

# STUDENT BLACKBOARD QUICK START GUIDE

## Welcome to Blackboard!

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 start using the College of DuPage Blackboard system.

## Logging In

Open your browser and go to: <http://bb.cod.edu>. To log in, enter your **myACCESS ID** and **Password** in the appropriate fields.

myACCESS ID:

Password:

Login

Your **myACCESS ID** is your last name, first initial and (usually) a number. For example, the ID for *Jon Smith* might be *smithj2*.

If you don't know your **myACCESS ID** or password, go to <http://myaccess.cod.edu>, click on "myACCESS for Students" on the right side, then click on "I'm New to myACCESS" for ID or "What's my password?" and follow the instructions.

If you need additional help, please contact the Student Help Desk at [studenthelp@dupage.edu](mailto:studenthelp@dupage.edu) or call (630) 942-2999.

**TIP**  
Always check the login screen for new system status messages.

## My Institution Page

When you log in to Blackboard, you will see the **My Institution** page. Here you will find a listing of courses in which you are currently enrolled, calendar events, course and system announcements, task information, and links to important tools. The picture below provides a brief description of some of the areas on this page. Because this page can be personalized, your page may look different.

**Add Module**  
Customize your view by adding modules such as *What's New* and *To Do*.

**Global Navigation Menu**  
Manage privacy settings, access calendar, posts, help, updates, and see your courses.

**Tools**

- View your grades in progress (unofficial)
- Manage privacy settings
- Send email

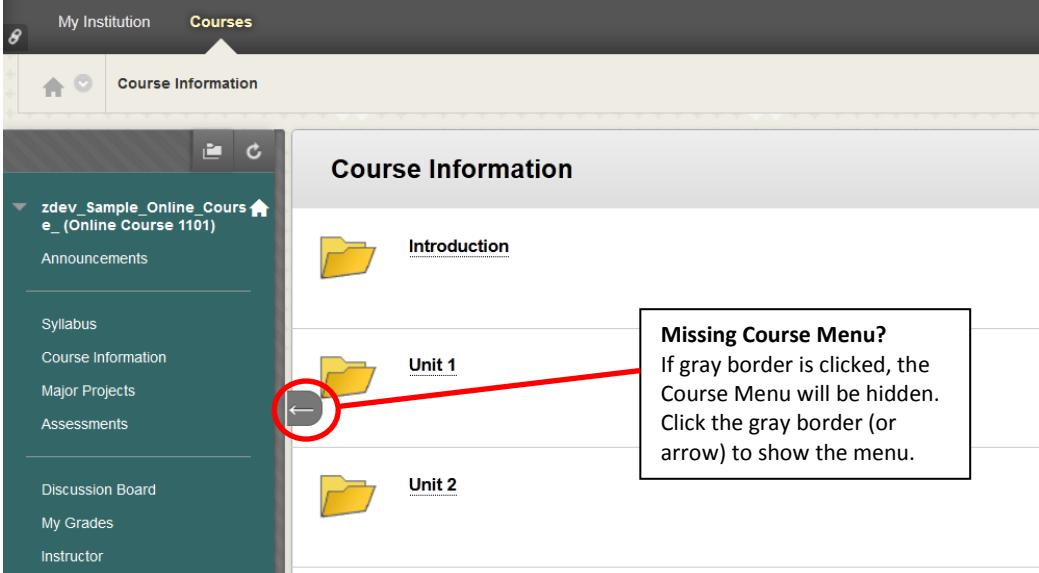
**My Courses**  
This is a list of all Blackboard courses in which you are enrolled. Click a course name to enter the course.  
**Note: If your course says "Unavailable" your instructor has not yet made it available.**

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

# STUDENT BLACKBOARD QUICK START GUIDE

## Course Page

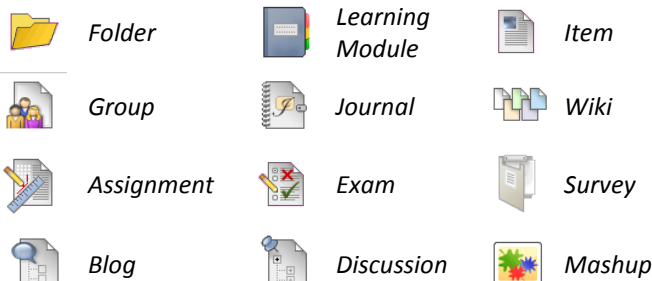
To view the contents of a course, click on the name of the course in the **My Courses** section on **My Institution** page. You will see the Course Menu on the left. Click the links (or buttons) on the menu to navigate through the course. You may find the syllabus, assignments, quizzes, or other course materials. Instructors can customize the menu, so the menu links and appearance may be different from course to course. Below is a sample screen from a course.



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

**Missing Course Menu?**  
If gray border is clicked, the Course Menu will be hidden. Click the gray border (or arrow) to show the menu.

## Some Commonly Used Blackboard Icons



## Contacting COD Blackboard Support

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

- Via telephone at (630) 942-2999
- Via email at [studenthelp@dupage.edu](mailto:studenthelp@dupage.edu)
- In person in the Academic Computing Center

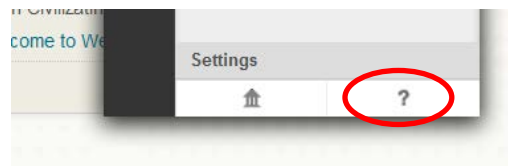
The Student Help Desk is available during the following hours:

- **Monday to Friday:** 7:30 a.m. to 10:00 p.m.
- **Saturday:** 8:00 a.m. to 5:00 p.m.
- **Sunday:** 11:00 a. m. to 8:00 p. m.

**Note:** 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.

## COD Blackboard Online Support Site

- Click the **Help** button at the bottom of the Global Navigation menu on any Blackboard page.



- Or, go to <http://www.cod.edu/it/blackboard/>

## How do I login to Email?

- Click the **My Email@dupage.edu** link from your Blackboard course menu.
- Or, log in to the Student Portal, **InsideCOD** (<http://inside.cod.edu>), to access your email.

## Receiving College and Instructor Emails

All email communications from instructors and the College are sent to your student email address. You are responsible for checking your college email frequently for important information sent by the College and your instructors.

## Blackboard Software Recommendations

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