

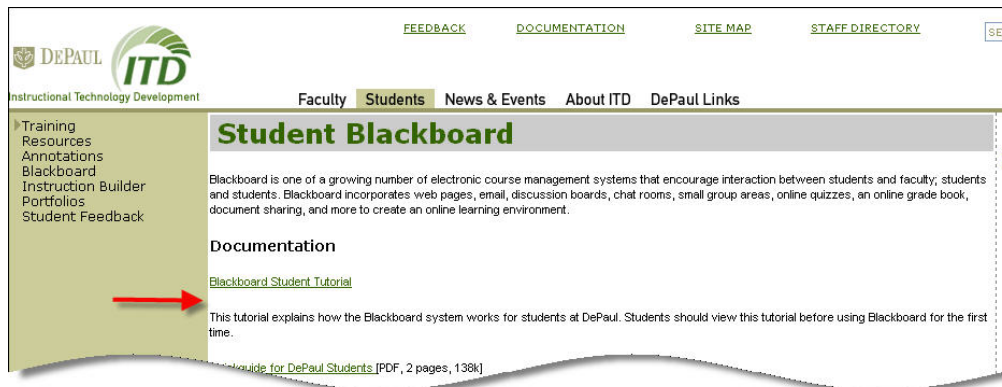
## Blackboard for CDE Students

### First time Using BlackBoard?

Go to <http://www.itd.depaul.edu/website/students/studentblackboard.asp>

View the tutorial. You can learn how to navigate and communicate within your course, and to use student tools.

You will need a recent version of your browser with the Flash plug-in installed. If you can't view the tutorial, contact the Help Desk at 312-362-8765.



You can also print out the Quick Guides listed on this page.

### The A, B, C's: To Log in to your BlackBoard Course

- A. Go to: <http://oll.depaul.edu> ('oll' stands for 'OnLine Learning') or <http://blackboard.depaul.edu>. Bookmark this page – you will use it every time you enter the course! (If you are asked to accept the Security Certificate, please do so.)

**Blackboard**  
oll.depaul.edu

Login  
Course catalog

**WELCOME TO Online Learning (OLL) at DEPAUL UNIVERSITY**

**Blackboard Maintenance Schedule:** The Peoplesoft feed runs from 7 am-7:30am and 10pm-10:30pm. If you are unable to login to Blackboard during this time try again in a few minutes.

**Instructors:** All courses automatically receive a Blackboard course. (Note: Course sites are not visible to students until made Available by the instructor).

**To enable your Blackboard Course:** Go to the Control Panel: Settings: Course Availability. Select Yes and then click Submit. This must be done for every course.

**Students:** You will automatically be enrolled in course sites when you register for classes using CampusConnect Web Registration.

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For educational purpose, your use of Blackboard may be monitored by your instructor.

B. Log in using your CampusConnect username and password. Don't know your CampusConnect info? Go to the nearest ID Services office, or contact the Help Desk at 312-362-8765.



**Welcome to OLL**  
If you receive an error when trying to login, please visit [campusconnect.depaul.edu](http://campusconnect.depaul.edu) to see if your password has expired. If you are still having issues, contact [blackboard@depaul.edu](mailto:blackboard@depaul.edu)

You can access as a guest by clicking the Preview button below

Preview

**Login Here.**  
Please enter your CAMPUSCONNECT User Name and Password to access Online Learning at DePaul

Username:

Password:

Login

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Accessibility information can be found at <http://access.blackboard.com>.

C. Your courses are listed right on the first page (if not, check with your instructor; she or he may not have made your course 'available' yet).

D. Blackboard sites are individualized for each class. If you can't find something, check with your instructor.

## Keeping Up-to-Date

Don't risk missing important news! Keep your CampusConnect E-mail Up-to-Date!

Here's how:

1. Log into <http://campusconnect.depaul.edu>
2. Click on the "Demographic Portfolio" button.
3. Then click on the "Email Addresses" button.
4. Fill in your current e-mail address.
5. Click on "Save."

### Don't see your course?

1. Did you register?
2. Did your instructor make the course site Available?

## The Big Hint for Online Forums

What do teachers most want to see in an online discussion? Students discussing the material (yes, they really do). So, if you want to get a good grade, discuss the class material! Refer to the readings. Make comparisons. Give examples.

Some more hints:

- Add your comment in the "right" place. If you're responding to Doris's comment, have her comment on screen when you hit "reply." Address your comment to Doris: "Doris, you said, "...."
- Add something new. Don't just type in: "Yeah, I agree." Say, "Yes, and..." Or "Yes, but we need to consider..." Or, "I don't agree, because..."

- Edit – yes, that means correct spelling and punctuation. Draw attention to your great idea, not your poor spelling.
- NO SHOUTING WITH CAPITALS! Use netiquette, no ‘bad’ language, no flaming, no off-color jokes.
- Make comments about ideas, not people!
- Need idea starters? Use these phrases in your online comment: If x, then... I agree with x; however, y seems to be... For example, Do you mean... Can x be compared to ...? We also need to consider...

Online Tests.... Once you’ve started, don’t click off the page! Don’t check your e-mail or go to an online resource page. If the test has time limitations, it will think you’re finished and you won’t be able to return.

Check your Grade... If your instructor is keeping an online grade book for your course, you can check your grade even before you get the paper or quiz back! Click on “My Grades” in the tool box on *My Blackboard* or in the class site under *Tools*.

**What to Do IF <http://oll.depaul.edu> doesn’t work ....**

If your screen shows a 404 message or ‘cannot contact’ message.

- 1) Check <http://campusconnect.depaul.edu>. If a similar message appears, then all of DePaul’s authentication system is down (there is routine maintenance downtime on Sunday mornings for example). Wait a while and try again.
- 2) IF you can get into Campus Connect BUT NOT Blackboard, THEN contact the Help Desk at 312-362-8765. Report that the server for Blackboard is down. They will contact the appropriate people. Thank you!