

Getting Started with Blackboard

What is Blackboard?

Blackboard is an online software tool which allows your instructor to teach all or part of your course on the Web. You can do some or all of the following, depending on how your instructor set up the course:

- View important announcements and your instructor's biographical and contact information
- Participate in online discussions and in small group activities
- Access course materials and resources on the Web
- Submit your assignments, take on-line tests and quizzes, and check your grades

Blackboard requirements

In order to access your instructor's Blackboard Web site, you will need the following:

- An active University (“@maine.edu”) E-mail account
- Access to a computer with a Java compliant browser, either Internet Explorer, Firefox, or Netscape. *(Note about computer access. If you don't have a computer at home, Web access is available at sites, University College Centers, UMS campuses, and many public libraries.)*

How to Login to Blackboard

- Go to www.courses.maine.edu
- Click the [Login] button.
- Enter Your Username & Password
(For more information see “About Username & Password”)
- Any of your courses that are using Blackboard will be found under “My Courses.”

The screenshot displays the Blackboard user interface for a user named Carol. The top navigation bar includes 'My Institution', 'Courses', and 'Community'. The main content area is divided into several sections: 'Welcome, Carol', 'My Announcements', 'My Calendar', 'Updates and Tips for Students', 'My Courses', 'My Organizations', and 'My Tasks'. The 'My Courses' section is circled in red and lists several courses: 'PRA | Art: Art (UMPI Training Course)', 'PRA | Blackboard: Blackboard (UMPI Training Course)', '50840 | 051: ENGL 386 Workshop in Tutoring (Fall 2004)', 'PRA | History: History (UMPI Training Course)', and 'PRA | Recreation: Recreation (UMPI Training Course)'. The 'My Organizations' section indicates that the user is not currently participating in any organizations. The 'My Tasks' section shows no tasks due.

About Username & Password

Username

A University (“@maine.edu”) E-mail account is automatically set up for you when you register for a course. 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 log into Blackboard you must activate your E-mail account and choose a password. Contact Computer Services (Presque Isle & Houlton) at 768-9626 or visit them in the Library for help with this. (For other campuses, see note in “Help” below.)
- If you forgot your password, you can reset your password using the following Web site: <https://mail.maine.edu>. You will need to answer 2 of the 3 questions that you entered when you first created your account.

Set Up Mail Forwarding in Blackboard

Many faculty and students send E-mail directly from Blackboard, but Blackboard does not have a place where you can go to read your E-mail. You will have to read your E-mail in your '@maine.edu' account. Some students prefer using E-mail accounts other than the one provided by the University—for example, yahoo.com, Hotmail, oradelphia.net. You can use the [UMS Mail Server](http://mail.maine.edu) (<http://mail.maine.edu>) to read your '@maine.edu' email or forward this email to your preferred account.

Help

Computer Services (for Presque Isle & Houlton Students)

If you are taking classes at the University of Maine at Presque Isle either in Presque Isle or the Houlton Center, you can contact Computer Services for help from 8:00am – 5:00pm, M-F. They are located in the Library.

Phone: 768-9626
Email: helpdesk@polaris.umpi.maine.edu
Web Site: <http://gabby.umpi.maine.edu>

Note: If you are taking classes at another campus, contact the computer services at your campus or contact the UNET help Desk at 1-800-696-4357 or techsupport@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/>