



Helpful Blackboard Tips

For Students

**INFORMATION
SERVICES**

Logging in

- If you've never logged in, click on the link in the right-hand box to learn your password or click the "Forgot your Password" link below the login box.
- **Note:** You must have access to your Bryn Mawr email account to retrieve your password. Call the help desk at 7440 if you need help with email.
- Fill in your first name, last name and your username. Your username is the same as your email username except that it is appended with "bmc." (e.g. if your email username is lblanken, your Blackboard username is bmc.lblanken).
- You will receive an email with a link that takes you to a screen to set your password. Be patient. It may take a while for this email to arrive.
- Click on the link and then type in your desired password and click the submit button.

Not seeing all courses

- Not all faculty use Blackboard, so it may be that your instructor has decided not to use Blackboard.
- You may not be enrolled in the course. Check your enrollment in Virtual Bryn Mawr. If you enrolled recently, it may take a few hours for your enrollment to reflect in Blackboard.
- The instructor may not have made the course available. Ask your professor if they intend to use Blackboard and if they've made the course available. By default, courses are not available.
- If none of these apply, call the help desk at 7440 and we will try to resolve the problem.

Downloading and printing documents

- Many professors use Blackboard to distribute syllabi and course readings.
- On a PC, clicking on a link will usually open the document within the browser. To print it, use the inset printing icon.
- You may also save a document by right clicking on a link and choosing "Save as" or by using the "Save a copy" inset icon (usually for pdf files).
- **Note:** Save our trees! Please be judicious and patient about printing. Don't print another copy unless you're absolutely sure the first one did not print. There may be many people in front of you printing, so it may take a while for yours to print. If you feel comfortable reading on a screen and simply taking notes—even better!