

# Student Blackboard Quick Start Guide

## Welcome to Blackboard!

Blackboard is the online learning management system used at College of DuPage. Through Blackboard, you can access a wide range of course materials, including lectures, readings, and multimedia resources. You may also use Blackboard to submit assessments in your course. The platform facilitates interaction with classmates and instructors through discussion boards, group projects, and messaging tools, fostering a collaborative learning environment. This guide is designed to help you get started using Blackboard.

## Logging In

Open your web browser and navigate to <https://bb.cod.edu>. To log in, enter your **myAccess username** and **password**.

USERNAME

*myAccess account*

PASSWORD

**Sign In**

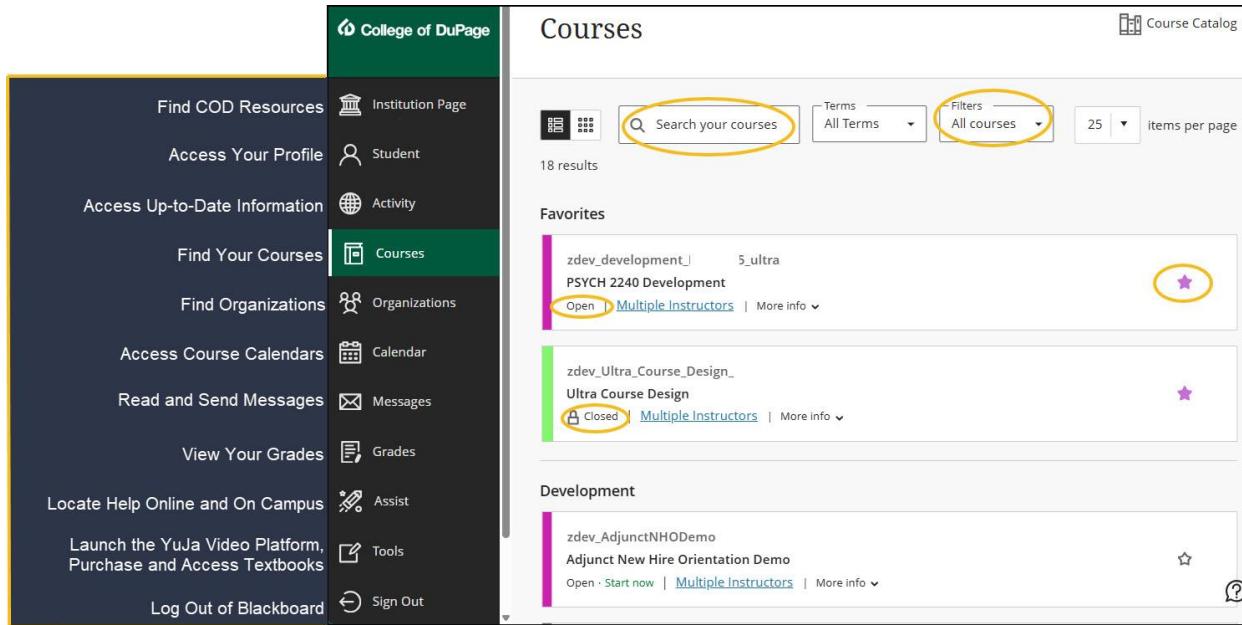
Your **myAccess username** is your last name, first initial and (usually) a number. For example, the ID for *John Smith* might be *smithj2*.

If you don't know your myAccess account username, go to <https://selfserv.cod.edu/Student/Account/ForgotUsername> and enter the required information to retrieve your username.

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

## Blackboard Ultra Base Navigation

Upon logging in to Blackboard, you will land on the **Courses** tab of **Blackboard Ultra Base Navigation**. You may view the Courses page in a list or grid format, with each course card showing the ID, title, and instructor. Use the search bar and filters at the top to find specific courses and mark frequently accessed courses with the star icon to add them to your favorites. Unavailable courses, marked with a lock icon, are visible but cannot be accessed.



- Institution Page: Find COD Resources
- Your name: Access Your Profile
- Activity: Access Up-to-Date Information
- Courses: Find Your Courses
- Organizations: Find Organizations
- Calendar: Access Course Calendar
- Messages: Read and Send Messages
- Grades: View Your Grades
- Assist: Locate Help Online and On Campus
- Tools: Launch the YuJa Video Platform, Purchase and Access Textbooks
- Sign Out: Log Out of Blackboard

## Blackboard Ultra Course

The screenshot shows the Blackboard Ultra Course interface. At the top, there is a dark navigation bar with white text and arrows pointing downwards, listing various course activities: View Course Content, View Course Schedule and Due Dates, View timely information, Engage in discussions with classmates, View Your Grades, View messages from your instructor and classmates, Access course groups, and View earned achievements. Below this is a horizontal menu bar with tabs: Content (which is selected and highlighted in purple), Calendar, Announcements (with a count of 6), Discussions (with a count of 1), Gradebook (with a count of 22), Messages, Groups, and Achievements. The main content area is titled "Course Content". It features a "Syllabus" folder with a green checkmark icon and a "Module 1 Welcome1" folder. The "Module 1 Welcome1" folder is expanded, showing five items: "Reading for Week 1" (with a green checkmark icon), "Assignment for Week 1" (with a blue circular icon), "Week 1 Quiz" (with a blue circular icon), and "Introductory Discussion" (with a blue circular icon). A progress bar at the top of the module indicates "1 of 4 completed". To the right of the content area is a sidebar titled "Course Faculty" showing an instructor profile with a brown circular icon, the title "INSTRUCTOR", and an envelope icon. Below this is a "Details & Actions" section with links to "Roster", "Attendance", "Books & Tools", "Microsoft Education", and "Quickly Attendance".

- Content: View Course Content
- Calendar: View Course Schedule and Due Dates
- Announcements: View timely information
- Discussions: Engage in discussions with classmates
- Gradebook: View your grades
- Messages: View messages from your instructor and classmates
- Groups: Access course groups
- Achievements: View earned achievements
- Syllabus Folder: Open folder to access course syllabus
- Module: Click the Module to open and access content
- Progress Tracking: View to track your progress through the Module