



How Do I? Blackboard

PeopleSoft version 8

Logging in to Blackboard

1. Access Blackboard

- You may access Southeastern's Blackboard from Southeastern's Web site located at www.selu.edu.
- Click on Blackboard, located on the bottom navigation bar.

2. Click the **Login button in the left navigation menu of the Welcome page.**

3. Log into Blackboard.

- **Username – Key in your university ID number** (your "W" number). Include the W.
- **Password – Key in your university WebMail password.**
- **Click the Login button.**

4. Your Blackboard Homepage should appear.

Tips for Logging In to Blackboard

- **Do not bookmark the Blackboard login page** – you must access Blackboard through the Welcome page located at <http://www.blackboard.selu.edu>.
- **Your browser settings must allow cookies and active scripting.** (See Frequently Asked Questions for more information about browser settings.)
- **If you forget your password**, click on "Forgot your password?" located to the left of the Login button. *Please note: Your Blackboard password and LEONet password are the same as your university WebMail password.*

Accessing My Blackboard Course(s)

- 1. Log into Blackboard.** Your Blackboard home page should appear.
- 2. In the My Courses Box** is a list of the Blackboard courses you are enrolled in. *Please note: If a course you registered for does not show up in your My Courses Box, contact your instructor.*
- 3. Click on the name of the course in the My Courses Box** to enter the course and access the course materials.
- 4. The left navigation menu** provides the options for navigating through the course materials. Your menu items may include:
 - **Announcements** – Includes any announcements or other important instructions from your course instructor.
 - **Faculty Information** – Provides contact information for your course instructor.
 - **Course Information** – Contains the course syllabus and any other important course documentation provided by your instructor. Click on document name to access the document.
 - **Learning Units** – Click the Learning Unit name to access the materials, learning activities, and tests included in the unit.
 - **Assignments** – Click on assignments to access particular learning activities that are to be completed.
 - **External Links** – Contains a list of links to resources provided by your instructor.
- 5. The Tools Box:**
 - **Communication Tools** – Provides access to a variety of communication tools, including the Discussion Board.
 - **Course Tools** – Provides a variety of course tools, including the Course Calendar, Digital Dropbox, and My Grades.
 - **Course Map** – Provides a site map for the course, listing all folders and documents contained in the course.
- 6. Logging Out of Blackboard:**
 - Click the Logout button located on the toolbar located at the top of the page.