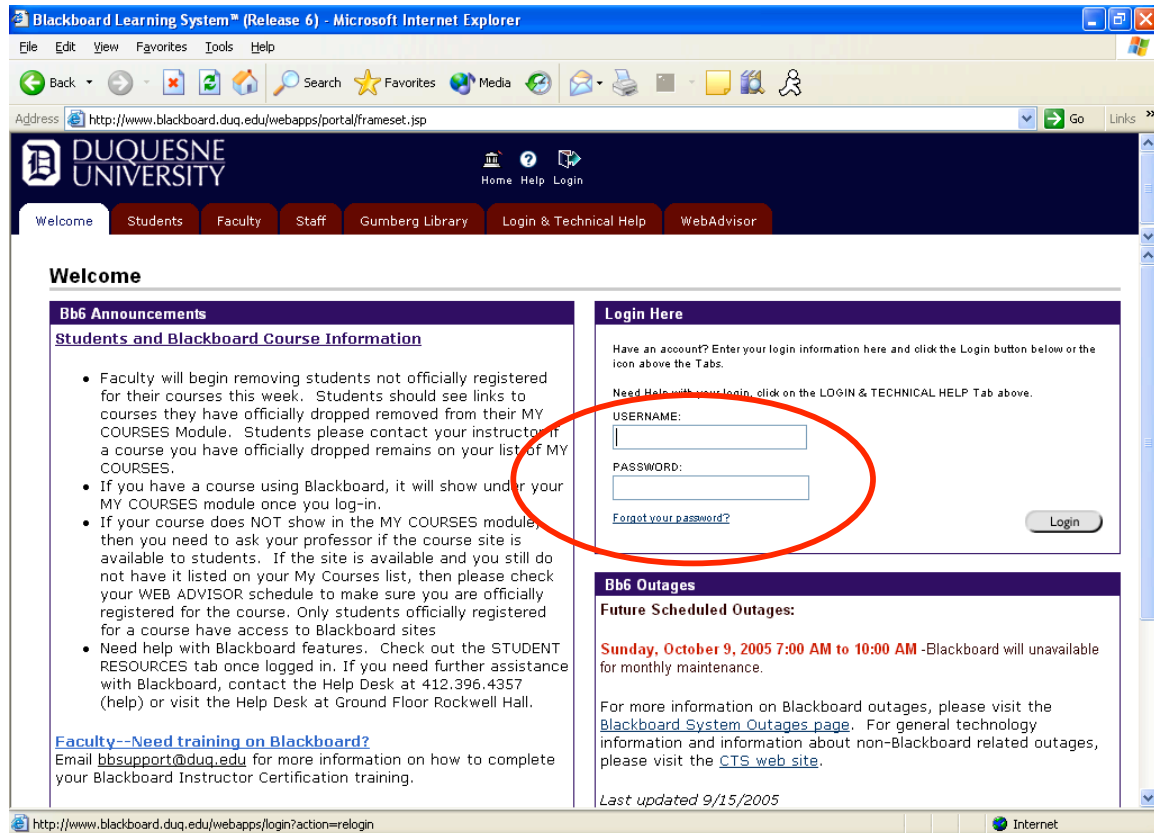


Blackboard tutorial

Step 1. From the Internet, go to website: www.blackboard.duq.edu/

Step 2. Under “Login Here”, enter your username and password.



Blackboard Username: first part of your DU email address (ex: for smith123@duq.edu, the username is smith123).

Blackboard Default Password: First time users, please use the first letter of your last name (lowercase) and full social security number without spaces or hyphens. Passwords are case sensitive. Returning users, please use your current password.

If you have any problems with your Bb 6 Login, contact the CTS Help Desk at 412.396.4357 or advice@duq.edu.

Step 3. Now that you are logged in to Blackboard, you should be able to see the Faculty Senate under “My Organizations”. To access the Faculty Senate website, click its name with your mouse.

Step 4: The Faculty Senate home page: On the left hand side, you will see a menu with multiple choices.

- “**Announcements**” is the default home page, where the Senate President will post announcements about upcoming assembly meetings, open forums, socials, etc.
- “**Members**” provides a list of Faculty Senate Assembly members and their contact information.
- “**Documents**” is where publications, agendas, and meeting minutes are posted.
- “**Communication**” includes options for discussion boards, group pages, and the ability to send an email to individual members or to all members.

Step 5: You may now open any of the documents by clicking one of them. Adobe Acrobat must be installed on your computer in order to view or print.

Helpful Hint: To navigate the Blackboard site, notice what is called the “breadcrumb trail” circled in red above. This is the path you have taken to get here. To “back up” and return to a previous page, you can click on any of the locations in the breadcrumb trail to return to those pages.

Step 7: When finished using Blackboard, click the “Logout” option at the top of the page.

If you need any assistance using Blackboard, feel free to contact me:

Paula Witt-Enderby, Ph.D.
Faculty Senate Vice President
412-396-4346
email: wittp@duq.edu

All contact information for members of the Faculty Senate is located under the “Information” menu.

Also, CTE provides one-day Blackboard orientations in Rockwell Hall.
To find out more, contact the CTS Help Desk at 412.396.4357 or advice@duq.edu.