

Southern Illinois University Edwardsville

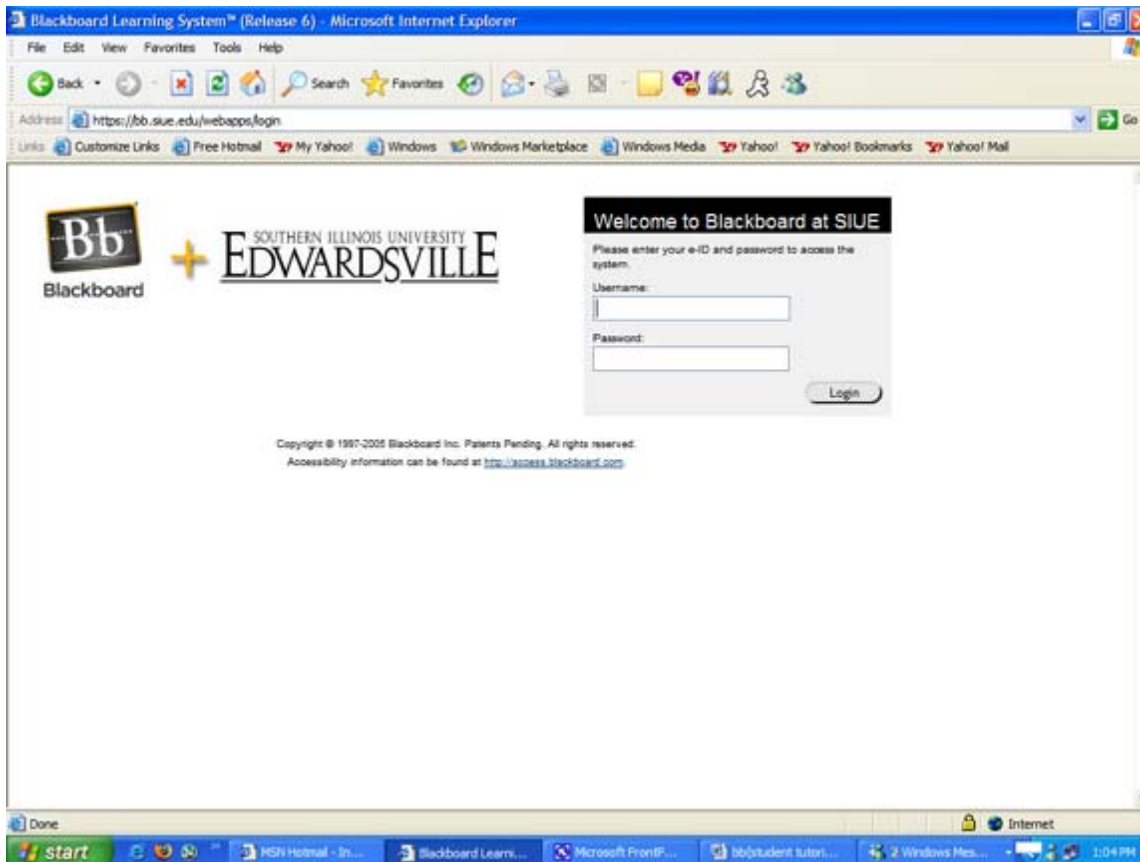
Blackboard Student Manual


Blackboard Introduction

All students registered in a class using Blackboard will have a Blackboard account. If your class is using Blackboard, you will be automatically added to Blackboard. A student's Blackboard login is the same for all classes they take at SIUE. . This tutorial will provide you with a basic introduction in how to use Blackboard.

Accessing Blackboard

1. Open your web browser (*Internet Explorer* or *Netscape Navigator*).
2. Type <http://bb.siue.edu> in the *Address* field.
3. Click on the **Login** button to display the *Blackboard Login* screen, pictured below



4. Type your e-ID (same as your SIUE email) in the *Username* field.
5. Press the **Tab** key.
6. Type your password in the *Password* field. Your password is the same as your SIUE email password.
7. Click on the  button to display your Blackboard portal page.

- Click on the name of the course in the *My Courses* area to display the homepage for that course

Navigation Area

The navigation area consists of the series of buttons located along the left side of the screen. Selecting any of these buttons will take you to the corresponding area of the course. Your course may look different than this.

<u>Button Name</u>	<u>Description</u>
Announcements	Displays announcements, updates, and other reminders relevant to the course.
Syllabus	Locate all the information you normally find in an instructor's course syllabus in this area.
Faculty Information	Displays specific information about your instructor.
Course Documents	Holds the majority of information for your course such as lectures, handouts, and other related materials.
Assignments	Contains course assignments, tests, quizzes, and surveys required for the course.
Communication	Contains one link to the Discussion Board, the student roster, and e-mail.
Discussion Board	Displays any discussion board forums your instructor created.
Groups	Your instructor may put you into groups for specific assignments.
External Links	Your instructor has the ability to add links to specific web sites relevant to the class.
Student Tools	This area holds the tools you need to view a course calendar, check your grade, manage your homepage, and edit your profile.

Course Contents- Syllabus, Course Documents, and Assignments

The Syllabus, Course Documents, and Assignments areas all contain information that include text, such as the Grading Policies, or the files that can be downloaded and viewed such as the Syllabus and Course Outcomes.

To access one of these files, click on the underlined file name. Depending on how your browser is configured, the file will be opened automatically or you will be asked to save the file. If you choose to save the file, open it from the application the instructor used to create the file. For example, file names that end in “.doc” use Microsoft Word, files that end in “.xls” use Excel, and files that end in “.ppt” are PowerPoint files.

