Helping Students Be Successful in Blackboard

In order to help your students be successful in your online or face to face classes that utilize Blackboard, instructors should encourage their students to review the items and links in this brief guide to online learning.

**Review Your Browser Choice and Settings**

Students should review the [Browser Guide](http://goo.gl/60k3q) to ensure that they can access their Blackboard course content and troubleshoot common problems. The Blackboard Learning Management System performs best in browsers that have been tested and found to be compatible with its interactive, dynamic, and secure features.

Please use the [Browser Tester](http://goo.gl/DdOLV) to check your browsers settings. Be sure that you have cookies, JavaScript, and a supported version of Java enabled.

**Know How to Log into Blackboard**

Students can log into Blackboard using a unique username and password. Please Note! – If you have trouble logging in, please call the Help Desk (414-297-6541). Only Help Desk can resolve a login problem.

**Username**

A student’s *username* will be their 7 digit student ID number, which can be found on the student’s ID card or on INFOnline. (Example: 0012345)

**Password**

If you have never logged in before, you will use a default password. Please see the instructions below:

- **Students enrolled after March 2011 will have a default password that follows this format:**
  - First letter of first name + First letter of last name + 2-digit month and 2-digit day of birth + 00
  - Example: John Doe, born June 9th → Password: JD060900

- **Students enrolled before March 2011 will have default passwords that follow this format:**
  - First letter of first name + First letter of last name + 2-digit month and 2-digit day of birth
  - Example: John Doe, born June 9th → Password: JD0609

- **If you did not give the college your birth date when you registered, your default password will be:**
  - First letter of your first name + First letter of your last name + 9999
  - Example: John Doe, born June 9th → Password: JD9999

**Submitting Assignments in Blackboard**

Be sure to visit the Student Support page’s [Guide to Submitting Assignments](http://goo.gl/qZKxD) and [Assignment Trouble-Shooting Tips](http://goo.gl/i1kuQ). Here, you will find step-by step instructions, videos, helpful tips, and more.
Using the Discussion Board in Blackboard

Be sure to visit the Student Support page’s Guide to Using the Discussion Board (http://goo.gl/wLySN) and Discussion Board Trouble-Shooting Tips (http://goo.gl/XIYr1). Here, you will learn about the structure of a discussion board, making posts, and replying to posts.

Taking Tests in Blackboard

Before you take a test in Blackboard, be sure to review the Student Support page’s Guide to Test Taking (http://goo.gl/t2pIU) and Test-Taking Trouble-Shooting Tips (http://goo.gl/RPgNT). Here, you will learn about the test-taking process, test formats, and best practices to help you be successful.

If your instructor mentions that you will be taking tests in Respondus LockDown Browser, be sure to check out the Student Support page’s Guide to Respondus Lockdown Browser (http://goo.gl/w6skc) and Respondus Trouble-Shooting Tips (http://goo.gl/t4GD0). Here, you will get step-by-step instructions for downloading, installing, and using Respondus Lockdown Browser on your own computer.

Respondus is a secure browser for taking tests in Blackboard. It prevents students from printing, copying, going to another URL, or accessing other applications during a test. If a Blackboard test requires that Respondus LockDown Browser be used, students will not be able to take the test with a standard web browser such as Internet Explorer, Firefox, or Safari.