FINDING YOUR COURSE ON BLACKBOARD

1. Access Fordham Blackboard through the University Portal http://my.fordham.edu
   After logging in, click on the Blackboard icon on the top right of the page.

2. On the Welcome Screen you should see a list of the courses you are teaching in the My Courses module.
   * Remember: Course shells will appear on Blackboard at least one week before the start of the new semester.

3. Click on a course name to enter your course site.
   * Remember: Course shells listed as unavailable do not appear for your students.
     You will have to make the course available when you are ready.

4. When you enter the course, you will see the same view of the course as your students.
   * Only Faculty have access to the Control Panel menu.

*Use the Control Panel to modify your course, upload documents, add students.
To make changes, make sure the Edit Mode button is on.*