

# Getting Started in Blackboard (Formerly WebCT)

## Morton College Student Guide

### How Do I Log Into My Blackboard Account?

1). From the Morton College homepage (<http://www.morton.edu>), click the **Access Blackboard (WebCT) Courses** link.

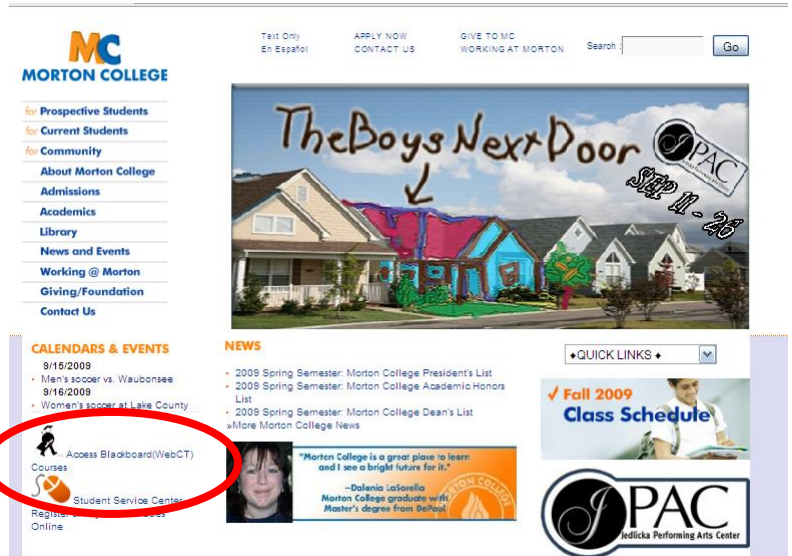
2). Enter your user ID and password and click the **Log In** button.

Your user ID is the first four letters of your last name followed by the last four digits of your social security number.

Name: *John Smith*  
SSN: *123-45-6789*  
**User Name: *smit6789***

3). If this is your first time logging in, your password is your date of birth in this format: year/month/day. When entering your password, do not use any special characters.

DOB: *December 1, 1982*  
**Password: *19821201***



### Login to WebCT

**About Blackboard(formerly WebCT)**

**NOTE:** WebCT has been renamed Blackboard. This is due to a change in the product name following the merger of the Blackboard and WebCT companies.

Blackboard(formerly WebCT) is a virtual learning environment and is used to deliver online courses or enhance traditional classes. It can be used to:

- Deliver course materials (including text, images, video, audio).
- Deliver quizzes and surveys.
- Set and receive assignments.
- Communicate with students through online discussions, real-time chat and an interactive whiteboard.
- Track student progress and manage grades.
- Provide feedback to students.

Click below to see currently available Blackboard(WebCT) courses at Morton College.

**Blackboard Courses for Fall 2009**

Please check with your instructor or click above link to view available courses on Blackboard(formerly WebCT). If any of your classes is available in the above course list, a Blackboard(formerly WebCT) account has been assigned or will be assigned to you by the semester begins. You can log on to Blackboard(formerly WebCT) using the account information below.

**Student Frequently Asked Questions**

Q 1. I am a student. How do I log on to my online course?  
A: 1. Enter your WebCT ID and Password on the left.  
2. Click the "Log in" button. You will see the "MyBlackboard" web page, which lists all your Blackboard(formerly WebCT) courses.  
3. Click on any of your courses listed. The course Homepage for the selected course will be displayed.

WebCT ID:

Password:

# How Do I Access My Courses?

The screenshot shows the Blackboard myBlackboard interface. At the top, there is a navigation bar with links for 'Entry Page', 'Check Browser', 'Log Out', and 'Help'. Below this, a welcome message reads 'Welcome, User3 PracticeWebCT' and the date 'September 15, 2009' is displayed. A row of navigation buttons includes 'Bookmarks', 'Global calendar', 'Password settings', 'Preferences', 'WebDAV info', and 'Course functions'. The main content area is divided into two columns. The left column, titled 'Courses', lists two courses: 'Instructional Design Course (Instructional Design Course)' and 'Practice for teaching in WebCT... (Practice for teaching in WebCT)'. The right column contains 'Announcements' (stating 'There are no announcements.') and 'Institutional Bookmarks' (listing 'Ask Dr. C', 'Instructors: Find ready-made content for your WebCT course', 'Illinois Online Network (ION) Tutorial for WebCT 4', 'WebCT Workshop Presentation for Instructors (in .PDF format)', and 'WebCT online support for students'). Red boxes highlight the 'Password settings' button and the two course entries in the 'Courses' list.

From the list of Blackboard/WebCT courses, simply click on the name of the course you want to access to link to that course's homepage.

# How Do I Change My Password?

Click on the **Password Settings** button. You must enter your old password. Then choose a new password. Enter it twice and click on the **Update Password** button.

# How Does Blackboard/WebCT Work?

- First, be sure you understand how your instructor wants you to use Blackboard/WebCT so that you are able to fulfill that course requirement. Some instructors use the system merely to supplement course materials, while others expect you to log-in regularly and use it to complete assignments.
- Blackboard/WebCT works very much like any other website, though this system is specifically for Morton College students and closed to the public (which is why it is password protected). Nevertheless, like any other website, you can move through your course by clicking on the designated links that will connect you to the appropriate web pages.
- Each page contains course content or tools. Because Blackboard/WebCT is a specialized system, your instructor can enable tools like discussion boards, chat, built-in quizzes, a way to upload assignments, etc.
- Remember, each instructor organizes the course pages differently, so courses may look a little different from each other. However, once you are comfortable working in Blackboard/WebCT, you will notice the differences are minimal.

# Parts of the Course Homepage

Blackboard myBlackboard Resume Course Course Map Check Browser **Log Out** Help

Practice for teaching in WebCT (Practice for teaching in WebCT)

**Course Menu**

- Homepage
- Syllabus
- My Grades
- Discussion
- Chat
- Course Calendar
- Class Notes
- Assignments
- Quizzes
- Glossary
- Student Homepages
- MC Library
- Research Help

**Homepage**

**Sample Student Course Homepage!**  
Welcome! You can find course announcements here. Look on the Course Menu and below this text for links to other pages in this course.

Syllabus Course Calendar Class Notes Quizzes Assignments

Glossary Discussion Chat Student Homepages My Grades

Research Help MC Library

Questions? Contact me: I.M. YourInstructor | myemail@morton.edu | ext. 000

**Log Out Link:** Always remember to log out of the system, especially when you are using public access terminals.

**Help Link:** Have a Blackboard/WebCT question while you are working? Try the Help feature. It's context-sensitive. This means that if you are on the Course Calendar page and have a question about using the Course Calendar, the Help menu will show you options specifically related to the Course Calendar. Click on **Help Index** while in the Help feature to see a general list of contents.

**Course Menu:** Use this menu to navigate to course pages by clicking on the designated links.

**Homepage Content:** Often, instructors will post announcements, course tips, instructions on how to use Blackboard/WebCT, their contact information, and/or other important information on the course Homepage.

**Homepage Icons:** Click on these icons to navigate to other designated course pages.