

Information Technology

Student Guide to Blackboard Access



- You should receive your Username and Password from your advisor when you register for classes. Students will use the same username and password to access Blackboard, Online Student Records, Warrior Mail, and Electronic Library. Students are given a paper that looks like the sample below:

Student Account Information	
Warrior Tag:	800123456
User ID:	SMITHJ3456
Password:	j4K3oZmu
Warriormail:	SMITHJ3456@WARRIORMAIL.RLC.EDU

Please note
that passwords
ARE case
sensitive!

If you did not receive your username and password please contact:

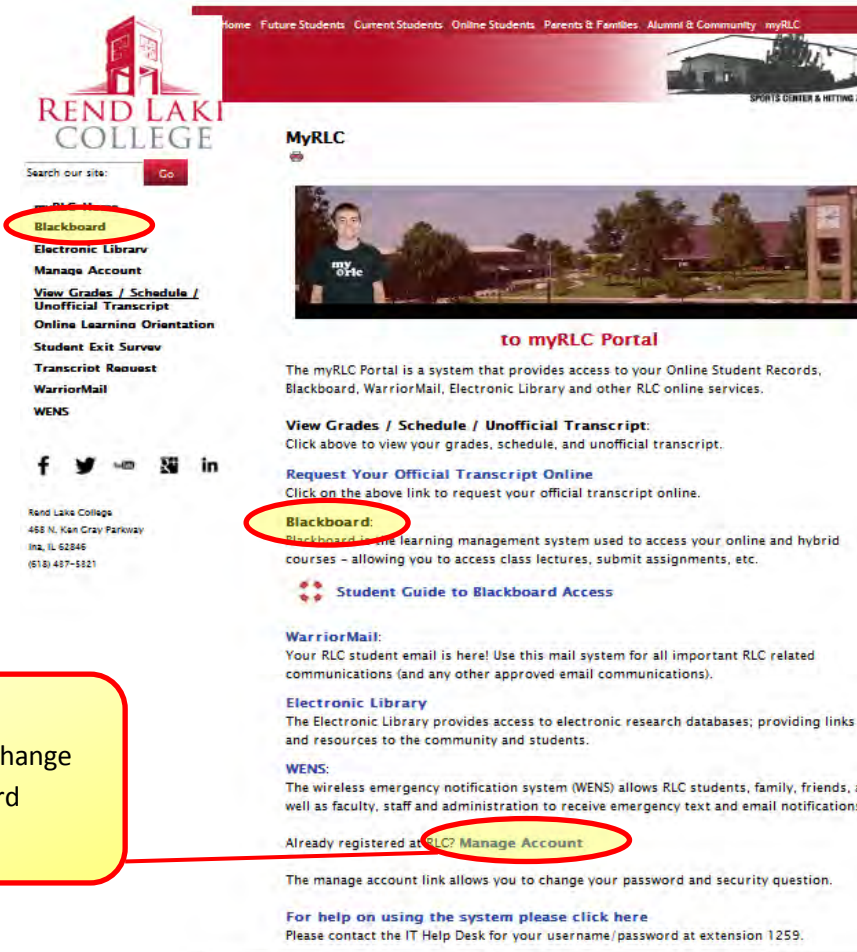
- Help Desk at ext. 1259
 - Sandy West: Coordinator/Technical Services & Collection (618) 437-5321 Ext: 1294
 - Beth Mandrell: Reference Librarian/Learning Resource Center (618) 437-5321 Ext: 1276
 - Gina Schenk: Coordinator/Technology Integration & Training (618) 437-5321 Ext: 1399
- Students can also go to the RLC homepage at <https://rlc.edu> and click your mouse on “myRLC” or on the Bb link on the left side of the page. Blackboard can also be accessed by going directly to <https://bb.rlc.edu>

Students can access Blackboard (Bb) from the myRLC link on the college website. There are three links:

1. myRLC at the top of the page
2. myRLC on the left side of the page
3. Bb link on left side of page

The screenshot shows the Rend Lake College website with a navigation bar at the top containing links for Home, Future Students, Current Students, Online Students, Parents & Families, Alumni & Community, and myRLC. The myRLC link is circled in red. On the left side, there is a search bar and a list of navigation links including Academics, Athletics, Apply Online, Financial Aid, Scholarships, Student Services, Transcript Request, and myRLC, which is also circled in red. At the bottom left, there is a Blackboard login button with the Bb logo and the text 'Blackboard Login Here', which is circled in red. The bottom of the page features a 'CONTACT US' link, an 'APPLY NOW' link, and a 'I AM A WARRIOR' logo.

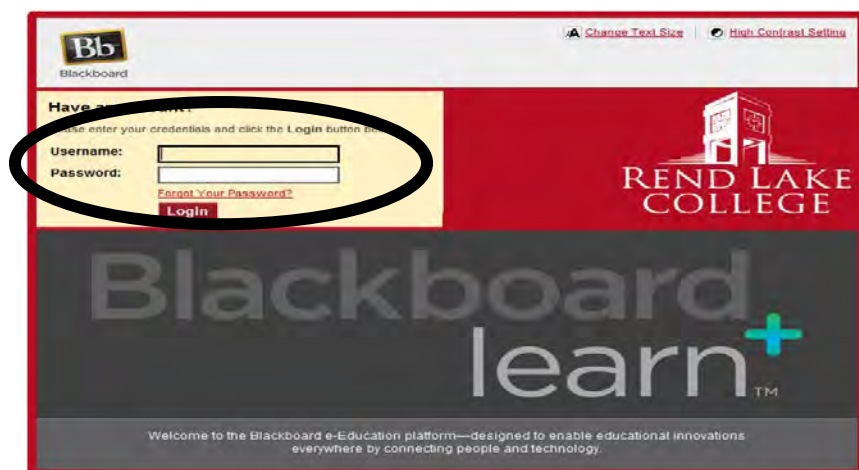
- On the myRLC page, students can choose to enter Blackboard, Online Student Records, Warrior Mail, Electronic Library, or WENS.



From the link, Manage Account, students can change passwords. See password criteria listed below.

To Login to Bb

- To Login to Blackboard enter your username and password. Your **username** is a combination of your last name, First initial, and the last four numbers of your Warriortag ID number found on your student ID.
- Your password is randomly selected.** For example, James Smith, whose Warriortag ends in 3456 would enter the username smithj3456.
 - All usernames are lowercase and never have spaces. **Usernames are NOT case sensitive.**
 - All passwords must be at least 8 characters long, must have at least one upper case letter, one lower case letter, and one number. **Passwords ARE case sensitive.**

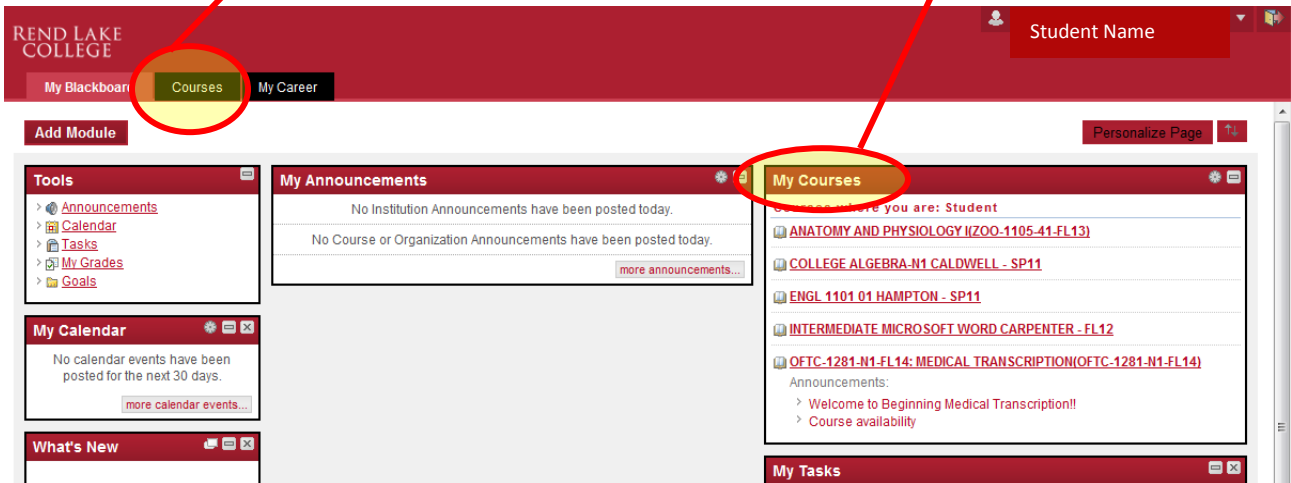


To Access a Course

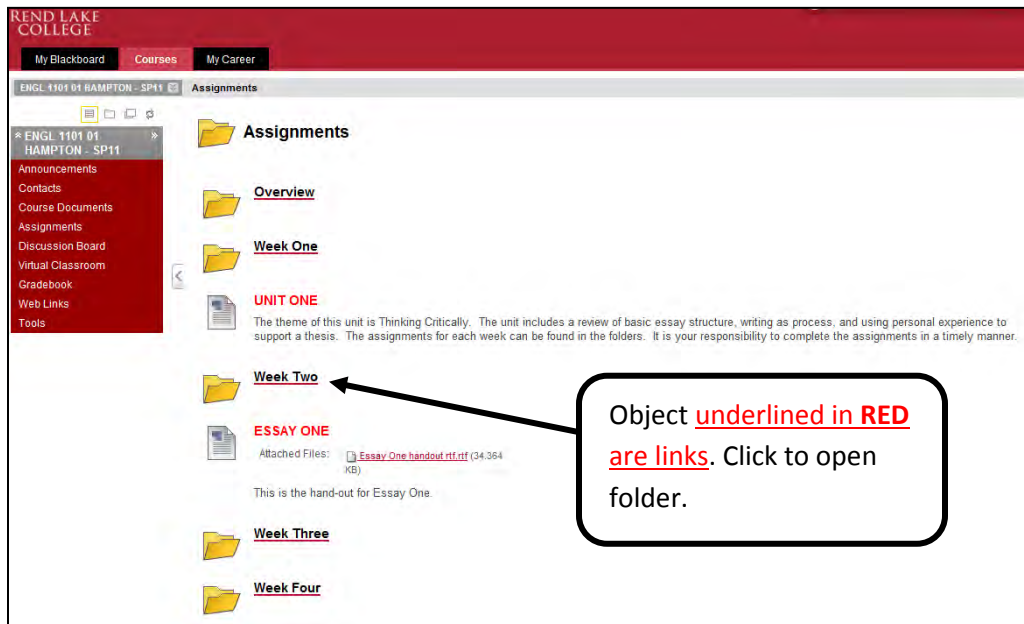
Once you are logged into Blackboard, you will be taken to the “My Blackboard” page.

You can view and enter the courses you are enrolled in by clicking on the Courses Tab.

From here you can enter any course you are taking by **clicking on the course name** in the My Courses box.



Students can select from the course menu on the left side of the course landing page. In the example shown below, content areas are Announcements, Contacts, Course Documents, Assignments, Discussion Board, Virtual Classroom, Gradebook, Web Links, and Tools. Simply click on the menu item you want to view. The white area of the screen on the right displays the information you selected from the course menu (currently showing information contained in the *Assignments/Lessons* section).



After opening a folder, students will see assignments:

The screenshot shows the Blackboard interface for a course. The top navigation bar includes 'My Blackboard', 'Courses', and 'My Career'. Below it, the course name 'ENGL 1101 01 HAMPTON - SP11' and 'Assignments > Week Two' are displayed. A left-hand menu lists various course tools. The main content area shows a folder named 'Week Two' containing several assignments:

- READING**: Text: Chapter 3, CWH: pages 357-362, Essays: "An American Childhood" by Annie Dillard, "The Case Against Chores" by Jane Smiley.
- Ch 3 Reading Quiz**: This reading quiz will help you focus on specific areas of the reading for the week. (Link is underlined in red)
- REFLECT**: Chores. They were the bane of childhood for many of us, and yet the reality is so... After reading Jane Smiley's "The Case Against Chores," write a reflective essay at the beginning of class on Friday (do not come to class on Friday expecting to have time).
- Reflective Essay Hand-out**: There is general information on what I expect in a reflective essay on a hand-out u... (Link is underlined in red)
- Reflection: Chores**: After completing the reflection, submit your work here.

A callout box on the right contains the following instructions:

- Within a folder, assignment links are underlined in red. Students should click on these links to submit assignments or access tests/quizzes.
- Reading assignments, instructions, and other information from instructors do not contain links. Students should read instructions listed below the title.

Many other types of files can be presented in Blackboard as well: PowerPoint slideshows, Word documents, video and audio files, pictures, quizzes/exams, etc.

To print documents from Blackboard

Simply open the desired page or file and select "Print" from your browser's File menu.

NOTE: Some documents may require you to click "Enable Printing" button or to save the document to the desktop before printing.

If you encounter technical difficulties with Blackboard, please contact any of the following:

- Your instructor
- Help Desk at 437-5321 ext. 1259

To access Warriormail:

From the myRLC page, students should click on Warriormail link. *Remember, changing a password in Manage Account will also change it for Warriormail too!*

The screenshot shows the myRLC portal for Rend Lake College. The navigation menu includes: Home, Future Students, Current Students, Online Students, Parents & Families, Alumni & Community, myRLC. The main content area features a navigation sidebar with links: myRLC Home, Blackboard, Electronic Library, Manage Account, View Grades / Schedule / Unofficial Transcript, Online Learning Orientation, Student Exit Survey, Transcript Request, WarriorMail, and WENS. The WarriorMail link is circled in red. The main content area includes a banner for the myRLC Portal, a description of the portal, and links for View Grades / Schedule / Unofficial Transcript, Request Your Official Transcript Online, Blackboard, Student Guide to Blackboard Access, and WarriorMail. The WarriorMail section states: "Your RLC student email is here! Use this mail system for all important RLC related communications (and any other approved email communications)." Other sections include Electronic Library, WENS, and Manage Account.



One account. All of Google.

Sign in to continue to Gmail

The screenshot shows the Google sign-in form for Gmail. It includes a profile picture placeholder, an Email field with the text "smithj3456@warriormail.rlc.edu", a Password field, a blue Sign in button, and a checkbox for "Stay signed in" with a "Need help?" link.

In the Email box, type in your username followed by @warriormail.rlc.edu.

Note the login example used earlier for James Smith. If the complete email address is not used, you will be redirected to Gmail...this is not Warriormail. Students must use @warriormail.rlc.edu to access RLC email.

In the Password box type in your password.

Remember, the password is case sensitive. It needs to be a minimum of 8 characters, include at least one uppercase letter, one lowercase letter, and a number.