

Blackboard Frequently Asked Questions

- [How can I check if my students are registered in Blackboard?](#)
- [What shall I do if I have forgotten my password?](#)
- [How do I get access to set up my module in Blackboard?](#)

How can I check if my students are registered in Blackboard?

Some of you may already know that the Blackboard system uses data from the University student records system (SITS). This has several implications for ensuring that all your students can access your Blackboard course and we have therefore produced these simple guidelines to help you provide as smooth an induction as possible.

(1) Only students currently registered as UW students in SITS will have a Blackboard identity. This means that if a student has applied to UW but not fully completed the registration process, they will not be able to access Blackboard. Tutors can check class details by accessing the class list system from the staff web pages. This will indicate students who have elected to take the module and their registration status.

If a student's registration status is shown as starting with a 'P' they are still provisional students and need to go to the Student Records Office to register. Starting with a 'C' indicates a current student who has registered.

All students now register online.

(2) Students must also be registered on the module in SITS in order to access the appropriate modules in Blackboard. If a student does not appear on the class list, they have not been registered on the module. Advise UMS students to go visit a Program Adviser and all other students to contact Student Records to rectify the situation.

(3) Often students change modules early on in the semester. Blackboard is updated by SITS so if students have completed the module change procedure this should be reflected as soon as it is processed in SITS.

(4) Semester 1 modules are now available as students register.

If you have any further queries please email eos@worc.ac.uk

What shall I do if I have forgotten my password?

Contact the IT Helpdesk, either in person at the desk in the Peirson Building, or via email to helpdesk@worc.ac.uk, or telephone 7500.

You should not use the "Forgot your password?" link on the Courses Online/Blackboard page unless you have already previously set up the password hint facility in Blackboard. If you have set this up, Blackboard will check your hint and send you a new password. If you haven't set it up, it will say: "No email address is set up for user"

How do I get access to set up my module in Blackboard?

Send an email to eos@worc.ac.uk stating the module code and asking for designer access.