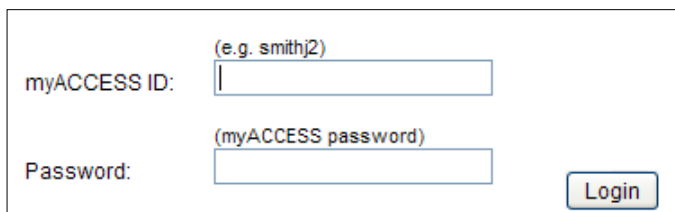# STUDENT BLACKBOARD *QUICK* START GUIDE

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: (e.g. smithj2)	
Password: (myACCESS password)	**Login**

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

Your **myACCESS ID** is your last name, first initial and (usually) a number. For example, the ID for *Jon Smith* might be *smithj2*.
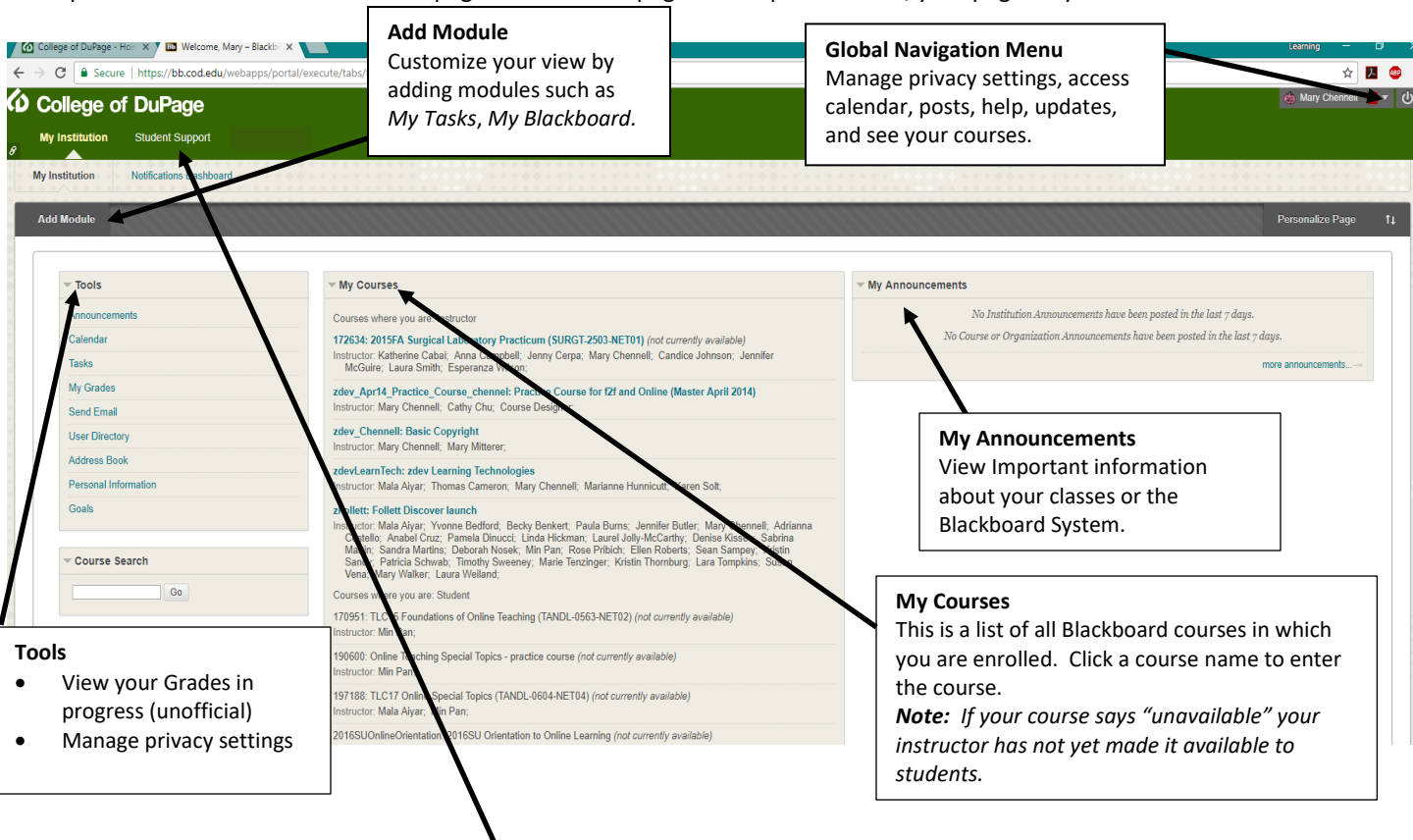
If you don't know your **myACCESS** ID or password, go to https://myaccess.cod.edu/, click on "**myACCESS for Students**" on the right side, then click on "**I'm New to myACCESS**" for ID or "**What's my password?**" and follow the instructions.

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

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.

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

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

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

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

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.
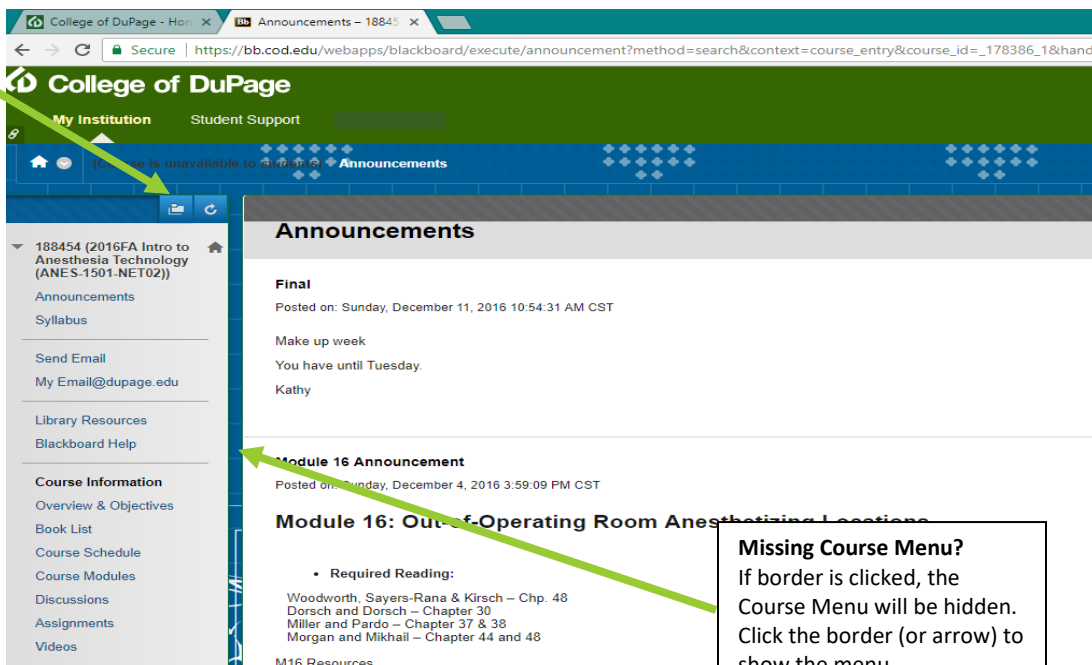
Course Page

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.
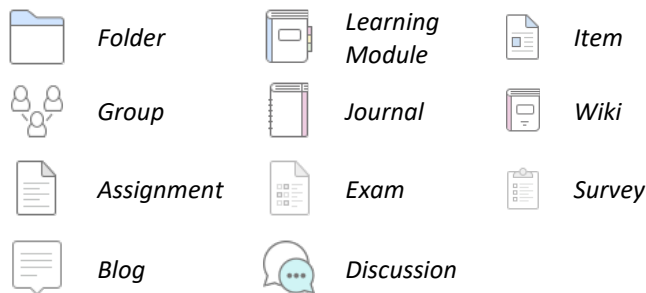
Click the folder icon to open the course menu in a separate window. The detached menu always displays course materials as a directory tree. Click **+** sign at top right of the menu to expand all folders. Click any link to go to the selected course content.

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 border is clicked, the Course Menu will be hidden. Click the border (or arrow) to show the menu.

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 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), 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

See https://bit.ly/3Oxh9yH for operating system, hardware and software recommendations.