

## Login to Blackboard as a student the first time

1. Start Your web browser, for example Internet Explorer.
2. If you already have a computer account at HiG, go to the next step.  
ATTENTION: If you are a new student you will get your computer account on-line here: <https://webkonto.student.hig.se/> . Read carefully and follow the instructions on the page. Tip: Print (or write down) the username and password you receive. (Example: Username: vf07tse and Password: c3tg8s1k.). Please, contact IT support, [itsupport@hig.se](mailto:itsupport@hig.se) if you have problems with your username or password.
3. Go to <http://blackboard.hig.se> - the Blackboard server located at University of Gävle, Sweden.
4. Please click on *User Login*.
5. 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.

6. Please click on *Courses*.
7. To find your course use *Course Search*, you can search on part of the course name. Another alternative is to search via the *Course Catalog* on the department that gives the course, or on *Course ID*.
8. When you find your course, click on the *Enroll* button to the right of the web page.
9. Check the description of the course and name of the Instructor e t c. If the Instructor has given you an *Access Code* to the course, you have to type it in. Please click on *Submit*.
10. 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

ATTENTION: The standard e-mail address in Blackboard can for example look like this; [vf07tse@student.hig.se](mailto:vf07tse@student.hig.se). You can access this mail from <http://webmail.student.hig.se>. Login with the same Username and Password as above.

## Button names – the content area in the course

This is an example of the standard that is used on courses at HiG. It can look different if the teacher has used his or her own settings on the course.

<b>Announcements</b>	Messages from your Instructor and other teachers in the course (Noteboard).
<b>Course Information</b>	General information about the course.
<b>Staff Information</b>	Basic information about the teachers in the course.
<b>Course Documents</b>	Learning material and lesson aids (learning units).
<b>Assignments</b>	Assignments and assessments (quizzes, description and due dates).
<b>Communication</b>	Communication area, with internal e-mail, discussion groups, chat, homepage for students and group pages.
<b>External Links</b>	Websites, useful for the course.
<b>Tools</b>	Students tools, Drop Box for assignments, create homepage, change personal information, calendar, see your grades, address book etc.
 <b>Course Map</b>	Map and overview over the content in the course.



*Home* – takes you back to *My Institution*.  
*Help* – takes you to the Swedish support pages – with a link to the American/US Blackboard pages.  
*Logout* – Logout from Blackboard.

## Support for Blackboard

If you have problems using Blackboard – please contact the following addresses:

Technical problems / Support:

Use the form on the following address: <https://distanssupport.hig.se/>

E-mail to [blackboard@hig.se](mailto:blackboard@hig.se) for support.

Phone: +46 (0) 26-64 87 00 office hours.

When you contact us please give us your name, course name, courseID, phone number and username.