Blackboard Learn

and Additional Online Information for Students

OFTC
OCONEE FALL LINE
TECHNICAL COLLEGE

WELCOME!

Welcome to Oconee Fall Line Technical College! I hope you will have a great semester as an online student with us!

This document will give you information on a variety of topics that will help you become a successful online student at OFTC. As an online student, you have access to the same services that the college provides to all of our face-to-face students. Please take time to review the OFTC website or the Student Online Resources tab in your Blackboard courses to become familiar with the services, policies, and procedures of the college. New Student Orientation information is available on the Services tab on the website. If you are new to the college, please view this orientation.

Oconee Fall Line Technical College promotes a climate of academic honesty, critical investigation, strong work ethic, intellectual freedom, and freedom of individual thought and expression consistent with the rights of others. OFTC is a student-centered organization which provides students with a full range of educational opportunities while maximizing their chances of success. Specifically, OFTC strives to provide students with educational programs and services that assist them in clarifying and attaining their career goals. Please read the Student Code of Conduct section of the OFTC Handbook beginning on page 68. The OFTC Handbook is available on the OFTC website.

OFTC cares about your success in our classes. We have tutoring labs where you can receive **free** tutoring in your classes, or you can use a computer to complete your coursework. To see hours of each Tutoring Center location, please visit the OFTC website. If you are an online student, you also have access to SMARTHINKING tutorials which you can access in each of your Blackboard classes.

Communication with your instructors is also an important tool for student success. In each of your Blackboard courses, you will find contact information for your instructor. Please do not hesitate to email or call him or her whenever you have a question or concern.

If you have any questions about operating Blackboard, please feel free to email me at syearty@oftc.edu or call me directly at 478-274-7648 or toll free at 877-399-8324 and ask receptionist to transfer your call to Sherry Yearty.

Email is the best way to contact me. Please include the last three digits of your Student ID number and the CRN number of the course in which you are having problems.

Good luck with your courses this semester!

Sincerely,
Sherry Lewis Yearty
Distance Education Coordinator

BLACKBOARD

SmarterMeasure

Are you ready to take online courses?

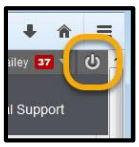
To determine if you are ready to take an online course, complete the SmarterMeasure assessment. The assessment is an indicator of the degree to which distance learning will be a good fit for you. SmarterMeasure will also give you tips to strengthen any weak area you may have. ***It's free!***

Login to Blackboard

1. Access the **OFTC website**
2. Click the **BLACKBOARD/GVTC** link at the top of the screen.
3. Click the login image on the Login Module to access Blackboard (see picture of image below).
4. Your User Name will be the first part of your OFTC email address. For example, in this email address→**tsmith5@student.oftc.edu**, **tsmith5** is considered the first part.
5. Key your password. Your password was provided to you during registration. If you need password assistance, please contact the IT department at ITS@oftc.edu or by calling 478-274-7873.

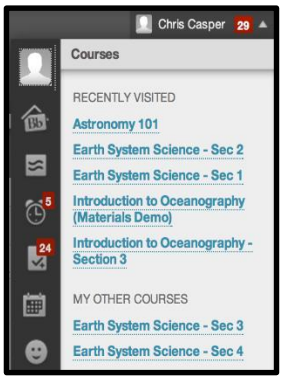
Logout of Blackboard

1. Click the logout button on the upper right corner of the Blackboard screen.



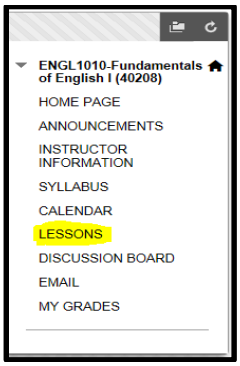
Find Your Course(s)

1. Click the arrow to the right of your name to access the Global Navigation Menu.
2. Click Courses (if not already selected).
3. A list of courses in which you are enrolled will be listed.
4. Click the course name to access the course.
5. Courses are also listed on the Course List module which is visible once you login to Blackboard. Simply click the course name from this module.



Where to Begin?

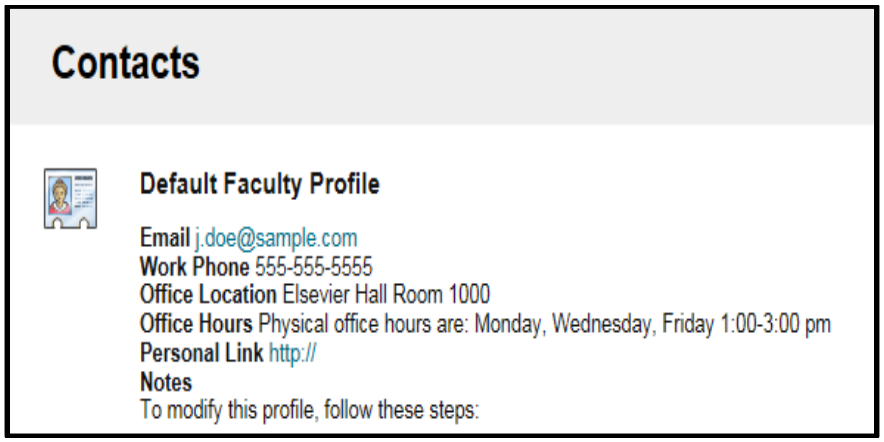
- Instructors will typically provide a welcome announcement with instructions on where to begin in the course. Click the Announcements tab on the Course Menu.
- Most instructors have organized course content on the LESSONS tab.
- Content may be setup in logical folders, units, subjects, etc.
- Clicking the LESSONS tab will give you access to this content.



Instructor Information

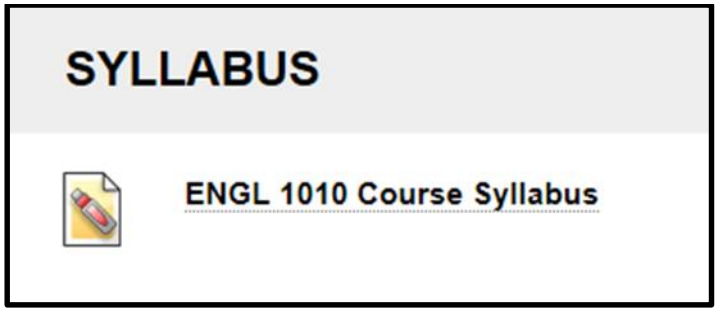
Click the INSTRUCTOR INFORMATION tab on the course menu to locate your instructor's:

- Email
- Work Phone
- Office Location
- Office Hours
- Notes



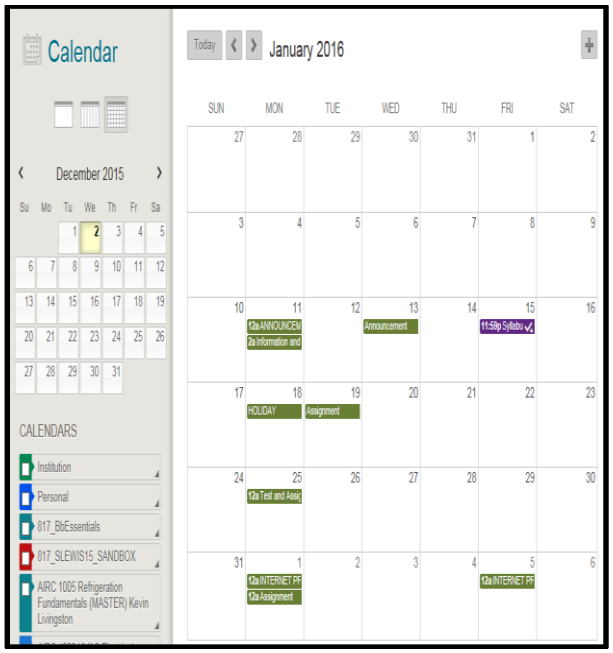
Course Syllabus

- Click the SYLLABUS tab on the course menu to open a copy of the Course Syllabus.
- Once open, the syllabus can be printed as needed.



Course Calendar

- If your instructors elect to use the Blackboard calendar feature, click the CALENDAR tab on the course menu to access the calendar for all courses in which you are enrolled.
- The calendar is color coded for each course.
- Items with due dates will be shown in the calendar.
- If your instructor does not use this calendar feature, check for assignments and due dates posted elsewhere in Blackboard.

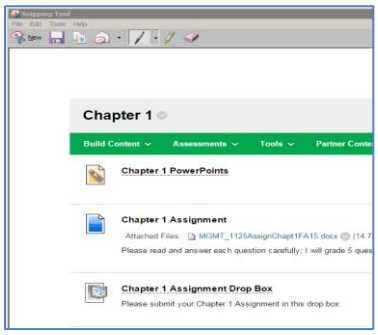


Email

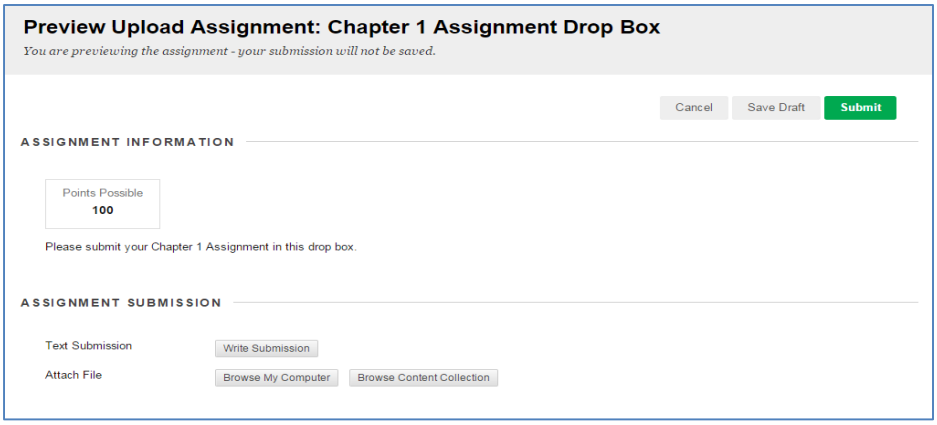
- Click the EMAIL tab on the course menu to send emails. Once an email has been sent, you can access that email in OFTC email; you cannot view emails in Blackboard.
- For email address information and login assistance, click the [STUDENT EMAIL/ONEDRIVE/MYPC] link at the top of the OFTC website.

Submitting Assignments in a Drop Box

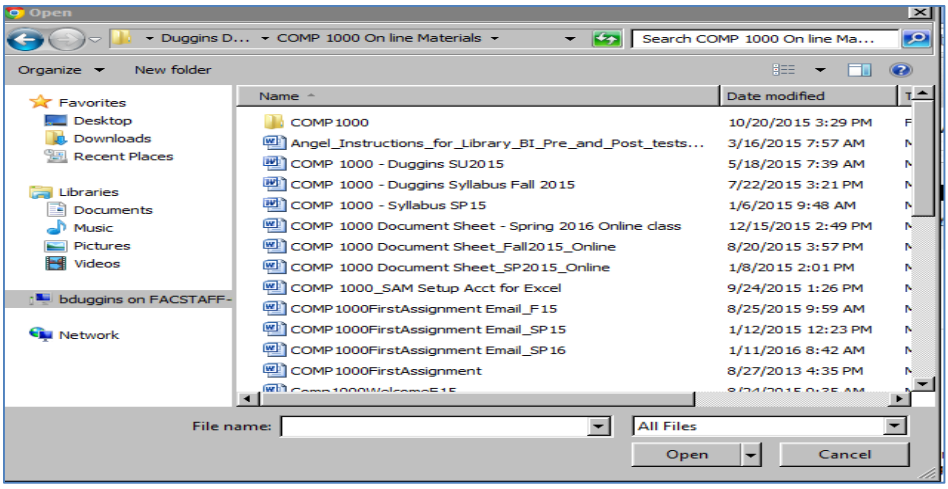
1. Click and open the drop box (See Chapter 1 Assignment Drop Box example in picture).



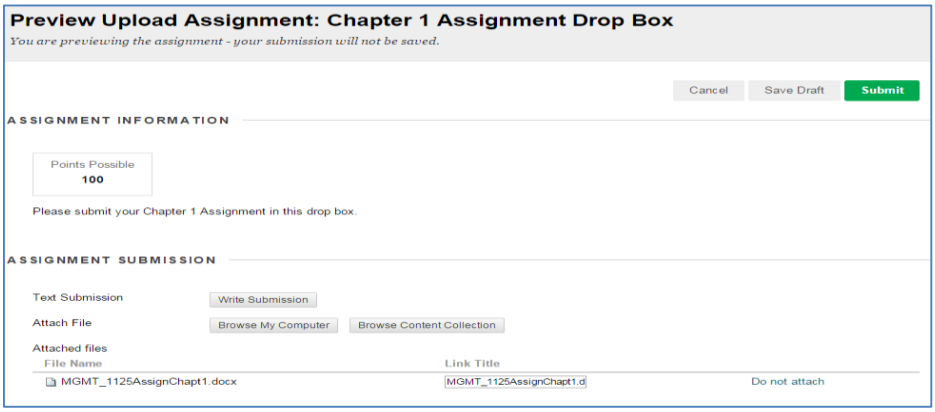
2. Go to the drop box and click **Browse My Computer.**



3. Click Browse and select the file that you want to attach and click **Open**.

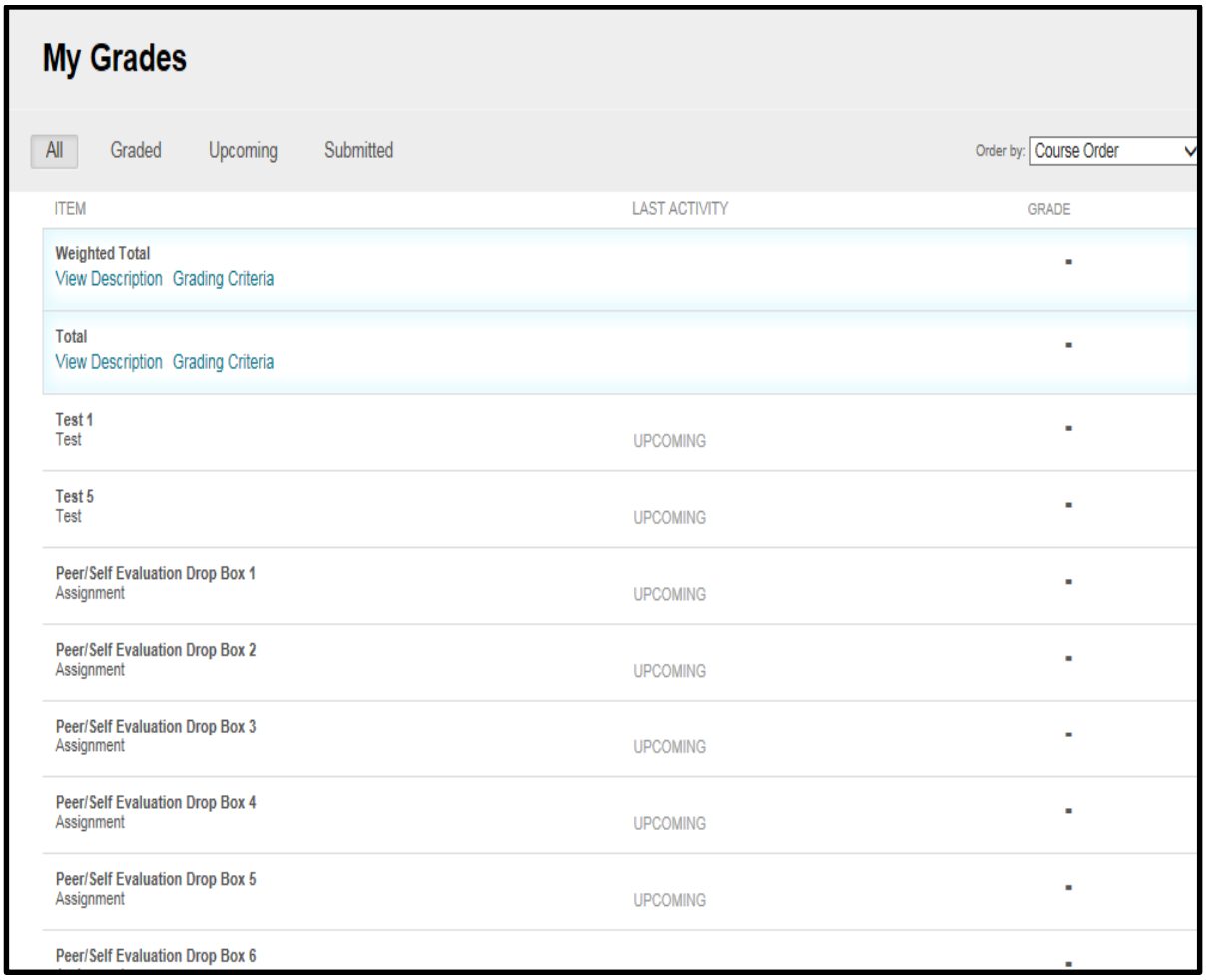


4. Once the file appears as attached, click **Submit**.



My Grades

Click the MY GRADES tab on the course menu to view grades for your course(s).



Blackboard Mobile App

Bb Student, the name of the Blackboard mobile app, was designed with you in mind and with the intention of providing a more user friendly and modern experience to help you achieve your educational goals. Some of the key features include:

- **Activity Stream:** Represents a "smart view" of prioritized events and actions, and pushes content to you.
- **Course Outline:** Provides a familiar way of exploring content, quickly accessing information, and identifying the main materials you need to focus on.
- **Test & Quizzes:** View, complete, and submit assignments and tests right in the app**.** **Important note:** Testing options selected by your instructor may prevent testing on the mobile app. Always take exams in the most stable environment possible which may be a computer browser such as Chrome, Firefox, Safari, etc. Additionally, your instructor may require you to take exams using the Respondus Lockdown Browser which is not mobile compatible.
- **Grades:** Access your grades in a comprehensive and friendly format, which enables you to quickly identify your academic results and progress in a given class or assignment.
- **Blackboard Collaborate:** Join online classes directly from your mobile phone with Bb Student.
- **Discussions:** Participate in discussions from anywhere via your mobile device.
- **Push Notifications:** Curious about how you did on your last exam? You'll also get notifications when new grades are posted.
- **Connecting Cloud Content:** Use your cloud-connected accounts including Google Drive, Dropbox, and OneDrive to easily submit cloud content for class assignments.
- Online information for the mobile app can be found by clicking this link: Blackboard Mobile App for Students

Blackboard Help

- For course specific questions, contact your instructor.
- For technical difficulties, contact the Distance Education Coordinator:
  *Email: syearty@oftc.edu
  *Phone: 478-274-7648
  *Office Location: General Education Building, Room 436, South Campus
- Click the Blackboard Help for Students link on the Tools Module to receive help on Announcements, Assignments, Discussion Boards, Blogs, Email, Tests, FAQs, and more!
- For general information about OFTC, click the Student Online Resources tab in Blackboard.

Additional Blackboard Resources

- Blackboard Learn On Demand Tutorials (videos on YouTube)
- Test Your Browser—button located on Blackboard login screen
- Helpdesk Request Form
- Computer Needs

Troubleshoot Blackboard Login

See Blackboard login steps on Page 4. If you encounter an issue with logging in to Blackboard, follow these steps:

1. **Confirm Login Information:** Username is first part of OFTC email address (anything before the @ symbol). Password will be your 6-digit birthday unless you have changed it. Try logging in again. If login issue continues, go to Step 2.
2. **Close All Browsing Sessions (Chrome, Firefox, IE, etc.):** Be sure to completely close all browsers. After closing all browsing windows, go to Step 3.
3. **Clear Cache (Browsing History):** Open one browser (Chrome, Firefox, etc.). Clear browsing history (cache) for your particular browser using the steps listed below. Try logging in again. If login issue continues, contact IT department at 478-274-7648 or ITS@oftc.edu

Chrome

- In the browser bar, enter: chrome://settings/clearBrowserData
- At the top of the "Clear browsing data" window, click Advanced
- From the "Time range" drop-down menu, you can choose the period of time for which you want to clear cached information. To clear your entire cache, select All time
- Select the following: Browsing history, Download history, Cookies and other site data, Cached images and files
- Click CLEAR DATA
- Exit/quit all browser windows and re-open the browser.

Firefox

- From the History menu, select Clear Recent History
- If the menu bar is hidden, press Alt to make it visible
- From the Time range to clear: drop-down menu, select the desired range; to clear your entire cache, select Everything
- Next to "Details", click the down arrow to choose which elements of the history to clear; to clear your entire cache, select all items
- Click Clear Now
- Exit/quit all browser windows and re-open the browser

Internet Explorer

- Select Tools > Delete browsing history....
- If the menu bar is hidden, press Alt to make it visible.
- Deselect *Preserve Favorites website data*, and select: *Temporary Internet files and website files*, *Cookies and website data, History*
- Click Delete. You will see a confirmation at the bottom of the window when the process is complete.
- Exit/quit all browser windows and re-open the browser.

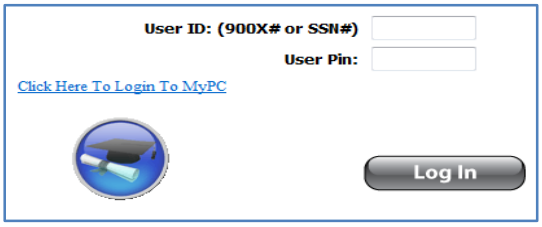
STUDENT INFORMATION PAGE

Available Information

- OFTC System Login
- BannerWeb & Your Student ID and Pin Number
- Student Email Login – OFTC's Student Email System
- Blackboard Login – OFTC's Online Learning System
- Class Enrollment with instructor names and email addresses
- Program of Study with Advisor and Advisor Contact Information
- MyPC Login – OFTC's Virtual Windows Desktop Access

Passwords, Usernames, and IDs for OFTC

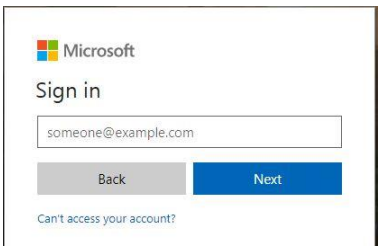
1. Access the OFTC webpage.
2. Click the STUDENT EMAIL/ONEDRIVE/MYPC link.
3. Click the Student Information link.
4. Key in your 900# or your social security number.
5. Key in your User PIN. Unless you have changed your PIN, it should be your 6-digit date of birth. (For example, January 8, 1950, would be 010850).



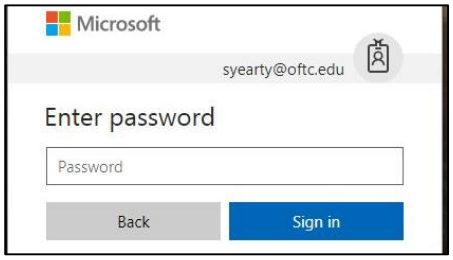
COLLEGE EMAIL

Access Your OFTC Email

1. Access the OFTC webpage.
2. At the top of the page, click the link for STUDENT EMAIL/ONEDRIVE/MYPC link.
3. Click the STUDENT EMAIL link.
4. To sign in, key your student email address and click Next. Your email address was given to you when you registered. It will be similar to: dsmith@student.oftc.edu .



5. Key your password. Your password was given to you when you registered. If you have forgotten your password, please email the IT department (ITS@oftc.edu) or call 478-274-7873.



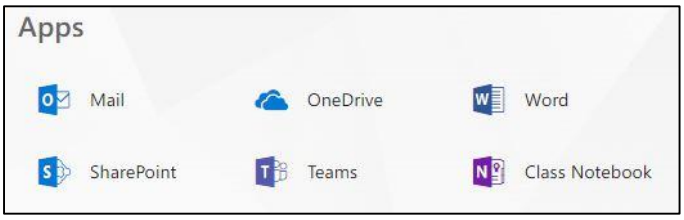
6. At the *Stay signed in?* screen, click the checkbox *Don't show this again* and click No.

ONEDRIVE (File Storage Location)

OneDrive is your new home for storing any school-related files that you are working on or saving. Every student has access to OneDrive. OneDrive will replace your Documents folder.

Access OneDrive

1. Go to the OFTC website.
2. Click the STUDENT EMAIL/ONEDRIVE/MYPC link at the top of the screen.
3. Under the section *Login to Your OFTC Student Email and OneDrive Account*, click the (ONEDRIVE) link.
4. Login with your student email account and password. If you do not know your student email address, go to the OFTC website and click the STUDENT EMAIL/ONEDRIVE/MYPC link. Scroll down the page and look under Login Assistance.
5. Click the Install Office 2016 button at the top of the page to download a full version of Office 2016 on up to five devices at home. You will need to install Office 2016 to be able to access files from the 2016 applications outside of Office online.
6. To access OneDrive, click the OneDrive icon located on the Office 365 dashboard.



Upload Files to OneDrive

You can upload any file type to OneDrive, including images, documents, and videos. Files can be retrieved from anywhere, on any device.

1. Sign in to your OneDrive account (see Access OneDrive instructions).
2. Click the **Upload** option at the top of the page.
3. Navigate to the file. Select the file, and click **Open**.

4. Your file will begin to upload. Once the upload is complete, you will find your file on your main OneDrive page.

Save a File to OneDrive

When you save a document in OneDrive, your document is stored in a central location that you can access from nearly anywhere. You can work on your document whenever you have a connection to the Web. From the application (Word, Excel, PowerPoint, etc.):

1. Click **File**
2. Click **Save As**
3. Click the OneDrive account where you want to save your file.
4. In the **Enter file name here** box, type a file name and click **Save**.

SAM (Microsoft Office Tool)

SAM is a supplemental website used by some instructors for extra practices, exams, and projects. If your class uses SAM, you will need to purchase a SAM code from the bookstore. Once you purchase the SAM code, it will be good for all other courses for which SAM is required. You will NOT need to purchase the code more than once.

Sign in to SAM

1. Sometimes your instructor will have a link to SAM in instructions provided in Blackboard. If so, click this link to be navigated to the SAM log on page.
2. Key in **Username**. Your Username will be your school email address.
3. Key in **Password**. Your Password will be a word of your choosing.
4. If you are a first time user of SAM, click **New User** and follow the prompts on the screen to register as a SAM user. You will need the school's Institution Key to continue. That number is:

OFTC Institution Key for SAM: T2036250

5. Continue following the on screen prompts to complete the registration process. You will be asked for another code during this process. This is the SAM code you purchased with your textbook.
6. Your instructor can then give you further details about accessing specific information provided in SAM.

SAM Password

1. Once you are logged in to SAM, click **My Account** near top of the screen on the right.
2. Click **Edit** near the top of the screen on the left.
3. Click the **Change Password** link. You will be asked to key your old password, your new password, and then confirm your new password.

MYMATHLABS FOR MATH

Log in to Blackboard for the MyMathLabs link.

MYPC (Work from Home)

MyPC provides OFTC students with access to a virtual desktop and to the software (for example, Word, Excel, etc.) necessary to complete MOST class assignments from anywhere, anytime you have access to a PC with Internet. MyPC is available from any lab or library PC on any of OFTC's campuses or may be accessed from home or any other remote location which provides Internet access.

Log on to MYPC

1. Access the OFTC webpage.
2. At the top, click the link for **STUDENT EMAIL/ONEDRIVE/MYPC**.
3. Under **Login to MyPC Remote Desktop**, click the link to log in on campus or off campus.
4. Click the circle for Student Login.
5. Key **User Name**.
6. Key **Password**.

FINANCIAL AID STATUS

Online Steps to Look up Financial Aid Status

1. Access the OFTC webpage.
2. At the top of the screen, click **BANNERWEB**.
3. Sign in by clicking **OFTC BannerWeb Login** (follow the instructions on the screen).
4. Click on **Student Services & Financial Aid**.
5. Click on **Financial Aid.**
6. Click on **My Award Information**.
7. Click on **Account Summary By Term**
8. Click on appropriate term (for example, Fall 2012).
9. Scroll to the bottom of the screen to view financial aid.

STUDENT AFFAIRS

For further Student Affairs information, visit our website and click on the Services tab.