Blackboard @ CCBC – *Quick Reference Card*

Accessing Your Bb Environment …

Blackboard Academic Suite - Windows Internet Explorer

http://blackboard.ccbc.edu/

Edit   View   Favorites   Tools   Help

Bb Blackboard Academic Suite

Enter URL
http://blackboard.ccbc.edu
Into Address Bar

Bb Blackboard
Blackboard Academic Suite™
Welcome to the Blackboard e-Education platform-- designed t

Blackboard
learning *System*

Click
Login

User Login

Minimum Computer Specifications
- ✓ Pentium or Equivalent
- ✓ Reliable Internet connection

Minimum Basic Software
Should Include:
- ✓ Virus Protection (Strongly Recommended)
- ✓ Word Processor – i.e. WordPad – free with MS OS
- ✓ PowerPoint Viewer
- ✓ Adobe Acrobat Reader

Recommended Browser
- ✓ Internet Explorer 6.x or higher (Preferred Browser)
- ✓ Mozilla Firefox

At the next screen …

Enter Username
Your Username is your first & last name with no spaces or capital letters (ex:joesmith)

Have an Account? Login Here.

If you already have an account, enter your login information here and click the "Login" button below. Otherwise, leave blank and click another option to the left.

USERNAME:

PASSWORD:

Enter Password
Your Password is your CCBC ID (ex:1036)

Click
Login

Login

If Login Fails:
- ✓ Check for mistyped Username or Password
- ✓ No capital letters or spaces
- ✓ Did you Register Late?
- ✓ There may be an error in the information that CCBC has on file for you

Need More Help …?
- ✓ CCBC Student Blackboard Resource inside your Bb Account
- ✓ Email Helpdesk@ccbc.edu
- ✓ Phone / V M - 724.480.3399

Enter your Course Area …

FAMILIARIZING YOURSELF WITH BLACKBOARD

The first page you will see is the Institution page. The Institution page gives you quick and easy access to the other parts of your account. By Clicking:

- ✓ **My Courses -** lists courses where you are currently enrolled. Click on a Course Title link to access the course
- ✓ **In the Tools Menu -** access to Announcements, Calendar, Tasks, View Grades, Send Email, etc.
- ✓ **My Announcements -** Where you get the most up to date information regarding your Bb environment, all current courses & course materials, etc.
- ✓ **Navigation Bar -** is listed vertically along the left hand side while content appears in the right frame
- ✓ **Navigation Links -** refer to parts of the course – Announcements, Course Information, Staff Information, Course Documents, Assignments, Communication, Discussion Board, External Links, Tools, etc.
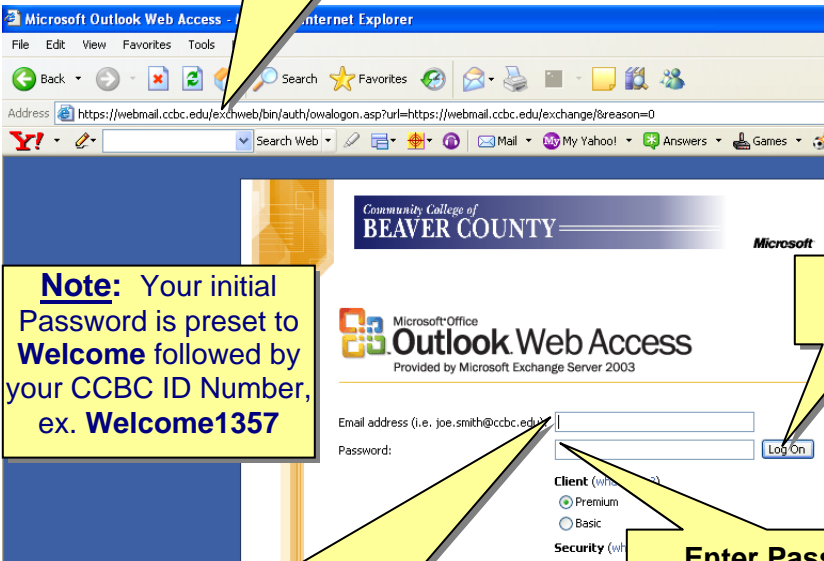
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Accessing Your CCBC Outlook (Web Access) Email Account

CCBC has provided an email account for you to use as an addendum to your Courses for the semester. <u>You will be required to access and maintain this account regularly</u> to send and receive mail from your instructor and fellow students. The steps to access it are as simple as outlined on this **Quick Reference Card**; just follow the directions to begin using your account.

Enter URL
https://webmail.ccbc.edu
Into Address Bar

This email account has been provided for your convenience throughout the semester. CCBC does not offer support for any other email account(s) that you may use (i.e. Yahoo, Hotmail, work-email, etc.) and can not reasonably guarantee that your communications and or assignments will reach their destination due to message filters, and other limitations of that account.

Anyone experiencing difficulty with their CCBC assigned Outlook account should send (if possible) an email to **Helpdesk@ccbc.edu** or phone our Tech Support number, 724.480.3399, and leave a detailed message <u>including your full name, CCBC ID number, phone number, and nature of the problem</u>. The Help Desk Support representative will research the problem; make any necessary system changes and return your call within two (2) business days.

Note: Your initial Password is preset to **Welcome** followed by your CCBC ID Number, ex. **Welcome1357**

Click Log On

Enter your CCBC Email Address which is Your Username - your *first.lastname@ccbc.edu (example - joe.student@ccbc.edu)*

Enter Password
Your **initial** Password is **Welcome** followed by your CCBC ID (ex: **Welcome1036**)

For more info, please visit the **Student or Faculty, Resource Course in your Bb environment** for How-To information on accessing your CCBC Email as well as other helpful info.

What Else Do I Need To Have, Know And / Or Expect For My Online Course(s)?
Here are a few suggestions:

✓ Be comfortable working online with computer technology
✓ A reliable computer with a method to backup and protect your work
✓ Internet connectivity through a dial up, cable modem, DSL or network
✓ Microsoft Office (recommended), Internet Browser, familiarity & knowledge of how to navigate within an internet browser, Adobe Acrobat, current and updated Anti Virus software is highly recommended
✓ At minimum, a basic familiarity & knowledge of a computer such as creating, editing and saving files
✓ Familiarity with the Blackboard environment
✓ At least a beginners level proficiency of how to send and receive email and attachments

For More Help & Information: For more detailed information on general as well as specific topics, Tutorials and Step by Step instructions on a variety of Blackboard & Email subjects go to **CCBC Student Blackboard Resource or Instructor's Resource Course in your Bb environment** for How-To information on accessing your CCBC Email as well as other helpful info or contact us at Helpdesk@ccbc.edu or 724.480.3399