

## Blackboard – Instruction

Part of the courses at Leiden University Law Faculty are supported by the digital learning system Blackboard. On the Internet, it adds to the regular education by providing additional reading materials and structuring communication between students and lecturers. Moreover, the digital learning system provides teachers and lecturers an area where they can place any kind of important topic-related information. Students can access schedules, announcements, pose questions to their lecturers, retrieve sheets, hand in assignments and read the frequently asked questions section over the Internet. Furthermore, email messages to fellow-students can be sent and specialized law related Internet sites can be accessed.

### What does this mean for students?

Students need to access Blackboard regularly to be sure to have all available information at their disposal. The lecturer will assume that students check the offered information on Blackboard on a weekly basis.

### Materials needed

You need a computer and your ULCN-account. The Law Faculty offers a total of 170 computer stations to the students (<http://studentenwerkplek.leidenuniv.nl/english/>). But you can also login to Blackboard at home.

### Log in

The login page for Blackboard is: [www.blackboard.leidenuniv.nl](http://www.blackboard.leidenuniv.nl)

Please log in with your **ULCN-account** (s+studentnumber, for example: “s0123456”) and personal password. If you have problems with your ULCN-account, please go to the International Office. Take a look at the faculty website for more information: <http://www.law.leiden.edu>

Once you are logged in to Blackboard, you will see the ‘**My Institution**’ page (picture above). This is your personal homepage, where all courses in which you participate (‘**enrolled**’) are listed under the ‘**My Courses**’ section.

You can find the courses you are enrolled in the **My Courses** section on the **My Institution** page. Clicking on the title will take you to the course.

You can also access the full list of courses by switching to the **Courses** tab, which will take you to the **Course Catalog**

- Please note: enrollment for a course in Blackboard does not mean that you are registered for this course. Please register for a course via **uTwist** (this does not apply for LLM Advanced students).

## Enrollment

Before you have (full) access to a course you must enroll yourself, unless your instructor has already done this for you. However, some courses demand prerequisites and you may not qualify. Enrollment will be automatic when you do qualify.

Go to the 'Courses' tab and click 'Faculteit der Rechtsgeleerdheid' in the **Course Catalog** section → the current academic year (2009-2010) → **your category of choice** (for example: LLM). Click the 'enroll' button next to the course you would like to enroll. Now the course will appear in the **My Courses** section (in the My Institutions tab). Clicking the course name without enrollment only gives a preview to the course, and does not allow students to fully participate.

Some courses may not be visible because they are not open for students yet. Please try again later.

Course ID	Course Name	Instructor Names	Description
b1004-0910LAW	Inleiding staats- en bestuursrecht 0910	M.M. Groothuis, H.M.T.D. ten Napel, Licette Claproth - Usmany, G. de Wolf, Petri Baartman, E.H.	

- The Course Catalog is not an overview of all courses available at the faculty, only of those that use Blackboard. Please consult the university website for all courses available.

## Unenroll

If you want to unenroll a course, go to the course and click "**Unenroll**". You can not undo this, so make sure you will not be attending this course again. If you did it accidentally please contact the Blackboard Support team (see below).

## Questions

If you have any questions, please contact the International Office. If needed, they can contact the Blackboard Support team. Frequently asked questions on Blackboard can be found here: <http://bbfaqstudents.weblog.leidenuniv.nl/>.