**What is Blackboard 9.1?**

**Blackboard 9.1** is Columbia College's web-based learning management system, a tool that allows instructors to develop and support online education.

Specific Blackboard features and tools to be used in an online class will vary from instructor to instructor. Most students will find Blackboard easy to use, especially if they are familiar with the internet and have some basic computer skills such as searching the internet, word processing, copy and paste, and uploading/downloading files.

Blackboard is used in three types of classes at Columbia College:

- **Fully Online** classes meet 100% online (no face-to-face meetings).
- **Hybrid** classes have some combination of online instruction and face-to-face meetings. Dates of on-campus meetings are listed in the printed schedule of classes.
- **Blackboard Enhanced** classes use Blackboard in conjunction with traditional face-to-face instruction. For example, an instructor may post a syllabus, host threaded discussions, or provide additional online resources to enhance or enrich the classroom experience. Assistance in using Blackboard will normally be provided during class.

**Login Instructions**

Most fully online and hybrid classes are available in Blackboard five calendar days prior to the class start date. Early login is recommended so that any login issues can be resolved before classes begin.

Go to [https://yccd.blackboard.com](https://yccd.blackboard.com). Before logging in, check the Blackboard 9.1 Computer Requirements web page. This is to help determine whether your computer and browser are Blackboard ready.

Log into Blackboard by entering your username and password.

**Username:** Enter your 8-character student ID number beginning with a lower-case “w”, e.g., w0012345.

**Password:** If you are new to Blackboard, your initial password is your six-digit birth date, mmddyy, e.g., 041765. If you have used Blackboard before, enter your existing Blackboard password.

If necessary, contact the Help Desk at 209.575.6412 or [onlinehelpdesk@yosemite.edu](mailto:onlinehelpdesk@yosemite.edu). Help Desk hours can be found under the Help tab at the top of the login screen.

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**Spring 2015 Face-to-Face & Online Orientations**

All face-to-face orientations will be held in the ITC (Instructional Technology Center) located in Tamarack Hall, Room 134 in the Library Building unless otherwise notified.

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<tr>
<th>Day</th>
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<th>Time</th>
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<tbody>
<tr>
<td>Fri</td>
<td>Jan 9</td>
<td>4P-5P</td>
<td>face-to-face + online</td>
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<tr>
<td>Mon</td>
<td>Jan 12</td>
<td>10A-11A</td>
<td>face-to-face</td>
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<tr>
<td>Tues</td>
<td>Jan 13</td>
<td>10A-11A</td>
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<td>Wed</td>
<td>Jan 14</td>
<td>10A-11A</td>
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<td>Fri</td>
<td>Jan 16</td>
<td>9A-10A</td>
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The purpose of the online orientations is to help familiarize yourself with a typical online learning environment using Blackboard, our course management system. We will cover tips to ensure optimal class functionality, how to navigate around the classroom, understanding how learning modules help to organize week-by-week activities and a variety of communication tools offered. Reservations are not required.

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**Online Orientation using CCCConfer (Virtual Conferencing Tool)**

It is highly recommended to log on at least 10 minutes before the session begins. The session will be live-captioned.

**Student Details**

- Dial your telephone conference line: 1-913-312-3202 or toll-free 1-888-886-3951
- Enter your passcode: 106401
- Go to [www.cccconfer.org](http://www.cccconfer.org)
- Click Teach & Confer – Student Log In
- Locate your meeting and click Go
- Fill out the form and enter the passcode: 106401
- Use *6 to mute/unmute your individual line
- For assistance, contact CCC Confer Client Services M-F, 8A-4P
  - Phone: 1-760-744-1150, ext 1537 or 1554
  - Email: client services@cccconfer.org