

BLACKBOARD BASICS

Blackboard is the program Snead State uses to facilitate all online courses and to supplement all other courses. Whether you are taking a fully online course, a blended course, or a class that meets on campus, you will use Blackboard!!!



For Online courses, you are required to login at the start of the course to complete a week 1 attendance activity. Failure to complete that activity may negatively impact your financial aid. During the remainder of the course, you are expected to regularly check Blackboard and your official Snead State student email account for course announcements/updates.

Blackboard Login Information:

- **Blackboard Website** – Click the “Blackboard” link at the top of the Snead State website, or go to <https://snead.blackboard.com>. It is recommended that you use Google Chrome or Mozilla Firefox when accessing Blackboard.
- **Username** – Your complete Snead State Student Number (S#): **S00XXXXXX**
- **Password** – Your default Blackboard password is your 6-digit date of birth: **MMDDYY**
It is recommended that you change your Blackboard password when you first login by clicking “Personal Information” under the Tools module on the “My SSCC” tab.

Common Issues:

- **New Student Accounts** – If this is your first semester at Snead State, it may take up to 24 hours for your Blackboard account to be activated once you register for courses.
- **Course Availability Before the Term Begins** – Courses may not be available (i.e. visible) in Blackboard until the first day of class. Instructors control the availability of courses in Blackboard, so some may choose to make courses available earlier.
- **Courses Added During Drop/Add** – Courses added during drop/add may take several hours to appear in Blackboard.
- **Missing Courses** – Please check your official class schedule in mySnead to determine when the course is scheduled to start. Mini II term courses don’t start until the middle of the full semester and will not show up in Blackboard until the instructor makes them available. If you drop/withdraw from a course, it may also disappear from Blackboard.

Technical Support:

- If you experience technical issues with Blackboard, please email DL@snead.edu and include your full name, Snead State student number (S#), date of birth, and a brief description of the issue you are experiencing. Technical support is available during normal business hours M-F.



You will use your mySnead account to register for classes, check your financial aid status, review your official class schedule, view your degree plan in Degree Works, request transcripts, and much more!!!

- **mySnead Website** – Click the “mySnead” link at the top of the Snead State website, or go to <http://go.snead.edu>. Note: Some printing features in mySnead work best with a recent version of Microsoft Internet Explorer.
- **Username** – Your complete Snead State student number (S#): **S00XXXXXX**
If you do not remember your Snead State student number, you may use your social security number as an alternate Username.
- **PIN** – Your default mySnead PIN is your 6-digit date of birth: **MMDDYY**
When you login to your account for the first time, you will be prompted to change your PIN. You will login to mySnead regularly, so please make note of your PIN.
- **Technical Support:** Please email studentservices@snead.edu and include your full name, Snead State student number (S#), date of birth, and a brief description of the issue you are experiencing.

Student Webmail @ Snead State

The Course Messages tool in Blackboard should be used within a course to communicate with your instructor. Every Snead State student also has an official student email account that should be checked regularly because it is used by Snead State to communicate important information.

- **Student Webmail Website:** Students can access their email account by clicking the “Student Webmail” link at the top of the Snead State website.
- **User ID:** If you had a student email account prior to Fall 2012, use your old 5-digit student number. Students who never had a student email account prior to Fall 2012 should use their full Snead State student number (S#): **S00XXXXXX**
- **Password:** Your 8-digit date of birth in the format: **YYYYMMDD**
- **Email Address:** Your email will be your User ID followed by @students.snead.edu. For example: **S00XXXXXX@students.snead.edu**
- **Technical Support:** Please email Jerri Gullion (jgullion@snead.edu) in our IT department for assistance with your student webmail account. Be sure to include your full name, Snead State student number (S#), date of birth, and a brief description of the issue you are experiencing.