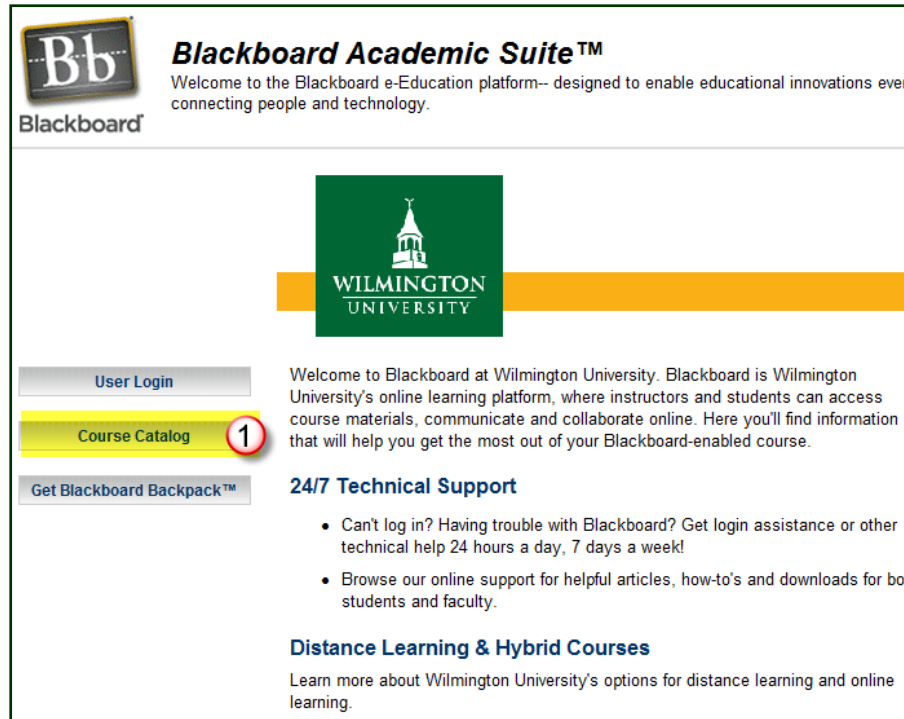


All Wilmington University students who wish to take the English or Math Placement Tests from a distance must self-enroll in the Placement Test courses in Blackboard. The online Placement Tests are FREE of charge and can be completed through Blackboard from any computer with that has the Lock-Down Browser installed. This tutorial describes the self-enroll process, and information of the Lock-Down Browser can be found within the Placement Test course.

To Enroll In a Placement Test Course

1. Go to Wilmington University's Blackboard website: <http://wilmu.blackboard.com/> and click on **Course Catalog**.



Blackboard Academic Suite™
Welcome to the Blackboard e-Education platform-- designed to enable educational innovations even connecting people and technology.

Blackboard

WILMINGTON UNIVERSITY

User Login

Course Catalog 1

Get Blackboard Backpack™

Welcome to Blackboard at Wilmington University. Blackboard is Wilmington University's online learning platform, where instructors and students can access course materials, communicate and collaborate online. Here you'll find information that will help you get the most out of your Blackboard-enabled course.

24/7 Technical Support

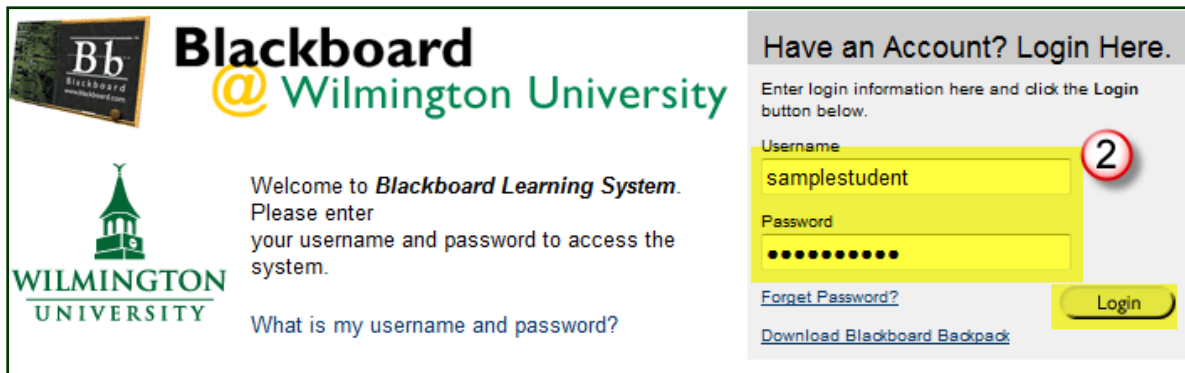
- Can't log in? Having trouble with Blackboard? Get login assistance or other technical help 24 hours a day, 7 days a week!
- Browse our online support for helpful articles, how-to's and downloads for both students and faculty.

Distance Learning & Hybrid Courses

Learn more about Wilmington University's options for distance learning and online learning.

2. Log in using your Blackboard username and password.

Note: Only students who have completed the admission process and received their WebCampus and Blackboard username will be able to complete the orientation. Please visit <http://www.wilmu.edu/admission/index.aspx> for more information on the admission process at Wilmington University.



Blackboard
@ Wilmington University

Welcome to **Blackboard Learning System**.
Please enter your username and password to access the system.

What is my username and password?

Have an Account? Login Here.

Enter login information here and click the Login button below.

Username

samplestudent 2

Password

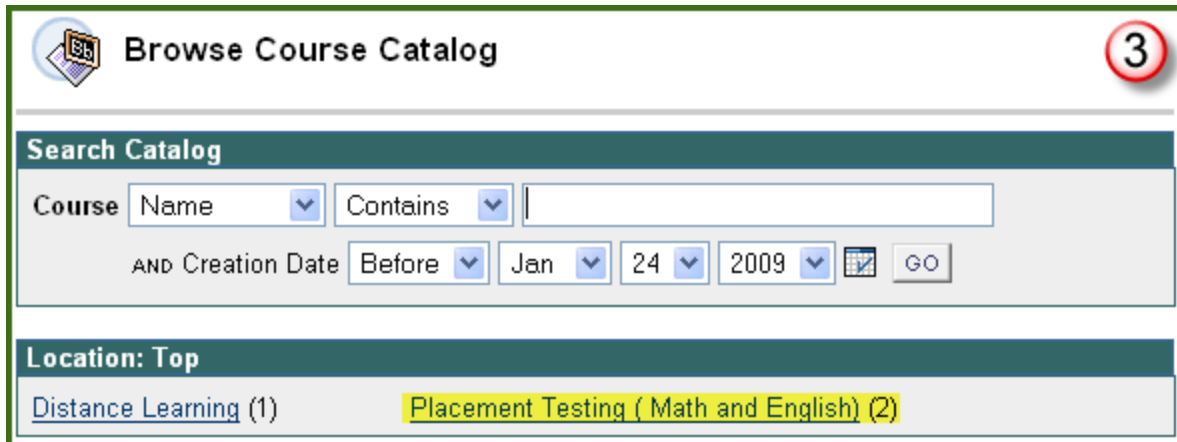
.....

Forgot Password?

Download Blackboard Backpack

Login

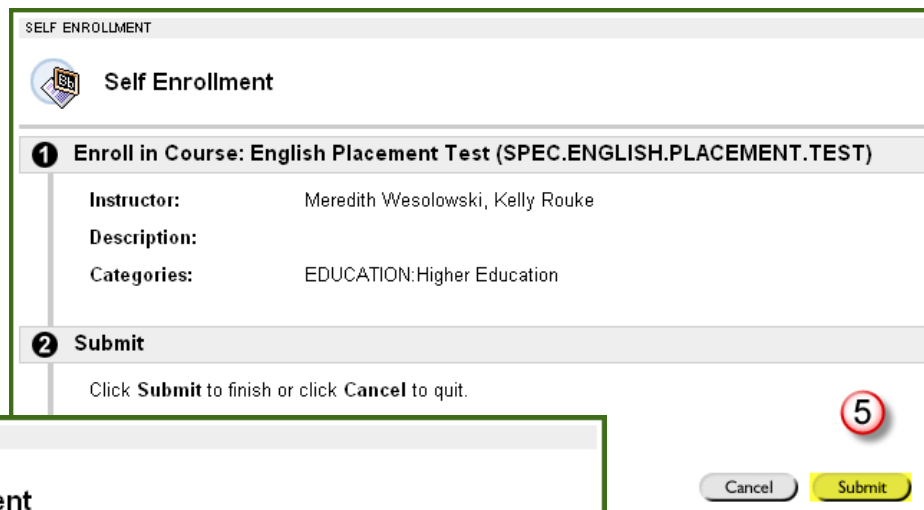
- Click on **Placement Testing (Math and English)** in the Course Catalog listing.



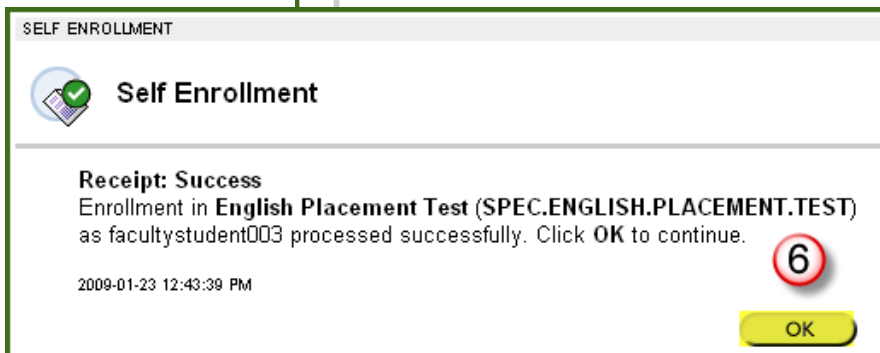
- Locate the Placement Test you wish to take (ENGLISH or MATH) in the list. Click the **Enroll** button on the right side of the screen from the course name.

Course ID	Course Name	Instructor Names	Description	
SPEC.ENGLISH.PLACEMENT.TEST	English Placement Test	Meredith Wesolowski, Kelly Rouke		4 Enroll
SPEC.MATH.PLACEMENT.TEST	Math Placement Test	Meredith Wesolowski, Kelly Rouke		Enroll

- At the Self-Enrollment screen, click **Submit**.



- Upon confirmation in the Self Enrollment receipt screen, click **OK**.



7. The Placement Test will be made available to you immediately. Click the "Overview" button for directions (see example below). *Note that you will need to use a special web browser called the Lock Down Browser to take the placement test.* Information on Downloading and installing the Lock Down Browser are found under the Overview button.
8. Use the Email Proctor button if you have any questions.

The screenshot shows the Blackboard interface for Wilmington University. At the top, the university logo and name are visible, along with navigation links for Home, Help, and Logout. A red circle with the number 7 is in the top right corner. Below the navigation bar, there are tabs for 'Wilmington University', 'Courses', and 'Scholar'. On the left side, there is a vertical menu with buttons for 'Announcements', 'Overview', 'English Placement', and 'Email Proctor'. The 'Overview' button is highlighted with a red arrow. Below the menu, there are 'Refresh' and 'Detail View' options. The main content area shows the breadcrumb 'ENGLISH PLACEMENT TEST (SPEC.ENGLISH.PLACEMENT.TEST) > ANNOUNCEMENTS'. Below this, there is a large banner that reads 'English Placement Testing'. Underneath the banner, there are filters for 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL'. The date range 'January 16, 2009 - January 23, 2009' is displayed. A post from 'Tue, Jul 22, 2008 -- Placement Testing' is shown, with the text: 'Welcome to on-line English Placement Testing. Please read the overview completely before beginning your testing. Click on the overview button which is located on the left hand side of your screen.' The post is attributed to 'Carleen Casey'.

For more information . . .

Additional support for Blackboard tools can be found at <http://esupport.wilmu.edu>, at <http://www.wilmu.edu/instructionaltech/index.aspx> and in the User Manual linked from *Course Tools* in Blackboard.