

Preparing to Use Blackboard | Accessing Your Online Course Components

Your distance course is supported by the web program “Blackboard”. In order to access course materials, participate in online discussions with your classmates and instructor, and to complete your course assignments, you will need to sign on to the course Blackboard site.

NOTE: Your course Blackboard site will be available for login **Wednesday September 8, 2010**. You should review the three steps outlined below now, but please do not try to login to your course (Step #3) before that time.

Review and complete the three steps outlined below to access your online course components. The following can all be accessed from the Distance Education Services website, <http://distance.uvic.ca/>

1. **Test your browser to ensure you can use and access Blackboard.**

To confirm that your web browser can support Blackboard and that you do not have any security programs in place on your home computer that could block your access to Blackboard or Blackboard functions, use the **Blackboard Browser Tune-up** link on the Distance Education Services home page to access and run the browser tests provided.

Please note that because the network security policies of some workplace institutions can prevent access to certain functions on Blackboard, the Onlinehelp Desk can only assist you if the problems are not a result of workplace electronic security policies.

2. **Read the new Blackboard Startup Kit*.**

The Blackboard Startup Kit is an online tutorial that will show you how to use the various Blackboard functions. You should always review the Blackboard Startup Kit before your courses begin to ensure that you are prepared for any updates that have been made to the software.

The **Blackboard Startup Kit** can be accessed from the Distance Education Services home page. Please note that there are links to other Startup Kits on this website; make sure you select the **Blackboard Startup Kit** link.

**This Kit includes instructions on how to set up a UVic NetLink ID. You must have a NetLink ID in order to access your Blackboard course.*

3. **Login to your course Blackboard site.**

After completing the Blackboard Startup Kit tutorial, go to the Distance Education Services home page. Use the **Course Login** link to access your **Nursing** course.

Technical Assistance from the Distance Education Onlinehelp Desk

If you have any technical or connectivity problems with Blackboard or questions about Blackboard functions throughout the course, please contact the **Distance Education Onlinehelp Desk**.

- Phone (North America) 250.721.8476
- Phone (International) 00.1.250.721.8476
- E-Mail dehelp@uvic.ca
- Website (with Technical Tutorials) <http://distance.uvic.ca/onlinehelp/>

The Onlinehelp Desk is open during the following hours (Pacific Time), except for Canadian and British Columbian statutory holidays:

- Monday to Thursday 8:30 am to 8:00 pm
- Friday 8:30 am to 5:00 pm
- Sunday 8:00 am to 12:30 pm

We will try to respond to messages as soon as possible and within 24 hours, during our hours of operation.