ACCESSING BLACKBOARD COURSES

http://learn.gonzaga.edu

Server maintenance will occur Monday mornings at 6:30 a.m.
Depending on the work performed, Blackboard may be unavailable for a brief period.

I. If you have used Blackboard before.
   a. Gonzaga University has significantly changed the structure of Blackboard. In previous years, students created their own accounts and faculty created their own courses. Students then enrolled themselves in those courses. All three of these steps have now been automated; therefore, students no longer have to enroll in classes for Blackboard.

II. If you have NOT used Blackboard before.
   a. All user accounts and courses are automatically created.
   b. All students who have enrolled in a course through Banner prior to the start of the session are automatically enrolled in those courses in Blackboard.
   c. Students who add or drop courses after the beginning of the session are NOT automatically added to or removed from a course. Please see your instructor to have yourself added to or removed from a course after the start of a session.

III. To log into your Blackboard home page.
   a. Using a web browser, go to http://learn.gonzaga.edu
   b. For your username, type in the username you use to access Zagmail or the computers in College Hall 134 or the Foley lab.
   ***You must have a Zagmail account username to access Blackboard. To create a Zagmail account, please contact the Help Desk. You will receive an email once you register for classes.
   c. Your password is the same as your zagmail account. (If you haven’t already changed your password from its default, please change it).
   d. Click on the “Login” button.
   e. If you are unable to log in successfully or have questions about your username or password, please contact the Help Desk. If your login is successful, you will be directed to your personal Blackboard entry screen. Active courses you are enrolled in will be listed under the “My Courses” section in the upper right corner of the screen.
   f. If you do not find a course you expect to see there, please contact your instructor.

IV. If you have questions or experience problems. Please contact either your instructor or the Help Desk. Blackboard can also be accessed in any computing lab and Foley Center Library basement (normal library hours).

Help Desk (IT Support Center)
Email: helpdesk@gonzaga.edu
Phone: 509-313-5550
Office: College Hall 016 - Basement
Hours: M - Th 7 am - 9 pm; Fri 8 am - 5 pm;
      Sat 12 am - 5 pm; Sun 10 am - 5 pm

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