

Blackboard Facts:

- Blackboard is an electronic learning tool located in its own web space. Blackboard sites can contain course notes, announcements from your instructor, your grades and much more.
- Blackboard sites are created and maintained solely by your course instructor (courses) or organizational leaders (clubs). Some instructors choose not to use Blackboard, and those that use Blackboard may vary widely on the content they provide.
- Blackboard is not linked or connected in anyway to other University databases like SIS or Banner. Faculty and administrators other than your instructor do not have access to Blackboard individual course content or student information within a particular course site unless granted by the faculty member in charge of the course.
- Instructors of each course in Blackboard *can* track how often you access their site and what content you view.
- All students at VSU have access to the VSU Blackboard site through their user name and password. To **Login** go to VSU home page, www.vsu.edu , click on the Trojan link, click on blackboard and click on **Login** to Blackboard. Alternatively, just type in <http://blackboard.vsu.edu/>. User name and password instructions are visible after clicking **Login**. The help number is also on that page.
- Students cannot login unless the Blackboard administrator “loads” them into the system. Incoming students, either entering freshmen or transfer students, should establish if they have access to Blackboard as soon as classes start and call 1-800-830-8197 if they cannot login.
- Once in the system, students can login to the Blackboard site but must then gain access to individual courses (or organizations) by clicking on that course. If students are not enrolled in their course (i.e. they do not see the course), they can request enrollment by the instructor. Course rolls are usually loaded into Blackboard courses during the first few days of classes.
- Student may see a course but cannot gain access to that course. In this case, the student is enrolled in the course but the course is “unavailable”. Only the instructor can make the course available for view.
- Students may see courses in which they are enrolled but whose sites have no content. In this case, the instructor may not choose to use the course or they plan to add content as the semester proceeds.
- Students that wish to be removed from a roll because of a change in schedule, drop or withdrawal, have to be removed by the individual instructor. The instructor can delete them from their roll.
- For any technical issues regarding Blackboard, students should not contact the instructor. Students should call 1-800-630-8917 (the number on the Login page 24 hours a day, 7 days a week). Students *should not* contact the course instructor to reset their password or troubleshoot computer issues. Students *should* contact their instructor regarding questions of course *content* such as how to use the testing feature or downloading notes in the course site.

Login and Course Enrollment

- (1) Go to VSU home page, www.vsu.edu , click on the Trojan link, click on blackboard and click on login to Blackboard. Alternatively just type in <http://blackboard.vsu.edu/>.
- (2) Click Your user name and password are initially the same but eventually the passwords will be linked to the active directory.

Login. First letter of first name, first three letters of last name and last four digits of ssn.

Example: Mary Jones 222-44-6789

User name: mjon6789 Password: mjon6789

- (3) If this login does not work, try the following contact help at 1-800-630-8917.
- (4) If you are able to login and want to self enroll.
 - a. Select **Browse Course Catalog (or Browse Organizational catalog)** from your homepage and put in the course ID to search for a course. Advanced search can be selected to search according to a particular instructor or other identifier.
 - b. Once you find the correct course, click the enroll button. If there is no enrollment button, your instructor has not activated self enrollment.

 **Chemistry 101 Sec 01 Fall 05** (CHEM_101_01_051)

Instructor: Victor Vilchiz

- c. Confirm that you have selected the right course, instructor and section!