

# Blackboard

## Student Quick Start

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Welcome to Blackboard. Blackboard software is used by instructors at Cleveland Community College to teach Web-supported and online classes. Using a Blackboard course website, instructors can deliver content and coordinate online activities.

### Tips for First Time Users

- Once you have registered and paid for your course(s), take your “pink copy” to the Library and have your Student ID made. **All new students need a new Spring 2007 ID and returning students need to have their ID updated in the library.**
- Blackboard works best with Internet Explorer. If you do not have IE or the latest version go to <http://www.microsoft.com/downloads> If you are an AOL customer and you use the AOL browser, you may have difficulty using Blackboard for Internet courses. You may connect to the Internet with AOL, but you should then open Internet Explorer and use it to connect to your course.
- Course and instructor information for online and hybrid courses can be found on the Distance Learning web site at <http://www.cleveland.cc.nc.us/>. Check this link for “Orientation Information”.

### Login to Blackboard

- Open Internet Explorer
- There are two ways to access Blackboard as shown below. Use # 2. Access Blackboard Directly, if the campus web page is down and you can still login to Blackboard.
  1. Access Blackboard through Cleveland Community College web site:  
<http://www.cleveland.cc.nc.us>  
click Distance Learning  
click the Blackboard link
  2. Access Blackboard Directly  
<http://nclc.blackboard.com>
- You will need your Student ID. Your Username for Blackboard is located on the back of your Student ID.
  - **Username**  
Your Username is located on the back of your student ID.  
You will need to enter: **clev- and the number on the back of your student ID**  
Example: clev-23001000099990
  - **Password**  
Your password will be the same if you have used Blackboard previously.
    - If you are a new student for Spring 2007 your password will be the last four digits of your social security # Example: 9999

### Welcome

Have an account? Enter login information here and click the Login button below.

USERNAME:

PASSWORD:

[Forgot your password?](#)

Login

## Entering a Course

- Once you login you will see the following screen in Blackboard. Courses using Blackboard will be listed under My Courses. Click on the course name to enter the course.
- The first time you login click on Personal Information:
  - It is recommend that you change your password to something other than your SS#
  - Insert the email address that you would like for your instructor to use for contact.

Cleveland Community College

e-Cleveland Courses Community Cleveland?

**e-Cleveland**

**Tools**

- Announcements
- Calendar
- Tasks
- View Grades
- Send E-mail
- Address Book
- Personal Information

**My Courses**

**Courses you are teaching:**

- Cleveland Template (*unavailable*)  
No Announcements.
- New Perspectives on the Internet, Fifth Edition, Compre (*unavailable*)  
No Announcements.
- World Civilizations I (*unavailable*)  
No Announcements.

"My Courses" will list your courses that use Blackboard

Click on "Personal Information" to change your password, enter your email address, phone #, etc. This gives the instructor your contact information.



It is very important that you always remember to logout of Blackboard.

## Need More Information and Help??

### Phone:

Cleveland Community College BbHelp Desk at 704-484-4133

**On Campus**-Blackboard Help Desk located in the Library

**E-mail:** [BBHelpDesk@cleveland.cc.nc.us](mailto:BBHelpDesk@cleveland.cc.nc.us)

**Within your Bb course:** Click Tools, click User Manual or use the Tutorials