Intro to Blackboard ONLINE – Getting Started
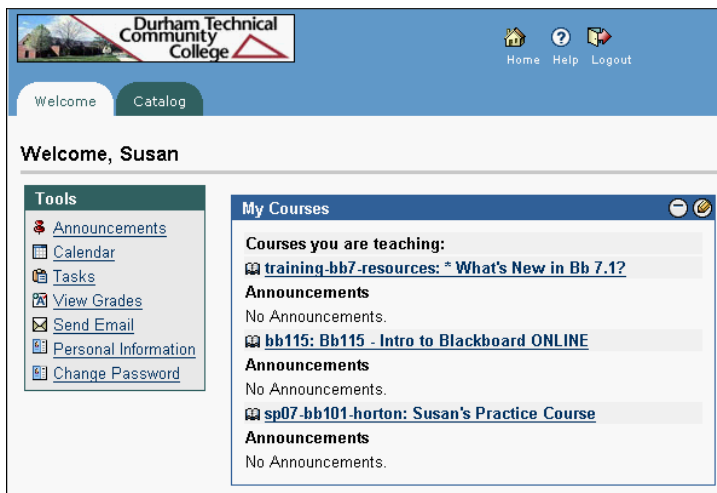
Follow these steps to log on to Blackboard and to get started with the online workshop:

1. Go to the Blackboard login screen: http://blackboard.durhamtech.edu

2. Click the LOGIN button.

3. Type in your username and password and then click LOGIN.
   - Your username = your last name followed by your first initial (no spaces, lowercase)
   - Your password = changeme (lowercase)

Trouble logging in? If you have problems logging in, email bbadmin@courses.durhamtech.edu

Note: Your Blackboard account is flagged with an (*) until you complete the required training. **This is not a typo or misspelling.** Once you complete Blackboard training the (*) will be removed. The (*) is only visible to you in the Personal Information area.

4. You will see the main portal screen for Blackboard (also know as "Welcome"). This screen provides students and instructors access to all their courses.

5. You will see one course listed:

   Bb115 - Intro to Blackboard ONLINE (training workshop)
   Click on the **Bb115 - Intro to Blackboard ONLINE** to complete the online workshop. Follow the on-screen directions to begin and complete the workshop.

LOGGING OUT:
When you are ready to stop using Blackboard, it is a good idea to log out. To log out, simply click on the "Logout" icon (in the blue bar at the top of the screen).