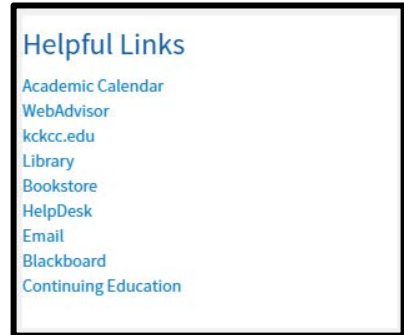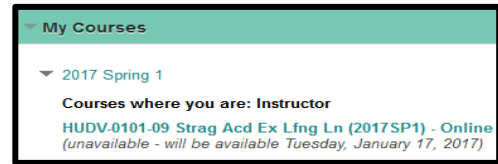# Quick Start Guide for Students
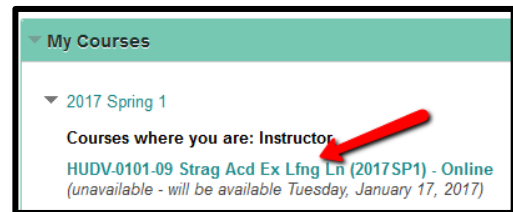
How to log into Blackboard:

1. When using a computer on campus, the screen will automatically open to the college Home page.
   - Find Helpful Links and then select Online Education
   - Once that link opens up you will be on the sign in page of Blackboard.
   - Sign in with Student ID number and password.
   - Then you will be in Blackboard.

Helpful Links

Academic Calendar
WebAdvisor
kckcc.edu
Library
Bookstore
HelpDesk
Email
Blackboard
Continuing Education

2. If you are using a computer off campus, you can access Blackboard by typing myclass.kckcc.edu into the address bar at the top of the page. Then type in Student ID and password.

My Courses

▼ 2017 Spring 1
  Courses where you are: Instructor
  HUDV-0101-09 Strag Acd Ex Lfng Ln (2017SP1) - Online
  (unavailable - will be available Tuesday, January 17, 2017)

3. In Blackboard the very first page you land on is referred to as **My Home**. You will find a box titled **My Courses**.

4. To enter the class, click on the link to the class.

My Courses

▼ 2017 Spring 1
  Courses where you are: Instructor
  HUDV-0101-09 Strag Acd Ex Lfng Ln (2017SP1) - Online
  (unavailable - will be available Tuesday, January 17, 2017)

5. *Once you have clicked on the link to your on ground class, you might feel a little bit anxious. So take some time and just breathe. There is nothing to be afraid of, so take some time, relax and just take it all in before you start randomly clicking.*

6. The column on the left side of the page is called the **Course Menu**. On the Course Menu you will find the links to everything you will need to access in the class.
   a. By clicking on the **Content** Link you have access to all the documents, videos, images, assignments/drop boxes (for written assignments), tests or surveys.
   b. **Course Messages** is where instructors will communicate in the class. The purpose being to keep communication inside of Blackboard so it doesn't get lost in Campus Email.
   c. **My Grades** is where you can access your graded assignments 24/7.
   d. If you are having a problem with any of the Blackboard features, you can click on the **Help** link and find documents and videos that can walk you through the necessary steps.

▼ HUDV-0101-04 Strag Acd Ex Lfng Ln (2016FA1) - Online

Course Home Page
Announcements
Instructor Info

Content   A
Course Messages   B
My Grades   C
Calendar
Help   D