

## ACCESSING BLACKBOARD 6 COURSES

- I. **If you have used Blackboard before.** Gonzaga University has significantly changed the structure of Blackboard. In previous years, students created their own accounts and faculty created their own courses. Students then enrolled themselves in those courses. All three of these steps have now been automated.
  - a. All user accounts and courses are now automatically created.
  - b. All students who have enrolled in a course through Banner prior to the start of the session are automatically enrolled in those courses in Blackboard.
  - c. **Only those courses that are actively being used by the instructor are visible to students when they log into Blackboard.**
  - d. Students who add or drop courses after the beginning of the session are NOT automatically added to or removed from a course. **Please see your instructor to have yourself added to or removed from a course after the start of a session.**
- II. **To log into your Blackboard home page.**
  - a. Using Internet Explorer, Netscape, or other browser, go to <http://blackboard.gonzaga.edu/>
  - b. Click on the “Login” button.
  - c. For your username, type in the username you use to access Zagmail or the computers in AD243 or the Foley lab.
  - d. For your password, use the same password that you use for Zagmail.
  - e. **If you are unable to log in successfully or have questions about your username or password, please contact the computer help desk at 313-5550 (ext. 5550).**
  - f. If your login is successful, you will be directed to your personal Blackboard entry screen. **Active** courses you are enrolled in will be listed under the “My Courses” section in the upper right corner of the screen.
  - g. If you do not find a course you expect to see there, please contact your instructor.
- III. **If you have questions or experience problems.** Please contact either your instructor or the computer help desk at 313-5550 (ext. 5550). Blackboard can also be accessed in any computing lab, including those in AD 243 (24-hours) and Foley Center Library basement (normal library hours).