



# Student Information

## How to Access Course Materials on Blackboard 6

### What is Blackboard?

Blackboard is a system for accessing course materials on the web.

Instructors at Durham Tech use Blackboard the following ways:

- To supplement a traditional on-campus class  
Course materials such as syllabus, handouts, or grades are posted on the web
- To teach on-line courses  
For more information about online courses go to: <http://online.durhamtech.edu>

*Note: Not all instructors at Durham Tech use Blackboard.*

### What do I need to use Blackboard?

In order to access a course on Blackboard you will need:

- ✓ A computer with Internet access
- ✓ A web browser
  - Netscape 6 or higher
  - **OR**, Internet Explorer 5.5 or higher
- ✓ An E-mail account (can be a free email account such as those available at Hotmail or Yahoo!)
- ✓ A Blackboard account

### How do I get an account on Blackboard?

- Your Blackboard account will be created after you register for class(es) that use Blackboard.
- Your account will be created the day after general registration ends, by the end of that day.
- If you register during late registration, your account will be created the day after late registration ends, by the end of that day.

*Note: Accounts are available only to students enrolled in classes that are using Blackboard.*

### What is my Blackboard account?

- Your Blackboard account consists of a **username** and **password**.
- This account will give you access to all of your classes that use Blackboard.
- Flip over to Page 2 for detailed information about course login.

### Need Assistance?

- 1) Contact your instructor
- 2) Click the "Blackboard Help" link, available at <http://blackboard.durhamtech.edu>
- 3) Ask a lab monitor in one of Durham Tech's computer labs  
(For lab locations and hours, see <http://courses.durhamtech.edu/computerlabs.cfm> )
- 4) Contact Durham Tech's Instructional Computing team by email or phone. (See below.)

### Having Trouble Logging In?

Visit the "Blackboard Help" pages (click the Help link at <http://blackboard.durhamtech.edu> ) or contact Instructional Computing (M-F, 9am-5pm):

**Email:** [bbadmin@courses.durhamtech.edu](mailto:bbadmin@courses.durhamtech.edu)

**Phone:** (919) 686-3334 or (919) 686-3752 or (919) 686-3585

**Provide:**

- 1) student's full name
- 2) course number and section
- 3) description of problem

# Blackboard 6 Course Login Information

## Step 1. Determine your Username and Password

All student accounts on Blackboard follow the same format:

*Usernames are all lower case and do not contain spaces or symbols ( - or ' ). For example, O'Reilly becomes oreilly and Smith-Baker becomes smithbaker.*

**Username** = student's last name, first initial, last 2 digits of Social Security Number

**Password** = last 4 digits of Social Security Number

**EXAMPLE:**

**Student's First Name** =Michael

**Username** = jordanm34

**Student's Last Name** =Jordan

**Password** = 1234

**Social Security Number** = 555-55-1234

<b>Enter your student information here</b>	
<b>Username:</b>	<b>Password:</b>

**NOTE:** If you used Blackboard in a previous semester, your password is the same as last semester.

## Step 2. Login on Blackboard

- Go to this web site: <http://blackboard.durhamtech.edu/>  
(You can also use <http://bb.durhamtech.edu/>, for short)
- Click on the “Login” button
- Enter your username and password
- Click on the “Login” button

**Note:** This is your portal screen. This screen displays all Blackboard courses you are enrolled in.

## Step 3. Enter your E-mail Address – **REQUIRED!!**

- Under Tools: Click on the “Personal Information” link (left side of the screen)
- Click on the “Edit Personal Information” link
- Under Personal Information: Go to the “E-mail:” field
- **Replace the text in the box** (email@email.edu) **with your correct email address**
- Scroll to the bottom of the page
- Click the “Submit” button to save changes (lower right corner)
- Click the “OK” button twice (lower right corner)

**Note:** The only required fields are First Name, Last Name, and E-mail Address.

## Step 4. Change your Password – (Recommended)

- Under Tools: Click on the “Personal Information” link (left side of the screen)
- Click on the “Change Password” link
- In the “Password” field enter your new password (The new password should be something that you easily remember. It should also be kept secret.)
- In the “Verify Password” field enter your new password again
- Click on “Submit” button to save changes (lower right corner)
- Click the “OK” button twice (lower right corner)