




Blackboard Student Guide – Fall 2003

Answers to students' frequently asked questions: <http://www.sinc.sunysb.edu/Help/bbstudent.html>

This handout explains how to:

- log in to Blackboard
- use the “My Institution” page
- change your personal information in Blackboard (email address and password)

Logging in to Blackboard in a SINC site

1. Launch Internet Explorer (click  on the desktop), or go to the Start menu (lower left) and choose:
Programs > Web Browsers > Internet Explorer
2. Once Internet Explorer opens, type the following into the address bar:
`http://blackboard.stonybrook.edu` and press “enter”
3. When the Blackboard login page appears, press “login” on the left of screen.
At the login prompt, type in the following:
your username and press “tab”
your password
press “enter”

Your username is the same as your “Sparky” username (usually the first letter of your first name and the first seven letters of your last name). “Sparky” is Stony Brook’s student email system. *You **do not** have to have a sparky account in order to have a Blackboard account.*

If you are new to Stony Brook or did not use your Blackboard account during the 2002/2003 Academic year, your password is your 9-digit SOLAR ID number. If you forget your SOLAR ID number, it is printed on your student ID card.

Example

Student Tony Blair, SOLAR ID number 100234567, logs in to Blackboard.

His username might be: tblair

His password is: 100234567

His username may be slightly modified, as “Blair” is a common last name. His username is the same as his “Sparky” username.

What to do if you have problems logging in to Blackboard

If you don’t know your username, contact your instructor or come to one of the SINC sites below to look up your username on the account request terminals: Computing Center, Room 138; Main Library, Room S1460; Student Union, Room 080; HSC Library, 3rd floor

Using Blackboard

After you’ve successfully logged in to Blackboard, you will be on the “My Institution” page. This page contains the following:

My Announcements — today’s announcements for any/all classes in which you are enrolled

My Calendar — today’s appointments for you; includes events scheduled by your instructors, Blackboard administrators, or you (to access your personal calendar, click on “calendar” under the “Tools” menu to the left of screen)

My Courses — lists all classes in which you are enrolled

My Organizations — lists all organizations (academic department courses, honor societies, student clubs) in which you are enrolled

My Tasks — lists all tasks assigned by your instructors, if any School Services — links to vital websites for students, such as registrar, libraries, etc.

Course Access

To enter a particular course, click on the course name under “My Courses”.

Don't see your course listed?

If you know your class is using Blackboard, but you don't see it listed on the “My Institution” page, you may be able to enroll yourself.

1. Click the “Courses” tab near the top of the screen
2. In the course search box on the left of the screen, type in the name of the course, or the instructor's name, or the course code, and press “go”
3. When you find your course (be sure it's the correct semester), click “enroll” on the right side of screen.

Not all courses allow students to self-enroll. If you don't see the enroll button or cannot locate the course, contact your instructor.

Personal Tools

The first time you log in to Blackboard, you should change your password and verify your email address. Both these tasks are accomplished in the “Tools” section on the main “My Institution” page.

Change Your Password

In the “Tools” menu on the left of the “My Institution” page, click on:

1. Personal Information
2. Change Password
3. Enter in a new password twice
4. Click “Submit” in the bottom right of screen.

This is your new password. Every time you log in to Blackboard, use this new password. If you forget it, ask your instructor or TA to reset it, or visit the SINC site in the Computing Center (138), Main Library (S1460), Student Union (080), or HSC Library (3rd floor).

Verify/Change Your Email Address

In the “Tools” menu on the left of the “My Institution” page, click on:

1. Personal Information
2. Edit Personal Information
3. In the box to the right of email, check that the address shown is one you use; if you don't use that email address, click in the box and delete it. Type in an email address you do use (such as Hotmail, Yahoo, AOL, etc.)
4. Click “Submit” in the bottom right of screen.

Using Blackboard from a computer not located in a SINC site

If you are accessing Blackboard with your own computer, you must have:

1. an Internet connection; (If you need instructions for dialing into Stony Brook via a modem, visit: <http://www.sinc.sunysb.edu/PPP/ppp.html> or pick up directions in the SINC sites listed above.)
2. a Web browser, such as Internet Explorer (4.0 or higher) or Netscape Navigator (4.5 or higher).

AOL Users

You cannot use the AOL Web browser. Once you connect to the Internet via AOL, minimize the AOL browser and launch Internet Explorer.

If you need assistance, visit the Blackboard student users website at:

<http://www.sinc.sunysb.edu/Help/bbstudent.html>, call the SINC Student Consultant Help Desk at (631) 632-9602 or email: helpme@ic.sunysb.edu