



**BlackBoard**, a course management system, will be utilized in certain WBC and CBS courses. Students must access BlackBoard for current syllabi, announcements, course notes, discussion questions, and other communications and materials.

Students are expected to keep their personal information current in BlackBoard and check the website throughout the semester for updated information. This is a very important communication tool and students will be held responsible for the information that BlackBoard contains.

To access BlackBoard:

1. Go to [www.bible.edu](http://www.bible.edu). Click on Academics>WBC Academics>BlackBoard or Academics>CBS Academics>BlackBoard. Once the BlackBoard login page opens, save it or bookmark it to your favorites. That way, if the bible.edu website is down, you will have the link to access our BlackBoard site. You can also access the WBC/CBS BlackBoard website directly at <http://fishersnet.blackboard.com>.
2. On the BlackBoard page click Login. The format for user names for WBC students is wbc-firstlastname (i.e., wbc-johncalvin) and for CBS students, cbs-firstlastname (i.e., cbs-johncalvin). Your password is the last four digits of your primary telephone number given at registration, with the following exception: *Students who have used Blackboard in the past will use the same login information as in previous semesters, including previously used passwords.*
3. Verify that your school e-mail address is current in Tools>Personal Information. **Students are responsible for keeping their personal information current in Blackboard.**
4. If you have questions or access problems, contact Kathi Haley at [khaley@bible.edu](mailto:khaley@bible.edu). **For prompt results, requests for help should be made during regular business hours 9:00 a.m.–5:00 p.m., Monday–Friday.**
5. If you experience trouble opening a file in Bb, make sure that you grant permission to download files from the site. You will be prompted with a small notice in the banner section; be sure to click on “click here.”
6. If you experience trouble printing a document directly from BlackBoard, first save the file to your computer and then print.
7. Audio files must first be downloaded to your computer before they can be opened.