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

1. Login to [https://adultedgo.blackboard.com](https://adultedgo.blackboard.com) and select the intended course.

2. At the bottom of the course menu, select “Users and Groups.”
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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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7. The student password has now been updated. Please notify the student of his/her new password.