

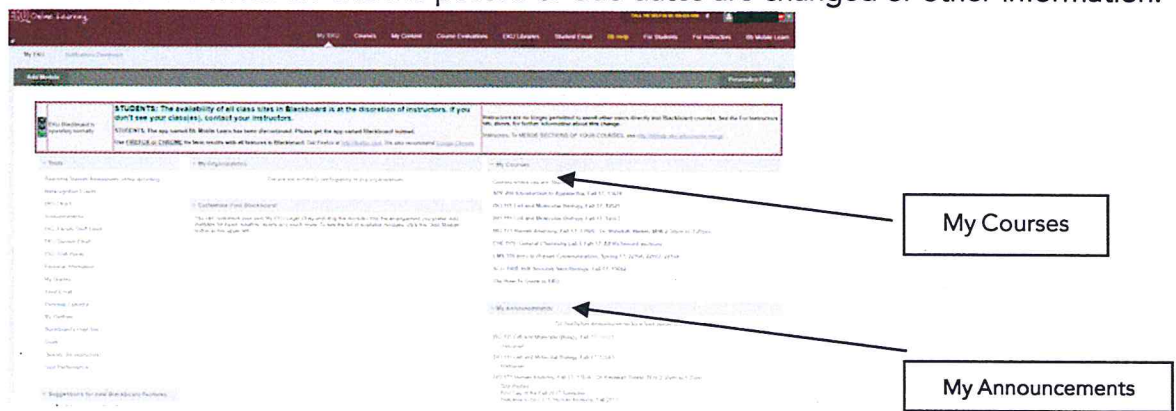
The Quick Guide to Blackboard

Login

- Go to learn.eku.edu.
- Your login username is the first part of your student email. For example, if your student email is joe_kokomo13@mymail.eku.edu, your username will be joe_kokomo13.
- Your password for your student email is the password you will use to get into your Blackboard account.

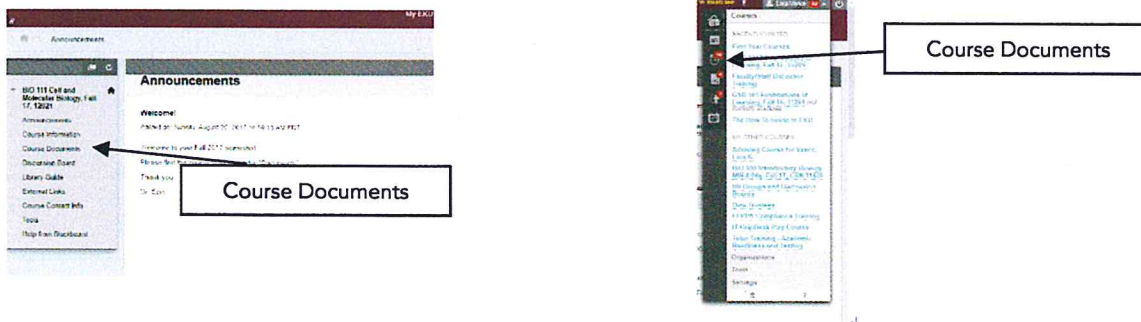
Navigating Blackboard

- Once logged in, if you would like to view a specific course, look to the bottom right of the page and you will find the *My Courses* tab. There, you will find a list of classes you're taking for the semester. Clicking on one of them will take you to the page your professor set up for the class.
- Underneath *My Courses*, you will find a box labeled *My Announcements*. This is a quick way to see recent announcements like when an exam is posted or due dates are changed or other information.



Finding Syllabi

- Click on the course you would like to find a syllabus for under *My Courses*.
- Once you're on the Blackboard page for that course, look to the left of the page. There will be a grey box containing files such as *Announcements*, *Course Information*, and so on.
- The syllabus for that course will typically be under the *Course Documents* tab.



Checking Grades and Announcements

- At the top right of the page, you will see a tab with your name on it. There may be a red box with a white number inside. This indicates how many notifications you have.
- To check your grades, click on the paper icon with a checkmark inside of it.
- To check announcements, click on the alarm clock icon.
- The announcements icon will take you to a collective list of announcements, so be sure to look closely and see what class has which announcement.