GETTING STARTED WITH BLACKBOARD

Logging Into Blackboard

Step 1 Go to https://my.sjfc.edu.
Step 2 Enter your username and password. You will use the same credentials used to access campus email or when logging into a campus computer.
Step 3 Click on the icon located in the Launchpad on the left side of the page.
Step 4 That you are on your Blackboard homepage, locate your courses in the My Courses module in the center of the window on the St. John Fisher College tab. Click on the course title to enter the course.

Locate Your Courses

The standard naming convention for courses is as follows:

ACCT101-03-2018-09

• The first four letters indicate the department (ACCT)
• The next three numbers indicate the course number (101)
• The next two numbers indicate the course section (03)
• The next four numbers indicate the year (2018)
• The last two numbers indicate the semester the course is offered (09 indicated Fall, 01 indicates Spring and 06 indicates Summer)

Adding a Profile Picture

Students may choose to add a profile picture to their account at any time. Profile photos are displayed next to your name in a variety of places within your courses in Blackboard, including the class list, discussion boards, blogs, etc. To add a profile picture,

1 Click on your name in the upper right corner near the logout button and then click on the profile placeholder image.
2 You will then be prompted to enter your email address and taken to the next screen where you can change your picture. Images must be valid Gif/PNG/JPG files, less than five megabytes in size, and at least 50x50 pixels in dimension.

Students are encouraged to post a profile picture within Blackboard and all photos must be appropriate in nature. Inappropriate photos should be reported to the OIT Service Desk.

Sending Email & Accessing Grades

Once you have entered a course you can email your professor or other students in the class and access your grades by clicking on the Tools link in the course navigation on the left side of the screen. On the Tools screen, look for either of these items:

Submitting An Assignment

If your professor uses the assignments feature within Blackboard to collect written assignments from students, you will need to follow the instructions below to upload your submission.

1 Within your course, locate the Course Materials area (it may be named differently depending on the course).
2 Locate the assignment that you are working on. You will see the icon to the right to signify it is an assignment.
3 Click on the title of the assignment to go to the submission screen.
4 Attach your document and write any necessary comments for the professor and click Submit.

Note: For long documents it is best to attach the submission, not to copy and paste the document into the submission text box.

For help with Blackboard, contact the OIT Service Desk at 585.385.8016 or oitservicedesk@sjfc.edu.