Blackboard Learning Student Handbook
Accessing Blackboard
1. Click on CazNET on Cazenovia College’s Homepage

Log into CazNET
1. Type in your Username
2. Type in your Password
3. Click Login button
4. Click on Blackboard icon in upper right corner of screen, this will open a new window.
Login to Blackboard

1. Type in Username*
2. Type in Password**
3. Click Login button

Notes:
*Username is the same as you used to login to CazNET.
** Your instructor will provide you with your initial password. Once you login to Blackboard, you are required to change your password. Please see My Institution section for additional information.
Student’s Homepage

My Institution Tab
My Institution tab contains tools and information specific to each user’s preferences. This area can be customized to a student’s preferences. For more information, see the Blackboard Learning System Student Manual on our Blackboard website.

Announcements: Where your professor will post announcements for your course
View Grades: View your grades for the course
Send E-mail: Send an e-mail to people enrolled in course or your instructor
Personal Information: Change your password
Change your Password

1. Click on Personal Information link on My Institution Tab
2. Click on Change Password Link
3. Type in a new password
4. Re-type the password to confirm
5. Click Submit button
6. Click OK button to bring you to the Personal Information page
7. Click OK button to bring you to My Institution Tab
Computer Requirements

Browser Requirements

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Web Browser</th>
<th>Version(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows XP/Vista</td>
<td>Internet Explorer</td>
<td>7 or 8</td>
</tr>
<tr>
<td></td>
<td>Firefox</td>
<td>3.5 or 3.6</td>
</tr>
<tr>
<td>Windows 7</td>
<td>Internet Explorer</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Firefox</td>
<td>3.6</td>
</tr>
<tr>
<td>Mac OSX 10.5/10.6</td>
<td>Firefox</td>
<td>3.5 or 3.6</td>
</tr>
<tr>
<td></td>
<td>Safari</td>
<td>4.0 or 3.x</td>
</tr>
</tbody>
</table>

Browser Settings

JavaScript must be installed - To use Blackboard. To download the latest version please visit http://www.java.com/en/download/manual.jsp

JavaScript must be enabled in the browser
JavaScript is enabled by default on all supported browsers. However, if you encounter problems, please check your browser settings to make sure that JavaScript is enabled.

Cookies must be enabled
Third party cookies are allowed by default on all supported browsers. If you experience problems staying logged, please check your browser settings to make sure you allow third party cookies.

Allow Pop-ups - If you are unable to view discussion postings, quiz windows, and download links and then you may need to disable pop-up blocking. You should add it to the exceptions list.

For additional information, please visit our website at