

## Instructions on how to log on to the Blackboard web site

1. Use a recent version of a web browser such as Netscape or MS Internet Explorer. (Note: Some web browsers exhibit page loading and refresh anomalies. Choosing "Reload" with the shift key depressed usually corrects these problems.) Enter the URL: <http://Blackboard.cmich.edu>

An alternate entry path into Blackboard is to press the "Blackboard" button on our course home web page.

2. When the Blackboard page loads, choose "Login" and then enter your username and password. Your Blackboard username and password are the same as your **CMU global username and password**. Once these are entered, press the "login" button.

(If your login attempt fails with a "username/password error" on several attempts, contact the IT Help Desk at 989-774-3662 for assistance.)

3. On the resulting screen you should see a list of your courses under the heading "My Courses" Select the link to this course.
4. You should now a column of menu choices for this course (on the left.) Explore these menu choices to see what they offer.
5. The top button, titled "**Survey**" leads to a brief online survey which you are to complete. Be sure to complete the survey in one session and finish by pressing the "**Submit**" button. Otherwise your survey will not be recorded, causing you some additional difficulty.
6. When done with your Blackboard session, press the "**logout**" button on the top banner and then *quit from your browser*. **Warning! It is very important for the security of your account that you remember to complete the full logout process!**