

College of DuPage Blackboard Online Support site

Click the *Help* button at the top of any Blackboard page, or select *COD Resources* on the left navigation menu, or go to <http://www.cod.edu/it/blackboard/>

Contact Blackboard Support

If you are unable to find solutions to your questions online, you may contact the Student Help Desk:

- In person from any lab aide in the Academic Computing Center (SRC 3600)
- Via telephone at 630-942-2999
- Via email at studenthelp@dupage.edu

The Student Help Desk is available during the following hours:

- **Monday** - Thursday 7:30 a.m. to 10:00 p.m.
- **Friday** 7:45 am to 4:30 pm
- **Saturday** 8:00 a.m. to 5:00 p.m.
- **Sunday** 11:00 a.m. to 8:00 p.m.

The Student Help Desk will only be able to answer questions regarding accessing the Blackboard system and will not be able to help students with their personal computers or with homework assignments.

Need Access To A Computer?

College of DuPage has many computer labs for students to use. Lab locations and hours can be found here, <http://www.cod.edu/it/labs/>

Hardware / Software Requirements

See <http://www.cod.edu/it/blackboard/require.htm> for hardware and software requirements.

Receiving College and Blackboard Emails

All email communications from instructors and from the College are sent to your myCOD student email address. Remember, you are responsible for checking your college email frequently for important information sent by the college and your instructors. Click the *myCOD Email* link in your Blackboard course menu or go directly to myCOD, <http://prod.campuscruiser.com/cod>

STUDENT QUICK START GUIDE

Blackboard is a web-based learning environment at College of DuPage that enables students to access course material, interact with class members, and complete assignments online. This guide will help you quickly start using the College of DuPage Blackboard system.

Logging In

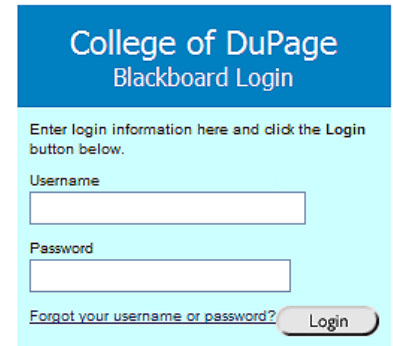
Open your browser and go to: <http://bb.cod.edu>

On the Blackboard Academic Suite page, click the *User Login* button.

User Login

You'll see the Blackboard login screen. Enter your **username** and **password** in the provided fields.

Your Blackboard Username is the same as your myACCESS username. For example, if your name is John Smith, your myACCESS username would be your last name, first initial and (usually) a number, such as *smithj2*.



Your Blackboard Password is the same as your myACCESS password. You set this password yourself. If you need help with your myACCESS password, please visit <http://myaccess.cod.edu>, and select **myACCESS for Students**. Then select the link, **What's my password?**

If you need help obtaining your myACCESS information, visit the Admissions Office in person or call (630) 942-2380 or 942-2482.

Personal Information

For security reasons, any changes to your personal information are handled through the Registration Office.

Your MY INSTITUTION Page

Every time you log into Blackboard, you will see the *My Institution* page. Here you will find a listing of courses in which you are currently enrolled where the instructor is using Blackboard, and the course has been made available to students. The image below provides a brief description of some of the areas on this page.

Tools

- View your grades
- Send email
- Create an address book

Logout
Use the *Logout* button every time you finish using Blackboard.

My Announcements
View important information about your classes or the Blackboard system.

My Calendars and My Tasks
Contains links to calendar and "To-Do" information from your classes. You may also create your own reminders or task lists.

My Courses
This lists all Blackboard courses in which you are enrolled. Click on a course name to enter the course.
Note: If your course does not appear here, contact your instructor to see if Blackboard will be used.

To view the contents of a course, click on the name of the course in the *My Courses* section. This will take you to the course home page.

If you do not see your Blackboard course, your instructor may not have made it available.

Your Blackboard Course

Your course homepage will look similar to the image below. Because Blackboard courses can be customized by the instructor, each of your courses may look a bit different.

To view course contents, click the appropriate button / link in the Course Menu on the left-hand side of the screen.

Course Menu
This area contains links to various parts of a course including course content, instructor information and access to course tools.

As you work through your Blackboard course, you will find many icons. Some of the most commonly used icons are described below:



Announcements are posted by instructors to inform you of important events in your course.



The *Discussion Board* is used to allow communication between all participants in the class.



Use the *Email* function to *send* messages to your instructors and classmates. You will *receive* any emails in your regular myCOD account.



Course content is usually organized as a series of *folders*. Click a folder name to find learning units, items, or sub-folders.



Learning units provide a structured path for viewing course content. Click the title to view a learning unit.



Items are separate pieces of course content. Click the name of an item to view or download files.



Exams are used to test the knowledge of users. *Surveys* are used to for polling purposes and evaluations. Surveys are not graded. Click the name of the exam or survey to begin.



The *View/Complete* link is provided to allow you to submit an assignment (such as an essay, project, form, etc.).