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.

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 updates and system announcements. 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.

Tools
- View your Grades in progress (unofficial)
- Manage privacy settings

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

Add Module
Customize your view by adding modules such as My Tasks, My Blackboard.

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

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 to students.

Student Support Page
Information and Quick links to Technology Support, Library, Learning Commons, Counseling and Advising, Center for Access and Accommodations, Student Life, College policies, Career Services.

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 https://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 or call (630) 942-2999.

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

Some Commonly Used Blackboard Icons

- **Folder**
- **Learning Module**
- **Item**
- **Group**
- **Journal**
- **Wiki**
- **Assignment**
- **Exam**
- **Survey**
- **Blog**
- **Discussion**

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
- 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 8:30 p.m.
- **Saturday**: 8:00 a.m. to 1:00 p.m.
- **Sunday**: Noon to 5:00 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.

Blackboard Online Support Site
Navigate to [bit.ly/BbFindHelp](http://bit.ly/BbFindHelp) to access Blackboard’s Help site. Enter your search terms in the query box (e.g. “attach an assignment”).

How do I login to Email?
- Log in to the Student Portal, InsideCOD ([http://inside.cod.edu](http://inside.cod.edu)), to access your email
- Or, click the My Email@dupage.edu link from your Blackboard course menu

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