

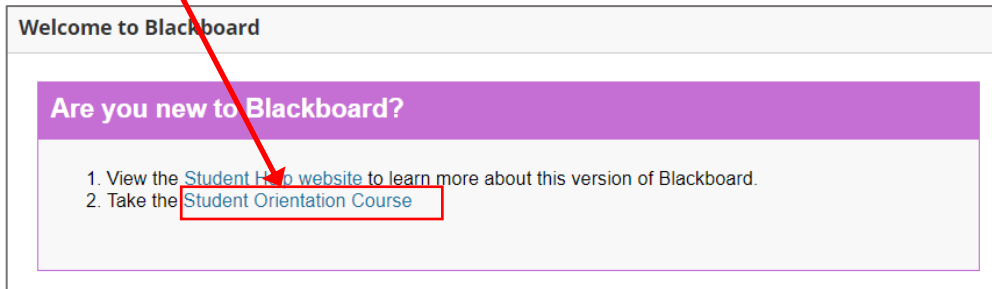
Quick Reference Guide

How to access the Blackboard Student Orientation

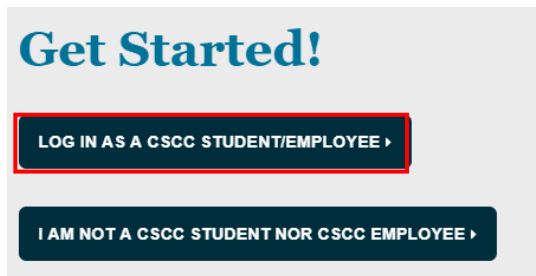
Columbus State has an online Blackboard Student Orientation course that students can complete to gain an understanding of the basic functions of Blackboard. This self-paced interactive course allows students to learn about and practice using Blackboard. Many instructors require the orientation be completed and count it as a grade; the Certificate of Completion is typically needed to get credit for the assignment.

To access the Blackboard Student Orientation:

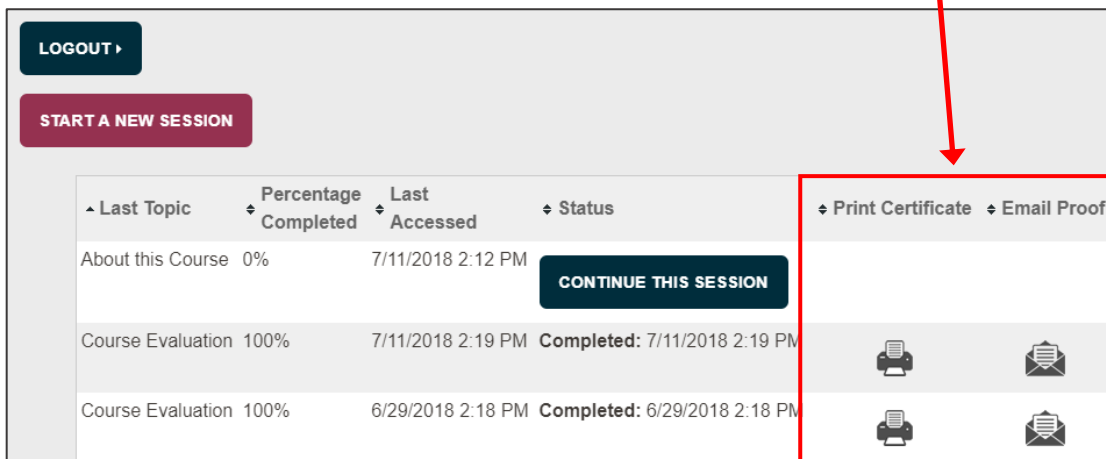
1. Go to the **Blackboard** website. (<http://courses.csc.edu>)
2. Click on the link to access the **Student Orientation Course**.



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



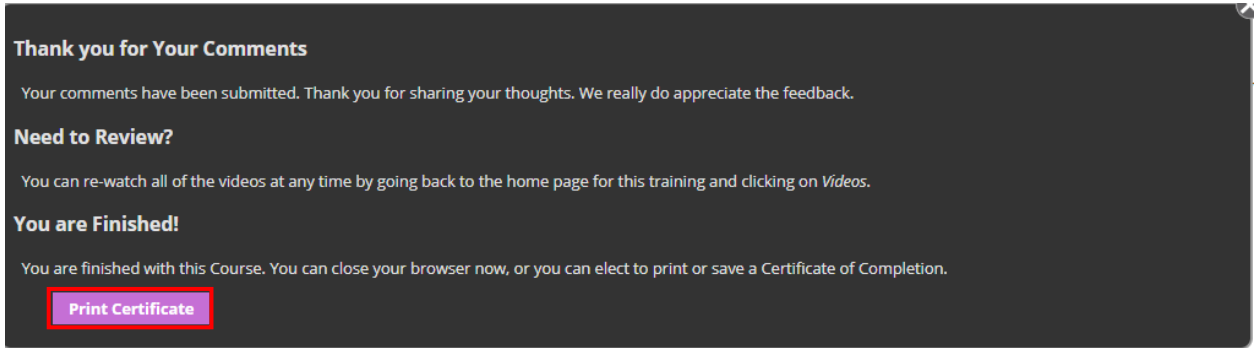
4. Log in using your username (no *@student.csc.edu* required) and password.
5. If you began the orientation at an earlier date or completed it, you will see all of your past sessions listed. Completed sessions will have two options for accessing **proof of completion** in case you need to print the certificate or email it to your instructor.



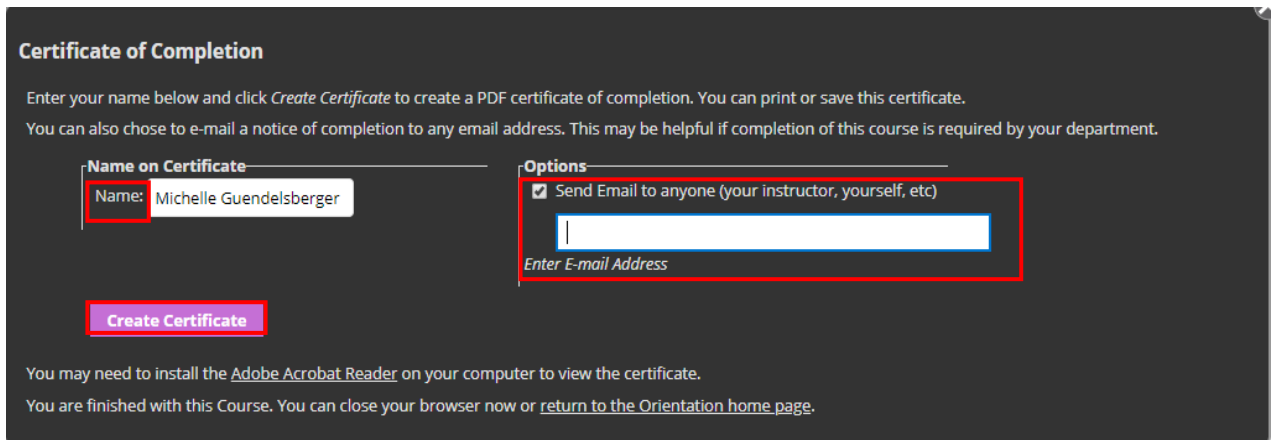
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- If you started a session, but stopped partway through you can click **CONTINUE THIS SESSION** to pick up where you left off. To start the orientation for the first time or to start over from the beginning, click **START A NEW SESSION**.
- Follow the directions in the orientation. At the end, the following window will pop-up. Click **Print Certificate** if you need to print, save, or email your Certificate of Completion.



- The following window will pop-up. **Completed sessions have 2 options for accessing proof of completion.** This is helpful if your department or instructor requires the orientation.



a. To print or save the Certificate of Completion-

- Enter your name in the **Name** box.
- Click on **Create Certificate**.
- A PDF of your certificate will open. Then, you can save or print it.

b. To email proof of completion-

- Enter your name in the **Name** box.
- Click the **Send Email** checkbox. Enter the email address in the space provided.
- When you click on **Create Certificate** an email will automatically be sent to the address you entered. You will be copied on the email as well.