Instructional Design & Media Services
Wood Hall 127 – rsimpson@rio.edu – 1-800-282-7201

Navigating Your Online Course in Blackboard

On the first day of classes, your first task should be familiarizing yourself with the structure and organization of the course, specifically where everything you need is located. Like your regular courses, each instructor will organize the course differently to meet the objectives and timeline of the class.

There are a few items that are common in every class you take online that you will need to know including (1) how to log in, (2) how to find your materials, and (3) how to get help when you need it.

Logging In
You can access Blackboard from the college's homepage by clicking the Blackboard link at the top of the page or by going to http://rio.blackboard.com.

All students at the time of class registration will be provisioned a RioNET user account that provides authentication and access to networked resources including:
- Campus Computer Log-in Access
- RioSecure Wireless Network Access
- Office365 E-Mail (web and mobile)
- Blackboard Learning

Login to Blackboard
- The account used to login to Blackboard is your RioNet Username and Password.
- Your Username is "S"and your student ID number.
- Your Password is the same password used when logging in to your University of Rio Grande Email account.

Using the Course Menu
After selecting a course from your My Courses list, the Course Menu appears on the left side of your course window. It is the cornerstone for the organization and navigation of your course. Your instructor created links on the Course Menu to present your tools and materials to you. Remember that your Course Menu is the way that you will access everything in the course. It is your starting point for all activities.

Getting Help
When you need help using Blackboard or completing a task in your online course, there are resources available to help, including:
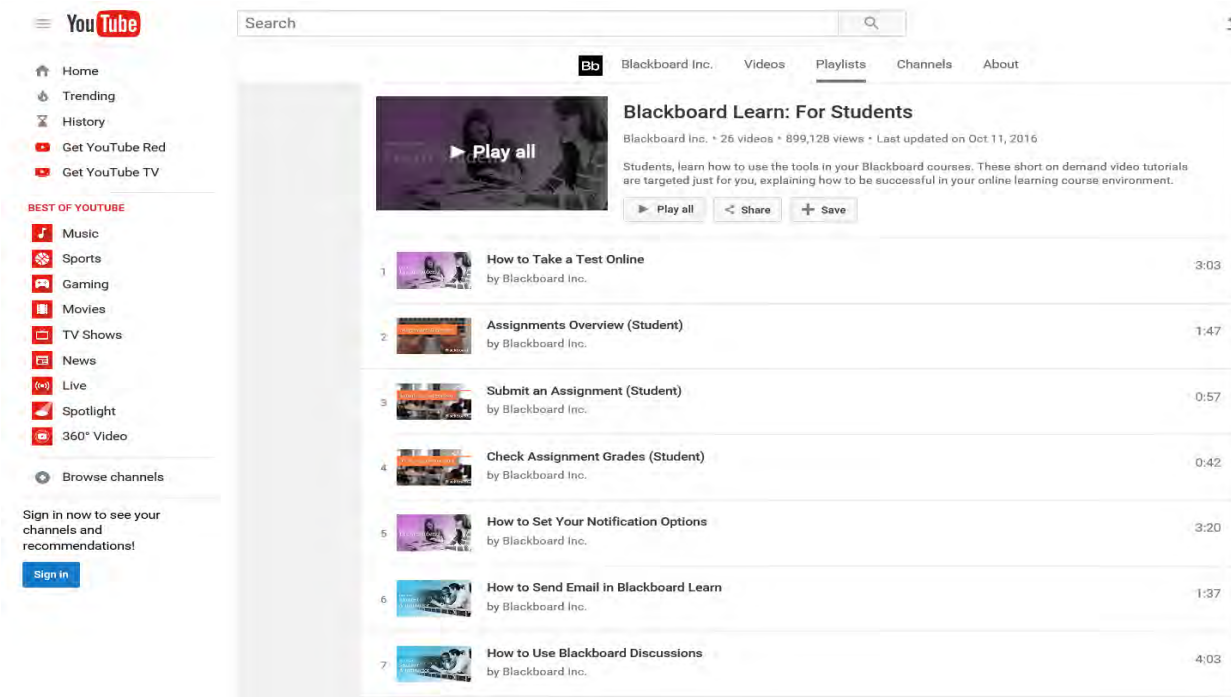- Students are enrolled in the URG Student Guide to Blackboard course. You will find a link to this course under the "COURSES" tab once you have logged into Blackboard. You can use this course for reference if you have any questions about how to use Blackboard and any of its tools/features.
- Students also have access to the "URG Student Orientation" course within Blackboard. The link to this course is at the top right of the screen once you login to Blackboard. This course will help you with Blackboard tools and other basics for taking online courses in general.

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- Your instructor is always available to you. Contact him/ her using the communication tools provided in the course via RioNet Email (http://www.rio.edu/email/index.cfm) to ask what you should do to successfully complete the task.
- You can contact Randy Simpson with anything questions you may have or any other help that you would need by phone Monday through Friday 8:00am - 5:00pm at ext. 7230 or by email rsimpson@rio.edu.
- The Blackboard OnDemand website where you can find tutorials to help you with specific tasks.

Blackboard OnDemand
If you are unsure of how to complete a task your instructor has required, you can go online to Blackboard Help YouTube Channel for video tutorials that will show you what to do, step-by-step. In your web browser, type the following address: https://help.blackboard.com/Learn/Administrator/Hosting/Watch_Videos/Blackboard_Videos_for_Students .

Blackboard Help YouTube Channel for Students provides a variety of videos, organized by task, to help you complete tasks in your online course. Scroll through the list to find a video to meet your needs.