URL Address and Logon

1. URL to access:  http://eduonline.mayo.edu
2. Enter your Lan ID and password to access your course(s).

If you have questions regarding log on, contact the Help Desk at your location.

Blackboard Home (continued)

1. My Announcements  Announcements for institution or courses; to view by course, use "Course Announcements" button
2. Tools  My Announcements, Tasks, or Calendar, My Grades, Send Email, User Directory, Address Book, or Personal Information
3. My Courses  Courses you are enrolled in for the current term. Courses may be from multiple departments of Mayo Clinic.
4. My Tasks  Optional and may be used to create personal tasks, notes, reminders
5. My Organizations  Other courses or organizations you may be enrolled in.
6. Content Collection  Used by faculty and staff
7. My Calendar  View and maintain your schedule based on courses you are enrolled in or create a personal calendar.
8. On Demand Help and Learning Catalog  Blackboard’s PDFs, videos, and general information about the software company Blackboard.

Navigating & Viewing My Courses

Navigate to course content for lectures, notes, readings, quizzes/tests, and/or assignments.

1. From within My Courses, click the course link.

2. The Course Content is presented. Each course’s organization of materials will vary and look different.
**Example Course Illustration:**

1. **Banner**
   The Banner is the area where the Mayo Clinic Logo appears and where you click to Logoff and end communications.

2. **My Places**
   To navigate between your courses, change personal settings and/or personal information.

3. **Home**
   To navigate to the main Blackboard Home page.

4. **Help**
   The Help icon is located in the Banner area. Various resources for assistance can be found here including the Blackboard User Guide.

5. **Content Navigation**
   This is what you will use to "move" through your course.

6. **Breadcrumbs**
   To navigate within course content.

7. **Content Area**
   This area holds the contents of your course and is different for each course.

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**Help Info/Support**

- Direct questions related to your course, to your teaching assistant, education coordinator or faculty.
- Explore the tools and links provided at: [http://ctsa.mayo.edu/](http://ctsa.mayo.edu/) or [http://ctsa.mayo.edu/education/current-students.html](http://ctsa.mayo.edu/education/current-students.html)
- Blackboard Help is available in the Blackboard system.
- Call the **Help Desk** at your location to report any problems related to issues with log on, system unavailable, network communications, or technology issues specific to Blackboard.
  - MCA: 480-301-3900, 2-3900 internally
  - MCF: 904-953-0369
  - MCR: 507-284-5500

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