

# Faculty Quick-Start for using Blackboard at Palomar

## How do I log into Blackboard?

Go to <http://www.palomar.edu/pconline/> :

- If you want to access your courses as an instructor, your username is your “named” account. (i.e. JSmith2) Your password is whatever you use for Palomar’s email system.
- If you want to access your courses as a student, your username and password are the same as you use with eServices. That would be your nine-digit EmplID username and whatever password you have set in eServices.

For your students to access Blackboard, they will need is an Internet connection and a reasonably modern web browser. Students log in using the same information as they use to access eServices, with their username being their nine-digit Palomar student ID number.

A red oval button with the word "Login" in white text.

## Where can I get help with using Blackboard?

Go to <http://www.palomar.edu/pconline/facultyservices/> :

- For “official” Blackboard documentation, there is an Instructor’s Manual; it is quite lengthy and detailed, but intended for topical lookups, not reading cover-to-cover.
- Many self-help videos are available in the “Teaching with Blackboard” Videos, which include mention of Palomar procedures as well.

You may also want to pursue organized training opportunities as well:

- You can sign up for Professional Development workshops; for information, see <http://www.palomar.edu/pd/> .
- If PD workshops don’t fit your schedule, you could schedule some one-on-one training by contacting [onlineclasses@palomar.edu](mailto:onlineclasses@palomar.edu) or calling 760-744-1150 ext. 2862.

You can explore other technology training opportunities at the Academic Technology Resources Center website, at <http://www.palomar.edu/atrc/> .

## Who can I call, when things go wrong?

Rather than give you individual contact information for a list of people, we’ve set up communal contact points so that whichever techs are available can get in touch with you right away. When things go wrong, or if you have questions, you can either email us at [onlineclasses@palomar.edu](mailto:onlineclasses@palomar.edu) or phone us at 760-744-1150 X2862.

Technicians are typically available Monday through Friday from 6 a.m. until 5 p.m.

## What do I really need to know, to start using Blackboard?

- Until you make your course available to students, they won’t be able to access it.
- Much of the information in Blackboard comes out of PeopleSoft, so certain types of problems (“What’s my password”, “Why isn’t my student showing in my course”, etc.) may have to be solved by other departments. (i.e. Enrollment Services, Information Services)
- When you first start out, things WILL go wrong occasionally. When that happens, let us help you!

## **Additional Training Sessions – Spring 2006**

### **Basic Content Management Using Blackboard**

Wednesday, February 15<sup>th</sup>, 1-3 pm, LL-104

### **Basic Communication Tools in Blackboard**

Wednesday, March 1<sup>st</sup>, 1-3 pm, LL-104

### **Basic Test and Survey Design in Blackboard**

Wednesday, March 15<sup>th</sup>, 1-3 pm, LL-104

### **Best Practices for Blackboard/Web Documents**

Wednesday, March 29<sup>th</sup>, 2-4 pm, LL-109