

# USING BLACKBOARD

## HELPFUL TIPS FOR FACULTY



While these steps should take only a few minutes, it is recommended that you go through them at least two hours prior to your first class, in the event you encounter any difficulties.

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### 1 Log in to your computer and open a browser window.

Visit any website (i.e., google.com or yahoo.com) to verify that you can connect to the internet.

If you cannot connect to the internet, unplug the power cord from the back of your modem. Wait 10 seconds. Then plug the power cord back into the modem. It may take a few minutes to recycle.

### 2 Log in to Blackboard at [courses.miami.edu](https://courses.miami.edu) on your browser.

If you experience trouble logging in to Blackboard, try clearing the cache and cookies of your browser as shown in these links:

[CLEAR FIREFOX CACHE](#) | [CLEAR CHROME CACHE](#) | [CLEAR SAFARI CACHE](#) | [CLEAR EDGE CACHE](#)

### 3 If requested, sign in using your University of Miami credentials.

If your password has expired, visit <https://caneid.miami.edu/> or call 305-284-6565.

If requested, authenticate with DUO.

If you encounter problems with DUO, call 305-284-6565.

### 4 You should now see the Blackboard main menu.

If Blackboard is unresponsive or not working, contact the Learning Platforms Help Desk, available seven days a week from 9 a.m. to midnight, at 305-284-3949 or [learningplatforms@miami.edu](mailto:learningplatforms@miami.edu).

### 5 Under the section "My Courses," select the course you wish to update.

Strategies and support for online teaching can be found in the [Academic Continuity Guide](#).

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For those who plan to teach remote classes synchronously on a specific date and time: Please provide instructions ahead of time to your students on what they should do in the event either you or your students are unable to access the online class session.