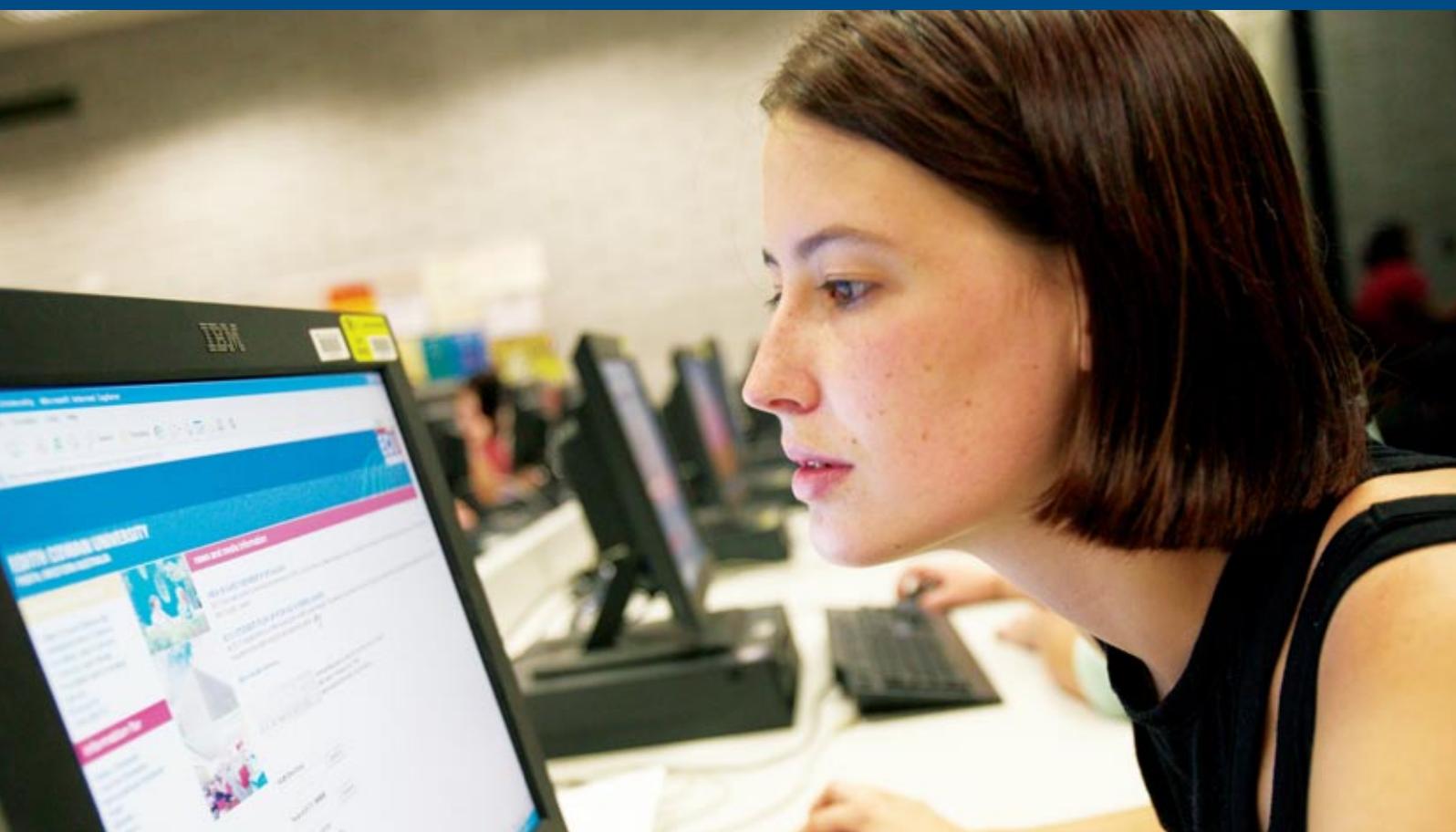**Edith Cowan University**

Blackboard
Academic Tip Sheet

This academic tip sheet:

- introduces you to Blackboard;
- provides you with instructions on how to access Blackboard;
- gives you a breakdown of the Blackboard sections;
- explains the various functions within Blackboard; and
- provides you with the Blackboard system requirements.

What is Blackboard?

Blackboard (also known as MyECU) is the institution-wide learning management system used at Edith Cowan University.

As an online study tool, Blackboard:

- enables you to access to study materials such as assignments and lecture notes at any time;
- allows you to engage in collaborative learning through participation in discussion boards and group pages;
- makes it possible for you to get access your assessments, to submit your assessments online and to see your grades; and
- enables you to communicate with other students or academic staff through emails, announcements, discussion boards, blogs and wikis.

Accessing Blackboard

All students currently enrolled at ECU through SIMO can login to and get access to Blackboard through via the following link:

http://myecu.ecu.edu.au

Logging into the system: Login instructions are displayed on the login screen.

Login Problems

If you have any login or technical system-based problems you should contact the IT Service Desk by telephone or email:
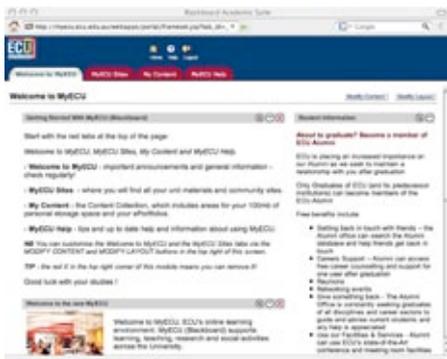
Telephone: 6304 6000
email: itservicedesk@ecu.edu.au

MyECU Tabs

Once you've logged into MyECU you will see four red tabs at the top of the page:

- **Welcome to MyECU** – important announcements and general information.
- **MyECU Sites** – where you will find all your unit materials and community sites.
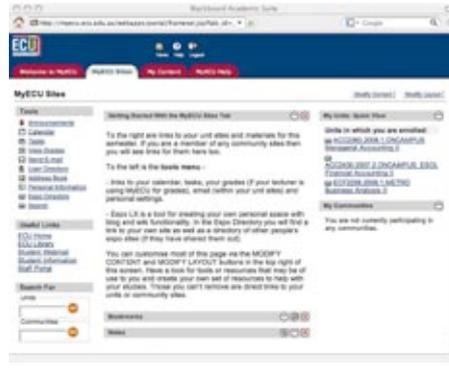- **MyECU Help** – tips and information about using MyECU.

Welcome to MyECU

Every time you login to MyECU the **Welcome to MyECU** tab is the first screen you will see. This is a **customisable** home page and offers a number of personal management tools.

Remember to check this tab for news and announcements.
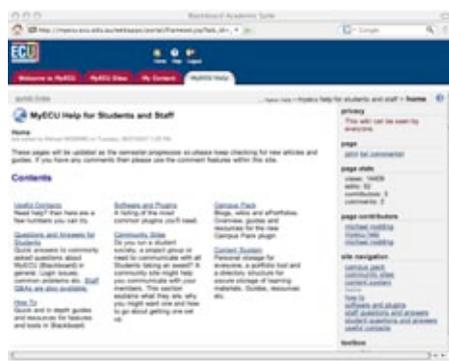
MyECU Sites

By the beginning of semester you should find the units you are enrolled in listed under the **MyECU Sites** tab, in the module **My Units: Quick View**, under the heading **Units in which you are enrolled**. You access each site by clicking on the unit code (which is directly linked to the site).

Please note: Not all units contained on the timetable have MyECU sites.

Units that do not have an online component or units that make use of courseware applications other than Blackboard will not be listed in MyECU.

If a unit you are currently enrolled in is not listed under **My Units**, and you believe that unit does have a Blackboard component, you should contact your lecturer or tutor for assistance.

MyECU Help

The **MyECU Help** tab contains a listing of user resources (tips, guides, problem solutions) which is updated as the semester progresses. The actual MyECU Help page is a wiki into which you are able to submit feedback, queries and suggestions by using the comments function.

Remember to Log out

When you have completed a session in Blackboard you need to logout of the system. To logout simply click the Logout icon that appears next to the Help icon at the top of the screen.

Please note: If you are using a shared computer, and do not logout after using MyECU, a student who uses the computer after you may be able to enter your MyECU session. The only way to prevent this from happening is to always logout at the end of your session.

System Requirements

To use Blackboard or MyECU you need an up-to-date web browser. You must also have your student email account activated. It is recommended that users have the following operating systems and browsers as minimum:

- **Platform:** MacOSX 10.3.9 and above; Windows 2000, XP SP2 and above.
- **Hardware:** 64 Mb of RAM, 1 Gb of free disk space.
- **Browser:** IE 6.0 and above or Firefox 1.5 and above or Netscape 7.0 (Win); Firefox 1.5 and above or Safari 1.3.2 or above (MacOSX).
- **Software:** Java Runtime Environment 1.5 and Adobe Acrobat Reader 6 and above.

Other combinations are supported and will also work with Blackboard. Your browser must be frames-compatible, and you must ensure you have javascript and cookies enabled in order to be able to login and use MyECU. Any problems or questions should be logged with the IT Service Desk on 6304 6000 (or email itservicedesk@ecu.edu.au).

Acknowledgements