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## Blackboard Basics for Students

### What is Blackboard?

Blackboard is an online learning system and academic portal. As a learning system, faculty can use a Bb 6 course site to store course information and documents, engage students in real-time and asynchronous discussions, conduct assessments and evaluation of student work in various formats, and provide students with additional learning sources. As an academic portal, Bb 6 provides students with easy links to Duquesne's Gumberg Library, e-course reserves, and Duquesne internal and external Internet learning sources.

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### How do I Access Blackboard?

Blackboard 6 Learning System and Academic Portal (Bb 6 LS/P) is accessible to the entire Duquesne community--students, faculty, adjuncts, administrators, and staff. To log in, please open a web browser and navigate to <http://blackboard.duq.edu>.

Address	<a href="http://blackboard.duq.edu/">http://blackboard.duq.edu/</a>
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### What is my Blackboard Username?

**Username:** First part of your DU email address (ex: for smith123@duq.edu, the username is **smith123**).

USERNAME:	<input type="text" value="smith123"/>
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### Don't know your DU email address?

Visit the DU Directory at this URL: <http://www2.duq.edu/locator/directory.cfm>  
Look yourself up using the search option. Your DU email address will be displayed if you are a current DU employee and registered student.

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### What is my Blackboard Password?

**Password:** First time users, please use the first letter of your last name (lowercase) and full social security number without spaces or hyphens. Passwords are case sensitive. Returning users, please use your current password.

**Forgot your password?** Use the Forgot Password link at the login area.

PASSWORD:	<input type="text" value="s123456789"/>
	<a href="#">Forgot your password?</a>

**Choosing a Password:** Choosing a password is a tedious task in itself. Always use a password that is going to be easy to remember but would still be hard for someone that knows you very well wouldn't figure out.

### Some tips to use when choosing your password:

- Mix up the password with different characters such as letters and numbers.

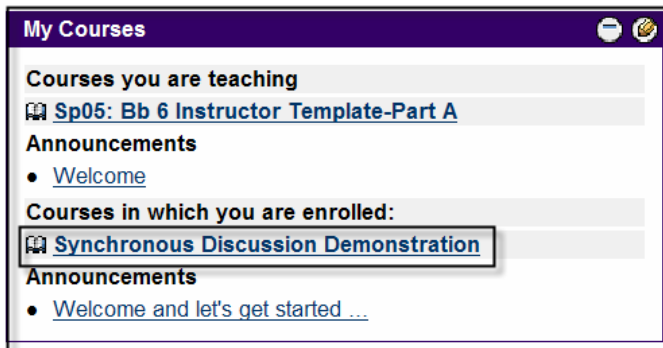
- Be sure to change your password regularly and use different passwords for different services.
- If you are going to keep a written reminder of your password, keep it far away from your computer.
- Never use a password that is too easy for anyone to find out.
- Never use a password that would be easy for someone who knows you could figure out. Easy passwords to find are: birthdays, children's names, maiden name, favorite team, last name, place of birth, model of car, vacation spot, or a pet's name.
- Never use your login as your password!

### My DU Home

Once you have successfully logged into Blackboard you will see the my **DU home tab**. This area contains a Tools menu with links for personal activity planning, and buttons for customizing the “look and feel” and content of the interface.

### How do I Access my Courses on Bb 6?

To access a particular course, click on the course name in the “My Courses” section of the My DU Home tab.



### Overview of the Blackboard Course Site

Once you have entered the course, you will see the navigation item listed down the left side of the screen. These buttons allow you to navigate to various areas of the course.

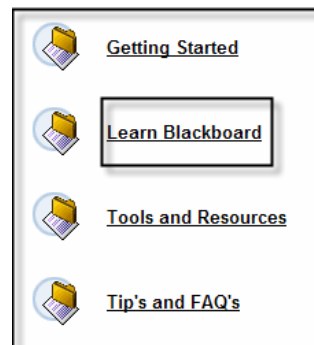
**Note:** Each course varies depending on the instructor's preferences, so your course may look different, or have different functionality in the navigation buttons.

<b>Announcements</b>	Course updates, reminders, general announcements are displayed here. Announcements typically appear in the main course window each time you enter the course although your professor may choose to change the course entry point to some other Blackboard area (e.g., Course Information).
<b>Course Information</b>	General information about the course - the syllabus is typically placed here.

<b>Staff Information</b>	Instructor, TA, and staff information (e.g., contact info, office hours, personal web site) is posted in this area. Can also be labeled Faculty Information, Group Leaders, or Teachers.
<b>Course Documents</b>	Course outlines, handouts, lecture materials, and readings are usually posted here.
<b>Assignments</b>	Assignments and assessments (i.e., quizzes & surveys) are typically located in this section.
<b>Communication</b>	Send E-mail, Discussion Board, Virtual Classroom, Roster, and Group Pages are linked to from here.
<b>External Links</b>	Links to web sites that are related to the course are provided in this area. Can also be labeled Web Sites or Resources.
<b>Student Tools</b>	Digital Drop Box, Edit Your Homepage, Personal Information, Calendar, Check Grade, Manual, Tasks, Electric Blackboard, and Address Book are linked to from here. Can also be labeled Tools or User Tools.
<b>Course Map</b>	A site map of the course contents.

## Accessing Course Content

To access course content, select the link from the navigation menu you would like to view. For example, if you would like to view the **'Course Documents'** link, click on it. Once you do this you can click on content you would like to view. Do not click on the folder next to the link, click directly on the link to view the content.



## Blackboard Help

If you have a question regarding Blackboard please contact the DU Helpdesk.

### Hours of Operation

**Sunday:** 5pm-9pm  
**Monday-Thursday:** 7am-8pm  
**Friday:** 7am-6pm  
**Saturday:** 10am-2pm

### Contact Information

**Phone:** 412-396-4357  
**Toll-Free Number:** 1-888-355-8226  
**Email:** [help@duq.edu](mailto:help@duq.edu)  
**Location:** Rockwell Hall (Concourse Level)