
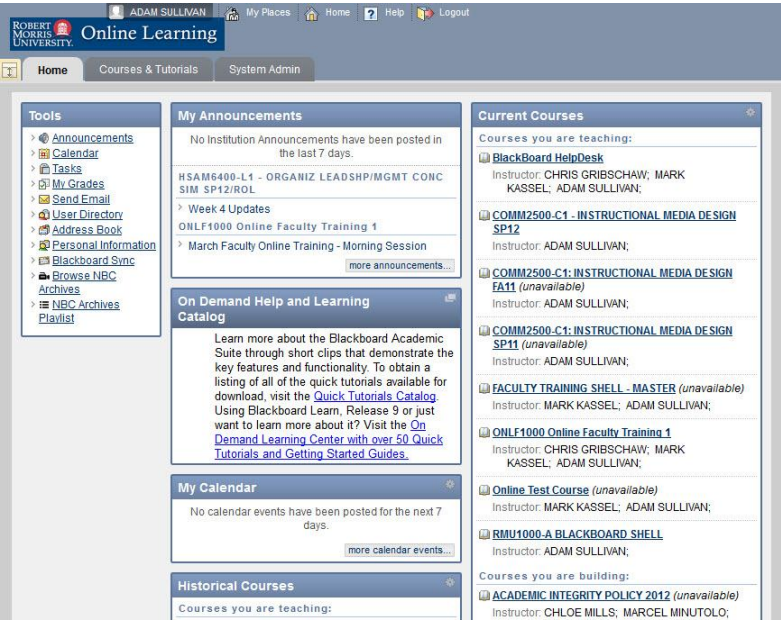



Accessing Blackboard

This work instruction shows users how to access the RMU Blackboard website and log in.

	START PROCEDURE
1.	Open a web browser.
	NOTE: The preferred browser is Mozilla Firefox. It can be downloaded from http://www.mozilla.com
2.	In the Address Bar , enter rmu.blackboard.com .
	NOTE: Do not precede the web address with www .
3.	In the Username text box, enter your Blackboard username.
	NOTE: Your Blackboard username is the same as your Sentry Secured username.
4.	In the Password text box, enter your Blackboard password.
	NOTE: Your Blackboard password is not linked to your RMU Sentry Secured password. The typical password is your six-digit RMU ID number. This can be found on your Course Rosters.
5.	Click the Login button.
	<p>The Blackboard Home Page displays.</p>  <p>The screenshot shows the Blackboard Home Page for Adam Sullivan. The page includes a navigation menu with 'Home', 'Courses & Tutorials', and 'System Admin'. The main content area is divided into several sections: 'Tools' (Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information, Blackboard Sync, Browse NBC, Archives, NBC Archives, Playlist), 'My Announcements' (No Institution Announcements have been posted in the last 7 days, H.S.A.M.6400-L1 - ORGANIZ LEADSHIP/MGMT CONC SIM SP12/ROL, Week 4 Updates, ONLF1000 Online Faculty Training 1, March Faculty Online Training - Morning Session), 'On Demand Help and Learning Catalog' (Learn more about the Blackboard Academic Suite through short clips that demonstrate the key features and functionality. To obtain a listing of all of the quick tutorials available for download, visit the Quick Tutorials Catalog. Using Blackboard Learn, Release 9 or just want to learn more about it? Visit the On Demand Learning Center with over 50 Quick Tutorials and Getting Started Guides.), 'My Calendar' (No calendar events have been posted for the next 7 days.), 'Historical Courses' (Courses you are teaching:), and 'Current Courses' (Courses you are teaching: BlackBoard HelpDesk, COMM2500-C1 - INSTRUCTIONAL MEDIA DESIGN SP12, COMM2500-C1: INSTRUCTIONAL MEDIA DESIGN FA11 (unavailable), COMM2500-C1: INSTRUCTIONAL MEDIA DESIGN SP11 (unavailable), FACULTY TRAINING SHELL - MASTER (unavailable), ONLF1000 Online Faculty Training 1, Online Test Course (unavailable), RMU1000-A BLACKBOARD SHELL, Courses you are building: ACADEMIC INTEGRITY POLICY 2012 (unavailable)).</p>
	END PROCEDURE