

SOUTHEASTERN LOUISIANA UNIVERSITY

How Do I? Blackboard

Logging In to BlackBoard

1. Access BlackBoard.

- You may access Southeastern's BlackBoard from Southeastern's Web Site located at <http://www.selu.edu>
- Click on BlackBoard, located on the bottom navigation bar.

2. Click the Login button in the left navigation menu of the Welcome page.

3. Login to BlackBoard.

- **Username** – Key in your university ID number (your "W" number). Include the "W" .
- **Password** – Key in your university WebMail password.
- **Click the Login button.**

4. Your BlackBoard home page should appear.

Tips for Logging In to BlackBoard

- **Do not bookmark the BlackBoard login page** – you must access BlackBoard through the Welcome page located at: <http://blackboard.selu.edu/>
- **Your browser settings must allow cookies and active scripting.** (See Frequently Asked Questions for more information about browser settings.)
- **If you forgot your password**, click on "Forgot your password?" located to the left of the Login button. *Please note: Your BlackBoard password and LEONet password are the same as your university WebMail password.*

Accessing My BlackBoard Course(s)

1. Log in to BlackBoard. Your BlackBoard home page should appear.

2. In the My Courses Box is a list of the BlackBoard courses you are enrolled in. *Please note: If a course you registered for does not show up in you're my Courses Box, contact your instructor.*

3. Click on the name of the course in the My Courses Box to enter the course and access course materials.

4. The left navigation menu provides the options for the navigating through the course materials. Your menu items may include:

- **Announcements** – includes any announcements or other important instructions from your course instructor.
- **Faculty Information** – provides contact information for your course instructor.
- **Course Information** – Contains the course syllabus and any other important course documentation provided by your instructor. Click on document name to access the document.
- **Learning Units** – Click the Learning Unit name to access the materials, learning activities and tests included in the unit.
- **Assignments** – Click on Assignments to access particular learning activities that are to be completed.
- **External Links** – contains a list of links to resources provided by your instructor.

5. The Tools Box:

- **Communication Tools** -- provides access to a variety of communication tools, including the Discussion Board.
- **Course Tools** – provides a variety of course tools, including the Course Calendar, the Digital Dropbox and My Grades.
- **Course Map** – provides a site map for the course, listing all folders and documents contained in the course.

6. Logging Out of BlackBoard:

- Click the Logout button located on the tool bar located at the top of the page.