

BLACKBOARD FAQ AND OVERVIEW

MASTER OF ARTS IN CHRISTIAN APOLOGETICS

What is Blackboard? It is interactive dynamic learning that occurs via the internet. It may or may not be part of your classroom experience and the extent to which it is used is left to your professor's discretion. Materials may be posted here, exams may be taken and interactive communication and discussions could take place. Contact your professor to find out if Blackboard will be used with your course.

Do I have to use Blackboard? Check your syllabus. Many of the courses offered in the M.A. Apologetics program require Blackboard for discussions and submission of work.

How do I get my username and password information? All registered students can find their initial Blackboard password on the Biola Portal one week prior to the first day of the semester. Your password will be listed EXACTLY as it needs to be (case-sensitive and order of numbers) to gain initial access to Blackboard. Once inside Blackboard, it is recommended that you change your password to something easier to remember. The two-page supplement at the end of this form provides a tutorial for how to do this.

To find your initial password:

- Access the Biola Portal (<http://portal.biola.edu>)
- Click on the Password link near the top of the screen

The Password screen will display other passwords as well, but be sure to locate your Blackboard username and password. You'll also find brief instructions for changing your initial password and what to do if you change your password and then forget what it is. Refer to two-page supplement at the end of this form for help. Please note that your passwords for the Biola Portal and for WebReg (registration) are the same, using your NetID and NetID password. The Blackboard username and password will be different.

Forgot your password?

- Go to <http://portal.biola.edu>
- Click on either "Forgot NetID password?" or "Forgot NetID?"
- Once access is granted, click the Password link to see all relevant passwords

Where do I log into Blackboard? Visit <http://biola.blackboard.com>

What's next? Once inside Blackboard, there are two things that you should do right away:

1. Change your password to something that you will easily remember. Refer to the last page of the supplement at the end of this form for help.
2. Check to make sure that your first and last names are listed correctly. You do this by clicking the "Personal Information" link, then "Edit Personal Information". If they appear in reverse order, please retype your first and last name in the appropriate fields.

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What are the common features my professor may use in Blackboard? While every professor may not use Blackboard uniformly, there are several aspects of Blackboard with which you should be familiar.

My Courses

This is a list of courses for which you are (or have previously been) enrolled. These courses will be added to your Blackboard about one week before the semester begins.

Announcements

Here is where your professor will post announcements, updates, and reminders. The Announcements screen may be the first page that opens up once into the course.

Course Documents

This is one of the most used sections of Blackboard. It may contain the syllabus, lectures, notes, articles, handouts, PowerPoint presentations, videos, image files, or glossaries.

Assignments

In this section you will find a good deal of information about assignments, resources that support the assignments, and the course assessments.

Communication

Here you will find a variety of features such as the e-mail tool, discussion board, class roster, and announcements.

Discussion Board

The Discussion Board is where students and their professor enter into an interactive, asynchronous forum for discussions of a variety of topics relevant to the course.

Tools/Grades

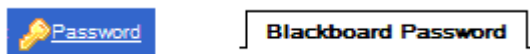
Here you will find much helpful information, including how to access your personal information, more detailed instructions in the features of Blackboard, and a Digital Dropbox that your professor may use for turning in assignments.

Welcome to Blackboard at Biola – For Students

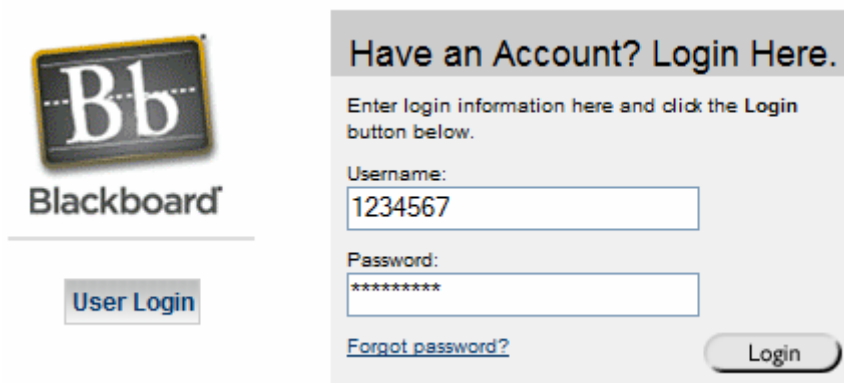
Some instructors at Biola use Blackboard to post grades, provide documents online, or have online class discussions. This document tells you how to use Blackboard at Biola.

Logging In, Passwords

A Blackboard account has already been created for you. The username is your student ID number, and you can find the initial password on the Biola Portal site, which is <https://portal.biola.edu/Portal>. Log in to the Portal and then click on the **Password** icon at the top, then on the **Blackboard** tab. These icons look like this:



Once you know your username and Blackboard password go to <http://biola.blackboard.com/> and click the **User Login** button, then fill in your account information and click **Login**:



We assigned you an initial password like JCLA1234 for James Clark with Social Security number 123-34-1234, using your first initial, first 3 letters of your last name, and the last four digits of your social security number. (If you have no social security number, use the month and year of your birth, like 1289 for December 1989; If your last name is shorter than 3 letters, use your whole last name, like JOH1234 for John Oh). The Portal only displays your initial Blackboard password, not your new password if you've changed it already.

If you are having trouble figuring out your password, click "Forgot password?". Remember: your "Username" is your Biola ID number. This will email you a link to change your password (probably to your BUBBS email account). Still can't figure it out? Call the IT HelpDesk at x4740 or (562)903-4740.

To avoid having to click "User Login" each time, we recommend saving a bookmark to <http://biola.blackboard.com/webapps/login/>

Change Your Password

To change your password, click "Personal Information" then "Change Password":



We recommend you change it to your Portal password or BUBBS password so it's easier to remember.

Questions? Need Help?

The Biola HelpDesk can help you with passwords & log in issues. Their hours are usually 8:00am-5:00pm weekdays, x4740 or 562-903-4740. See the Help Desk web site at: biola.edu/admin/computersupport

For class-specific questions, contact your instructor.

You may also contact Matthew Weathers, a Blackboard Administrator, via BUBBS or leave voicemail on Biola's Blackboard 24-hour help line at (562) 322-7427.