

Introduction

Beginning with the Fall, 2004, semester, RCC will be migrating from Blackboard 5 to version 6. For those familiar with Blackboard 5 or new to using Blackboard, these notes provide a step-by-step instruction for carrying out the most important tasks. These include:

- getting to the Blackboard web site,
- logging in,
- submitting files to your instructor using the digital drop box, and
- using the discussion board.

Reaching the Blackboard Web Site

There are two ways to reach RCC's Blackboard web site. You can link from the RCC home page, or use a direct address.

A link is available from RCC's home page at (look for the Blackboard logo):

<http://www.richmond.cc.nc.us>

You should also be aware that you can directly link to Blackboard by using the following address:

<http://rcc-bb6.richmond.cc.nc.us> (Note that there is no "www" in front of this address.)

The second address takes you directly to RCC's Blackboard server. The advantage of using this address is that it will usually be accessible even if RCC's main web site is down for some reason. **Therefore, you should add this address to your list of favorites (bookmarks) in your internet browser.**

In either case, you should see the following screen.

The screenshot shows a web browser window displaying the Blackboard Learning System (Release 6) Entry Page. The browser's address bar shows the URL <http://rcc-bb6.richmond.cc.nc.us/>. The page title is "Blackboard Learning System - Basic Edition™ (Release 6)". The main content area features the Blackboard logo on the left, with "Login" and "Course Catalog" buttons below it. To the right of the logo, the text reads "Welcome!" followed by a description of the platform and a note to click the login icon. A large graphic on the right side of the page shows a computer keyboard with mathematical formulas overlaid, and the Blackboard logo with the tagline "Bringing Education Online™". At the bottom of the page, there is a "POWERED BY Blackboard" logo and copyright information: "Blackboard Learning System™ (Release 6) Blackboard Learning System - Basic Edition™ (Release 6) - 6.1.5 Build 5 Copyright © 1997-2004 Blackboard Inc. Patents Pending. All Rights Reserved. Accessibility information can be found at <http://access.blackboard.com>."