Comprehensive Academic Planning Process (CAPP)

Blackboard

Accessing the Blackboard Organization:
1. Point your web browser to the following URL:  blackboard.uc.edu
2. At the “Welcome” page, click on the “Login” button on the left side of the page.
3. In the appropriate boxes, enter the “username” and “password” provided for you when you activated
   your Blackboard account. (If you have changed your password from the “default”, remember that
   passwords are case sensitive.)
4. Once you log in to your account, you will be at the “My UC” page. Click on the “Academic Planning
   Process” link that appears in the “My Organizations” box under “Organizations in which you are
   participating.” This brings you into the Academic Planning Process organization.

Navigation Within the Community:
5. Once in the organization site, you will be on the “Announcements” page. To review all announcements
   posted, you can click on the “View All” tab that appears in the upper, middle part of the page.
6. You will see a list of text items in the red section on the left side of the page. Click on “Public
   Information” and you will find links to valuable information regarding the Academic Planning Process.
   (This information is also available to guests outside the university.) Click on any one of the links to
   open the attached documentation. (Note: to open application specific documents, you must have the
   application installed on your computer. For example, if the documentation is an Excel spreadsheet, you
   must have Microsoft Excel installed on your computer.)
7. Some information in the organization is available to enrolled members only. These text links, such as
   “Working Documents” are listed on the left side of the page. Note that only enrolled members (such as
   yourself) have access to the text links for any communication tools in the organization.
8. If you have any questions or need assistance, contact the Blackboard Support Team in the Faculty
   Technology Resources Center (FTRC) located in 410 Zimmer at 513-556-1602 or by e-mail at
   blackboard@uc.edu. There is also helpful information available on the support site at
   http://blackboard.uc.edu/support.

Note: Non-UC participants will receive notification of their usernames and password via e-mail by
noon on Monday, February 2. If you do not receive notification or have problems logging in to
Blackboard, please call the Blackboard Support Team at 513-556-1602 or contact them via e-mail at
blackboard@uc.edu.