

Blackboard@GW Student Guide

Blackboard@GW is optimized for Netscape 6.2 or better,
and Internet Explorer 5.0 or better on both a Mac and PC.

Logging Into Blackboard@GW (<http://blackboard.gwu.edu>)

Your Blackboard@GW account is created following the activation of your Colonial Mail account (normally within two days) **and** you are officially registered for a GW course. Your **username** is your Email address **without** "@gwu.edu", and your **password** is the same as your Colonial Mail password.

If you are **unable** to log in, make sure that:

- 1) You have a Colonial Mail account - to activate your Colonial Mail account go to https://amc.gwu.edu/cgi/acctmgmt/create_idap?verify=pin
- 2) You are officially registered for classes in this semester
- 3) You are using your *NetID* and *password* to log into Blackboard@GW
- 4) You do not have a *hold* of any sort due to unpaid tuition, fines, etc.

Accessing your Courses in Blackboard@GW

When you log into Blackboard@GW you see a link into your course after your instructor makes the course **available** to registered students. The course will be available until one month after the last day of classes for a given semester. However, your instructor may, at any time, make the course **unavailable** and thus restrict student access.

If you cannot see the courses for which you are registered in your Blackboard@GW course listing, here are several possible reasons:

- 1) None of your instructors are using the Blackboard@GW this semester
- 2) None of your instructors have made **available** the courses that they are teaching using the Blackboard@GW.
- 3) You are not officially registered for any courses. Verify your enrollment status through **GWeb**.

Navigating in your Blackboard@GW Course

Similar to other websites, navigating through Blackboard is done by clicking on links and buttons within the site. Use the links listed in the left-hand frame of the pages (**Course Menu**) to navigate to any section of the course. The **Course Menu** may be different from one course to another as instructors are able to customize the content.

The Course Map is an alternative navigational tool in Blackboard. Clicking on Course Map allows you see how the course is structured and to also navigate to any part of the course by clicking on the links within the Course Map.

When navigating through your Blackboard@GW course you notice a trail of navigational links at the top of the course frame. Use this trail of links to navigate back to where you came from.

Student Resources

Technical Questions and Help	ISS Helpdesk at 202-994-5530 option 2 ithelp@gwu.edu
Frequently Asked Questions (FAQ)	http://helpdesk.gwu.edu/helpdesk/faqs/bb.html
Animated Quick Guides	http://cidd.gwu.edu/viewlets/students.html