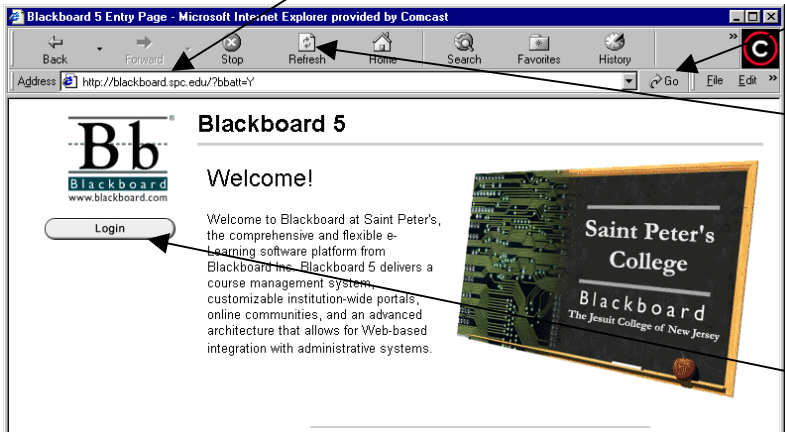


# A Brief Introduction to Blackboard

To reach the Saint Peter's Blackboard site:

1. Start Internet Explorer.
2. Enter <http://blackboard.spc.edu> in the address window. Then click the **Go** button (or hit **Enter**).

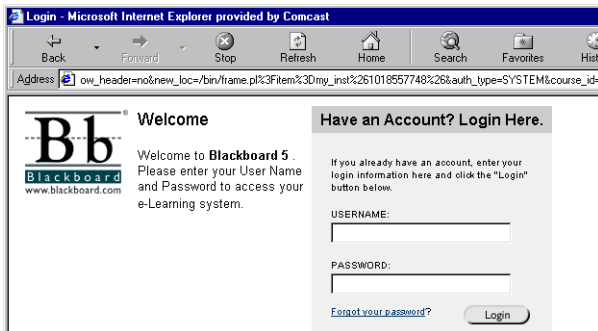


If you do not see the Blackboard welcome screen, click on the **Refresh** button.

If that does not work, check to see that you entered the address correctly. Try step 2 again.

Click **Login**

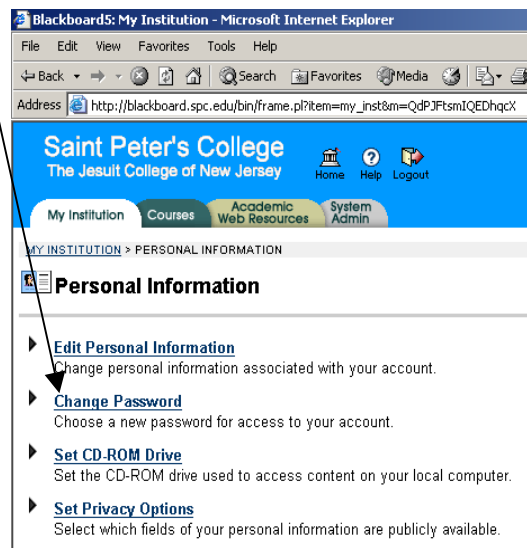
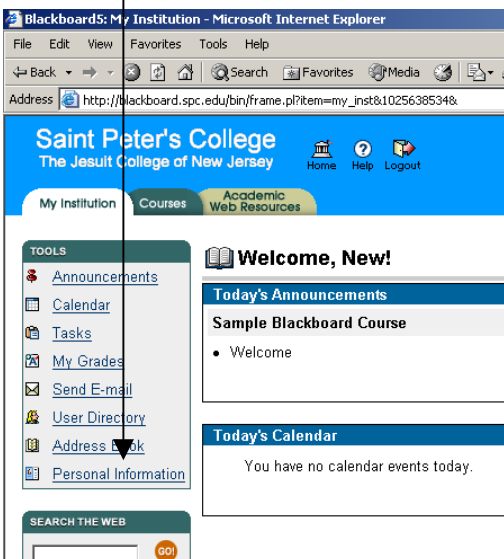
After you click **Login** you will see the following screen:



Type your username and then hit the **TAB** key on the keyboard. Your username is your first initial followed immediately by your last name with no spaces or dashes, lthomas, for example.

Enter your initial password **SPc plus the last 4 digits of your SSN – no spaces or dashes please.** (You can change the password later.) Hit the **ENTER** key.

The first thing we should do is have you change your password. In the box at the left called Tools, Click on **Personal Information**. Then click on **Change Password**.



## A Brief Introduction to Blackboard

Your password should be at least 8 characters/letters and not a word found in a standard English dictionary. You will have to **enter** your password twice and then click on the **submit button** to finish. Please write down your password; you will not be able to return to Blackboard without it!

Blackboard5: My Institution - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Print

Address http://blackboard.spc.edu/bin/frame.pl?item=my\_inst&m=QdPJFtsmIQEDhqcX

Saint Peter's College  
The Jesuit College of New Jersey

Home Help Logout

My Institution Courses Academic Web Resources System Admin

MY INSTITUTION > PERSONAL INFORMATION > CHANGE PASSWORD

### Change Password

1 Change Password

Complete this form to change your password.

\* Password:

\* Verify Password:

2 Submit

\* - Required Field for Form Entry

Click "Submit" to finish. Click "Cancel" to abort this process.

Cancel Submit

Now Click on the **My Institution** Tab to take you back to the first screen.

Blackboard5: My Institution - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Print

Address http://blackboard.spc.edu/bin/frame.pl?item=my\_inst&m=QdPJFtsmIQEDhqcX

Saint Peter's College  
The Jesuit College of New Jersey

Home Help Logout

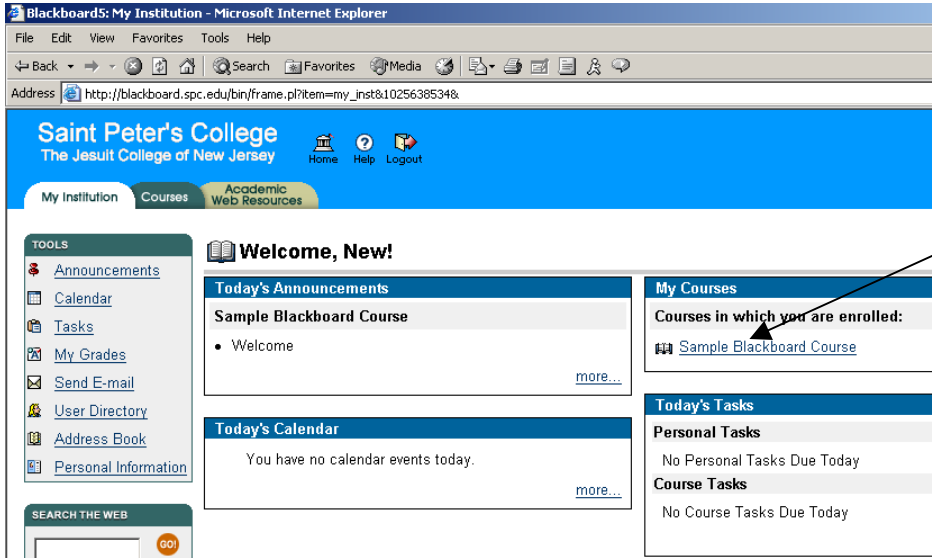
My Institution Courses Academic Web Resources System Admin

MY INSTITUTION > PERSONAL INFORMATION

### Personal Information

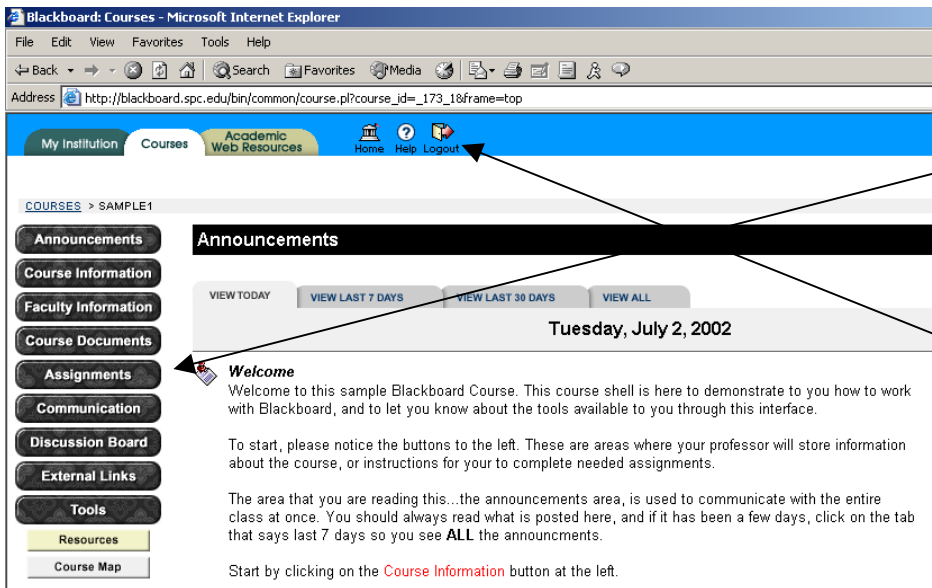
- ▶ [Edit Personal Information](#)  
Change personal information associated with your account.
- ▶ [Change Password](#)  
Choose a new password for access to your account.
- ▶ [Set CD-ROM Drive](#)  
Set the CD-ROM drive used to access content on your local computer.
- ▶ [Set Privacy Options](#)  
Select which fields of your personal information are publicly available.

# A Brief Introduction to Blackboard



You will see a screen somewhat like the one to the left. To get into one of your Blackboard courses, click on the blue hyperlink under “**My Courses**” That is how you get into your Blackboard courses.

This will lead you to the opening Blackboard screen.



Congratulations! You made it! On the left side of the screen you will see some navigation buttons. You click these buttons to move around the Blackboard site. Please take some time to read the materials and practice using the Blackboard interface. When you are finished, click the **Logout** icon

Questions about Blackboard? Problems? Please ask for help via e-mail at [blackboard@spc.edu](mailto:blackboard@spc.edu). Be VERY specific about your problem and tell us your name, class enrolled and how you are accessing the internet.

If you are having difficulty, please be as specific as possible about your problem.

**IMPORTANT FOR AOL USERS** – If you use **America Online** to connect to the Internet, you need to follow special instructions with regards to Blackboard. You will **NOT** be using the AOL built-in web browser. Once you hear “You’ve Got Mail” that means you are online. Minimize (do not quit or exit) the AOL window so it runs in the background. Find your Internet Explorer or Netscape Browser program (Use the Start button and search under Programs) and use THAT program to access Blackboard. Internet Explorer has been pictured in this handout.