Logging into/out of your MassBay Blackboard Course

1 Go to the MassBay website (www.massbay.edu) and click on the **Blackboard** link towards the bottom of the web page

2 Log into Blackboard using your MassBay username and password

Then either press the **Enter** key or click on the **Login** button

3 In the **My Courses** module (a box in the MassBay Blackboard tab), a list of your recent MassBay courses will be displayed in alphabetical order

Usually, within 24 hours after enrolling and paying for a course, Blackboard will display the course's name in this module for you

If you do not see your course listed, and it has been more than a day since you enrolled, please check with the Registrar's Office

If your course has "*(unavailable)*" listed to the right of its name, this means that you are enrolled in this course, **but** either your instructor is not using Blackboard or has not yet made it available; check with your instructor if you have any questions about if/when your Blackboard course shell will be available

4 Click on the course name to "enter" your Blackboard course shell in which your instructor has provided digital resources available (e.g. the syllabus, communication tools, quizzes)

5 If you have any questions about the content of your Blackboard course shell, please ask your instructor

6 **Important**: Don't forget to log out of Blackboard when finished by clicking on the **Logout** button near your name at the top of the right corner of your screen

If you simply close the browser, the next person who launches that browser and links to Blackboard will automatically have access to your course shells

1/15/2015