

Logging in to Blackboard Vista 8.0.1

1. Open a Web browser and go to: <http://portal.emmanuel.edu>
2. Find Blackboard Vista on the right and click on the link to Login.

The screenshot shows the Emmanuel College portal homepage. At the top, there is a navigation bar with the college logo, name, and user information. Below this, there are several sections: a calendar for August 2009, a message notification for 5 unread messages, a weather widget, and a list of announcements. On the right side, there is a vertical menu titled 'Applications' and 'My Links'. The 'Blackboard Vista' link is highlighted with a red arrow. Below this menu, there are sections for 'My Team Sites' and 'My Personal Documents', and a 'My To Do' section at the bottom left.

EMMANUEL COLLEGE

Welcome Lucy M. Borghainck | My Site | My Links | Advanced Search

Staff Sites | Student Resources | Campus Resources

Emmanuel Portal > Staff

My Week

Today's Date: Wednesday, August 26, 2009

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Wednesday, August 26
No events

Thursday, August 27
No events

Friday, August 28
No events

My To Do

Expand All Collapse All

No tasks found

You have 5 unread messages.

Access Emmanuel Email

First Time Email Setup Click Here

Weather
73°F
Yahoo! Weather

Announcements

Reminder - Staff and Administration Ice Cream Social on Wednesday!

Community Announcement

Regalia rentals for Convocation

Maureen Murphy Wilkens Science Center

President's Office [8/25/2009 9:26 AM]

Campus Ministry [8/22/2009 1:51 PM]

Dean of Arts & Sciences Office [8/21/2009 9:31 AM]

President's Office [8/20/2009 11:37 AM]

View All Announcements | Announcement Management

My Team Sites | My Personal Documents

Business Office Policies & Procedures

Day Supervisor

- ! twitter links beta testing
- ! Scheduling the orientation to the NS team site for full time staff
- ! Leader to Leader now direct from Wiley activated in SFX Friday 8/21
- ! Re: Research by subject results pages
- ! Research by subject results pages
- ! If you will be covering the reference desk
- ! Index with Twitter

Filmmakers of Emmanuel College

GETfit

Library

Library Student Markets

Applications | My Links

- Blackboard Vista
- Spam Quarantine
- Online Course Evaluation
- Informet
- Emergency Notification System
- Datatel Web Access (on campus only)
- Employeease
- PaperVision
- ImageNow
- Photo Directory


Online Academic Resources

- + User Account
- + Financial Information
- + Communication
- + Registration
- + Academic Planning
- + Academic Profile

Questions? Contact the Library (617) 735-9927
Ask for Blackboard Vista 8.0.1 support.

Emmanuel College Library, Boston

3. In the "Username" field, enter your Emmanuel username.
4. If you have never logged on to the Vista version, enter in the "Password" field the ID number located on your Emmanuel ID card. Include the initial zeroes. If you get an error message that your login is invalid, email: helpdesk@emmanuel.edu or phone the Helpdesk at (617) 735-9966 and ask them to reset your password.

 **EMMANUEL COLLEGE**

Blackboard Vista

Please enter your Blackboard Vista username and password below. Please note that we have made an effort to match your username for Blackboard Vista with your Emmanuel username (FirstClass, Online Academic Resources, Sophos, Clean Access), but they are separate systems and as such can have different passwords.

IMPORTANT NOTICE: For initial instructions on how to Access Blackboard Vista please read the following documentation ... [HTML](#) [MS Word](#)

Username:

Password:

For technical help & support please contact the Helpdesk at (617) 735-9966 or helpdesk@emmanuel.edu.
[Acceptable Use Policy](#)

Respond "yes" to any security warnings that appear. You will need to enable pop-ups to use Blackboard Vista 8.0.1.

Once logged in, you may change your Password if you wish. Click on My Settings, in the upper right corner, and the My Profile tab will allow you to change your password.

5. In order to ensure that your Web browser is properly configured for Blackboard Vista 8.0.1, click on the “Check Browser” link, which is at the top right of the page. A pop-up window will appear with the results of the browser check. If all the settings are properly configured, a green checkmark will appear beside all the browser checks. If a setting is not properly configured, a red “X” will appear with instructions.

EMMANUEL COLLEGE

My Emmanuel College Content Manager

Welcome, Lucy Borgheiinck . Today is January 9, 2008 5:17 PM EST.

My Settings | **Check Browser** | Help | Log out

Channels | Color | Layout

Calendar Day
You currently have no entries for today.

To Do List
You currently have no items.

My Grades
You currently have no new grades.

Course List
Library Sandbox - borghelu_sandbox
Training - Training Sessions

Campus Announcements
Use of the SLASH (/) Character

External Courses
You currently have no external courses.

Calendar Week
You currently have no entries for this week.

Personal Bookmarks
You currently have no bookmarks.

Campus Bookmarks
You currently have no campus bookmarks.

Who's Online
Library Sandbox - borghelu_sandbox (1)
Training - Training Sessions (4)

Questions? Contact the Library (617) 735-9927
Ask for Blackboard Vista 8.0.1 support.

Emmanuel College Library, Boston

If you see only green checks as below, you may skip this section.


If necessary, configuring your computer to remove a red "X" is not difficult. The instructions follow.


[Close this window](#)


WebCT Vista® Version: 3.0.7.17


Browser Check Results


This browser check will ensure your browser is configured so the complete functionality of this application is available to you. For each area checked, mandatory or recommended changes are indicated.
For more information, see the [Browser Tune-up Page](#).

 **Browser Check**
This browser is validated for use with WebCT Vista.
It appears that you are using **Microsoft® Internet Explorer 7.0** browser.

 **Cookies Check**
Cookies are enabled
Vista uses a cookie to keep track of your current session. You must have cookies enabled so we can maintain your current state as you navigate through the application.

 **Javascript Check**
Javascript is enabled
Almost every part of Vista relies on Javascript for the ability to generate interactive web pages. You must have Javascript enabled to do anything in Vista.

 **Pop-up Window Check**
Pop-up Windows are enabled
Vista takes advantage of pop-up windows as a powerful way to deliver content in an organized fashion. You must have pop-up windows enabled or certain parts of the product may not function properly.

 **Java™ Check**
It appears you are using Java 2 Runtime Environment version **1.6.0_02 (Sun Microsystems Inc.)**.

If any area (most likely it will be the Pop-up Window or Java Checks) has a red "X", go into the "Help" for your particular browser and follow directions. For example:

To Allow Pop-ups on PCs

- **If you are using Internet Explorer**, highlight the URL at the top of the screen and click "Control" + "C" to copy it. Go to the "Tools" drop-down menu at the upper right of the page, then go to "Pop-up Blocker" > "Pop-up blocker settings." Paste the URL into the address line (Click "Control" + "V" to paste) and click "Add."
- **If you are using Netscape**, highlight the URL at the top of the screen and click "Control" + "C" to copy it. Go to "Tools" > "Pop-up Manager" > "Allow pop-ups". A dialog box for "Allowed Pop-ups" will appear. Paste the URL into the address line (Click "Control" + "V" to paste) and click "Add".

Questions? Contact the Library (617) 735-9927
Ask for Blackboard Vista 8.0.1 support.

Emmanuel College Library, Boston

- **If you are using Mozilla Firefox**, highlight the URL at the top of the screen and click “Control” + “C” to copy it. Go to “Tools” > “Options” > “Content or Web Features” > “Block Pop-up Windows—Allowed sites or Exceptions.” Click the box “Allowed Sites or Exceptions”; paste the URL into “Address of Web site” (Click “Control” + “V” to paste) and click “Allow.”

For Java

- If a newer version of Java is required, click through the instructions to download. When finished downloading, you will need to restart your computer.

To Allow Pop-ups on MACs

- **If you are using Mozilla Firefox**, highlight the URL at the top of the screen and click “Control” + “C” to copy it. Go to Firefox drop-down menu > Preferences > Block Pop-up Windows > Allowed Sites and paste the URL into “Address of Web site” (Click “Control” + “V” to paste)
- . Click “Allow.”
- **If you are using Safari**, go to the Safari drop-down menu > Block Pop-Up Windows and click to toggle the block off.

Finally, click on “Check Browser” once again to be sure the red “X” has disappeared.

If all areas have green checks, your computer is configured. (Congratulations!)
Click “Close this window.”

If you are having problems viewing or downloading files, or with the pop-up blocker, contact the Library and ask for Blackboard Vista 8.0.1 support (617 735-9927). Call us while you are sitting at your computer with Blackboard Vista 8.0.1 open. We will walk you through it.