

Getting Started In Blackboard

You will need to follow these instructions if you are taking an online class.

The screenshot shows the homepage of East Arkansas Community College. At the top, there is a navigation bar with links for myEACC, Course Schedule, Library, Maps & Directions, About EACC, Blackboard, and Consumer Information. On the right side of the header, there are links for EACC Fine Arts Center, Employment, Calendar, News, Support EACC, and Contact Us. The main header features the EACC logo and the text "East Arkansas COMMUNITY COLLEGE". Below the logo is a search bar with the text "Search EACC" and a magnifying glass icon. A navigation menu below the header lists: ACADEMICS, ADMISSION & REGISTRATION, FINANCIAL AID, SERVICES, STUDENTS, FACULTY & STAFF, and REQUEST INFO. The main content area features a large photograph of the college building. Below the photograph are three promotional banners: 1. "REGISTER TODAY FOR FALL CLASSES" with the text "Register TODAY for Fall Classes! EACC's Fall Registration is underway. Register Today! Classes will begin on Monday, August 19. Class Schedules available HERE. Advising and ... more>>". 2. "EACC FINE ARTS CENTER" with the text "Call 870-633-4480 ext. 352 Season Ticket Packages ON SALE Celebrating a Decade of Performances Exhibit Small Works on Paper MORE...". 3. A banner for "myEACC" with the text "FINE ARTS CENTER", "EACC LIBRARY", and "COURSE SCHEDULE".

You may enter **Blackboard** by:

1. Clicking the word **Blackboard** in the black header at the top of the Homepage; or
2. Select **Students** from the EACC Homepage. You will find it in the menu selection just below "Academic Advising".

Next, click **Blackboard**. You'll find it in the column on the left hand side of the page. When you click **Blackboard** you will see the following:

STUDENTS

- Academic Advising
- Blackboard
- Career / Transfer Services
- Career Pathways
- Complaint Suggestion Form
- Counseling
- Disability Services
- EACC Email
- Excessive Absence Policy
- Payment Plans
- Student Activities
- Student Complaint Procedure
- Student Forms
- Student Support Services TRIO
- Testing



STUDENTS

Mission Statement & Guiding Philosophy

The department of Student Services supports the College's mission to prepare students for a lifetime of learning and contributing to society by connecting academic and co-curricular programs.

The department lives out this mission by promoting a campus culture characterized by collaboration among faculty, staff and students, development of leadership skills, self-reflection, critical thinking, high expectations, and participation in recreational activities.

To access **Blackboard** please click "**Bb**" listed below.



Blackboard

You can access printable instructions by clicking on **Blackboard learn** below.



Once you click **Blackboard learn** you will be taken to the page below:

I. **Logging into Blackboard**

Please review the **Blackboard instructions**

- Go to EACC's homepage at **www.eacc.edu**
- Select the **Blackboard** link under the **Students** menu, or select **Blackboard** from the black toolbar on the homepage
- Complete the tutorial to get an overview of the basics for using Blackboard. You will find the **Blackboard Tutorial** at the bottom of the page, underneath the information on **Respondus**.

II. Blackboard Instructions

Please complete this tutorial prior to the start of a semester if you are new to Blackboard or need a review on how to access/use Blackboard.

- **You will NOT be able to login to your Blackboard account and see your classes until the first day of the semester.**

III. Blackboard Issues

- **Make sure you have completely reviewed the Blackboard instructions. If you do not know how to login because you do not know what to use as your username and password, go through the instructions again.**
- If you are still having issues with **Blackboard** please send an e-mail to blackboard@eacc.edu and include the following:
 1. Your full name
 2. Your complete student ID number (**NOT** your Social Security number)
 3. The course name w/ number and section number
(Example: General Biology, BIO-1014 1)
 4. A brief explanation of the problem encountered
(Example: When I login to Blackboard I don't see my class.)

IV. Additional Information

- **Before sending** the e-mail, make sure **you** have completed the **online Blackboard Tutorial**.
- The e-mail must be from your **EACC e-mail** account; every student has an EACC e-mail account.
- As a student, you are responsible for knowing your Student ID Number. The Blackboard Administrator cannot tell you what your ID number is; please contact the Registrar's Office for that information at (870) 633-4480.
- **Do not** contact the Blackboard Administrator with **Campus e-mail** problems or **myEACC** problems; Please contact the Computer Education Center (CEC) per email at eadams@eacc.edu or to bfowler@eacc.edu or call (870) 633-4480 ext. 361.
- Your courses will not be available until the official first day of classes. It's important to log into each of your courses once they are available.
- **If you haven't logged into your courses(s) by the 11th Day of Class, you WILL be dropped from the roster and not allowed course access.**
- You **MUST** actually click on each course link to have your attendance for that course recorded.
- **If you have logged in even once, you are counted as attending the class and must go through the official drop process.**

V. Free downloads that will help your computer work with Blackboard

- Please be sure to download the most current version of JAVA. You can go to: <http://www.java.com/en/> and download the free version.
- If possible, please use Firefox or Chrome for your best viewing experience.
- To download a free version of Firefox go to <http://www.mozilla.com>
- To download a free version of Chrome go to <http://google.com/chrome>

VI. Blackboard Contacts

- **Blackboard Administrator** - blackboard@eacc.edu
- **Distance Education Specialist** – DistanceLearning@eacc.edu
- **Distance Learning Director** - DistanceLearning@eacc.edu

You will need a Blackboard Username and Password before you can complete the login process. Your Blackboard username and initial password will be your EACC ID number. You may have a nine digit ID number or a seven digit ID number.

If you have a **nine digit ID number**, the example for login:

Example: **Student Name:** John Doe **EACC ID number:** 1234-56789
Username: 1234-56789
Password: 1234-56789

If you have a **seven digit ID number**, the example for login:

Example: **Student Name:** Jane Doe **EACC ID number:** 7654321
Username: 7654321
Password: 7654321

When you login the first time, it is strongly recommended that you change your password. To change your password:

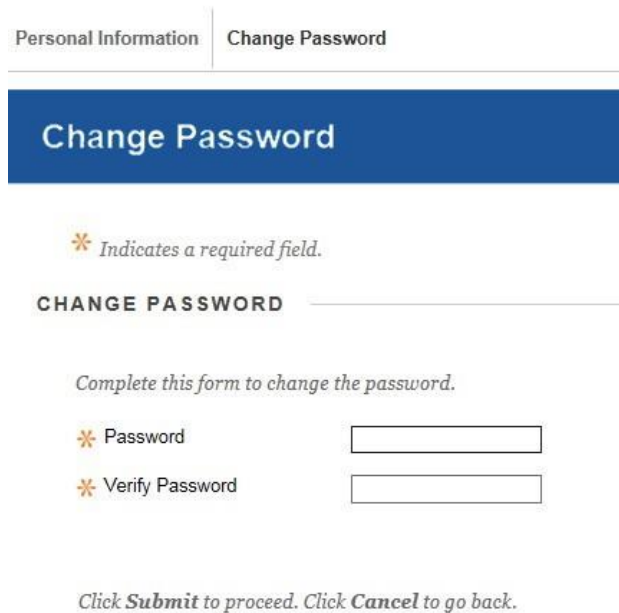
1. Click **“Personal Information.”**



The screenshot shows a web interface with a breadcrumb trail at the top containing 'Personal Information'. Below this is a blue header bar with the text 'Personal Information'. Underneath the header, there are two main options: 'Edit Personal Information' with a subtext 'Edit your Personal Information. Personal Informatic' and 'Change Password' with a subtext 'Choose a new password.'

2. Click **Change Password.**
3. Follow the steps to change password.

Keep in mind that your Blackboard password is case sensitive, so make sure you pay attention to whether you are using upper or lower case letters when you create your new password.



The screenshot shows a web interface with a breadcrumb trail at the top containing 'Personal Information' and 'Change Password'. Below this is a blue header bar with the text 'Change Password'. Underneath the header, there is a note: '* Indicates a required field.' Below this is a section titled 'CHANGE PASSWORD' with a horizontal line. Underneath the title, there is a subtext: 'Complete this form to change the password.' Below this are two input fields: '* Password' and '* Verify Password', each followed by a text input box. At the bottom, there is a subtext: 'Click **Submit** to proceed. Click **Cancel** to go back.'

DO NOT attempt to create your own account and enroll in courses. The Blackboard Administrator creates ALL accounts and enrolls all students.

Enter your Blackboard Username and Password. You will be able to view your Course List once you login.



USERNAME

PASSWORD

Login

[Forgot Your Password?](#)

Assignment Submissions via Blackboard and online exams

EACC recommends using either Mozilla Firefox (<http://www.mozilla.com>) or Google Chrome (<http://google.com/chrome>). Both browsers perform well with Blackboard and are free downloads from their respective sites. If you use Internet Explorer you may experience problems submitting assignments or taking tests on Blackboard.

Also, if you are using a MAC computer, please submit your assignments in either the MS Word "doc or docx" formats, Rich Text format (rtf), or Adobe Acrobat "pdf" format. We have no way to open and read any document submitted in the MAC "pages" format.

Finally, if any of your courses make use of the Respondus LockDown Browser for the taking of exams, this browser WILL NOT work on "Chromebook" computers or any other computers running the Chrome operating system (don't confuse this with the Google Chrome web browser, they are 2 different products). In that event, you will have to find and use a computer that's running under the Windows or MAC operating system.



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To access your course please click the course(s) listed under **My Courses**.

- Select **Content** to view the details of your course.
- Select **Announcements** to view special announcements posted by your instructor.

Attendance

Your courses will not be available until the official first day of classes. It's important to log into each of your courses once they are available. Please log in to your courses (**through Blackboard**) AS SOON AS POSSIBLE, to be counted as attending the class.

If you haven't logged into your course(s) by the 11th Day of Class, you WILL be dropped from the roster and not allowed course access.

You **MUST** actually click on each course link to have your attendance for that course recorded.

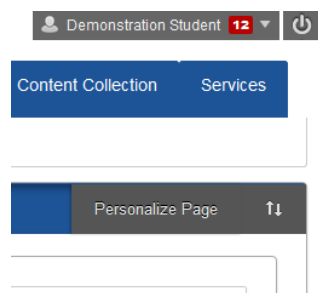
If you wish to **drop** a course, please send an email to your Advisor and copy to your Instructor and state that you want to drop the course and provide the *Course Name and ID number*. Failure to attend classes does not constitute an official drop/withdrawal. **If you have logged in even once, you are counted as attending the class and must go through the official drop process.** For information on refunds, please refer to the College Catalog (<https://www.eacc.edu/catalog>).

If you choose to withdraw from **all** classes at EACC, please send an email to your Advisor and copy to your Instructor(s) and state that you want to withdraw from all of your course(s) and provide the Course names and ID numbers for all course(s).

If you are having technical difficulties logging in, contact the Blackboard Administrator (blackboard@eacc.edu) IMMEDIATELY to retain your seat in the enrolled course(s).

Logging Out of Blackboard.

If you look at the top right hand side of the page you will see a circle with a line inside of it. If you click it, you will be able to log out.



Important Information

Please regularly check your EACC e-mail for important messages and delete old messages to make sure space is available for important EACC e-mail announcements to be received.

ADDITIONAL BLACKBOARD TIPS

If you are in a course that requires an Access Key or Code to view the course content, you will see this page displayed when you attempt to view the content of that course. Enter your Access Key in the space provided and press Submit. If an Access Key or Code did not come with your textbook, follow the “Need an Access Key?” link. Please be sure to login to Blackboard before using the access key.

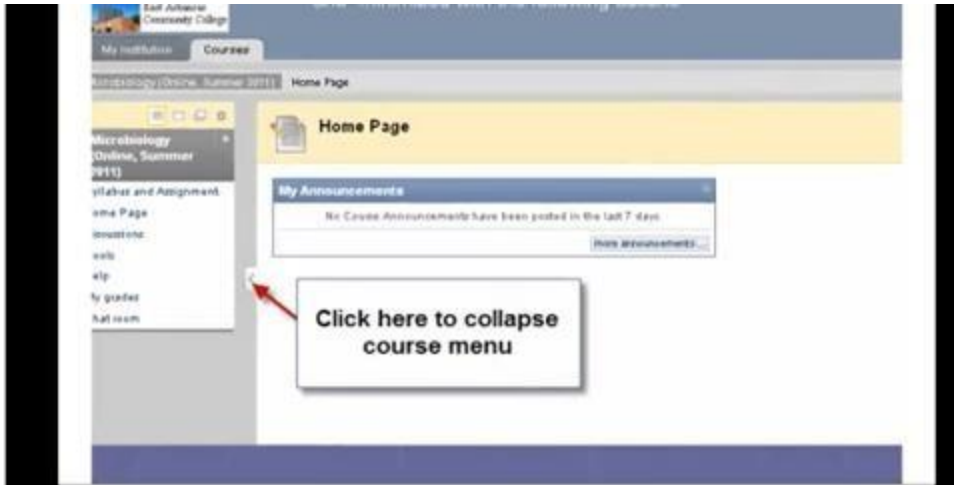


The screenshot shows a Blackboard interface for a course. At the top, it says "at Ashland Community College" and "Courses". Below that, there is a yellow banner that says "Access Course Cartridge". Underneath the banner, there is a "Cancel" button. The main content area has a grey header "Access Course Cartridge" and a message: "This content was built using a Course Cartridge published by Moodle, Inc. An Access Key from this publisher must be obtained to access this content." Below this message is a link "Need an Access Key?". Underneath the link is a form with a label "Enter Access Key" and a text input field labeled "Key:". At the bottom of the form is a "Submit" button and a "Cancel" button.

Viewing Options in Blackboard

You can toggle between viewing your course full-screen and minimized screen by using the “collapse” and “expand” menus.

Collapse Course Menu



Expand Course Menu

