

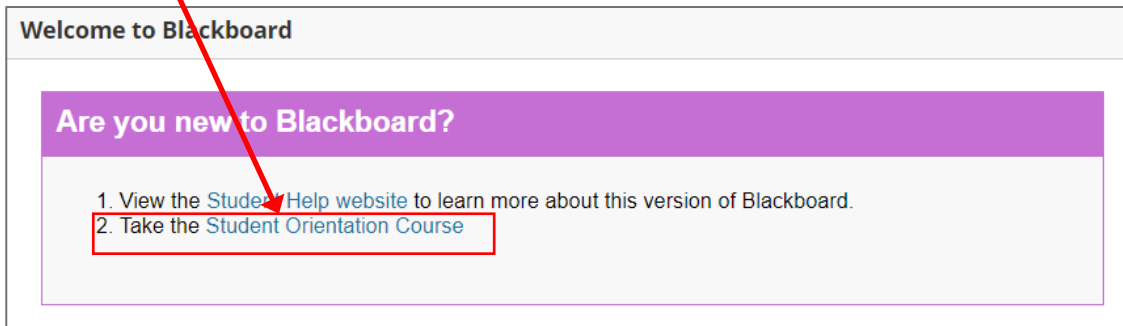
Quick Reference Guide

How to access your Blackboard Student Orientation Certificate

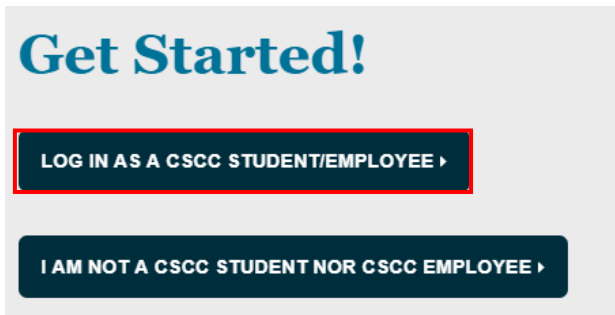
After you complete the online Student Orientation Course for Blackboard, you will have the option to print a Certificate of Completion or email it to your instructor. If you forget to share it or you have an instructor ask for it later, you do not have to complete the orientation again!

To access your Certificate of Completion:

1. Go to the **Blackboard** website. (<http://courses.csc.c.edu>)
2. Click on the link to access the **Student Orientation Course**.



3. Scroll to the bottom to log in as a CSCC student/employee.



4. Log in using your username (no *@student.csc.c.edu* required) and password.
5. All of your sessions will be listed, whether they are in progress or completed. **Completed sessions will have two options for accessing proof of completion.**

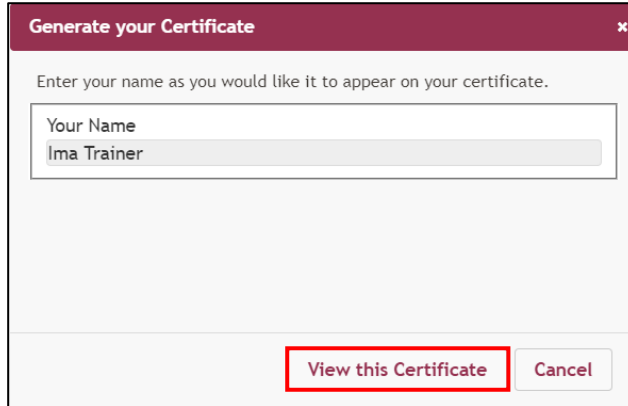
← Last Topic	Percentage Completed	Last Accessed	Status	Print Certificate	Email Proof
Course Evaluation	100%	6/29/2018 2:18 PM	Completed: 6/29/2018 2:18 PM		
Course Evaluation	100%	6/6/2018 1:11 PM	Completed: 6/6/2018 1:11 PM		
Course Evaluation	100%	5/4/2018 1:52 PM	Completed: 5/4/2018 1:52 PM		
Logging In	3%	7/11/2018 12:50 PM	CONTINUE THIS SESSION		

Quick Reference Guide

How to access your Blackboard Student Orientation Certificate

a. **Print certificate-** Using this option, you can view, download, and/or print your certificate.

- Click the **Print Certificate icon** next to the session you need.
- Make sure your name is listed correctly.
- Click on **View this Certificate**.



Generate your Certificate [X]

Enter your name as you would like it to appear on your certificate.

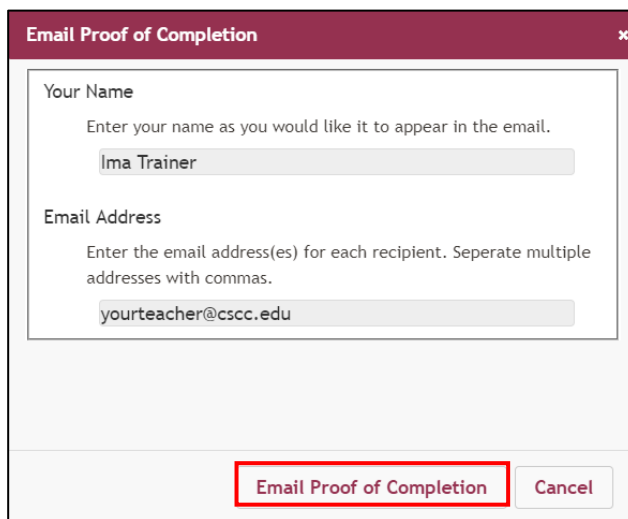
Your Name
Ima Trainer

View this Certificate Cancel

- After the certificate opens, you can save the document or print your certificate.

b. **Email proof-** Using this option, you can send an automated email to your instructor; you will be copied on the email as well.

- Click the **Email Proof icon** next to the session you need.
- Make sure your name is listed correctly.
- Enter the email address(es) of your instructor(s).
- Click on **Email Proof of Completion**.



Email Proof of Completion [X]

Your Name
Enter your name as you would like it to appear in the email.
Ima Trainer

Email Address
Enter the email address(es) for each recipient. Separate multiple addresses with commas.
yourteacher@csc.c.edu

Email Proof of Completion Cancel

- A message will verify that your email has been sent. In addition, you will receive a copy of the email in your inbox.