

As you prepare for your online course(s), South Texas College has developed Blackboard Instructions to serve as a resource guide for you. South Texas College has also launched the Keep Learning Toolkit website to provide you with available resources and support to successfully complete your semester. Communication is essential, therefore, make sure to contact your Faculty member with any questions or concerns.

#### **USERNAME & PASSWORD**

- For <u>first-time Blackboard users</u>, please follow the "Activate My Account" steps below to setup your Blackboard account.
- Your Username is the first part of your email address (ex: email - jerrythejaguar@stu.southtexascollege.edu; <u>username</u> – jerrythejaguar)

#### **ACTIVATE MY ACCOUNT**

- **Step 1**: Select Chrome or Firefox as your internet browser
- **Step 2**: Copy and paste this link onto your internet browser <u>mypassword.southtexascollege.edu</u> **Step 3**: Click on the green button labeled "Activate My Account"



- Step 4: Complete the account setup using your provided username and temporary password Ammddyy####! (this the format for your temporary password)
  - Capital A
  - Date of birth (2 digits for the month, 2 digits for the day, last 2 digits of the year)
  - Last 4 digits of your "A Number" (student ID number)
  - Then add an exclamation mark (!)

| SOUTH TEXAS<br>COLLEGE<br>MyPassword Online Assistant           | SOUTH TEXAS<br>COLLEGE<br>MyPassword Online Assistant |
|---|---|
|   | Change Password                                       |
| Login<br>User Name: jerrythejaguar<br>Password:<br>Domain: STCC | Mode: Password  |
| 🔊 Logon   | le Submit   |

**Step 5:** Once complete, you can log-in to Blackboard to access your courses



## **BLACKBOARD LOG-IN**

- **Step 1**: Select Chrome or Firefox as your internet browser
- Step 2: Copy and paste this link onto your internet browser southtexascollege.edu
- Step 3: Once on the College homepage, click on the JagNet button on the top right corner



Step 4: A new screen will pop up. Insert your username and password to sign-in



Step 5: Once on JagNet, click on the Blackboard Icon under the Student Apps section

| SOUTH TEXAS         | E Ny Sites • @ Sign Out  |  |  |  |  |
|---------------------|--|--|--|--|--|
| 🖶 Home              | Home Home  |  |  |  |  |
| 🖋 Academic Planning | agNet / Home   |  |  |  |  |
| 🕈 Financial Aid     |  |  |  |  |  |
| \$ Student Accounts | Based on our records, a DegreeWorks Audit does not exist.                          |  |  |  |  |
| 🚱 Student Life      | If you need additional information you may contact us at 956-872-8323              |  |  |  |  |
| 🛓 Employee          |  |  |  |  |  |
| 🞓 Faculty           | Student Anne   |  |  |  |  |
| 嶜 Supervisor        |  |  |  |  |  |
| Events Calendar     |  |  |  |  |  |
|                     | My STC (NEW1) Blackboard My Schedule Degreeworks Registration Financial Aid Status |  |  |  |  |
|                     | 🥫 😪 🏄 🖐 👰 👖  |  |  |  |  |
|                     | Tutoring JagMail My Grades My Holds My Bill Library                                |  |  |  |  |
|                     | 🗱 🚍 🔝 🎇 🕨  |  |  |  |  |
|                     | Starfish Parking Directory Campus Maps Student Clubs Syllabi                       |  |  |  |  |

Step 6: A new window will pop up – which is Blackboard. On the left-hand side, please click on "Courses".

| South Texas<br>College |   |
|------------------------|---|
| Activity Stream        | Online Course Support                   |
| Courses                | Distance Learning Online Support        |
| 였 Organizations        | Download Lockdown Browser               |
| Calendar               | Check your Browser                      |
| Messages               | IS&P Technical Support                  |
| Grades                 | Students - Keep Learning Toolkit        |
| Tools                  | Student Services                        |
| ⊖ Sign Out             | JagNet (Register, JagMail, DegreeWorks) |

**Step 7:** Towards the middle of the page, you will see a drop-down menu. Click on it and select "Current Courses". A list of your courses that you are registered for, will appear. Click on your course to start your coursework.

| South Texas<br>College | Courses   |
|------------------------|---|
| <b>童</b> му stc        | Current Courses 🔻   |
| Activity Stream        | Image: Constraint of the second se |
| Courses                | Assorted Dates  |
| 왕 Organizations        | DL-001<br>Blackboard Online Learning Orientation<br>Multiple Instructors   More info ~  |
|                        |   |

For support questions contact: support@southtexascollege.edu Phone: 956.872.2598



# BLACKBOARD STUDENT ORIENTATION (all students must successfully

complete the orientation)

- Step 1: Log-in to Blackboard (follow the "Blackboard Log-in" steps above)
- Step 2: Once logged-in, you will see a course titled "DCP: Blackboard Online Student Orientation"

| Activity Stream |   |   |
|-----------------|---|---|
| Courses         | DCP-002<br>DCP - Blackboard Online Learning Orientation | ☆ |
| የ Organizations | Multiple Instructors   More info v                      |   |

**Step 3:** Click on the course title to review the orientation sections and practice on a mock course. Click on each topic to view the section information.

| Details & Actions  | Course Content  |   |
|--|---|---|
| Roster<br>View everyone in your course   | About this course   | Students will review all  |
| Join session ~ · · · · · · · · · · · · · · · · · ·                                 | Topic 1: An Introduction to Blackboard and Learning Online (Click Here) | <ul> <li>Sections instead under Course</li> <li>Content.</li> </ul>               |
| View groups to join Announcements No announcements                                 | Topic 2 - Navigating with Blackboard Learn (Click Here)                 | Be sure to go through all information presented in this                           |
| Books & Tools     View course & institution tools     OneDrive     Connect account | Topic 3 - Navigating inside a Course (Click Here)                       | area.   |
| Ð  | Topic 4 - Submitting Work in Blackboard Learn (Click Here)              |   |
|  | Topic 5 - Tracking Your Performance (Click Here)                        | Click on each Topic (or the drop-<br>down arrows) to view section<br>information. |
|  | Certification of Completion   | ~   |

**Step 4**: After you have reviewed all the Topics section information, you will take the Orientation Assessment to receive a Certificate of Completion.

| Topic 4 - Submitting Work in Blackboard Learn (Click Here)   | ~  |
|--|--|
| Topic 5 - Tracking Your Performance (Click Here)   | <ul> <li>Don't forget to<br/>complete your</li> </ul>                        |
| Certification of Completion  | Orientation Assessment     to receive your     Certificate of     Completing |
| Print out or save as PDF - Certificate of completion of the Blackboard Online Learning Orientation!  | Completion!  |
| Orientation Wrap-up  |  |
| Take Orientation Assessment to Receive Certificate   |  |
| This assessment will contain 10 questions. A grade of 70 or better is required to pass assessment. If it's not passed the first time, retake it again until you get a 70 or better. Once it's complete please print the certificate. |  |

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## **BLACKBOARD SUPPORT**

If you are having any issues with logging-in or have any questions regarding Blackboard, you can contact Blackboard Support at the number or email provided below. Support is available 24 hours a day, 7 days a week.



**KEEP LEARNING TOOLKIT**: This toolkit was developed to provide students with resources, services, tips, and tools to support your online learning. <u>https://www.southtexascollege.edu/keep-learning/</u>