

Accessing Blackboard and Making Your Course Available to Students

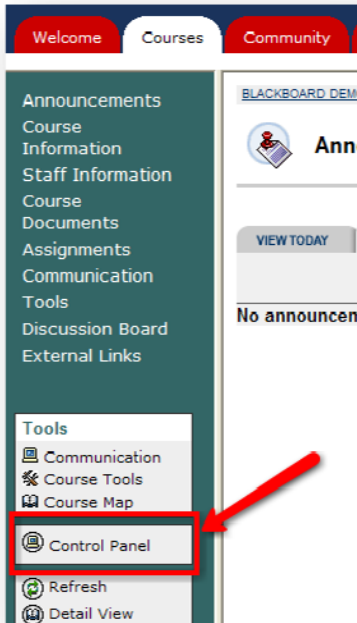
1. Direct your web browser to <http://blackboard.fau.edu>
2. Enter your username and password into the appropriate boxes in the login area

NOTE: Your Blackboard username is your FAUNet ID. If you don't know your FAUNet ID go to <http://myfau.fau.edu> and click on "Lookup Username." Your initial password for Blackboard is your date of birth in MMDDYY format. If your password does not work, click on the "**forgot your password?**" link and enter the required information. A message will be sent to your FAU email address with a link to a page where you can reset your password.

3. Click on the name of the course you are teaching in the "My Courses" module (If this is your first time accessing the course you will notice that it says "unavailable" next to it—this simply means that it is unavailable to students and only you as the instructor can access it until you make it available)

The screenshot displays the Blackboard user interface. At the top, there is a navigation bar with tabs for 'Community', 'Tutorials', 'Scholar', 'Students', 'Honor Code', and 'IRM'. Below this, a 'Blackboard Support' window is open on the left, featuring a 'Submit a Ticket' button and text about the Online Computing Support Center. A red arrow points from this window towards the 'My Courses' section on the right. The 'My Courses' section includes a 'NOTE' about course enrollment, a 'Courses you are teaching:' list with one entry 'bb_demo: Blackboard Demo (unavailable)' highlighted by a red box, and a 'Plagiarism Prevention: SafeAssign' section.

- To make your course available to students, click on the Control Panel link on the lower-left side of the screen directly below the course menu



- Click on Settings (under Course Options)
- Click on Course Availability
- Change make course available from No to Yes
- Click Submit
- Students enrolled in your course will now see it listed

