

# BLACKBOARD BASICS



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

***It is important that you log into Blackboard on the first day of the term and complete the syllabus assignment for every course to verify your participation in the class.***

- There is a link to Blackboard toward the top of the Snead State homepage that will direct you to the Blackboard login page. The direct link to Snead State's Blackboard site is <https://snead.blackboard.com>

## **Log-In Information:**

**User Name – Student Number: S00012345**

**Password – Birthdate (mmddyy)**

**Ex. January 1, 1995 = 010195**

- Click "Login"
- This will take you to the Snead State Blackboard screen. Any classes you are taking will be displayed on this screen under "My Classes". To enter a course, click on the course title.
- Once in the course, you will be able to access the course syllabus, calendar, grades, course messages, and other available tools. **Make sure you check each course often for new information or correspondence from your instructor.**

**Note:** Courses may not appear in Blackboard until the first day of class. The list of courses in Blackboard is NOT an official list of the classes for which you are registered. You should check your schedule in MySnead to see your official schedule for the term. If you register after the first day of the term, it might take a few hours after registration for your classes to appear in Blackboard.

**If you experience Blackboard technical issues, you can contact [DL@snead.edu](mailto:DL@snead.edu) by email or call John Haney (Director of Online Learning) at 256-840-4124. If he doesn't answer, then please leave a message and include your full name, S#, and date of birth, along with a brief description of the issue.**

Start right away  
Understand your course requirements  
Communicate with your instructor  
Check (and follow!) course deadlines  
Expect to succeed  
Seek help when you have questions  
Stop procrastinating



***You will use your MySnead Account to register for classes, check your financial aid status, check your official schedule, view your degree plan, request transcripts, and much more!!***

- Access your MySnead account at <http://go.snead.edu>.
- Select “Login to MySnead”  
**Log-In Information:    User ID – Student Number (ex. S00045678)**  
**PIN – Birthdate (mmddy Ex. January 1, 1985 = 010185)**
- When you log into your account for the first time, you will be prompted to change your PIN. Be sure to make a note of your secure ID and PIN numbers because you will use them frequently.

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## **Student Webmail @ Snead State**

*Did you know that every student at Snead is given a student e-mail account?* Student e-mail at Snead State is hosted by Google so that your student email account will have all the benefits of GMail including access from mobile devices.

***It is important that you check your student webmail account regularly to receive important information regarding registration, financial aid, and campus activities. This secure e-mail account should be used for all correspondence with Snead State departments and employees.***

There is a link on the bottom right of the Snead State homepage that says “Student Webmail”. This link will take you to an instruction screen and direct you to the webmail log-in page.

**Log-In Information:    User Name – Student Number (ex: S00045678)**  
**Password – Birthdate (yyyymmdd Ex. January 1, 1985 = 19850101)**

If you have webmail technical issues you can contact Jerri Gullion at [jgullion@snead.edu](mailto:jgullion@snead.edu) or 256-840-4180, during work hours (7:30 a.m. until 4:30 p.m.).