Instructions for Using Blackboard

What do I need to get started with Blackboard?

1. Access to a personal computer—an Intel-based machine running Windows 2000, Windows XP, OR a Macintosh running OS 9 or higher.
2. Access to the World Wide Web (i.e. an internet connection). See below if you plan to dial-in from your personal computer.
3. Netscape Navigator or Communicator 4.77 or higher, or Microsoft Internet Explorer 5.0 or higher. It is recommended that you use the most recent version of either browser - these can be downloaded from http://iatservices.missouri.edu/downloads

How do I log on?

1. With your favorite web browser, go to the Online Courses at Mizzou website at http://courses.missouri.edu and click on the Blackboard link.
2. For user name, type in your PawPrint. Your password is your PawPrint password. Then click the “Login” button.

The main page contains most of the icons you need to get around in Blackboard, and is called your personal portal. Included on this page are the Tab Area, Courses menu, and customizable palettes.
**Accessing your course**

Under “courses in which you are enrolled”, there should be links for all of your courses. Click on the one you wish to enter. Now you can access content for each particular course. Your course’s main page will resemble the picture shown below.

The titles on your tool bar menu on the far left side of the screen will vary depending on your course, you may have more or less buttons, depending on which ones your instructor has enabled. The majority of courses usually include tool bars that give you access to assignments, the syllabus, message boards, and other course documents. In this example, the buttons will show you the content below.

1. **Announcements** – This button will lead you to the “Homepage” of the course since the announcements page will be the first page you see every time you select your particular course.
2. **Course Information** - This area displays your syllabus and information including semester course assignments, tests dates, and various other data selected by your instructor.
3. **Staff Information** – This is a place for the instructor to place contact information etc.
4. **Course Documents** – Current assignments and other information for the course are posted here.
5. **Assignments** – This area can contain either personal or group project assignments.
6. **Books** – This area gives you access to the virtual classroom, if one is used in your course.
7. **Communication** – Here you can access your e-mail, discussion boards, class roster, and other resources available.
8. **External Links** – This is area for any links that the instructor wishes to include for the course not contained within blackboard
9. **Tools** – This a very important area containing a calendar and a view grades function as well as other useful tools.
10. **Course Map** – Here a new screen will appear with a tree-map layout of your Blackboard site. By clicking on any of the “+”, that branch of the site will expand into a more detailed view. To close the branch, click on the “-”.

**IMPORTANT THINGS TO REMEMBER!**

- Never give anyone your password.
- You will be logged into Blackboard as long as the web browser is running. Be sure to quit completely out of the browser if you leave. (i.e., make sure that you quit, not just close a window) after you finish your Blackboard session. If you do not do this, someone else could have access to your grades, files, and other sensitive information.

**Frequently Asked Questions**

**How do I get help with Blackboard?**

If you have questions with course content, ask your professor. If you’re having difficulty with Blackboard software, contact the IAT Services Help Desk at: (573) 882-5000. For additional Help Desk information please see: [http://iatservices.missouri.edu/helpdesk](http://iatservices.missouri.edu/helpdesk).

**Can I Dial-in from my Personal Computer?**

Yes, to do so you need both software and an Internet connection. Some general computing software for your personal computer is available to download free of charge to MU faculty, staff and students at [http://iatservices.missouri.edu/downloads](http://iatservices.missouri.edu/downloads).

You can connect to the internet via modem. Modem speeds of 56 kps are available through Tigerlink at rates starting as low as $10/month. For more information about Internet access, visit the IAT Services website at: [http://iatservices.missouri.edu/dial-up](http://iatservices.missouri.edu/dial-up).

**Do I need to set up my web browser with anything special?**

You only need your browser to access Blackboard. If you have your browser set up to not accept cookies, or have Java or JavaScript deactivated, you will need to enable these features. If you are using a pop-up blocker to disable pop-up advertisements, you will need to add Blackboard to the exceptions list to allow pop-ups.