A Brief Introduction to Blackboard

Blackboard is a web-based learning management system utilized by faculty at Saint Peter’s University. It is used to extend face-to-face classes and is the main platform for hybrid and fully online courses. The features and functionality that Blackboard provides will allow faculty to engage students in exciting new ways thus creating better learning experiences for students.

To get to the Saint Peter’s Blackboard site:

1. Open your browser (Internet Explorer, Firefox, Google Chrome or Safari)
2. In the address bar, enter https://mycourses91.saintpeters.edu and hit Enter. It will take you to a page that looks like this:

   ![Login Page]

   Type in your Saint Peter’s username and password and click Login. If you are unable to login please reset your password by going to https://reset.saintpeters.edu.
3. After you click Login you will see the following screen:

   ![Dashboard Page]

   Name will be displayed here in the upper right hand corner.
   Courses will be listed here under ‘My Courses’.
   Click on link to On Demand Learning Center to see tutorial videos on how to use the various features of Blackboard.
4. Click on a course under ‘My Courses’ and you will see the following screen:

Click on these navigation buttons to get to different sections of your course.

Home Page – This is the first thing you will see when you enter your course. It is a snapshot of what is going on in your course so it will have any announcement postings, assignments etc.

Announcements – This section will have announcements pertaining to the course posted by the instructor.

Syllabus – If your instructor has uploaded their syllabus on Blackboard it will be posted here.

Course Content – This section will contain the course materials posted by your instructor.

Assignments – This section will contain your assignments.

Discussion Board – This section will contain discussion questions that your instructor will want you to respond to.

Groups – If you are divided up into groups you will access them here.

Tools – Click on Tools to access tools such as email, discussion board, blogs, wikis etc.

NOTE: If your instructor doesn’t use Blackboard the various sections of your course will not contain any content.
5. To navigate to another course click on your name in the upper right hand corner and select the course from the list.

6. To logout click on the **logout button** also in the upper right hand corner of your screen.