Login to Blackboard as a student the first time

1. Start your web browser, for example Internet Explorer or Mozilla.

2. If you already have a computer account at the University of Gävle, go to the next paragraph. NOTE: If you do **not** have a computer account at the University of Gävle, you should first get your computer account online. Go to http://webkonto.student.hig.se/ , read the information carefully and follow the instructions on the page. Tip: Print (or write down) your user name and password.

3. Go to the student portal, http://studentportal.hig.se , select the link to Blackboard, located under Links to the left.
   (You can also enter the address http://lms.hig.se directly in the browser, to access the University of Gävle server for Blackboard version 9.)

4. Please type in your *Username* and *Password*. Please click *Login.*
   You now have access to Blackboard, but not yet access to your specific course. The next step is to *Enroll* to the course.

5. Please click on *Courses.*

6. There are various ways to locate your course:
   - In the search box *Course Search* on the left, you can search part of the course name or the application code.
   - In the *Course Catalog* on the right, select the folder for the department that gives the course, and search by category, course name or Course ID.
   - You can also click the button "*Browse Course Catalog*" and search directly for your course by name, registration code (it is part of the Course ID), the description or the teachers (instructors) name.

7. When you find your course, click the small gray button with double arrows next to the *Course ID* (to the left). This opens a window with the link *Enroll* - click the word *Enroll* to join the course.

8. You will now reach a page with information about the course. Check the description of the course and name of the Instructor etc.
   NOTE: If the Instructor is using an *Access Code,* you need to type it in to be able to enroll the course. (If an access code is needed, you should have received it from your teacher.) Please click on *Submit*.

9. You will get a message that everything is OK. Please click on the *OK*-button to confirm and to get access to your course on Blackboard.

   Next time you login to Blackboard, your course will be placed under *My Courses* at the first page. A click on the course name and you will access the course again.

E-mail

NOTE: The email address registered for you in Blackboard is HiG's official e-mail address for students. It can for example look like this: efk10tse@student.hig.se.

You can access this mail at http://webmail.student.hig.se. Login with the same username and password as in Blackboard. All e-mail sent from the teacher and others in your Blackboard courses, and all other e-mail from the University of Gävle, will be sent to your student webmail.

Explanations – menus and buttons in your course

NOTE: This is the standard settings used in courses at the University of Gävle. Differences occur depending on if the teacher adjusted the settings.

Button	Description
Annoucements	Noteboard - messages and the latest information concerning the course.
Information	General information about the course - schedule, study instructions etc.
Content	Learning material, web lectures, articles, and lesson aids etc.
Assignments	Assignments and assessments (quizzes, description and due dates).
Discussions	Discussion forums with the possibility to attach files.
Groups	Study groups in the course.
Tools	Under *Tools*, students can see their grades and access several interactive tools.
Contacts	Basic information/presentation of teachers and other participants in the course.

Support for Blackboard

For questions related to course content, assignments, exams, etc., please contact your teacher. If you have questions concerning the system itself and its features, please contact Blackboard Support. We are a few ICT educators from the Learning Center at the University of Gävle who gives support and we work regular office hours.

Technical problems/Support:
Use the form on the following address: https://distanssupport.hig.se/ (our support system) or send an e-mail to blackboard@hig.se for support.

Phone: +46 (0) 26-64 87 00. Telephone hours: Monday-Wednesday and Friday at 9-11.30 AM, Thursday at 13-15 PM (local time).

NOTE: When you contact us please give us as much information as possible; your name, course name, course ID, your phone number and username.