

# Blackboard Student Quick Guide

## What is Blackboard?

Blackboard is an online course management system. It allows your instructor to offer course announcements, syllabus, assignments, due dates, reading and other related material online for easy access.

## What do I need to access Blackboard?

You will need the latest version of either Internet Explorer or Firefox on the Windows platform or Safari on the Macintosh platform. In addition, you must enable cookie support on your browser.

## How do I access Blackboard?

Point your browser to <http://blackboard.xula.edu/>. Your username and password are the same as your Xavier e-mail username and password. If you have not logged into your Xavier e-mail account before, your initial e-mail password is set to the last five digits of your XULA ID number (900 number). You can find out the Xavier e-mail address you have been assigned by logging into Banner Web and clicking on the "Personal Information" link and then on the "View Email Addresses" link. After you are fiscally cleared, your Xavier e-mail account is activated and ready for use. Your username is the portion of the e-mail address that appears before the "@" symbol.

## How do I change my password?

In order to change your Blackboard password, you will have to change your Xavier e-mail account password. To do so, login to Webmail and click on the "Options" link on the top. Then click on the "Password" link on the left menu. Since these accounts are linked, when you change your e-mail password, you are also changing your Blackboard password.

## Where can I get more information?

If you are looking for more information on how to use Blackboard, please visit the following site.

<https://behind.blackboard.com/s/student/as/as.htm>

This page has access to a student manual, information on browser plug-ins and other related information.

## Quick Tips

Always use the navigation tools (buttons and links) provided in the Blackboard session whenever possible, rather than navigating through your browser using the Back/Forward/Refresh commands.

When posting documents in Blackboard, make sure the name of the file to be uploaded does not contain any special characters like commas, apostrophes, and other non-alphanumeric characters.

You can get various browser plug-ins and viewers that maybe required to view documents posted by instructors. You can download these from here:

<http://www.xula.edu/itc/relatedlinks.php>