

Student Guide to Blackboard

What is Blackboard?

Blackboard (Bb) is a Web based tool for teaching and learning. Think of it as a container that holds all the essential information you need to complete a class. You can do assignments, send email, participate in an online discussion and even take tests as a student enrolled in a class that uses Blackboard. Some classes are offered completely on-line, while others use Bb as a supplement for on-campus activities.

How do I access Blackboard?

First, you must login to Banner Web <http://www.stlcc.edu/banner> the college's administrative and student system (where you can enroll for classes as well as check your grades). If this is your first login with Banner, your Banner ID is your 9 digit SSN (or alternate student ID starting with an @ if you are an international student or have formally requested that your SSN not be used as your student ID). Do not use any spaces, dashes or slash marks. Your initial PIN (password) is your birth date in MMDDYY format. Again, do not use any spaces, dashes or slash marks. You will be instructed to change your PIN to a different 6 digit number immediately. Any changes to your Banner information will not be reflected in Blackboard for 24 hours.

To login to Blackboard, Go to the web address <https://blackboard.stlcc.edu> . Use the exact same log in information you did to access Banner Web above. You must be enrolled in a Blackboard course in order for you to gain access.

I'm in! Now what?

Once logged in you will see a list of courses in which you are participating on the right. Each course may have the following categories:

Announcements: Here you will find current information, updates, reminders and information on assignments, tests and quizzes in your course.

Course Information: This area may contain the course syllabus and a course calendar.

Course Documents/Assignments: This area may contain course content including notes, handouts, presentations, etc. Assignments may be listed in this area.

Communication: This area contains the discussion board, email, virtual classroom (chat) and links to group pages.

Student Tools: You can check your grades and make a personal web page here.

External Links: This area may contain pertinent links to other websites and resources deemed important by your instructor.

I can't log in! What's wrong?

In order to login to Bb successfully, the following things must happen:

- You must log into Banner Web
- You must type in your correct Bb userID and PIN. See "How do I log into Blackboard" above
- You must be registered for a course that uses Bb.

- You must be using a recommended web browser. Minimally, you should use Internet Explorer 4.x (or later) or Netscape Navigator 4.x (or later), with Java, JavaScript, and cookies enabled. Only IE and Navigator are supported for use with Blackboard.

Email

We strongly encourage you to have a valid email address. Without a valid email address, you will be unable to receive or send email through Blackboard. Your email address must be first input in the "Personal Information" section of Banner Web (<http://www.stlcc.edu/banner>). Any email address added or updated in Banner Web will be in Blackboard within 24 hours. Free email is available at www.yahoo.com or www.hotmail.com

Troubleshooting

If you are registered for your course and unable to log in, please contact your instructor. If you are able to view another site on the college's server, then the Bb server may be temporarily unavailable. Try again later or contact the help desk at **(314) 539-5458** and report the problem.

For More Information

You can download the Blackboard Online Student Manual at <http://stlcc.edu/distance/blackboard/manual.pdf>

For further information, please check the distance education page at <http://www.stlcc.edu/distance>