Blackboard

Overview
Blackboard is a website that The University of Tampa uses to assist with course information. All professors for assignments, syllabi, lecture notes, and grade postings. It is important to note that Blackboard is not an official university site, unlike SpartanWeb, which is an official university site. Even if your professor posts grades to Blackboard, your official grade will be the grade posted on SpartanWeb. When there are conflicts between the two systems, you should always rely on the grade posted on SpartanWeb. The Graduate Business Programs office uses Blackboard to update students on new course offerings, important meetings, career services events, and provide information on variety of other events and tasks involved with the graduate programs. In addition, you can find important documents and a generic plan of studies to help you progress your way through the program.

Login
Your Blackboard Username will be firstname.lastname (ex. john.doe). To retrieve your password, use the “Forgot Your Password?” link or contact the IT Helpdesk at (813) 253-6293. Please note, while your usernames for Blackboard and email are the same, these are two different systems, so the passwords are managed separately. You may have a different password for each system.
Once you have logged in, you can change your personal information (username, password, etc.) by clicking on the link in the Tools box on the left-hand side. For example, if you prefer to go by a different name, you can update that here.
Tutorial

The My Courses box shows you what courses you are currently enrolled in. Any groups you join will also appear here. You will automatically be enrolled into the Graduate Studies in Business course upon admittance into the program.
My Announcements is where you will find recently posted announcements from the groups/classes you are enrolled in. Clicking on the link will bring you to the details of the announcement.
The Quick Tutorial Catalog will provide you with more in-depth information on how to use the program.
Course Enrollment
Some professors will automatically enroll you in their Blackboard site. Others will give you a password and tell you to enroll yourself into the course. To search for your courses, first click on Courses/Catalog at the top of the screen. Then click on the corresponding school — College of Business — John H. Sykes.
Here you can browse the course catalog using the Course Name or Course ID columns to locate your course, or find your course by typing the Course ID into the search box.
To enroll in a course, click on the down arrow icon. A Menu will pop-up. Click the enroll Button. You will be prompted to enter a password, which your professor will provide. In most cases, this password will be provided on the course syllabus.
For an example of what a Blackboard course looks like, click the Graduate Studies in Business link under My Courses.

This is the Graduate Studies in Business page, your one-stop shop for most information you will need to be successful in your program. Notice there are several links on the left-hand side.

- **Office Staff**: Graduate Business Programs contact information.
- **General Info**: Announcements pertaining to events, registration, job opportunities, etc.
- **Important Documents**: Important documents such as drop/add forms, independent study forms, info about appeals, and the official UT course catalog.
- **Textbook Exchange**: Here you can get in touch with fellow classmates who are selling or searching for textbooks, rather than paying bookstore prices.
- **MS-ACC, MS-FIN, MS-MKT, and MBA-Full/Part**: Each individual program link includes a plan of studies and the Faculty Chair contact information for that department.
- **Internship Info**: This link will provide the necessary instructions and documents for applying for an Internship for credit.
- **Communication**: Graduation Lists and information about International trips.