



Blackboard at Mercer University

Student Guide

What is Blackboard?

Blackboard, formerly known as WebCT, is an on-line electronic course management tool. You may be familiar with either program from previous courses.

How do I access my courses in Blackboard?

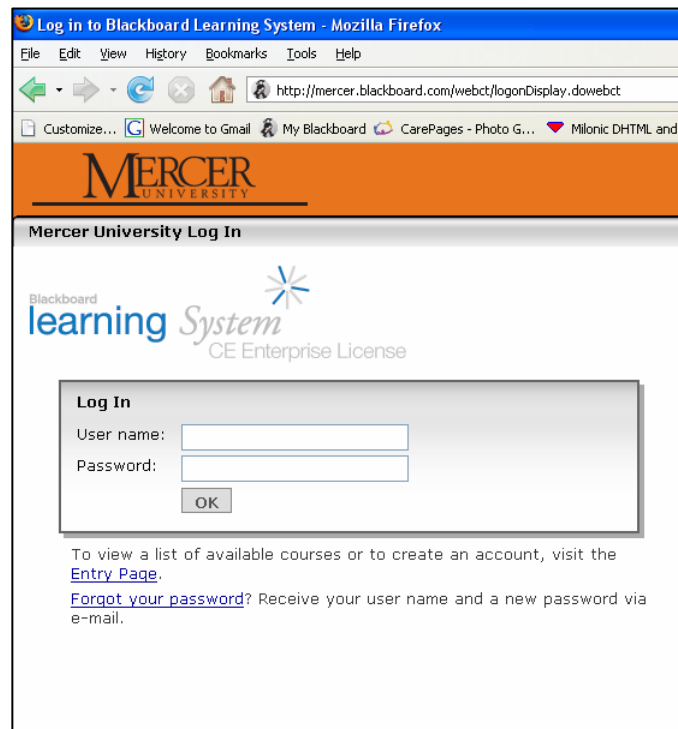
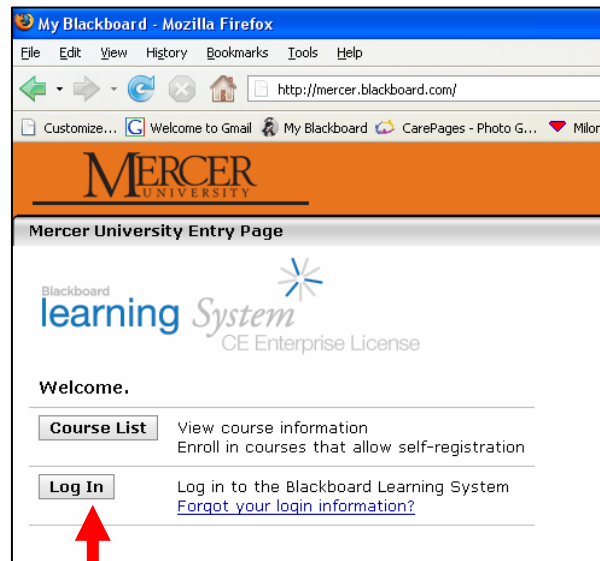
1. In your web browser go to:
<http://mercer.blackboard.com>

2. Click on the **Log In** button.

3. Enter your username and password. For the Username, enter in your Mercer Identification Number. For your password, enter your birth date in the following format YYMMDD (i.e. if you were born on December 15, 1980 then you would enter 801215 as your password.)

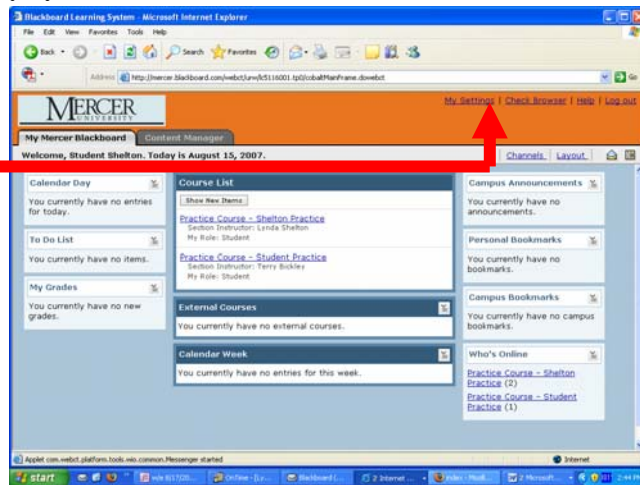
4. After you've entered this information, click the **OK** button.

5. Once you've successfully logged into the site, you will see a welcome screen with a listing of your courses.

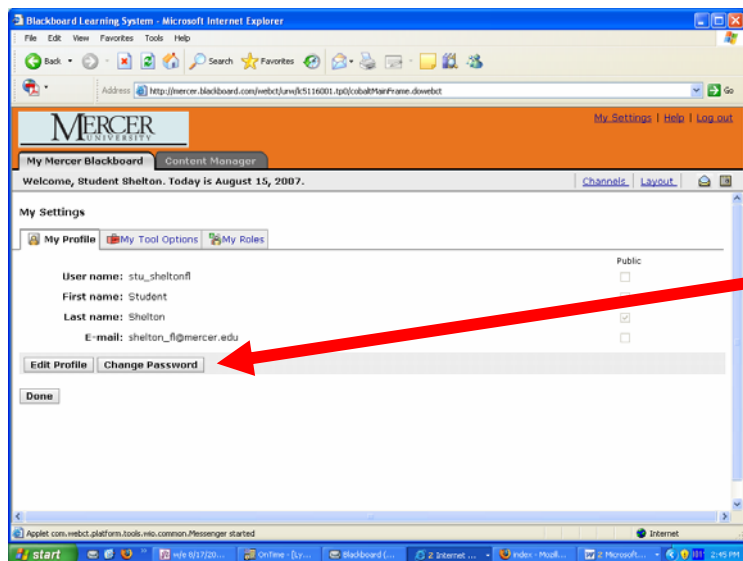


How do I change my password in Blackboard?

1. On the screen with a listing of your courses, click MySettings.



2. You will see a MySettings screen. If it is not selected, click on the MyProfile tab and click Change Password.



3. At the change password screen, enter your current password, your new password and confirm new password. Click the save button.

Where can I find help with Blackboard?

- Contact the Learning Technologies Center.
- Macon Office: (478) 301-2373, 2439, 2818, 2985, or 5521
- Atlanta Office: (678) 547-6314
- Henry County Office: (678) 547-6264
- Email questions and problems to: blackboard@mercer.edu
- LTC Web site: <http://www.mercer.edu/ltc/ltc/>