

BLACKBOARD

& Additional Online Information for Students



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 website as well. 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 which is available on the OFTC website.

OFTC cares about your success in our classes. During normal college operations, we have tutoring labs where you can receive **free** tutoring in your classes, or you can access [Online Resources by Subject](#). To see hours of each Tutoring Center location, please visit the OFTC website. During extended college closures due to impacts like COVID-19, you have access to tutors via email, phone, and virtually using Blackboard Collaborate. Visit the [Online Resources](#) page of OFTC's website.

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 using Blackboard, please feel free to email the Distance Education department at disted@oftc.edu or call at 478-240-5171.

Email is the best way to contact us. 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
Director of Instruction

OKTA

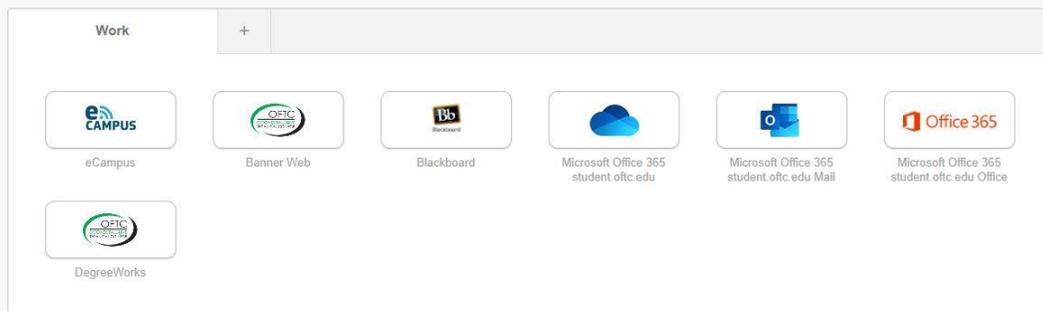
OFTC faculty and students must set up an account in Okta, which is a single sign-on service that allows users to log into a variety of college systems using one centralized process. Okta will authenticate you as an OFTC student.

You will use Okta to log in to eCampus (if you are an eCampus student), BannerWeb, Blackboard, Microsoft Office OneDrive, Microsoft Office Outlook (email), Microsoft Office 365 (Word, Excel, PowerPoint, etc.), and DegreeWorks (see picture below).

To set up your Okta account for OFTC, access the [Okta Quick Start Guide](#) and follow the directions. You can set up Okta to authenticate you by text message, phone call, or with the Okta Verify app. Your username and password were provided to you during registration. For questions about your login credentials, please contact the IT department at OFTC (see contact information below).

If you have questions about the use of Okta, please email or call the IT department:

- itshelp@oftc.edu
- 478-274-7873



BROWSING HISTORY/CACHE

If you ever experience a login issue, clearing your browser's cache may be the solution. For the browser you use (Chrome, Firefox, etc.), complete an Internet search for the steps to clear cache. Example of the Internet search: "clear cache Chrome."

BLACKBOARD

Login to Blackboard

- Once your Okta account is successfully set up, sign in with your username and password, if not already logged in.
- Click the Blackboard logo on the Okta landing page to access Blackboard (see picture under the Okta section of this handout).



Logout of Blackboard

- Click the logout button on the upper right corner of the Blackboard screen. It is important to always logout of Blackboard properly to avoid login issues later.

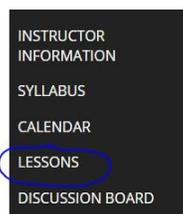


Find Your Course(s)

- Locate the Course List module (in the middle of the screen). A list of courses in which you are enrolled will be listed.
- Click the course link on the Blackboard Course List module to access a course.
- Follow your instructor's directions for indicating your enrollment in a course. Failure to complete the required submission at the beginning of the semester will result in being submitted as a "no show" for a course or courses. You should look for this information on the ANNOUNCEMENTS tab or on the START HERE tab.
- Courses are also listed on the Global Navigation menu located in the upper right corner of the Blackboard screen.

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

Contacts

**Default Faculty Profile**

Email doe@sample.com
Work Phone 555-555-5555
Office Location Elsevier Hall Room 1000
Office Hours Physical office hours are: Monday, Wednesday, Friday 1:00-3:00 pm
Personal Link <http://>
Notes
To modify this profile, follow these steps:

Course Syllabus

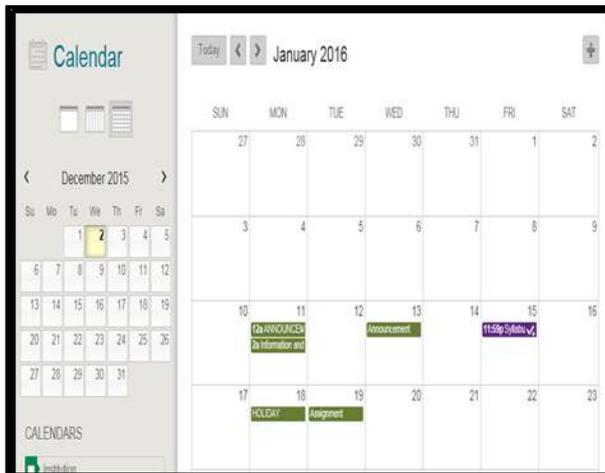
- Click the SYLLABUS tab on the course menu to open a copy of the Course Syllabus.
- Once open, the syllabus can be printed as needed.

SYLLABUS

**ENGL 1010 Course Syllabus**

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.

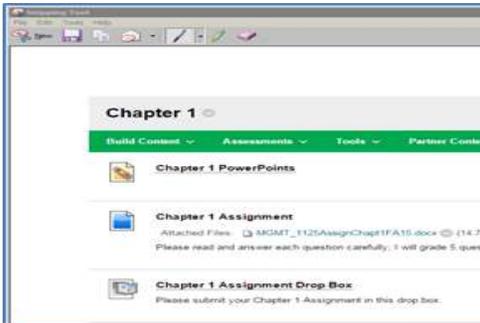


Email

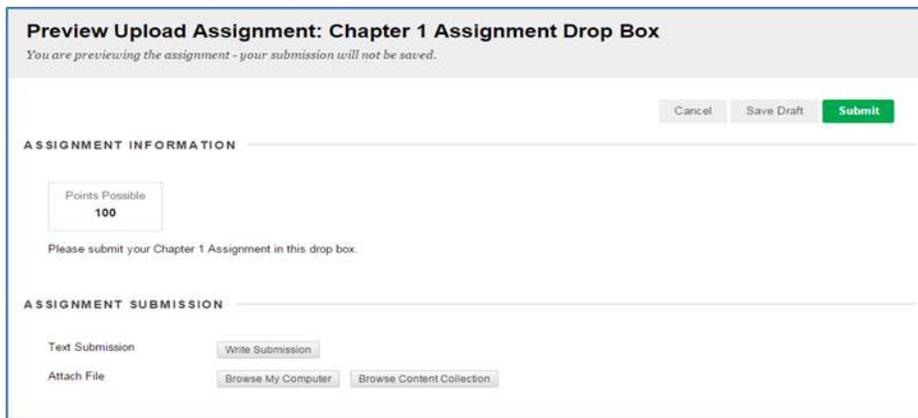
- Click the EMAIL tab on the course menu to send emails. Once an email has been sent, you can access that email in OFTC email; you cannot view emails in Blackboard.
- For email address information and login assistance, click the [MYOFTC](#) link at the top of the OFTC website.

Submitting Assignments in a Drop Box

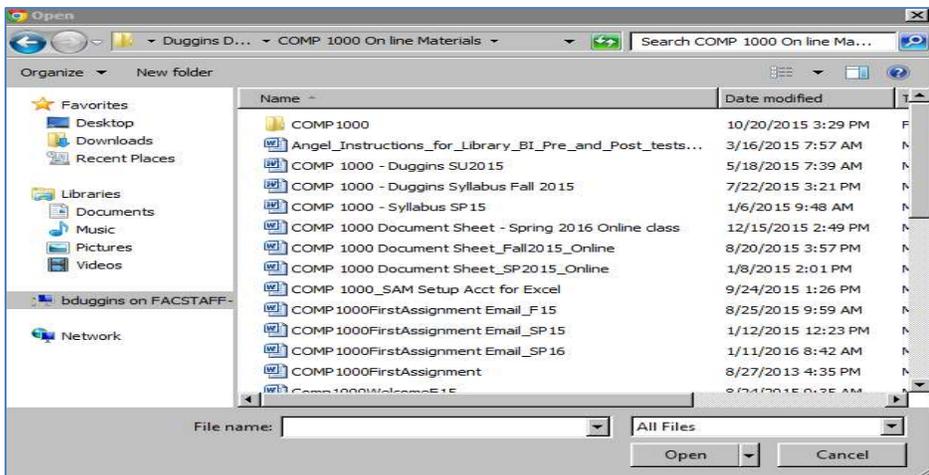
- Click the drop box title to open the drop box (See *Chapter 1 Assignment Drop Box* example in picture).



- Click **Browse My Computer**.



- Navigate to the file to select it and click **Open**.



- 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).

My Grades				
All	Graded	Upcoming	Submitted	Order by: Course Order
ITEM	LAST ACTIVITY	GRADE		
Weighted Total View Description Grading Criteria		-		
Total View Description Grading Criteria		-		
Test 1 Test	UPCOMING	-		
Test 5 Test	UPCOMING	-		
Peer/Self Evaluation Drop Box 1 Assignment	UPCOMING	-		
Peer/Self Evaluation Drop Box 2 Assignment	UPCOMING	-		
Peer/Self Evaluation Drop Box 3 Assignment	UPCOMING	-		
Peer/Self Evaluation Drop Box 4 Assignment	UPCOMING	-		
Peer/Self Evaluation Drop Box 5 Assignment	UPCOMING	-		
Peer/Self Evaluation Drop Box 6		-		

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 student technical difficulties, contact the Distance Education office:
*Email: disted@oftc.edu; Phone: 478-240-5171; Office Location: General Education Building, Room 401, 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 Help and Resources module on Blackboard login screen
- [Helpdesk Request Form](#) can be found on the Help and Resources module after logging in to Blackboard
- [Computer Needs](#)

RESPONDUS LOCKDOWN BROWSER & MONITOR

Respondus Lockdown Browser is a locked browser for taking tests in Blackboard. The browser prevents you from printing, copying, going to another URL, or accessing other applications during a test. If a Blackboard test requires that Lockdown Browser be used, you will not be able to take the test with a standard web browser. **Respondus Monitor** is a proctoring solution that enables students to take online tests using a webcam to record themselves during the proctored event. Instructions for downloading Respondus can be found on the [Online/Distance Education](#) portion of OFTC's website.

COLLEGE EMAIL

Access Your OFTC Email

- Login with Okta if not already logged in. See the link for Okta instructions under the Okta section of this handout.
- Click the **Microsoft Office 365 student.oftc.edu Mail** logo.



ONEDRIVE (File Storage Location)

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

Access OneDrive

- Login with Okta if not already logged in. See the link for Okta instructions under the Okta section of this handout.
- Click the **Microsoft 365 student.oftc.edu** logo.



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 Okta and click the OneDrive logo.
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.



If you have questions about the SAM code or the use of SAM, please contact your course instructor.

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

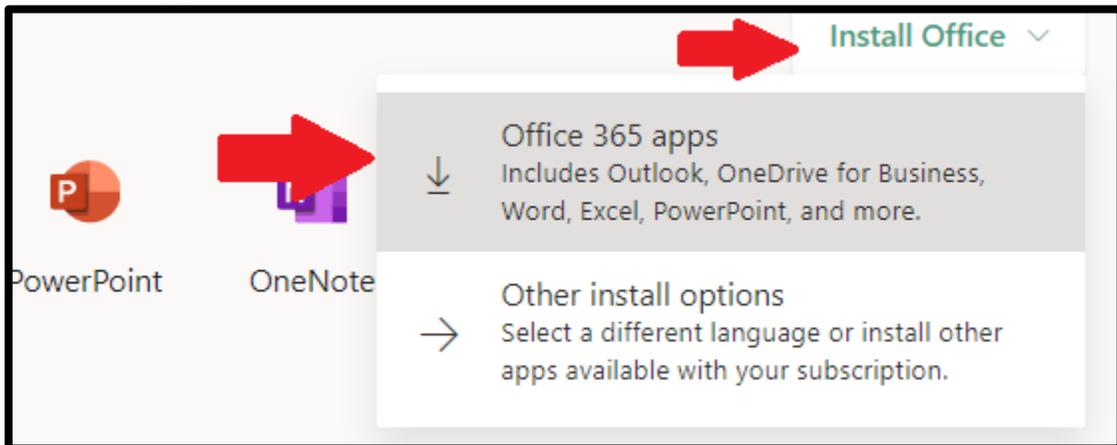
If you are enrolled in a course that uses MyMathLabs, log in to Blackboard for the MyMathLabs link.

MICROSOFT OFFICE 365 APPS

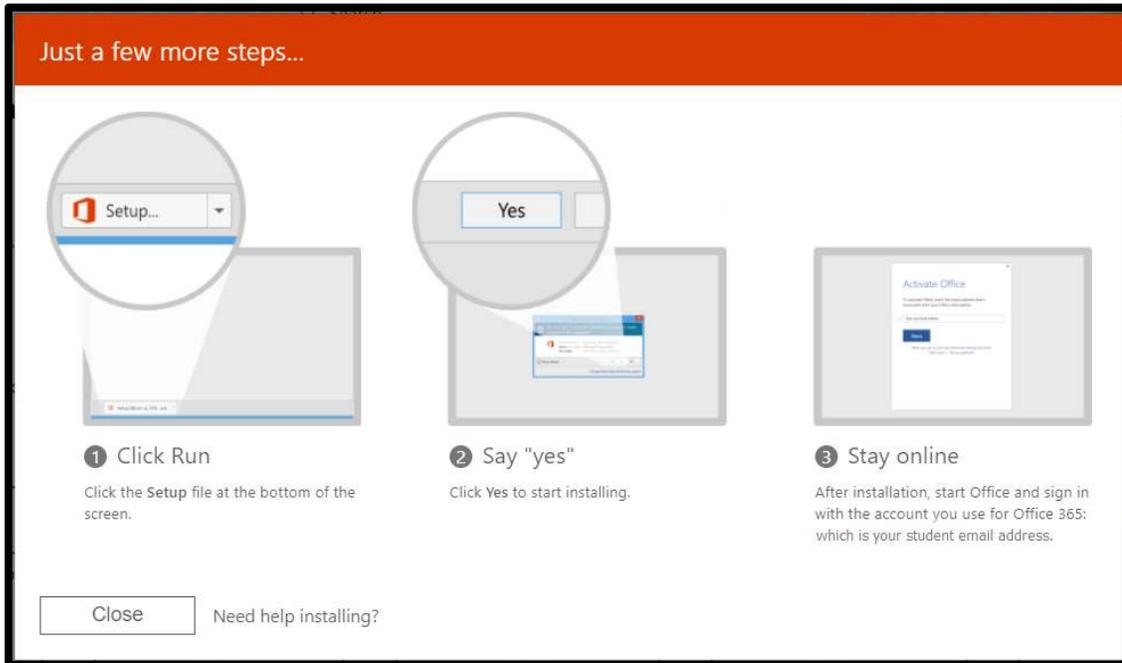
- Login with Okta if not already logged in. See the link for Okta instructions under the Okta section of this handout.
- Click the **Microsoft 365 student.oftc.edu office** logo.



- A new window opens. Select **Install Office** at the top right of the screen. Then select **Office 365 apps**.



- Click on the downloaded file and click Run. Select Yes to begin the installation.



- After the installation, start Office and sign in with your student email address. The password will be the same as the one used for the student email account.

If you have followed the instructions but are having difficulty, please contact the IT department by email at itshelp@oftc.edu (this is the preferred method) or by phone at 478-274-7873.

STUDENT SERVICES

To review additional student services such as library services, tutoring services, bookstore, disability services, career services, and MORE, visit the [Services](#) portion of OFTC's website.