

How the Blackboard Class Instructor can Reset a Student's Password



My Courses

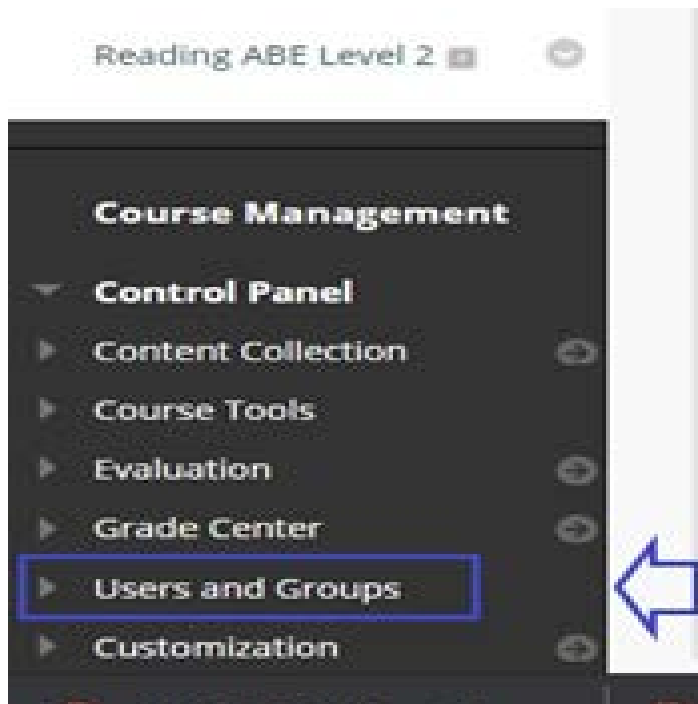
Courses where you are: Instructor

ABE Level 1-2 Math, Reading, and Language

Courses where you are: Course Manager

Blackboard Collaborate Only

1. Login to <https://adulthoodgo.blackboard.com> and select the intended course.



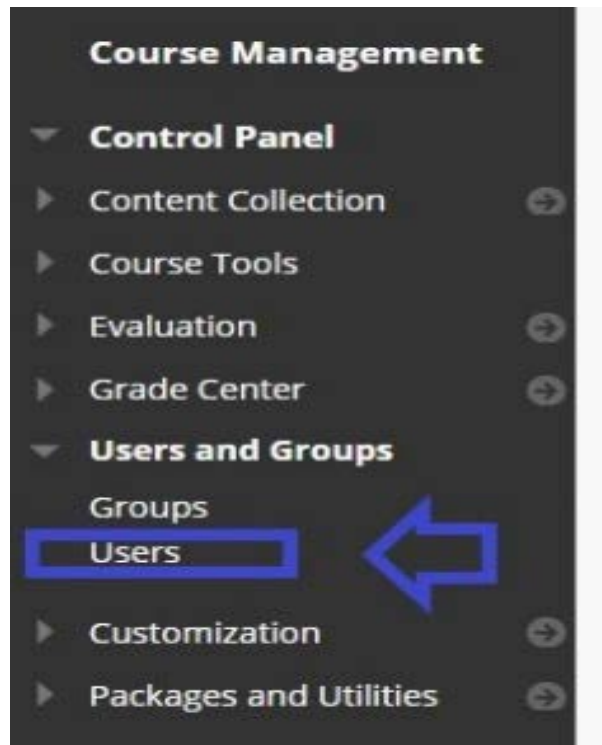
Reading ABE Level 2

Course Management

- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups**
- Customization

2. At the bottom of the course menu, select "Users and Groups."

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3. Under "Users and Groups," select "Users."

ABE Level 1-2 Math, Reading, and Language Users

Find Users to Enroll

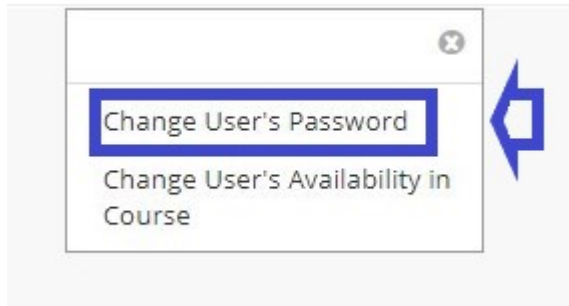
Search: Username Contains TCSG

USERNAME	FIRST NAME	LAST NAME	EMAIL	ROLE	OBSERVER	AVAILABLE
900124638	Georgia	Peaches	GPeaches@PTC.edu	instructor		Yes
9005578721	George	Plum	GP2012@gmail.com	Student		Yes

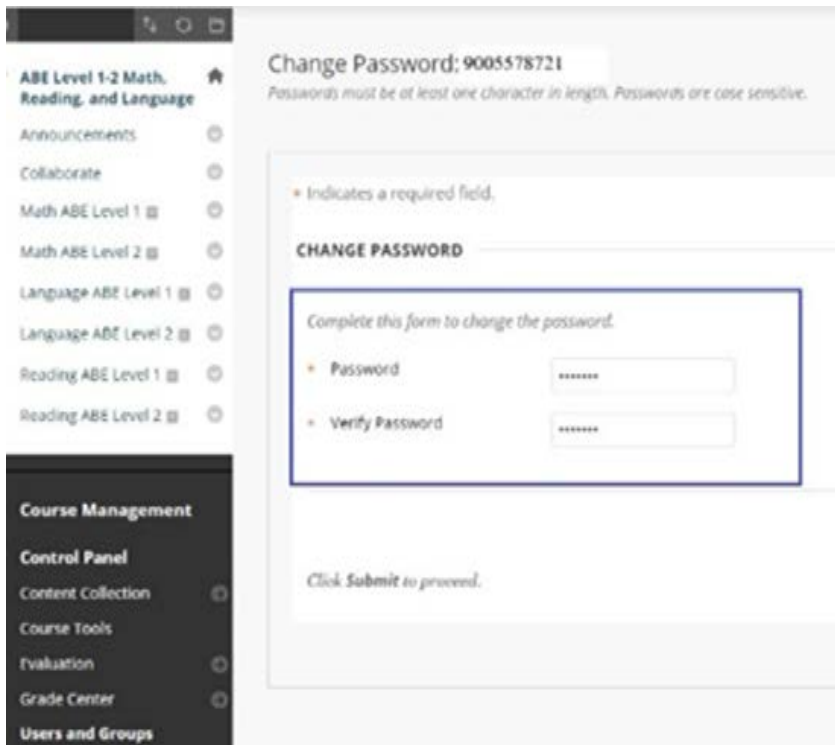
Displaying 1 to 2 of 2 Items Show All Edit Paging

4. Find the student whose password you want to change and click the down arrow beside his/her username name.

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5. From the dropdown menu, select "Change User's Password."



6. Enter a new password for the student in both fields. It can be one that the student tells you or one that you provide. Click "Submit."

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Success: Password Updated

Users

Find Users to Enroll

Search: Username Contains TCSG Go

7. The student password has now been updated.
Please notify the student of his/her new password.

USERNAME	FIRST NAME	LAST NAME	EMAIL	ROLE	OBSERVER	AVAILABLE
Refresh						