

Blackboard FAQs

Blackboard Courses – Student instructions

When I open the Web Browser, how do I get directly to Blackboard?

- Type <http://cameron.blackboard.com> and hit Enter.

What are my username and password?

- Your username (login name) will consist of first initial of first name, first initial of last name and last six digits of student ID Number.

To create your initial password for Blackboard.

Go to <https://cameron.blackboard.com/> select “**Forgot Your Password?**” – *use the Username Option.*

- Enter *(for example)*
 - **First Name:** *Test*
 - **Last Name:** *Student*
 - **Username:** *st123456*

An email will be sent to your **student email** account with a link that allows you to create your password.

The password and user name is case sensitive.

Does my username change?

- Your **username** will only change if you submit an official name change to the University. Once the name change has been submitted a new account will be issued.

Please Note: *You must complete the semester using your old username. Your submitted assignments and exams cannot be transferred to the new account.*

Do I have to change my password?

- NO, your blackboard password is not affected by the domain password policy. Therefore you are not required to change your password.

*Your **password** does not change unless you access tools, personal information and change it.*

Why can't I find my class? I enrolled in my course on campus.

- Your course may not be available yet. You will see your course once it becomes available.

Your course will be available no later than the day classes officially begin.

My instructor said that my class is available. How do I get into it?

- Open your web browser and type <http://cameron.blackboard.com>
- Enter your username and password. Blackboard will open into the "My Summary" page.
- You will find your course on the right hand side under “My Courses”.

- Click on the course name.

My instructor wants us to participate in the discussion board. How do I do that?

- When you are in your course, click on Discussion Board, on the left side of the page.
- Choose the forum.
- To read discussion board threads, click on the name of the thread.
- To add a new thread click on add new thread.
- Type a subject and enter your message.
- Click submit to post your message.

My instructor wants us to attach a file to the Assignment. How do I do that?

- When you are in your course, click on the Assignments link on the left side of the page.
- Open the assignment.
- Scroll down to “2. Assignment Material” click “Browse for Local file.”
- Select All Files under Files of Type.
- Browse to the location of your saved file and select it.
- Click Open.
- **Click Attach File.**
- Click Submit.

This process sends the file directly to the instructor.

My instructor wants me to send a file to every person in my class. How do I do that?

- Click on “tools” on the left hand side of your course.
- Select Send email.
- Choose All Users. Fill it out as you would any e-mail with subject and message.
- Scroll down the page and add an attachment.
- Click on browse and choose your file.
- Click on open and then submit.
- To send the message, click on submit again.

How can I view only Course, System or All announcements?

- Select the preferred option found on the right hand upper side of the announcement page

Where can I go for help?

- Information Technology Services
CETES - Room 108
580-581-2454
support@cameron.edu