Blackboard Organization-Professional Staff Senate Communication Tool

To facilitate communication, the Professional Staff Senate uses UMBC's <u>Blackboard</u> course management system. All professional staff are enrolled in the Blackboard site at the start of each academic year.

If you're an "exempt" (formerly "associate") staff member, but do not have access to the Blackboard site, or just need help, send email to <u>blackboard@umbc.edu</u>.

To Login, go to <u>http://blackboard.umbc.edu/</u> or log in through <u>https://my.umbc.edu/</u> and choose Blackboard from the left menu.

- Login with your MyUMBC ID and password
- Select "Professional Staff Senate" under "My Organizations" (demo at <u>http://www.umbc.edu/pass/images/bblmyinst.gif</u>)
- Or search for "pass" (demo at http://www.umbc.edu/pass/images/bbsearch.gif)
- Enter the site (demo at http://www.umbc.edu/pass/images/bbpass_site.gif)

Once in Blackboard, members can view or participate in . . .

- Senators & committees
- Agendas & minutes
- Surveys
- Elections