

# Using Blackboard

## What is Blackboard?

Blackboard is an online course management system for supplementing course resources on the Web. For this course you will use the following functions:

- Access course syllabus, assignments, study aids, other materials and resources
- Communicate via online discussions, email, and through group activities
- Submit your assignments, take online tests and quizzes, and check your grades
- View important announcements and events scheduled on the course calendar

## Blackboard requirements

In order to access your course Blackboard Web site, you need the following:

- An active University (“@maine.edu”) e-mail account
- Access to a computer with a Java compliant browser, either Internet Explorer (preferred) or Netscape. (*If you don't have a computer at home or work, you will need to schedule adequate time to use the ones provided on campus.*)

## How to Login to Blackboard

- Go to [www.courses.maine.edu](http://www.courses.maine.edu)
- Click the [Login] button.
- Enter Your Username & Password
- All of your UMS courses that use Blackboard will be listed under “My Courses.”

## About Username & Password

### Username

A University (“@maine.edu”) e-mail account is automatically set up for you when you register for courses. The format is: firstname.lastname (eliminate any hyphens, apostrophes, and periods in your last name).

Your Blackboard Username is the same as your University e-mail name (the part of your E-mail address before the “@”). (For example: if your e-mail address is john.jones@maine.edu, your Blackboard Username is john.jones.) If you have a common name and your first login attempt does not work, try adding your middle initial, then your middle name: john.doe, john.m.doe, john.michael.doe)

### Password

- Before you can login to Blackboard you must activate your e-mail account and choose a password. For assistance phone 768-9626 or visit Computer Services.
- If you forget your password, you can reset your password at <https://mail.maine.edu>. You will need to answer 2 of the 3 questions that you entered when you created your account.

## Help

### UMPI Computer Services

Students in Presque Isle or Houlton can contact Computer Services in the UMPI Library for help from 8:00am to 5:00pm, Monday through Friday.

Phone: 768-9626

Email: [helpdesk@polaris.umpi.maine.edu](mailto:helpdesk@polaris.umpi.maine.edu)

Web Site: <http://gabby.umpi.maine.edu>

### QuickGuide and Online Video Tutorials

A help guide and tutorials are available at the bottom of the Blackboard web site:

<https://www.courses.maine.edu/>