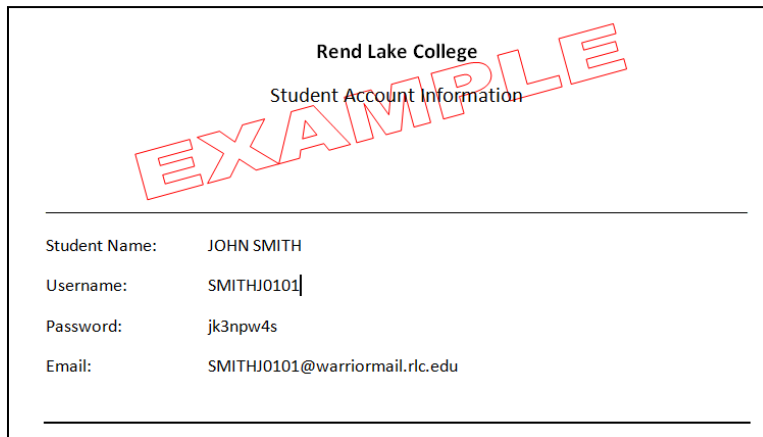


# Rend Lake College Information Technology Student Guide to Blackboard Access

## To Login

**1. You should receive your Username and Password for Blackboard, Online Student Records, Warrior Mail, and Electronic Library from your counselor when you register for classes. If you did not receive your Username and Password please contact:**

- Sandy West: Coordinator/Technical Services & Collection (618)437-5321 Ext: 1294
- Beth Mandrell: Reference Librarian/Learning Resource Center (618)437-5321 Ext: 1276
- Krystal Reagan: Distance Learning & Media Technology Specialist (618)437-5321 Ext: 1299
- ....or visit any of these individuals in the Learning Resource Center



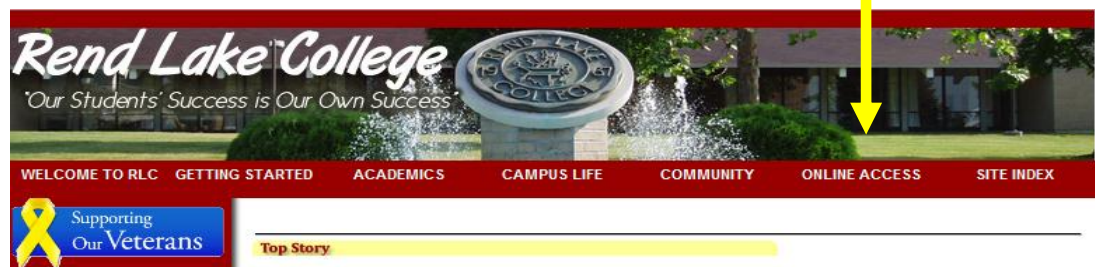
Rend Lake College  
Student Account Information

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Student Name: JOHN SMITH  
Username: SMITHJ0101  
Password: jk3npw4s  
Email: SMITHJ0101@warriormail.rlc.edu

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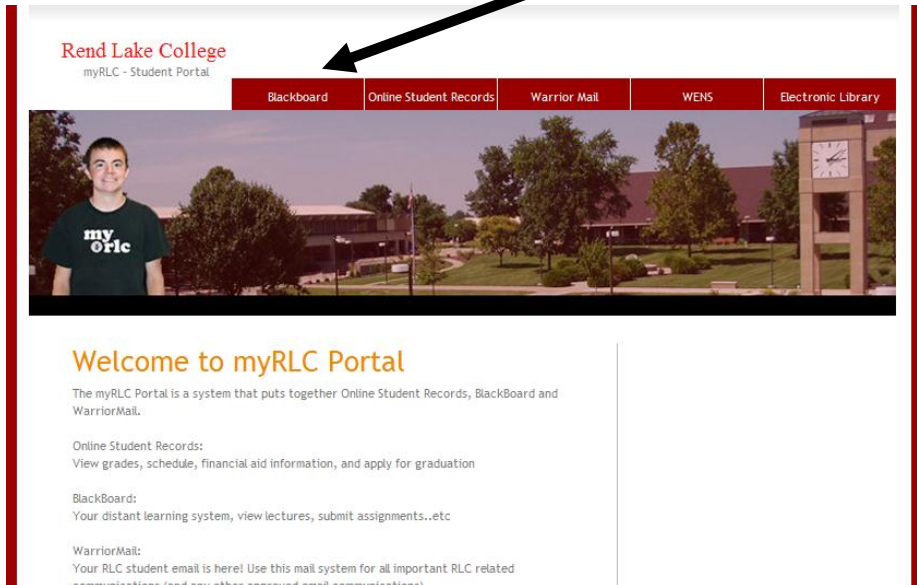
**2. Go to the RLC homepage at [www.rlc.edu](http://www.rlc.edu), hold your mouse / cursor over “Online Access” in the top menu. A drop-down menu will appear – slide your cursor down to “myRLC (Blackboard, Records, Warriormail)” and click your mouse.**



3. This will take you to the myRLC homepage where you can choose to enter Blackboard, Online Student Records, Warrior Mail, or Electronic Library

You can also go directly to the Blackboard Home Page

<http://bb.rlc.edu/>



4. To Login to Blackboard enter your username and password. Your **username** is a combination of your last name and first initial, and the month month day day of your birthday. **Your password is randomly selected.**

- For example, James Smith who has a birthday on October 18<sup>th</sup> would use the username smithj1018. All usernames are lowercase and never have spaces.

A screenshot of the Blackboard login page. The page features a login form with fields for Username and Password, a 'Login' button, and a 'Forgot Your Password?' link. The page also displays the Blackboard logo and the Rend Lake College logo.

# To Access a Course

Once you are logged into Blackboard, you will be taken to the “My Blackboard” page.

You can view the courses you are enrolled in by clicking on the Courses Tab

or

From here you can enter any course you are taking by clicking on the course in the My Courses box.

The screenshot displays the Blackboard interface for a user named KRISTAL REAGAN. The top navigation bar includes 'My Blackboard' and 'Courses' tabs. The 'Courses' tab is highlighted, and an arrow points to it from the text 'You can view the courses you are enrolled in by clicking on the Courses Tab'. Below the navigation bar, there are several modules: 'Tools' (with links like Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information), 'My Announcements' (no announcements in the last 7 days), 'My Calendar' (no events in the next 7 days), 'My Courses' (listing 'Blackboard 9 Training', 'PRINCIPLES OF EFFECTIVE SPEAKING REAGAN - SP11', 'INSTRUCTIONAL METHODS & STRATEGIES - CARPENTER - FL10', and 'RHETORIC & COMPOSITION I'), 'On Demand Help and Learning Catalog', and 'My Tasks' (no tasks due). An arrow points to the 'My Courses' module from the text 'From here you can enter any course you are taking by clicking on the course in the My Courses box.' The 'Add Module' and 'Personalize Page' buttons are also visible.

# Understanding the Blackboard Environment

When inside a Blackboard course, the basic course layout can be seen in the image below. The left column of buttons (starting with Home Page) is the **course menu**. The course menu provides links to different areas of course content (such as announcements, syllabus, assignments, etc.). Simply click on the menu item you want to view. The white area of the screen on the right displays the information you selected from the course menu (currently showing information contained in the *Assignments/Lessons* section).

Here is an EXAMPLE of how information can be presented in a course.

**REND LAKE COLLEGE**  
KRYSTAL REAGAN My Places Home ? Help Logout

My Blackboard Courses

BEGINNING MICROSOFT WORD Assignments / Lessons

**Assignments / Lessons**

**Review for Final**  
Attached Files: [Study Guide - 2011.docx](#) (31.73 KB)

There are a couple of choices to help you review for the final.

1. I have attached a study guide that you helped me create. (Thanks by the way!) You will find tips regarding tabs, keyboard shortcuts, letter formatting, & memo formatting. You will also find written multiple choice and fill-in-the blank questions with answers provided on the last page.
2. I have created a practice test that contains multiple choice questions. It is optional and will not count toward your grade. You may take it as many times as you wish. (Found in the following link.)
3. Refer to the topic list that I distributed in class on Tuesday. Review the topics mentioned.

The final exam will be written for the most part with a brief performance section.

Hope this helps!

**Review for Final**  
This link contains practice questions to help you review for the final.

**Performance Final**  
Submit your performance project using the link provided.

**Review for Final**  
To view this document you would click on the file link.

**Review for Final**  
Clicking on this link would direct you to a multiple choice practice exam.

**Performance Final**  
Clicking on this link would allow you to submit your project.

Many other types of files can be presented in Blackboard as well: PowerPoint slideshows, Word documents, video and audio files, quizzes, exams, etc. To print documents from Blackboard, simply open the desired page or file and select “Print” from your browser’s File menu.

***If you encounter technical difficulties with Blackboard, please contact any of the following:***

- Your instructor
- The RLC Information Technology Department Help Desk at 1-800-369-5321, ext. 1259.
- Krystal Reagan: Distance Learning & Media Technology Specialist (618)437-5321 Ext: 1299