

Blackboard @ GPRC



Blackboard is a Learning Management System used by many instructors to create Web sites to post course resources: notes, handouts, assignments, grades, quizzes, and to improve communications with and between students. It is a password-protected environment that you can access 24/7 from any computer, anywhere in the world, as long as you have Internet access.

Logging In

In Internet Explorer or Firefox, type in the address:
blackboard.gprc.ab.ca

or follow a link from the college Web site

- Note that there is **no “www”** in this address
- Use Internet Explorer or Firefox, rather than another browser

Your User Name is your 7 digit student number.

Your Password is the same as the network password that you use to log onto college computers. It changes when you change your network password. (See Computing brochure in your registration package for instructions)

You can also get to Blackboard by logging into the GPRC Student Online Access site at: <http://www.gprc.ab.ca/students/> and clicking on “My Blackboard”

eMail in Blackboard

When email is sent to you from Blackboard, you will not receive it in Blackboard. You will receive it in your regular GPRC email account. You are responsible for checking this account on a regular and frequent basis.

Similarly, when you send email from inside a Blackboard course space to your instructor or to a fellow student, he or she will receive that email in his or her regular GPRC email account.

eMail from your Blackboard courses will be sent to your regular GPRC email account. Check it regularly. Many of your instructors will communicate with you this way.

Finding Stuff in Your Blackboard Course Space

Access all of the tools and resources from the line of buttons on the left side of each of your course spaces. You will find that different instructors have chosen to include varying sets of tools in their course spaces.

You can use the **Dropbox** to move files. Upload a file from any computer with Internet access and download it to any other computer with Internet access by right-clicking on the file name. If you use the **Add File** button to upload files, you are the only one who will be able to see them. The **Send File** button makes a file visible to your instructor. Your instructor may allow or require you to use this tool to submit assignments.

For **help with Blackboard**, email BlackboardRequests@gprc.ab.ca, or drop in and ask for assistance at the Library Information desk. Also, you will find a **Student Manual** under the **Tools** button in your courses.