

How do I set up Blackboard?

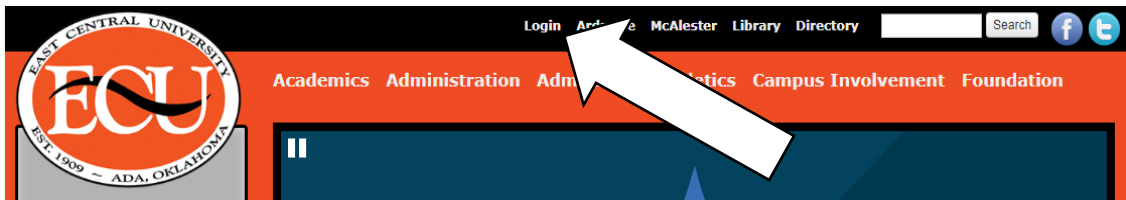
Blackboard:

If you are taking an online, blended, or enhanced course from ECU, it will be taught using Blackboard. A lot of classes use blackboard in some capacity to post notes or grades.

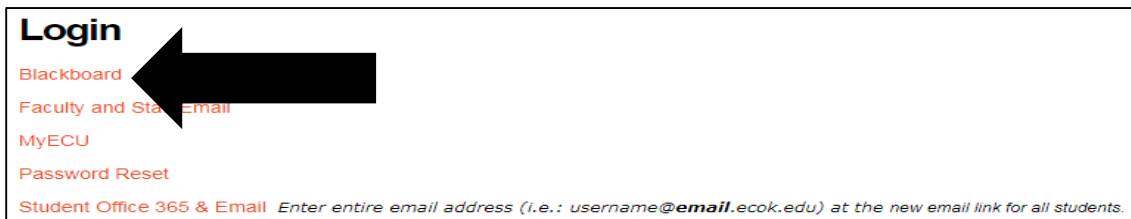
- Blackboard will open with your class shells at 8:00 a.m. on the first day of the class.
- The ECU web-pages are updated and changed occasionally, so you may need to look around on the page to find the links referred to below. The general process will remain the same.
- There are tutorials on how to use blackboard on the first login page.

How to Login to Blackboard:

1. To begin, go to the [ECU website](https://www.ecok.edu). The URL is <https://www.ecok.edu>. Click on Login at the top of the page.



2. Select [Blackboard](#).



3. Enter your Username and Password. If you do not have one see “How to get my user name and password?”.

A screenshot of the Blackboard login form. The form has a light blue background with a pattern of small white dots. It contains two input fields: 'USERNAME:' and 'PASSWORD:'. Below the 'PASSWORD:' field is a 'Login' button. To the right of the 'Login' button is a link that says 'Forgot Your Password?'. At the bottom of the form, there are two links: 'How to Get Started' and 'Tutorials'.

4. Check your browser if you are having problems logging into blackboard.

Don't skip this step--your browser must be configured properly in order to work with Blackboard. Once your browser is configured properly, you should not have to repeat this process unless you are experiencing problems.

The two items which cause the most problems are pop-up blockers and java. Pop-up blockers must either be turned off or set to allow pop-ups from Blackboard. Blackboard uses pop-ups to open new windows and will not work properly if pop-up windows are blocked. It is not uncommon to have more than one pop-up blocker such as the one in Microsoft Internet Explorer and one in a special tool bar like the Google or Yahoo toolbar.

Java has to be installed and working properly. You can have problems even if the automatic browser check says everything is OK-if you have more than one version of Java on your computer. When Java updates it does not remove the old version, so it is possible to have multiple versions of Java on your computer. If you suspect this is the problem, use the following steps to correct the problem.

1. **These steps are for Windows 7** and will be similar for other versions of Windows-for specific directions for other versions, go [HERE](#) and follow the link to Sun Java Runtime Environments Errors.
2. Click the **Start** button and go to the **Control Panel** (may be listed under settings).
3. Switch to **Classic View** if you are not already in classic view.
4. Double click the **Java** icon to open the **Java Control Panel**.
5. Click the **Java** tab.
6. Click the bottom **View** button (under *Java Application Runtime Settings*).
7. If more than one version of Java is listed, click to uncheck all but the most recent (version with the highest number) then click **OK**.
8. Click **OK** again to close the Java Control Panel.
9. Now, close all your open browsers. Then open a browser to check if the problem is fixed.
10. Once Java is working correctly, use the above steps to return to the Java Control Panel.
11. Click the **Update** tab and uncheck "*Check for updates automatically*" this will keep a future update from causing you problems, however you can return here and manually check for updates if you want to at a future date.

There is a FAQ sheet for Blackboard on the ECU website. This can be found by clicking [HERE](#).

These questions include:

1. [How do I submit an assignment?](#)
2. [How do I post to a discussion?](#)
3. [How do I take a test online?](#)
4. [How do I attach a file?](#)
5. [How do I navigate my course?](#)
6. [How do I use the calendar?](#)
7. [How do I check my grades?](#)
8. [How do I submit assignments using SafeAssign?](#)
9. [How do I send email from my course?](#)
10. [How do I send and receive Blackboard course messages to my instructor or fellow classmates in my course?](#)

It also has a site which you can check for other potential questions as well.