

Checklist for the Blackboard Jobs You Have to Do

	If you want to use Blackboard on your own device and if you have a problem with display of things, follow the required steps in the link in Getting Started
	Login with @banner ID in both name and password
	Change your password. On the login page, click Personal Information and then Change Password. Make sure you can remember it.
	Caution: Do not use global navigation unless you really want to fail this course.
	Click on your course. It opens in History & All Assignments
	Click on My Grades. What to notice: <ul style="list-style-type: none"> • Where the total is and what it means • What shows and doesn't show • Where your first Self-Test should show after you do it • Where your completed Full-Test should show Caution: Keep it on Course Order .
	What to notice at History & All Assignments <ul style="list-style-type: none"> • Things with folders • Things without folders – What that means • Getting Started... • Unit 1 <ul style="list-style-type: none"> ○ Study Guide (Exam realities) ○ Learning Quizzes... (What you do on your own. They are concepts and locations people are expected to know in the real world. If you don't know them, teach yourself. Ask if you need help.) <ul style="list-style-type: none"> ▪ How to Win Link ▪ How to tell what a quiz is for (all lessons or a specific one) ▪ What sets are and what you do ○ Lessons... (What I lecture from. Notice they vary—some have maps and primaries.)
	Doing the first Self-Test and its Full-Test <ol style="list-style-type: none"> 1. Password for Self-Test = selftest <No spaces, no punctuation, no caps 2. Do Self-Test and get 1% right. Then Blackboard displays the Full-Test and sometimes extra material to help you. (Don't ignore it.) <ul style="list-style-type: none"> Caution: If you don't see the Full-Test, you missed them all. Email me the exact name of the Self-Test and the course you are in and I will delete it so you can try again. 3. Do the Full-Test. Unlimited retakes; highest score counts.
	Check My Grades to be sure the grades displayed so you know how it works
	Log out