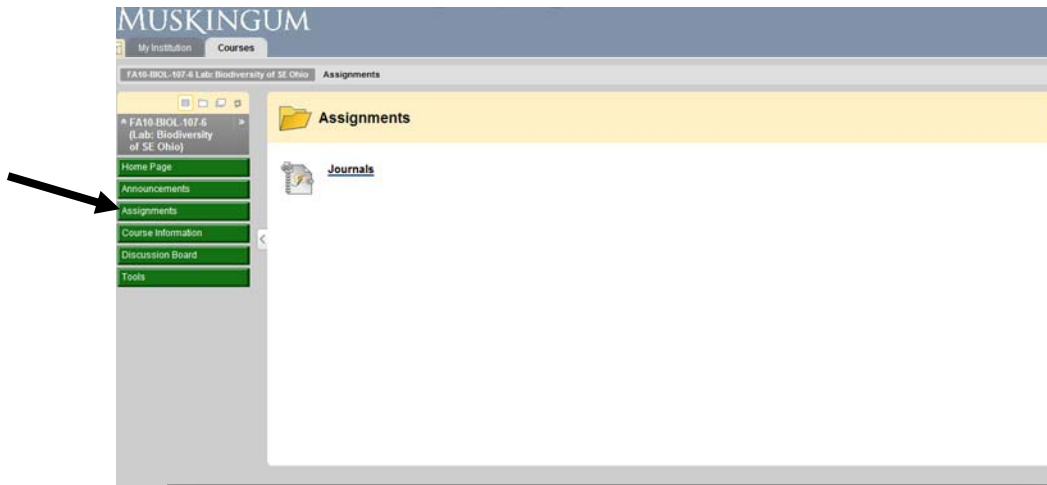
4. Browsing the course

Once you are enrolled you will have access to the different components of the course. It is up to your professor to keep everything updated and relevant. Common features of each class page includes; announcements, book information, course documents, discussion board and tools.



5. Working within the course

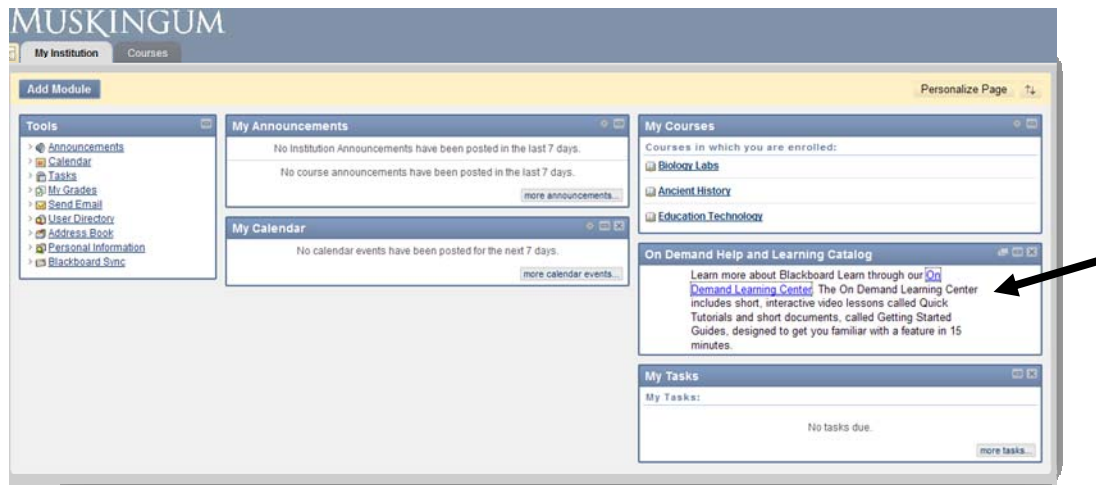
Every class and instructor uses Blackboard differently. Assignments are typically posted and accepted online via digital drop box or email. The professor will determine how each assignment is submitted.



On Demand Learning

For help using Blackboard there some resources available that can be found on the “my institution” home page. The link is located on the right and labeled the “On Demand Help and learning catalog.”

<http://ondemand.blackboard.com/students.htm>



NEED HELP WITH BLACKBOARD™

For technical assistance, help in navigating the site and locating course information please contact your instructor or your advisor.