

Blackboard Student Instructions

Blackboard Help Desk - (859) 622-3000

<http://www.eku.edu/onlinelearning/bbdocs/other/studentguide.php>

Activate Student Email Account and Blackboard

- Browse to ECU web site – <http://www.eku.edu>
- Click the link for ECU Direct under the MY ECU section
- Log-in to ECU Direct using your student ID number and PIN.
- Click the Personal Information tab and then the link, “Activate ECU Student Email Account”
- If you have completed the above steps and you are still unable to activate your account, call our Helpdesk at (859) 622-3000 for additional help.

Username and Password

- If you have activated your student email account, your Blackboard username and password match your ECU email account username and password. For example: **john_doe13**
Note: Your username does **NOT** include the @myemail.eku.edu portion of your email address.
- If you lose your username or password, call (859) 622-3000 for help.

After I sign on to Blackboard, what do I do next?

- On your WELCOME screen look for the MY COURSES list.
- The list will show all the courses your instructors have made available for the semester
- Click a course name to enter that course

Course is missing from the course list

- Contact the instructor to find out if Blackboard will be used.
- Ask the instructor if the course has been made available. (This is something the instructor must do, before you can see the class on your list.)
- Have the instructor check to make sure you are actually registered for the class.
- After completing the above steps, and if other students are able to get into the Blackboard site for this class, but you cannot, you may call 859-622-3000 for assistance.

Where is my syllabus?

- Most instructors will place their course syllabus in the Course Information area. Some instructors will change the names on their menu buttons to help you know what is available. Click “Course Information” (etc.) to read course material.

How do I check my grades?

- Choose the Tools option from the menu buttons inside a course.
- Choose View Grades.
- Note: You will find your official midterm and final grades through ECU Direct, the same system used for online registration. ECU Direct is entirely separate from Blackboard, and grades are not automatically shared between them. ECU Direct is another name for the Banner system. Enter ECU Direct from the ECU Web page.

How do I post a discussion board?

- Click on Communication Menu Button and then choose Discussion Board.
- Look for the forum your instructor has assigned and click its title.
- If you are asked to post a new message click Add New Thread and your screen will look like this
- Fill in a subject and a message and then click Submit.
- If you need to reply to a thread, locate the message and click its title to read it. At the end of the message click the Reply button, and you will see an editing screen like the one above. Be sure to click Submit to get your information recorded.