

How to Access Blackboard

[Blackboard](#) is an online learning environment at the University of Otago accessible via the web from your computer. Online learning environments provide access to course materials, discussion forums, workshops, quizzes, blogs and wikis and online assessment via the internet. Other features provided include the ability to upload assignments, engage in real-time chat and link directly from course material to other web-based information. The following notes are designed as a quick start guide to the Blackboard system.

Access is usually available from the first day of the semester once the enrolment process is complete and fees paid.

LOGGING IN...

- Start your Internet browser i.e. "Internet Explorer" or "Firefox"
- In the address window at the top of the browser type in the following web address: <http://blackboard.otago.ac.nz> and press the enter key.
- Type in your username and password and then click *Login*. (Your username is on your ID card.)
- This will take you to your Blackboard page. Now you can start using Blackboard.

Once you have logged in you will find yourself on your personal Blackboard page.

On the right hand side of the site you will see the heading 'My Courses'. All the papers in which you are enrolled should be listed. Click on this button.

- **Once you are in the website, either 'bookmark' it or add it to your 'favourites'.**
- **All College of Education Paper Outlines can be found under 'Course Documents'.**
- **Online guide within Blackboard:** Click on the **Help** icon at the very top of the window.

LOGIN PROBLEMS

If you can't log into Blackboard, go to:

https://otago.custhelp.com/app/answers/detail/a_id/1717/~/_/blackboard and read the information under the heading 'Unable to log in to blackboard'.

STILL NEED HELP?

[Student IT Online Support](#)

You can now chat with Student IT via Facebook.

Please visit our Facebook page [Student I.T. – University of Otago on Facebook](#) to message us or to **Like** our page!

ITS SERVICE AND SUPPORT

Need help with IT? AskOtago is your first stop.

NB: If you have an urgent problem, please phone.

AskOtago is available 7:00am-11:00pm, seven days a week.

Outside of these times, please email your enquiry or request.

[Contact us](#)