

Quick Guide in Using Blackboard Learn (Students)

Before you start, please perform browser compatibility checking by clicking this [link](#) and view the quick [Introduction to Blackboard Learn video](#).

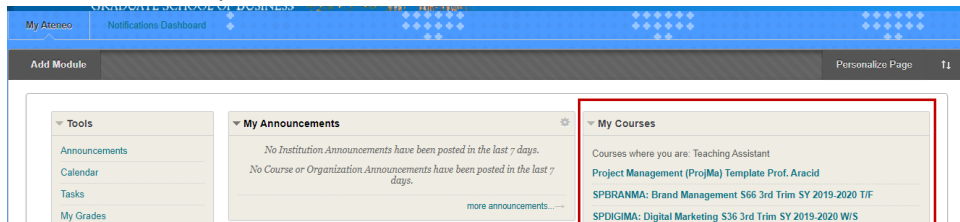
1. Login to <https://gsbonline.blackboard.com> with the following credentials:

Username: Student Number (r200989, s290908)

Password: Last Name (ex. Santos, Dela Cruz)

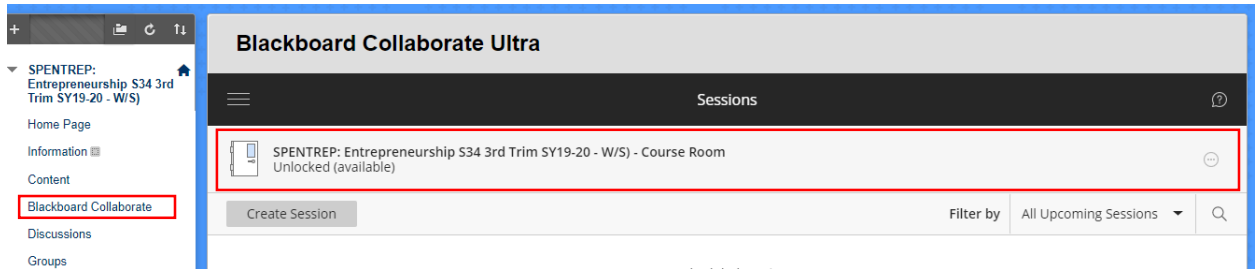
Note: Login details are *case sensitive*, kindly follow the format indicated above. If you have existing account in Blackboard, you can use your previous login details.

2. Change your password upon login, edit your personal Information and privacy options using this [video tutorial](#).
3. Under **My Courses** (located at the right side of the screen). Click the name of the course you are enrolled to enter your online course module.



As mentioned in the Introduction to Blackboard Video, each courses vary in design based on the faculty, but some common elements exists. Below are the available tools in Blackboard that you can use and a quick video tutorials (ranges from 1-3 minute) to guide you in your course:

- **Assignments**
 - [Assignments Overview Video Tutorial](#)
 - [Submit an Assignment Video Tutorial](#)
- **Blog** – [Create and Edit Blog Entries Video Tutorial](#)
- **Calendar** – [Use Calendar Video Tutorial](#)
- **Collaborate Ultra** (used to conduct videoconferencing sessions with your students)
 - [How to access Blackboard Collaborate \(website\)](#)
 - [Blackboard Collaborate with Ultra Experience Video tutorials](#)



- **Course Messages** – [Course Messages Video Tutorial](#)
- **Discussion Board** - [Use Discussions Video Tutorial](#)
- **Journal** – [Create a Journal Entry Video Tutorial](#)
- **Tasks** – [Create and Manage Task Video Tutorial](#)
- **Tests, Survey and Pools** - [Test Overview Video Tutorial](#)
- **Wikis** – [Creating and Edit Wiki Pages Video Tutorial](#)

Other helpful video tutorials to guide students navigate the platform:

- [Checking Grades Video tutorial](#)
- [Course to Course Navigation](#)
- [Work in Student Groups](#)
- [Notification Setting](#)

You can find the rest of the available video tutorials at this [link](#).

For more information in using Blackboard Learn for Students, visit <https://help.blackboard.com/Learn/Student>

For assistance, you may contact the following IT Personnel assigned to your department.

- **Renan Sulit** (rsulit@ateneo.edu) - Strategic and Marketing Department
- **Renemark Bacani** (rbacani@ateneo.edu) - Economics and Finance Department
- **Orlando Cruz** (ocruz@ateneo.edu) - Operations and IT Department
- **Roden Balagtas** (rbalagtas@ateneo.edu) - Leadership, Ethics and Human Resource Department, CCE