Bb Blackboard
Educate. Innovate. Everywhere.

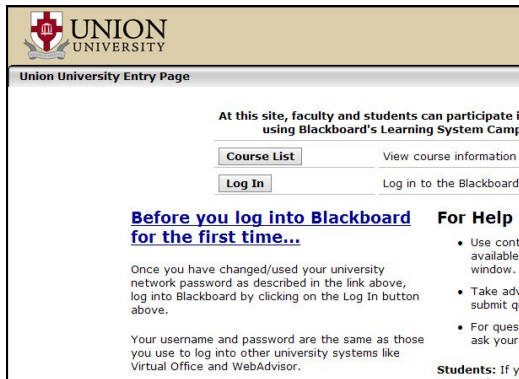*To access Union's online course management software, go to:*

eclass.uu.edu

Your user name & password are the same as other university systems (WebAdvisor, GroupWise, Novell)

Revised January 2009

New to Blackboard?

Before logging into the Blackboard system, you must change your original temporary university password, if you have not already done so.

You can find detailed instructions on how to change your password on the initial login page of Blackboard (web address above). Click on the link: *Before you log into Blackboard for the first time....*

UNION UNIVERSITY

Union University Entry Page

At this site, faculty and students can participate i using Blackboard's Learning System Camp

| Course List | View course information |
| Log In | Log In to the Blackboard |

Before you log into Blackboard for the first time...

Once you have changed/used your university network password as described in the link above, log into Blackboard by clicking on the Log In button above.

Your username and password are the same as those you use to log into other university systems like Virtual Office and WebAdvisor.

For Help

• Use cont available window.
• Take adv submit q
• For ques ask your

Students: If y

Course Access?

Student access to a Blackboard course **will begin** on the official course **start date**.

Student course access **will be removed** seven (7) days after the official course **End date**.

Got questions?

Use these resources:

• Context-sensitive Help found within Blackboard.

• Blackboard moderated online question & answer service: **www.blackboard.com/ask_drc/**

Ask Dr.C

For campus account password reset call:
731-661-5400 Jackson campus; 901-759-0029 x126 Germantown campus
Your password may not be reset until normal business hours Mon, Fri 8:00—4:00.

For course content related questions, contact your instructor.
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If you are taking a fully online class, you <u>must</u> log into your course on the first day of class!

Effective Use of Blackboard Learning System
Campus Edition 8
Union University – Computing Services
elclass.uu.edu

Blackboard Learning System Campus Edition 8 is Union University's tool for online course management. Here are a few tips to make your use of it at home more effective.

☑ **TESTING YOUR HOME COMPUTER'S COMPATIBILITY**
Go to *https://elclass.uu.edu* and click "Check Browser" at the top right of the window. This will check your computer's browser, cookies settings, Javascript settings, pop-up blocker settings, and Java version.

☑ **POP-UPs**
If your browser's pop-up blocker is turned on, turn it off or important windows will not appear when you are using Bb 8.

☑ **MICROSOFT WORKS USERS**
Microsoft Works is not the same program as Microsoft Word. Works will save your document as a .wps file. In order for the file to open using Microsoft Word, while still in Microsoft Works save the file as a .rtf (Rich Text Format) file.

☑ **MICROSOFT OFFICE 2007 USERS**
Office 2007 (Word, Excel, Powerpoint, Access) uses new file formats for its files. It is essential that all files be saved in the Office 2003 format, not as Office 2007 files. Otherwise many students and faculty will not be able to open the file.

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