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Resources for Students

Here are helpful resources for you to be a successful online student. Click on the links below to take you to an area of interest.

- [Online Orientations and Support](#)
- [e-Advising](#)
- [Demo Course](#)
- [Blackboard Help Desk](#)
- [Blackboard Help Center](#)
- [Waitlists](#)
- [Lockdown Browsers](#)
- [SkyDrive](#)
- [College Buys](#)

The [Quick Guide for Blackboard 9.1](#) is a PDF available to print out with the top 10 tips for using Blackboard 9.1.

Columbia College uses the Blackboard Learn 9.1 learning management system. To log into [Blackboard](#) _blank you will need to use your student ID number (starts with a lower-case w). Your initial password is your six-digit birth date, mmddyy. (Ex. 041765) Once you log in you can change your password by clicking on your name or person icon in the top right hand corner, locate Settings, Personal Information, Change Password.

NOTE: Online classes will be available 5 days before the beginning of each semester. Be advised some instructors limit access and content until the 1st official day of the semester. For late starting classes, access will be available 5 days before the late start date. Contact the instructor via email if you have any questions.

There are a variety of resources available to help you become a successful online student. If you would like to know more, check out [What is Blackboard?](#) The [Online Student Handbook](#) is available for you to find out what skills and technical requirements are typically required to become a successful online student.

Are you interesting in online classes Columbia College offers online? Check the current listing, [List of Online Classes](#).

Online Orientations and Support - If you are new to online learning, each semester we offer face to face orientations. Save the date for one of the [Blackboard Face to Face Orientations](#) _blank. Once the semester begins there will be a [Blackboard Library Tutor](#) _blank available for your convenience. Always check hours of availability. The [Instructional Technology Center](#) _blank is also available for faculty, staff and students to drop in for help.

There is a quick tutorial available for you to review before taking an online class using Blackboard. This online orientation video is 12 minutes in length, [Quick Blackboard Tour](#) _blank.

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e-Advising - Check out [e-advising](#) _blank if you would like to talk with a counselor.

Demo Course - We also offer an online Blackboard demo course to explore. When you log in to [Blackboard](#) _blank the username is demo and password is demo. There are activities, communication tools and learning modules to explore that are common to the online learning environment.

Blackboard Help Desk - It is important to know who to contact for technical help and assistance for your online classes. The [Blackboard Help Desk](#) _blank (shared with MJC) is available for technical assistance. Contact your instructor if you have non-technical class related questions.

Blackboard Help Center - Here is the comprehensive [Blackboard 9.1 HELP Center](#) which also includes technology tutorials and helper programs that may be required for your class. Along with technology skills it is important to know the [Online Technical Requirements](#) for your computer and browser to optimize your online learning experience. We highly recommend that before you log in to Blackboard you click on the Browser Compatibility Check link also located at the top of Blackboard's log in page.

Waitlists for Online Classes - On the first day of the semester with the exception of late starting classes, if you are on the waitlist you will need to go to the [E-Add Card - Adding an Online Class](#) _blank web page, locate the class and instructor, send them a request to be added and wait for a response. The instructor must provide you with a 4 digit add code in order to enroll in the class. Instructors are not obligated to take every student on the waitlist.

LockDown Browser - The [lockdown browser](#) _blank is required for assessments in online classes when your instructor requests it to be used. Your instructor will provide the link and you will be prompted through a series of steps to download the application and install on your desktop. You will then log in to Blackboard through the lockdown browser when taking a quiz or assessment. You will only need to download the application once.

SkyDrive - Skydrive is a free feature from within student's email account. Students have access to SkyDrive, which provides cloud storage (7GB - that's enough for over 20,000 Office documents or 7,000 photos). If students save a file to SkyDrive, they can retrieve it from any other computer with Internet access and continue working on it at a later date. They can also download the documents and presentations they create and save on their desktops or flash drives. How to Use SkyDrive: <http://bit.ly/UUkGGJ> _blank

College Buys - College Buys at <http://www.collegebuys.org/> _blank offers deep discounts on software, hardware and online & DVD training. As a faculty and student member, you are eligible for discounts on industry-leading software and technology to high quality office and classroom furniture.

Additional Resources

- [Academic Integrity Information](#)
- [connectColumbia](#)

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- [Columbia College Bookstore_blank](#)
- [Turnitin Student Manual_blank](#)

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