**Getting Started With Blackboard**

Assumption College  
Office of Information Technology  
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**Welcome to Assumption College**

Distance education courses at Assumption College offered for credit are delivered through the College’s Blackboard course management system. Many of the College’s on campus courses are supplemented using Blackboard. Blackboard is an integrated tool for distributing information and communication and it contains a variety of tools, such as chat, e-mail, and discussion board. The system supports collaborative learning.

**How do I access my courses online?**

Assumption’s Blackboard server is located at:

http://blackboard.assumption.edu

Type blackboard.assumption.edu into the address bar of your web browser and click enter. You will be taken to the Assumption College Blackboard Welcome Screen:
Next you will be prompted for your username and password.

**What is my Blackboard username and password?**

All undergraduate and graduate students have accounts automatically created for them when they first enroll.

All incoming undergraduate students receive their account information during Summer Orientation. The Graduate Office mails account information to each student via U.S. Mail.

Continuing Education students receive Blackboard accounts on an as needed basis. If your instructor is using Blackboard you will receive account information during your second class session.

Account information is provided to all distance education students before the start of the course. In the event of late registration, account information is sent provided as soon as the student's registration is processed.

Click on the Login button and enter your username and password.

Note: The login system is case-sensitive. Enter your username and initial password with the same capitalization that appears in your letter or e-mail notification.

After correctly entering your username and password you will be taken to the "My Assumption" page in Blackboard.
My password is hard to remember -- can I change it?

Your initial password is generally the first three letters of your last name followed by your 5-digit student number. You should change this to something only you know and something easy for you to remember.

On the left side of the My Assumption page you will see the tools area:

1. Click on the Personal information tool
2. Select the Change password link on the next page
3. Enter your new password and verify it by typing it a second time.

Now I'm in Blackboard -- how do I get to my course(s)?

There are two ways to get to your courses, the My Courses module or the Courses tab.

On the My Assumption page you will see a module (box) labeled my courses and inside will be listed all of your courses.

You can click on the links to go to the individual course sites.

Alternatively, you can use the Courses Tab at the top of the screen.

Click on the Courses tab:

On the Courses page you will find all your courses listed that are using Blackboard. Click on the link of the course you want to access and you will enter the course site.
In the course site you navigate using the buttons on the left side of the screen:

**Note:** The buttons available and names the names may differ. Your instructor has the option of customizing the options for his/her course.

When you click on a navigation button or link, the content will appear on the right side of the screen:

On the Assumption College Blackboard support site we have a page listing the various plugins you might need and the sites where you can download them.

Our listings are at: [http://www.assumption.edu/dept/cserve/bboard/plugins.html](http://www.assumption.edu/dept/cserve/bboard/plugins.html)