

While some students may be familiar with Blackboard, others may not. It is always recommended to begin a course by introducing basic Blackboard features and e-mail policies that you expect your students to follow. Here are a few suggestions to help orient your students to Blackboard.

What Your Students Need to Know

- Their network usernames and passwords
- How to access their Algonquin email (or Webmail)
- How to manage their passwords
- How to login to Blackboard

Network Account: Used for Network, Blackboard and Webmail

When student accounts are created, students are assigned a network username and password (an eight-digit password), which is used for the network and for e-mail.

Students must log in to ACSIS (Algonquin College Student Information System) at <http://acsis.algonquincollege.com> to retrieve their network username and password.

Logging Into ACSIS For The First Time

Initially, students will be required to enter their student number followed by their date of birth in this specific format: 12-Oct-1985.

Students will then be asked to: a) accept a user agreement and b) set a new password. Once this completed, students are logged in and can check their username and password under the **Network Info link** on the left-hand menu.

If your class is in a computer lab, it is helpful if the teacher logs into three or four machines and allows students to come up in a small group to access their network username and password. Students can also be directed to staff within in the General Access Labs or to the Student Support Lab (WC102) for assistance. Perth and Pembroke students may go to the Learning Resource Centre for assistance.

Accessing Their Algonquin E-mail (Webmail)

It is now a requirement in the Course Outline Directive (E33) that students read their Algonquin e-mail in a timely fashion. It is a good idea to explain to your students your policies regarding e-mail:

- Do you accept email from non-Algonquin addresses? (we recommend that they should use their College email account for all school communications)
- Do you require students to post their questions to the Discussion Board within Blackboard?
- How quickly can they expect a response?

Ensure that students understand your policies and that they understand how to use Algonquin e-mail. It is recommended that you demonstrate to new students how to send a message, attach a document to a message, and open an attachment.

Managing Passwords

Students will have more than one password for logging into different Algonquin systems. Accordingly, it is useful to rename passwords to something meaningful that can be remembered.

The following table provides directions for renaming passwords. For security reasons students should not use the same password for all accounts.

ACSIS Password	Log in to ACSIS at http://acsis.algonquincollege.com using your student number and date of birth (first time) and use <i>Change Password link</i> on the left menu to set the new password.
Network Password	To reset a new network password: 1) log into College network (e.g. onto a College computer) 2) hold down the Ctrl-Alt-Delete buttons and 3) select <i>Change Password</i> . <i>Blackboard and Webmail use also this network username and password.</i> <i>Changing the password through Ctrl-Alt-Delete changes the password for logging into Blackboard, Webmail and the College's computer network.</i>

In-Class Blackboard Review

Demonstrate features of Blackboard you intend to use in your course.

Show students how to:

- Open, print, and download documents, such as course notes.
- Send an e-mail to the teacher through Blackboard.

You may provide handouts or direct your students to the student support site located at <http://www.algonquincollege.com/lts/blackboard/student.htm>.