Blackboard Learn Basic Training for Students

1. Log-in Information
   1. Student log-ins – All student log-ins use the nine-digit student ID#. For example 910012345
   2. Email third-party names begin with the first part of your student email account. For example, in this email address: swhite12@southeasterntech.edu, **swhite12** is the third-party username. This can be found in your STC 365 email settings.
   3. As a first-term student, the password will be $TC- six-digit birthday. When you change your password, please make sure that it is something that you will remember.
   4. If an account is locked or the password is forgotten, please follow the instructions on this website: <http://lms.southeasterntech.edu/it/oktahelp.html>
2. Home Page
   1. The Home Page is the opening page of your Blackboard account. All of your courses can be found in the course list. You will click on a course to open the course.
   2. Please pay attention to the announcements area on the home page. Your instructor and/or college personnel may periodically post announcements in that area.
3. Lessons
   1. The Lessons tab contains all of the assignments for the student.
   2. The assignments are labeled by chapter, topic, or week. You will see presentations, assignments, links, etc., and assessments for the designated chapters.
   3. When you open an assignment, please make sure that you read all directions carefully.
   4. When submitting an assignment, please make sure that you choose the green *Submit*

button.

* 1. If you are taking a test, please make sure that you choose the *Save* button at the end of the test.

1. Syllabus
   1. Your course syllabus contains all of the course information and college procedures.
   2. Your grading scale and requirements for the course are also contained in the syllabus.
2. Calendar
   1. Your instructor may use the calendar in Blackboard as well. If he or she uses the calendar, you will see all of your due dates noted.
   2. Some instructors include a calendar document that can be found under your Lessons area.
3. Email
   1. You will see a Communications area in Blackboard with *Email*. You may send an email from inside your Blackboard course to a class member or to your instructor. However, the response to that email will return to your STC student email account. You must log in to your student email account to see the response.
   2. Be sure to follow the directions within the Communication area to ensure your Blackboard email is not blocked within your STC 365 email.
   3. Check your STC email daily.
4. My Grades
   1. If you want to see your progress in the course, you can click on *My Grades*. You will see all grades that the instructor has posted.
   2. If you have a question about your grades, please talk with your instructor.