This handout explains how to:
1. Log Into Blackboard
2. Use My Institution
3. Change Your Personal Information which includes your e-mail address, and Password

Logging into Blackboard

From a SINC Site:

Choose Internet Explorer (the Big Blue e) from the Desktop or Go to the Start Button
and choose: Programs, Web Browsers, Internet Explorer

Once Internet Explorer opens up, type the following address in the Address Bar:
http://blackboard.stonybrook.edu Press Return

When the Blackboard Login Screen comes up, click the Login button on the left side of the screen.

The computer will prompt you to log in.

Your User Name is your Sparky user name:
Your Password is your Student ID #: Social Security # -> no dashes, no spaces
USB Numbers -> included the prefix "USB"

Example:
If student John Smith, Student ID # 123-45-6789, were to log into Blackboard, his
User Name might be: jsmith, Password would be: 123456789

Problems?
If you are not sure what your username is, either contact your instructor or come to one of the following locations to look it up on the Account Request terminals which are located in: Computing Center Room 138, HSC Library (3rd floor), SB Union Room 080, or Main Library Room S1460 on campus (http://www.sinc.sunysb.edu/) and our student consultants will be happy to help you.

Using Blackboard
Once you log into Blackboard, your screen will change and it will say: My Institution, with your name above the My Institution Title.

My Institution will contain:
My Courses: A list of the classes you are currently enrolled in
Today's Announcements: Lists all announcements that may be in your student calendar for the day, this includes information that either you, your Instructor or the Blackboard Administrator's have entered. To access your Student Calendar, go to Student Tools
Today's Tasks: Lists tasks that your Professors may have assigned that are due.
Tools: To personalize/edit/create information about and for yourself.
COURSE ACCESS: To enter a particular course, click on the course name, listed under "My Courses."

GUEST ACCESS: If you do not have any courses listed, but should, you can log into your class as a Guest. To do so, Press the Back Button so that you are at the following web site: http://blackboard.stony-brook.edu go to the Courses tab and select a semester link from the Course Catalog list.

Personal Tools

Once you have logged into the system, you should:
Change your password
Check your e-mail address to be sure it is the one you use.

Both of these tasks can be accomplished in the Personal Information area which is located under “Tools” on the "My Institution" page

Change your E-Mail Address

If you do not use your student e-mail account (sparky), you will need to change your e-mail address in Blackboard. To do this, follow these steps:

1. Tools
2. Personal Information
3. Edit Personal Information.
   Change the e-mail address to whatever e-mail account you prefer to use (hotmail, AOL, etc.)
   Important Note: You must Choose Submit for the change to occur.

Change your Password

1. Tools
2. Personal Information
3. Change Password
4. Enter in your new Password (Twice) and choose Submit.

From now on, you will need to use the new password to access any of your blackboard classes. If you forget your password, go to the instructor or your TA and they can reset it.

Using Blackboard from a computer not located in a SINC Site

If you are using Blackboard from a personal computer (IBM Compatible or Macintosh), you must:

ü Have a Internet Connection. If you need directions for dialing into Stony Brook, we have directions available on-line : http://www.sinc.sunysb.edu/PPP/ppp.html or you can pick up directions in the Computing Center Room 138, Main Library Room S1460, Student Union Room 080
ü Internet Explorer 4.0 or Netscape 4.5 or Higher

AOL USERS: You cannot Use AOL's Web Browser. Once you connect to AOL, Minimize AOL, and click on Internet Explorer.

If you need assistance, please contact the Student Consultant Help Desk at (631) 632-9602.