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Using the Student Blackboard System

Blackboard is a learning environment used by students at De – Montfort University. All students have access to the university Blackboard system. Using Blackboard students can gain access to online course materials including time tables, reading lists, course information and messages from lecturers. A calendar is also available to help organise your time. This guide explains how to access and log into Blackboard via the Library computer systems. Note that Blackboard can be accessed from outside the university via https://blackboard.dmu.ac.uk and a link from the Library web page at http://www.library.dmu.ac.uk Over the page you will find more information including how to download Powerpoint and Word content from Blackboard for printing
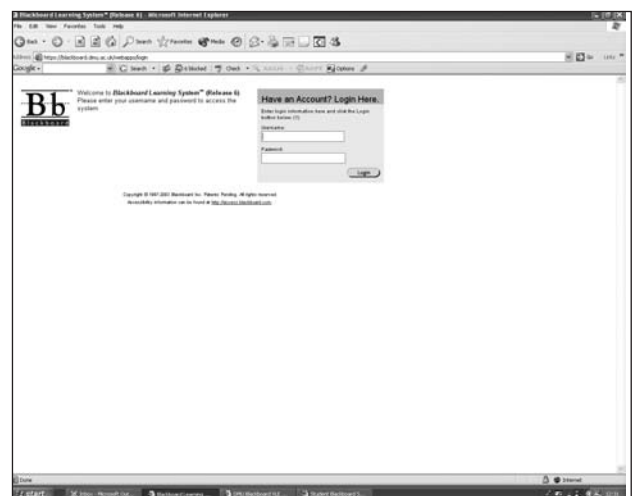
How to Log In

Access the Blackboard system by double clicking the **BLACKBOARD (VLE)** icon.

The Blackboard Login screen appears, single click the Login button

At the Login box enter your Username (this is your P number e.g. P12345678) then enter your Password (this is your date of Birth) e.g. 01/01/80 Now click on the **OK** button. The system logs you in.

The Blackboard Screen

The Blackboard screen appears displaying the **My Announcements**, **My Modules**, **My Communities** and **Whats New** windows.
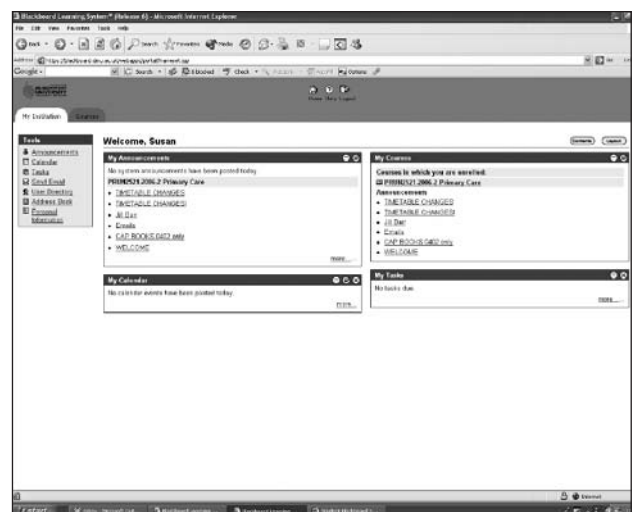
For added security you are advised to change your password from your date of birth to something else that you will easily remember. Your password can be changed using the Change Password utility available when you log in to the MLE system.

Note: Blackboard, the MLE and Student Email system are connected and so they have the same username and password. If you change your password in MLE, it will have changed for Blackboard and Student Email as well.

The MLE Change Password utility

Missing Blackboard Courses

When you log in to Blackboard, you can only access information about those modules that you are enrolled in for which there is a Blackboard course. Not all modules will have a Blackboard shell. Your tutors will let you know whether such resources exist. If you find that your classmates can see modules that you can't then check that you are enrolled on that particular module.

Navigation Tabs

The Navigation tabs are used to navigate between functional areas within blackboard.

| **My DMU:** | This is the default entry point for all users. |
My Modules:	This tab provides entry to the course management component of the software. Use this tab to access your Blackboard courses and see who is teaching on them.
My Communities:	This tab provides a list of organizations in which you are participating.
DMU Services:	This tab provides links to DMU services such as the DMU web site, Web Payments, The MLE (Managed Learning Environment) and the Student Email system.

Navigation Buttons

Home   The Home button redirects you to the browser's home page.

Help   The Help button provides on-line help about using Blackboard.

Logout   Always log-out when you have finished, maintaining your privacy.

Downloading and Printing Blackboard Files

It is far better to download files to your student area or other media and print from there. Files that can be downloaded will be underlined and in dark blue text. To download a file right click on it using the mouse and select **Save Target As** from the drop down menu, this works well with Powerpoint files. The file can be saved to your network based document folder or other media and be printed.
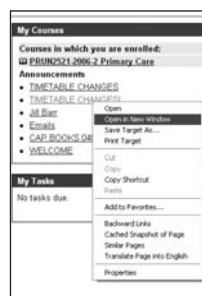
We have found that word documents accessed via blackboard can be more difficult to download as Blackboard does not open a fully functional version of Word.

Use the following technique to download the text of a Word document.

With the text of the document displayed select **EDIT**, **SELECT ALL** the text is highlighted, depress the **CTRL** key and press **C**, now run Word via the icon available on your computer, depress the **CTRL** key and press **V**, the text is copied into the Word document and can be saved and printed.