

### 1. Log-in for Blackboard Users

Blackboard is located at: <https://yccd.blackboard.com/>

Username: Your student ID with a “w” in front of it

Password: 6-digit birth date as mmddyy

**Have an account?**

Please enter your credentials and click the Login button below.

Username:

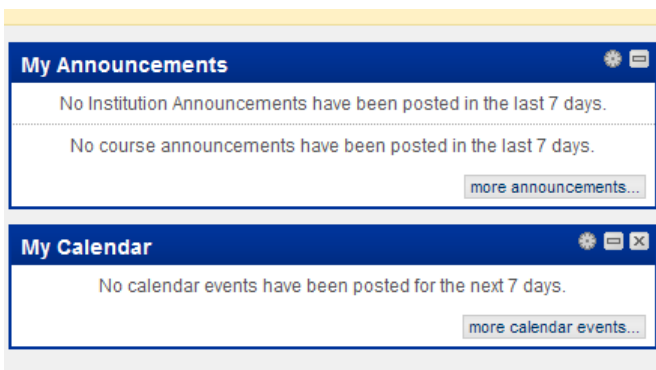
Password:

[Forget Your Password?](#)

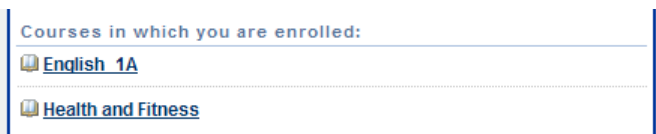
**Note:** Change your password upon logging in using “My Places” located at the top of the Blackboard Course List Page. If you cannot log in, contact the Help Desk information at 575-6412, check the hours of availability on the college’s Distance Learning Menu. Most online classes are available starting 5 calendar days prior to the start of the class.

### 2. Course List Layout

Announcements and Campus Resources will be listed in the middle of the Blackboard Interface once you are logged in.

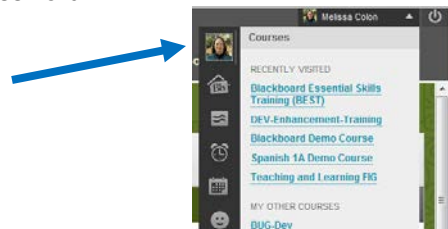


Your course/s will be listed on the right hand side. Click the name of course to enter. Depending upon the instructor you could have several different looking homepages once you enter the course.



### 3. Global Navigation Menu

The Global Navigation Menu is located at the top right of the Blackboard Course List page. Select “My Blackboard Profile” to update your profile and “Settings” to change your password.

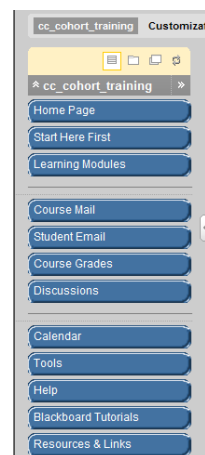


### 4. Activities in an Online Course

There will be a variety of online activities and resources inside your online learning environment. There may be additional activities not listed.

- Home Page or Dashboard** - Alerts and Announcements
- Email** - New Email to Read
- Threaded Discussions** - Compose and Reply in a Forum
- Learning Modules** - Activities for a Week, Unit or Topic
- Web Links** - Web Site Resources
- Multimedia** - Video Clips, Animations and Audio Files
- Assignments** - The Assignment Drop Box
- Assessments** - Exams, Quizzes, or Surveys
- Wikis, Blogs, Chat** - Communication Tools
- Tools** - A Content Area for Additional Learning Tools

### 5. Navigating Within a Course



On the left hand side you will see a course menu. There may be a variety of communication tools such as Email, Virtual Office, Chat, and a Discussion Board to communicate inside the online class with your instructor and fellow classmates. Make sure to explore and locate important getting started information to ensure success in the class.

### 6. Breadcrumbs



As you explore your online class you may notice a list of “breadcrumbs” building at the top of your display. Each “breadcrumb” represents a screen you moved through. It is recommended to use the breadcrumbs and Course Tools navigation bar rather than the “Back” button on your Browser.

## 7. Submitting Assignments

These are 3 common types of assignments in your online class.

**a. Offline** - Performing activities outside of the Blackboard Course Learning System such as participating in a field trip or observational activity and completing a summary or report afterwards attaching the report via Email, the Threaded Discussion Forum or the Student Assignment Drop box.

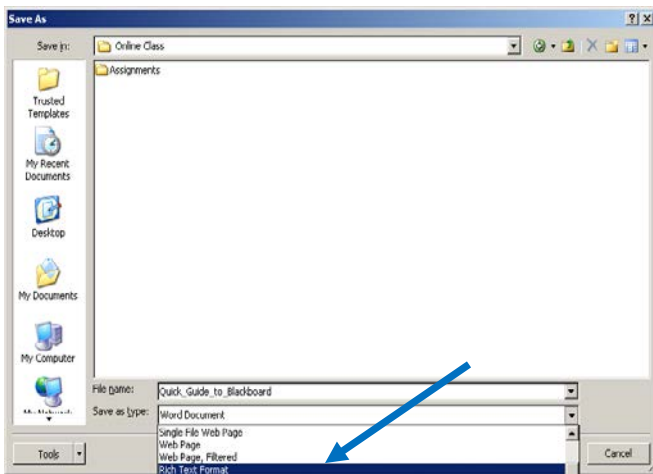
**b. Online** - Typing in a response in the "Submission" text box in the Student Assignment Drop box before a due date.



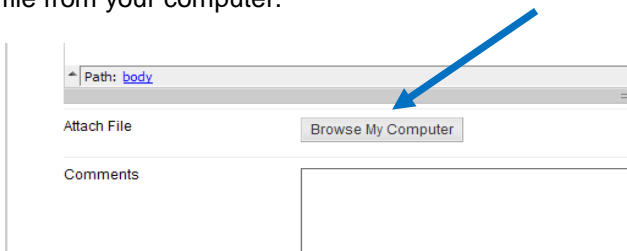
**c. Uploading a file** - Creating a file in a Word processing application and submit by uploading or attaching (these word definitions are used interchangeably) to the designated area.

## 8. Save as an RTF (Rich Text Format)

First save your document as an .RTF format using the "Save as type:" drop down menu and scroll down to locate the "Rich Text Format" option.

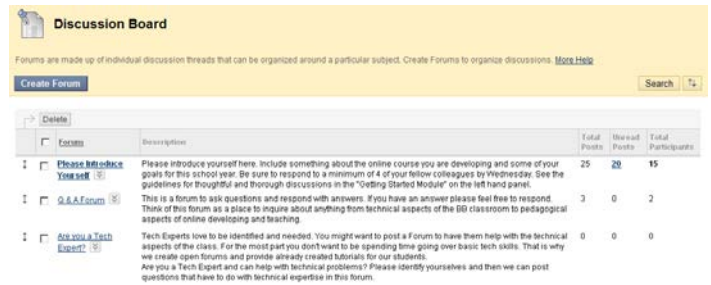


To upload or attach the .rtf file to the Student Drop box, click on the "Browse My Computer" button to locate and select the file from your computer.

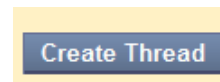


## 9. Threaded Discussion Forum Participation

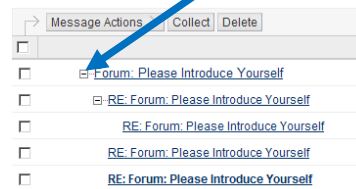
Threaded Discussion Forums are listed by the time of entry and messages are usually available to all participants inside the online course to read and reply to.



Once you have clicked inside a forum, always start with a new message for your **initial** posting. Click "Create Thread" to begin your new discussion contribution. This will present your message as its own topic. Then use "Reply" to reply to any existing discussion topics. It is important to include a descriptive subject line.



Each topic (thread) in a forum list contains a conversation. By clicking on the subject of the topic you can see the conversation. Using the nested format, the replies appear indented from the message to which they reply to.



Always use good etiquette and proper spelling with good grammar when participating in the threaded discussion forums. There may be rubrics and guidelines to read over from your instructor before getting started.

## 10. System Time Out



It is **highly recommended** to save all your assignments as a "RTF" (rich text format) unless otherwise instructed. The .rtf file format is considered a universal file format that can be opened by most Word Processing Programs and Operating Systems. It is also recommended if you are writing lengthy summaries or participating in a threaded discussion forum, blog, or journal to do so in a word processing program; then copy (ctrl-C) and paste (ctrl-V) or use the Edit Menu to copy/paste from your Word document into the required area. The Blackboard system times out if there is no activity for an extended period of time and requires you to log back in. When you are writing directly into a threaded discussion forum or an assignment content area the Blackboard system considers this inactivity and will end the session without prompting the user.