



About Blackboard

Blackboard is an e-learning platform that you as students of B.S.B.A. or M.B.A. program at City University of Seattle will use on a regular basis.

WHAT do I need to access Blackboard? To work with Blackboard, you will need:

- ✓ valid **registration**
- ✓ valid **CityU student account**
- ✓ connection to the **Internet**



TIP: Use only supported web browsers (ideally Mozilla Firefox) while working with Blackboard.

Entering Blackboard

Step 1: Open your web browser (ideally Mozilla Firefox)

Step 2: Type in the following address courses.cityu.edu and hit enter
(you will get to the Blackboard Home page ▼)

CityUniversity
of Seattle

Change Text Size High Contrast Setting

Have an account?
Please enter your credentials and click the Login button below.

Username:

Password:

Login

System Announcements

> **Bb Course Shell Access Dates (Monday, September 12, 2011)**

- > Instructors will gain access to their Bb course shell(s) 17 days prior to the official start date of their course.
- > Students will gain access to their Bb course shell(s) 2 days prior to the official start date of their course.
- > Instructors must submit final grades within 10 days after the official end date of their course.
- > Students will lose access to their Bb course shell(s) 30 days after the official end date of their course.
- > Instructors will lose access to their Bb course shell(s) 42 days after the official end date of their course.



Step 3: Enter your CityU account username and password

(the same one you commonly use for entering my.cityu.edu) and click on “Login”
(you will get to the Blackboard “My Courses” page ▼)

The screenshot shows the Blackboard interface for a user. At the top, there is a navigation bar with 'CityUniversity of Seattle' and links for 'My Places', 'Home', 'Help', and 'Logout'. Below this is a 'Courses' tab. The main content area displays a 'Course List' window. Under the heading 'Courses in which you are enrolled:', there are two course entries. The first entry is '11221941: ENG102_06_ON: English Composition II - SLOVAKIADL - Fall 2011-2012' with instructors Alena Busikova, Anne Whitaker, and Judita Wursterova. The second entry is '11221844: MG201_01_ON: Intro To Functions Of Mgmt - SLOVAKIADL - Fall 2011-2012' with instructor Denisa Hackett.



NOTE: You should see the list of your current courses at this screen ▲ .
If you cannot find a course you have registered, contact your study advisor, but do not forget, students will gain access to their Blackboard course shells 2 days prior to the official start date of their course!

Step 4: Choose any of your courses and click on its name

(you will get to a Blackboard course shell)

Working with Blackboard

Once you have chosen your Blackboard course and entered the shell successfully, you can start browsing through individual sections.



The course menu may be slightly different in each course, nevertheless, you should find following items in each shell:

- Announcements** are usually used for important reminders and notifications from your instructor (e.g. due dates, changes in schedule, cancelled classes, etc.)
- Course Information** contain the syllabus or a course guide with details about assignments, readings and resource materials for the course
- Course Modules** represent a space for sharing course related materials or learning resources between instructor and students
- Discussion Board** is the area of your course where interactive discussions take place that provide opportunities for you to discuss key concepts with fellow students and your instructor
- Library** includes resources to help you find, evaluate, and use information sources for your assignments
- Faculty Info** is a space for your instructor's contact information, alternatively office location or office hours

Blackboard Support

Anytime you experience problems while working with Blackboard, do not hesitate to use **Blackboard Live Support Center** where you can specify your problems to details. The **Help icon** is always available at the top of each Blackboard page.

