

BLACKBOARD STUDENT FAQs

Q: What is my username for Blackboard?

A: The username for logging on to Blackboard is your student ID number found on the ID card.

Q: What is my default password for Blackboard?

A: For students who are logging on to BlackBoard for the first time, the default password for Blackboard is FL@ddmmyy which stands for your initials (first and last) in capital letters, the at sign (@), followed by your date of birth formatted (ddmmyy).

It is advisable that you change your password on first logon.

Example of Password

Name: John Doe

D.O.B: January 2nd 1989

Blackboard password: JD@020189

Q: Can I reset my password once I have logged in?

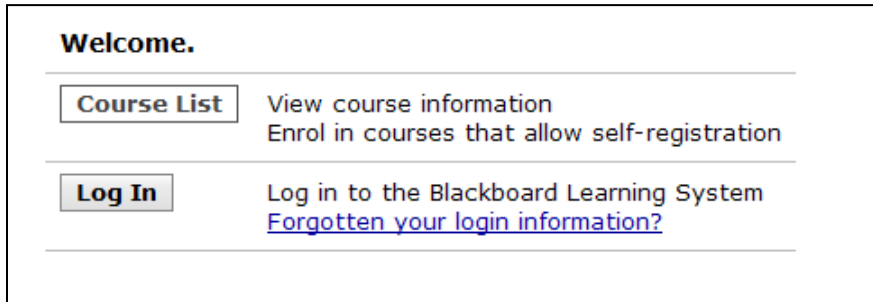
A: Yes. In the top right hand corner of the screen, click on **My Settings**. Then click the change password button.

[My Settings](#) | [Help](#) | [Log out](#)

Q: How do I self-register for courses?

A: To self-register for courses in Blackboard:


STEP 1: Click on the **course list button** before logging on to display the category list

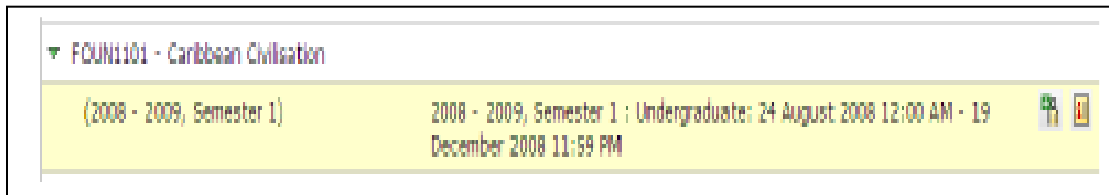


Welcome.



Course List View course information
Enrol in courses that allow self-registration

Log In Log in to the Blackboard Learning System
[Forgotten your login information?](#)

STEP 2: Navigate to the desired course and click the  to begin registration



▼ FCUN1101 - Caribbean Civilization

(2008 - 2009, Semester 1)	2008 - 2009, Semester 1 ; Undergraduate: 24 August 2008 12:00 AM - 19 December 2008 11:59 PM	 
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STEP 3: Enter your student id in the User Name Field, your current blackboard password in the password field and click Register



You are registering for (2008 - 2009, Semester 1)

User Name:

Password:

Choose Role: Student

Register **Cancel**

STEP 4: Successful registration will produce the following screen

You have been registered for (2008 - 2009, Semester 1) as Student.

[Return to Course List](#)

[Go to My Blackboard](#)

STEP 5: Click **Entry Page** to add more courses

[Entry Page](#) | [Help](#) | [Log In](#)

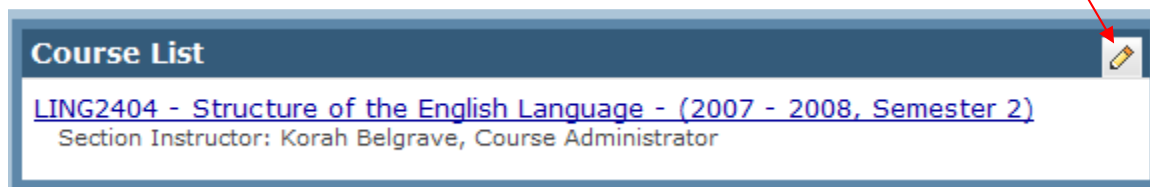
Q: what do I do if the self register icon is not there?

A: If the self register button is not displayed for a course, you must inform the **lecturer** of the course that self registration must be activated.

Q: Can I delete courses from my course list?

A: No. At the moment you can only hide courses. To hide courses:

STEP 1: Click on the pencil icon.



The screenshot shows a course list entry for "LING2404 - Structure of the English Language - (2007 - 2008, Semester 2)". Below the course name, it says "Section Instructor: Korah Belgrave, Course Administrator". A small pencil icon is located in the top right corner of the entry box, and a red arrow points to it.

STEP 2: After clicking the pencil icon the screen below will be displayed. Click on the Hide link button.

Term	Term Start Date	Term End Date	Visibility
2007 - 2008, Semester 2	Jan 14, 2008	Jun 27, 2008	Hide Link