Blackboard: used for course materials and student resources

In order to obtain Blackboard access, accepted students must first set up their USD username and password and submit the Student Record Form to the Program Office. One month prior to the start of classes, all students who have completed these steps will be granted access to Blackboard. All syllabi, book information, course materials, and program resources will be posted on Blackboard as they become available.

To access Blackboard:

1. Go to ole.sandiego.edu (we recommend using Firefox or Google Chrome for best results).
2. To verify your browser’s compatibility, go to the Blackboard Help Browser Checker. A green ‘✓’ indicates that your browser is supported and a red ‘X’ indicates that something needs to be updated or installed.
3. Log in using your USD username and password. The Welcome page will show.
4. In the column on the left side of the page, click Organizations then click the link to access the Paralegal Program organization.

*Note: Your individual courses will not appear in the Courses unless the instructor sets up a Blackboard course - most instructors do not. Click the “Paralegal Program” link in Organizations to view all course materials and program resources.
5. Once in the Organization, you will see the Announcements page. The Program staff will post important or interesting information here.
6. Using the links in the left side menu, you can access the following:
   a) **Course Materials (Day/Evening)** – Each course has a folder containing the syllabus (when available), book information, and additional materials provided by the instructor. **Only reference materials for courses you are currently registered for. Required materials may vary between day and evening and from term to term.**
   b) **Regulations & Forms** – Contains Academic Regulations, materials for registration, advising, withdrawals/leaves of absence, graduation, and other program policies and resources.
   c) **Campus & Community Resources** – Contains information about campus resources and activities, law libraries, and suggestions for connecting with the San Diego legal community.
   d) **Additional Training Opportunities** – Contains information regarding legal software and technology training.
   e) **Internships** – Contains information regarding internship requirements and options.
   f) **Employment Assistance** – Outlines the Paralegal Program’s Employment Assistance services and contains resources for resume writing, job searching, networking, and interviewing.
   g) **Program Contacts** – Contains a contact list of the Paralegal Program staff.
   h) **Calendar** – Outlines semester start and end dates, holiday breaks, and registration dates. *Future term dates are subject to change.*
Notes:

1. **Check Blackboard regularly; new content is continuously added.**
   If you would like to receive e-mail or mobile alerts when new content is available:
   a) Select your name to access your profile.
   b) Click on the notification links in **Global Notification Settings** and follow the on-screen instructions to make changes.

2. The Blackboard maintenance window is every Thursday from midnight to 3am. Access may be limited during these times.

3. Need help?
   a) For questions regarding content, contact the Program Office at (619) 260-4579 or paralegal@sandiego.edu.
   b) To sign up for a Blackboard training course, visit sandiego.edu/its/training/blackboard.
   c) For technical assistance, visit bit.ly/usdbbstudent or contact the ITS Help Desk at (619) 260-7900.

*Grades are not posted here.* Final grades are posted in the MySanDiego portal approximately 2 weeks after the final exam.
Blackboard Phone Application:

1. There is a Blackboard application available for students to use on iPhones, Androids, and Windows devices.
2. Once the application is downloaded, you can input “University of San Diego” as your institution and your USDOne account information to login.
3. Click on the three purple lines to open the Blackboard menu and click on the “Organizations” page. It should bring you to a screen that shows a link to the “Paralegal Program” page.
4. From there, the app is organized similar to the computer Blackboard website. See page 2 to reference key links and notes.

*Grades are not posted here. Final grades are posted in the MySanDiego portal approximately 2 weeks after the final exam.*