



## WHAT IS BLACKBOARD?

Blackboard is a web-based software tool that supports and facilitates education at Saint Vincent College. Blackboard is a supplement to the classroom instructional experience that enhances communication between faculty and students through the sharing of materials and ideas beyond the context of the traditional class session.

## HOW DO I KNOW IF I NEED TO USE BLACKBOARD?

If your instructor has indicated that web based course materials have been added to our campus Blackboard system for a specific course you are enrolled in, please follow the steps below for logging in, navigating and using the system.

## HOW DO I ACCESS THE SAINT VINCENT COLLEGE BLACKBOARD?

1. Go to <http://cms.stvincent.edu> Blackboard can be accessed on or off the Saint Vincent College campus 24 hours a day. Click on the "LOGIN" button. You can also access BB from the SVC website, at the bottom of the page.
2. Enter your username - your Saint Vincent College assigned network account name. **firstname.lastname**
3. Enter your password, initially set up to be the same as your username. Example: **firstname.lastname**
4. Select the course you want to access from the "My Courses" area.
5. After receiving the welcome page, select Personal Information from the Tools area and change your password.

## WHAT DO I DO WHEN I GET INTO THE SYSTEM?

If you have logged on correctly, you are now at the My Bb Home Page. Explore this page as you would any web site. You can access many tools from this page. **If** your instructors are using Blackboard for any given course, access to those courses can be found on the right hand side of the page. Depending on the extent of your instructors use of Blackboard, you may find no content or a wide range of posted content containing the Syllabus, Course Documents, Surveys, Discussion Boards, Grades, Assignments and Internet Links to related course topics.

Log out by selecting the "LOGOUT" button at the top of the page. This will terminate your session. To re-enter your course site, log on again at <http://cms.stvincent.edu>. Always remember to Logout of your Blackboard session.

## I HAVE PROBLEMS WITH THE USERNAME, WHAT SHOULD I DO?

The Information Services Help Desk (x4357) is available to assist you with username and password concerns. Located on the Ground Floor of Alfred Hall, stop by with your student ID. We will make sure you are able to login and access the system. Be sure to review the Student FAQ – Frequently Asked Questions Students Have about Blackboard.

## I HAVE PROBLEMS WITH THE VIRTUAL CLASSROOM (CHAT) WHAT SHOULD I DO?

Java 2 version 1.4.1 or better needs to be installed on the computer you are using to access the Bb chat sessions. It is also very important to make sure that Java scripting is enabled so that you can successfully enter a chat session at your classes scheduled chat time. To Download Java 2 version 1.4.1 or better - Login to Blackboard, click on any Bb course, click on Communication, Click on Collaboration, Click on the Join Button next to Lightweight Chat. The Chat Loading screen will appear, click on the "click here" link to download the Java Plug-in. Instructions on configuring these options are on the next page. Also be sure to check out the document named *For Accessing Blackboard, What Hardware Requirements Exist.?*

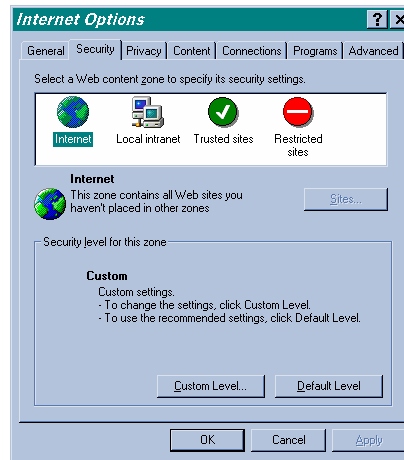
**QUESTIONS: PLEASE CONTACT PATTY BABUSCI AT 724-805-2420 OR THE HELP DESK AT EXTENSION 4357**

**IF YOU ARE UNABLE TO CONNECT TO THE CHAT SESSION PLEASE FOLLOW THE STEPS BELOW:**

*Open Internet Explorer, Login to Blackboard, Go to your Class*

From the Internet Explorer Menu Bar:

- Click on Tools
- Select Internet Options from the drop down menu
- Click on the Security Tab (pictured at right)
- Click on Custom Level

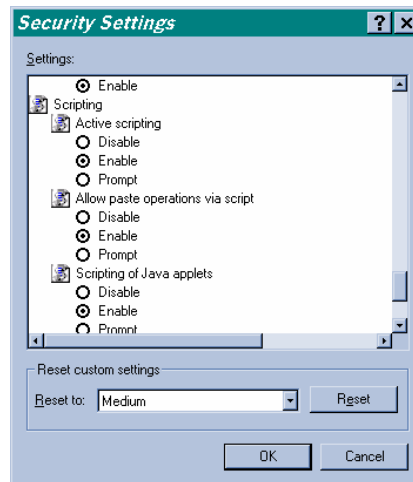


Make sure that these headings are Enabled

Scripting

- Active Scripting
- Allow paste operations via script
- Scripting of Java applets

- Click OK



*Then,*

- Click on the Advanced Tab
- Make sure that Java is Enabled
- Make sure that you have Java 1.4.1 or better

If you **do not** have Java 2 version 1.4.1 or better you need to download the appropriate version. See document on Hardware requirements for Blackboard.

