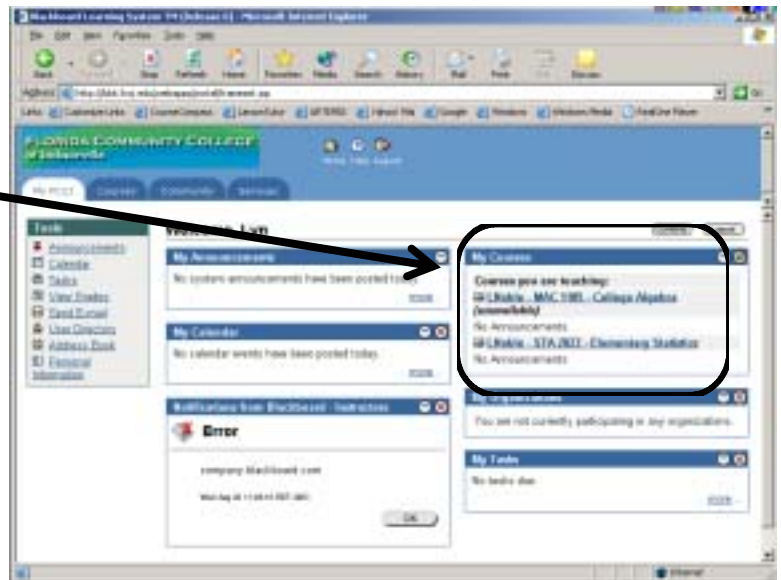


Using Blackboard

1. Start your web browser, usually Internet Explorer or Netscape. *(If you are using America Online as your Internet service provider, you should open Internet Explorer/Netscape after you establish the online connection.)*
2. To access Blackboard, go to my webpage <http://web.fccj.org/~Inoble>, click on the **appropriate class link**, then click on the **Blackboard** link.

You may also access Blackboard directly, by going to <http://bb.fccj.edu> or from **Artemis**.

3. Click **Login** then type your **username** and **password**. Your username and password will be the same for Artemis and Blackboard. Changing of passwords will have to be done through Artemis and will be global in effect.
4. Under **My Courses**, click on the link to the course you wish to access.

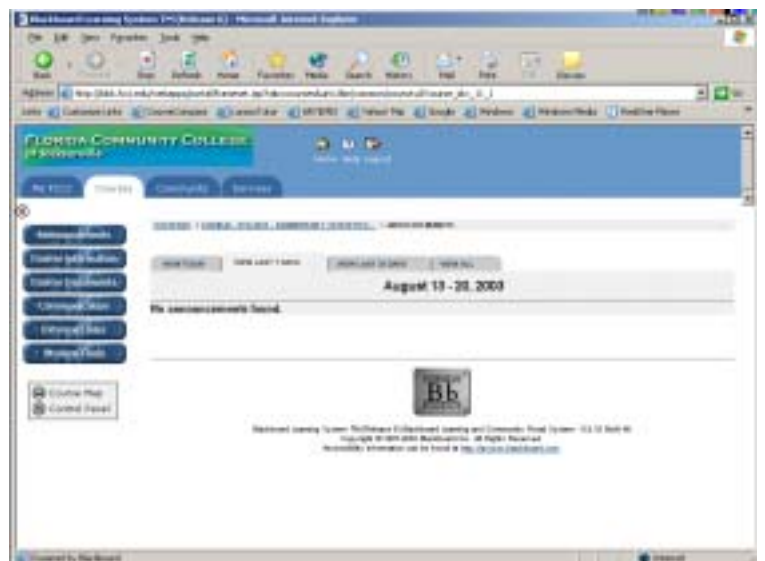


5. You are now at the course homepage. From here you may access any of the following:

Announcements: I will post course announcements here.

Course Information: This contains the information in your syllabus.

Course Documents: This is where you will find the class notes, exam



review sheets, etc. Click on the appropriate link, then click on the item you want. All files require Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader you may download it for FREE. To download the Reader, click on the web link in External Links. Once you download the Reader you will need to install the program on your computer.

External Links: Contains a link to download Adobe Acrobat Reader.

Communication: This feature contains a Discussion Board where you may post and respond to homework questions from fellow classmates, a chat room where you can hold online study sessions with classmates, and an e-mail feature to send e-mail to other students in class.

Tools: From here you may check your grades.

6. When you are finished using Blackboard be sure to click on **Logout**, located near the top of the screen. This is especially important if you are working on a lab or library computer.

Artemis

Activating your account: If you don't already have an active FCCJ student account, go to Artemis to activate your account.

Resetting your password: If you can't remember what your User ID or password is, go to the Artemis log-in page and follow the "click here" link located above the UserId field.

Student E-mail Account: Every student has an FCCJ e-mail account and must use this account for all course correspondence.

