

Guide Sheet for Using **Blackboard** for UMM Online Classes (Or Live Classes with a Blackboard Component)

After you have successfully completed the steps outlined in the **Student Email Account Activation Sheet** you are ready to use Blackboard (Note: It may take up to 30 minutes before you can log in) Also, keep in mind that your class might not show up under “My Courses” until the first day of classes.

Blackboard is an online software tool that your instructor will use to teach all or part of your course online. Depending on how your instructor set up the course, you may use Blackboard to:

- View important announcements
- Participate in online discussions and small group activities
- Access course materials and resources on the Web
- Submit your assignments, take online tests and quizzes, and check your grades



Follow these steps to log in:

Step 1: Go to <https://my.machias.edu>

Step 2: Log in with your username and password

Step 3: Click on the Blackboard icon

Step 4: Click on your class listed on the right-hand side

To log into Blackboard enter your username and password that you created during the student account activation process. Once you are logged in, you should see the course listed for which you are registered. Click on the course title and you should go directly to the site for your course.

Once you are on the site for your course, you should do the following:

1. Familiarize yourself with all aspects of the course site.
2. Find the course syllabus—the most important document of all regarding your class. Here your instructor will give crucial information about how he or she plans to conduct and grade the class.
3. Look also for a calendar that gives dates for assignments, papers, tests, etc, if that material is not included in the syllabus.
4. Read all the introductory material that your professor has posted. In many cases, this material will include some kind of assignment asking you to introduce yourself to the rest of the class.
5. Complete the first assignment as requested, and you'll be off to a good start in the class.

Success in Online classes depends on your ability to work independently, to meet all deadlines set by the course instructor for readings and other assignments, and to complete all tests in a timely manner. Many instructors also provide opportunities for extra credit, so don't fail to take advantage of opportunities to earn extra points. Whatever you do, make sure you get in all assignments by their due date; many instructors will not allow students to submit work once the final deadline has passed.

VERY IMPORTANT: As a precaution, when submitting any papers or other assignments, also email a copy of the work to yourself. That way you have date-stamped proof in your Inbox that you completed the work on time in case some kind of computer glitch “eats” your homework!

What if I have problems?

- If you have any **problems accessing or navigating your course site**, please contact the umm help desk at 255-1237 or email help@maine.edu. If you are having significant difficulty that can not be immediately fixed please contact me and your instructor so that there will be a record of the problem.
- If you are having **trouble with the course content**, email your instructor and explain where you are having difficulty; your instructors want you to succeed and will be happy to try to help you. If problems continue, you should also contact me or your guidance counselor so that we may talk about possibly arranging tutoring or other assistance.