

# RCC New Distance Learning Student Starter Guide

## What is my student username?

Your student username is created from your:

*First Initial*

*Middle Initial*

*Last Name*

For example, Mary Kay Smith, would enter **mksmith**.

\*Should there be someone else with the same First Initial, Middle Initial and the same Last Name, your login will have a number after your last name. So, Mark Kayce Smith might have the username **mksmith221**. *The Registrar's Office will provide you with your Username.*

## What is my student ID number?

Your student ID number is a 7 digit number that can be found on your course schedule **OR** on the back of your RCC ID badge. You receive both items during the registration process.

## What is my password?

By default your password is **(RCC + your student 7 digit ID number)**. In Mary's case, her password is **rcc3456789**. *This password allows you to access your Student E-mail and Blackboard.*

## Accessing Student E-mail

The student e-mail link can be found on RCC's website ([www.richmondcc.edu](http://www.richmondcc.edu)). Click on the link that says "Student E-mail"



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.....▶  
About RCC ▶  
.....▶  
Academic Programs ▶



Once you click the "Student E-mail" link, it will ask you for your username and password. Insert your student **username** and **password**. (See above steps if you have questions about your student username and password)

In Mary's case she would insert:

Username: **mksmith**

Password: **rcc3456789**

Once you have inserted your username and password click "Sign in". Your student e-mail address will be: **your username@student.richmondcc.edu**. Mary's e-mail would be [mksmith@student.richmondcc.edu](mailto:mksmith@student.richmondcc.edu).

Clicking the "Sign in" button will take you to your account. Since this is the first time you are signing into your email account, you will see a setup screen. *You will need to complete two steps before you can use your student e-mail.* First, type the requested characters you see on the screen. Second, you must accept the Google *Terms of Service* by clicking the button labeled: **I accept. Create my account.** (Note: This will only have to be done the first time you sign into your student e-mail account.)

After you have completed these steps you are ready to start using your RCC Student E-mail account!

## Accessing Blackboard

RCC uses a learning management system called Blackboard in all distance learning courses. Blackboard is where you will communicate with your instructor and obtain all course information and materials. You can access Blackboard from RCC's website ([www.richmondcc.edu](http://www.richmondcc.edu)). Click on the link that says "Blackboard".

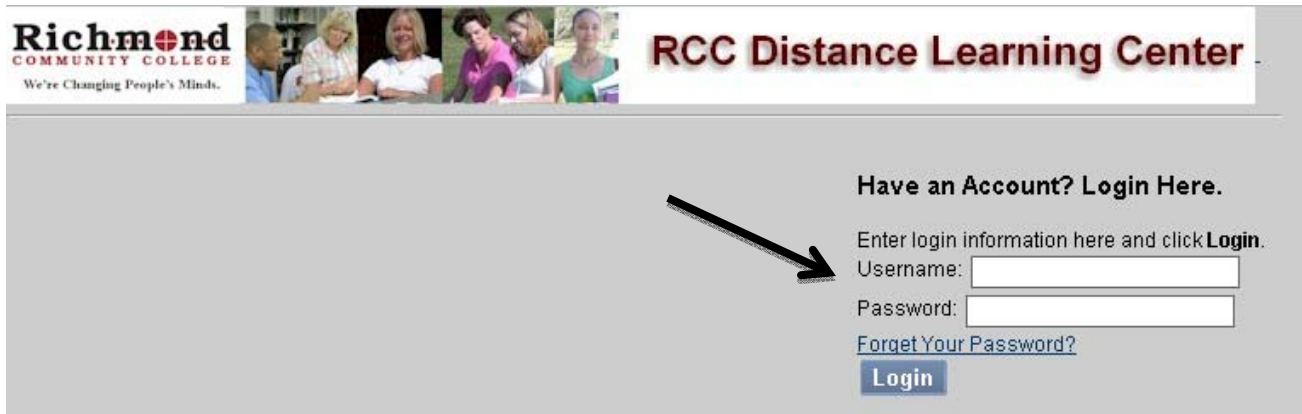


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You can directly access blackboard at: [richmondcc.blackboard.com](http://richmondcc.blackboard.com)

By clicking the Blackboard link, the Blackboard page will ask you for your student **username** and **password**. Insert your student username and password. (*See above steps if you have questions about your student username and password*)



In Mary's case she would insert:

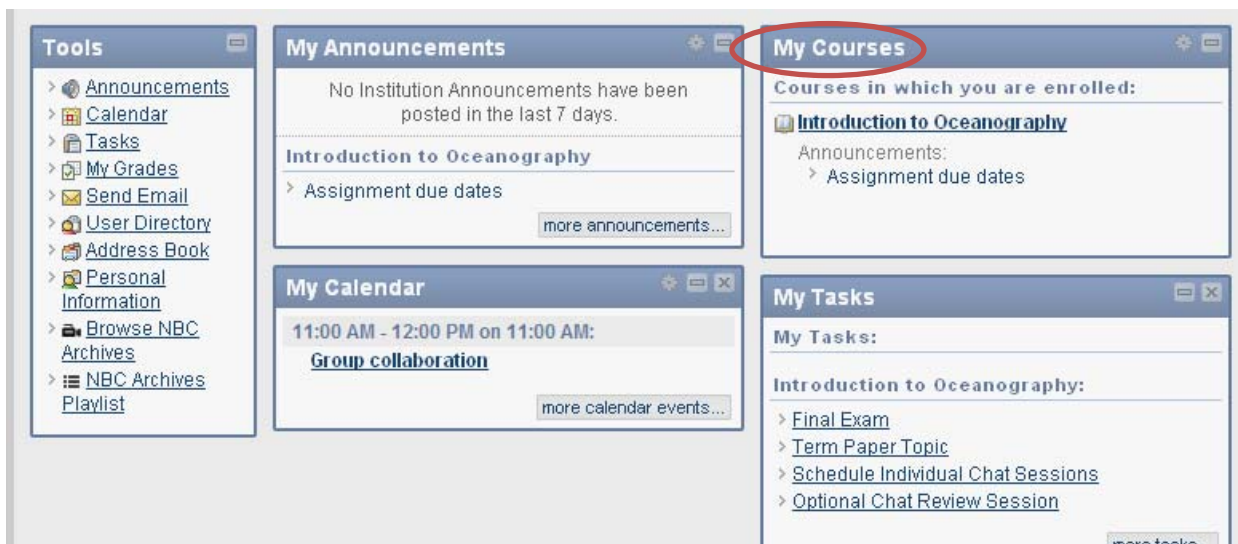
Username: **mksmith**

Password: **rcc3456789**

Students are not enrolled into their Blackboard courses until the first day of class. *If you log into your account before the first day of class, you will not be able to access any registered courses.*

## Navigating Blackboard

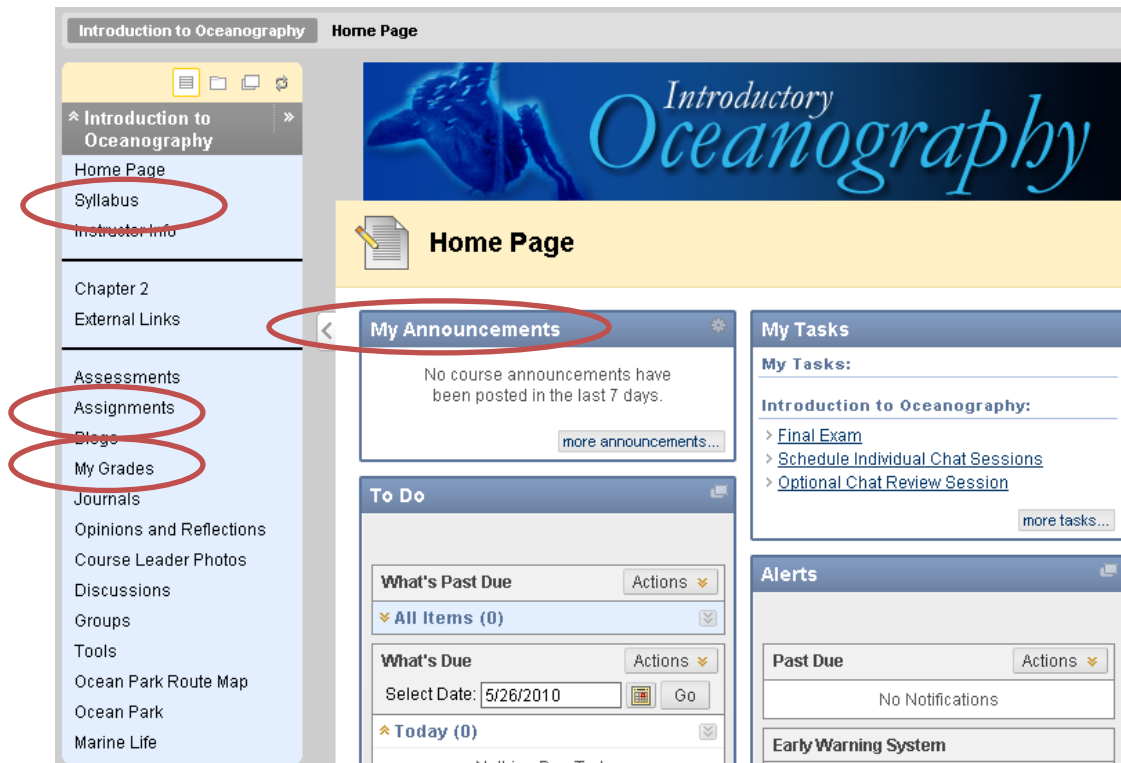
Once you have successfully logged into Blackboard, you will see your Blackboard home screen.



Your Blackboard home screen is made up of different modules (My Announcements, My Calendar, My Tasks, etc.) The “My Courses” module is where you will find the courses you are enrolled in. In this example, this student is registered for one course titled “Introduction to Oceanography”.

# Blackboard Course Navigation

To access your course, click on the course link. Each course may vary in colors, titles, and content however you will navigate each course the same way. After entering a course, you will always see the “Course Announcements”. Always read these messages from your instructor carefully. Also, note the navigation links on the left side of the screen (**Assignments, Syllabus, My Grades, etc.**). You can move around within the course by clicking on these links.



For more information on navigating Blackboard visit the **On Demand Blackboard Student Learning Center** at <http://ondemand.blackboard.com/students.htm>

Also see the **Blackboard Student User Manual** at: <http://help.blackboard.com/student/index.htm>.

The Student User Manual can also be found under “tools” in Blackboard.