

## Other FAQs

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**Q** - My instructor said to log into Blackboard (CourseVU) for an assignment, but I do not even see a link for that course. What should I do?

**A** - All courses are created so that only the instructor can see them. At the beginning of a semester it is not uncommon for an instructor to forget to make the course available. Check with your instructor to be sure that the course is "available."

**Q** - I am not able to log into Blackboard. What should I do?

**A** - If your username and password are not working, contact the IT Help Desk for more troubleshooting. Try logging into your email to see if the user name and password are working there. This information will help the IT Help Desk isolate the problem.

**Q** - Can my classmates see my grades?

**A** - No. Each student can see only his or her own grades.

## Where can I get help with CourseVU?

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It is a good idea to check with your instructor first when you need help with CourseVU. However, if you find that you need additional assistance, you can always contact the IT Help Desk.

The IT Help Desk is located on the first floor of the Christopher Center for Library and Information Resources. You can stop by for help in person, call extension 5678 or send an email to [IT.Helpdesk@valpo.edu](mailto:IT.Helpdesk@valpo.edu).

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Christopher Center for Library  
and Information Resources  
1410 Chapel Drive  
Valparaiso, Indiana 46383  
Phone: 219.464.5678  
Fax: 219.464.5056  
Email: [IT.Helpdesk@valpo.edu](mailto:IT.Helpdesk@valpo.edu)

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# Guide to CourseVU for Students



## What is CourseVU?

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CourseVU is a web-based program used to deliver courses via the Internet. Blackboard is our current online course management system.

## What are the requirements?

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Blackboard certified and supported browser requirements:

- Windows 2000 running Internet Explorer 6 or Firefox 1.5.1
- Windows XP running Internet Explorer 6 or Firefox 2.0
- Macintosh OS 10.3 running Internet Explorer 5.2 or Safari 1.2

Having the right computer hardware and software is very important; however you may need to know how to

- Send and receive email from your GroupWise or valpo.edu account
- Create documents in Microsoft Word (including the ability to format line spacing, font size and type, and margin adjustments.)
- Save and retrieve files from your "H" drive or hard drive


## How do I access CourseVU?

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Access CourseVU at  
<https://coursevu.valpo.edu>

(Do not forget to use https - s for secure site)

Use your ValpoNet username and password to log into Blackboard.



## I've logged in... Now what do I do?

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Once you've successfully logged into Blackboard, you will see the Welcome page. This page will show you an overview of any announcements posted. It will also show the entire list of courses you are taking.

Click on the blue link name of the course to enter the course site.

## What will I find in my course?

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Every course is designed differently; however many instructors use

**Announcements** - Current information about the course

**Course Information** - Syllabus or any other information about the administration of the course.

**Instructor Information** - Your instructor's name and contact information.

**Course Documents** - Course handouts including PowerPoint slides, PDFs, etc.

**Assignments** - May contain items that need to be completed and turned in.

**Communication** - Tools to allow students to interact with one another or the instructor.

**Discussion Board** - An area where students will read classmates opinions / entries, reply to classmates' and post original entries.

**External Links** - Websites your instructor may want you to visit.

**Course Tools** - May contain a tool check grades (if posted by instructor)

Your instructor may also post quizzes, tests, and surveys on Blackboard.