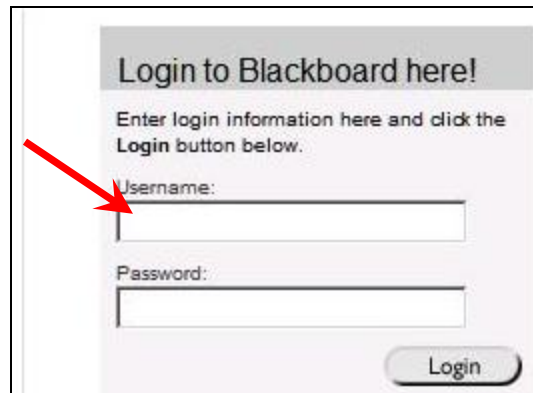
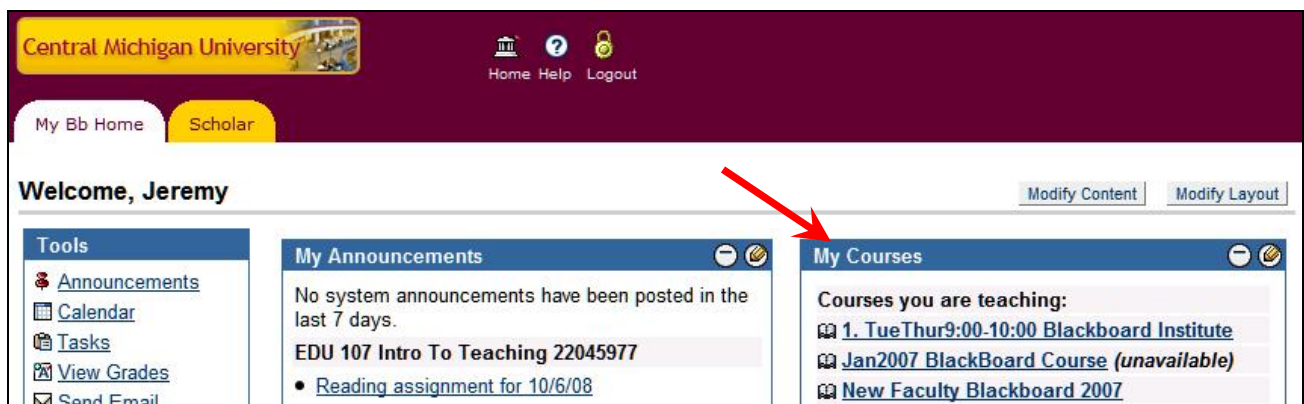


1. To access Blackboard, direct your web browser to <http://blackboard.cmich.edu>.
2. Click the “Login” button to proceed to the authentication page. DO NOT bookmark (add to favorites) the authentication page. If you wish to bookmark a URL for quick access in the future, please bookmark the URL provided in step 1 above.
3. Enter your global ID in the Username field and your password in the Password field. NOTE: Global ID is the first part of your @cmich.edu email address ONLY. Do not enter the “@cmich.edu” portion.



4. Click the “Login” button to continue.
5. The Welcome screen appears next. The precise appearance and contents of each user’s welcome screen may vary based upon individual settings and course associations. The “My Courses” list (by default, on the right side of the screen) displays a user’s list of courses.



6. As an instructor, all courses you are teaching are accessible to you automatically from the “My Courses” list. Initially, however, the word **(unavailable)** will appear next to the course listing. This indicates that you have not yet opened the course to student access (see “Managing Course Availability” for more information on making a course available to students).
7. When your work within Blackboard is completed, it is important to remember to logout, particularly if you are working from a shared computer or in a shared space. To logout, click the gold lock icon at the top of the page.

Central Michigan University

Home Help Logout

My Bb Home Scholar

Welcome, Jeremy [Modify Content](#) [Modify Layout](#)

Tools	My Announcements	My Courses
<ul style="list-style-type: none">AnnouncementsCalendarTasksView GradesSend Email	<p>No system announcements have been posted in the last 7 days.</p> <p>EDU 107 Intro To Teaching 22045977</p> <ul style="list-style-type: none">Reading assignment for 10/6/08	<p>Courses you are teaching:</p> <ul style="list-style-type: none">1. TueThur9:00-10:00 Blackboard InstituteJan2007 BlackBoard Course (unavailable)New Faculty Blackboard 2007