How to sign onto and navigate Blackboard
By Sean Wolosin

1. Open browser (Mozilla Firefox is browser recommended by UPenn)
2. Navigate to the following website: https://courseweb.library.upenn.edu/
3. You will now be at the Blackboard login site for UPenn.
4. Click on PennKey Login. This will direct you to the login area.
5. Next to PennKey type in your PennKey user ID (I would type in seanjw).
6. Next to Password type in you PennKey user password (this is a secret so I can't tell you mine).
7. If you do this properly than you will see a brief message telling you that you have successfully authenticated. You will then be directed to the University of Pennsylvania's Penn Courseweb mainpaige. This is the starting point for accessing all the Blackboard information that you need.
8. To the left of the main page is a tool menu. Clicking on these links will allow you to do things such as check your grades in a course, edit you personal information and password, and send email.
9. The middle of the page has a section entitled "My Announcements". Here you will find a list of courses you are currently taking and links under each course of important announcements about information that has been posed on blackboard for each course. To read the announcements click on the link provided under each course.
10. To go back to the main page at anytime you can click the tab at the upper left part of the page entitled "Penn Courseweb". You can also click home at the top of the page and then click PennKey Login (If you didn't log off you will not need to enter your username and password).
11. Under the "My Announcements" section is a section entitled "My Calendar"
12. To the right of the main home page you will see three separate sections entitled "My Courses", "My Tasks", and "Courses: Quick View".
13. In the "My Courses" section you can click on a link to each of the courses you are currently taking.
14. If you click on one of the course links in the "My Courses" section you will be directed to a page that allows you to obtain a great deal of information about the course you are taking. To the left of the page you will find links to this information.
15. Click on the links to the left to access information such as course information, staff information, course documents, assignments, communication, discussion board, external links, and tools.
16. Click on the link to discussion board. This will take you to the page that lists the various different discussion boards available for the course that you are enrolled.
17. Click on one of the discussion board links such as "General Discussion Forum" for Chem. 502.
18. You will then be directed to a page that shows all of the different posting by members of the discussion board. They will be listed by subject and who made the post. Click on any one of these to read the post.
19. To construct your own new discussion board post click "Add New Thread" at the top of the page.
20. Enter the subject of the post next to Subject and enter the message you would like to post in the box entitled "Message". When you are finished you must click submit at the bottom right corner of the page to submit your post.
21. You can also respond to someone's post by clicking on their post and at the bottom of their message click on "Reply". You then follow the same steps from #20.
22. Once you are finished exploring the wonderful world of Blackboard and feel it is time to leave click on "logout" at the top right of the page. This will end your Blackboard session and you will need to go through steps 4, 5, and 6 again.